



TOWN OF AMHERST, MASSACHUSETTS  
**FINANCE COMMITTEE REPORT**

and

**RECOMMENDATIONS TO THE  
256th ANNUAL TOWN MEETING**

April 28, 2014  
7:00 O'clock p.m.  
Amherst Regional Middle School Auditorium

# **2014 TOWN MEETING SCHEDULE**

## **Town Meeting Begins:**

MONDAY, APRIL 28, 2014

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

WEDNESDAY, APRIL 30, 2014

MONDAY, MAY 5, 2014

WEDNESDAY, MAY 7, 2014

MONDAY, MAY 12, 2014

WEDNESDAY, MAY 14, 2014

MONDAY, MAY 19, 2014

WEDNESDAY, MAY 21, 2014

WEDNESDAY, MAY 28, 2014

MONDAY, JUNE 2, 2014

MONDAY, JUNE 9, 2014

WEDNESDAY, JUNE 11, 2014

**All meetings begin at 7:00 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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In order to save resources, this report omits the text of Articles 27, 28 and 34, which is very lengthy. Please bring a copy of the Warrant, which was mailed to your earlier, when Town Meeting considers that article.

This report does not include recommendations on several articles that you will consider after the budget. The Finance Committee deferred action on them because it needs more information. The committee will issue a second report which will be available at a Town Meeting session and on the Town's web site.

## AMHERST TOWN BYLAWS - ARTICLE 1

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### 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 five members present, 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 a 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

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### Executive Summary

Amherst is in good financial condition, due to careful planning and sound management, but faces major challenges in the years ahead. In recent years, the Town adopted budgets supported by revenues, rebuilt its reserves to a reasonable level, and borrowed responsibly to support critical capital needs to maintain its infrastructure. This has enabled the Town to provide the schools, libraries, and municipal services that residents value. This year, Amherst has earned Standard & Poor's second-highest long-term rating of AA+, which allows the borrowing of needed funds at very low interest.

However, the Town also faces some significant challenges:

- Revenues will rise in the next years at a rate of a little less than 3% annually. With costs likely to increase at a greater rate, it will be difficult to maintain current services.
- Our largest expense is our schools, which face declining enrollments, an increasing student population of children with disabilities, from low-income families, and from families where English is not the first language.
- We have significant capital needs, including the replacement of the 86-year-old Central Fire Station and the renovation of our two largest elementary schools, which were built 40 years ago.
- We have a huge obligation to pay future health costs of Town, School, and Library retirees and have put virtually no funds aside to meet that obligation.

Adopting a budget is one of Town Meeting's most important responsibilities. That happens with approval of budget articles proposed by the Finance Committee, capital articles presented by the Joint Capital Planning Committee, and any petition articles requesting use of Town funds. In its deliberations, Town Meeting should consider the needs of our residents for essential services from our schools, library and municipal government, as well as 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 Fiscal Year 15 budget is proposed in Articles 7-10, 12-19, and 21-23. The amount from taxation, local aid and other sources supporting the General Fund budget total is \$70,120,776, a 2.5% increase from the present year. The amount from the four enterprise funds is \$9,863,484.

This is essentially a "level services" budget. It will continue school, municipal, and library services presently offered with minor modifications that are in the normal course of administering these programs. 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. Increasing costs of health care for employees and their families is a budget challenge for many employers. With the cooperation of our employees, the Town administers a self-insured medical plan that is extraordinarily well managed, provides quality coverage, and has enabled the Town to keep premiums the same for four years. Once again, no premium increase is needed for FY15, but we expect premium increases in future years.

Our largest revenue source is local property taxation. There will be a 3.8% increase that results from the allowable 2.5% increase in taxation and "new growth," new construction and addition of taxable personal property.

The second largest revenue source is local aid from the Commonwealth. After four consecutive years of reduction in state aid, and small increases in FY13 and FY14, we present a budget that projects modest increases for our largest categories of state aid, Chapter 70 (education) and Unrestricted General Government Aid. We expect state aid in FY15 totaling \$14,328,731 a 1.9% increase from the current year.

The budget does not include money received as grants and expended according to the grant requirements. The Town seeks grants to support priorities and extend the scope of what it can do on our behalf. Due to the last-minute breakdown in negotiations for purchase of property for low-income housing, the Town could not apply for Community Development Block Grant (CDBG) funds for the federal fiscal year beginning October 1, 2014. Those grant funds would have paid for social services as well as the property acquisition. Therefore, the Finance Committee recommends using \$125,000 from Free Cash on a one-time basis to fund certain social services through contracted agencies in FY15 while the Town considers other ways to support these social services and the agencies find replacement funding or reduce services in a planned manner.

Because cuts at the federal level affect the state, there will be ongoing limitations on the state's capacity to assist the Town. We cannot project significant growth in state aid in FY16 and FY17. The structural deficit that results from costs increasing at a rate greater than revenues will likely stress our ability to support current programs in the future. The underfunded health care obligation to our current and future retirees adds to this concern. We need to remain vigilant about controlling costs and continue to make difficult choices about what services are most essential, and we must pursue all reasonable opportunities to generate new revenue. 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.

# FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

## 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 at the time of said meeting 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, including any supplement to be distributed after Town Meeting convenes, is in partial fulfillment of our responsibility to the 256th Annual Town Meeting.

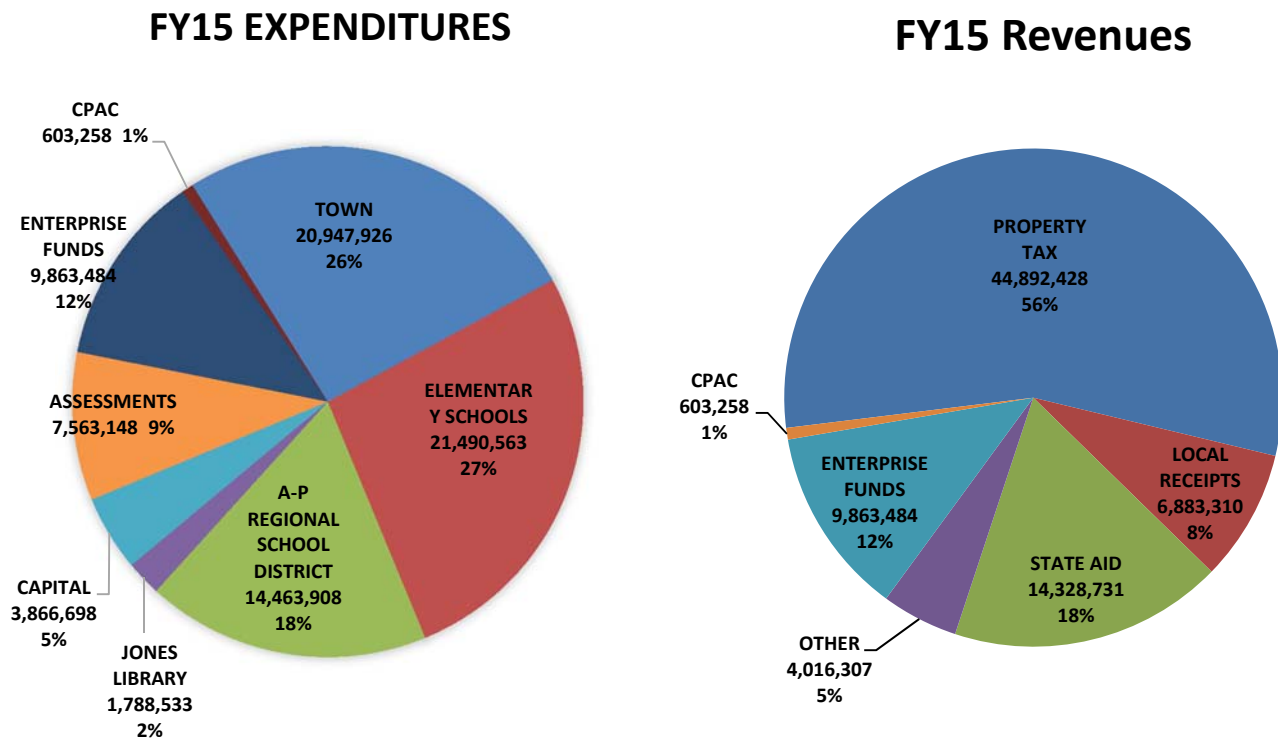
## Budget Presentation

### 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. The largest source is the property tax. A 1980 state law passed by voter initiative, commonly known as Proposition 2½, limits its growth. Without an override of that law, the amount the Town can levy each year is limited to 2.5 percent over the previous year’s levy limit, plus the amount that reflects new growth in the tax base. The amount of revenue from new growth varies, depending upon the economy and the amount of new residential and commercial construction. From 2000 through 2008 the average annual taxation from new growth was \$600,000. That slowed considerably to \$367,924 in FY11, rebounded to \$473,730 in FY12 and \$504,145 in FY13, but decreased in FY14 to \$455,075. The assessor advises us to expect \$600,000 in additional tax revenue from new growth in FY15. 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 decides whether to support Articles about development and zoning.

Figure 1

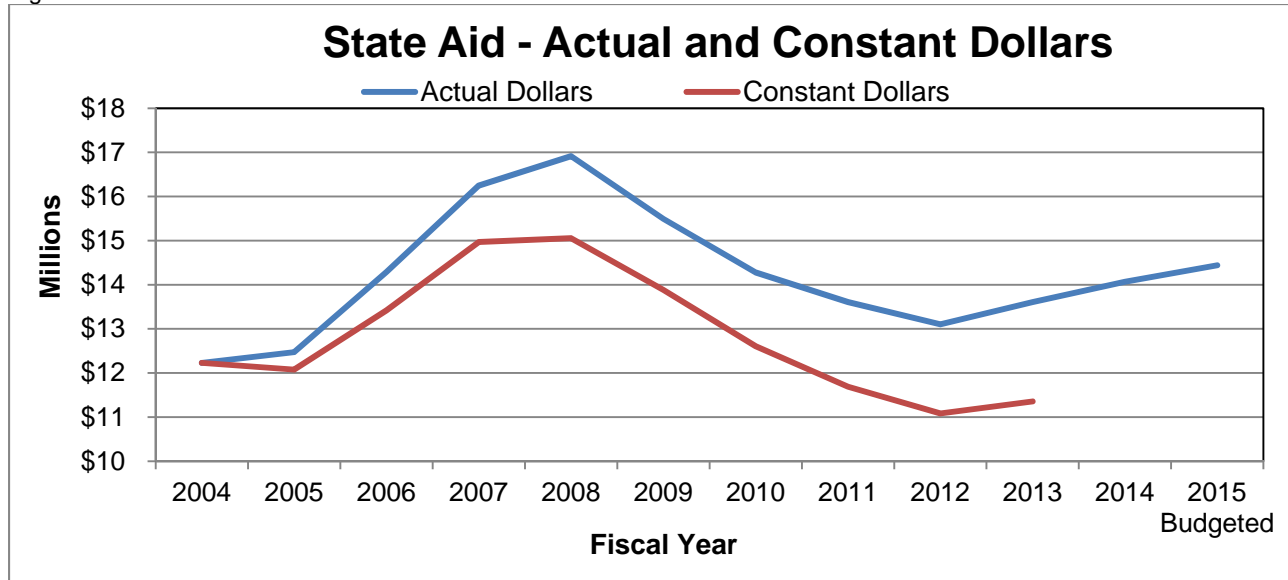


## FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

**State aid**, in contrast, can be quite volatile from year to year. Figure 2 shows this volatility 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, FY14, state aid is \$14,066,500, reduced from \$14,278,972 in FY10. As recently as 2008, state aid was \$16,917,170. The decrease is greater when inflation is considered.

For FY15 we are expecting total state aid of \$14,328,731, an increase of \$262,231, or 1.9%, above FY14 aid. Typically, the state House and Senate do not approve their versions of the state budget until May, or a final version until late June. This year, both houses passed a resolution agreeing on the amount they will allocate to local aid. That has made it easier for Amherst as well as other towns and cities to make informed budget decisions for the coming year.

Figure 2



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 FY15 than in FY08 in both actual and inflation adjusted dollars.

**Local receipts and other funding** resources comprise a number of separate fees, taxes, and grants. The amount reported on the Consolidated Resources/Expenditures Summary on pages 14 and 15 includes the funds we propose to transfer from Free Cash to support special one-time initiatives in FY15. The two largest amounts in this category are Ambulance Fund receipts and Enterprise Fund reimbursements for management and administrative expenses.

	FY 13	FY14	Net change	% change
Ambulance Fund	\$2,301,028	\$2,492,833	\$191,805	8.3%
Enterprise Fund reimbursements	\$880,193	\$1,051,874	\$171,681	19.5%

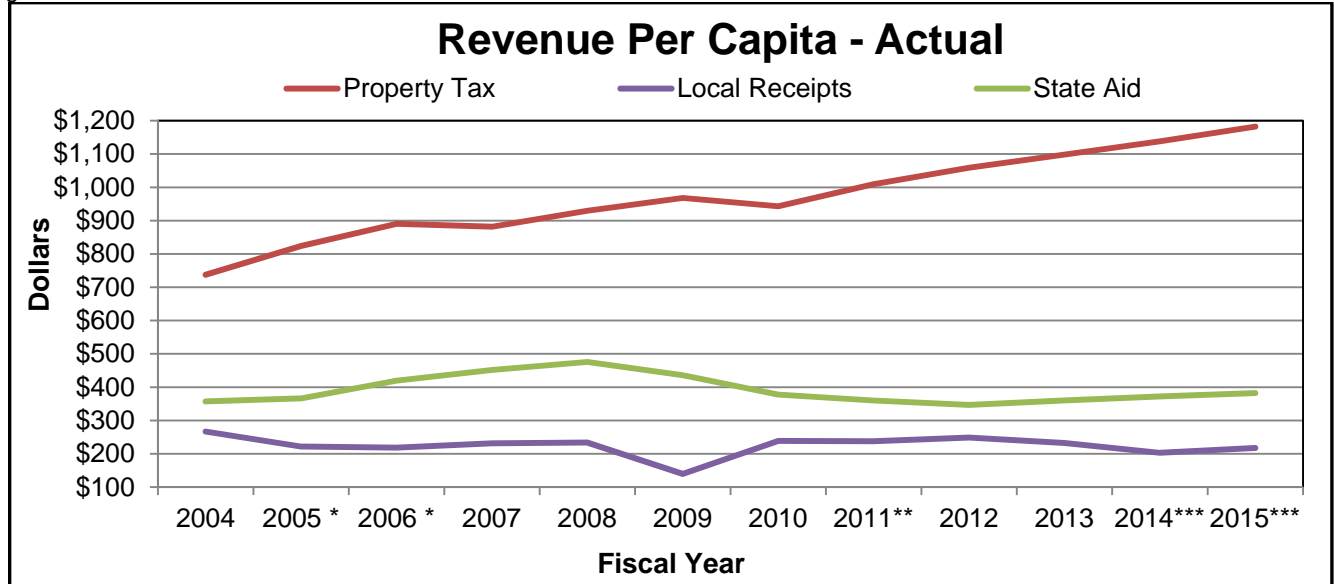
### Recent year trends

When the recent recession began in 2007, state aid was reduced and the Town had to make difficult budget decisions. The reduction in state aid also increased our reliance on property taxes and fees to support essential services. We redefined what we considered to be the essential services that must be provided and sought ways to be more efficient in our programs and services. The number of town employees was reduced. Voters passed an override in 2009, recognizing that only they could assure the continuation of core services. Four times as much was saved by eliminating programs and services and adopting more efficient ways to provide service, than the additional revenue produced by the override. The combined strategy enabled us to continue to provide quality, essential services. We were also able to continue some staff, programs and services with grant funds.



**FINANCE COMMITTEE REPORT TO AMHERST CITIZENS**

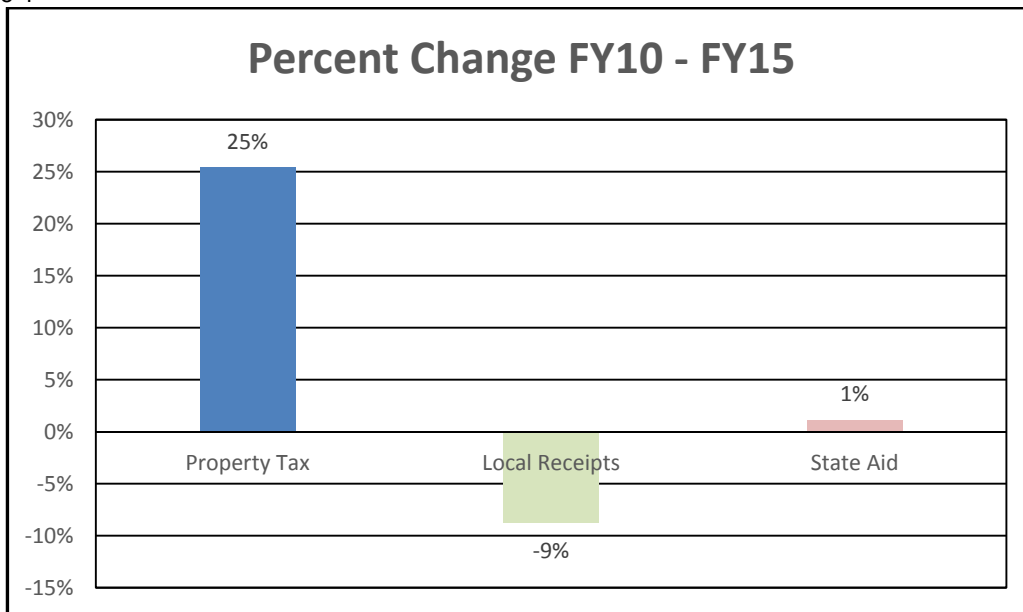
Figure 3



\* 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 FY05 and FY06.  
 \*\*The \$1,680,000 override approved in March 2010 increased property tax bills beginning in FY11 (July 2010 - June 2011).  
 \*\*\* Estimates

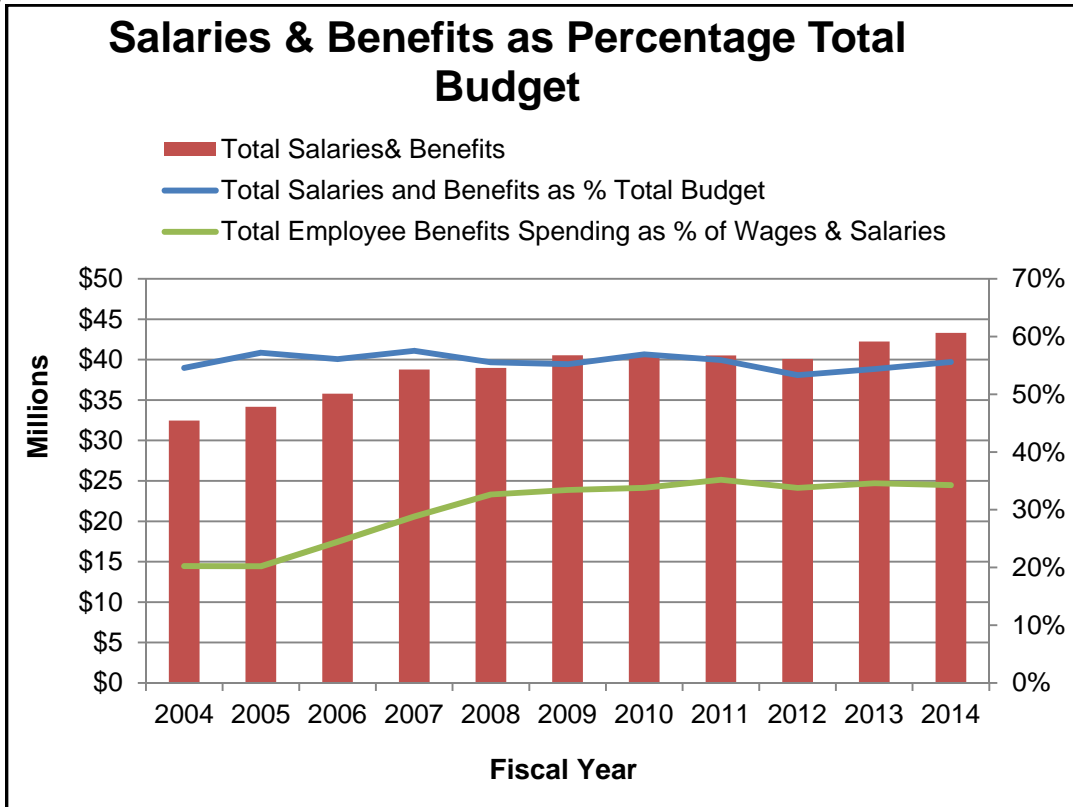
Revenues from the property tax have increased by the allowable limits of Proposition 2 1/2 and were further increased in 2005 and 2010 via a voter-approved referendum. Local receipts have remained relatively unchanged despite increased reliance on user fees to fund certain Town services such as LSSE. State aid has fluctuated and now is below FY08 levels even before adjusting for inflation.

Figure 4



## FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

Figure 5



Total benefit costs as a percentage of wages and salaries has increased from 18.9% to 33.8% 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. Fortunately in the past four years, benefit costs have stabilized. The long term trend is uncertain, despite some success in controlling the rate of increase of health insurance costs.

### Community Development Block Grant (CDBG)

After September 2014, there will be no Community Development Block Grant (CDBG) funds to support the FY15 budget. For four years Amherst qualified as one of ten Massachusetts mini-entitlement communities, due to the community's "high statistical indication of need, poverty rate and size," receiving CDBG funding through the U.S. Department of Housing and Urban Development (HUD). These funds are for projects, programs, and services that improve the lives of Amherst's low- and moderate-income residents (defined as individuals or families whose annual income does not exceed 80% of the Area Median Income as determined by HUD). For 2012 (the federal fiscal year for CDBG is not the same as the state and town fiscal years) the Town applied for and received \$900,000. In September 2013, the Town received notice that the Community Wide Need score that determines eligibility for mini-entitlement status had been reduced by less than a point and that we no longer qualified. Amherst applied for and received \$449,416 in transitional CDBG 2013 funding, which runs out in the fall.

This winter, the Town prepared a package of proposals for a competitive CDBG grant of \$800,000, with strong expectation that the application would be successful. The package included funding for social services contracted with private agencies, as well as capital spending to acquire the Echo Village Apartments for low-income housing. When negotiations for the purchase broke down at the last minute, the application could not be filed because it no longer included a large capital project proposal.

Town staff whose salaries had been partially or wholly paid out of CDBG funding will go on the payroll from the Town's General Fund. In Article 21, the Finance Committee will propose to transfer \$125,000 from Free Cash for social services eligible activities. The reasons for this recommendation are explained in text accompanying that article later in this report. The Town will not be able to continue other valuable programs and services that could be supported by CDBG, and administrative funds that support community development will not be available. However, CDBG grants will be applied for in the next funding cycle.

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## FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

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### Spending

The recommended expenditures from the general and enterprise funds for FY15 are presented in the discussions of Articles 7-10, 12-19, and 21-23 and explained 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 School Committees and Library Trustees have approved the School and Library budgets. 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.

This budget is essentially a "level services" budget. It will continue school, municipal, and library services presently offered with minor modifications that are in the normal course of administering these programs. Establishing new priorities for tax-supported programs is difficult in light of the structural deficit in the projections for the years ahead. The Police and Fire Departments are minimally staffed to address our needs. The Department of Public Works is struggling to meet our needs for adequate roads. The Senior Center is insufficiently staffed to truly address the needs of a growing elderly population within the Town. The schools have cut programs, asked families to pay fees, and encouraged students to raise funds for after school programs. The libraries have cut back on temporary fill-in staff, continued to limit hours, and maintain a material acquisition budget that does not truly meet our needs.

The Town Manager and Select Board, Superintendent and School Committees, and the Library Director and Trustees used their expertise to make painful decisions about what to include in these spending plans and what to omit from them. The Finance Committee reviewed these proposed budgets and found them to be thoughtful, reasonable, and responsible. In the current financial circumstances, we could not add to priorities and do not believe that it is appropriate to change priorities. We advise Town Meeting to use similar restraint. Any additional program or capital initiative will only be supportable at the expense of current programs.

The largest costs to provide services to our community is to employ the talented and dedicated people who teach our children, assure public safety, maintain our infrastructure, and provide other essential services. Health insurance is another major employee cost. 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 FY15. This is a result of adjustments made to the plan in cooperation with the employees and sound management. Where there was an increase in health insurance costs, it was due to a change in the number of employees, the number of employees requesting to be included in our health plan, their need to include family coverage, and their choice of plan.

### Projections for FY16 and beyond

Revenue from property taxes is reasonably predictable, but revenue from state aid can be and has been 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. We are projecting state aid for FY15 as recommended in the March resolution approved jointly by the House and the Senate, a 1.9% increase from FY14 and a little more than our initial projection. The most optimistic outlook for the two following years would be a similar increase, which combined with other sources yields a 2.8% increase in the total revenue.

The state will be challenged to meet its budget needs in the next years. We cannot ignore the contention in Washington about the Federal deficit and budget. The state relies on federal funds to support a variety of programs. If federal funding is cut for any of these programs, the Legislature and Governor will need to consider those needs along with the needs of cities, towns, and schools. We hope that the Legislature will prioritize functions provided by local communities. We can project only a very small increase in state aid for FY16 and FY17, no more than 1%. Local tax growth is limited to 2.5% plus new growth, which is restricted by the exhaustion of areas available for new development and our concerns about conservation and only allowing development consistent with community values.

Costs to maintain programs will increase. It is highly unlikely that we will have a fifth successive year of no increase in employee health premiums. We have benefited from very low inflation in the most recent years, but that may not continue. For example, consider energy costs. The Town has been able to reduce these expenses in recent years with an assertive program in our buildings to reduce usage with better insulation and conversion of some buildings from oil to gas. However, this expense is likely to increase.

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 Article 9 we recommend appropriating \$100,000 to the Other Post- Employment Benefits Trust Fund, beginning what we hope will be

## FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

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annual contributions towards paying down this large and growing future liability. See discussion of Other Post-Employment Benefits (OPEB) on page 11.

### The Capital Budget

The Town's Financial Policy specifies that the annual budget should include a Capital Program that includes debt service obligations and cash-funded capital projects funded from current revenues in an amount equal to at least 10% of the estimated property tax levy. This policy recognizes that it is essential to maintain and improve our infrastructure, including our school, town, and library buildings and the equipment required to provide services, as well as to invest in recreation fields and facilities, open space, and other Town priorities. When the policy was adopted in 2008, only 7.2% of the tax levy was allocated to that purpose. Since then the allocation decreased to as low as 5.64% in FY11. In FY14 we used 7.0% of tax levy for capital projects. This budget recommends allocating an amount equal to 7.5% of projected tax levy through the Joint Capital Planning Committee (JCPC). JCPC will present recommendations for the Capital Program in Articles 14-18. The Finance Committee concluded that this is the appropriate recommendation for FY15.

### Reserves

The Finance Committee recommends the transfer of \$125,000 from Free Cash to support the FY15 budget. This transfer will be required to support the recommendation in Article 21 to address a one-time need, as explained in the discussion that follows about that Article. 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 \$4,738,538 and the Stabilization Fund was \$2,915,976, for total reserves of \$7,654,514, 11.2% of general fund operating revenues.

In February, Standard & Poor's reviewed Amherst's bond rating and raised its long-term rating to 'AA+' from 'AA' with a "Stable" outlook, "based on the town's strong budgetary performance and strong budgetary flexibility, further bolstered by its strong management conditions." As a result, the Town saves on interest expenses for bonds when it needs to finance projects. We were able to issue \$3,301,000 in long-term bonds at 2.6%. The bond rating reports recognize Amherst's good financial management and reserve levels.

