

TOWN OF NATICK

Meeting Notice

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A, Sections 18-25

Natick Finance Committee

PLACE OF MEETING

School Committee Meeting Room, 3rd
Floor 13 East Central St. Natick, MA
01760

DAY, DATE AND TIME

March 19, 2019 at 7:00 PM

MEETING AGENDA

Posted: Thursday, March 14 at 3:00 PM

1. Call to Order

- a. Pledge of Allegiance & Moment of Silence
- b. Advisement of Pegasus Live Broadcast and Recording for On-Demand Viewing
- c. Review of Meeting Agenda and Ordering of Items

2. Announcements

- a. Finance Committee Vacancy

3. Public Comments

- a. Committee policy & procedures available via this link and also at the meeting location

4. Meeting Minutes

- a. Review & Approve February 26, February 28, March 5, March 7 and March 12, 2019 Meeting Minutes

5. Town Administrator's FY2020 Budget - Public Hearing

- a. All Municipal & School Department Budgets - Finance Committee Final Motions/Recommendations including Education & Learning, DPW, Public Safety, Health & Community Services, Administrative Services, Committees, Shared Expenses, Water & Sewer and Sassamon Trace Enterprise Funds

6. 2019 Spring Annual Town Meeting Warrant Articles - Public Hearing

- a. Article 7: FY2019 Omnibus Budget (Adjustments to current year budget)
- b. Article 3: Elected Officials Salary
- c. Article 9: Morse Institute Library Article
- d. Article 10: Bacon Free Library
- e. Article 11: School Transportation Subsidy
- f. Article 8: FY2020 Omnibus Budget - All Motions
- g. Article 14: Capital Equipment

h. Article 15: Capital Improvements

7. **Committee and Sub-Committee Scheduling**

a. Special Town Meeting #1 Warrant & submitted articles - scheduling preview

8. **Adjourn**

Meeting may be televised live and recorded by Natick Pegasus. Any times listed for specific agenda items are approximate and not binding. Please note the committee may take the items on this agenda out of order.

SUBMITTED BY

ITEM TITLE: Pledge of Allegiance & Moment of Silence

ITEM SUMMARY:

ITEM TITLE: Advisement of Pegasus Live Broadcast and Recording for On-Demand Viewing
ITEM SUMMARY:

ITEM TITLE: Review of Meeting Agenda and Ordering of Items

ITEM SUMMARY:

ITEM TITLE: Finance Committee Vacancy

ITEM SUMMARY:

ITEM TITLE: Committee policy & procedures available via this link and also at the meeting location
ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Finance Committee Policy and Procedures for Public Comments	2/21/2019	Exhibit

Finance Committee Policy & Procedures for Public Comments:

Public Comments at the start of the meeting:

- *A time not to exceed 4-5 minutes per resident/taxpayer and/or 15 minutes in total time for all resident/taxpayer speakers, to allow for brief resident/taxpayer comments on topics within the scope of the Committee charge but not on the current agenda*
- *There is no debate or discussion between the resident/taxpayer and the committee except as determined by the Chair*

Public Comments on a specific agenda item:

- Following the sponsor presentation, the Finance Committee enters into discussion with questions and answers from the sponsor and others as determined by the Chair. This is not a time that residents and taxpayers ask questions or offer comments.
- Upon the completion of the discussion/Q&A period, as determined by the Chair, the committee moves in to citizen comments. The same policy as stated above is used.
 - *A time not to exceed 4-5 minutes per resident/taxpayer to allow for brief resident/taxpayer comments on topics within the scope of the agenda item before the Committee at that point in time*
 - *There is no debate or discussion between the resident/taxpayer and the sponsor/presenter or the committee except as determined by the Chair*
 - *Any question is to be directed to the Chair and only the Chair will decide whether to allow the question or just ask that it be recorded in the minutes.*

Procedural guidance for public comments:

- Once being recognized by the Chair please go to the podium, stand close to the microphone and speak loudly
- You must introduce yourself by stating your full name and your address in Natick
- It's requested the speaker not use the names of any individual. You may refer to the person's title, or use the expression "a previous speaker...)
- The committee is interested in hearing your comments of a substantive and material nature in regard to the subject matter before the committee. The Chair will politely encourage you to stay on topic and to quickly make the point
- If you're running out of time, the Chair will advise you that you have 30 seconds left at which time you will need to wrap things up.

ITEM TITLE: Review & Approve February 26, February 28, March 5, March 7 and March 12, 2019 Meeting Minutes

ITEM SUMMARY:

ITEM TITLE: All Municipal & School Department Budgets - Finance Committee Final
Motions/Recommendations including Education & Learning, DPW, Public Safety,
Health & Community Services, Administrative Services, Committees, Shared
Expenses, Water & Sewer and Sassamon Trace Enterprise Funds

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
2019 FinCom 3-19-19 Motions FC Edits v2	3/21/2019	Exhibit
Keefe Tech Final budget	3/19/2019	Exhibit
FY20 Water & Sewer rollup	3/19/2019	Exhibit
NPS FY20 Final Presentation	3/19/2019	Exhibit
NPS FY20 Final Presentation	3/19/2019	Exhibit
FY20 Budget Detail - Golf 3-6-19	3/19/2019	Exhibit
NPS Use of Funds for regular bus transportation	3/19/2019	Exhibit



South Middlesex Regional Vocational
Technical School District
Keefe Regional Technical School

Acknowledgements

Newly Appointed School Committee Members from Natick:

Ruth Mori

Elizabeth Smith-Freedman

Natick Public Schools:

Dr. Anna Nolin and Natick Public Schools



South Middlesex Regional Vocational
Technical School District
Keefe Regional Technical School

**Reductions from the Preliminary Budget
were in the following areas:**

• Health Insurance:	\$39,654
• Transportation:	\$27,104
<i>Total Reductions:</i>	\$66,758

Assessment Offsets other than State Aid

• Investment Income:	\$ 5,000
• Excess and Deficiency:	\$200,000
• Local Revenue Offsets – Tuitions & Medicaid	\$121,330
<i>Total:</i>	\$326,330



South Middlesex Regional Vocational
Technical School District
Keefe Regional Technical School

FY20 Operating Budget – Approved by School Committee March 19,2019
\$19,778,463 - an increase of 3.47% over FY19

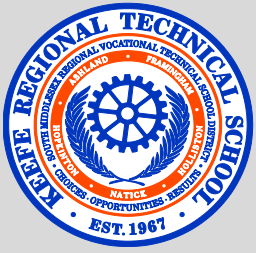
FY20 Assessment for 5 Member Municipalities:
\$13,704,052 - an increase of .057% over FY19



South Middlesex Regional Vocational
Technical School District
Keefe Regional Technical School

Budget Area Increases > \$30,000

Health Insurance-Active & Retiree	\$152,640
Instructional Assistance (Previously in a grant)	\$ 36,674
Transportation (New contract)	\$ 120,666
C/S – Custodial Services*	\$148,000
New Position – 1 FTE (Dental Assisting)**	\$70,000
New Position – 1 FTE (ELL)**	\$65,000
Salary Increases to Current Staff	\$255,500
TOTAL	\$848,480
*Significant Savings Compared to FY19 **Elimination of Higher Paying Position in Other Department	
Total Increase in FY20 Preliminary Budget:	<u>\$662,713</u>



South Middlesex Regional Vocational
Technical School District
Keefe Regional Technical School

District Enrollment in FY20:

746 students from our five member municipalities

- an increase of 17 students or 2.3%

Natick Enrollment in FY20:

70 students – a decrease of 2 students, or 2.8%

- *Natick enrollment in FY19 was highest since FY12*



South Middlesex Regional Vocational
Technical School District
Keefe Regional Technical School

Natick Summary

- Keefe's Natick enrollment decreased by 2 - from 72 students in FY19 to 70 students in FY20.
- The assessment request for Natick reflects an decrease of 2.52%, or \$40,236
- Natick assessment request in FY20: \$1,554,748

Keefe Regional Technical School

Revised Regional Agreement





South Middlesex Regional Vocational
Technical School District
Keefe Regional Technical School

Regional Agreement History

- **1967** – Regional Agreement established by the towns of Ashland, Framingham, Holliston and Hopkinton.
- **1972** – Regional Agreement amended in the areas of Apportionment and Payment of Costs
- **1987** – Regional Agreement revised when Natick joined the District



South Middlesex Regional Vocational
Technical School District
Keefe Regional Technical School

Need for Revisions

- Framingham's change in government
- Outdated language on member selection
- Obsolete timeline for the budget process



South Middlesex Regional Vocational
Technical School District
Keefe Regional Technical School

Changes in Revised Agreement

- Consistency with Framingham Charter
- Accurately indicates that all members are appointed, not elected
- Updated timeline for the budget process



South Middlesex Regional Vocational
Technical School District
Keefe Regional Technical School

Implications for the Town of Natick



South Middlesex Regional Vocational
Technical School District
Keefe Regional Technical School

Next Steps

- Approval at four member Town Meetings and Framingham City Council

Water & Sewer

Water	2018 Actual	2019 Budget	Jan. 3	Mar. 19	Jan 3 - Mar 19	2019 vs. 2020	
Salaries						\$ (+/-)	%(+/-)
Personnel Services	1,244,426	1,247,097	1,282,726	1,282,726	0	35,629	2.86%
Operating Expenses							
Purchased Services	450,446	665,486	681,349	681,349	0	15,863	2.38%
Other Services	16,202	17,000	23,700	23,700	0	6,700	39.41%
Tech./Prof. Services	56,374	61,500	61,800	61,800	0	300	0.49%
Supplies	69,782	70,700	72,200	72,200	0	1,500	2.12%
Other Supplies	243,447	242,000	245,000	245,000	0	3,000	1.24%
Other Charges	232,143	205,000	205,000	205,000	0	0	0.00%
Total Expenses	1,068,394	1,261,686	1,289,049	1,289,049	0	27,363	2.17%
Total Water	2,312,820	2,508,783	2,571,775	2,571,775	0	62,992	2.51%

Sewer	2018 Actual	2019 Budget	Jan. 3	Mar. 19	Jan 3 - Mar 19	2019 vs. 2020	
Salaries						\$ (+/-)	%(+/-)
Personnel Services	773,270	800,921	816,363	816,363	0	15,442	1.93%
Operating Expenses					0		
Purchased Services	220,546	113,493	116,163	116,163	0	2,670	2.35%
Other Services	1,066	2,200	2,200	2,200	0	0	0.00%
Tech./Prof. Services	29,360	15,000	17,500	17,500	0	2,500	16.67%
Supplies	3,772	4,200	5,000	5,000	0	800	19.05%
Other Charges	6,074,407	6,503,000	6,505,760	6,505,760	0	2,760	0.04%
Total Expenses	6,329,151	6,637,893	6,646,623	6,646,623	0	8,730	0.13%
Total Sewer	7,102,421	7,438,814	7,462,986	7,462,986	0	24,172	0.32%

Utility Billing	2018 Actual	2019 Budget	Jan. 3	Mar. 19	Jan 3 - Mar 19	2019 vs. 2020	
Salaries						\$ (+/-)	%(+/-)
Personnel Services	109,748	115,754	115,754	107,981	-7,773	-7,773	-6.71%
Operating Expenses							
Supplies	89,000	89,000	89,000	89,000	0	0	0.00%
Total Expenses	89,000	89,000	89,000	89,000	0	0	0.00%
Total Utility Billing	198,748	204,754	204,754	196,981	-7,773	-7,773	-3.80%

Employee Benefits	2018 Actual	2019 Budget	Jan. 3	Mar. 19	Jan 3 - Mar 19	2019 vs. 2020	
						\$ (+/-)	%(+/-)
Medicare	25,242	31,375	32,115	32,003	-112	628	2.00%
Insurance Group Health/Life	388,530	441,577	463,656	424,116	-39,540	-17,461	-3.95%
LIUNA Pension	73,406	74,432	87,399	87,399	0	12,967	17.42%
Funding Schedule	296,128	315,114	337,172	337,172	0	22,058	7.00%
Total Employee Benefits	783,306	862,498	920,342	880,690	-39,652	18,192	2.11%

Debt Service	2018 Actual	2019 Budget	Jan. 3	Mar. 19	Jan 3 - Mar 19	2019 vs. 2020	
						\$ (+/-)	%(+/-)
Principal	1,976,150	2,335,173	2,194,620	2,194,620	0	-140,553	-6.02%
Interest	364,638	698,215	685,584	685,584	0	-12,631	-1.81%
Total Debt Service	2,340,788	3,033,388	2,880,204	2,880,204	0	-153,184	-5.05%

Reserve Fund	2018 Actual	2019 Budget	Jan. 3	Mar. 19	Jan 3 - Mar 19	2019 vs. 2020	
						\$ (+/-)	%(+/-)
Total Reserve Fund	200,000	200,000	200,000	200,000	0	0	0.00%

Total Enterprise	12,938,083	14,248,238	14,240,061	14,192,636	-47,425	-55,602	-0.39%
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Utility Billing salary updates. Salary updates impact Medicare calculation. Revised Healthcare budget

NATICK

PUBLIC SCHOOLS

FY20 Budget Final Overview Finance Committee



March 12, 2019



HOW WE GOT HERE



September/October 2018

Superintendent distributes to Program Leaders the FY20 budget forms. Principal and Administrators review class size, curriculum, staffing patterns and expense spending in each category. The zero based budgeting principles are used. Principals discuss the FY20 budget with school leaders at their school council meetings. Preliminary budgets are forwarded to the Director of Finance. Superintendent and Director of Finance begin reviews with Program Leaders regarding their requests. All requests are documented and reviewed.

