



# Town of Winchester

Finance Committee  
71 Mt. Vernon Street  
Winchester, MA 01890

## Memorandum

To: Town Meeting Members  
From: Nicole Soto, Finance Committee Chair  
Date: May 29<sup>th</sup>, 2020  
Subject: Revised FY21 Yellow Sheet

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Attached is a revised "Yellow Sheet" for Articles 15, 16 & 17. There was an error in the Personal Services Budget for the Department of Public Works, Line 27, on the first page of the Yellow Sheet.

The correct number for the Personal Services budget (excluding Snow & Ice) is \$4,950,152.

The Total budget for the department, \$7,986,679, was shown correctly.

Sorry for any inconvenience.

Best Regards,

Nicole Soto

| Article 15 FY2021 Stabilization Fund Appropriations   |  |                              |                    |                     |                  |             |   |
|---|--|------------------------------|--------------------|---------------------|------------------|-------------|---|
| Motion 1  | MOVED AND SECONDED that the Town appropriate and transfer \$3,295,382 into the Building Renovation/Reconstruction Stabilization Fund |                              |                    |                     |                  |             |   |
| Motion 2  | MOVED AND SECONDED that the Town appropriate and transfer \$2,887,728 into the Capital Improvements Stabilization Fund.              |                              |                    |                     |                  |             |   |
| Article 15 FY2021 Operating Budget Motions  |  |                              |                    |                     |                  |             |   |
| <i>Moved and seconded that the amount under Column A is appropriated for B, of which C is for Personal Services, D is for Other Expenses and E is for Equipment (Special Funding Sources are noted as they occur)</i> |  |                              |                    |                     |                  |             |   |
| Category  | A  | B                            | C                  | D                   | E                | Page Number | Special Funding Source                          |
| Total   | Department   | Personal                     | Expense            | Equipment           |                  |             |   |
| <b>General Government</b>   |  |                              |                    |                     |                  |             |   |
| 3   | \$757,957  | 1210 Town Manager            | \$659,507          | \$98,450            |                  | 20, 40, 47  | \$5,000 from the Parking Meter Fund             |
| 4   | \$182,818  | 1520 Human Resources         | \$158,318          | \$24,500            |                  | 20, 40, 51  |   |
| 5   | \$6,000  | 1310 Finance Committee       | \$3,500            | \$2,500             |                  | 23, 40, 47  |   |
| 6   | \$390,351  | 1330 Comptroller             | \$377,421          | \$12,930            |                  | 20, 40, 48  | \$5,000 from the Parking Meter Fund             |
| 7   | \$282,950  | 1340 Assessor                | \$236,500          | \$46,450            |                  | 23, 40, 48  |   |
| 8   | \$484,560  | 1350 Collector/Treasurer     | \$374,910          | \$109,650           |                  | 23, 40, 49  | \$20,000 from the Parking Meter Fund            |
| 9   | \$95,000   | 1360 Audit                   |                    | \$95,000            |                  | 23, 40, 49  |   |
| 10  | \$673,916  | 1530 Information Technology  | \$117,716          | \$532,200           | \$24,000         | 21, 40, 52  |   |
| 11  | \$557,690  | 1412 Engineering             | \$474,120          | \$83,570            |                  | 20, 40, 40  | \$5,000 from the Parking Meter Fund             |
| 12  | \$392,107  | 1413 Building and Zoning     | \$374,741          | \$17,366            |                  | 23, 40, 50  |   |
| 13  | \$60,976   | 1415 Conservation Commission | \$58,876           | \$2,100             |                  | 23, 40, 50  |   |
