



TOWN OF AMHERST, MASSACHUSETTS
FINANCE COMMITTEE REPORT

and

**RECOMMENDATIONS TO THE
260th ANNUAL TOWN MEETING**

April 30, 2018

7:00 p.m.

Amherst Regional Middle School Auditorium

2018 TOWN MEETING SCHEDULE

Town Meeting Begins:

MONDAY, April 30, 2018

The following dates are tentative. Town Meeting will decide each night when the next session will be.

WEDNESDAY, MAY 2, 2018

THURSDAY, MAY 3, 2018

MONDAY, MAY 7, 2018

WEDNESDAY, MAY 9, 2018

THURSDAY, MAY 10, 2018

MONDAY, MAY 14, 2018

WEDNESDAY, MAY 16, 2018

THURSDAY, MAY 17, 2018

MONDAY, MAY 21, 2018

WEDNESDAY, MAY 23, 2018

THURSDAY, MAY 24, 2018

MONDAY, JUNE 4, 2018

THURSDAY, JUNE 7, 2018

MONDAY, JUNE 11, 2018

All meetings begin at 7:00 p.m.

Meetings will be held at:

Amherst Regional Middle School Auditorium

THERE ARE ONLY A LIMITED NUMBER
OF REPORTS AVAILABLE.
PLEASE BRING THIS REPORT WITH YOU.

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RULES OF ORDER FOR TOWN MEETING

1. **CONSENT CALENDAR.** At least five business days prior to the opening of the first session of the Annual Town Meeting or any Special Town Meeting, the moderator shall propose to all members a "Consent Calendar" listing all articles and budget areas which, based on the records of recent town meetings, the moderator deems to be non-controversial. At the first session of the meeting, at the request of any five members present, any article or budget area shall be removed from the Consent Calendar so that it can be debated and voted upon in accordance with the provisions of these Rules of Order. All items remaining in the Consent Calendar shall then be voted upon by a single vote without debate.
2. Any motions shall be in writing if requested by the moderator.
3. Any question may be divided on call of a member when the sense will admit of such division.
4. **GREEN AND RED CARDS DURING DEBATE.** To assist the moderator in shaping an orderly and equitable debate, green and red cards shall be used by members to indicate a desire to speak for or against the current motion on the floor. A desire to speak without advocacy or to ask a question shall be indicated by a raising a hand without a green or red card.
5. When a question is under debate, the moderator shall receive no motion but to adjourn, to dismiss, for the previous question, to postpone for a day certain, to commit, or to amend, which several motions shall have precedence in the order herein mentioned. The meeting shall not vote to dismiss an article without having heard a voter speak in its favor, unless no one seeks to do so.
6. Following a motion under any article, the Moderator shall first recognize the proponent thereof to speak for up to five (5) minutes in favor of the motion, or with leave of Town Meeting, for additional time. Thereafter, and in the absence of leave of Town Meeting granting additional time, each subsequent speaker shall be limited to three (3) minutes. No person shall speak more than twice on the same subject, without leave of the meeting, except to raise a point of order or to answer a question.
7. When two or more motions are made with regard to the same subject relating to sums of money, numbers or times, the question shall first be put upon the largest sum or number, and the longest time.
8. **VOICE VOTES, ELECTRONIC VOTES, TALLIED VOTES, AND STANDING VOTES.** All votes unless otherwise provided for by law shall in the first instance be taken by 'ayes' and 'noes' voice vote.

If any member questions the voice vote, or if a four-fifths or nine-tenths vote is required by statute and the vote is not unanimous, or if the Moderator is in doubt, the procedure in either 8.a. or 8.b. shall be followed.

 - 8.a. Procedure if Electronic Voting is available: An Electronic Tally shall be taken. For an Electronic Tally, the Clerk will record the name and vote of each member, along with the total received ayes noes and abstentions. This vote shall be determinative of the question. Each member shall cast his/her own vote only.
 - 8.b. Procedure if Electronic Voting is not available: The vote shall be taken by a counted standing vote unless, within a short but reasonable period of time following the voice vote, which period of time shall be fixed by the moderator, any member requests a tally vote and if 14 members manifest their concurrence with that member, in which case the vote of each member shall be tallied by the use of a color-coded (green for aye, red for no) card. Each such card shall bear the member's name and indicate his/her vote. Each member shall cast his/her own vote only. Such cards shall be collected and counted by the tellers, which count shall be determinative of the question.
9. A vote may be reconsidered only on motion of a member who did not vote with the minority. When a motion for reconsideration is decided that decision shall not be reconsidered, and no question shall be twice reconsidered.
10. A motion to dissolve shall be debatable, but a motion to adjourn to a day certain shall not be debatable.
11. No motion to dissolve a town meeting shall be in order until every article in the warrant therefor has been acted upon.
12. A registered voter of the town who ceased to be an elected town meeting member upon election as chair of the finance committee and who subsequently ceases to be a town meeting member at large upon ceasing to be chair of the finance committee shall be a town meeting member at large for a period ending on the date of the next annual town election.
13. After 10:00 PM, and in the absence of a majority vote of Town Meeting so permitting, no motion under any article other than the article then under debate may be made.

FINANCE COMMITTEE REPORT TO AMHERST RESIDENTS

Duties of the Finance Committee

The Finance Committee serves an advisory role to Town Meeting and analyzes the budget and all Warrant Articles that may affect Town finances. This report, including any supplement that may be distributed after Town Meeting convenes, is in partial fulfillment of its responsibility to the 260th and last Annual Town Meeting.

Executive Summary

Amherst continues to enjoy a strong sustainable financial position thanks to conservative fiscal planning and excellent management by the Town's financial staff. This has enabled the Town to provide residents with the Schools, Libraries, and Municipal services it values. An important confirmation of the Town's fiscal health is that Standard & Poor's has given the Town a AA+ long-term rating which lowers the Town's borrowing costs. However, this year the Town has experienced a significant rise in the cost of health care which has impacted all budgets. With its conservative fiscal planning and the positive effect of "new growth" revenues due to the expected new property tax revenues, as in recent years, this budget will continue the current Town, School, and Library services with modifications.

The Town, nonetheless, faces some significant challenges:

- The revenues from property taxes and other sources are not expected to rise in coming years significantly faster than expenses, which will exert continuing pressure on operating budgets. The anticipated revenues from "new growth" from private building projects will help sustain Town services and also may help lessen some increased benefit costs in FY19.
- The Town has significant capital needs, including replacing/relocating the 100 year old Department of Public Works building, replacing the 1929 Central Fire Station, replacing and/or renovating the Wildwood and Fort River Elementary Schools, fixing major repairs and/or addressing the needs of the Jones and the other two libraries. In addition, the Town has a multi-million-dollar backlog of road repairs. Also, the next generation of significant capital projects such as a Community/Senior Center and the North Amherst Library renovation need to be part of long-term capital planning.
- The largest budget expense for Amherst is its schools, which face declining enrollments, due in part to children attending charter, private and parochial schools, and choosing choice-out. However, there is an increasing number of children from low-income families, families where English is not the first language, and children with disabilities, most of whom require additional support.
- Other Post-Employment Benefits (OPEB) is a major Town obligation to pay future health costs of Town, School, and Library retirees, and although it has begun to set aside money every year, the Town still has a very long way to go before this obligation is fully-funded.
- The rising cost of health care insurance going into FY19 has placed pressure on the operating budgets for the Town, Library, and Schools. Budgets for FY19 required level services and/or reductions because of increases in health care insurance. The Schools made reductions and realignments. The Town could not meet numerous requests from departments for services and programs to meet the needs of residents due to budget limitations. In addition, the FY19 Library budget includes a one-time decision to raise the draw on their endowment. The Town Manager began to address the insurance challenge in the Fall of 2017 and continues to work with the Insurance Advisory Committee made up of a representative from every bargaining unit in the Town and the School District, as well as retirees to find a responsible solution to resolve the issue. The Town's administered self-insured medical plan over the past two years has been particularly difficult for the Trust, as a significant number of large claims have drained the once healthy Trust of its reserves. Although rates have been increased three times this past year, the Trust will end FY18 with a deficit. In March the Insurance Advisory Committee voted to move to a new fully-insured plan design effective July 1, 2018 in order to solve the problem.

In its deliberations, Town Meeting should consider the needs of residents for essential services, as well as the Town's long-term financial stability, so that the services remain sustainable and available to the community in future years. Financial decisions also must be made with an awareness that the Town's residential tax rate is already high and in FY17 was in the top 2% of the State.

This report provides the Finance Committee's recommendations regarding the budget and other Articles to be considered during its 260th Annual Town Meeting. The FY19 budget is proposed in Articles 5-18, 25 and 26. The amount from taxation, local aid, and other sources supporting the General Fund budget total is \$80,876,347, a \$2,284,536 or a 2.9% increase from the current year. The amount from the four enterprise funds is \$10,599,704.

The Town's largest revenue source is local property taxation. The 4.1% increase for FY19 is due to the allowable 2.5% increase in taxation plus estimated tax on "new growth" of \$830,000 which comprises taxes on new construction and additional taxable personal property.

FINANCE COMMITTEE REPORT TO AMHERST RESIDENTS

The second largest revenue source is local aid from the Commonwealth. This budget projects modest increases for the largest categories of state aid, Chapter 70 (education) and Unrestricted General Government Aid (UGGA). State aid in FY19 is expected to total \$16,001,508, a 3.6% increase from the current year. However, state aid will not be known until after publication of this Report.

The budget does not include money received as grants and spent according to the grant requirements. The Town seeks grants to support priorities and extend its scope of services.

The Town needs to remain vigilant about controlling costs. It must continue to make careful choices about what services are most essential for all its residents, and it should pursue all reasonable opportunities to generate new revenue.

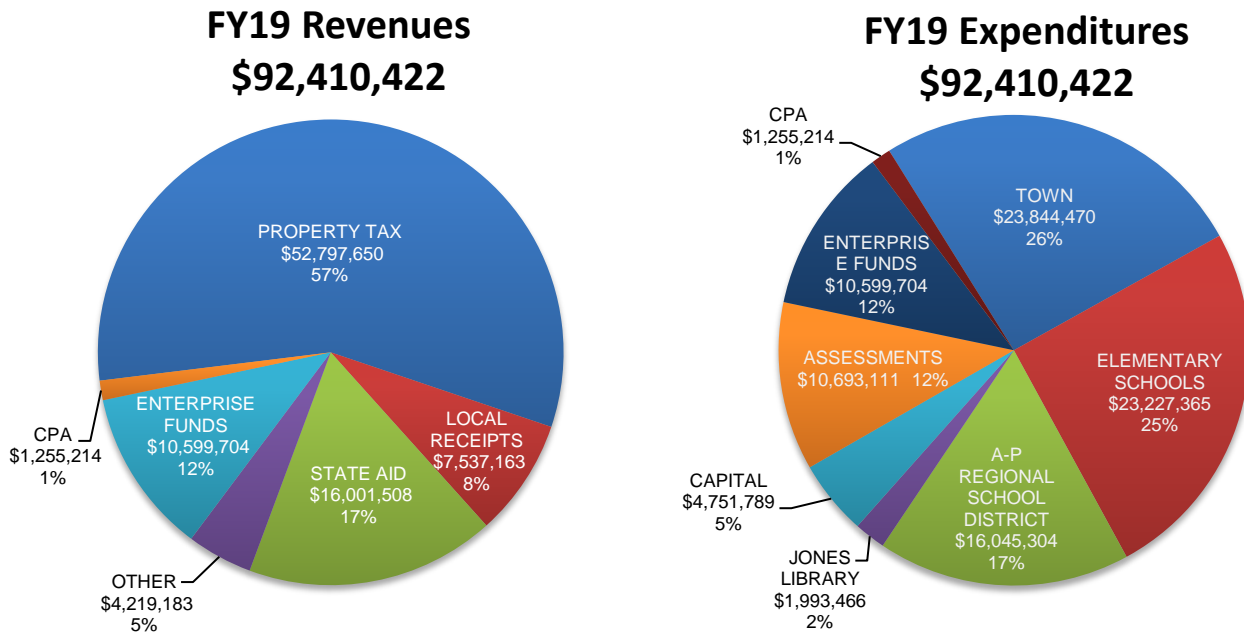
Budget Presentation

Resources

Money to pay for Town, School, and Libraries services comes primarily from local revenues. The next largest source of money is state aid. A smaller amount comes from the federal government and other miscellaneous sources.

Local taxes and fees are stable and predictable. The largest source is the property tax. A 1980 state law passed by voter initiative, commonly known as Proposition 2½, limits its growth. Without an override of that law, the amount the Town can levy each year is limited to 2.5% over the previous year's levy limit, plus any amount available from new growth in the tax base. The amount of revenue from new growth varies, depending upon the economy and the amount of new residential and commercial construction. The assessor estimates \$830,000 in additional tax revenue from new growth in FY19.

Figure 1



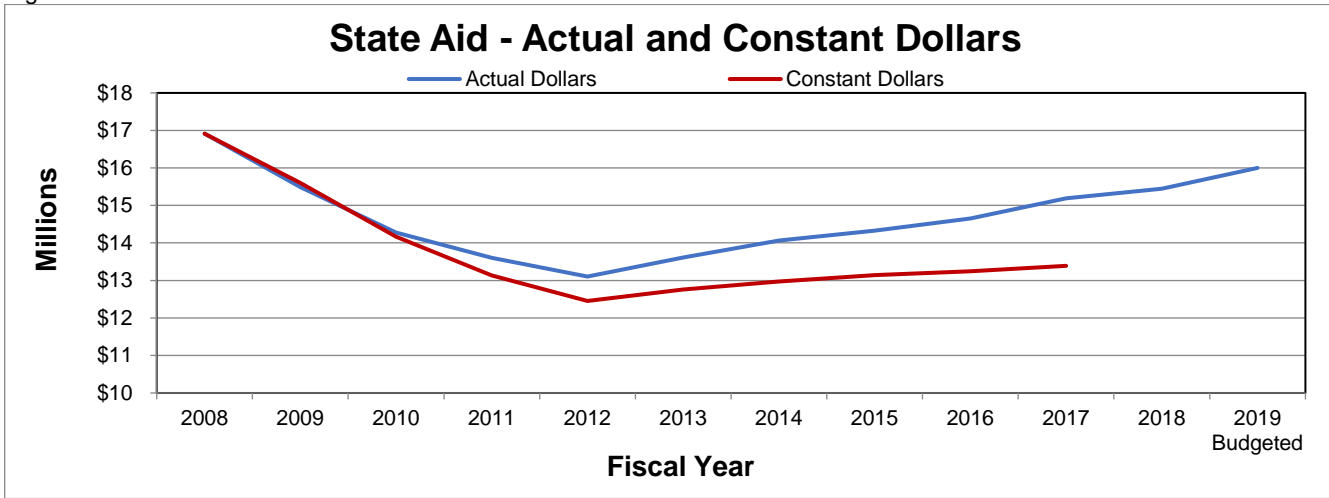
Note: The Revenue chart above reflects the percentages of the Revenues from all sources (Property Tax, State Aid, Local Receipts, Enterprise Funds, and other). The Expenditure chart reflects the percentages of the total budget by each area. The Expenditure percentages above vary from those in Article 8 which are based on the Town's operating budgets for the Town, Schools and Library.

State aid, in contrast, can be volatile. Figure 2 shows how state aid has varied over the years, and Figure 3 depicts how the decline of state aid in different years has resulted in a corresponding increase in the property tax burden to support Town services. In the current year, FY18, state aid is \$15,442,471, up \$255,032 or 1.7% from \$15,187,439 in FY17.

For FY19 the Town is expecting total state aid to be \$16,001,508 an increase of \$559,037 or 3.6%, above FY18 aid. The exact amount will not be known until the State House and Senate approve their versions of the state budget and the Governor signs a final version, typically in late June.

FINANCE COMMITTEE REPORT TO AMHERST RESIDENTS

Figure 2

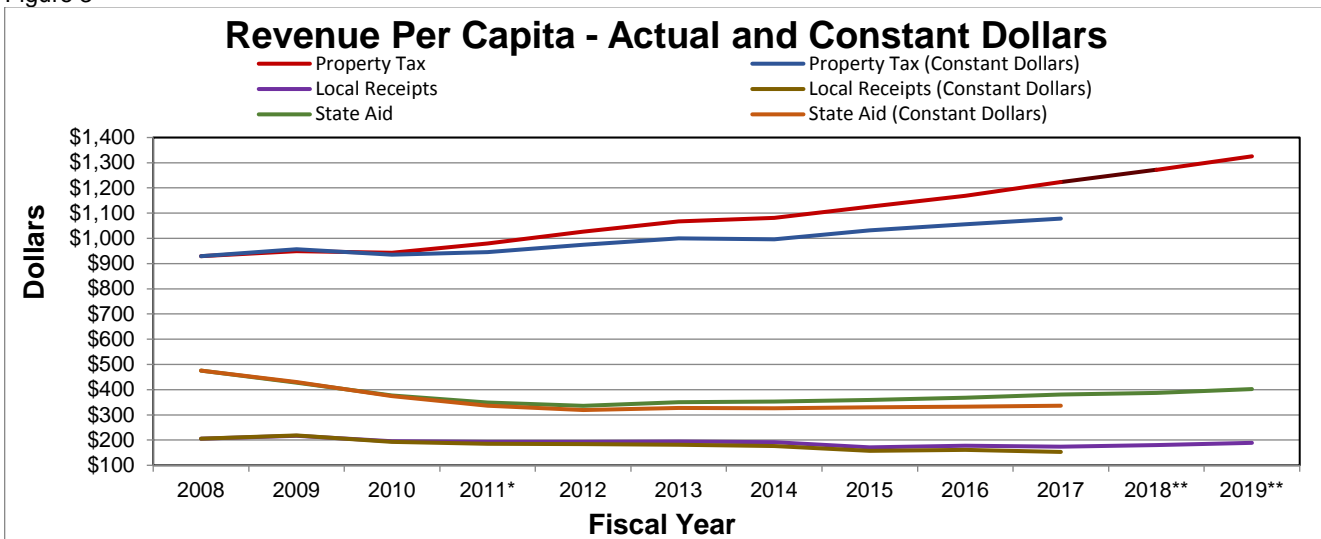


Local receipts and other funding resources comprise a number of separate fees, taxes, and grants. The amount reported on the Consolidated Resources/Expenditures Summary on pages 12 and 13 includes amounts from the three largest categories: Ambulance Fund receipts, Motor Vehicle Excise Taxes, and Enterprise Fund reimbursements for management and administrative expenses.

	FY18	FY19	Net Change	% Change
Ambulance Fund	\$2,599,780	\$2,800,114	\$200,334	7.7%
Motor Vehicle Excise	\$1,720,925	\$1,800,000	\$79,075	4.6%
Enterprise Fund Reimbursements	\$1,115,369	\$1,119,069	\$3,730	0.3%

Recent year trends

Figure 3

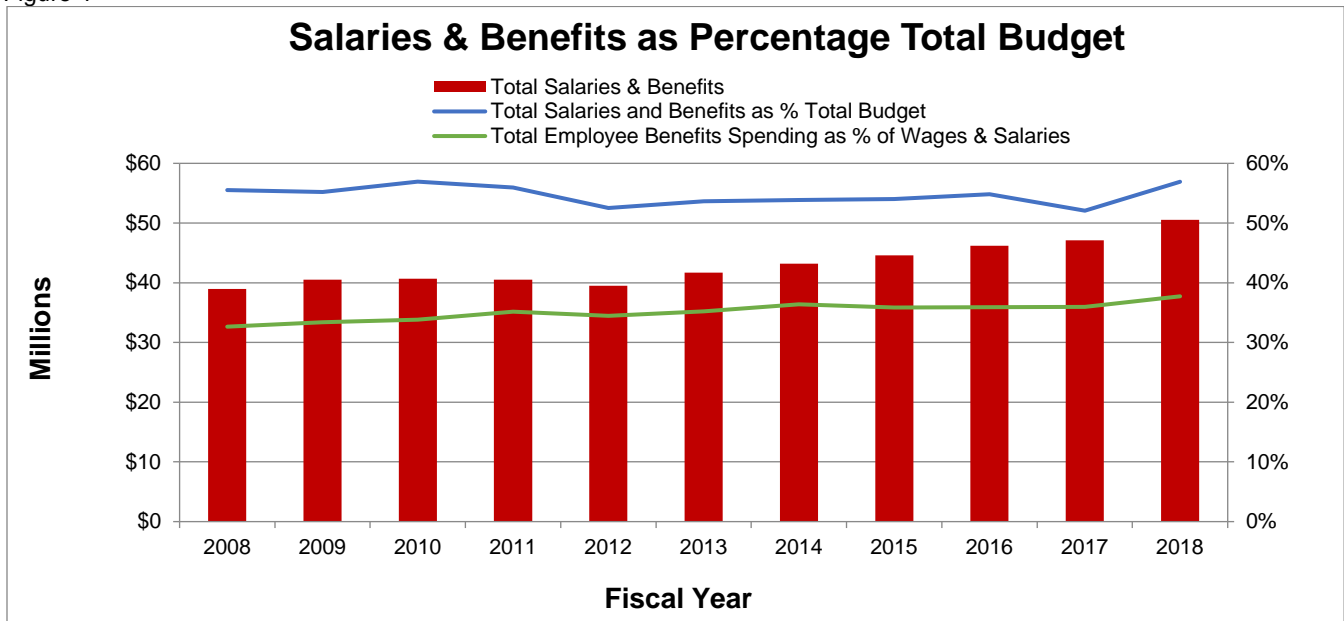


*The \$1,680,000 override approved in March 2010 increased property tax bills beginning in FY11 (July 2010 - June 2011).
 ** Estimates

Revenues from the property tax have increased by the allowable limits of Proposition 2 1/2 and were further increased in 2011 via voter-approved referenda. Local receipts remain relatively flat. State aid has fluctuated and is still below its peak of FY08 levels.

FINANCE COMMITTEE REPORT TO AMHERST RESIDENTS

Figure 4



Total salaries and benefits as a percentage of total budget has continued to be level for the past ten years. Total benefit costs as a percentage of wages and salaries has increased from 32.65% to 35.94% of wages and salaries over the past ten years. Total Salaries and Benefits spending was flat from FY09 to FY12. Over the past five years, the average increase has been 2.03%. The long term trend is uncertain. The cost of health insurance has increased for FY18 and will increase again in FY19.

Spending

The recommended expenditures from the general and enterprise funds for FY19 are presented in the discussions of Articles 5 -18, 25 and 26 and explained elsewhere in this report. These recommendations adopt budgets presented by the Town Manager, the Superintendent of Schools, and the Library Director, and reviewed by the Finance Committee. The School Committees and Library Trustees have approved the School and Library budgets. The Budget Coordinating Group has provided input into the development of these budgets, and the Joint Capital Planning Committee has reviewed and recommended all capital requests.

The Finance Committee reviewed these proposed budgets and found them to be thoughtful, reasonable, responsible, and sustainable. Any additional program or capital initiatives will be supportable only at the expense of current programs.

Capital Budget

The Town's Financial Policy specifies that the annual budget should include a Capital Program that includes debt service obligations and cash-funded capital projects funded from current revenues in an amount equal to at least 10% of the estimated property tax levy. This policy recognizes that it is essential to maintain and improve Town infrastructure, including the Town, School, and Library buildings and the equipment required to provide services, as well as to invest in recreation fields and facilities, open space, and other priorities. When the policy was adopted in 2008, only 7.2% of the tax levy was allocated for that purpose. The allocation decreased to as low as 5.64% in FY11. Since then, with careful planning, capital spending has increased and is recommended to be 9.0% of the tax levy for FY19. The Joint Capital Planning Committee (JCPC) recommends that the capital budget continue to increase by 0.5% annually until the goal of 10% is reached.

Reserves

Town financial policies adopted in January 2008 state that "reserves, including the combined balance of Free Cash and Stabilization Fund, should be maintained at 5 - 15% of general fund operating revenues." The primary objective of the Town's reserve policy is to provide the Town with the flexibility to sustain service levels despite the adverse financial impacts of economic downturns and unforeseen and extraordinary expenses. This goal is a widely accepted measure of good financial standing and a key factor in Amherst's excellent bond rating. As of July 1, 2018, the beginning of the current fiscal year,

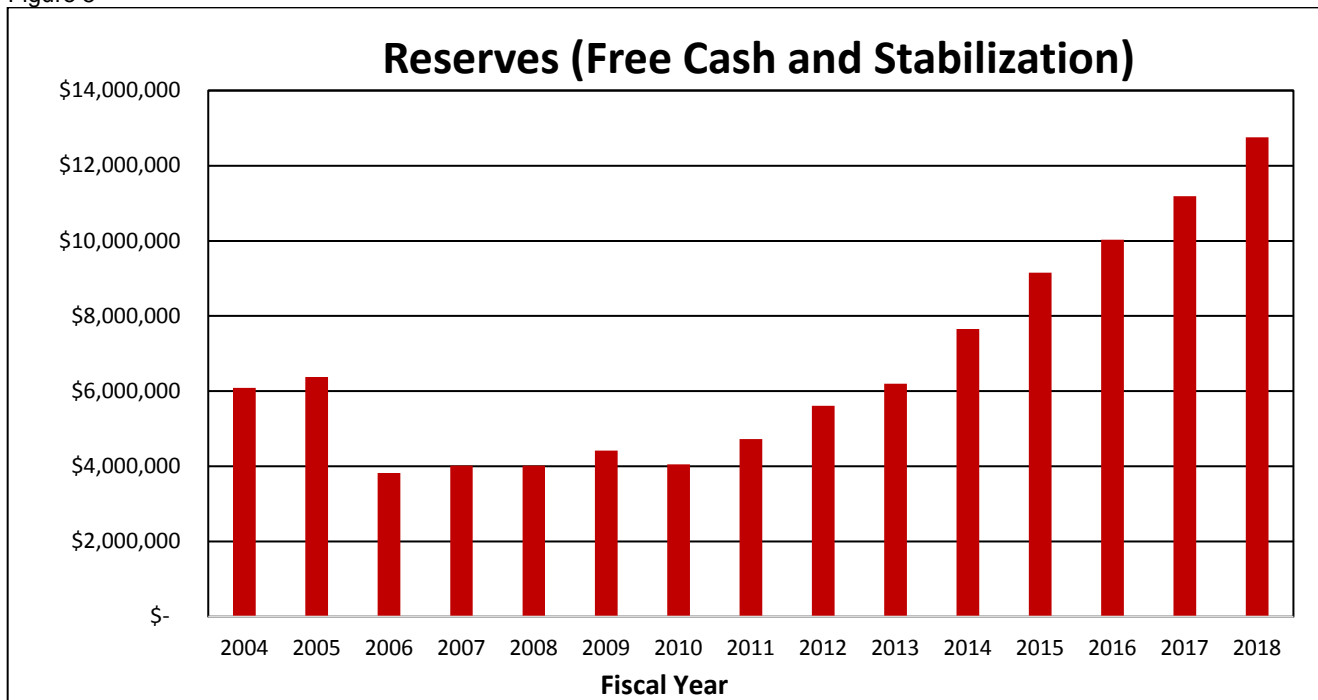
FINANCE COMMITTEE REPORT TO AMHERST RESIDENTS

Amherst's certified Free Cash was \$5,162,239 and the Stabilization Fund was \$7,595,350, for total reserves of \$12,757,589 or 16.5% of General Fund operating revenues.

In 2015, Standard & Poor's (S&P) reviewed Amherst's bond rating and reaffirmed it at AA+ with a "Stable" outlook, based on the Town's strong budgetary performance, "very strong management conditions," and strong budgetary flexibility, with reserves well over 10% of General Fund operating revenues. S&P also noted favorably that the Town has begun to fund its OPEB liability. As a result of the AA+ rating, the Town saves on interest expenses for bonds when it needs to finance projects.

Because of the uncertainty about state aid, the cyclical nature of the economy, and the need in the near future to invest in large capital projects, the Town must maintain adequate reserves. Its policy about reserves had been to build the balance in the recovery period and the "up cycle" of economic swings and to spend the reserves in the next "down cycle." In 2009, the Finance Committee recognized that reserves cannot support ongoing services but identified two circumstances that would justify the Town doing so: (1) to implement bona fide plans to move toward models of service provision that would provide net savings to the Town in the future while providing acceptable levels of service, and (2) to leverage outside revenue in order to maintain existing core services. Given the revenue projections for the next several years, the Committee's desire to achieve stability in Town, School, and Library programs, the need to assure sustainability without asking voters to consider another override, and the benefit of maintaining the Town's sound financial standing, no reserves should be used for the FY19 operating budget.

Figure 5



Other Post-Employment Benefits (OPEB)

Amherst and other governmental units, municipal and state, are obligated to pay for the healthcare costs of employees and their dependents after they retire. That obligation is considered as an "Other Post-Employment Benefit" (OPEB) by the body that sets the rules for audits of governments, the Government Accountability Standards Board (GASB). While governments are not required to fully fund this obligation in advance, they are required to report it in the annual financial statements. The most important amount to monitor is the unfunded accrued actuarial liability. The Town is required to have an independent actuary, value that liability biennially. The most recent reports were for June 30, 2014 and June 30, 2016. Between those two years, the liability increased from \$94.1 million to \$100.5 million.

At the Fall 2010 Special Town Meeting, an OPEB Trust was established as an essential part of the Town's long-term strategy for meeting this obligation. In Fall 2012, and Spring 2013, Town Meeting appropriated a total of \$1,015,562 in one-time appropriations to the OPEB Trust Fund. At subsequent Town Meetings the following amounts were appropriated: 2014, \$100,000; in 2015, \$200,000; 2016, \$300,000; and 2017, \$400,000. The requested appropriation for FY19 is \$500,000. The Water, Sewer, and Transportation Enterprise Funds have included OPEB payments toward their obligation in recent budgets.

FINANCE COMMITTEE REPORT TO AMHERST RESIDENTS

For the past several years Medicare Part D reimbursements to the Town have been transferred to the OPEB Trust, which currently (March 31, 2018) totals \$4,908,911. It is significant that the Town has started to fund the Trust, but there is a long way to go. These transfers to the OPEB Trust should continue to be made to meet this long-term obligation.

The Amherst Elementary Schools are part of the Town's OPEB Trust Fund. The Amherst-Pelham Regional School District has its own OPEB obligation and began to fund it in FY17. The Town of Amherst pays its Regional share through its assessment for the Regional School budget. The OPEB obligation for the Town and Regional Schools is another reason to carefully plan the budget and evaluate the Town's highest priorities.

Spending Articles

The operating budget for the Town as a whole makes up Article 8 of the Warrant for this Annual Town Meeting. The budget is divided into sections covering Town functional areas, Library services, Schools, each of four Enterprise Funds, and Debt Service. For each functional area, a motion will be made proposing the total amount to be spent. In all cases, Town Meeting will be able to discuss individual budget lines within the functions.

Most capital spending appears in separate Articles, as does funding for Community Preservation Act projects. Capital spending of the Enterprise Funds appears in their operating budgets. The same is true of the Regional Schools.

Non-budget Articles

Non-budget Articles from staff or petitioners are presented to the Finance Committee, which requests the purpose of Articles and investigates financial costs, benefits, and implications. If an Article has no apparent financial implications for the Town, the Committee takes no position. If it identifies a financial implication, the Committee decides whether to support the Article and provides its reasons within its report.

Town Meeting Procedures

Any member of Town Meeting who wishes to propose an amendment to an operating budget motion may do so by moving to increase or reduce the amount of an appropriation that has been moved. Anyone proposing to amend the operating budget should tell Town Meeting what the amendment is intended to accomplish. However, the subject of these Articles is the appropriation of money, not the day-to-day administration of the Town. Responsibility for running the affairs of the Town rests with the Select Board, School Committee, Library Trustees, and appointed officials. Town Meeting members are asked to provide four written copies of motions to amend budgets and give one copy each to the Moderator, the Clerk, the Chair of the Select Board, and the Chair of the Finance Committee.

The issues covered under each motion may be complex, especially in sections of the budget that are supported by a variety of revenue sources. Town Meeting members who want to make an alternate motion or amendment are encouraged to seek assistance from the Moderator, a member of the Finance Committee or the Select Board, or an appropriate staff person prior to introducing the amendment.