November/December 2018

- ✓ A first draft of the budget is created and 7.1% increase is identified. This proposed budget includes staffing increases to meet mandated services, enrollment increases and 21st century learning initiatives as well as funds for collective bargaining agreements with our unions. Expenses are level funded except where contractual obligations exist in utilities, transportation and special education services.
- ✓ Draft budgets are reviewed and refined based on educational needs and available resources. The budget request is reduced to 6.0% with the elimination of several positions targeted to addressing 21st century initiatives.
- ✓ An initial presentation is made to the School Committee.
- ✓ The draft FY20 budget number is presented to the Town Administrator by December 31st.



HOW WE GOT HERE



January/February 2019

Town Administrator releases the FY20 Town Administrator's Budget Book on January 3rd.
Natick Public Schools are funded at **3.35%**

Presentations are created indicating the effects on education in the Natick Public Schools with the following proposed budgets scenarios:

- 3.35% - Town Administrator's Initial Budget
- 4.0% - Cost to "open the doors" or level funded
- 4.4% - Town Administrator's Amended Budget
- 5.7% - School District's Amended Budget**
- 6.0% - School District's Initial Budget
- 7.1% - School District's Fully Funded Budget



PRESENTATIONS

		Jan 2019							
3rd	Financial Planning Committee								
7th	School Committee - General Overview								
8th	Finance Committee - General Overview								
16th	Public Forum - Senior Center - General Overview								
22nd	Board of Selectmen - General Overview								
22nd	Financial Planning Committee								
28th	School Committee - Special Education/Transportation/Curriculum/Technology								
31st	Finance Committee - Education Subcommittee - Special Education/Transportation								
		Feb 2019							
5th	Finance Committee - Audit Request								
7th	Financial Planning Committee								
7th	Finance Committee - Special Education/Transportation								
11th	School Committee - Public Hearing								
14th	Finance Committee - Education Subcommittee - Curriculum/Technology								
25th	School Committee - Public Hearing								
28th	Finance Committee - Curriculum/Technology								
		March 2019							
5th	Finance Committee - Education Subcommittee								
11th	School Committee - Final Budget Presentation and Vote								
12th	Finance Committee - Presentation								
14th	Board of Selectmen - Vote								
19th	Finance Committee - Vote								
		April 2019							
9th	Annual Spring Town Meeting								





ENROLLMENT DATA

Summer Enrollment Data

Summer 2015:	123 students
Summer 2016:	47 students
Summer 2017:	54 students
Summer 2018:	104 students

Enrollment During the Year (2nd month through the end of SY)*



2014-15:	112
2015-16:	140
2016-17:	165
2017-18:	170
2018-19:	in process, most volatile time is now for homeschooling move ins

- Note: does not include preschool
- Does include ~10 students a year who move from NHS to Northstar (processed as new enrollment)
- Does include homeschool enters (quit homeschooling and come back to school)
- Mid-year school changes
- Totally new enrollments



FY20 EXECUTIVE SUMMARY

FY19 Appropriation: \$64,952,436

FY20 Increase: \$3,687,907

Total FY20 Request: \$68,640,343

Percent Increase: 5.7%



FY20 PERSONNEL SUMMARY

	<u>FY19 Budget</u>		<u>FY20</u>	<u>% chg</u>
<u>Compensation</u>				
Salary Base	\$ 48,140,970		\$ 50,548,056	
Steps, COLA, & Merit Adjustments	\$ 2,491,173		\$ 2,690,164	
Lanes	\$ 300,913		\$ 385,000	
Staff Additions	\$ 786,535		\$ 925,260	
Retirements/Turnover	\$ (320,000)		\$ (320,000)	
Compensation	\$ 51,399,591		\$ 54,228,480	5.50%



FY20 PERSONNEL REQUEST

Natick Public Schools			
FY20 Personnel Request			
Compliance, Enrollment and Kennedy Middle School			
Preschool ABA Tech	1.00	\$33,540.00	To support increase in intensity of student needs in \self-contained, sub-separate specialized program
Lilja Grade 2 classroom teacher	1.00	\$63,003.00	additional enrollment
KMS 1.0 Math/Science	1.00	\$63,003.00	additional students
KMS 1.0 L&L/Social Studies	1.00	\$63,003.00	additional students
Psychologist-Wilson	0.20	\$41,600.00	Current (.8) Psychologist at Wilson to be made 1.0 given increased need
Psychologist-Kennedy	0.50	\$31,502.00	Number of required assessments have been significant-current FTE of 1.0 at Kennedy not sufficient or meet needs
.5 PE/Health teacher	0.50	\$15,751.00	several health classes are up to 29 students per class
Special Education Teacher HS	1.00	\$63,000.00	To accommodate additional co-taught classes (.4) and addition of Essential Skills/Replacement courses (.6) for incoming 9th grade
Special Education Teacher Kennedy	1.00	\$63,000.00	To address special education co-taught classes and needs as Kennedy Enrollment grows
Special Education Teacher Wilson	1.00	\$63,000.00	EDBD Program Needs Growth
nursing adds if they aren't grant funded:			
Wilson Nurse	0.40	\$27,000.00	supplement not supplant and she's already full time
8th Grade Teacher - Wilson	1.00	\$60,330.00	
Preschool Nurse	0.40	\$27,000.00	
sub nurses		\$20,000.00	
Guidance Counselor - NHS	0.50	\$40,810.00	
Athletic Trainer	1.00	\$63,003.00	
BCBA	1.00	\$63,003.00	increased need
Paraprofessionals	3.00	\$75,000.00	1 at PreK, 1 @ Kennedy, 1 @ Wilson
Memorial Music teacher	0.20	\$17,212.00	increase from .8 to 1.0 based on case load
Music Teacher	0.50	\$31,500.00	
	16.20	\$925,260.00	



FY20 ADMINISTRATORS WHO RECEIVED STIPEND/BONUS ACCORDING TO CONTRACT OR PRIOR AGREEMENTS/PROCEDURES

<u>Administrator</u>	<u>Base Salary</u>	<u>Stipend/Bonus</u>	<u>FY20 Budget Book</u>
Davis	\$136,799	\$700	\$137,499
Downing	\$151,000	\$2,500	\$153,500
Ghilani	\$139,050	\$3,000	\$142,050
Balboni	\$128,207	\$1,000	\$129,207
Carney	\$142,444	\$500	\$142,944
Luff	\$145,230	\$4,000	\$149,230
Magley	\$98,615	\$1,000	\$ 99,615
Clayton	\$85,466	\$500	\$ 85,966
Maryland	\$84,254	\$2,000	\$ 86,254
Reilly	\$70,968	\$700	\$ 70,968
Culver	\$84,782	\$1,000	\$ 85,782
Barbato	\$21,840	\$500	\$ 22,340
Roche	\$134,751	\$2,000	\$136,751
Kinkead	\$122,795	\$500	\$123,295
Zitoli	\$142,444	<u>\$500</u>	\$142,944
		\$20,400	



SALARIES, BENEFITS, BONUS AND MERIT IN THE AGE OF MEPA (MA EQUITY PAY ACT)

- We are negotiating with all of our 6 unions, non-represented staff for the first time since the MA Equity Pay Act was enacted
- NPS HR conducted a 6 month study of pay equity within NPS (outreach made to then HR director for town) and a consultant was used to assist in conducting the study
- Study gives us protection while we have time to address identified gaps and issues
- Town Administrator and Dr. Nolin have met with counsel together to understand the coordination needed between town and school
- As contracts are negotiated, we are collaborating to ensure parallel treatment (paternity leave as an example)
- There was no discernible process or procedure for merit adjustments or bonuses and one will be created
- Town policy is not aligned with how schools go about this, Dr. Nolin is working with other systems to gather information and develop our methodology. For example, tying administrator compensation to metrics, evaluation rubric, etc.





FY20 EXPENSE BUDGET

	<u>FY19 Budget</u>		<u>FY20</u>	<u>% chg</u>
<u>Compensation</u>				
Salary Base	\$ 48,140,970		\$ 50,548,056	
Steps, COLA, & Merit Adjustments	\$ 2,491,173		\$ 2,690,164	
Lanes	\$ 300,913		\$ 385,000	
Staff Additions	\$ 786,535		\$ 925,260	
Retirements/Turnover	\$ (320,000)		\$ (320,000)	
Compensation	\$ 51,399,591		\$ 54,228,480	5.5%
<u>Expenses</u>	<u>FY19 Budget</u>		<u>FY20</u>	<u>% chg</u>
Admin	\$ 438,205		\$ 438,205	
Technology	\$ 1,588,848		\$ 1,588,848	
Curriculum	\$ 805,387		\$ 805,387	
Online Learning	\$ 214,645		\$ 214,645	
Pupil Services	\$ 4,641,668		\$ 5,070,552	
Transportation	\$ 2,609,189		\$ 2,940,056	
Building Op & Maint	\$ 1,905,000		\$ 2,004,267	
NPS Schools	\$ 1,270,218		\$ 1,270,218	
Athletics & Activities	\$ 79,685		\$ 79,685	
Total Exp **	\$ 13,552,845		\$ 14,411,863	6.3%
Total Budget Request	\$ 64,952,436		\$ 68,640,343	5.7%
**This does not account for reductions/offsets presented in our first budget presentation				
Out of District Increases + \$428,884				
Transportation Increases + \$330,867				
(Accept + \$218,867, Reg Ed + \$44,000, Additional Bus + \$68,000)				
Utility Increases + \$99,267				



USE OF OUR REVOLVING ACCOUNTS

Natick Public Schools have 35 revolving accounts and 28 donation/grant accounts

Revolving Accounts

- 7 have balances greater than \$100,000
- 3 of these are Business Accounts:
(maintain 3 months operating reserves)
- 4 of these we are using in our FY20 Budget Proposal



Food Services
After School Activities Program (ASAP)
Summer School

Circuit Breaker - \$350,000
School Choice - \$100,000
Instrumental Music - \$100,000
School Bus Transportation - \$100,000

- **22 of these accounts have balance less than \$20,000**
- **Donation/grant accounts have specific limitations for usage**



USE OF OUR REVOLVING ACCOUNTS

Account	Projected Ending Balance 6/30/2019	Proposed Additional Use for FY20 Budget	Ending Balance
School Choice	\$200,000	(\$100,000)	\$100,000
Circuit Breaker	\$1,000,000	(\$350,000)	\$650,000**
Instrumental Music	\$118,000	(\$100,000)	\$18,000
Transportation	\$162,000	<u>(\$100,000)</u>	\$62,000
Total		(\$650,000)	

**Recommended balance for emergency placements - \$800,000



REVOLVING ACCOUNT – CIRCUIT BREAKER

FY16 Beginning Balance			\$ 884,057.20
Revenue		\$ 2,359,292.00	
Expenses		\$ 2,198,152.76	
Variance		\$ 161,139.24	\$ 1,045,196.44
FY17 Beginning Balance			
Revenue		\$ 2,380,689.00	
Expenses		\$ 2,214,986.27	
Variance		\$ 165,702.73	\$ 1,210,899.17
FY18 Beginning Balance			
Revenue		\$ 2,342,834.40	
Expenses		\$ 2,529,577.90	
Variance		\$ (186,743.50)	\$ 1,024,155.67
FY19 Beginning Balance			
Revenue		\$ 2,430,407.00	
Expenses		\$ 2,500,000.00	
Variance		\$ (69,593.00)	
FY20 Beginning Balance			\$ 954,562.67
Projected Revenue		\$ 2,200,000.00	
Projected Expenses		\$ 2,500,000.00	
Variance		\$ (300,000.00)	\$ 654,562.67

Circuit Breaker Analysis

Dept. Of Revenue guidelines state that we cannot hold savings in circuit breaker higher than our allocation.

What do other districts do?

- Needham – Use salary savings and town relief to fund SPED yearly
- Medway – Carry a balance forward and special stabilization fund from town for SPED
- Millis – Use Circuit Breaker the subsequent year and apply for emergency relief



FY20 TRANSPORTATION AND PARKING FEES PROPOSAL

Bus Fee Proposals and Fiscal Impact

✓To pay for cost of additional bus and to place fees closer to average of other districts = \$200



Fee increase = \$50 (\$200/child - \$400/cap) = \$110,000 additional income

Parking Fee Proposals and Fiscal Impact

Any funds collected at NHS for student parking must be deposited to the Town of Natick since the Town owns the parking lots. An agreement would need to be drafted allowing the Town allocated those fees back to the Natick School District. Proposed parking fees would mirror the cost of the student bus fees.

Approximately 350 spaces are available

\$200 per year = \$70,000 additional income



These estimates are approximate as there are discounts available for HOV parking and similar to the bus fees students would be eligible for a reduced fee if appropriate.