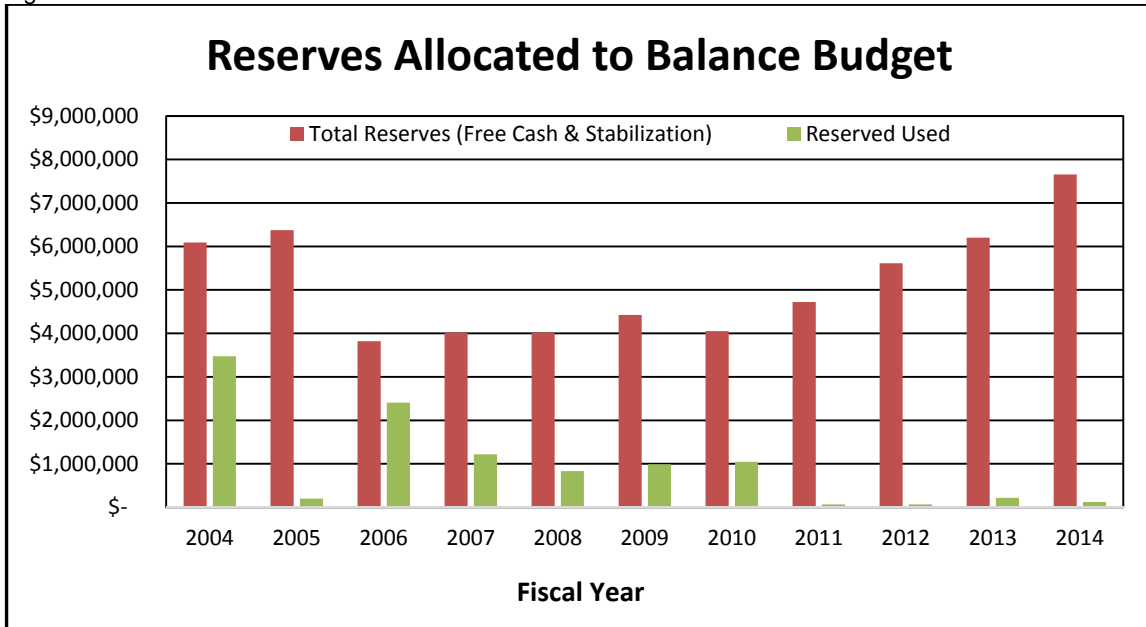
Because of the uncertainty about state aid and the cyclical nature of our economy, we need to carefully consider how we rebuild our own reserves, which have declined from \$9.2 million in 2002 to \$7.7 million presently. Reserves were at the lowest point, \$3.8 million, in 2006. Our policy about reserves had 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." In 2009, the Finance Committee recognized that reserves cannot support ongoing services but identified two circumstances that would justify the Town doing so: (1) to implement bona fide plans to move toward models of service provision that would provide net savings to the Town in the future while providing acceptable levels of service, and (2) to leverage outside revenue in order to maintain existing core services.

Article 21 addresses the loss of CDBG funding for social services, as explained above in the section on CDBG. The Town needs to develop a new policy to assess that need and support it in the future. As noted, reserves cannot support ongoing services. This proposal to use as much as \$125,000 from reserves to support social services in FY15 will allow the Town to move toward a new model to provide and support social services.

Given the revenue projections for the next several years, our desire to achieve stability in Town, School, and Library programs, 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 additional reserves in FY15.

**FINANCE COMMITTEE REPORT TO AMHERST CITIZENS**

Figure 6



**Other Post-Employment Benefits (OPEB)**

Amherst and other governmental units, municipal and state, have promised to pay for the healthcare costs of employees and their dependents after they retire. That promise is considered as an "Other Post-Employment Benefit" by the body that sets the rules for audits of governments, the Government Accountability Standards Board (GASB). While governments are not required to fund this obligation, they are required to report it in the annual financial statements. The most important amount to monitor is the unfunded accrued actuarial liability. We are required to have an independent actuary value that liability biennially. The most recent reports were for June 30, 2012, and July 1, 2010. Between those two years, the amount increased from \$74.9 million to \$93.7 million.

At the Fall 2010 Special Town Meeting, we established an OPEB Trust as an essential part of our long-term strategy for meeting this obligation. In Fall 2012 and in Spring 2013, Town Meeting appropriated a total of \$1,015,562 in one-time revenue for the OPEB Trust Fund. At this Town Meeting, the Finance Committee will propose \$100,000 as the first of regular annual appropriations to the OPEB Trust Fund (Article 9). The Water and Sewer Enterprise Funds include OPEB payments toward their obligation, as they did in the FY14 budget. It is significant that we have started to fund the trust, but we have a long way to go. We need to do so in a manner that does not interfere with essential programs and services the Town needs to provide. We have to continue to make these transfers to the OPEB trust to meet this long-term obligation. If we do not develop a policy to do so, our credit rating and cost to borrow funds will be affected.

The Amherst-Pelham Regional School District has its own OPEB obligation but has not yet developed a plan for beginning to fund it. Once that happens, we must be prepared to pay our share in addition to contributions to the Town's OPEB Trust Fund. The OPEB obligation is another reason why we must engage in careful budget planning and consider the Town's priorities carefully.

**Budget Process**

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 Finance Director presented financial projections to the elected boards and committees and the Finance Committee. This provided guidance about 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 Finance Director projected that the budget for FY15 would be balanced if state aid increased by 1.0% and Town support for operating budgets increased by 2.7%.

## FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

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In November, the Finance Committee issued preliminary budget guidelines asking the Town Manager, Superintendent, and Library Director to develop budgets with increases of 2.7% in Town support and asked the Joint Capital Planning Committee to propose capital expenditures totaling 7% of the property tax levy. The committee must always make an assumption about state aid when it issues the budget guidelines.

The Town Manager presented a proposed municipal budget to the Finance Committee and Select Board in January. The committee received budgets for regional and elementary schools and for the libraries. 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 and offered valuable input to the committee. The Finance Committee met with the Superintendent twice and one of its members attended all budget meetings of the School Committee and its Budget Subcommittee. Other members were liaisons to the Select Board and Library Trustees. The Library Director, Town Manager, and the directors of town departments met with the committee to present their budgets and answer questions.

Because of the formula for Regional School assessments to the four towns in the region, a 2.7% increase for Amherst's assessment would have required a 0.7% increase for Pelham, a 3.6% increase for Leverett, and a 6.3% increase for Shutesbury and increase the total of the assessments by 2.9%. However, the Regional School Committee voted a budget with lower assessments.

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. Because of additional state aid as the result of the joint House/Senate local aid resolution, JCPC recommended a plan using 7.5% of the tax levy. The Finance Committee reviewed the JCPC recommendations, which are presented in Articles 14-18.

The Town Meeting will consider these recommendations 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, 2014, through June 30, 2015). 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 12 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. Anyone proposing to amend the operating budget should tell the Meeting what the amendment is intended to accomplish. However, the subject of these articles is the appropriation of money and not the day-to-day administration of the Town. 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 four written copies of motions to amend budgets and give one copy each to the Moderator, the Clerk, the Chair of the Select Board, and 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 would 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.

## FINANCE COMMITTEE REPORT TO AMHERST CITIZENS

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### 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. If an Article has no apparent financial implications for the Town, the 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 worked 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 Sanford Pooler, who became the Finance Director during the budget process three years ago. He attends all committee meetings, provides support to the committee, and gives us expert advice and a wealth of timely and useful information throughout the process. His knowledge and skills are invaluable to the committee and the Town. Town Manager John Musante, who was the Finance Director until 2011, develops and proposes a budget for the municipal departments, provides information about town finances and policy considerations, and is a great resource for information and analysis. Amherst is fortunate to have a talented and dedicated Town Manager who has the knowledge and experience from his previous work as our Finance Director. Library Director Sharon Sharry 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, and Sean Mangano, the Assistant Director of the Business Office, 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. Comptroller 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.

Finally, we honor Alice A. Carlozzi, a member of the Finance Committee until she stepped down in 2008. With wisdom, patience and hard work, she guided the Finance Committee's work for 15 years. We are poorer for her loss.

If you have questions as you prepare for the April 28 Annual Town Meeting, we invite you to submit them in advance of the meeting to [fincom@amherstma.gov](mailto:fincom@amherstma.gov). If possible, we will respond before or during the session.

Finance Committee Members:

Kay Moran, Chair 549-5767  
Janice Ratner 253-7214  
Anurag Sharma 549-1542  
Douglas Slaughter 253-9920  
Sarah Swartz (413) 362-5000  
Marylou Theilman, Vice Chair 253-7980

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FINANCE COMMITTEE REPORT - FY15

CONSOLIDATED RESOURCES/EXPENDITURES SUMMARY

	FY 15 General Fund	FY 15 Community Preserv. Act	FY 15 Water Fund	FY 15 Sewer Fund
<b>REVENUES</b>				
Property Tax	44,892,428	400,000	0	0
Local Receipts	6,883,310	0	4,256,067	4,152,489
State Aid	14,328,731	120,000	0	0
Other Financing Sources	4,016,307	83,258	0	0
<b>TOTAL REVENUES</b>	<b>70,120,776</b>	<b>603,258</b>	<b>4,256,067</b>	<b>4,152,489</b>
<b>EXPENDITURES</b>				
<b>OPERATING BUDGET</b>				
Town	20,947,926	0	2,859,075	2,803,117
Elementary Schools	21,490,563	0	0	0
A-P Regional School District (Assessment)	14,463,908	0	0	0
Jones Library (Tax Support)	1,788,533	0	0	0
<b>Subtotal OPERATING BUDGET</b>	<b>58,690,930</b>	<b>0</b>	<b>2,859,075</b>	<b>2,803,117</b>
<b>CAPITAL BUDGET</b>				
Debt Service - Debt Exclusion	171,480	0	0	0
Debt Service - Current	1,665,418	181,273	365,850	404,304
Debt Service - Projected	20,000	0	0	0
Cash Capital (Tax Support)	1,663,200	0	0	0
<b>Subtotal Tax Funded Capital</b>	<b>3,520,098</b>	<b>181,273</b>	<b>365,850</b>	<b>404,304</b>
Community Preservation Act	0	421,985	0	0
Cash Capital (Non-Tax Support)	346,600	0	220,000	240,000
<b>Subtotal CAPITAL</b>	<b>3,866,698</b>	<b>603,258</b>	<b>585,850</b>	<b>644,304</b>
<b>MISCELLANEOUS</b>				
Assessment - Retirement System	4,204,149	0	206,363	206,148
Assessment - Regional Lockup Facility	35,928	0	0	0
Other	125,000	0	0	0
OPEB	100,000	0	150,000	150,000
Reserve Fund	100,000	0	0	0
<b>Subtotal MISCELLANEOUS</b>	<b>4,565,077</b>	<b>0</b>	<b>356,363</b>	<b>356,148</b>
<b>Total APPROPRIATIONS</b>	<b>67,122,705</b>	<b>603,258</b>	<b>3,801,288</b>	<b>3,803,569</b>
<b>UNAPPROPRIATED USES</b>				
Reserve for Abatements & Exemptions	447,209	0	0	0
State Assessments (Cherry Sheet)	2,212,350	0	0	0
Cherry Sheet Offsets	322,839	0	0	0
Other Amounts to be Raised	15,673	0	454,779	348,920
<b>Subtotal UNAPPROPRIATED USES</b>	<b>2,998,071</b>	<b>0</b>	<b>454,779</b>	<b>348,920</b>
<b>TOTAL BUDGET PLAN</b>	<b>70,120,776</b>	<b>603,258</b>	<b>4,256,067</b>	<b>4,152,489</b>
<b>\$ Change from Prior year</b>	<b>1,874,485</b>	<b>775</b>	<b>(6,820)</b>	<b>51,136</b>
<b>% Change from Prior Year</b>	<b>2.7%</b>	<b>0.1%</b>	<b>-0.2%</b>	<b>1.2%</b>



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FINANCE COMMITTEE REPORT - FY15

CONSOLIDATED RESOURCES/EXPENDITURES SUMMARY

FY 15 Solid Waste Fund	FY 15 Transportation Fund	FY 15 COMBINED FUNDS (memo only)	FY 14 COMBINED FUNDS (memo only)	Change FY 15 - 14	Percent Change
0	0	45,292,428	43,693,274	1,599,154	3.7%
476,530	963,795	16,732,191	17,341,402	(609,211)	-3.5%
0	0	14,448,731	14,136,123	312,608	2.2%
14,603	0	4,114,168	3,440,607	673,561	19.6%
<b>491,133</b>	<b>963,795</b>	<b>80,587,518</b>	<b>76,895,944</b>	<b>1,976,112</b>	<b>2.6%</b>
452,278	598,245	27,660,641	27,053,909	606,732	2.2%
0	0	21,490,563	21,989,199	(498,636)	-2.3%
0	0	14,463,908	14,158,830	305,078	2.2%
0	0	1,788,533	1,741,512	47,021	2.7%
<b>452,278</b>	<b>598,245</b>	<b>65,403,645</b>	<b>64,943,450</b>	<b>460,195</b>	<b>0.7%</b>
0	0	171,480	213,522	(42,042)	-19.7%
0	57,625	2,674,470	2,510,983	163,487	6.5%
0	0	20,000	20,000	0	0.0%
0	0	1,663,200	1,434,290	228,910	16.0%
<b>0</b>	<b>57,625</b>	<b>4,529,150</b>	<b>4,178,795</b>	<b>350,355</b>	<b>8.4%</b>
0	0	421,985	438,395	(16,410)	-3.7%
0	20,000	826,600	663,000	163,600	24.7%
<b>0</b>	<b>77,625</b>	<b>5,355,750</b>	<b>4,841,795</b>	<b>497,545</b>	<b>10.3%</b>
38,855	40,847	4,696,362	4,386,613	309,749	7.1%
0	0	35,928	31,323	4,605	14.7%
0	0	125,000	0	125,000	0.0%
0	0	400,000	300,000	100,000	100.0%
0	0	100,000	100,000	0	0.0%
<b>38,855</b>	<b>40,847</b>	<b>5,357,290</b>	<b>4,817,936</b>	<b>539,354</b>	<b>11.2%</b>
<b>491,133</b>	<b>716,717</b>	<b>76,116,685</b>	<b>74,603,181</b>	<b>1,497,094</b>	<b>2.0%</b>
0	0	447,209	430,898	16,311	3.8%
0	0	2,212,350	1,969,638	242,712	12.3%
0	0	322,839	271,365	51,474	19.0%
0	247,078	1,066,450	895,866	170,584	19.0%
<b>0</b>	<b>247,078</b>	<b>4,048,848</b>	<b>3,567,767</b>	<b>481,081</b>	<b>13.5%</b>
<b>491,133</b>	<b>963,795</b>	<b>80,165,533</b>	<b>78,170,948</b>	<b>1,994,585</b>	<b>2.6%</b>
<b>(44,762)</b>	<b>(40,639)</b>				
<b>-8.4%</b>	<b>-4.0%</b>				

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## ANNUAL TOWN MEETING WARRANT ARTICLES

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

To see if the Town will hear 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 6-0.**

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**ARTICLE 2. Transfer of Funds – Unpaid Bills  
(Finance Committee)**

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.

**RECOMMENDED by Finance Committee vote of 6-0.**

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. As of this date, the Town is 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.

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**ARTICLE 3. Acceptance of 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.**

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 FY94, the first year for which Town Meeting adopted it. The option must be renewed annually. The total cost to the Town in FY14 to provide these tax exemptions, including the optional tax exemptions, was \$108,007 in foregone tax receipts. Reimbursement by the state for the base exemptions was \$35,825. The cost to the Town in FY14 to provide the additional optional tax exemptions was \$42,043.

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**ARTICLE 4. Authorization for Compensating Balances  
(Select Board)**

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.

**RECOMMENDED by Finance Committee vote of 6-0.**

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.

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## ANNUAL TOWN MEETING WARRANT ARTICLES

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**ARTICLE 5. Capital Program – Jones Library Feasibility Study  
(Library Trustees)**

- A. To see if the Town will vote to authorize the Board of Trustees of the Jones Library to proceed with a feasibility study to examine the options for expanding and renovating its current library building, or building a new facility.
- B. To see if the Town will vote to grant the Board Trustees of the Jones Library the authority to apply for, accept, and expend any state grants which may be available for a feasibility study for the current and future needs of the Jones Library and to further vote to raise and appropriate \$25,000 for the purpose of making funds available to the Trustees to be able to apply for matching state grant funds for a Library Feasibility Study.

**RECOMMENDED by Finance Committee vote of 6-0.**

The Jones Library Feasibility Study is part of the recommended Joint Capital Planning Committee's Capital Program, other parts of which are found in Articles 14 through 17. This study will examine options for renovating the Jones Library to address issues of safety, security, and inefficient workflow. The Trustees are asking the Town to contribute \$25,000 toward this study, which a Massachusetts Board of Library Commissioners grant, if funded, will match with \$50,000 for a total of \$75,000. If the Library does not receive the state grant, the \$25,000 from the Town will not be spent.

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**ARTICLE 6. FY 2014 Budget Amendments  
(Finance Committee)**

- A. To see if the Town will amend the budget voted under Article 16 of the 2013 Annual Town Meeting (FY 2014 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 2014 Fiscal Year.

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

Collective bargaining agreements were reached with unions representing Fire Department and Department of Public Works employees after those sections of the FY14 budget were approved. Money to pay for them was budgeted in the General Government section. This transfers \$61,058 from General Government to the Public Safety and DPW sections of the FY14 budget where it can be spent for the negotiated pay increases.

- B. To see if the Town will amend the budget voted under Article 16 of the 2013 Annual Town Meeting (FY 2014 Operating Budget) to appropriate and transfer a sum of money from the Ambulance Fund to the Public Safety budget.

**RECOMMENDED by Finance Committee vote of 6-0.**

This transfer of \$54,000 from the Ambulance Fund to the FY14 Public Safety budget will fully fund the Fire Department at a staffing philosophy of eight people per shift, as agreed in the Firefighters' contract with the Town. It will also replace ambulance laptops, which is an emergency request from the Fire Chief and Town Information Technology Department. The Ambulance Fund comes from fees charged to patients and can be used only for ambulance-related expenses.

- C. To see if the Town will amend the action taken under Article 17 of the 2013 Annual Town Meeting (FY 2014 Reserve Fund) to appropriate and transfer a sum of money from the Fund Balance Reserved for Overlay Surplus account to the Reserve Fund to balance the 2014 Fiscal Year.

**RECOMMENDED by Finance Committee vote of 6-0.**

The Overlay is a portion of the annual tax levy set aside to pay for any abatements that might be granted. Once all abatements for past years have been paid, the amount left in Overlay for those years becomes surplus. The Assessors have declared Overlay Surplus of \$227,028.47. This article proposes transferring \$167,028.47 from Overlay Surplus to the Reserve Fund that is used if money is needed at the end of FY14 to balance the FY14 budget. The Joint Capital Planning Committee recommends using the remaining \$60,000 to fund costs associated with the triennial revaluation (Article 15).

- D. To see if the Town will amend the action taken under Article 17 of the 2013 Annual Town Meeting (FY 2014 Reserve Fund) to appropriate and transfer a sum of money from Free Cash in the Undesignated Fund Balance of the General Fund to the Reserve Fund to balance the 2014 Fiscal Year.

**RECOMMEND DISMISSAL by Finance Committee vote of 6-0.**

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## ANNUAL TOWN MEETING WARRANT ARTICLES

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### ARTICLE 7. Retirement Assessment (Select Board)

To see if the Town will raise and appropriate \$4,204,149 for the Hampshire County Retirement System assessment.

#### **RECOMMENDED by Finance Committee vote of 6-0.**

The Town, as a member of the Hampshire County Retirement System, pays an annual assessment that covers benefits to current retirees and funding for future retirees. The assessment is based on the payrolls of municipal and library employees as well as non-teaching elementary school employees. The amount to be appropriated for the retirement assessment in this article is \$4,204,149, an increase of \$278,582, or 7.1%, from the FY14 assessment and represents the General Fund share of the assessment. In addition, the Enterprise Funds are allocated their share of the total assessment of \$4,696,388 in their respective budgets. It includes an annual payment of \$233,994 to fund the liability created by the Early Retirement Incentive program adopted by the Town in 2002 and 2003. The pension funding schedule is based upon a January 1, 2012 actuarial study.

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### ARTICLE 8. Regional Lockup Assessment (Select Board)

To see if the Town will raise and appropriate \$35,928 for the Hampshire County Regional Lockup Facility assessment.

#### **RECOMMENDED by Finance Committee vote of 6-0.**

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.) For the first time in seven years, the assessment has increased and is now \$35,928, up \$4,605.

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### ARTICLE 9. Other Post-Employment Benefits (OPEB) Trust Fund (Finance Committee)

To see if the Town will raise and appropriate \$100,000 for the OPEB Trust Fund established under the provisions of Section 20 of Chapter 32B of the Massachusetts General Laws.

#### **RECOMMENDED by Finance Committee vote of 6-0.**

This appropriation of \$100,000 for FY15 is the first annual appropriation from the General Fund to the Other Post-Employment Benefits (OPEB) Trust Fund, which is intended to help meet the Town's long-term obligation to pay for the healthcare costs of employees and their dependents after they retire. In fall 2012 and in spring 2013, Town Meeting appropriated a total of \$1,015,562 in one-time revenue for the OPEB Trust Fund. The Water and Sewer Enterprise Fund budgets for FY15 include OPEB payments toward their obligation, as they did in the FY14 budget. The size of the liability, as described below, is such that we need to make regular contributions to the fund.

As of June 30, 2012, the Actuarial Accrued Liability (AAL) pertaining to the OPEB, estimated at the discount rate of 3.50%, was \$93,708,361. Of this amount, \$54.9 million (58.6%) was attributable to current employees and the remaining \$38.8 million (51.4%) was for retirees, spouses, and survivors.

At a higher discount rate of 7.75%, the AAL drops to \$48,296,301 and the components are \$23,390,109 (48.4%) for current actives and \$24,906,192 (51.6%) for retirees.

On a 30-year funding schedule, the Annual Required Contribution (ARC) is \$8,225,375 (3.5% discount rate) and \$4,581,394 (7.75% discount rate). The pay-as-you-go contribution of the existing costs for current retirees is \$2,524,014.

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### ARTICLE 10. Revolving Fund Reauthorization (Finance Committee)

To see if the Town will reauthorize a revolving fund pursuant to Chapter 44, §53E½ of the Massachusetts General Laws for the operation of an After School Program from which the receipts shall be credited for expenditure by the LSSE department as authorized by the Department Head of the LSSE or his/her designee for supplies and services, including salaries and benefits

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## ANNUAL TOWN MEETING WARRANT ARTICLES

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of staffing, and related administrative costs for the program operation with a limit of \$400,000 that may be expended from said revolving fund in the fiscal year which begins on July 1, 2014.

**RECOMMENDED by Finance Committee vote of 6-0.**

Revolving funds are used to manage fee supported programs in the Town and in the Regional Schools. In order to continue operating the After School Program Trust Fund, it needs to be reauthorized by Town Meeting. Fees from families and other revenues are deposited in the fund, and expenses including the salary and benefits of program staff area paid from the fund. This type of fund, which enables payment for employee benefits, requires annual Town Meeting authorization, pursuant to M.G.L. Chapter 44, Section 53E½. The fund will have an authorized expenditure limit of \$400,000, under the direction of the LSSE Director, for the purpose of providing after school programs. In FY13, total revenues and expenditures were \$304,353. From July 1, 2013 through March 31, 2014, revenues into the fund have totaled \$234,854 and expenditures from the fund totaled \$260,696. Some anticipated revenues lag expenditures. By the end of the fiscal year, revenues and expenditures will equal each other.

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**ARTICLE 11. Amherst-Pelham Regional School District Assessment Method  
(Select Board)**

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 2015 as required by Section VI of the Regional Agreement.

**RECOMMENDED by Finance Committee vote of 6-0.**

The Amherst Pelham Regional School Committee voted unanimously (9-0) on March 11, 2014 for this formula.

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 Education Reform Law 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 Regional town to another.

The State allows a regional district to apportion assessment amounts by a method other than the state statutory formula if all of the member municipalities agree to do so. Amherst, Leverett, Pelham, and Shutesbury annual town meetings have for many years voted the alternative method prescribed by our regional agreement, in which costs of operating the regional schools, grades 7-12, 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. The School Committee has voted to continue using the formula put forth in the Regional Agreement to determine the apportionment of the FY15 budget to each member town.

The Department of Elementary and Secondary Education regulation states that "if the alternative /agreement method is used to calculate the member town assessments, the unanimous approval of all the members is required. The approval may be given by a separate vote of the appropriating authority, or if a separate vote is not taken, unanimous approval of a budget or assessment based on the alternative/agreement method shall be deemed approval of the method." Amherst chooses to follow the two-stage process by first voting on the alternative regional agreement method and then the School Committee budget. The alternative to unanimous approval of the alternative assessment article by all four towns is to revert to the state's statutory formula, a change that would affect the financing of the schools.

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**ARTICLE 12. FY 2015 Operating Budget  
(Finance Committee)**

To see if the Town will adopt a comprehensive operating budget for the ensuing year and raise and appropriate money therefor.

## FINANCE COMMITTEE REPORT - FY15

**GENERAL FUND MUNICIPAL SUMMARY**

	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Manager	Change FY 14-15	% Change
General Government	\$ 5,848,641	6,019,118	6,614,757	6,305,009	6,333,845	28,836	0.5%
Public Safety	\$ 8,384,953	8,549,237	8,876,436	9,162,324	9,596,952	434,628	4.7%
Public Works	\$ 2,012,856	1,950,987	1,928,722	2,020,127	2,076,997	56,870	2.8%
Conservation & Development	\$ 762,484	878,785	928,279	1,027,501	1,161,383	133,882	13.0%
Community Services	\$ 1,491,495	1,595,253	1,730,271	1,745,231	1,778,749	33,518	1.9%
<b>TOTAL APPROPRIATION</b>	<b>\$ 18,500,429</b>	<b>18,993,379</b>	<b>20,078,464</b>	<b>20,260,192</b>	<b>20,947,926</b>	<b>687,734</b>	<b>3.4%</b>

## COMMUNITY SERVICES

### 3% OF GENERAL FUND OPERATING BUDGETS

	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Manager	Change FY 14-15	% Change
Public Health	\$ 234,787	246,265	243,102	273,971	286,483	12,512	4.6%
Senior Center	\$ 176,485	180,059	183,820	189,129	199,133	10,004	5.3%
Veterans' Services	\$ 328,939	331,260	357,005	319,369	330,769	11,400	3.6%
Leisure Services & S.E.	\$ 453,943	478,136	533,041	531,125	529,299	(1,826)	-0.3%
Pools	\$ 75,927	122,078	177,169	189,885	190,116	231	0.1%
Golf Course	\$ 221,414	237,455	236,134	241,752	242,949	1,197	0.5%
<b>TOTAL APPROPRIATION</b>	<b>\$ 1,491,495</b>	<b>1,595,253</b>	<b>1,730,271</b>	<b>1,745,231</b>	<b>1,778,749</b>	<b>33,518</b>	<b>1.9%</b>
<b>SOURCES OF FUNDS</b>							
Departmental Receipts	\$ 613,935	616,075	697,650	722,980	738,143	15,163	2.1%
Licenses & Permits	\$ 70,585	73,230	82,355	76,400	76,400	0	0.0%
Fines	\$ 0	1,450	200	500	500	0	0.0%
State Reimbursement	\$ 144,499	192,615	195,681	201,423	201,423	0	0.0%
Sewer Fund	\$ 2,000	2,000	2,000	2,000	2,000	0	0.0%
Taxation	\$ 642,499	850,814	751,147	741,928	760,283	18,355	2.5%
Total	\$ 1,473,518	1,736,184	1,729,033	1,745,231	1,778,749	33,518	1.9%

### **RECOMMENDED by Finance Committee vote of 6-0**

**BUDGET:** \$1,778,749, an increase of 1.9% (\$33,518) from FY14 due to a variety of reasons. Two reasons for this are:

- The Health Department budget increased because of a change in how it budgets shared services with the City of Northampton. No increase in staff or program has resulted from this change.
- The Senior Center budget has increased in order to increase the social worker's hours from 15 to 19 hours a week.