If a Town Meeting member wishes to propose an increase in the operating budget, he or she should be aware that a source of funding would have to be found to cover the increase. This could be a reduction made elsewhere in the budget or the use of reserves. In general, the amounts of money stated in the separate spending Articles cannot be increased significantly on the floor of Town Meeting. If you have questions about this, please consult with the Moderator.

Appreciation

The process of creating a spending plan within the limitation of available funds is always a challenge. It is never easy to create a budget that enables the Town, Schools and Library to provide excellent services within the confines of available resources. Many officials, both appointed and elected, have worked to develop this budget. The Finance Committee appreciates the efforts of all the people responsible for creating these budgets. Comptroller and Co-Finance Director, Sonia Aldrich, is especially helpful, attending all Finance Committee meetings, providing support to the Committee, and giving expert advice and a wealth of timely and useful information, in cooperation with Treasurer/Collector and Co-Finance Director Claire McGinnis. Town Manager Paul Bockelman, Library Director Sharon Sharry and School Superintendent Michael Morris guided their budget processes and provided well developed budgets with supporting information. They also met with the Finance Committee to review, provide explanations and answer questions regarding their budgets. Sean Mangano, Director of Finance and Operations for the Schools, provided extensive and essential budget information. The Select Board, Regional and Amherst School Committees, and Jones Library Trustees set budget guidelines and priorities, reviewed and approved budgets as required by their procedures, as well as, the laws and regulations that affect their areas of responsibility. They did

FINANCE COMMITTEE REPORT TO AMHERST RESIDENTS

so cooperatively with the Finance Committee so that a sustainable, comprehensive and balanced budget for the Town could be presented to Town Meeting. The Committee also thanks those who served on the Joint Capital Planning Committee and the Budget Coordinating Group, in addition to the many staff members from the Town, Schools, and Library who have given their time and expertise to develop the annual budget. Finally, compiling the information is Maria Racca who provides data analysis and charts which are indispensable to the Committee's Report, and Debra Puppel and staff in the Town Manager's office who provide support and needed information, and who distribute "the packets" and the Finance Committee Report. Thanks to all of them.

Thank you to the Town Meeting Coordinating Committee in providing opportunities for Town Meeting members to familiarize themselves with the process of Town Meeting and the Warrants to help facilitate hearty discussion, debate and decisions. And thanks to Town Meeting for reading the Finance Committee Reports and recommendations, considering them thoughtfully and carefully and sometimes coming to a different conclusion than the Committee. Finally, a thank you to the Moderator, Jim Pistrang, who has extraordinary skills in conducting Town Meetings.

If you have questions as you prepare for the April 30 Annual Town Meeting, the Finance Committee invites you to submit them in advance of the meeting to fincom@amherstma.gov. If possible, you will receive a response before or during the session.

Finance Committee Members:

Joe Jayne
Bernard Kubiak
Timothy Neale
Sharon Povinelli
Janice Ratner, Vice Chair
Anurag Sharma
Marylou Theilman, Chair

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CONSOLIDATED RESOURCES/EXPENDITURES SUMMARY

	FY 19 General Fund	FY 19 Community Preserv. Act	FY 19 Water Fund	FY 19 Sewer Fund
REVENUES				
Property Tax	52,797,650	930,000	0	0
Local Receipts	7,537,163	0	4,472,188	4,433,500
State Aid	16,001,508	159,960	0	0
Other Financing Sources	4,219,183	165,254	0	92,376
TOTAL REVENUES	80,555,504	1,255,214	4,472,188	4,525,876
EXPENDITURES				
<u>OPERATING BUDGET</u>				
Town	23,844,470	0	2,981,625	2,882,491
Elementary Schools	23,227,365	0	0	0
A-P Regional School District (Assessment)	16,045,304	0	0	0
Jones Library (Tax Support)	1,993,466	0	0	0
Subtotal OPERATING BUDGET	65,110,605	0	2,981,625	2,882,491
<u>CAPITAL BUDGET</u>				
Debt Service - Debt Exclusion	0	0	0	0
Debt Service - Current	1,603,127	320,843	453,100	619,771
Debt Service - Projected	263,874	0	0	0
Cash Capital (Tax Support)	2,884,788	0	0	0
Subtotal Tax Funded Capital	4,751,789	320,843	453,100	619,771
Community Preservation Act	0	934,371	0	0
Cash Capital (Non-Tax Support)	0	0	215,000	255,000
Subtotal CAPITAL	4,751,789	1,255,214	668,100	874,771
<u>MISCELLANEOUS</u>				
Assessment - Retirement System	5,565,471	0	267,853	270,404
Assessment - Regional Lockup Facility	35,928	0	0	0
Other	0	0	0	0
OPEB	500,000	0	79,000	150,000
Reserve Fund	100,000	0	0	0
Subtotal MISCELLANEOUS	6,201,399	0	346,853	420,404
Total APPROPRIATIONS	76,063,792	1,255,214	3,996,578	4,177,666
<u>UNAPPROPRIATED USES</u>				
Reserve for Abatements & Exemptions	527,977	0	0	0
State Assessments (Cherry Sheet)	3,287,395	0	0	0
Cherry Sheet Offsets	660,385	0	0	0
Other Amounts to be Raised	15,955	0	475,610	348,210
Subtotal UNAPPROPRIATED USES	4,491,712	0	475,610	348,210
TOTAL BUDGET PLAN	80,555,504	1,255,214	4,472,188	4,525,876
\$ Change from Prior year			100,042	223,609
% Change from Prior Year			2.3%	5.2%

CONSOLIDATED RESOURCES/EXPENDITURES SUMMARY

FY 19 Solid Waste Fund	FY 19 Transportation Fund	FY 19 COMBINED FUNDS (memo only)	FY 18 COMBINED FUNDS (memo only)	Change FY 18 - 19	Percent Change
0	0	53,727,650	51,642,795	2,084,855	4.0%
487,270	1,114,370	18,044,491	17,295,551	748,940	4.3%
0	0	16,161,468	15,628,471	532,997	3.4%
0	0	4,476,813	5,713,267	(1,236,454)	-21.6%
487,270	1,114,370	92,410,422	90,280,084	2,130,338	2.4%
442,273	579,756	30,730,615	29,750,656	979,959	3.3%
0	0	23,227,365	22,523,222	704,143	3.1%
0	0	16,045,304	15,502,710	542,595	3.5%
0	0	1,993,466	1,926,054	67,412	3.5%
442,273	579,756	71,996,750	69,702,642	2,294,108	3.3%
0	0	0	32,250	(32,250)	-100.0%
0	89,875	3,086,716	2,953,212	133,504	4.5%
0	0	263,874	172,000	91,874	53.4%
0	0	2,884,788	2,342,767	542,021	23.1%
0	89,875	6,235,378	5,500,229	735,149	13.4%
0	0	934,371	1,076,357	(141,986)	-13.2%
0	60,000	530,000	872,666	(342,666)	-39.3%
0	149,875	7,699,749	7,449,252	250,497	3.4%
44,997	62,588	6,211,313	5,736,615	474,698	8.3%
0	0	35,928	35,928	0	0.0%
0	26,902	755,902	662,600	93,302	14.1%
0	0	100,000	100,000	0	--
44,997	89,490	7,103,143	7,986,776	568,000	7.1%
487,270	819,121	86,799,641	85,138,670	3,112,605	3.7%
0	0	527,977	517,647	10,330	--
0	0	3,287,395	3,106,300	181,095	5.8%
0	0	660,385	436,173	224,212	51.4%
0	295,249	1,135,024	1,131,294	3,730	0.3%
0	295,249	5,610,781	5,191,414	419,367	8.1%
487,270	1,114,370	92,410,422	90,330,084	2,080,338	2.3%
17,408	89,870				
3.7%	8.8%				

ANNUAL TOWN MEETING WARRANT ARTICLES

ARTICLE 1. Reports of Boards and Committees (Select Board)

To see if the Town will hear those reports of Town officers, the Finance Committee, and any other Town boards or committees which are not available in written form.

RECOMMENDED by a vote of 6-0, 1 absent.

This Article is requested at the opening session of all Town Meetings.

ARTICLE 2. Transfer of Funds – Unpaid Bills (Finance Committee)

To see if the Town will, in accordance with M.G.L. Chapter 44, Section 64, appropriate and transfer a sum of money to pay unpaid bills of previous years.

RECOMMENDED by a vote of 6-0, 1 absent.

This is an annual article that allows the Town to pay unpaid bills from a prior fiscal year, if any, for which funds were not already encumbered.

ARTICLE 3. Acceptance of Optional Tax Exemptions (Select Board)

To see if the Town will authorize a maximum additional exemption of up to 100 percent for taxpayers qualifying for exemption under M.G.L. Chapter 59, Section 5, clauses 17D, 22, 37A, or 41C.

RECOMMENDED by a vote of 6-0, 1 absent.

This local option authorizes assessors to reduce property taxes for certain qualifying taxpayers with limited income: surviving spouses (17D), military veterans (53), blind persons (37A), and 70 or over elderly (41C). The reduction is in addition to the base amount allowed by the state. The option has been in effect in Amherst since FY94, the first year for which Town Meeting adopted it. The option must be renewed annually. The total cost to the Town in FY18 to provide these tax exemptions, including the optional tax exemptions, was \$87,964.02 in foregone tax receipts. Reimbursement by the state for the base exemptions was \$33,523.00. The cost to the Town in FY18 to provide the additional optional tax exemptions was \$31,712.82.

ARTICLE 4. FY 2018 Budget Amendments (Finance Committee)

A. To see if the Town will amend the budget voted under Article 9 of the 2017 Annual Town Meeting (FY 2018 Operating Budget) to transfer **sums of money** between General Government, Public Safety, Public Works, Conservation and Development, Community Services, Library and Debt Service accounts to balance the 2018 Fiscal Year.

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

A recommendation will be made prior to a Town Meeting vote when it will be known whether adjustments are needed in which departments.

B. To see if the Town will amend the action taken under Article 10 of the 2017 Annual Town Meeting (FY 2018 Reserve Fund) to appropriate and transfer a sum of money from the Fund Balance Reserved for Overlay Surplus account to the Reserve Fund to balance the 2018 Fiscal Year.

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

A recommendation will be made prior to a Town Meeting vote when it will be known what sum of money will be needed to balance the FY18 budget.

C. To see if the Town will amend the action taken under Article 9 of the 2017 Annual Town Meeting Operating Budget, by appropriating to the Health Claims Trust Fund a sum of money for employee health insurance and to meet such appropriation transfer a sum of money from Free Cash in the Undesignated Fund Balance of the General Fund, said appropriation to be

ANNUAL TOWN MEETING WARRANT ARTICLES

reimbursed to the General Fund via a temporary health insurance premium surcharge to employers and employees until such time the total appropriation has been reimbursed.

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

A recommendation will be made prior to a Town Meeting vote when more information is available.

ARTICLE 5. Retirement Assessment (Finance Committee)

To see if the Town will raise and appropriate \$5,565,471 for the Hampshire County Retirement System assessment.

RECOMMENDED by a vote of 6-0, 1 absent.

The Town, as a member of the Hampshire County Retirement System, pays an annual assessment that covers benefits to current retirees and funding for future retirees. The assessment is based on the payrolls of municipal and library employees as well as non-teaching elementary school employees. The amount to be appropriated for the retirement assessment in this article is \$5,565,471, an increase of \$408,051 or 7.9%, from the FY18 assessment. This represents the General Fund share of the assessment. In addition, the Enterprise Funds are allocated their share of the total assessment of \$6,211,314 in their respective budgets, which will be voted on under Article 8. The total assessment includes an annual payment of \$226,256 to fund the liability created by the Early Retirement Incentive program adopted by the Town in 2002 and 2003. It also includes a savings of \$112,289 (1.8%) for paying the entire assessment by July 1. The pension funding schedule is based on an updated January 1, 2016 actuarial study. Once the Hampshire County Retirement System is fully funded, expected in 2034, these large assessments will stop.

ARTICLE 6. Regional Lockup Assessment (Finance Committee)

To see if the Town will raise and appropriate \$35,928 for the Hampshire County Regional Lockup Facility assessment.

RECOMMENDED by a vote of 6-0, 1 absent.

The Town, as a user of the Hampshire County Regional Lockup, pays an annual county assessment, based on population that covers its portion of the operating costs of the Regional Lockup. The Sheriff's office, the University, and the other communities that use the lockup are the other contributors. The \$35,928 to be appropriated in this article for FY19 is unchanged from the amount appropriated for FY18.

ARTICLE 7. Other Post-Employment Benefits (OPEB) Trust Fund (Finance Committee)

To see if the Town will raise and appropriate \$500,000 for the OPEB Trust Fund established under the provisions of M.G.L., Chapter 32B, Section 20.

RECOMMENDED by a vote of 6-0, 1 absent.

The Town continues to make contributions to the Other Post-Employment Benefits (OPEB) for retiree health insurance liabilities. The funding for the contributions has come through appropriation from the General Fund. With a contribution of \$500,000, FY19 is the fifth year of budgeted contributions (FY18-\$400,000; FY17-\$300,000; FY16-\$200,000; FY15-\$100,000). Over the last several years starting in FY13, the Town has funded OPEB for a total of \$4.9 million as of March 31, 2018. All except budgeted contributions were reallocations of Medicare Part D reimbursements. The Water, Sewer, and Transportation Funds cover their Annual Required Contributions (ARC) for OPEB, which is their 15.00% share of the Town's long term liability. The Town continues to develop cost containment strategies and long-term funding for the OPEB Trust Fund.

A formal assessment of OPEB liabilities is made by external consultants every two years, and presented in the Actuarial Valuation Report. As of the last available report dated June 30, 2016, the unfunded actuarial accrued liability (AAL) pertaining to OPEB increased to \$100,546,091 with net assets of \$2,810,695, which is over \$6 million more than \$94,113,695 estimated as of June 2014. The new estimate is based in part on the discount rate of 4%. At a discount rate of 7.75%, the estimate for accrued unfunded liability is \$52,803,837 with net assets of \$2,810,695.

ANNUAL TOWN MEETING WARRANT ARTICLES

Of the estimate based on 4.00% discount rate, as of June 2016, \$62.6 million (60.60% of gross liabilities) was attributable to current employees and the remaining \$40.7 million (39.40% of gross liabilities) was for retirees, spouses, and survivors. At a higher discount rate of 7.75%, the AAL drops to \$52,803,837 and the components are \$28,581,456 or 51.40% for Current Actives and \$27,033,076 or 49.6% for Retirees.

On a thirty-year funding schedule, the Annual Required Contribution (ARC) is \$6,783,833 at a 4.00% discount rate, and \$3,984,827 at a 7.75% discount rate. Assuming a partial pre-funding interest rate of 4.00%, the Normal Cost for Fiscal Year 2016 is estimated at \$3,316,726.

The OPEB liability is projected to increase over the long-run (2019 and beyond) at a rate of 4.50%, the same as the assumed rate of medical inflation.

**ARTICLE 8. FY 2019 Operating Budget
 (Finance Committee)**

To see if the Town will adopt a comprehensive operating budget for the ensuing year and raise and appropriate or transfer money therefor.

GENERAL FUND MUNICIPAL SUMMARY

	FY 15 Actual	FY16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Fin Com	Change FY 18-19	% Change
General Government	\$ 6,262,466	6,407,518	6,356,383	7,070,104	7,855,219	785,115	11.1%
Public Safety	\$ 9,580,832	9,856,588	10,057,411	10,359,472	10,446,161	86,689	0.8%
Public Works	\$ 2,310,082	2,101,281	2,364,678	2,326,634	2,355,505	28,871	1.2%
Conservation & Development	\$ 1,124,037	1,252,602	1,318,526	1,421,061	1,439,099	18,038	1.3%
Community Services	\$ 1,847,984	1,843,387	1,753,155	1,860,864	1,748,486	(112,378)	-6.0%
TOTAL APPROPRIATION	\$ 21,125,401	21,461,375	21,850,154	23,038,135	23,844,470	806,335	3.5%

FINANCE COMMITTEE REPORT - FY19

GENERAL GOVERNMENT

12% OF GENERAL FUND OPERATING BUDGETS

	FY 15 Actual	FY16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Fin Com	Change FY 18-19	% Change
Select Board/Town Manager	\$ 276,078	344,103	364,483	374,514	384,375	9,861	2.6%
Town Meeting/Finance Comm	\$ 822	1,159	8,404	3,900	3,900	0	0.0%
Finance Department	\$ 943,390	940,216	916,356	1,018,983	1,072,719	53,736	5.3%
Legal Services	\$ 113,401	116,612	116,995	110,000	110,000	0	0.0%
Human Resources/ Human Rights	\$ 149,558	186,101	196,836	197,519	201,285	3,766	1.9%
Information Technology	\$ 481,683	517,985	522,224	588,391	597,522	9,131	1.6%
Town Clerk's Office	\$ 207,670	191,748	196,646	216,034	213,663	(2,371)	-1.1%
Elections & Registration	\$ 50,314	45,719	79,684	33,625	63,278	29,653	88.2%
Facilities Maintenance	\$ 478,542	477,806	495,788	538,391	535,594	(2,797)	-0.5%
General Services	\$ 471,566	454,834	341,119	440,692	415,692	(25,000)	-5.7%
SUBTOTAL	\$ 3,173,024	3,276,284	3,238,535	3,522,049	3,598,028	75,979	2.2%
Employee Pay/Benefits	\$ 3,089,442	3,131,234	3,117,848	3,548,055	4,257,191	709,136	20.0%
TOTAL APPROPRIATION	\$ 6,262,466	6,407,518	6,356,383	7,070,104	7,855,219	785,115	11.1%
SOURCES OF FUNDS							
Ambulance Receipts	\$ 119,034	119,874	119,557	123,320	128,336	5,016	4.1%
Departmental Receipts	\$ 108,478	107,624	136,465	102,255	99,755	(2,500)	-2.4%
Penalties and Interest From Taxes	\$ 223,077	203,416	260,469	188,000	197,229	9,229	4.9%
Investment Income	\$ 96,608	107,336	90,117	70,000	80,000	10,000	14.3%
Licenses & Permits	\$ 191,802	197,997	210,763	184,950	197,650	12,700	6.9%
State Aid-Elections	4,742	2,558	5,116	0	0	0	0.0%
Hours Reimbursement	\$						
Water Fund	\$ 106,822	218,537	218,537	229,537	231,787	2,250	1.0%
Sewer Fund	\$ 107,919	217,245	217,245	226,240	231,300	5,060	2.2%
Transportation Fund	\$ 35,436	49,437	49,437	51,525	48,370	(3,155)	-6.1%
Taxation	\$ 5,268,548	5,183,494	5,048,677	5,894,277	6,640,792	746,515	12.7%
Total	\$ 6,262,466	6,407,518	6,356,383	7,070,104	7,855,219	785,115	11.1%

RECOMMENDED by a vote of 6-0,1 absent.

BUDGET: \$7,855,219, an increase of 11.1% (\$785,115) over FY18.

General Government involves the overall operation of the Town in terms of administration, finance, and policy. It is the second largest cost center (11%), after Public Safety (16%) in the Town's operating budget, excluding Schools (61%). It includes the bulk of the general administrative costs of managing and operating the Town. The majority of the increase for FY19 is reflected in the Employee Benefits line, to cover the increased costs of health insurance and a reserve fund for potential salary increases and cost of living adjustments due to renegotiation of labor agreements. These funds will be distributed to other salary accounts when the contracts are completed. Without the insurance increases and salary reserve, the budget is up just 2.2%. Employee benefits comprise 54% of the General Government budget.

BASIC FUNCTIONS: Managing and operating Town government functions, including financial operations, elections, public records, information technology, legal expenses, insurance costs, and maintenance of public facilities, except police, fire, and public works facilities which is funded in their budgets. This budget includes employee benefits for all functions of the municipal government including Public Safety, Public Works, Conservation and Development, and Community Services.

FULL-TIME-EQUIVALENT EMPLOYEES (FTE): 31.39 (no increase)

FY19 SUMMARY

- **Select Board/Town Manager's Office:** The total number of staff remains at 3.5 FTEs. In addition to staff salaries, the budget covers all advertising, supplies, and related expenses for the operation of several offices on the mezzanine. The budget is essentially level funded from FY18 due to personnel changes. For FY19, the remaining Select Board member will receive an increased stipend following election/re-election, completing the process begun two fiscal years ago.

GENERAL GOVERNMENT

- **Town Meeting/Finance Committee:** All costs are level funded from FY18. Most of the costs of Town Meeting, staff time and related expenses, are in other areas of the budget.
- **Finance Department:** A 5.5% increase in personnel costs reflects the cost of living and salary steps for the department in addition to “out of class” compensation for the Comptroller and Treasurer/Collector who have been serving as co-directors of finance. Staffing level continues at 13.3 FTEs. The department plays a critical role in the operation of the Town, maintaining and managing its cash flow, and securing an excellent AA+ bond rating. The “open checkbook” system on the Town website offers a systemic view of the Town’s finances.
- **Legal Services:** No changes from FY18. The account contains funds for municipal law and related services under the supervision of the Town Manager.
- **Human Resources/Human Rights:** This department has an overall increase of 1.9%, with level funded operations and a 2.9% increase to personnel compensation. Total FTEs remain at 1.5. The Department supports the Human Rights Commission. Human Resources is the lead department for the recruitment of new Town employees and labor negotiations.
- **Employee Benefits:** The 20% increase is largely due to health insurance premium increases in the last year. There have been three premium rate increases to employees over the current fiscal year and the Insurance Advisory Committee, working with the Town Manager, reconfigured how employee health insurance will be provided to better control future costs. Other group options have been explored including moving to a fully insured plan, using a single provider, and making other changes using Group Insurance Commission benchmarks, including the introduction of deductibles.
- **Information Technology:** This department's budget increases by 1.6% overall. Personnel increases by 2.7%, and operating expenses are level funded. Staffing remains at 4.84 FTEs. The department is responsible for the Town’s interdepartmental software system, the award-winning web site, and extending citizen self-service, permitting, internal work order management, telephone system, and other digital services.
- **Town Clerk’s Office and Elections and Registration:** The Town Clerk's office reflects a 1.1% decrease in the personnel line due to personnel changes. Operating expenses are level funded. Elections and Registration funding is increased from \$33,625 to \$63,278, an 88.2% increase, to reflect the increase in the number and therefore the cost of upcoming elections.
- **Facilities Maintenance:** This department's budget decreases by 0.5% (\$2,797) due to a change in personnel. Staffing level remains at 5.25 positions, including the Facilities Director position, shared with the schools. The Department is responsible for the maintenance of all the Town’s buildings, along with implementation of the Green Communities grant, capital improvement plan, and energy conservation for the Town’s structures.
- **General Services:** A budget decrease of 5.7% overall is due to savings resulting from bidding out property and liability insurance. The budget includes supplies, equipment maintenance, telephone, postage, and the annual audit. It also includes the Town’s insurance policies: property, casualty, general liability, auto, boilers, public official, and professional liability.

More information is available at <https://www.amherstma.gov/3380/FY-2019-Town-Manager-Budget>.

PUBLIC SAFETY

16% OF GENERAL FUND OPERATING BUDGETS

		FY 15 Actual	FY16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Fin Com	Change FY 18-19	% Change
Police Facility	\$	186,127	221,110	209,626	218,645	219,826	1,181	0.5%
Police	\$	4,362,392	4,441,382	4,569,588	4,778,722	4,830,845	52,123	1.1%
Fire/EMS	\$	4,350,636	4,503,744	4,576,466	4,633,299	4,644,084	10,785	0.2%
Communications Center	\$	626,235	634,485	643,829	666,810	688,227	21,417	3.2%
Animal Welfare	\$	55,442	55,867	57,901	61,996	63,179	1,183	1.9%
TOTAL APPROPRIATION	\$	9,580,832	9,856,588	10,057,411	10,359,472	10,446,161	86,689	0.8%
SOURCES OF FUNDS								
Ambulance Receipts	\$	2,465,552	2,395,418	2,474,823	2,476,460	2,671,778	195,318	7.9%
Departmental Receipts	\$	170,129	206,994	166,359	74,200	139,200	65,000	87.6%
Educational Incentive	\$	0	-	-	-	-	0	0.0%
Fines	\$	117,813	101,836	76,055	72,200	72,200	0	0.0%
Licenses & Permits	\$	41,246	47,554	31,314	77,000	31,000	(46,000)	-59.7%
Transportation Fund	\$	5,741	5,881	5,881	6,239	6,373	134	2.1%
Taxation	\$	6,780,351	7,098,905	7,302,979	7,653,373	7,525,610	(127,763)	-1.7%
Total	\$	9,580,832	9,856,588	10,057,411	10,359,472	10,446,161	86,689	0.8%

RECOMMENDED by a vote of 6-0, 1 absent.

BUDGET: \$10,446,161 an increase of 0.8% or \$86,689 from FY18. Once all contracts have been settled funds will be transferred from General Government via Town Meeting vote.

BASIC FUNCTIONS: Providing police, fire, ambulance, emergency dispatch/communications center, and animal welfare services 24 hours a day, 365 days a year.

FULL-TIME EQUIVALENT EMPLOYEES: 110.5 FTE employees no change from FY18.

FY19 SUMMARY

- **Police Facility** budget increases 0.5% or \$1,181 from FY18 levels. The budget increased slightly to cover salary increases. There is one full-time employee.
- **Police Department** budget increases by 1.1% or \$52,123 to cover salary increases for contracts that are currently settled. The number of full-time employees is 50.5, the same as in FY18.

Objectives for FY19 include: build the Crises Intervention Team by reaching an agency wide training level of 30% of all employees; use the success of The Neighborhood Liaison Officer as a model to impact areas of North Amherst to decrease property crimes, disorder and other negative activities; utilize grant and department resources to regenerate a designated domestic violence officer; and conduct a comprehensive review of Department policies and procedures.

- **Fire Department** budget increases 0.2% or \$10,785. The number of full-time employees is 47, the same as in FY18. The University of Massachusetts will again contribute money to raise the number of on-duty ambulances from three to five on busy fall and spring weekends; the money goes into a Town special revenue fund from which those ambulance overtime costs are paid. The Department responded to an increase of 2.7% in the number of total emergency calls for service over the prior year. Fire responses increased by 64 from last year, a rise of 4.4%. EMS responses increased by 114, a rise of 2.2%.

Objectives for FY19 include: review and implement the recommendations from the recently completed fire staffing study; analyze and address the increase in emergency medical service calls, especially from senior care facilities; expand the Rescue Task Force training to include Public Safety partners as AFD develops an Active Shooter Response Initiative; and explore and apply to the FEMA Assistance to Firefighters Grant (AFG) Program to acquire a replacement Ladder Truck.

PUBLIC SAFETY

- **Communications Center** budget increases by 3.2% or \$21,417. Received state 911 Department Support and Incentive Grant of \$84,023 that supports a 12th emergency dispatcher. Received grant monies from the state of \$15,990 to provide for essential and mandatory training for emergency dispatchers.
- **Animal Welfare** budget increases by 1.9% or \$1,183. Currently, the City of Northampton pays a fee for use of the Amherst Animal Shelter which goes into the Town's General Fund. A goal for FY19 is to expand the regional use to further increase revenues. No other changes are expected for this one-person department.

More information is available at <https://www.amherstma.gov/3380/FY-2019-Town-Manager-Budget>.

PUBLIC WORKS

4% OF GENERAL FUND OPERATING BUDGETS

	FY 15 Actual	FY16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Fin Com	Change FY 18-19	% Change
Public Works Administration	\$ 302,210	360,668	369,649	369,339	380,770	11,431	3.1%
Highway	\$ 716,555	784,634	731,848	786,069	790,519	4,450	0.6%
Snow & Ice Removal	\$ 531,586	224,955	501,550	280,410	280,410	0	0.0%
Street & Traffic Lights	\$ 64,910	60,279	62,855	122,969	120,674	(2,295)	-1.9%
Equipment Maintenance	\$ 244,365	254,432	266,471	271,874	279,966	8,092	3.0%
Tree and Grounds Maintenance	\$ 450,456	416,314	432,305	495,973	503,166	7,193	1.5%
TOTAL APPROPRIATION	\$ 2,310,082	2,101,281	2,364,678	2,326,634	2,355,505	28,871	1.2%
SOURCES OF FUNDS							
Departmental Receipts	\$ 17,655	14,930	20,243	16,000	16,000	0	0.0%
Water Fund	\$ 223,477	215,065	215,065	212,408	217,774	5,366	2.5%
Sewer Fund	\$ 161,766	149,771	149,771	135,505	141,909	6,404	4.7%
Transportation Fund	\$ 47,605	48,324	48,324	56,437	56,417	(20)	0.0%
Taxation	\$ 1,859,579	1,673,191	1,931,275	1,906,284	1,923,405	17,121	0.9%
Total	\$ 2,310,082	2,101,281	2,364,678	2,326,634	2,355,505	28,871	1.2%

RECOMMENDED by a vote of 6-0, 1 absent.

BUDGET: \$2,355,505, an increase of 1.2% or \$28,871 from FY18. The proposed increase also covers COLA and step increases.

BASIC FUNCTIONS: Provides maintenance for highways, streets, sidewalks, traffic lights, equipment, trees and grounds, and most of the Town's outdoor facilities. It is responsible for snow and ice removal, clearing of downed trees, repairs of town-owned roadways, as well as the activities and budgets of the Water, Sewer, and Solid Waste Enterprise Funds.

FULL-TIME-EQUIVALENT (FTE) EMPLOYEES: 27.88, maintained current levels from FY18.

FY19 SUMMARY

- The Highway division maintains the highways, streets, and sidewalks of the Town and assists other Public Works divisions. Highway Division performed "shim" overlays on 8 streets at a cost of \$100,000. This project has proven quite successful in doing minor maintenance work at the lower cost to the Town.
- The Snow & Ice Removal and the Street & Traffic Light divisions are level funded.
- All vehicles used for road maintenance, snow plowing, tree care, park maintenance, leaf pickup as well as water and sewer (with appropriate reimbursements assessed) are maintained, repaired, and serviced by a three person crew included in the Equipment Maintenance division. This budget increases to cover step and contract increases.
- The Tree and Grounds Maintenance budget provides funds for mowing parks, commons, and miscellaneous greenbelts throughout the Town; for maintaining ball fields, including those at schools; and for maintaining park buildings and the Town center. The budget increase reflects step increases and contract increases.

More information is available at <https://www.amherstma.gov/3380/FY-2019-Town-Manager-Budget>.

CONSERVATION AND DEVELOPMENT

2% OF GENERAL FUND OPERATING BUDGETS

	FY 15 Actual	FY16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Fin Com	Change FY 18-19	% Change
Conservation	\$ 330,880	310,465	371,842	369,532	383,747	14,215	3.8%
Planning	\$ 337,293	329,630	322,028	338,080	319,017	(19,063)	-5.6%
Inspection Services	\$ 455,864	612,506	624,657	713,449	736,335	22,886	3.2%
TOTAL APPROPRIATION	\$ 1,124,037	1,252,602	1,318,526	1,421,061	1,439,099	18,038	1.3%

SOURCES OF FUNDS

Departmental Receipts	\$ 89,592	143,930	119,200	77,600	93,300	15,700	20.2%
Licenses & Permits	\$ 874,778	1,115,550	825,260	843,291	864,478	21,187	2.5%
Rental of Land	\$ 1,330	2,998	1,758	1,000	1,000	0	0.0%
Sewer Fund	\$ 0	2,000	2,000	2,000	200	(1,800)	0.0%
Water Fund	\$ 20,577	22,820	22,820	21,236	24,049	2,813	13.2%
Taxation	\$ 137,760	-	349,488	475,934	456,072	(19,862)	-4.2%
Total	\$ 1,124,037	1,287,298	1,320,526	1,421,061	1,439,099	18,038	1.3%

RECOMMENDED by a vote of 6-0, 1 absent.

BUDGET: \$1,439,099, an increase of 1.3% or \$18,038 from FY18. The small increase results from step and contractual increases, salary adjustments, and retirement.

BASIC FUNCTIONS: Plans and manages conservation programs that protect environmental and natural resources. Creates and implements planning initiatives and regulatory mechanisms for the preservation and responsible development of the Town, as well as ensuring the public health, safety, and welfare of citizens by providing inspection services for land use and the construction and occupancy of buildings in town.

FULL- TIME EQUIVALENT EMPLOYEES: 19.23 FTE, the same as FY18.

