



**Canton Finance Committee**  
**801 Washington Street**  
**Canton, MA 02021**

Minutes Voted on: 3/29/23  
Vote: 8-0-0

**Meeting Minutes**  
**March 1, 2023**

**Finance Committee Members Present:** Dave Clough, Dan Cole, Karen Foley, Emilio Mauro, Tim McKenna, Maureen Menconi and Cindy Thomas.

**Finance Committee Members Absent:** Reuki Schutt.

**Guests Present:**

Victor Del Vecchio, Revere & Son Heritage Trust  
Charlie Doody, Town Administrator  
Alan Hines, Revere & Son Heritage Trust  
Ellen Jones, Finance Committee Recording Secretary  
Mike Trotta, Superintendent, Department of Public Works (DPW)  
Tyler Radicioni, Director, Parks & Recreation  
Helena Rafferty, Police Chief  
Steve Schottenfeld, Revere & Son Heritage Trust  
Randy Scollins, Finance Director

**Call Meeting to Order:** Ms. Thomas called the virtual meeting to order at 7:01 p.m.

Ms. Thomas took a few minutes to review the Finance Committee's agenda for the meeting stating that the Committee would be hearing budget presentations from the Revere & Son Heritage Trust, Parks & Recreation, Department of Public Works and Police Department.

**FY24 Municipal Budget Requests - Discussion**

**#544 – Revere & Son Heritage Trust – Victor DelVecchio and Alan Hines**

Mr. DelVecchio presented information regarding the FY24 budget request for the Revere & Son Heritage Trust. The following are highlights of the discussion:

- The trust has two part-time positions. The first is not a Board Secretary as stated in the MUNIS budget report but is an Administrative Assistant position for which the Trust is requesting a salary of \$18,000 with an increase from 10 hours to 15 hours. The position actually performs the duties of an Executive Assistant position. The position started 2-3 years ago as a Board Secretary for the Paul Revere Commission and was performed by a different individual than the one in the current position.
- The Trust needs a "point person" for managing the second floor of the Mill as well as the Barn. Originally the position performed "ad hoc" research on museum related topics. The duties also included responding to website inquiries, coordinating meetings with Board members, coordinating volunteers with regard to social media distribution, obtaining electronic copies of documents and archiving of the documents, preparing PowerPoint and graphics, scheduling the use of the second floor of the Mill, scheduling use of the Barn/Museum, scheduling use of open space and implementing various uses and regulations for the buildings. The position also prepares agendas, books meeting rooms and takes minutes.
- The position has evolved to someone that will research and draft rental fees for the Barn and the second floor of the Mill, preparing CPA applications and act as the Trust interface with the Northern Spy restaurant, the Town and the public. Also, the position will act as the facilities manager – sets up, purchases when needed, draft AC/heating instructions. The Trust will have the assistance of the Town maintenance department but the position will have to explain to members and volunteers on using the two facilities. The position meets on site with renters with the hopes of generating revenue and tends to the needs of those renters such as a wedding party. The position will provide back up to the Revere & Son Heritage Trust Program Coordinator/Event Planner. The position also bills the restaurant when they use the second floor of the Mill.
- The hourly rate will increase by 70 cents.
- Program Coordinator/Event Planner – Last year's budget was \$5,000. The Trust is requesting an increase to \$7,000. The Trust provided a \$1,700 stipend (from a donation) to the Coordinator because the position

was fulfilling more hours than anticipated, especially with regard to the Heritage Day. This position is in charge of the program side of events. Events have also included a Holiday Night, a Trivia night. The coordinator also opens and closes the buildings when needed. The \$1,700 has been incorporated into the compensation.

- Expenses – There are two expense items that the Trust is seeking increases for: Custodial Services and Supplies. Custodial services will increase because of the outdoor restrooms that the Select Board and Trust will have installed on the site. The Trust was asked by the Select Board to “bake” the cost of the custodial services into the Trust’s budget, which will be approximately \$16,000. The plan is to have the bathrooms cleaned three times per week for nine months as the restrooms will not be open during the winter. The Barn will need to be cleaned at least twice per month but may be more frequent as activity for the Barn increases.
- The Professional Services \$5,000 request is to assist Randy Scollins, Treasurer of the Trust, with tax filings.
- The Trust is requesting a \$35,000 increase from an FY23 budget of \$41,704 to \$76,200.