**BASIC FUNCTIONS:** Provides a variety of human services. These include: public health, senior programming, veterans' services and administration of benefits, as well as recreation and leisure services.

**FULL TIME EQUIVALENT EMPLOYEES:** There are 15.54, unchanged from FY14.

### **FY 15 SUMMARY**

- **Public Health** budget increases 4.6%. This is partially a result of how it budgets shared services with Northampton. There have been no increases of staff or programs to the budget. Amherst had shared a health inspector and a public nurse with the City of Northampton. During this arrangement Amherst employed the health inspector and Northampton employed the nurse. With the shared arrangement each position worked 20 hours a week for each community. This old arrangement was too much for the nurse. There were times when episodic events occurred or emergencies happened, resulting in too many hours per week. In mid-FY14 this arrangement changed. Now Amherst employs a part-time nurse (which is a benefited position). Amherst continues to employ the health inspector and share his time with Northampton. The FY15 budget reflects the full year cost of the nurse.
- **Senior Center** budget increases 5.3%, due to increasing the hours of their part-time social worker from 15 to 19 hours a week. When the Senior Center first opened 46 years ago it was primarily a recreational facility. With the difficult and complex new needs of seniors, it has become a priority to increase the hours that the social worker is available. To reduce reliance on state Executive Office of Elder Affairs (EOEA) grant funds to pay for an administrative staff person, more of that position will be paid for out of the Town General Fund. The freed-up grant money will be used to increase the hours of the part-time social worker from 15 to 19 hours a week, with additional support from the Friends of the Senior Center. The Town Manager has outlined a three year personnel plan to further reduce the Town's reliance on the EOEA Grant to fund the administrative staff person, in turn allowing grant money to further increase the social worker's hours.
- **Veterans Services** budget increases 3.6% in order to fully fund the assessment from the Central Hampshire Veterans Services District. While the District's operating expenses increase due to a reorganization of staffing, the total amount of benefits paid to veterans is estimated to be the same as in FY14, \$248,800. The number of veterans needing assistance is expected to increase, but the average level of need is expected to decrease. Seventy-five percent of the cost of these benefits will be reimbursed by the Commonwealth in a future year. In FY15, estimated state reimbursements for prior years is estimated at \$201,423.

## COMMUNITY SERVICES

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- **LSSE** budget is for the most part level funded. The only real budget change was a slight decrease in staff costs, with new staff being hired at a lower level. Of the total LSSE budget, 21% is for tuition assistance to low-income families. Most LSSE programs are paid for out of the revolving fund into which program fees are paid and are not part of this budget.
- **LSSE-Municipal Pools** budget has no significant change. The department intends to increase the volume of swimmers by lowering the daily fee. It should be noted that the spring and summer is when the LSSE brings in the bulk of its revenue. Expenses are down.
- **Cherry Hill Golf Course** budget increases by 0.5%. Personnel services have increased due to steps and COLA. Expenses are about the same as last year.

More information is available at <http://www.amherstma.gov/DocumentCenter/View/24666>



## CONSERVATION AND DEVELOPMENT

### 2% OF GENERAL FUND OPERATING BUDGETS

		FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Manager	Change FY 14-15	% Change
Conservation	\$	215,219	251,398	261,897	276,506	309,498	32,992	11.9%
Planning	\$	232,038	265,645	268,560	288,070	327,729	39,659	13.8%
Inspection Services	\$	315,227	361,743	397,822	462,925	524,156	61,231	13.2%
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>762,484</b>	<b>878,785</b>	<b>928,279</b>	<b>1,027,501</b>	<b>1,161,383</b>	<b>133,882</b>	<b>13.0%</b>

#### SOURCES OF FUNDS

Departmental Receipts	\$	60,560	72,514	84,418	62,400	68,400	6,000	9.6%
Licenses & Permits	\$	371,607	483,042	640,696	525,601	630,958	105,357	20.0%
Rental of Land	\$	1,085	1,090	1,050	1,000	1,000	0	0.0%
Grants	\$	8,000	0	0	0	0	0	0.0%
Water Fund	\$	16,865	16,258	18,768	19,380	20,577	1,197	6.2%
Golf Course Fund	\$	0	0	0	0	0	0	0.0%
Transportation Fund	\$	0	0	0	0	0	0	0.0%
Taxation	\$	409,147	478,676	490,466	419,120	440,448	21,328	5.1%
Total	\$	867,264	1,051,580	1,235,398	1,027,501	1,161,383	133,882	13.0%

#### **RECOMMENDED by the Finance Committee vote of 6-0.**

**BUDGET:** \$1,161,383, an increase of 13.0% (\$133,882) due to two large changes. The first is the loss of Community Development Block Grant (CDBG) funds. The result is that the salaries of existing staff members that had been paid by CDBG money are now being paid from the General Fund. The Town will continue to apply for CDBG funding. The change in funding is for existing staff only and does not increase the number of personnel in this functional area. The second change is that the Inspection Services Department budget increases by \$61,231 (13.2%) in order to fully implement the rental registration program, including the hiring of a new inspector and administrative assistant.

**BASIC FUNCTIONS:** Plans and manages conservation programs that protect environmental and natural resources. Creates and implements appropriate planning initiatives and regulatory mechanisms for the preservation and responsible development of the Town.

**FULL- TIME EQUIVALENT EMPLOYEES:** 17.3, an increase of 1.19 FTE because of the existing staff that had been funded by the CDBG grant that will now be funded by Town Funds in FY15.

#### **FY15 SUMMARY**

- **Conservation** budget has seen an increase of 11.9% (\$32,992), due to salaries of existing staff no longer being funded by Community Block Grant (CDBG) money but now being paid by the General Fund. The Town will continue to apply for CDBG grants as well as other grants. Right now the availability of these grants are unreliable. The Department sees the rehabilitation of Puffer's Pond as a priority and already has a \$36,000 federal grant to be used toward this project.
- **Planning and Community Development** budget had a large increase of 13.8% due to the transfer of salaries that had been funded by Community Block Grant (CDGB) funds and are now being funded by the General Fund. There has been no increase in staff.
- **Inspection Services** budget shows an increase of 13.2% (61,231) due to an increase in staffing aimed at fully implementing the Residential Rental Registration Program. These two positions are a code enforcement officer and a permit administrator. The FY14 budget covered only part of their salaries because they were hired mid-year when the program started. This increase is offset by the fact that the new positions are funded entirely by the new rental registration fees. Operating expenses are level funded.

For more information, go to <http://www.amherstma.gov/DocumentCenter/View/24670>

## FINANCE COMMITTEE REPORT - FY15

## GENERAL GOVERNMENT

## 11% OF GENERAL FUND OPERATING BUDGETS

	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Manager	Change FY 14-15	% Change
Select Board/Town Manager	\$ 309,252	244,920	249,184	262,297	269,535	7,238	2.8%
Town Meeting/Finance Comm	\$ 550	634	878	1,900	1,900	0	0.0%
Finance Department	\$ 822,734	855,276	891,474	930,344	955,709	25,365	2.7%
Legal Services	\$ 137,237	174,287	117,896	110,000	110,000	0	0.0%
Human Resources/ Human Rights	\$ 134,428	193,251	152,208	150,774	163,893	13,119	8.7%
Information Technology	\$ 491,892	500,942	522,338	502,764	514,864	12,100	2.4%
Town Clerk's Office	\$ 173,285	180,743	193,229	193,830	197,803	3,973	2.0%
Elections & Registration	\$ 50,569	42,008	77,443	27,975	47,613	19,638	70.2%
Facilities Maintenance	\$ 438,251	420,175	437,966	496,175	512,748	16,573	3.3%
General Services	\$ 358,507	387,688	301,578	385,349	405,983	20,634	5.4%
<b>SUBTOTAL</b>	<b>\$ 2,916,706</b>	<b>2,999,926</b>	<b>2,944,197</b>	<b>3,061,408</b>	<b>3,180,048</b>	<b>118,640</b>	<b>3.9%</b>
Employee Pay/Benefits	\$ 2,931,935	3,019,192	3,670,560	3,243,601	3,153,797	(89,804)	-2.8%
<b>TOTAL APPROPRIATION</b>	<b>\$ 5,848,641</b>	<b>6,019,118</b>	<b>6,614,757</b>	<b>6,305,009</b>	<b>6,333,845</b>	<b>28,836</b>	<b>0.5%</b>
<b>SOURCES OF FUNDS</b>							
Ambulance Receipts	\$ 97,816	97,116	105,090	105,305	108,273	2,968	2.8%
Departmental Receipts	\$ 215,838	228,912	225,736	208,755	173,755	(35,000)	-16.8%
Penalties and Interest From Taxes	\$ 145,438	152,258	162,970	152,625	152,625	0	0.0%
Investment Income	\$ 103,369	79,177	76,094	70,000	70,000	0	0.0%
Licenses & Permits	\$ 169,300	190,786	184,647	177,950	177,950	0	0.0%
State Aid-Elections	\$ 5,807	2,458	4,916	2,500	2,500	0	0.0%
Hours Reimbursement	\$						
Water Fund	\$ 178,619	184,031	184,880	200,354	201,071	717	0.4%
Sewer Fund	\$ 186,004	188,911	191,040	192,681	207,435	14,754	7.7%
Transportation Fund	\$ 40,290	40,623	42,681	44,078	45,152	1,074	2.4%
Taxation	\$ 4,801,084	4,854,990	5,448,020	5,150,761	5,195,084	44,323	0.9%
<b>Total</b>	<b>\$ 5,943,565</b>	<b>6,019,262</b>	<b>6,626,074</b>	<b>6,305,009</b>	<b>6,333,845</b>	<b>28,836</b>	<b>0.5%</b>

**RECOMMENDED by Finance Committee vote of 6-0.**

**BUDGET:** \$6,333,845, an increase of \$28,836 (+0.5%) from \$6,305,009 in FY14. (Sources of funds are listed in accompanying chart.)

General Government is the second largest function (after Public Safety) in the Town's operating budget. It includes the bulk of the general administrative costs of managing and operating the Town. Employee Benefits (not including retirement) for all departments account for half of the General Government budget.

**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). Departmental budgets including health insurance costs are shown in Appendix B of this report.

**FULL-TIME-EQUIVALENT EMPLOYEES:** 28.25, unchanged from FY14.

**FY 15 SUMMARY**

- **Select Board/Town Manager's Office:** Goals for FY15 include seeking efficiencies in operations, increasing revenue through economic development and grants, decreasing the Town's dependence on fossil fuels, implementing key recommendations from the Town-Gown Study, and supporting the creation of affordable housing.
- **Town Meeting/Finance Committee:** No changes in the budget, which stays at \$1,900. Of these costs, \$1,000 (52.6%) are attributable to the Town Meeting/Child Care/Dependent allowance. Most of the other costs for Town Meeting are in other areas of the budget.
- **Finance Department:** The main goals for FY15 are to continue refining a long-range strategic financial plan for the Town; increase community access to budget and financial information via the Town's website; expand online options for residents to

## GENERAL GOVERNMENT

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make payments for town services; maintain the bond rating of AA+ with stable outlook (Standard's & Poor) achieved in February; and continue a six-year review of property in Amherst. FY15 is a property tax revaluation year.

- **Legal Services:** No changes from FY14.
- **Human Resources/Human Rights:** Personnel services costs increase because of step and cost-of-living increases and proper budgeting for all salary costs. This budget also includes new, first-time funding of \$1,500 for Human Rights Commission expenses.
- **Employee Benefits:** Health insurance comprises \$2,753,409 or 87% of this budget. Premiums paid to the Town's health insurance fund will remain at current levels in FY15. The budget decreases 2.8% because the FY14 budget contained a salary reserve to fund collective bargaining settlements.
- **Information Technology:** The budget increases 2.4% over last year, largely because of salary changes from step and cost-of-living increases.
- **Town Clerk's Office, Elections and Registration:** The 2.0% increase in the Town Clerk's budget is due to step and cost-of-living increases. The Elections budget increases 70% because three elections are scheduled in FY15, two more than in FY14.
- **Facilities Maintenance:** The 3.3% increase largely reflects step and cost-of-living increases, as well as costs associated with the North Amherst School (vacated by the Amherst Survival Center). Costs of utilities are a significant portion of the budget and, as such, much of the department's focus is on containing energy usage.
- **General Services:** Budget increase of 5.4% was because of higher estimates of insurance costs, which account for 50% of the budget.

More information is available at <http://www.amherstma.gov/DocumentCenter/View/24668>

## FINANCE COMMITTEE REPORT - FY15

## GENERAL FUND INDEBTEDNESS

	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Fin Com	Change FY 14 - 15	Percent Change
Amherst Housing Authority (CPA)	\$ 0	0	44,100	43,400	42,700	(700)	-1.6%
Bangs Community Center Roof/HVAC	\$ 50,114	47,607	46,421	40,219	39,274	(945)	-2.3%
Crocker Farm Renovation	\$ 266,000	259,500	234,000	237,959	235,500	(2,459)	-1.0%
Deferred Teachers' Payroll	\$ 56,500	0		0	0	0	0.0%
DPW - Roads Reconstruction	\$ 0	585,063	558,000	546,750	536,625	(10,125)	-1.9%
Hawthorne Property Acquisition (CPA)	\$ 0	65,007	62,000	60,750	59,625	(1,125)	-1.9%
High School Renovations	\$ 352,466	305,688	259,374	213,523	171,480	(42,043)	-19.7%
High School Roof	\$ 110,994	107,341	103,689	99,918	96,148	(3,770)	-3.8%
Interest on Temporary Debt	\$ 5,370	0	-	20,000	20,000	0	0.0%
Jones Library	\$ 47,179	0		0	0	0	0.0%
Plum Brook Recreation Fields (Partial CPA)	\$ 55,520	53,400	51,840	50,160	48,720	(1,440)	-2.9%
Portable Classrooms	\$ 0	30,222	32,190	34,650	34,050	(600)	-1.7%
Sidewalks (2005)	\$ 75,075	72,800	70,200	67,600	-	(67,600)	-100.0%
South Amherst School	\$ 0	4,818	21,640	24,300	23,900	(400)	-1.6%
Town Hall Exterior (Partial CPA)	\$ 66,812	63,630	61,989	60,221	58,706	(1,515)	-2.5%
Town Hall Renovations Refunding (2005)	\$ 202,375	196,600	185,000	178,600	167,200	(11,400)	-6.4%
Wildwood Roof	\$ 64,905	62,925	61,013	0	0	0	0.0%
Police Communication Equipment	\$			28,154	27,500	(654)	-2.3%
Central Fire Station Renovations	\$			23,419	22,816	(603)	-2.6%
DPW Large Truck	\$			33,785	33,000	(785)	-2.3%
Trees	\$			68,920	67,320	(1,600)	-2.3%
Roads	\$			127,275	124,000	(3,275)	-2.6%
Trees, part II	\$				67,150	67,150	--
DPW Trucks	\$				93,264	93,264	--
AFD Pumper Truck	\$				48,556	48,556	--
S. East St Land acquisition (CPA)	\$				7,283	7,283	--
Ann Whalen Unit Preservation (Housing) (CPA)	\$				13,353	13,353	--
<b>TOTAL APPROPRIATION</b>	<b>\$ 1,353,311</b>	<b>1,854,602</b>	<b>1,791,455</b>	<b>1,959,603</b>	<b>2,038,170</b>	<b>78,567</b>	<b>4.0%</b>
Taxation	1,242,056	1,681,157	1,583,824	1,795,515	1,856,897	61,382	3.4%
CPA	66,411	128,601	123,833	164,088	181,273	17,185	10.5%
Fund Balance Reserved for Debt Service Account	44,844	44,844	83,798	0	0	0	0.0%

**RECOMMENDED by Finance Committee vote of 6-0.**

The debt service for FY15 is projected to be \$2,038,170 of which \$1,856,897 (91.1 %) is funded through taxation and the remaining \$181,273 (9.9 %) with the CPA funds. The total increase of \$78,576 represents a 4% increase over debt service last year. The increase is net of retiring the sidewalk debt from 2005. The new debt service items are: Trees Part II, DPW trucks, AFD Pumper Truck, Land Acquisition on Southeast Street (CPA), and Ann Whalen Unit Preservation (CPA).

Road construction and maintenance account for \$600,625 or almost one-third of total service, whereas school-related renovations account for \$561,078 or 27.5% of the total. At \$225,906 or just over 11%, is the service for debts associated with renovations of the Town Hall. The CPA funds play a significant role in debt service for recreation (Hawthorne and Plum Brook), housing (Ann Whalen and Housing Authority), land acquisition (South East Street), and Town Hall. No debt service is projected for the libraries for the next year.

The debt service allocations for FY15 are as follows: the Town Hall renovations and Town Hall Exterior (Partial CPA) (\$167,200), the High School Roof project (\$96,148), the Crocker Farm School renovation project (\$235,500), the Bangs Community Center roof and HVAC project (\$39,274), the Town Hall exterior renovation project (\$58,708), South Amherst School Renovation & Roof (\$23,900), Portable Classrooms (\$34,050), Road Construction (\$536,625), and Amherst Housing Authority Renovations (\$42,700). These are all included in the Town's capital plan using money from the General Fund. Note that the outstanding debt attributable to the downtown sidewalk project was paid off last year.

In addition, debt service for the new projects are: Trees Part II, \$67,150; DPW trucks, \$93,264; AFD Pumper Truck, \$48,556; South East Street Land Acquisition (CPA), \$7,283; and Ann Whalen Unit Preservation (Housing) (CPA), \$13,353.

As indicated, FY14 was the last year of payments for sidewalk repairs, originally a \$600,000 bond. Although not part of the General Fund, the Town also retired debt on Chapel Road Sewer Extension, originally a \$1,000,000 bond. In FY15, the Town will

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**GENERAL FUND INDEBTEDNESS**

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make its last payments on the Plum Brook Recreation area, originally a \$240,000 bond, and the high school roof, originally a \$754,000 bond.

As of March 2014, the total outstanding debt of the Town, including related school, water, sewer, and transportation fund debt and including the debt sold this year, was \$19,212,355.

Debt service related to the Enterprise Funds (e.g., payment on bonds to pay for sewer extensions) is included in those budgets and is not authorized in this motion.

## PUBLIC WORKS

### 4% OF GENERAL FUND OPERATING BUDGETS

	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Manager	Change FY 14-15	% Change
Public Works Administration	\$ 259,075	286,085	279,044	300,415	308,746	8,331	2.8%
Highway	\$ 718,467	741,264	643,309	612,447	658,138	45,691	7.5%
Snow & Ice Removal	\$ 280,081	150,238	187,280	280,410	280,410	0	0.0%
Street & Traffic Lights	\$ 114,754	104,938	102,591	99,650	99,650	0	0.0%
Equipment Maintenance	\$ 239,442	258,364	263,912	249,192	256,304	7,112	2.9%
Tree and Grounds Maintenance	\$ 401,037	410,098	452,586	478,013	473,749	(4,264)	-0.9%
<b>TOTAL APPROPRIATION</b>	<b>\$ 2,012,856</b>	<b>1,950,987</b>	<b>1,928,722</b>	<b>2,020,127</b>	<b>2,076,997</b>	<b>56,870</b>	<b>2.8%</b>
<b>SOURCES OF FUNDS</b>							
Departmental Receipts	\$ 16,050	20,647	25,265	16,000	16,000	0	0.0%
Water Fund	\$ 198,820	202,624	206,678	212,363	223,477	11,114	5.2%
Sewer Fund	\$ 148,251	149,542	154,848	150,831	161,766	10,935	7.2%
Transportation Fund	\$ 42,162	39,737	42,687	47,295	47,605	310	0.7%
Taxation	\$ 1,607,573	1,538,437	1,499,244	1,593,638	1,628,149	34,511	2.2%
Total	\$ 2,012,856	1,950,987	1,928,722	2,020,127	2,076,997	56,870	2.8%

### RECOMMENDED by the Finance Committee vote of 6-0.

**BUDGET:** \$2,076,997 an increase of 2.8% or \$56,870 from FY14 due to collective bargaining settlements reached in 2013. Services will be preserved at current levels. (Sources of funds are listed in accompanying chart.)

**BASIC FUNCTIONS:** Provides maintenance for highways, street and traffic lights, equipment, trees and grounds, and most of the Town's outdoor facilities and eight buildings. It is responsible for snow and ice removal as well as activities and budgets of the Water, Sewer, and Solid Waste Enterprise Funds.

**FULL-TIME-EQUIVALENT (FTE) EMPLOYEES:** 26.86, unchanged from FY14.

### FY15 SUMMARY

- **Public Works Administration** budget increases by 2.8% due to contract settlements. There are 3.33 FTE in this department. Operating expenses which include funds for utilities and maintenance of the Public Works facility are level funded. Funding sources include transfers from the Water and Sewer Enterprise Funds.
- **Highway:** Highway operating expenses increase by 7.5%, due to the collective bargaining settlement and reduced reliance on project funds. Two positions, approximately \$66,000, in this budget are funded from project work (Chapter 90 and capital funds). There are 13 FTE in this department. Road maintenance supplies are included in this budget, as is funding for traffic line painting, which is now done by department personnel. Operating expenses are level funded. Funding sources include transfers from the Water and Sewer Enterprise Funds.
- **Snow and Ice Removal** remains the same as FY14. 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. This budget also includes funds for equipment maintenance, equipment rental, rental of dump trucks for snow removal, and supplies (melting agents, sand, gasoline, and diesel). The capital outlay (\$5,000) provides for the replacement of a snowplow, part of an annual replacement program.
- **Street and Traffic Lights** remains the same as FY14. There are no personnel costs associated with this budget. Funding provides electricity and maintenance for approximately 1,160 street lights and 14 signalized intersections.
- **Equipment Maintenance** increases 2.9% due to the collective bargaining settlement. All 81 vehicles used for road maintenance, snow-plowing, tree care, park maintenance, leaf pick-up, water, and sewer (with appropriate reimbursements to the General Fund from the Enterprise Funds) are maintained, repaired, and serviced by a crew of three.

## PUBLIC WORKS

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- **Tree and Ground Maintenance** decreases by 0.9% due to personnel turnover. There are 7.5 FTE in this department. This budget includes funds for mowing and maintaining parks and park facilities, commons, cemeteries, athletic fields (including schools), and other green spaces around Town. It includes funds for lighting parks and commons but does not include electricity for Community Field.

More information is available at <http://www.amherstma.gov/DocumentCenter/View/24672>

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FINANCE COMMITTEE REPORT - FY15

**WATER FUND**

SOURCES OF FUNDS	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Department	Change FY 14 - 15	Percent Change
Operating Revenues	\$ 4,090,295	3,923,046	4,049,760	4,221,000	4,236,067	15,067	0.4%
Interest and Late Fees	\$ 21,074	21,759	27,650	20,000	20,000	0	0.0%
Borrowing Authorizations	\$ 0	0	0	0	0	0	0.0%
Surplus Funds	\$ 145,624	478,543	0	21,887	0	(21,887)	-100.0%
Other Available Funds	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL</b>	<b>\$ 4,256,993</b>	<b>4,423,348</b>	<b>4,077,410</b>	<b>4,262,887</b>	<b>4,256,067</b>	<b>(6,820)</b>	<b>-0.2%</b>

EXPENDITURES	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Department	Change FY 14 - 15	Percent Change
Operating Budget	\$ 2,481,230	2,738,055	3,015,169	3,150,628	3,215,438	64,810	2.1%
Debt Service	\$ 703,716	703,688	298,850	294,850	365,850	71,000	24.1%
Capital Program	\$ 345,000	384,000	325,000	368,000	220,000	(148,000)	-40.2%
<b>TOTAL APPROPRIATION</b>	<b>\$ 3,529,946</b>	<b>3,825,742</b>	<b>3,639,019</b>	<b>3,813,478</b>	<b>3,801,288</b>	<b>(12,190)</b>	<b>-0.3%</b>
Indirect Costs Appropriated in General Fund	\$ 411,616	415,568	427,641	449,409	454,779	5,370	1.2%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,941,562</b>	<b>4,241,310</b>	<b>4,066,660</b>	<b>4,262,887</b>	<b>4,256,067</b>	<b>(6,820)</b>	<b>-0.2%</b>

**RECOMMENDED by Finance Committee vote of 6-0.**

**APPROPRIATION:** \$3,801,288 a decrease of 0.3% (\$12,190) from FY14.

**BASIC FUNCTIONS:** The development, treatment, and distribution of the potable water supply for the Town via the enterprise fund completely supported by user fees.

**FULL-TIME EQUIVALENT EMPLOYEES:** 17.98, unchanged from FY14.

**FY15 SUMMARY**

The appropriation proposed for FY15 is slightly smaller than FY14 (-0.3%) primarily due to the significant reduction in Capital Program expenditures offsetting increases in the other budget areas. The most recent collective bargaining contracts increased personnel costs by 3.4%. Operating costs are increasing by 2.1% due to an increased assessment by the Hampshire County Retirement Board and more employees electing to participate in the health benefits offered by the Town. The addition of the borrowing for the Pine Street project to the Water Fund Debt Service increases it by 24.1% (\$71,000).

In order to sustain the Water Fund Balance against ongoing inflationary pressures, two actions are being taken. First, no Water Fund Balance monies are used to support the FY15 Town operating budget. Second, the water rate will be increased. The increase of \$0.05 per hundred cubic feet will make the water rate \$3.45, which remains below state and regional averages.

Debt Service in FY15 covers the principal and interest payment for the Centennial Treatment Facility and Pine Street (\$365,850). Capital Program expenditures are: \$100,000 for Treatment System Improvements, \$50,000 for Water System Improvements, \$40,000 for a Replacement Vehicle, \$15,000 for GPS Aerial Photography, \$10,000 for a Water System Leak Study, and \$5,000 for DPW Facility Improvements.

This budget includes a payment of \$150,000 into the Other Post-Employment Benefits Trust Fund in anticipation of future retiree health care benefits.

More information is available at <http://www.amherstma.gov/DocumentCenter/View/24677>



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FINANCE COMMITTEE REPORT - FY15

**SEWER FUND**

SOURCES OF FUNDS	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Department	Change FY 14 - 15	Percent Change
Operating Revenues	\$ 3,751,953	3,724,663	3,855,848	3,967,000	4,132,489	165,489	4.2%
Interest and Late Fees	\$ 20,559	20,744	26,919	20,000	20,000	0	0.0%
Borrowing Authorizations	\$ 0	0	0	0	0	0	0.0%
Surplus Funds	\$ 248,917	248,917	242,668	114,353	0	(114,353)	0.0%
Other Available Funds	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL</b>	<b>\$ 4,021,429</b>	<b>3,994,324</b>	<b>4,246,004</b>	<b>4,101,353</b>	<b>4,152,489</b>	<b>51,136</b>	<b>1.2%</b>

EXPENDITURES	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Department	Change FY 14 - 15	Percent Change
Operating Budget	\$ 2,540,695	2,711,541	2,912,414	3,081,477	3,159,265	77,787	2.5%
Debt Service	\$ 318,533	309,013	318,066	430,927	404,304	(26,623)	-6.2%
Capital Program	\$ 295,000	336,000	486,000	255,000	240,000	(15,000)	-5.9%
<b>TOTAL APPROPRIATION</b>	<b>\$ 3,154,227</b>	<b>3,356,554</b>	<b>3,716,481</b>	<b>3,767,404</b>	<b>3,803,569</b>	<b>36,164</b>	<b>1.0%</b>
Indirect Costs Appropriated in General Fund	324,691	323,032	336,333	333,949	348,920	14,971	4.5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,478,918</b>	<b>3,679,586</b>	<b>4,052,814</b>	<b>4,101,353</b>	<b>4,152,489</b>	<b>51,136</b>	<b>1.2%</b>

**RECOMMENDED by Finance Committee vote of 6-0.**

**APPROPRIATION:** \$3,803,569, an increase of 1.0% (\$36,165) from FY 14.

**BASIC FUNCTIONS:** The collection, treatment, and disposal of sewage for the Town via Enterprise Fund completely supported by user fees.