FY19 SUMMARY

- **Conservation** budget of \$383,747 is proposed to increase 3.8% or \$14,215, to cover step and contractual increases.
- **Planning** budget of \$319,017 is proposed to decrease by -5.6% or (\$19,063) which represents the difference between the retirement of a Senior Planner replaced by an Associate level Planner and step increases. Additionally, half the salary of one of the planners will be charged to a Community Development Block Grant (CDBG) which the department received in part to build a path between the South Village Center/Groff Park area and the apartments on East Hadley Road.
- **Inspection Services** budget of \$736,335 is proposed to increase 3.2% or \$22,886 to cover step and contractual increases.

More information is available at: <https://www.amherstma.gov/3380/FY-2019-Town-Manager-Budget>

COMMUNITY SERVICES

3% OF GENERAL FUND OPERATING BUDGETS

	FY 15 Actual	FY16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Fin Com	Change FY 18-19	% Change
Public Health	\$ 282,671	184,366	183,891	137,143	117,359	(19,784)	-14.4%
Senior Center	\$ 193,213	211,361	230,141	231,081	226,187	(4,894)	-2.1%
Veterans' Services	\$ 305,552	310,928	294,710	330,769	330,769	0	0.0%
Social Services	\$ 107,491	37,500	20,000	80,000	20,000	(60,000)	-75.0%
Leisure Services & S.E.	\$ 529,832	666,915	586,768	635,376	616,496	(18,880)	-3.0%
Pools	\$ 187,050	191,070	192,655	202,226	202,926	700	0.3%
Golf Course	\$ 242,175	241,247	244,990	244,269	234,749	(9,520)	-3.9%
TOTAL APPROPRIATION	\$ 1,847,984	1,843,387	1,753,155	1,860,864	1,748,486	(112,378)	-6.0%

SOURCES OF FUNDS

Departmental Receipts	\$ 561,231	564,359	485,008	536,230	535,638	(592)	-0.1%
Licenses & Permits	\$ 82,465	-	-	-	-	0	0.0%
Fines	\$ 100	1,300	-	500	500	0	0.0%
State Reimbursement	\$ 172,743	167,264	170,455	180,131	180,131	0	0.0%
Sewer Fund	\$ 2,000	-	-	-	-	0	0.0%
Taxation	\$ 1,029,445	1,110,464	1,097,692	1,144,003	1,032,217	(111,786)	-9.8%
Total	\$ 1,847,984	1,843,387	1,753,155	1,860,864	1,748,486	(112,378)	-6.0%

RECOMMENDED by a vote of 6-0, 1 absent.

BUDGET: \$1,748,486, a decrease of 6.0% (\$112,378) from FY18 due primarily to the Health Director's voluntary transition to a 0.80 FTE position, savings from the retirement of the longtime Program Director in the Senior Center, funding changes in Social Services, and departmental re-organization in Leisure Services and Supplemental Education.

BASIC FUNCTIONS: Provides a variety of community services, including public health, senior programming and services, veterans' services and administration of benefits, social services, and recreation and leisure services for youth and adults.

FULL TIME EQUIVALENT EMPLOYEES: There are 12.54 FTEs providing community services, a decrease of 0.2 FTE due to the transition of the Health Director to fewer hours.

FY19 SUMMARY

- **Public Health** promotes the health and well-being of the Amherst community, while working to eliminate health disparities. Working with approximately seventy human services agencies, the Department attends to disease prevention, access to health care, and infectious disease programs. It also oversees programs related to heroin and opioid abuse, underage drinking, homelessness outreach and prevention, and oversight of the two "living" buildings in the Town as they continue to update their drinking water and waste disposal systems. New for FY19 will be oversight of the ramifications of legal use of marijuana in the Town and cooperation/coordination with the Musante Health Center as that facility begins its first year.
- **Senior Center** budget decreases slightly due to savings realized through staff retirement. Service challenges continue as the Center strives to meet the needs of an increasingly aged population in town. The projected growth of seniors age 60+ during the years 2010 to 2020 is expected to be 35%. Once again, volunteer assistance is greatly appreciated so as to assist with programs such as providing and delivering meals and wellness rides. The Friends of the Senior Center, a non-profit organization, continues to provide many of the operational funds for the Center, supplementing funds provided through taxation.
- **Veterans Services** budget is level funded, after several years of increases to meet a growing need for veterans' services and payments to eligible veterans. The Town is a member of a regional services district incorporating the City of Northampton and several smaller towns. The veterans' benefits costs are reimbursed 75% by the Commonwealth.

COMMUNITY SERVICES

- **Social Services** in Town once again will be funded through the Community Development Block Grant (CDBG). CDBG does not cover a fund for emergencies such as assistance with rent or utilities, so a budget of \$20,000 of Town funds is included in this budget. In FY18, Town Meeting added a onetime appropriation of \$60,000, which is expected to be used for target outreach to the Latino community for assistance with food resources. These funds are not requested in the FY19 budget.
- **Leisure Services and Supplemental Education (LSSE)** budget reflects some of the operational changes due to the retirement of the long-time director. Key challenges for the year include an assessment of new resident and non-resident fees, and a feasibility study that examines rebranding of the Department. The After-School Program, LSSE programs, and School department academic and other support is budgeted in a revolving fund outside the LSSE budget.
- **Pools** budget is level funded and includes funding for the full swim season operations of the Mill River and War Memorial pools.
- **Cherry Hill Golf Course** budget decreases as a result of the LSSE departmental re-organization. Once again, it is noted that this budget provides funding for golfing programs during the warmer months but numerous other recreational opportunities on the site are available year-round.

More information is available at: <https://www.amherstma.gov/3380/FY-2019-Town-Manager-Budget>

FINANCE COMMITTEE REPORT - FY19

GENERAL FUND INDEBTEDNESS

	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Fin Com	Change FY 18 - 19	Percent Change
Amherst Housing Authority (CPA)	\$ 42,700	41,650	40,600	39,550	38,500	(1,050)	-2.7%
Bangs Community Center Roof/HVAC	\$ 39,274	56,244	55,069	53,708	52,223	(1,485)	-2.8%
Crocker Farm Renovation	\$ 235,500	225,325	209,325	198,550	192,850	(5,700)	-2.9%
DPW - Roads Reconstruction	\$ 536,625	525,375	513,563	500,625	487,125	(13,500)	-2.7%
Hawthorne Property Acquisition (CPA)	\$ 59,625	58,375	57,063	55,625	54,125	(1,500)	-2.7%
High School Renovations	\$ 171,480	114,555				0	0.0%
High School Roof	\$ 96,148					0	0.0%
Interest on Temporary Debt	\$		-	10,000	10,000	0	0.0%
Portable Classrooms	\$ 34,050	33,150	27,250	26,500	25,750	(750)	-2.8%
South Amherst School	\$ 23,900	23,300	22,700	22,100	16,500	(5,600)	-25.3%
Town Hall Exterior (Partial CPA)	\$ 58,706	57,381	56,181	54,793	53,279	(1,514)	-2.8%
Town Hall Renovations Refunding (2005)	\$ 167,200	156,000				0	0.0%
Police Communication Equipment	\$ 27,500	26,875	26,125	25,375		(25,375)	-100.0%
Central Fire Station Renovations	\$ 22,816	22,356	21,804	21,252	20,700	(552)	-2.6%
DPW Large Truck	\$ 33,000	32,250	31,350	30,450		(30,450)	-100.0%
Trees	\$ 67,320	65,790	63,954	62,118		(62,118)	-100.0%
Roads	\$ 124,000	121,500	118,500	115,500	112,500	(3,000)	-2.6%
Trees, part II	\$ 67,150	66,096	64,872	63,648	62,424	(1,224)	-1.9%
DPW Trucks	\$ 93,264	91,800	90,100	88,400	86,700	(1,700)	-1.9%
AFD Pumper Truck	\$ 48,556	48,000	47,200	46,400	45,600	(800)	-1.7%
S. East St Land Acquisition (CPA)	\$ 7,283	7,200	7,080	6,960	6,840	(120)	-1.7%
Ann Whalen Unit Preservation (Housing) (CPA)	\$ 13,353	13,200	12,980	12,760	12,540	(220)	-1.7%
Wildwood Feasibility Study (31.6%)	\$	40,208	177,022	108,852		(108,852)	-100.0%
2 Mowers	\$	46,487	46,421	46,716		(46,716)	-100.0%
Loader	\$	62,592	62,557	62,900		(62,900)	-100.0%
East St School Renovations	\$	95,060	92,400	88,900	85,400	(3,500)	-3.9%
Rolling Green Unit Preservation (CPA)	\$	175,546	170,600	164,100	157,600	(6,500)	-4.0%
Regional Projects	\$	22,762	284,354	231,893	284,038	52,145	22.5%
APD Radio Equipment	\$		35,803	41,600	36,050	(5,550)	-13.3%
24 Montague Rd Land Acquisition				162,000	156,600	(5,400)	-3.3%
Kieras Land Acquisition					27,500	27,500	
Wildwood Boiler					110,000	110,000	
Elementary Study Fort River					53,000	53,000	
TOTAL APPROPRIATION	\$ 1,969,450	2,229,076	2,334,872	2,341,275	2,187,844	(153,431)	-6.6%

RECOMMENDED by a vote of 5-0, 2 absent.

The debt service for FY19 is projected to be \$2,187,844 of which \$1,867,001 (85.3 %) is funded through direct taxation and the remaining \$320,843 (14.7 %) directly from CPA funds. The total debt service decreased by \$153,431, representing a 6.6 % decrease compared with debt service in FY18. As of June 30, 2017, the total debt capacity of the Town was \$111 million, of which \$16 million is committed borrowing; as such, the Town had \$96 million in available debt capacity.

The CPA funds play a significant role in debt service: recreation (Hawthorne property); housing (Amherst Housing Authority, Rolling Green, and Ann Whalen); land acquisition (Rock Farm, Southeast Street); and the Town Hall masonry. Other major items and percentages in the debt service schedule for FY19 are: 1) Road construction and maintenance account, \$599,625 or 27.4 %; 2) Elementary schools, \$381,600 or 17.4%; and Regional schools, \$284,038, or 13.0 %; 3) Fire, \$66,300 or 3.0 %; and 4) Police, \$36,050, or 1.6% %.

Debt service related to the Enterprise Funds (e.g., payment on bonds to pay for sewer extensions) is included in those budgets and is not authorized in this motion.

SEWER FUND

SOURCES OF FUNDS	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Fin Com	Change FY 18 - 19	Percent Change
Operating Revenues	\$ 4,045,916	4,233,462	4,260,696	4,249,250	4,413,500	164,250	3.9%
Interest and Late Fees	\$ 26,493	30,022	45,823	20,000	20,000	0	0.0%
Surplus Funds	\$ 0	0	0	33,017	92,376	59,359	0.0%
TOTAL	\$ 4,072,410	4,263,484	4,306,519	4,302,267	4,525,876	223,609	5.2%

EXPENDITURES	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Manager	Change FY 18 - 19	Percent Change
Operating Budget	\$ 3,045,722	3,016,612	2,779,697	3,184,461	3,302,895	118,433	3.7%
Debt Service	\$ 404,304	386,158	378,610	376,062	619,771	243,709	64.8%
Capital Program	\$ 240,000	250,000	240,000	405,000	255,000	(150,000)	-37.0%
TOTAL APPROPRIATION	\$ 3,690,026	3,652,770	3,398,307	3,965,523	4,177,666	212,142	5.3%
Indirect Costs Appropriated in General Fund	348,920	354,140	334,098	336,744	348,210	11,466	3.4%
TOTAL EXPENDITURES	\$ 4,038,946	4,006,910	3,732,405	4,302,267	4,525,876	223,609	5.2%

RECOMMENDED by a vote of 6-0, 1 absent.

TOTAL APPROPRIATION: \$4,177,666, an increase of 5.3% (\$212,143) from FY18.

BASIC FUNCTIONS: The collection, treatment, and disposal of sewage for the Town via an Enterprise Fund completely supported by user fees.

FULL-TIME EQUIVALENT EMPLOYEES: 18.32 FTE, unchanged from FY18.

FY 19 SUMMARY:

The appropriation for FY19 is 5.3% higher than FY18. The increase is largely due to a 64.8% increase in debt service from \$376,062 to \$619,771, which is a result of increased outlays for the capital program from FY17 to FY18 (from \$240,000 to \$405,000, respectively). The capital outlays budgeted for FY19 (\$255,000) are 37.0% lower than they were the previous year (FY18, \$405,000).

A 4% increase is projected in sewer rates in FY19, currently at \$3.75 per 100 CF, to \$3.90 per 100 CF. To support capital in the budget, \$92,376 will be appropriated from Sewer Fund Surplus. As of July 1, 2017, the Sewer Fund Free Cash balance was \$2,491,012 or 58% of operating revenues. This percentage is expected to decrease in coming years. The Town's water/sewer rates remain below state and regional averages.

Debt Service of \$619,771 for FY19 covers the principal and interest payments for: Sewer extension, \$277,425; Harkness Design sewer extension \$11,000; Pine Street sewer extension, \$71,346; and Amherst Woods sewer extension, \$260,000. Capital Program expenditures budgeted are \$255,000: \$100,000 for Wastewater Treatment Plant improvements, \$100,000 for Collection System improvements, and \$5,000 for DPW Facility improvements. Appropriation for vehicle replacement is \$50,000.

The Sewer Maintenance budget includes \$44,472 and the Wastewater Treatment Plant budget includes \$596,339, which are funds for health, retirement, life insurance, and Other Post-Employment Benefits (OPEB).

More information is available at <https://www.amherstma.gov/3380/FY-2019-Town-Manager-Budget>.

FINANCE COMMITTEE REPORT - FY19

WATER FUND

SOURCES OF FUNDS	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Fin Com	Change FY 18 - 19	Percent Change
Operating Revenues	\$ 4,103,147	4,241,473	4,477,215	4,352,146	4,452,188	100,042	2.3%
Interest and Late Fees	\$ 24,349	31,566	50,888	20,000	20,000	0	0.0%
Borrowing Authorizations	\$ 0	0	0	0	0	0	0.0%
Surplus Funds	\$ 0	170,500	58,000	0	0	0	0.0%
Other Available Funds	\$ 0	0	0	0	0	0	0.0%
TOTAL	\$ 4,127,497	4,443,540	4,586,103	4,372,146	4,472,188	100,042	2.3%

EXPENDITURES	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Manager	Change FY 18 - 19	Percent Change
Operating Budget	\$ 3,135,582	2,952,625	2,848,265	3,256,200	3,328,478	72,278	2.2%
Debt Service	\$ 365,850	362,100	355,100	348,100	453,100	105,000	30.2%
Capital Program	\$ 720,000	315,500	320,666	302,666	215,000	(87,666)	-29.0%
TOTAL APPROPRIATION	\$ 4,221,432	3,630,225	3,524,031	3,906,966	3,996,578	89,612	2.3%
Indirect Costs Appropriated in General Fund	\$ 454,779	463,319	451,297	465,180	475,610	10,430	2.2%
TOTAL EXPENDITURES	\$ 4,676,211	4,093,544	3,975,328	4,372,146	4,472,188	100,042	2.3%

RECOMMENDED by a vote of 6-0, 1 absent.

TOTAL APPROPRIATION: \$3,996,578, an increase of 2.3% (\$89,612) from FY18.

BASIC FUNCTIONS: To supply adequate volumes of high-quality potable water for the Town and to maintain compliance with all Environmental Protection Agency drinking water regulations.

FULL-TIME EQUIVALENT EMPLOYEES: 18.84 FTE, unchanged from FY18.

FY19 SUMMARY:

At \$4,472,188, the Water Fund budget is set to increase 2.3% over FY18. The appropriation proposed for FY19 is an increase of 2.3% over FY18, in part because of increases in the operating budget, specifically health insurance (\$48,930) and retirement costs (\$12,816). Personnel services increased 1.0% because of steps and contracts.

Outlays for the capital program are budgeted to decrease from \$302,666 to \$215,000. Also budgeted is \$79,000 for contributions into the OPEB Trust Fund.

For FY19, there is NO increase in water rates, which remain at \$3.80 per 100CF. No Water Fund Balance funds are used to support the FY19 Water Fund operating budget. As of July 1, 2017, Water Fund Free Cash balance was \$1,636,330 or 35.7% of the operating revenues.

Debt Service in FY19 includes the principal and interest payment for the Centennial Treatment Facility (\$266,850), Pine Street water infrastructure project (\$74,250), and water meter radios (\$112,000), for total debt service of \$453,100. Of the total, \$123,100 was for interest payments and the remaining \$330,000 for principal payments.

More information is available at <https://www.amherstma.gov/3380/FY-2019-Town-Manager-Budget>.

SOLID WASTE FUND

SOURCES OF FUNDS	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Fin Com	Change FY 18 - 19	Percent Change
Operating Revenues	\$ 487,337	481,794	480,459	469,662	487,070	17,408	3.7%
Interest and Late Fees	\$ 77	164	612	200	200	0	0.0%
Surplus Funds	\$ 14,603	0	0	0	0	0	0.0%
TOTAL	\$ 502,016	481,957	481,071	469,862	487,270	17,408	3.7%

EXPENDITURES	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Manager	Change FY 18 - 19	Percent Change
Operating Expenditures	\$ 499,572	477,328	456,574	469,862	487,270	17,408	3.7%
Debt Service	\$ 0	0	0	0	0	0	0.0%
Capital Program	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 499,572	477,328	456,574	469,862	487,270	17,408	3.7%
Indirect Costs Appropriated in General Fund	0	0	0	0	0	0	0.0%
TOTAL EXPENDITURES	\$ 499,572	477,328	456,574	469,862	487,270	17,408	3.7%

RECOMMENDED by a vote of 6-0, 1 absent.

TOTAL APPROPRIATION: \$487,270, an increase of 3.7% (\$17,408) from FY18.

BASIC FUNCTIONS: To develop and promote user-fee-based programs that are viable alternatives to landfilling and to dispose of solid waste in an environmentally safe manner. This includes monitoring closed landfills, managing the recycling and transfer facility, monitoring Town-wide solid waste and recycling collection and disposition, and special activities such as hazardous waste collection and disposal.

FULL-TIME EQUIVALENT EMPLOYEES: 3.0 FTE, unchanged from FY18.

FY 19 SUMMARY:

The 3.7% increase in the FY19 appropriation relative to the FY18 budget is due to a \$4,514 increase in Personnel Services and an increase of \$12,894 in operating expenses. Recent experience shows a reduction in the tonnage of material (Recycling and Miscellaneous) brought to the Transfer Station—with no offsetting increases in fees and other sources of revenues. No funds from the Solid Waste Fund surplus are expected to be used to support this budget for FY19. As of July 1, 2017, the fund balance was \$59,035 or 12% of the operating revenue. The Recycling and Refuse Committee in conjunction with Town staff are continuing to study options for the Solid Waste Fund, the Transfer Station, and the long-term Waste Management Plan for the Town. Note that the Solid Waste Fund no longer generates sufficient revenue to compensate the General Fund for services provided.

More information is available at <https://www.amherstma.gov/3380/FY-2019-Town-Manager-Budget>.

FINANCE COMMITTEE REPORT - FY19

TRANSPORTATION FUND

SOURCES OF FUNDS	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Fin Com	Change FY 18 - 19	Percent Change
Operating Revenues	\$ 1,014,162	961,882	903,376	1,024,000	1,113,870	89,870	8.8%
Interest and Late Fees	\$ 522	1,262	1,591	500	500	0	0.0%
Surplus Funds	\$ 0	0	0	139,733	0	(139,733)	-100.0%
TOTAL	\$ 1,014,685	963,144	904,967	1,164,233	1,114,370	(49,863)	-4.3%
EXPENDITURES							
	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY 18 Budget	FY 19 Manager	Change FY 18 - 19	Percent Change
Operating Budget	\$ 622,997	624,754	594,147	643,793	669,246	25,453	4.0%
Debt Service	\$ 57,625	56,313	96,585	92,025	89,875	(2,150)	-2.3%
Capital Program	\$ 20,000	55,000	0	115,000	60,000	(55,000)	-47.8%
TOTAL APPROPRIATION	\$ 700,622	736,067	690,732	850,818	819,121	(31,697)	-3.7%
Indirect Costs Appropriated in General Fund	\$ 247,078	258,968	292,248	313,415	295,249	(18,166)	-5.8%
TOTAL EXPENDITURES	\$ 947,700	995,035	982,980	1,164,233	1,114,370	(49,863)	-4.3%

RECOMMENDED by a vote of 6-0, 1 absent.

APPROPRIATION: \$819,121, a decrease of 3.7% (\$31,697) from FY18.

BASIC FUNCTIONS: To provide a parking and public transportation system for the Town via a self-supporting Enterprise Fund.

FULL-TIME EQUIVALENT EMPLOYEES: 4.65 FTE, unchanged from FY18.

FY19 SUMMARY:

The FY19 appropriation relative to the FY18 appropriation is lower by (-3.7% or \$31,697). It reflects a slight increase in the operating budgets with offsets from a decrease in debt and capital. Overall the budget decreased by (-4.3% or \$49,863). The budget anticipates modest revenue growth from changes in rates, effective November 1, 2017. The projected operating costs for the BikeShare program are \$26,000, covered by sponsorships.

This budget for FY19 also includes a \$26,902 payment into the Other Post-Employment Benefits (OPEB) Trust Fund in anticipation of future retiree health care benefits.

As of July 1, 2017, Transportation Fund Free Cash is estimated at \$91,078 or 10 % of operating revenue.

More information is available at <https://www.amherstma.gov/3380/FY-2019-Town-Manager-Budget> .

LIBRARY SERVICES

3% OF GENERAL FUND OPERATING BUDGET

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY18 Adj Budget	FY19 Budget	Change FY 19-18	Percent Change
EXPENSES								
Salaries/Work Study	1,566,135	1,611,346	1,622,893	1,690,262	1,714,564	1,775,851	\$ 61,287	3.6%
Benefits	266,232	282,912	290,980	295,000	327,289	403,385	\$ 76,096	23.3%
Materials	213,714	222,028	215,020	213,000	213,000	207,000	\$ (6,000)	-2.8%
Operations	121,910	106,630	142,156	356,999	100,000	100,000	\$ -	0.0%
C/W MARS	59,150	56,453	60,529		62,962	53,633	\$ (9,329)	-14.8%
Maintenance/Repairs	63,177	52,630	68,282		49,200	49,200	\$ -	0.0%
Utilities	100,357	79,688	78,714		77,000	77,000	\$ -	0.0%
Programming	37,335	32,910	35,175		30,000	15,000	\$ (15,000)	-50.0%
Special Collections	1,024	13,427	7,090		2,000	2,000	\$ -	0.0%
TOTAL	2,429,034	2,458,024	2,520,840	2,555,261	2,576,015	2,683,069	\$ 107,054	4.2%
REVENUE SOURCES								
Municipal Appropriation	1,788,533	1,833,241	1,879,077	1,926,054	1,926,054	1,993,466	\$ 67,412	3.5%
Endowment	329,656	292,296	300,618	300,111	300,111	371,862	\$ 71,751	23.9%
Gifts/Annual Fund/Sammys					116,675	152,763	\$ 36,088	30.9%
Friends and Woodbury	45,933	35,925	48,279	51,665	54,701	54,701	\$ -	0.0%
Fines and Fees					14,000	14,000	\$ -	0.0%
Sale of Goods					1,600	1,600	\$ -	0.0%
Special Collections	1,024	13,427	7,090	15,000	2,000	2,000	\$ -	0.0%
State Aid *	25,339	134,040	156,073	65,708	158,874	91,677	\$ (67,197)	-42.3%
Building Expansion and Renovation	9,900	1,207	-	2,000	2,000	1,000	\$ (1,000)	-50.0%
Gifts, Sammys, Grants, Reserves	162,080	89,135	58,023	120,723				
Annual Fund Mailing	60,555	54,670	67,621	70,000				
Replacements/Lost Books	6,014	4,084	4,059	4,000				
TOTAL	2,429,034	2,458,024	2,520,840	2,555,261	2,576,015	2,683,069	\$ 107,054	4.2%
POSITIONS								
Full Time	17	17	19	19	19	19		
Part Time/Over-20's	12	12	10	10	10	10		
Full Time Equivalents	26.9	26.9	27.28	27.5	27.5	27.5		
Part Time/Under-20's	31	31	31	31	28	28		
ENDOWMENT SPEND RATE	4.5%	4%	4%		4%	5.0%		
* Actual State Aid Received	\$ 82,650	\$ 87,520	\$ 90,574		\$ 91,677	\$ 91,677		
* State Aid End Balance	\$ 183,691	\$ 137,171	\$ 67,197		\$ -	\$ -		

RECOMMENDED by a vote of 7-0.

APPROPRIATION: \$1,993,466 in Town tax support, an increase of 3.5% or \$67,412 (Sources of funds are listed in accompanying chart.) The total library budget for FY19 is \$2,683,069, an increase of 4.16% or \$107,054.

BASIC FUNCTIONS: Library Services are provided at the Jones Library, the North Amherst Library, and the Munson Memorial Library in South Amherst. The Libraries offer information in the form of print, audiovisual, and electronic media and serve as a meeting place for the community. The Jones Library houses collections of historical and literary significance related to the Town and its residents. The Libraries also offer reading programs for children and programs for people whose native language is not English.

The Jones Library Building is owned by the Jones Library, Inc. which is governed by the Library Trustees. The Town owns the Munson and North Amherst Library buildings. The Library pays the Town \$6,500 in annual rent for its use of the space in the Munson Building, and this rent includes payments for utilities and heat. The cost of interior and exterior maintenance at Munson, and exterior maintenance at the North Amherst Library are in the budgets for the Town Facilities Maintenance and Public Works Departments. Most Library payroll and information technology support is handled by the Town and is not charged to the Library budget.

FULL-TIME EQUIVALENT EMPLOYEES: 27.5 FTE, no change from FY18. Three part-time positions will not be filled.

FY 19 SUMMARY

The FY19 Library budget increase of \$107,054, or 4.16%, over FY18 is due mostly to increases in personnel costs caused by the increase in health insurance, minimum wage increases and benefits for part time employees. Benefits increase by \$76,096 or 23.25% for FY19.

LIBRARY SERVICES

For FY19, \$207,000 will be spent on Materials, about \$6,000 less than FY18. The State requires that the Library spend at least a minimum amount on circulating materials, \$207,000 for FY19. The State Materials Expenditure Requirement (MER) is 13% of the Town Appropriation minus fringe benefits. This requirement is met. Because the amount for benefits is not included in this calculation, the materials expenditure is less than last year.

The State also requires municipalities to fund their libraries at 2.5% above the average of the preceding three years' of municipal appropriations to qualify for Library State aid. This year's Municipal Appropriation Requirement (MAR) is also being met.

The largest source of funds for the Library is the Town appropriation which is \$1,993,466 for FY19, an increase of \$67,412 or 3.5% over FY18. Town tax support accounts for 74.3% of the Library budget.

The Jones Library, Inc. endowment will be contributing \$371,862, an increase of \$71,751 or 23.91% compared to FY18. In this budget, the draw rate of the endowment increases to 5%, which is 1% greater than the rate advised by the Library's investment managers to preserve the endowment for perpetuity. The Trustees voted to increase the draw rate and perhaps take more from the endowment midyear, if necessary, to avoid layoffs.

Library State Aid for FY19 is budgeted at \$91,677. State Aid to libraries does not have to be spent in the year in which it is received. In previous years, state aid not needed in a particular year was kept as a reserve, but those reserves as well as reserves from gifts have been used up.

Support from Gifts/Annual Fundraising/Sammys is budgeted at \$152,763, an increase of \$36,088 or 30.93% from FY18. If this fundraising goal is not met, the Trustees will take more money from the endowment to support this budget.

Circulation of materials has leveled off, as is the trend nationwide, but use of the library continues to grow. The Jones serves the region as well as the Town. Although the hours of operation have been reduced in previous years, the library still is open 64 hours per week, more than the number of hours required by the state in order to receive state funding.

More information is available at <http://joneslibrary.org/158/Budget>

AMHERST ELEMENTARY SCHOOLS

36% OF GENERAL FUND OPERATING BUDGETS

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Current Budget	FY19 Fin Comm	Change FY18-19	Percent Change	FY20 Projected	FY21 Projected
<u>PAYROLL ACCOUNTS</u>									
Regular Instruction	6,270,494	6,609,857	6,401,223	6,522,432	6,407,721	(114,711)	-1.8%	6,599,955	6,797,959
Special Education	4,786,044	5,049,318	5,435,684	5,775,463	5,649,476	(125,987)	-2.2%	5,818,963	5,993,533
Other Programs & Services	-	-	-	-	-	-		-	-
Support Services	1,267,082	1,320,984	1,256,346	1,232,159	1,226,203	(5,956)	-0.5%	1,262,992	1,300,883
School Administration	879,353	902,246	901,671	924,430	916,483	(7,947)	-0.9%	943,977	972,298
Central Administration	961,248	907,093	730,506	748,931	752,726	3,795	0.5%	775,308	798,567
Facilities	751,901	791,552	762,024	739,565	728,951	(10,614)	-1.5%	750,819	773,344
Transportation	192,529	190,013	200,253	202,786	197,861	(4,925)	-2.5%	203,797	209,911
Total Salaries	15,108,650	15,771,062	15,687,706	16,145,766	15,879,421	(266,345)	-1.7%	16,355,811	16,846,495
Substitutes	221,943	205,307	224,315	207,734	218,394	10,660	4.9%	224,947	231,695
<u>EXPENSE ACCOUNTS:</u>									
Regular Instruction	503,123	362,741	364,319	291,490	346,767	55,277	15.9%	346,767	346,767
Special Education	91,653	94,851	153,576	121,607	98,507	(23,100)	-23.5%	98,507	98,507
Other Programs & Services	4,235	4,200	4,137	4,500	4,500	-	0.0%	4,500	4,500
Support Services	80,049	81,662	79,896	70,977	72,080	1,103	1.5%	72,080	72,080
School Administration	43,558	36,254	42,142	33,770	36,286	2,516	6.9%	36,286	36,286
Central Administration	294,426	292,944	265,830	245,629	259,555	13,926	5.4%	259,555	259,555
Facilities	619,663	492,886	596,957	506,755	543,559	36,804	6.8%	555,902	568,615
Transportation	454,825	451,118	447,969	450,537	441,216	(9,321)	-2.1%	444,917	448,655
Food Services	57,249	36,221	28,118	72,000	70,000	(2,000)	-2.9%	70,000	70,000
Health Insurance									
Employees	2,427,910	2,423,231	2,327,182	2,630,066	3,084,362	454,296	14.7%	3,238,580	3,400,509
Retirees	1,107,619	1,148,896	1,202,035	1,306,044	1,675,704	369,660	22.1%	1,759,490	1,847,464
Other Insurance & Benefits	449,506	451,692	568,742	394,218	455,045	60,827	13.4%	468,488	482,331
Contingencies	1,000	1,000	1,000	42,129	579,223	537,094	92.7%	595,970	613,220
Total Expense Accounts	6,134,815	5,877,696	6,081,903	6,169,722	7,666,804	1,497,082	19.5%	7,951,042	8,248,489
LEVEL SERVICES TOTAL	21,465,409	21,854,065	21,993,924	22,523,222	23,764,619	1,241,397	5.2%	24,531,800	25,326,679
Level Services % Increase									
Additions and Reductions	-	-	-	-	(537,254)	(537,254)	100.0%	(537,254)	(537,254)
BUDGET TOTAL	21,465,409	21,854,065	21,993,924	22,523,222	23,227,365	704,143	3.0%	23,994,546	24,789,425
Change from previous year		388,656	139,860	529,298	704,143			767,181	794,879
Percent change from previous year		1.8%	0.6%	2.4%	3.1%			3.3%	3.3%

AMHERST ELEMENTARY SCHOOLS

RECOMMENDED by a vote of 7-0.

Budget: \$23,227,365, an increase of 3.1% or \$704,143 from FY18. On March 14, 2018 the Amherst School Committee voted 4-0,1 absent to recommend this budget.

Basic Functions: Providing all students with the high quality education that enables them to be contributing members of a multiethnic, multicultural, pluralistic society, and to create an environment that achieves equity for all students and ensures that each student is a successful learner, is fully respected, and learns to respect others.

