



TOWN OF FALMOUTH
FISCAL YEAR 2025 BUDGET

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TOWN OF FALMOUTH
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FY2025 BUDGET MESSAGE

Submitted to Falmouth Select Board
December 18, 2023

The Falmouth Home Rule Charter provides that a comprehensive budget, including all Town functions and a related Budget Message, be submitted to the Select Board prior to the first day of January, and for the Board to transmit the budget to the Finance Committee prior to January 16. I respectfully submit this Budget Message and the attached Fiscal Year 2025 Budget to the Select Board for your review.

INTRODUCTION

In the development of this recommended FY25 budget my office, in collaboration with each of the Town departments, was guided by the following four principals:

- Address the policy priorities of the Select Board within the constraints of sound fiscal management practices;
- Ensure long-term fiscal stability by relying on conservative revenue estimates and avoiding unsustainable staffing and expenditure levels;
- Maintain basic services that are relied upon by residents and businesses before considering new service enhancements;
- Promote transparency and community engagement by highlighting the most significant changes;

This FY25 budget represents a balanced plan to maintain existing service levels and to make targeted investments in several critical areas consistent with the

Select Board's key strategic priorities that are identified and re-visited annually during strategic planning workshop meetings. The Town's current financial position is strong thanks to the disciplined budget practices followed by the Select Board, the Finance Committee, and prior administrations for over a decade. Reserve levels are at the high end of the ranges identified in the Select Board's adopted Fiscal Policies. Free cash certified at the close of FY23 was \$23,851,632.00. Revenue estimates applied to the current fiscal year adopted budget - FY24 – are conservative.

We face significant challenges maintaining service levels in FY25 and beyond, primarily due to inflationary pressures and a shortage of qualified individuals to fill Town positions across multiple departments. As highlighted below, there are larger than typical increases required for several department accounts and budgets, however these increases are offset by increased revenue estimates. The proposed revenue estimates are justified by actual collection trends and remain conservative. While the FY25 overall budget is a significant increase from FY24, I believe the spending plan addresses multiple strategic priority areas identified by the Select Board and, importantly, is representative of the true costs associated with operating a complex 21st century municipal government.

BUDGET OVERVIEW – REVENUES

There are four major components of revenue available to fund the Town's annual operating budget: Property Taxes, Estimated Local Receipts, State Aid, and Other Available Funds. Consistent with the Select Board's Operating Budget Policy adopted August 8, 2023, this budget is balanced with conservative revenue estimates. This proposed budget as submitted is balanced without an override of the Proposition 2 ½ levy limit.

Proposition 2 ½ limits the total amount of real estate taxes the Town can levy to 2.5% above the total raised the prior year with some exceptions. One exception is that the taxable value of new construction – referred to as 'new growth' – can be added to the total amount that can be raised. New growth increased significantly to \$2,508,043 from \$1,446,549 in FY23. We used a very conservative estimate of \$900,000 for new growth in FY25.

Estimated local receipts are comprised of motor vehicle excise taxes, room excise taxes, fees, interest income and various reimbursements. The total local

receipts collected has risen steadily since 2011 when the region recovered from a recession, however, there was a slight decline due to the pandemic. The estimated local receipts applied to the FY25 budget are \$6,812,398 more than what was estimated for FY24. This large increase is possible because the local receipts estimate applied for FY24 was lower than originally planned due to the extraordinary new growth in real estate taxes mentioned above. This allows for additional utilization of local receipts for FY25 to balance the budget in a very sustainable way.

The total amount of estimated local receipts applied to the FY25 budget is \$30.3 Million which is 12% less than the \$34.2 Million collected in FY23. This ratio is slightly more aggressive than the ratio of estimated local receipts to prior year actual receipts used in previous years. After adjusting for the anticipated revenue growth due to increased water and ambulance fees, the estimated receipts are 18% less than the amount collected last year. Additionally, first quarter FY24 shows strong growth versus FY23 actuals for the same period. For the first three months local receipts growth is \$1.6 million. It is important to maintain revenue estimates well below prior year actual collections to generate free cash to support necessary capital expenditures and to avoid a shortfall in the event of an economic downturn. This includes rolling over substantial dollars from the previous fiscal year and increasing stabilization funds.

The Commonwealth has not issued FY25 estimates for local aid as of the date this budget was prepared. State revenue estimates for FY24 are lower than in previous years. We have level-funded our estimated State Aid revenues at \$13,969,155. This budget incorporates an increased use of other Available Funds. In total an additional \$1.4 million is applied toward the operating budget and an additional \$6.3 million is allocated to stabilization funds to support future capital spending.

BUDGET OVERVIEW – EXPENSES

The Fire Department increase of 14 firefighters was partially funded by the \$950,000 override approved for FY24. The proposed budget anticipates that \$260,000 will be drawn from the funds appropriated under article 6 of the April 2023 Annual Town Meeting to fully fund the addition of the new personnel. The Fire Department budget also includes additional overtime funding to reflect anticipated costs required to staff 6 Fire stations. The result is an increase of 15% or \$1,484,534 to

the Fire Department budget.

To ensure recurring expenses are funded with recurring dollars, certain items included in the Capital budget process have been included in the operating budget. Those items include Annual Inlet Dredging, Annual Field Maintenance and the Turf Tank Pro lease for painting lines on fields in a more cost-effective manner. These recurring expenses will not be funded with Free Cash which allows for a more aggressive use of Local Receipts for the budget. The dollars being shifted total \$233,000.

Much of the Town budget is difficult to reduce or control without impacting service levels. This year inflationary pressures are driving some cost increases well above the 2.5% that can be accommodated with property tax levy growth. The retirement assessment, which is regulated by state law, is increasing by 6.14% which amounts to \$680,032. After an extremely favorable three-year electricity contract, electricity is increasing by 35%. Solid waste contractual costs are estimated to increase by over 9%, which represents \$436,000. Property and liability insurance is budgeted for a 12% increase which is \$226,670. There are some smaller accounts that also had to be increased by more than 2.5%.

Fortunately, there are several bright spots among these large, difficult to control costs as well. The Town has locked in both electricity and natural gas under long-term contracts resulting in more manageable increases.

With the goal of becoming more competitive with other communities in our market area, the Town has begun to make some critical investments in employee wage rate increases beyond the traditional 2% COLA. The FY25 budget includes settled union contracts for half of our employee groups.

Strategic Planning Priorities

This FY25 budget includes several investments in priorities identified by the Select Board during its development of the strategic plan for FY23 – FY27.

The Select Board has identified affordable housing as a top priority. This budget includes an allocation of \$950,000 from a recurring funding source to the Falmouth Affordable Housing Fund (FAHF).

New staffing:

- Deputy Police Chief: The Town Manager and Police Chief seek to create a Deputy Police Chief position to provide a clear chain of command in the absence of the Chief and to improve succession planning. Experience in the Deputy Chief position will improve that individual's readiness to take on the responsibilities of Police Chief.
- Senior Project Manager: New watershed permit regulations promulgated in July of 2023 necessitate an acceleration of the Town's wastewater/watershed management planning and implementation. Management support is needed to move forward with the Town's watershed plans and permits while continuing to oversee the operations of a growing wastewater system.
- Coastal Resilience Coordinator: This position will play a lead role in advancing the Town's efforts to address current and future impacts of sea level rise and climate change.
- Assistant Human Resources Director: The Human Resources Department is responsible for recruitment, payroll administration, employee relations, and training for over 350 full-time employees plus benefit administration for both active employees and over 700 retirees. The office has had a total of three full-time positions since 2004. Since that time, the number of retirees and Town employees has grown, benefit administration has become more complex, and the Fire and Police Departments have come out of civil service, transferring their hiring to the HR Department. This position is needed to manage this increased workload.

Other Spending Increases

School Department

The Town Manager, Assistant Town Manager, and Finance Director met with Falmouth School Superintendent Lori Duerr and Director of Finance and Operations Paul Dart several times to discuss the FY24 and FY25 budgets. The Superintendent has identified significant cost pressures related to an increased number of 'high needs' students which is defined by the Massachusetts Department of Elementary and Secondary Education as English language learners, differently-abled students and economically disadvantaged. The School Department presented to the Town what we believed was a responsible budget under very challenging circumstances. Working closely with Superintendent Duerr and her staff, the Town's only request was to explore the use of other

funding sources to meet the spending needs while reducing the impact on the overall budget. The School Department did an extraordinary job in meeting that challenge by identifying several alternative funding sources.

Health Insurance

The Town purchases health insurance through a consortium of local government agencies within the Cape known as the Cape Cod Municipal Health Group (CCMHG). The Health Group does not have sufficient data in December to provide an accurate estimate of what the rates will be for the fiscal year that begins in July. We have budgeted a 10% increase, \$1,554,531, based on expenditure trending and adding a buffer for rate increases.

Funding Reserves

The following amounts are allocated to various reserves from recurring revenues (i.e. "raise and appropriate") Other Post-Employment Benefits Trust Fund - \$500,000; Capital Stabilization Fund - \$970,000, Debt Stabilization - \$784,660. We also propose to allocate an additional \$5.5 million to the Capital Stabilization fund from free cash.

Debt

The amounts included in the budget for long-term debt, both exempt and non-exempt, represent principal and interest payments on existing bonds. I have included \$200,000 for short-term borrowing interest payments. Borrowing plans for the coming year cannot be finalized at the time this budget message is submitted. The amounts borrowed and the timing of short-term and long-term borrowing will be determined after the funding for the Sewer system construction is finalized.

CONCLUDING REMARKS

With this proposed budget, I have attempted to strike an appropriate balance between addressing immediate needs, moving forward with the Select Board's identified priorities, and maintaining sound fiscal discipline. The Town is fortunate to be able to address the cost increases identified above without a

proposition 2 ½ override or service level reductions. That is a credit to the Town's sound budget practices for over a decade, and through the support of the Select Board and Finance Committee.

I look forward to receiving the Select Board's feedback followed by the detailed review the Finance Committee will undertake. Per the Town Charter, we have a very compact time frame to review, discuss and conclude the executive-level budget process. I will present this recommended budget to the Select Board on December 18th. The Board has until January 16th to vote to transmit the budget to the Finance Committee with, or without, amendments but with no meeting planned for that date the Board is scheduled to take this vote on January 8th.

In closing I want to thank Assistant Town Manager Peter Johnson-Staub and all the Department Heads for the collaboration and thoughtful input they have provided in preparing this budget and for their daily commitment and dedication to delivering exceptional services to the Falmouth community. I would like to specifically recognize the members of the Finance Department for their contributions to this budget and the setting of the tax rate. They are Finance Director Ed Senteio, Town Accountant Victoria Rose, Assessor Trisha Favulli, Collector/Treasurer Patricia O'Connell, and Assistant to the Treasurer and Finance Director, Melanie Bush.

Respectfully Submitted,

Michael Renshaw

Michael Renshaw
Town Manager

BUDGET OVERVIEW

	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2025</u>	<u>FY 2025 to</u>		
	<u>Budget</u>	<u>Request</u>	<u>Recommend</u>	<u>FY 2024</u>	<u>% of</u>	<u>%</u>
				<u>Change</u>	<u>Rev</u>	<u>Change</u>
PROPERTY TAX						
Base (Prior Year Levy Limit)	109,832,116	116,054,327	116,054,327	6,222,211		
Amended New Growth	17,917	-	-	(17,917)		
2.5% increase	2,746,251	2,901,358	2,901,358	155,107		
New Growth	2,508,043	900,000	900,000	(1,608,043)		
New Growth Adjustment	-	-	-	-		
Override	950,000	-	-	(950,000)		
Subtotal	116,054,327	119,855,685	119,855,685	3,801,358		
Debt Exclusions (DE-1)	10,161,376	9,870,090	9,870,090	(291,286)		
CC Commission	587,358	602,042	602,042	14,684		
Maximum Allowable Tax Levy / Taxable Amount	126,803,061	130,327,817	130,327,817	3,524,756		
Excess Levy Capacity	(1,695,912)	(1,629,086)	(1,629,086)	66,827		
Debt Stabilization	-	-	-	-		
TOTAL TAXABLE AMOUNT	125,107,148	128,698,731	128,698,731	3,591,583	70%	2.87%
STATE REVENUE						
Chapter 70	9,084,872	9,084,872	9,084,872	-		
Charter Tuition Reimbursements	1,062,624	1,062,624	1,062,624	-		
School Choice	1,034,045	1,034,045	1,034,045	-		
Subtotal Education	11,181,541	11,181,541	11,181,541	-		
Unrestricted General Government Aid	1,605,966	1,605,966	1,605,966	-		
Veterans Benefits	301,765	301,765	301,765	-		
Exemptions: Vets, Blind, Surv Spouses & Elderly	155,929	155,929	155,929	-		
State Owned Land	659,385	659,385	659,385	-		
Public Libraries	64,569	64,569	64,569	-		
Subtotal General Government	2,787,614	2,787,614	2,787,614	-		
TOTAL STATE REVENUE	13,969,155	13,969,155	13,969,155	-	7.6%	0.0%
LOCAL ESTIMATED RECEIPTS						
Motor Vehicle Excise	4,200,000	5,200,000	5,200,000	1,000,000		
Meals Excise	715,000	1,100,000	1,100,000	385,000		
Room Excise	2,550,000	3,800,000	3,800,000	1,250,000		
Other Excise (Boat Excise)	-	-	-	-		
Penalties and Interest	575,000	900,000	900,000	325,000		
PILOT (Payment in Lieu of Tax)	165,000	217,000	217,000	52,000		
Charges for Services - Water	6,000,000	6,200,000	6,200,000	200,000		
Charges for Service - Sewer	2,000,000	2,200,000	2,200,000	200,000		
Charges for Services - Trash Disposal	110,000	154,000	154,000	44,000		
Other Charges for Services	3,900,000	5,400,000	5,400,000	1,500,000		
Fees	225,000	500,000	500,000	275,000		
Community Impact Short Term Rentals	-	125,000	125,000	125,000		
Rentals	100,000	200,000	200,000	100,000		
Departmental Revenue - Libraries	1,500	1,300	1,300	(200)		
Departmental Revenue - Recreation	40,000	20,000	20,000	(20,000)		
Building Permits	1,540,000	2,000,000	2,000,000	460,000		
Other Licenses and Permits	200,000	407,000	407,000	207,000		
Special Assessments	900,000	900,000	900,000	-		
Fines and Forfeits	80,000	80,000	80,000	-		
Investment Income	43,000	717,598	717,598	674,598		
Medicaid Reimbursement	40,000	40,000	40,000	-		
Misc. Non-Recurring	100,000	135,000	135,000	35,000		
TOTAL ESTIMATED RECEIPTS	23,484,500	30,296,898	30,296,898	6,812,398	16.5%	29.0%

	FY 2024	FY 2025	FY 2025	FY 2025 to	% of	%
	Budget	Request	Recommend	FY 2024	Rev	Change
				Change		
OTHER AVAILABLE FUNDS						
Parking Meter Fund for Police Wages	203,500	250,000	250,000	46,500		
Embarkation Fees for Police & Fire Wages	350,500	350,000	350,000	(500)		
Wetlands Fund for Conservation Wages	50,000	100,000	100,000	50,000		
Title V Program for Debt Service	20,000	15,000	15,000	(5,000)		
Title V Program for Wastewater Wages		-	-	-		
Energy Receipts - Debt Service	314,269	245,037	245,037	(69,232)		
Energy Receipts - Sustainability Coordinator Wages		103,002	103,002	103,002		
Road Betterment for DPW Wages	112,757	80,500	80,500	(32,257)		
Road Betterment for DPW Wages		119,500	119,500	119,500		
Golf Revenues - Debt Service	613,682	617,282	617,282	3,600		
Golf Revenues - Town Admin Wages		10,000	10,000	10,000		
Community Preservation Fund	370,419	357,819	357,819	(12,600)		
Bond Premium Funds	14,808	237,726	237,726	222,918		
Waterways Fund Debt Service	128,341	258,109	258,109	129,768		
Waterways Fund MES Wages	-	255,000	255,000	255,000		
Debt Stabilization Fund	-	-	-	-		
Receipts Reserved Sewer for Debt Service	50,000	300,000	300,000	250,000		
Receipts Reserved Sewer for Wastewater Wages		110,122	110,122	110,122		
Sale of Land Fund for Water Main Capital		25,000	25,000	25,000		
Network Transportation (rev. from Uber, Lyft, etc.) Senior Bus		35,000	35,000	35,000		
Cable Fund - IT Wages		2,000	2,000	2,000		
Building & Code Enforcement Fund for Building Wages		16,500	16,500	16,500		
Cemetery Perpetual Care Parks Wages		2,000	2,000	2,000		
Chapter 785 Funding for Police		1,424	1,424	1,424		
Unemployment Compensation Fund for Unemployment Expenses		13,584	13,584	13,584		
Workers Compensation Fund for Workers Comp Insurance		100,000	100,000	100,000		
Conservation Fund for Conservation Wages		65,000	65,000	65,000		
Free Cash to Capital Stabilization		5,500,000	5,500,000	5,500,000		
Capital Stabilization for Water Mains		1,000,000	1,000,000	1,000,000		
TOTAL OTHER AVAILABLE FUNDS	2,228,276	10,169,605	10,169,605	7,941,329	5.6%	356.4%
TOTAL REVENUES	164,789,079	183,134,389	183,134,389	18,345,310	100.0%	11.1%
BUDGET						
General Government	5,969,062	6,382,061	6,382,061	412,999		6.9%
Public Safety	19,936,368	22,062,203	22,062,203	2,125,835		10.7%
Public Works and Facilities	17,810,095	19,270,796	19,270,796	1,460,701		8.2%
Community Development	2,450,644	2,535,087	2,535,087	84,443		3.4%
Community Services	5,802,944	6,120,083	6,120,083	317,139		5.5%
Education	59,673,964	61,883,736	61,883,736	2,209,772		3.7%
Employee Benefits	28,117,951	30,464,011	30,464,011	2,346,060		8.3%
Ins & Reserve	1,888,913	2,115,583	2,115,583	226,670		12.0%
Debt Service	13,447,009	13,201,765	13,201,765	(245,244)		-1.8%
TOTAL OPERATING BUDGET	155,096,950	164,035,325	164,035,325	8,938,375		5.8%
TOWN MEETING ARTICLES to INCLUDE						
Additional Budget Appropriations						
Capital Stabilization - Per Budget Policy within Tax Levy	1,032,079	970,000	970,000	(62,079)		
Capital Stabilization - Free Cash		5,500,000	5,500,000	5,500,000		
Debt Stabilization	-	784,660	784,660	784,660		
OPEB Trust	500,000	500,000	500,000	-		
COLAs	-	400,000	400,000	400,000		
Water Mains	-	3,000,000	3,000,000	3,000,000		
Falmouth Affordable Housing Fund	925,000	975,000	975,000	50,000		
TOTAL TOWN MEETING ARTICLES	2,457,079	12,129,660	12,129,660	9,672,581		393.7%
TAX RECAP APPROPRIATIONS						
Assessments	5,286,188	5,286,188	5,286,188	-		
Overlay	524,390	400,000	400,000	(124,390)		
State Aid Offsets	1,098,614	1,098,614	1,098,614	-		
TOTAL RECAP APPROPRIATIONS	6,909,192	6,784,802	6,784,802	(124,390)		-1.8%
*TOTAL APPROPRIATIONS	164,463,221	182,949,787	182,949,787	18,486,566		11.2%
REVENUES MINUS EXPENDITURES	325,859	184,602	184,602			

FY 2025 BUDGET

DEPT #	DEPT NAME	FY 2024 Budget	FY 2025 Request	FY 2025 Recommend	FY 2024 vs FY 2025	(Review)
113	TOWN MEETING	42,000	42,900	42,900	900	2.14%
114	TOWN MODERATOR	1,500	1,500	1,500	-	0.00%
122	TOWN MANAGER/SELECT BOARD	851,896	1,021,163	1,021,163	169,267	19.87%
131	FINANCE	151,268	188,027	188,027	36,759	24.30%
132	RESERVE FUND	325,000	325,000	325,000	-	0.00%
135	TOWN ACCOUNTANT	299,940	308,649	308,649	8,709	2.90%
141	ASSESSING	479,431	518,324	518,324	38,893	8.11%
145	TREASURER/COLLECTOR	703,891	728,443	728,443	24,552	3.49%
151	TOWN COUNSEL	569,070	587,395	587,395	18,325	3.22%
152	HUMAN RESOURCES	414,873	511,798	511,798	96,925	23.36%
155	INFORMATION TECHNOLOGY	1,520,982	1,489,441	1,489,441	(31,541)	-2.07%
156	GEOGRAPHIC INFO SYSTEMS	117,881	119,802	119,802	1,921	1.63%
161	TOWN CLERK	390,830	413,619	413,619	22,789	5.83%
162	ELECTIONS	100,500	126,000	126,000	25,500	25.37%
171	CONSERVATION DEPARTMENT	375,070	424,236	424,236	49,166	13.11%
175	PLANNING DEPARTMENT	393,604	415,793	415,793	22,189	5.64%
176	ZONING APPEALS	172,999	177,855	177,855	4,856	2.81%
192	DPW-FACILITIES MAINT DIVISION	1,288,572	1,318,951	1,318,951	30,379	2.36%
193	PROP, LIAB, WRKR COMP INSURANCE	1,888,913	2,115,583	2,115,583	226,670	12.00%
210	POLICE DEPARTMENT	8,151,070	8,569,000	8,569,000	417,930	5.13%
220	FIRE/RESCUE DEPARTMENT	9,734,167	11,218,701	11,218,701	1,484,534	15.25%
230	CONSOLIDATED COMMUNICATIONS	910,330	934,197	934,197	23,867	2.62%
241	BUILDING DEPARTMENT	937,745	985,912	985,912	48,167	5.14%
295	MARINE & ENVIRONMNTL SERVICES	1,140,801	1,340,305	1,340,305	199,504	17.49%
300	SCHOOL DEPARTMENT	56,175,788	58,222,421	58,222,421	2,046,633	3.64%
390	UPPER CAPE REGIONAL TECH	3,498,176	3,661,315	3,661,315	163,139	4.66%
411	DPW-ADMIN/ENGINEERING DIV	994,970	1,060,271	1,060,271	65,301	6.56%
422	DPW-HIGHWAY DIV	1,727,915	1,799,056	1,799,056	71,141	4.12%
423	DPW-SNOW & ICE	375,000	375,000	375,000	-	0.00%
424	DPW-STREETLIGHTING	105,000	103,000	103,000	(2,000)	-1.90%
425	DPW-VEHICLE FUEL	500,000	500,000	500,000	-	0.00%
426	DPW-FLEET SERVICES	563,548	596,401	596,401	32,853	5.83%
429	DPW-TREE & PARKS MAINT DIV	1,457,325	1,617,824	1,617,824	160,499	11.01%
431	DPW-WASTE MGT FACILITY	378,536	391,471	391,471	12,935	3.42%
433	DPW-SOLID WASTE COLLECTION	4,800,000	5,236,000	5,236,000	436,000	9.08%
440	DPW-WASTEWATER DIVISION	1,860,787	2,135,709	2,135,709	274,922	14.77%
450	DPW-WATER DIVISION	3,758,442	4,137,113	4,137,113	378,671	10.08%
460	DPW-RENEWABLE ENERGY	-	-	-	-	0.00%
510	HEALTH DEPARTMENT	525,246	485,311	485,311	(39,935)	-7.60%
522	CLINICS AND NURSES	45,980	45,980	45,980	-	0.00%
541	SENIOR SERVICES	631,965	647,696	647,696	15,731	2.49%
543	VETERANS' SERVICES	625,096	577,544	577,544	(47,552)	-7.61%
560	DISABILITY COMMISSION	250	250	250	-	0.00%
599	HUMAN SERVICES	629,603	699,589	699,589	69,986	11.12%

DEPT #	DEPT NAME	FY 2024 Budget	FY 2025 Request	FY 2025 Recommend	FY 2024 vs FY 2025	(Review)
610	PUBLIC LIBRARY	2,348,787	2,463,251	2,463,251	114,464	4.87%
630	RECREATION DEPARTMENT	637,351	711,575	711,575	74,224	11.65%
632	BEACH DEPARTMENT	927,892	1,018,178	1,018,178	90,286	9.73%
633	BIKEWAYS	2,000	2,000	2,000	-	0.00%
753	LT EXCLUDED DEBT	10,014,265	9,870,090	9,870,090	(144,175)	-1.44%
754	LT UNEXCLUDED DEBT	3,232,744	3,131,675	3,131,675	(101,069)	-3.13%
755	ST PRINCIPAL & INTEREST	200,000	200,000	200,000	-	0.00%
911	RETIREMENT	11,079,153	11,759,185	11,759,185	680,032	6.14%
913	UNEMPLOYMENT	100,000	100,000	100,000	-	0.00%
914	HEALTH INSURANCE	15,545,305	17,099,836	17,099,836	1,554,531	10.00%
	SCHOOL DEPARTMENT	7,355,712	7,871,283	7,871,283	515,571	
	TOWN/RETIREEES	8,189,593	9,228,553	9,228,553	1,038,960	
915	LIFE INSURANCE	7,000	7,000	7,000	-	0.00%
916	MEDICARE TAX	1,176,793	1,288,290	1,288,290	111,497	9.47%
919	EMPLOYEE BENEFITS	209,200	209,200	209,200	-	0.00%
941	COURT JUDGMENTS	500	500	500	-	0.00%
	TOTALS	155,096,950	164,035,325	164,035,325	8,938,375	5.76%
					Updated	12/22/2023



**TOWN OF FALMOUTH
SELECT BOARD
Fiscal Year 2025
Operating Budget Policy
August 21, 2023**

INTRODUCTION

The Town of Falmouth Select Board hereby establishes the following Fiscal Year 2025 (FY2025) budget policy to maintain financial stability and meet the needs of our community.

This policy recognizes and reinforces the existing financial policies of the Town and clarifies strategies for meeting the goals contained therein. The FY2025 Budget Policy is intended to establish guidelines to ensure the strong fiscal health of the Town of Falmouth as we continue to follow the sound management practices that have enabled us to meet the Town's financial goals and promote quality of life for Falmouth residents.

The FY2025 budget shall be based on conservative and achievable estimates of available revenues. The FY2024 budget established a baseline for municipal services offered within a sustainable operating budget. Recommended expenses shall continue to be analyzed within a framework of local revenues. Early action shall be taken to address projected shortfalls to ensure that the Town is providing service levels that can be sustained with our anticipated revenue stream over the next few years.

The Town of Falmouth will seek to establish a level service budget which limits increases in order to maintain operations within the proposition 2½ levy limit. The Town will not rely on the use of non-recurring revenues such as free cash, stabilization or other one-time revenues to support the operating budget. The Town's management staff will continue to monitor the stream of recurring revenues with

the ongoing goal of identifying additional local revenues to support and enhance service levels in our community. Through the Capital / Free Cash request process, items which may have started as one-time trials that are now annual items will be moved into the operating budget (e.g. Annual Field Maintenance). The net effect will be reducing Free Cash generated to be offset by not needing to fund the items with Free Cash.

In establishing a budget ceiling for the coming fiscal year, the Select Board adopts a maximum tax revenue growth of 2.5% above the FY2024 levy and an estimated new growth component of \$800,000. A more comprehensive estimate of total revenue growth will be made available in October.

The operating budget is supported by four major revenue sources: tax levy, state aid, local receipts and other available funds. Among those, the tax levy is the only source of revenue that predictably increases each year. Revenue growth shall be allocated to operating budgets primarily for fixed costs and approved wage rate increases.

The Town will fund appropriations to the Capital Projects Fund and Other Post Employment Benefits (OPEB) funds in the amount of \$1,500,000 from recurring revenues. In accordance with the Select Board Fiscal Policy, the Town Manager shall allocate the greater of 1/6th of estimated rooms excise tax, or \$850,000, to affordable housing.

Some individual line items may require an increase to address uncontrollable costs or strategic priorities, and other individual line items may need to be reduced in order to stay within the overall budget increase.

To assist the Town Manager and our Department Managers as they develop an operational budget for the Select Board's review, the following policies will apply:

REVENUE POLICY

Local Estimated Receipts

The Town will continue to maintain the goal of conservatively budgeting local estimated receipts to responsibly avoid any future revenue deficits and to help meet the Town's goals for financial stability. We will continue to monitor local receipts and anticipate a modest increase for FY2025 may be warranted.

State Revenues

The State recently adopted the FY2024 budget which reversed some of the increase received by the

Falmouth School Department in FY2023. At this early stage, the FY2025 budget will assume level funding for all State aid categories.

Property Taxes

The Town will present an operating budget that is consistent with the revenues available within the levy limit established under Proposition 2 ½ to support FY2025 operations. Considering the \$950,000 general override to fund additional firefighters approved for FY2024, the Board will not propose a general override to support the operating budget for FY2025. A debt exclusion for one or more capital projects may be proposed at the April 2024 Annual Town Meeting.

APPROPRIATION POLICY

To protect the Town's conservative budget strategy, appropriations shall be limited to the existing programs and fixed cost increases. Town Departments shall endeavor to limit any significant increase in requested budgets unless there is a fixed cost increase required to support a current service that the Town offers. Department Heads will submit budgets that include only approved wage rate increases and expense increases that are required to continue level services. Any additional wages, positions or expenses will require justification and the approval of the Town Manager.

Among the challenges to be addressed in balancing the FY2025 budget are:

1. Funding a portion of the cost to add 14 additional Fire Department personnel that was not covered by the \$950,000 Proposition 2 ½ general override;
2. Wage rate increases approved for union and non-union employees are somewhat greater in FY2025 than they have been in prior years;

Strategic Priorities

To further guide the Town Manager in the development of the FY2025 Budget, the Select Board will hold periodic strategic planning workshops to identify specific policy priorities for the FY2025 budget. Consideration of any new positions and other new initiatives must be prioritized and will likely be constrained by available revenues.

Reserves

This section addresses three separate reserves: General Stabilization Fund, Capital Stabilization Fund and the OPEB Trust Fund. The General Stabilization Fund balance is \$7,599,245 which exceeds the overall policy goal of 5% of the previous year's operating budget not including exempt debt. The Town will continue to appropriate \$500,000 to the Other Post Employment Benefit Trust Fund.

The Town will allocate the same fixed amount to the Capital Stabilization Fund that has been allocated for many years - \$1,032,079. This amount was initially established based on 75% of the meals tax and an amount from the tax levy. After assessing basic service needs, the Town will continue to review revenue growth along with long range Capital needs and will make recommendations as necessary to responsibly increase reserves.

Budget Schedule

September 1

- The Town Manager requests and receives from all financial officers the estimated revenues for the next fiscal year

September 15

- The Town Manager will submit to the Select Board a five year Capital Improvements Plan (CIP), which shall include supporting data, cost estimates, methods of financing, recommended time schedules, etc.
- The Select Board acts on the Town Manager's submitted CIP, sending it to the Finance Committee which will offer recommendations to the Town Meeting

October 1

- The School Committee shall submit a budget request "in sufficient time" and "in sufficient detail" to enable the Town Manager to assess the probable impact of the School Department's budget on the local town budget
- The Select Board, with advisement of the Town Manager, issue a policy statement relating to the budget for the next fiscal year, establishing the outer limits of possible budget growth for the town

October 15

- The Finance Committee shall publish in one or more newspapers of general circulation in the Town the general summary of the CIP and state 1) the time and places where copies of the CIP are available for inspection, and 2) the date, time and place of a public hearing on the CIP to be held by the Finance Committee

November 15

- All department heads and multimember bodies submit budget requests to the Finance Director

January 1

- The Town Manager submits a comprehensive budget for all town functions for the ensuing fiscal year and an accompanying budget message to the Select Board

January 15

- The Select Board adopts the budget with or without recommendations

January 16

- The Select Board submits the budget to the Finance Committee - including the School Committee's budget

30 Days Prior to Town Meeting

- A public hearing shall be held by the Finance Committee on the CIP

April

- The Select Board shall be responsible for presenting the budget to the Town Meeting, where appropriations may be approved and the budget shall be adopted with or without amendments prior to the next fiscal year

June 30

- Capital Project appropriations with no activity in the past three years or projects that have been completed will be closed

BUDGET PROCESS DESCRIPTION

Operating Budget

The Town of Falmouth budget process begins no later than the first day of October, when the Town Manager receives estimated revenues from financial officer(s). Town financial official(s) consult with state officials to determine estimated local aid figures to be received, conduct conservative revenue forecasts while avoiding deficit spending, and review fees to ensure self-sustaining operations. Actual revenues are monitored continuously by town financial officers to ensure that projections are on target.