**FULL-TIME EQUIVALENT EMPLOYEES:** 18.33, unchanged from FY 14.

**FY 15 SUMMARY**

The appropriation for FY15 is 1% larger than FY14. Personnel costs in the Sewer Fund increase by 5.0% for FY15 due in part to the most recent collective bargaining contracts but mostly due to changes in the personnel who are assigned to the Sewer division (there is no change in FTE). Operating costs are increasing by 2.5% due to an increased assessment by the Hampshire County Retirement Board and changes in the coverage selected by employees participating in the health benefits offered by the Town. Reductions in both the Debt Service and the Capital Program offset the personnel and operating increases, thus limiting the overall budget increase to just 1%.

A 2.8% increase in the Sewer Fund rate (\$0.10 per hundred cubic feet) will result in a 4.2% increase in Sewer Fund revenues due to the new customers added via the extensions to the system. The new rate will be \$3.65 per hundred cubic feet which remains below state and regional averages. As has been the case for the last several years, no Sewer Fund Balance monies are used to support the FY15 Town operating budget.

Debt Service of \$404,304 for FY15 covers the principal and interest payments for the Harkness Road/Wildflower Drive sewer extension, \$310,414; the Pine Street sewer extension, \$81,690; and the Harkness Road sewer extension design, \$12,200. Capital Program expenditures are: \$200,000 for an Electrical Upgrade at the Wastewater Treatment Plant, \$35,000 for a Replacement Vehicle, and \$5,000 for DPW Facility improvements.

This budget includes a payment of \$150,000 into the Other Post-Employment Benefits Trust Fund in anticipation of future retiree health care benefits.

More information is available at <http://www.amherstma.gov/DocumentCenter/View/24674>

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FINANCE COMMITTEE REPORT - FY15

**SOLID WASTE FUND**

SOURCES OF FUNDS	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Department	Change FY 14 - 15	Percent Change
Operating Revenues	\$ 465,810	542,428	441,972	525,565	476,200	(49,365)	-9.4%
Interest and Late Fees	\$ 780	526	335	330	330	0	0.0%
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	10,000	0	(10,000)	0.0%
Surplus Funds	\$ 36,700	37,249	53,055	0	14,603	14,603	--
<b>TOTAL</b>	<b>\$ 503,290</b>	<b>580,204</b>	<b>495,362</b>	<b>535,895</b>	<b>491,133</b>	<b>(44,762)</b>	<b>-8.4%</b>

EXPENDITURES	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Department	Change FY 14 - 15	Percent Change
Operating Expenditures	\$ 512,207	580,204	479,268	535,895	491,133	(44,762)	0.0%
Debt Service	\$ 0	0	0	0	0	0	0.0%
Capital Program	\$ 0	0	0	0	0	0	0.0%
Transfer to Trust Funds	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 512,207</b>	<b>580,204</b>	<b>479,268</b>	<b>535,895</b>	<b>491,133</b>	<b>(44,762)</b>	<b>-8.4%</b>
Indirect Costs Appropriated in General Fund	0	0	0	0	0	0	0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 512,207</b>	<b>580,204</b>	<b>479,268</b>	<b>535,895</b>	<b>491,133</b>	<b>(44,762)</b>	<b>-8.4%</b>

**RECOMMENDE D by Finance Committee vote of 6-0.**

**APPROPRIATION:** \$491,133 a decrease of 8.4% (\$44,762) from FY14.

**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 closed landfills, managing the recycling and transfer facility, monitoring Town-wide solid waste and recycling collection and disposition, and special activities such as hazardous waste collection and disposal.

**FULL-TIME EQUIVALENT EMPLOYEES:** 3.4, unchanged from FY14.

**FY 15 SUMMARY**

The 8.4% decrease in the FY15 appropriation relative to the FY14 budget is largely a reflection of the reduction in operating expenses, and fee revenue generated, due to the decreased tonnage of material brought to the Transfer Station. Personnel costs rise 3.3% (\$5,753) due to contractual steps and cost of living increases. Although the increase in the disposal fees from \$75 to \$85 will help to recoup some of the lost income due to less material being brought in, monies from the Solid Waste Fund Surplus will be used to support this budget for FY15 (\$14,603). An additional source of revenue in FY15 is income from the rental of space at the Transfer Station for the placement of a cell tower (see Article 31). The Recycling and Refuse Committee in conjunction with Town staff are continuing to study options for the Solid Waste Fund, the Transfer Station, and the long-term Waste Management Plan for the Town.

More information is available at <http://www.amherstma.gov/DocumentCenter/View/24675>

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FINANCE COMMITTEE REPORT - FY15

**TRANSPORTATION FUND**

SOURCES OF FUNDS	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Manager	FY 15 Department	Change FY 14 - 15	Percent Change
Operating Revenues	\$ 943,217	898,662	964,404	1,003,434	962,795	(40,639)	-4.0%
Interest and Late Fees	\$ 2,708	929	515	1,000	1,000	0	0.0%
Borrowing Authorizations	\$ 0	0	0	0	0	0	0.0%
Surplus Funds	\$ 55,833	88,688	100,218	0	0	0	0.0%
<b>TOTAL</b>	<b>\$ 1,001,758</b>	<b>988,280</b>	<b>1,065,137</b>	<b>1,004,434</b>	<b>963,795</b>	<b>(40,639)</b>	<b>-4.0%</b>

EXPENDITURES	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Manager	FY 15 Department	Change FY 14 - 15	Percent Change
Operating Budget	\$ 707,320	686,606	819,625	808,474	639,092	(169,382)	-21.0%
Debt Service	\$ 71,032	67,763	65,975	59,125	57,625	(1,500)	-2.5%
Capital Program	\$ 75,000	80,000	35,000	40,000	20,000	(20,000)	-50.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 853,352</b>	<b>834,369</b>	<b>920,600</b>	<b>907,599</b>	<b>716,717</b>	<b>(190,882)</b>	<b>-21.0%</b>
Indirect Costs Appropriated in General Fund	\$ 93,782	92,643	96,835	96,835	247,078	150,243	155.2%
<b>TOTAL EXPENDITURES</b>	<b>\$ 947,134</b>	<b>927,012</b>	<b>1,017,435</b>	<b>1,004,434</b>	<b>963,795</b>	<b>(40,639)</b>	<b>-4.0%</b>

**RECOMMENDED by the Finance Committee vote of 6-0.**

**APPROPRIATION:** \$716,717 a decrease from FY14.

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

**FULL-TIME EQUIVALENT EMPLOYEES:** 4.2, unchanged from FY14.

**FY15 SUMMARY**

Due to changes required by the state regarding the method of reporting in the Town budget the assessments shown on the Cherry Sheet, costs traditionally shown in the some budgets will no longer be reflected in those budgets. In the past, the revenues generated by Transportation Fund activities were shown in the Fund, and the PVTA and the Registry of Motor Vehicles assessments were shown as being paid from the Fund as well. Under the new methodology, the assessments will not be shown as an expense for the Fund, rather they will be included in the indirect costs appropriated to the General Fund, without appropriation by Town Meeting, as is the case with all indirect costs from the Enterprise Funds. As a result, the budgeted amounts shown for FY15 reflect changes to the budget relative to FY14 as well as changes to the accounting required by the state. There has been no change in our enterprise fund operations, merely a change in the accounting methods used to report the assessment costs.

The change in the FY15 appropriation relative to the FY14 budget, separate from the accounting change, is small, with decreases in revenue projections (based on actual revenue collections in recent years) being offset by reduction in the Debt Service and Capital Program costs.

Debt service for FY15 is for the Boltwood Parking Garage, \$57,625. Capital expenditures are \$20,000 for repair and/or replacement of single post meters.

More information is available at <http://www.amherstma.gov/DocumentCenter/View/24676>

## FINANCE COMMITTEE REPORT - FY15

## PUBLIC SAFETY

## 16% OF GENERAL FUND OPERATING BUDGETS

	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Manager	Change FY 14-15	% Change
Police Facility	\$ 197,874	181,407	188,878	190,692	191,796	1,104	0.6%
Police	\$ 3,712,557	3,925,667	4,064,748	4,178,531	4,350,551	172,020	4.1%
Fire/EMS	\$ 3,868,072	3,848,915	3,990,973	4,114,252	4,358,412	244,160	5.9%
Communications Center	\$ 554,084	541,510	578,087	623,468	639,774	16,306	2.6%
Animal Welfare	\$ 52,366	51,737	53,751	55,381	56,419	1,038	1.9%
<b>TOTAL APPROPRIATION</b>	<b>\$ 8,384,953</b>	<b>8,549,237</b>	<b>8,876,436</b>	<b>9,162,324</b>	<b>9,596,952</b>	<b>434,628</b>	<b>4.7%</b>
<b>SOURCES OF FUNDS</b>							
Ambulance Receipts	\$ 2,020,162	2,107,362	2,187,676	2,195,723	2,384,560	188,837	8.6%
Departmental Receipts	\$ 190,394	179,997	236,209	132,100	147,100	15,000	11.4%
Educational Incentive	\$ 16,444	0	0	0	0	0	0.0%
Fines	\$ 223,520	234,927	241,945	210,533	210,533	0	0.0%
Licenses & Permits	\$ 9,658	10,141	11,508	8,000	8,000	0	0.0%
Transportation Fund	\$ 5,366	5,366	5,502	5,620	5,741	121	2.2%
Taxation	\$ 6,235,824	6,070,642	6,298,840	6,610,348	6,841,018	230,670	3.5%
Total	\$ 8,701,368	8,608,435	8,981,680	9,162,324	9,596,952	434,628	4.7%

**RECOMMENDED by Finance Committee vote of 6-0.**

**BUDGET:** \$9,596,952 an increase of 4.7% (\$434,628) from FY14, due to collective bargaining settlements reached in 2013. (Sources of funds are listed in accompanying chart.)

**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:** 107.5, unchanged from FY14. Turnover in staff has generated savings utilized to preserve staffing levels.

**FY15 SUMMARY**

- **Police Facility** budget is virtually unchanged from FY14, due largely to stable long-term contracts for electricity. Increased activity continues to result in higher demands on maintenance staff. There is one full-time employee.
- **Police Department** budget increases by 4.1% due to collective bargaining agreements reached in 2013. Operating costs are level-funded. The authorized number of tax-funded officers, 45, is the same as in FY14 and five fewer than in FY07, not enough to staff all Town sectors. There will no longer be an additional officer assigned full-time to domestic violence cases, because Federal grant funding for that position will end. Domestic violence cases will be shared among other officers, and a grant continues to finance a civilian advocate for domestic violence victims shared with Everywoman's Center. Also ending is the grant that had paid a crime-data analyst to pinpoint where and when to deploy police resources to best effect.

More houses in residential neighborhoods are being turned into rentals, increasing police time needed to deal with many issues, especially on spring and fall weekends. The department will continue to work cooperatively with UMass and the Town's Fire, Health, and Inspections departments on the Safe and Healthy Neighborhoods initiative.

Offsetting revenue for FY15 includes \$155,000 in court fines and \$19,100 in department receipts, all of which goes into the General Fund.

- **Fire Department** budget increases by 5.9% due to collective bargaining agreements reached in 2013. Operating costs are level funded. The authorized number of full-time firefighters is 47, the same as in FY14 and one more than in FY13. The University of Massachusetts will again contribute money to bring the number of on-duty ambulances up from three to five on busy fall and spring weekends; the money goes into an agency fund from which those ambulance overtime costs are paid. This is similar to the fund contractors pay to police officers for road-work details. Total staffing is low relative to national norms, according to the July 2009 rating by the Insurance Services Office, Inc. Calls for emergency ambulance service continue to increase. The Department will begin the state-mandated transition to a National Registry certification system for EMS that must be completed by March 2017.

## PUBLIC SAFETY

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Offsetting revenue for FY15 includes \$112,000 in departmental receipts and \$2,323,063 in ambulance receipts, which include payments from UMass and the towns of Pelham, Leverett, Shutesbury, and Hadley. A grant of \$22,000 has been received to fund the 19<sup>th</sup> year of the school Fire Safety Education program (SAFE) and to focus on fire safety for the Town's seniors.

- **Communications Center** budget increases by 2.6%. As in FY14, there will be 12 dispatcher positions, one of them funded by a state grant for a savings of \$37,296 plus benefits. This budget may be amended prior to Annual Town Meeting, pending completion of the updated Regional Dispatch study for the towns of Amherst, Pelham, and Hadley.
- **Animal Welfare budget** remains virtually unchanged, increasing by only 1.9%. No changes are expected for this one-person department.

More information is available at <http://www.amherstma.gov/DocumentCenter/View/24671>

## AMHERST ELEMENTARY SCHOOLS

### 38% OF GENERAL FUND OPERATING BUDGETS

	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Original Budget	FY 14 Current Budget	FY 15 Fin Comm	Difference
<b>PAYROLL ACCOUNTS</b>							
Regular Education	6,525,675	6,701,775	6,540,468	6,144,727	6,151,459	6,216,622	65,163
Special Education	3,891,291	4,422,903	4,619,388	4,573,155	4,746,417	4,873,818	127,401
Support Services	817,579	864,570	1,106,509	1,065,803	1,125,310	1,168,192	42,882
School Administration	835,094	806,573	813,221	819,239	857,133	860,429	3,296
Central Administration	478,963	482,202	572,742	619,631	587,008	633,266	46,258
Information Systems	205,135	212,984	194,795	205,129	207,874	234,210	26,336
Facilities	723,463	740,282	720,785	721,521	740,161	743,917	3,756
Transportation	194,795	190,105	196,642	199,975	199,975	204,162	4,187
Total Salaries	13,671,995	14,421,395	14,764,551	14,349,180	14,615,337	14,934,616	319,279
Substitutes	142,771	186,857	160,830	150,397	150,397	174,448	24,051
<b>EXPENSE ACCOUNTS:</b>							
Regular Education	126,304	60,558	59,631	45,434	46,756	46,162	(594)
Special Education	193,007	219,399	285,574	330,991	260,325	128,502	(131,823)
Other Programs	477,754	654,748	694,381	868,394	863,325	1,002,549	139,224
Support Services	23,039	57,357	49,482	42,948	47,319	43,184	(4,135)
Program/Staff Development	147,297	208,165	262,077	247,165	222,544	247,891	25,347
School Administration	50,573	52,743	42,663	33,694	35,202	39,624	4,422
Central Administration	105,944	106,629	146,551	107,825	107,892	107,825	(67)
Information Systems	138,871	79,800	128,804	120,286	120,286	120,286	-
Facilities	236,502	127,772	124,077	135,286	135,536	135,286	(250)
Utilities	482,097	418,744	421,940	444,869	444,869	463,677	18,808
Transportation	406,198	407,361	442,609	451,146	481,356	440,760	(40,596)
Food Services	79,505	29,933	70,000	35,665	35,665	93,000	57,335
Health Insurance							-
Employees	2,271,395	2,245,601	2,271,204	2,490,507	2,490,507	2,470,433	(20,074)
Retirees	1,255,348	970,176	1,034,106	1,113,447	1,113,447	1,065,866	(47,581)
Other Operation Services	484,853	504,448	575,047	422,764	422,764	511,559	88,795
Other Programs & Control Accts	1,000	1,000	1,000	599,201	395,672	295,600	(100,072)
Total Expenses	6,479,686	6,144,435	6,609,146	7,489,622	7,223,465	7,212,204	(11,261)
<b>LEVEL SERVICES TOTAL</b>	<b>20,294,452</b>	<b>20,752,687</b>	<b>21,534,528</b>	<b>21,989,199</b>	<b>21,989,199</b>	<b>22,321,268</b>	<b>332,069</b>
Level Services % Increase							
Additions and Reductions					-	161,639	161,639
<b>BUDGET TOTAL</b>	<b>20,294,452</b>	<b>20,752,687</b>	<b>21,534,528</b>	<b>21,989,199</b>	<b>21,989,199</b>	<b>22,482,907</b>	<b>493,708</b>
Change from previous year	(38,150)	458,235	781,840	454,671	454,671	493,708	
Percent change from previous year	-0.2%	2.3%	3.8%	2.1%	2.1%	2.2%	

\*Continuation Budget Total—refers to what percent and how much the budget would increase if every item in FY13 remained in place for FY14 with adjustments made due to inflation and contractual agreements.

## AMHERST ELEMENTARY SCHOOLS

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**RECOMMENDED by the Finance Committee vote of 4-0-2, with 1 absent and 1 abstaining.** (One member abstained from any discussion and vote on the school budget due to a potential conflict of interest, and there is one vacant seat.)

**Budget:** The Finance Committee recommends an appropriation of \$21,490,563 for the Amherst Elementary Schools. This is \$992,344 less than the amount of \$22,482,907 that the Amherst School Committee voted on March 18, 2014, but the schools will effectively have the same amount of money.

Very recently, the Town was notified by the state Department of Revenue (DOR) that the Town must change the way it appropriates and accounts for funds in the Amherst Elementary School budget regarding Choice-Out Tuition and Charter School Assessments.

For many years the Amherst School Department has reimbursed the Town for Choice-Out Tuition and Charter School Assessments. The purpose of this process was to fully and accurately show the public the cost of operating the School Department. Previously, Town Meeting appropriated money for the School Budget to cover these costs. The School Committee's budget included these costs in line items to reimburse the Town. The Town used the funds to pay the State's Cherry Sheet Assessment for Amherst's students Choice-Out Tuition and Charter Assessments. In essence, the Town has been giving the School Department funds for these assessments/expenses, and the School Department has been giving the money back to the Town.

The DOR has suggested that instead of appropriating the assessment money to the School Department, the Town retain the funds and pay the assessment directly. By the Town retaining the assessment funds of \$992,344, the total appropriation to the School Department will be eliminated for Choice-Out Tuition and Charter School Assessments, and the expense budget for the Schools will be reduced by the same amount. This change will have no effect on the School Department's spending, as the rest of the budget will not change.

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

### **FY15 Summary:**

The FY15 Amherst budget of \$21,490,563, recommended by the Finance Committee, is an overall decrease of \$498,636 or 2.26% less than the FY14 budget of \$21,989,199, because the Choice-Out and Charter School Assessments/expenses have been removed from the budget voted by the School Committee and are now in the Town budget, as per DOR recommendation. The rest of the School budget remains the same for the operation of the schools. The Finance Committee Budget Guidelines issued in November 2013 recommended a 2.7% increase for the Amherst elementary budget. Excluding the budget adjustment for this year, the School budget came in \$100,000 less than the Guidelines.

The anticipated grants budget total for FY15 is \$1,022,024 with \$924,590 in total salaries and \$97,434 in total expenses. Since FY11 grant funding has decreased by \$657,975 or 39%, due in part from a substantial decrease in temporary grants of \$448,352 from the federal government to help Districts cope with the recession. Revolving fund expenditures total \$1,045,205 up slightly from FY14. Projected total spending for the Amherst Schools for FY15 is \$24,550,136, which includes all Revenues.

The State calculates the per pupil cost at the end of each fiscal year after schools file their year-end reports. Amherst's per pupil cost was \$19,062 in FY13, the last year officially computed by the State.

The FY15 budget additions include increasing specialists to full-time positions from part-time, providing more After School Program vouchers, expanding to full day preschool, granting Leadership stipends, increasing costs for substitutes and adding money for curriculum support. Based on data, budget reductions include retirement incentives, unemployment insurance, Workmen's Compensation and sabbatical requests. There are no reductions in staff projected for FY15.

Regular education instruction is 33.32% of the budget, special education is 22.23%, and employee and retiree health insurance is 15.73%. Although the third highest percentage, health insurance is projected to decrease by \$67,655, due to fewer new hires enrolling in the school health plan and a fourth year of no premium increase for the Town Health Care Trust Fund. Costs for Charter Schools will increase slightly due to enrollments and the state reimbursement formula. Payment into the Other Post-Employment Benefits (OPEB) Trust Fund for the Elementary Schools is not in the School budget, as it is part of the Town budget.

### **Additional Information:**

The major capital expenditures for the elementary schools are in the Town's Capital Plan and include a SPED van, bus security and computer technology items. For all school capital requests, see the complete list in the Finance Committee Report under Capital Program Articles.

## AMHERST ELEMENTARY SCHOOLS

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Budget reductions over the last several years have been related mainly to declining enrollments in the Elementary Schools. The projected FY15 enrollment is 1,123 or a decline from FY14 of 28 students for 2.43%. Elementary enrollment is expected to continue at a modest decline. As a fill-in, on March 25, 2014 the Amherst School Committee voted to continue as a School Choice District. The openings in classrooms are on a space available basis requiring no addition staffing. The Elementary enrollment figures include Choice-In students for both FY14 at 38 and projected FY15 at 40.

In FY06 the K-6 enrollment was 1,417 students and the projection for FY15 is 1,123, for a loss of 294 students or 20.7% since FY06. Official K-6 enrollment for FY14 as of October 1, 2014, is 370 for Crocker Farm, 368 for Fort River and 407 for Wildwood for a total of 1,145. In addition, Crocker Farm has 65 pre-school children, which brings the total enrollment for all students in the three schools to 1,210 students.

In FY14 Out-of-District Placements include 3 for Special Education. The Pioneer Valley Chinese Immersion Charter School is attended by 62 Amherst students, and one student attends the Hilltown Cooperative. Choice-Out students number 23, down slightly from FY13. Choice-Out schools include Deerfield, Hadley, Leverett, Northampton, Pioneer, Sunderland and Pelham with 12, enrolling the largest number of Amherst students.

Unlike Charter Schools and Choice-Out which involve a financial responsibility from Amherst, private school enrollment numbers for Amherst students are less accurate, since the numbers rely on information from families and/or requests for information from the receiving schools. Private schools include Bement, Common School, Eagle Brook, Hartsbrook, Lander Grinspoon Academy, and Smith College Campus School. School records indicate that this year students attending private schools number 106. In addition 24 elementary students are Home Schooled. Out-of-District and Home Schooled enrollment total 223 students.

The Superintendent, staff and Amherst School Committee will continue to review the \$21,490,563 budget and adjust the line items as appropriate.

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



## AMHERST ELEMENTARY SCHOOLS

AMHERST PUBLIC SCHOOL  
FY15 BUDGET  
**BUDGET ADDITIONS / (REDUCTIONS)**  
to Continuation Services Budget

**Budget Adjustments - Increases/(decreases)**

Department	Description	FTE	\$\$	Total
Family Center / STS	Speakers / Presenters		9,650	
Arts Integration	K-12 Arts Integration Coordinator	0.20	14,000	
Arts Integration	Increase Art Teachers to 1.0 FTE	0.80	44,000	
Arts Integration	Increase Music Teachers to 1.0 FTE	0.50	27,500	
Arts Integration	Increase PE Teachers to 1.0 FTE	0.70	38,500	
Arts Integration	Amherst Cinema		5,000	
Arts Integration	Enchanted Circle Theater		10,000	
Equity	Calvin Terrell		10,000	
Equity	After School Program Vouchers		20,000	
Equity	Full Day Preschool		57,000	
Professional Development	UDL and Anti-Bullying		4,819	
Professional Development	Leadership Stipends		20,000	
Professional Development	PBIS Stipends		14,802	
Professional Development	Increased Sub Cost for PD/Curriculum		39,000	
Business Office	Increase in Licenses and Fees		3,280	
Facilities	Student Help to Offset Transportation		2,500	
Student Services	Updated Assessment Tools		2,500	
Student Services	Van Monitors		2,000	
Student Services	SE and 504 Publications		150	
Other	Other		1,380	
		2.20		326,081

**Budget Reductions**

Department	Description	FTE	\$\$	Total
Control Account	Sabbatical Denial		(30,000)	
Risk/Benefits	Prepay Retirement Incentives		(90,026)	
Risk/Benefits	Decrease in Unemployment Ins.		(25,000)	
Risk/Benefits	Decrease in Workmen's Comp.		(19,416)	
		-		(164,442)

**Net Budget Additions / (reductions)**

	2.20	161,639	161,639
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**Net TARGET Budget Additions / (reductions)**

261,639

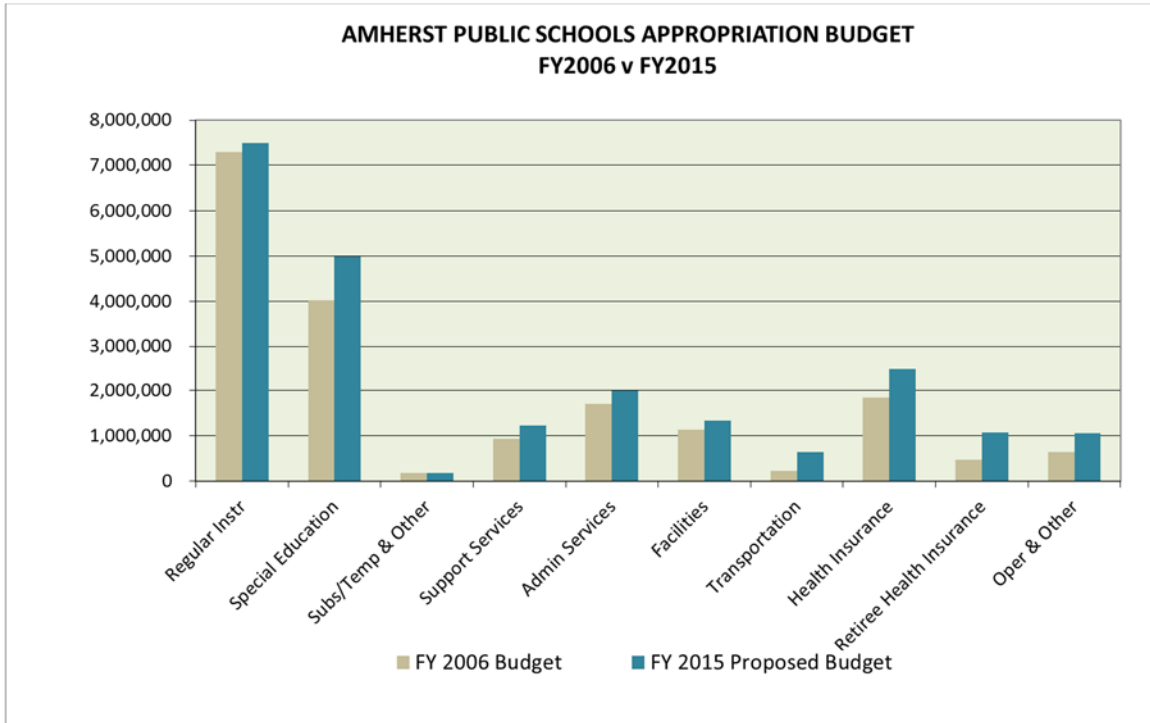
Net reductions required to meet projected budget support