FY19 Summary:

The FY19 Amherst budget of \$23,227,365 is an overall increase of 3.1% over the FY18 budget of \$22,523,222 in accordance with the Finance Committee revised Budget Guideline of a 3.5% increase issued in January 2018. The smaller percentage increase for the elementary schools is due to a change in the method of accounting for Charter and Choice-Out charges and reimbursements from the State. Without the state-mandated change in the method of accounting for Charter and School Choice-Out charges and reimbursements, the elementary school budget's effective increase is 3.5%.

Revenue for the elementary schools' budget comes from the Town's General Fund, which includes revenue projections from the following: Chapter 70 state aid at \$6,076,903; Medicaid reimbursement estimated at \$350,000 for certain health-related services provided by the schools to students; and Charter tuition reimbursement at \$230,571. School Choice-In Tuition at \$569,714, goes directly to the School Department. Supplementing the FY19 budget are grant funds of \$1,096,973 and revolving funds of \$1,398,856. The revenue from the Town's General Fund, Grants and the Revolving Fund total \$25,723,194 and is the projected spending in FY19 for the elementary schools. In addition, at times the Amherst Schools receive gifts and donations from individuals and companies. The total of gifts and donations for calendar year 2017 was \$25,290.

The FY19 budget additions total \$41,000, which includes staffing for the preschool, English language education, and support services. Adjustments total \$142,000 and include increased school choice funding and a reduction in classrooms driven by enrollment. Reductions total \$436,254 and include some savings due to reductions in staff, Central Office, Maintenance and Control Accounts.

The largest items in the FY19 budget are regular education instruction at \$6,754,488 or 29.08%, and special education at \$5,747,983 or 24.75%. Both have remained basically the same percentage of the budget, but the amounts have decreased. Employee and retiree health insurance is 20.49% or \$4,760,066, and compared to FY18 has increased significantly in one year by \$823,956.

Calculating the per-pupil cost is done at the end of each fiscal year after schools file their State year-end reports. This cost represents spending from all sources, which include appropriations, grants, and revolving funds. Amherst's FY19 per-pupil cost is estimated to be \$22,989. In FY18 the cost is estimated to be \$22,212. In FY17 the cost was \$21,670 and in FY16, \$20,895.

Capital Projects:

In FY19 the proposed capital expenditure for the elementary schools is \$732,500 and items are listed in the report of the Joint Capital Planning Committee and in the Finance Committee Report under Articles 13 and 14.

OPEB and Other Costs:

Other Post-Employment Benefits (OPEB) contributions, Charter School Tuition and School Choice-Out Tuition are not in the School budget, but are part of the Town budget.

Enrollment Information:

Budget savings over the past several years mainly have been related to declining enrollments. In 2009, enrollment was 1,324 and is projected at 1,065 in FY19 for a decline of 259 students or 19.56%. Next year's enrollment (not including preschool) is expected to decline by 18 students or 1.66% including Choice-In students. Since FY13 Amherst has been a school choice district, meaning students from other communities are accepted on a space-available basis requiring no additional staffing. For those children, Amherst receives \$5,000 per child from the sending school district plus additional funds for special education needs. For all elementary schools (including preschool), children in Special Education total 252 or 21%, English Language Learners (ELL) students total 192 or 16%, and 518 or 44% children receive Free/Reduced Lunch.

The projection for Out-of-District Placement of Amherst students in FY19 is 197, which include Charter Schools at 83, and Choice-Out at 19 students including 11 Amherst students expected to attend the Pelham School. In addition, 86 students are estimated to attend private/parochial schools. The number of children likely to be home-schooled in FY19 is 9.

AMHERST ELEMENTARY SCHOOLS

Charter Schools include the Pioneer Valley Chinese Immersion Charter School, which enrolled 76 Amherst students in FY18, Holyoke Community which enrolled 1 Amherst student in FY18, and the Hilltown Cooperative which enrolled 7 Amherst students. In FY18 Choice-Out, the 18 students attended schools in Athol-Royalston, Hadley, Leverett, Pelham, and Petersham.

Unlike Charter Schools and Choice-Out, which involve a financial responsibility from Amherst, private/parochial school enrollment numbers for Amherst students are less accurate, since the numbers rely on information from families and/or requests for information from the receiving schools. Private schools have included Bement, Common School, Eagle Brook, Hartsbrook, and Smith College Campus School. School records indicate that in FY18 students attending private/parochial schools number 86.

There are 48 students who reside in tax-exempt University of Massachusetts student housing. In the Strategic Partnership Agreement signed by the Town and University in the fall of 2015 the University contributes \$120,000 annually to the Town for the myriad services that the Town provides UMass including first responders and educating K-12 students who live in University tax exempt housing. The contribution goes into the Town's General Fund. As part of the Agreement, the University has agreed to jointly study, with the Town, the impact of K-12 students living in tax-exempt housing on local schools. The parties are meeting and discussions are ongoing with an update in the near future.

Budget Approval:

A majority of Town Meeting must approve of the Elementary School budget. Throughout the year, the Superintendent and Amherst School Committee may adjust the line items in the \$23,227,365 budget as appropriate.

A complete, detailed Amherst Elementary School budget can be viewed on the Amherst Schools' website. Go to www.arps.org, Administration, and scroll to Budget Information where both the Regional and Elementary budgets are posted.

AMHERST ELEMENTARY SCHOOLS

AMHERST PUBLIC SCHOOL
FY19 BUDGET
BUDGET ADDITIONS / (REDUCTIONS)
to Level Services Budget

Budget Adjustments

Department	Description	FTE	\$\$	Total
Regular Instruction	Professional staff - enrollment driven	(1.00)	(62,000)	
Regular Instruction	Increase choice tuition funding support		(80,000)	
		(1.00)		(142,000)

Budget Additions

Department	Description	FTE	\$\$	Total
Preschool	Model shift to meet needs of students with IEPs		7,000	
English Language Education	Professional staff - enrollment driven	0.40	24,000	
Support Services	Out of School Time Coordinator	0.20	10,000	
		0.60		41,000

Budget Reductions

Department	Description	FTE	\$\$	Total
Support Services	Afterschool tuition vouchers		(25,000)	
Central Office	Receptionist	(0.50)	(20,000)	
District-Wide	No wage increase for non-unit staff		(31,000)	
Central Office	Procurement specialist	(0.15)	(9,000)	
Central Office	Reclassify curriculum director to coordinator		(13,000)	
Insurance & Benefits	Health insurance reduction - staff driven		(20,000)	
Insurance & Benefits	Prepay retirement incentives		(60,000)	
Control Accounts	Staffing contingency		(21,254)	
District-Wide	Supply reduction - 10%		(70,000)	
Maintenance	Staffing	(0.50)	(25,000)	
Curriculum	Supplies/contracted services		(30,000)	
Curriculum	Arts integration coordinator	(0.20)	(12,000)	
Regular Instruction	Intervention paraeducators	(4.00)	(100,000)	
		(5.35)		(436,254)

Net Budget Additions / (Reductions)

(5.75) (537,254) (537,254)

Net Target Budget Additions / (Reductions)

(537,254)

Net additions (reductions) required to meet projected budget support

-

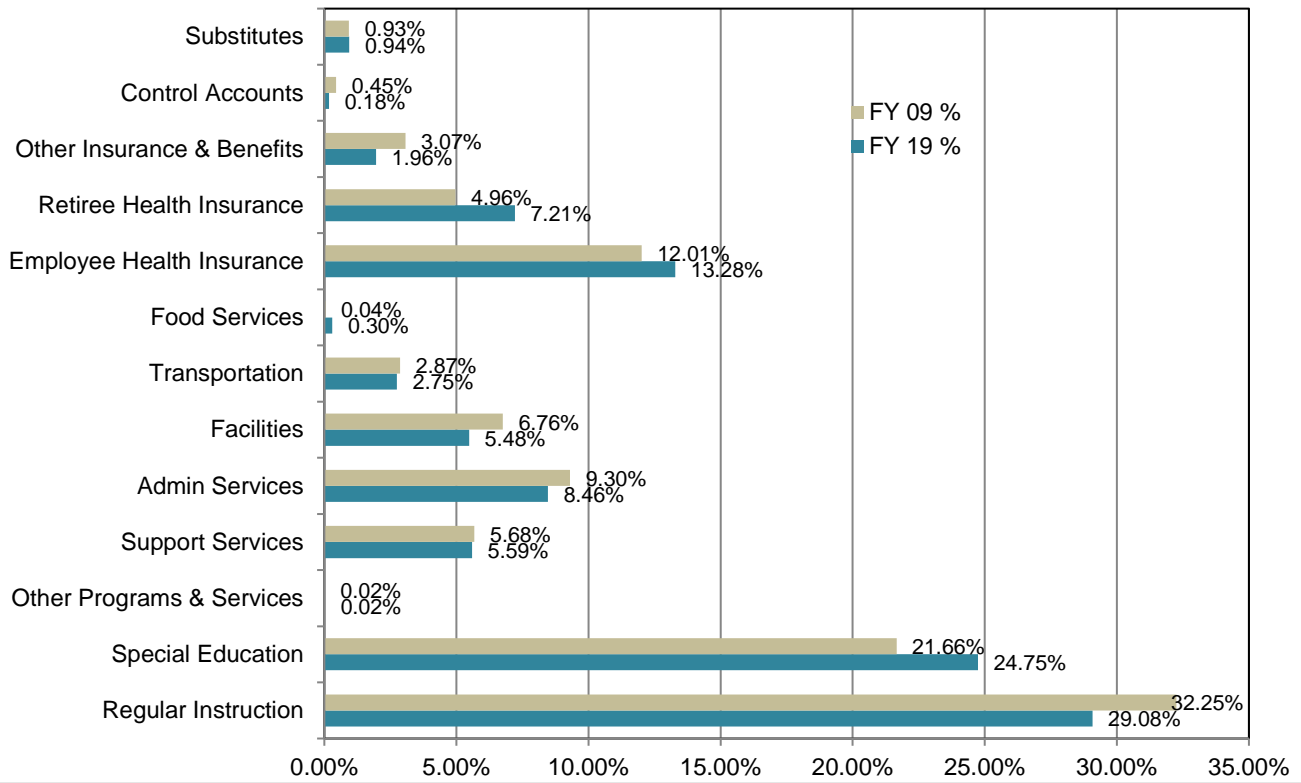
AMHERST ELEMENTARY SCHOOLS

The following are descriptions of the budget areas on the next page.

Regular Instruction	This section includes payroll and expenses for the following departments: Pre-school, Kindergarten, Art, Music, World Language, Physical Education, Reading, Technology, Resource Programs, Classroom Instruction, English Language Learner, Classroom Program Support, Program Development, Summer School, School Choice Assessment, and Charter School Assessment
Special Education	This section includes payroll and expenses for SE Administration, SE Pre-School, SE Instruction, SE Psych Services, SE Specialists, and SE District Specialists
Other Programs & Serv	This section includes the collaborative assessment
Support Services	This section includes payroll and expenses for the following departments: Libraries, Production Support Center, Media Support Center, Student Services, Guidance Services, Health Services, and Professional Development
Admin Services	This Section includes School Administration, Superintendent's Office, Human Resources, Business Office, and Information Systems
Facilities	This section includes payroll and expenses for Facility Management, Custodial Services, Maintenance Services, and Utilities
Transportation	This section includes payroll and expenses for Transportation Services
Food Services	This section includes general fund expenses for the Food Service program
Health Insurance	This section includes the health insurance expense for active personnel
Retiree Health Insurance	This section includes the health insurance expense for retired personnel
Other Insurance & Bene	This section includes expenses for liability insurance, retirement benefits, etc...
Substitutes	This section includes payroll and expenses for Substitutes

AMHERST ELEMENTARY SCHOOLS

Percentage of Budget Comparison FY19 to FY09



Budget Categories	FY 2019 Proposed Budget	FY 19 %	FY 2009 Budget	FY 09 %
Regular Instruction	6,754,488	29.08%	6,604,412	32.25%
Special Education	5,747,983	24.75%	4,436,362	21.66%
Other Programs & Services	4,500	0.02%	3,500	0.02%
Support Services	1,298,283	5.59%	1,163,198	5.68%
Admin Services	1,965,050	8.46%	1,904,040	9.30%
Facilities	1,272,510	5.48%	1,383,938	6.76%
Transportation	639,077	2.75%	587,652	2.87%
Food Services	70,000	0.30%	8,300	0.04%
Employee Health Insurance	3,084,362	13.28%	2,460,342	12.01%
Retiree Health Insurance	1,675,704	7.21%	1,016,464	4.96%
Other Insurance & Benefits	455,045	1.96%	628,619	3.07%
Control Accounts	41,969	0.18%	91,205	0.45%
Substitutes	218,394	0.94%	190,735	0.93%
	23,227,365	100.00%	20,478,767	100.00%

AMHERST ELEMENTARY SCHOOLS

Full-Time Equivalent Employees:

AMHERST PUBLIC SCHOOLS FY19 DISTRICT STAFFING PROFILE

From All Funding Sources

Staffing Analysis by F.T.E. *

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Change
Building Specific Personnel:							
Administrative Staff	6.00	6.00	6.00	6.00	6.00	6.00	0.00
Administrative Support Staff	8.51	8.51	8.62	8.54	8.55	8.55	0.00
Professional Staff							
Kindergarten	8.00	7.00	8.00	7.00	7.00	7.00	0.00
Art	2.20	3.00	3.00	3.00	3.00	3.00	0.00
Music (Classroom/Instrumental)	4.95	5.65	6.19	6.02	6.02	6.02	0.00
Physical Education	2.40	3.00	3.00	3.00	3.00	3.00	0.00
Reading	3.50	3.00	4.00	4.00	4.00	4.00	0.00
Technology Education	3.00	3.00	3.57	3.00	3.00	3.00	0.00
Science Education	0.00	0.00	0.29	0.50	0.50	0.50	0.00
Classroom Education	50.00	50.00	51.00	51.00	51.00	51.00	0.00
Intervention	8.10	8.60	8.60	8.60	8.10	8.10	0.00
English Language Learner	9.80	9.60	9.78	9.90	10.25	9.90	(0.35)
Special Education	21.75	21.75	27.90	28.20	28.30	28.30	0.00
Guidance	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Library	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Health Services	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Curriculum	3.00	3.00	3.00	3.00	3.00	3.00	0.00
Paraeducator Staff, LPN's, and Other							
Regular Education	17.00	16.92	14.00	13.00	14.00	14.00	0.00
Special Education	60.46	60.50	50.00	58.55	66.35	66.35	0.00
Library Paraeducator	1.87	3.05	3.00	3.00	3.00	3.00	0.00
Total Building Specific Personnel	219.54	221.58	218.94	225.32	234.06	233.71	(0.35)
District Program & Support Personnel							
District-wide Special Education Services	41.52	44.19	43.99	44.67	46.17	46.17	0.00
Other Support Services	11.88	10.88	11.38	11.38	10.92	10.92	0.00
Student Services	2.21	2.16	1.61	1.51	1.51	1.51	0.00
Central Administration and Staff	9.33	10.18	9.61	7.95	7.24	7.24	0.00
Information Systems	3.04	3.04	3.04	2.87	2.87	2.87	0.00
Facilities & Operations	16.39	16.29	16.38	15.29	15.29	15.29	0.00
Total District & Support Personnel	84.36	86.73	86.00	83.66	83.99	83.99	0.00
Net Budgeted Additions / (reductions)						-5.75	(5.75)
District Total	303.90	308.30	304.94	308.98	318.05	311.95	(6.10)

* F.T.E.= Full Time Equivalent includes all staff regardless of funding source

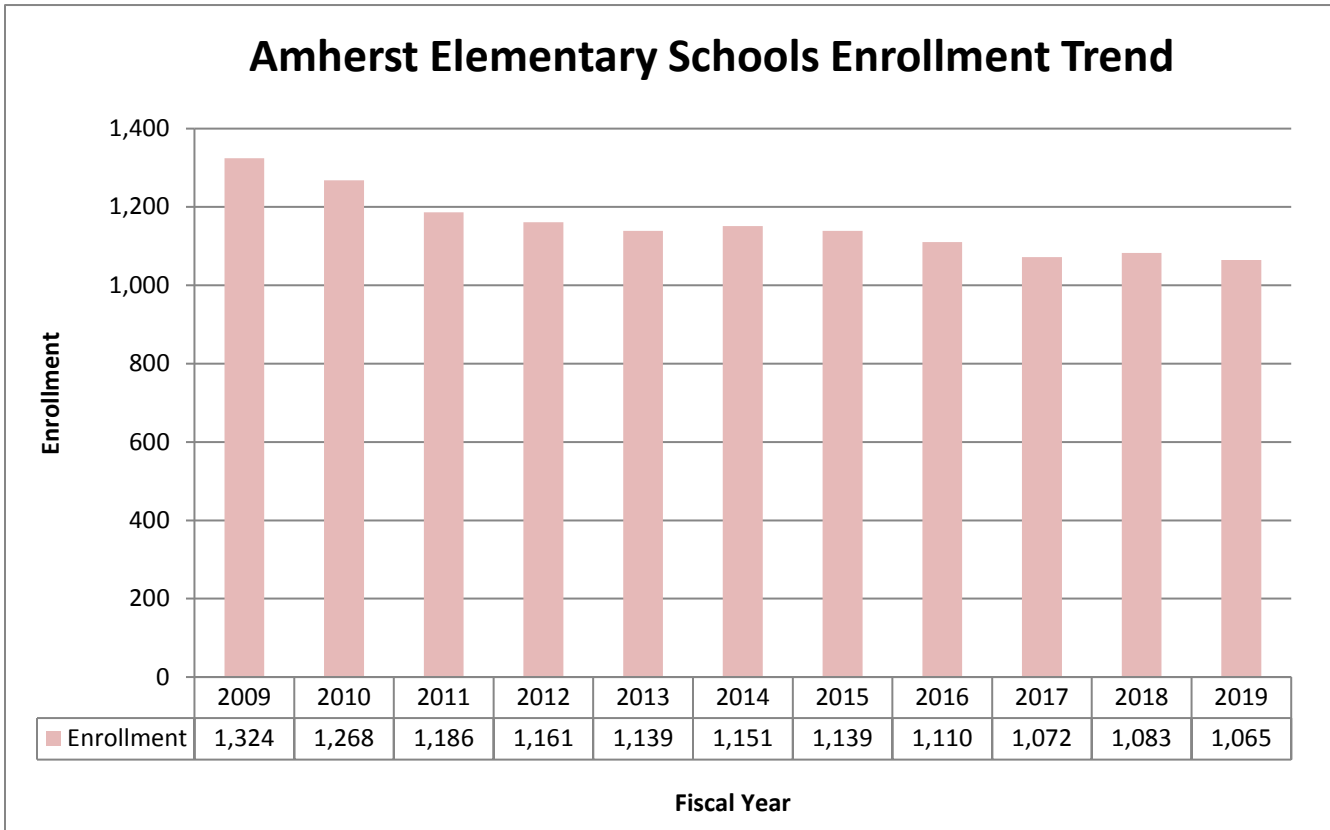
* FY14, FY15, FY16, FY17, and FY18 data as of October 31st of the given year

AMHERST ELEMENTARY SCHOOLS

Enrollment Projection Method:

Historically, enrollments for subsequent school years are projected each October 1, based on actual enrollments for the current year using a cohort survival method. This method utilizes a rolling five-year enrollment average in order to establish a survival factor; that is, the variable increase or decrease in the average serves to project enrollments into the next few years. This is an established, reliable method of conducting projections. However, the most challenging level to predict is that of incoming kindergarten students. The Town Census does not capture all of the four-year olds in Amherst and typically fails to report 35% to 40% of the kindergarteners that report to school in subsequent years.

Overall, the K-12 student population of the Town of Amherst is in decline, which is typical of Western Massachusetts. There is no current evidence that more children than is typical are enrolling in private schools, and Charter School placements appear to have stabilized.



Enrollment History and Projection

FY	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Kindergarten	178	173	130	148	149	152	142	146	123	122	139
Grade 1	185	179	165	142	158	166	149	139	142	138	123
Grade 2	182	181	175	172	145	161	170	149	151	155	145
Grade 3	175	176	167	179	168	141	166	171	158	152	159
Grade 4	207	181	190	170	174	168	155	180	175	160	160
Grade 5	196	196	175	181	168	191	173	152	176	182	161
Grade 6	201	182	184	169	177	172	184	173	147	174	178
Total	1,324	1,268	1,186	1,161	1,139	1,151	1,139	1,110	1,072	1,083	1,065
Percentage Change	-0.90%	-4.23%	-6.47%	-2.11%	-1.89%	1.05%	-1.04%	-2.55%	-3.42%	1.03%	-1.66%

AMHERST ELEMENTARY SCHOOLS

Amherst Choice-in Students

FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY18 Current	FY 19 Projected
39	54	50	60	96	97

Off Campus Enrollment

	FY 13 Actual	FY 14 Actual	FY 15 Actual	FY 16 Actual	FY 17 Actual	FY18 Current	FY 19 Projected
Choice – Out	29	24	22	25	18	18	19
Charter Schools	55	62	74	79	86	84	83
Private/Parochial	126	106	106	92	99	86	86
Special Education Out-of-District	3	3	1	2	4	3	0
Home School	23	28	28	17	11	9	9

AMHERST-PELHAM REGIONAL SCHOOLS

RECOMMENDED by a vote of 7-0.

Budget: \$31,815,351 with \$16,045,304 as Amherst's assessment to support the budget. Amherst's assessment increases 3.50% from FY18. On March 12, 2018 the Amherst-Pelham Regional School Committee voted 8-0, 1 absent to recommend this budget.

Basic Functions: Providing all students with the high quality education that enables them to be contributing members of a multiethnic, multicultural, pluralistic society, and to create an environment that achieves equity for all students and ensures that each student is a successful learner, is fully respected, and learns to respect others.

FY19 Summary:

The FY19 Regional budget of \$31,815,351 is an overall increase of \$497,451 or 1.60% over the FY18 budget of \$31,317,900. Based on a newly negotiated Alternative Regional School District Assessment Formula, the combined assessment for all four towns is \$20,224,382 which is \$457,828 or \$2.32% higher than in FY18.

Supplementing the FY19 budget are grants of \$371,672 and revolving funds of \$2,108,109. Projected total Regional School spending in FY19 is \$34,295,132. The Regional Schools sometime receive gifts and donations from individuals and companies. In calendar year 2017 those totaled \$65,397.

The FY19 budget includes \$114,000 for increases in staffing. Budget reductions and adjustments total (\$1,272,750) and includes reductions to staffing, Central Office, Special Education, Control Accounts, supplies, some contingency funds, along with other items. Overall reductions to staffing equal 8.98 FTE. The net addition/reduction is (\$1,158,750).

Regular education instruction is budgeted at \$6,691,404 or 21.03% and is a decrease compared to FY18 at \$6,732,446 or 21.50%. Special education has increased slightly to \$6,674,734 or 20.98%. Employee and retiree health insurance is \$5,334,476 or 16.77%, an increase of \$896,690, a significant increase in one year.

Budget savings over the past several years primarily have been related to declining enrollments and other cost saving initiatives described in the school budget document. Enrollments continue to decline but at a slower rate, which is typical of Western Massachusetts. Over this period there have been FTE reductions in Central Office, and Middle and High School staffing. In addition, budgets have been reduced for dues, supplies, contracted services, and other items.

Calculating the per-pupil cost is done at the end of each fiscal year after schools file their State year-end reports. This cost represents spending from all sources, which include appropriations, grants, and revolving funds. The Region's FY18 per-pupil cost is estimated to be \$21,933. Based on the formula the State uses to calculate per-pupil cost, the Region's per-pupil cost is estimated at \$22,283 for FY19. The FY19 per pupil cost based only on appropriations from Amherst would be \$13,506, using FY17 Amherst final enrollment as a base.

Capital Projects, Debt and OPEB:

On March 12, 2018, the Regional School Committee voted to approve the sum of \$322,000 for capital projects. Proposed for FY19: HS/MS Building Use Study, Summit Academy Relocation to HS, Middle School Roof Maintenance, and Replacement of Middle School Boiler. Amherst's estimated share of the Capital Budget Assessment is \$258,000 which is paid over 5-10 years. The Regional policy for capital needs planning states that capital improvement is a tangible asset or project with an estimated useful life of five years or more and at a cost of \$5,000 or more. The Regional Agreement Debt Formula determines each town's share of the request. Amherst's share becomes part of the Town's Capital Plan, which is voted at Town Meeting.

Amherst share of the Regional Schools' FY19 Debt Budget is \$284,038.

The Regional School District is required to update its Other Post Employee Benefits (OPEB) valuation every other year, and the next valuation will take place in FY19. The estimated net OPEB obligation is presented in the budget, and as of FY17 is projected to be \$30,711,661. OPEB benefits are comprised primarily of the employer's obligation for retiree health insurance. The Region made its first contribution in FY17 of \$116,459. The FY19 budget includes a contribution of \$88,833 to the fund. Pension costs are not included in OPEB. The Region's pension assessment is paid to the Hampshire County Retirement System and for FY19 its assessment is \$1,341,110.

Regional School Committee investment policy guides investment of the OPEB Fund, as well as, General Funds, Special Revenue and Agency Funds, Debt Service Funds, Capital Projects Funds, Trust Funds and Stabilization Funds.

Enrollment Information:

Declining enrollments in the Regional Schools have been one reason for some reductions in the budget over the past few years. In FY09 the Middle and High School enrollment was 1,764 students. The projection for FY19 is 1,315 for a loss of 449

AMHERST-PELHAM REGIONAL SCHOOLS

students or 25%. The projected loss from FY18 to FY19 is 18 students or 1.35%. Choice-In students in FY18 number 86; the number projected for FY19 is 93. Choice-In openings are on a space-available basis, and minimal additional staffing is required. Districts admitting Choice-In students receive \$5,000 per child from the sending school district plus additional reimbursements for special education services if required. The Regional enrollment figures for FY18 and projected FY19 include Choice-In students.

In FY18 students attending Vocational Schools number 40, with 39 projected for FY19. Charter students in FY18 number 93 and for FY19 the projected number is 108. For FY18, Choice-Out students number 24, with 25 expected in FY19. Special Education Out-of-District placements number 15 in FY18 and are projected at 14 for FY19.

Vocational schools set their own tuition rates, adjusted by State formula, which range from \$16,000-\$18,000. Charter schools receive the per-pupil cost of the sending school with some State adjustments. Choice-Out payment is \$5,000 per student, the same rate as Choice-In.

Unlike Vocational, Charter and Choice-Out Schools, which involve a financial responsibility from Amherst, private school enrollment numbers for Amherst students are less accurate, since the numbers rely on information from families and/or requests for information from the receiving schools. At little cost to the District, 20 Regional students are home-schooled. In FY18 the total Out-of-District enrollment is 192 students, excluding private school students.

Vocational schools attended by Amherst students include Pathfinder, Franklin County Technical and Smith Vocational. Charter schools include Pioneer Valley Performing Arts High School, Hilltown Cooperative Charter School, and Pioneer Valley Chinese Immersion School. Choice-Out schools include Belchertown, Frontier, Gill Montague, Granby, Hadley, Hatfield, Pathfinder, and TECCA Virtual.

No public funds are spent to send the estimated 31 children who live in Amherst to the private schools they attend, including Bard Academy, Bement, Hartsbrook, Four Winds, Stoneleigh-Burnham, Worcester Academy, and Wilbraham/Monson Academy.

Some Regional students reside in tax-exempt University of Massachusetts student housing. The Joint Agreement signed by the Town and University in the fall of 2015 for \$120,000 each year is in recognition of the myriad services that the Town provides UMass students, staff and faculty, including first responders and the education of K-12 students who live in tax exempt housing. It is not specific to the schools or any other area of the budget. This is General Fund revenue that is part of the entire revenue package that is used to support all Town services. However, the Agreement states that the Town and University agree to jointly study the impact of K-12 students living in tax exempt housing on local schools. The parties are meeting and discussions are ongoing with an update in the near future.

Budget Approval:

As per the Regional Agreement, all four town meetings (Amherst, Leverett, Pelham, Shutesbury) must approve of the Alternative Assessment Method, then three of the four town meetings must approve the "bottom line" of the Regional School Budget. Throughout the year, the Superintendent and Regional School Committee may adjust the line items in the \$31,815,351 budget as appropriate.

A complete, detailed Regional School budget may be viewed on the Schools' website. Go to www.arps.org, Administration and scroll to Budget Information where both the Regional and Elementary budgets are posted.