Ms. Thomas asked Mr. DeVecchio to explain the “joined at the hip” with regard to the Paul Revere Heritage Trust and the Town to better understand 1) the revenue side such as fees 2) where all those fees held by the Trust reside and 3) where the dividing lines are with regard to the responsibilities of the Trust and the responsibilities of the Town.

Mr. DeVecchio explained that at the 2018 Annual Town Meeting the Select Board was authorized to ask the legislature to form a quasi-public non-profit with its own tax ID. The Select Board petitioned the legislature who adopted a Home Rule Petition that sets forth a very specific formula for the organization, the Trust, to act as an agent for the Town. It gives the Trust a little more flexibility that the Town may not have because the legislature has deemed it in the public interest. None of the Trust’s directors are permitted to earn any income and gives the Trust certain rights and obligations. The Trust has the right to purchase capital and incur operating expenses, the right to petition vendors/companies for contributions, which the Town cannot do. The Trust has the obligation to comply with procurement obligations. The Trust is permitted to generate revenue from certain activities such as from the use of a portion of the land that the Select Board allows the Trust to use as well as from the second floor of the Mill. Since the Trust’s last meeting with the Finance Committee, the Trust has executed a three-page license agreement with the Select Board spelling out the rights and obligations. Annual Town Meeting set up two revolving funds: Revolving Fund #142 (controlled by the Select Board) designated for revenues/rent for the Museum, Barn and second floor of the Mill and revenues from the Restaurant and Revolving Fund #152 (controlled by the Trust). The Trust has raised \$900,000 in grants which will now not have to come from the taxpayers. Next year the Trust will be seeking funding of approximately \$2,000,000 through a DIF fund, which revenues associated with the Revere District improvements being funded through new revenue through tax dollars. The Trust is allowed to have capital assets in the Trust’s name and to make non-capital purchases.

Mr. Hines asked to speak about the Trust’s January 18, 2023 letter sent to the Town Administrator, the Finance Director and the Finance Committee seeking a revision of where the Trust’s location of their funding resides within the overall Town budget. The special legislation allows the Trust to request special funding from the Town. As expenses increase and the Museum incurs costs such as hiring a Museum Director, the Trust is requesting that instead of their budget being considered a municipal department that their budget be located as a Fixed Costs Budget for FY24 and subsequent budget appropriations thereafter. As the Trust’s budget grows, the way the revenue sharing works in the Town once the revenue is determined is split between the School Department and the Municipal departments. Mr. Hines explained that currently their budget is funded from the “bucket” of revenue allocated to all the municipal departments. He does not think that is the intent of the legislation. Mr. Hines is recommending to move the Trust into the Fixed Costs “bucket” to “take off the top” of the revenue first, with the remaining revenue being shared among the Municipal and School Department. Mr. Hines admits that the Trust is not really a Fixed Cost budget but that the Trust’s funding should not have to come out of the Municipal portion of the revenue. Mr. Hines asked the Finance Committee to table this issue until after Town Meeting but requested a discussion occur in the near future. Ms. Thomas suggested that this issue could be discussed by the Finance Committee sometime during the summer or fall.

**#630 - Parks & Recreation, #650 – Parks Department, #542 – Youth Services and #700 – Rink Enterprise**  
**Tyler Radicioni, Director of Parks and Recreation**

Mr. Radicioni presented information regarding the FY24 budget requests for Parks & Recreation, Parks Department and the Rink Enterprise. The following are highlights of the discussion:

- **The Playground Salaries requested increase of \$13,000 will be moved out of the Parks & Recreation Budget and into the Recreation Revolving Fund #130.** The Playground Program has grown from 30-40 kids to approximately 100 kids.
- The main request for the Parks and Recreation Department is for **two additional full-time maintenance staff**. Currently, the Parks & Recreation Department is extremely short-handed. With the addition of the Earl Newhouse facility (approximately 20-26 more man hours per week are required) and the maintenance of the Paul Revere site (excluding lawn maintenance) the department needs additional staff. Once the Rink

opens in September the Department loses three full-time staff causing a significant staffing shortage for fall clean-ups of numerous Town and School fields.