100,000

**\*Reflects amount less than the originally targeted 2.7% FY15 budget increase.**

## AMHERST ELEMENTARY SCHOOLS

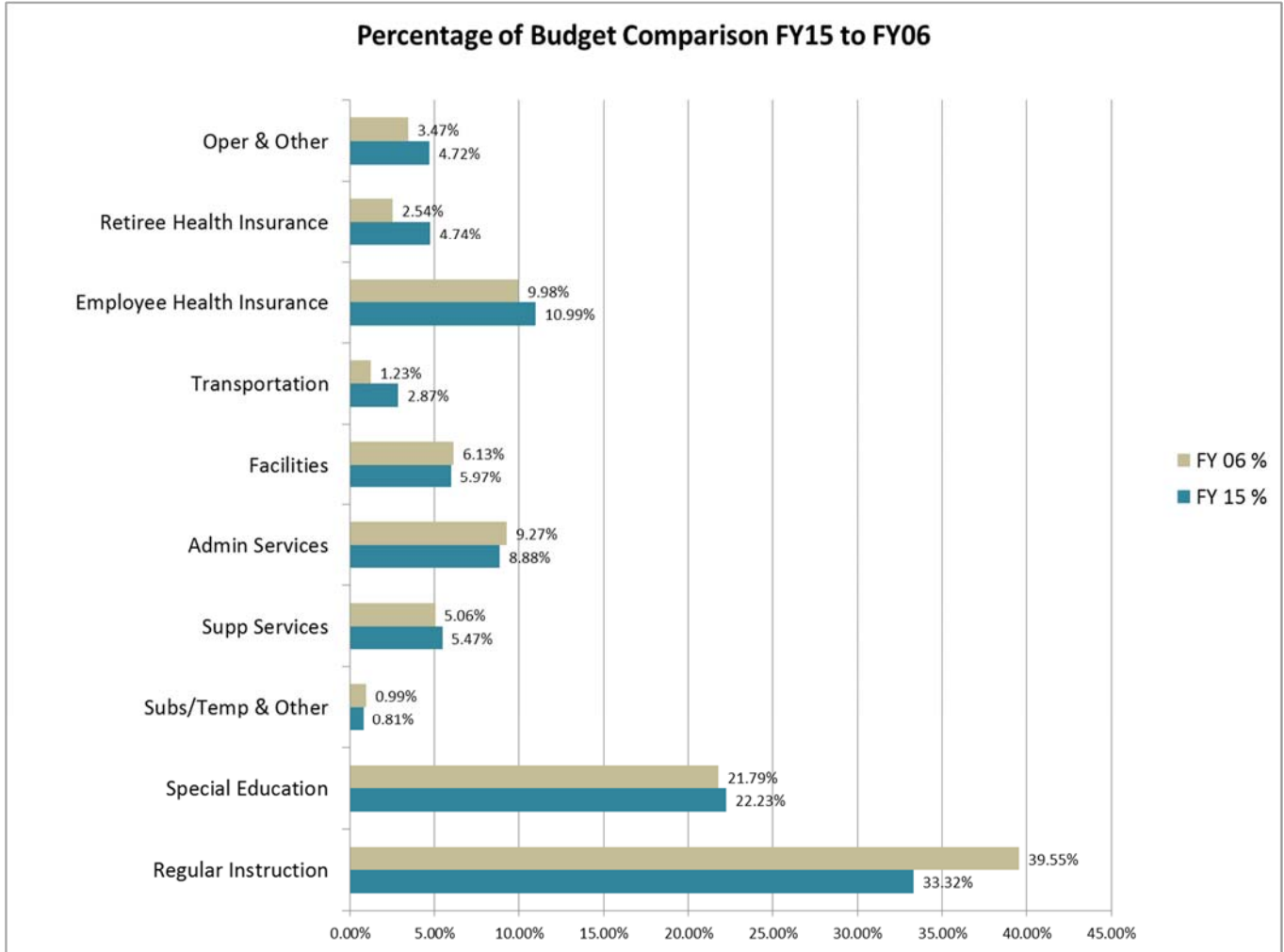
### FY15 and FY06 Budget Comparison



	FY 2006 Budget	FY 2015 Proposed Budget	Change	% Change
Regular Instr	7,299,192	7,491,699	192,507	2.6%
Special Education	4,022,220	4,998,820	976,600	24.3%
Subs/Temp & Other	182,256	181,448	(808)	-0.4%
Support Services	933,388	1,229,401	296,013	31.7%
Admin Services	1,710,629	1,995,640	285,011	16.7%
Facilities	1,131,895	1,342,880	210,985	18.6%
Transportation	226,760	644,922	418,162	184.4%
Health Insurance	1,841,240	2,470,433	629,193	34.2%
Retiree Health Insurance	467,856	1,065,866	598,010	127.8%
Oper & Other	640,278	1,061,798	421,520	65.8%
	<b>18,455,714</b>	<b>22,482,907</b>	<b>4,027,193</b>	<b>21.8%</b>

Regular Instruction	This section includes payroll and expenses for the following departments: Pre-school, Kindergarten, Art, Music, World Language, Physical Education, Reading, Technology, Resource Programs, Classroom Instruction, English Language Learner, Classroom Program Support, Program Development, Summer School, School Choice Assessment, and Charter School Assessment
Special Education	This section includes payroll and expenses for SE Administration, SE Pre-School, SE Instruction, SE Psych Services, SE Specialists, and SE District Specialists
Subs/Temp & Other	This section includes payroll and expenses for Substitutes
Support Services	This section includes payroll and expenses for the following departments: Libraries, Production Support Center, Media Support Center, Student Services, Guidance Services, Health Services, and Staff Development
Admin Services	This Section includes School Administration, Superintendent's Office, Human Resources, Business Office, and Information Systems
Facilities	This section includes payroll and expenses for Facility Management, Custodial Services, Maintenance Services, and Utilities
Transportation	This section includes payroll and expenses for Transportation
Health Insurance	This section includes the health insurance expense for active personnel
Retiree Health Insurance	This section includes the health insurance expense for retired personnel
Oper & Other	This section includes expenses for Food Services, Risk & Benefit Management, and the Control Accounts. Health insurance has been shown separately from Risk and Benefit Management and is reflected above

**AMHERST ELEMENTARY SCHOOLS**



Budget Categories	FY 2015 Proposed Budget	FY 15 %	FY 2006 Budget	FY 06 %
Regular Instruction	7,491,699	33.32%	7,299,192	39.55%
Special Education	4,998,820	22.23%	4,022,220	21.79%
Subs/Temp & Other	181,448	0.81%	182,256	0.99%
Supp Services	1,229,401	5.47%	933,388	5.06%
Admin Services	1,995,640	8.88%	1,710,629	9.27%
Facilities	1,342,880	5.97%	1,131,895	6.13%
Transportation	644,922	2.87%	226,760	1.23%
Employee Health Insurance	2,470,433	10.99%	1,841,240	9.98%
Retiree Health Insurance	1,065,866	4.74%	467,856	2.54%
Oper & Other	1,061,798	4.72%	640,278	3.47%
	22,482,907	100.00%	18,455,714	100.00%

## AMHERST ELEMENTARY SCHOOLS

### Full-Time Equivalent Employees:

#### AMHERST PUBLIC SCHOOL

### FY15 DISTRICT STAFFING PROFILE

From All Funding Sources

<i>Staffing Analysis by F.T.E.*</i>	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Change
<b>Building Specific Personnel:</b>							
Administrative Staff	7.00	6.00	6.00	6.00	6.00	6.00	0.00
Administrative Support Staff	8.80	7.70	8.06	8.58	8.51	8.51	0.00
Professional Staff							
Pre-School	0.00	1.20	1.00	0.00	0.00	0.00	0.00
Kindergarten	9.00	7.00	8.00	8.00	8.00	8.00	0.00
Art	3.10	2.70	2.70	2.70	2.20	2.20	0.00
Music (Classroom/Instrumental)	4.95	5.25	5.25	5.25	4.95	4.85	(0.10)
World Language	1.00	1.50	1.50	1.50	0.00	0.00	0.00
Physical Education	3.20	3.00	2.70	2.70	2.40	2.30	(0.10)
Reading	5.80	5.10	6.60	4.00	3.50	3.50	0.00
Technology Education	2.00	3.00	3.00	3.00	3.00	3.00	0.00
Science Education	1.20	1.30	1.50	0.00	0.00	0.00	0.00
Classroom Education	60.50	62.20	51.00	51.00	50.00	50.00	0.00
Intervention	3.10	2.50	6.20	7.70	8.10	8.10	0.00
English Language Learner	12.60	10.50	10.30	10.00	9.80	9.80	0.00
Special Education	24.16	19.55	21.81	21.25	21.75	21.75	0.00
Guidance	5.00	4.00	4.00	4.00	3.00	3.00	0.00
Library	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Health Services	3.80	3.00	3.00	3.00	3.00	3.00	0.00
Curriculum	0.12	0.00	2.50	4.00	3.00	3.00	0.00
Paraprofessional Staff, LPN's, and Other							
Regular Education	13.66	12.72	15.96	20.95	17.00	16.00	(1.00)
Special Education	54.52	55.91	55.90	63.00	60.46	61.46	1.00
LPN's	1.60	1.60	0.60	0.60	0.00	0.00	0.00
Library Paraprofessionals	1.00	1.96	1.99	1.80	1.87	1.87	0.00
<b>Total Building Specific Personnel</b>	<b>229.11</b>	<b>220.69</b>	<b>222.57</b>	<b>232.04</b>	<b>219.54</b>	<b>219.34</b>	<b>(0.20)</b>
<b>District Program &amp; Support Personnel</b>							
District-wide Special Education Services	41.62	44.11	45.91	41.90	41.52	41.97	0.45
Other Support Services	2.10	1.53	1.06	1.06	3.06	3.06	0.00
Student Services	0.12	0.12	0.72	1.13	2.21	2.21	0.00
Central Administration and Staff	6.98	6.40	6.90	7.86	9.33	9.33	0.00
Information Systems	2.66	2.66	3.06	2.62	3.04	3.54	0.50
Facilities & Operations	16.32	16.42	16.42	16.39	16.39	16.39	0.00
<b>Total District &amp; Support Personnel</b>	<b>69.80</b>	<b>71.24</b>	<b>74.07</b>	<b>70.95</b>	<b>75.54</b>	<b>76.49</b>	<b>0.95</b>
<b>Net Budgeted Additions / (reductions)</b>						<b>2.20</b>	<b>2.20</b>
<b>District Total</b>	<b>298.91</b>	<b>291.93</b>	<b>296.64</b>	<b>302.99</b>	<b>295.08</b>	<b>298.02</b>	<b>2.95</b>

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

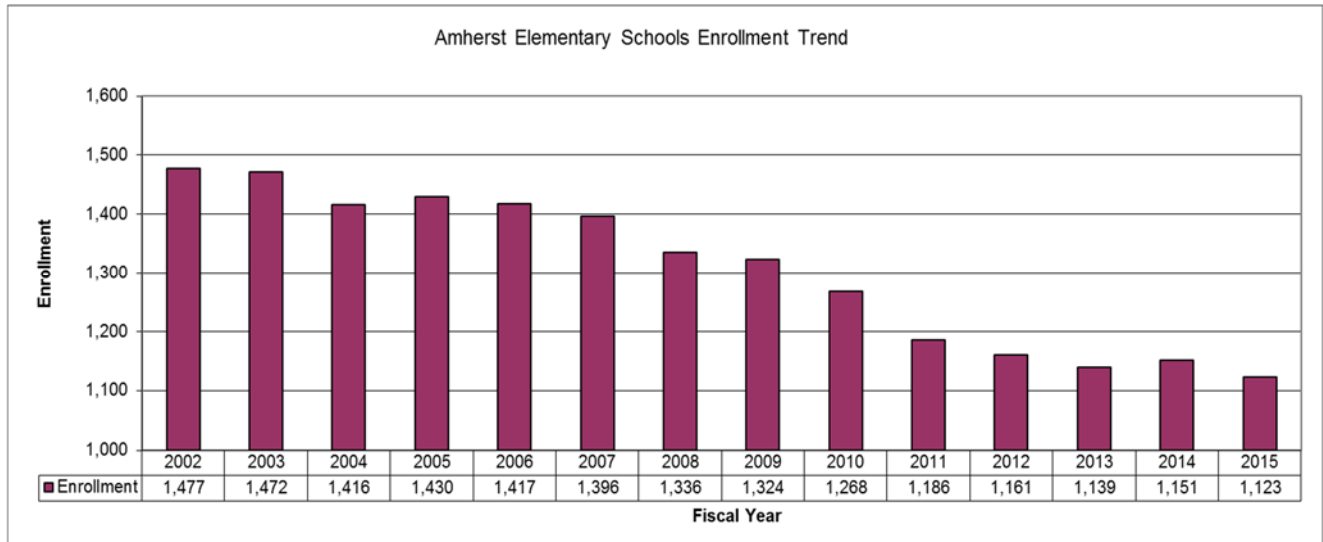
\* FY10, FY11, FY12, FY13, FY14 data as of October 31st of the given year

## AMHERST ELEMENTARY SCHOOLS

### AMHERST ELEMENTARY ENROLLMENTS

Enrollments for subsequent school years are projected each October 1, based on actual enrollments for the current year using a cohort survival method, which is an established, reliable method of conducting projections.

Overall, the K-12 student population of the Town of Amherst is in decline. There is no current evidence that more children than is typical are enrolling in private schools, though there are more children and families opting for Charter School placements.



Enrollment History and Projection														
FY	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Kindergarten	191	220	178	193	195	192	176	178	173	130	148	149	152	141
Grade 1	198	199	210	193	193	181	185	185	179	165	142	158	166	160
Grade 2	197	198	192	210	200	198	179	182	181	175	172	145	161	168
Grade 3	214	204	203	193	206	206	205	175	176	167	179	168	141	157
Grade 4	209	212	208	210	204	199	194	207	181	190	170	174	168	143
Grade 5	238	204	220	210	206	196	201	196	196	175	181	168	191	168
Grade 6	230	235	205	221	213	224	196	201	182	184	169	177	172	186
<b>Total</b>	<b>1,477</b>	<b>1,472</b>	<b>1,416</b>	<b>1,430</b>	<b>1,417</b>	<b>1,396</b>	<b>1,336</b>	<b>1,324</b>	<b>1,268</b>	<b>1,186</b>	<b>1,161</b>	<b>1,139</b>	<b>1,151</b>	<b>1,123</b>
Percentage Change		-0.34%	-3.80%	0.99%	-0.91%	-1.48%	-4.30%	-0.90%	-4.23%	-6.47%	-2.11%	-1.89%	1.05%	-2.43%

#### Amherst Choice-in Students

FY 13	FY 14	FY 15
29	38	40

#### Off Campus Enrollment

	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15 Projected
Choice – Out	31	27	29	30	23	23
Charter Schools	36	43	53	54	63	63
Private Schools	-	-	-	126	106	106
Special Education Out-of-District	3	2	4	4	3	3
Home School	-	-	-	23	28	28

## AMHERST-PELHAM REGIONAL SCHOOLS

**RECOMMENDED by the Finance Committee vote of 5-0, with 1 abstaining.** (One member abstained from any discussion and vote on the school budget due to a potential conflict of interest, and there is one vacant seat.)

**Budget:** \$14,463,908 for the Amherst assessment to support the Regional School District budget of \$29,618,478. On March 12, 2014, the Regional School Committee voted unanimously (9-0) to recommend this budget.

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

### FY15 Summary:

The FY15 Regional budget of \$29,618,478 is an overall increase of \$487,663 or 1.7% over the FY14 budget of \$29,130,815. Based on the Regional School District Assessment Formula, the combined assessment for all four towns is \$18,734,753 which is \$434,156 or 2.37% more than in FY14. The Amherst assessment increases by \$305,078 or 2.15% above the current year and comes in \$77,210 lower than the budget guidelines issued by the Finance Committee in November 2013, which recommended an increase of no more than 2.7% in Amherst's FY15 assessment for the Regional Schools.

The anticipated grants budget total for FY15 is \$375,654, with \$334,734 in total salaries and \$40,920 in total expenses. Since FY11 grant funding has decreased by \$803,662 or 68%, due in part to a substantial decrease in temporary grants of \$707,720 from the federal government to help Districts cope with the recession. Revolving fund expenses total \$2,185,170.

Projected total spending for the Regional Schools for FY15 is \$32,179,302, which includes all revenues.

The State calculates the per-pupil cost at the end of each fiscal year after schools file their year-end reports. The Region's per-pupil cost was \$18,688 in FY13, the last year officially computed by the state.

The FY15 budget includes money for an increase of 3.10 staff: a program paraeducator, an intervention teacher, a program clinical staff member, and an after-school math instructor. Other items include professional development related to curriculum, updated assessment tools and dues. Due to declining enrollments, but consistent with district priorities, budget reductions include 12.60 FTE's across both the Middle and High Schools.

Regular education instruction is 28.73% of the budget, special education is 21.78%, and employee and retiree health insurance is 14.25%. Although the third highest percentage, health insurance is projected to decrease by \$98,704, due to fewer new hires enrolling in the school health plan. In addition, for the fourth year there will be no increase in premiums to the Health Claims Trust Fund, administered by the Town of Amherst, which provides that insurance. The very slight increase in utilities is the result of energy saving projects and conservation in the schools, including the installation of new windows in the Middle School.

The estimated net Other Post-Employment Benefits (OPEB) obligation is presented in the budget, although funding is not included in this year's budget or in any previous budgets. The Regional School Committee is working on an OPEB policy.

### Additional Information:

In 2010 the Regional School Committee adopted a policy for developing a formal capital needs planning process. A capital improvement is a tangible asset or project with an estimated useful life of five years or more and a cost of \$5,000 or more. When the School Committee approves a capital request, the Regional Agreement Assessment Formula determines each town's share of the debt to fund the request, and Amherst's share becomes part of its Capital Plan, which is voted at Town Meeting.

Declining enrollments in the Regional Schools have been one reason for some budget reductions over the past few years. In FY06 the Middle and High School enrollment was 1,924 students. The projection for FY15 is 1,457, for a loss of 467 students or 24.2% since FY06. The projected year's loss for FY15 is 41 students or 2.73%. Choice-In students in FY14 number 104.5 and projected for FY15 to number 88. Choice-In openings are on a space available basis; no additional staffing is required. Districts admitting Choice-In students receive \$5,000 per child from the sending school district. The Regional enrollment figures for FY14 and projected for FY15 include Choice-In students.

In FY14 students attending Vocational Schools number 38, Charter number 73, Choice-Out number 26 and Special Education placements number 17. Vocational schools attended by Amherst students include Franklin County Technical and Smith Vocational. Charter schools include Pioneer Valley Performing Arts High School, Hilltown Cooperative Charter School, Pioneer Valley Immersion School, and Four Rivers Charter Public. Choice-Out schools include Frontier, Gill Montague, Granby, Hampshire Regional, Hatfield, Holyoke, Northampton, Pioneer, and Mahar.

Unlike Vocational, Charter Schools, and Choice-Out, which involve a financial responsibility from Amherst, private school enrollment numbers for Amherst students are less accurate, since the numbers rely on information from families and/or requests for information from the receiving schools. Private schools include Bement, Deerfield Academy, Eagle Brook, Hartsbrook, Lander Grinspoon Academy, MacDuffie, Phillips Academy, Stoneleigh-Burnham, Williston Northampton School,

## AMHERST-PELHAM REGIONAL SCHOOLS

and Wilbraham/Monson Academy School. Records indicate that this year students attending private schools number 96. In addition 24 Regional students are home-schooled. Out-of-District and home-schooled enrollment total 274 students.

The Superintendent, staff and Regional School Committee will continue to review the of \$29,618,478 budget and adjust the line items as appropriate.

A complete and detailed Regional School budget can be viewed on the Schools' website. Go to [www.arps.org](http://www.arps.org), Quick Link and scroll to Budget where both the Regional and Elementary budgets are posted.

### AMHERST-PELHAM REGIONAL SCHOOLS

#### FY2015 BUDGET REVENUES SUPPORTING OPERATING BUDGET

	FY10	FY11	FY12	FY13	FY14	FY15	DIFF	
Revenue								
Chapter 70	9,685,959	9,120,106	9,120,106	9,233,467	9,272,992	9,338,008	65,016	0.7%
Chapter 70 to Stabilization	(90,000)	(90,000)	(90,000)	(94,200)	(91,000)	(87,800)	3,200	
SUBTOTAL: available from Ch 70	9,595,959	9,030,106	9,030,106	9,139,267	9,181,992	9,250,208	68,216	
Transportation Reimbursement	447,336	502,414	502,414	508,140	531,846	625,000	93,154	
Medicaid Reimbursement	95,000	95,000	95,000	120,000	98,100	92,443	(5,657)	
Charter Reimbursement	108,733	465,958	189,670	157,881	224,280	171,455	(52,825)	
Choice Revenues	650,000	650,000	300,000				0	
Indirect Cost Reimbursement	15,000	25,000	25,000				0	
Interest Revenue	120,000	95,000	25,000	14,000	14,000	14,000	0	
E&D for budget support	280,000	255,000	450,000	633,441	500,000	450,619	(49,381)	
E&D for contingency	280,000	280,000	280,000	280,000	280,000	280,000	0	
Assessments	16,184,324	16,851,972	17,317,645	17,674,829	18,300,597	18,734,753	434,156	
<b>Total Revenue</b>	<b>27,776,352</b>	<b>28,250,450</b>	<b>28,214,835</b>	<b>28,527,558</b>	<b>29,130,815</b>	<b>29,618,478</b>	<b>487,663</b>	<b>1.7%</b>
<b>Total Expense</b>	<b>27,776,352</b>	<b>28,250,450</b>	<b>28,214,835</b>	<b>28,527,558</b>	<b>29,130,815</b>	<b>29,618,478</b>	<b>487,663</b>	<b>1.7%</b>
Revenue less Expense	0	0	0	0	0	0		
Assessments								
Amherst	12,574,043	13,112,795	13,506,166	13,746,434	14,158,830	14,463,908	305,078	2.15%
Pelham	1,061,837	1,127,285	1,171,256	1,205,893	1,259,488	1,261,955	2,467	0.20%
Leverett	1,142,105	1,197,275	1,238,608	1,297,147	1,398,899	1,439,988	41,089	2.94%
Shutesbury	1,406,339	1,414,617	1,401,615	1,425,355	1,483,380	1,568,902	85,522	5.77%
	16,184,324	16,851,972	17,317,645	17,674,829	18,300,597	18,734,753	434,156	2.37%
	1.1%	4.1%	2.8%	2.1%	3.5%	2.4%		

## AMHERST-PELHAM REGIONAL SCHOOLS

### 24% OF GENERAL FUND OPERATING BUDGETS

	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Original Budget	FY 14 Current Budget	FY 15 Fin Comm	Difference
<b><u>PAYROLL ACCOUNTS</u></b>							
Regular Education	6,841,593	6,878,676	7,397,712	6,392,714	6,653,596	6,900,004	246,408
Special Education	4,031,212	4,417,500	4,482,516	4,476,820	4,637,315	4,743,617	106,302
Other Programs	228,701	252,396	246,855	247,858	254,879	258,614	3,735
Support Services	1,239,511	1,315,766	1,329,581	1,354,902	1,475,976	1,471,247	(4,729)
School Administration	1,199,724	1,261,674	1,232,567	1,155,618	1,172,454	1,172,232	(222)
Central Administration	561,667	617,478	668,491	622,461	680,815	617,759	(63,056)
Information Systems	249,281	184,726	207,503	229,871	198,830	217,931	19,101
Facilities	751,044	773,158	774,779	764,399	775,737	784,809	9,072
Transportation	400,357	406,577	394,652	428,897	421,439	426,588	5,149
Total Salaries	15,503,090	16,107,951	16,734,657	15,673,540	16,271,041	16,592,801	321,760
Substitutes	122,005	111,192	153,644	136,337	136,337	142,094	5,757
<b><u>EXPENSE ACCOUNTS:</u></b>							
Regular Education	1,178,794	1,258,597	1,329,466	1,462,349	1,465,327	1,608,183	142,856
Special Education	1,329,526	1,336,177	1,423,261	1,707,514	1,706,087	1,707,584	1,497
Other Programs	582,796	627,360	100,788	614,124	614,124	753,373	139,249
Support Services	124,264	138,654	156,118	153,095	156,990	153,027	(3,963)
School Administration	56,265	75,044	68,942	72,561	71,120	72,563	1,443
Central Administration	187,387	184,714	289,962	198,443	198,339	207,748	9,409
Information Systems	494,875	258,911	319,652	278,149	278,179	278,149	(30)
Facilities	411,383	288,178	297,479	281,050	280,765	281,052	287
Utilities	931,479	855,827	782,538	822,961	822,961	857,376	34,415
Transportation	874,558	920,841	955,282	987,843	987,843	990,929	3,086
Health Insurance							-
Employees	2,657,013	2,502,911	2,458,853	2,809,105	2,809,105	2,775,646	(33,459)
Retirees	1,282,049	1,444,288	1,297,197	1,510,797	1,510,797	1,445,552	(65,245)
Other Operation Services	1,532,376	1,440,829	1,535,120	1,614,274	1,614,274	1,747,347	133,073
Other Programs & Control Accts	1,000	1,000	1,013	808,673	207,526	454,304	246,778
Total Expenses	11,643,765	11,333,330	11,015,673	13,320,938	12,723,437	13,332,833	609,396
<b>LEVEL SERVICES TOTAL</b>	<b>27,268,859</b>	<b>27,552,473</b>	<b>27,903,973</b>	<b>29,130,815</b>	<b>29,130,815</b>	<b>30,067,728</b>	<b>936,913</b>
Level Services % Increase							
Additions and Reductions	-	-	-	-	-	(449,250)	(449,250)
<b>BUDGET TOTAL</b>	<b>27,268,859</b>	<b>27,552,473</b>	<b>27,903,973</b>	<b>29,130,815</b>	<b>29,130,815</b>	<b>29,618,478</b>	<b>487,663</b>
Change from previous year	85,177	283,614	635,115	1,578,342	-	487,663	
Percent change from previous year	0.3%	1.0%	2.3%	5.7%		1.7%	