| 14  | \$151,474  | 1420 Planning Board          | \$109,374          | \$42,100            |                  | 21, 40, 51  |   |
| 15  | \$450,000  | 1510 Legal                   |                    | \$450,000           |                  | 21, 40, 51  |   |
| 16  | \$165,000  | 1540 General Services        |                    | \$165,000           |                  | 20, 40, 52  |   |
| 17  | \$484,679  | 1610 Town Clerk              | \$384,629          | \$100,050           |                  | 21, 40, 52  |   |
| <b>Totals:</b>  | <b>\$5,135,478</b>   |                              | <b>\$3,329,612</b> | <b>\$1,781,866</b>  | <b>\$24,000</b>  |             |   |
| <b>Culture and Recreation</b>   |  |                              |                    |                     |                  |             |   |
| 18  | \$2,026,689  | 6110 Library                 | \$1,601,894        | \$409,295           | \$15,500         | 21, 40, 62  |   |
| 19  | \$20,615   | 6940 Archival Center         |                    | \$20,615            |                  | 23, 40, 63  |   |
| 20  | \$18,000   | 6941 Historical Commission   | \$1,500            | \$16,500            |                  | 23, 40, 63  |   |
| <b>Totals:</b>  | <b>\$2,065,304</b>   |                              | <b>\$1,603,394</b> | <b>\$446,410</b>    | <b>\$15,500</b>  |             |   |
| <b>Health and Social Services</b>   |  |                              |                    |                     |                  |             |   |
| 21  | \$414,047  | 5110 Board of Health         | \$318,961          | \$95,086            |                  | 23, 40, 62  |   |
| 22  | \$362,718  | 5410 Council on Aging        | \$354,756          | \$7,962             |                  | 22, 40, 62  |   |
| 23  | \$48,371   | 5420 Veterans Services       | \$9,804            | \$38,567            |                  | 23, 40, 62  |   |
| <b>Totals:</b>  | <b>\$825,136</b>   |                              | <b>\$683,521</b>   | <b>\$141,615</b>    |                  |             |   |
| <b>Public Safety</b>  |  |                              |                    |                     |                  |             |   |
| 24  | \$5,409,584  | 2110 Police Dept.            | \$5,048,742        | \$256,842           | \$104,000        | 22, 40, 53  | \$77,000 from the Parking Meter Fund            |
| 25  | \$5,205,533  | 2210 Fire Dept.              | \$4,823,043        | \$321,490           | \$61,000         | 22, 40, 55  |   |
| 26  | \$10,145   | 2420 Weights & Measures      | \$8,073            | \$2,072             |                  | 23, 40, 57  |   |
| <b>Totals:</b>  | <b>\$10,625,262</b>  |                              | <b>\$9,879,858</b> | <b>\$580,404</b>    | <b>\$165,000</b> |             |   |
| <b>Department of Public Works</b>   |  |                              |                    |                     |                  |             |   |
| 27  | \$7,586,679  | 4100 Dept. of Public Works   | \$4,950,152        | \$2,617,027         | \$19,500         | 23, 40, 58  | \$70,000 from the Cemetery Perpetual Care Fund; |
| 28  | \$400,000  | 4171 DPW-Snow and Ice        | \$123,300          | \$251,700           | \$25,000         | 23, 40, 61  | \$13,000 from the Parking Meter Fund            |
| <b>Totals:</b>  | <b>\$7,986,679</b>   |                              | <b>\$5,073,452</b> | <b>\$2,868,727</b>  | <b>\$44,500</b>  |             |   |
| <b>Education</b>  |  |                              |                    |                     |                  |             |   |
| 29  | \$55,734,853   | 3110 Education               |                    | \$55,734,853        |                  | 15, 40, 65  |   |
| 30  | \$256,000  | 3610 Vocational Ed           |                    | \$256,000           |                  | 19, 40      |   |
| <b>Totals:</b>  | <b>\$55,990,853</b>  |                              |                    | <b>\$55,990,853</b> |                  |             |   |

