



**TOWN OF HOPKINTON  
TOWN MANAGER'S OFFICE  
Norman Khumalo, Town Manager**

TO: Select Board

FROM: Norman Khumalo, Town Manager

RE: FY 2021 Comprehensive Budget Transmittal Letter

DATE: January 17, 2020

I am writing to submit an initial budget and financing plan for fiscal year 2021 (FY21) beginning July 1, 2020 for your consideration.

This budget and financing plan: complies with the Select Board budget message and town's financial policies; and represents a balanced approach to addressing community needs within the constraints of the proposition 2 ½ limit on growth in the tax levy; and considers funds available from new growth in the residential, commercial, and industrial tax base and other anticipated revenue growth.

This budget includes the following amounts: Operating departments, \$71,212,549; Employee benefits and insurance, \$12,277,283; Payment of principal and interest on debt, \$10,647,986; Contribution to the OPEB trust fund, \$400,000; Contribution to the General Stabilization Fund, \$212,000; Subsidy to the Parks and Recreation Enterprise Fund, \$207,000; State, regional, and other program charges, \$776,900; and pay-as-you-go funding for capital articles of \$779,051; for a General Fund budget of \$95,804,770. The budget also includes borrowing within the tax levy for \$1,385,000 in capital project for the general government, and \$19,700,000 in proposed capital projects for the general government; including \$15,000,000 for reuse of the Center School, and \$4,000,000 for public school roof renewals.

The total estimated revenue for the General Government Fund is \$95,804,770, an increase of \$6,384,022. Property tax is expected to generate \$78,321,787, an increase of \$6,248,055, including \$2,000,000 from taxes on new property construction or improvement, \$1,679,139 from the allowed 2.5% increase in the property tax levy on the existing tax base, and \$2,568,916 from new growth that was above estimates in FY 2019 and from levies that will be tied to payments on new debt that is proposed for exclusion from levy limits if approved by citizen vote under proposition 2 ½. The \$2,000,000 projected for new growth is down from last year's actual new growth of \$2,316,574. The amount of projected free cash from prior fiscal years included in the budget is \$1,900,000, down from \$2,255,429 last fiscal year. As in previous years, the goal of this budget is to use free cash as a supplemental source of funds to support improving reserves, to fund a specific Other Post Employment Benefit reserve for Town employee retiree health care, and for investing in capital assets. Revenue from net state is projected at \$9,362,821, a rise of \$307,929. Local receipts are conservatively estimated at \$4,923,162, in line with the last fiscal year collections. Other available funds include ambulance receipts, reimbursement from Enterprise Funds for Town support costs, and receipts from the Library Foundation; and that category of revenue will provide

\$1,797,000, a decrease of \$6,252 arising from both a substantial decrease because the Library Foundation's very generous commitment to rebuilding the library is nearly fulfilled, offset by a \$222,502 FEMA grant awarded last year.

This budget proposes a transfer of \$212,000 to the General Stabilization Fund, which has a current balance of \$3,809,628 against a \$4,825,638 funding target in line with the Massachusetts Department of Revenue best practices for towns. The current Capital Stabilization Fund balance is \$331,004.

The recommended Capital Improvement Program within the General Fund includes: Public School projects at \$5,463,000; Center School Re-use at \$15,000,000; Town Facilities projects at \$400,000; Public Safety equipment at \$323,000; Information Technology equipment at \$168,051; Public Works equipment at \$390,000; and a retaining wall at Elm and Wood Streets at \$120,000. Water Enterprise Fund projects are \$7,010,000; Sewer Enterprise equipment is \$53,000; and Community Preservation projects are \$669,376.

Due to the funding constraints described above, this initial plan provides for a funding level for the Hopkinton Public Schools that is 6% above last year's budgeted amount, but still \$1,382,070 below the amount requested. Likewise, funding requests for other Town Departments are set in this initial plan at a level that is \$280,890 below requests, with an overall non-School departmental increase level of 5%. Employee benefits and insurance which cover employees in all School and other Town departments are increasing by 7%.

Enterprise revenues are projected as follows:

Water Enterprise	\$3,164,163
Sewer Enterprise	\$2,751,384
Parks and Recreation	\$700,552

This projected budget assumes a general government subsidy for the Parks and Recreation Enterprise of \$207,000, up from \$148,981 in FY20; and includes reimbursement to the general fund for support or indirect costs incurred by the Town to support the enterprise including employee benefits, shared staff, and general insurance, as is required by Massachusetts Department of Revenue regulations. Water and Sewer revenues are projected at a level that will support costs, as required.

The Community Preservation Funds from statutory surcharges on property taxes are projected at \$1,246,777, of which \$1,111,418 is projected from local property tax bills and \$135,359 from State matching funds support, which has been decreasing over the years. The state match on the FY 2019 revenue was \$154,557 which was received on November 22, 2019. The Community Preservation Funds budget includes pay-as-you-go capital improvement of \$669,376; with the following fund balances:

Community Housing	\$687,321
Historic Resources	\$710,577
Open Space	\$845,881

Overall, spending changes by government function are as follows:

		<u>% Change</u>
General Government	\$4,810,725	0.70%
Public Safety	\$7,045,145	6.72%
Education	\$51,615,675	6.11%
Public Works	\$6,056,212	6.72%
Human Services	\$1,085,785	13.12%

Culture & Recreation	\$599,007*	2.25%
<u>Employee Benefits &amp; Insurance</u>	<u>\$12,277,283</u>	<u>7.08%</u>
Spending on Functions	\$83,489,832	6.07%

\* Culture & Recreation spending does not include a \$207,000 Parks & Recreation subsidy

A more detailed listing of changes in FY21 departmental funding is shown in enclosure (4).

As the budget review progresses, I will continue to monitor and report to the Board on the refinement of current estimates involving one-time and recurring sources of revenue, projected expense amounts, excess tax levy computations, snow and ice removal expenses, and the status of the tax overlay account.