Total Additional Income = \$180,000



FY20 PROPOSED BUDGET RECOMMENDATION

FY20 Budget Request	\$68,640,343
Use of revolving accounts	(\$650,000)
Use of new revenues (bus fees/NPS parking fees)	<u>(\$180,000)</u>
FY20 Budget Proposal	\$67,810,343

Town Administrator's Original Proposed Budget =	\$67,125,771
Proposed Additional Funding =	<u>\$ 684,572</u>
Town Administrator's New Budget =	\$67,810,343

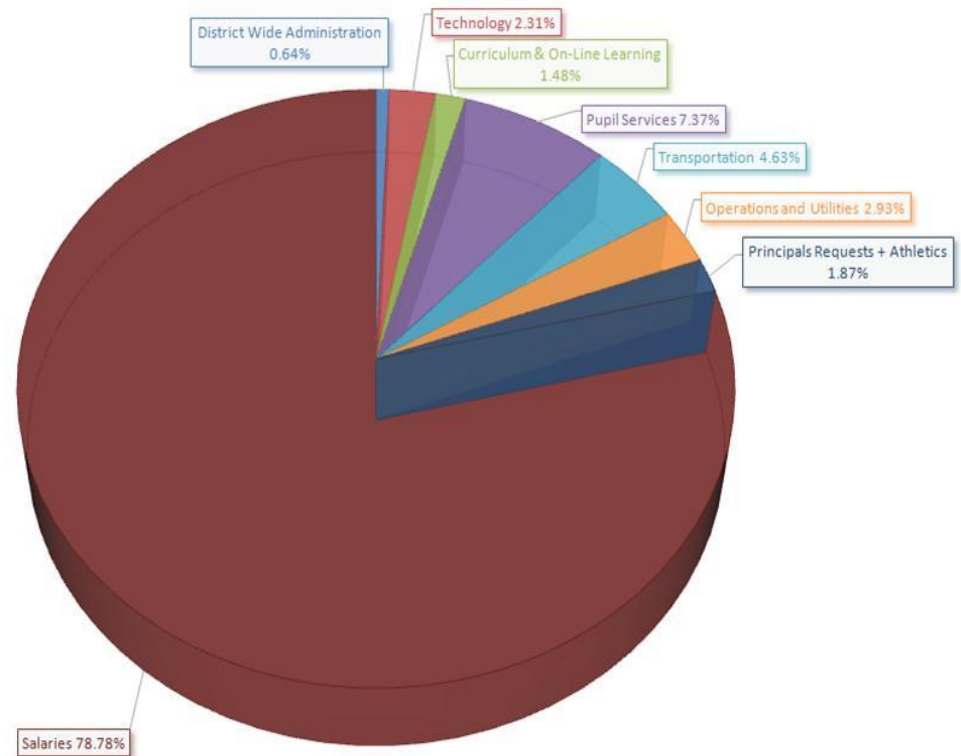




COULD THE ADDITIONAL FUNDING ADDRESS NON-PERSONNEL COSTS IN OUR 5.7% BUDGET?

**Over 78%
of our FY20 Budget
involves
Personnel
and
Related Costs**

FY20 SALARIES AND OPERATING EXPENSES BREAKDOWN





COULD THE ADDITIONAL FUNDING ADDRESS NON-PERSONNEL COSTS IN OUR 5.7% BUDGET?

Teacher Laptops (3 rd and final lease payment)	\$95,750
Incoming Freshmen Laptops (3 rd and final lease payment)	\$213,905
Additional iPads (3 rd and final lease payment) (Elementary School Classrooms)	\$ 66,980
Powerschool (Student Information System)	\$150,000
Literacy Consultant (last year of contract)	\$ 50,000
Renaissance Train the Trainer Training	<u>\$ 50,000</u>
Total (Non-personnel) costs	\$ 626,635



WITHOUT THE ADDITIONAL FUNDING – WHAT DOES A 4.40% BUDGET MEAN?

Unable to add
additional staffing and
capacity



- Unable to add additional staffing positions needed for compliance, enrollment and to address high academic standards – high middle school specials (29+) Grade 6 class size (KMS) = 27

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year technology initiatives



- Unable to Increase our capacity for technology, curriculum and instruction to meet 21st century learning initiatives – NHS Lab and teacher laptop replacement halted for 2nd year

Possible general education
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- Staff and/or line item reductions will be required in order to balance the budget at this funding level

Delay adding the staffing
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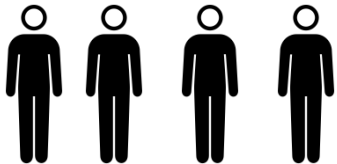
FY20 PERSONNEL REQUEST ADDRESSING THE JFK MIDDLE SCHOOL

Natick Public Schools			
FY20 Personnel Request			
Compliance, Enrollment and Kennedy Middle School			
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	16.20	\$925,260.00	
Kennedy Middle School	4.50	\$267,759	



HOW DOES THE FY20 BUDGET AFFECT THE OPENING OF THE NEW KENNEDY MIDDLE SCHOOL IN FY21-FY22?

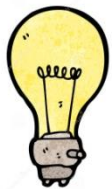
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Assistant Principal
2 Custodians
4 Teachers

Projected = \$742,759

	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
Phase-in	\$267,759	\$750,000	\$0
No Phase-in		\$1,017,759	\$0



Utilities
Maintenance
Supplies

Projected = \$400,000

<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
	\$100,000	\$300,000



HOW DOES THE FY20 BUDGET AFFECT THE OPENING OF THE NEW KENNEDY MIDDLE SCHOOL IN FY21-FY22?

With the opening of the new Kennedy Middle School beginning with the addition of 2 new modular units September 2019 and opening of the school in February 2021, projected personnel and operational costs are estimated as follows*:

FY21 Funding with JFK Middle School Phase In.....6.7%

FY21 Funding without JFK Middle School Phase In.....10.9%

FY22 Funding with JFK Middle School Opened.....5.7%



* These projections assume a 5.7% budget in FY20. Projections include steps, lanes, COLA, staff additions and inflation (FY21- 2.04 FY22 – 2.07%)



**FOR FURTHER INFORMATION OR IF YOU HAVE
ANY QUESTIONS PLEASE CONTACT:**



KENNEDY MIDDLE SCHOOL



**Anna P. Nolin, Ed.D.
Superintendent of Schools**

**Peter H. Gray, Ed.D.
Director of Finance**



THANK YOU



for your continued support!

NATICK PUBLIC SCHOOLS

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Phone 508-647-6500 | Fax 508-647-6506

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NATICK

PUBLIC SCHOOLS

FY20 Budget Final Overview Finance Committee



March 12, 2019



HOW WE GOT HERE



September/October 2018

Superintendent distributes to Program Leaders the FY20 budget forms. Principal and Administrators review class size, curriculum, staffing patterns and expense spending in each category. The zero based budgeting principles are used. Principals discuss the FY20 budget with school leaders at their school council meetings. Preliminary budgets are forwarded to the Director of Finance. Superintendent and Director of Finance begin reviews with Program Leaders regarding their requests. All requests are documented and reviewed.

November/December 2018

- ✓ A first draft of the budget is created and 7.1% increase is identified. This proposed budget includes staffing increases to meet mandated services, enrollment increases and 21st century learning initiatives as well as funds for collective bargaining agreements with our unions. Expenses are level funded except where contractual obligations exist in utilities, transportation and special education services.
- ✓ Draft budgets are reviewed and refined based on educational needs and available resources. The budget request is reduced to 6.0% with the elimination of several positions targeted to addressing 21st century initiatives.
- ✓ An initial presentation is made to the School Committee.
- ✓ The draft FY20 budget number is presented to the Town Administrator by December 31st.



HOW WE GOT HERE



January/February 2019

Town Administrator releases the FY20 Town Administrator's Budget Book on January 3rd.
Natick Public Schools are funded at **3.35%**

Presentations are created indicating the effects on education in the Natick Public Schools with the following proposed budgets scenarios:

- 3.35% - Town Administrator's Initial Budget
- 4.0% - Cost to "open the doors" or level funded
- 4.4% - Town Administrator's Amended Budget
- 5.7% - School District's Amended Budget**
- 6.0% - School District's Initial Budget
- 7.1% - School District's Fully Funded Budget



PRESENTATIONS

		Jan 2019							
3rd	Financial Planning Committee								
7th	School Committee - General Overview								
8th	Finance Committee - General Overview								
16th	Public Forum - Senior Center - General Overview								
22nd	Board of Selectmen - General Overview								
22nd	Financial Planning Committee								
28th	School Committee - Special Education/Transportation/Curriculum/Technology								
31st	Finance Committee - Education Subcommittee - Special Education/Transportation								
		Feb 2019							
5th	Finance Committee - Audit Request								
7th	Financial Planning Committee								
7th	Finance Committee - Special Education/Transportation								
11th	School Committee - Public Hearing								
14th	Finance Committee - Education Subcommittee - Curriculum/Technology								
25th	School Committee - Public Hearing								
28th	Finance Committee - Curriculum/Technology								
		March 2019							
5th	Finance Committee - Education Subcommittee								
11th	School Committee - Final Budget Presentation and Vote								
12th	Finance Committee - Presentation								
14th	Board of Selectmen - Vote								
19th	Finance Committee - Vote								
		April 2019							
9th	Annual Spring Town Meeting								





ENROLLMENT DATA

Summer Enrollment Data

Summer 2015:	123 students
Summer 2016:	47 students
Summer 2017:	54 students
Summer 2018:	104 students

Enrollment During the Year (2nd month through the end of SY)*



2014-15:	112
2015-16:	140
2016-17:	165
2017-18:	170
2018-19:	in process, most volatile time is now for homeschooling move ins

- Note: does not include preschool
- Does include ~10 students a year who move from NHS to Northstar (processed as new enrollment)
- Does include homeschool enters (quit homeschooling and come back to school)
- Mid-year school changes
- Totally new enrollments



FY20 EXECUTIVE SUMMARY

FY19 Appropriation: \$64,952,436

FY20 Increase: \$3,687,907

Total FY20 Request: \$68,640,343

Percent Increase: 5.7%



FY20 PERSONNEL SUMMARY

	<u>FY19 Budget</u>		<u>FY20</u>	<u>% chg</u>
<u>Compensation</u>				
Salary Base	\$ 48,140,970		\$ 50,548,056	
Steps, COLA, & Merit Adjustments	\$ 2,491,173		\$ 2,690,164	
Lanes	\$ 300,913		\$ 385,000	
Staff Additions	\$ 786,535		\$ 925,260	
Retirements/Turnover	\$ (320,000)		\$ (320,000)	
Compensation	\$ 51,399,591		\$ 54,228,480	5.50%



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FY20 Personnel Request			
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FY20 ADMINISTRATORS WHO RECEIVED STIPEND/BONUS ACCORDING TO CONTRACT OR PRIOR AGREEMENTS/PROCEDURES

<u>Administrator</u>	<u>Base Salary</u>	<u>Stipend/Bonus</u>	<u>FY20 Budget Book</u>
Davis	\$136,799	\$700	\$137,499
Downing	\$151,000	\$2,500	\$153,500
Ghilani	\$139,050	\$3,000	\$142,050
Balboni	\$128,207	\$1,000	\$129,207
Carney	\$142,444	\$500	\$142,944
Luff	\$145,230	\$4,000	\$149,230
Magley	\$98,615	\$1,000	\$ 99,615
Clayton	\$85,466	\$500	\$ 85,966
Maryland	\$84,254	\$2,000	\$ 86,254
Reilly	\$70,968	\$700	\$ 70,968
Culver	\$84,782	\$1,000	\$ 85,782
Barbato	\$21,840	\$500	\$ 22,340
Roche	\$134,751	\$2,000	\$136,751
Kinthead	\$122,795	\$500	\$123,295
Zitoli	\$142,444	<u>\$500</u>	\$142,944
		\$20,400	



SALARIES, BENEFITS, BONUS AND MERIT IN THE AGE OF MEPA (MA EQUITY PAY ACT)

- We are negotiating with all of our 6 unions, non-represented staff for the first time since the MA Equity Pay Act was enacted
- NPS HR conducted a 6 month study of pay equity within NPS (outreach made to then HR director for town) and a consultant was used to assist in conducting the study
- Study gives us protection while we have time to address identified gaps and issues
- Town Administrator and Dr. Nolin have met with counsel together to understand the coordination needed between town and school
- As contracts are negotiated, we are collaborating to ensure parallel treatment (paternity leave as an example)
- There was no discernible process or procedure for merit adjustments or bonuses and one will be created
- Town policy is not aligned with how schools go about this, Dr. Nolin is working with other systems to gather information and develop our methodology. For example, tying administrator compensation to metrics, evaluation rubric, etc.





Natick Public Schools • 13 East Central Street, Natick, MA • 01760 • Visit us online: www.natickps.org



USE OF OUR REVOLVING ACCOUNTS

Natick Public Schools have 35 revolving accounts and 28 donation/grant accounts

Revolving Accounts

- 7 have balances greater than \$100,000
- 3 of these are Business Accounts:
(maintain 3 months operating reserves)
- 4 of these we are using in our FY20 Budget Proposal



Food Services
After School Activities Program (ASAP)
Summer School

Circuit Breaker - \$350,000
School Choice - \$100,000
Instrumental Music - \$100,000
School Bus Transportation - \$100,000

- **22 of these accounts have balance less than \$20,000**
- **Donation/grant accounts have specific limitations for usage**



USE OF OUR REVOLVING ACCOUNTS

Account	Projected Ending Balance 6/30/2019	Proposed Additional Use for FY20 Budget	Ending Balance
School Choice	\$200,000	(\$100,000)	\$100,000
Circuit Breaker	\$1,000,000	(\$350,000)	\$650,000**
Instrumental Music	\$118,000	(\$100,000)	\$18,000
Transportation	\$162,000	<u>(\$100,000)</u>	\$62,000
Total		(\$650,000)	

**Recommended balance for emergency placements - \$800,000



REVOLVING ACCOUNT – CIRCUIT BREAKER

FY16 Beginning Balance			\$ 884,057.20
Revenue		\$ 2,359,292.00	
Expenses		\$ 2,198,152.76	
Variance		\$ 161,139.24	\$ 1,045,196.44
FY17 Beginning Balance			
Revenue		\$ 2,380,689.00	
Expenses		\$ 2,214,986.27	
Variance		\$ 165,702.73	\$ 1,210,899.17
FY18 Beginning Balance			
Revenue		\$ 2,342,834.40	
Expenses		\$ 2,529,577.90	
Variance		\$ (186,743.50)	\$ 1,024,155.67
FY19 Beginning Balance			
Revenue		\$ 2,430,407.00	
Expenses		\$ 2,500,000.00	
Variance		\$ (69,593.00)	
FY20 Beginning Balance			\$ 954,562.67
Projected Revenue		\$ 2,200,000.00	
Projected Expenses		\$ 2,500,000.00	
Variance		\$ (300,000.00)	\$ 654,562.67

Circuit Breaker Analysis

Dept. Of Revenue guidelines state that we cannot hold savings in circuit breaker higher than our allocation.