- In the summer the Department shifts 1 to 1½ of their maintenance staff to the Pool. The Director has seen an increase in maintaining the pool with additional machines and chemical testing during working hours.
- Demands for field use by the increasing number of youth leagues has put a strain on his staff. The Recreation Staff is also held responsible for preparing the fields for the School Department.
- For the upcoming Spring the Department will be short two maintenance staff.
- The Department is looking **to hire a small engine mechanic/maintenance worker** to repair equipment such as a zero-turn mower. This would help save the Department from falling behind with work having to send out the equipment for repair.
- Mr. Radicioni is **seeking an increase for the Lifeguards salary line item** in order to compete for hiring purposes. Hiring lifeguards is a nationwide issue. Some towns and facilities are offering to pay for certification. The Town's current rates are approximately \$7-8 dollars off the going rate of salaries that the private clubs are paying lifeguards. Mr. Radicioni's goal is to expand the hours for the "gem" of a pool the Town has to offer but with the current staffing this would not be feasible to operate safely.
- Software maintenance – Program offerings have nearly tripled. The current software, MyRec, charges a fee based on the amount of revenue, thus an increase is being requested.
- Uniform increase is for the contract rental fees for two additional staff. Cell phone stipends is a contractual increase. Chalk and fertilizer increased nearly 60%. Cost of pool supply chemicals has increased dramatically. With the new system in place and splash pad there is an increased use of chemicals.
- The Paul Revere Heritage site #650 will have the same budget. The mowing is contracted out to Absolute Landscaping. There is a one-year contract with the option to extend three years. Their pricing has been competitive. Sprinkler heads at the site are maintained by Berardi.
- The Youth Services budget will remain the same. Unlike other towns, Canton does not charge a fee for the Halloween and Easter Egg Hunt festivities.

**Rink Enterprise Fund – The main increase to the Rink budget is for night differential due to maintenance staff that covers the rink.** The night differential will now be charged to the Rink Enterprise Fund instead of the Recreation Department budget. Mr. Clough complimented Mr. Radicioni's skate sharpening machine and staff. He inquired if there might be a possibility of selling package deals for the cash-only skate sharpening. Mr. Radicioni stated that they do use a point of sale system (in MyRec) for tracking but he could look into a package deal. He stated the Rink and Pool are cash only businesses and that a discussion may take place with the Finance Director and the MIS Director to see if the Town would be able to accept credit card payments in addition to cash payments.

**Vote - Article 16 – Approval of Funding for the Annual 4<sup>th</sup> of July Community Celebration** – Mr. Radicioni is requesting \$35,000 for the 4<sup>th</sup> of July celebration which is scheduled to take place on July 2 at the Irish Cultural Center.

**A motion made by Mr. McKenna to recommend a \$35,000 transfer from Free Cash (Undesignated Fund Balance) to be expended by the Director of Parks and Recreation with the approval of the Select Board, for the July 4<sup>th</sup> community celebration in 2023 with the intent that said funds shall be available in FY23 in anticipation of July 4, 2023 was seconded by Mr. Mauro.**

**Roll Call Vote:**

<b>Ms. Menconi</b>	<b>Aye</b>	<b>Mr. Clough</b>	<b>Aye</b>
<b>Mr. McKenna</b>	<b>Aye</b>	<b>Mr. Mauro</b>	<b>Aye</b>
<b>Ms. Foley</b>	<b>Aye</b>	<b>Ms. Thomas</b>	<b>Aye</b>
<b>Mr. Cole</b>	<b>Aye</b>		

**Roll Call Vote: 7-0-0.**

**The motion for Article 16 passed 7-0-0.** The intent of the motion is that these funds will be available in FY23.

**Department of Public Works – Mike Trotta**

**#192 – Public Buildings & #632 Pequitside Farm** – Mr. Trotta explained that he has met with the Town Administrator and Finance Director on developing a centralized Maintenance Department. This Department and program will be responsible for all the buildings and the maintenance of the municipal buildings in town. Within the next year or two there will be a stand-alone centralized Building/Maintenance Department. The Town has 21 buildings with 220,000 square feet of buildings that the municipal side is responsible for taking care of. The Town is also taking care of the lights, heat and cleaning at the vacant St. Gerard's buildings. The Town will need a professional manager or central maintenance division head or a Facility Manager at a salary of \$125,000 per year. The job description is being developed for an individual with a bachelor's degree in Engineering with 7 years of experience or combination.