As in past years, I would like to remind senior citizens of the Town's Senior Citizen Tax Relief program. Program information is available from the Assessor's Office in Town Hall, by phone, or on the Town website.

Finally, I would like to thank Town Hall Staff, Department Heads, and Town Boards, Commissions, and Committees for their collaborative effort and continued support in bringing a prospective FY21 budget to this point. The "One Town, One Solution" philosophy will continue to guide the ongoing dialogue involving Town residents for the further refinement of the budget leading up to the 2020 Annual Town Meeting.

- Enclosure: (1) Summary of Projected Sources and Uses of Funds, fiscal year 2021  
(2) General Fund Five Year Financial Forecasting Model  
(3) Projected Tax Impact, fiscal year 2021  
(4) Line by Line Appropriation Summary, fiscal year 2021  
(5) Capital Improvement Summary, fiscal year 2021

**Town of Hopkinton; FY 2021 General Fund Sources and Uses; January 17, 2020:**

<b>Sources of Funds</b>	<b>FY 2020 Estimated Sources of Funds</b>	<b>FY 2021 Estimated Sources of Funds</b>	<b>FY 2020 - FY 2021 % Change</b>	<b>Tax impact</b>
Levy Base	\$64,507,095	\$68,844,684	6.72%	2.80%
New Growth	\$2,316,574	\$2,000,000	-13.67%	2.77%
Debt Exclusions	\$5,250,063	\$7,477,103	42.42%	3.09%
Less - Provision for tax abatements/exemptions	<u>-\$500,000</u>	<u>-\$500,000</u>	<u>0.00%</u>	
Estimated Net Property Tax Revenue	\$71,573,732	\$77,821,787	8.73%	8.67%
Excess from Prior Fiscal Year (Revenue over Expense)	\$2,255,429	\$1,900,000	-15.76%	
State Aid	\$8,164,292	\$8,583,735	5.14%	
Mass School Building Authority Reimbursement	\$1,487,086	\$1,487,086	0.00%	
Less - Regional and State Program Charges	<u>-\$596,486</u>	<u>-\$708,000</u>	<u>-18.70%</u>	
Estimated Net State Aid	\$9,054,892	\$9,362,821	3.40%	
Excise Tax, Licenses, other Local Receipts	\$4,733,443	\$4,923,162	4.01%	
Cost Share from Enterprise Funds	\$689,589	\$700,000	1.51%	
Ambulance, Library Foundation, misc. sources	\$1,113,663	\$1,097,000	-1.50%	
<b>Total Sources of Funds:</b>	<b>\$89,420,748</b>	<b>\$95,804,770</b>	<b>7.14%</b>	

<b>Uses of Funds</b>	<b>FY 2020 Budgeted Uses of Funds</b>	<b>FY 2021 Town Manager Mark Uses of Funds</b>	<b>FY 2020 - FY 2021 % Change</b>
Tax lien administration costs	\$50,000	\$50,000	0.00%
State funded Library spending	\$17,579	\$18,900	7.51%
Transfer to Parks and Recreation	\$148,981	\$207,000	38.94%
Repayment of Town Debt and Interest	\$8,439,226	\$10,647,986	26.17%
Defecits and Judgments	\$0.00	\$0	0.00%
Snow and Ice Surge Costs	\$58,000	\$0	-100.00%
General Government	\$4,777,494	\$4,810,725	0.70%
Public Safety	\$6,601,642	\$7,045,145	6.72%
Education	\$48,644,506	\$51,615,675	6.11%
Public Works	\$5,674,765	\$6,056,212	6.72%
Health and Human Services	\$959,875	\$1,085,785	13.12%
Culture and Recreation	\$585,798	\$599,007	2.25%
Employee Benefits and Insurance	\$11,465,448	\$12,277,283	7.08%
Transfer to OPEB (post-retirement health care)	\$400,000	\$400,000	0.00%
Transfer to Stabilization	\$208,000	\$212,000	1.92%
Town Meeting Capital Articles, free cash	\$1,389,434	\$779,051	-43.93%
<b>Total Uses of Funds:</b>	<b>\$89,420,748</b>	<b>\$95,804,769</b>	<b>7.14%</b>