FINANCE COMMITTEE REPORT - FY19

AMHERST-PELHAM REGIONAL SCHOOLS

FY2019 PROPOSED BUDGET
REVENUES SUPPORTING OPERATING BUDGET

	FY15 Budget	FY16 Budget	FY17 Budget	FY18 Budget	FY19 Fin Comm	Change FY19-18	Percent Change	FY20 Projected	FY21 Projected
STATE AID									
Chapter 70	9,338,008	9,341,857	9,379,437	9,508,797	9,505,137	(3,660)	-0.04%	9,543,158	9,581,330
Chapter 70 to Stabilization	(87,800)	(84,600)	(76,500)	-	-	-	0.00%	-	-
Transportation Reimbursement	625,000	625,000	700,000	750,000	720,000	(30,000)	-4.00%	720,000	720,000
Medicaid Reimbursement	92,443	90,000	95,000	100,000	110,000	10,000	10.00%	110,000	110,000
Medicare Part D	-	-	-	-	80,000	80,000	0.00%	80,000	80,000
Charter Reimbursement	171,455	190,000	360,000	300,000	275,000	(25,000)	-8.33%	290,000	290,000
Total State Aid	10,139,106	10,162,257	10,457,937	10,658,797	10,690,137	31,340	0.29%	10,743,158	10,781,330
MEMBER TOWN ASSESSMENTS									
Amherst	14,463,908	14,825,506	15,196,144	15,502,710	16,045,304	542,594	3.50%	16,366,210	16,693,534
Pelham	1,261,955	1,214,614	1,125,782	1,035,183	947,186	(87,997)	-8.50%	966,129	985,452
Leverett	1,439,988	1,465,029	1,522,460	1,492,715	1,455,928	(36,787)	-2.46%	1,485,046	1,514,747
Shutesbury	1,568,902	1,655,434	1,700,340	1,735,946	1,775,964	40,018	2.31%	1,811,483	1,847,713
Total Member Town Assessments	18,734,753	19,160,583	19,544,726	19,766,554	20,224,381	457,827	2.32%	20,628,869	21,041,446
RESERVES									
E&D for Budget Support	450,619	400,000	375,000	500,000	500,000	-	0.00%	400,000	400,000
E&D for Contingency	280,000	280,000	280,000	280,000	280,000	-	0.00%	280,000	280,000
Fund Balance - OPEB Contributions	-	-	116,459	82,549	88,833	6,284	7.61%	-	-
Total Reserves	730,619	680,000	771,459	862,549	868,833	6,284	0.73%	680,000	680,000
OTHER									
Interest Revenue	14,000	20,000	30,000	30,000	32,000	2,000	6.67%	32,000	32,000
BUDGET TOTAL	29,618,478	30,022,840	30,804,122	31,317,900	31,815,351	497,451	1.59%	32,084,026	32,534,776
	1.7%	1.4%	2.6%	1.7%	1.6%			0.8%	1.4%

FINANCE COMMITTEE REPORT - FY19

AMHERST-PELHAM REGIONAL SCHOOLS

25% OF GENERAL FUND OPERATING BUDGETS

	FY15 Actual	FY16 Actual	FY17 Actual	FY18 Budget	FY19 Fin Comm	Change FY18 - 19	Percent Change	FY20 Projected	FY21 Projected
PAYROLL ACCOUNTS									
Regular Education	6,546,559	6,037,158	6,317,545	6,520,404	6,452,873	(67,531)	-1.0%	6,646,461	6,879,085
Special Education	4,581,038	4,647,550	4,871,430	5,058,506	5,064,219	5,713	0.1%	5,216,144	5,398,707
Student Programs & Support Serv	1,912,046	2,154,359	2,082,576	2,130,678	2,169,844	39,166	1.8%	2,234,939	2,313,163
School Administration	1,282,290	1,117,314	1,202,608	1,235,238	1,252,269	17,031	1.4%	1,289,838	1,334,982
Central Administration	859,782	899,622	820,359	807,013	826,487	19,474	2.4%	851,283	881,076
Facilities	763,185	748,785	794,479	789,152	778,297	(10,855)	-1.4%	801,647	829,704
Transportation	421,349	419,292	423,158	450,392	429,388	(21,004)	-4.7%	442,269	457,749
Total Salaries	16,366,249	16,024,080	16,512,154	16,991,383	16,973,377	(18,006)	-0.1%	17,482,581	18,094,466
Substitutes	183,059	148,067	180,752	160,094	160,094	-	0.0%	160,094	160,094
EXPENSE ACCOUNTS:									
Regular Education	268,187	373,507	271,869	212,042	238,531	26,490	12.5%	238,531	237,924
Special Education	1,158,084	1,557,930	1,540,465	1,298,720	1,610,515	311,795	24.0%	1,640,032	1,670,394
Other Programs	2,272,511	2,587,144	2,772,516	3,140,389	2,767,040	(373,349)	-11.9%	2,830,762	2,896,261
Student Programs & Support Serv	117,854	120,070	178,287	130,498	152,664	22,166	17.0%	152,664	152,664
School Administration	61,725	80,525	80,177	70,002	75,624	5,622	8.0%	75,624	75,624
Central Administration	804,495	610,375	640,388	496,174	531,159	34,985	7.1%	531,159	531,159
Facilities	263,503	317,327	498,884	257,122	287,696	30,574	11.9%	287,696	287,696
Utilities	694,588	665,349	633,486	666,347	728,400	62,053	9.3%	750,252	772,761
Transportation	980,463	998,145	949,042	965,337	995,446	30,109	3.1%	1,005,401	1,015,455
Food Services	85,276	196,856	197,734	207,000	140,000	(67,000)	-32.4%	144,200	148,526
Health Insurance									
Employees	2,625,348	2,489,611	2,512,953	2,814,809	3,341,481	526,672	18.7%	3,508,555	3,683,983
Retirees	1,436,076	1,444,412	1,444,990	1,622,977	1,992,995	370,018	22.8%	2,092,645	2,197,277
Other Insurance & Benefits	1,737,617	1,655,553	1,983,416	1,909,771	2,074,315	164,544	8.6%	2,225,144	2,391,195
Contingencies & Reserves	1,000	1,000	1,000	410,100	904,764	494,664	120.6%	919,604	937,437
Total Expense Accounts	12,506,728	13,097,804	13,705,206	14,201,287	15,840,630	1,639,343	11.5%	16,402,269	16,998,356
LEVEL SERVICES TOTAL	29,056,036	29,269,950	30,398,112	31,352,764	32,974,101	1,621,337	5.2%	34,044,944	35,252,916
Level Services % Increase									
Additions and Reductions	-	-	-	(34,864)	(1,158,750)	(1,123,886)	3223.6%	(1,158,750)	(1,158,750)
BUDGET TOTAL	29,056,036	29,269,950	30,398,112	31,317,900	31,815,351	497,451	1.6%	32,886,194	34,094,166
Change from previous year	547,580	213,914	1,128,162	919,788	497,451			1,070,843	1,207,972
Percent change from previous year	1.9%	0.7%	3.9%	3.0%	1.6%			3.37%	3.67%

AMHERST-PELHAM REGIONAL SCHOOLS

FY19 BUDGET BUDGET ADDITIONS / (REDUCTIONS) to Level Services Budget					
Location	Department	Description	FTE	\$\$	Total
Budget Adjustments					
District	Tuitions	Vocational Tuition		(25,000)	
Middle School	Afterschool	Vela Contingency		(50,000)	
District	Special Education	IDEA Grant Staffing Change		(25,000)	
District	Special Education	Van Transportation		(20,000)	
High/Middle School	Revenue	Temporary Increase in School Choice		(40,000)	
			-		(160,000)
Budget Additions					
Middle School	Special Education	Paraeducator	1.00	30,000	
High/Middle School	World Language	Professional Staff	0.20	12,000	
High School	Performing Arts	Professional Staff	0.20	12,000	
High School	Special Education	Professional Staff	1.00	60,000	
			2.40		114,000
Budget Reductions					
District	Curriculum	Summer Curriculum Work Stipends		(54,608)	
District	Afterschool	Coordinator to Elementary Only	(0.20)	(10,000)	
District	Transportation	School Year Van Driver	(0.63)	(16,000)	
District	Facilities	Maintenance Staff	(0.50)	(25,000)	
District	Central Office	Receptionist	(0.50)	(15,000)	
District	Central Office	Ombudsperson		(4,000)	
District	Central Office	Procurement Specialist	(0.15)	(9,000)	
District	Central Office	Curriculum Director to Coordinator		(9,180)	
District	Risk & Benefits	Health Insurance		(50,000)	
District	Risk & Benefits	Prepay Retirement Incentives		(54,000)	
District	Control Accounts	Staff Turnover Savings		(9,394)	
District	Various	No Wage Increases for Committee Action		(35,000)	
District	Athletics	Fewer Non League Games, Supplies		(10,000)	
District	Special Education	Legal Fees		(20,000)	
District	Control Accounts	Staffing Contingency		(66,568)	
District	Control Accounts	Track Stabilization Fund Contribution		(70,000)	
District	Control Accounts	No Sabbatical Approved		(35,000)	
District	Various	10% Supply Reduction		(90,000)	
Summit Academy	Special Education	Move to High School	(1.00)	(55,000)	
Summit Academy	Special Education	Professional Staff to Paraeducator		(55,000)	
Middle School	Facilities	Custodian	(0.50)	(20,000)	
Middle School	Regular Instruction	Student Supervision - Model Change		(5,000)	
Middle School	Special Education	Professional Staff	(0.40)	(24,000)	
High School	Math	Professional Staff	(0.70)	(45,000)	
High School	Science	Professional Staff	(0.80)	(48,000)	
High School	Science	STEAM Supplies		(23,000)	
High School	Culinary	Professional Staff, Supplies	(1.00)	(75,000)	
High School	Food Services	Kitchen Staff	(1.00)	(20,000)	
High School	Social Studies	Professional Staff	(0.40)	(24,000)	
High School	Facilities	Custodian	(0.50)	(20,000)	
High School	Preschool	Professional Staff, Paraeducator	(2.00)	(25,000)	
High School	Regular Instruction	GCC Dual Enrollment		(15,000)	
High School	Special Education	Speech Language Pathologist	(0.60)	(36,000)	
High School	Principal's Office	Secretary	(0.50)	(40,000)	
			(11.38)		(1,112,750)
Net Budget Additions / (reductions)			(8.98)	(1,158,750)	(1,158,750)
Net TARGET Budget Additions / (reductions)					(1,158,750)
Net reductions required to meet projected budget support					-

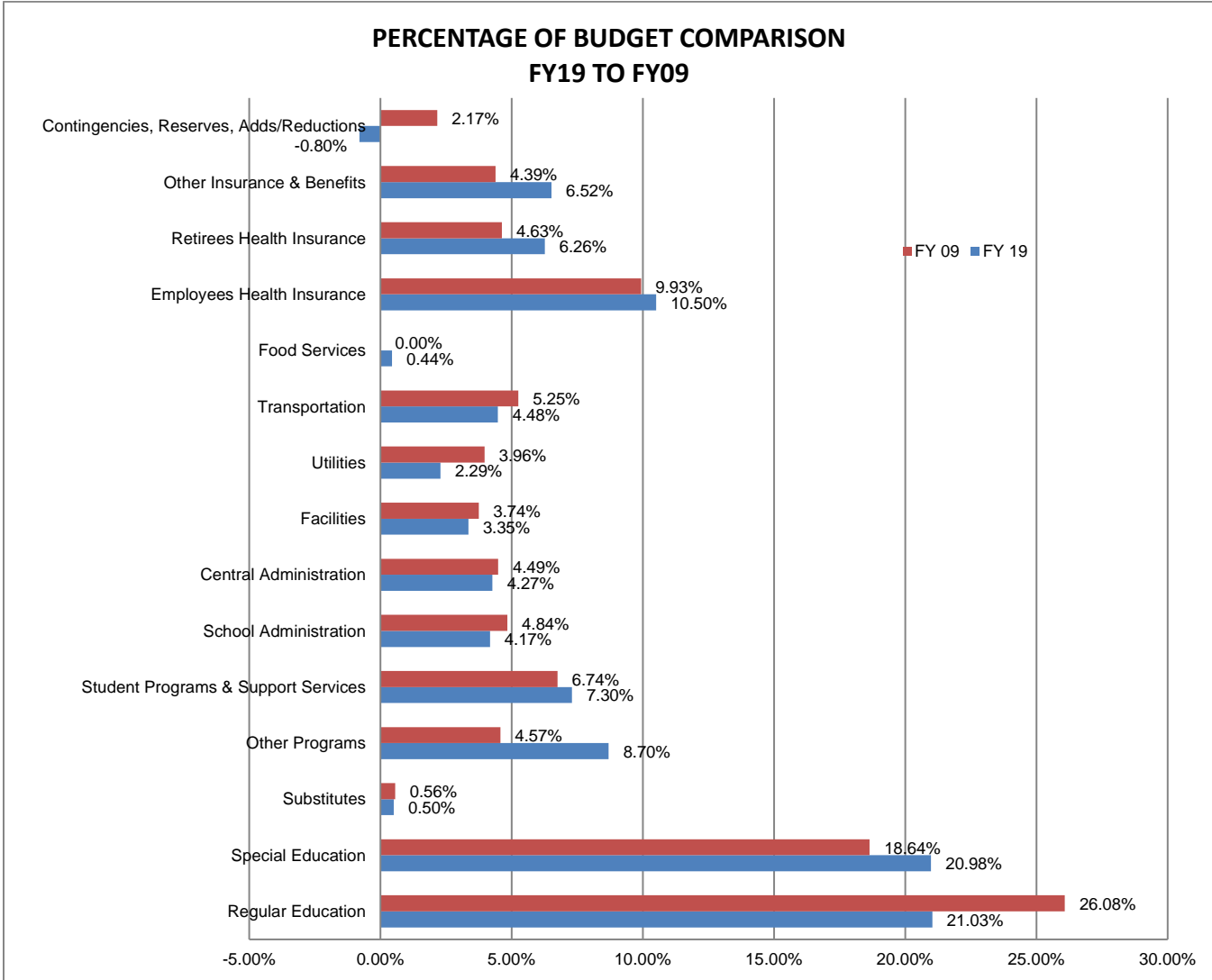
Budget Adjustments are changes to the budget that do not impact programming or the operations of the District.

AMHERST-PELHAM REGIONAL SCHOOLS

The following are descriptions of the budget areas on the next page.

Regular Instruction	This section includes payroll and expenses for the following departments: English, Math, Science, Social Studies, Art, Music, World Language, Physical Education, Reading, Technology, Health Education, English Language Learner, Classroom Program Support, Program Development, Summer School, Computer Instruction, Performing Arts, Business Education, and Family Consumer Science.
Special Education	This section includes payroll and expenses for SE Administration, SE Instruction, SE Psych Services, SE Specialists, SE District Specialists, and SE Alternative Education programs.
Substitutes	This section includes payroll and expenses for Substitutes.
Other Programs	This section includes vocational tuitions, school choice tuitions, charter school tuitions, and other tuition based programs.
Student Programs & Support Services	This section includes payroll and expenses for the following departments: Athletics, Clubs, Libraries, Production Support Center, Media Support Center, Student Services, Guidance Services, Health Services, and Staff Development.
School Administration	This section includes payroll and expenses for the High School and Middle School administration.
Central Administration	This section includes payroll and expenses for School Committee, Superintendent's Office, Human Resources, Information Systems and Business Office.
Facilities	This section includes payroll and expenses for Facility Management, Custodial Services, and Maintenance Services.
Utilities	This section includes expenses for heating, electricity, water & sewer, and telephone usage.
Transportation	This section includes payroll and expenses for Transportation Services.
Food Services	This section includes payroll and expenses for Food Services.
Employee Health Ins.	This section includes the health insurance expense for active personnel.
Retiree Health Ins.	This section includes the health insurance expense for retired personnel.
Other Insurance & Ben.	This section includes expenses for Risk & Benefit Management, and the Control Accounts. Health insurance has been shown separately from Risk and Benefit Management and is reflected above. Transfers are also included here.
Contingencies & Res.	This section includes contingencies for maternity leave, sabbatical, unit and non unit contract negotiations, increases and reductions etc...

AMHERST-PELHAM REGIONAL SCHOOLS



Ten Year Comparison	FY19 Proposed Budget	FY19	FY09 Original Budget	FY09
Regular Education	\$ 6,691,404	21.03%	\$ 7,334,238	26.08%
Special Education	\$ 6,674,734	20.98%	\$ 5,241,863	18.64%
Substitutes	\$ 160,094	0.50%	\$ 158,442	0.56%
Other Programs	\$ 2,767,040	8.70%	\$ 1,284,555	4.57%
Student Programs & Support Services	\$ 2,322,508	7.30%	\$ 1,896,330	6.74%
School Administration	\$ 1,327,893	4.17%	\$ 1,360,347	4.84%
Central Administration	\$ 1,357,646	4.27%	\$ 1,262,635	4.49%
Facilities	\$ 1,065,993	3.35%	\$ 1,053,021	3.74%
Utilities	\$ 728,400	2.29%	\$ 1,114,635	3.96%
Transportation	\$ 1,424,834	4.48%	\$ 1,477,257	5.25%
Food Services	\$ 140,000	0.44%	\$ 1,000	0.00%
Employees Health Insurance	\$ 3,341,481	10.50%	\$ 2,792,703	9.93%
Retirees Health Insurance	\$ 1,992,995	6.26%	\$ 1,300,821	4.63%
Other Insurance & Benefits	\$ 2,074,315	6.52%	\$ 1,233,157	4.39%
Contingencies, Reserves, Adds/Reductions	\$ (253,986)	-0.80%	\$ 609,991	2.17%
Total	\$31,815,351	100.00%	\$28,120,995	100.00%

AMHERST-PELHAM REGIONAL SCHOOLS

Full-Time Equivalent Employees:

Amherst Pelham Regional Schools

FY19 District Staffing Profile

From All Funding Sources

Staffing Analysis by F.T.E.*

	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	Change
Building Specific Personnel:							
Administrative Staff	5.90	5.90	4.90	6.00	6.00	6.00	0.00
Administrative Support Staff	13.00	13.00	12.00	12.00	13.00	13.00	0.00
Professional Staff							
English	14.90	15.50	13.10	12.70	12.70	12.70	0.00
Math	17.60	18.10	15.10	15.10	15.40	15.40	0.00
Science	16.00	14.65	14.10	14.40	14.20	14.20	0.00
Social Studies	14.80	13.70	12.80	12.70	12.80	12.80	0.00
World Language	12.38	12.20	11.00	11.20	11.00	11.00	0.00
Music	3.40	3.40	3.70	4.00	4.07	3.80	(0.27)
Art	4.80	4.80	5.90	5.00	5.00	5.00	0.00
Physical Education	3.90	4.00	3.80	4.00	4.00	4.00	0.00
Technology Education	5.00	2.90	2.80	2.90	3.00	3.00	0.00
Theater & Dance	2.70	2.70	2.80	2.50	2.50	2.50	0.00
Business Education, Health Education	1.58	2.38	1.00	1.00	1.00	1.00	0.00
Family Consumer Science	1.40	1.40	1.00	1.00	1.00	1.00	0.00
English Language Learner	4.00	3.70	3.70	3.70	3.85	3.70	(0.15)
Special Education	32.80	32.80	34.89	35.60	34.90	34.90	0.00
Guidance	10.32	10.32	9.70	9.70	9.90	9.90	0.00
Library	2.00	2.00	2.00	2.00	2.00	2.00	0.00
Health Services	2.00	2.00	2.00	2.00	3.00	3.00	0.00
Athletics Department	2.60	2.60	2.60	2.60	2.60	2.60	0.00
Instructional Coaching	0.00	0.00	2.00	1.00	0.00	0.00	0.00
Student Activity	0.40	0.40	0.40	0.40	0.40	0.40	0.00
Paraeducator Staff, LPN's, and Other							
Regular Education	7.37	6.08	6.08	7.96	8.00	8.00	0.00
Special Education	57.85	55.95	58.95	58.50	56.50	56.50	0.00
LPN's	2.00	2.00	2.00	3.00	2.00	2.00	0.00
Library Paraprofessionals	2.50	2.50	2.50	2.50	2.50	2.50	0.00
Other	2.20	2.20	2.20	2.20	2.20	2.20	0.00
Total Building Specific Personnel	243.40	237.18	233.02	235.66	233.52	233.10	(0.42)
District Program & Support Personnel							
District-wide Special Education Services	15.46	14.74	13.74	13.46	13.86	13.86	0.00
Other Support Services	19.48	20.48	19.98	19.98	19.44	19.44	0.00
Student Services	1.00	3.15	2.70	2.70	3.70	3.70	0.00
Central Administration	9.20	9.61	8.82	7.86	7.78	7.78	0.00
Information Systems	2.70	2.70	2.70	2.41	2.41	2.41	0.00
Facilities & Operations	17.91	16.91	15.91	16.41	17.41	17.41	0.00
Transportation	15.88	15.88	15.25	15.25	15.25	15.25	0.00
Total District & Support Personnel	81.61	83.46	79.09	78.06	79.84	79.84	0.00
Net Budgeted Additions / (reductions)						(8.98)	(8.98)
District Total	325.01	320.63	312.10	313.72	313.36	303.96	-9.40

* F.T.E.= Full Time Equivalent includes all staff regardless of funding source

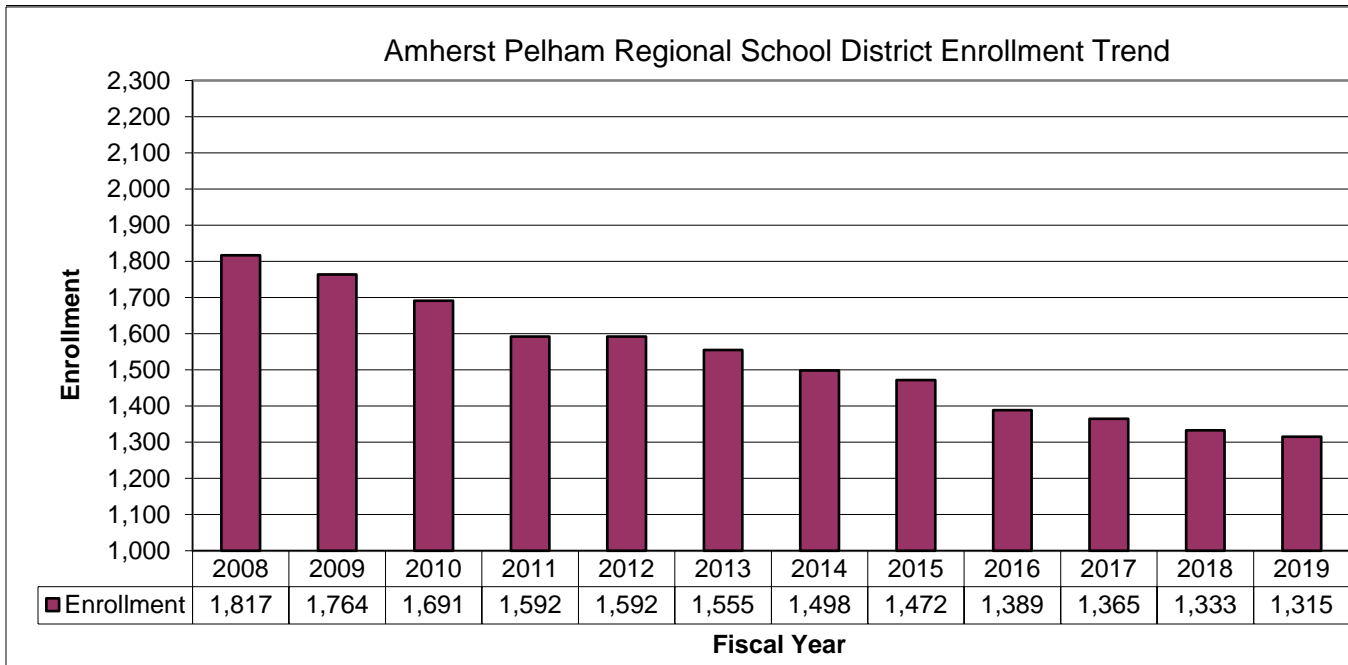
* FY14, FY15, FY16, FY17 and FY18 data as of October 31st of the given year

AMHERST-PELHAM REGIONAL SCHOOLS

Enrollment Projection Method:

Regional projections begin with assessing the number of Grade 6 students who are expected to attend the regional middle school in the following year as Grade 7 students. This includes Grade 6 students in Amherst, Pelham, Leverett, and Shutesbury, including those Amherst students who may be Choice-Out students in Pelham or Leverett. While Choice students attending Pelham and Leverett are entitled to enroll in the regional district when they enter Grade 7, it is typically only those Amherst students who have Choiced Out into other districts that reliably attend. Shutesbury does not participate in School Choice.

Overall, the K-12 regional student population is in decline. Reviewing the student enrollments over time, the last time period in which Regional enrollments were in the 1,500 range was in 1990-1993. Peak enrollments (2,000 or greater) occurred between 1998 and 2004. The chart below illustrates enrollments since 2008.



Enrollment History and Projection

FY	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Grade 7	291	241	249	222	244	236	241	222	217	214	195	213
Grade 8	284	293	244	253	229	241	232	241	235	219	217	199
Grade 9	314	305	307	268	286	267	248	246	223	235	238	221
Grade 10	299	311	290	283	261	265	250	241	234	221	227	231
Grade 11	315	309	301	277	294	254	265	239	224	239	220	221
Grade 12	314	305	300	289	278	292	262	283	256	237	236	230
Total	1,817	1,764	1,691	1,592	1,592	1,555	1,498	1,472	1,389	1,365	1,333	1,315
Percentage Change	-3.20%	-2.92%	-4.14%	-5.85%	0.00%	-2.32%	-3.67%	-1.74%	-5.64%	-1.73%	-2.34%	-1.35%

AMHERST-PELHAM REGIONAL SCHOOLS

Regional Choice-in Students

FY 13	FY 14	FY 15	FY 16	FY 17	FY18 Current	FY19 Projected
92	104	89	70	71	86	93

Off Campus Enrollment

	FY 13	FY 14	FY 15	FY 16	FY 17	FY18 Current	FY 19 Projected
Choice-Out	21	24	35	35	30	24	25
Charter Schools	64	68	71	83	95	93	108
Private Schools	81	96	96	89	90	31	31
Vocational School	34	38	49	52	53	40	39
SE Out of District	22	16	15	14	12	15	14
Home School	31	24	24	22	17	20	20

ANNUAL TOWN MEETING WARRANT ARTICLES

**ARTICLE 9. Reserve Fund
(Finance Committee)**

To see if the Town will raise and appropriate \$100,000 for the Reserve Fund for FY 2019.

RECOMMENDED by a vote of 6-0, 1 absent.

The Reserve Fund is used by the Finance Committee to pay for extraordinary or unforeseen expenses that may occur during a fiscal year. Any unspent money remaining in the Fund after the fiscal year ends becomes Free Cash. The requested \$100,000 is the same amount that has been requested for many years.

**ARTICLE 10. Amherst-Pelham Regional School District Assessment Method
(Amherst-Pelham Regional School Committee)**

To see if the Town will vote to amend Section VI of the Amherst Pelham Regional School District Agreement by adding subsection i) as follows: For Fiscal Year 2019 only, the alternative operating budget assessment shall be calculated as 20% of the minimum contribution with the remainder of the assessment allocated to the member towns in accordance with the per-pupil method found in Section VI e) of the Amherst Pelham Regional School District Agreement.

RECOMMENDED by a vote of 6-0, 1 absent

The State's 1993 Education Reform Law requires regional school districts to calculate assessments to a region's towns for support of regional district operating and capital budgets according to a formula intended to take into account each individual municipality's ability to pay. The State does allow a regional district to apportion assessment amounts by a method other than the State Statutory Formula if all the member municipalities agree to do so.

An alternative method which produced equal per-pupil costs to the towns of Amherst, Leverett, Pelham, and Shutesbury, and greater stability with respect to each Town's financial obligation was used for many years until it was questioned as to whether it adequately included a town's ability to pay. Consequently, an Assessment Committee was formed in 2014 to study various alternative methods that might better address the ability to pay. A consultant was hired to help with the process and during that time, a one year formula was used each year to determine assessments to the Towns. The issue still is not resolved and Town officials agreed to recommend the language stated in the Warrant Article as the alternative assessment formula for FY19 only.

The State requires that, if something other than the Statutory Method is used to calculate the member towns' assessments, the unanimous approval of all the member towns is required. If all four towns do not approve the alternative assessment article, the method of assessment may revert to the State's Statutory Formula, a change that would affect the financing of the schools. Since the four Towns cannot concur on using the assessment method in the Regional Agreement, the Finance Committee recommends the negotiated formula/method stated above for FY19.

The Amherst Pelham Regional School Committee voted on March 12, 2018 to recommend the amended formula/method for FY19 only.

**ARTICLE 11. General Bylaw - Revolving Fund Reauthorization
(Finance Committee)**

To see if the Town will vote pursuant to G.L. c.44, §53E½, to amend the General Bylaws by inserting a new bylaw establishing the After School Program Revolving Fund, specifying the departmental receipts to be credited to the fund, the departmental program or purpose for which the fund may be expended, and the entity authorized to expend the fund, such bylaw to provide as follows:

Revolving Fund

There is hereby established in the Town of Amherst, pursuant to G.L. c.44, §53E½, the following Revolving Fund:

ANNUAL TOWN MEETING WARRANT ARTICLES

Revolving Fund	Authorized to Spend Fund	Revenue Source	Use of Fund
After School Program	Department Head of the LSSE or his/her designee	Program and Tuition fees, Gifts, Grants and Admin Fee	Supplies and services, including salaries and benefits of staffing, and related administrative costs for the operation of the After School Program.

Expenditures from such revolving fund set shall be subject to the limitation established annually by Town Meeting or any increase as may be authorized in accordance with G.L. c.44, §53E½.

And further vote to establish a funding limit of \$400,000 for said fund, or, take any other action relative thereto.

RECOMMENDED by a vote of 6-0, 1 absent.

The revolving fund created at the 2012 Annual Town Meeting to fund the activities of the After School Program managed by LSSE had to be reauthorized every year. The Municipal Modernization Act of 2016 now requires that, municipalities establish a new bylaw for authorization that specifies the purposes for which revolving funds may be spent, the source of funds going into the revolving fund, the department authorized to expend the funds, and the maximum amount that can be spent from the fund. Once this bylaw is in place there is no longer a need to revote every year if there are no changes.

**ARTICLE 12. Community Preservation Act Appropriations
(Community Preservation Act Committee)**

A. To see if the Town will appropriate \$955,645 for Community Preservation Act Purposes recommended by the Community Preservation Act Committee and that the following items 1–13 be appropriated or reserved from Community Preservation Act Funds as follows, and to authorize the Town to accept or convey property interests where applicable, as required under M.G.L. Chapter 44B, Section 12.

Project	Appropriation	Source of Appropriation
AFFORDABLE HOUSING		
Amherst Community Connections- Housing Stabilization Program	\$112,815	
Amherst Community Land Trust (ACLT) First Time Home Buyers Program	\$266,200	
Amherst Municipal Affordable Housing Trust (AMAHT)- Consultant	\$40,000	
Amherst Municipal Affordable Housing Trust (AMAHT) - Development Support	\$150,000	
Total Affordable Housing	\$569,015	FY18 Estimated Revenues, Undesignated Fund Balance & Reserved Fund Balance for Community Housing \$92,399
HISTORIC PRESERVATION		
North Amherst Community Farm (NACF)- Farm House Preservation and Rehabilitation	\$130,000	
Amherst Historical Society (AHS)-Textiles	\$13,580	
Amherst Historical Society (AHS)-Boiler	\$30,000	
Total Historic Preservation	\$173,580	FY18 Estimated Revenues & Undesignated Fund Balance
Open Space		
Town of Amherst - Due Diligence	\$25,000	
Amherst Dog Park Task Force – Dog Park	\$45,000	50% Open Space 50% Recreation
Total Open Space	\$70,000	FY18 Estimated Revenues & Undesignated Fund Balance

ANNUAL TOWN MEETING WARRANT ARTICLES

Recreation	Appropriation	Source of Appropriation
Amherst Dog Park Task Force – Dog Park	\$45,000	50% Open Space 50% Recreation
Amherst Baseball, Inc. - Mill River Baseball Fields	\$44,550	
Town of Amherst - Mill River Basketball Courts	\$50,000	
Total Recreation	\$139,550	FY18 Estimated Revenues & Undesignated Fund Balance
ADMINISTRATIVE		
To fund CPAC Administrative Expenses	\$3,500	
Total Administrative	\$3,500	FY18 Estimated Revenues & Undesignated Fund Balance
Community Preservation Act Purposes		
Total for Article 12	\$955,645	

RECOMMENDED by a vote of 5-0, 2 absent as an appropriate expenditure of CPA funds.

This article appropriates \$955,645 for Community Preservation Act purposes, as recommended by the Community Preservation Committee. See the table above for details. Town Meeting can only appropriate CPA funds for projects recommended by CPAC. Town Meeting may reject the amount proposed by CPAC, but it cannot appropriate a greater amount.

B. OPEN SPACE – Borrowing Authority - Epstein Property Acquisition

To see if the Town will vote to: (a) authorize the Select Board to acquire by gift, purchase, and/or eminent domain, for open space purposes, portions of the parcels of land located on Bay Road, shown on Assessor Map 25B as Parcels 21 and 59, and described in a deed recorded with the Hampshire County Registry of Deeds in Book 11596, Page 157, which portions, containing 30.4 acres, more or less, shall be under the care, custody, management and control of the Conservation Commission under the provisions of G.L. c. 40, §8C; (b) raise and appropriate, transfer from available funds, and/or borrow the sum of \$270,000 for the acquisition of said land and costs related thereto, and, to meet said appropriation, and, to meet said appropriation, transfer the sum of \$113,000 from the Community Preservation Act Fund and authorize the Treasurer, with the approval of the Select Board, to borrow the remaining sum of \$157,000 under G.L. c.44, §7, G.L. 44B, §11, and/or any other enabling authority and to issue bonds or notes of the Town therefor, and any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to costs of issuance of such bonds or notes, may be applied to of costs approved by this vote with a reduction of borrowing authority therefore by a like amount in accordance with G.L. c.44, §20; (c) authorize the Select Board, the Town Manager, and/or the Conservation Commission, as they deem appropriate, to accept on behalf of the Town funds granted under the LAND Program (G.L. c. 132A, §11) and/or any other funds, gifts, grants, under any federal and/or other state program, in any way connected with the scope of this acquisition, and to enter into all agreements and execute any and all instruments as may be necessary or appropriate to effectuate the foregoing acquisition; and, further, (d) authorize the Select Board and/or the Conservation Commission to convey a restriction on said parcels of land in accordance with G.L. c. 184, as required by G.L. c. 44B, §12(a).

RECOMMENDED by a vote of 5-0, 2 absent as an appropriate expenditure of CPA funds.

This article would authorize the Treasurer, with the approval of the Select Board, to transfer the sum of \$113,000 from the Community Preservation Act Fund to use toward the Epstein Property Acquisition. This purchase would preserve approximately 30.4 acres along Bay Road. The property includes one of the largest ponds in Amherst which connects to the Mt. Holyoke Range, wetlands, undeveloped woodland, and meadow habitat. It will provide access to the Mt. Holyoke Range State Park. The State has awarded the Town \$195,000 toward the purchase of the property.

**ARTICLE 13. Capital Program – Equipment
(Joint Capital Planning Committee)**

To see if the Town will appropriate a sum of money to purchase, repair, and/or install new or replacement equipment and determine whether such appropriation shall be met by taxation, by the transfer of available funds, or otherwise and further to authorize the application for and acceptance of any gifts, bequests, or grants.

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

This article appropriates \$576,925 from taxation, \$300,000 from overlay surplus, and \$260,000 from the Ambulance Fund for a total of \$1,136,925 to fund equipment purchases. A summary of requested purchases is provided below. Please read the Joint Capital Planning Committee's report to Town Meeting for more details.