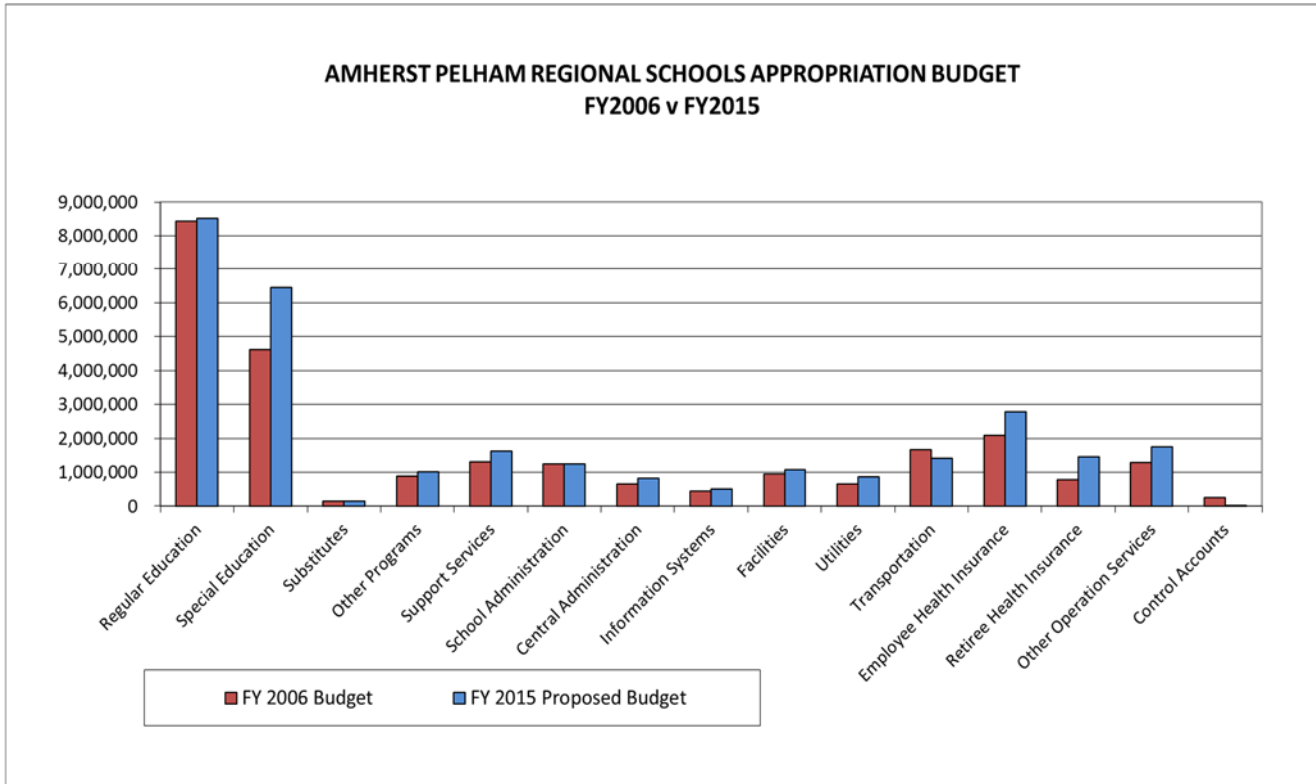
## AMHERST-PELHAM REGIONAL SCHOOLS

AMHERST-PELHAM REGIONAL SCHOOL DISTRICT  
FY15 BUDGET

### BUDGET ADDITIONS / (REDUCTIONS) to Continuation Services Budget

Department	Description	FTE	\$\$	Total
<b>Budget Additions</b>				
Family Center / STS	Speakers/Presenters		4,250	
Equity	Calvin Terrell/MSAN Dues		20,375	
Professional Development	Curriculum		87,200	
Business Office	Licenses/Fees		6,630	
Facilities	Required Services		8,950	
Student Services	Updated Assessment tools/PD	0.10	15,700	
High School	Guidance/Athletic Stipdends		11,500	
High School	Library Database Improvement		576	
High School	BRYT Program Clinical Staff	1.00	65,000	
High School	BRYT Program Paraeducator	1.00	24,000	
High School	Music Dept. Travel		5,000	
Middle School	ELA Intervention Teacher	1.00	59,287	
Middle School	Afterschool Math Instructor		8,000	
Middle School	Toner/Sheet Music/Paper		6,646	
Middle School	Math Navigator		3,750	
		3.10		326,864
<b>Budget Reductions</b>				
Superintendent	Amherst College Offset		(75,000)	
Superintendent	Sabbatical Denial		(30,000)	
High School	Various Academic Dept. Reductions	(1.70)	(110,500)	
High School	English Staff Transfer to Elementary	(0.20)	(14,000)	
High School	Paraeducator Reduction	(5.00)	(90,000)	
Middle School	Half-team Reduction Grade 7	(2.00)	(130,000)	
Middle School	Eliminate Americorp Support		(9,500)	
Middle School	World Language Reduction	(0.20)	(11,400)	
Middle School	Math Intervention Paraeducator	(1.00)	(16,971)	
Special Education	Various SE Reductions		(36,200)	
Maintenance	Custodial Staff	(1.00)	(35,000)	
Risk & Benefits	Unemployment Insurance		(35,000)	
Risk & Benefits	Health Insurance		(50,000)	
Control Accounts	Contingency Staff	(1.00)	(65,000)	
Information Systems	Unfilled Position	(0.50)	(20,000)	
Various	Staff Turnover		(47,543)	
		(12.60)		(776,114)
<b>Net Budget Additions / (reductions)</b>			<b>(9.50)</b>	<b>(449,250)</b>
<b>Net TARGET Budget Additions / (reductions)</b>				<b>(399,250)</b>
Net reductions required to meet projected budget support				50,000

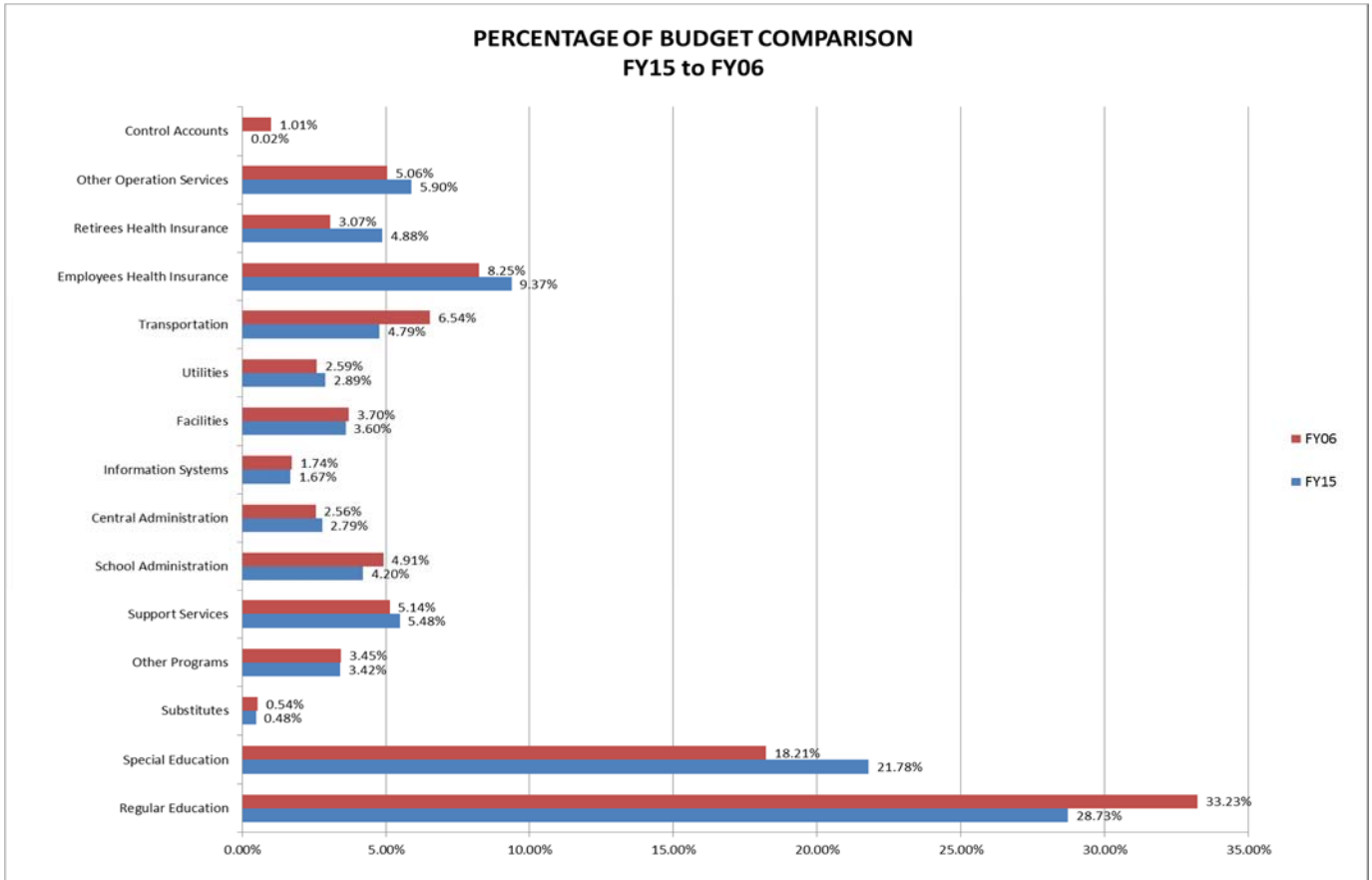
AMHERST-PELHAM REGIONAL SCHOOLS



- Regular Instruction      This section includes payroll and expenses for the following departments: English, Math, Science, Social Studies, Art, Music, World Language, Physical Education, Reading, Technology, Health Education, English Language Learner, Classroom Program Support, Program Development, Summer School, Computer Instruction, Performing Arts, School Choice Assessment, Business Education, Family Consumer Science, and Charter School Assessment
  
- Special Education      This section includes payroll and expenses for SE Administration, SE Instruction, SE Psych Services, SE Specialists, SE District Specialists, and SE Alternative Education programs
  
- Subs/Temp & Other      This section includes payroll and expenses for Substitutes
  
- Other Programs      This section includes vocational tuitions, athletic programs, and stipends for after school club coordinators.
  
- Support Services      This section includes payroll and expenses for the following departments: Libraries, Production Support Center, Media Support Center, Student Services, Guidance Services, Health Services, and Staff Development
  
- School Administration      This section includes payroll and expenses for the High School and Middle School administration.
  
- Central Administration      This section includes payroll and expenses for School Committee, Superintendent's Office, Human Resources, and Business Office.
  
- Information Systems      This section includes payroll and expenses for the Information Systems office.
  
- Facilities      This section includes payroll and expenses for Facility Management, Custodial Services, Maintenance Services, and Utilities
  
- Utilities      This section includes expenses for heating, electricity, water & sewer, and telephone usage.
  
- Transportation      This section includes payroll and expenses for Transportation Services
  
- Employee Health Ins.      This section includes the health insurance expense for active personnel
  
- Retiree Health Ins.      This section includes the health insurance expense for retired personnel
  
- Other Operation Services      This section includes expenses for Food Services, Risk & Benefit Management, and the Control Accounts. Health insurance has been shown separately from Risk and Benefit Management and is reflected above. Transfers are also included here.
  
- Control Accounts      This section includes contingencies for maternity leave, sabbatical, unit and non unit contract negotiations, increases and reductions etc...

**AMHERST-PELHAM REGIONAL SCHOOLS**

**FY15 and FY06 Budget Comparison**



Five Year Comparison	FY15 Proposed		FY06 Original	
	Budget	FY15 %	Budget	FY06 %
Regular Education	\$ 8,508,187	28.73%	\$ 8,429,165	33.23%
Special Education	\$ 6,451,201	21.78%	\$ 4,619,577	18.21%
Substitutes	\$ 142,094	0.48%	\$ 138,001	0.54%
Other Programs	\$ 1,011,987	3.42%	\$ 874,976	3.45%
Support Services	\$ 1,624,274	5.48%	\$ 1,302,659	5.14%
School Administration	\$ 1,244,795	4.20%	\$ 1,246,328	4.91%
Central Administration	\$ 825,507	2.79%	\$ 649,310	2.56%
Information Systems	\$ 496,080	1.67%	\$ 441,375	1.74%
Facilities	\$ 1,065,861	3.60%	\$ 939,560	3.70%
Utilities	\$ 857,376	2.89%	\$ 657,480	2.59%
Transportation	\$ 1,417,517	4.79%	\$ 1,658,178	6.54%
Employees Health Insurance	\$ 2,775,646	9.37%	\$ 2,092,706	8.25%
Retirees Health Insurance	\$ 1,445,552	4.88%	\$ 777,508	3.07%
Other Operation Services	\$ 1,747,347	5.90%	\$ 1,282,613	5.06%
Control Accounts	\$ 5,054	0.02%	\$ 256,311	1.01%
<b>Total</b>	<b>\$29,618,478</b>	<b>100.00%</b>	<b>\$25,365,747</b>	<b>100.00%</b>

## AMHERST-PELHAM REGIONAL SCHOOLS

### Full-Time Equivalent Employees:

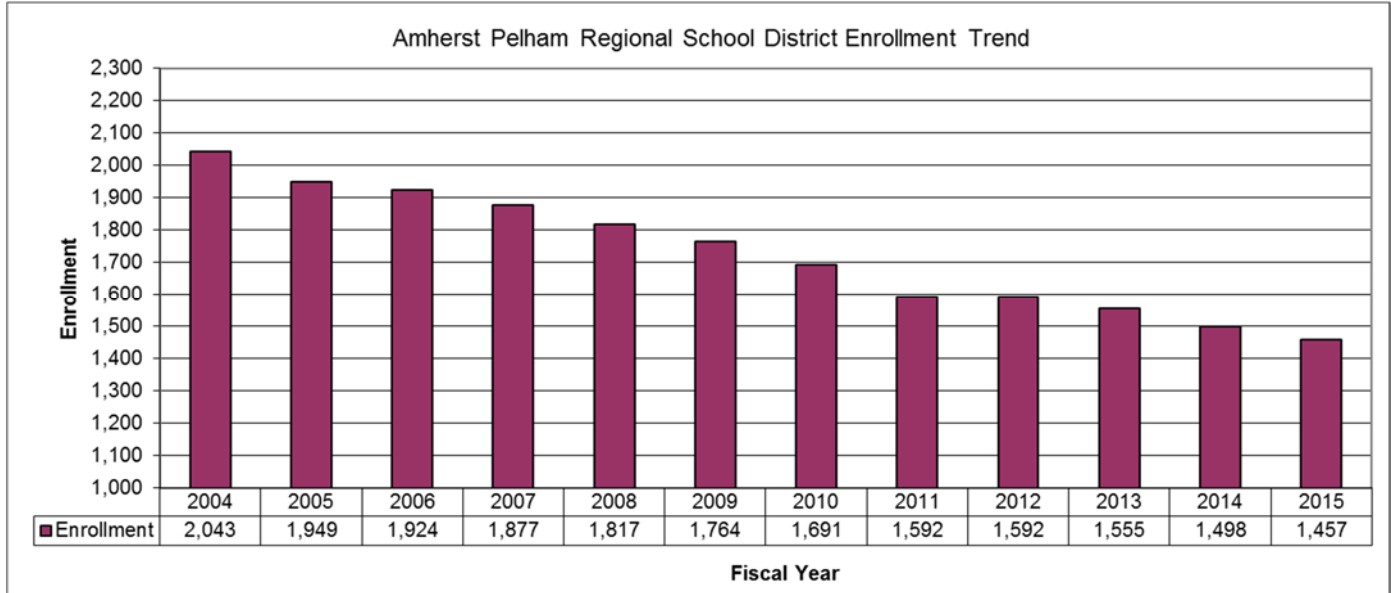
AMHERST-PELHAM REGIONAL SCHOOLS FY15 DISTRICT STAFFING PROFILE From All Funding Sources							
<i>Staffing Analysis by F.T.E. *</i>	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	Change
<b>Building Specific Personnel:</b>							
Administrative Staff	6.00	5.00	5.34	6.00	5.90	5.90	0.00
Administrative Support Staff	15.20	14.20	13.80	14.20	13.00	13.00	0.00
Professional Staff							
English	14.90	14.05	13.40	15.90	14.90	14.90	0.00
Math	18.70	17.31	16.30	17.40	17.60	18.60	1.00
Science	15.90	16.01	14.72	16.82	16.00	16.10	0.10
Social Studies	14.40	15.35	15.60	15.70	14.80	14.80	0.00
Language	13.80	12.82	12.57	12.20	12.38	12.40	0.02
Music	3.40	3.60	3.60	3.60	3.40	3.40	0.00
Art	4.00	4.80	4.80	4.80	4.80	4.80	0.00
Physical Education	5.00	5.00	5.00	5.00	3.90	3.90	0.00
Reading	1.00	1.90	1.00	0.00	0.00	0.00	0.00
Technology Education	5.30	5.50	5.00	5.00	5.00	4.00	(1.00)
Theater & Dance	2.20	2.80	2.70	2.70	2.70	2.70	0.00
Business Education, Health Education	2.38	1.38	1.38	1.38	1.58	1.58	0.00
Family Consumer Science	3.00	2.30	2.00	2.00	1.40	1.40	0.00
Classroom Support	0.00	0.00	1.00	1.00	0.00	0.00	0.00
English Language Learner	4.40	4.20	4.20	4.00	4.00	4.00	0.00
Special Education	33.80	30.90	35.00	34.10	32.80	32.80	0.00
Guidance	11.02	11.22	11.02	10.32	10.32	10.32	0.00
Library	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Health Services	2.60	2.00	2.00	2.00	2.00	2.00	0.00
Athletics Department	2.47	2.47	2.00	2.60	2.60	2.60	0.00
Student Activity	0.53	0.53	0.40	0.40	0.40	0.40	0.00
Paraprofessional Staff, LPN's, and Other							
Regular Education	5.06	3.96	3.59	7.00	7.37	7.18	(0.19)
Special Education	62.04	58.04	61.00	58.45	57.85	57.85	0.00
LPN's	1.00	1.40	1.40	1.40	2.00	2.00	0.00
Library Paraprofessionals	2.50	2.50	2.50	2.50	2.50	2.50	0.00
Other	2.20	2.20	2.20	2.20	2.20	2.20	0.00
<b>Total Building Specific Personnel</b>	<b>254.80</b>	<b>243.43</b>	<b>245.52</b>	<b>250.67</b>	<b>243.40</b>	<b>243.32</b>	<b>(0.07)</b>
<b>District Program &amp; Support Personnel</b>							
District-wide Special Education Services	17.35	18.85	15.00	15.48	15.46	15.86	0.40
Other Support Services	8.55	3.44	3.94	3.94	4.94	4.94	0.00
Student Services	0.13	0.13	0.53	1.13	1.00	1.00	0.00
Central Administration	7.55	8.10	9.57	9.86	9.20	9.20	0.00
Information Systems	3.75	3.75	2.85	2.86	2.70	3.20	0.50
Facilities & Operations	18.99	16.49	16.98	17.52	17.91	17.91	0.00
Transportation	16.88	15.88	16.38	16.38	15.88	15.88	0.00
<b>Total District &amp; Support Personnel</b>	<b>73.19</b>	<b>66.63</b>	<b>65.25</b>	<b>67.15</b>	<b>67.07</b>	<b>67.97</b>	<b>0.90</b>
<b>Net Budgeted Additions / (reductions)</b>						<b>(8.50)</b>	<b>(9.50)</b>
<b>District Total</b>	<b>327.99</b>	<b>310.06</b>	<b>310.77</b>	<b>317.82</b>	<b>310.47</b>	<b>302.79</b>	<b>(8.67)</b>
<p>* F.T.E.= Full Time Equivalent includes all staff regardless of funding source  * FY10, FY11, FY12, FY13 and FY14 data as of October 31st of the given year</p>							

## AMHERST-PELHAM REGIONAL SCHOOLS

### ENROLLMENT

At the Regional level, projections begin with assessing the number of Grade 6 students who are expected to attend the Regional Middle School in the following year as Grade 7 students. This includes Grade 6 students in Amherst, Pelham, Leverett, and Shutesbury, including those Amherst students who may be Choice students in Pelham or Leverett.

Overall, the K-12 regional student population is in decline. Reviewing the student enrollments over time, the last time period in which Regional enrollments were in the 1,500 range was in 1990-1993. Peak enrollments (2,000 or greater) occurred between 1998 and 2004. The chart below illustrates enrollments since 2004.



### Enrollment History and Projection

FY	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Grade 7	327	288	289	275	291	241	249	222	244	236	241	214
Grade 8	337	318	289	282	284	293	244	253	229	241	232	242
Grade 9	378	334	333	309	314	305	307	268	286	267	248	256
Grade 10	320	358	334	321	299	311	290	283	261	265	250	233
Grade 11	349	310	358	333	315	309	301	277	294	254	265	248
Grade 12	332	341	321	357	314	305	300	289	278	292	262	264
<b>Total</b>	<b>2,043</b>	<b>1,949</b>	<b>1,924</b>	<b>1,877</b>	<b>1,817</b>	<b>1,764</b>	<b>1,691</b>	<b>1,592</b>	<b>1,592</b>	<b>1,555</b>	<b>1,498</b>	<b>1,457</b>
<b>Percentage Change</b>	0.29%	-4.60%	-1.28%	-2.44%	-3.20%	-2.92%	-4.14%	-5.85%	0.00%	-2.32%	-3.67%	-2.74%

### Regional Choice-in Students

FY 10	FY 11	FY 12	FY 13	FY 14	FY 15 Projected
72	68	78	94	102	100

### Off Campus Enrollment

	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15 Projected
Choice-Out	16	20	19	21	26	26
Charter Schools	62	60	66	67	73	73
Private Schools	-	-	-	81	96	96
Vocational School	37	39	39	38	38	38
SE Out of District	18	20	19	25	17	17
Home School	-	-	-	31	24	24

## FINANCE COMMITTEE REPORT - FY15

## LIBRARY SERVICES

## 3% OF GENERAL FUND OPERATING BUDGETS

	FY 11 Actual	FY 12 Actual	FY 13 Actual	FY 14 Budget	FY 15 Budget	Change FY 15-14	Percent Change
Personnel Services	\$ 1,425,896	1,397,519	1,464,274	1,510,012	1,556,393	46,381	3.1%
Employee Benefits	\$ 253,445	237,280	264,796	265,000	265,640	640	0.2%
Circulating Materials	\$ 186,211	187,105	190,060	192,000	197,976	5,976	3.1%
Operations	\$ 411,302	285,059	468,421	347,745	349,583	1,838	0.5%
<b>TOTAL</b>	<b>\$ 2,276,854</b>	<b>2,106,963</b>	<b>2,387,551</b>	<b>2,314,757</b>	<b>2,369,592</b>	<b>54,835</b>	<b>2.4%</b>

## SOURCE OF FUNDS

Town Appropriation	\$ 1,685,841	1,641,299	1,690,789	1,741,512	1,788,533	47,021	2.7%
Library State Aid	\$ 67,330		44,781	40,000	40,000	-	0.0%
Jones Library, Inc. Endowment	\$ 430,229	404,436	396,041	372,779	329,656	(43,123)	-11.6%
Woodbury Funds	\$	3,495	174,257	23,000	23,000	-	0.0%
Building Expansion and Renovation	\$	7,158	4,630	7,000	5,000	(2,000)	-28.6%
Special Collections	\$	2,001	6,167	5,000	6,000	1,000	20.0%
Jones Library Annual Fund Drive	\$ 45,000	8,619	16,369	57,500	70,000	12,500	21.7%
Replacements/Lost Books	\$ 509		8,055	5,000	7,000	2,000	40.0%
Jones Friends' Donation (Books)	\$ 12,000	22,076	14,000	15,000	16,500	1,500	10.0%
Jones Friends' Donation (Programs)	\$	9,313	11,092	8,000	17,805	9,805	122.6%
Gift, Grants, Reserves, Etc.	\$ 35,945	8,566	21,369	39,966	66,098	26,132	65.4%
<b>TOTAL</b>	<b>\$ 2,276,854</b>	<b>2,106,963</b>	<b>2,387,551</b>	<b>2,314,757</b>	<b>2,369,592</b>	<b>54,835</b>	<b>2.4%</b>

## POSITIONS

Full Time		17	17	17	17
Part Time with Benefits		12	12	12	12
Full Time Equivalents		26.5	27	26.9	26.9
Part Time with no Benefits		28	28	27	31
Endowment Spend Rate		5.40%	5.40%	5%	4.50%
		plus \$10,000			

**RECOMMENDED by the Finance Committee vote of 6-0.**

**APPROPRIATION:** \$1,788,533 in Town tax support, an increase of 2.70% or \$47,021. (Sources of funds are listed in accompanying chart.) The total library budget for FY15 is \$2,369,592, an increase of 2.37% or \$54,835.

**BASIC FUNCTIONS:** Library services are provided at the Jones Library, the North Amherst Library, and the Munson Memorial Library in South Amherst. The Libraries offer information in the form of print, audiovisual, and electronic media and serve as a meeting place for the community. The Jones Library houses collections of historical and literary significance related to the Town and its residents. The Libraries also offer reading programs for children and programs for people whose native language is not English.

The Jones Library Building is owned by The 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 Facilities 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.

**FULL-TIME EQUIVALENT EMPLOYEES:** 26.9 FTE, unchanged from FY14. Non-benefitted part-time positions are expected to increase from 27 to 31 for FY14.

**FY 15 SUMMARY**

The FY15 Library budget increase of \$54,835 or 2.37%, over FY14 is due mostly to increased personnel costs. There is a \$5,976 or 3.11% increase for circulating materials to meet state requirements.

The largest source of funds for the Library is the Town appropriation, which is \$1,788,533 for FY15, an increase of \$47,021 or 2.70% over FY14. Town tax support accounts for almost 75.5% of the Library budget.

The Jones Library, Inc. endowment will be contributing \$329,656, a decrease of \$43,123 or 11.57% compared to FY14. The spending rate from the endowment is 4.5%, slightly more than the 4% rate advised by the Library's investment managers.

## LIBRARY SERVICES

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Support from State aid is expected to remain the same as FY14 but support from the Jones Library Annual Fund Drive, the Friends of the Jones Library, and Gifts, Grants, and Reserves are expected to increase for FY15.

The State requires municipalities to fund their libraries at 2.5% above the average of the preceding three years' of municipal appropriations to qualify for Library State aid. This year's Minimum Appropriation Requirement (MAR) will be met. The State also requires that the Library spend a minimum amount on materials. The State Materials Expenditure Requirement (MER) for FY15 is \$197,976. (The MER is 13% of the Town Appropriation less benefits.) This requirement is also met.

Circulation of materials and use of the library continues to grow. It serves the region as well as the Town. Although the hours of operation have been reduced in previous years, the library still is open 64 hours per week, more than the number of hours required by the state in order to receive state funding.

More information is available at <http://joneslibrary.org/budget/index.html>

## ANNUAL TOWN MEETING WARRANT ARTICLES

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### ARTICLE 13. Reserve Fund (Finance Committee)

To see if the Town will raise and appropriate \$100,000 for the Reserve Fund for FY 2015.

#### **RECOMMENDED by Finance Committee vote of 6-0.**

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 remaining in the Fund after the fiscal year ends becomes Free Cash. The requested \$100,000 is the amount that has been requested for many years.

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### ARTICLE 14. Capital Program - Equipment (Joint Capital Planning Committee)

To see if the Town will appropriate \$1,413,300 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 6-0.**

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

This article appropriates \$1,065,200 from taxation and \$346,600 from the Ambulance Fund for a total of \$1,411,800 to fund equipment purchases. The motion and Finance Committee recommendation are \$1,500 lower than the warrant amount because of a downward adjustment to the cost of a replacement photocopier in the School Department, per that department's request. (Authorization to borrow \$322,411 two large mowers and a loader is in Article 16.) Below is the list of recommended capital items included in Article 14. For a more complete description, see the JCPC Report to Town Meeting.

\$123,000	Town information systems: computers, network equipment (replacement)
\$ 15,000	Photocopiers for Town offices (replacement)
\$ 20,000	Upgrades to Wi-Fi system in the Town center and public buildings
\$ 60,000	Core switch replacement
\$ 30,000	Electric vehicle
\$ 60,000	Other Departments' information systems software & server replacements
\$105,000	Three police cruisers (replacement)
\$ 15,000	Fingerprint scanner system
\$255,000	Ambulance (replacement)
\$ 20,000	New pumper equipment
\$ 35,000	4WD pickup truck (replacement) for Fire Department
\$ 14,000	Portable radios for the Fire Department (replacement)
\$ 91,600	Power loaders for ambulance stretchers
\$ 40,000	Firefighter protective gear
\$ 20,000	Replace fueling system at North Fire Station
\$ 60,500	1-ton 4WD dump truck with plow for DPW
\$ 42,000	¾ ton pickup with plow for DPW (replacement)
\$ 12,000	Air compressor for DPW (replacement)
\$ 5,000	Brush Hog for Conservation Dept. (replacement)
\$ 5,000	Trailer for Conservation Dept. (replacement)
\$ 15,000	Pickup truck and trailer for LSSE (replacement)
\$ 12,500	Rough mower for Cherry Hill Golf Course (second of three payments)
\$ 10,000	Furniture – all buildings
\$ 4,000	Snow-blower for Library (replacement)
\$ 20,000	Library computers (replacements)
\$ 10,000	Library security system (replacement)
\$ 5,000	Library copier/scanner/printer (replacement)
\$ 32,000	Van to transport Special Education students
\$ 54,000	School bus/van security cameras
\$ 10,000	Replace kitchen equipment at Fort River and Wildwood schools
\$ 5,000	Replacement furniture at all schools
\$ 3,900	Replacement telecommunications equipment, all schools
\$ 18,400	Replacement copiers, all schools
\$175,900	School information systems: computers, network equipment
\$ 8,000	Replacement multimedia, audio-visual equipment



## ANNUAL TOWN MEETING WARRANT ARTICLES

### ARTICLE 15. Capital Program – Buildings and Facilities (Joint Capital Planning Committee)

To see if the Town will appropriate \$633,000 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 6-0.**

This article appropriates \$573,000 from taxation and \$60,000 from Overlay Surplus for building repairs and renovations and for facilities. Article 5 contains the \$25,000 appropriation for the Jones Library Massachusetts Board of Library Commissions' (MBLC) Planning and Design grant. Article 16 contains the buildings capital project to be funded via borrowing. Chap. 90 funds from the state for road repairs can be spent without appropriation. Below is the list of recommended tax-funded capital items in this article. For a more complete description, see the Joint Capital Planning Committee Report to Town Meeting.

