Our Town, Our Money

- Town Meeting Coordinating Committee
  - Town Room, Amherst Town Hall
  - 7:00 – 9:00 PM, Tuesday, February 17, 2015
- Peggy Roberts, TMCC, This Evening's Moderator
  - Sandy Pooler, Finance Director, Town of Amherst
  - Kay Moran, Finance Committee Chair
  - Sean Mangano, Director of Finance, Elementary and Regional Schools
  - Gerry Weiss, former Select Board member
Agenda

• Introductions
• Town Budget Process
• School Budget Process
• Library Budget Process
• Capital Budget Process
• Who’s who of budgeting: Committees, staff and their roles
• How and When to influence the process:
  • Operating budget – Potholes
  • Capital budget – Basketball court
Town Budget Process

October – Forecast
- Financial Indicators
  - 10 Year trends and next year budget forecast.

November - SB & FC Guidelines
- Policy and Financial guidelines

November - Town Manager Allocations
- Department heads prepare budget requests and meeting with Finance Team

January - Town Manager Budget
- Presented by January 16th each year. A comprehensive, balanced budget.

January - March - SB & FC Review
- Departments’ budget hearings with Select Board and Finance Committee.
School Budget Process

November - Guidelines
Policy and Financial guidelines
Finance Committee
School Committee

December - Superintendent reviews budget requests
Superintendent meets with Principals and Department Heads

January - Superintendent's Budget
Presented in January each year. A comprehensive, balanced budget.
SC - January
FinCom - February

February - School Committee Review
School Committee Reviews budget request, holds public hearings.

Finance Committee Budget
Presented to Town Meeting.
Town meeting votes a bottom line budget.
Library Budget Process

Ongoing during the year.

Staff work with the Library Director throughout the year in massaging the budget and establishing priorities.

November - Library Director present draft budget to Trustees’ budget committee

Director presents draft Budget Request to the Trustees’ Budget Committee. The Budget Committee discusses the document and makes corrections/additions. Library Director makes necessary changes to the document.

December - Library Director’s revised budget

Library Director presents updated draft of the Budget Request to the full Board of Trustees. The Board makes corrections or additions and votes the final draft. Library Director makes necessary changes to the document.

December - Trustees’ Vote

Library Director presents updated draft of the Budget Request to the full Board of Trustees. The Board makes corrections/additions and votes the final budget. Combination of Town and Jones Library Inc. funds

April - Finance Committee Budget

Presented to Town Meeting
Capital Budget Process
Joint Capital Planning Committee (JCPC)

November - Department Heads Present Capital Request to Town Manager

January - JCPC reviews available funds

January – February - JCPC meets with departments

March - JCPC Report

April - Finance Committee

JCPC meets Finance Director and reviews available funds and the progress of prior year projects.

JCPC meets with Department Heads to hear details of capital requests.

JCPC makes recommendations to Town Manager, who can modify them before they are presented to Town Meeting. Five year plan: current year and next four years.

Presented to Town Meeting. Capital items are articles in the budget.
People and Committees who influence the budget

- Within Amherst
  - Department Heads and their staff
  - Town Manager
  - Select Board
  - JCPC
  - School Committee
  - Library Trustees
  - Finance Committee
- Other boards and committees:
  - Public Works Committee
  - LSSE Commission

- Outside Amherst
  - Governor
  - House
  - Senate
Budget Committees
Operating Budget Committees

• **AMHERST SCHOOL COMMITTEE** (elected)
  • Oversees School Superintendent and development of operating budget for Amherst elementary schools.

• **AMHERST-PELHAM REGIONAL SCHOOL COMMITTEE** (elected)
  • Oversees School Superintendent and development of operating budget for regional middle and high schools. All members of Amherst School Committee are on Regional Committee.

• **JONES LIBRARY BOARD OF TRUSTEES** (elected)
  • Oversees Library Director and development of operating budget for Jones Library system.

• **SELECT BOARD** (elected)
  • Oversees Town Manager and sets policy goals for Manager’s development of Municipal budget.

• **FINANCE COMMITTEE** (appointed by Moderator)
  • Considers proposed operating budgets and how they fit within limits of available revenue; recommends budget articles to Town Meeting.

• **TOWN MEETING** (elected)
  • Votes elementary school budget’s bottom line only.
  • Votes Amherst’s assessment for Regional budget and Regional school budget’s bottom line. Three of the four towns must approve Regional budget.
  • Votes Town of Amherst’s contribution to library budget.
  • Votes bottom line for each of Municipal budget’s 10 sections.
CAPITAL SPENDING

• **JOINT CAPITAL PLANNING COMMITTEE**
  • Considers requests for capital projects from municipal departments, elementary schools, and libraries and recommends overall capital budget to Town Manager and Town Meeting.

• **AMHERST-PELHAM REGIONAL SCHOOL COMMITTEE**
  • Determines capital budget for regional middle and high schools.

• **COMMUNITY PRESERVATION ACT COMMITTEE**
  • Divides available Community Preservation Act funds among allowable requests.
  • Makes recommendations to Town Meeting.

• **COMMUNITY DEVELOPMENT BLOCK GRANT ADVISORY COMMITTEE**
  • Makes recommendations to Town Manager about spending Community Development Block Grant funds, including capital projects.

• **TOWN MEETING**
  • Votes bottom line of capital budget articles recommended by JCPC. 2/3rds for debt.
  • Votes Regional Schools capital budget as part of bottom line of Regional Schools budget and Amherst’s assessment.
  • May approve, reduce, or reject CPAC recommendations. May not add new ones.
  • Has no role in allocating or spending Community Development Block Grant money.
Potholes!

- Department of Public Works
- Public Works Committee
- Town Manager’s Office
- Finance Committee
- Select Board
- Legislature

- Motion at Town Meeting
  - Motion can increase DPW budget, but cannot mandate spending on potholes.
  - A motion can increase or decrease the budget for one of the five functional areas, the School, library, or capital budgets. It can only reduce a CPA budget item.
  - Budget must be in balance by the end of Town Meeting
    - Identify funding source.
Basketball Court

- LSSE Staff
- LSSE Commission
- JCPC
- Community Preservation Act Committee
- Finance Committee
- Select Board
- Legislature
- Town Meeting Motion
  - A motion can increase a JCPC appropriation, but not a CPA appropriation.
  - Motion can increase spending for Equipment, Buildings & Facilities, or Debt (2/3rd vote)
Questions

And Answers!