ANNUAL TOWN MEETING WARRANT ARTICLES

Cost	Item and Description
\$151,425	Infrastructure
\$115,000	Software/Applications
\$120,000	Cruisers
\$6,500	In Car Radar Units
\$260,000	Ambulance
\$55,000	Microwave Communications
\$10,000	Park Replacement Equipment/Pool Cover
\$10,000	Library Technology Equipment Replacement
\$95,000	School Bus
\$45,000	Special Education Van
\$10,000	School Furniture
\$85,000	Backup Generators(FR)
\$15,000	Boiler Insulation/Hotwater Tank (CF)
\$33,000	School Copiers
\$126,000	School Computer Replacements

ARTICLE 14. Capital Program – Buildings and Facilities (Joint Capital Planning Committee)

To see if the Town will appropriate a sum of money to repair and/or improve buildings and facilities and determine whether such appropriation shall be met by taxation, by the transfer of available funds, or otherwise and further to authorize the application for and acceptance of any gifts, bequests, or grants.

RECOMMENDED by a vote of 5-0, 2 absent.

This article appropriates \$2,007,864 from taxation for building repairs and a range of maintenance and/or facility improvement projects. Note that other sources of funding, such as state Chapter 90 funds for road repairs and Community Preservation Act funds may be used for selected building and facilities projects and are detailed in the Joint Capital Planning Committee Report to Town Meeting. A summary of requested purchases for buildings and facilities is provided below. Please read JCPC's report for more details.

Cost	Item and Description
\$25,000	General Building Envelope Repairs
\$15,000	Town Hall Exterior Maintenance
\$10,000	Town Hall Interior Maintenance
\$35,000	Town Hall Security
\$25,000	Bangs Community Center Exterior Maintenance
\$10,000	Bangs Community Center Interior Maintenance
\$10,000	Bangs Community Center Flooring
\$90,000	Munson Air Conditioner
\$15,000	Police Station Roof Design and Repair
\$25,000	School Buildings Security
\$175,000	Energy Management Upgrade to School Buildings
\$30,000	School Building Interior Upgrades
\$10,000	Schools Asbestos Management
\$30,000	Fort River Roof
\$8,500	Fort River Exterior Doors
\$45,000	Wildwood Exterior Doors
\$90,000	Downtown Wayfinding Sign System
\$10,000	School Crossing Light
\$6,000	Street Lights
\$100,000	Sidewalk Repairs Around Town
\$968,364	Road Repairs
\$40,000	Waste Processing
\$15,000	Organizational Strategic Plan Facilitation Recreation
\$15,000	Painting of Exterior Bath Houses
\$125,000	Comfort Station (ADA)
\$40,000	Discover List and Price all Personal Property
\$40,000	Flood Mapping Revisions

ANNUAL TOWN MEETING WARRANT ARTICLES

**ARTICLE 15. Capital Program – Bond Authorization Transportation Fund
(Finance Committee)**

To see if the Town will appropriate, borrow or transfer from available fund, a sum of money for repairs at the Main Street Parking Lot, and to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 7 (11), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and further, any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to costs of issuance of such bonds or notes, may be applied to project costs approved by this vote with a reduction of borrowing authority therefore by a like amount in accordance with M.G.L. Chapter 44, Section 20.

RECOMMENDED by a vote of 6-0, 1 absent.

This Article would allow the Town to borrow \$450,000 for design and work to improve the parking lot across from Town Hall.

**ARTICLE 16. Capital Program – Bond Authorization Water Fund
(Finance Committee)**

To see if the Town will appropriate \$2,000,000 to pay for the costs of water main and system replacements on Northampton Road, and to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 8 (5), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and further, any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to costs of issuance of such bonds or notes, may be applied to project costs approved by this vote with a reduction of borrowing authority therefore by a like amount in accordance with M.G.L. Chapter 44, Section 20.

RECOMMENDED by a vote of 6-0, 1 absent.

This Article authorizes the Town to borrow \$2,000,000 for the Water Fund, to pay for replacement of a water main and an old water line in conjunction with the Mass Highway work on Northampton Road.

**ARTICLE 17. Capital Program – Bond Authorization Sewer Fund
(Finance Committee)**

To see if the Town will appropriate \$1,000,000 to pay for the costs of replacing the gravity belt thickener, and to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 8 (5), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and further, any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to costs of issuance of such bonds or notes, may be applied to project costs approved by this vote with a reduction of borrowing authority therefore by a like amount in accordance with M.G.L. Chapter 44, Section 20.

RECOMMENDED by a vote of 6-0, 1 absent.

This Article authorizes the borrowing of \$1,000,000 for the Sewer Fund to acquire a new gravity belt thickener, while using the existing old machine as a backup.

**ARTICLE 18. Capital Program – Bond Authorization PEG Fund for Amherst Media
(Finance Committee)**

To see if the Town will appropriate \$410,000 to pay for the costs of audiovisual equipment and to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to M.G.L. Chapter 44, Section 8 (5), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and further, any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to costs of issuance of such bonds or notes, may be applied to project costs approved by this vote with a reduction of borrowing authority therefore by a like amount in accordance with M.G.L. Chapter 44, Section 20.

ANNUAL TOWN MEETING WARRANT ARTICLES

- A.** East Hadley Road Sidewalk Project, for public way, walkway and/or sidewalk purposes, permanent and/or temporary easements in, on, under a portion or portions of the property identified below and shown on a plan entitled "**East Hadley Road Multi-Use Path**" dated December 17, 2017, prepared by the Town of Amherst, on file with the Town Clerk.

<u>Owner</u>	<u>Address</u>	<u>Map and Parcel</u>
Ercolini, Robert Trustee New Fort River Nominee Trust	166 East Hadley Road	17C-30
Ercolini, Robert Trustee Riverglade Nominee Trust		16D-34
Ercolini, Robert Trustee New Hollister Nominee Trust		16D-15
Northland Boulders LLC C/O Northland Investment Corp.	188 East Hadley Road	16D-11
Yosrex Limited Partnership C/O Ronex Corp	266 East Hadley Road	16D-13

- B.** West Bay Road Sidewalk and Road Improvement Project, for public way and sidewalk purposes, permanent and/or temporary easements in, on, under a portion or portions of the property identified below and shown approximately on a plan entitled "Sidewalk Plan West Bay Road", dated December 27 2017, prepared by the Town of Amherst, on file with the Town Clerk.

<u>Owner</u>	<u>Address</u>	<u>Map and Parcel</u>
Pioneer Valley Living Care/Amherst	1 Spencer Drive	25A-43
Carle, Eric & Barbara, Foundation C/O Eric Carle Museum of Picture Book Art	125 West Bay Road	25A-22
Valley Properties Land Trust C/O Treasurer's Office		25B-52
Trustees of Hampshire College	205 West Bay Road	25A-1-1

- C.** East Pleasant Street / Village Park bus pull offs and sidewalk improvements Project, for public way and sidewalk purposes, permanent easements in, on, under a portion or portions of the property identified below and shown approximately on a plan entitled "**East Pleasant Street /Village Park Bus pull offs**", dated February 21, 2018, prepared by the Town of Amherst, on file with the Town Clerk.

<u>Owner</u>	<u>Address</u>	<u>Map and Parcel</u>
Related Village Park, LLC C/O The Related Companies	497 East Pleasant Street	8D-21
Commonwealth of MASS U Mass		8C-13
Commonwealth of MASS U Mass	505 East Pleasant Street	8D-3
Commonwealth of MASS U Mass	513 East Pleasant Street	8D-15

- D.** Belchertown Road Reconstruction, Resurfacing and Related Work on Route 9-Belchertown Road Project, for public way and sidewalk purposes, permanent and/or temporary easements in, on, and under the parcels of land abutting and/or near Belchertown Road, shown approximately on a plan entitled "Amherst- Pelham- Reconstruction, Resurfacing and

ANNUAL TOWN MEETING WARRANT ARTICLES

Related Work on Route 9-Belchertown Road”, dated February 21 2018, on file with the Town Clerk, and listed on Schedule A, attached to the warrant.

- E. Main Street Sidewalk Project, for public way and sidewalk purposes, permanent and/or temporary easements in, on, under a portion or portions of the property identified below and shown approximately on a plan entitled “**Plan of Proposed Taking and Easement in Amherst Mass**”, dated February 23, 2018, prepared by Holmberg & Howe Inc. Land Surveyors, on file with the Town Clerk.

<u>Owner</u>	<u>Address</u>	<u>Map and Parcel</u>
Amherst Womans Club	35 Triangle Street	14B-19
Amherst Community Television, Inc.	Main Street	14B-250

RECOMMENDED by a vote of 6-0, 1 absent.

This article allows the acquisition of either temporary or permanent easements for the sidewalk and road improvement projects listed in the warrant. No involuntary takings are anticipated nor will this require a separate appropriation of funds.

ARTICLE 23. Acquisition of Land and/or Easements – Harlow Drive and Rolling Ridge Road (Select Board)

To see if the Town will vote to authorize the Select Board to acquire, by gift, purchase or eminent domain, for multi-path purposes, the fee to and/or permanent and temporary easements in, on, under a portion or portions of the parcels of land identified by the Assessors as Parcel 5D-267 and Parcel 5D-268.

RECOMMENDED by a vote of 6-0, 1 absent.

This article involves the gift of a “paper street” to the Town by the property owners. The non-existent street contains a sewer line, so the Town has an interest in acquiring it. No funds will be needed for this article.

ARTICLE 24. Abandonment of Water Line Easement - Kingman Road (Select Board)

To see if the Town will vote to authorize the Select Board to release the water line easement acquired by the Town pursuant to the Order of Taking dated June 9, 1984 and recorded with the Hampshire Registry of Deeds in Book 2740, Page 90, said easement identified under item #2 (Kingman Road) therein.

RECOMMENDED by a vote of 6-0-1 absent.

Passage of this article will abandon the water line easement under the railroad at Kingman Road. This article is brought forth at the owner's request, and the Town has stated it will not need this easement.

ARTICLE 25. Free Cash (Finance Committee)

To see if the Town will appropriate and transfer a sum of money from Free Cash in the Undesignated Fund Balance of the General Fund to balance the Fiscal Year 2019 Budget.

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

A recommendation will be made prior to a Town Meeting vote when it will be known whether a sum of money will be needed from Free Cash to balance the FY19 Budget.

ANNUAL TOWN MEETING WARRANT ARTICLES

**ARTICLE 26. Stabilization Fund
 (Finance Committee)**

To see if the Town will appropriate and transfer a sum of money from the Stabilization Fund to balance the Fiscal Year 2019 Budget.

RECOMMENDATION DEFERRED UNTIL TOWN MEETING.

A recommendation will be made prior to a Town Meeting vote when it will be known whether a sum of money from the Stabilization Fund will be needed to balance the FY19 Budget.

**ARTICLE 27. Transfer and Authorization - East Street School to Amherst Municipal Affordable Housing Trust
 (Select Board)**

To see if the Town will vote to transfer from the School Committee for school purposes to the Select Board for general municipal purposes and for the purpose of conveyance, the care, custody and control of the parcel of land known as the East Street School, located at 31 South East Street, identified by the Assessor's as Parcel 15A-20, and containing 2.4 acres, more or less, and to authorize the Select Board to acquire said property by eminent domain for affordable housing purposes and for the purpose of clearing the Town's title thereto, and to authorize the Select Board to convey the same to the Amherst Affordable Housing Trust Fund for affordable housing purposes on such terms and conditions, and for such consideration, which may be nominal consideration, as the Select Board deems in the best interest of the Town, provided that at least twenty-five percent (25%) of the units developed on said property shall be used in perpetuity for housing for those earning no more than eighty percent (80%) of the area median income, and further to authorize the Select Board to accept, on behalf of the Town, an affordable housing restriction on said units, which may be held in common with said Trust, provided, however, that the Town shall not convey said property to the Amherst Affordable Housing Trust until the Town Council determines that a feasible project meeting the above objectives has been identified, financing commitments have been obtained, and key permits have been secured.

RECOMMENDED a vote of 6-0, 1 absent.

This article would transfer the East Street School property from the School Committee to the Select Board for general municipal purposes. It also authorizes the Select Board to convey the property to the Municipal Housing Trust to be used for affordable housing. The property includes an unused school building and an adjoining recreation field for a total of 2.4 acres. A feasibility study would have to be done on the site before any development could take place. The Town itself would not be developing the property. The property now is tax exempt and costs the Town about \$20,000 to \$30,000 to maintain annually. Building housing on this property could generate some property tax for the Town. The current assessed value of the property is \$2,455,100.

**ARTICLE 28. Amendment – Establishment of Agricultural Commission
 (Select Board)**

To see if the Town will vote to amend the action taken under Article 10 of the October 30, 2006 Special Town Meeting establishing an Agricultural Commission, by deleting the lined out language and adding the language in bold italics, to be in accordance with MGL c40 §8L, as follows:

To see if the town will establish an Agricultural Commission to represent the Amherst farming and agricultural community, as well as other farming and forestry activities. As of January 1, 2007, the Agricultural Commission will replace the Farm Committee previously established by the Select Board.

The purpose of the Agricultural Commission will be to support commercial agriculture and other farming activities in the Town of Amherst. The Commission's duties shall include but will not be limited to the following: promoting agricultural-based economic opportunities in Town; acting as mediators, advocates, educators, and/or negotiators on farming issues; working for the preservation of agricultural lands; advising Town Meeting, Select Board, Planning Board, Zoning Board of Appeals, Conservation Commission, Board of Health, Historical Commission, Board of Assessors, and the Open Space Committee, or any other appropriate Town Boards and Committees, on issues involving agriculture; pursuing all initiatives appropriate to creating a sustainable agricultural community in the Town of Amherst; and, reviewing and advising on development proposed in farmland areas, as may be permitted under zoning and other development regulations.

The Commission shall consist of ~~nine~~ **seven** members appointed by the Select Board. A majority of the membership shall be substantially engaged in the pursuit of agriculture. All members of the Commission must either be residents of the town, ~~or owners and farmers of agricultural property or agricultural enterprises within the town.~~ **owners or farmers of agricultural**

ANNUAL TOWN MEETING WARRANT ARTICLES

property or agricultural enterprises within the town, or enrolled in an agricultural program at one of the learning institutions in Amherst. One member shall be a non-voting representative of the Planning Board, nominated by the Planning Board and appointed by the Select Board. The Director of Conservation and Planning shall serve as a non-voting staff liaison to the Agricultural Commission.

The term of appointment shall be for 3 years staggered ~~so that three new members are appointed each year.~~ Initially, three members shall be appointed for a term of three years; three members shall be appointed for a term of two years; and three members shall be appointed for a term of one year. At the time of passage of this article, current members of the Amherst Farm Committee- who meet the Commission's membership criteria, shall continue to serve out their current terms as Commission members. Reappointments shall be consistent with Town Policy.

NO RECOMMENDATION by a vote of 6-0, 1 absent.

This article changes the Commission membership from nine to seven and opens the membership to the Amherst farming and agricultural communities, as well as, other farming and forestry activities. It also would include students enrolled in agricultural programs in Amherst. There is no financial impact on the Town.

ARTICLE 29. General Bylaw Amendment - Zero Energy Town Buildings (Select Board)

To see if the Town will vote to amend the Town of Amherst General Bylaws, rescinding the Net Zero Energy Town Buildings Bylaw voted November 13, 2017, Special Town Meeting Article 15 and replacing it with the following:

Purpose: This bylaw shall be known as the Town of Amherst Zero Energy Town Buildings Bylaw. It is enacted to help counter and prevent the effects of global climate change. It affirms that the Town of Amherst is committed to working towards a resilient and carbon-neutral community by incorporating optimal energy efficiency standards, using Renewable Energy, and *eliminating* nearly all use of Fossil Fuels in new Town Buildings and Building Additions, as provided herein.

1. **Zero Energy Requirements:** All new Town Buildings and Building Additions (the "Project") shall be designed to meet Zero Energy Requirements:
 - a. The Project shall be designed to be Zero Energy Capable.
 - b. The Project shall be designed to operate without Fossil Fuels except as may be needed for emergency power generators, Process Energy or Specialized Equipment.
 - c. Renewable Energy Systems shall supply at least as much energy, on an annual basis, as is used by the Project for heating, cooling, ventilation, domestic hot water, lighting, telecommunications, computers, elevators, plug loads, food preparation, refrigeration and cooking and all other building systems that require energy for operation, except for emergency power generators, Process Energy, and Specialized Equipment.
 - d. The Project shall be conceived, planned, designed, engineered, and Commissioned collaboratively such that all systems work together to meet the Zero Energy Requirements described in this Bylaw.
2. **Applicability:**
 - a. This Bylaw shall apply to all Projects with a Total Project Cost more than \$2,000,000, as determined by the Town Manager, at the completion of the most recent Feasibility Study for the Project and prior to development of the Schematic Design.
 - b. For construction undertakings which combine renovation and new addition(s), only the new addition(s) shall constitute the Project for purposes of this Bylaw. Monitoring equipment shall be installed to enable separate determination of energy use by the Building and Building Addition(s).
 - c. For all Projects to which this Bylaw applies, the Town will design a Zero Energy Capable Project in compliance with this Bylaw. If the cost of purchase and installation of the Town owned new and independently measured Renewable Energy Systems for the Project exceeds 10% of the Zero Energy Ready Project Cost (Total Project Cost minus the purchase and installation cost of the Renewable Energy Systems) then (1) the Town shall proceed with the Zero Energy Capable Project design and (2) include in that design as much of such Renewable Energy Systems for the Project as equals 10% of the Zero Energy Ready Project Cost, and (3) shall plan to obtain any remaining energy capacity to meet the remaining need by Renewable Energy as long as the per kilowatt hour cost is less than or comparable to the per kilowatt hour cost of utility provided electricity in the first year of the contract. Only in the last circumstance may the Town purchase energy that is not specifically dedicated to the Project.
 - d. Renewable Energy Systems not on the Project site or not on the same electric meter as the subject Buildings or Building Additions may be used if insufficient solar or wind exposure is available on the project site. Such renewable energy systems shall be dedicated exclusively to the project and the energy generated shall be measured independently.
 - e. The Town may sell Renewable Energy Certificates (RECs).

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- 3. Compliance with this Bylaw:** Compliance with this Bylaw shall be determined by successful completion of all of the following:
- Certification by the Architect of Record that the final Construction Documents, if followed, will produce a completed Project that is Zero Energy Capable.
 - Peer Review confirming that in the opinion of the third-party reviewer, the final Construction Documents, if followed, will produce a completed Project that is Zero Energy Capable.
 - Completed contracting for Commissioning at a suitable point prior to occupancy, and Re-commissioning at a point 12 months after occupancy. However, the failure to achieve the Zero Energy Requirements at the point of 12-month Re-commissioning shall not affect compliance with this Bylaw.
 - Compliance shall be measured by the projected Site Energy, not Source Energy.
- 4. Implementation:** The Town and the Project end-users undertake, on a good faith basis:
- To formulate a preliminary Energy Budget for the Project consistent with the Zero Energy Requirements prior to Schematic Design.
 - To endeavor to operate the Project in accordance with a final Energy Budget for the Project consistent with the Zero Energy Requirements.
 - To report to the public annually the energy performance of the Project for ten years from the date of occupancy.

Definitions

Architect of Record: The Architect whose professional seal is affixed to the construction documents.

Building: A structure wholly or partially enclosed within exterior walls, or within exterior and party walls, and a roof providing services and affording shelter to persons, animals or property.

Building Addition: New construction attached to an existing Building.

Buildings and Building Additions: All new municipal buildings and new municipal building additions built by and for the Town of Amherst.

Commissioning: The process that verifies and documents that the building systems including all systems related to this Bylaw have been designed, installed, and function according to the Construction Documents.

Re-commissioning: The process of testing and recommending adjustments to the building systems at least 12 months after the date of occupancy.

Construction Documents: Drawings and specifications sufficient for competitive public bidding in the Commonwealth of Massachusetts.

Energy Budget: Established at the outset of design and updated periodically during design, an Energy Budget is based on estimated amounts of energy to be used once the building is occupied.

Feasibility Study: A planning document that confirms and explains the owner's requirements, identifies and evaluates alternative solutions and sites, recommends and defines solutions, summarizes the proposed scope of work, and provides a cost estimate.

Fossil Fuels: Fuels from petroleum, natural gas or coal.

Peer Review: Review by a third-party reviewer skilled in energy analysis and energy modeling certified as an architect or engineer.

Photovoltaic Systems: Electrical Systems using photovoltaic panels to collect solar energy and convert it to electricity.

Process Energy: Energy used to transform, for large-scale municipal, not Project, purposes, the biological, chemical and/or physical state of sewage, waste, water or other material, or to move and package it during or after such transformation, including but not limited to municipal water supply pumping and treatment, municipal sewage treatment, and municipal waste compaction, transfer, recycling and/or composting, and similar processes, but not including food preparation, refrigeration and cooking.

Re-commissioning: See **Commissioning** above.

Renewable Energy: Energy from a source that is not depleted when used, such as wind or solar power.

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Renewable Energy Certificate (REC): Represents and conveys the environmental, social and other non-power qualities of one megawatt-hour of renewable electricity generation and can be sold separately from the underlying physical electricity associated with a renewable-based generation source.

Renewable Energy Systems: Electrical and mechanical systems using Renewable Energy comprising one or more of the following: Photovoltaic Systems, Wind Energy Systems, and other systems that generate electricity without the use of fossil fuels.

Project: A single new construction undertaking by and for the Town of Amherst and to be constructed at the same time, comprised of new Building(s), new Building Addition(s), associated site work, and Renewable Energy Systems; but not including any building renovation component of the construction undertaking.

Building Site: Building(s) and Building Addition(s) and the area on which a building is located where energy is used.

Schematic Design: The first of five phases of an Architect's basic services in the planning and construction of a Building or Building Addition.

Site Energy: Energy consumed at the Building(s) and/or Building Addition(s) and by energy-consuming features of their associated site(s).

Source Energy: Site Energy plus the energy consumed in the extraction, processing and transport of primary fuels such as coal, oil and natural gas; energy losses in thermal combustion in power generation plants; and energy losses in transmission and distribution to the Building or Building Addition.

Specialized Equipment: Equipment that is essential to a particular function of the Building or Building Addition for its intended function, and is not heating, cooling, ventilation, domestic hot water, lighting, telecommunications, computers, elevators, plug loads, food preparation, refrigeration and cooking and has no reasonable electrically powered alternative.

Total Project Cost: The sum of the direct construction and non-construction costs of a Project, exclusive of site acquisition, demolition, landscaping and environmental remediation costs. In cases where renovation is also part of the same construction undertaking, non-construction costs and site-work costs of the undertaking shall be allocated prorated between the renovation and the Project.

Wind Energy Systems: Systems that collect wind energy and convert it to electricity.

Zero Energy Capable: Designed based on the Energy Budget, in compliance with the Zero Energy Requirements, incorporating highly efficient standards to minimize the Project's need for energy, and incorporating Renewable Energy Systems with enough capacity to supply the energy needed.

Zero Energy Ready: Designed to be Zero Energy Capable, but without the inclusion of Renewable Energy Systems.

Zero Energy Requirements: See Section 1.a-d of the Bylaw.

Zero Energy Ready Project Cost: Total Project Cost minus the purchase and installation cost of the Renewable Energy Systems.

NO RECOMMENDATION by a vote of 6-0, 1 absent.

The Finance Committee did not have enough information to assess any financial impact on the Town as a result of this proposed amendment.

ARTICLE 30. Zoning Bylaw – Medical Marijuana Treatment Center & Off-site Dispensary (Planning Board)

To see if the Town will vote to amend the Zoning Bylaw by amending Article 12, Definitions, Sections 12.32, Medical Marijuana Treatment Center (MMTC) and Section 12.33, Off-Site Medical Marijuana Dispensary (OMMD), by deleting the ~~lined out~~ language and adding the language in **bold italics**, as follows:

- 12.32 Medical Marijuana Treatment Center (MMTC): A use operated by ~~an not-for-profit~~ entity registered and approved by the MA Department of Public Health in accordance with 105 CMR 725.000, and pursuant to all other applicable state laws and regulations, also to be known as a Registered Marijuana Dispensary (RMD), that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils, or

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ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. An MMTC shall explicitly include facilities which cultivate and process medical marijuana, and which may also dispense and deliver medical marijuana and related products.

- 12.33 Off-Site Medical Marijuana Dispensary (OMMD): A medical marijuana facility that is located off-site from any cultivation/processing facility that is controlled and operated by the same registered and approved ~~non-profit~~ entity which operates an affiliated MMTC but which serves only to dispense the processed marijuana, related supplies and educational materials to patients registered and qualified under the provisions of 105 CMR 725.00 or their personal caregivers.

NO RECOMMENDATION by a vote of 6-0, 1 absent.

This removes the "non-profit" requirement for medical marijuana dispensaries that also offer marijuana for recreational use. The Cannabis Control Commission regulations do not require recreational marijuana businesses to be non-profit. Note that the regulation of marijuana in Massachusetts is still a work in progress and the Town may need to make further changes to its bylaws as the Cannabis Control Commission continues its work. The Finance Committee offers no recommendation on the article because of the lack of information that would allow for a financial cost/benefit assessment.

**ARTICLE 31. Zoning Bylaw – Marijuana Uses
(Planning Board)**

Part A.

To see if the Town will vote to amend the Zoning Bylaw by amending Article 12, Definitions, by deleting the ~~lined-out~~ language and adding the new definitions related to Marijuana Uses, with the language in ***bold italics***, as follows:

- 12.34 ~~Recreational Marijuana Retailer (RMR): An entity licensed to purchase and deliver marijuana and marijuana products from marijuana cultivators and marijuana product manufacturers and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana consumers, for non-medical purposes.~~ ***An entity licensed to purchase and transport cannabis or marijuana product from Marijuana Establishments and to sell or otherwise transfer this product to Marijuana Establishments and to consumers. Retailers are prohibited from delivering cannabis or marijuana products to consumers; and from offering cannabis or marijuana products for the purposes of on-site social consumption on the premises of a Marijuana Establishment.***
- 12.35 ***Craft Marijuana Cooperative: a Marijuana Cultivator comprised of residents of the Commonwealth and organized as a limited liability company, limited liability partnership, or cooperative corporation under the laws of the Commonwealth. A cooperative is licensed to cultivate, obtain, manufacture, process, package and brand marijuana and marijuana products to transport marijuana to Marijuana Establishments, but not to consumers.***
- 12.36 ***Independent Marijuana Testing Laboratory: A laboratory that is licensed by the Cannabis Control Commission and is: (i) accredited to the most current International Organization for Standardization 17025 by a third-party accrediting body that is a signatory to the International Laboratory Accreditation Accrediting Cooperation mutual recognition arrangement or that is otherwise approved by the Cannabis Control Commission; (ii) independent financially from any medical marijuana treatment center, marijuana establishment, or marijuana licensee for which it conducts a test; and (iii) qualified to test marijuana in compliance with 935 CMR 500.160 and M.G.L. c. 94C, Section 34.***
- 12.37 ***Marijuana Cultivator: An entity licensed to cultivate, process and package marijuana, and to transfer marijuana to other Marijuana Establishments, but not to consumers.***
- 12.38 ***Marijuana Establishment: A Marijuana Cultivator, Craft Marijuana Cooperative, Marijuana Product Manufacturer, Marijuana Retailer, Independent Testing Laboratory, Marijuana Research Facility, Marijuana Transporter, Medical Marijuana Treatment Center, Off-site Medical Marijuana Dispensary, or any other type of licensed marijuana-related business***
- 12.39 ***Marijuana Product Manufacturer: An entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to Marijuana Establishments and to transfer marijuana and marijuana products to other Marijuana Establishments, but not to consumers.***
- 12.40 ***Marijuana Transporter: An entity, not otherwise licensed by the Cannabis Control Commission, that is licensed to purchase, obtain, and possess marijuana and marijuana products solely for the purpose of***

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transporting, temporary storage, sale and distribution to marijuana establishments, not for sale to consumers.

- 12.41 ***Marijuana Microbusiness: A collocated Marijuana Establishment that can be either a Tier 1 Marijuana Cultivator [up to 5,000 square feet in accordance with 935 CMR 500.005, Cannabis Control Commission Regulations], or Product Manufacturer or both, in compliance with the operating procedures for each [Cannabis Control Commission] license. A Microbusiness that is a Marijuana Product manufacturer may purchase no more than 2,000 pounds of marijuana per year from other Marijuana Establishments.***
- 12.42 ***Marijuana Research Facility: An entity licensed to engage in research projects by the Massachusetts Cannabis Control Commission.***
- 12.43 ***Marijuana Social Consumption Operator: A marijuana retailer licensed to purchase marijuana and marijuana products from a marijuana establishment and to sell marijuana and marijuana products on its premises only to consumers or allow consumers to consume marijuana and marijuana products on its premises only.***
- 12.44 ***Marijuana Social Consumption Operation: An entity licensed to purchase or otherwise acquire marijuana from licensed marijuana establishments and sell single servings of marijuana to consumers for consumption or use on the premises, except as otherwise authorized herein.***
- 12.45 ***Marijuana Social Club: An organization, club, lodge, business, or other private grounds allowing on-site consumption of marijuana or marijuana products where no sales of marijuana or marijuana products occurs.***
- 12.46 ***Marijuana Delivery-Only Retailer: An entity that does not provide a retail location accessible to the public, but is authorized to deliver directly from a marijuana cultivator facility, craft marijuana cultivator cooperative facility, marijuana product manufacturer facility or microbusiness.***

Part B.

To see if the Town will vote to amend the Zoning Bylaw by amending Article 3, Use Regulations, Section 3.3, Use Classification and Standards, by deleting the ~~lined-out~~ language and adding the language in ***bold italics***, as follows:

ARTICLE 3 USE REGULATIONS, Section 3.3, Use Classifications and Standards

3.363 Marijuana Uses

3.363.0 Medical Marijuana Treatment Center (MMTC)

R-O

R-LD	R-N	R-VC	R-G	R-F	B-G	B-L	B-VC	B-N	COM	OP	LI	PRP	FPC
N	N	N	N	N	SP	SP*	SP	N	SP	SP	SP	N	N

*Allowed only in those B-L Districts which co-occur with the R&D overlay district.

See definition under Article 12.

Subject to the standards and conditions listed below, ~~under Section 3.362.~~

3.363.1 Off-Site Medical Marijuana Dispensary (OMMD)

R-O

R-LD	R-N	R-VC	R-G	R-F	B-G	B-L	B-VC	B-N	COM	OP	LI	PRP	FPC
N	N	N	N	N	SP	SP	SP	N	SP	SP	SP	N	N

See definition under Article 12.

Subject to the standards and conditions listed below, ~~under Section 3.362.~~

3.363.2 Recreational Marijuana Retailer (RMR)

R-O

R-LD	R-N	R-VC	R-G	R-F	B-G	B-L	B-VC	B-N	COM	OP	LI	PRP	FPC
<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>N</i>	<i>SP</i>	<i>SP</i>	<i>SP</i>	<i>N</i>	<i>SP</i>	<i>N</i>	<i>SP</i>	<i>N</i>	<i>N</i>

See definition under Article 12.

Subject to the standards and conditions listed below, ~~under Section 3.362.~~

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3.363.3 Craft Marijuana Cultivator Cooperative & Marijuana Cultivator

R-O													
R-LD	R-N	R-VC	R-G	R-F	B-G	B-L	B-VC	B-N	COM	OP	LI	PRP	FPC
N	N	N	N	N	SP	SP	SP	N	SP	SP	SP	N	N

**Allowed only in those B-L Districts which co-occur with the R&D overlay district.*

See definition under Article 12.
Subject to the standards and conditions listed below.

3.363.4 Independent Marijuana Testing Laboratory

R-O													
R-LD	R-N	R-VC	R-G	R-F	B-G	B-L	B-VC	B-N	COM	OP	LI	PRP	FPC
N	N	SP	N	N	SP	SP	SP	SP	SPR	SPR	SPR	SPR	N
													SPR*

**In those areas of the B-L District which coincide with the Research & Development (R&D) overlay district, Site Plan Review approval shall be required for uses regulated under this section. In all other areas of the B-L District, a Special Permit shall be required from the Zoning Board of Appeals*

See definition under Article 12.
Subject to the standards and conditions listed below.

3.363.5 Marijuana Product Manufacturer & Marijuana Micro-business

R-O													
R-LD	R-N	R-VC	R-G	R-F	B-G	B-L	B-VC	B-N	COM	OP	LI	PRP	FPC
N	N	SP	N	N	SP	SP	SP	SP	SPR	SPR	SPR	SPR	N
													SPR*

**In those areas of the B-L District which coincide with the Research & Development (R&D) overlay district, Site Plan Review approval shall be required for uses regulated under this section. In all other areas of the B-L District, a Special Permit shall be required from the Zoning Board of Appeals*

See definition under Article 12.
Subject to the standards and conditions listed below.

3.363.6 Marijuana Transporter

R-O													
R-LD	R-N	R-VC	R-G	R-F	B-G	B-L	B-VC	B-N	COM	OP	LI	PRP	FPC
N	N	N	N	N	SP	SP	SP	N	SP	SP	SP	SP	N

See definition under Article 12.
Subject to the standards and conditions listed below.

3.363.7 Marijuana Research Facility

R-O													
R-LD	R-N	R-VC	R-G	R-F	B-G	B-L	B-VC	B-N	COM	OP	LI	PRP	FPC
N	N	SP	N	N	SP	SP	SP	SP	SPR	SPR	SPR	SPR	N
													SPR*

**In those areas of the B-L District which coincide with the Research & Development (R&D) overlay district, Site Plan Review approval shall be required for uses regulated under this section. In all other areas of the B-L District, a Special Permit shall be required from the Zoning Board of Appeals*

See definition under Article 12.
Subject to the standards and conditions listed below.

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3.363.8 Marijuana Social Consumption Operation & Marijuana Social Consumption Operator & Marijuana Social Club

R-O													
R-LD	R-N	R-VC	R-G	R-F	B-G	B-L	B-VC	B-N	COM	OP	LI	PRP	FPC
N	N	N	N	N	N	N	N	N	N	N	N	N	N

See definition under Article 12.
Subject to the standards and conditions listed below.

3.363.9 Marijuana Delivery-Only Retailer

R-O													
R-LD	R-N	R-VC	R-G	R-F	B-G	B-L	B-VC	B-N	COM	OP	LI	PRP	FPC
N	N	N	N	N	N	N	N	N	N	N	N	N	N

See definition under Article 12.
Subject to the standards and conditions listed below.

Standards and Conditions (applies to all ~~MMTCs, OMMDs and RMRs~~ **Marijuana Establishments, and if applicable, shall be in accordance with Regulations of the Cannabis Control Commission, 935 CMR 500**):

1. Purpose. It is recognized that the nature of the substance cultivated, processed, and/or sold by **Marijuana Establishments** ~~medical marijuana treatment centers and off-site medical marijuana dispensaries and recreational marijuana retailers may have objectionable operational characteristics and should be located in such a way as to ensure the health, safety and general well-being of the public as well as patients seeking treatment and customers seeking to purchase marijuana for recreational use. The specific and separate regulation of Marijuana Establishments Medical Marijuana Treatment Centers (MMTCs) and Off-site Medical Marijuana Dispensaries (OMMDs) and Recreational Marijuana Retailers (RMRs) is necessary to advance these purposes.~~

Subject to the provisions of this Zoning Bylaw, Chapter 40A of the Massachusetts General Laws, 105 CMR 725.000, M.G.L. Chapter 94G, **M.G.L. Chapter 94I, and 935 CMR 500, Marijuana Establishments** ~~MMTCs and OMMDs and RMRs~~ will be permitted to provide **goods and services as allowed by the aforementioned laws and regulations.** ~~medical support, security and physician oversight that meet or exceed state regulation as established by the Massachusetts Department of Health (DPH) and to provide retail sales of marijuana for non-medical use in a manner that meets or exceeds state regulations.~~

2. Application Requirements. Above and beyond the standard application requirements for Special Permits **and Site Plan Review approval**, an application for a use under this section shall include the following:
 - a) The name and address of each owner of the facility/operation;
 - b) Copies of all documentation demonstrating appropriate application status under state law, or registration or license, issued to the applicant by the Commonwealth of Massachusetts and any of its agencies for the facility;
 - c) Evidence that the Applicant has site control and the right to use the site for a facility in the form of a deed or valid purchase and sale agreement, or, in the case of a lease, a notarized statement from the property owner and a copy of the lease agreement;
 - d) A notarized statement signed by the organization's Chief Executive Officer and corporate attorney disclosing all of its designated representatives, including officers and directors, shareholders, partners, members, managers, directors, officers, or other similarly-situated individuals and entities and their addresses. If any of the above are entities rather than persons, the Applicant must disclose the identity of all such responsible individual persons;
 - e) In addition to what is normally required in a site plan pursuant to Section 11.2, details showing all exterior proposed security measures for the premises, including lighting, fencing, gates and alarms, etc. ensuring the safety of employees and patrons and to protect the premises from theft or other criminal activity;
 - f) A Management Plan as required under the Rules and Regulations of the Special Permit Granting Authority, including a description of all activities to occur on site, including all provisions for the delivery of marijuana and related products to **Marijuana Establishments** ~~OMMDs and RMRs~~ or off-site direct delivery **consistent with state law and regulations**;
 - g) A traffic impact report as set forth in the Rules and Regulations of the ~~Special~~ Permit Granting Authority shall be developed and submitted with the application.

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3. Regulations. The following regulations shall apply to uses under this section:
- a. Use Regulations.
 - 1) No marijuana shall be smoked, eaten or otherwise consumed or ingested on the premises.
 - 2) The hours of operation shall be set up ~~by the Special~~ Permit Granting Authority, but in no event shall a facility be open to the public, nor shall any sale or other distribution of marijuana occur upon the premises or via delivery from the premises, between the hours of 8:00 p.m. and 8:00 a.m.
 - 3) ***A violation of the Host Community Agreement may result in the revocation of a Special Permit or Site Plan Review approval.***
 - b. Locational and Physical Requirements
 - 1) All aspects of ~~an~~ ***a Marijuana Establishment*** ~~MMTC or OMMD or RMR~~ relative to the acquisition, cultivation, possession, processing, sales, distribution, dispensing, or administration of marijuana, products containing marijuana, related supplies, or educational materials must take place at a fixed location within ~~an~~ ***an enclosed area as defined by 935 CMR 500.002*** ~~fully enclosed building~~ and shall not be visible from the exterior of the business.
 - 2) No outside storage of marijuana, related supplies, or educational materials is permitted.
 - 3) ~~No MMTC shall have a gross floor area in excess of 25,000 square feet.~~
 - 4) No OMMD or RMR shall have a gross floor area accessible to patients or customers which is in excess of 2,500 square feet, ~~except as may be permitted under 3., e., 1), e).~~ Space in an OMMD facility or RMR which is dedicated to administration or operations and is accessible only to employees of the facility shall not be included in this limitation.
 - 5) Ventilation – all facilities shall be ventilated in such a manner that:
 - a) No pesticides, insecticides or other chemicals or products used in the cultivation or processing are dispersed into the outside atmosphere; and
 - b) No odor from marijuana or its processing can be detected by a person with an unimpaired and otherwise normal sense of smell at the exterior of ~~the MMTC or OMMD facility or RMR~~ ***a Marijuana Establishment*** or at any adjoining use or property.
 - c. Reporting Requirements
 - 1) All Special Permit ***and Site Plan Review approval*** holders for uses under this section shall provide the Police Department, Fire Department, Building Commissioner, Board of Health, and ~~Special~~ Permit Granting Authority with the names, phone numbers, mailing and email addresses of all management staff and key-holders, including a minimum of two (2) operators or managers of the facilities identified as designated contact persons to whom notice should be made if there are operating problems associated with any use under this section. All such contact information shall be updated as needed to keep it current and accurate.
 - 2) ~~The~~ ***One of the two*** designated contact persons shall notify the Police Department, Fire Department, Building Commissioner, Board of Health and ~~Special~~ Permit Granting Authority in writing a minimum of thirty (30) days prior to any change in ~~ownership or~~ management of a facility regulated under this section.
 - 3) The designated representatives of permitted facilities shall file an annual report with the ~~Special~~ Permit Granting Authority and shall appear before said Authority to present the report no later than ***30 days following renewal of a state license or registration*** ~~January 31st of each year~~, providing a copy of all current applicable state licenses for the owners and facilities, to demonstrate continued compliance with the conditions of the Special Permit ***or Site Plan Review approval.***
 - 4) The designated contact persons shall be required to respond by phone or email within twenty-four (24) hours of the time of contact and inquiry regarding operation of the facility by a town official to the telephone number or email address provided as the contact for the business.
 - d. Transfer/Discontinuance of Use
 - 1) A Special Permit ***or Site Plan Review approval*** granted under this Section is non-transferable and shall have a term limited to the duration of the applicant's ownership or leasing of the premises as ***a Marijuana Establishment*** ~~an MMTC or OMMD or RMR~~.
 - 2) Any ***Marijuana Establishment*** ~~MMTC or OMMD or RMR~~ permitted under this section shall be required to

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remove all material, plants, equipment and other paraphernalia in compliance with 105 CMR 725.105 (J), (O) ~~prior to the expiration of its DPH Registration or~~ immediately following **the expiration**, revocation or voiding of its DPH Registration or **in compliance with 935 CMR 100.105(12) immediately** following **the** expiration, revocation or voiding of its license issued by the Cannabis Control Commission.

e. Prohibitions

- 1) The proposed uses shall not be located:
 - a) **Within five hundred (500) feet of a pre-existing public or private school providing education in kindergarten or any of grades 1 through 12. The distance under this section shall be measured in a straight line from the nearest point of the property line in question to the nearest point of the property line where the Marijuana Establishment is or will be located.**
 - b) Within three hundred (300) feet of a building:
 - i. Containing another **Marijuana Establishment** ~~MMTC or OMMD or RMR~~, except for facilities that are owned or leased by the same operator; or
 - ii. In which ~~is located a public or private elementary school, middle school, secondary school, preparatory school, licensed daycare center, or any other facility in which children commonly congregate in an organized ongoing formal basis~~ **that is not a K-12 school**; or
 - iii. Owned by and operated as part of the campus of any private or public institution of higher learning; or
 - iv. Housing a public library; or
 - v. Containing any residential use, excepting a mixed-use building under Section 3.325 of the Zoning Bylaw.
 - c) Within, on the same lot as, or on a lot immediately adjacent to a licensed pharmacy; or
 - d) Within buildings that contain any pharmacy, medical doctor offices or the offices of any other professional practitioner authorized to prescribe the use of medical marijuana. An exception shall be that the ~~Special~~ Permit Granting Authority may grant permission for palliative and therapeutic care uses in the same building in which **a Marijuana Establishment** ~~an MMTC or OMMD or RMR~~ is operated.
 - 2) **For the purposes of 3.363.9(3)(e)(1)(b), the three hundred foot buffer shall be measured from the closest point of the building triggering the buffer to the closest point of the marijuana use.**
 - 3) The proposed use shall not display on-premises signage or other marketing on the exterior of the building or in any manner visible from the public way, which, in the opinion of the ~~Special~~ Permit Granting Authority **or the Code Enforcement Officer** may promote or encourage the use of marijuana or other drugs by minors.
4. Findings. In addition to the findings required under Section 10.38 **and 11.24 of the Zoning Bylaw** and meeting the provisions of Articles 7, 8 and all other applicable sections of this Bylaw, the ~~Special~~ Permit Granting Authority shall find that the proposed use:
- a. Meets all of the permitting requirements of all applicable agencies within the Commonwealth of Massachusetts and will as proposed be in compliance with all applicable state laws and regulations.
 - b. Will provide copies of registrations and licenses and a copy of a signed Host **Community** Agreement with the Town of Amherst, in accordance with M.G.L. Chapter 94G and subsequent regulations, including 935 CMR 500, to the Building Commissioner prior to the issuance of a Certificate of Occupancy.
 - c. Is designed to minimize ~~any~~ adverse visual or economic impacts on abutters and other parties in interest.
 - d. Provides a secure waiting area, as required by state law or regulations.
 - e. Provides adequate security measures to ensure that no individual or group participant will pose a direct threat to the health or safety of other individuals, and that the storage and/or location of cultivation of marijuana is adequately secured in enclosed, locked facilities.
 - f. Adequately addresses issues of vehicular and pedestrian traffic, circulation, parking and queuing, especially during peak periods at the facility, and adequately mitigates the impacts of vehicular and pedestrian traffic on neighboring uses.

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5. Limitation on number of RMRs *locations* – No more than eight (8) Recreational Marijuana Retailers-*locations* shall be permitted ~~to be located~~ *within* in the Town of Amherst.

NO RECOMMENDATION by a vote of 6-0, 1 absent.

The current town bylaw only allows for retail storefront or medical marijuana treatment centers. The amendment will allow the establishment of other types of marijuana related businesses in the Town, in keeping with the regulations promulgated by the Cannabis Control Commission. The Finance Committee offers no recommendation on the article because of the lack of information that would allow for a financial cost/benefit assessment.

**ARTICLE 32. Zoning Bylaw – Recreational Marijuana Retailer Locations
(Planning Board)**

To see if the Town will vote to amend the Zoning Bylaw by amending Article 3, Use Regulations, Section 3.3, Use Classifications and Standards, Section 3.363.2, Recreational Marijuana Retailer, Standards and Conditions (applies to MMTCs, OMMDs and RMRs), **paragraph 5, by deleting the ~~lined-out~~ language and adding the language in bold italics, as follows:**

- 1 Limitation on number of RMRs *locations* – No more than eight (8) Recreational Marijuana Retailers *locations* shall be permitted ~~to be located~~ *within* in the Town of Amherst.

NO RECOMMENDATION by a vote of 6-0, 1 absent.

This bylaw change limits the number of recreational marijuana retail locations to eight. The Finance Committee offers no recommendation on the article because of the lack of information that would allow for a financial cost/benefit assessment.

**ARTICLE 33. Zoning Bylaw – Supplemental Dwelling Units
(Planning Board)**

To see if the Town will vote to amend the Zoning Bylaw by amending Article 5, Accessory Uses, Section 5.011, Supplemental Dwelling Units, Section 5.0112 General Requirements, by deleting the ~~lined-out~~ language and adding the language in **bold italics**, as follows:

- 5.0112 General Requirements. The following standards shall apply to supplemental dwelling units (supplemental apartments and supplemental detached dwelling units):
1. There shall be not less than 350 square feet nor more than 800 square feet of habitable space in any ~~supplemental dwelling unit~~ **Supplemental Apartment I or Supplemental Apartment II**, except that any such dwelling unit built and maintained as fully accessible under the provisions of the Americans with Disabilities Act (ADA) may include a maximum of 900 square feet in habitable space.

There shall not be less than 350 square feet nor more than 1,000 square feet of habitable space in any Supplemental Detached Dwelling Unit, except that any such dwelling unit built and maintained as fully accessible under the provisions of the Americans with Disabilities Act (ADA) may include a maximum of 1,100 square feet of habitable space.
 2. No one family detached dwelling in which a supplemental apartment is constructed or upon the property of which a supplemental dwelling unit is built may be used simultaneously for accessory lodging under any provision of Section 5.010, nor shall any supplemental dwelling unit built upon the property of such a one family dwelling be so used.
 3. One of the dwelling units on the property shall be occupied by the owner(s) of the principal one family residence, which requirement shall be made a condition of any Special Permit issued under this section.
 4. Notwithstanding the provisions of Article 12, a supplemental dwelling unit shall be occupied by a total of no more than three (3) adult residents.
 5. The design review principles and standards established under Section 3.204 shall be applied to all accessory uses under this section, and the review and recommendation of the Design Review Board

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may be sought by the Building Commissioner, Permit Granting Board, or Special Permit Granting Authority.

RECOMMENDED by a vote of 6-0, 1 absent.

This amendment could increase property values in Town, and thus potentially provide more tax revenue.

ARTICLE 34. Petition: Zoning Bylaw – Amendment of Official Zoning Map (Kaynor, et al)

To see if the Town will vote to amend the official Zoning Map by changing RO (Outlying Residential) to R-LD (Low Density Residential) in all areas of Town neither served by public water nor sewer.

There are three main concerns that this petition article addresses:

- 1. Protection of sensitive wells and septic systems in these areas.
- 2. Eliminating, or at least delaying, the significant expense of extending Town water and sewer to these areas.
- 3. Bringing our Zoning bylaws more into harmony with the goals of our Master Plan.

RECOMMENDATION NO CONSENSUS.

With one absent the Committee held two votes, both split 3-3, 1 absent.

All agreed that there is a process in place for zoning bylaws and it should be followed. The division was over whether the Finance Committee request that the Planning Board, when reviewing zoning involving lot sizes, etc. that require septic tanks, consider if the systems fail, what is the impact on Town finances. Some members held that the Planning Board currently takes that into consideration. Others held that even if they do, it was an appropriate suggestion.

ARTICLE 35. Zoning Bylaw - Inclusionary Zoning Amendment (Planning Board)

To see if the Town will amend Article 15 of the Zoning Bylaw by adding the language in ***bold italics*** and deleting the ~~lined-out~~ language:

ARTICLE 15 INCLUSIONARY ZONING

SECTION 15.0 INTENT AND PURPOSE

SECTION 15.1 REGULATIONS

SECTION 15.0 INTENT & PURPOSE

The purpose of this Article is to promote the general public welfare, including but not limited to ensuring an economically integrated and diverse community, by maintaining and increasing the supply of affordable and accessible housing in the Town of Amherst. This purpose includes:

- 15.00 Ensuring that new residential development generates affordable housing as defined in ~~Section 12.20~~ **Article 12**.
- 15.01 Ensuring that affordable housing created under this section remains affordable over the long term, with the majority of such housing remaining affordable in perpetuity, except as may be otherwise required under state or federal programs.
- 15.02 Maintaining a full mix of housing types and unrestricted geographic distribution of affordable housing opportunities throughout Amherst.
- 15.03 To the extent allowed by law, ensuring that preference for new affordable housing is given to eligible persons who live or work in Amherst.

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SECTION 15.1 REGULATIONS

To ensure the purposes of this section, the following regulations shall apply to residential development in Amherst:

- 15.10 All residential developments **resulting in a net increase in dwelling units above the number already existing on the site**, and requiring a Special Permit **for the use itself or for modification of one or more certain dimensions as described below** and ~~resulting in additional new dwelling units~~ shall provide affordable housing units at the following minimum rates:

<u>Total Development Unit Count</u>	Net Increase in	<u>Required Affordable Unit Provision</u>
1-9 units	None*	
10-14 units		Minimum one (1) dwelling unit
15-20 units		Minimum two (2) dwelling units
21 units		Minimum 12% of total unit count

*While provision of affordable units is not required for developments containing 1-9 units under this section, the Bylaw encourages affordability and provides for incentives. See Sections 4.33 and 4.55.

Special Permit-modified dimensions triggering this bylaw
Building Coverage greater than standard maximum; or
Lot Coverage greater than standard maximum; or
Additional Floor(s) beyond the standard maximum; or
Height more than 2 feet greater than standard maximum

~~Where two or more units are required to be provided under this section, a minimum of forty-nine percent (49%) of affordable units shall be eligible and countable for the purpose of the Commonwealth's 40B Subsidized Housing Inventory (SHI) or its successor. Calculation of the number of total affordable units or the number of SHI-eligible units shall, if the required percent of the total results in a fraction, be rounded up to the next whole number where the fractional portion is equal to 0.5 or greater, and shall be rounded down to the next whole number where the fractional portion is less than 0.5.~~

- 15.11 Affordable and accessible dwelling units provided under Section 15.10 shall be counted as meeting the requirements for density bonuses under the provisions of Section 4.55, Density Bonuses, of this Bylaw.
- 15.12 The applicant shall establish such housing restrictions, conditions, and/or limitations as are necessary to ensure that the affordable housing units provided under this section will be permanently available for purchase **or rental** by eligible low and moderate income buyers **and tenants**, and available for a minimum of twenty years in the case of rental housing. ***in perpetuity or to the extent allowable under law.***
- 15.13 Housing constructed by a public agency or non-profit corporation using a Federal, state, or local housing assistance program may adhere to the requirements set forth by the funding agency provided that the purpose of these regulations are met.
- 15.14 In any residential development, affordable housing units provided shall be dispersed throughout the development, and shall be comparable to market rate units in terms of the quality of their design, materials, and general appearance of their architecture and landscape. ***Affordable units shall be comparable to market rate units in terms of size and bedroom count except as otherwise allowed by the Permit Granting Board or Special Permit Granting Authority.***
- 15.15 ***The Permit Granting Board or Special Permit Granting Authority may grant a Special Permit for modifications as provided below, except that when four (4) or more affordable units are required under the provisions of Article 15 of this Bylaw, a minimum of 50% must be provided on-site.***
- 15.150 ***Off-site affordable units may be allowed for projects principally located in the B-G, B-VC, B-N, and those B-L districts abutting the B-G District. Off-site units shall be located within the same zoning district or within 500 feet of the premises of the development and shall comply with Section 15.14.***
- 15.151 ***Payment of fees-in-lieu of affordable units may be allowed, payable prior to the granting of a Certificate of Occupancy for any dwelling units associated with the development, to the Town of Amherst Municipal Affordable Housing Trust. The fee-***

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in-lieu value for each affordable unit not provided shall be three (3) times the current Median Family Income for Amherst as determined by the U.S. Department of Housing and Urban Development (HUD) or successor agency.

NO RECOMMENDATION by a vote of 6-0, 1 absent.

The Finance Committee did not have enough information to assess any financial impact on the Town as a result of this proposed amendment.

**ARTICLE 36. Petition: Zoning Bylaw – Inclusionary Zoning Amendment
(Weiss et al)**

To see if the Town will amend Section 15.10 of the Zoning Bylaw by adding the language in ***bold italics***, and deleting the ~~lined out~~ language:

15:00 Ensuring that new residential development generates affordable housing as defined in ~~Section 12.20~~ **Article 12.**

Section 15.10 All residential developments requiring a Special Permit ***for the use itself or for modification of one or more certain dimensions as described below*** and resulting in ~~additional new~~ ***a net increase in*** dwelling units ***above the number already existing on the site***, shall provide affordable housing units at the following minimum rates:

<u>Total Development Unit Count</u>	<u>Required Affordable Unit Provision</u>
1-9 unites	None*
10-14 units	Minimum one (1) dwelling unit
15-20 units	Minimum two (2) dwelling units
21 units	Minimum 12% of total unit count

***Special Permit-modified dimensions triggering this bylaw
Building Coverage greater than standard maximum; or
Lot Coverage greater than standard maximum; or
Additional Floor(s) beyond standard maximum; or
Height more than 2 feet greater than standard maximum***

~~Where two or more units are required to be provided under this section, a minimum of forty-nine percent (49%) of affordable units shall be eligible and countable for the purpose of the Commonwealth's 40B Subsidized Housing Inventory (SHI) or its successor. Calculation of the number of total affordable units or the number of SHI-eligible units shall, if the required percent of the total results in a fraction, be rounded up to the next whole number where the fractional portion is equal to 0.5 or greater, and shall be rounded down to the next whole number where the fractional portion is less than 0.5.~~

15.12 The applicant shall establish such housing restrictions, conditions, and/or limitations as are necessary to ensure that the affordable housing units provided under this section will be ~~permanently~~ available for purchase ***or rental*** by eligible ~~low and moderate income~~ buyers ***and tenants***, and available for a minimum ~~of twenty years in the case of rental housing~~ ***in perpetuity or to the extent allowable under law.***

15.14 In any residential development, affordable housing units provided shall be dispersed throughout the development, and shall be comparable to market rate units in terms of ***size, bedroom count***, the quality of their design, materials, and general appearance of their architecture and landscape.

NO RECOMMENDATION by a vote of 6-0, 1 absent.

The Finance Committee did not have enough information to assess any financial impact on the Town as a result of this proposed amendment.

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**ARTICLE 37. Petition: General Bylaw - Unlawful Noise Bylaw
(Gesuelle-Hart et al)**

To see if the Town will vote to support an amendment to the Town Noise Bylaw to include limiting firing range gunfire to between 9:00 am and 6:30 pm and between April 1st through November 1st.

NO RECOMMENDATION by a vote of 6-0, 1 absent.

The Finance Committee did not have enough information to assess this proposed bylaw.

**ARTICLE 38. Petition: Resolution - A Resolution to Prevent Nuclear War
(Faye et al)**

To see if the Town will vote:

A RESOLUTION

Calling for the United States to "Pull Back from the Brink" and Prevent Nuclear War

- WHEREAS, Since the height of the Cold War the United States and Russia have dismantled more than 50,000 nuclear warheads, but 15,000 of these weapons still exist and post an intolerable risk to human survival; and
- WHEREAS, 95 percent of these weapons are in the hands of the United States and Russia and the rest are held by seven other countries: China, France, Israel, India, North Korea, Pakistan, and the United Kingdom; and
- WHEREAS, the use of even a tiny fraction of these weapons would cause worldwide climate disruption and global famine; to wit, as few as 100 Hiroshima sized bombs, small by modern standards, would put at least 5 million tons of soot into the upper atmosphere and cause climate disruption across the planet, cutting food production and putting 2 billion people at risk of starvation; and
- WHEREAS, a large scale nuclear war would kill hundreds of millions of people directly and cause unimaginable environmental damage and catastrophic climate disruption dropping temperatures across the planet to levels not seen since the last ice age; under these conditions the vast majority of the human race would starve and it is possible we would become extinct as a species; and
- WHEREAS, despite assurances that these arsenals exist solely to guarantee that they are never used, there have been many occasions when nuclear armed states have prepared to use these weapons, and war has been averted only at the last minute; and
- WHEREAS, nuclear weapons do not possess some magical quality that prevents their use; and
- WHEREAS, former Defense Secretary Robert McNamara said, speaking about the Cuban Missile Crisis, "It was luck that prevented nuclear war," yet our nuclear policy cannot be the hope that luck will continue; and
- WHEREAS, as the effects of climate change place increased stress on communities around the world and intensify the likelihood of conflict, the danger of nuclear war will grow; and
- WHEREAS, the planned expenditure of more than \$1 trillion to enhance our nuclear arsenal will not only increase the risk of nuclear disaster but fuel a global arm race and divert crucial resources needed to assure the well-being of the American people and people all over the world; and
- WHEREAS, there is an alternative to this march to nuclear war: In July 2017, 122 nations called for the elimination of all nuclear weapons by adopting the Treaty of Prohibition of Nuclear Weapons.

NOW THEREFORE BE IT RESOLVED that *the Town Meeting of Amherst* Massachusetts calls upon our federal leaders and our nation to spearhead a global effort to prevent nuclear war by:

- Renouncing the option of using nuclear weapons first;
- Ending the president's sole, unchecked authority to launch a nuclear attack;
- Taking the US nuclear weapons off hair-trigger alert;
- Cancelling the plan to replace its entire arsenal with enhanced weapons; and
- Actively pursuing a verifiable agreement among nuclear armed states to eliminate their nuclear arsenals.

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BE IT FURTHER RESOLVED THAT the *town of Amherst* shall cause a copy of this resolution to be sent to U.S. Congressman James McGovern, U.S Senator Elizabeth A. Warren, U.S. Senator Edward J. Markey, and President Donald J. Trump.

NO RECOMMENDATION by a vote of 6-0, 1 absent.

**ARTICLE 39. Petition: Resolution - A Resolution in Support of the Paris Climate Agreement
(Gray-Lee et al)**

To see that the Town will adopt the following resolution in support of the Paris Climate Agreement:

Whereas NASA reports that the average global temperature has risen almost 2 degrees Fahrenheit since the 19th century, most of which having been in the last 35 years,

Whereas sea ice now is more than 1.27 million square miles smaller than the 1979-2000 average, and, **according** to National Geographic, sea level would rise 216 feet if all the ice in the world melted, submerging much of coastal US including most of Florida,

Whereas the National Oceanic and Atmospheric Administration reports that CO₂ in the air has reached 407 parts per million, the highest in 650,000 years,

Whereas the World Health Organization expects that between 2030 and 2050, climate change will cause approximately 250,000 additional deaths per year from malnutrition, malaria, diarrhea and heat stress alone,

Whereas the International Organization on Migration reports that up to 200 million people could be displaced by global temperature increase by 2050,

Whereas President Trump withdrew from the Paris Climate Agreement which set the goal of keeping global temperature rise this century below 2°C by reducing greenhouse gas emissions by 26 to 28 percent below 2005 levels by 2025,

Whereas the US is the number two CO₂ emitting country in the world,

Whereas 2,300 cities as well as 14 states including Massachusetts, which make up one third of the US population, have pledged that they will stand by the Paris Climate Agreement,

Whereas Burlington, Vermont's largest city, already runs on 100 percent renewable energy,

Whereas in 2017, Amherst Town Meeting took three actions addressing climate change: a Resolution to Implement a Carbon Fee and Dividend Program, a resolution calling for the town to use 100 percent renewable energy by 2050, and a Net Zero Energy bylaw requiring all new Town buildings costing more than \$1 million to use no more energy than they produce,

Whereas the Town of Amherst's 2005 Climate Action Plan's goal of reducing Amherst's greenhouse gas emissions by 35 percent below 1997 levels by 2009 was not met, though progress was made in energy efficiency and Amherst became a Green Community in 2012,

Therefore be it resolved that the Town of Amherst will stand by the Paris Climate Agreement by adopting the goal of reducing its greenhouse gas emissions by 26 to 28 percent below 2005 levels by 2025,

And therefore be it further resolved that upon passage the Amherst Town Clerk shall mail copies of the resolution and vote to Senator Elizabeth Warren, Senator Ed Markey, Congressman Jim McGovern, Governor Charlie Baker, Speaker of the Massachusetts House Robert DeLeo, Acting President of the Massachusetts Senate Harriette Chandler, and Representative Solomon Goldstein-Rose.

NO RECOMMENDATION by a vote of 6-0, 1 absent.