No later than the first day of October, the Select Board issues a budget policy statement for the upcoming fiscal year with advice and guidance of the Town Manager. This policy sets the scope of the budget and limits spending growth to manageable levels. Generally, the Board mandates conservative revenue projections and disallows the use of one-time revenues for ongoing operations.

With this policy to guide them, no later than the first week of November department heads and multimember bodies submit their budget requests to the Finance Director. Budget meetings are held during the month of November with the Town Manager, Assistant Town Manager and Finance Director to assess the needs of the departments. Additionally, the School Department is asked to submit a budget request “in sufficient time” and “in sufficient detail” to allow the Town Manager to assess the School Department’s requested budget impact on the town’s overall budget. Discussion between town and school officials start in the month of August and is considered when developing the budget policy recommendations to the Select Board.

No later than the first of January, the Town Manager submits a comprehensive budget for all town functions for the upcoming fiscal year, along with a budget message, to the Select Board. The budget message outlines certain policies, describes important budget priorities, describes major changes in funding, summarizes the town’s debt position, and may also include any other information deemed appropriate by the Town Manager. This budget details all proposed expenditures by department, office, multimember body, and/or specific purposes.

Within fifteen days of the first of January, the Select Board reviews and adopts the budget with or without recommendations and transmits that budget to the Finance Committee either on or before the sixteenth of January. The Finance Committee assigns one member to all departments. The member reviews all departmental requests with department representatives and makes recommendations to the Finance Committee. The Finance Committee then makes a recommendation to Town Meeting.

The Town holds two annual Town Meetings, one in April and one in November. Traditionally the Capital Budget is presented and voted on in November and the operating budget in April. At least four weeks prior to Town Meeting the warrant is published in the local newspaper and is required to be posted at Town Hall and all precincts seven days prior to Town Meeting.

A special Town Meeting has the same requirements but the warrant is required to be posted in Town Hall and all precincts fourteen days prior to Town Meeting. The warrant booklets with recommendations are to be mailed to all Town Meeting members at least ten days prior to Town Meeting.

The Fiscal year begins July first and ends June thirtieth of the following year.

BUDGET PROCESS DESCRIPTION

Capital Budget

Capital planning plays a critical role in economic development, transportation, communication, delivery of essential services, environmental management and ensuring a high quality of life for town residents. According to the town's fiscal policy; capital projects are assessed based on the following criteria: imminent threats to the health and safety of citizens, employees, or property, preservation of operations, legal requirement of federal or state agencies, improvement of infrastructure, and improvement in the efficiency and effectiveness of service delivery.

The Town Manager prepares a five-year capital improvement plan (CIP), which includes a clear summary of its contents, a list of capital improvements proposed for the next five (5) fiscal years along with supporting data, cost estimates, financing methods and recommended time schedules, and the estimated annual cost of operating and maintaining any facilities or equipment that is to be built or acquired. This is submitted to the Select Board no later than the fifteenth of September.

All proposed capital improvements recommended for funding shall be included in the CIP. Except for emergency situations, any requests or Town Meeting articles submitted for capital expenditures that have not been submitted through the CIP process should be referred to the Town Manager at the appropriate time of year and should include appropriate justifying information for inclusion in the CIP.

The Select Board reviews the Capital Improvement Plan and recommendations for funding and submits the CIP to the Finance Committee for their review no later than the middle of September. The Finance Committee reviews and makes recommendations to Town Meeting. Projects ranging from \$25,000 to \$1 million can be considered for available funds, while projects greater than \$1 million may more appropriately require borrowing, capital exclusion, or available funds.

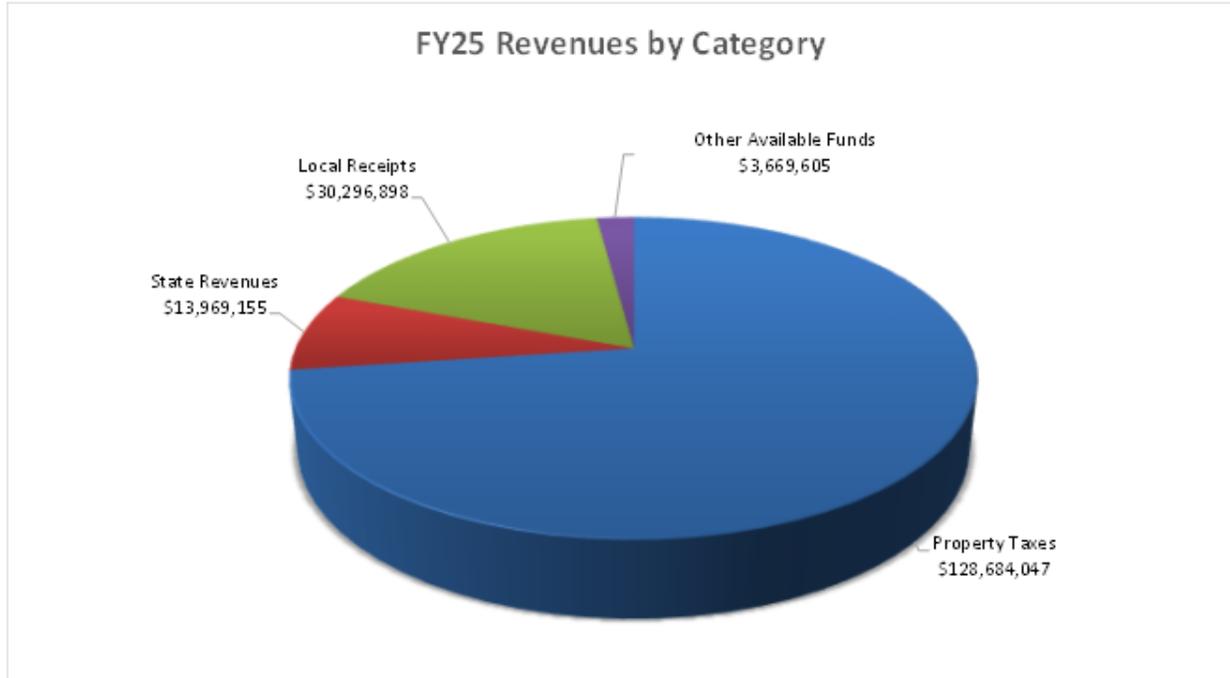
The town maintains a Capital Stabilization Fund, which was created to address the town's infrastructure needs and to dedicate revenue to address those needs. The fund is also a source for the town's CIP spending, and funds may be used instead of taking on debt to minimize costs. Capital project appropriations are closed at the end of the fiscal year if there has been no activity in the past three years and if the project has been completed.



Revenue

OVERVIEW

The Town of Falmouth receives revenue from a variety of sources, such as property taxes, meals and hotel taxes, water and sewer fees, fines, State aid, and a variety of grants. General Fund Revenue is classified into four main categories: Property Taxes, Local Receipts, State Revenues, and Other Available Funds. Property taxes are by and large the most significant source of revenue, comprising three-quarters of total revenue in FY25. The chart below summarizes the projected FY25 revenue by category.



Five-Year Budget Revenue Analysis

Revenue Category	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Estimated	FY25 Budgeted	% of Budget
Property Taxes	\$111,430,375	\$115,367,484	\$119,130,899	\$122,356,566	\$128,684,047	72.9%
State Revenues	9,777,310	10,960,813	12,398,537	\$13,969,155	\$13,969,155	7.9%
Local Receipts	\$28,204,285	\$30,908,492	\$34,219,098	\$24,701,500	\$30,296,898	17.2%
Other Available Funds	\$2,940,875	\$3,570,887	\$4,776,377	\$8,216,921	\$3,669,605	2.1%
Total	\$152,352,845	\$160,807,676	\$170,524,911	\$169,244,142	\$176,619,705	100.0%

REVENUE POLICY- ADOPTED BY THE SELECT BOARD ON SEPTEMBER 11, 2017

- I. Revenue Policy
 - a. On or before the first day of October each year, the Town Manager shall request and receive from all financial officers the estimated revenues for the next fiscal year (Charter sec. 8-3a).
 - b. Finance officials will consult with state officials to get a timely report on state receipts to estimate local aid for the next fiscal year.
 - c. Revenue forecasts for local receipts and state aid shall be conservative and revenue deficits will be avoided at all costs.

Revenue

- d. Annually, fees will be re-examined, and possible new revenue sources will be recommended for adoption by the Select Board to maximize revenue potential.
- e. Town officials will explore new grant opportunities and scrutinize such opportunities to maximize their potential. Future costs will be examined, and a recommendation made if the grant will be financially feasible and in the best interest of Town services.
- f. Town officials will review a comparison of estimated revenues against actuals to determine if adjustments need to be made.
- g. Actual revenues will be monitored monthly to determine if they are on pace with forecasts or if Management needs to act on any shortfall.
- h. User charges and fees will be set to recover not more than 100% of the total direct and indirect costs associated with their respective programs.

REVENUE FORECASTING

Annually, the Select Board adopts a policy statement that guides Town management for revenue estimation purposes. The Town is conservative in its forecasting to avoid revenue deficits. To estimate local receipts and state aid, Town officials may rely on historical trend analysis, an assessment of the local and State economy or other external factors that may impact revenue, and consultation with State officials. To strengthen and diversify revenue streams, the Town may examine existing fee structures, identify potential new revenue sources, and seek grant opportunities.

PROPERTY TAXES

In FY24, property taxes comprised approximately three-quarters of the Town's annual revenue, making it the most significant revenue source. This is typical of many cities and towns in Massachusetts. Property taxes are assessed on real property (e.g. land and buildings) as well as personal property (e.g. merchandise and machinery). An individual's personal effects are exempt from the personal property tax. The Assessing Department is responsible for assessing the full and fair cash value of real and personal property in Falmouth. Every three years, a full revaluation must be performed in accordance with State law. Falmouth's next revaluation is in 2028.

Revenue

Proposition 2½

Annual tax levy growth is constrained by Proposition 2½, the Massachusetts General Law that limits the annual growth in a municipality's total tax levy (i.e., revenue generated by property taxes) to 2.5%, plus an allowance for new growth. New growth is new development in the Town or changes to properties that result in higher assessed value; it does not include increased value due to revaluation. New growth is heavily influenced by Local and State economic factors.

Fiscal Year	Total New Growth Applied to Levy Limit	Residential New Growth Value	Residential New Growth Applied to the Levy Limit	Total New Growth Value	Res New Growth as a % of Total New Growth	Prior Year's Levy Limit	Total New Growth Applied to Limit as a % of PY Levy Limit
2024	2,508,043	297,902,572	2,061,486	362,433,912	82.20	109,832,116	2.28
2023	1,446,549	134,420,300	1,082,083	179,695,599	74.80	105,746,100	1.37
2022	1,664,391	164,888,324	1,401,551	195,810,736	84.21	101,543,131	1.64
2021	1,029,012	102,564,392	881,028	119,791,903	85.62	97,107,511	1.06
2020	1,093,012	106,316,187	910,067	127,688,297	83.26	93,670,897	1.17
2019	783,727	76,160,984	654,984	91,131,058	83.57	90,621,629	0.86
2018	953,225	71,395,000	608,999	111,749,810	63.89	87,481,370	1.09
2017	932,538	87,817,500	735,032	111,414,420	78.82	84,437,885	1.10
2016	1,007,407	70,105,200	574,162	123,004,530	56.99	81,395,588	1.24
2015	815,909	75,275,500	613,495	100,111,570	75.19	78,611,457	1.04
2014	928,964	99,160,409	797,250	115,542,710	85.82	75,787,798	1.23
2013	859,653	96,799,500	753,100	110,495,239	87.61	73,091,190	1.18
2012	651,806	74,897,233	539,260	90,528,733	82.73	70,672,570	0.92
2011	777,601	89,134,712	601,659	115,200,198	77.37	68,190,214	1.14
2010	852,509	117,422,970	713,932	140,215,351	83.74	65,695,322	1.30
2009	941,360	125,365,915	708,317	166,612,512	75.24	63,174,597	1.49
2008	1,057,278	169,152,899	888,053	201,386,272	83.99	60,602,262	1.74
2007	1,287,803	204,193,747	1,108,772	237,164,502	86.10	57,867,765	2.23
2006	1,091,767	157,672,589	919,231	187,267,224	84.20	55,391,218	1.97
2005	1,118,069	99,958,699	757,687	147,502,645	67.77	52,949,414	2.11
2004	1,175,520	113,178,195	900,898	147,678,330	76.64	50,506,525	2.33
2003	867,194	75,778,070	624,411	105,242,177	72.00	48,426,713	1.79
Average	1,015,966	110,078,968	798,761	139,296,848	78.55	74,427,198	1.43

Revenue

FY25 Property Tax Calculation

	<u>FY 2024</u> <u>Budget</u>	<u>FY 2025</u> <u>Request</u>	<u>FY 2025</u> <u>Recommend</u>	<u>FY 2025 to</u> <u>FY 2024</u> <u>Change</u>	<u>% of</u> <u>Rev</u>	<u>% Change</u>
PROPERTY TAX						
Base (Prior Year Levy/Limit)	109,832,116	116,054,327	116,054,327	6,222,211		
Amended New Growth	17,917	-	-	(17,917)		
2.5% increase	2,746,251	2,901,358	2,901,358	155,107		
New Growth	2,508,043	900,000	900,000	(1,608,043)		
New Growth Adjustment	-	-	-	-		
Override	950,000	-	-	(950,000)		
Subtotal	116,054,327	119,855,685	119,855,685	3,801,358		
Debt Exclusions (DE-1)	10,161,376	9,870,090	9,870,090	(291,286)		
CC Commission	587,358	602,042	602,042	14,684		
Maximum Allowable Tax Levy / Taxable Amount	126,803,061	130,327,817	130,327,817	3,524,756		
Excess Levy Capacity	(1,695,912)	(1,629,086)	(1,629,086)	66,827		
Debt Stabilization	-	-	-	-		
TOTAL TAXABLE AMOUNT	125,107,148	128,698,731	128,698,731	3,591,583	70%	2.87%

STATE REVENUES

The Town projects level funding for FY25. Town management periodically monitors state revenues and consults with state officials to discuss any changes in state aid.

	<u>FY 2024</u> <u>Budget</u>	<u>FY 2025</u> <u>Request</u>	<u>FY 2025</u> <u>Recommend</u>	<u>FY 2025 to</u> <u>FY 2024</u> <u>Change</u>	<u>% of</u> <u>Rev</u>	<u>% Change</u>
STATE REVENUE						
Chapter 70	9,084,872	9,084,872	9,084,872	-		
Charter Tuition Reimbursements	1,062,624	1,062,624	1,062,624	-		
School Choice	1,034,045	1,034,045	1,034,045	-		
Subtotal Education	11,181,541	11,181,541	11,181,541	-		
Unrestricted General Government Aid	1,605,966	1,605,966	1,605,966	-		
Veterans Benefits	301,765	301,765	301,765	-		
Exemptions: Vets, Blind, Surv Spouses & Elderly	155,929	155,929	155,929	-		
State Owned Land	659,385	659,385	659,385	-		
Public Libraries	64,569	64,569	64,569	-		
Subtotal General Government	2,787,814	2,787,814	2,787,814	-		
TOTAL STATE REVENUE	13,969,155	13,969,155	13,969,155	-	7.6%	0.0%

State Revenues Category Descriptions

Education Aid

- **Chapter 70** – Chapter 70 funding (also known as “School Aid”) is funding which helps equalize education spending per pupil throughout the Commonwealth. This formula takes into account various municipal characteristics like property values, per capita income, school enrollment data, and other indicators in order to calculate how much school aid a city or town will receive.
- **Charter School Tuition Reimbursements** – This revenue partially reimburses municipal governments for the costs of tuition for students sent to charter schools.

General Government Aid

- **Unrestricted General Government Aid** – This revenue source (also known as UGGA or “Local Aid”) goes directly to municipal general funds to support local programs. Local aid funding is discretionary, which allows municipalities to fund vital programs like police, fire protection, schools, roads, and public works.
- **Veterans Benefits** – Under Massachusetts General Law, municipalities can submit applications for reimbursement of amounts spent on veterans’ benefits and the benefits of veteran dependents. If applications are accepted, the state will refund 75% of all municipal expenditures for veterans’ benefits.

Revenue

- **Exemptions: Veterans, Blind Persons, Surviving Spouses, Elderly, & Motor Vehicle** – This exemptions revenue reimburses municipalities for giving certain tax exemptions for qualifying individuals (like veterans, the disabled, etc.). Reimbursements are based on a specific formula.
- **State Owned Land** – This specific revenue source reimburses municipalities for certain types of land owned by the Commonwealth which are tax-exempt. Most notably, these include the Frances A. Crane Wildlife Management Area and Washburn Island.
- **Public Libraries** – This revenue is made up of three grant awards: the Library Incentive Grant (LIG), the Municipal Equalization Grant (MEG), and the Nonresident Circulation Offset (NRC). LIG helps maintain minimum levels of library resources and services, and provides an incentive to improve library services. MEG funding functions like other equalizing state funding, meant to correct disparities in access to revenue sources for certain municipalities. NRC funding helps to offset the costs associated with circulating reading materials to residents of other communities.

LOCAL RECEIPTS

	<u>FY 2024</u> <u>Budget</u>	<u>FY 2025</u> <u>Request</u>	<u>FY 2025</u> <u>Recommend</u>	<u>FY 2025 to</u> <u>FY 2024</u> <u>Change</u>	<u>% of</u> <u>Rev</u>	<u>% Change</u>
LOCAL ESTIMATED RECEIPTS						
Motor Vehicle Excise	4,200,000	5,200,000	5,200,000	1,000,000		
Meals Excise	715,000	1,100,000	1,100,000	385,000		
Room Excise	2,550,000	3,800,000	3,800,000	1,250,000		
Other Excise (Boat Excise)		-	-	-		
Penalties and Interest	575,000	900,000	900,000	325,000		
PILOT (Payment in Lieu of Tax)	185,000	217,000	217,000	52,000		
Charges for Services - Water	6,000,000	6,200,000	6,200,000	200,000		
Charges for Service - Sewer	2,000,000	2,200,000	2,200,000	200,000		
Charges for Services - Trash Disposal	110,000	154,000	154,000	44,000		
Other Charges for Services	3,900,000	5,400,000	5,400,000	1,500,000		
Fees	225,000	500,000	500,000	275,000		
Community Impact Short Term Rentals		125,000	125,000	125,000		
Rentals	100,000	200,000	200,000	100,000		
Departmental Revenue - Libraries	1,500	1,300	1,300	(200)		
Departmental Revenue - Recreation	40,000	20,000	20,000	(20,000)		
Building Permits	1,540,000	2,000,000	2,000,000	460,000		
Other Licenses and Permits	200,000	407,000	407,000	207,000		
Special Assessments	900,000	900,000	900,000	-		
Fines and Forfeits	80,000	80,000	80,000	-		
Investment Income	43,000	717,598	717,598	674,598		
Medicaid Reimbursement	40,000	40,000	40,000	-		
Misc. Non-Recurring	100,000	135,000	135,000	35,000		
TOTAL ESTIMATED RECEIPTS	23,484,500	30,296,898	30,296,898	6,812,398	16.5%	29.0%

Local Receipts Category Descriptions

- **Motor Vehicle Excise Tax** – In accordance with Massachusetts General Law, each year motor vehicles are taxed at a rate of \$25 per thousand dollars of assessed vehicle worth in conjunction with a depreciation schedule calculated by the MA Department of Revenue.
- **Other Excise Tax** – Exercise is defined as either an event or a privilege. Ownership of specific vehicles other than an automobile (a boat, for instance) would qualify under this category, along with other such classified instances or privileges. This also includes Meals and Rooms tax.
- **Cannabis** – Estimated revenue received from Host Community agreement for municipal marijuana.
- **Penalties & Interest** – Penalties and interest are revenues derived from resident's delinquent on taxes and other payments owed to the municipal government.
- **PILOT/Payments in Lieu of Taxes** – Payments made by tax-exempt organizations in lieu of taxes, often abbreviated PILOT.

Revenue

- **Charges for Services (Water)** – Charges for water services are revenues derived from payments for water service from town users.
- **Charges for Services (Trash Disposal)** – Similarly, charges for trash disposal services are revenues derived from payments for trash removal from town users.
- **Other Charges for Services** – Other charges for services are revenue derived from charges for services, for instance police details.
- **Fees** – Fees are otherwise revenue collected from various municipal departments, such as photocopying fees or use of facilities.
- **Rentals** – This category represents revenue derived from municipal properties rented out for public and/or private use.
- **Departmental Revenue (Libraries)** – This category includes all revenues derived directly from Falmouth’s public libraries, including late fees and other activities.
- **Departmental Revenue (Recreation)** – This category includes all revenues derived directly from the recreation department, including fees for field usage, sports, certain programs, and other such activities.
- **Licenses and Permits** – Licenses and permits include alcohol licenses and building permit fees and other such regulated activities by the Falmouth Town Code.
- **Special Assessments** – Water and Sewer Betterments.
- **Fines and Forfeits** – This category represents revenue collected through violation of town laws and ordinances.
- **Investment Income** – This is the bank interest the Town earns on cash
- **Misc. Recurring** – This category represents Medicaid aid for the School Department
- **Misc. Non-Recurring** – One-time reimbursements to the Town.

Revenue

OTHER AVAILABLE FUNDS

This category is comprised of certain revenue-generating municipal activities not included in other categories, such as the town's Parking Meter Fund and Embarkation Fees.

	<u>FY 2024</u> <u>Budget</u>	<u>FY 2025</u> <u>Request</u>	<u>FY 2025</u> <u>Recommend</u>	<u>FY 2025 to</u> <u>FY 2024</u> <u>Change</u>	<u>% of</u> <u>Rev</u>	<u>% Change</u>
OTHER AVAILABLE FUNDS						
Parking Meter Fund for Police Wages	203,500	250,000	250,000	46,500		
Embarkation Fees for Police & Fire Wages	350,500	350,000	350,000	(500)		
Wetlands Fund for Conservation Wages	50,000	100,000	100,000	50,000		
Title V Program for Debt Service	20,000	15,000	15,000	(5,000)		
Title V Program for Wastewater Wages		-	-	-		
Energy Receipts - Debt Service	314,269	245,037	245,037	(69,232)		
Energy Receipts - Sustainability Coordinator Wages		103,002	103,002	103,002		
Road Betterment for DPW Wages	112,757	80,500	80,500	(32,257)		
Road Betterment for DPW Wages		119,500	119,500	119,500		
Golf Revenues - Debt Service	613,682	617,282	617,282	3,800		
Golf Revenues - Town Admin Wages		10,000	10,000	10,000		
Community/Preservation Fund	370,419	357,819	357,819	(12,600)		
Bond Premium Funds	14,808	237,726	237,726	222,918		
Waterways Fund Debt Service	128,341	258,109	258,109	129,768		
Waterways Fund MES Wages	-	255,000	255,000	255,000		
Debt Stabilization Fund		-	-	-		
Receipts Reserved Sewer for Debt Service	50,000	300,000	300,000	250,000		
Receipts Reserved Sewer for Wastewater Wages		110,122	110,122	110,122		
Sale of Land Fund for Water Main Capital		25,000	25,000	25,000		
Network Transportation (rev. from Uber, Lyft, etc.) Senior Bus		35,000	35,000	35,000		
Cable Fund - IT Wages		2,000	2,000	2,000		
Building & Code Enforcement Fund for Building Wages		16,500	16,500	16,500		
Cemetery Perpetual Care Parks Wages		2,000	2,000	2,000		
Chapter 785 Funding for Police		1,424	1,424	1,424		
Unemployment Compensation Fund for Unemployment Expenses		13,584	13,584	13,584		
Workers Compensation Fund for Workers Comp Insurance		100,000	100,000	100,000		
Conservation Fund for Conservation Wages		65,000	65,000	65,000		
Free Cash to Capital Stabilization		5,500,000	5,500,000	5,500,000		
Capital Stabilization for Water Mains		1,000,000	1,000,000	1,000,000		
TOTAL OTHER AVAILABLE FUNDS	2,228,276	10,169,605	10,169,605	7,941,329	5.6%	356.4%

Other Available Funds Category Descriptions

- **Parking Meter Fund** – Receipts from the use of parking meters are deposited into this fund and are used to support the parking meter operation at the Police Department.
- **Embarkation Fees** – Embarkation fees are imposed on fares collected from passengers utilizing ferry service per trip. This revenue is collected by the state, which then distributes fee revenue based on a statutory formula. Fees are generally raised from communities within Barnstable, Bristol, Dukes, and Nantucket Counties.
- **Wetlands Fund** – Receipts are from conservation commission fees that support the department.
- **Title V Program** – Title V is a Massachusetts law relating to cesspools and otherwise private waste disposal systems requiring that these systems be inspected and certified before the sale of a home. Falmouth's Title V Program generates funds from payments to the Board of Health for such inspections.
- **Energy Receipts** – This is a fund that was established by special legislation. All revenue generated by alternate sources of energy are deposited into this fund. This fund primarily supports the debt service payments on Wind 1.
- **Road Betterment** – Road betterment is a key issue in any municipality, which prompted Falmouth to create a fund which derives income from public and private roads in the community. The fund is then used to support debt issuances to maintain roads in the town.
- **Golf Revenues** – The category represents revenues derived from Falmouth's municipal golf course(s). Falmouth Country Club renewed its leasing agreement with Billy Casper Golf in 2015, an entity which manages the Falmouth Country Club in exchange for payments to the town.

Revenue

- **Community Preservation Fund** – Falmouth’s Community Preservation (CP) Fund supports community-oriented projects involving housing, historic and open space preservation, and recreation. Revenue is collected from a 3% property tax surcharge and an annual matching contribution from the Commonwealth that has averaged 33% per year over the first ten years of the CP Fund. The CP Fund was created in 2005 after Falmouth residents voted to replace the Cape Cod Land Bank program with the fund, which assumed repayment obligation of \$30 million in Land Bank debt, along with expanded local obligations.
- **Bond Premiums** – are deposited into this fund and are used to offset the interest costs for debt service budgeted in the general fund.
- **Waterways Fund** – These are mooring fees that are used to offset the debt service for the marina and related water infrastructure projects.
- **Debt Stabilization Fund** – This fund was established to offset the debt service for the water filtration plant, little pond sewer service area project and library debt that was transferred from excluded to un-excluded debt.

TOWN MANAGER/SELECT BOARD



MISSION – Select Board

To provide strong community leadership to ensure a high quality of life through the promotion of:

- An atmosphere for a good local economy
- Environmental stewardship
- Growth management
- Long-term financial stability
- Professional, quality and accountable service
- Responsiveness to community issues and concerns

We are committed to engaging all segments of our diverse community and facilitating Town-wide consensus and unity of purpose.

DESCRIPTION

The Select Board is the chief executive and policy making body of the Town of Falmouth. The Town Manager is the chief administrative officer of the town and is responsible for administering and coordinating all employees, activities and departments placed by general law, the Town Charter, or bylaw under the control of the Select Board and the Town Manager. The Town Manager shall implement the goals and carry out the policies of the Select Board.

In addition to supervising all Town departments and supporting the Select Board, the staff of this office administer alcohol, food and entertainment licenses and administer the Town's property and liability insurance programs.

GOALS

The Falmouth Select Board goals are detailed in the Strategic Plan which is updated each summer. The priority areas identified during the summer of 2021 were:

1. Health and Public Safety
2. Financial and Economic Stability and Community Development
3. Water and Wastewater Management
4. Improve Organizational Effectiveness
5. Energy Conservation & Solid Waste Management
6. Coastal Resources, Infrastructure and Beaches
7. Enhance Community Engagement

For further details on the Strategic Plan, visit: <http://www.falmouthmass.us/748/Five-Year-Strategic-Plan>.

TOWN MANAGER/SELECT BOARD

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
GENERAL GOVERNMENT						
122 SELECT BOARD/TM						
Salaries						
01-122-5110	SALARY & WAGES FULL TIME	869,780	814,786	714,466	846,793	846,793
01-122-5130	ADDITIONAL GROSS-OT	0	0	0	3,700	3,700
Total	Salaries	869,780	814,786	714,466	850,493	850,493
Expenses						
01-122-5205	CULTURAL COUNCIL GRANTS	0	0	0	10,000	10,000
01-122-5280	FIREWORKS*	15,000	15,000	15,000	15,000	15,000
01-122-5298	GREEN HEAD FLY CONTROL*	3,300	3,300	3,300	3,300	3,300
01-122-5302	PROF/TECH-APPRAISAL*	5,000	0	5,000	5,000	5,000
01-122-5319	PROF/TECH-CONT	63,610	70,503	63,610	78,000	78,000
01-122-5340	COMM-PRINTING	600	30	600	600	600
01-122-5341	COMM-TELEPHONE	1,075	599	1,075	1,500	1,500
01-122-5342	COMM-POSTAGE	2,000	1,258	2,000	2,000	2,000
01-122-5343	COMM-ADVERTISING	2,800	5,729	2,800	6,000	6,000
01-122-5345	COMM-TOWN REPORT*	4,500	4,425	4,500	4,700	4,700
01-122-5349	COMM-ADVT/CHMBR*	10,000	10,000	10,000	10,000	10,000
01-122-5375	CELEBRATIONS	700	700	700	700	700
01-122-5380	REMOVE JUNK VEHICLES	1,000	165	1,000	750	750
01-122-5382	OTR PRCH SV-BBAY ACT COM*	620	620	620	620	620
01-122-5420	OFFICE SUPPLIES	2,000	3,296	2,000	2,000	2,000
01-122-5710	IN-STATE TRAVEL	4,300	1,940	4,300	4,300	4,300
01-122-5711	AUTO ALLOWANCE	6,000	3,873	6,000	5,400	5,400
01-122-5720	OUT-OF STATE TRAVEL*	4,300	0	4,300	4,300	4,300
01-122-5730	DUES & MEMBERSHIPS	10,000	12,142	10,000	15,000	15,000
01-122-5780	ADMINISTRATIVE EXPENSE	625	1,232	625	1,500	1,500
Total	Expenses	137,430	134,813	137,430	170,670	170,670
Total Departmental Expenses		1,007,210	949,600	851,896	1,021,163	1,021,163

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FY25 SALARIES & WAGES

TOWN MANAGER / SELECT BOARD - 122										
	Group	Grade	Step	Name	Job Title	Rate	Hrs/wk	Weekly	Wks	Total
1				RENSHAW MICHAEL	TOWN MANAGER	99.38	40	3,975.20	52.2	\$207,506
2	24	M-11	7	JOHNSON-STAU B PETER	ASSISTANT TOWN MANAGER	72.82	40	2,912.80	52.2	\$152,049
3	24	M-09	7	VACANT	DEI OFFICER	58.88	40	2,355.20	52.2	\$122,942
4	24	M-08	5	MADSEN STEPHANIE	SUSTAINABILITY COORDINATOR	49.33	40	1,973.20	52.2	\$103,002
5	24	M-04	7	DAVIDSON DIANE S	OFFICE MGR/LIC ADMIN	40.25	37.5	1,509.38	52.2	\$78,790
6	24	M-03	6	DOWNEY PHYLLIS	ADMINISTRATIVE ASSISTANT	33.81	37.5	1,267.88	52.2	\$66,184
8	24	M-08	3	VACANT	COASTAL RESILIENCE COORDINATOR	46.14	37.5	1,730.25	52.2	\$90,320
9				TAYLOR NANCY	SELECT BOARD CHAIR	500.00	1	500.00	12	\$6,000
10				BROWN DOUGLAS	SELECT BOARD MEMBER	416.66	1	416.66	12	\$5,000
11				MASCALI ROBERT	SELECT BOARD MEMBER	416.66	1	416.66	12	\$5,000
12				SCOTT PRICE ONJALÉ	SELECT BOARD MEMBER	416.66	1	416.66	12	\$5,000
13				ZYLINSKI II EDWIN P	SELECT BOARD MEMBER	416.66	1	416.66	12	\$5,000
14				VACANT	INTERN			-		\$0
					<i>FTE</i>		7			\$846,793

FINANCE



DEPARTMENT MISSION

To coordinate all functions of the finance department to provide exceptional financial reporting and customer service to the Citizens of the Community and all Town of Falmouth Departments.