REVISED

**FY2021 Yellow Sheet**

May 20, 2020

**REVISED MAY 29, 2020**

| Undistributed                              |                     |  |                     |                     |                  |  |
|--|---------------------|--|---------------------|---------------------|------------------|--|
|  |                     |  |                     |                     |                  |  |
| 31   | \$2,124,645         | 1910 Energy  |                     | \$2,124,645         |                  | 24, 41, 73   |
| 32   | \$5,401,871         | 9110 Contributory Retirement   |                     | \$5,401,871         |                  | 24, 41, 74   |
| 33   | \$425,000           | 9120 Workers' Comp   |                     | \$425,000           |                  | 25, 41, 74   |
| 34   | \$75,000            | 9130 Unemployment Compensation   |                     | \$75,000            |                  | 26, 41, 74   |
| 35   | \$12,151,957        | 9140 Health Insurance  |                     | \$12,151,957        |                  | 28, 41, 74   |
| 36   | \$1,035,000         | 9150 Medicare Tax  |                     | \$1,035,000         |                  | 26, 41, 74   |
| 37   | \$400,000           | 9430 Reserve Fund  |                     | \$400,000           |                  | 31, 41, 45   |
| 38   | \$461,670           | 9450 General Insurance   |                     | \$461,670           |                  | 31, 41, 74   |
| 39   | \$40,000            | 9460 Environmental Remediation   |                     | \$40,000            |                  | 32, 41, 74   |
| 40   | \$10,000            | 9623 Transfer Out to Cultural Council  |                     | \$10,000            |                  | 10, 41   |
| <b>Totals:</b>                             | <b>\$22,125,143</b> |  |                     | <b>\$22,125,143</b> |                  |  |
| Funded Debt                                |                     |  |                     |                     |                  |  |
| 41   | \$7,949,000         | 7110 Funded Debt Principal   |                     | \$7,949,000         |                  | 33, 41, 74   |
| 42   | \$5,185,799         | 7120 Funded Debt Interest  |                     | \$5,185,799         |                  | 33, 41, 74   |
| <b>Totals:</b>                             | <b>\$13,134,799</b> |  |                     | <b>\$13,134,799</b> |                  |  |
| <b>General Fund Total: \$117,888,654</b>   |                     |  | <b>\$20,569,837</b> | <b>\$97,069,817</b> | <b>\$249,000</b> |  |
| Category                                   | A                   | B  | C                   | D                   | E                | Page Number  |
| Category                                   | Total               | Department   | Personal            | Expense             | Equipment        | Special Funding Source   |
| Capital                                    |                     |  |                     |                     |                  |  |
| 43   | \$50,000            | DPW Buildings: Town Hall and DPW Fire Alarm Design   |                     | \$50,000            |                  | 12 \$50,000 from the Building Stabilization Fund   |
| 44   | \$50,000            | Energy: McCall School Unit Vent Controls Phase I   |                     | \$50,000            |                  | 12 \$50,000 from the Building Stabilization Fund   |
| 45   | \$125,000           | ADA Projects   |                     | \$125,000           |                  | 12 \$125,000 from Capital Stabilization Fund   |
| 46   | \$125,000           | Fire: Public Safety Radios - Poilice and Fire (Year 3 of 4)  |                     |                     | \$125,000        | 12 \$125,000 from Capital Stabilization Fund   |
| 47   | \$500,000           | DPW: Roads and Sidewalks   |                     | \$500,000           |                  | 12 \$500,000 from Capital Stabilization Fund   |
| 48   | \$75,000            | Town Manager: Risk Assessment Implementation Phase I   |                     | \$75,000            |                  | 12 \$75,000 from Capital Stabilization Fund  |
| 49   | \$20,000            | Town Clerk: Records Management Feasibility Study   |                     | \$20,000            |                  | 12 \$20,000 from Capital Stabilization Fund  |
| 50   | \$100,000           | Lincoln School Exterior Maintenance/Repair   |                     | \$100,000           |                  | 12 \$100,000 from Capital Stabilization Fund   |
| 51   | \$50,000            | Flatwork/Walkways  |                     | \$50,000            |                  | 12 \$50,000 from Capital Stabilization Fund  |
| 52   | \$67,000            | Engineering of Main Street Bridge Railing  |                     |                     | \$67,000         | 12 \$67,000 from Capital Stabilization Fund  |
| 53   | \$50,000            | Fire: Fire Chief's Vehicle   |                     |                     | \$50,000         | 12 \$50,000 from Capital Stabilization Fund  |
| 54   | \$40,000            | Police: 4 Wheel Drive Reservoir Vehicle  |                     |                     | \$40,000         | 12 \$40,000 from Capital Stabilization Fund  |
| 55   | \$37,000            | Town Manager: Skillings Road Guardrail Replacement   |                     | \$37,000            |                  | 12 \$37,000 from Capital Stabilization Fund  |
| 56   | \$100,000           | DPW: Salter Truck - Town's Share of Grant Award  |                     |                     | \$100,000        | 12 \$100,000 from Free Cash  |
| 57   | \$205,000           | Capital Deferred Maintenance   |                     | \$205,000           |                  | 12 \$205,000 from Water & Sewer Retained Earnings  |
| 58   | \$50,000            | MS4 Permit Year 3  |                     | \$50,000            |                  | 12 \$50,000 from Cemetery Trust Fund   |
|  | \$50,000            | Cemetery: Cemetery Holding Tomb Repairs and Road Resurfacing/Signage/Tree trimming/Guard Rail  |                     | \$50,000            |                  | 12 \$50,000 from Cemetery Trust Fund   |
| <b>Totals:</b>                             | <b>\$1,644,000</b>  |  |                     | <b>\$1,365,000</b>  | <b>\$279,000</b> |  |
| Article 16 FY2021 Water & Sewer Enterprise |                     |  |                     |                     |                  |  |
| <b>Motion No. 1</b>                        |                     | MOVED AND SECONDED that \$9,930,123 be appropriated for the Water and Sewer Enterprise Fund, of which \$1,463,419 is Personal Services and \$8,466,704 is for Expenses and that \$1,543,864 be included in the appropriations from the General Fund for Indirect Costs and be allocated to the Water & Sewer Enterprise Fund, raising a total of \$11,473,987. |                     |                     |                  |  |
| <b>Water and Sewer</b>                     | <b>\$ 9,930,123</b> | Water and Sewer Enterprise   | \$1,463,419         | \$8,466,704         |                  | 34 \$5,421,000.00 from Water and Sewer Receipts, \$4,722,358.68 from the Property Tax Levy in accordance with Chapter 110 of the Acts of 1993, and \$1,330,629.35 from Free Cash |
| Article 17 FY2021 Recreation Enterprise    |                     |  |                     |                     |                  |  |
| <b>Motion No. 1</b>                        |                     | MOVED AND SECONDED that \$1,288,898 be appropriated for the Recreation Enterprise Fund, of which \$934,905 is for Personal Services and \$353,993 is for Expenses and that \$341,032 be included in the appropriations from the General Fund for Indirect Costs and be allocated to the Recreation Enterprise Fund, raising a total of 1,629,930.              |                     |                     |                  |  |
| <b>Recreation</b>                          | <b>\$ 1,288,898</b> | Recreation Enterprise  | \$934,905           | \$353,993           |                  | 36 \$1,228,125 from Recreation Program Receipts, \$401,805 from the Town's Tax Levy  |

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