What do other districts do?

- Needham – Use salary savings and town relief to fund SPED yearly
- Medway – Carry a balance forward and special stabilization fund from town for SPED
- Millis – Use Circuit Breaker the subsequent year and apply for emergency relief



FY20 TRANSPORTATION AND PARKING FEES PROPOSAL

Bus Fee Proposals and Fiscal Impact

✓To pay for cost of additional bus and to place fees closer to average of other districts = \$200



Fee increase = \$50 (\$200/child - \$400/cap) = \$110,000 additional income

Parking Fee Proposals and Fiscal Impact

Any funds collected at NHS for student parking must be deposited to the Town of Natick since the Town owns the parking lots. An agreement would need to be drafted allowing the Town allocated those fees back to the Natick School District. Proposed parking fees would mirror the cost of the student bus fees.

Approximately 350 spaces are available

\$200 per year = \$70,000 additional income



These estimates are approximate as there are discounts available for HOV parking and similar to the bus fees students would be eligible for a reduced fee if appropriate.

Total Additional Income = \$180,000



FY20 PROPOSED BUDGET RECOMMENDATION

FY20 Budget Request	\$68,640,343
Use of revolving accounts	(\$650,000)
Use of new revenues (bus fees/NPS parking fees)	<u>(\$180,000)</u>
FY20 Budget Proposal	\$67,810,343

Town Administrator's Original Proposed Budget =	\$67,125,771
Proposed Additional Funding =	<u>\$ 684,572</u>
Town Administrator's New Budget =	\$67,810,343

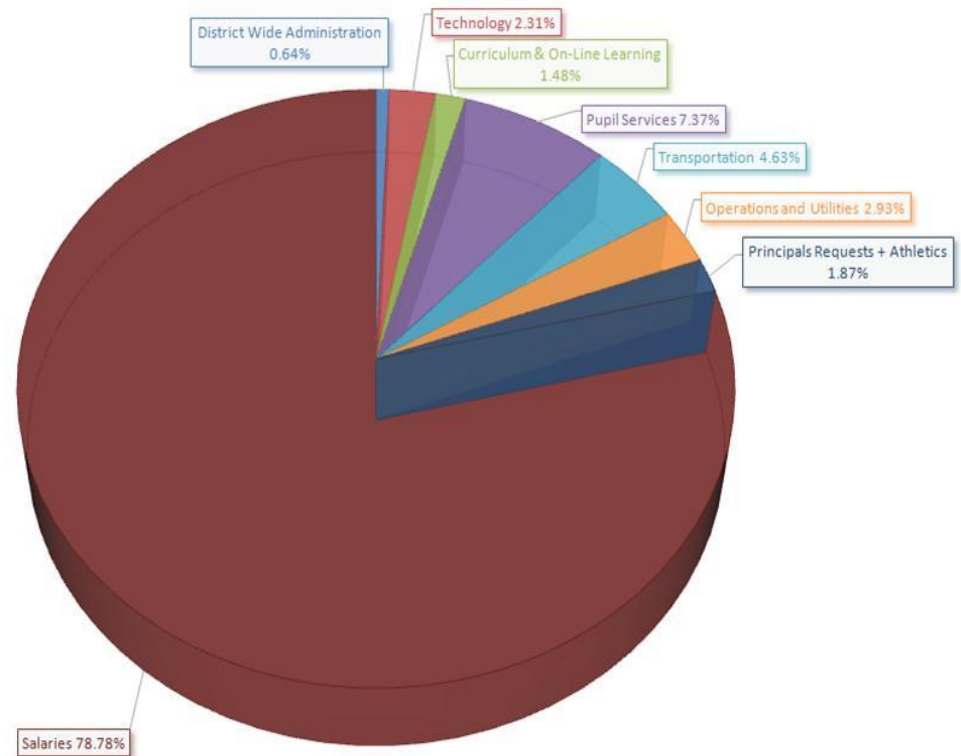




COULD THE ADDITIONAL FUNDING ADDRESS NON-PERSONNEL COSTS IN OUR 5.7% BUDGET?

**Over 78%
of our FY20 Budget
involves
Personnel
and
Related Costs**

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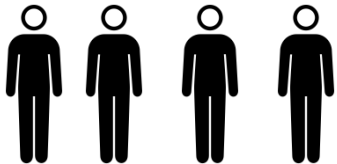
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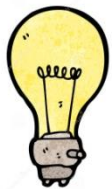
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No Phase-in		\$1,017,759	\$0



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Maintenance
Supplies

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<u>FY20</u>	<u>FY21</u>	<u>FY22</u>
	\$100,000	\$300,000



HOW DOES THE FY20 BUDGET AFFECT THE OPENING OF THE NEW KENNEDY MIDDLE SCHOOL IN FY21-FY22?

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Sassamon Trace Golf Course

Description	2018 Actual	2019 Budget	Jan. 3	Mar. 19	Jan 3 - Mar 19	FY19 Δ FY20	
						FY19 Δ FY20 \$	%
SALARIES MANAGEMENT	68,603	103,646	107,667	109,186	1,519	5,540	5.35%
SALARIES OPERATIONAL STAFF	65,275	66,300	66,810	67,667	857	1,367	2.06%
SALARIES GOLF SUPPORT STAFF	59,207	39,975	46,039	46,039	-	6,064	15.17%
SALARIES PART-TIME OPERATIONAL	24,996	29,698	33,277	33,277	-	3,579	12.05%
SALARIES TECHNICAL/PROFESSNL	57,269	53,198	54,313	54,313	-	1,116	2.10%
MERIT/PERFORMANCE	0	7,420	7,880	7,880	-	460	6.20%
Personnel Services ¹	275,349	300,236	315,986	318,362	2,376	18,126	6.04%
ELECTRICITY	27,532	18,706	19,173	19,173	-	467	2.50%
BUILDING LEASE/REPAIRS	4,124	4,500	4,800	4,800	-	300	6.67%
LEASE PAYMENT LAND	76,365	79,038	79,038	79,038	-	-	0.00%
TELEPHONE	4,431	4,400	4,500	4,500	-	100	2.27%
DUES & SUBSCRIPTIONS	1,430	1,350	1,350	1,350	-	-	0.00%
ADVERTISING/PROMOTION	46	1,000	3,000	3,000	-	2,000	200.00%
BANK AND CREDIT CARD FEES	11,561	12,500	13,000	13,000	-	500	4.00%
SOFTWARE MAINT	0	400	150	150	-	(250)	-62.50%
Club House Expenses ²	125,489	121,894	125,011	125,011	0	3,117	2.56%
SUPPLIES - CLUB HOUSE	2,666	2,750	2,750	2,750	-	-	0.00%
MERCHANDISE-PRO SHOP	17,595	24,000	24,000	24,000	-	-	0.00%
SUPPLIES CUSTODIAL	196	750	750	750	-	-	0.00%
Supplies Club House ³	20,457	27,500	27,500	27,500	0	-	0.00%
Sales Tax	4,971	7,500	7,500	7,500	-	-	0.00%
Sales Tax ⁴	4,971	7,500	7,500	7,500	0	-	0.00%

Sassamon Trace Golf Course

	2018 Actual	2019 Budget	Jan. 3	Mar. 19	Jan 3 - Mar 19	FY19 Δ FY20 \$	FY19 Δ FY20 %
UTILITIES - WATER	33,064	40,000	40,000	40,000	-	-	0.00%
ENVIRONMENTAL MONITORING	0	0			-	-	0.00%
IRRIGATION ELECTRICITY	0	9,104	9,331	9,331	-	227	2.49%
PHRAGMITES CONTROL	0	4,000	4,100	4,100	-	100	2.50%
COURSE MATERIALS	7,235	7,450	7,600	7,600	-	150	2.01%
COURSE CHEMICALS/FERTILIZER	33,899	32,000	32,750	32,750	-	750	2.34%
GRASS/SEED/SOD	6,207	6,650	6,800	6,800	-	150	2.26%
COURSE SUPPLIES	7,916	5,100	5,200	5,200	-	100	1.96%
IRRIGATION REPAIR & MAINT	6,107	10,250	10,450	10,450	-	200	1.95%
TOOLS	1,857	1,450	1,450	1,450	-	-	0.00%
TOOL STIPEND (MECHANIC)	529	0			-	-	
EQPMT REPAIR & MAINTENANCE	16,190	16,650	16,650	16,650	-	-	0.00%
EQUIPMENT LEASE	39,681	0			-	-	
Shop Maintenance		1,000	1,000	1,000	-	-	
OTHER-MAINT. GOLF COURSE	0				-	-	
EDUCATION/FEES/LICENSES	709	1,000	1,000	1,000	-	-	0.00%
Maintenance Expenses ⁵	153,394	134,654	136,331	136,331	0	1,677	1.25%

Sassamon Trace Golf Course

	2018 Actual	2019 Budget	Jan. 3	Mar. 19	Jan 3 - Mar 19	FY19 Δ FY20 \$	FY19 Δ FY20 %
Employee Benefits							
FICA/MEDICARE	3,506	4,353	4,582	4,616	34	263	6.05%
INSURANCE GRP HLTH/LIFE	42,521	48,013	50,414	46,728	-3,686	(1,285)	-2.68%
UNEMPLOYMENT INSURANCE	6,071	3,500	3,500	3,500	0	-	0.00%
Other Personnel Services ⁶	52,098	55,866	58,496	54,844	-3,652	(1,022)	-1.83%
RETIREMENT ASSESSMENT	17,761	11,812	12,639	12,639	0	827	7.00%
Other Charges and Expenditures ⁷	17,761	11,812	12,639	12,639	0	827	7.00%
Debt Service							
PRINCIPLE	219,143	212,230	196,540	196,540	0	(15,690)	-7.39%
INTEREST	30,187	32,656	45,101	45,101	0	12,445	38.11%
Total Debt Service ⁸	249,330	244,886	241,641	241,641	0	(3,245)	-1.33%
RESERVE FUND	0	10,000	20,000	20,000	-	10,000	100.00%
Total Budget Sassamon Trace	898,849	914,348	945,104	943,828	-1,276	29,480	3.22%
Fund Total Sassamon Trace	\$ 898,849	\$ 914,348	\$ 945,104	\$ 943,828	\$ (1,276)	29,480	3.22%

Personnel Board updates, revised Medicare based on salary calculation, and revised health insurance costs

Natick Public Schools
Use of Bus Fees, Town Subsidy and General Fund
Fiscal Year 2020

1st

- Bus Fees
(\$440,000)

2nd

- School Bus Subsidy
(\$410,137)

3rd

- General Fund
(\$2,089,919)

ITEM TITLE: Article 7: FY2019 Omnibus Budget (Adjustments to current year budget)
ITEM SUMMARY:

ITEM TITLE: Article 3: Elected Officials Salary

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Article 3 - proposed new amount by TA	3/19/2019	Exhibit
TC accomplishments	3/19/2019	Exhibit
natick salary comps 2019	3/19/2019	Exhibit
resume dbp 2019 march	3/19/2019	Exhibit



Bruce Evans <bevans.fincom@natickma.org>

Fwd: Article 3 - proposed new amount by TA

1 message

Patrick Hayes <phayes.fincom@natickma.org>

Tue, Mar 19, 2019 at 5:04 PM

To: Bruce Evans <bevans.fincom@natickma.org>, Philip Rooney <prooney.fincom@natickma.org>, Jim Scurlock <jscurlock.fincom@natickma.org>, Kristine VanAmsterdam <kvanamsterdam.fincom@natickma.org>, Dan Sullivan <dsullivan.fincom@natickma.org>, David Coffey <dcoffey.fincom@natickma.org>, Robert McCauley <rmccauley.fincom@natickma.org>, Mike Linehan <mlinehan.fincom@natickma.org>, Jeff DeLuca <jdeluca.fincom@natickma.org>, Bill Grome <wgrome.fincom@natickma.org>

For your information

Sent from my iPhone

Begin forwarded message:

From: Melissa Malone <mmalone@natickma.org>

Date: March 19, 2019 at 4:35:18 PM EDT

To: Patrick Hayes <phayes.fincom@natickma.org>, Linda Wollschlager <lwollschlager.fincom@natickma.org>

Cc: John Townsend <jtownsend@natickma.org>, "Bill Chenard," <bchenard@natickma.org>, Diane Packer <dpacker@natickma.org>, Amy Mistrot <amistrot@natickma.org>, Michael Hickey <mhickey@natickma.org>

Subject: Article 3 - proposed new amount by TA

Hello All,

By way of summary, below is a 5-year history of the Town Clerk's total compensation. The March 16th TA budget -Article 3 - noted the Town Clerk's salary at \$95,520 (this represented an approximate 1.5% increase over the Fy 19 appropriation). For non-personnel employees, the average amount of the last merit and cost of living increase was 1.5% . Total compensation (inclusive of stipends \$4,200) would have brought the Town Clerk's total compensation to \$99,720.

Proposed in the new Article 3 v. 2 (that will be sent under separate cover) is a salary amount of \$95,800 that would bring the total compensation for the Town Clerk (inclusive of stipends) to \$100,000. This represents an increase of more than 20k over a 5 year period. At this time, I do not support any further increase in compensation.

	Base Salary	Stipend w/ Retirement	Registrars Stipend	Gross
FY19 Current	94,100	1,000	3,200	98,300
FY18 Amount	91,800	1,000	3,200	96,000
FY17 Amount	90,000	1,000	1,378	92,378
FY16 Amount	85,000	1,000	1,378	87,378
FY15 Amount	80,000	1,000	1,378	82,378
FY14 Amount	76,000	1,000	1,378	78,378

Thank you for your attention in reviewing this information.