**Encl: (1)**

**Town of Hopkinton; FY 2021 General Fund Five Year Forecasting Model; January 17, 2020:**

	FY20 Enacted	FY21 Plan	% Change	FY22 Forecast	FY23 Forecast	FY24 Forecast
Levy Base	64,394,378	<b>67,165,545</b>		<b>70,844,684</b>	<b>74,315,801</b>	<b>77,618,696</b>
Amended prior year growth	24,684					
2 1/2% increase	1,610,477	1,679,139	2.50%	1,771,117	1,857,895	1,940,467
New Growth	2,316,574	2,000,000		1,700,000	1,445,000	1,228,250
Overrides/(Underrides)	-1,180,568	0		0	0	0
Debt Exclusions	5,250,063	7,477,103		7,218,348	6,816,852	6,494,501
Unused Levy	-341,876					
<b>Net Tax Levy</b>	<b>72,073,732</b>	<b>78,321,787</b>		<b>81,534,149</b>	<b>84,435,547</b>	<b>87,281,914</b>
Cherry Sheet Receipts	8,164,292	8,583,735		8,932,235	9,294,883	9,672,256
MSBA Reimbursements	1,487,086	1,487,086		0	0	0
Local Receipts	4,733,443	4,923,162		5,120,088	5,324,892	5,537,888
<b>Subtotal, Revenues</b>	<b>86,458,553</b>	<b>93,315,770</b>		<b>95,586,472</b>	<b>99,055,323</b>	<b>102,492,057</b>
<b>Add: Additional Sources</b>						
Free Cash - operating	257,995	515,270		0	0	0
Free Cash - capital/other	1,972,434	1,384,730		1,660,000	1,444,000	1,249,600
Enterprise - Indirect Costs	689,589	700,000		717,500	735,438	753,823
Overlay Surplus	0	0		0	0	0
Stabilization Fund	0	0		0	0	0
Other	1,113,662	1,090,679		956,506	721,098	649,185
Unused Capital Balances	25,000	6,321		25,000	25,000	25,000
<b>Subtotal</b>	<b>4,058,680</b>	<b>3,697,000</b>		<b>3,359,006</b>	<b>2,925,536</b>	<b>2,677,608</b>
<b>Less:</b>						
Prov for Abate/Exemp (Overlay)	-500,000	-500,000		-500,000	-500,000	-500,000
Cherry sheet offsets	-17,579	-18,900		-19,641	-20,411	-21,211
Snow & Ice	-58,000	0		0	0	0
Cherry Sheet charges	-596,486	-708,000		-736,745	-766,657	-797,783
Tax title	-50,000	-50,000		-50,000	-50,000	-50,000
Deficits & Judgements	0	0		0	0	0
Debt Service	-8,439,226	-10,647,986		-8,393,931	-7,915,848	-7,506,057
Parks Enterprise Subsidy	-148,981	-207,000		-211,140	-215,363	-219,670
Other	0	0		0	0	0
<b>Subtotal</b>	<b>-9,810,272</b>	<b>-12,131,886</b>		<b>-9,911,457</b>	<b>-9,468,278</b>	<b>-9,094,721</b>
<b>Net Sources available for Approp</b>	<b>80,706,961</b>	<b>84,880,883</b>		<b>89,034,021</b>	<b>92,512,580</b>	<b>96,074,945</b>
<b>Expenditures By Category:</b>						
General Government	4,777,494	4,810,725	0.70%	4,930,993	5,054,268	5,180,625
Public Safety	6,601,642	7,045,145	6.72%	7,221,274	7,401,806	7,586,851
Education	48,644,506	51,615,675	6.11%	55,228,772	59,094,786	63,231,421
Public Works	5,674,765	6,056,212	6.72%	6,207,617	6,362,808	6,521,878
Human Services	959,874	1,085,785	13.12%	1,112,929	1,140,753	1,169,271
Culture & Recreation	585,798	599,007	2.25%	613,982	629,332	645,065
Employee Benefits & Insurance	11,465,448	12,277,283	7.08%	13,013,920	13,794,755	14,622,441
<b>Subtotal, Omnibus Budget</b>	<b>78,709,527</b>	<b>83,489,832</b>		<b>88,329,488</b>	<b>93,478,507</b>	<b>98,957,552</b>
Articles - non-capital	0					
Articles - capital	1,389,434	779,051		779,051	779,051	779,051
Transfer to Stabilization Fund(s)	208,000	212,000		217,300	222,733	228,301
Transfer to OPEB Trust	400,000	400,000		410,000	420,250	430,756
<b>Total Expenditures</b>	<b>80,706,961</b>	<b>84,880,883</b>		<b>89,735,839</b>	<b>94,900,541</b>	<b>100,395,660</b>
<b>Surplus (Shortfall)</b>	<b>0</b>	<b>0</b>		<b>-701,818</b>	<b>-2,387,961</b>	<b>-4,320,715</b>

**Town of Hopkinton; FY 2021 Tax Impact Summary; January 17, 2020:**

<u>Overall Tax Impact Summary:</u>	<u>FY20</u>	Tax Impact % Change from FY19	<u>FY21</u>	Tax Impact % Change from FY20
Prior Year Unused Levy	\$ 1,952,285	2.86%	\$ 341,876	0.47%
Statutory 2 1/2% Levy Increase	\$ 1,609,859	2.35%	\$ 1,679,139	2.33%
Override/(Underride)	\$ (1,180,568)	-1.73%	\$ -	0.00%
Unused Levy *	\$ (341,876)	-0.50%		0.00%
Net Change in Principal & Interest on Excluded Debt	\$ (673,120)	-0.98%	\$ 2,227,040	3.09%
Change in Tax Levy on Existing Tax Base	\$ 1,366,580	2.00%	\$ 4,248,055	5.89%
Additional Projected Tax Levy from New Growth	\$ 2,000,000	2.93%	\$ 2,000,000	2.77%
New Growth Adjustment (Fall 2019)	\$ 341,876	0.50%	N/A	N/A
Total Increase in Tax Levy	\$ 3,708,456	5.42%	\$ 6,248,055	8.67%

Note: \* - A 2019 underride removed all excess levy capacity, but the final FY 2019 New Growth was \$341,876 above budget estimates, automatically generating that amount of new tax levy capacity within the Proposition 2 1/2 regulations.