DEPARTMENT DESCRIPTION

Oversees the functions of Accounting, Assessing, Collections and Treasury. Serves as the Chief Financial Advisor to the Town of Falmouth’s elected and appointed officials; and performs the duties of the Chief Procurement Officer.

DEPARTMENT GOALS

1. Implement a new Financial Management Software system.
2. Recommend Financial Policies that maintain the Town’s AAA Bond Rating
3. Continue rollout of a Town/School wide purchase order system
4. Continue to Enhance financial reporting to Town Meeting and Citizens

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
GENERAL GOVERNMENT						
131 FINANCE						
Salaries						
01-131-5110	SALARY & WAGES FULL TIME	139,637	130,154	148,156	184,915	184,915
Total	Salaries	139,637	130,154	148,156	184,915	184,915
Expenses						
01-131-5340	COMM-PRINTING	500	0	500	500	500
01-131-5341	COMM-TELEPHONE	612	421	612	612	612
01-131-5420	OFFICE SUPPLIES	500	387	500	500	500
01-131-5710	IN-STATE TRAVEL	1,000	143	1,000	1,000	1,000
01-131-5730	DUES & MEMBERSHIPS	500	1,027	500	500	500
Total	Expenses	3,112	1,978	3,112	3,112	3,112
Total Departmental Expenses		142,749	132,132	151,268	188,027	188,027

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FY25 SALARIES & WAGES

FINANCE - 131

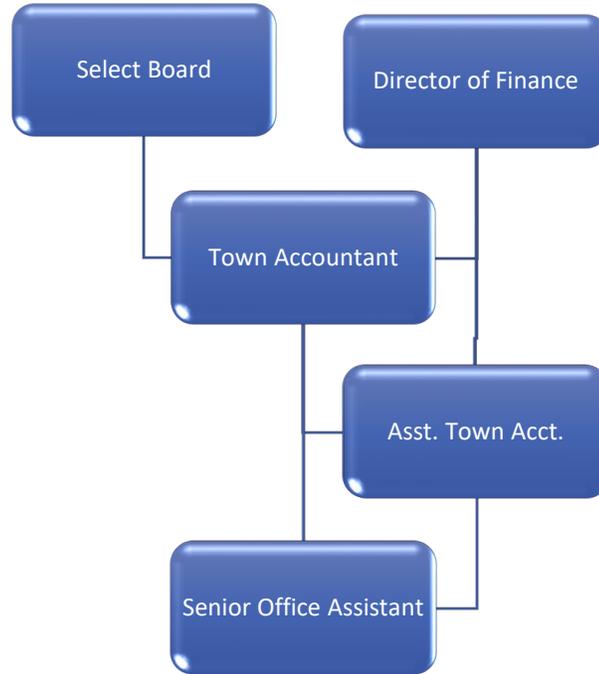
	Group	Grade	Step	Name	Job Title	Rate	Hrs/Wk	Weekly	Wks	Total
1	24	M-11	10	SENTEIO ED/VACANT	FINANCE DIRECTOR	80.51	40	3,220.40	52.2	168,105
					STIPEND	80.51	4	322.04	52.2	16,810
					FTE		1			184,915

RESERVE FUND

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
GENERAL GOVERNMENT						
132 RESERVE FUND						
Expenses						
01-132-5785 RESERVE FUND		281,501	0	308,500	325,000	325,000
Total	Expenses	281,501	0	308,500	325,000	325,000
Total Departmental Expenses		281,501	0	308,500	325,000	325,000

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TOWN ACCOUNTANT



DEPARTMENT MISSION

To monitor and implement internal controls to safeguard the integrity of the Town's financial management, as well as maintaining control of all Town funds, disbursements, and financial records in compliance with Massachusetts General Laws, the Massachusetts Department of Revenue, and the By-Laws of the Town of Falmouth.

DEPARTMENT DESCRIPTION

Functions of the Accounting office include, but not limited to, processing payroll and vendor accounts payable and submitting warrants for approval. The department maintains all grants and contracts and assists with the annual audit. Prepares all financial statistical and operational reports for local, state, and federal purposes.

DEPARTMENT GOALS

1. Implement new Financial Management software.
2. Continue to provide financial information to Town Departments, Federal and State agencies, and Taxpayers.
3. Maintain excellent customer service and communication with the public and all departments.
4. Network with associations and colleagues to look for ways to improve productivity and efficiency.
5. Ongoing cross training.

TOWN ACCOUNTANT

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
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GENERAL GOVERNMENT

135 TOWN ACCOUNTANT

Salaries

01-135-5110 SALARY & WAGES FULL TIME		206,401	206,399	232,215	240,924	240,924
Total	Salaries	206,401	206,399	232,215	240,924	240,924

Expenses

01-135-5301 PROF/TECH-ANNUAL AUDIT*		65,000	50,000	65,000	65,000	65,000
01-135-5341 COMM-TELEPHONE		200	0	200	200	200
01-135-5342 COMM-POSTAGE		25	9	25	25	25
01-135-5420 OFFICE SUPPLIES		600	588	600	600	600
01-135-5710 IN-STATE TRAVEL		1,700	1,776	1,700	1,700	1,700
01-135-5730 DUES & MEMBERSHIPS		200	160	200	200	200
Total	Expenses	67,725	52,533	67,725	67,725	67,725
Total Departmental Expenses		274,126	258,932	299,940	308,649	308,649

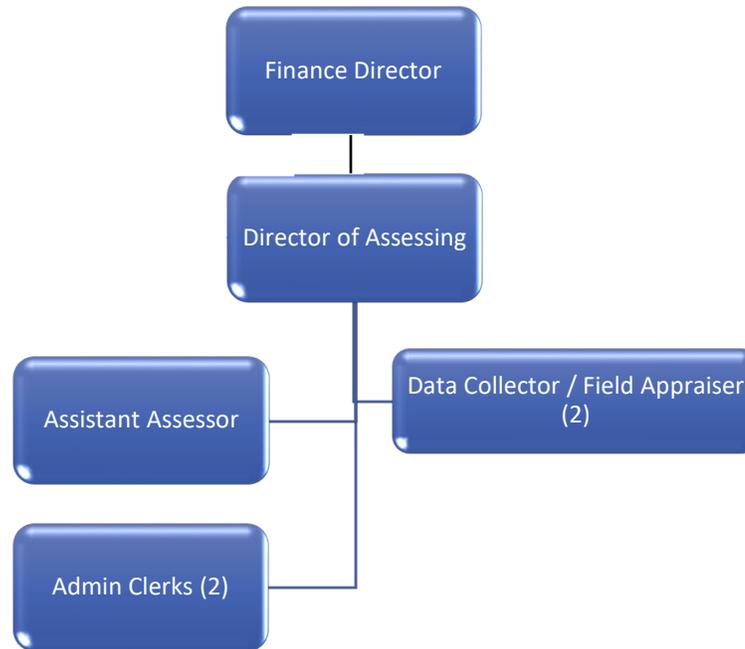
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FY25 SALARIES & WAGES

TOWN ACCOUNTANT - 135

#	Group	Grade	STEP	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total
1	24	M-09	7	ROSE VICTORIA A	TOWN ACCOUNTANT	58.88	40	2,355.20	52.2	\$122,942
				ROSE VICTORIA A	STIPEND-CERTIFIED GOV	96.15	1	96.15	26	\$2,500
2	11	A-10	6	DOMINGOS BRIAN	ASST TOWN ACCT	38.22	37.5	1,433.25	52.2	\$74,816
3	11	A-07	7	WEST KELLY	ADMIN CLERK	32.46	24	779.04	52.2	\$40,666
					<i>FTE</i>		2.6			\$240,924

ASSESSING



DEPARTMENT MISSION

To provide the taxpayers and government of the Town of Falmouth with accurate, courteous, professional, and timely service in all areas of assessing.

DEPARTMENT DESCRIPTION

Assessors, as required by Massachusetts law, value all the real and personal property within their community. They are responsible for valuing every property, from single-family residences to the largest of commercial and industrial enterprises. Every five years, Assessors must submit these values to the State Department of Revenue for certification. Assessors are also responsible for maintaining the values in the years between certifications, this is known as an interim year change. This is done so that each property taxpayer in the community pays his or her share of the cost of local government in proportion to the amount of money the property is worth. Assessors are also responsible for the motor vehicle and boat excise tax bills. The Assessors act on all requests for exemption and abatement of taxes and betterments. The Assessors are the holders of the assessment records, which includes the property record cards and Assessors' maps.

DEPARTMENT GOALS

1. Cyclical re-inspection so that each parcel is inspected at least once every nine years. This is an annual goal. To reach that goal we will need to inspect 2,400 parcels annually.
2. Continue a mandated Commercial income and expense program, we will begin reviewing all Utility accounts with appraisers as mandated by the Department of Revenue.
3. Ongoing staff cross training
4. Place historical digital records online
5. Upgrading of our CAMA program, to a 2024 model.
6. Implement new Financial Management software.
7. Implement changes to the different Exemptions.

ASSESSING

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
GENERAL GOVERNMENT						
141 ASSESSORS						
Salaries						
01-141-5110	SALARY & WAGES FULL TIME	425,921	421,543	443,641	465,234	465,234
Total	Salaries	425,921	421,543	443,641	465,234	465,234
Expenses						
01-141-5191	OTHR PERS SERV-UNIFRM ALW	100	0	100	100	100
01-141-5240	REPR/MAINT-OFFICE EQUIP	100	0	100	100	100
01-141-5319	PROF/TECH-CONTRACT SERV	24,000	15,600	26,000	44,000	44,000
01-141-5340	COMM-PRINTING	100	0	100	100	100
01-141-5341	COMM-TELEPHONE	250	0	250	150	150
01-141-5342	COMM-POSTAGE	3,000	1,500	3,000	2,500	2,500
01-141-5420	OFFICE SUPPLIES	900	451	900	900	900
01-141-5583	OTH SUPPLIES-UNIFRM	700	1,031	700	700	700
01-141-5710	IN-STATE EDUCATION/MTGS	3,440	560	3,440	3,440	3,440
01-141-5711	AUTO ALLOWANCE	600	415	600	500	500
01-141-5730	DUES & MEMBERSHIPS	625	1,825	600	600	600
Total	Expenses	33,815	21,381	35,790	53,090	53,090
Total Departmental Expenses		459,736	442,924	479,431	518,324	518,324

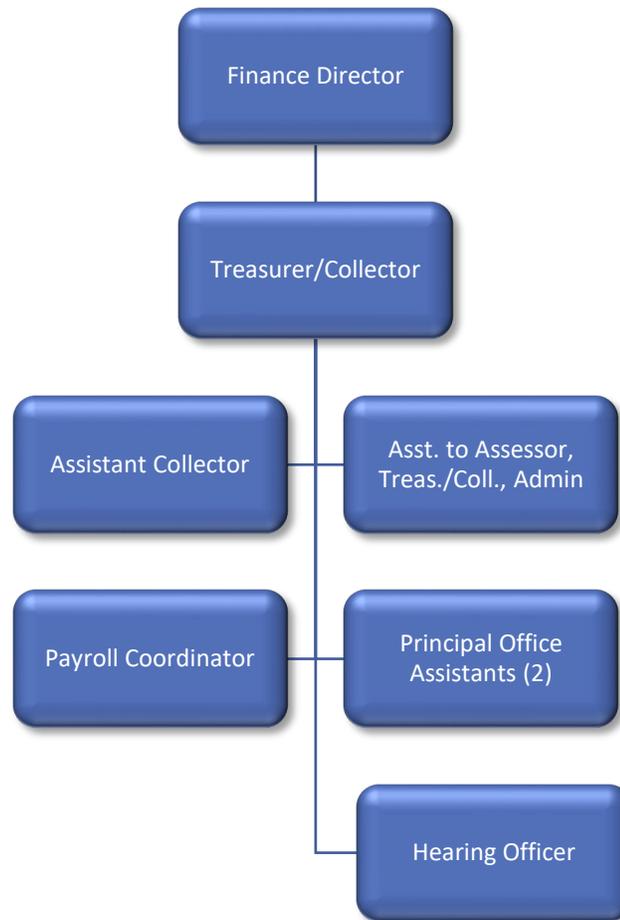
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FY25 SALARIES & WAGES

ASSESSING - 141

	Group	Grade	FY25 STEP	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total	
1	25	B-09	10	FAVULLI PATRICIA	DIR OF ASSESSING	55.75	40	2,230.00	52.2	\$116,406	
2	11	A-12	7	CABRAL BRUCE	ASST ASSESSOR	45.50	37.5	1,706.25	52.2	\$89,066	
3	11	A-09	7	HOOVER ALAN M	PPTY LISTED FIELD APPR	37.14	37.5	1,392.75	52.2	\$72,702	
4	11	A-09	5	MILLER BRIAN	PPTY LISTED FIELD APPR	34.34	37.5	1,287.75	52.2	\$67,221	
5	11	A-07	5	HOLDGATE MARTHA	ADMIN CLERK	30.01	37.5	1,125.38	52.2	\$58,745	
6	11	A-07	6	KOWZIC JESSICA	ADMIN CLERK	31.21	37.5	1,170.38	52.2	\$61,094	
						FTE	6				\$465,234

TREASURER/COLLECTOR



DEPARTMENT MISSION

Our mission is to provide the highest level of service to the citizens of Falmouth and the departments within town government by working collaboratively, accurately, and professionally towards promoting financial stability of Town operations to assure principal is protected, liquidity is maintained and yields are safely maximized.

DEPARTMENT DESCRIPTION

This office collects Real Estate & Personal Property Taxes; Motor Vehicle & Boat Excise; Parking Tickets; and Water Bills. We issue Municipal Lien Certificates; processes Betterments and Release of; Maintain banking accounts and investments, borrowing and funding. Cash Receipts, Cash Disbursements, Payroll Processing, Tailings and Tax Title Collection.

DEPARTMENT GOALS

1. Implement new Financial Management software.
2. Continue to provide timely and accurate depositing and reporting of all monies received from Town Departments, Taxpayers, Mortgage Companies, State and Federal agencies, and other outside sources.
3. Consider the needs of the taxpayers when implementing new billing and payment methods, using wise financial judgment. (Partner w/Invoice Cloud, Vadar, Permiteyes, Plymouth County Parking)
4. Successfully completed an online registration for permits; beach, disposal and shellfish.
5. Continue to streamline deposit tracking and reporting and payment system processing that is efficient for our residents and visitors when conducting business at town hall.
6. Continue to monitor interest rates to maximize the Town's return on investment; consolidate bank accounts.
7. Continue to streamline processing of vendor and payroll warrants.(Harpers implemented 2020; looking for a new financial package)

TREASURER/COLLECTOR

8. Release individuals that are “marked” for non-renewal at the RMV for their license and plates due to non-payment of excise and/or parking.
9. Continue to research tax title accounts and auction process. (Approved by Selectman 2023)
10. Continue to research performance bond accounts in order to identify owners.
11. Receive, record, and deposit all monies (cash, checks, credit cards, and EFT’s) taken in from the various departments and governmental agencies. Maintain accurate and complete cash receipt book and disbursement records to include credit card and bank statement reconciliations. Handling communication and collection of NSF and closed account return checks. Attending monthly Falmouth Retirement Board meeting and preparing/presenting monthly reconciliation including wiring of funds.
12. Monitoring the monies from state and federal agencies such as Commonwealth of Massachusetts, Cherry Sheet receipts, grants, etc. Managing and disbursing funds for Performance Bonds for various departments.
13. Maintain debt records for new and existing obligations working with Finance Director, financial advisor, and bond counsel for borrowing and debt repayment. Responsible for timely debt payments. (Uphold a AAA Bond Rating)
14. Administer and prepare Tax Title request letters for payment and follow-up on established payment schedules to bring taxpayers up-to-date and avoid foreclosure. (Summer 2023 initial TT auction letters were sent out, resulting in thousands of dollars collected on TT properties). Working with Town Counsel to address non-payment and foreclosure proceedings.
15. Fund and produce weekly payroll and vendor warrant, creating and submitting ACH, wires, and federal tax files. Responsible for preparing and submitting 945 vehicle and meals tax, 1099’s. Interacting with employees, public and vendors for lost checks, stop payments, and reissues. Handling procedural process of unclaimed checks or tailings, deferred comp plan monitoring, and monitor payroll tax payments and reporting.
16. Networking with other town’s treasurer’s offices and other departments to look at ways of improving efficiencies, sharing ideas, and solving issues.
17. Continue to process parking tickets from patrolmen, schedule hearings and send follow-ups notices.
18. Complete Tax Title deed research and prepare legal advertisement yearly.
19. Issue municipal lien certificates which are a legal, binding document when a property is sold or refinanced; betterment releases for property improvement pay-offs through Barnstable County Registry of Deeds.
20. Maintaining “P” cards for online subscriptions and department purchases.
21. Yearly reporting of Land of Low Value to DOR.
22. Yearly write-offs for Uncollectable Excise, Real Estate, Boats, Personal Property.

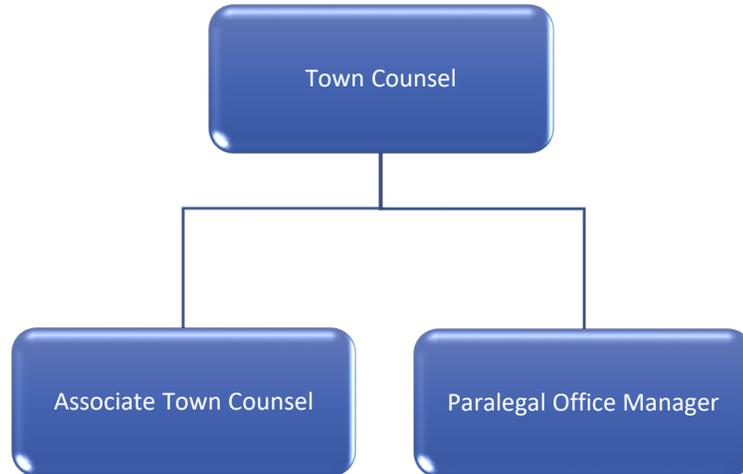
TREASURER/COLLECTOR

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
GENERAL GOVERNMENT						
145 TREASURER/COLLECTOR						
Salaries						
01-145-5110	SALARY & WAGES FULL TIME	447,623	452,622	476,671	501,223	501,223
01-145-5130	ADDITIONAL GROSS-OT	5,000	0	5,000	5,000	5,000
Total	Salaries	452,623	452,622	481,671	506,223	506,223
Expenses						
01-145-5240	REPR/MAINT-OFFICE EQUIP	1,500	1,515	1,500	1,500	1,500
01-145-5300	PROF/TECH-LEGAL/TT	18,000	2,225	18,000	18,000	18,000
01-145-5301	PROF/TECH-MWPAT NONEXFEES	7,000	2,500	7,000	7,000	7,000
01-145-5302	PROF/TECH-MWPAT EXMPTFEES	25,000	7,530	25,000	25,000	25,000
01-145-5307	PROF/TECH-BND/BNK FEE	25,000	22,116	25,000	25,000	25,000
01-145-5308	PROF/TECH-CR CRDS	17,000	25,813	17,000	17,000	17,000
01-145-5319	PROF/TECH-CONT	25,000	30,534	25,000	25,000	25,000
01-145-5340	COMM-PRINTING	11,500	13,419	11,500	11,500	11,500
01-145-5341	COMM-TELEPHONE	400	0	400	400	400
01-145-5342	COMM-POSTAGE	48,000	46,196	48,000	48,000	48,000
01-145-5420	OFFICE SUPPLIES	1,600	1,644	1,600	1,600	1,600
01-145-5710	IN-STATE TRAVEL	2,800	356	2,800	2,800	2,800
01-145-5730	DUES & MEMBERSHIPS	420	280	420	420	420
01-145-5780	MUNICIPAL BOND EXPENSE	38,500	4,110	38,500	38,500	38,500
01-145-5781	STAFF DEVELOPMENT	500	1,889	500	500	500
Total	Expenses	222,220	160,126	222,220	222,220	222,220
Total Departmental Expenses		674,843	612,748	703,891	728,443	728,443

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FY25 SALARIES & WAGES											
TREASURER/COLLECTOR - 145											
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total	
1	24	M-09	7	O'CONNELL PATRICIA	TOWN COLLECTOR	58.88	40	2,355.20	52.2	\$122,941	
				O'CONNELL PATRICIA	COLL/TREAS STIPEND	164.89	1	164.89	52.2	\$8,607	\$131,549
2	11	A-10	7	LOPES MARY ELLEN L	ASST COLLECTOR	39.75	37.5	1,490.63	52.2	\$77,811	
3	11	A-10	7	BUSH MELANIE J	ASST TO ASSESS, TREAS, FIN	39.75	37.5	1,490.63	52.2	\$77,811	
4	11	A-09	7	HARVEY SUSAN E	PAYROLL COORDINATOR	37.14	37.5	1,392.75	52.2	\$72,702	
5	11	A-08	7	REBELO MELINDA	PRIN OFC ASST	34.70	37.5	1,301.25	52.2	\$67,925	
6	11	A-08	7	EATON PATRICIA	PRIN OFC ASST	34.70	37.5	1,301.25	52.2	\$67,925	
7				PRATT BARBARA S	HEARING OFFICER	186.19	1	186.19	12	\$5,500	
						FTE	6				\$501,223

TOWN COUNSEL



DEPARTMENT MISSION

The Town of Falmouth Law Department serves as legal advisor, counselor and advocate for the Town of Falmouth, its boards, officers and elected officials. The department's mission is to provide advice and counsel as to the proper interpretation of statutes, regulations and case law on a variety of legal issues relative to the functioning of a municipal government. When appropriate, the department represents its municipal clients before the courts and administrative tribunals of the Commonwealth. The department is also responsible for drafting by-laws, policies and regulations, providing guidance to ensure compliance with the open meeting law, public records law and the conflict of interest law, approving municipal contracts and providing day to day counsel and advice in all areas of municipal law. Services are provided in a timely and efficient manner offering each board, officer or elected official the opportunity to make informed and appropriate judgments to advance the common good of the community.

DEPARTMENT DESCRIPTION

The office of Town Counsel provides legal services to the Town. Department staff consists of the Town Counsel, an Associate Town Counsel and a Paralegal/Office Manager. The department provides services in four basic practice areas as follows:

1. **Litigation**
2. **General Legal Services**
3. **Town Meeting/Legislative**
4. **Education, Training and Advice**

DEPARTMENT GOALS

Litigation Program Goal: To represent the Town and its departments, boards and committees in trials and hearings before courts, administrative agencies and tribunals, such as:

- Litigation preparation including legal research, drafting and preparation of pleadings, briefs and motions, conducting relevant discovery, assembly of administrative records and related matters including mediation and settlement.
- Representation of the Town and its departments in trials and hearings including participation in court proceedings and before administrative agencies and tribunals.
- Appellate court advocacy including prosecuting and defending matters on appeal with attendant legal research, drafting and preparation of appellate briefs and appearing before Appellate judicial panels for oral argument.
- Cooperation as a liaison with special counsel for insurance defense, labor matters, and other matters as needed.
- Preparation of periodic litigation reports to provide transparency.

TOWN COUNSEL

General Legal Services Program Goal: To attend to general legal matters of the Town, including the following:

- Provision of advice to officials and department heads on various municipal legal matters including conservation, procurement, code enforcement, public safety, land use, affordable housing, licensing, real estate conveyancing and land acquisition, contracts, open meeting law, public records law, conflict of interest law, liability issues and recent developments in the law.
- Attendance at public meetings to provide in the moment advice and support as may be requested.
- Preparation of legal opinions and memoranda on matters of municipal law concerning potential or contingent liabilities.
- Pursuit of and participation in continuing legal education programs and professional development in areas related to municipal law.

Town Meeting/Legislative Program Goal: To prepare for and assist in the conduct of Town Meeting and to participate in the legislative and regulatory functions of the Town, for example:

- Assistance with the drafting of articles and review of the warrant in preparation for Town Meeting.
- Preparation, coordination and support for and attendance at all sessions of Town Meetings.
- Drafting, editing and revision of rules, regulations and policies related to Town Meeting.
- Shepherding and oversight of proposed legislation through to its enactment.

Education, Training and Advice Program Goal: To educate and train officials, department heads and employees in legal matters relevant to their duties and responsibilities, as follows:

- Organization and administration of periodic training sessions for departments on issues of municipal law.
- Preparation of periodic memorandum on pertinent municipal topics of interest for distribution.
- Provision of responses to questions and inquiries of legal significance to aid in compliance with the law and the efficient operation of government.

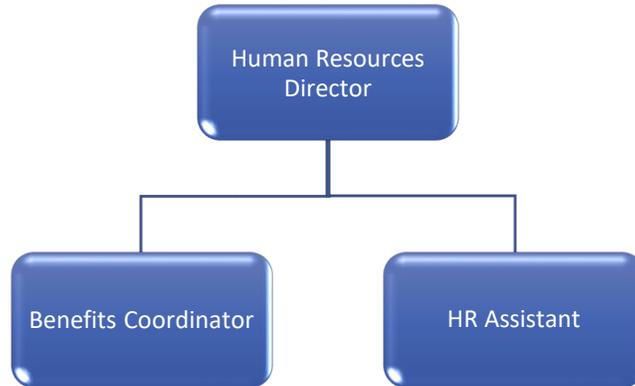
TOWN COUNSEL

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
GENERAL GOVERNMENT						
151 LEGAL SERVICES						
Salaries						
01-151-5110	SALARY & WAGES FULL TIME	334,012	318,583	352,350	371,645	371,645
01-151-5120	SALARY & WAGES TEMP	3,500	0	3,500	0	0
Total	Salaries	337,512	318,583	355,850	371,645	371,645
Expenses						
01-151-5270	RENTL/LEASE-BUILDING	24,720	24,000	24,720	27,000	27,000
01-151-5300	PROF/TECH SPEC COUNSEL*	280,000	232,415	150,000	150,000	150,000
01-151-5301	PROF/TECH-RECORD FEES	1,500	1,050	1,500	1,500	1,500
01-151-5340	COMM-PRINTING	500	0	500	200	200
01-151-5341	COMM-TELEPHONE	1,800	1,675	1,800	1,800	1,800
01-151-5342	COMM-POSTAGE	950	80	950	500	500
01-151-5400	CASE EXPENSES	8,500	667	8,500	8,500	8,500
01-151-5420	OFFICE SUPPLIES	3,000	1,942	3,000	3,000	3,000
01-151-5425	OFFICE SUPPLY-LAW BOOKS	17,700	16,473	17,700	18,300	18,300
01-151-5711	AUTO ALLOWANCE	2,000	437	2,000	2,000	2,000
01-151-5730	DUES & MEMBERSHIPS	1,600	1,199	1,600	2,000	2,000
01-151-5781	STAFF DEVELOPMENT	950	135	950	950	950
Total	Expenses	343,220	280,073	213,220	215,750	215,750
Total Departmental Expenses		680,732	598,656	569,070	587,395	587,395

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FY25 SALARIES & WAGES										
TOWN COUNSEL - 151										
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total
1	24	M-12	7	O'KEEFE MAURA	TOWN COUNSEL	78.26	40.00	3,130.40	52.20	163,407
2	24	M-10	7	TOBIN BRIAN	ASSOC TOWN COUNSEL	63.32	40.00	2,532.80	52.20	132,213
3	24	M-04	4	CAROLLA DIANE	PARAL/ADM ASST	36.41	40.00	1,456.40	52.20	76,025
						FTE	3			371,645

HUMAN RESOURCES



DEPARTMENT MISSION

The mission of the Human Resources Department is to provide the leadership, direction, and support needed to attract, retain, and develop talented individuals, while promoting a productive and efficient workplace, in order to align ourselves with the ever changing needs of the Town of Falmouth.

DEPARTMENT DESCRIPTION

The Human Resources Department provides high quality programs and services relating to Recruitment, Labor & Employee Relations, Compensation, Benefits, Training & Development and Diversity, all while ensuring that the town is in compliance with local, state and federal employment/labor regulations.

GOALS

1. **Benefits & Compensation**

Continue to implement classification/compensation study recommendations for select groups of positions and unions. The study will illustrate for the town how our current salary compares to comparable communities and will provide recommendations, methods and guidelines for achieving the overall aspects of the study. The goal is to then implement these recommendations which will improve our market position so that we can recruit and retain highly qualified individuals, while maintaining fiscal responsibility.

2. **Performance Management**

Implement Performance Evaluations for select unions. This goal is designed to address our ability to better manage the performance of our employees. The benefits of instituting performance evaluations range from increasing job satisfaction and motivation, better morale, teamwork and open communication as well as improving performance.

3. **Recruitment & Retention**

Research and implement new recruitment and retention strategies to address the tight labor market. Compensation for several of the bargaining units has increased in response to market studies that were completed and it is the intention of the HR Department to implement and expand marketing efforts and social media presence, candidate sourcing and proactive recruitment efforts. The department will also use data analytics to measure success in advertising and outreach efforts.

4. **Training and Development**

Provide quality, cost-effective training and development designed to increase organizational productivity and enrichment.