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Attachment to FY19 Annual Town Meeting Warrant

Article 22D: Schedule A – Acquisition of Easements - Belchertown Road Project
Reconstruction, Resurfacing and Related Work on Route 9 - Belchertown Road

Owner1	Owner2	Parcel Address	Parcel ID	Mailing Address	CityStZip
A NELSON LLC		BELCHERTOWN RD	15C-51	20 BELCHERTOWN RD	AMHERST, MA 01002
AMETHYST FARMS LLC		BELCHERTOWN RD	15C-23	89 NORTH EAST ST	AMHERST, MA 01002
CARGEL, JOSEPH W & BERNICE E		BELCHERTOWN RD	21B-11	1371 FEATHERSOUND	ROCKLEDGE, FL 32955
COHN, LOUIS R & TOBY K	C/O LOUIS R COHN & ASSOCIATES	BELCHERTOWN RD	15C-36	P.O. BOX 397	BLOOMFIELD, CT 06002-0397
COHN, LOUIS R & TOBY K	C/O LOUIS R COHN & ASSOCIATES	BELCHERTOWN RD	15C-17	P.O. BOX 397	BLOOMFIELD, CT 06002-0397
CUMBERLAND FARMS INC		BELCHERTOWN RD	15C-5	165 FLANDERS RD	WESTBOROUGH, MA 01581
DUFFY, PAUL H & ANNE M		BELCHERTOWN RD	18A-88	260 BELCHERTOWN RD	AMHERST, MA 01002
ELLIS, REGINA G	C/O EAGLE CREST PROPERTY MNGMT	BELCHERTOWN RD	18A-1-38	10 GATEHOUSE RD UNIT 125	AMHERST, MA 01002
GATES, JERALD H	JOHNSON, RICHARD O	BELCHERTOWN RD	18A-45	P.O. BOX 46	AMHERST, MA 01004-0046
HALL, GORDON III TRUSTEE		BELCHERTOWN RD	18D-96	P.O. BOX 815	LYNN, MA 01902-0815
HALL, GORDON III TRUSTEE	ATTN: THE HALL CO	BELCHERTOWN RD	18D-19	P.O. BOX 815	LYNN, MA 01902-0815
MCCORMICK, ROBERT KEITH		BELCHERTOWN RD	21D-79	145 OLD AMHERST RD	BELCHERTOWN, MA 01007
MILESZKO, CHESTER J	C/O TOWN OF AMHERST	BELCHERTOWN RD	21B-35	4 BOLTWOOD AVE	AMHERST, MA 01002
MILESZKO, CHESTER J	C/O TOWN OF AMHERST	BELCHERTOWN RD	18D-27	4 BOLTWOOD AVE	AMHERST, MA 01002
POLLIN, ROBERT N & SIGRID MILLER		BELCHERTOWN RD	21B-72	1290 SOUTH EAST ST	AMHERST, MA 01002
POLLIN, ROBERT N & SIGRID MILLER		BELCHERTOWN RD	21B-69	1290 SOUTH EAST ST	AMHERST, MA 01002
SAMEK, AUDREY		BELCHERTOWN RD	18D-97	529 BELCHERTOWN RD	AMHERST, MA 01002
SMITH, BONNIE D		BELCHERTOWN RD	21B-17	853 BELCHERTOWN RD	AMHERST, MA 01002
TOWN OF AMHERST		BELCHERTOWN RD	15C-22	4 BOLTWOOD AVE	AMHERST, MA 01002
TOWN OF AMHERST		BELCHERTOWN RD	18D-37	TOWN HALL	AMHERST, MA 01002
TOWN OF AMHERST		BELCHERTOWN RD	18A-47	4 BOLTWOOD AVE	AMHERST, MA 01002
TOWN OF AMHERST		BELCHERTOWN RD	18A-46	TOWN HALL	AMHERST, MA 01002
TOWN OF AMHERST		BELCHERTOWN RD	18D-311	4 BOLTWOOD AVE	AMHERST, MA 01002

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TOWN OF AMHERST		BELCHERTOWN RD	18D-310	4 BOLTWOOD AVE	AMHERST, MA 01002
BELCHERTOWN ROAD PARTNERSHIP LLC	C/O EAGLE CREST PROPERTY MNGMT	10 BELCHERTOWN RD	15A-43	10 GATEHOUSE RD SUITE 125	AMHERST, MA 01002
BELCHERTOWN ROAD PARTNERS LLC	C/O EAGLE CREST PROPERTY MNGMT	12 BELCHERTOWN RD	15C-2-19	10 GATEHOUSE RD SUITE 125	AMHERST, MA 01002
A NELSON LLC		20 BELCHERTOWN RD	15C-19	20 BLECHERTOWN RD	AMHERST, MA 01002
CUMBERLAND FARMS INC		35 BELCHERTOWN RD	15C-18	165 FLANDERS RD	WESTBOROUGH, MA 01581
SANDRI, WILLIAM A	C/O SANDRI REALTY INC	40 BELCHERTOWN RD	15C-45	400 CHAPMAN ST	GREENFIELD, MA 01301
MOLA INC		43 BELCHERTOWN RD	15C-48	43 BELCHERTOWN RD	AMHERST, MA 01002
MITCHELL, THOMAS		44 BELCHERTOWN RD	15C-63	44 BELCHERTOWN RD	AMHERST, MA 01002
PATEL, NEAL B & ET AL		48 BELCHERTOWN RD	15C-43	421 WOLF SWAMP RD	LONGMEADOW, MA 01106
KANETA, KEITH O TRUSTEE	C/O KENDRICK PROPERTY MNGMT	58 BELCHERTOWN RD	15C-55	1185 N PLEASANT ST	AMHERST, MA 01002
KANETA, KEITH O TRUSTEE	C/O KENDRICK PROPERTY MNGMT	72 BELCHERTOWN RD	15C-58	1185 N PLEASANT ST	AMHERST, MA 01002
KANETA, KEITH O TRUSTEE	C/O KENDRICK PROPERTY MNGMT	76 BELCHERTOWN RD	15C-59	1185 N PLEASANT ST	AMHERST, MA 01002
KANETA, KEITH TRUSTEE	C/O KENDRICK PROPERTY MNGMT	80 BELCHERTOWN RD	15C-60	1185 N PLEASANT ST	AMHERST, MA 01002
AMHERST-COLONIAL VILLAGE LLC		81 BELCHERTOWN RD	15C-16	P.O. BOX 397	BLOOMFIELD, CT 06002-0397
CHAMP, COLLEEN		90 BELCHERTOWN RD	15C-26	90 BELCHERTOWN RD	AMHERST, MA 01002
DENISON CORPORATION		97 BELCHERTOWN RD	15C-15	15A PRAY ST	AMHERST, MA 01002
CORSON, DANA B		104 BELCHERTOWN RD	15C-28	50 HARLOW DR	AMHERST, MA 01002
LIKENS, TRUMAN B JR & MARJORIE		106 BELCHERTOWN RD	15C-29	277 NORTH EAST ST	AMHERST, MA 01002
JONES PROPERTIES LIMITED PARTNERSHIP		115 BELCHERTOWN RD	15C-14	15A PRAY ST	AMHERST, MA 01002

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LIKENS, TRUMAN B JR & MARJORIE		120 BELCHERTOWN RD	15C-30	277 NORTH EAST ST	AMHERST, MA 01002
SWEENEY, PHILIP M		132 BELCHERTOWN RD	15C-61	132 BELCHERTOWN RD	AMHERST, MA 01002
MASS ALPINE COMMONS LTD PART		133 BELCHERTOWN RD	15C-57	380 UNION ST, SUITE 300	WEST SPRINGFIELD, MA 01089-4100
XIAO, XIAODA & TANG, XIAO YANG		135 BELCHERTOWN RD	15C-56	135 BELCHERTOWN RD	AMHERST, MA 01002
SWEENEY, PHILIP M		138 BELCHERTOWN RD	15C-62	138 BELCHERTOWN RD	AMHERST, MA 01002
OCONNELL, JOHN J & AUDREY		151 BELCHERTOWN RD	15C-38	108 LARKSPURE DR	AMHERST, MA 01002
MISTERKA, RICHARD W	MISTERKA, DEBORAH O	159 BELCHERTOWN RD	15C-39	213 NORTH EAST ST	AMHERST, MA 01002
GADDY, MILES W & ANNE M		173 BELCHERTOWN RD	15C-12	173 BELCHERTOWN RD	AMHERST, MA 01002
HEMPFLING, JUDITH A REVOCABLE TRUST		180 BELCHERTOWN RD	15C-37	225 W LIMESTONE ST	YELLOW SPRINGS, OH 45387
FLOYD, LAYNE V		192-194 BELCHERTOWN RD	15C-64	P.O. BOX 65	AMHERST, MA 01004
KINCHLA, JOHN W		199 BELCHERTOWN RD	18A-4	200 BAY RD	HADLEY, MA 01035
FLOYD, LAYNE V		204-206 BELCHERTOWN RD	15C-32	P.O. BOX 65	AMHERST, MA 01004
GEARING, JUDITH L		222-224 BELCHERTOWN RD	15C-33	P.O. BOX 3063	AMHERST, MA 01004-3063
DAVID, JAMES H & JACQUELINE A		234 BELCHERTOWN RD	15C-34	77 CRESENT ST	GREENFIELD, MA 01301
DUFFY, PAUL H		260 BELCHERTOWN RD	18A-87	260 BELCHERTOWN RD	Amherst, MA 01002
DAVID, JAMES H & JACQUELINE A		261 BELCHERTOWN RD	18A-8	77 CRESCENT ST	GREENFIELD, MA 01301
ELLIS, REGINA G	C/O EAGLE CREST PROPERTY MNGMT	270 BELCHERTOWN RD	18A-38	10 GATEHOUSE RD SUITE 125	AMHERST, MA 01002
RGINK LLC		286-288 BELCHERTOWN RD	18A-26	236 AUBINWOOD RD	AMHERST, MA 01002
HAKANSON, DORIS J TRUSTEE		293 BELCHERTOWN RD	18A-10	293 BELCHERTOWN RD	AMHERST, MA 01002
FLITTIE, THOMAS & LANSBERRY JANET		298-302 BELCHERTOWN RD	18A-83	9 PINE TREE CIR	PELHAM, MA 01002

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ROCKY HILL ROAD PARTNERS LLC	C/O EAGLE CREST PROPERTY MNGMT	310 BELCHERTOWN RD	18A-84	10 GATEHOUSE RD SUITE 125	AMHERST, MA 01002
PERRON, DONALD E & MARGARET A		311 BELCHERTOWN RD	18A-11	311 BELCHERTOWN RD	AMHERST, MA 01002
BC ROLLING GREEN LLC		422 BELCHERTOWN RD	18A-43	TWO CENTER PLAZA SUITE 700	BOSTON, MA 02108
MALONEY, JAMES A JR	CHASE, LYNNE	427 BELCHERTOWN RD	18A-28	427 BELCHERTOWN RD	AMHERST, MA 01002
NORTHAMPTON COOPERATIVE BANK		390 COLLEGE ST	15A-42	67 KING ST	NORTHAMPTON, MA 01060
ECHO GATEHOUSE PARTNERS LLC	C/O EAGLE CREST PROPERTY MNGMT	10 GATEHOUSE RD	18A-4-21	10 GATEHOUSE RD SUITE 125	AMHERST, MA 01002
RAG ASSOCIATES LLC		20 GATEHOUSE RD	18A-3-21	20 GATEHOUSE RD #3	AMHERST, MA 01002
ECHO GATEHOUSE PARTNERS LLC	C/O EAGLE CREST PROPERTY MNGMT	24-30 GATEHOUSE RD	18A-2-21	10 GATEHOUSE RD SUITE 125	AMHERST, MA 01002
TING, AGNES C & JAMES C TRUSTEES		80 SOUTH EAST ST	15A-76	32 NO MAPLE ST	HADLEY, MA 01035
HARRIS, THOMAS NORMAN		280 STANLEY ST	18A-7	280 STANLEY ST	AMHERST, MA 01002
AYRES, JAMES B & BOTELHO, MARIA J		285 STANLEY ST	18A-9	285 STANLEY ST	AMHERST, MA 01002

APPENDICES

FINANCE COMMITTEE REPORT – FY19

APPENDIX A

DEBT OBLIGATIONS FY 2019 - FY 2025

Issue	Maturity Date	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 23 Projected	FY 24 Projected	FY 25 Projected	Future Periods
General Fund Municipal Debt:									
Municipal:									
Crocker Farm School	FY 19	192,850	0						
Town Hall Exterior (GF)	FY 20	29,540	28,560	0					
Bangs Community Center Roof/HVAC	FY 20	52,223	50,490	0					
Road Improvements, FY 2012	FY 21	487,125	473,625	458,438	0				
South Amherst School Roof Repair and Renovation	FY 22	16,500	16,050	15,600	15,300	0			
Portable Classroom Purchase	FY 19	25,750	0						
Central Fire Station Renovations	FY 24	20,700	20,148	19,596	19,044	18,584	0		
Roads 2013	FY 24	112,500	109,500	106,500	103,500	101,000	0		
Trees, 2014	FY 19	62,424	0						
DPW Trucks, 5 yrs	FY 19	86,700	0						
AFD Pumper Truck	FY 24	45,600	44,800	44,000	43,200	42,400	41,200	0	
East ST School Renovations	FY 25	85,400	82,600	79,800	77,000	74,200	72,800	71,400	
Dispatch Radio Equipment	FY 19	36,050	0						
24 Montague Rd Land Acquisition	FY 22	156,600	151,200	145,800	140,400	0			
Fort River School Study	FY 21	53,000	104,000	103,000	0				
Wildwood School Boilers	FY 23	110,000	108,000	106,000	104,000	102,000	0		
Subtotal Municipal Debt		1,572,962	1,188,973	1,078,734	502,444	338,184	114,000	71,400	0
Regional School District Debt (Amherst Share):									
Capital Projects of '13-'15	FY 26	193,165	182,940	176,636	171,908	168,755	165,603	162,451	155,401
Capital Projects of '16-'18	FY 29	90,873	119,102	115,930	115,000	114,000	113,000	113,000	320,000
Subtotal Regional School District Debt		284,038	302,042	292,566	286,908	282,755	278,603	275,451	475,401
CPA Fund Debt									
Town Hall Exterior	FY 20	23,739	22,950	0					
Hawthorne Land Acquisition	FY 21	54,125	52,625	50,938	0				
Housing authority co-project	FY 22	38,500	37,450	36,400	35,700	0			
S. East St Land acquisition	FY 24	6,840	6,720	6,600	6,480	6,360	6,180	0	
Ann Whalen Unit Preservation (Housing)	FY 24	12,540	12,320	12,100	11,880	11,660	11,330	0	
Kieras Land Acquisition	FY 24	27,500	27,000	26,500	26,000	25,500	0		
Rolling Green Unit Preservation (Housing)	FY 25	157,600	152,400	147,200	142,000	136,800	134,200	81,600	
Subtotal CPA Fund Debt		320,844	311,465	279,738	222,060	180,320	151,710	81,600	0
TOTAL GENERAL FUND DEBT		2,177,843	1,802,480	1,651,037	1,011,412	801,259	544,313	428,451	475,401
Water Fund Debt									
Centennial WTP Improvements	FY 32	266,850	260,850	254,850	250,850	246,850	242,850	238,850	1,544,650
Pine St Extensions	FY 34	74,250	73,250	72,250	71,250	70,250	68,750	67,250	532,125
Radio Read Meters	FY 28	112,000	108,800	105,600	102,400	99,200	96,000	92,800	259,200
TOTAL WATER FUND DEBT		453,100	442,900	432,700	424,500	416,300	407,600	398,900	2,335,975
Sewer Fund Debt									
Sewer Extensions, 2012 and 2013	FY 33	288,425	281,927	275,429	269,031	253,666	243,000	239,000	1,753,000
Pine St Extensions	FY 34	71,346	76,610	75,550	74,490	73,430	71,840	67,250	562,125
Phase II Amherst Woods Ext's	FY 33	260,000	340,000	330,000	320,000	310,000	300,000	290,000	1,960,000
TOTAL SEWER FUND DEBT		619,771	698,537	680,979	663,521	637,096	614,840	596,250	4,275,125
Transportation Fund Debt									
Boltwood Parking Garage Refunding	FY 20	47,475	45,900	0					
Amity Lot, Crosswalk & HP ramp	FY 21	42,400	41,600	40,800	0				
TOTAL TRANSPORTATION FUND DEBT		89,875	87,500	40,800	0	0			0
TOTAL ENTERPRISE FUND DEBT		1,162,746	1,228,937	1,154,479	1,088,021	1,053,396	1,022,440	995,150	6,611,100
TOTAL DEBT SERVICE (ALL FUNDS)		3,340,589	3,031,417	2,805,516	2,099,433	1,854,655	1,566,753	1,423,601	7,086,501

** Funded via temporary property tax increase from Proposition 2 1/2 Debt Exclusion.

FINANCE COMMITTEE REPORT – FY19

APPENDIX B**FY19 MUNICIPAL SERVICES BUDGET WITH HEALTH INSURANCE COSTS ALLOCATED TO DEPARTMENTS**

	FY 15 Budget	FY 16 Budget	FY 17 Budget	FY 18 Budget	FY 19 Fin Com	Change FY 18 -19	Percent Change
General Government	\$ 3,985,581	4,125,682	4,353,657	4,632,605	4,941,529	308,924	6.7%
Public Safety	\$ 11,137,756	11,473,626	11,797,835	11,952,911	12,375,688	422,777	3.5%
Public Works	\$ 2,407,242	2,503,055	2,775,911	2,683,678	2,765,448	81,770	3.0%
Planning, Conservation & Inspections	\$ 1,374,367	1,535,973	1,588,178	1,662,175	1,745,325	83,150	5.0%
Community Services	\$ 2,167,980	2,066,412	2,037,806	2,046,766	2,016,480	(30,286)	-1.5%
TOTAL APPROPRIATION	\$ 21,072,926	21,704,749	22,553,387	22,978,135	23,844,470	866,335	3.8%
					0		

	FY 15 Budget	FY 16 Budget	FY 17 Budget	FY 18 Budget	FY 19 Fin Com	Change FY 18 -19	Percent Change
Select Board/Town Manager	\$ 314,259	407,218	420,596	424,752	450,809	26,057	6.1%
Town Meeting/Finance Committee	\$ 1,900	1,900	3,300	3,900	3,900	0	0.0%
Finance Department	\$ 1,104,875	1,125,987	1,123,609	1,169,314	1,242,330	73,016	6.2%
Legal Services	\$ 110,000	110,000	110,000	110,000	110,000	0	0.0%
Human Resources/ Human Rights	\$ 198,688	234,969	234,119	239,913	246,579	6,666	2.8%
Information Technology	\$ 562,587	562,824	582,929	638,329	651,844	13,515	2.1%
Town Clerk's Office	\$ 222,840	249,685	241,212	250,345	265,885	15,540	6.2%
Elections & Registration	\$ 47,613	41,325	46,990	33,625	63,278	29,653	88.2%
Facilities Maintenance	\$ 567,088	566,913	577,115	590,969	614,529	23,560	4.0%
General Services	\$ 405,983	418,171	430,692	440,692	415,692	(25,000)	-5.7%
SUBTOTAL	\$ 3,535,833	3,718,992	3,770,562	3,901,839	4,064,847	163,008	4.2%
Employee Pay/Benefits	\$ 449,748	406,690	583,095	730,766	876,682	145,916	20.0%
TOTAL APPROPRIATION	\$ 3,985,581	4,125,682	4,353,657	4,632,605	4,941,529	308,924	6.7%

	FY 15 Budget	FY 16 Budget	FY 17 Budget	FY 18 Budget	FY 19 Fin Com	Change FY 18 -19	Percent Change
Police Facility	\$ 197,592	223,587	233,216	234,370	238,388	4,018	1.7%
Police	\$ 5,045,541	5,250,243	5,411,950	5,482,794	5,654,608	171,814	3.1%
Fire/EMS	\$ 5,076,937	5,187,738	5,334,972	5,394,428	5,597,026	202,598	3.8%
Communications Center	\$ 755,471	748,424	750,154	772,756	814,364	41,608	5.4%
Animal Welfare	\$ 62,215	63,634	67,543	68,563	71,302	2,739	4.0%
TOTAL APPROPRIATION	\$ 11,137,756	11,473,626	11,797,835	11,952,911	12,375,688	422,777	3.5%

	FY 15 Budget	FY 16 Budget	FY 17 Budget	FY 18 Budget	FY 19 Fin Com	Change FY 18 -19	Percent Change
Public Works Administration	\$ 365,525	420,859	439,205	423,504	443,612	20,108	4.7%
Highway	\$ 803,218	806,628	867,866	931,148	953,954	22,806	2.4%
Snow & Ice Removal	\$ 280,410	280,410	495,410	280,410	280,410	0	0.0%
Street & Traffic Lights	\$ 99,650	99,650	99,650	126,551	120,674	(5,877)	-4.6%
Equipment Maintenance	\$ 287,417	286,461	296,951	313,655	332,646	18,991	6.1%
Tree and Grounds Maintenance	\$ 571,022	609,047	576,829	608,410	634,153	25,743	4.2%
TOTAL APPROPRIATION	\$ 2,407,242	2,503,055	2,775,911	2,683,678	2,765,448	81,770	3.0%

FINANCE COMMITTEE REPORT – FY19

APPENDIX B**FY19 MUNICIPAL SERVICES BUDGET WITH HEALTH INSURANCE COSTS ALLOCATED TO DEPARTMENTS**

	FY 15 Budget	FY 16 Budget	FY 17 Budget	FY 18 Budget	FY 19 Fin Com	Change FY 18 -19	Percent Change
Conservation	\$ 366,989	386,092	437,547	439,213	470,100	30,887	7.0%
Planning	\$ 382,320	401,997	405,834	401,238	410,400	9,162	2.3%
Inspection Services	\$ 625,058	747,884	744,797	821,724	864,825	43,101	5.2%
TOTAL APPROPRIATION	\$ 1,374,367	1,535,973	1,588,178	1,662,175	1,745,325	83,150	5.0%

	FY 15 Budget	FY 16 Budget	FY 17 Budget	FY 18 Budget	FY 19 Fin Com	Change FY 18 -19	Percent Change
Public Health	\$ 378,617	249,473	252,876	190,646	176,896	(13,750)	-7.2%
Senior Center	\$ 266,424	269,591	288,436	293,646	299,987	6,341	2.2%
Veterans' Serv. & Benefits	\$ 330,769	330,769	330,769	330,769	330,769	0	0.0%
Social Services	125,000	20,000	20,000	20,000	20,000	0	0.0%
Leisure Services & S.E.	\$ 611,187	738,678	678,673	743,974	727,588	(16,386)	-2.2%
Pools	\$ 194,669	193,409	205,497	206,960	208,930	1,970	1.0%
Golf Course	\$ 261,314	264,492	261,556	260,771	252,310	(8,461)	-3.2%
TOTAL APPROPRIATION	\$ 2,167,980	2,066,412	2,037,806	2,046,766	2,016,480	(30,286)	-1.5%

APPENDIX C

Community Development Block Grant (CDBG)

The Community Development Block Grant (CDBG) is an important source of funding for Town projects and services.

Amherst is considered a Mini-entitlement community because of its "high statistical indication of need, poverty rate and size" and applies annually to the Massachusetts Department of Housing and Community Development (DHCD) for CDBG funds that come from the U.S. Department of Housing and Urban Development (HUD). As a Mini-entitlement community, the Town received \$825,000 in FY17 which provides for projects, programs, and services that improve the lives of Amherst's low- and moderate-income residents whose annual income does not exceed 80% of the Area Median Income as determined by HUD.

The CDBG Advisory Committee, with assistance from Town staff, oversees the Town's Mini-entitlement application process by holding public hearings and public meetings so that Amherst residents and boards & committees have an opportunity discuss funding priorities and target areas for projects. The CDBG Advisory Committee solicits proposals from the community and then prioritizes their recommendations to the Town Manager who determines the final projects to be included in the Town's application to DHCD.

For the 2017 CDBG grant (local FY18), the Town has applied for \$536,250 for capital projects that include approximately \$348,000 to construct a multi-use path along East Hadley Road connecting Route 116 to the many residents in this neighborhood, \$137,500 for site improvements to Watson Farms, an affordable housing development owned and managed by the Amherst Housing Authority, and \$50,000 for site identification and pre-development work for supportive SRO housing by Valley CDC. The Town also applied for \$165,000 for social services, the maximum allowed by regulation, for the Amherst Survival Center, Family Outreach, Big Brothers Big Sisters, Center for New Americans and the Literacy Project. The remainder of the CDBG grant will be spent on administration.

Neither Town Meeting nor the Finance Committee has any role in determining how the funds are spent.

APPENDIX D**BUDGET PROCESS**

The development of budgets takes place throughout the year. The Select Board, School Committees and Library Trustees establish policy guidelines and priorities to assist the Town Manager, Superintendent and Library Director as they develop their budgets. The various administrators confer with their department heads, boards, and committees to develop their specific budget proposals.

In October, the Finance Director presents financial projections to the elected Boards, Committees and the Finance Committee, which provides guidance about the level of resources available for the coming year. The Finance Committee uses the information to develop preliminary budget guidelines for spending.

In November, the Finance Committee issues preliminary budget guidelines requesting the Town Manager, Superintendent, and Library Director to develop budgets within the guidelines. The Joint Capital Planning Committee also is issued guidelines for capital expenditures.

The Town Manager presents a proposed municipal budget to the Finance Committee and Select Board in January. The Committee also receives budgets for the Schools and the Libraries. The Finance Committee spends the next months reviewing the budgets, asking questions, and hearing comments from the Town Manager, Superintendent, Library Director and directors of Town departments. In addition, the Finance Committee has a liaison to School Committee/Department and Library Trustees. The Budget Coordinating Group reviews the budgets when necessary and offers valuable input to the Committee.

The Joint Capital Planning Committee (JCPC) examines requests for capital spending within the context of a five-year capital spending plan. It then makes recommendations to the Finance Committee, the Select Board, the School Committee, and the Library Trustees, all of whom are represented on the JCPC

The Town Meeting considers these recommendations at the Annual Town Meeting. The budget voted by Town Meeting will become the plan of action for the following fiscal year. The budget is monitored and evaluated so that it can guide future budget decisions.

APPENDIX E

FINANCE COMMITTEE ZONING BYLAW CONSIDERATION CRITERIA

The Finance Committee considers three criteria when deciding whether or not a proposed zoning article might have a financial impact on the Town:

(1) **Impact on town revenue**

Zoning changes may encourage or discourage development, which may result in either *more* net revenue from property tax receipts, or *less* net revenue if the expenses associated with new development exceed new property tax receipts. Determining the exact financial impact of a zoning article is typically difficult because proposed zoning changes are seldom associated with a specific development with clearly quantifiable financial implications.

(2) **Impact on bylaw administration**

Zoning changes may clarify the bylaw, thus making its administration more efficient. There may be financial benefits if a proposed change could plausibly reduce time spent by staff and/or boards and committees to administer the zoning bylaw.

(3) **Impact on litigation exposure**

Zoning changes may clarify the town bylaw in ways that reduce the risk of litigation and, hence, possible expenses to the Town.

APPENDIX F**GLOSSARY**

These definitions explain the meaning of some terms frequently used at Amherst Town Meeting as the terms apply to Amherst government.

Appropriation - The authorization by Town Meeting of an expenditure for a specified purpose using money from one or more specified sources (taxation, borrowing, grants, etc.). In most cases, a simple majority vote is required; authorization to borrow and appropriations from the Stabilization Fund require a two-thirds vote.

If the expenditure turns out to be less than the appropriation, the remainder is called an appropriation balance. An appropriation balance from a specific project or use can be made available for similar or related purposes by subsequent votes of appropriation transfers. Appropriation balances in the General Fund which stem from the Town's operating budget revert to Free Cash at the end of the fiscal year.

Capital expenditure exclusion - See "Exclusions".

Capital plan - A list of proposed expenditures and funding sources for needs such as land acquisition, construction, major equipment and maintenance, and other special projects that add to the value of the Town's assets.

Cherry Sheet – The official notification from the State of the amounts and types of aid the State will provide to each municipality in a fiscal year, and the amounts each municipality must pay the State and regional entities for a variety of services provided. The document is called a "cherry sheet" because it comes on pink paper.

COLA – Cost of living adjustment.

Contingent appropriation - An appropriation voted by Town Meeting that becomes effective only if the amount is approved in a Proposition 2 1/2 override election.

Debt exclusion - See "Exclusions".

Enterprise fund - A fund established to provide specific services. The state allows enterprise funds only for water, sewer, solid waste, hospital, recreation services, and transportation. Amherst has five: water, sewer, solid waste, golf course, and transportation. Both the costs and the revenues of the enterprise are segregated from other finances of the Town. The costs of the operation are intended to be financed totally or primarily from user charges. Surplus funds, called unreserved retained earnings, may accumulate in the fund for future use by the enterprise. Surpluses result primarily from revenues in excess of estimates and from unexpended appropriations.

Excess taxing capacity - The difference between actual real and personal property taxes levied in any given year and the amount authorized to be assessed under Proposition 2 1/2.

Exclusions - Exclusions allow, by referendum, an increase in the amount of property taxes which a community may levy, for a limited period of time, and only for capital purposes. The revenue is in addition to the levy limit, but it neither increases the levy limit nor becomes part of the base for calculating levy limits of future years. "Capital purposes," in this context, are those for which the Town is authorized to borrow under Massachusetts General Laws, Chapter. 44, sections 7 and 8. Generally, this includes public building and public works projects and land and equipment acquisitions.

The money to pay for these projects is authorized by Town Meeting, but only the Select Board, by a two-thirds majority, can place exclusion questions on the ballot to raise money by increasing the levy.

Capital expenditure exclusion - A one-year increase in the levy limit approved by the voters in a referendum for the purpose of funding a capital project. The referendum question defines the project, states the maximum amount of the exclusion, and specifies the fiscal year in which the payment will occur.

Debt exclusion - A temporary increase in the levy limit approved by the voters in a referendum for the purpose of funding a capital project by means of debt. Both principal and interest are excluded from the levy limit until the debt is retired. The referendum question defines the project, but it does not state the amount of money to be excluded or the years of debt payments. (Estimated amounts are publicized prior to the referendum.)

APPENDIX F**GLOSSARY**

Free Cash - The unreserved, undesignated fund balance of the General Fund that accumulates from revenues collected in excess of estimates and from unexpended appropriation balances. These are the only sources of Free Cash; money cannot be appropriated to Free Cash. The amount is calculated and certified by the state's Department of Revenue each year as of July 1, the first day of the fiscal year. Free Cash may be spent by Town Meeting appropriation only, by majority vote.

General Fund - The general operating fund of the Town. It includes revenues from taxation, general state aid, school aid, and all other financial resources that are not held for specific purposes. Expenditures from this fund may be for any purpose for which a municipality may legally appropriate funds. Enterprise Fund money is not part of the General Fund.

Levy - *Verb*: To impose a tax. *Noun*: The total amount of real and personal property taxes assessed in any given year, referred to as "the levy".

Levy ceiling - The limit imposed by Proposition 2 1/2 which equals 2 1/2% of the total full and fair cash value of all property in the Town. The levy may not exceed this amount; taxpayers may not vote a higher amount in an override. The levy ceiling is equal to a tax rate of \$25 per \$1,000 of valuation.

Levy limit - The amount that a town may raise in taxes each year without approval by the voters in a referendum. The levy limit is the prior year's limit plus 2 1/2% of that amount plus an amount approved by the state that resulted from "new growth".

Referenda of two types may be used to increase the limit: override and exclusion. These are defined elsewhere in this list.

New growth - The increased value in a given year of new development and other growth in the tax base that is not the result of revaluation. Included are physical additions or improvements to taxable property, exempt real property returned to the tax roll, new personal property, and new subdivision parcels and condominium conversions. New growth of one year becomes part of the base for calculating the next year's levy limit.

Overlay / reserve for abatements and exemptions - Tax abatements and exemptions are allowed for a variety of reasons specified in the Massachusetts General Laws. At the time the levy is assessed, the amount of qualifying abatements that will be granted is not determinable; therefore an amount of money must be set aside to provide for these abatements. If at the end of a fiscal year a balance remains in the reserve and the Assessors determine that no further claims are pending, the amount remaining may be reappropriated for other purposes or closed to Free Cash.

Override - A permanent increase in the levy limit approved by the voters in a referendum. The increase becomes part of the base for calculating levy limits of future years.

An override ballot question requests funding for expenses that are expected to continue into the future. The purpose stated in the question may be broad (for example, "general operating expenses") or narrow (for example, "two fire fighters"). The amount of money is also stated in the question, along with the fiscal year in which the increase is to become effective. Money from an override is earmarked for the purpose stated in the ballot question in the first year the override is in effect. Funding for this purpose can be expected to continue, even though, in subsequent years, the money is considered to be an undifferentiated part of the General Fund.

Overrides may be structured in any of three forms: a single ballot question stating a single purpose and related amount of money; a "pyramid" consisting of two or more separate ballot questions stating the same purpose but different amounts of money in each question; or a "menu" of separate questions, each stating a different purpose along with its related amount of money.

Override questions can be put on the ballot only by majority vote of the Select Board. The form of the override and the wording of the question or questions is also determined by the Select Board.

Reserve Fund - An account voted annually by Town Meeting to be used for extraordinary and unforeseen expenses that may occur during a fiscal year. The appropriation may not exceed 5% of the previous year's tax levy. Transfers from this fund are made by majority vote of the Finance Committee.

APPENDIX F**GLOSSARY**

Reserves - Money accumulated for future expenditure. Free Cash and the Stabilization Fund are general reserves that may be used for a wide variety of purposes. Some reserves are available only for restricted purposes, for example, the Ambulance Account, the Conservation Fund, the Parking Meter Receipt Account, and the Sale of Real Estate Account.

Revolving Fund - A special purpose account that accumulates revenues based on charges for services and from which expenditures are made without Town Meeting appropriation for uses for which the revenue was collected. The purposes for which the Massachusetts General Laws authorize such accounts to be established are recreation, adult education, and school lunch. These funds differ from enterprise funds in that they do not accumulate and capitalize assets, there are restrictions on the size of fund balances they may retain from year to year, and some restrictions are placed on the purposes for which funds may be expended.

Stabilization Fund - An account established to save funds for future needs. Town Meeting may appropriate funds to the account, subject to limits imposed by state law. Transfers from the account may be made at Annual or Special Town Meetings for any lawful purposes. A two-thirds vote of Town Meeting is required to transfer money out of the fund. The state originally limited use of this fund to capital purposes only, a restriction that no longer exists.