Mr. Scollins has started the process of planning to have the electric and heating invoices as well as the purchase of maintenance supplies to be paid out of Department #192. Mr. Scollins screen shared a detailed Proposed Municipal Central Maintenance Division - Consolidation of Building Maintenance and Utility Budgets spreadsheet (see meeting documents) showing that \$560,539 was added to Department #192. The \$560,539 was "harvested" from various municipal department line items (electricity, heating fuel, building maintenance supplies, service contracts, etc.) for Department #192. The revised FY24 budget request for Department #192 is now \$1,546,092. This amount includes \$30,000 for the Pequitside Farm budget #632. Even though the Conservation Commission controls the rentals of that building the Public Buildings department provides the maintenance of that building.

In Mr. Scollins opinion, based on past experience with developing a centralized maintenance department for another town, and reviewing combined line items for the new Public Maintenance/Property Maintenance Department, the budget would still fall short of enough funding. The repairs and maintenance (\$10,500 combined total) plus maintenance supplies (\$134,678) line items would still not be sufficient enough. He stated that this department would still require additional funding beyond the \$145,178.

When the Public Works Department assumed responsibility of Department #192 approximately 10 years ago, the Police and Fire Department's maintenance budgets were also assumed.

**#400 – Department of Public Works (DPW) Administration** – Department #400 is budgeted for an Operations Manager of \$105,000. This position was never filled. The \$105,000 will be used to fund a Stormwater Manager salary of \$108,150. The Select Board strongly supports continuing with the Operations Manager position. Funding of \$125,000 is being requested for this position. This will cause an impact to the DPW budget because the \$105,000 is being used as a contingency for their budget. Mr. Trotta indicated for the past five years his DPW budget has had on average a \$15,000 balance at the end of the fiscal year. That balance comes from carryovers and from the Operations Manager's \$150,000 position not being filled. At the end of FY22 \$104,000 had to be added to the DPW budget in order for all of the bills to be paid. The impact to the DPW FY24 budget is \$125,000 for an Operations Manager and a \$5,000 software increase for upgrades to the CitiWorks asset management work-order software.

**#410 – Engineering** – An \$18,550 total budget increase is being requested for FY24. Because the Town has been having difficulties hiring a Town Engineer, an increase of \$6,600 is being requested to bring the Town Engineer salary to a level of \$120-130,000 per year in order for the Town to remain competitive. Based on historical expenses, a \$12,000 increase for FY 24 is being requested (budget currently at \$0) for purchase of services for soil testing and surveys for pavement work and on-call engineering work. The five-year average has been approximately \$12,000.

**#420 – Highway Maintenance** – According to Mr. Trotta there was a position (\$69,000) that was originally misplaced in the Highway Maintenance budget which is now funded elsewhere. Mr. Trotta is looking for \$5,000 for building maintenance supplies and \$20,000 for bituminous materials.

**#425 – Street Signs and #426 – Gas & Oil** – No FY24 budget increases being requests for these two departments.

**#427 – Highway Equipment Maintenance** – This is the budget that the aforementioned \$69,000 position came out of, but not dollar for dollar (\$55,000). An FY24 budget request of \$25,000 is being requested for repair/maintenance of vehicles based on actual historical expenses.

**#491 – Cemetery and #492 – Tree Department** - FY24 budget requests are basically the same, except for increases for a new cell phone contractual obligation.

Mr. Mauro inquired if the consolidation of Maintenance would have any affect on how the DPW or Town requests capital items or equipment for the municipal side and if the DPW will be affected by having to maintain more things over time. Mr. Trotta believes that within two years the Town will have a Centralized Maintenance Department with its own capital requests. When this department is formed it will take on the DPW's equipment, trucks and will establish their own capital plan and equipment needs. DPW will no longer be requesting these capital items, however, the expectation is that DPW will still participate in snow removal. The new Maintenance department will take with them any equipment that is needed, e.g. lawnmowers, leaf blowers, trucks, tractors etc.

Mr. Mauro also inquired if there is a precedence for central maintenance departments in the area. Mr. Trotta looked at 18 towns that are managing buildings. Some towns have central maintenance departments that manage both school and town buildings as one department. Of the 18 towns, eight towns manage buildings under the DPW and 10 have a Building Department. Some of those towns that have Building Departments include Dedham, Dover. Easton manages out of DPW. Falmouth Needham, Westwood manages buildings out of DPW. Franklin, Lexington and Wellesley have Building Departments. There is a mix among the communities but most have separate Building Departments with a Facilities Manager, an Assistant Facilities Manager, Head Custodians, Plumbers and Electricians.