\$ 25,000	Building envelope repairs (all buildings)
\$ 60,000	Interior maintenance at the Bangs Center
\$ 50,000	Basement renovations North Amherst School
\$ 5,000	Exterior maintenance at Munson Library
\$ 80,000	North Station underground fuel tank
\$ 15,000	Interior maintenance at the Police Station
\$ 25,000	Police Station front walk and front door
\$ 30,000	Fuel tank removal at the Police Station
\$ 5,000	Improvements/repairs at Public Works Garage
\$10,000	Carpet replacement Jones Library
\$ 30,000	Interior upgrades at all elementary schools
\$ 15,000	Exterior maintenance at Crocker Farm
\$ 15,000	Exterior doors at Fort River School
\$ 6,000	Outside air grills at Fort River School
\$ 4,000	Barn Roof at Fort River School
\$ 52,000	Town-wide GIS mapping
\$ 60,000	Triennial reevaluation consulting services
\$ 10,000	School crossing Light
\$ 30,000	Sidewalks around town
\$ 6,000	Purchase street lights
\$100,000	Road Repairs

### ARTICLE 16. Capital Program – Bond Authorizations (Joint Capital Planning Committee)

- A. To see if the Town will appropriate \$700,000 for making repairs and improvements to the East St. School and to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to MGL Chapter 44, Section 7 or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.
- B. To see if the Town will appropriate \$322,411 for purchasing two large mowers and a loader for the Public Works Department and to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to MGL Chapter 44, Section 7 or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

#### **RECOMMENDED by Finance Committee vote of 6-0.**

This article would authorize a total of \$1,022,411 in borrowing to fund equipment and building needs identified by the Joint Capital Planning Committee. The money would be borrowed in FY15 and paid back over future years. In February, Standard & Poor's Rating Services boosted Amherst's long-term credit rating from AA to AA+. This higher rating allows the Town to borrow at lower interest rates than lower-rated communities. With interest rates continuing to remain low, borrowing for these projects makes financial sense.

- A. \$700,000 is required to renovate the East Street School. This significant capital asset is in need of significant repairs as well as changes to bring the building into compliance with the Americans with Disabilities Act (ADA). These upgrades will allow the Town to more fully utilize this building.
- B. \$322,411 would purchase two large replacement mowers and a replacement front end loader for the Department of Public Works. The mowers are used to cut grass at various Town fields and will meet stricter EPA Tier 4 emissions standards required by our designation as a "Green Community". The loader is an essential tool for snow clearing operations.

## ANNUAL TOWN MEETING WARRANT ARTICLES

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### ARTICLE 17. Capital Program – Wildwood School Feasibility Study (School Committee)

To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the Wildwood School Building Committee for the Amherst Public School District/Wildwood Elementary Renovation Project Feasibility Study, Wildwood Elementary School, located at 71 Strong Street, Amherst, MA, for which feasibility study the Town may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town.

#### **RECOMMENDED by Finance Committee vote of 6-0.**

The Amherst School Department has been invited into the Massachusetts School Building Authority's (MSBA) Feasibility Study Program and is seeking authorization to spend \$1,000,000 toward a Feasibility Study of the Wildwood School.

An architectural/engineering firm will perform a study that determines what would be the best course of action: renovate a school, build a new school, or do nothing. The firm also would provide a set of schematics to execute any plan. The School Department has been notified that it is eligible for the grant and will be reimbursed for approximately \$600,000 toward the Feasibility Study.

Article 17 would also authorize borrowing for the Town's share of the study's cost. The Town-funded match of approximately 40% would be about \$400,000, funded by a bond. The Joint Capital Planning Committee (JCPC) and the Finance Committee recommend that Town Meeting rescind last year's \$400,000 debt authorization for the Wildwood School boiler repairs (Article 18) and instead authorize debt for the feasibility study. If the MSBA approves a project at the Wildwood School, the boilers would be replaced then. If the Grant is not funded, the feasibility study will not go forward.

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### ARTICLE 18. Debt Rescission (Finance Committee)

To see if the Town will vote to rescind the \$400,000 unissued amount voted under Article 21 at the 2013 Annual Town Meeting for repairs to the boiler at the Wildwood Elementary School.

**RECOMMENDED by Finance Committee vote of 5-0, with 1 abstaining.** (One member abstained from any discussion and vote on the school budget due to a potential conflict of interest, and there is one vacant seat.)

In 2013, Town Meeting authorized \$400,000 in debt to renovate the boiler room at Wildwood School and replace the existing 40-year old boilers with two high efficiency gas boilers. The renovation and replacement did not take place and no debt was issued for this project. The School Department has been invited into the Massachusetts School Building Authority's Feasibility Study Program to address the possibilities of renovating the Wildwood School. The boiler would be part of any future renovation and it has been removed from the JCPC list. In keeping with good financial management practices, Town Meeting should rescind this debt authorization.

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### ARTICLE 19. Watershed Land Purchase (Select Board)

To see if the Town will vote to: (1) authorize the Select Board, in its capacity as the Board of Water Commissioners, to acquire by purchase, gift, or eminent domain, for water supply protection purposes, all or any portion of two parcels of land in the Town of Amherst, being identified as Parcels 39 and 21 on Amherst Assessors' Map 3D, which portion shall contain twelve acres, more or less, (2) appropriate \$ \$700,000.00 for the acquisition of such land and costs related thereto, and, to meet such appropriation, transfer \$350,000.00 from the Water Fund Surplus; and (3) authorize the Select Board, the Town Manager, and/or such other boards as they deem appropriate, to file on behalf of the Town all applications under the Massachusetts Department of Environmental Protection Drinking Water Supply Protection Grant Program and/or other applications for funds, gifts, grants, including grants of reimbursement under any federal and/or other state program, in any way connected with the scope of this acquisition, and to enter into all agreements and execute any and all instruments to effectuate the foregoing acquisition, provided that the Select Board may expend such funds only if, prior to acquisition, the Town has received a commitment for funds under the Drinking Water Supply Protection Grant Program or any other federal and/or state program in an amount equal to at least fifty percent (50%) of the amount appropriated under this article, which may be in the form of a reimbursement grant.

## ANNUAL TOWN MEETING WARRANT ARTICLES

**RECOMMENDED by Finance Committee vote of 6-0.**

This article would appropriate \$700,000, of which \$350,000 would come from the Water Fund to purchase two parcels of land totaling about 12 acres located off of January Hills Road in Amherst. As with other similar purchases, this would establish a buffer zone for the protection of our drinking water from Atkins Reservoir. The Town will apply for a state Drinking Water Supply Protection Grant that would reimburse the Town for at least half of the total \$700,000 price. The purchase is contingent on the awarding of the grant.

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

- A. To see if the Town will appropriate a sum of \$380,000 for Community Preservation Act Purposes recommended by the Community Preservation Act Committee and that the following items 1 – 7 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 Massachusetts General Laws Chapter 44B, Section 12.

	Project	Total Appropriation	Source of Appropriation
	<b>AFFORDABLE HOUSING</b>		
1	Housing Choice Voucher Program	\$154,000	
2	Pioneer Valley Habitat for Humanity – Hawthorne Farm	80,000	
	<b>Total Affordable Housing</b>	<b>\$234,000</b>	<b>FY 15 Estimated Revenues</b>
	<b>HISTORIC PRESERVATION</b>		
3	332 West Street Barn Restoration	\$75,000	
	<b>Total Historic Preservation</b>	<b>\$75,000</b>	<b>FY15 Estimated Revenues</b>
	<b>OPEN SPACE</b>		
4	Conservation Restrictions	\$40,000	
5	Surveys & Appraisals	\$25,000	
	<b>Total Open Space</b>	<b>\$65,000</b>	<b>FY15 Estimated Revenues</b>
	<b>RECREATION</b>		
6	LSSE – Groff Park Wading Pool	\$4,000	
	<b>Total Recreation</b>	<b>\$4,000</b>	<b>FY15 Estimated Revenues</b>
	<b>ADMINISTRATIVE</b>		
7	CPAC Administrative Expenses	\$2,000	
	<b>Total Administrative</b>	<b>\$2,000</b>	<b>FY15 Estimated Revenues</b>
	<b>TOTAL FOR ARTICLE</b>	<b>\$380,000</b>	

**RECOMMENDED by Finance Committee vote of 6-0 as an appropriate expenditure of CPA funds.**

## ANNUAL TOWN MEETING WARRANT ARTICLES

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	\$234,000
Historic Preservation	\$75,000
Open space	\$65,000
Recreation	\$4,000
Administrative	\$2,000

### **B: OPEN SPACE – Belchertown Road Acquisition**

To see if the Town will vote to: (a) authorize the Select Board to acquire by gift, purchase, and/or eminent domain, for open space purposes, all or a portion of the two (2) parcels of land located off Belchertown Road, shown on Assessors Map 15C as Parcels 22 and 54, and containing 19.70 acres, and described in a deed recorded with the Hampshire County Registry of Deeds in Book 11596, Page 157, which land shall be under the care, custody, management and control of the Conservation Commission under the provisions of G.L. c. 40, §8C; (b) appropriate the sum of \$150,950 for the acquisition of said land and costs related thereto, of which \$41,785 shall be transferred from the Community Preservation Act Fund Balance; (c) authorize the Select Board, the Town Manager, and/or the Conservation Commission, as they deem appropriate, to accept on behalf of the Town funds granted under the LAND Program (G.L. c. 132A, §11) and/or any other funds, gifts, grants, under any federal and/or other state program, in any way connected with the scope of this acquisition, and to enter into all agreements and execute any and all instruments as may be necessary or appropriate to effectuate the foregoing acquisition; and, further, (d) authorize the Select Board and/or the Conservation Commission to convey a restriction on said land in accordance with G.L. c. 184, as required by G.L. c. 44B, §12(a).

#### **RECOMMENDED by Finance Committee vote of 6-0 as an appropriate expenditure of CPA funds.**

CPAC recommends purchasing property off Belchertown Road totaling 19.70 acres as conservation land. The total cost would be \$150,950, with \$41,785 coming from CPA funds and the rest from a state Local Acquisition for Natural Diversity (LAND) grant.

### **C: AFFORDABLE HOUSING Preservation of Affordable Housing Units at Rolling Green**

To see if the Town will vote to: (a) authorize the Select Board to acquire by purchase, gift, and/or eminent domain, permanent affordable housing restrictions encumbering forty-one (41) or more units in the Rolling Green apartments, located at 422 Belchertown Road and shown on Assessors Map 18A as Lot 43, requiring said units to be used to provide housing to persons earning no more than eighty percent (80%) of the Springfield Area Median Income; (b) appropriate \$750,000 from the Community Preservation Fund for the purpose of acquiring, creating, and/or supporting said community housing, and authorize the Treasurer, with the approval of the Select Board, to issue any bonds or notes that may be necessary for such purposes pursuant to G.L. 44B, §11, G.L. c. 44, and/or any other enabling authority; and (c) authorize the Select Board and/or the Town Manager to apply for and accept gifts and/or grants in any way connected with the scope of this acquisition, and to execute any and all instruments as may be necessary or appropriate to effectuate the foregoing acquisition.

#### **RECOMMENDED by Finance Committee vote of 6-0 as an appropriate expenditure of CPA funds.**

CPAC recommends borrowing \$750,000, with debt service to be paid from CPA funds, to help with the acquisition and pre-development costs toward preserving long-term housing at Rolling Green Apartments on Belchertown Road. If the project proceeds, money to pay the debt service would come from CPA funds in future fiscal years.

### **ARTICLE 21. Social Services Funding (Finance Committee)**

To see if the Town will appropriate and transfer \$125,000 from Free Cash in the Undesignated Fund Balance of the General Fund for the following Social Services activities:

Agency	Program Description	Funding Recommended
Town of Amherst	Emergency Funds	\$20,000
Amherst Survival Center	Food Pantry Project	\$35,000
Craig's Doors	Emergency Homeless Shelter	\$70,000

## ANNUAL TOWN MEETING WARRANT ARTICLES

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**RECOMMENDED by Finance Committee vote of 6-0.**

Due to the last-minute breakdown in negotiations for purchase of property for low-income housing, the Town could not apply for Community Development Block Grant (CDBG) funds for the federal fiscal year beginning Oct. 1, 2014. Those grant funds would have paid for social services as well as the property acquisition. Therefore, the Finance Committee recommends using \$125,000 from Free Cash on a one-time basis to fund certain social services through contracted agencies in FY15 while the Town considers other ways to support these social services, and the agencies find replacement funding or reduce services in a planned manner. As recommended by the CDBG Advisory Committee, \$70,000 would go to Craig's Doors for the emergency homeless shelter, \$35,000 to the Amherst Survival Center for the Food Pantry Project, and \$20,000 to the Town of Amherst for emergency assistance.

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**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 2015 Budget.

**RECOMMENDATION DEFERRED UNTIL TOWN MEETING.**

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**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 2015 Budget.

**RECOMMENDATION DEFERRED UNTIL TOWN MEETING.**

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**ARTICLE 24. Zoning – Inclusionary Zoning  
(Planning Board)**

**RECOMMENDED by Finance Committee vote of 5-0, with 1 member absent.**

The changes in the Zoning Bylaw proposed in Article 24 seek to create and enhance the opportunities for affordable housing in Amherst. The committee supports this article in part due to the clarifications it provides regarding Inclusionary Zoning. The reduction in staff time to administer this part of the Zoning Bylaw and the clarity of definitions and process will save money and help to reduce the potential for litigation. These lead to positive financial outcomes for the Town. Additionally, the committee feels that zoning changes like those in Article 24 that seek to create greater alignment between the Zoning Bylaw and the Master Plan will ultimately help to preserve and enhance the property values of our community, and therefore the Town finances, by extending the quality and character of our community into the future.

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**ARTICLE 25. Zoning - Atkins Corner Rezoning  
(Planning Board)**

To see if the Town will amend the Official Zoning Map by changing the zoning designation from Limited Business (B-L) to Village Center (B-VC) for parcels 25B-51, 25B-52, 25B-58, 25B-R1, 25B-R2 and portions of adjacent public ways in Atkins Corner village center, as shown on Figure 1.

**RECOMMENDED by Finance Committee vote of 5-0, with 1 member absent.**

The goal of this article, consistent with the Master Plan, is to encourage the development of a vibrant village center by altering the zoning of certain parcels of land at Atkins Corner to match that of a Village Center. This zoning change works in concert with the roadway reconstruction, which was designed to enhance the Atkins Corner Village Center development. The further development of this Village Center would have a positive financial benefit to the Town as well as to the surrounding neighborhood.

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## ANNUAL TOWN MEETING WARRANT ARTICLES

**ARTICLE 26. Zoning – Small House Development  
(Planning Board)**

To see if the Town will amend Section 3.3, Articles 5 and 12 of the Zoning Bylaw by deleting the ~~lined-out~~ language and adding the language in ***bold italics***, as follows:

**A. Amend Section 3.320, One Family Detached Dwelling, as follows:**

3.320 One family detached dwelling

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
Y	Y	Y <b><i>SP*</i></b>	Y <b><i>SP*</i></b>	N	N	N	N	N	N	N	N	N	N

Standards & Conditions

***\*Small House Requirements – A one family detached dwelling qualifying as a Small House (see definition under Article 12) shall be permitted only in the R-G and R-VC Districts under a Special Permit. A one family detached Small House under this section shall have an external appearance, siting, and orientation compatible in terms of its design with those of other one family detached dwellings in the surrounding neighborhood.***

***Any person seeking to build a one family detached Small House may, prior to the filing of a Special Permit application, submit to the Inspection Services Department a site plan and architectural renderings of the proposed residence and any outbuildings on the form(s) provided, for review by the Building Commissioner. If the Building Commissioner determines that the proposed Small House meets the criteria of Section 3.204 of this Bylaw, then the Commissioner shall certify in writing that the proposed development does not require Special Permit approval.***

***Small House Lots - The following lot and building dimensional requirements shall apply to stand-alone one family detached dwellings qualifying as Small Houses in the R-G and R-VC Districts:***

<b><i>Basic Minimum Lot Area (sq. ft.)<sup>h</sup></i></b>	<b><i>5,000</i></b>	
<b><i>Additional Lot Area/ Family (sq. ft.)</i></b>		<b><i>1,500</i></b>
<b><i>Basic Minimum Lot Frontage (ft.)</i></b>	<b><i>50</i></b>	
<b><i>Basic Minimum/Maximum Front Setback (ft.)<sup>an</sup></i></b>	<b><i>15</i></b>	
<b><i>Basic Minimum Side and Rear Yards (ft.)<sup>g</sup></i></b>	<b><i>10</i></b>	
<b><i>Maximum Building Coverage (%)</i></b>	<b><i>25<sup>a</sup></i></b>	
<b><i>Maximum Lot Coverage (%)<sup>o</sup></i></b>	<b><i>40</i></b>	
<b><i>Maximum Floors<sup>a</sup></i></b>		<b><i>2</i></b>
<b><i>Minimum/Maximum Height (ft.)<sup>an</sup></i></b>		<b><i>25</i></b>

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

***12.\_\_\_\_ Small House: For the purposes of this Bylaw, a Small House shall be a principal residential use consisting of a one family detached dwelling, a zero lot line one family dwelling, or a two-family detached dwelling, where each individual dwelling unit contains a total of not less than 350 sq. ft. and not more than 1,000 sq. ft. of habitable interior space, except where otherwise provided in this Bylaw.***

**RECOMMENDATION DEFERRED UNTIL TOWN MEETING.**

**ARTICLE 27. Zoning – Accessory Home Business Uses  
(Planning Board)**

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

## ANNUAL TOWN MEETING WARRANT ARTICLES

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This zoning change clarifies the definitions for various types of uses of residences for business purposes and adds current business uses that are not now included. These changes could result in increasing revenues from issuing more permits with related fees and from additional personal property taxes assessed on business equipment.

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**ARTICLE 28. Zoning– Supplemental Dwelling Units  
(Planning Board)**

**RECOMMENDATION DEFERRED UNTIL TOWN MEETING.**

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**ARTICLE 29. Restrictive Covenant - 284 North Pleasant Street  
(Planning Board)**

To see if the Town will vote to authorize the Select Board to accept a revised covenant governing the range of allowable uses on the property of 284 North Pleasant Street (Map 11C/Parcel 174) by deleting the ~~lined out~~ language and adding the language in ***bold italics***, as follows:

Notwithstanding the zoning designation of the subject premises and any uses allowed thereby under the Amherst Zoning Bylaw, as such bylaw may be amended from time to time, the use of the premises shall be limited on the first floor to the following:

***Medical or dental offices***, chiropractic offices and ***offices of alternative/integrative medicine, as well as*** related medical ***and therapeutic*** services for the treatment of patients in person and ~~principally~~ ***predominantly*** by appointment; and

non-profit educational or religious uses as permitted under G.L. Ch. 40A, s3; and

***for-profit trade, professional, or other educational institution; and***

***real estate, insurance or other business or professional offices providing services to the public in person on the premises, not to include banks; and***

***technical and professional offices providing services in person on the premises predominantly by appointment, and administrative business offices not providing services to the general public in person on the premises.***

and shall be limited on the upper floor and basement to residential use.

**NO RECOMMENDATION.**

This would expand the range of office uses for the designated property. Applying to only one property, the change would have no effect on Town finances.

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**ARTICLE 30. Petition – Restrictive Covenant - 284 North Pleasant Street  
(Ewert et al)**

To see if Town Meeting will vote to authorize the Select Board to accept a revised covenant governing the range of allowable land uses on the property of 284 North Pleasant Street (Map 11C/Parcel 174), by adding (after the words “under GL. c. 40A, s3”) the language in bold italics, as follows:

***and other office uses, including those office uses listed in the Amherst Zoning Bylaw at 3.358, and at 3.359, and at 3.360, and offices of Complimentary/Alternative/Integrative health care providers which are not specifically listed in the Amherst Zoning Bylaw, and offices of for profit professionals as listed in the Amherst Zoning Bylaw at 3.332.***

**NO RECOMMENDATION.**

This would expand the range of office uses for the designated property. Applying to only one property, the change would have no effect on Town finances.

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## ANNUAL TOWN MEETING WARRANT ARTICLES

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### ARTICLE 31. Multi-Year Cell Phone Tower Agreement (Select Board)

To see if the Town will vote to authorize the Town Manager to enter into a lease with Bell Atlantic Mobile of Massachusetts Corporation, Ltd. d/b/a Verizon Wireless, pursuant to which the Town will lease to Verizon, for telecommunications purposes, approximately 10,000 square feet of the Town-owned parcel of land located at 740 Belchertown Road, said lease to be for a term of no more than twenty (20) years, and further to authorize the Select Board to grant such access, utility and related easements on the parcel of land as may be necessary or convenient to serve the telecommunications facilities thereon.

**RECOMMENDED by Finance Committee vote of 6-0.**

This article allows the Town Manager to negotiate and enter into a long term agreement with Verizon Wireless. It would allow Verizon to rent space at the Transfer Station in order to erect a cell tower. The revenue from such a lease agreement would go into the Solid Waste Fund. If Verizon were to co-locate other wireless carriers on this tower additional revenues would be generated for the Solid Waste Fund.

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### ARTICLE 32. Acquisition of Easements – Triangle and East Pleasant St Intersection (Select Board)

To see if the Town will vote to authorize the Select Board to acquire, by gift, purchase, and/or eminent domain, in connection with the Triangle and East Pleasant Streets Intersection project, for public way and sidewalk purposes, permanent easements in, on, under the properties identified below and shown on a plan entitled, "Town of Amherst Triangle Street At East Pleasant Street, Conceptual Plan March 2014," on file with the Town Clerk;

<u>Owner</u>	<u>Address</u>	<u>Map and Parcel</u>
BAY BANK VALLEY TRUST CO. C/O BANK OF AMERICA/CORP	75 East Pleasant Street	11C-322
BROWN, JEFFERY B TRUSTEE OF BGB RLTY TRU	231 Triangle Street	11C-265

**RECOMMENDED by Finance Committee vote of 6-0.**

The Town will apply for grants for the improvement of the Triangle and East Street intersection. This article authorizes the Select Board to acquire the necessary easements, which are usually obtained at little or no cost. If funding is needed, an article will be brought to a future Town Meeting for this purpose.

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### ARTICLE 33. Grant of Easements - Meetinghouse Road in Pelham (Select Board)

To see if the Town will vote to transfer certain Town-owned property, described below, held by the Select Board for water supply purposes, to the Select Board for water supply purposes and for the purpose of conveyance of certain permanent and temporary easements, as described hereinafter, and to authorize the Select Board, in its capacity as the Board of Water Commissioners, to grant to the Town of Pelham, for no consideration, permanent and temporary easements on the Town-owned parcels shown on a plan entitled "Massachusetts Department of Transportation Highway Division Plan and Profile of Meetinghouse Road," a copy of which is on file with the Town Clerk, and within an area 100 feet distant from the easements shown on the aforesaid plan, for the purpose of reconstructing and improving two bridges, including, but not limited to, bridge, wall, slope and erosion control easements, said bridges located on Meetinghouse Road, the first bridge over Amethyst Brook, the second bridge over Harris Brook, which easements will encumber the following Town-owned parcels: Assessor Map 8, Parcel 15, described in a deed recorded with the Hampshire Registry of Deeds in Book 910, Page 436; Assessor Map 8, Parcel 4, described in deeds recorded in Book 854, Page 376 and Book 859, Page 154; and Assessor Map 8, Parcel 5, described in deeds recorded in Book 921, Page 525 and Book 636, Page 589.

**NO RECOMMENDATION.**

This article would allow the Select Board to grant to the Town of Pelham easements on Amherst-owned land adjacent to Amherst reservoirs in Pelham so that repairs can be made to two bridges. No financial consequences to the Town of Amherst are expected.

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## ANNUAL TOWN MEETING WARRANT ARTICLES

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### ARTICLE 34. General Bylaw – Establishment of Municipal Affordable Housing Trust (Housing and Sheltering Committee)

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

The establishment of a Municipal Housing Trust would allow for greater flexibility in creating and preserving affordable housing in Amherst. A Board of Trustees would have powers set forth in state law, which include allowing Trustees to raise funds and appropriate money. Projects such as the purchase of property could take place when the opportunity arises rather than waiting for Town Meeting appropriations, perhaps saving the Town money. CPA funds, voted by Town Meeting, could go into the Trust, as could private donations and payments from developers in lieu of providing affordable housing units. This Trust fund will be held by the Town under the control of the Treasurer, similar to other trust funds, and expenditures will go through the same administrative process as other expenditures. The Trust could pay administrative costs to the Town for these services. The Town would not be liable for obligations of the Trust.

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### ARTICLE 35. Resolution - Right to Organize (Human Rights Commission)

To see if the Town will vote to adopt the following resolution:

WHEREAS, the Universal Declaration of Human Rights declares at Article 23(4): Everyone has the right to form and to join trade unions for the protection of their interests; and

WHEREAS, unions have historically helped to bring economic and social democracy to American society; and

WHEREAS, the Town of Amherst, wishes to promote respect for human rights, including workers' freedom to form unions without employer interference and bargain collectively, and has a history of support for the freedom to form unions and the important public benefits inherent in collective bargaining; and

NOW THEREFORE, BE IT RESOLVED THAT the Amherst, Massachusetts Town Meeting

1. Supports the rights of workers to organize and bargain collectively.
2. Calls upon employers to:
  - a. Recognize the rights of those who work for them either directly or indirectly (under contractual arrangements) to be treated with dignity, to be paid a living wage, and to work in a healthy, safe, and secure workplace; and
  - b. Respect that the question to unionize or not is for employees to decide, and agree not to express an opinion either pro or con on the merits of unionization; and
  - c. Abide by their employees' decision when a majority indicates (by card check, an election supervised by the NLRB or other neutral body, petition, or other public statement) that it supports union representation, and engage in collective bargaining to achieve a written agreement without undue delay; and
  - d. Refrain from abusing National Labor Relations Board elections and appeals by using them as means for delaying or avoiding representation for their employees; and
  - e. Refrain from abusing the rights of undocumented immigrant workers; and

Be it further resolved that the Human Rights Commission will support attention to workers' human rights in accordance with the Universal Declaration of Human Rights Article 23 which refers to workers' rights.<sup>1</sup>

Each year the local chapter of the Western Massachusetts Workers' Rights Board shall provide the Human Rights Commission with a list of employers who respond affirmatively to Section 1 and 2 above. The Human Rights Commission shall examine the list and convey it to the Amherst Town Manager for public announcement.

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- <sup>1</sup> **Article 23.** (1) Everyone has the right to work, to free choice of employment, to just and favorable conditions of work and to protection against underemployment.  
(2) Everyone, without any discrimination, has the right to equal pay for equal work.  
(3) Everyone who works has the right to just and favorable remuneration ensuring for themselves and their family an existence worthy of human dignity, and supplemented, if necessary, by other means of social protection.

- (4) Everyone has the right to form and to join trade unions for the protection of their interests.

**NO RECOMMENDATION.**

No financial consequences to the Town are expected. The Town already recognizes the right of its employees to organize. Some Committee members, however, were concerned that the last paragraph of the resolution would result in an incomplete

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## ANNUAL TOWN MEETING WARRANT ARTICLES

list of employers being announced by the Town Manager, because the list would come from a third party over which the Town has no oversight.

