

Town of Lunenburg

FY2023 General Government, Health & Sanitation, Veterans, Unclassified, Debt



March 17, 2022

Heather R. Lemieux, Town Manager

FY 2023 General Government Budgets

- ∞ Select Board
- ∞ Town Manager
- ∞ Town Accountant
- ∞ Treasurer/Collector
- ∞ Assessors
- ∞ Technology
- ∞ Town Clerk
- ∞ Land Use

FY 2023 General Government Budget Highlights

All budgets reflect contractual increases and level funded with the exception of highlights below:

☞ **Tax Collector Budget:**

- ☞ \$4,200 for 4 additional hours for Asst. Tax Collector

☞ **Town Clerk Budget:**

- ☞ The Town Clerk's above target request for an increase in "Contracted Services" was included in the IT budget
- ☞ Addresses "Registration and Census Salaries" to increase to State minimum wage rates
- ☞ \$900 increase in Registration & Census "Contracted Services" and "Postage" lines

☞ **Land Use Budget:**

- ☞ \$10,116 for 10 hours PT clerical assistance for Conservation
- ☞ \$5,000 to cover cost for Alternate Building Commissioner

FY 2022 Technology Department Initiatives



☞ **Outsourced IT Director Position (Suzor IT)**

☞ **ZenDesk**

- ☞ Implemented new HelpDesk system for all IT requests

☞ **Email Cloud Hosting (MS Office 365 Project):**

- ☞ Provides improved security for email and document storage (Multi-Factor Authentication)
- ☞ Removes the need for a physical server which improves backup and improves security
- ☞ Eliminates need for a VPN
- ☞ Allows for improved collaboration within and between departments
- ☞ Cost: \$12,200 (Received \$10,000 MIIA Risk Management Grant towards Cost)

☞ **Network Upgrade:**

- ☞ Will improve security and uptime with a ubiquitous system for network security across all Town buildings.
- ☞ Will provide real-time security updates which will help ensure workstations, HVAC, and other critical public infrastructures are protected
- ☞ Will provide a seamless experience using the Town network for Town employees and guests who enter Town buildings.
- ☞ Cost: \$52,000

FY 2023 Technology Department Initiatives



Hardware Maintenance:

- ∞ Phone Upgrade to VOIP (\$12,000)
 - ∞ Current phone server needs to be upgraded because it is end of life
 - ∞ Will address phone system in all town buildings over next couple years and move to one platform
- ∞ Computer Upgrades (\$20,000)
 - ∞ Move department heads to laptops with docking stations. Allow employees to reduce down to one device and become more mobile and increase accessibility
 - ∞ Includes funding for Library IT needs
 - ∞ Regular replacement cycle

FY 2023 Technology Department Initiatives



☞ **Internet Access (\$5,697 increase)**

- ☞ Increase in line due to Upgrade to Fiber at Public Safety
- ☞ Upgraded account from Comcast business to Comcast Enterprise which will increase uptime and response time

☞ **Software Maintenance (\$15,118 increase)**

- ☞ Includes contractual increases for existing software
- ☞ Includes funding to address Town Clerk Software Needs for Dog Licensing, Vital Records, etc.

☞ **Website Hosting: Update Website (\$3,400 increase)**

- ☞ Improved functionality and efficiency for Town employees
- ☞ Initial cost for migration: \$9,375
- ☞ Annual renewal: \$4,725.00. Cost Savings from current hosting platform

FY 2023 Technology Position Changes



- ❧ **Add Technical Support Position (\$23,545 increase)**
 - ❧ Manage town website information for departments, boards/committees and other public notices/information
 - ❧ Responsible for processing IT invoices

- ❧ **Includes Cost of Remote Meeting Coordinator (\$5,000 increase)**

FY 2023 Health & Sanitation Budget Highlights



Outside of the Board of Health budget, the Town is part of a regional health district with a number of other Nashoba Valley towns. Outside of COVID-19, other services through Nashoba Associated Boards of Health include food inspections, recreational inspections, housing investigations, Title V related work, private well permits, rabies clinics, nursing visits, home health aide visits, rehabilitative therapy visits and communicable disease investigations.

☞ **Nashoba Health:**

☞ \$6,727.17 increase (22%)

☞ **Nashoba Nursing:**

☞ \$3,142.83 increase (22%)

FY 2023 Veterans Administration and Benefits



- ⌘ Addresses the Veteran's Agent wages to raise to State minimum wage (\$5,000 increase to line item)
- ⌘ Level funds all other categories.
- ⌘ Veterans Benefits: Average Assistance to 10 Veterans/Widows/Families a month
- ⌘ Veterans Agent attends COA Veterans Breakfast events and is organizing a Veterans Informational Expo.

FY 2023 Unclassified, Health Insurance

- ❧ The Health Insurance Renewal estimate used in the prelim. Budget was a 6% rate increase for active employees and 5% rate increase for retirees. Our actual renewal was a 5.56% increase for active employees and is a 5% rate increase for retirees.
 - ❧ \$43,467 increase in Town Active Health Insurance Costs
 - ❧ \$19,738 increase in Town Retiree Health Insurance Costs
 - ❧ \$57,496 increase in School Retiree Health Insurance Costs
- ❧ 34% of Health Insurance budget is for active town employees; 17% is retiree health insurance for town employees and 49% is retiree health insurance for school employees.