## Town of Hopkinton; FY 2021 Departmental Detail Budgets; January 17, 2020:

	FY19 Enacted	(A) FY20 Enacted	(B) FY21 Dept Requests	(C) FY21 Town Mgr. Recommend	(A to C) \$ Chg. FY20-21	(A to C) % Chg. FY20-21
<b>FUND 1000: GENERAL FUND</b>						
<b>General Government</b>						
<b>122 Select Board</b>						
Expenses	2,000	2,000	2,000	2,000	0	0.0%
<b>Total</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0.0%</b>
<b>123 Town Manager</b>						
Personal Services	318,241	426,250	437,528	437,528	11,278	2.6%
Expenses	22,440	29,300	32,550	32,550	3,250	11.1%
<b>Total</b>	<b>340,681</b>	<b>455,550</b>	<b>470,078</b>	<b>470,078</b>	<b>14,528</b>	<b>3.2%</b>
<b>131 Appropriation Committee</b>						
Expenses	500	500	500	500	0	0.0%
Reserve Fund	125,000	125,000	125,000	125,000	0	0.0%
<b>Total</b>	<b>125,500</b>	<b>125,500</b>	<b>125,500</b>	<b>125,500</b>	<b>0</b>	<b>0.0%</b>
<b>133 Accounting</b>						
Personal Services	341,300	278,566	191,676	191,676	-86,890	-31.2%
Expenses	26,300	26,500	28,950	28,950	2,450	9.2%
<b>Total</b>	<b>367,600</b>	<b>305,066</b>	<b>220,626</b>	<b>220,626</b>	<b>-84,440</b>	<b>-27.7%</b>
<b>135 Administration</b>						
Personal Services	0	132,600	134,589	134,589	1,989	1.5%
Expenses	0	2,500	2,000	2,000	-500	-20.0%
<b>Total</b>	<b>0</b>	<b>135,100</b>	<b>136,589</b>	<b>136,589</b>	<b>1,489</b>	<b>1.1%</b>
<b>137 Procurement &amp; Grants</b>						
Personal Services	0	0	75,000	75,000	75,000	100.0%
Expenses	0	0	10,000	5,000	5,000	100.0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>85,000</b>	<b>80,000</b>	<b>80,000</b>	<b>100.0%</b>
<b>141 Assessors</b>						
Personal Services	219,130	198,887	206,001	206,001	7,114	3.6%
Expenses	13,700	14,000	17,300	17,300	3,300	23.6%
Appraisal Services	89,400	109,000	151,500	151,500	42,500	39.0%
<b>Total</b>	<b>322,230</b>	<b>321,887</b>	<b>374,801</b>	<b>374,801</b>	<b>52,914</b>	<b>16.4%</b>
<b>145 Treasurer/Collector</b>						
Personal Services	273,281	303,256	298,817	298,817	-4,440	-1.5%
Expenses	80,500	80,500	80,000	80,000	-500	-0.6%
<b>Total</b>	<b>353,781</b>	<b>383,756</b>	<b>378,817</b>	<b>378,817</b>	<b>-4,940</b>	<b>-1.3%</b>
<b>151 Legal</b>						
Legal Counsel	205,500	255,000	275,000	275,000	20,000	7.8%
<b>Total</b>	<b>205,500</b>	<b>255,000</b>	<b>275,000</b>	<b>275,000</b>	<b>20,000</b>	<b>7.8%</b>
<b>152 Human Resources</b>						
Personal Services	181,647	219,325	228,347	223,793	4,468	2.0%

**Town of Hopkinton; FY 2021 Departmental Detail Budgets; January 17, 2020:**

	FY19 Enacted	(A) FY20 Enacted	(B) FY21 Dept Requests	(C) FY21 Town Mgr. Recommend	(A to C) \$ Chg. FY20-21	(A to C) % Chg. FY20-21
Compensation Contingency	305,000	500,890	500,890	325,000	-175,890	-35.1%
Expenses	120,636	123,636	124,236	124,236	600	0.5%
<b>Total</b>	<b>607,283</b>	<b>843,851</b>	<b>853,473</b>	<b>673,029</b>	<b>-170,822</b>	<b>-20.2%</b>
<b>155 Information Technology</b>						
Personal Services	271,691	298,620	380,162	303,161	4,541	1.5%
Expenses	493,325	536,476	541,784	541,784	5,308	1.0%
<b>Total</b>	<b>765,016</b>	<b>835,096</b>	<b>921,946</b>	<b>844,945</b>	<b>9,849</b>	<b>1.2%</b>
<b>161 Town Clerk</b>						
Personal Services	126,341	128,938	134,061	130,795	1,857	1.4%
Expenses	8,284	7,709	7,302	7,302	-407	-5.3%
<b>Total</b>	<b>134,625</b>	<b>136,646</b>	<b>141,363</b>	<b>138,097</b>	<b>1,450</b>	<b>1.1%</b>
<b>162 Election &amp; Registration</b>						
Personal Services	23,860	18,308	25,883	25,883	7,575	41.4%
Expenses	23,106	18,488	21,261	21,261	2,773	15.0%
<b>Total</b>	<b>46,966</b>	<b>36,795</b>	<b>47,144</b>	<b>47,144</b>	<b>10,348</b>	<b>28.1%</b>
<b>170 Land Use, Planning &amp; Permitting</b>						
Personal Services	554,829	505,841	527,590	525,150	19,309	3.8%
Expenses	28,915	20,330	20,300	20,300	-30	-0.1%
<b>Total</b>	<b>583,744</b>	<b>526,171</b>	<b>547,890</b>	<b>545,450</b>	<b>19,279</b>	<b>3.7%</b>
<b>177 Green Committee</b>						
Expenses	0	0	0	0	0	0.0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>173 Open Space Committee</b>						
Expenses	3,000	3,000	12,100	12,100	9,100	303.3%
<b>Total</b>	<b>3,000</b>	<b>3,000</b>	<b>12,100</b>	<b>12,100</b>	<b>9,100</b>	<b>303.3%</b>
<b>187 Trail Committees</b>						
Upper Charles Tr. Comm. Expenses	51,440	52,950	50,679	50,679	-2,271	-4.3%
Trails Coord. Mgt. Comm. Expenses			36,081	36,081	36,081	100.0%
<b>Total</b>	<b>51,440</b>	<b>52,950</b>	<b>86,760</b>	<b>86,760</b>	<b>33,810</b>	<b>63.9%</b>
<b>192 Town Hall</b>						
Expenses	8,270	8,270	8,270	8,270	0	0.0%
<b>Total</b>	<b>8,270</b>	<b>8,270</b>	<b>8,270</b>	<b>8,270</b>	<b>0</b>	<b>0.0%</b>
<b>194 Cable Committee</b>						
Expenses	0	0	0	0	0	0.0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>199 Other General Government</b>						
Town Reports	5,000	5,000	5,000	5,000	0	0.0%
Audit	40,000	48,000	48,000	48,000	0	0.0%
Transfer: Water Ent., Fire Prot.	297,856	297,856	338,520	338,520	40,664	13.7%
<b>Total</b>	<b>342,856</b>	<b>350,856</b>	<b>391,520</b>	<b>391,520</b>	<b>40,664</b>	<b>11.6%</b>