Melissa A. Malone
Town Administrator
[13 East Central Street](#)
[Natick, MA 01760](#)
508-647-6410



Diane B. Packer, CMMC Town Clerk

April 2014: Received designation of Certified Massachusetts Municipal Clerk (CMMC)

Education

Masters in Business Administration (MBA), New York University

B.A., Brandeis University

Accomplishments as Town Clerk

- Awarded Certification (CMMC) as a Certified Massachusetts Municipal Clerk in 2014
- Chief Election Officer
 - Served as Chief Election Officer for over 20 elections since 2010
 - Successfully managed early voting during the 2016 and 2018 State Elections
 - Purchased and trained staff to use Poll Pads during Early Voting
 - Implemented new election laws passed in 2015 and 2016 including early voting and pre-registration
 - Received funding to purchase Poll Pads when they are certified for use during all elections
 - Train, recruit and manage all poll workers (over 75 part-time employees) including high school students
 - Conducted various information sessions on voting and voter registration sessions (including at Natick Days and at Natick High School)
 - Purchased new voting machines in 2012 and trained all poll workers
 - Acquired new voting booths
 - Use various methods including web pages, social media and reverse 911 calls to provide information on elections
 - Supervise mailing of the Annual Town Census and confirmation cards as required under MGL
 - Comply with the provisions of the overseas voting act (UOCAVA)
 - Beginning the process for the 2020 census which will likely result in precinct redistricting
 - Participated as a member of the 2010 Redistricting Committee.
 - Continue to improve and update the forms and guidelines used by the election workers on Election Day
- Appointed Primary Records Officer for the Town of Natick in 2017
 - Created a web page for improved information regarding the new Public Records law
 - Purchased new software to track public records requests. Training will be in April 2019
 -
- Improved/enhanced the Town Clerk's web page
 - Enhanced information on Election Web page including a Q&A, election results and information on upcoming elections
 - Post all Town Meeting minutes and votes
 - Post all DBA's
- Vice Chair, Massachusetts Town Clerk Association; Legislative Committee (2014-2016)

- Member of the Executive Board, Massachusetts Town Clerk Association (appointed in 2016)
 - Appointed as alternate to the State Election Task Force
- Working with appropriate personnel in the early stages of planning for the 2020 census
- Updated By-laws completed and available on the website
- Implemented a new dog licensing program for the 2019 license period with a seamless transition

Captial and other office projects

- Requested and received funding for Poll Pads for voter check in
- Completed the renovation of the vault in the Town Clerk's office. Renovation resulted in an increase in usable space (at least double) and greatly improved access to all records, especially Planning and Zoning records
- Implemented and use new State wide electronic technology (EDRS and VIP) for birth and death records
- Requested and received approval from Town Meeting for funding to continue the restoration of the Town's official records
 - ◆ This is a multi-year project and worked with the Procurement officer and the Morse Institute Library archivist to develop guidelines for the projects
- Created electronic databases for Business Certificates
- Completed an electronic database for Zoning Board of Appeals and Planning Board applications and decisions
- Implemented a new filing system using map and lot numbers as identifiers for all of these documents
- Created and maintain a database for DBA certificates.

Miscellaneous

- Sworn in as a Commissioner to Qualify Public Officers
- Sworn in as a Justice of the Peace and Notary Public
- Attend Massachusetts Town Clerk's Association educational meetings
- Proposed and received approval from Town Meeting for a Charter change to address the manner in which vacant Town Meeting positions are filled

Town Clerk Salary Comparables						Town of Natick Salary Comparables	
FY 2019 Salaries						FY 2019 Salaries	
Town		Salary	E/A	FY		Positon	FY19 Salary
Woburn	38,120	114,424	A	2019		Director, Community/Econ Dev	\$ 120,475
Brookline	58,866	112,339	E	2019		Comptroller	\$ 116,500
Framingham	68,318	110,000	A	2019		Director, Information Technology	\$ 114,170
Braintree	35,700	102,856	A	2019		Director of Public Health	\$ 112,250
Needham	32,000	102,622	E	2019		Director of Community Services	\$ 111,250
Gloucester	28,789	102,411	A	2019		Morse Library Director	\$ 107,700
Andover	33,200	101,939	A	2019		Director of Assessing	\$ 105,000
Randolph	32,500	101,500	A	2019		Treasurer/Collector	\$ 105,000
Westboro	19,000	98,000	E	2019		HR Director	\$ 105,000
Lexington	32,615	96,476	A	2019		Buidling Commissioner	\$ 101,600
Milton	27,000	94,964	E	2019		Town Clerk	\$ 94,095
Hingham	23,015	94,458	E	2019			
Natick	33,000	94,095	E	2019			
Belmont	24,304	91,572	E	2019			
Wellesley*	29,245	91,432	E	2019			
Chelmsford	32,466	87,500	A	2019			
* New Clerks-recently appointed or elected							

**DIANE PACKER
17 ARBOR CIRCLE
NATICK, MA 01760**

EDUCATION

M.B.A.	New York University	New York, NY
B.A.	Brandeis University	Waltham, MA

PROFESSIONAL EXPERIENCE

NATICK TOWN CLERK

2010 - present

- Chief election officer for the town of Natick, responsible for assuring the integrity, objectivity and fairness of voter registration, candidate nomination and over all election processes
- Manage three full-time employees, over 75 part-time election employees and the three other members of the Board of Registrars. Responsible for daily operations of the Town Clerk's office which has a budget of over \$400,000 and revenues of close to \$150,000.
- Official record keeper for the Town including all vital records (births, deaths and marriages), dog licenses, town meeting minutes, decisions and appropriations as well as other mandated records for the community.
- Maintain the Town of Natick Home Rule Charter and the Natick By-laws, including submitting all changes to the Attorney General's office for approval
- Responsible for posting meetings in accordance with the Open Meeting Law. Manage the annual town census (street listing) process including mailing, tabulating the data, and preparing the annual list of residents. Manage the information and data which is collected for the Voter Registration Information System (VRIS).
- Worked with the Board of Selectman on redistricting which took place following the 2010 Federal Census
- Working on several capital projects in the Town Clerk's office including historic document preservation

NATICK HUMAN SERVICES AND COUNCIL ON AGING (Natick, MA) **2006 - 2010**

Assistant Director **2007 - 2010**

Volunteer Resources Coordinator **2006 - 2010**

Responsible for daily operations of the building, maintained records of revenues, donations, and expenses for Council on Aging programs. Responsible for recruiting, training and supervising over 200 volunteers. Supervised and monitored volunteer programs including Meals on Wheels, medical transportation, CHORE, friendly visitors and special events.

- Managed and supervised the property tax work program
- Completed a policy and procedure manual for the Council on Aging
- Worked with the Director on grants for the department. Developed the budget and completed research on select proposals
- Planned and managed annual volunteer recognition dinner for over 120 people Planned and implemented the annual holiday dinner for seniors. Supervised volunteers who set-up, prepared, and served dinner to 120 seniors and 60 additional homebound residents

STRIAR JEWISH COMMUNITY CENTER (Stoughton, MA)

1994 – 1999

Director of Marketing and Communications

Developed and managed a media plan including advertising, promotions, public relations for membership retention and growth. Responsible for writing, editing and printing an in-house newsletter and program guides.

- Responsible for hiring and supervising outside resources including graphic designers, printers and mail houses Responsible for writing, design and placement of all advertisements
- Successfully managed and completed major fundraising event in October 1998

Pfizer, Inc. (New York, NY)

1990-1991

Assistant Product Manager, Barbasol Shaving Cream

Prepared and implemented marketing plans for Barbasol, Pacquin and Wart-Off. Prepared and analyzed monthly sales and production forecasts.

- Responsible for controlling brand budgets
- Assisted in repositioning the Barbasol brand, including packaging, pricing, advertising and promotion strategies
- Evaluated creative advertising materials for national TV campaign and implemented outdoor media (billboard) advertising test
- Prepared key analyses for Barbasol Gel restage and worked closely with the ad agency to create concepts which were presented to focus groups
- Coordinated transition to new packaging and introduction of a new SKU with the production facility
- Introduced new formula for Wart-Off including package design, production and legal review

UNILEVER UNITED STATES (New York, NY)

1986-1990

Manager, Corporate Development

Managed files and data of competitors for Chesebrough-Pond's, Lever Brothers, National Starch and Chemical and Lipton. Executed marketing and financial analyses including product line profitability, marketing strategy, strategic assessments and synergy estimates for acquisitions. Involved in the following acquisitions:

- Chesebrough-Pond's (\$3.1 billion)
- Faberge (\$1.5 billion)
- Calvin Klein Cosmetics (\$306 million)

CHASE MANHATTAN BANK, N.A. (New York, NY)

1985-1986

Associate, Consumer Goods and Services Lending, Credit Training Program

MARRIOTT CORPORATION (Washington DC)

1979-1983

Director of Services

Managed housekeeping, laundry and recreation departments. Developed and managed budgets of over \$500,000 including employment and payroll records. Supervised and trained 80 employees including management personnel. Promoted three times in four years.

MUNICIPAL AND CIVIC EXPERIENCE

Natick School Committee

2000-2006

Chair

2004-2006

Vice Chair

2003

Natick Town Meeting Member

1999 – 2010

ITEM TITLE: Article 9: Morse Institute Library Article

ITEM SUMMARY:

ITEM TITLE: Article 10: Bacon Free Library

ITEM SUMMARY:

ITEM TITLE: Article 11: School Transportation Subsidy

ITEM SUMMARY:

ITEM TITLE: Article 8: FY2020 Omnibus Budget - All Motions
ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
Article 8 Motions	3/19/2019	Exhibit



Town of Natick

2019 Spring Annual Town Meeting - FY 2020 Recommended Budget

Motions for Article 8

Motions for Article 8, Motion A: Education & Learning

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion A1: Requires majority vote

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the Natick Public Schools

Salaries & Expenses	\$67,810,346
---------------------	--------------

Total Natick Public Schools	\$67,810,346
-----------------------------	---------------------

And that the above Total Budget Amount be raised from the following sources:

Local Receipts	\$684,572
----------------	-----------

Tax Levy of Fiscal Year 2020	\$67,125,774
------------------------------	--------------

Motion A2: (Requires majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the department

South Middlesex Regional Vocational Technical School (Joseph P. Keefe Technical School)

Expenses (Assessment)	\$1,554,748
-----------------------	-------------

Total South Middlesex Regional Vocational Technical School (Joseph P. Keefe Technical School)	\$1,554,748
---	--------------------

And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2020	\$1,554,748
------------------------------	-------------

Motions for Article 8, Motion B: Public Safety

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion B1: (Requires majority Vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating

Emergency Management

Expenses	\$39,100
----------	----------

Total Emergency Management	\$39,100
----------------------------	----------

Parking Enforcement

Salaries	\$114,144
----------	-----------

Expenses	\$89,833
----------	----------

Total Parking Enforcement	\$203,977
---------------------------	-----------

Police

Salaries	\$7,177,380
----------	-------------

Expenses	\$263,813
----------	-----------

Total Police	\$7,441,193
--------------	-------------

Total Budget Amount for Motion B1

\$7,684,270

And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2020	\$7,604,270
------------------------------	-------------

Parking Meter Revenues	\$80,000
------------------------	----------

Motion B2: (Requires majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the department

Fire

Salaries	\$8,696,846
----------	-------------

Expenses	\$187,600
----------	-----------

Total Fire	\$8,884,446
------------	-------------

Total Budget Amount for Motion B2

\$8,884,446

And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2020	\$8,884,446
------------------------------	-------------

Motions for Article 8, Motion C: Public Works

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion for Section C : (Requires a majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the departments

Department of Public Works

Salaries	\$3,897,254
Expenses	\$2,906,335
Municipal Energy	\$1,505,038
Snow & Ice	\$550,000

Total Department of Public Works	\$8,858,627
----------------------------------	-------------

Total Budget Amount for Motion C

\$8,858,627

And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2020	\$8,458,627
Local Receipts	\$400,000

Motions for Article 8, Motion D: Community Services and Health Services

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion for Section D: (Requires majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the following departments:

Community Services

Salaries	\$1,417,228
Expenses	\$523,664

Total Community Services	\$1,940,892
--------------------------	-------------

Board of Health

Salaries	\$583,583
Expenses	\$87,000

Total Board of Health	\$670,583
-----------------------	-----------

Total Budget Amount for Motion D:	\$2,611,475
--	--------------------

And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2020	\$2,611,475
------------------------------	-------------

Motion for Article 8 Motion E: Administrative Support Services

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion E: (Requires majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the departments:

Board of Selectmen

Salaries	\$1,039,307
Expenses	\$1,505,050

Total Board of Selectmen	\$2,544,357
--------------------------	-------------

Personnel Board

Expenses	\$1,000
----------	---------

Total Personnel Board	\$1,000
-----------------------	---------

Town Report

Expenses	\$4,100
----------	---------

Total Town Report	\$4,100
-------------------	---------

Legal

Expenses	\$512,100
----------	-----------

Total Legal Services	\$512,100
----------------------	-----------

Finance

Salaries	\$1,159,868
Expenses	\$422,330

Total Finance	\$1,582,198
---------------	-------------

Motion continued on next Page --->

Information Technology	
Salaries	\$415,138
Expenses	\$1,024,000
Total Information Technology	\$1,439,138
Town Clerk	
Salaries	\$266,105
Expenses	\$51,150
Total Town Clerk	\$317,255
Elections	
Salaries (Registrars)	\$55,400
Expenses (Registrars)	\$55,100
Total Elections	\$110,500
Sealer of Weights & Measures	
Salaries	\$30,400
Expenses	\$990
Total Sealer Weights/Meas.	\$31,390
Community & Economic Development	
Salaries	\$878,618
Expenses	\$81,700
Total Community Development	\$960,318
Total Budget Amount for Motion E	\$7,502,356
And that the above <u>Total Budget Amount</u> be raised from the following sources:	
Tax Levy of Fiscal Year 2020	\$7,502,356