HUMAN RESOURCES

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
GENERAL GOVERNMENT						
152 HUMAN RESOURCES						
Salaries						
01-152-5110	SALARY & WAGES FULL TIME	218,189	188,570	246,808	338,733	338,733
01-152-5111	WAGES NEW HIRE BONUSES	82,000	35,000	50,000	50,000	50,000
01-152-5135	RECORDING MEETINGS	40,000	35,133	43,000	43,000	43,000
Total	Salaries	340,189	258,703	339,808	431,733	431,733
Expenses						
01-152-5304	PROF/TECH-TRAINING	6,700	4,825	6,700	6,700	6,700
01-152-5317	PROF/TECH-MEDICAL SERV	10,000	13,960	10,000	10,000	10,000
01-152-5319	CONSULTING/PROF SERV	30,000	30,692	30,000	30,000	30,000
01-152-5340	COMM-PRINTING	900	624	900	900	900
01-152-5341	COMM-TELEPHONE	620	1,324	620	620	620
01-152-5342	COMM-POSTAGE	2,100	1,022	2,100	2,100	2,100
01-152-5343	COMM-ADVT VCNCY	13,000	10,015	20,000	20,000	20,000
01-152-5420	OFFICE SUPPLIES	1,800	1,468	1,800	1,800	1,800
01-152-5585	OTH SUPPLIES-SUB	300	219	300	300	300
01-152-5710	IN-STATE TRAVEL	950	205	950	950	950
01-152-5730	DUES & MEMBERSHIPS	800	275	800	800	800
01-152-5781	STAFF DEVELOPMENT	895	0	895	5,895	5,895
Total	Expenses	68,065	64,631	75,065	80,065	80,065
Total Departmental Expenses		408,254	323,334	414,873	511,798	511,798

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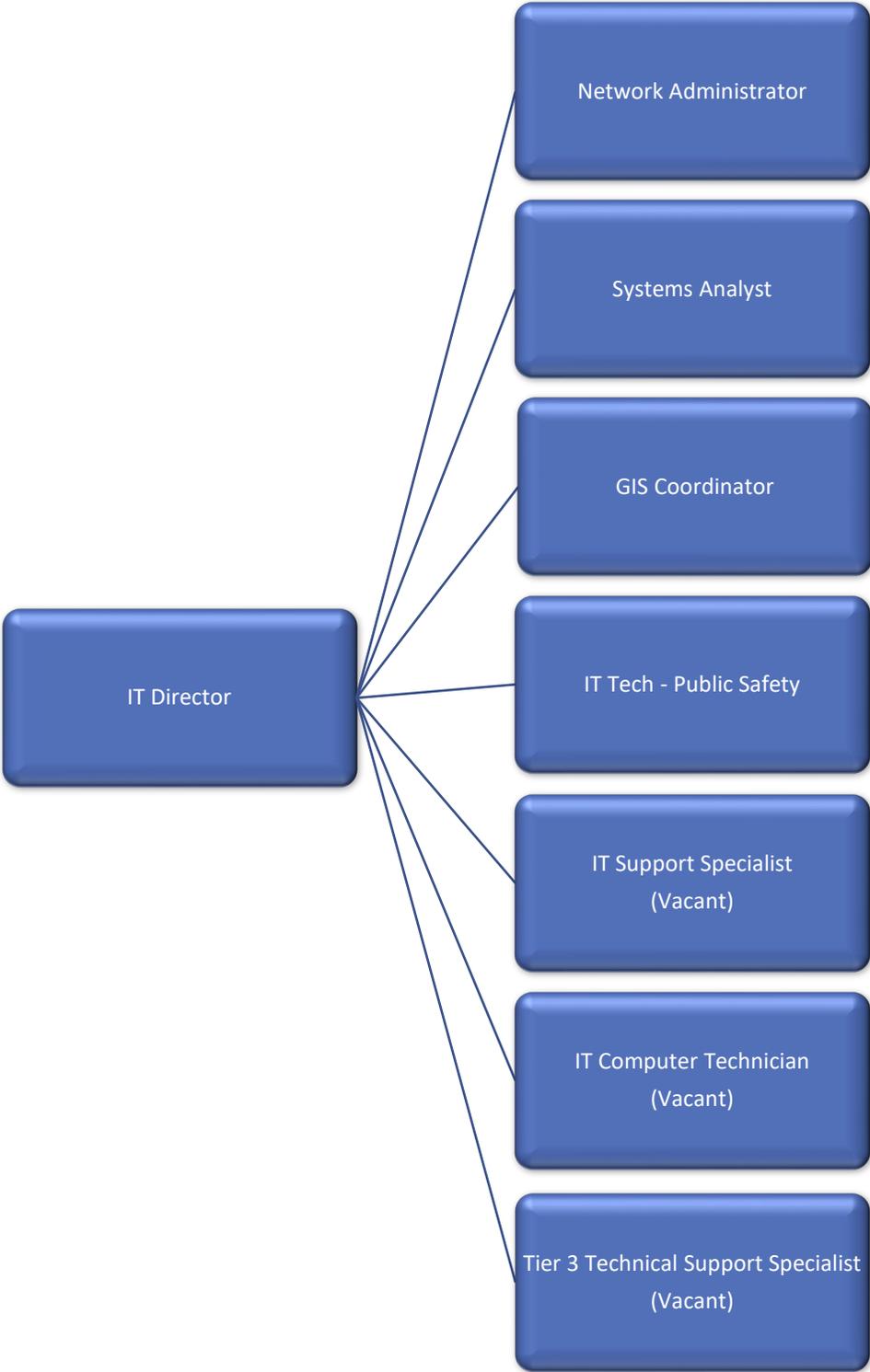
FY25 SALARIES & WAGES											
HUMAN RESOURCES - 152											
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total	
1	24	M-09	3	LUMPING SUSAN	HR DIRECTOR	51.51	40	2,060.40	52.2	107,553	
					STIPEND - ADA	28.85	1	28.85	52.2	1,506	109,059
2	24	M-07	5	VACANT	ASSISTANT HR DIRECTOR	47.69	40	1,907.60	52.2	99,577	
3	24	M-03	7	BELAIR CATHY-LYNNE	BENEFITS COORD	34.96	37.5	1,311.00	52.2	68,435	
4	24	M-02	8	RICKARD KATHRYN	HR OFFICE ASSISTANT	31.50	37.5	1,181.25	52.2	61,662	
					<i>FTE</i>		4				338,733

DISABILITY COMMISSION

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
COMMUNITY SERVICES						
560 DISABILITIES COMMISSION						
Expenses						
01-560-5340	COMM-PRINTING	150	111	150	150	150
01-560-5420	OFFICE SUPPLIES	100	8	100	100	100
Total	Expenses	250	119	250	250	250
Total Departmental Expenses		250	119	250	250	250

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INFORMATION TECHNOLOGY



INFORMATION TECHNOLOGY

DEPARTMENT MISSION

FIT provides reliable, secure, integrated technology solutions aligned with strategic goals while delivering excellence in customer service.

In support of this mission, we will:

- Demonstrate operational and technical excellence through a commitment to professionalism and continuous process improvement.
- Partner with Falmouth staff to understand the staff's and their customers' information systems requirements.
- Provide leadership and planning for the effective and strategic use of emerging technologies.

DEPARTMENT DESCRIPTION

FIT provides reliable, secure, integrated technology solutions aligned with strategic goals while delivering excellence in customer service.

DEPARTMENT GOALS

1. Business and IT Strategic Alignment
2. A Skilled and Knowledgeable IT Workforce
3. Secure & Reliable IT Infrastructure
4. Effective and Efficient Management of Desktop Hardware and Applications
5. Management of Software Development Efforts for Effective and Efficient Support of Business Processes and Service Delivery
6. Efficient User Support and Quality Assurance
7. Effective IT Controls and Standards

INFORMATION TECHNOLOGY

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
GENERAL GOVERNMENT						
155 INFORMATION TECH						
Salaries						
01-155-5110	SALARY & WAGES FULL TIME	579,097	557,594	623,540	695,555	695,555
01-155-5130	ADDITIONAL GROSS-OT	10,000	3,961	10,000	10,000	10,000
Total	Salaries	589,097	561,555	633,540	705,555	705,555
Expenses						
01-155-5240	REPR/MAINT-OFFICE EQUIP	22,600	27,103	22,600	22,600	22,600
01-155-5267	REPR/MAINT-COMP SYS	400,000	396,605	575,556	64,000	64,000
01-155-5313	PROF/TECH-CONT SERV*	7,000	0	160,000	7,000	7,000
01-155-5341	COMM-TELEPHONE	32,500	20,395	32,500	32,500	32,500
01-155-5347	COMM-INTERNET	25,000	16,632	25,000	25,000	25,000
01-155-5420	OFFICE SUPPLIES	5,000	99	5,000	5,000	5,000
01-155-5582	OTH SUPPLIES-COMP	18,500	44,254	45,786	45,786	45,786
01-155-5710	IN-STATE TRAVEL	1,000	298	1,000	1,000	1,000
01-155-5781	STAFF DEVELOPMENT	3,000	0	5,000	5,000	5,000
01-155-5875	COMP EQUIP & SOFTWARE*	20,000	15,599	15,000	576,000	576,000
Total	Expenses	534,600	520,986	887,442	783,886	783,886
Total Departmental Expenses		1,123,697	1,082,540	1,520,982	1,489,441	1,489,441

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FY25 SALARIES & WAGES											
INFORMATION TECHNOLOGY - 155											
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total	
1	24	M-10	7	LEWIS DAWN	DIRECTOR OF IT	63.32	40	2,532.80	52.2	132,212	
2	24	M-07	7	MROWKA MARK	NETWORK ADMINISTRATOR	50.99	40	2,039.60	52.2	106,467	
3	24	M-06	7	ROPER JOSEPH	SYSTEMS ANALYST	48.56	40	1,942.40	52.2	101,393	
4	24	M-06	7	VACANT	SYSTEMS ANALYST	48.56	40	1,942.40	52.2	101,393	
5	24	M-05	7	VACANT	NETWK COMP TECH	46.28	40	1,851.20	52.2	96,633	
6	24	M-03	7	VACANT	IT SUPPORT SPECIALIST	34.96	40	1,398.40	52.2	72,996	
7	11	A-12	4	FLAHERTY THOMAS	NETWK COMP TECH-PUB SFTY	40.45	40	1,618.00	52.2	84,460	
					FTE		7				695,555

GEOGRAPHIC INFORMATION SYSTEMS



DEPARTMENT MISSION

The mission of the Falmouth GIS Department is to assist, promote, and develop a shared geographic information system resource for local decision makers and the general public.

DEPARTMENT DESCRIPTION

Geographic Information System - An **automated** system composed of **hardware, software, data and people** used to create, store, display and analyze spatial data and related attribute data

DEPARTMENT GOALS & PERFORMANCE MEASURES

In pursuing its mission, the Falmouth GIS Department must be designed to:

1. Maximize data quality for system users through maintenance procedures developed with the data layers home Department of over 100 layers.
2. Engage in research and development to take advantage of improvements in GIS and data technology.
3. Update and maintain Falmouth's digital cadastral parcel base map as well as our other infrastructure data layers and departmental layers.
4. Promote increased awareness about GIS technology and applications to the Town of Falmouth Departments.
5. Provide user-friendly public access
6. Assist all Departments and Boards in meeting their missions and goals by providing appropriate GIS services.
7. Maintain Falmouth Online Map Geo GIS with latest updates and information available.
8. Attract interest in the Town of Falmouth GIS department with innovative community events and outreach including presentations at the area schools and public events.
9. Migrate our GIS services to ARCPRO and link appropriate departments as well as set up instructional classes for those employees that need lessons in using ARCPRO and how it enhances their departments specific datasets.
10. Update and verify all town layers to match real time Geographical Coordinates, including GPS verification of properties.

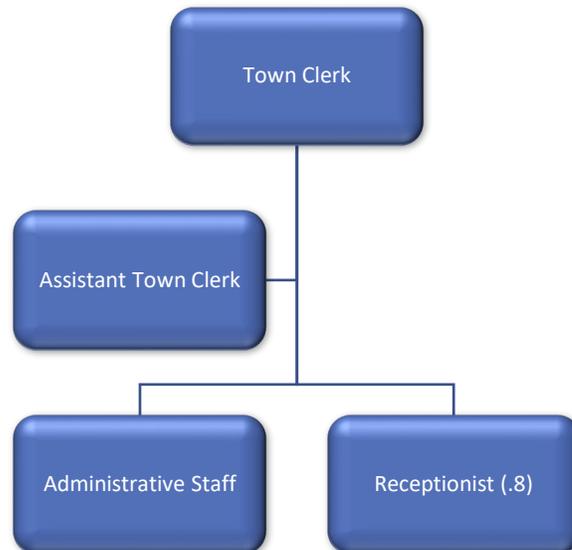
GEOGRAPHIC INFORMATION SYSTEMS

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
GENERAL GOVERNMENT						
156 GEOGRAPHIC INFO SYSTEMS						
Salaries						
01-156-5110	SALARY & WAGES FULL TIME	90,452	87,543	96,131	98,052	98,052
Total	Salaries	90,452	87,543	96,131	98,052	98,052
Expenses						
01-156-5267	COMPUTER REPAIR/MAINT	17,500	1,369	18,000	2,000	2,000
01-156-5420	OFFICE SUPPLIES	1,000	938	1,500	1,500	1,500
01-156-5710	IN-STATE TRAVEL	250	0	500	500	500
01-156-5735	LICENSES & UPGRADES	0	15,900	0	16,000	16,000
01-156-5781	STAFF DEVELOPMENT	1,500	0	1,750	1,750	1,750
Total	Expenses	20,250	18,207	21,750	21,750	21,750
Total Departmental Expenses		110,702	105,750	117,881	119,802	119,802

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FY25 SALARIES & WAGES										
INFORMATION TECHNOLOGY - 155										
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total
1	24	M-06	6	WAID STACEY	GIS COODINATOR	46.96	40	1,878.40	52.2	98,052
						<i>FTE</i>	<i>1</i>			<i>98,052</i>

TOWN CLERK



DEPARTMENT MISSION

1. To carry out the policies of the Select Board, the regulations of the Commonwealth of Massachusetts, and meet the needs of the residents of our community.
2. Respond to all inquiries, providing knowledge and assistance in a professional, consistent, and impartial manner to all citizens.
3. To administer fair and accurate elections, guaranteeing access to every citizen.
4. To maintain factual public records, preserving and documenting the history of our community.
5. To be proactive in promoting and preserving the proud traditions of our community.

DEPARTMENT DESCRIPTION

Interacts tactfully and appropriately with the public answering general questions and directs the public to appropriate department. Conducts research and produce attest copies, Issues various licenses and permits, participates in community meetings providing information as requested.

Conduct all elections in conformance with federal and state laws and regulations, staff and prepare polling locations, process absentee ballots, test voting equipment, prepare the ballot for local elections, certify and report results, administer campaign finance law for local elections, administer oaths of office.

Register birth certificates received from hospital Create birth record for at home birth, delayed record of birth, out of commonwealth birth, process Acknowledgement of Parentage, Review and register submitted Death Certificates, receive and review Intentions, prepare Marriage Certificate, scan & index records into Laserfiche, print copies for town records to be bound in books, prepare documents to be sent to the Registry of Vital Records with monthly report.

Records all Board of Appeals applications, Board of Appeals Decisions, Planning Board filings, Select Board decisions, Sundry filings, process non-criminal violations, processes underground fuel storage applications, Records and posts all meeting notices, maintaining and safeguarding town records, in accordance with statutory requirements.

Record census forms with changes-including creating and modifying households members, voter and family information, moving inactive voters, recording veteran status, occupation, party status deleting residents as warranted Register new voters, change addresses and deleting voters as necessary. Maintain state voter database.

TOWN CLERK

DEPARTMENT GOALS

1. Respond to all inquiries, providing knowledge and assistance in a professional, consistent, and impartial manner to all citizens.
2. To administer fair and accurate elections, guaranteeing access to every citizen.
3. To maintain factual public records, preserving and documenting the history of our community.
4. To be proactive in promoting and preserving the proud traditions of our community.

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
GENERAL GOVERNMENT						
161 TOWN CLERK						
Salaries						
01-161-5110	SALARY & WAGES FULL TIME	328,595	329,594	348,280	365,069	365,069
01-161-5120	SALARY & WAGES-REGISTRARS	1,250	1,250	1,250	1,250	1,250
01-161-5127	SALARY & WAGES - CENSUS	2,000	0	2,000	2,000	2,000
01-161-5130	ADDITIONAL GROSS-OT	1,000	1,999	1,000	1,000	1,000
Total	Salaries	332,845	332,843	352,530	369,319	369,319

Expenses						
01-161-5240	REPR/MAINT-OFFICE EQUIP	500	6,316	500	500	500
01-161-5305	PROF/TECH-ARCHIVING	2,000	127	3,000	3,000	3,000
01-161-5319	PROF/TECH-CONT SERV	0	0	0	6,000	6,000
01-161-5340	COMM-PRINTING	6,000	7,497	7,000	7,000	7,000
01-161-5342	COMM-POSTAGE	28,500	27,297	10,000	10,000	10,000
01-161-5343	COMM-ADS	1,000	236	1,000	1,000	1,000
01-161-5347	COMM-CODE UPDATE	10,000	3,997	10,000	10,000	10,000
01-161-5349	COMM-ST LST	2,500	2,203	2,500	2,500	2,500
01-161-5420	OFFICE SUPPLIES	1,500	1,056	1,500	1,500	1,500
01-161-5430	SUPPLIES-LICENSES	500	628	500	500	500
01-161-5710	IN-STATE TRAVEL	1,000	1,041	1,500	1,500	1,500
01-161-5730	DUES & MEMBERSHIPS	600	650	800	800	800
Total	Expenses	54,100	51,047	38,300	44,300	44,300
Total Departmental Expenses		386,945	383,890	390,830	413,619	413,619

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FY25 SALARIES & WAGES										
TOWN CLERK - 161										
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total
1				PALMER MICHAEL	TOWN CLERK	53.44	40	2,137.60	52.2	111,583
2	11	A-10	7	ROBBINS LAURIE C	ASST TOWN CLERK	39.75	37.5	1,490.63	52.2	77,811
3	11	A-08	7	GONSALVES SUZANNE	PRINICIPAL ASST	34.70	37.5	1,301.25	52.2	67,926
4	11	A-08	4	DRAPER HARRIET	ADMINISTRATIVE CLERK	30.86	37.5	1,157.25	52.2	60,409
5	11	A-05	7	RYMSHA BARBARA	SWTCHBRD/RECPTN	28.34	32	906.88	52.2	47,340
						<i>FTE</i>	4.85			365,069

ELECTIONS

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
GENERAL GOVERNMENT						
162 ELECTIONS & TOWN MEETINGS						
Salaries						
01-162-5120	SALARY & WAGES TEMP	75,000	72,790	55,000	75,000	75,000
Total	Salaries	75,000	72,790	55,000	75,000	75,000
Expenses						
01-162-5270	RENTL/LEASE-BUILDING	3,000	3,000	1,500	3,000	3,000
01-162-5319	PROF/TECH MAINT CONTRACTS	15,000	17,928	18,000	22,000	22,000
01-162-5340	COMM-PRINTING	12,000	10,476	12,000	12,000	12,000
01-162-5341	COMM-TELEPHONE	200	0	0	0	0
01-162-5342	COMM-POSTAGE	0	0	10,000	10,000	10,000
01-162-5343	COMM-ADVERTISING	2,000	360	2,000	2,000	2,000
01-162-5586	OTHER SUPPLIES-ELECTION	2,000	1,585	2,000	2,000	2,000
Total	Expenses	34,200	33,348	45,500	51,000	51,000
Total Departmental Expenses		109,200	106,138	100,500	126,000	126,000

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TOWN MEETING

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
GENERAL GOVERNMENT						
113 TOWN MEETING						
Salaries						
01-113-5120	SALARY & WAGES TEMP	2,000	1,458	2,000	2,000	2,000
Total	Salaries	2,000	1,458	2,000	2,000	2,000
Expenses						
01-113-5311	PROF/TECH-INTERPRETOR	3,000	0	3,000	1,000	1,000
01-113-5316	PROF/TECH-STENOGRAPHER	7,000	4,531	7,000	7,000	7,000
01-113-5319	PROF/TECH MAINT-CONT	0	0	0	900	900
01-113-5340	COMM-PRINTING	9,000	7,023	9,000	10,000	10,000
01-113-5342	COMM-POSTAGE	2,000	2,000	2,000	3,000	3,000
01-113-5343	COMM-ADVERTISING	15,000	7,916	15,000	15,000	15,000
01-113-5380	OTR PRCH SERV-SOUND SYSTM	4,000	2,720	4,000	4,000	4,000
Total	Expenses	40,000	24,190	40,000	40,900	40,900
Total Departmental Expenses		42,000	25,648	42,000	42,900	42,900

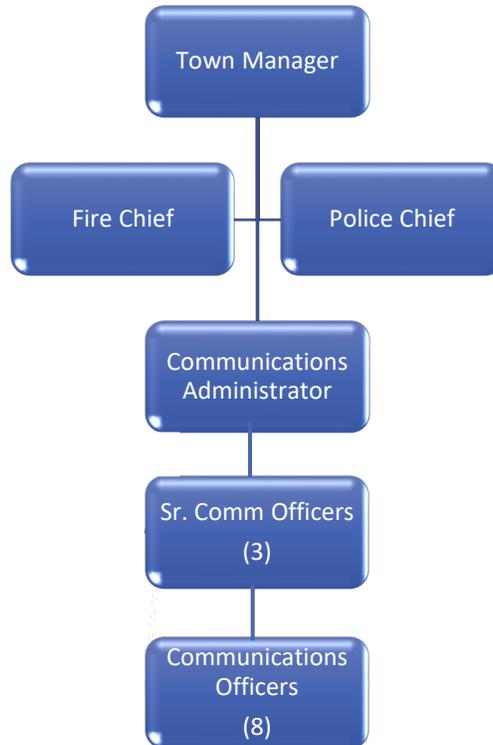
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TOWN MODERATOR

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
GENERAL GOVERNMENT						
114 TOWN MODERATOR						
Salaries						
01-114-5120 SALARY & WAGES TEMP		1,500	1,500	1,500	1,500	1,500
Total	Salaries	1,500	1,500	1,500	1,500	1,500
Total Departmental Expenses		1,500	1,500	1,500	1,500	1,500

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CONSOLIDATED COMMUNICATIONS



DEPARTMENT MISSION

Everything we do is designed to serve the community. To provide those who need us with a sense of safety and security. To ensure that those in our community get the best public safety services possible and help them be able to live a better life in a world with a higher sense of safety and self.

We do that by providing outstanding customer service to the public; by taking the time to ensure everyone we deal with is treated as if they were a member of our own family. We help our Police Officers and Fire Fighters respond to emergency events quickly, safely and efficiently. We work to ensure that every single caller feels like they are important.

We answer 911 calls and are emergency telecommunications dispatchers for the Town of Falmouth Massachusetts.

DEPARTMENT DESCRIPTION

The Falmouth Emergency Communications Center is responsible for providing emergency communications and all related secondary functions for the Public Safety agencies within the Town of Falmouth. Consisting of a Communications Administrator, three (3) Senior Dispatchers and eight (8) Dispatchers we serve a population of 35,000 to 100,000 residents and visitors on a daily basis with at least two (2) dispatchers on duty at all times. In fiscal year 2023 we logged 31,728 incidents and answered over 10,000 calls on the 911 system.

DEPARTMENT GOALS

1. Quality Assurance / Quality Improvement

As a Public Safety agency our number one priority must always be to provide the best possible services to the citizens of Falmouth and the other Public Safety partners we work with. By continuing and expanding our QA/QI program we can better ensure the services our agency provides to the community meet the high level of service expected by our stakeholders while also providing us with areas of needed improvement. A high quality QA/QI program is not only seen as an industry standard, but helps to reduce liability on the Town by ensuring high standards for service are met.

CONSOLIDATED COMMUNICATIONS

2. Improving Technology

Some of our key technology infrastructure is approaching the end of useful life or is no longer being directly supported by the vendors. These are areas that we will need to work with our Police and Fire counterparts to address in the near future. As with everything we do our systems need to be designed to work with and improve not only our operations but those of our partner agencies. Planning for replacement solutions along with the incorporation of other needed technology to streamline processes and minimize fiscal impacts to the community will be a critical task as we move forward.

3. Staffing

Our agency has seen some staffing deficits over the last year due to employees choosing other career paths. We have dropped as low as 5 full-time staff members covering all shifts. We are taking steps to aggressively work our way back to full staffing levels. Our numbers directly correlate to the activities of our public safety partners in the Police and Fire Departments as well as incidents that occur throughout our community. Based on our FY20 numbers our staff handled an average of approximately 85 emergency incidents per day. That number does not include the hundreds of non-emergency business line calls and inquiries that we receive daily. By increasing our staffing levels our goal would be to provide a higher level of service to both our internal and external customers, all while reducing our overtime expenditures by maintaining our minimum staffing levels while not backfilling time off during off peak hours.

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC SAFETY						
230 CONSOLIDATED COMM						
Salaries						
01-230-5110	SALARY & WAGES FULL TIME	576,079	541,065	647,280	653,147	653,147
01-230-5115	SHIFT DIFFERENTIAL	0	0	9,500	9,500	9,500
01-230-5120	SALARY & WAGES-TEMP PER DIEM	9,000	1,255	0	0	0
01-230-5130	ADDTN'L GROSS-OT	205,000	247,260	110,000	110,000	110,000
01-230-5140	HOLIDAY	23,500	22,117	29,500	29,500	29,500
Total	Salaries	813,579	811,696	796,280	802,147	802,147
Expenses						
01-230-5319	PROF/TECH-CONT SERV	65,000	68,918	72,000	90,000	90,000
01-230-5340	COMM-PRINTING	750	0	500	500	500
01-230-5341	COMM-TELEPHONE	8,100	7,021	11,300	11,300	11,300
01-230-5342	COMM-POSTAGE	250	0	0	0	0
01-230-5346	REPR/MAINT-COMP	10,000	7,626	10,000	10,000	10,000
01-230-5420	OFFICE SUPPLIES	7,500	6,156	7,500	7,500	7,500
01-230-5583	OTH SUPPLIES-UNIFORMS	3,250	2,430	4,250	4,250	4,250
01-230-5730	DUES & MEMBERSHIPS	1,000	225	1,000	1,000	1,000
01-230-5781	STAFF DEVELOPMENT	9,500	3,069	7,500	7,500	7,500
Total	Expenses	105,350	95,446	114,050	132,050	132,050
Total Departmental Expenses		918,929	907,142	910,330	934,197	934,197

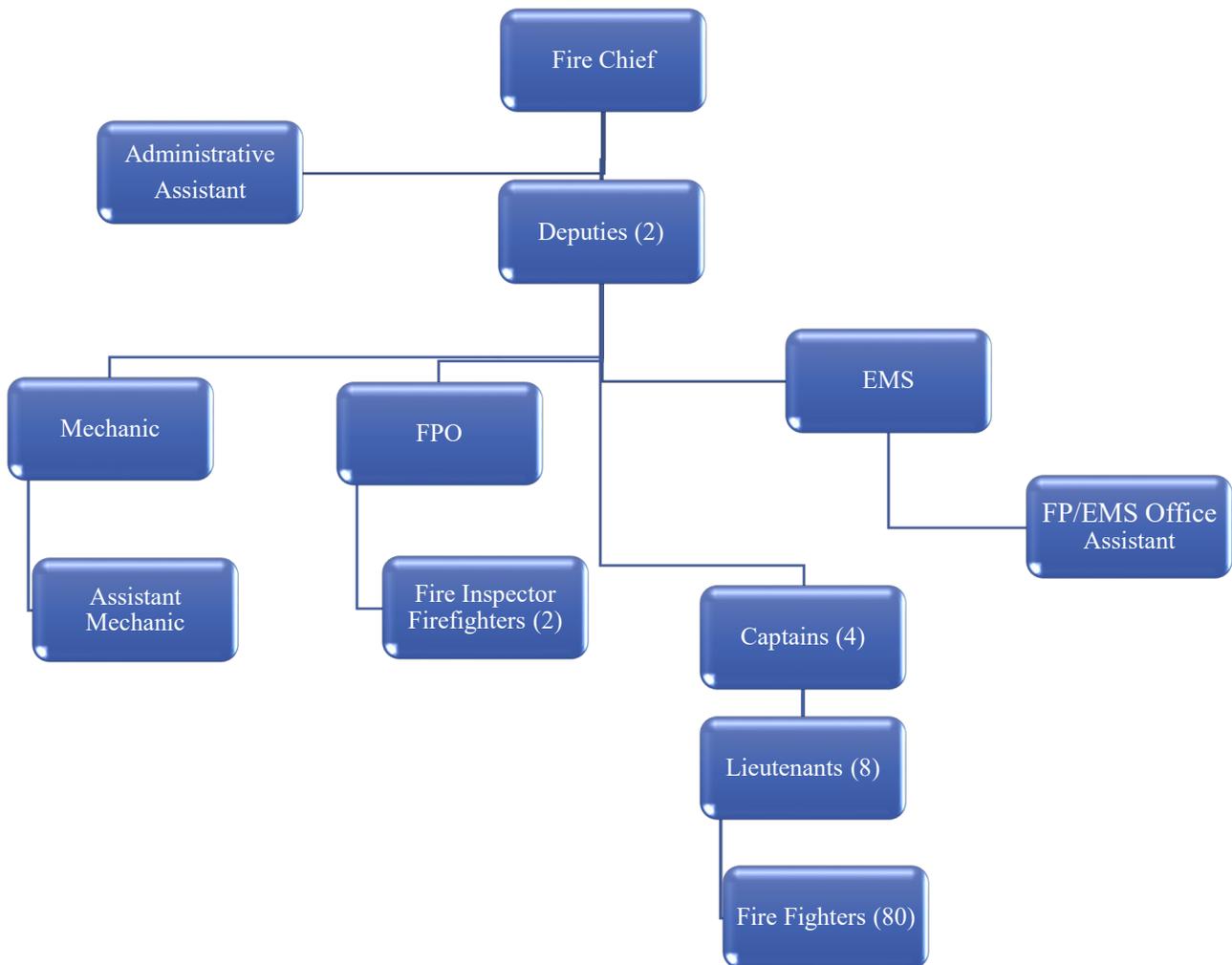
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CONSOLIDATED COMMUNICATIONS

FY25 SALARIES & WAGES

CONSOLIDATED COMMUNICATIONS - 230											
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total	
1	24	M-07	6	VACANT	COMM ADMINISTRATOR	49.31	40	1,972.40	52.2	102,959	
2	45	C-02	7	VACANT	SR COMM OFFICER	32.04	40	1,281.60	52.2	66,900	
3	45	C-02	5	VACANT	SR COMM OFFICER	29.93	40	1,197.20	52.2	62,494	
4	45	C-02	4	VACANT	SR COMM OFFICER	28.91	40	1,156.40	52.2	60,364	
5	45	C-01	4	WEINER GRIFFIN	COMMUNICATIONS OFFICER	27.54	40	1,101.60	52.2	57,504	
6	45	C-01	4	VACANT	COMMUNICATIONS OFFICER	27.54	40	1,101.60	52.2	57,504	
7	45	C-01	5	OLIVER AMANDA	COMMUNICATIONS OFFICER	28.50	40	1,140.00	52.2	59,508	
8	45	C-01	5	DESMARAIS STEPHANIE	COMMUNICATIONS OFFICER	28.50	40	1,140.00	52.2	59,508	
9	45	C-01	4	DICKINSON STEPHANEE	COMMUNICATIONS OFFICER	27.54	40	1,101.60	52.2	57,504	
10	45	C-01	5	AKINS STEPHEN	COMMUNICATIONS OFFICER	28.50	40	1,140.00	52.2	59,508	
11				EVENING SHIFT DIFFERENTIAL	(2 OFFICERS per shift)	0.60	120	72.00	52.2	3,758	
12				NIGHT SHIFT DIFFERENTIAL	(2 OFFICERS per shift)	0.90	120	108.00	52.2	5,638	
						FTE	10				653,147

FIRE/RESCUE DEPARTMENT



MISSION STATEMENT OF THE FALMOUTH FIRE/RESCUE DEPARTMENT

To provide to the citizens and visitors of our town the most effective, efficient, and expedient emergency services for the protection of life and property due to fire, medical emergencies, and natural or man-made disasters.

DEPARTMENT DESCRIPTION

The FFRD is a full-service Fire/EMS agency consisting of 103 full-time personnel. We provide Fire Suppression, Advanced Life Support EMS services, Fire Prevention/Inspection, Community Risk Reduction and Emergency Management services to a diverse population of 35,000 to 100,000 residents and visitors. Our department continues to see increased calls for Fire/EMS services. Calls for service will amount to approximately 9,000 calls by the end of this calendar year.

FIRE/RESCUE DEPARTMENT

DEPARTMENT GOALS

Staffing: Fire Suppression/EMS

The removal from Civil Service, at the April 2023 Town Meeting, required our department to develop an entirely new hiring process, from recruitment advertising to developing a new application and utilizing the Town's CivicHR applicant platform. The May 2023 ballot approval of 14 new firefighters enabled us to put our new hiring system in place quickly and we received a far greater response from interested candidates than we had in years through the Civil Service process, and many more applicants were from closer communities. These additional firefighters will aid in daily operations to meet the requirements outlined in the current staffing agreement, resource deployment and the continual rise in call volume.

Building Maintenance/Station Improvements:

The Falmouth Fire Rescue Department conducts an annual inspection of all 5 of our fire stations throughout Town. This past inspection notes several areas of needed improvements and repairs, with some stations needing more attention than others based on the age of their construction. Time continues to influence these buildings and although general maintenance is provided through the DPW Facilities Maintenance Division, major repairs are required at our older facilities, especially the West Falmouth station.

The Hatchville station, located at 878 Sandwich Rd., is anticipated to be online by late 2024 to early 2025. The Headquarters (Main St.) Station has problems with the 20+-year-old HVAC system due to the inability to secure replacement parts. Ken Steele, our long-time HVAC contractor, who manufactured needed parts on his own, has retired. Continual breakdowns and the inability to secure needed parts affirms our recommendation that this system be upgraded or replaced.

Vehicle and equipment upgrade or replacement:

We follow NFPA standards which outline what is required for maintaining vehicles, ambulance apparatus and equipment in the fire service. Our department has been very proactive and diligent in maintaining our resources with the support of our Mechanic Division. They provide essential work to provide regular service and are on site to manage any unforeseen mechanical issues. However, at some point it becomes cost prohibitive to keep repairing equipment that is kept in service beyond its normal life span. In most instances, there is an end-of-life date attached to each or a timeframe to place our apparatus in reserve. The Department has been very diligent in making replacement requests through the Department's Capital Improvement Plan over the years. The Town in return recognizes the work we perform and supports our requests. We are hopeful that we will again be successful with our vehicle CIP requests as we rely on these specialized apparatus to continue to address the many calls for assistance each day throughout the entire community.

Fire Wages

Based on securing the entire amount of the Fire Override into an Article and Stabilization Fund these funds will be used to cover the difference of Fire Salary and Wages in the operating budget and the Salary and Wages employee detail.