## Town of Hopkinton; FY 2021 Departmental Detail Budgets; January 17, 2020:

	FY19 Enacted	(A) FY20 Enacted	(B) FY21 Dept Requests	(C) FY21 Town Mgr. Recommend	(A to C) \$ Chg. FY20-21	(A to C) % Chg. FY20-21
<b>Total General Government</b>	<b>4,260,492</b>	<b>4,777,494</b>	<b>5,078,875</b>	<b>4,810,725</b>	<b>-46,769</b>	<b>-1.0%</b>

### Public Safety

#### 210 Police

Personal Services	2,403,658	2,654,418	2,712,516	2,712,516	58,099	2.2%
Expenses	188,387	175,906	179,506	162,506	-13,400	-7.6%
Auxiliary Police Expenses	3,000	3,000	3,000	3,000	0	0.0%
<b>Total</b>	<b>2,595,045</b>	<b>2,833,324</b>	<b>2,895,022</b>	<b>2,878,022</b>	<b>44,698</b>	<b>1.6%</b>

#### 214 Communications

Personal Services	575,213	583,999	648,978	648,978	64,979	11.1%
Expenses	14,950	14,950	40,030	40,030	25,080	167.8%
<b>Total</b>	<b>590,163</b>	<b>598,949</b>	<b>689,008</b>	<b>689,008</b>	<b>90,059</b>	<b>15.0%</b>

#### 220 Fire

Personal Services	2,805,754	2,879,521	3,146,078	3,146,078	266,556	9.3%
Expenses	257,207	243,507	292,300	286,300	42,793	17.6%
<b>Total</b>	<b>3,062,961</b>	<b>3,123,028</b>	<b>3,438,378</b>	<b>3,432,378</b>	<b>309,349</b>	<b>9.9%</b>

#### 244 Sealer of Weights & Measures

Personal Services	3,287	3,320	3,320	3,320	0	0.0%
Expenses	1,200	1,300	1,300	1,300	0	0.0%
<b>Total</b>	<b>4,487</b>	<b>4,620</b>	<b>4,620</b>	<b>4,620</b>	<b>0</b>	<b>0.0%</b>

#### 292 Animal Control

Personal Services	32,916	34,720	34,118	34,118	-602	-1.7%
Expenses	7,000	7,000	7,000	7,000	0	0.0%
<b>Total</b>	<b>39,916</b>	<b>41,720</b>	<b>41,118</b>	<b>41,118</b>	<b>-602</b>	<b>-1.4%</b>

**Total Public Safety**                      **6,292,572**      **6,601,642**      **7,068,145**                      **7,045,145**      **443,504**      **6.7%**

### Education

#### 300 Hopkinton Public Schools

Hopkinton Public Schools	45,056,651	48,044,950	52,309,718	50,927,647	2,882,697	6.0%
<b>Total</b>	<b>45,056,651</b>	<b>48,044,950</b>	<b>52,309,718</b>	<b>50,927,647</b>	<b>2,882,697</b>	<b>6.0%</b>

#### 800 Regional Technical Vocational School

Regional Schools	440,720	599,556	688,028	688,028	88,472	14.8%
<b>Total</b>	<b>440,720</b>	<b>599,556</b>	<b>688,028</b>	<b>688,028</b>	<b>88,472</b>	<b>14.8%</b>

**Total Education**                      **45,497,371**      **48,644,506**      **52,997,746**                      **51,615,675**      **2,971,169**      **6.1%**

### Public Works

#### 410 Engineering & Facilities

Personal Services	279,353	285,123	314,907	314,907	29,784	10.4%
Expenses	896,773	986,736	985,736	985,736	-1,000	-0.1%
<b>Total</b>	<b>1,176,126</b>	<b>1,271,859</b>	<b>1,300,643</b>	<b>1,300,643</b>	<b>28,784</b>	<b>2.3%</b>

#### 420 Public Works Administration

Personal Services	415,300	426,624	447,884	447,884	21,260	5.0%
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## Town of Hopkinton; FY 2021 Departmental Detail Budgets; January 17, 2020:

	FY19 Enacted	(A) FY20 Enacted	(B) FY21 Dept Requests	(C) FY21 Town Mgr. Recommend	(A to C) \$ Chg. FY20-21	(A to C) % Chg. FY20-21
<b>Total</b>	415,300	426,624	447,884	447,884	21,260	5.0%
<b>422 Highway</b>						
Personal Services	843,000	874,291	901,019	901,019	26,728	3.1%
Expenses	475,425	574,325	603,200	603,200	28,875	5.0%
<b>Subtotal</b>	1,318,425	1,448,616	1,504,219	1,504,219	55,603	3.8%
Sidewalk Maintenance	50,000	50,000	50,000	50,000	0	0.0%
Pavement Management	451,000	501,000	550,000	550,000	49,000	9.8%
Stormwater System	370,000	370,000	370,000	370,000	0	0.0%
Lake Maspenock Weed Control	60,000	60,000	60,000	60,000	0	0.0%
<b>Total</b>	1,406,425	1,555,325	1,633,200	1,633,200	77,875	5.0%
<b>423 Snow &amp; Ice</b>						
Snow & Ice Control	350,000	350,000	350,000	350,000	0	0.0%
<b>Total</b>	350,000	350,000	350,000	350,000	0	0.0%
<b>424 Street Lighting</b>						
Street Lights	33,000	33,000	33,000	33,000	0	0.0%
<b>Total</b>	33,000	33,000	33,000	33,000	0	0.0%
<b>426 Traffic Control</b>						
Traffic Lights	25,000	25,000	25,000	25,000	0	0.0%
<b>Total</b>	25,000	25,000	25,000	25,000	0	0.0%
<b>427 Tree Warden</b>						
Personal Services	14,354	14,354	14,354	14,354	0	0.0%
Expenses	25,000	50,000	250,000	250,000	200,000	400.0%
<b>Total</b>	39,354	64,354	264,354	264,354	200,000	310.8%
<b>429 Other Storm Control</b>						
Storm Control	10,000	10,000	10,000	10,000	0	0.0%
<b>Total</b>	10,000	10,000	10,000	10,000	0	0.0%
<b>433 Waste Collection &amp; Disposal</b>						
Recycling Salaries	17,632	17,632	17,632	17,632	0	0.0%
Rubbish Collection/Disposal	450,000	456,607	468,030	468,030	11,423	2.5%
Rubbish Disposal	340,000	350,000	360,000	360,000	10,000	2.9%
Recycling Expense	10,000	10,000	10,000	10,000	0	0.0%
Recycling Collection/Disposal	220,000	214,873	220,250	220,250	5,377	2.5%
Household Hazardous Waste	14,000	14,000	14,000	14,000	0	0.0%
<b>Total</b>	1,051,632	1,063,112	1,089,912	1,089,912	26,800	2.5%
<b>491 Cemetery Commission</b>						
Personal Services	200	200	200	200	0	0.0%
Expenses	1,000	1,000	1,000	1,000	0	0.0%
<b>Total</b>	1,200	1,200	1,200	1,200	0	0.0%
<b>Total Public Works</b>	<b>5,351,037</b>	<b>5,674,765</b>	<b>6,056,212</b>	<b>6,056,212</b>	<b>381,447</b>	<b>6.7%</b>