Motion for Article 8, Motion F: Committees and Commissions

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion F: (Requires majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the departments

Finance Committee

Expenses \$37,800

Total Finance Committee \$37,800

Commission on Disability

Expenses \$750

Total Commission on Disability \$750

Natick Cultural Council

Expenses \$700

Total Natick Cultural Council \$700

Historical Commission

Expenses \$750

Total Historical Commission \$750

Historic District Commission

Expenses \$550

Total Historic District Commission \$550

Affordable Housing Trust

Expenses \$80,000

Total Affordable Housing Trust \$80,000

Total Budget Amount for Motion F \$120,550

And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2020 \$70,550

Free Cash \$50,000

\$120,550

Motions for Article 8, Motion G: Shared Expenses

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion G: (Requires majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of funding the accounts and

INSURANCES & BENEFITS

Employee Fringe

Other Personnel Services \$16,593,422

Other Personnel Services - Merit / Performance \$150,000

Total Employee Fringe \$16,743,422

Property & Liability Insurance

Purchased Services \$807,150

Total Prop. & Liab. Insurance \$807,150

RETIREMENT

Contributory Retirement

Pension Assessment \$10,050,826

Total Contributory Retirement \$10,050,826

Non-Contributory Retirement

Pensions \$19,726

Total Non-Contributory Retirement \$19,726

DEBT SERVICE

Expenses \$16,626,732

Total Debt Service \$16,626,732

RESERVE FUND - FINANCE COMMITTEE

Expenses \$250,000

Total Reserve Fund \$250,000

FACILITIES MANAGEMENT

Facilities Management

Salaries \$2,756,119

Expenses \$670,500

Total Facilities Management \$3,426,619

Total Budget Amount for Motion G

\$47,924,475

And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2020 \$13,168,714

State Aid \$12,922,254

Local Receipts \$16,736,968

Free Cash \$1,800,000

Overlay Surplus \$500,000

Water-Sewer User Fees \$2,533,300

Golf User Fees \$51,930

Premiums \$88,142

School Building Assistance \$123,167

\$47,924,475

Motions for Article 8, Motion H: Water/Sewer Enterprise

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion H1: (Requires majority vote)	
Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the departments	
Water & Sanitary Sewer Operations	
Salaries	\$2,099,089
Expenses	\$7,935,672
Total Sanitary Sewer	\$10,034,761
Utility Billing	
Salaries	\$107,981
Expenses	\$89,000
Total Utility Billing	\$196,981
Fringe Benefits	
Expenses	\$880,690
Total Employee Benefits	\$880,690
Water & Sewer Debt Service	
Principal	\$2,194,620
Interest	\$685,584
Total Debt Service	\$2,880,204
Water & Sewer Reserve Fund	
Expenses	\$200,000
Total W & S Reserve Fund	\$200,000
Total Budget Amount for Motion H1	\$14,192,636
And that the above <u>Total Budget Amount</u> be raised from the following sources:	
Water-Sewer User Fees	\$14,192,636

Motion H2: (Requires majority vote)-	
Water/Sewer Indirect Cost Allocations	
Move that the Town vote to APPROVE the following indirect cost allocations raised in the General Fund:	
PERCENTAGE ALLOCATIONS	TOTAL
DPW Administration	\$168,373
Engineering Services	\$326,740
Equipment Maintenance	\$435,477
Highway Sanitation Recycling	\$277,856
Facility Maintenance	\$84,586
Public Safety	\$161,304
Finance - Administration	\$235,645
Town Administration	\$169,631
Community Development	\$106,337
Information Technology	\$141,127
Procurement	\$32,253
Human Resources	\$5,983
Legal Services	\$58,815
Property & Liability Insurance	\$283,589
Utilities	\$56,224
Vehicle Fuel	\$158,010
Sub Total - General Fund	\$2,701,950
Water Sewer Staff Performing General Fund Functions	
GIS Services	-\$51,892
W/S Admin. Asst. - DPW	-\$28,758
W/S Admin. Asst. - Collector	-\$52,096
Snow and Ice Removal	-\$35,904
Subtotal - Water Sewer	-\$168,650

Total Water and Sewer Indirect Costs	\$2,533,300
And that the sum of \$2,533,300.20 appropriated in the General Fund be raised from the following source:	
Water-Sewer User Fees	\$2,533,300

Motions for Article 8 Motion I: Sassamon Trace Enterprise Fund

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion I1: (Requires majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the departments

Sassamon Trace Operations

Salaries	\$318,362
Expenses	\$296,342

Total GC Operations **\$614,704**

Sassamon Trace Fringe Benefits

Other Personal Services	\$54,844
Other - Retirement Assessment	\$12,639

Total GC Fringe Benefits **\$67,483**

Sassamon Trace Debt Service

Principal	\$196,540
Interest	\$45,101

Total GC Debt Service **\$241,641**

Golf Reserve Fund

Expense	\$20,000
Total Golf Reserve Fund	\$20,000

Total Budget Amount for Motion I**\$943,828**

And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2019	\$240,000
Golf User Fees	\$703,828

\$943,828**Motion I2:(Requires Majority Vote)**

Sassamon Trace Enterprise Fund Indirect Allocations

Move that the Town vote to APPROVE the following indirect cost allocations raised in the General Fund:

PERCENTAGE ALLOCATIONS**TOTAL**

Public Works Administration	\$1,263
Equipment Maintenance	\$5,443
Highway, Sanitation, Recycling	\$926
Recreation	\$8,372
Land Facilities and Natural Resources	\$10,449
Public Safety	\$1,613
Finance	\$3,927
Town Administration	\$5,654
Procurement	\$323
Human Resources	\$658
Legal Services	\$980
Property & Liability Insurance	\$5,672
Utilities	\$4,016
Vehicle Fuel	\$2,634

Total Golf Indirect Costs **\$51,930**

And that the Sum of \$51,930 appropriated in the General Fund be raised from the following source:

Golf User Fees	\$51,930
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Town of Natick

2019 Spring Annual Town Meeting - FY 2020 Recommended Budget

Motions for Article 8

Motions for Article 8, Motion A: Education & Learning

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion A1: Requires majority vote

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the Natick Public Schools

Salaries & Expenses	\$67,125,774
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Total Natick Public Schools	\$67,125,774
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And that the above Total Budget Amount be raised from the following sources:

Local Receipts	\$684,572
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Tax Levy of Fiscal Year 2020	\$66,441,202
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Motion A2: (Requires majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the department South Middlesex Regional Vocational Technical School (Joseph P. Keefe Technical School)

Expenses (Assessment)	\$1,634,859
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Total South Middlesex Regional Vocational Technical School (Joseph P. Keefe Technical School)	\$1,634,859
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And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2020	\$1,634,859
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Motions for Article 8, Motion B: Public Safety

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion B1: (Requires majority Vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating

Emergency Management

Expenses	\$34,100
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Total Emergency Management	\$34,100
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Parking Enforcement

Salaries	\$54,144
----------	----------

Expenses	\$89,833
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Total Parking Enforcement	\$143,977
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Police

Salaries	\$7,136,380
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Expenses	\$297,313
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Total Police	\$7,433,693
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Total Budget Amount for Motion B1

\$7,611,770

And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2020	\$7,531,770
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Parking Meter Revenues	\$80,000
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Motion B2: (Requires majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the department

Fire

Salaries	\$8,630,721
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Expenses	\$247,725
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Total Fire	\$8,878,446
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Total Budget Amount for Motion B2

\$8,878,446

And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2020	\$8,878,446
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Motions for Article 8, Motion C: Public Works

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion for Section C : (Requires a majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the departments

Department of Public Works

Salaries	\$3,897,254
Expenses	\$2,491,335
Municipal Energy	\$1,505,038
Snow & Ice	\$550,000

Total Department of Public Works	\$8,443,627
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Total Budget Amount for Motion C

\$8,443,627

And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2020	\$8,443,627
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Motions for Article 8, Motion D: Community Services and Health Services

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion for Section D: (Requires majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the following departments:

Community Services

Salaries	\$1,417,228
Expenses	\$523,664

Total Community Services	\$1,940,892
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Board of Health

Salaries	\$583,583
Expenses	\$87,000

Total Board of Health	\$670,583
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Total Budget Amount for Motion D:	\$2,611,475
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And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2020	\$2,611,475
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Motion for Article 8 Motion E: Administrative Support Services

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion E: (Requires majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the departments:

Board of Selectmen

Salaries	\$1,039,307
Expenses	\$1,340,050

Total Board of Selectmen	\$2,379,357
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Personnel Board

Expenses	\$1,000
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Total Personnel Board	\$1,000
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Town Report

Expenses	\$4,100
----------	---------

Total Town Report	\$4,100
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Legal

Expenses	\$512,100
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Total Legal Services	\$512,100
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Finance

Salaries	\$1,139,613
Expenses	\$422,330

Total Finance	\$1,561,943
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Motion continued on next Page --->

Information Technology	
Salaries	\$355,138
Expenses	\$1,024,000
Total Information Technology	\$1,379,138
Town Clerk	
Salaries	\$267,318
Expenses	\$51,150
Total Town Clerk	\$318,468
Elections	
Salaries (Registrars)	\$55,400
Expenses (Registrars)	\$55,100
Total Elections	\$110,500
Sealer of Weights & Measures	
Salaries	\$30,400
Expenses	\$990
Total Sealer Weights/Meas.	\$31,390
Community Development	
Salaries	\$938,618
Expenses	\$81,700
Total Community Development	\$1,020,318
Total Budget Amount for Motion E	
And that the above <u>Total Budget Amount</u> be raised from the following sources:	
Tax Levy of Fiscal Year 2019	\$7,318,314

Motion for Article 8, Motion F: Committees and Commissions

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion F: (Requires majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the departments

Finance Committee

Expenses \$37,800

Total Finance Committee \$37,800

Commission on Disability

Expenses \$750

Total Commission on Disability \$750

Natick Cultural Council

Expenses \$700

Total Natick Cultural Council \$700

Historical Commission

Expenses \$750

Total Historical Commission \$750

Historic District Commission

Expenses \$550

Total Historic District Commission \$550

Affordable Housing Trust

Expenses \$80,000

Total Affordable Housing Trust \$80,000

Total Budget Amount for Motion F \$120,550

And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2019 \$70,550

Free Cash \$50,000

\$120,550

Motions for Article 8, Motion G: Shared Expenses

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion G: (Requires majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of funding the accounts and

INSURANCES & BENEFITS

Employee Fringe

Other Personnel Services \$16,593,422

Other Personnel Services - Merit / Performance \$150,000

Total Employee Fringe \$16,743,422

Property & Liability Insurance

Purchased Services \$756,237

Total Prop. & Liab. Insurance \$756,237

RETIREMENT

Contributory Retirement

Pension Assessment \$10,050,826

Total Contributory Retirement \$10,050,826

Non-Contributory Retirement

Pensions \$19,726

Total Non-Contributory Retirement \$19,726

DEBT SERVICE

Expenses \$16,626,732

Total Debt Service \$16,626,732

RESERVE FUND - FINANCE COMMITTEE

Expenses \$250,000

Total Reserve Fund \$250,000

FACILITIES MANAGEMENT

Facilities Management

Salaries \$2,756,119

Expenses \$670,500

Total Facilities Management \$3,426,619

Total Budget Amount for Motion G

\$47,873,562

And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2019 \$3,942,425

State Aid \$14,966,059

Local Receipts \$17,901,540

Free Cash \$4,150,000

Overlay Surplus \$500,000

Title V Septic \$0

Water-Sewer User Fees \$2,533,299

Golf User Fees \$51,930

Capital Stabilization Fund \$3,617,000

Premiums \$88,142

School Building Assistance \$123,167

\$47,873,562

Motions for Article 8, Motion H: Water/Sewer Enterprise

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion H1: (Requires majority vote)	
Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the departments	
Water & Sanitary Sewer Operations	
Salaries	\$2,099,089
Expenses	\$7,935,672
Total Sanitary Sewer	\$10,034,761
Utility Billing	
Salaries	\$107,981
Expenses	\$89,000
Total Utility Billing	\$196,981
Fringe Benefits	
Expenses	\$880,690
Total Employee Benefits	\$880,690
Water & Sewer Debt Service	
Principal	\$2,194,620
Interest	\$685,584
Total Debt Service	\$2,880,204
Water & Sewer Reserve Fund	
Expenses	\$200,000
Total W & S Reserve Fund	\$200,000
Total Budget Amount for Motion H1	\$14,192,636
And that the above <u>Total Budget Amount</u> be raised from the following sources:	
Water-Sewer User Fees	\$14,192,636

Motion H2: (Requires majority vote)-	
Water/Sewer Indirect Cost Allocations	
Move that the Town vote to APPROVE the following indirect cost allocations raised in the General Fund:	
PERCENTAGE ALLOCATIONS	TOTAL
DPW Administration	\$168,373
Engineering Services	\$326,740
Equipment Maintenance	\$435,477
Highway Sanitation Recycling	\$277,856
Facility Maintenance	\$84,586
Public Safety	\$161,304
Finance - Administration	\$235,645
Town Administration	\$169,631
Community Development	\$106,337
Information Technology	\$141,127
Procurement	\$32,253
Human Resources	\$5,983
Legal Services	\$58,815
Property & Liability Insurance	\$283,589
Utilities	\$56,224
Vehicle Fuel	\$158,010
Sub Total - General Fund	\$2,701,950
Water Sewer Staff Performing General Fund Functions	
GIS Services	-\$51,892
W/S Admin. Asst. - DPW	-\$28,758
W/S Admin. Asst. - Collector	-\$52,096
Snow and Ice Removal	-\$35,904
Subtotal - Water Sewer	-\$168,650