In response to Mr. McKenna's inquiry about the stormwater position, Mr. Trotta stated that the Stormwater Manager position has been filled and Christine Meeny is scheduled to start before the end of the month around March 27. She

will be responsible for developing a cost for the stormwater management program. The stormwater legislation was passed by Town Meeting that has authorized the establishment of a stormwater utility.

**#640 – Water Enterprise Fund and #600 Sewer Enterprise Fund** – MWRA sets the rates and Mr. Trotta stated that the rates are increasing significantly for both sewer and water. The Town pays for MWRS approximately 16-18 months after usage. In FY21 and FY22 the Town did not sell a lot of water (it was a wet summer) and had to buy a lot of water. The Pecunit Water Treatment plant was off line due to maintenance. Charges from the General Fund for FY24 will increase \$67,314 based on a formula (any enterprise work done by municipal employees as well as employee insurances and general insurances is charged to the enterprise funds). Of the \$185,000 increase to the Water Enterprise FY24 budget, the Town is in year one of a \$95,000 per year, 15-year tank maintenance program as well as a \$50,000 increase for power and electricity costs. The Sewer Enterprise has an increase for cell phone stipends. Mr. Trotta stated that there will be an increase to the water and sewer bills in fiscal 2024.

### **Article 13 – Appropriation to Supplement the Commonwealth’s Chapter 90 Program**

Mr. Trotta stated that both the Town Administrator and the Finance Director are of the opinion that there is sufficient reserves to support the use of \$740,000 of free cash to supplement the Ch. 90 program with the motion to be worded so that the funds would be available in FY23 enabling the Town to “get in line” earlier with paving contractors. The last time the Town supplemented the Ch. 90 program was in 2018 with a \$500,000 supplement from free cash.

Mr. Trotta provided a background on road repair and asphalt as follows:

- In 2000 the Town received \$533,000 in Ch. 90 funding and paved 11 miles of roads at an approximate cost of \$49,000 per mile (does not include sidewalks and curbs).
- In 2023 the Town will receive \$770,000 in Ch. 90 funding and will be able to pave 3.3 miles of roads because the cost has increased from \$49,000 per mile to \$230,000 per mile. The Ch. 90 funding increased 44% while the mileage that the funds could be used for decreased 70%. The price of asphalt increased from \$22.75 per ton in 2000 to \$107.00 per ton in 2023. In 2020 the cost for asphalt was \$75.00 per ton. Ch. 90 funding has not increased since 2020.
- Ch. 90 funds for the last two years has not been authorized until August. Because this funding is so late in the year this causes 13 cities and towns competing for the same paving contractors.

In response to Mr. Cole’s inquiry as to what is driving the cost of asphalt, Mr. Trotta explained that the cost of oil is driving the cost. Asphalt is made of oil, sand and stone. Old Castle, an Irish company, came to the US and bought out some of the larger manufacturers of asphalt. This company felt that asphalt in the US was undervalued as compared to Europe prices. This initially increased the prices from \$22 per ton to \$50 per ton. Since then the cost of oil has been increasing the cost of asphalt. The oil that is used to make asphalt is the bottom-of-the barrel oil making the asphalt not as resilient. Oil is also used for the many products that are made today because the bottom-of-the barrel oil is less available and of a lesser quality. Life expectancy of paving used to be 20-25 years as compared to 10-12 years today.

Mr. Scollins suggested that the Committee hold off on voting the \$740,000 from free cash until after he has distributed a list of all of the uses of free cash being proposed for the 2023 Annual Town Meeting.

Mr. Mauro inquired if there were alternate ways to acquire funding for roads, such as grants the Town could apply for and if there other funding sources or resources for paving. Mr. Trotta stated that there are several grant programs from the state. The Town would like to pave Washington Street from Dockray Thomas Funeral Home up to the Cobb’s Corner Mall. The project would cost approximately \$1.8-1.9 million. The Town received \$400,000 from the state under the complete streets program for the Washington Street project. Mr. Scollins has applied to the county for ARPA funds for the balance of the Washington Street project. The Town is in the final design stage for paving a portion of Neponset Street with the next step being to apply for housing funds or TIF funds. The grant programs are for larger projects as opposed to smaller paving projects of the street. The DPW has applied for grant funding other than Ch. 90 funds.