### Health and Human Services

**Town of Hopkinton; FY 2021 Departmental Detail Budgets; January 17, 2020:**

	FY19 Enacted	(A) FY20 Enacted	(B) FY21 Dept Requests	(C) FY21 Town Mgr. Recommend	(A to C) \$ Chg. FY20-21	(A to C) % Chg. FY20-21
<b>511 Board of Health</b>						
Personal Services	139,909	206,956	210,169	210,169	3,214	1.6%
Expenses	79,921	79,060	79,060	79,060	0	0.0%
<b>Total</b>	<b>219,830</b>	<b>286,016</b>	<b>289,229</b>	<b>289,229</b>	<b>3,214</b>	<b>1.1%</b>
<b>541 Senior Center</b>						
Personal Services	307,466	330,323	423,986	423,986	93,663	28.4%
Expenses	37,405	61,750	40,655	40,655	-21,095	-34.2%
<b>Total</b>	<b>344,871</b>	<b>392,073</b>	<b>464,641</b>	<b>464,641</b>	<b>72,568</b>	<b>18.5%</b>
<b>542 Youth &amp; Family Services</b>						
Personal Services	118,206	108,160	137,944	137,944	29,784	27.5%
Expenses	42,390	55,670	68,670	68,670	13,000	23.4%
<b>Total</b>	<b>160,596</b>	<b>163,830</b>	<b>206,614</b>	<b>206,614</b>	<b>42,784</b>	<b>26.1%</b>
<b>543 Veterans Services</b>						
Veterans District	31,387	46,656	49,000	49,000	2,344	5.0%
Veterans Service Benefits	49,000	70,000	75,000	75,000	5,000	7.1%
Veterans Supplies	1,300	1,300	1,300	1,300	0	0.0%
<b>Total</b>	<b>81,687</b>	<b>117,956</b>	<b>125,300</b>	<b>125,300</b>	<b>7,344</b>	<b>6.2%</b>
<b>Total Health &amp; Human Services</b>	<b>806,984</b>	<b>959,874</b>	<b>1,085,785</b>	<b>1,085,785</b>	<b>125,910</b>	<b>13.1%</b>
<b><u>Culture and Recreation</u></b>						
<b>610 Library</b>						
Personal Services	510,775	538,878	548,092	548,092	9,214	1.7%
Expenses	37,528	43,370	47,365	47,365	3,995	9.2%
<b>Total</b>	<b>548,303</b>	<b>582,248</b>	<b>595,457</b>	<b>595,457</b>	<b>13,209</b>	<b>2.3%</b>
<b>691 Historic Commission</b>						
Expenses	1,000	1,000	1,000	1,000	0	0.0%
<b>Total</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0.0%</b>
<b>692 Celebrations</b>						
Memorial Day	2,000	2,000	2,000	2,000	0	0.0%
<b>Total</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0.0%</b>
<b>692 Townwide Celebration - Hopkinton Day</b>						
Expenses	0	0	0	0	0	100.0%
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>695 Historic District Commission</b>						
Expenses	550	550	550	550	0	0.0%
<b>Total</b>	<b>550</b>	<b>550</b>	<b>550</b>	<b>550</b>	<b>0</b>	<b>0.0%</b>
<b>Total Culture &amp; Recreation</b>	<b>551,853</b>	<b>585,798</b>	<b>599,007</b>	<b>599,007</b>	<b>13,209</b>	<b>2.3%</b>
<b><u>Debt Service</u></b>						
<b>700 Debt Service</b>						
Retirement of Debt	6,496,596	6,104,130	7,203,328	7,203,328	1,099,199	18.0%
Long Term Interest	2,980,108	2,335,096	3,444,658	3,444,658	1,109,562	47.5%

## Town of Hopkinton; FY 2021 Departmental Detail Budgets; January 17, 2020:

	FY19 Enacted	(A) FY20 Enacted	(B) FY21 Dept Requests	(C) FY21 Town Mgr. Recommend	(A to C) \$ Chg. FY20-21	(A to C) % Chg. FY20-21
Authorized/Unissued	0	0	0	0	0	100.0%
<b>Total Debt Service</b>	<b>9,476,704</b>	<b>8,439,226</b>	<b>10,647,986</b>	<b>10,647,986</b>	<b>2,208,761</b>	<b>26.2%</b>
<b>Employee Benefits&amp;Insurance</b>						
<b>910 Employee Benefits &amp; Insurance</b>						
Unemployment Insurance	100,000	105,000	80,000	80,000	-25,000	-23.8%
Medicare Tax	651,000	651,000	751,550	751,550	100,550	15.4%
Life Insurance Premiums	20,000	20,000	40,000	40,000	20,000	100.0%
Health Insurance Premium	7,164,154	7,607,616	8,292,301	8,292,301	684,685	9.0%
Middlesex County Retirement	2,145,296	2,486,832	2,486,832	2,486,832	0	0.0%
Drug and Alcohol Testing	3,000	3,000	5,000	5,000	2,000	66.7%
Blanket Insurance Premiums	577,500	592,000	621,600	621,600	29,600	5.0%
<b>Total Employee Benefits &amp; Insurance</b>	<b>10,660,950</b>	<b>11,465,448</b>	<b>12,277,283</b>	<b>12,277,283</b>	<b>811,835</b>	<b>7.1%</b>
<b>Total General Fund</b>	<b>82,897,963</b>	<b>87,148,752</b>	<b>95,811,040</b>	<b>94,137,818</b>	<b>6,909,066</b>	<b>7.9%</b>
<b>FUND 2400: COMMUNITY PRESERVATION</b>						
<b>193 CPA Administration</b>						
Personal Services	10,650	11,000	11,330	11,330	330	3.0%
Expenses	45,000	49,100	49,100	49,100	0	0.0%
<b>Total</b>	<b>55,650</b>	<b>60,100</b>	<b>60,430</b>	<b>60,430</b>	<b>330</b>	<b>0.5%</b>
<b>700 Debt Service</b>						
Retirement of Debt	232,581	229,506	319,573	319,573	90,067	39.2%
<b>Total</b>	<b>232,581</b>	<b>229,506</b>	<b>319,573</b>	<b>319,573</b>	<b>90,067</b>	<b>39.2%</b>
<b>Total Community Preservation</b>	<b>288,231</b>	<b>289,606</b>	<b>380,003</b>	<b>380,003</b>	<b>90,397</b>	<b>31.2%</b>
<b>FUND 6000: SEWER ENTERPRISE</b>						
<b>Direct Costs</b>						
<b>440 Sewer</b>						
Personal Services	191,500	173,873	177,742	177,742	3,869	2.2%
Expenses	1,016,900	1,059,704	986,743	986,743	-72,961	-6.9%
<b>Total</b>	<b>1,208,400</b>	<b>1,233,577</b>	<b>1,164,485</b>	<b>1,164,485</b>	<b>-69,092</b>	<b>-5.6%</b>
<b>700 Debt Service</b>						
Retirement of Debt	1,708,865	1,336,198	1,301,478	1,301,478	-34,721	-2.6%
<b>Total</b>	<b>1,708,865</b>	<b>1,336,198</b>	<b>1,301,478</b>	<b>1,301,478</b>	<b>-34,721</b>	<b>-2.6%</b>
<b>Appropriation</b>	<b>2,917,265</b>	<b>2,569,776</b>	<b>2,465,963</b>	<b>2,465,963</b>	<b>-103,813</b>	<b>-4.0%</b>
<b>Indirect Costs</b>						
Employee Benefits & Pensions	57,381	59,676	60,576	60,576	900	1.5%
Shared Employees	212,982	221,501	224,846	224,846	3,345	1.5%
Shared Facility					0	
Other (Workers comp)					0	
<b>Indirect Cost Total</b>	<b>270,363</b>	<b>281,178</b>	<b>285,422</b>	<b>285,422</b>	<b>4,245</b>	<b>1.5%</b>

**Town of Hopkinton; FY 2021 Departmental Detail Budgets; January 17, 2020:**

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<b>Total Sewer Enterprise</b>	<b>3,187,628</b>	<b>2,850,953</b>	<b>2,751,385</b>	<b>2,751,385</b>	<b>-99,568</b>	<b>-3.5%</b>

**FUND 6100: WATER ENTERPRISE**

**Direct Costs**

**450 Water**

Personal Services	390,000	420,286	437,483	437,483	17,197	4.1%
Expenses	788,500	827,546	849,500	849,500	21,954	2.7%
<b>Total</b>	<b>1,178,500</b>	<b>1,247,832</b>	<b>1,286,983</b>	<b>1,286,983</b>	<b>39,151</b>	<b>3.1%</b>

**700 Debt Service**

Retirement of Debt	860,793	809,681	1,502,053	1,502,053	692,372	85.5%
<b>Total</b>	<b>860,793</b>	<b>809,681</b>	<b>1,502,053</b>	<b>1,502,053</b>	<b>692,372</b>	<b>85.5%</b>

**Appropriation 2,039,293 2,057,513 2,789,036 2,789,036 731,523 35.6%**

**Indirect Costs**

Employee Benefits & Pensions	124,892	129,888	131,849	131,849	1,961	1.5%
Shared Employees	230,442	239,660	243,279	243,279	3,619	1.5%
Shared Facility					0	0.0%
Other (Workers comp)					0	0.0%
<b>Total</b>	<b>355,334</b>	<b>369,547</b>	<b>375,128</b>	<b>375,128</b>	<b>5,580</b>	<b>1.5%</b>

**Total Water Enterprise 2,394,627 2,427,061 3,164,164 3,164,164 737,103 30.4%**

**FUND 6200: PARKS & RECREATION**

**Direct Costs**

**630 Parks & Recreation**

Personal Services	213,780	236,320	320,393	320,393	84,073	35.6%
Expenses	482,255	363,556	309,293	309,293	-54,263	-14.9%
<b>Total</b>	<b>696,035</b>	<b>599,876</b>	<b>629,686</b>	<b>629,686</b>	<b>29,810</b>	<b>5.0%</b>

**700 Debt Service**

Retirement of Debt	40,198	32,700	32,714	32,714	14	0.0%
<b>Total</b>	<b>40,198</b>	<b>32,700</b>	<b>32,714</b>	<b>32,714</b>	<b>14</b>	<b>0.0%</b>

**Indirect Costs**

Employee Benefits & Pensions	7,557	7,859	7,978	7,978	119	1.5%
Shared Employees	29,812	31,004	31,473	31,473	468	1.5%
Shared Facility				0		
Other (Workers comp)						
<b>Total</b>	<b>37,369</b>	<b>38,864</b>	<b>39,451</b>	<b>39,451</b>	<b>587</b>	<b>1.5%</b>

**Total Park and Recreation 773,602 671,440 701,851 701,851 30,411 4.5%**

**Town of Hopkinton; FY 2021 Departmental Detail Budgets; January 17, 2020:**

	FY19 Enacted	(A) FY20 Enacted	(B) FY21 Dept Requests	(C) FY21 Town Mgr. Recommend	(A to C) \$ Chg. FY20-21	(A to C) % Chg. FY20-21
<b>Appropriation Summary*</b>						
Fund 1000: General Fund	82,897,963	87,148,752	95,811,040	94,137,818	6,909,066	7.9%
Fund 2400: Community Preservation	288,231	289,606	380,003	380,003	90,397	31.2%
Fund 6000: Sewer Enterprise	3,187,628	2,850,953	2,751,385	2,751,385	-99,568	-3.5%
Fund 6100: Water Enterprise	2,394,627	2,427,061	3,164,164	3,164,164	737,103	30.4%
Fund 6200: Parks & Recreation Enterprise	773,602	671,440	701,851	701,851	30,411	4.5%
<b>Total</b>	<b>89,542,051</b>	<b>93,387,812</b>	<b>102,808,441</b>	<b>101,135,220</b>	<b>7,667,408</b>	<b>8.2%</b>

\*Enterprise Funds Include Indirect Costs

**Town of Hopkinton , FY 2021 Capital Request Summary, January 17, 2020:**

General Fund - Pay as You Go

<u>Department</u>	<u>Project</u>	<u>Amount Requested</u>	<u>Town Manager Recommendation</u>
Hopkinton Public Schools	Vehicles	\$59,500	\$53,000
Hopkinton Public Schools	White House roof, siding, windows	\$206,000	\$0
Hopkinton Public Schools	Wetlands Order of Condition	\$60,000	\$0
Facilities Department	Police Station Roof Repair	\$100,000	\$100,000
Fire EMS Department	Communication Receiver Site	\$65,000	\$0
Fire EMS Department	Engine 4 Refurbishment	\$100,000	\$100,000
Fire EMS Department	Station Alerting Upgrade	\$70,000	\$70,000
Police Department	Cruiser Replacement (3)	\$153,000	\$153,000
Information Technology	Core Fiber Optic Upgrade	\$55,000	\$55,000
Information Technology	End User Hardware Renewal	\$43,700	\$43,700
Information Technology	Printer Replacements	\$34,420	\$34,420
Information Technology	Public Safety Camera Replacement (4)	\$34,931	\$34,931
Public Work	Wood Chipper	\$51,000	\$51,000
Public Work	Mini Excavator and Trailer	\$84,000	\$84,000
Public Work	Super Duty Utility Truck	\$96,000	\$0
Total Pay as You Go		\$1,212,551	\$779,051

General Fund - Borrowing in Levy

Hopkinton Public Schools	Systemwide Security Upgrades	\$200,000	\$200,000
Hopkinton Public Schools	Systemwide Technology Upgrades	\$100,000	\$100,000
Facilities Department	Town Hall Parking Lot Construction	\$300,000	\$300,000
Hopkinton Public Schools	HVAC Districtwide	\$250,000	\$250,000
Hopkinton Public Schools	Boiler Replacement	\$160,000	\$160,000
Public Works	Retaining Wall, Elm at Wood St.	\$120,000	\$120,000
Public Works	Street Sweeper	\$255,000	\$255,000
Total Borrowing in the Levy		\$1,385,000	\$1,385,000

General Fund - Excluded from Tax Levy Limit

Hopkinton Public Schools	Roof Replacement, design & construction	\$4,000,000	\$4,000,000
Facilities Department	Center School Re-Use	\$15,000,000	\$15,000,000
Hopkinton Public Schools	Elmwood Feasibility Study	\$700,000	\$700,000
Total Excluded from Tax Levy Limit		\$19,700,000	\$19,700,000

General Fund Borrowing Total      \$21,085,000      \$21,085,000

Capital - Community Preservation Act

Center for the Arts	HCA Farmhouse / Terry Family Farmhouse	\$400,000	\$400,000
Historical Commission	Aikens Park Trail to Stone Bridge	\$25,000	\$25,000
Upper Charles Trl. Comm.	Land Acquisition - 3 Parcels, extend Upper Charles Trail	TBD	TBD
Upper Charles Trl. Comm.	Campus Trail Connector	\$74,376	\$74,376
Trail Coord & Mgt. Comm.	Hughes Trail Phase 2	\$20,000	\$20,000
Trail Coord & Mgt. Comm.	Chamberlain to Center Trail	\$75,000	\$75,000
Parks and Recreation	Skate Park at EMC	\$75,000	\$75,000
Total Community Preservation Act		\$669,376	\$669,376

Capital - Sewer Enterprise Fund

Sewer Enterprise	Heavy Duty Truck	\$53,000	\$53,000
Total Sewer Enterprise Fund		\$53,000	\$53,000

Capital - Water Enterprise Fund

Water Enterprise	Alprilla Farm Well 7 & 8 Cleaning	\$40,000	\$40,000
Water Enterprise	Water Main Replacement, 900' Woody Isl Rd	\$275,000	\$275,000
Water Enterprise	Grove Street Tank Replacement*	\$6,500,000	\$6,500,000
Water Enterprise	Well Field, Pratt Farm	\$195,000	\$195,000
Total Water Enterprise Fund		\$7,010,000	\$7,010,000

Total All Funds      \$30,029,927      \$29,596,427