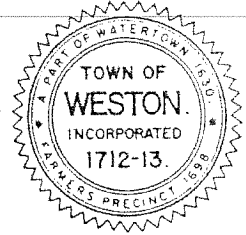


# TOWN OF WESTON



TOWN HALL, 11 TOWN HOUSE ROAD  
POST OFFICE BOX 378  
WESTON, MA 02493-0002  
(781) 786-5020  
FAX (781) 786-5029  
townmanager@westonmass.org

OFFICE OF TOWN MANAGER

January 10, 2012

The Honorable Board of Selectmen and Finance Committee:

As required by the Town Manager's Act, Section 2 (f) (ii) and Section 2 (j) (Chapter 80 of the Acts of 2001), I am hereby submitting the Town Manager's Fiscal Year 2013 Proposed Budget and Financing Plan.

## **Proposed Budget**

The Fiscal Year 2013 recommended budget for Municipal Departments, Unclassified expenses, and the Superintendent's proposed School Department budget totals \$67,375,562, which is a \$2,321,884 or 3.6% increase over the Fiscal Year 2012 appropriated budget.

The budget increase has the following major components:

School Department (Superintendent's Budget)	
Salaries	1,035,982
Program Improvements	176,483
Special Education	78,371
Supplies, Services, Utilities, Other	(7,898)
Enrollment	(143,866)
Offsets	<u>(256,591)</u>
sub-total School Budget Increase	882,481
Health Insurance & Medicare Tax	719,439
Salaries (municipal)	292,725
Transfer School Bus Mechanics to DPW	213,608
Middlesex Retirement System	153,607
Contribution to OPEB Trust Fund	137,000
Roadway Improvements	100,000
All other changes - Net	<u>(176,976)</u>
<b>Total increase FY12 to FY13</b>	<b>\$2,321,884</b>

## **Proposed Revenues**

Fiscal Year 2013 projected revenues are \$67,424,322, which is a \$2,370,644 or 3.6% increase over FY2012 revenues.

	Recommended		\$ Change	% Change
	FY12 Budget	FY13 Budget		
Schools	33,347,661	34,230,142	882,481	2.6%
School Bus Mechanic Transfer to DPW	-	213,608	213,608	
Unclassified & Fixed Costs	14,260,859	15,087,769	826,910	5.8%
General Government	14,741,076	14,975,075	233,999	1.6%
Town-Wide Facilities	1,235,082	1,262,968	27,886	2.3%
Stabilization & OPEB Trust Funds	1,469,000	1,606,000	137,000	9.3%
<b>Total Budget</b>	<b>\$65,053,678</b>	<b>\$67,375,562</b>	<b>\$2,321,884</b>	<b>3.6%</b>
<b>Projected Revenue</b>	<b>\$65,053,678</b>	<b>\$67,424,322</b>	<b>\$2,370,644</b>	<b>3.6%</b>
<b>(Shortfall) Surplus</b>	-	<b>\$48,760</b>		

### Proposed Budget and Financing Plan

There are a number of aspects of this Plan that should be highlighted:

1. **School Department Budget** – Under the Town Manager Act, the School Department budget is submitted directly to the Finance Committee and, therefore, is not included in this document except in summary form. It is expected that the School Committee will approve its recommended budget in March. In order to provide a general view of the overall Town and School budget, we have included in this document the Superintendent’s proposed budget, as submitted to the School Committee.
2. **Revenue Projections** – Section 2 of this budget document includes the Fiscal Year 2013 revenue projections to support this proposed budget. The allowable 2.5% tax levy increase is supplemented by new growth of just under \$900,000. Reductions in state aid are again assumed.
3. **Budget Summary** – Section 3 of this budget document includes a summary of budget recommendations for all Town departments. Detailed budget recommendations can be found in Sections 5-15.
4. **Level Service Budget Requests** – Department managers were asked to submit “level service budgets” for Fiscal Year 2013. A level service budget is that amount of funding required to deliver the same level of services in Fiscal Year 2013 as was provided in Fiscal Year 2012. Only increases for contractual, mandated or known additional costs were allowed.
5. **New Budget Requests** – Municipal department managers were asked not to submit any requests for additional staffing or new services. Only two new requests are proposed; they are shown in Section 4.
6. **Reserve Policy** – This Proposed Budget and Financing Plan includes the continued implementation of the Reserve Policy adopted by the Board of Selectmen. Weston has made good progress improving reserves, which are especially important to bond rating agencies when evaluating the Town’s AAA credit rating.

7. **Capital Requests** – Sections 17-22 of the Fiscal Year 2013 Proposed Budget and Financing Plan include capital requests proposed for borrowing by funding source. Capital requests are those items generally costing more than \$25,000 and having a useful life of more than five years. In addition, a five year projection of future capital projects is included.
8. **Debt Exclusion Consideration**– In prior years, the Board of Selectmen has placed before the voters Proposition 2½ debt exclusion questions for various capital projects approved or to be considered by Town Meeting. Included in Section 17, Capital Requests-Table I, are those capital projects recommended for Fiscal Year 2013 that the Board of Selectmen may want to consider as debt exclusion questions. If the voters approve the funding of these projects through debt exclusion, the non-exempt debt service budget would be reduced by \$16,063 in Fiscal Year 2013 and \$100,658 in Fiscal Year 2014.

### **Acknowledgments**

Preparing a budget document with this level of detail is a significant undertaking. I would like to express my appreciation to all of the Town's department managers and board and committee members who contributed to the development of this budget. Finance Director Sarah Johnson and Principal Assessor Eric Josephson must be acknowledged for their assistance in preparing the Revenue Projections. Assistant Town Manager/Human Resources Director Lisa Yanakakis provided valuable assistance in analyzing and confirming amounts needed for various fixed costs and salary changes, and Assistant Assessor Chris Wilcock updated organizational charts. Special thanks to Financial Analyst Travis Ahern who prepared the spreadsheets and financial analysis for this budget document. Finally, I would like to acknowledge Lis Zeytoonjian and Jill Tierney-Harris for their assistance in the production of this document.

### **Conclusions**

In this continuing, difficult economic climate, we have again been able to achieve a balanced budget without the need for a proposition 2½ override or cuts in services. It is of particular note that we are able to include the full amount of the "annual required contribution" (ARC) for the Town's OPEB liability in the Fiscal Year 2013 budget.

Weston's tax base is over 96% residential, and property tax bills are substantial. We appreciate the support of Weston taxpayers in funding the level of services currently provided and understand that we must always strive to provide the best possible services in the most efficient way possible, and that increases in budgets must be carefully explained and justified in order to maintain that level of support.

Further, we recognize that Weston is well served by the partnership that exists between volunteers and paid staff to provide Town services. Without all of you, who spend countless hours of unpaid time for the benefit of the Weston community, we could not accomplish nearly as much. Thank you.

Very truly yours,



Donna S. VanderClock  
Town Manager