Concrete is an alternative to paving in the South and Southwest because of the lack of stone aggregate. Asphalt (aka bituminous concrete) is the pavement of choice in New England.

### **#210 - Police Department and #292 - Animal Control – Helena Rafferty, Police Chief**

Chief Rafferty’s original total budget request increase for FY24 was \$889,210. The \$889,210 had included many contractual obligations and did not realize that the Finance Director had already accounted for them in her budgets. Chief Rafferty explained that the Police Department FY24 budget requests were put together prior to the contracts being settled and the “harvesting” of funds for the Maintenance Department. The following are some highlights of the budget discussion:

- Chief Rafferty is trying to build up the Police Department with new positions.

- The Police Department has hired a clinician to handle mental health related calls, however, an officer must be present with the clinician.
- An increase in the residential building in Town will require the Police Department to keep up with these increased needs.
- Four officers are assigned as full-time School Resource Officers to the Schools which funding comes from the Police Department.
- Shift Overtime – Many officers have resigned, many prior to retirement age. Two officers have left to seek police work in Boston and down south. The Police Department is currently down four officers. Every shift is requiring officers to utilize shift overtime to fill these vacancies. The Police Chief has tried to access officers through lateral assignments but due to Civil Service the officers being provided by other towns would need a sign off by their Chief. Many police departments are also challenged with staffing shortages.
- Training Overtime Salary – The increase being requested for this budget line item is because the Chief is attempting to plan for succession staffing due to the increasing age of the officers in senior positions.
- Quinn Bill – Department #910 – Article 5 will be discussed with the HR Director at the Finance Committee's next meeting. In summary, Mr. Scollins explained that the funding request of \$76,000 for Educational Incentive for FY23 (the state no longer provides Quinn funding) will be addressed under Article 5. The FY24 Educational Incentive cost of \$116,000 is being carried under Department #910 and if approved at Annual Town Meeting the \$116,000 would be moved to the Police Department #210.
- Holidays and Cell Phone Stipends contract provisions are already in the FY24 budget requests. The Police Department still has radios but have not had a maintenance contract for these radios. The Police Department is seeking to have a radio maintenance contract with the same company as the Fire Department's radios.
- A \$35,000 request for CPR training would be handled in-house by a local provider and would hopefully avoid overtime costs.
- Through a 911 Grant the Police Department received a \$189,00 grant. This will cover the cost of some officers on shift.
- **Animal Control** – The Police Chief is seeking only a \$600 increase for the cost of uniforms. The Department is challenged with keeping part-time Animal Control employees. New hires require new uniforms

**Article 24 – Amend General By-Law Article XIV Section 39 Regulation of Dogs** – This article would increase fines for dog violations.

Mr. Cole inquired the motive for Article 24. Chief Rafferty reported that in general the fines for dog violations are being increased in other communities and Canton is attempting to stay in line with other fines. It was unknown when the fines were last updated. The Animal Control Officer, Stacy Nee, has a book with the citation laws and is charged with handing out citations and following up through the court process if citations are not paid.

**Vote - Article 24 – Amend General By-Law Article XIV Section 39 Regulation of Dogs**

**A motion made by Mr. Mauro that the subject matter of Article 24 be recommended was seconded by Mr. McKenna.**

**Roll Call Vote:**

<b>Ms. Menconi</b>	<b>Aye</b>	<b>Mr. Clough</b>	<b>Aye</b>
<b>Mr. McKenna</b>	<b>Aye</b>	<b>Mr. Mauro</b>	<b>Aye</b>
<b>Ms. Foley</b>	<b>Aye</b>	<b>Ms. Thomas</b>	<b>Aye</b>
<b>Mr. Cole</b>	<b>Aye</b>		

**Roll Call Vote: 7-0-0.**

**The motion passed 7-0-0.**

**Discussion and Vote FY24 Revenue Forecast** – Mr. Scollins provided an updated Revenue Estimate report based on recent information received from the Governor's budget that was released on February 23. The following are highlights of the discussion:

- The Town received the Blue Hills Regional High School Assessment for FY24 - \$1,770,018.
- The FY24 Revenue Estimates voted by the Revenue Forecasting Committee (RFC) on 2/7/23 were updated by Mr. Scollins based on the Governor's estimates recently received. When the RFC voted the revenue estimates in February it was with the understanding that these estimates voted would be replaced with the adjusted numbers based on the Governor's budget.
- **Total Revenues for FY24 is estimated at \$118,270,827.**
- The FY24 State Aid estimate was updated to \$11,539,764 which is \$544,842 higher than was first estimated by the RFC. The net **property tax revenue** estimate of \$93,691,340 is a \$3.4 million increase over the property tax revenue budgeted for FY24.