### ARTICLE 36. Petition - Drones (Gatti et al)

WHEREAS, the use of Unmanned Aircraft System (UAV's) often referred to as "Drones" raises far-reaching issues concerning the use of targeted governmental killings, and the real danger of the loss of constitutional protections, democracy and the rule of law.

WHEREAS, Drones have been used intentionally to kill people in foreign lands including at least two American citizens, without a publicjudicial process.

WHEREAS, such a use of lethal force without due process is a misuse of governmental powers specifically prohibited in the United States Constitution.

WHEREAS, drone technology is unreliable in its accuracy such that many non-targeted people including children have been killed in the process of extrajudicial targeted assassinations.

WHEREAS, drone aircraft is now being presented as usable in domestic law enforcement, including Drones being armed with weapons, including tear gas, rubber bullets and firearms to be used by domestic law enforcement agencies.

WHEREAS, drone technology as a means of data collection, has the potential of the misuse of such data such a loss of privacy and civil liberties; the data collected by Drones would represent an unreasonable and unacceptable violation to the rights of individual privacy, freedom of association and assembly, equal protection and due process.

NOW, THEREFORE, BE IT RESOLVED, that this Resolution declares that no agency of the town of Amherst, nor any agents under contract with the town, will operate Drones capable of violating the constitutional rights of the residents in the airspace over Amherst.

BE IT FURTHER RESOLVED, that, it is the policy of the town of Amherst that no Drones will be purchased, leased, borrowed, obtained through law enforcement grants, tested or otherwise utilized by Amherst for the purpose of surveillance or to cause harm or injury.

BE IT FURTHER RESOLVED, that the town of Amherst request its representatives , Congressman, Jim McGovern and Senators, Elizabeth Warren and Ed Markey , to introduce a resolution in the United States Congress to end the practice of extrajudicial killing by armed drone aircraft, to specifically withhold money for that purpose and make restitution to those who have been killed or injured through the actions of the United States government, the Department of Defense, the Central Intelligence Agency, allied nations or its private contractors.

### **NOT RECOMMENDED by Finance Committee vote of 5-0, 1 absent.**

This article condemns many current uses of unmanned aircraft systems, commonly known as drones, and seeks remedies from Amherst's representatives in Congress. It also seeks to establish a policy that would prohibit Town use of drones "capable of violating the constitutional rights of the residents in the airspace over Amherst," as well as prohibit the Town's use of drones "for the purpose of surveillance or to cause harm or injury". Like the petitioners, we are concerned about personal privacy and constitutional rights, but the language of the article is too broad. Neither "airspace" nor "surveillance" is defined, and both are open to broad interpretation. So the resolution would, in effect, ban Town use of drones for any reason. Such a ban could be harmful for the Town. This is an emerging technology with potentially beneficial applications, such as searching for lost hikers or dangerous fugitives in rough terrain, locating the source of smoke, getting a close look at conditions around a hazardous-waste spill, spotting invasive species in our watershed and conservation lands, and mapping. Airplanes and helicopters already perform some of those jobs. Using drones could make such operations less costly, safer, and more flexible.

## ANNUAL TOWN MEETING WARRANT ARTICLES

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**ARTICLE 37. Petition – Amend Town of Amherst Community Preservation Act Acceptance  
(O'Connor et al)**

To see if the Town will vote to further amend the vote taken under Article 2 of the Special Town Meeting held on February 12, 2001, by increasing by one and one-half percent to three percent the Community Preservation Act surcharge authorized thereunder, and insofar as the laws of the Commonwealth may allow, dedicate the funds derived from said surcharge increase, including any corresponding increase in state matching funds, to the preservation, production and acquisition of Chapter 40B countable housing for families and individuals, and to place on the ballot for the November 2014 General Election a question regarding the acceptance of such amended surcharge all as provided in M.G.L. c. 44B, §§ 3(b) and 16(a).

**RECOMMENDATION DEFERRED UNTIL TOWN MEETING.**

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**ARTICLE 38. Petition – 40 Dickinson Street  
(O'Connor et al)**

To see if the town will vote to authorize the Select Board:

- a) to acquire from the Trustees of Amherst College or their successor, by eminent domain, purchase, gift or otherwise, the fee simple interest in 1) the land and improvements located at 40 Dickinson Street, identified as Parcel 52 of Map 14B of the Town Cadastre, formerly the site of Classic Chevrolet, comprising 0.72 acres more or less, and 2) the land at the northeast corner of Dickinson and College Streets, identified as Parcel 51 of Map 14B of the Town Cadastre, comprising 0.92 acres more or less, for economic development and revitalization, and other municipal purposes, and for the purpose of conveyance, and to fund such acquisition appropriate an amount of \$750,000, and determine whether to meet such appropriation by taxation, the transfer of available funds, by borrowing, or otherwise and further to authorize the Select Board and the Town Manager to apply for and accept any gifts, bequests, or grants from the federal government, the Commonwealth of Massachusetts or otherwise and further authorize the Treasurer, with the approval of the Select Board, to borrow in anticipation of reimbursement for any such grants; and,
- b) to declare as surplus and authorize for sale in accordance with the provisions of Chapter 30B the land and improvements located at 40 Dickinson Street; identified as Parcel 52 of Map 14B of the Town Cadastre, and the land at the northeast corner of Dickinson and College Streets, identified as Parcel 51 of Map 14B of the Town Cadastre, subject to the following restrictions:
  1. that the sale and reuse enhance the transportation, energy, and other sectors of a green economy;
  2. that the minimum sale price recover all town costs for acquisition and resale;
  3. that said properties not be sold or resold, transferred, or otherwise be tendered to any entity which could claim exemption from the payment of local property taxes;

and, further, that the town act in accordance with the preceding authorization as immediately as is possible after acquiring said parcels and improvements.

**RECOMMENDATION DEFERRED UNTIL TOWN MEETING.**

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**ARTICLE 39. Petition –24-30 Gatehouse Road  
(Weiss et al)**

To see if the Town will authorize the Select Board to acquire from Echo Gatehouse Partners, LLC or their successors, by eminent domain, purchase, gift or otherwise, the fee simple interest or an affordable housing restriction in the land and improvements located at 24-30 Gatehouse Road, identified as Block 2, Parcel 21 of Map 18A of the Town Cadastre, known as the Echo Village Apartments, and comprising of 24 housing units on approximately 0.37 acres of land, for affordable housing purposes and/or general municipal purposes, and for the purpose of conveyance, and borrow \$2,600,000 to fund such acquisition and costs related thereto, and authorize the Treasurer, with the approval of the Select Board to borrow said amount under and pursuant to Chapter 44 Section 7 of the Massachusetts General Laws or pursuant to any other enabling authority, and authorize the Select Board and the Town Manager to apply for and accept any gifts, bequests, or grants from the federal Government, the Commonwealth of Massachusetts and others, and, further, authorize the Select Board to convey said land and improvements or interest therein to the Amherst Housing Authority or other non-profit affordable housing management

## ANNUAL TOWN MEETING WARRANT ARTICLES

organization in accordance with the applicable provisions of the Massachusetts General Laws.

### **NO RECOMMENDATION BY Finance Committee vote of 6-0**

This "No Recommendation" is for the motion that the petitioners told the Committee they intend to make under this article, as follows:

*"I move that it be the sense of this Town meeting that the Amherst Town Manager and Select Board continue to try to find a way to acquire by any legal and financially feasible means the property known as Echo Village, identified as Block 2, Parcel 21 of Map 18A of the Town Cadastre. And further, that upon that acquisition, that property will be designated as Affordable Housing in perpetuity and conveyed to a non-profit affordable housing management organization in accordance with the applicable provisions of the Massachusetts General Laws."*

No financial consequences to the Town are expected from getting a sense of Town Meeting. Any financial obligation to acquire the property would require approval from a future Town Meeting.

However, Article 39 as written in the warrant is **NOT RECOMMENDED by Finance Committee vote of 5-0, 1 absent**. In recent negotiations with the Town, the current owner has not agreed to sell the property. In an eminent domain proceeding, the value would be determined by a court if there is no agreement. There are legal costs to eminent domain and the risk that a court would place a higher value on the land than the Town could afford, exposing the Town to an unknown liability.

### **ARTICLE 40. Petition – Low Income Tax Credit (O'Connor et al)**

To see if the Town will vote to authorize the Select Board to request a Special Act of the Legislature authorizing the Town of Amherst, notwithstanding any general or special law to the contrary, to establish a low-income property tax credit applicable to taxes collected under MGL Chapter 59 as follows:

- a. The Town of Amherst may grant a maximum real property tax credit of up to \$1,000 per unit, per fiscal year, on rental housing property qualifying for such credit under the Amherst Affordable Housing Preservation Program (hereinafter "AAHPP").

The AAHPP would authorize the Town of Amherst's Board of Assessors to implement a real property tax credit on Amherst rental properties not otherwise Chapter 40B countable whose owners have reduced rents to a level that preserves the availability of said rental housing units to families with moveable HUD Section 8 Housing Vouchers and Veterans Affairs Supportive Housing Vouchers (HUD\_VASH).

AAHPP real property tax credits may reduce the real property tax bill on a rental housing property by an amount equal to 75% of the difference between the Amherst Payment Standard for moveable HUD Section 8 Housing Vouchers and HUD's Payment Standard for VASH Vouchers in the Greater Springfield Metropolitan Statistical Area and rents charged for similar or identical Amherst rental housing units owned by the applicant, except that no tax credit granted shall be greater than \$1,000 per housing unit.

Where an AAHPP rental housing property tax credit applicant owns no other similar or identical Amherst rental housing units, an AAHPP real property tax credit may reduce the real property tax bill on the applicant's rental housing property by an amount equal to 75% of the difference between the Amherst Payment Standard for moveable HUD Section 8 Housing Vouchers and HUD's Payment Standard for VASH Vouchers in the Greater Springfield Metropolitan Statistical Area and said rental property's fair market rental as determined for similar or identical Amherst housing units by the Amherst Board of Assessors, except that no tax credit granted shall be greater than \$1,000 per housing unit.

All AAHPP real property tax credit applicants shall verify the moveable HUD Section 8 or VASH contract status for each and every Amherst rental housing unit on which a tax credit is claimed by submitting to the Town of Amherst Board of Assessors a copy of the contract or lease between the applicant or the applicant's agent and the issuing/supervising housing authority or agency – which contract or lease shall be kept strictly confidential.

- b. AAHPP real property tax credits shall be made available for no fewer than 50 (fifty) Amherst rental housing units each and every fiscal year. However, in the event that insufficient funds are available to fully fund AAHPP tax credits in any given fiscal year, the Board of Assessors, after determining the tax credit for each individual rental housing

## ANNUAL TOWN MEETING WARRANT ARTICLES

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unit, shall provide a pro-rated real property tax credit for each eligible rental housing unit based on the funds appropriated for the AAHPP for that fiscal year.

The Town may fund the costs of AAHPP tax credits from rental permit fees, any payments made in lieu of providing affordable housing units, Community Preservation Act funds, any general fund revenues including property tax receipts, and any grants, gifts, or bequests received for this purpose.

### **RECOMMENDATION DEFERRED UNTIL TOWN MEETING.**

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#### **ARTICLE 41. Petition – Resolution for Support of House 1167 (O'Connor et al)**

To see if the Town will vote:

Whereas, families who hold moveable Section 8 Housing Vouchers and reside in Amherst do not count toward the Town's Chapter 40B inventory of affordable housing; and,

Whereas, approximately 50% of the almost 400 moveable Section 8 Housing Vouchers presently administered by the Amherst Housing Authority are held by families who do not live in Amherst; and,

Whereas, the Town of Amherst is on the brink of falling below the MGL Chapter 40B countable affordable housing minimum of 10% - which would trigger various punitive provisions of Chapter 40B including allowing the Zoning Board of Appeals to approve so-called "affordable housing projects" by votes of 2-1 and, for such projects, allow the ZBA or a state appeals board to waive every provision of the Amherst Zoning Bylaw including the use, design and dimensional limitations of the Town's zoning districts; and,

Whereas, House No. 1167, An Act relative to housing types considered affordable under Chapter 40B would amend MGL Chapter 40B by adding the following new section: "The Department of Housing and Economic Development shall include Section 8 Housing Vouchers in addition to already cited applicable housing types."

Now, Therefore, Be It Resolved, that the Amherst Representative Town Meeting hereby requests: 1) that our State Senator and State Representative sponsor, support, and vote for House No. 1167; and, 2) that, when our approval of this resolution becomes final, the Amherst Town Clerk promptly deliver a certified copy of this resolution and the vote thereon to the Town's representative to the General Court.

### **RECOMMENDATION DEFERRED UNTIL TOWN MEETING.**

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#### **ARTICLE 42. Petition - Rescind Sections 6a (2) and 7a. (1) a-c Residential Property Bylaw (O'Connor et al)**

To see if the Town will vote to suspend the operation and enforcement of Sections 6a.(2) and 7a.(1)a-c of the Town's Residential Rental Property Bylaw as adopted under Article 29 of the 2013 Annual Town Meeting until such time as an ad hoc committee of eight Town Meeting Members appointed by the Moderator, of whom four shall be tenants – at least one an undergraduate student – and four shall be property owners – at least one a rental housing owner – shall review the Self-Certification Checklist developed by the Town, determine which items are susceptible to implementation with objective criteria that can be provided in writing to tenants and recommend modifications to the Checklist and the Bylaw consistent with their findings.

### **RECOMMENDATION DEFERRED UNTIL TOWN MEETING.**

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## APPENDICES

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FINANCE COMMITTEE REPORT - FY15

APPENDIX A

**DEBT OBLIGATIONS FY 2015 - FY 2024**

Issue	Maturity Date	Total Issue Cost	FY 2015 Projected	FY 2016 Projected	FY 2017 Projected	FY 2018 Projected	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected	Future Periods
<b>General Fund Debt:</b>													
<b>Municipal:</b>													
Town Hall Refunding	FY 16	2,095,439	167,200	156,000									0
Crocker Farm School	FY 19	3,871,000	235,500	225,325	209,325	198,550	192,850						0
Plum Brook Recreation Area	FY 15	259,640	16,565										0
Town Hall Exterior (General Fund)	FY 20	324,079	32,550	31,815	31,150	30,380	29,540	28,560					0
Bangs Community Center Roof/HVAC	FY 20	491,369	39,274	56,244	55,069	53,708	52,223	50,490					0
Road Improvements, FY 2012	FY 21	5,185,188	536,625	525,375	513,563	500,625	487,125	473,625	458,438				0
South Amherst School Roof Repair and Renovation	FY 22	201,390	23,900	23,300	22,700	22,100	21,500	20,900	15,600	15,300			0
Portable Classroom Purchase	FY 19	213,540	34,050	33,150	27,250	26,500	25,750						0
Police Communication Equipment	FY 18	134,028	27,500	26,875	26,125	25,375							0
Central Fire Station Renovations	FY 23	209,719	22,816	22,356	21,804	21,252	20,700	20,148	19,596	19,044	18,584		0
DPW Sander	FY 18	160,834	33,000	32,250	31,350	30,450							0
Trees, part I	FY 18	328,102	67,320	65,790	63,954	62,118							0
Roads 2013	FY 23	1,139,775	124,000	121,500	118,500	115,500	112,500	109,500	106,500	103,500	101,000		0
Trees, part II	FY 19	324,190	67,150	66,096	64,872	63,648	62,424						0
DPW Trucks	FY 19	450,264	93,264	91,800	90,100	88,400	86,700						0
AFD Pumper Truck	FY 24	451,356	48,556	48,000	47,200	46,400	45,600	44,800	44,000	43,200	42,400	41,200	0
<b>Subtotal Municipal Debt</b>		<b>15,325,431</b>	<b>1,569,270</b>	<b>1,525,876</b>	<b>1,322,961</b>	<b>1,285,006</b>	<b>1,131,912</b>	<b>743,173</b>	<b>644,134</b>	<b>181,044</b>	<b>161,984</b>	<b>41,200</b>	<b>0</b>
<b>Regional School District Debt (Amherst Share):</b>													
High School Renovations & Additions **	FY 18	26,127,681	171,480	125,377	83,239	37,330							
High School Roof	FY 15	880,660	96,148										
<b>Subtotal Regional School District Debt</b>		<b>27,008,341</b>	<b>267,628</b>	<b>125,377</b>	<b>83,239</b>	<b>37,330</b>	<b>0</b>	<b>0</b>					
<b>CPA Debt:</b>													
CPA 66% Plum Brook			32,155										
CPA \$225k Town Hall	FY 20	260,421	26,156	25,566	25,031	24,413	23,738	22,950					
East Pleasant St Land Acquisition (Hawthorne)	FY 21	576,132	59,625	58,375	57,063	55,625	54,125	52,625	50,938				
Affordable Housing Renovations (AHA)	FY 22	400,050	42,700	41,650	40,600	39,550	38,500	37,450	36,400	35,700			
S. East St Land Acquisition	FY 24	67,703	7,283	7,200	7,080	6,960	6,840	6,720	6,600	6,480	6,360	6,180	0
Ann Whalen Unit Preservation	FY 24	124,123	13,353	13,200	12,980	12,760	12,540	12,320	12,100	11,880	11,660	11,330	0
<b>Subtotal CPA Debt</b>		<b>1,428,429</b>	<b>181,272</b>	<b>145,991</b>	<b>142,754</b>	<b>139,308</b>	<b>135,743</b>	<b>132,065</b>	<b>106,038</b>	<b>54,060</b>	<b>18,020</b>	<b>17,510</b>	<b>0</b>
<b>TOTAL GENERAL FUND DEBT</b>		<b>43,762,201</b>	<b>2,018,170</b>	<b>1,797,245</b>	<b>1,548,954</b>	<b>1,461,644</b>	<b>1,267,655</b>	<b>875,238</b>	<b>750,172</b>	<b>235,104</b>	<b>180,004</b>	<b>58,710</b>	<b>0</b>
<b>Water Fund Debt:</b>													
Centennial WTP Improvements	FY 32	5,027,700	290,850	284,850	278,850	272,850	266,850	260,850	254,850	250,850	246,850	242,850	1,783,500
Pine St Extensions	FY 34	1,335,590	77,465	77,250	76,250	75,250	74,250	73,250	72,250	71,250	70,250	68,750	599,375
<b>TOTAL WATER FUND DEBT</b>		<b>5,027,700</b>	<b>368,315</b>	<b>362,100</b>	<b>355,100</b>	<b>348,100</b>	<b>341,100</b>	<b>334,100</b>	<b>327,100</b>	<b>322,100</b>	<b>317,100</b>	<b>311,600</b>	<b>2,382,875</b>
<b>Sewer Fund Debt:</b>													
Chapel Road Sewer Extension	FY 14	1,175,500											0
Sewer Ext, Harkness Design	FY 22	127,660	12,200	11,900	11,600	11,300	11,000	10,700	10,400	10,200			0
Sewer Extensions	FY 33	4,911,394	310,414	300,104	293,792	287,480	277,425	271,227	265,029	258,831	253,666	243,000	1,992,000
Pine St Extensions	FY 34	1,337,619	75,324	74,154	73,218	72,282	71,346	70,410	69,474	68,538	67,602	66,666	599,375
<b>TOTAL SEWER FUND DEBT</b>		<b>6,214,554</b>	<b>397,938</b>	<b>386,158</b>	<b>378,610</b>	<b>371,062</b>	<b>359,771</b>	<b>358,537</b>	<b>350,979</b>	<b>343,521</b>	<b>327,096</b>	<b>314,840</b>	<b>2,591,375</b>
<b>Transportation Fund Debt:</b>													
Boltwood Parking Garage Refunding	FY 20	575,157	57,625	56,313	55,125	48,825	47,475	45,900					0
<b>TOTAL TRANSPORTATION FUND DEBT</b>		<b>2,395,435</b>	<b>57,625</b>	<b>56,313</b>	<b>55,125</b>	<b>48,825</b>	<b>47,475</b>	<b>45,900</b>					<b>0</b>
<b>TOTAL ENTERPRISE FUND DEBT</b>		<b>18,733,228</b>	<b>823,878</b>	<b>804,571</b>	<b>788,835</b>	<b>767,987</b>	<b>748,346</b>	<b>738,537</b>	<b>678,079</b>	<b>665,621</b>	<b>644,196</b>	<b>626,440</b>	<b>4,974,250</b>
<b>TOTAL DEBT (ALL FUNDS)</b>		<b>45,225,543</b>	<b>2,842,048</b>	<b>2,601,816</b>	<b>2,337,789</b>	<b>2,229,631</b>	<b>2,016,001</b>	<b>1,613,775</b>	<b>1,428,251</b>	<b>900,725</b>	<b>824,200</b>	<b>685,150</b>	<b>4,974,250</b>

\*\* Funded via temporary property tax increase from Proposition 2 1/2 Debt Exclusion.



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FINANCE COMMITTEE REPORT - FY06

APPENDIX B

**FY15 MUNICIPAL SERVICES BUDGET WITH HEALTH INSURANCE COSTS  
ALLOCATED TO DEPARTMENTS**

	FY 11 Budget	FY 12 Budget	FY 13 Budget	FY 14 Budget	FY 15 Fin Com	Change FY 14-15	Percent Change
General Government	\$ 3,558,197	3,793,629	3,721,683	3,924,124	3,985,581	61,457	1.6%
Public Safety	\$ 10,098,045	10,002,827	10,401,799	10,699,863	11,137,756	437,893	4.1%
Public Works	\$ 2,270,638	2,278,184	2,359,097	2,362,708	2,407,242	44,534	1.9%
Planning, Conservation & Inspections	\$ 902,571	1,060,742	1,105,629	1,228,196	1,374,367	146,171	11.9%
Community Services	\$ 1,763,468	1,856,059	1,994,986	2,045,301	2,042,980	(2,321)	-0.1%
<b>TOTAL APPROPRIATION</b>	<b>\$ 18,592,919</b>	<b>18,991,440</b>	<b>19,583,194</b>	<b>20,260,192</b>	<b>20,947,926</b>	<b>687,734</b>	<b>3.4%</b>

	FY 11 Budget	FY 12 Budget	FY 13 Budget	FY 14 Budget	FY 15 Fin Com	Change FY 14-15	Percent Change
Select Board/Town Manager	\$ 266,604	294,098	298,515	305,127	314,259	9,132	3.0%
Town Meeting/Finance Committee	\$ 800	800	800	1,900	1,900	0	0.0%
Finance Department	\$ 1,014,505	1,015,169	1,069,085	1,082,796	1,104,875	22,079	2.0%
Legal Services	\$ 110,000	110,000	110,000	110,000	110,000	0	0.0%
Human Resources/ Human Rights	\$ 173,360	193,604	200,209	183,045	198,688	15,643	8.5%
Information Technology	\$ 534,465	530,555	543,407	551,963	562,587	10,624	1.9%
Town Clerk's Office	\$ 181,783	187,667	192,891	219,033	222,840	3,807	1.7%
Elections & Registration	\$ 52,440	43,000	52,025	27,975	47,613	19,638	70.2%
Facilities Maintenance	\$ 489,274	523,943	537,970	553,183	567,088	13,905	2.5%
General Services	\$ 380,721	365,721	372,849	385,349	405,983	20,634	5.4%
<b>SUBTOTAL</b>	<b>\$ 3,203,951</b>	<b>3,264,557</b>	<b>3,377,751</b>	<b>3,420,371</b>	<b>3,535,833</b>	<b>115,462</b>	<b>3.4%</b>
Employee Pay/Benefits	\$ 354,246	529,072	343,932	503,753	449,748	(54,005)	-10.7%
<b>TOTAL APPROPRIATION</b>	<b>\$ 3,558,197</b>	<b>3,793,629</b>	<b>3,721,683</b>	<b>3,924,124</b>	<b>3,985,581</b>	<b>61,457</b>	<b>1.6%</b>

	FY 11 Budget	FY 12 Budget	FY 13 Budget	FY 14 Budget	FY 15 Fin Com	Change FY 14-15	Percent Change
Police Facility	\$ 193,316	193,234	195,463	196,488	197,592	1,104	0.6%
Police	\$ 4,649,135	4,600,205	4,740,647	4,877,637	5,045,541	167,904	3.4%
Fire/EMS	\$ 4,547,899	4,494,411	4,703,339	4,844,603	5,076,937	232,334	4.8%
Communications Center	\$ 647,589	656,869	702,133	719,958	755,471	35,513	4.9%
Animal Welfare	\$ 60,106	58,108	60,217	61,177	62,215	1,038	1.7%
<b>TOTAL APPROPRIATION</b>	<b>\$ 10,098,045</b>	<b>10,002,827</b>	<b>10,401,799</b>	<b>10,699,863</b>	<b>11,137,756</b>	<b>437,893</b>	<b>4.1%</b>

	FY 11 Budget	FY 12 Budget	FY 13 Budget	FY 14 Budget	FY 15 Fin Com	Change FY 14-15	Percent Change
Public Works Administration	\$ 336,489	349,049	363,270	350,603	365,525	14,922	4.3%
Highway	\$ 721,120	680,947	715,504	774,174	803,218	29,044	3.8%
Snow & Ice Removal	\$ 280,410	280,410	280,410	280,410	280,410	0	0.0%
Street & Traffic Lights	\$ 139,650	139,650	139,650	99,650	99,650	0	0.0%
Equipment Maintenance	\$ 301,234	275,399	265,821	268,003	287,417	19,414	7.2%
Tree and Grounds Maintenance	\$ 491,736	552,729	594,442	589,868	571,022	(18,846)	-3.2%
<b>TOTAL APPROPRIATION</b>	<b>\$ 2,270,638</b>	<b>2,278,184</b>	<b>2,359,097</b>	<b>2,362,708</b>	<b>2,407,242</b>	<b>44,534</b>	<b>1.9%</b>

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FINANCE COMMITTEE REPORT - FY15

APPENDIX B

**FY15 MUNICIPAL SERVICES BUDGET WITH HEALTH INSURANCE COSTS  
ALLOCATED TO DEPARTMENTS**

	FY 11 Budget	FY 12 Budget	FY 13 Budget	FY 14 Budget	FY 15 Fin Com	Change FY 14-15	Percent Change
Conservation	\$ 284,112	316,965	323,725	336,304	366,989	30,685	9.1%
Planning	\$ 263,715	318,797	331,306	337,978	382,320	44,342	13.1%
Inspection Services	\$ 354,744	424,980	450,598	553,914	625,058	71,144	12.8%
<b>TOTAL APPROPRIATION</b>	<b>\$ 902,571</b>	<b>1,060,742</b>	<b>1,105,629</b>	<b>1,228,196</b>	<b>1,374,367</b>	<b>146,171</b>	<b>11.9%</b>

	FY 11 Budget	FY 12 Budget	FY 13 Budget	FY 14 Budget	FY 15 Fin Com	Change FY 14-15	Percent Change
Public Health	\$ 319,393	340,746	374,548	383,255	378,617	(4,638)	-1.2%
Senior Center	\$ 247,822	246,071	255,979	260,319	266,424	6,105	2.3%
Community Services	\$ 0	0	0	0	0	0	0.0%
Veterans' Serv. & Benefits	\$ 219,477	294,369	294,369	319,369	330,769	11,400	3.6%
Leisure Services & S.E.	\$ 635,325	553,710	626,098	627,545	611,187	(16,358)	-2.6%
Pools	\$ 105,246	170,945	192,011	194,557	194,669	112	0.1%
Golf Course	\$ 236,205	250,218	251,981	260,256	261,314	1,058	0.4%
<b>TOTAL APPROPRIATION</b>	<b>\$ 1,763,468</b>	<b>1,856,059</b>	<b>1,994,986</b>	<b>2,045,301</b>	<b>2,042,980</b>	<b>(2,321)</b>	<b>-0.1%</b>

APPENDIX C

**GLOSSARY**

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**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**

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**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**

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**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.