FY 2023 Unclassified, Other Categories



- ❧ Our Workers Compensation and Liability are estimated at a 5% increase.
- ❧ Police/Fire Injured on Duty insurance is level funded.
- ❧ Medicare Costs estimated at 6.6% increase (\$19,925 increase)
- ❧ Assessment for Montachusett Planning was a \$450 increase.
- ❧ Band Concerts has been increased by \$1,800 to address increased costs over the years
- ❧ Other categories under Unclassified such as Historical Commission, Unemployment, the Reserve Fund, the Salary Reserve, Town Reports and Physicals are level funded.

FY 2023 Debt Schedule



| Debt | Issue Date | FY2022 Budget | FY2023 Projected | FY2024 Projected | FY2025 Projected | FY2026 Projected | FY2027 Projected |
|---|------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Total General Fund Regular Debt | | \$ 492,914.02 | \$ 443,112.38 | \$ 331,110.15 | \$ 314,208.65 | \$ 148,739.74 | \$ 155,539.25 |
| Total General Fund Excludable Debt | | \$ 3,363,591.91 | \$ 3,366,433.55 | \$ 2,537,672.52 | \$ 2,313,902.52 | \$ 2,213,677.52 | \$ 2,199,352.52 |
| Total General Fund Short-term Interest | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Sewer Debt | | \$ 702,691.70 | \$ 685,558.29 | \$ 645,143.85 | \$ 310,433.44 | \$ 183,792.63 | \$ 181,593.46 |
| Grand Total Debt Service | | \$ 4,559,197.63 | \$ 4,495,104.22 | \$ 3,513,926.52 | \$ 2,938,544.61 | \$ 2,546,209.89 | \$ 2,536,485.23 |
| Premiums/MSBA Reimb Excludable Debt | | \$ 534,779.55 | \$ 534,501.26 | \$ 59,968.64 | \$ 4.19 | \$ - | \$ - |
| Net Excludable Debt - Tax Levy - DE1 | | \$ 2,828,812.36 | \$ 2,831,932.29 | \$ 2,477,703.88 | \$ 2,313,898.33 | \$ 2,213,677.52 | \$ 2,199,352.52 |
| Regular Debt Administrative Fees | | \$ 211.51 | \$ 185.10 | \$ 158.15 | \$ 130.66 | \$ 102.62 | \$ 74.01 |
| Sewer Debt Administrative Fees | | \$ 3,184.46 | \$ 2,434.03 | \$ 1,672.43 | \$ 1,234.72 | \$ 1,127.85 | \$ 1,019.12 |
| Transfer from Sewer Enterprise - Sewer Debt Service | | \$ 705,876.16 | \$ 687,992.32 | \$ 646,816.28 | \$ 311,668.16 | \$ 184,920.48 | \$ 182,612.58 |
| Transfer from Septic Receipts Reserved | | | | | | | |
| Meadow Woods Water Betterment Revenue | | \$ 54,837.50 | \$ 58,837.50 | \$ 57,587.50 | \$ 56,337.50 | \$ 55,087.50 | \$ 58,837.50 |
| Transfer from Artificial Turf Revolving | | \$ 44,318.19 | \$ 42,134.74 | \$ 39,321.78 | \$ 41,478.43 | \$ 38,453.78 | \$ 35,396.90 |
| Net Regular Debt Service | | \$ 393,969.84 | \$ 342,325.24 | \$ 234,359.02 | \$ 216,523.38 | \$ 55,301.08 | \$ 61,378.86 |
| % of Net Regular Debt to Levy (cap of 4% per Policy) | | 1.45% | 1.22% | 0.81% | 0.72% | 0.18% | 0.19% |
| Net Excludable Debt | | \$ 2,828,812.36 | \$ 2,831,932.29 | \$ 2,477,703.88 | \$ 2,313,898.33 | \$ 2,213,677.52 | \$ 2,199,352.52 |
| % of Excludable Debt to Total Levy (cap of 11% per Policy) | | 9.44% | 9.18% | 7.86% | 7.13% | 6.61% | 6.37% |
| % of Aggregate Debt Service Costs to Total Levy (cap of 14% per Policy) | | 10.76% | 10.29% | 8.60% | 7.80% | 6.78% | 6.55% |

Debt Schedule Highlights



- ❧ Public Safety Building and Primary School excludable debt retires in FY 2023 (MSBA reimbursement for Primary drops off in FY 2023 as well)
- ❧ DPW Renovations general fund debt retires in FY 2023
- ❧ ES/HS Heating System excludable debt retires in FY 2024
- ❧ Library excludable debt retire in FY 2025
- ❧ Artificial Turf Field general fund debt bonded in 2017 and retires in FY 2029
- ❧ Ladder Truck and Saliba Property general fund debt retires in FY 2025
- ❧ Pavement Management excludable debt bonded in 2020 and retires in FY 2035
- ❧ MS/HS excludable Debt retires in FY 2045
- ❧ Meadow Woods USDA Debt for water/sewer retires in FY 2047