- Levy Limit is increasing by 2 ½ % or \$2.28 million.
- New Growth Tax is estimated at \$1.275 million as estimated by the Assessing and Building Departments.
- The allowable levy is reduced by the Point 32 Health Pilot (Harvard/Pilgrim Health Payment in Lieu of Taxes Payment) by approximately \$1.7 million.
- **Debt Exclusions** for FY24 are estimated at \$1,265,993. Debt exclusions are decreasing due to amortization of existing debt. The Library debt will be paid off in FY23 and the High School debt will be paid off in FY24. By FY27 excluded debt is scheduled to be approximately \$1.2 million less than it was in FY18 freeing up debt capacity for the contemplated Galvin Middle School project.
- **State Aid** – The FY24 proposal for total state aid is a 7.4% increase overall, or one half the percentage increase for the prior year. Education Aid is up \$739,500 or 9.2%. General Government Aid is up \$87,000 or 3.2%.
- **Local Receipts** budget estimate is to increase the budget by \$450,000 from \$8.8 million for FY23 to \$9,250,000 for FY24. Gross Receipts estimated increase are expected to increase by \$220,000 or 2.1%. By not appropriating all of the expected revenue from local receipts the Town is estimated to have a free case recharge of \$1.5 million. Mr. Scollins is confident that the gross estimates are not conservative. As an example the Hotels & Meals tax has averaged \$586,066 over the last five years. Coming out of COVID the Town has had its highest year of \$718,265 with FY22 actuals. Based on receipts received this year from the state the Town is on course to collect \$900,000 for hotels and meals taxes for FY24. **Interest Income** – Because the Fed's have been raising the interest rates, the Finance Director's office has been very aggressive at ensuring the Town is receiving the maximum rates that it can while staying diversified and safe. Mr. Scollins is confident with the estimated interest income of \$500,000 for FY23 and \$600,000 for FY24.
- **Transfers from Other Funds** – Transfers to the General fund are estimated to increase by \$919,000. Of that amount \$571,000 is a new addition to the Transfers list from the DIF fund which is dedicated to the Revere Site Debt Service. The Town is scheduled to complete payments to the Developer of approximately \$5.97 million which was bonded for in January 2023 out of an \$11 million offering. These funds have been deposited into a "sinking fund" to pay off the debt service of \$9.2 million.
- **Ambulance Receipts** - Mr. Scollins provided a new detailed schedule of Ambulance Receipts Reserved Fund supporting the \$136,000 increase from ambulance receipts to fund a second Deputy Fire Chief. **School Lunch Fund** – A \$120,000 increase will bring the School Lunch Fund Program back to prior commitment levels. **Solar Revenues** – A \$66,000 increase in solar revenues (a benefit of the increasing electricity rates the Town is receiving more for its net metering credits for the Solar Farm). A \$42,000 increase from Enterprise Fund Overhead Chargebacks. Three line items (Greenlodge Parking, Ambulance Debt Service and Bond Premium) are being reduced by \$16,000 in total due to declining use of Greenlodge parking and amortization of ambulance debt service and bond premium.
- **New Schedule – Ambulance (EMS) Receipts Reserved Fund** – Ambulance receipts appropriations must be available at the time of appropriation i.e. Town Meeting. Appropriation View reflects the estimated amount of Ambulance Receipts at the time of appropriation. Fiscal Year View reflects the unadjusted actual and projected performance of the fund in the fiscal year periods. Growth rate in ambulance receipts historically has been "choppy" over the last nine years with a 7.1% compound average growth rate. Projected growth in ambulance receipts is estimated at 2.5% on average. Mr. Scollins believes that projected ambulance receipts for FY2023 through FY2029 for the operating side of the Fire Department budget is a fairly reliable revenue stream you can typically increase the recurring revenue stream with the expectation that it can be increased 3% per year as well as fund ambulance replacements or fund ambulance replacements by debt service through this fund as well. The projected balances range from \$576,684 in FY23 to \$758,750 in FY28. Mr. Scollins will monitor this fund in FY23 and will revisit in FY24 to see if other capital expenses could be funded through this process.