Total Water and Sewer Indirect Costs	\$2,533,300
And that the sum of \$2,533,300.20 appropriated in the General Fund be raised from the following source:	
Water-Sewer User Fees	\$2,533,300

Motions for Article 8 Motion I: Sassamon Trace Enterprise Fund

Town Administrator's Final Proposed Motion - 3-16-19 - VERSION #1

Motion I1: (Requires majority vote)

Move that the Town vote to appropriate the Total Budget Amount shown below for the purpose of operating the departments

Sassamon Trace Operations

Salaries	\$318,362
Expenses	\$296,342

Total GC Operations **\$614,704**

Sassamon Trace Fringe Benefits

Other Personal Services	\$54,844
Other - Retirement Assessment	\$12,639

Total GC Fringe Benefits **\$67,483**

Sassamon Trace Debt Service

Principal	\$196,540
Interest	\$45,101

Total GC Debt Service **\$241,641**

Golf Reserve Fund

Expense	\$20,000
Total Golf Reserve Fund	\$20,000

Total Budget Amount for Motion I**\$943,828**

And that the above Total Budget Amount be raised from the following sources:

Tax Levy of Fiscal Year 2019	\$240,000
Golf User Fees	\$703,828

\$943,828**Motion I2:(Requires Majority Vote)**

Sassamon Trace Enterprise Fund Indirect Allocations

Move that the Town vote to APPROVE the following indirect cost allocations raised in the General Fund:

PERCENTAGE ALLOCATIONS**TOTAL**

Public Works Administration	\$1,263
Equipment Maintenance	\$5,443
Highway, Sanitation, Recycling	\$926
Recreation	\$8,372
Land Facilities and Natural Resources	\$10,449
Public Safety	\$1,613
Finance	\$3,927
Town Administration	\$5,654
Procurement	\$323
Human Resources	\$658
Legal Services	\$980
Property & Liability Insurance	\$5,672
Utilities	\$4,016
Vehicle Fuel	\$2,634

Total Golf Indirect Costs **\$51,930**

And that the Sum of \$51,930 appropriated in the General Fund be raised from the following source:

Golf User Fees	\$51,930
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ITEM TITLE: Article 14: Capital Equipment

ITEM SUMMARY:

ATTACHMENTS:

Description	Upload Date	Type
2019 SATM Article 14	3/19/2019	Exhibit
Memo - Finance Committee - Capital	3/19/2019	Exhibit

Article 14 - Capital Equipment - 2019 Spring Annual Town Meeting

3/13/2019

MOTION A: (two-thirds vote required)

Move that the Town vote to appropriate the sum of \$1,129,200 to be expended under the direction of the Information Technology Department for the purpose of purchasing and installing payroll and time management automation upgrades, and completing an security assessment, under the direction of the Police Department for the purpose of replacing police cruisers, and replacing laptop computers, under the direction of the Department of Public Works for the purpose of replacing vehicle 428 Bombardier, replacing vehicle 411 truck with sander, upgrading garage equipment, replacing vehicle 303 pickup truck, replacing vehicle 402 dump truck, and replacing a mower with attachments, under the direction of Town Administration for capital emergencies, and under the direction of the Community Services Department for playground safety inspections and updates, individually shown as items 1 through 13 in Table A below, and that to meet this appropriation the sum of \$1,129,200 be raised from the Capital Stabilization Fund.

TABLE A - MOTION A: Article 14 - Capital Equipment - 2019 Spring Annual Town Meeting

Item #	Department	Item	Funding Source	Amount
1	Information Technology	PAYROLL AND TIME MANAGEMENT AUTOMATION UPGRADES	Capital Stabilization Fund	\$100,000
2	Information Technology	SECURITY ASSESSMENT	Capital Stabilization Fund	\$40,000
3	Police	CRUISER REPLACEMENT	Capital Stabilization Fund	\$153,000
4	Police	REPLACE LAPTOP COMPUTERS	Capital Stabilization Fund	\$6,200
5	DPW - Highway, Sanitation, and Recycling	REPLACE VEHICLE 428 (H-67) BOMBADIER	Capital Stabilization Fund	\$220,000
6	DPW - Highway, Sanitation, and Recycling	REPLACE VEHICLE 411 (H-46) TRUCK/SANDER	Capital Stabilization Fund	\$250,000
7	DPW - Equipment Maintenance	UPGRADE GARAGE EQUIPMENT	Capital Stabilization Fund	\$30,000
8	DPW - Equipment Maintenance	REPLACE VEHICLE 303 (M-3) 2008 EMD PICKUP TRUCK	Capital Stabilization Fund	\$65,000
9	DPW - Highway, Sanitation, and Recycling	REPLACE VEHICLE 402 (H-40) DUMP TRUCK	Capital Stabilization Fund	\$135,000
10	DPW - Land Facilities and Natural Resources	MOWER WITH ATTACHMENTS	Capital Stabilization Fund	\$40,000
11	Town Administration	CAPITAL EMERGENCIES	Capital Stabilization Fund	\$75,000
12	Community Services Recreation	PLAYGROUND SAFETY INSPECTION AND UPDATES	Capital Stabilization Fund	\$15,000

Appropriation under Article 14: MOTION A**\$ 1,129,200****MOTION B: (two-thirds vote required)**

Move that the Town vote to appropriate the sum of \$45,000 to be expended under the direction of the Department of Public Works Water Sewer Enterprise Fund for the purpose of replacing vehicle 631 Van, individually shown as item 1 in Table B below, and that to meet this appropriation the sum of \$45,000 be raised from the Water Sewer Retained Earnings.

TABLE B, MOTION B: Article 14 - Capital Equipment - 2019 Spring Annual Town Meeting

Item #	Department	Item	Funding Source	Amount
1	Water Sewer	REPLACE VEHICLE 631	W/S Retained Earnings	\$ 45,000

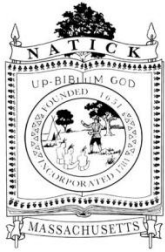
Appropriation under Article 14: MOTION B**\$ 45,000****MOTION C: (two-thirds vote required)**

Move that the Town vote to appropriate the sum of \$58,000 to be expended under the direction of the Community Services Department Golf Course Enterprise Fund for the purpose of purchasing a grinder, and replacing a light weight utility vehicle individually shown as items 1 and 2 in Table C below, and that to meet this appropriation the sum of \$58,000 be raised from the Golf Course Retained Earnings.

TABLE C, MOTION C: Article 14 - Capital Equipment - 2019 Spring Annual Town Meeting

Item #	Department	Item	Funding Source	Amount
1	Golf Course	GRINDER	GC Retained Earnings	\$50,000
2	Golf Course	LIGHT WEIGHT UTILITY VEHICLE	GC Retained Earnings	\$8,000

Appropriation under Article 14: MOTION C**\$ 58,000**



Town of Natick

MEMO

To: Finance Committee

From: William Chenard, Deputy Town Administrator - Operations

Date: 3/12/2019

Re: Capital Questions

This memo details the responses to questions from the committee regarding the 2020 capital budget.

1. The balance in the capital stabilization fund is \$7,524,377. A detail history is attached.
2. The water sewer retained earnings balance is \$714,240. A detail history is attached.
3. The golf course retained earnings balance is \$111,822. A detail history is attached.
4. A copy of the IT Security Assessment RFP is attached.
5. The golf course lease expires December 31, 2050. A copy of the Golf Course lease is attached.
6. There are a total of 27 mower reels at the golf course that require sharpening by the grinder.
7. Minimum auction prices have not been set, however here is the procedural response from the Equipment Maintenance Supervisor; *"We use the Kelly Blue book value to set the reserve price. We usually do not sell below that limit, unless we have proceed to list the item twice without a buyer that meets the reserve. In no instance do we ever sell for an unreasonable low price. The starting bid depends on the value of the item. For example there would be an opening bid of 10 dollars for a trailer with a value of 1000 dollars and a 1000 dollar opening bid with a value of 100,000 dollars. The opening bid is just a starting point."*

If there are any additional questions please forward them.

Capital Stabilization Fund

3/1/2019

Fiscal Year	Beginning Balance	Transfer In	Transfer Out	Investment Income	Ending Balance
2014	\$3,691,483	\$4,240,207	\$2,424,229	\$19,703	\$5,527,164
2015	\$5,527,164	\$2,005,092	\$3,058,758	\$33,585	\$4,507,083
2016	\$4,507,083	\$1,343,888	\$2,033,264	\$20,144	\$3,837,852
2017	\$3,837,852	\$3,925,532	\$1,484,200	\$37,657	\$6,316,840
2018	\$6,316,840	\$3,162,235	\$1,510,800	\$67,810	\$8,036,086
2019 YTD	\$8,036,086	\$2,400,000	\$2,973,950	\$62,241	\$7,524,377



Town of Natick

Water Sewer Retaining Earnings

3/1/2019

<u>Item</u>	<u>Amount</u>	<u>Rationale</u>
Certified Free Cash as of 7/1/2019	\$ 734,740	
<u>2019 Fall Town Meeting</u>		
Capital - Article 14	\$ (20,500)	
<u>2020 Spring Town Meeting Proposed</u>		
Capital - Article 14	\$ (45,000)	
Remaining Unallocated Balance	\$ 669,240	



Town of Natick

Golf Course Retained Earnings

3/1/2019

<u>Item</u>	<u>Amount</u>	<u>Rationale</u>
Certified as of 7/1/2019	\$ 111,822	
<u>2019 Fall Town Meeting</u>		
<u>2020 Spring Town Meeting Proposed</u>		
Capital Article 14	\$ (58,000)	
Capital Article 15	\$ (6,000)	
Remaining Unallocated Balance	\$ 47,822	

Section 3. Scope of Work, Personnel, Etc.

The purpose of this Invitation for Bids (IFB) is to invite prospective vendors to submit a bid to supply a security assessment to The Town of Natick, Massachusetts. The IFB provides vendors with the relevant requirements of the bid.

A. Scope of Work

Pursuant to this IFB, the Successful Bidder shall provide all labor and materials necessary to complete a security assessment of the town's information systems networks.

Without limitation, the Successful Bidder shall complete the assessment in accordance with the following:

- 1) Both External and Internal scans and vulnerability testing must use a combination of open-source and commercial scanners and at a minimum include the following -
 - Port Scanning
 - Service identification
 - System Identification
 - Vulnerability Testing and Verification
 - Prioritization of Remediation
- 2) External Penetration and Vulnerability Testing – perform external penetration and vulnerability testing and scanning against the Town's firewalls and any other target systems provided by the Town to determine vulnerabilities on the Town's external facing interfaces that are exposed to the Internet. The scans will be performed on Town domain information and all public IP ranges used by the Town.
- 3) Internal Security Scans – perform internal security vulnerability scans on systems on the Town LAN and DMZ, at least a minimum of 35 systems must be tested.
- 4) Infrastructure Review – a qualitative review of the Town's firewalls, wireless controller and router configurations, management procedures, review of firewall rules, hardening recommendations, VPN review, network address translations (NAT) and static address translation, etc..

Deliverables

The Successful Bidder shall deliver a report to the Town that at a minimum includes a detailed analysis report on the results of all vulnerability and security testing identifying high, medium and low risk vulnerabilities, network infrastructure review and a detailed remediation roadmap.

LEASE AGREEMENT

This Agreement made as of the 1st day of January, 2000 by and between ALEXANDER P. DOWSE AND JONATHAN H. DOWSE of 100 North Main Street, Sherborn, MA (hereinafter the "Lessor") and the Town of Natick, Massachusetts (hereinafter the "Lessee"), pursuant to the authority conferred by Chapter 164 of the Acts and Resolves of 1998.

The parties hereto agree as follows:

1. LEASE:

In consideration of the rents, covenants and agreements herein stipulated, the Lessor does hereby lease unto the Lessee, and the Lessee does hereby lease from the Lessor, upon the terms and conditions and for the term set forth herein, the following vacant land (hereinafter the "Leased Premises"):

The land in Sherborn, Middlesex County, Massachusetts shown on EXHIBIT A attached hereto and incorporated herein by reference, which land abuts the Town of Natick Landfill, together with any interest which the Lessor has in the Sudbury Aqueduct shown on Exhibit "A". The Leased Premises contains approximately 39 acres of land.

2. TERM:

This Lease Agreement shall be for the initial term of fifty (50) years beginning on January 1, 2000 and ending December 31, 2050 (the "Initial Term").

3. OPTION TO EXTEND:

Provided the Lessee is not then in default in payment of rent or any of the other conditions and covenants contained in this Lease, Lessee shall have the option of extending this Lease for an additional period of forty-nine (49) years (the "Extended Term"). Lessee shall exercise this option by giving Lessor written notice thereof not less than six (6) months prior to the expiration of the Initial Term of this Lease. The rent and the annual increases in the rent during the Initial Term and this Extended shall be calculated as provided for in Section 4. Rent.

4. RENT:

The Lessee shall pay to the Lessor the sum of \$40,000 for the first year (January 1, 2000 to December 31, 2000) of the Initial Term of the Lease in four (4) equal installments of \$10,000 payable on Tuesday, March 7th, April 1st, July 1st and September 1st, 2000. Thereafter, equal quarterly installments of the annual rent for each year of the Lease shall be made on January 2nd, April 1st, July 1st and September 1st.