- Fire Salary & Wages in the operating budget = \$8,762,761
- Fire Salary & Wages in the employee detail = \$9,023,410
- The difference to come out of the Fire Override Article = \$260,649

FIRE/RESCUE DEPARTMENT

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC SAFETY						
220 FIRE						
Salaries						
01-220-5110	SALARY & WAGES FULL TIME	6,984,842	6,556,473	7,595,227	8,762,761	8,762,761
01-220-5130	ADDITIONAL GROSS-OT	1,041,500	1,349,715	750,000	1,000,000	1,000,000
01-220-5140	DIFF-HOLIDAY	350,075	391,898	350,000	350,000	350,000
01-220-5143	DIFF-EDCTL INCTV*	70,015	67,495	65,000	66,000	66,000
01-220-5190	EMS TRAINING	125,400	116,769	120,000	120,000	120,000
01-220-5191	OTH PERS SERV-UNFRM	38,150	36,700	39,450	39,500	39,500
01-220-5192	TRAINING - FIRE	41,800	14,577	40,000	40,000	40,000
01-220-5193	HAZARD WASTE TRAIN	15,675	5,078	15,000	15,000	15,000
Total	Salaries	8,667,457	8,538,705	8,974,677	10,393,261	10,393,261
Expenses						
01-220-5211	ENERGY-FUEL OIL	15,000	1,361	0	0	0
01-220-5212	ENERGY-ELECTRICITY	68,000	59,046	78,000	80,000	80,000
01-220-5213	ENERGY-NATURAL GAS	40,000	30,587	40,000	35,000	35,000
01-220-5240	REPR/MAINT-OFFICE EQUIP	1,800	0	1,800	1,500	1,500
01-220-5242	REPR/MAINT-VEHICLE	72,000	89,507	72,000	90,000	90,000
01-220-5251	REPR/MAINT-ALARM/RADIO	22,000	5,621	22,000	6,000	6,000
01-220-5271	RENTL/LEASE-EQUIPMENT	4,450	0	4,450	2,000	2,000
01-220-5280	EMERGENCY MANAGEMENT	6,500	2,460	6,500	4,000	4,000
01-220-5309	PROF/TECH APPARATUS	7,500	6,048	8,500	8,500	8,500
01-220-5319	PROF/TECH-CONT SERV	139,500	153,897	139,500	175,000	175,000
01-220-5340	COMM-PRINTING	2,000	275	2,000	1,000	1,000
01-220-5341	COMM-TELEPHONE	22,000	20,359	22,000	22,000	22,000
01-220-5342	COMM-POSTAGE	2,000	443	2,000	2,000	2,000
01-220-5345	COMM-FIRE ALARM	10,000	8,056	10,000	28,000	28,000
01-220-5346	REPR/MAINT-COMP	7,500	6,238	7,500	7,500	7,500
01-220-5389	OTR PRCH SERV-PRAMDC	27,540	25,442	27,540	27,540	27,540
01-220-5420	OFFICE SUPPLIES	6,500	3,479	6,500	4,300	4,300
01-220-5429	OFFICE SUPPLIES-AMB	1,000	636	1,000	1,000	1,000
01-220-5430	REPR/MAINT-SCUBA EQUIPMNT	4,000	1,140	4,000	2,000	2,000
01-220-5431	REPR/MAINT-AMB MED EQUIP	51,000	51,703	51,000	53,000	53,000
01-220-5432	REPR/MAINT-FIRE EQUIP	6,800	3,738	6,800	6,800	6,800
01-220-5434	OTH SUPPLIES-MECHANICS	3,000	0	3,000	3,000	3,000
01-220-5481	GASOLINE	1,000	662	1,000	1,000	1,000
01-220-5500	MEDICL/SURGICAL SUPPLY	62,300	59,577	62,300	62,300	62,300
01-220-5583	OTH SUPPLIES-CLOTHING	59,000	46,966	60,600	58,000	58,000
01-220-5588	OTHER SUPPLIES-FIRE	7,500	4,570	7,500	7,500	7,500
01-220-5711	AUTO ALLOWANCE	2,000	6,117	5,000	5,000	5,000
01-220-5720	OUT-OF STATE TRAVEL*	2,000	1,039	2,000	2,000	2,000
01-220-5730	DUES & MEMBERSHIPS	3,500	3,604	3,500	3,500	3,500
01-220-5781	STAFF DEVELOPMENT	70,000	41,849	70,000	90,000	90,000
01-220-5784	FIRE PREVENTION	6,500	7,110	6,500	11,000	11,000
01-220-5865	FIRE EQUIPMENT & GEAR*	25,000	21,188	25,000	25,000	25,000
Total	Expenses	758,890	662,719	759,490	825,440	825,440

FIRE/RESCUE DEPARTMENT

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC SAFETY						
Total Departmental Expenses		9,426,347	9,201,424	9,734,167	11,218,701	11,218,701

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FY25 SALARIES & WAGES													
FIRE/RESCUE DEPARTMENT - 220													
#	Group	Grade	Step	Name	Job Title	Rate	RS/WK	Weekly	Wks	Total			
				ADMINISTRATION/STAFF									
1	24	M-11	7	SMITH TIMOTHY R	FIRE CHIEF	72.82	40	2,912.80	52.2	\$ 152,049			
				EMD ALLOWANCE					192.31	52	\$ 10,001		
				PM STIPEND					86.54	52	\$ 4,501		
				CA STIPEND					67.31	52	\$ 3,501	\$ 170,052	
				EDU STIPEND \$1,287					-	52	\$ -		
2	12	FA-04	6	THRASHER SCOTT J	Deputy/Medic	57.79	42	2,427.18	52.2	\$ 126,699			
3	12	FA-04	6	ABSTEN CHAD E	Deputy/Medic	57.79	42	2,427.18	52.2	\$ 126,699			
4	15	FD-01	6	O'MALLEY CRAIG B	Supervisor/Medic	56.25	40	2,250.00	52.2	\$ 117,450			
5	15	FD-01	6	ROGERS TERRENCE A	Supervisor/Medic	56.25	40	2,250.00	52.2	\$ 117,450			
6	14	FC-02	6	DEMELLO BOYD W	Fire Inspector	44.75	40	1,790.00	52.2	\$ 93,438			
7	14	FC-02	6	RIVERA ALLEN	Fire Inspector	44.75	40	1,790.00	52.2	\$ 93,438			
8	15	FC-01	3	VACANT	FPO; EMS Supervisor	46.13	40	1,845.20	52.2	\$ 96,320			
				WEEKLY ALLOWANCE				13.20	1	13.20	52.2	\$ 690	\$ 97,010
9	15	FD-03	2	MASSI CHRISTOPHER	Master Mechanic/Medic	38.75	40	1,550.00	52.2	\$ 80,910			
				WEEKLY ALLOWANCE				13.20	1	13.20	52.2	\$ 690	\$ 81,600
10	24	M-03A	7	STROHM KIMBERLEE A	ADMIN ASST.	36.36	37.5	1,363.50	52.2	\$ 71,175			
				A/EMD STIPEND					67.29	52	\$ 3,500	\$ 74,675	
11	11	A-07	6	GEGGATT JOAN	OFFICE ASST.	31.21	37.5	1,170.38	52.2	\$ 61,094			
12				HEARING OFFICER							\$ 3,438		
				SUBTOTAL:								\$ 1,163,043	
				LINE PERSONNEL									
1	12	FA-03	6	BERGERON JR ROBERT T	Captain/Medic	52.06	42	2,186.52	52.2	\$ 114,137			
2	12	FA-03	6	GAVIN RYAN P	Captain/Medic	52.06	42	2,186.52	52.2	\$ 114,137			
3	12	FA-03	6	ELLIS SEAN K	Captain/Medic	52.06	42	2,186.52	52.2	\$ 114,137			
4	12	FA-03	6	STARBARD SCOTT T	Captain/Medic	52.06	42	2,186.52	52.2	\$ 114,137			
5	12	FA-02	6	BAILEY TIMOTHY L	Lieutenant/Medic	46.90	42	1,969.80	52.2	\$ 102,824			
6	12	FA-02	5	BARTOS ANN M	Lieutenant/Medic	45.76	42	1,921.92	52.2	\$ 100,325			
7	12	FA-02	6	DEYO MARK A	Lieutenant/Medic	46.90	42	1,969.80	52.2	\$ 102,824			
8	12	FA-02	5	COWAN, CHRISTOPHER	Lieutenant/Medic	45.76	42	1,921.92	52.2	\$ 100,325			
9	12	FA-02	5	FRIEL PATRICK W	Lieutenant/Medic	45.76	42	1,921.92	52.2	\$ 100,325			
10	12	FA-02	5	HAMBLIN CHRISTOPHER E	Lieutenant/Medic	45.76	42	1,921.92	52.2	\$ 100,325			
11	12	FA-02	6	WAGGETT JEFFRY H	Lieutenant/Medic	46.90	42	1,969.80	52.2	\$ 102,824			
12	12	FA-02	5	WELLINGTON BENJAMIN D	Lieutenant/Medic	45.76	42	1,921.92	52.2	\$ 100,325			
13	12	FA-01	4	BANNISH AARON M	FireFighter/Medic	38.65	42	1,623.30	52.2	\$ 84,737			
14	13	FB-01	3	BARRY MICHAEL J JR.	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
15	13	FB-01	3	BEARY ROBERT R	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
16	12	FA-01	5	BORSELLI JONATHAN M	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			
17	12	FA-01	5	BOYAR DAMIAN D	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			
18	13	FB-01	5	BROWN CHRISTOPHER H	FireFighter	36.17	42	1,519.14	52.2	\$ 79,300			
19	12	FA-01	5	BUSH STEVEN P	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			
20	12	FA-01	2	VACANT (CAHILL)	FireFighter/Medic	34.92	42	1,466.64	52.2	\$ 76,559			
21	12	FB-01	2	COTTRELL CURTIS	FireFighter	31.12	42	1,307.04	52.2	\$ 68,228			
22	12	FA-01	2	VACANT (GIROUARD)	FireFighter/Medic	34.92	42	1,466.64	52.2	\$ 76,559			
23	12	FA-01	4	CRAVEN JAMES M	FireFighter/Medic	38.65	42	1,623.30	52.2	\$ 84,737			

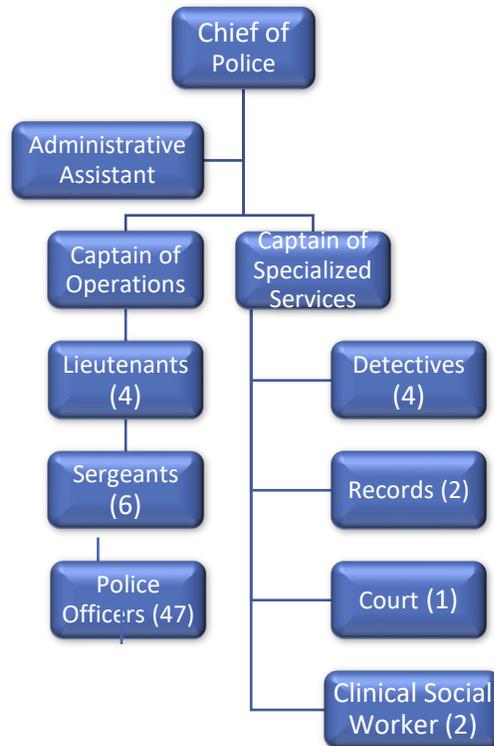
FIRE/RESCUE DEPARTMENT

FIRE/RESCUE DEPARTMENT - 220													
#	Group	Grade	Step	Name	Job Title	Rate	RS/WK	Weekly	Wks	Total			
				LINE PERSONNEL									
24	13	FB-01	4	DEGREGORIO DOMENIC M	FireFighter	34.49	42	1,448.58	52.2	\$ 75,616			
25	13	FB-01	3	DEIULIIS NICHOLAS D	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
26	12	FA-01	6	DEMATOS STEPHEN F	FireFighter/Medic	41.49	42	1,742.58	52.2	\$ 90,963			
27	12	FA-01	3	DESROCHERS NATHAN D	FireFighter/Medic	37.72	42	1,584.24	52.2	\$ 82,698			
28	13	FB-01	3	DOYLE MATTHEW D	FireFighter	33.65	42	1,413.30	51.2	\$ 72,361			
29	13	FB-01	3	ESPERIAN NEVIN T	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
30	12	FA-01	5	FLYNN ROBERT P	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			
31	12	FA-01	5	FREEMAN JR TED K	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			
32	12	FA-01	5	FREITAS BRENDON M	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			
33	12	FA-01	6	FRISBEE JAY A	FireFighter/Medic	41.49	42	1,742.58	52.2	\$ 90,963			
34	12	FA-01	4	GOLDEN JUSTIN S	FireFighter/Medic	38.65	42	1,623.30	52.2	\$ 84,737			
35	12	FA-01	6	GUTHRIE BRIAN M	FireFighter/Medic	41.49	42	1,742.58	52.2	\$ 90,963			
36	13	FB-01	3	HANAFIN JAKE A	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
37	13	FB-01	3	HENRY JAKE A	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
38	12	FA-01	3	HERRIN ABIJAH E	FireFighter/Medic	37.72	42	1,584.24	52.2	\$ 82,698			
39	12	FA-01	3	KINSELLA CHRISTOPHER R	FireFighter/Medic	37.72	42	1,584.24	52.2	\$ 82,698			
40	12	FA-01	5	KOSLOWSKY RANDY M	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			
41	13	FB-01	3	LARAIA STEVEN A	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
42	13	FB-01	2	LIMA BARRY	FireFighter	31.12	42	1,307.04	52.2	\$ 68,228			
43	12	FA-01	5	LOKERSON, ERYN N	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			
44	12	FA-01	6	LOPES JR DANIEL L	FireFighter/Medic	41.49	42	1,742.58	52.2	\$ 90,963			
45	12	FA-01	5	MARTIN JAMES E	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			
46	12	FA-01	5	MARTINO ROBERT A	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			
47	12	FA-01	5	MATHIESON ANDREW M	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			
48	12	FA-01	5	MCBRIDE LAURA J	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			
49	12	FA-01	4	MCENTEE CHRISTOPHER P	FireFighter/Medic	38.65	42	1,623.30	52.2	\$ 84,737			
50	12	FA-01	5	MEAU JEFFREY A JR	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			
51	13	FB-01	3	MEEHAN JOSHUA D	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
52	13	FB-01	3	MELANSON STEPHANIE L	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
53	13	FB-01	3	MOSES CHRISTIAN A	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
54	12	FA-01	6	MUELLER MICHAEL A	FireFighter/Medic	41.49	42	1,742.58	52.2	\$ 90,963			
55	13	FB-01	3	NAWOICHIK ADAM M	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
56	12	FA-01	3	O'BRIEN DALLAS D	FireFighter/Medic	37.72	42	1,584.24	52.2	\$ 82,698			
57	13	FB-01	4	O'BRIEN SHANE M	FireFighter	34.49	42	1,448.58	52.2	\$ 75,616			
58	13	FB-01	3	O'CONNOR MICHAEL G	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
59	12	FA-01	4	OLIVEIRA CARLOS S	FireFighter/Medic	38.65	42	1,623.30	52.2	\$ 84,737			
60	12	FA-01	4	OLSEN JONAH L	FireFighter/Medic	38.65	42	1,623.30	52.2	\$ 84,737			
61	12	FA-01	4	PAYNE SCOTT F	FireFighter/Medic	38.65	42	1,623.30	52.2	\$ 84,737			
62	12	FA-01	6	PECCI BRIAN D	FireFighter/Medic	41.49	42	1,742.58	52.2	\$ 90,963			
63	12	FA-01	6	PLACK LANCE G	FireFighter/Medic	41.49	42	1,742.58	52.2	\$ 90,963			
64	12	FA-01	2	RAYNOR JONATHAN	FireFighter/Medic	34.92	42	1,466.64	52.2	\$ 76,559			
65	13	FB-01	3	REED CASEY P	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
66	12	FA-01	5	SABENS HENRY C	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			
67	13	FB-01	3	SARTORI KEVIN P	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
68	13	FB-01	3	SMITH STEVEN J	FireFighter	33.65	42	1,413.30	52.2	\$ 73,775			
69	12	FA-01	3	SUTHERLAND JOSHUA J	FireFighter/Medic	37.72	42	1,584.24	52.2	\$ 82,698			
70	12	FA-01	4	TAYLOR CHRISTOPHER E	FireFighter/Medic	38.65	42	1,623.30	52.2	\$ 84,737			
71	13	FB-01	2	TURCOTTE MATTHEW	FireFighter	31.12	42	1,307.04	52.2	\$ 68,228			
72	13	FB-01	5	WHITED MATTHEW T	FireFighter	36.17	42	1,519.14	52.2	\$ 79,300			
73	12	FA-01	4	WILSON BLAKE P	FireFighter/Medic	38.65	42	1,623.30	52.2	\$ 84,737			
74	13	FB-01	4	WYMAN MACKENZIE W	FireFighter	34.49	42	1,448.58	52.2	\$ 75,616			
75	12	FA-01	5	ZIMMERMAN NICHOLAS J	FireFighter/Medic	40.49	42	1,700.58	52.2	\$ 88,771			

FIRE/RESCUE DEPARTMENT

<i>FIRE/RESCUE DEPARTMENT - 220</i>													
#	Group	Grade	Step	Name	Job Title	Rate	RS/WK	Weekly	Wks	Total			
				LINE PERSONNEL									
76	12	FA-01	2	VACANT (DEPRIZIO)	FireFighter/Medic	34.92	42	1,466.64	52.2	\$ 76,559			
77	12	FA-01	2	VACANT (TOLBERT)	FireFighter/Medic	34.92	42	1,466.64	52.2	\$ 76,559			
78	12	FA-01	2	VACANT (MURPHY)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
79	12	FA-01	2	VACANT (Override Funded)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
80	12	FA-01	2	VACANT (Override Funded)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
81	12	FA-01	2	VACANT (Override Funded)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
82	12	FA-01	2	VACANT (Override Funded)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
83	12	FA-01	2	VACANT (Override Funded)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
84	12	FA-01	2	VACANT (Override Funded)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
85	12	FA-01	2	VACANT (Override Funded)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
86	12	FA-01	2	VACANT (Override Funded)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
87	12	FA-01	2	VACANT (Override Funded)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
88	12	FA-01	2	VACANT (Override Funded)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
89	12	FA-01	2	VACANT (Override Funded)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
90	12	FA-01	2	VACANT (Override Funded)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
91	12	FA-01	2	VACANT (Override Funded)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
92	12	FA-01	2	VACANT (Override Funded)	FireFighter/Medic	34.92	42	1,466.64	54.2	\$ 79,492			
<i>Total Positions</i>				<i>107</i>							<i>\$ 8,918,410</i>		
									<i>SICK LEAVE BUYBACK EST.</i>	<i>\$ 57,000</i>			
									<i>VACATION BUYBACK EST.</i>	<i>\$ 48,000</i>			
									<i>TOTAL</i>	<i>\$ 9,023,410</i>			

POLICE DEPARTMENT



DEPARTMENT MISSION

It is the mission of the Falmouth Police Department to safeguard the lives and property of all people within our community. Our mandate is to do so with honor and integrity, while at all times conducting ourselves with the highest ethical standards.

DEPARTMENT DESCRIPTION

The Falmouth Police Department provides professional police service, to all Falmouth residents and visitors, while respecting individual rights and human dignity. We embody and reflect our core values, and departmental standards in the performance of our duties in order to enhance the quality of life for all our citizens. We continue to build upon this vision through open communication, mutual respect and receptiveness to new ideas.

DEPARTMENT GOALS

1. Increase awareness and educate the community on the impact of Mental Illness.
2. Become certified and accredited according to the Massachusetts Police Accreditation Commission
3. Meet the standards set forth by the MA Police Accreditation.
4. Build relationships within the community to better understand and combat Opiate Addiction.

POLICE DEPARTMENT

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC SAFETY						
210 POLICE						
Salaries						
01-210-5110	SALARY & WAGES FULL TIME	5,514,541	4,850,158	5,890,115	6,179,830	6,179,830
01-210-5125	P/T-SUMMER PATROL	60,000	64,967	60,000	60,000	60,000
01-210-5128	FLSA WAGE ADJUSTMENT	9,288	789	9,288	9,288	9,288
01-210-5130	ADDTN'L GROSS-OT	400,000	789,987	500,000	500,000	500,000
01-210-5132	ADDTN'L GROSS-CRT	72,000	54,439	72,000	72,000	72,000
01-210-5133	MAIN STREET PATROL	12,000	0	12,000	12,000	12,000
01-210-5134	ADDTN'L GROSS-DRUG INVEST	45,000	7,018	45,000	45,000	45,000
01-210-5140	DIFF-HOLIDAY	118,025	130,004	118,025	118,025	118,025
01-210-5143	DIFF-EDCTL INCTV*	433,906	365,217	418,906	418,906	418,906
01-210-5191	OTH PERS SERV-UNFRM	57,800	43,297	57,800	81,000	81,000
01-210-5192	OTH PERS SERV-TRAIN	100,000	169,874	135,000	185,000	185,000
Total	Salaries	6,822,560	6,475,749	7,318,134	7,681,049	7,681,049
Expenses						
01-210-5212	ENERGY-ELECTRICITY	51,365	35,096	51,365	47,380	47,380
01-210-5213	ENERGY-NATURAL GAS	15,000	9,408	15,000	15,000	15,000
01-210-5240	REPR/MAINT-OFFICE EQUIP	5,000	2,952	5,000	5,000	5,000
01-210-5242	REPR/MAINT-VEHICLE	30,000	43,058	40,000	40,000	40,000
01-210-5243	REPR/MAINT-EQUIPMENT	2,950	1,686	2,950	2,950	2,950
01-210-5250	REPR/MAINT-PRKG MTRS	66,000	53,244	66,000	58,000	58,000
01-210-5251	REPR/MAINT-RADIO (FCC)	5,150	210	5,150	5,150	5,150
01-210-5267	REPR/MAINT-COMP SYS	45,000	48,932	45,000	45,000	45,000
01-210-5303	PHYSICALS	21,500	904	21,500	21,500	21,500
01-210-5306	PROF/TECH-TOWING	2,000	134	2,000	2,000	2,000
01-210-5318	PROF/TECH-CONT SERV	56,000	74,776	160,300	160,300	160,300
01-210-5340	COMM-PRINTING	7,000	4,215	7,000	7,000	7,000
01-210-5341	COMM-TELEPHONE	34,000	34,338	34,000	42,000	42,000
01-210-5342	COMM-POSTAGE	4,843	1,078	4,843	4,843	4,843
01-210-5418	SUPLY COMM POLICING	4,000	6,288	4,000	4,000	4,000
01-210-5420	OFFICE SUPPLIES	5,200	4,980	5,200	5,200	5,200
01-210-5421	OFFICE SUPPLIES-XEROX	2,000	588	2,000	2,000	2,000
01-210-5424	OFFICE-REC TAPES	150	301	150	150	150
01-210-5425	OFFICE SUPPLIES-LAW BOOKS	750	1,011	1,253	1,253	1,253
01-210-5435	SUPPLIES - DETECTIVE DIV	2,500	967	2,500	2,500	2,500
01-210-5454	CUST/HSKP SUPLY-FIRE EXTG	1,000	0	1,000	1,000	1,000
01-210-5483	OTH SUPPLIES-PHOTO	2,000	717	2,000	2,000	2,000
01-210-5485	VEHICLE SUPPLIES-TIRES	12,000	11,117	12,000	12,000	12,000
01-210-5490	PRISONERS FOOD & BLANKETS	3,000	3,550	3,500	3,500	3,500
01-210-5500	MEDICAL-FIRST AID	7,430	6,547	9,000	9,000	9,000
01-210-5543	PUB WKS SUPLY-FLARES	1,325	0	1,325	1,325	1,325
01-210-5582	OTH SUPPLIES-COMP	6,000	6,496	6,000	6,000	6,000
01-210-5583	OTH SUPPLIES-UNIFORMS	45,000	35,319	45,000	45,000	45,000
01-210-5584	OTH SUPPLIES-BIKE PATRL	2,900	56	2,900	2,900	2,900
01-210-5587	OTH SUPPLIES-RANGE	30,000	22,911	65,000	65,000	65,000
01-210-5710	IN-STATE TRAVEL	3,000	3,026	3,000	6,000	6,000
01-210-5720	OUT OF STATE TRAVEL*	12,000	7,654	12,000	15,000	15,000

POLICE DEPARTMENT

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC SAFETY						
210 POLICE						
Expenses						
01-210-5730	DUES & MEMBERSHIPS	5,500	5,555	6,000	9,000	9,000
01-210-5780	ADMINISTRATIVE EXPENSE	2,000	5,500	4,000	4,000	4,000
01-210-5782	DRUG INVESTIGATION EXP	35,000	0	35,000	35,000	35,000
01-210-5787	OTH CHARGES- TRAIN	17,000	15,961	25,000	75,000	75,000
01-210-5801	POLICE CRUISERS*	125,000	0	125,000	125,000	125,000
Total	Expenses	670,563	448,577	832,936	887,951	887,951
Total Departmental Expenses		7,493,123	6,924,326	8,151,070	8,569,000	8,569,000

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POLICE DEPARTMENT

FY25 SALARIES & WAGES

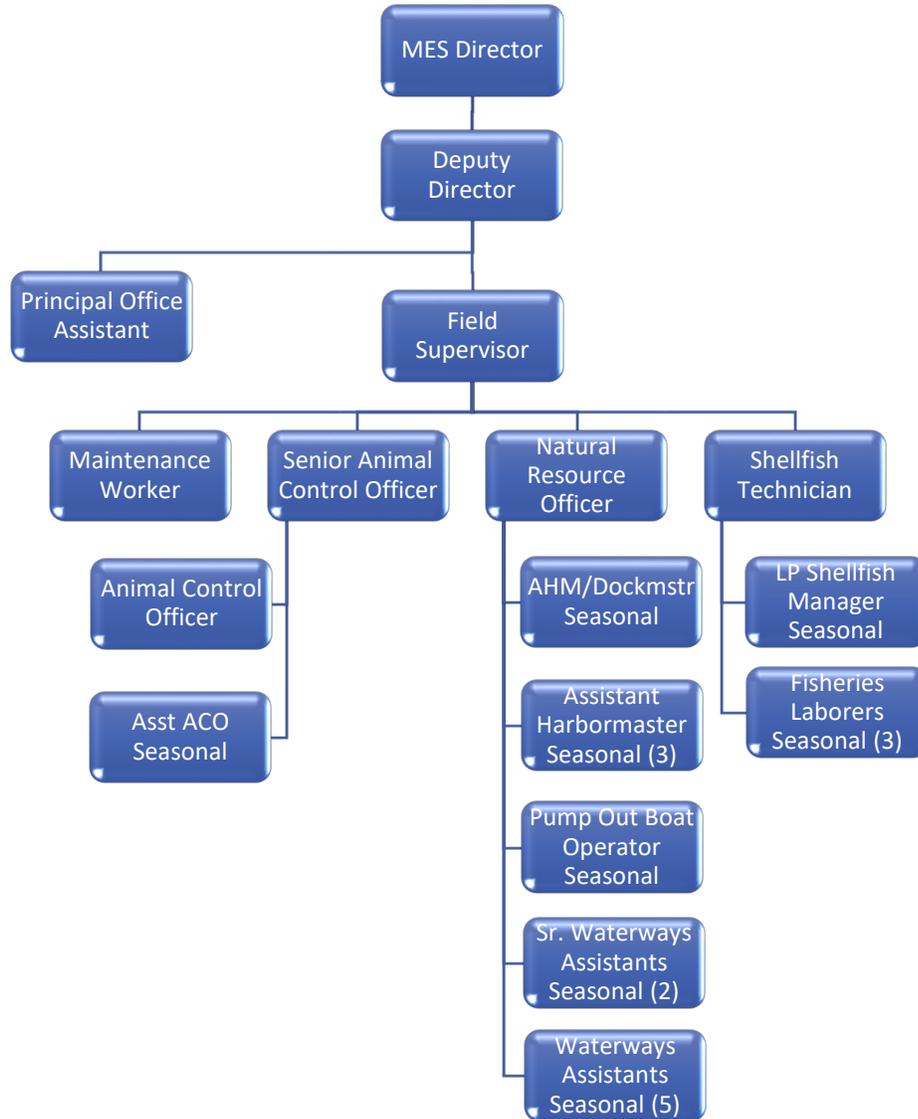
POLICE DEPARTMENT - 210

#	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total	
1		1		LOURIE, JEFFREY	POLICE CHIEF	98.12	40	3,924.80	52.2	204,875	
1		M-11	6	VACANT - New	DEPUTY POLICE CHIEF	70.43	40	2,817.20	52.2	147,058	
1	24	M-10	7	REID, BRIAN	CAPTAIN	63.32	40	2,532.80	52.2	132,213	
				STIPEND - 20 YEAR				-		14,000	146,213
2	24	M-10	6	LOEWEN, BRIAN	CAPTAIN	61.24	40	2,449.60	52.2	127,870	
				STIPEND - 20 YEAR				-		14,000	141,870
1		LT	5	DECOSTA, DOUGLAS	LIEUTENANT	57.09	40	2,283.60	52.2	119,204	
2		LT	5	DOYLE, SEAN	LIEUTENANT	57.09	40	2,283.60	52.2	119,204	
3		LT	5	KINSELLA, BRIAN	LIEUTENANT	57.09	40	2,283.60	52.2	119,204	
4		LT	4	SIMONEAU, MICHAEL	LIEUTENANT	51.90	40	2,076.00	52.2	108,368	
1		SGT	5	CUMMINGS, JAMES	SERGEANT / BREATH TEST ADMIN	49.60	40	1,984.00	52.2	103,565	
				SPECIALIZATION		50.00		50.00	52.2	2,610	106,175
2		SGT	5	DONAHUE, JAMIE	SERGEANT / SX OFFENDER ADMIN	49.60	40	1,984.00	52.2	103,565	
				SPECIALIZATION		50.00		50.00	52.2	2,610	106,175
3		SGT	4	FERRER, ELVIRA	SERGEANT / DETAIL SERGEANT	45.93	40	1,837.20	52.2	95,902	
				SPECIALIZATION		50.00		50.00	52.2	2,610	98,512
4		SGT	5	GUTHRIE, BENJAMIN	SERGEANT / FIREARMS INSTRUCTOR	49.60	40	1,984.00	52.2	103,565	
				SPECIALIZATION		50.00		50.00	52.2	2,610	106,175
5		SGT	4	HERGT, RYAN	SERGEANT / DETAIL SERGEANT	45.93	40	1,837.20	52.2	95,902	
				SPECIALIZATION		50.00		50.00	52.2	2,610	98,512
6		SGT	2	ESPINOZA, SAMANTHA	SERGEANT	43.29	40	1,731.60	52.2	90,390	
				SPECIALIZATION		50.00		50.00	52.2	2,610	93,000
1		P/FED	6	BARTOLOMEI, CHRISTOPHER	DETECTIVE	40.44	37.5	1,516.50	52.2	79,162	
				SPECIALIZATION		45.00		45.00	52.2	2,349	81,511
2		P/FED	6	CARPENTER, RONALD	DETECTIVE	40.44	37.5	1,516.50	52.2	79,162	
				SPECIALIZATION		45.00		45.00	52.2	2,349	81,511
3		P/FED	6	LOEWEN, ANDREW T.	DETECTIVE	40.44	37.5	1,516.50	52.2	79,162	
				SPECIALIZATION		45.00		45.00	52.2	2,349	81,511
4		P/FED	6	MASSI, DAVID M.	DETECTIVE	40.44	37.5	1,516.50	52.2	79,162	
				SPECIALIZATION		45.00		45.00	52.2	2,349	81,511
PATROLMEN											
1		P/FED	5	ANDRADE, MEGHAN (STEP 10 AFTER 03-21-25 FY25)	SEX ASSAULT INVESTIGATOR	39.07	37.5	1,465.13	52.2	76,480	
				SPECIALIZATION		36.00		36.00	52.2	1,880	78,360
2		P/FED	6	BATCHELDER, KEITH	PATROLMEN	40.44	37.5	1,516.50	52.2	79,162	
3		P/FED	5	BOWERS, CONNOR (STEP 10 2-14-30)	PATROLMEN	39.07	37.5	1,465.13	52.2	76,480	
4		P/FED	5	BRANDT, TIMOTHY J. (STEP 10 3-23-25 FY25)	SRT / SX ASSAULT INVESTIGATOR	39.07	37.5	1,465.13	52.2	76,480	
				SPECIALIZATION		45.00		45.00	52.2	2,349	78,829

POLICE DEPARTMENT

POLICE DEPARTMENT - 210											
#	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total	
34		P/FED	6	SENIOR, STEPHEN P. (STEP 10 03-22-25 FY 25)	SX ASSAULT INVENSTIGATOR	40.44	37.5	1,516.50	52.2	79,162	
				SPECIALIZATION		36.00		36.00	52.2	1,880	81,042
35		P/FED	5	SILVIA, SHAWN (STEP 10 02-17-30)	PATROLMEN	39.07	37.5	1,465.13	52.2	76,480	
36		P/FED	2	FUSARIO, ANTHONY	PATROLMEN	34.31	37.5	1,286.63	52.2	67,162	
37		P/FED	2	MCGRAW, DAVID	PATROLMEN	34.31	37.5	1,286.63	52.2	67,162	
38		P/FED	1	VACANT	PATROLMEN	32.31	37.5	1,211.63	52.2	63,247	
39		P/FED	1	VACANT	PATROLMEN	32.31	37.5	1,211.63	52.2	63,247	
40		P/FED	1	VACANT	PATROLMEN	32.31	37.5	1,211.63	52.2	63,247	
41		P/FED	1	VACANT	PATROLMEN	32.31	37.5	1,211.63	52.2	63,247	
42		P/FED	1	VACANT	PATROLMEN	32.31	37.5	1,211.63	52.2	63,247	
43		P/FED	1	VACANT	PATROLMEN	32.31	37.5	1,211.63	52.2	63,247	
44		P/FED	1	VACANT	PATROLMEN	32.31	37.5	1,211.63	52.2	63,247	
45		P/FED	1	VACANT	PATROLMEN	32.31	37.5	1,211.63	52.2	63,247	
46		P/FED	1	VACANT	PATROLMEN	32.31	37.5	1,211.63	52.2	63,247	
47		P/FED	1	VACANT	PATROLMEN	32.31	37.5	1,211.63	52.2	63,247	
48		P/FED	1	VACANT - New	PATROLMEN	32.31	37.5	1,211.63	52.2	63,247	
1	24	M-06	8	DAUGHERTY, STEPHANIE	CLINICAL SOCIAL WORKER	50.21	40	2,008.40	52.2	104,839	
2	24	M-06	8	MARSHALL, MOLLY	CLINICAL SOCIAL WORKER	50.21	40	2,008.40	52.2	104,839	
3	11	A-04	7	THOMPSON LLOYD	PRKG METER MECHANIC/TECHNIC IAN	26.48	20	529.60	52.2	27,646	
4	11	A-04	6	BELLI, MICHAEL R.	PARKING CONTROL ATTENDANT	25.46	40	1,018.40	52.2	53,161	
5	11	A-07	6	UTTARO, JANET	ADMIN CLERK	31.21	37.5	1,170.38	52.2	61,094	
6	11	A-07	5	ROGERS VICTORIA	ADMIN CLERK	30.01	37.5	1,125.38	52.2	58,745	
7	24	M-03A	3	NICKERSON, KRISTIN (TAM)	ADMINISTRATIVE ASSISTANT	32.88	37.5	1,233.00	52.2	64,363	
				Sgt Promotional Increase						10,000	
				SPECIAL CATEGORY NIGHT DIFFERENTIAL 18 PERSONNEL		35.00	1		52.2	32,886	
				SPECIAL CATEGORY NIGHT DIFFERENTIAL 18 PERSONNEL		55.00	1		52.2	51,678	
			6	SPECIAL CATEGORY FIELD TRAINING		2,500.00	1		1	2,500	
				MAX SICK LEAVE TO SELL		20,000.00	1		1	20,000	
				FITNESS & WELLNESS PROGRAM		26,250.00	1		1	26,250	
						FTE	75				6,179,830

MARINE & ENVIRONMENTAL SERVICES



DEPARTMENT MISSION

The mission of the Marine & Environmental Services department is to provide for the protection, preservation, enhancement and healthy ecological function of the towns natural resources; to provide services intended to protect the safety of people and vessels who use our woodlands, waterways and waterside facilities; to preserve, protect and enhance our shellfish and finfish populations and to provide professional and responsive domestic and wildlife animal services.

The mission of the Marine and Environmental Services Department is to:

- Provide for the protection, preservation, enhancement, and healthy ecological function of the town’s natural resources.
- Provide services intended to protect the safety of residents and visitors who enjoy our woodlands, waterways, and waterside facilities.
- Preserve, protect, and enhance our shellfish and finfish populations.
- Provide professional and responsive domestic and wildlife animal services.

MARINE & ENVIRONMENTAL SERVICES

2024 Goals:

- Finalize shellfish expansion plans to assist town with the nitrogen reduction requirements for our rivers and embayments.
- Reconstruction of Great Harbor Boat Ramp
- Reconstruction of the Simpson;s Landing bulkhead.
- Finalize permitting and engineering for the Great Harbor Commercial Dock and make the required improvements as soon as possible.
- Secure grant funding for architectural and engineering services needed for the Marina Building Expansion project.

MARINE & ENVIRONMENTAL SERVICES

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC SAFETY						
295 MARINE & ENVIRON						
Salaries						
01-295-5110	SALARY & WAGES-FULL TIME	645,942	617,872	651,375	688,496	688,496
01-295-5120	SALARY & WAGES TEMP	199,673	125,484	185,476	200,639	200,639
01-295-5130	ADDITIONAL GROSS-OT	15,000	16,827	15,000	15,000	15,000
01-295-5132	ADDITIONAL GROSS-CRT	500	298	500	500	500
01-295-5133	ADDITIONAL GROSS-STANDBY	3,850	2,278	3,850	7,215	7,215
01-295-5143	DIFF-EDCTL INCTV	9,000	9,000	9,000	9,000	9,000
Total	Salaries	873,965	771,760	865,201	920,850	920,850
Expenses						
01-295-5191	OTH PERS SERV-UNFRM	7,500	8,240	7,500	7,500	7,500
01-295-5212	ENERGY-ELECTRICITY	53,000	45,448	48,000	61,355	61,355
01-295-5213	ENERGY-NATURAL GAS	10,000	15,013	20,000	20,000	20,000
01-295-5240	REPR/MAINT-OFFICE EQUIP	400	46	400	400	400
01-295-5243	REPR/MAINT-EQUIPMENT	35,000	35,361	42,000	42,000	42,000
01-295-5263	REPR/MAINT-SIGNAGE	1,000	646	1,000	1,000	1,000
01-295-5312	PROF/TECH EMERG MED SERV	500	658	500	500	500
01-295-5315	MOORING REMOVAL	0	0	4,000	4,000	4,000
01-295-5317	PROF/TECH - PRPGTN*	62,500	62,500	62,500	62,500	62,500
01-295-5318	PROF/TECH-CONT SERVICE	5,000	6,271	5,000	135,500	135,500
01-295-5319	FLOAT MAINTENANCE	25,000	26,344	25,000	25,000	25,000
01-295-5340	COMM-PRINTING	3,700	413	1,500	1,500	1,500
01-295-5341	COMM-TELEPHONE	6,500	4,103	6,500	6,500	6,500
01-295-5342	COMM-POSTAGE	3,200	2,068	2,500	2,500	2,500
01-295-5343	COMM-ADVERTISING	550	638	550	550	550
01-295-5380	OTR PRCH SERV-MSPCA*	500	0	500	500	500
01-295-5393	OPS-ANML DIS PREVNT*	4,000	2,399	4,000	4,000	4,000
01-295-5419	CUST/HSKPNG SPLY-PND	500	1,741	500	500	500
01-295-5420	OFFICE SUPPLIES	4,000	2,069	4,000	4,000	4,000
01-295-5430	SITE IMPROVEMENT	20,000	16,404	20,000	20,000	20,000
01-295-5481	GASOLINE	6,000	5,610	6,000	6,000	6,000
01-295-5584	OTH SUPPLY-CHNS/LGTS/BUOYS	5,000	3,435	5,000	5,000	5,000
01-295-5587	OTH SUPPLIES-DNR	1,700	50	1,700	1,700	1,700
01-295-5710	IN-STATE TRAVEL	500	0	500	500	500
01-295-5730	DUES & MEMBERSHIPS	450	200	450	450	450
01-295-5781	STAFF DEVELOPMENT	6,000	5,163	6,000	6,000	6,000
Total	Expenses	262,500	244,819	275,600	419,455	419,455
Total Departmental Expenses		1,136,465	1,016,579	1,140,801	1,340,305	1,340,305

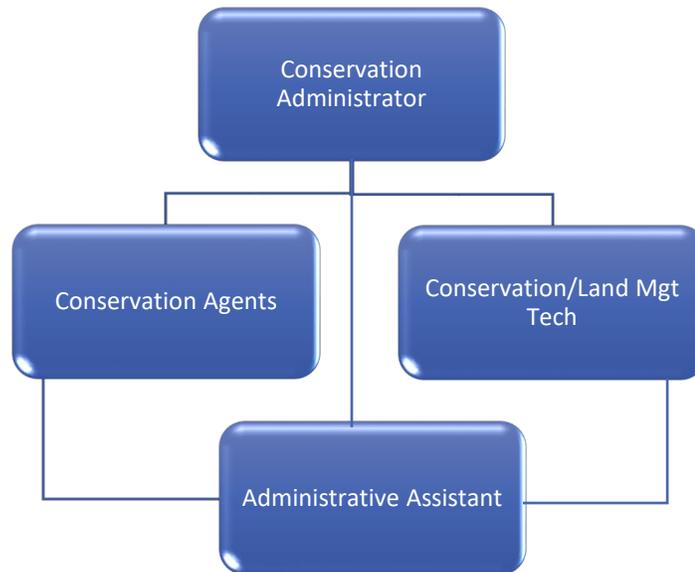
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MARINE & ENVIRONMENTAL SERVICES

FY25 SALARIES & WAGES										
MARINE AND ENVIRONMENTAL SERVICES - 295										
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total
1	25	B-10	10	FRASER GREGG P	DIRECTOR	60.50	40	2,420.00	52.2	126,324
2	25	B-08	10	MARTINSEN III ROY CHARLES	DEPUTY DIRECTOR	50.67	40	2,026.80	52.2	105,799
3	11	A-10	5	BUCKNER, COLLIN	FIELD SUPERVISOR	36.75	40	1,470.00	52.2	76,734
4	11	A-09	4	ANGLIN CHRISTOPHER	NATURAL RES OFFICER	33.02	40	1,320.80	52.2	68,946
5	11	A-09	7	LOVELY CHRISTINA	MARINE FISHERS TECH/BIOLOGST	37.14	37.5	1,392.75	52.2	72,702
6	11	A-08	6	CUSHMAN PAULA	PRINCIPAL OFFICE ASST	33.37	37.5	1,251.38	52.2	65,323
7	11	A-07	3	VACANT	ANIMAL CONTROL OFFICER	27.75	40	1,110.00	52.2	57,942
8	11	A-08	3	MASSON MOLLY	SR ANIMAL CONTROL OFFICER	29.67	40	1,186.80	52.2	61,951
9	11	A-06	4	WAY TOBIAS	MES MAINT WORKER	26.96	37.5	1,011.00	52.2	52,775
						FTE	9			688,496

FY25 SALARIES & WAGES										
MARINE AND ENVIRONMENTAL SERVICES TEMP - 295										
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total
1	29	S-08	4		AHM DOCKMASTER	28.52	40	1,140.90	16	18,255
2	29	S-07	4		AHM/CONSTABLE	26.65	40	1,066.16	16	17,059
3	29	S-07	4		AHM/CONSTABLE	26.65	20	533.08	16	8,530
4	29	S-07	2		AHM/CONSTABLE	24.18	20	483.59	14	6,771
5	29	S-06	2		ASST ANIMAL CONTROL	22.59	40	903.75	14	12,653
6	29	S-05	2		PUMP OUT BOAT OPERATOR*	21.12	40	844.76	16	13,517
7	29	S-04	4		HARBOR ASSISTANT	21.76	40	870.22	14	12,184
8	29	S-04	4		HARBOR ASSISTANT	21.76	40	870.22	14	12,184
9	29	S-04	3		HARBOR ASSISTANT	20.72	40	828.60	14	11,601
10	29	S-04	3		HARBOR ASSISTANT	20.72	40	828.60	12	9,944
11	29	S-04	3		HARBOR ASSISTANT	20.72	40	828.60	12	9,944
12	29	S-04	2		HARBOR ASSISTANT	19.73	40	789.01	12	9,469
13	29	S-07	3		SHELLFISH TECHNICIAN	25.38	36	913.73	26	23,757
14	29	S-07	4		SHELLFISH TECHNICIAN	26.65	36	959.54	19	18,232
15	29	S-07	2		SHELLFISH TECHNICIAN	24.18	36	870.46	19	16,539
						FTE	4.8			200,639
									TOTAL	SALARIES 889,135

CONSERVATION DEPARTMENT



DEPARTMENT MISSION

The mission of the Falmouth Conservation Commission is to implement the goals of the Massachusetts Wetlands Protection Act (CMR 10.00) and the Falmouth Wetlands Regulations (Code of Falmouth chapter 235). The Commission serves to protect and conserve the plants, animals, and natural communities that are dependent upon the wetlands resources of the Town of Falmouth. This is accomplished by regulating activities deemed by the Conservation Commission as likely to have a significant or cumulative effect upon the values of these resource areas, namely, but not limited to, public or private water supply protection; groundwater protection; flood control; erosion and sedimentation control; storm damage prevention; water pollution control; fisheries, shellfish, wildlife and plant species and habitat protection; agriculture; aesthetics; and recreation and aquaculture. Additionally, the Falmouth Conservation Commission manages all Town conservation lands in order to protect and sustain these natural ecosystems for current and future generations to use and enjoy.

DEPARTMENT DESCRIPTION

The Commission is responsible for reviewing and issuing decisions on all permit applications submitted under the Massachusetts Wetland Protection Act and the Falmouth Wetland Bylaw and Regulations. Additionally the Commission is responsible for managing Town owned land under the Commission's jurisdiction.

DEPARTMENT GOALS & PERFORMANCE MEASURES

1. The Department's goal is to review all applications and issue the required permits, compliances, and determinations within the regulatory time frame.
2. The Department's goal is to monitor and provide stewardship to all land under the Conservation Commissions jurisdiction, as well as, monitor all Conservation Restrictions (CR) held by the Commission.

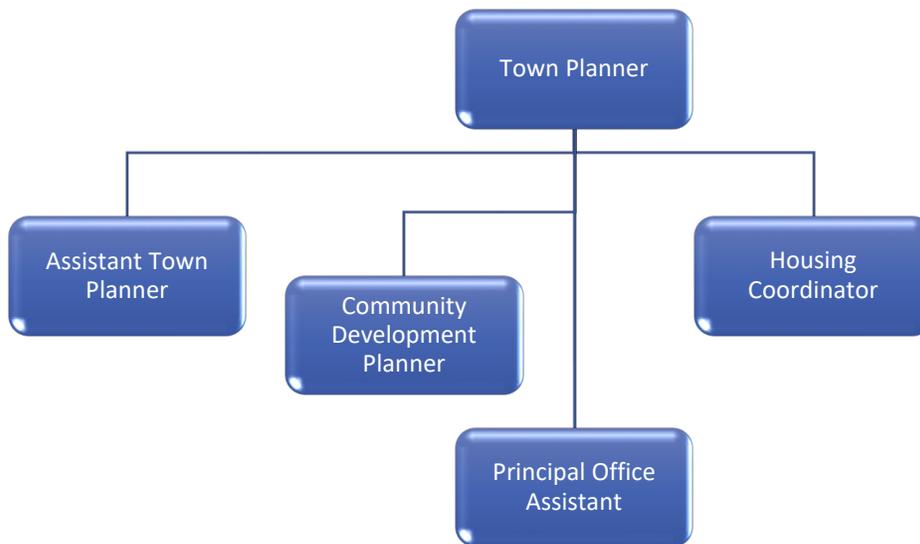
CONSERVATION DEPARTMENT

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
COMMUNITY DEVELOPMENT						
171 CONSERVATION						
Salaries						
01-171-5110	SALARY & WAGES FULL TIME	310,523	305,416	331,970	391,136	391,136
01-171-5130	ADDITIONAL GROSS-OT	7,000	10,041	17,000	7,000	7,000
Total	Salaries	317,523	315,457	348,970	398,136	398,136
Expenses						
01-171-5307	PROF/TECH-RECORD FEES*	400	105	400	400	400
01-171-5319	PROF/TECH-CONT SERV*	5,600	5,600	7,800	7,800	7,800
01-171-5340	COMM-PRINTING	1,200	0	1,800	1,800	1,800
01-171-5341	COMM-TELEPHONE	2,500	2,052	2,500	2,500	2,500
01-171-5342	COMM-POSTAGE	3,500	3,028	3,500	3,500	3,500
01-171-5343	COMM-ADVERTISING	150	0	150	150	150
01-171-5420	OFFICE SUPPLIES	1,500	1,075	1,500	1,500	1,500
01-171-5583	OTH SUPPLIES-UNIFORM	1,200	1,147	1,200	1,200	1,200
01-171-5584	OTH SUPPLIES-FLD EQUIP	1,000	982	1,000	1,000	1,000
01-171-5710	IN-STATE TRAVEL	2,500	2,243	2,500	2,500	2,500
01-171-5730	DUES & MEMBERSHIPS	1,250	803	1,250	1,250	1,250
01-171-5781	STAFF DEVELOPMENT	2,500	2,390	2,500	2,500	2,500
Total	Expenses	23,300	19,424	26,100	26,100	26,100
Total Departmental Expenses		340,823	334,882	375,070	424,236	424,236

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FY25 SALARIES & WAGES										
CONSERVATION DEPARTMENT - 171										
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total
1	24	M-08	7	LINCOLN JENNIFER	ADMINISTRATOR	52.74	40	2,109.60	52.2	110,122
				LINCOLN JENNIFER	STIPEND CRAC			0.00	52.2	0
2	11	A-09	7	KASPRZYK MARK	CONS/MES TECH	37.14	40	1,485.60	52.2	77,549
3	11	A-09	4	VACANT	CONSERVTN AGENT	33.02	40	1,320.80	52.2	68,946
4	11	A-09	5	BERGERON ALISSA	CONSERVTN AGENT	34.34	40	1,373.60	52.2	71,702
5	11	A-08	5	BROWN LAURIE	PRINCIPAL OFFICE ASSIST	32.09	37.5	1,203.38	52.2	62,817
						<i>FTE</i>	5			391,136

PLANNING DEPARTMENT



DEPARTMENT MISSION

The Planning Department is committed to providing the highest-quality, professional level of service to guide the long-term physical and socioeconomic development in the Town of Falmouth. The Department works to understand what aspects of the town are most valued by the residents, and build upon those strengths. The Department also investigates those characteristics of the town’s regulatory culture and development patterns that no longer serve the present needs of the community and works to improve those areas of weakness. The Town of Falmouth is fortunate to have significant areas of competitive advantage within the regional economy and the Planning Department strives to leverage those strengths, while monitoring emerging trends to prepare for future difficulties, and to take advantage of future opportunities.

DEPARTMENT DESCRIPTION

The Planning Department assists the Planning Board and the Historical Commission in the administration of their regulatory duties and coordinates with other town departments on a variety of short and long-term land use projects or decisions, future growth of the community, and the preservation of the local historical character. Specifically, the Department helps the Planning Board with review of applications for Site Plan Review and Special Permits under the Zoning Bylaw, Subdivision Plans under the Subdivision Control Law, and the Historical Commission with review of applications for exterior improvements to structures in the local historic districts under the provisions of Massachusetts General Law Chapter 40C and the Town of Falmouth Code Chapter 36. Lastly, the Department assists in the preservation and creation of affordable and attainable housing, administers the Falmouth Affordable Housing Fund (FAHF), manages the town’s Subsidized Housing Inventory (SHI), and serves as the town’s liaison to the local Affordable Housing Committee and other housing groups outside the organization.

DEPARTMENT GOALS

1. Planning Board Program

Providing the Planning Board with the highest possible level of support in their regulatory, legislative, and long-term planning efforts throughout the fiscal year by:

- Carefully reviewing plans, negotiating changes with applicants, conducting research and adequately preparing for and attending all Planning Board meetings, writing sound decisions, and providing accurate answers to inquiries from board members, applicants and the public.
- Providing extra training and technical assistance to the Planning Board to keep them up-to-date on current topics and best practices within the larger field.

PLANNING DEPARTMENT

- Incorporating the changes of the Cape Cod Commission Regional Policy Plan into the Local Comprehensive Plan.
- Encouraging the Board members to integrate long-range planning into their everyday decision making.
- Implementing the Select Board's strategic plan for long-term economic sustainability.
- Setting aside 10 meetings a year to discuss current planning topics and their impact on local goals and initiatives.
- Advancing a vision plan endorsed by the Planning Board & Select Board that addresses redevelopment in the town.
- Pursuing local, state, and federal grant funding opportunities for local initiatives.

2. Historical Commission Program

Providing the Falmouth Historical Commission (FHC) with the highest possible level of support in their regulatory work throughout the fiscal year by:

- Carefully reviewing proposals, negotiating changes with applicants, conducting research and adequately preparing for and attending all FHC meetings, writing sound decisions, and providing accurate answers to inquiries from board members, applicants and the public.
- Providing extra training and technical assistance to the FHC to keep them up-to-date on current topics and best practices within the larger field.
- Incorporating recommendations of the Town of Falmouth Preservation Plan.
- Incorporating recommendations of the Historical Character Element of the Local Comprehensive Plan.
- Updating/increasing the properties listed on the Massachusetts Cultural Resources Survey (MACRIS) database and the Falmouth List of Significant Buildings.
- Pursuing local, state, and federal grant funding opportunities for local initiatives.

3. Housing Program

Supporting the creation of affordable and attainable housing in the community throughout the fiscal year by:

- Carefully reviewing applications for funding from the Falmouth Affordable Housing Fund, negotiating changes with applicants, conducting research and adequately preparing for and attending all Working Group meetings, drafting recommendations and agreements, and providing accurate answers to inquiries from a variety of stakeholders.
- Ensuring that awardees provide the required reporting materials on an annual basis.
- Incorporating recommendations of the Town of Falmouth's Housing Production Plan and Local Comprehensive Plan.
- Maintaining/updating the town's Subsidized Housing Inventory (SHI).
- Pursuing local, state, and federal grant funding opportunities for local initiatives.

4. Interaction with all other Town staff, citizens, applicants, other levels of government, and other interested parties

Serving as a resource for the ZBA, Building, Conservation, Health, and Public Works Departments, Town Counsel, and the residents of the Town of Falmouth while professionally representing the Town of Falmouth in interactions with Barnstable County, the Commonwealth, the federal government, and professional organizations by:

- Collaborating on regulatory matters such as special permits, comprehensive permits, and zoning bylaw interpretations.
- Integrating the planning and permitting functions of the Planning Board and Zoning Board of Appeals for a more effective, efficient, and clear process.
- Providing timely and accurate responses to inquiries from all stakeholders.
- Assuring appropriate notice to residents of proposed changes and opportunities to provide public input.
- Supporting other town departments with local initiatives such as, but not limited to coastal resilience and sustainability efforts, transportation improvements, open space conservation, recreational improvements, etc.

PLANNING DEPARTMENT

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
COMMUNITY DEVELOPMENT						
175 PLANNING BOARD						
Salaries						
01-175-5110	SALARY & WAGES FULL TIME	308,506	261,543	382,604	404,793	404,793
Total	Salaries	308,506	261,543	382,604	404,793	404,793
Expenses						
01-175-5319	PROF/TECH CONT SERV	2,000	0	2,000	1,000	1,000
01-175-5341	COMM-TELEPHONE	654	555	700	700	700
01-175-5342	COMM-POSTAGE	725	2,513	1,000	1,000	1,000
01-175-5343	COMM-ADVERTISING	4,000	1,308	3,000	5,000	5,000
01-175-5420	OFFICE SUPPLIES	500	3,737	1,000	1,500	1,500
01-175-5710	IN-STATE TRAVEL	750	0	500	250	250
01-175-5730	DUES & MEMBERSHIPS	800	636	800	800	800
01-175-5781	STAFF DEVELOPMENT	1,500	100	2,000	750	750
Total	Expenses	10,929	8,848	11,000	11,000	11,000
Total Departmental Expenses		319,435	270,392	393,604	415,793	415,793

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FY25 SALARIES & WAGES										
PLANNING DEPARTMENT - 175										
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total
1	24	M-09	3	CORNOCK JEDEDIAH	TOWN PLANNER	51.51	40	2,060.40	52.2	107,553
2	24	M-06	2	TONDERA MELINDA	ASST TOWN PLANNER	41.09	40	1,643.60	52.2	85,796
3	24	M-06	5	SHOEMAKER MICHAELA	COMM DEV PLANNER	45.42	24	1,090.08	52.2	56,902
4	11	A-08	5	PARKER JULIE	PRIN OFF ASSIST	32.09	37.5	1,203.38	52.2	62,816
5	24	M-06	4	FISH KIM	HOUSING COORDINATOR	43.93	40	1,757.20	52.2	91,726
						<i>FTE</i>	4.64			404,793

ZONING APPEALS



DEPARTMENT MISSION

The mission of the Zoning Board of Appeals is to hear petitions and render decisions on applications for those seeking zoning relief (typically for nonconforming properties) in the form of a Special Permit, Variance, Appeal (as of the decision of the Building Commissioner) or a Comprehensive Permit (M.G.L. Ch. 40B, for the creation of affordable housing).

DEPARTMENT DESCRIPTION

The Zoning Board of Appeals is a quasi-judicial Board (functioning similar to a court), comprised of seven resident volunteers, appointed by the Select Board, to impartially review and vote on applications submitted. The Board holds public hearings, and invites public testimony, as well as considering Town department comments, in order to render objective, reasoned land use decisions for zoning matters, based on Massachusetts General Laws (M.G.L.) Chapters 40A and B and the Town of Falmouth Zoning By-Laws.

Massachusetts General Laws set forth the requirements for the Zoning Board of Appeals functions, including notification of the public, conduct for hearings, and reporting of Decisions. The Zoning Board of Appeals maintains files with all documents submitted, which are available for public review. All agendas, applications, Decisions and Minutes for meetings are available on the Town website, in the Town Clerk's office, and in the Zoning Board of Appeals office. The office staff answers inquiries from property owners and residents, and provides assistance regarding navigating the application and hearing process.

The Zoning Administrator is authorized to issue Administrative Approvals for minor requests or modifications, and signs off on building permit applications. The Zoning Administrator also provides technical and legal guidance to the Board and public, and is responsible for drafting all Board Decisions.

DEPARTMENT GOALS

1. Work on the implementation of Permit Eyes permitting software, to track the status of applications under review by the Town.
2. Continue educational opportunities for Board Members/Workshops.
3. Continue participation on Zoning By-Law recodification and necessary By-Law updates.
4. Scan in older Decisions to create an electronic copy for accessibility to information and records.
5. Continue to update Board policies and practices.
6. Continue to maintain a level-funded budget that includes minimal increases.

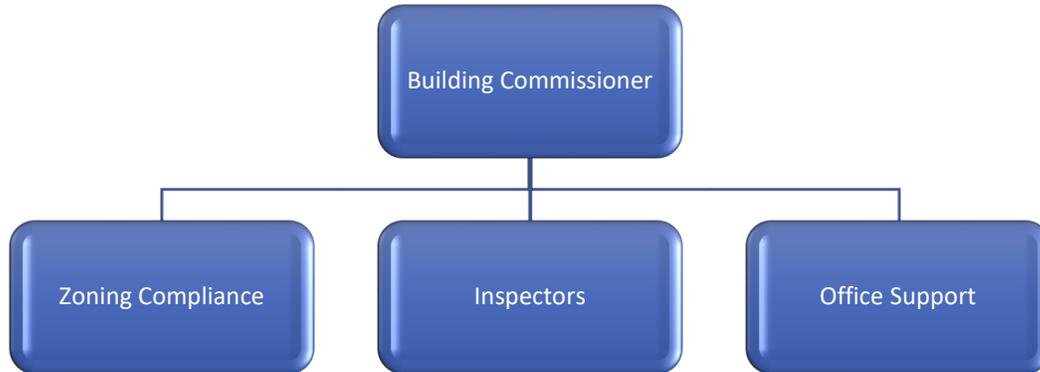
ZONING APPEALS

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
COMMUNITY DEVELOPMENT						
176 ZONING BOARD OF APPEALS						
Salaries						
01-176-5110	SALARY & WAGES FULL TIME	151,538	152,659	163,899	168,755	168,755
01-176-5120	SALARY & WAGES TEMP	30,000	11,581	0	0	0
Total	Salaries	181,538	164,240	163,899	168,755	168,755
Expenses						
01-176-5319	PROF/TECH CONT SERV*	600	0	600	600	600
01-176-5340	COMM-PRINTING	700	844	750	750	750
01-176-5341	COMM-TELEPHONE	600	498	600	600	600
01-176-5342	COMM-POSTAGE	4,200	4,000	4,200	4,200	4,200
01-176-5420	OFFICE SUPPLIES	1,100	515	1,100	1,100	1,100
01-176-5711	AUTO ALLOWANCE	350	0	350	350	350
01-176-5730	DUES & MEMBERSHIPS	300	70	300	300	300
01-176-5781	STAFF DEVELOPMENT	1,200	274	1,200	1,200	1,200
Total	Expenses	9,050	6,200	9,100	9,100	9,100
Total Departmental Expenses		190,588	170,440	172,999	177,855	177,855

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FY25 SALARIES & WAGES											
ZONING APPEALS - 176											
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total	
1	25	B-07	10	STOCKMAN NOREEN	ZBA ADMINISTRATOR	48.29	40	1,931.60	52.2	100,830	
2	11	A-08	7	DEMELLO ASHLEY	SR OFFCE ASSIST	34.70	37.5	1,301.25	52.2	67,925	
						<i>FTE</i>	2				168,755

BUILDING DEPARTMENT



DEPARTMENT MISSION

The mission of the Inspectional Services Department is to protect the public's safety and welfare by providing up-to-date information and efficient, timely inspections for projects under construction. With a team of talented, dedicated inspectors and attentive, customer service orientated staff, our goal is to consistently collaborate with our residents and builders, making Falmouth flourish. We collectively, in cooperation with other Town departments, provide education and inspections to the public and business community, to ensure all buildings conform to the requirements of the Massachusetts State Building Codes, Massachusetts Architectural Access Board regulations, and the Town of Falmouth Zoning By-Laws.

DEPARTMENT DESCRIPTION

The Building and Zoning Department is a department that enforces the Town's building codes and zoning regulations, issues building permits, responds to structural emergencies and inspects new and existing buildings. The Building Department is overseen by the Building Commissioner who is responsible for ensuring the department adheres to the Massachusetts State building codes, Massachusetts Architectural Access Board regulation and the Town of Falmouth's Zoning By-Laws.

The Building Department employs a Building Commissioner, one full-time Assistant Zoning Compliance Agent two full-time Building Inspectors and one part-time Building Inspector, one full-time Plumbing Inspector, three alternate Plumbing Inspectors, one full-time Electrical Inspector, two alternate Electrical Inspectors, three full-time Office Assistants, one part-time Office Assistant, one part time Sealer weights and measures inspector and one part-time scanning clerk.

DEPARTMENT GOALS

1. Integrate and disseminate all information effectively to the public.
2. Innovate the process for navigating permit approvals.
3. To have all records scanned and uploaded to perimiteyes for public access.

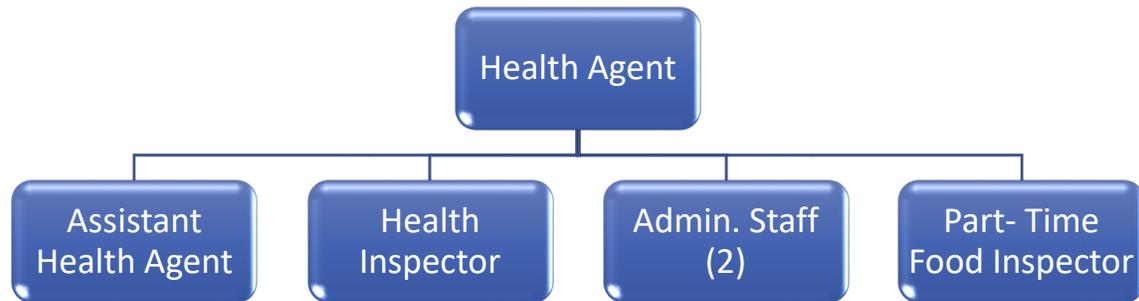
BUILDING DEPARTMENT

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
COMMUNITY DEVELOPMENT						
241 BUILDING						
Salaries						
01-241-5110	SALARY & WAGES FULL TIME	691,333	621,111	740,845	789,012	789,012
01-241-5120	SALARY & WAGES TEMP/VAC	60,000	67,488	60,000	60,000	60,000
01-241-5130	ADDITIONAL GROSS-OT	5,000	5,619	5,000	5,000	5,000
Total	Salaries	756,333	694,218	805,845	854,012	854,012
Expenses						
01-241-5240	REPR/MAINT-OFFICE EQUIP	1,500	0	1,500	1,500	1,500
01-241-5305	PROF/TECH-ARCHIVING	33,750	0	33,750	33,750	33,750
01-241-5319	PROFSNL/TECHNCL-OTH	1,000	484	61,000	50,000	50,000
01-241-5340	COMM-PRINTING	2,500	0	2,500	2,500	2,500
01-241-5341	COMM-TELEPHONE	5,500	5,818	6,500	6,500	6,500
01-241-5342	COMM-POSTAGE	1,500	1,295	1,500	2,200	2,200
01-241-5420	OFFICE SUPPLIES	5,000	5,991	6,000	8,300	8,300
01-241-5422	OFFICE SUPPLIES W & M	100	55	100	400	400
01-241-5583	OTH SUPPLIES-UNIFORMS	2,400	1,811	2,400	4,500	4,500
01-241-5584	OTH SUPPLIES W & M	450	815	450	1,000	1,000
01-241-5711	AUTO ALLOWANCE	1,800	1,148	1,800	1,800	1,800
01-241-5712	AUTO ALLOWANCE W & M	1,500	853	1,500	1,500	1,500
01-241-5730	DUES & MEMBERSHIPS	900	1,245	900	3,000	3,000
01-241-5780	ADMIN EXPENSES	1,700	1,254	1,700	3,950	3,950
01-241-5781	STAFF DEVELOPMENT	2,500	2,670	10,000	10,000	10,000
01-241-5783	STAFF DEVELOPMENT W/M	300	75	300	1,000	1,000
Total	Expenses	62,400	23,513	131,900	131,900	131,900
Total Departmental Expenses		818,733	717,731	937,745	985,912	985,912

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FY25 SALARIES & WAGES										
BUILDING DEPARTMENT - 241										
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total
1	24	M-09	7	STREET GARY	BLDG COMMISSION	58.88	40	2,355.20	52.2	122,942
2	11	A-11	7	ROBBINS RUSSELL	PLUMB & GAS INS	42.52	40	1,700.80	52.2	88,782
3	11	A-11	6	PIMENTAL JOHN	ELEC INSPECTOR	40.88	40	1,635.20	52.2	85,358
4	11	A-11	5	KILLELEA PETER	LOCAL INSPECTOR	39.31	40	1,572.40	52.2	82,080
5	11	A-11	4	QUINN TERRANCE	LOCAL INSPECTOR	37.80	40	1,512.00	52.2	78,927
6	11	A-11	5	VACANT	LOCAL INSPECTOR	39.31	19	746.89	52.2	38,988
7	11	A-09	7	MARSHALL PAMELA	ADMIN ASST	37.14	37.5	1,392.75	52.2	72,702
8	11	A-09	7	MACKAY ELEANOR	ASST ZONING OFF	37.14	40	1,485.60	52.2	77,549
9	11	A-07	7	DOCKETT CHRISTOPHER	OFFICE ASST GEN	32.46	19.5	632.97	52.2	33,042
10	11	A-07	3	GERRY PAULA	ADMIN CLERK	27.75	37.5	1,040.63	52.2	54,321
11	11	A-07	3	ZINNA JODIE	ADMIN CLERK	27.75	37.5	1,040.63	52.2	54,321
							FTE	9.775		789,012

HEALTH DEPARTMENT



DEPARTMENT MISSION

The mission of the Falmouth Health Department is to protect and promote the health, safety and well-being of residents and visitors of the Town of Falmouth. The primary functions of the Board of Health to achieve our mission are to: prevent and control disease, enforce state and local regulations, promulgate local health regulations, identify and protect from environmental hazards, and advocate for a healthy community.

DEPARTMENT DESCRIPTION

PUBLIC HEALTH:

- Communicable disease surveillance working with the Visiting Nurses Association and Mass DPH using the state's online portal - MAVEN
- Annual flu and COVID-19 vaccination clinic
- Maintain a sharps return program (kiosk) for the public to return used needles.
- Enforce state and local tobacco regulations including licensing
- Household hazardous waste collection

FOOD SAFETY:

The Health Department is to promote safe food service to the public through a program of frequent inspections at food service establishments, timely re-inspections for violations of regulations and education of managers and food handlers. The state food safety program calls for routine inspections of all year-round, residential, seasonal and mobile food service establishments operating in the Town of Falmouth; including vendors at all public events held at the Barnstable County Fairgrounds, farmer's markets and other temporary events at various locations.

SEPTIC SYSTEMS/TITLE 5:

- The Health Department is responsible for onsite wastewater (septic) system installations which includes plan reviews, permit issuance, site soil evaluations, system installation inspections, final compliance process and record retention for the life of the septic system.
- The Department also reviews all building permit applications along with ZBA and Planning referrals for Title 5 compliance.
- Receive thousands of annual requests for septic system records.
- Reviewed all Title 5 inspections for transfer of title. Issue orders to correct when failed reports are submitted.
- Enforce proper maintenance and testing of all denitrifying septic systems in accordance with the Board of Health's approvals.

COMMUNITY SANITATION:

HEALTH DEPARTMENT

The Health Department is also responsible for:

- Inspecting and licensing public and semi-public swimming pools
- Licensing and monitoring public and semi-public beaches for bacteria and cyanobacteria
- Inspecting and licensing hotels, motels, rental, units, campgrounds and recreational camps/day camps
- Perform housing inspections as requested for compliance with the State Housing Code
- Review and issue drinking water and irrigation well permits
- License trash and septage haulers
- License tattoo establishments and practitioners
- License tanning salons

BOARD OF HEALTH

The Health Agents work with the Board of Health on all aspects of public health such as code compliance, variances and local upgrade approvals for septic systems, public health outreach and developing/revising local health regulations.

DEPARTMENT GOALS

- Work with other town departments on the development of Watershed Permits as required in the new Title 5 regulations regarding Nitrogen Sensitive Areas.
- Continue to work with the Plastic Reduction Committee on the development of a new regulation to eliminate or reduce single use plastics at food establishments. Once complete, it will be presented to the Board of Health for adoption. The Department will need to conduct a lot of outreach with food establishments during the hearing process to ensure they are all aware of the proposed regulation. If a regulation is approved, then the Department will need to conduct a lot of outreach and training to ensure the establishments are able to become compliant.
- Continued process improvement with regards to the town's online permitting program called Permit Eyes.

HEALTH DEPARTMENT

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
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COMMUNITY DEVELOPMENT

510 BOARD OF HEALTH

Salaries

01-510-5110	SALARY & WAGES FULL TIME	365,882	290,435	388,996	406,061	406,061
01-510-5120	SALARY & WAGES TEMP	30,000	67,607	30,000	30,000	30,000
01-510-5130	ADDITIONAL GROSS-OT	5,000	0	5,000	5,000	5,000
Total	Salaries	400,882	358,042	423,996	441,061	441,061

Expenses

01-510-5319	PROF/TECH-CONT SERV*	23,485	14,117	25,000	23,000	23,000
01-510-5340	COMM-PRINTING	1,500	399	1,000	1,000	1,000
01-510-5341	COMM-TELEPHONE	2,500	2,142	2,500	2,500	2,500
01-510-5342	COMM-POSTAGE	1,250	900	1,250	1,250	1,250
01-510-5343	COMM-ADVERTISING	750	445	750	750	750
01-510-5377	HAZARDOUS WASTE COLLECTN*	40,000	35,987	60,000	3,000	3,000
01-510-5420	OFFICE SUPPLIES	2,000	1,999	2,000	3,000	3,000
01-510-5500	MEDICAL/SURGICAL SUPPLIES	3,000	1,613	3,000	3,000	3,000
01-510-5512	EDUC SUPPLY-TCHING MTRLS	200	108	200	200	200
01-510-5583	OTH SUPPLIES-UNIFORMS	600	191	900	900	900
01-510-5584	OTH SUPPLIES-DEPART	6,000	2,839	2,000	2,000	2,000
01-510-5710	IN-STATE TRAVEL	150	1,565	150	650	650
01-510-5730	DUES & MEMBERSHIPS	2,500	1,310	2,500	3,000	3,000
Total	Expenses	83,935	63,615	101,250	44,250	44,250
Total Departmental Expenses		484,817	421,657	525,246	485,311	485,311

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522 CLINICS AND NURSES

Expenses

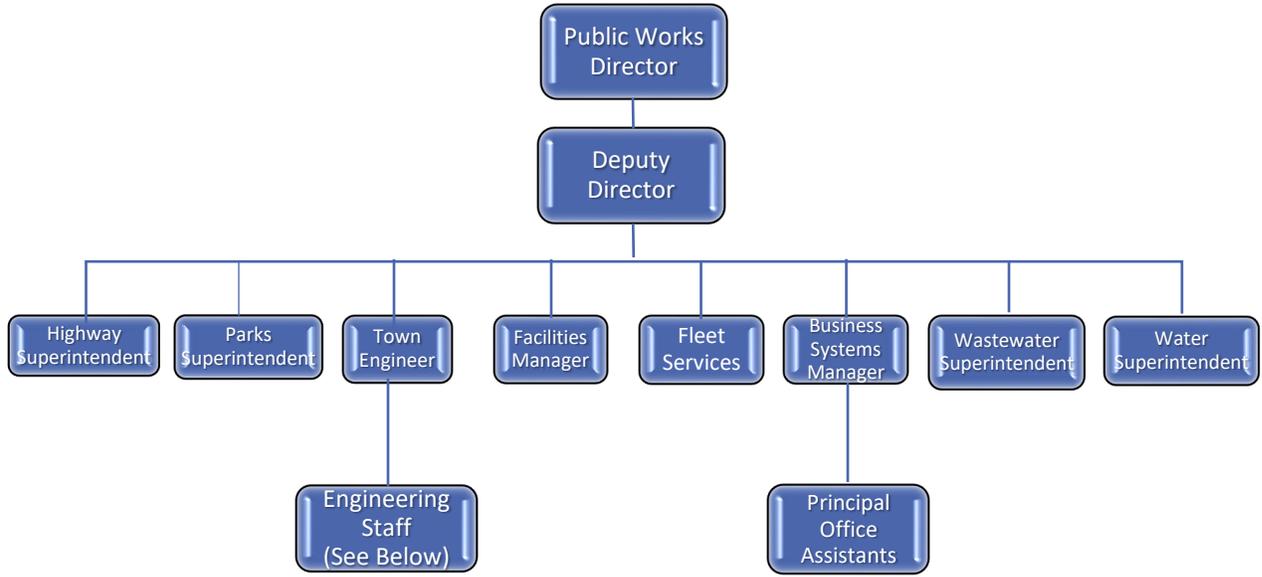
01-522-5303	PROF/TECH-CONTRACT SERV	47,495	47,494	45,980	45,980	45,980
Total	Expenses	47,495	47,494	45,980	45,980	45,980
Total Departmental Expenses		47,495	47,494	45,980	45,980	45,980

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FY25 SALARIES & WAGES

HEALTH DEPARTMENT - 510												
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total	Stipend	
1	25	B-09	10	MCGANN SCOTT	HEALTH AGENT	55.75	40	2,230.00	52.2	116,406	2,500	
2	11	A-11	7	LANGLER MALLORY	ASST HEALTH AGENT	42.52	40	1,700.80	52.2	88,782		
3	11	A-08	7	KINCHLA LINDA	PRIN OFF ASSIST	34.70	37.5	1,301.25	52.2	67,926		
4	11	A-07	5	PIERIAS KATHLEEN	ADMIN CLERK	30.01	37.5	1,125.38	52.2	58,745		
5	11	A-09	5	CARDOSO MORGAN	HEALTH INSPECTOR	34.34	40	1,373.60	52.2	71,702		
						FTE	5					406,061

DPW-ADMINISTRATION AND ENGINEERING DIVISION

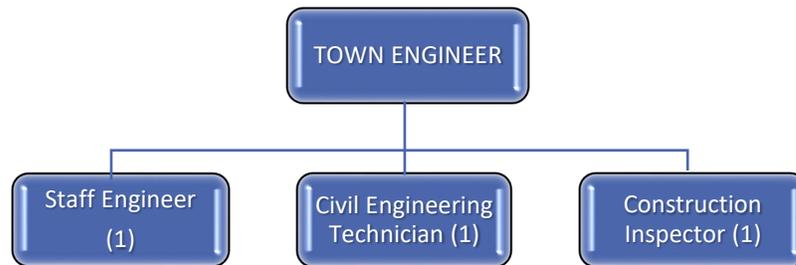


ADMINISTRATION DEPARTMENT MISSION

To preserve, protect and improve our community's infrastructure systems and provide responsive Public Works services that meet the ever-changing needs of the community, promote community character and enhance the quality of life for the benefit of all.

ADMINISTRATION DEPARTMENT DESCRIPTION

Public Works Administration staff is responsible for and oversees all functions of Engineering, Water Systems, Wastewater Systems, Roads, Bridges, Parks, Solid Waste / Recycling Services, Snow & Ice control, Facility Management, Fleet Services and Beach maintenance.



ENGINEERING DIVISION MISSION

To provide design and construction inspection services, management coordination, oversight of contract design, and construction of public works projects.

To provide engineering technical support and guidance to Department of Public Works divisions and other Town departments, boards, committees, and commissions.

To provide routine and special survey services in support of town projects and monitor compliance with EPA's National Pollutant Discharge Elimination System (NPDES) program.

ENGINEERING DESCRIPTION

The Engineering Division supports the Department of Public Works by providing engineering and field support to the Divisions within the Department. Engineering also provides technical review of projects under consideration by various boards, committees and commissions. Engineering is also responsible for approval of street opening and access permits and subsequent inspection of the work.

DPW-ADMINISTRATION AND ENGINEERING DIVISION

DEPARTMENT GOALS & PERFORMANCE MEASURES

1. Prepare and administer contract documents for infrastructure projects assuring quality work is completed on schedule and at the best value for the Town.
2. Oversee design and permitting for future Public Works projects.
3. Use web page to improve permitting process and street acceptance process.
4. Use web page to streamline bidding process for construction projects.
5. Inspection of construction projects and collection of as built data.
6. Timely review of projects for various boards, committees and commissions.
7. Comply with EPA mandates under the NPDES program.

DPW-ADMINISTRATION AND ENGINEERING DIVISION

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC WORKS						
411 DPW ADMIN & ENG						
Salaries						
01-411-5110	SALARY & WAGES FULL TIME	823,189	819,891	872,770	925,071	925,071
Total	Salaries	823,189	819,891	872,770	925,071	925,071
Expenses						
01-411-5191	OTH PERS SERV-UNFRM	16,000	13,878	16,000	16,000	16,000
01-411-5240	REPR/MAINT-OFFICE EQUIP	23,000	27,950	23,000	23,000	23,000
01-411-5319	PROF/TECH CONT SERV	0	0	0	13,000	13,000
01-411-5340	COMM-PRINTING	1,200	699	1,200	1,200	1,200
01-411-5341	COMM-TELEPHONE	4,000	5,016	4,000	4,000	4,000
01-411-5342	COMM-POSTAGE	800	0	800	800	800
01-411-5343	COMM-ADVERTISING	500	0	500	500	500
01-411-5420	OFFICE SUPPLIES	6,500	6,712	6,500	6,500	6,500
01-411-5530	PUBLIC WORKS SUPPLY	0	0	5,000	5,000	5,000
01-411-5583	OTH SUPPLIES-UNFRMS	50,000	39,935	50,000	50,000	50,000
01-411-5710	IN-STATE TRAVEL	500	0	500	500	500
01-411-5720	OUT OF STATE TRAVEL*	1,700	0	1,700	1,700	1,700
01-411-5730	DUES & MEMBERSHIPS	3,000	723	3,000	3,000	3,000
01-411-5781	STAFF DEVELOPMENT	10,000	3,497	10,000	10,000	10,000
Total	Expenses	117,200	98,411	122,200	135,200	135,200
Total Departmental Expenses		940,389	918,301	994,970	1,060,271	1,060,271

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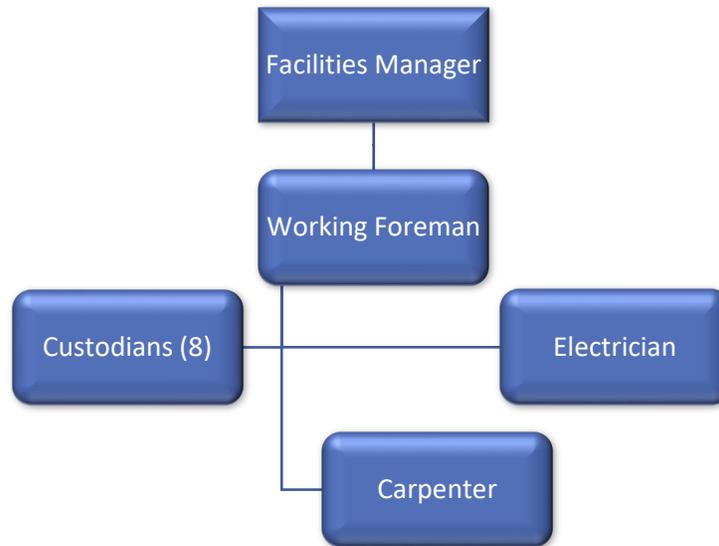
FY25 SALARIES & WAGES											
DPW ADMIN & ENGINEERING DIVISION - 411											
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total	
1	24	M-11	7	McCONARTY PETER	PUBLIC WORK DIR	72.82	40	2,912.80	52.2	152,049	
2	24	M-10A	7	CADORETTE STEVEN P	DEPUTY DIRECTOR	66.80	40	2,672.00	52.2	139,479	
3	24	M-10	7	MCLOUGHLIN JAMES	TOWN ENGINEER	63.32	40	2,532.80	52.2	132,213	
4	24	M-06	3	MOIR SAMANTHA	BUSINES SYS MGR	42.49	40	1,699.60	52.2	88,720	
5	11	A-13	7	SCHLUTER SCOTT C	STAFF ENGINEER	48.67	40	1,946.80	52.2	101,623	
6	11	A-10	7	CROFT NICHOLAS	CIV ENG TECH	39.75	40	1,590.00	52.2	82,998	
7	11	A-09	3	DICKINSON, JONATHAN	CONSTRUCTN INSP	31.75	40	1,270.00	52.2	66,294	
8	11	A-08	7	MILLER PAMELA	PRN OFFICE ASST	34.70	37.5	1,301.25	52.2	67,926	
9	11	A-08	6	FRYE REBECCA	PRN OFFICE ASST	33.37	37.5	1,251.38	52.2	65,323	
10	24	N-07	5	RYTHER MARY	SOLID WASTE/RECYCLING ED	28.68	19	544.94	52.2	28,446	
						<i>FTE</i>	9.5				925,071

DPW-ADMINISTRATION AND ENGINEERING DIVISION

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC WORKS						
424 STREET LIGHTING						
Expenses						
01-424-5212	ENERGY - ELECTRICITY	105,000	76,013	105,000	103,000	103,000
Total	Expenses	105,000	76,013	105,000	103,000	103,000
Total Departmental Expenses		105,000	76,013	105,000	103,000	103,000

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DPW - FACILITIES MAINTENANCE DIVISION



DEPARTMENT MISSION

To ensure that the Town of Falmouth has a professional, well-trained and knowledgeable staff to maintain all town-owned facilities by using the guidelines, which will be developed by the Facilities Manager.

DEPARTMENT DESCRIPTION

The Facilities Maintenance Department is responsible for maintaining Town owned facilities with the exception of the schools. The department consist of (8) Custodians, (1) Working Foreman, (1) Carpenter, (1) Electrician and a Facilities Manager. Duty assignments are distributed through work orders from the Facilities Manager to the Working Foremen and assigned to personnel for completion. Buildings are staffed 7 days a week.

DEPARTMENT GOALS

1. Reduce energy cost in all Town owned buildings.
2. Review all general maintenance cost for each building and create a plan to accomplish the need.

DPW - FACILITIES MAINTENANCE DIVISION

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC WORKS						
192 FACILITIES						
Salaries						
01-192-5110	SALARY & WAGES FULL TIME	768,885	723,425	852,500	830,737	830,737
01-192-5120	SALARY & WAGES-TEMP	17,500	12,799	17,500	17,500	17,500
01-192-5130	ADDITIONAL GROSS-OT	7,500	47,062	7,500	7,500	7,500
Total	Salaries	793,885	783,286	877,500	855,737	855,737
Expenses						
01-192-5212	ENERGY-ELECTRICITY	61,000	83,809	61,000	113,142	113,142
01-192-5213	ENERGY-NATURAL GAS	18,000	3,641	18,000	18,000	18,000
01-192-5241	REPR/MAINT-CONT SERV*	128,500	128,763	134,500	134,500	134,500
01-192-5243	REPR/MAINT-EQUIPMENT	26,000	23,511	28,600	28,600	28,600
01-192-5341	COMM-TELEPHONE	6,150	5,803	6,872	6,872	6,872
01-192-5345	COMM-ALARM	13,000	8,323	13,000	13,000	13,000
01-192-5450	CSTD/HSKPNG SUPPLIES	35,000	34,367	35,000	35,000	35,000
01-192-5453	CUSTODIAL SUPPLY-BCH*	4,000	3,996	4,000	4,000	4,000
01-192-5534	PUB WKS SUPPLY-ELEC	3,000	0	3,000	3,000	3,000
01-192-5710	IN-STATE TRAVEL	600	0	600	600	600
01-192-5730	DUES & MEMBERSHIPS	500	0	500	500	500
01-192-5801	FACILITIES MAINTENANCE*	106,000	53,714	106,000	106,000	106,000
Total	Expenses	401,750	345,927	411,072	463,214	463,214
Total Departmental Expenses		1,195,635	1,129,213	1,288,572	1,318,951	1,318,951

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FY25 SALARIES & WAGES												
DPW - FACILITIES MAINTENANCE DIVISION - 192												
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total	Shift Differential	
1	25	B-09	10	ENDICOTT GREGORY	FACIL MAINT MANAGER	55.75	40	2,230.00	52.2	116,406		
2	11	A-10	7	KING WAYNE M	ELECTRICIAN	39.75	40	1,590.00	52.2	82,998		
4	11	A-09	7	MONIZ DANIEL	WKG FOREMAN-FAC	37.14	40	1,485.60	52.2	77,549		
5	11	A-09	7	URBAN PETER	CARP/CREW LEAD.	37.14	40	1,485.60	52.2	77,549		
6	11	A-06	7	GOMES THERESA	CUSTODIAN	30.33	40	1,213.20	52.2	63,330	1,670	
7	11	A-06	3	VACANT	CUSTODIAN	25.92	40	1,036.80	52.2	54,121		
8	11	A-06	7	GOMEZ WILFER	CUSTODIAN	30.33	40	1,213.20	52.2	63,330	1,044	
9	11	A-06	3	VACANT	CUSTODIAN	25.92	40	1,036.80	52.2	54,121	1,044	
10	11	A-06	3	BOURNE CHELSEA	CUSTODIAN	25.92	40	1,036.80	52.2	54,121	1,044	
11	11	A-06	6	LEONARD DANIEL	CUSTODIAN	29.16	40	1,166.40	52.2	60,887		
12	11	A-06	5	CONN CHRISTOPHER	CUSTODIAN	28.04	40	1,121.60	52.2	58,548	1,044	
13	11	A-06	6	OTERO EDWIN	CUSTODIAN	29.16	40	1,166.40	52.2	60,887	1,044	
TOTAL						<i>FTE</i>	12				830,737	

DPW - HIGHWAY DIVISION



DEPARTMENT MISSION

To provide quality service throughout the community through the promotion of:

- Growth management
- Work related safety practices
- Responsiveness to residents' complaints and concerns

To protect, preserve, and improve the Town's infrastructure and related assets in a manner which meets and enhances the current and future social and economic needs of the community and contributes to a healthy, safe and quality environment for the Town's citizens and visitors alike.

To continue to act as first responders in our role as members of the local Emergency Planning Committee by carrying out natural disaster planning and response.

To continue to provide support to the many departments throughout the Town seeking help with specific projects throughout the years.

DEPARTMENT DESCRIPTION

The Highway Division carries a considerable role in the maintenance and management of a wide variety of the Town's infrastructure.

Roadway maintenance

The Highway Division is responsible for the general maintenance and construction of our nearly 260+ miles of road, 65 miles of sidewalk, 3000 catch basins, as well as over 4000 street signs and posts. Common duties consist of Storm water drainage, asphalt repair and Paving, Street sweeping, catch basin cleaning, traffic markings, litter control, roadside mowing, guardrail maintenance, and road grading to name a few. Snow and Ice control is a large part of our operations in the winter months. Keeping roadways safe during all storm events is critical in the well-being and safety of the public and the first responders.

Waste Management

Curbside collection along with the Towns Waste Management and Compost facility also fall under The Highway Division. Duties consisting of overseeing the curbside collection contract and managing the operation of the Town Facilities on Thomas B. Landers and Blacksmith shop rd., which takes in a wide range of wastes like, demolition, rubbish, metals, recyclables, waste oils, appliances as well as leaves and grass at our compost facility.

Eel Pond Bridge

The drawbridge on Water Street in Woods Hole is also maintained and managed by the Highway Division. This consists of staffing, scheduled maintenance, storm preparation and scheduled openings for marine traffic in and out of Eel Pond.

DPW - HIGHWAY DIVISION

Beaches

Seasonal staffing and coordination of maintenance for the Town's 11 Public Beaches is also managed by the Highway Division. Tasks such as spring clean-up of the parking lots, fences, striping the parking lots, repair and placement of trash receptacles, lifeguard stands, bike racks, signage and rubbish collection.

Shining Sea bikeway

Bikeway maintenance is shared by both the Highway and Parks Division. The Highway division handles the Asphalt, Sign and Traffic Markings for the 14 mile shared use path.

DEPARTMENT GOALS

1. Provide effective and quality customer service to other departments as well as the general public.
2. Continue to work pro-actively with department heads, committees and the public.
3. Improve communications with the public through the introduction of the Towns new web site.
4. Provide more Job specific training to improve productivity and quality service.
5. Continue ADA (Americans with Disabilities) sidewalk improvements for the disabled residents of Falmouth.
6. Continue to produce an ongoing assessment of future roads in need of rehabilitation through our road analysis program.

DPW - HIGHWAY DIVISION

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC WORKS						
422 HIGHWAY						
Salaries						
01-422-5110	SALARY & WAGES FULL TIME	1,096,745	1,023,523	1,167,651	1,198,469	1,198,469
01-422-5120	SALARY & WAGES BCH MAINT	84,109	27,401	92,214	116,615	116,615
01-422-5130	ADDITIONAL GROSS-OT	45,000	59,815	70,000	70,000	70,000
01-422-5140	DIFF-HOLIDAY	0	639	0	0	0
Total	Salaries	1,225,854	1,111,378	1,329,865	1,385,084	1,385,084
Expenses						
01-422-5212	ENERGY-ELECTRICITY	54,500	51,794	54,000	69,922	69,922
01-422-5213	ENERGY-NATURAL GAS	30,000	23,450	30,000	30,000	30,000
01-422-5243	REPR/MAINT-EQUIPMENT	3,000	0	3,000	3,000	3,000
01-422-5251	REPR/MAINT-TOWN PROP	110,000	114,459	110,000	110,000	110,000
01-422-5271	RENTL/LEASE-EQUIPMENT	4,300	5,887	4,300	4,300	4,300
01-422-5319	PROF/TECH BCH CONT*	70,000	53,288	100,000	100,000	100,000
01-422-5340	COMM-PRINTING	200	0	200	200	200
01-422-5341	COMM-TELEPHONE	7,000	18,367	20,000	20,000	20,000
01-422-5342	COMM-POSTAGE	50	0	50	50	50
01-422-5343	COMM-ADVERTISING	50	0	50	50	50
01-422-5530	PUBLIC WORKS SUPPLY	25,000	19,857	25,000	25,000	25,000
01-422-5531	PUB WKS SUPPLY-BEACH*	5,000	4,944	10,000	10,000	10,000
01-422-5532	PUB WKS SUPPLY-ST MATRL	30,000	27,325	30,000	30,000	30,000
01-422-5533	PUB WKS SUPPLY-TOOLS	0	5,703	5,000	5,000	5,000
01-422-5710	IN-STATE TRAVEL	200	0	200	200	200
01-422-5730	DUES & MEMBERSHIPS	250	0	250	250	250
01-422-5780	LICENSES & PERMITS	6,000	5,620	6,000	6,000	6,000
Total	Expenses	345,550	330,694	398,050	413,972	413,972
Total Departmental Expenses		1,571,404	1,442,072	1,727,915	1,799,056	1,799,056

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DPW - HIGHWAY DIVISION

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
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PUBLIC WORKS

423 SNOW & ICE CONTROL

Salaries

01-423-5120	S/W-SNOW & ICE	180,000	41,840	180,000	180,000	180,000
Total	Salaries	180,000	41,840	180,000	180,000	180,000

Expenses

01-423-5541	PUB WKS-SNOW & ICE	195,000	190,862	195,000	195,000	195,000
Total	Expenses	195,000	190,862	195,000	195,000	195,000
Total Departmental Expenses		375,000	232,702	375,000	375,000	375,000

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425 VEHICLE FUEL

Expenses

01-425-5481	VEHICLE SUPPLY-GASOLINE	185,000	171,096	200,000	200,000	200,000
01-425-5482	VEHICLE SUPPLY-DIESEL GAS	250,000	175,736	300,000	300,000	300,000
Total	Expenses	435,000	346,832	500,000	500,000	500,000
Total Departmental Expenses		435,000	346,832	500,000	500,000	500,000

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433 SOLID WASTE COLLECTION

Expenses

01-433-5292	OTR PRP SRV-RUBSH CNTRCT*	2,188,040	1,984,650	2,300,000	2,438,000	2,438,000
01-433-5379	OTR PRCH SER-CURB RECYCL*	1,498,267	1,358,280	1,500,000	1,798,000	1,798,000
01-433-5393	OTR PRCH SRV-TOWN OF BOURNE CN'	900,625	706,741	1,000,000	1,000,000	1,000,000
Total	Expenses	4,586,932	4,049,672	4,800,000	5,236,000	5,236,000
Total Departmental Expenses		4,586,932	4,049,672	4,800,000	5,236,000	5,236,000

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633 BIKEWAYS COMMITTEE

Expenses

01-633-5340	COMM-PRINTING	2,000	460	2,000	2,000	2,000
Total	Expenses	2,000	460	2,000	2,000	2,000
Total Departmental Expenses		2,000	460	2,000	2,000	2,000

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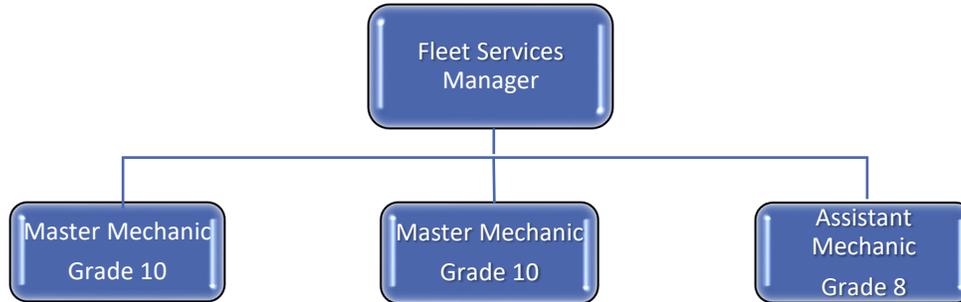
DPW - HIGHWAY DIVISION

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC WORKS						
431 WASTE MANAGEMENT FACILITY						
Salaries						
01-431-5110	SALARY & WAGES FULL TIME	157,373	151,295	166,936	176,271	176,271
01-431-5130	ADDITIONAL GROSS-OT	8,000	5,679	8,000	8,000	8,000
01-431-5131	ADDITIONAL GROSS-REPLCMNT	1,000	37	1,000	1,000	1,000
01-431-5140	DIFF-HOLIDAY	4,300	4,517	4,300	4,300	4,300
Total	Salaries	170,673	161,527	180,236	189,571	189,571
Expenses						
01-431-5212	ENERGY-ELECTRICITY	1,800	903	1,800	1,800	1,800
01-431-5213	ENERGY-NATURAL GAS	5,000	3,789	5,000	5,000	5,000
01-431-5243	REPR/MAINT-EQUIPMENT	5,500	4,035	5,500	5,500	5,500
01-431-5271	OTR PRCH SERV/CONST&DEMO	37,500	33,500	37,500	37,500	37,500
01-431-5294	OTR PROP SERV-RECYC SERV	55,100	46,086	55,100	55,100	55,100
01-431-5296	WASTE OIL-RECYCLING	5,000	6,276	5,000	5,000	5,000
01-431-5297	OTR PURCH SRV-BULB RECYC	1,000	2,138	1,000	1,000	1,000
01-431-5319	PRF/TECH WELL MONITORING	55,000	37,173	55,000	55,000	55,000
01-431-5330	OTR CONT SERV/SCREEN-GRND	30,000	22,300	30,000	30,000	30,000
01-431-5340	COMM-PRINTING	1,500	1,196	1,500	1,500	1,500
01-431-5341	COMM-TELEPHONE	400	3,586	400	4,000	4,000
01-431-5530	PUBLIC WORKS SUPPLIES	500	1,878	500	500	500
Total	Expenses	198,300	162,860	198,300	201,900	201,900
Total Departmental Expenses		368,973	324,387	378,536	391,471	391,471

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FY25 SALARIES & WAGES											
DPW - WASTE MANAGEMENT FACILITY - 431											
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total	
1	26	D-07	6	REBELO CARLOS E	MEO II HWY	30.34	40	1,213.60	52.2	63,350	
2	26	D-07	4	REBELO JOSEPH	CREW LEADER HWY	28.05	40	1,122.00	52.2	58,569	
3	26	D-04	7	BAUGH JR WILLIAM	LABORER	26.03	40	1,041.22	52.2	54,352	
						<i>FTE</i>	<i>3</i>				<i>176,271</i>

DPW - FLEET SERVICES DIVISION



DEPARTMENT MISSION

Fleet services is an organizational unit within the Department of Public Works that establishes fleet maintenance policies and procedures for all vehicles for the Town of Falmouth Public Works departments and Town Hall vehicles to ensure safe, reliable, and cost efficient use and dependability. It also is to provide safe and efficient, economically and environmentally sound transportation and related support services that are responsive to the needs of Public Works departments and to conserve vehicle value and equipment investment.