For the benefit of new members Mr. Scollins explained that the FY24 revenue number of \$118,270,827 sets the ceiling that the Finance Committee, as fiduciaries for the Town, set for the revenue based on analyzing recurring revenue streams as a reasonable amount so the Town can maintain the fiscal stability that is set out in the Revenue Forecasting Policy. Essentially, this policy allows the Town to live below the Town's means and not spend 100% of the dollars expected to come in. The way that is managed is by not committing all of the local receipts that is reasonably estimated and recharge free cash in the process. There is a \$1.5 million recharge of free cash estimated for FY24. This gives a cushion in lean years by maintaining services which then allows for generation of surplus reserves over the target reserve of 15% of budgets. There is no good reason to hang onto all of the excess reserves. The best thing to do, in Mr. Scollins' opinion, is to use those funds prudently on one-time high priority items, which the Town has been able to do for the last few years.

**A motion made by Mr. McKenna to recommend \$118,270,827 as the FY24 General Fund Revenue was seconded by Mr. Mauro.**

**Roll Call Vote:**

<b>Ms. Menconi</b>	<b>Aye</b>	<b>Mr. Clough</b>	<b>Aye</b>
<b>Mr. McKenna</b>	<b>Aye</b>	<b>Mr. Mauro</b>	<b>Aye</b>

Ms. Foley      Aye      Ms. Thomas      Aye  
Mr. Cole      Aye  
Roll Call Vote: 7-0-0.  
The motion passed 7-0-0.

**Next Meeting Date:** The next Finance Committee meeting will be held virtually on Monday, March 6, 2023, at 7:00 p.m.

Due to the lateness of the hour, Ms. Thomas recommended the Committee discuss the Sub-Committee Report and Recommendations regarding Elected Officials Compensation and meeting minutes at the next meeting on March 6.

**Approval of Minutes** – The Committee did not approve the February 22, 2023 minutes.

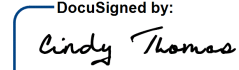
**A motion made by Mr. Cole to adjourn the meeting at 9: 26 p.m. was seconded by Mr. McKenna.**

**Roll Call Vote:**  
Mr. Mauro      Aye      Mr. McKenna      Aye  
Ms. Foley      Aye      Ms. Thomas      Aye  
Ms. Menconi      Aye      Mr. Clough      Aye  
Mr. Cole      Aye  
Roll Call Vote: 7-0-0.

**The meeting adjourned at 9:27 p.m.**

Minutes reviewed by: Tim McKenna

Respectfully submitted,

DocuSigned by:  


Cindy Thomas  
Chair, Canton Finance Committee  
Sub-Committee to Review Compensation of Elected Officials



**Finance Committee  
Meeting Documents  
March 1, 2023**

**Please note: Some meeting documents may be found on the Town's website under the Posted Minutes section (Laser Fiche).**

Agenda for March 1, 2023.

#544 – FY24 Proposed Budget – Revere & Son Heritage Trust (1 page).

Letter from Revere and Son Heritage Trust to Town Administrator, Finance Director and Finance Committee, dated January 18, 2023 re: request to move Revere and Son Heritage Trust budget from the General Fund to Fixed Costs (1 page).

FY24 Municipal Operating Budgets Summary, dated 2/6/23 (3 pages).

Fixed Costs and State and County Assessments, dated 2/21/23 (1 page).

Water Sewer and Rink Enterprise Fund Operating Budgets, dated 2/21/23 (1 page).

Proposed Municipal Central Maintenance Division - Consolidation of Building Maintenance and Utility Budgets spreadsheet, prepared by Randy Scollins, dated February 8, 2023 (2 pages).

Revenue Estimate for FY 2014 General Fund Operating Budgets

Prepared for: The Revenue Forecasting Committee (2/7/23)

Updated for: The Finance Committee (2/27/23)

For Discussion Purposes

New Schedule: Ambulance (EMS) Receipts Reserved Fund – FY 2018 - 2028  
dated February 27, 2023 (12 pages)