For the succeeding years of the Lease ^{Term} commencing with January 1, 2001 and each January 1st thereafter, during the Initial Term and the Extended Term of this Lease, the yearly rent shall be increased from the rent of the previous year of the Lease ^{Term} by an index which shall be the Consumer Price Index for Urban Wage Earners and Clerical Workers, Boston, MA area, for the most recent year available or its successor index, published by United States

Department of Labor, Bureau of Labor Statistics, or its successor agency, provided, however, the increase in rent in any one year shall not be less than three percent (3%) or more than seven percent (7%) above the rent for the previous year.

This Lease is to be a net, net, net Lease to the Lessor and all provisions of this Lease shall be interpreted as such. All expenses associated with the Leased Premises, including, but not limited to real estate taxes and insurance shall be paid by and shall be the sole responsibility of the Lessee.

5. CHAPTER 21E

The Lessee shall have until ^{ALY IS} 5/5, 2000 to conduct, at Lessee's sole cost and expense, such environmental studies as Lessee shall deem necessary in order to satisfy itself that there are no C.21E issues to be dealt with in conjunction with the Leased Premises. On and after this date, unless otherwise agreed upon in writing, the Lessee shall obligate itself to take full responsibility for all C.21E issues affecting the Lease Premises on and after January 1, 2000 and shall indemnify and hold the Lessor harmless against any such liability. This Section 5 shall apply only to C.21E issues and liability, which is caused by the use and occupancy of the Leased Premises by the Lessee and/or its assigns.

6. USE OF LEASED PREMISES:

Lessor agrees that during the Initial Term of the Lease and continuing during the Extended Term of the Lease, Lessee shall have the right to conduct, at Lessee's sole cost, expense and risk, such inspections as the Lessee may reasonably require, without material damage being imposed upon the Leased Premises, to determine whether the Leased Premises is suitable for use as a golf course, including the right to make or cause to be made engineering studies, including surveys, test borings and percolation tests for the purpose of determining subsoil conditions, and such other soil tests, analyses and studies of the Leased Premises as the Lessee may deem necessary or as may be required by the rules and regulations of the Conservation Commissions, Planning Boards, and any other governmental boards or agencies of the Town of Sherborn, Town of Natick, or of the Commonwealth of Massachusetts for the purpose of obtaining permits and approvals for using the Leased Premises as a golf course. ~~At the end of either the Initial Term or at the end of the Extended Term of the Lease, the Lessee shall restore the Leased Premises, as nearly as possible, to its condition immediately prior to Lessee's activities on the Leased Premises.~~ During the Initial Term and the Extended Term of the Lease the Lessee shall be permitted to use the Leased Premises for development, construction, equipping, maintenance and operation of a municipal golf course and other recreational facilities, which shall not include any structures.

7. ALTERATIONS:

Except as provided under Paragraph 6 herein, Lessee shall have no right to alter the Leased Premises in any manner without the prior written consent of the Lessor, which consent, if given, shall be at the sole discretion of the Lessor.

8. DISTURBANCE, ILLEGAL USE:

Neither the Lessee nor its employees or invitees, visitors, agents or servants shall make or suffer any unlawful, noisy or otherwise offensive use of the Leased Premises, or commit or permit any nuisance to exist thereon, or cause any damage to the Leased Premises, or create

any substantial interference with the rights, comfort, safety or enjoyment of the Lessor, or make any use whatsoever thereof other than as permitted by this Lease and the rules and regulations of the Town of Natick and the Town of Sherborn, and the rules, regulations and laws of the Commonwealth of Massachusetts.

9. INDEMNIFICATION:

The Lessee agrees to indemnify and hold harmless the Lessor, its servants, agents, employees and representatives, from and against all liability, loss or damage resulting from the use and occupation of the Leased Premises by the Lessee, its employees, invitees, guests, visitors, servants, or agents, except to the extent that such liability, loss or damage arises out of the negligence or willful misconduct of the Lessor, the Lessor's employees, officers, agents or representatives. Nothing in this Lease shall release the Lessor or its officers, employees and agents from liability for damage to persons or property caused by the negligence or willful misconduct of the Lessor or the Lessor's employees, officers, agents or representatives.

10. INSURANCE:

The Lessee shall, at its sole cost and expense, provide and maintain the following insurance throughout the Initial term, and the Extended Term of this Lease:

Commercial General Liability	-	\$1,000,000
Personal Injury	-	\$1,000,000
Products/Completed Operations	-	\$1,000,000
Automobile	-	\$1,000,000 (Combined single limit)
Excess Liability – Umbrella Form (Provides coverage over commercial General liability insurance and auto insurance)	-	\$1,000,000
Workers' Compensation	-	As required by statute
Employer's Liability	-	\$500,000/\$500,000/\$500,000

The Lessor shall be named as an additional insured regarding this Lease for Commercial General Liability, Automobile and Excess Liability Umbrella Form.

At the conclusion of the second year of the Initial Term of the Lease and every five (5) years thereafter during the Initial Term and the Extended Term of this Lease, the parties shall review the foregoing insurance requirements to determine if any revisions are necessary in order that the existing insurance coverage accurately reflects the then current insurance risks affecting the Leased Premises.

11. NOTICE TO CURE DEFAULTS:

In the event of any default in the performance or observance of any agreement or covenant in this Lease to be performed or observed by the Lessee, the Lessor shall give written notice

thereof to the Lessee and grant the Lessee a period of thirty (30) days after the giving of such notice in which to cure such default prior to availing itself of any remedy otherwise available to the Lessor by reason of such default and that should such default be cured if the same is repairable or, if not repairable, fair compensation therefor shall be offered, within such period, it shall for all purposes of this Lease be deemed to have been cured retroactively to the date thereof as if it had never happened.

12. RIGHT OF TERMINATION:

This Lease is made on condition that if the Lessee shall neglect or fail to perform or observe any of the covenants contained herein, and on its part to be performed or observed, and shall have failed to take appropriate steps to remedy such breach or default within thirty (30) days after written notice of such breach or default has been given by the Lessor to the Lessee, then, and in any of said cases (notwithstanding any prior consent or waiver of any former breach of covenant in a former instance), the Lessor may, immediately, or at any time thereafter, and without further demand or notice, enter into and upon the Leased Premises or any part thereof in the name of the whole, and repossess the same, and expel the Lessee and those claiming by, through, or under the Lessee and remove the Lessee's effects without being deemed guilty of any manner of trespass and without prejudice to any other remedies that the Lessor may then have against the Lessee for any breach hereunder, and upon entry as aforesaid this Lease shall terminate.

13. LESSEE'S COVENANTS IN EVENT OF TERMINATION:

The Lessee covenants that in case of any termination of the Lease Agreement, by reason of the default of the Lessee, then, at the option of the Lessor:

- (a) The Lessee shall forthwith pay to the Lessor as damages hereunder a sum equal to the quarterly rent and other payments called for hereunder (if any), without proration, which are due from the Lessee for the final quarterly period of occupancy by the Lessee; and
- (b) The Lessee shall furthermore indemnify the Lessor from and against any loss and damage sustained by reason of any termination caused by the default of, or the breach by, the Lessee. Lessor's damages hereunder shall include, but shall not be limited to the reasonable cost incurred in moving and storage charges incurred by Lessor in moving any of Lessee's property pursuant to eviction proceedings, and attorneys fees incurred by the Lessor in termination of this Lease Agreement by reason of default of the Lessee.

The Lessor shall also be entitled to any and all other remedies provided by law. All rights and remedies are to be cumulative and not exclusive.

14. REMOVAL OF GOODS:

The Lessee further covenants and agrees that if the Lessor shall remove any of the Lessee's property pursuant to the terms hereof or of any Court order, the Lessor shall not be liable or responsible for any loss or of damage to Lessee's property, except to the extent that such loss or damage arises out of the gross negligence or willful misconduct of the Lessor's employees, agents or representatives, and the Lessor's act of so removing such property shall be deemed to be the act of and for the account of the Lessee, provided, however, that if the Lessor removes the Lessee's property it shall comply with all applicable laws, and shall exercise due care in the handling of such property to the fullest practical extent under the circumstances.

15. RIGHT OF ENTRY:

The Lessor may enter upon the Leased Premises to inspect the Leased Premises, to make repairs thereto, or to show the Leased Premises to prospective tenants or purchasers. The Lessor may also enter upon the Leased Premises if it appears to have been abandoned by the Lessee or as otherwise permitted by law.

16. SURRENDER:

At the expiration or earlier termination of this Lease Agreement, the Lessee shall peaceably yield up to Lessor the Leased Premises in the condition in which the Lessee is required to keep the same pursuant to the terms hereof.

17. ASSIGNMENT:

The Lessee shall not assign this Lease Agreement or sublet all or any part of the Leased Premises without the prior written consent of the Lessor.

18. WAIVER:

The waiver of or breach of any term, condition, covenant, obligation or agreement of this Lease Agreement shall not be considered to be a waiver of that or any other term, condition, covenant, obligation or agreement or of any subsequent breach thereof.

19. SEPARABILITY:

If any provision of this Lease Agreement or portion thereof or the application of any provision of this Lease Agreement to any person or circumstance is held invalid by final judgement of a court of competent jurisdiction, the remainder of the Lease Agreement (or the remainder of such provision) and the application thereof to other persons or circumstances shall continue in effect to the extent permitted by law.

20. QUIET ENJOYMENT:

Lessor covenants that so long as Lessee pays the rent and performs its obligations under this Lease Agreement, Lessee shall peaceably and quietly have, hold and enjoy the Leased Premises for the term, subject to the terms and provisions of this Lease Agreement, and the Lessor shall not disturb or interfere with the Lessee's use and occupation of the Leased Premises.

21. SUBORDINATION:

Lessee shall upon the written request of the Lessor subordinate this Lease and the lien hereof to the lien of any present or future mortgage or mortgages upon the Leased Premises or any property of which the Leased Premises are a part irrespective of the time of execution or the time or recording of any such mortgage or mortgages. The word mortgage as used herein includes mortgages, deeds of trust or other similar instruments and modifications, extensions, renewals and replacements thereof and any and all advances thereunder. The Lessee's obligations to subordinate this Lease shall be conditional upon the agreement by such mortgagee that in the event of any entry by the mortgagee to foreclose such mortgage or in the event of a foreclosure of such mortgage, the Lessee, if it is not then or thereafter in default with respect to any of the covenants or conditions of this Lease by the Lessee to be performed or observed, shall peaceably hold and enjoy the Leased Premises for the remainder of the unexpired term of this Lease upon same terms, covenants and conditions as in this Lease contained and without any hindrance or interruption from the mortgagee.

22. PROVISION FOR NOTICES:

Unless otherwise notified in writing the Lessor and Lessee agree that any notice or communication relating to this Lease shall be deemed to have been duly delivered when sent by registered or certified mail addressed to the receiving party if such notice is sent:

To the Lessor:	100 North Main Street, Sherborn, MA 01770;
To the Lessee:	Town Administrator, Town of Natick Natick Town Hall, 13 East Central Street Natick, MA 01760.

23. PERMITS AND APPROVALS:

Notwithstanding any other provision of this Lease, the Lessee's obligations under this Lease are expressly conditioned upon the Lessee obtaining all required Federal, Massachusetts and municipal final permits and approvals for the use of the Leased Premises allowed by this Lease, including without limitation zoning, wetlands and environmental permits and approvals. If such final permits and approvals are not obtained, or if any such final permit or approval ceases to be in effect during the Initial Term or the Extended Term of this Lease, the Lessee shall have the right to terminate this Lease upon written notice to the Lessor. "Final permits and approvals" in this context includes final resolution of any administrative or judicial appeal which results in the issuance of such a permit or approval.

24. RETAINED RIGHTS OF LESSOR:

Notwithstanding any other provision of this Lease, Lessor and Lessee agree that in the event Lessor shall develop any of the remaining property of the Lessor which abuts the Leased Premises, the Lessor shall have the right to use and to construct a roadway across that portion of the Leased Premises for public vehicular and pedestrian access and egress between the Lessor's remaining property and Meadowbrook Road, all as more particularly shown on the Plan attached hereto as EXHIBIT A, if such access and egress is required by a land use board or commission of the Town of Sherborn, including without limitation, the Sherborn Planning Board and the Sherborn Conservation Commission.

25. FENCING:

In order (1) to delineate the boundary line between the Leased Premises and the remaining property of the Lessor, (2) to provide security for the Lessor's apple orchards and the Leased Premises, and (3) to provide some degree of safety to those individuals using the Lessor's apple orchards and to those individuals using the Leased Premises, Lessee agrees to install and maintain a six (6) foot high barrier fence along that portion of the boundary line of the Leased Premises that abuts the Lessor's apple orchards, as more particularly shown on the Plan attached hereto as EXHIBIT "A", the type and style of which shall be agreed upon by Lessor and Lessee, with such agreement not to be unreasonably withheld by either party.

26. MISCELLANEOUS:

This Agreement sets forth the entire understanding of the parties. This Agreement shall be modified or amended only by written agreement of the parties. This Agreement shall be binding upon and shall inure to the benefit of the assigns and successors in interest of the parties hereto.

This Agreement shall be governed by the laws of the Commonwealth of Massachusetts.

This Agreement shall be signed in multiple counterparts and each signed document shall have the force and effect of an original document.

IN WITNESS WHEREOF, the parties hereto set their hands and seals as of the date first above written.

WITNESS:

Mark H. Rand

Mark H. Rand

John W. Natick

Alexander P. Dowse
Alexander P. Dowse, Lessor

Jonathan H. Dowse
Jonathan H. Dowse, Lessor

Town of Natick, Lessee:
By its Town Administrator

Frederick C. Conley
Frederick C. Conley

ITEM TITLE: Article 15: Capital Improvements
ITEM SUMMARY:

ITEM TITLE: Special Town Meeting #1 Warrant & submitted articles - scheduling preview

ITEM SUMMARY:
