

# Town of Dover

## FY '21 Town Meeting Article Overview



# 2020 TOWN MEETING ARTICLES

---

Article 1 - Salaries for Elected Officials

Article 2 - Revolving Funds

Article 3 - FY2021 - Operating Budget

Article 4 - FY2021 - Capital Budget

Article 6 - Road Reconstruction Funding Authorization

Article 14 - Appropriation for one-time Projects

Article 15 - Reserve Fund

Article 16 - Unpaid Bills

Article 30 - Free Cash to Reduce Tax Rate

**ALL ARTICLES ARE DEEMED ESSENTIAL TO CONTINUE TOWN OPERATIONS**

# ARTICLE 1 - SALARIES FOR ELECTED OFFICIALS

---

<b>Elected Position</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21 (R)</b>
1. Board of Selectmen			
a. Chairman	200	200	200
b. Clerk	150	150	150
c. Member	100	100	100
2. Assessors			
a. Chairman	400	400	400
b. Other Members (each)	350	350	350
3. Town Clerk	61,434	74,044	78,033
4. Planning Board			
a. Chairman	100	100	100
b. Other Members (each)	50	50	50
5. Constables (3 each)	150	150	150
6. Board of Health			
a. Chairman	150	150	150
b. Other Members (each)	100	100	100

**Only change is to Town Clerk's salary which reflects the Personnel Board's recommended salary increase for town staff.**

**These costs are included in the town's operating budget - article 3.**

## ARTICLE 2 - REVOLVING FUNDS

---

1.	Building Department	
	(a) Gas Inspector	\$ 9,800
	(b) Plumbing Inspector	\$17,500
	(c) Wiring Inspector	\$34,500
2.	Board of Health	
	(a) Perk and deep hole inspection and permitting	\$40,000
	(b) Septic inspection and permitting	\$50,000
	(c) Well inspection and permitting	\$20,000
	(d) Swimming pool inspection and permitting	\$10,000
3.	Library	
	(a) Materials replacement	\$ 5,000
4.	Council on Aging	
	(a) Senior activities and transportation	\$35,000
5.	Recycling Committee	
	(a) Materials sales proceeds	\$1,500

**Revolving funds are funded by user generated fees and do not impact the tax rate.**

# ARTICLE 3 - OPERATING BUDGET SUMMARY RESPONSE TO COVID-19

---

## 1. REVENUES

- Thoroughly analyzed local receipts and made reductions in areas most affected by economic pressures.
- Analyzed historic state aid, including the 2008-2010 recession period.
- New growth estimates reduced from \$175,000 to \$60,000

## 2. MITIGATING TAX IMPACT via EXPENDITURES

- Made structural changes to the budget by funding one-time projects and efforts with free cash as opposed to the tax levy.
- Funding new position requests for half of the fiscal year, reducing budget increases and providing additional time to understand long-term affordability.
- Offering a year-over-year operating budget increase of \$450,812 or 1.2%.

## 3. ENSURING LIQUIDITY & FLEXIBILITY FOR UNKNOWNNS

- Not taxing to the full 2.5%. The above actions have helped contribute toward having nearly \$400,000 not being taxed on the levy.
- \$9.8M in Free Cash provides excellent reserves that can be used toward unknownns if needed.

**THIS YEAR'S OPERATING BUDGET WAS REDUCED IN ANTICIPATION OF THE FINANCIAL IMPACT ON THE TOWN AND RESIDENTS OF DOVER DUE TO COVID-19.**

# ARTICLE 3 - OPERATING BUDGET EXPENSES AT A GLANCE

---

## MAJOR COST INCREASES

Schools	\$295,996
Town Wages COLA, steps, longevity)	\$139,984
Pension	\$101,034
Insurance (health, property / liability)	\$118,319
<b>Total Cost Increase</b>	<b>\$655,333</b>

## NEW COST INCREASES

IT Needs (financial software upgrade, website, cyber security)	\$47,472
Land Use Director (FT Staff)	\$75,000
Library Staff (FT & 2 PT)	\$84,271
Accounting (PT Staff)	\$26,123
Inspections (PT Staff)	\$23,872
Highway (PT Staff)	\$24,700
COA (PT Staff)	\$18,788
<b>Total Cost Increase (pre-covid)</b>	<b>\$300,226</b>
<b>Total Cost Increase (final)</b>	<b>\$185,226</b>

## ARTICLE 3 - OPERATING BUDGET HIGHLIGHTS

---

- ✓ Doesn't tax the full 2 ½% - ~\$400,000 in excess levy capacity;
- ✓ Provides for essential town services;
- ✓ Addresses community goals in the areas of customer service, modernization, and succession planning;
- ✓ Fully funds contractual obligations: utilities, pension, health & liability insurance;
- ✓ Fully funds OPEB ARC;
- ✓ Fully funds capital requests

**The Operating Budget for FY '21 increased by \$450,812 or 1.2%. Last year's operating budget saw a year-over-year increase of \$578,813 or 1.5%.**

# ARTICLE 4 - CAPITAL BUDGET

---

1.	Building Maintenance	
	(a) Town House: Window Repair/Replacement	\$ 300,000
2.	Highway Department	
	(a) Utility Truck	\$ 57,000
3.	Police Department	
	(a) Patrol Vehicles	\$131,000
4.	Schools (Chickering)	
	(a) Flooring – Lobbies	\$55,000
	(b) HP Core Switch	\$25,500

**Capital Budget requests for FY '21 total \$568,500. This is a decrease of \$157,826 or 22% compared to FY '20.**

## ARTICLE 6 - ROAD RECONSTRUCTION AUTHORIZATION

---

Article 6 simply authorizes the Town to spend Chapter 90 funds, which is reimbursement aid received annually from the state for road projects such as paving and line striping.

Dover received \$279,522 in FY '20.

# ARTICLE 14 - One-time Projects

---

These are non-recurring expenses that are critical to the Town's modernization efforts. These items are not in the operating budget as they are not recurring, but they are critical to our efforts

**1. Technology-related project implementation \$50,000**

To continue the Town's efforts to utilize technology to improve services and efficiencies. In the past year we stabilized the infrastructure, in the current year we need to update equipment to all employees to standardize operating systems.

**2. Town House Space Reconfiguration \$100,000**

This project runs parallel with the work being done on the CCC. It is imperative for the BOS to understand the current and future space needs for Town Staff. The COVID-19 pandemic also highlighted the need to reconfigure space in order to maintain safe distancing. In addition, this pandemic has brought to the forefront the need for better ventilation in the Town House. These funds will be used to address these items.

**3. Water system infrastructure - \$50,000**

Over the past year the Town has had to address numerous water leaks in the center of Town. The water infrastructure in the center of Town is aging and we expect leaks and repairs to increase. The funds requested in this article will allow us to get a professional assessment of the condition of the infrastructure and to put a plan in place to replace and repair this system.

## **ARTICLE 15 - RESERVE FUND**

---

As in years past, the Town is seeking \$250,000 for the Town's Reserve Fund, which provides funding for extraordinary or unforeseen expenditures. No expenditures are made directly against this fund, rather transfers are authorized by a vote of the Warrant Committee and Board of Selectmen, and approval from the Town Accountant and Town Administrator.

The Reserve Fund is funded by \$150,000 from the tax levy and \$100,000 from the Town's Overlay Account.

## **ARTICLE 16 - Unpaid Bills**

---

This article authorizes the Town to pay any bills from prior years that have gone unpaid. This typically occurs when a vendor issues an invoice after the fiscal year in which the work was completed has closed.

The Town has two unpaid bills from FY'19 that total \$4,288.13. These will be funded with Free Cash.

## ARTICLE 30 - Free Cash to Reduce Tax Rate

---

The Town is recommending the transfer of \$1.5M from Free Cash to assist in reducing the tax rate for FY '21. This \$1.5M largely represents the amount of money returned to the Town from the School District for Special Education Aid.

**This article, along with the other expenses reflected in the financial articles for this year's Town Meeting, are estimated to result in an effective tax rate of 12.88 per thousand in valuation - an increase of .04 from FY'20's rate of 12.84 per thousand in valuation.**