- Perform Preventive Maintenance, Service and Repairs.
- Responses to Emergency and other maintenance needs.
- To Control Costs and Reliability to Minimize Down Time.
- 24 HR. Fuel Service, Emergency Road Service.

DEPARTMENT STATEMENT:

The goal of Fleet Management is to support Public Works departments and agencies in the delivery of municipal services by ensuring that the town vehicles and all related equipment are available, dependable and safe to operate and to deliver quality service at a cost effective rate. Located on Gifford Street our central garage provides 24 Hr. fueling, repair, storage and support services for the Town Of Falmouth. Presently, we are researching new technologies that will allow the fleet to be powered by sustainably produced energy sources in an effort to take the fleet into the 21st century.

The current department staffing consists of the Fleet Manager, 2 Grade 10 Master Mechanics and 1 Assistant Mechanic to service the town's fleet over 225 vehicles, equipment and ancillary equipment for Public Works, Town Hall, Police, and other Town Departments.

The Fleet services department is a newly formed standalone department that was previously part of the Public Works Highway Department. Fleet Services was created to keep up with the ever changing technology in the transportation industry that is common place in all energy efficient and computerized systems of new vehicles and equipment. The department is investing in new software diagnostics and equipment to help provided the most cost efficient and dependable service and support to maintain the investment the town makes to provide services to the tax payers of the Town of Falmouth.

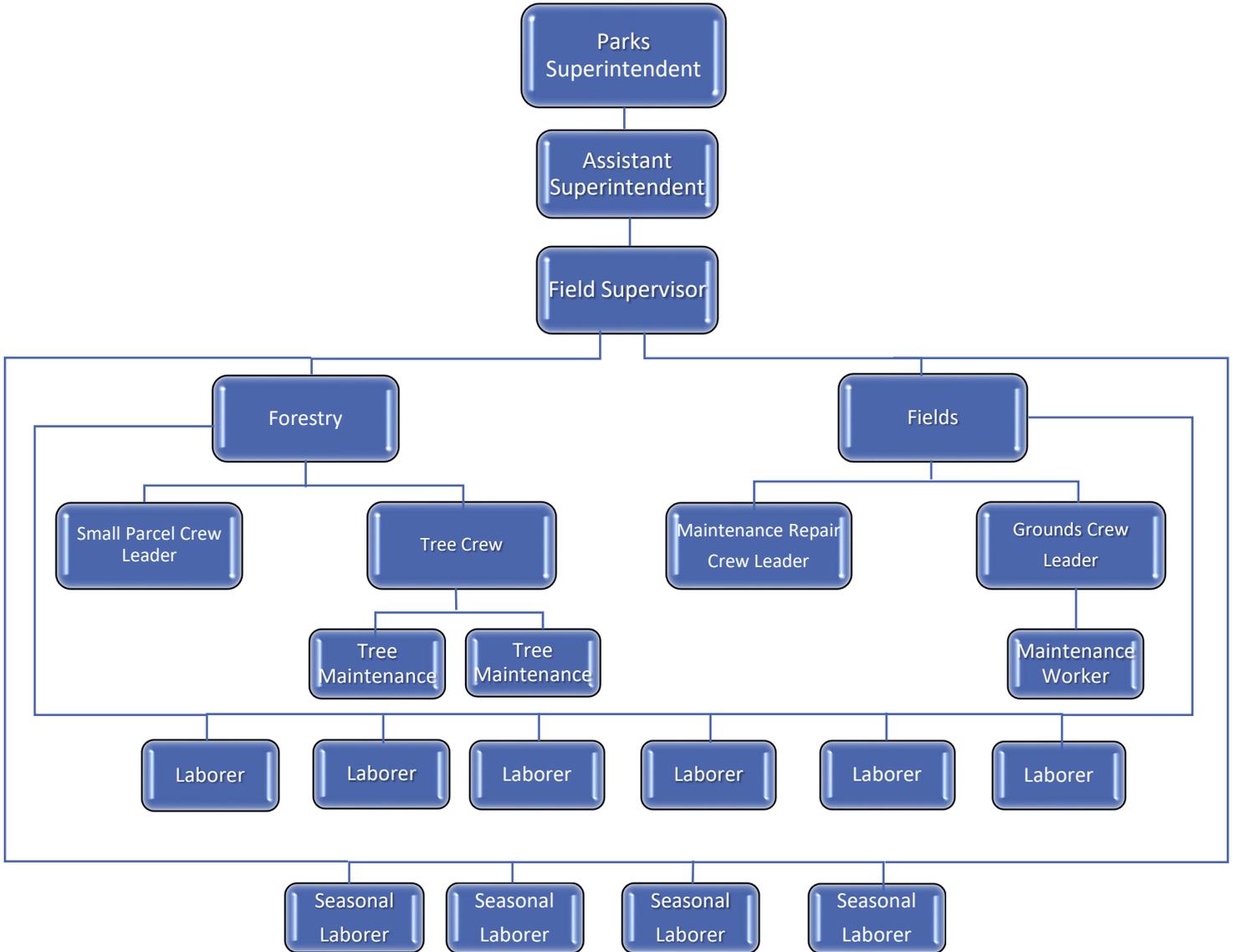
DPW - FLEET SERVICES DIVISION

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC WORKS						
426 FLEET SERVICES						
Salaries						
01-426-5110	SALARY & WAGES FULL TIME	265,155	254,690	291,798	314,651	314,651
01-426-5130	ADDITIONAL GROSS-OT	5,000	3,070	5,000	5,000	5,000
Total	Salaries	270,155	257,759	296,798	319,651	319,651
Expenses						
01-426-5480	VEHICLE SUPPLIES-MAINT	190,000	188,520	195,000	200,000	200,000
01-426-5484	GREASE & LUBRICATION	18,000	17,847	19,000	24,000	24,000
01-426-5485	VEHICULAR SUPPLY-TIRES	32,000	31,883	34,000	34,000	34,000
01-426-5533	PUB WKS SUPPLY-TOOLS	5,000	4,736	5,000	5,000	5,000
01-426-5538	PUB WKS SUPPLY-EMPLOYEE TOOLS	0	3,620	3,750	3,750	3,750
01-426-5783	FUEL DEPOT EXPENSES	10,000	4,790	10,000	10,000	10,000
Total	Expenses	255,000	251,397	266,750	276,750	276,750
Total Departmental Expenses		525,155	509,156	563,548	596,401	596,401

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FY25 SALARIES & WAGES												
DPW - FLEET SERVICES DIVISION - 426												
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total		
1	24	M-08	4	RIVERA EDWIN	FLEET SERVICES MANAGER	47.71	40	1,908.40	52.2	99,619		
				STIPEND		105.77	1	105.77	52.2	5,522	105,141	
2	26	D-10	5	COTTER TIMOTHY	MECHANIC/WELDER	35.74	40	1,429.60	52.2	74,625		
3	26	D-10	5	MCLEAN WILLIAM	MECHANIC/WELDER	35.74	40	1,429.60	52.2	74,625		
4	26	D-08	3	LEWIS JONATHAN	MEOIII/ASST MECHANIC	28.86	40	1,154.40	52.2	60,260		
				STIPEND		57.70	1	57.70	52.2	3,012	63,272	
					FTE		4					314,651

DPW-TREE & PARKS MAINTENANCE DIVISION



DEPARTMENT MISSION

To provide professional, responsive, construction and maintenance services for the continued use of:

- **Town Athletic Fields**
- **Playgrounds**
- **Parks**
- **Cemeteries**
- **School Grounds**
- **Public Facilities**

To provide public safety, and enhancements of all public street trees.

To provide professional public guidance regarding insect/pest control.

To forge alliances with citizen groups, local businesses, and committees and to accomplish beautification projects that exceed budget limitations, that make Falmouth the Jewel of the Cape.

DPW-TREE & PARKS MAINTENANCE DIVISION

DEPARTMENT DESCRIPTION

The administration of the Division's program budget includes four categories: Town Trees, Grounds, and Maintenance, Special /Seasonal, and Administrative categories.

The Administrative category includes the personnel management of 15 full time employees and 6-8 long term seasonal employees. Administration of employees by the Park Superintendent and include payroll management, project management and quality control, licensure and training compliance with regard to pesticide application, professional forester licensing, and operation of heavy equipment, and trucks. The Division administrators oversee the integration of volunteer labor by groups such as the Falmouth Council for Civic Beautification, the Professional Business Women Association of Cape Cod, the Falmouth Garden Club, County Sheriff's and Community Service programs, and cemetery conservators.

Administration of maintenance operations includes the weekly grass mowing and related duties of 247 acres of turf, numerous landscapes ranging from formal to xeriscape, 6 historic cemeteries and related headstone conservator duties, 21 playgrounds, 6 outdoor basketball courts, 6 tennis court sites (with multiple courts each), Goodwill Park and Town Forest, 36 flagpoles, athletic field layout and line painting for all school sports schedules, and Falmouth Recreation programs, and irrigation system repair and maintenance at 8 facilities.

Operation of street trees and vegetation maintenance on 260 miles of Town and County roads (adhering to MGL compliance), 11 miles of bike path, and an active American elm preservation program (compliance with MGL C 132) has gained " Tree City USA " status by the American Arbor Day Foundation. Storm planning and management, 24 hour emergency response with regard to street trees, daily public service requests, site visits, and execution of service requests are a large part of administrative duties. Street tree hazard assessment also make up daily duties of the Tree Warden. The appointment of Town Insect Pest Control Officer (MGL C 132 to the Tree Warden; creates a State liaison for the identification and potential management of control programs for such defoliators as the gypsy moth, and winter moth .

Timely telephone and electronic mail response, VUE Works management, correspondence, sound project management , procurement of goods and services, safety training and compliance, technical guidance to Town Departments, committees and special interest groups, public presentations, and special events coordination and assistance, all make up percentages of administrative duties.

GOALS AND IMPLEMENTATION PLAN

In 2019, The Parks Division will be refining and implementing goals to include the additional requirements demanded of our department. We are anticipating the addition of two new positions to help achieve these additional tasks. With the addition of a Grade 8 Crew Leader and a Grade 6 Maintenance Worker, this will allow more flexibility in the department with additional licenses, technical experience, and daily task versatility. This will also allow the Parks Departments have another crew to manage and implement turf maintenance and cultural practices such as aeration, dethatching, seeding, topdressing, irrigation, and fertility to all parks and athletic fields. This crew would be separate from the regular mowing crew and would be able to administer such maintenance task as listed above and have the ability to take on equipment based construction and seasonal and holiday cleanups to our downtown parks and common areas. These two positions give us the ability fill in the absence of crew leaders or operators and will give our parks and schools the attention they deserve.

1. **ATHLETIC FIELDS:** Administer cultural practices to our Athletic fields (mowing, aerating, topdressing, seeding, and fertility) as well as field marking for school based sporting events.
2. **GROUND:** Landscaping is needed on all of our parks, schools, and public buildings this requires fall and spring cleanups, annual planting, pruning, weeding, and mulching. The addition of another crew will allow these tasks to be completed without taking away staff from the daily mowing requirements.
3. **TREES:** With the increasing possibilities of tree disease and our large population of Elm trees, our department needs to increase our attention to provide up to date arboricultural services to our street, parks, and historic tree population.

DPW-TREE & PARKS MAINTENANCE DIVISION

4. **GENERAL DAILY MAINTENANCE:** In recent years, Public Works reconstructed and added playgrounds throughout Town. Additional staff and resources are required to maintain and improve our playgrounds. The increasing demands on our department to include properties, equipment, cemeteries, and recreational infrastructure will be manageable with the addition of staff.
5. **HOLIDAY PREPARATIONS:** The Town prides themselves on our complex holiday display. This requires a large amount of preparation, maintenance, setup, removal and proper storage.
6. **ADMINISTRATIVE DUTIES:** Provide responsive phone and email response, manage projects and procurement. Abiding by all Safe work practices under OSHA and ANSI standards, technical guidance to other departments and public presentations.

Goal	Performance Measure	FY22	FY23
1	Athletic Fields	20%	20%
2	Grounds	15%	15%
3	Trees	20%	20%
4	General Daily Maintenance	20%	20%
5	Holiday Preparations	5%	5%
6	Administrative duties	20%	20%

DPW-TREE & PARKS MAINTENANCE DIVISION

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC WORKS						
429 PARKS						
Salaries						
01-429-5110	SALARY & WAGES FULL TIME	906,108	896,543	1,029,614	1,078,190	1,078,190
01-429-5120	SALARY & WAGES TEMP	90,000	47,657	60,000	60,000	60,000
01-429-5130	ADDITIONAL GROSS-OT	20,000	40,548	30,000	30,000	30,000
Total	Salaries	1,016,108	984,747	1,119,614	1,168,190	1,168,190
Expenses						
01-429-5212	ENERGY-ELECTRICITY	1,811	544	1,811	734	734
01-429-5243	REPR/MAINT-EQUIPMENT	10,000	8,198	10,000	10,000	10,000
01-429-5257	REPR/MAINT-FLAGS/POLES	2,500	2,351	3,000	3,000	3,000
01-429-5258	REPR/MAINT-PARKS	46,500	24,743	46,500	46,500	46,500
01-429-5259	REPR/MAINT-SCHL GROUNDS	45,000	45,510	45,000	45,000	45,000
01-429-5260	REPR/MAINT-ELM TREES	50,000	60,083	50,000	50,000	50,000
01-429-5261	REPR/MAINT-REC GROUNDS	35,000	30,208	35,000	133,000	133,000
01-429-5295	OTR PROP SERV-CEMTRY CARE	2,500	0	2,500	2,500	2,500
01-429-5296	OTR PROP SRV-XMAS DISPLAY	7,000	12,842	15,000	15,000	15,000
01-429-5319	PROF/TECH-CONT SERV*	15,000	13,480	18,000	33,000	33,000
01-429-5340	COMM-PRINTING	200	0	200	200	200
01-429-5341	COMM-TELEPHONE	10,000	9,297	10,000	10,000	10,000
01-429-5343	COMM-ADVERTISING	400	0	400	400	400
01-429-5397	OTR PRCH SRV-DVSVL CMTRY*	700	0	700	700	700
01-429-5398	OTR PRCH SRV-WDSHL CMTRY*	1,200	1,200	1,200	1,200	1,200
01-429-5466	GRNDS KPNG SUPPLIES	80,000	65,433	80,000	80,000	80,000
01-429-5530	PUBLIC WORKS SUPPLIES	13,000	17,746	13,000	13,000	13,000
01-429-5710	IN-STATE TRAVEL	400	75	400	400	400
01-429-5730	DUES & MEMBERSHIPS	4,000	2,104	4,000	4,000	4,000
01-429-5780	ADMINSTRATIVE EXPENSES	1,000	3,800	1,000	1,000	1,000
01-429-5781	STAFF DEVELOPMENT	0	1,795	0	0	0
Total	Expenses	326,211	299,410	337,711	449,634	449,634
Total Departmental Expenses		1,342,319	1,284,157	1,457,325	1,617,824	1,617,824

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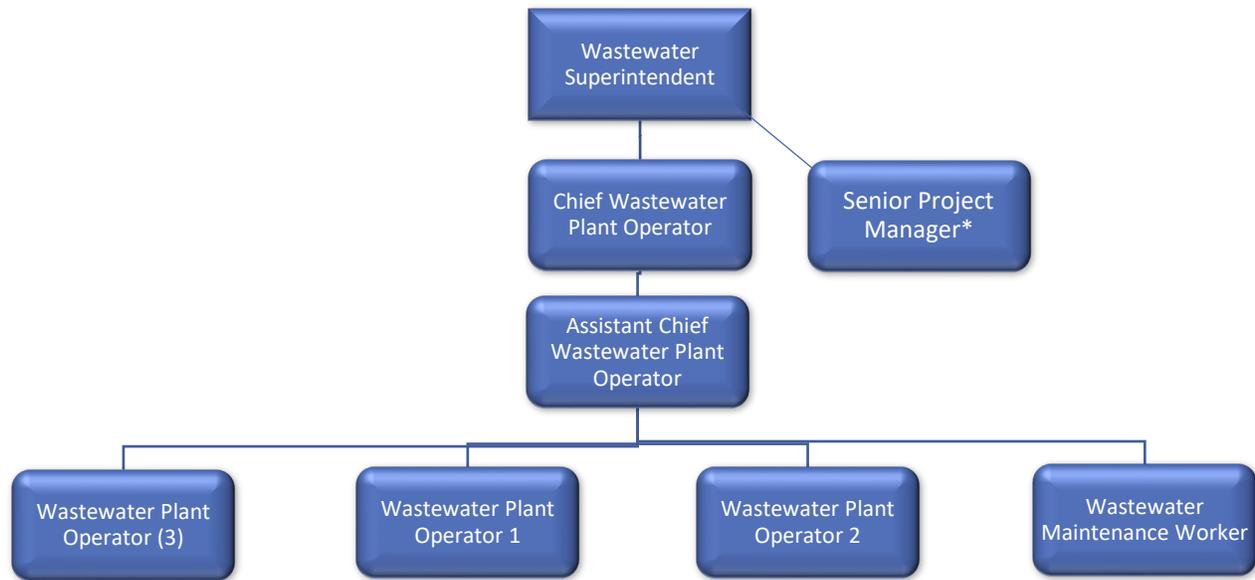
DPW-TREE & PARKS MAINTENANCE DIVISION

FY25 SALARIES & WAGES

DPW - TREE & PARKS MAINTENANCE DIVISION - 429

	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total
1	24	M-09	3	PEARSON JEREMIAH	SUP PRKS & FORS	51.51	40	2,060.40	52.2	107,553
2	26	D-12	2	POTTER MARTIN	ASST SUPT PARKS	36.37	40	1,454.80	52.2	75,941
3	26	D-10	6	PLESCIA RICHARD J	FIELD SUPERVISOR	37.17	40	1,486.80	52.2	77,611
4	26	D-09	6	SPERONI SHAWN M	ASST FIELD SUPERVISOR	34.73	40	1,389.20	52.2	72,517
5	26	D-09	4	VACANT	CREW LEADER FOREST	32.11	40	1,284.40	52.2	67,046
6	26	D-08	6	BARRETT MARK E	CREW LEADER TREE	32.46	40	1,298.40	52.2	67,777
7	26	D-08	6	DUARTE MICHAEL	PARKS CREW LEADER	32.46	40	1,298.40	52.2	67,777
8	26	D-08	5	TASSINARI MICHAEL	CREW LEADER	31.21	40	1,248.40	52.2	65,167
9	26	D-06	6	REZENDES MICHAEL	TREE MAINT WKR	28.35	40	1,134.00	52.2	59,195
10	26	D-06	3	PRESTON DANIEL	TREE MAINT WKR	25.21	40	1,008.40	52.2	52,639
11	26	D-06	6	GEGGATT GREGORY	GROUNDSKEEPER/MAINT	28.35	40	1,134.00	52.2	59,195
12	26	D-04	4	BROWN CHARLTON	PARKS LABORER	22.90	40	916.00	52.2	47,816
13	26	D-04	7	GREEN CAVON	PARKS LABORER	26.03	40	1,041.22	52.2	54,352
14	26	D-04	6	MURCHISON LEON	PARKS LABORER	24.77	40	990.80	52.2	51,720
15	26	D-04	5	GAUTHIER DOMINIC	PARKS LABORER	23.81	40	952.40	52.2	49,716
16	26	D-04	4	VACANT	LABORER	22.90	40	916.00	52.2	47,816
17	26	D-04	7	BENNETT CHRISTOPHER	PARKS LABORER	26.03	40	1,041.22	52.2	54,352
						<i>FTE</i>	17			1,078,190

DPW - WASTEWATER DIVISION



DEPARTMENT MISSION

Protect, maintain and enhance the Town of Falmouth's water quality, public health and economic vitality through effective environmental management of wastewater facilities.

DEPARTMENT DESCRIPTION

The Wastewater Division operates and maintains the Town's Main Wastewater Treatment Facility (WWTF) and the smaller New Silver Beach WWTF and their respective wastewater collection and transmission systems, including 11 lift stations and approximately 37 miles of sewer main. The Wastewater Division has a total of approximately 2330 sewer customers. The Wastewater Division serves the remainder of properties in Town by accepting and processing septage from their septic systems and cesspools. The Wastewater Division is responsible for compliance with groundwater discharge permits for each of the Town's two WWTFs.

DEPARTMENT GOALS FOR FY 25

1. Manage the Town's wastewater facilities in such a way as to meet regulatory requirements and emergency preparedness in a manner acceptable to the public. Complete and submit monthly, quarterly and semiannual reports with required WWTF and monitoring well data, demonstrating compliance.
2. Oversee year 2 of the construction of the \$33,500,000 Wastewater Treatment Facility Improvements Project, which is being implemented in order to accommodate additional wastewater nutrient load while continuing to meet discharge permit requirements.
3. Oversee the design and permitting of the first phase of the Great Pond Targeted Watershed Management Plan, including wastewater collection, transmission and discharge system expansion.
4. Oversee year 1 of data collection and evaluations required to permit an ocean outfall.
5. Prepare to develop watershed permit applications for the first round of watersheds (expected to be Little Pond and Great Pond).

DPW - WASTEWATER DIVISION

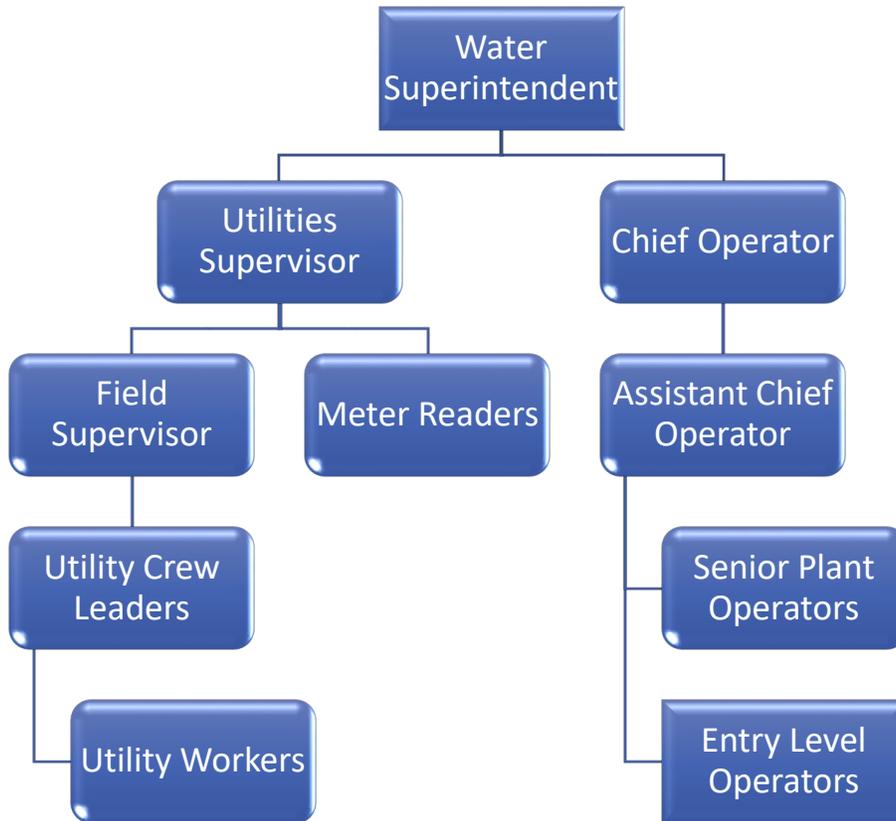
Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC WORKS						
440 WASTEWATER						
Salaries						
01-440-5110	SALARY & WAGES FULL TIME	658,889	643,642	698,707	838,629	838,629
01-440-5130	ADDITIONAL GROSS-OT	60,000	45,320	56,838	56,838	56,838
Total	Salaries	718,889	688,962	755,545	895,467	895,467
Expenses						
01-440-5211	ENERGY-FUEL OIL	10,640	6,196	10,640	10,640	10,640
01-440-5212	ENERGY-ELECTRICITY	295,000	237,398	315,000	370,000	370,000
01-440-5240	REPR/MAINT-OFFICE EQUIP	3,350	406	3,350	3,350	3,350
01-440-5243	REPR/MAINT-EQUIPMENT	140,000	126,806	140,000	152,132	152,132
01-440-5291	OTR PROP SRV-WELL MONITOR	20,000	18,821	20,000	20,000	20,000
01-440-5310	OTR PRCH SVC-SLUDG HAUL	283,000	282,557	260,000	280,000	280,000
01-440-5311	OTR PRCH SVC-LAB ANALYSIS	65,000	68,060	65,000	70,000	70,000
01-440-5318	PROF/TECH-CONT SERV	0	0	0	10,000	10,000
01-440-5319	GRNDR PMP GNRTR SVC	67,000	13,472	67,000	30,000	30,000
01-440-5340	COMM-PRINTING	1,000	667	1,000	1,000	1,000
01-440-5341	COMM-TELEPHONE	11,132	13,265	11,132	14,000	14,000
01-440-5342	COMM-POSTAGE	500	400	500	500	500
01-440-5484	VHCLR SUPPLY-GRSE & LBRCT	500	3,346	500	500	500
01-440-5530	PUBLIC WORKS SUPPLIES	10,000	11,476	10,000	15,000	15,000
01-440-5533	PUB WKS SUPPLY-TOOLS	500	666	500	500	500
01-440-5535	PUB WKS SUPPLY-CHEMICALS	236,000	248,773	190,000	250,000	250,000
01-440-5536	PUB WKS SUPPLY-METRS/FTNGS	2,000	6,229	2,000	4,000	4,000
01-440-5710	IN-STATE TRAVEL	200	0	200	200	200
01-440-5730	DUES & MEMBERSHIPS	420	265	420	420	420
01-440-5781	STAFF DEVELOPMENT-LICENSE	8,000	2,362	8,000	8,000	8,000
Total	Expenses	1,154,242	1,041,164	1,105,242	1,240,242	1,240,242
Total Departmental Expenses		1,873,131	1,730,126	1,860,787	2,135,709	2,135,709

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DPW - WASTEWATER DIVISION

FY25 SALARIES & WAGES											
DPW WASTEWATER DIVISION - 440											
	Group	Grade	FY25 STEP	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Annual	
1	24	M-10	7	LOWELL AMY A	WW SUPERINTENDENT	63.32	40	2,532.80	52.2	132,213	
2	24	M-08	7	VACANT	*SENIOR PROJECT MANAGER	52.74	40	2,109.60	52.2	110,122	
3	26	D-15	6	PIRES CHARLES R JR	CHIEF WWTP OPERATOR	52.13	40	2,085.20	52.2	108,848	
4	26	D-13	5	KELLER KRUSER	ASST CHF WWTP OPERATOR	43.78	40	1,751.20	52.2	91,413	
5	26	D-10	6	DEVONIS STEVEN M	WWTP OPERATOR	37.17	40	1,486.80	52.2	77,611	
6	26	D-10	3	MELEMED CORY	WWTP OPERATOR	33.04	40	1,321.60	52.2	68,988	
7	26	D-10	6	HENRY PHILIP	WWTP OPERATOR	37.17	40	1,486.80	52.2	77,611	
8	26	D-07	3	REMILLARD NATHAN	WWTP OPERATOR 2	26.97	40	1,078.80	52.2	56,314	
9	26	D-07	3	HOLBROOK MAXWELL	WWTP OPERATOR 2	26.97	40	1,078.80	52.2	56,314	
10	26	D-06	6	MACLAUGHLIN RONALD	WW MAINT WORKER	28.35	40	1,134.00	52.2	59,195	
						FTE	10				838,629

DPW - WATER DIVISION



DEPARTMENT MISSION

To provide the Town with safe, potable drinking water through careful management and operation of the existing sources of water, and through ongoing maintenance and operation of the distribution system.

DEPARTMENT DESCRIPTION

The water department is responsible for the operation of the distribution system and for operating the wells and water treatment plants. There is a distribution supervisor and a chief operator.

The Distribution Supervisor, Crew Leaders, utility workers, and the meter readers are responsible for the 395 miles of water main, the 21,864 service connections, and the 2,987 hydrants. Staff are responsible for repairing any leaks that occur. The distribution system includes four water storage tanks.

The Chief Operator oversees the operation and maintenance of the two treatment plants – Long Pond Water Treatment Plant and the Crooked Pond Water Treatment Plant. The Chief Operator and operations staff are also responsible for the operation of the Town’s four wells and the interconnection to the Upper Cape Regional Water Supply. Operators are responsible for regulatory compliance testing with a program of daily, weekly, and monthly sampling of the treatment process and water within the distribution system; as well as compiling monthly, quarterly, and annual reports to the DEP and EPA, which encompass operational parameters and lab results.

DEPARTMENT GOALS

Prepare and issue water bills quarterly in FY 24 or FY 25. Set rates to cover the cost of all operating expenses, including capital items. Replace/renew greater than 6% of all meters each year (20 year functional cycle), flush 50% of the distribution system annually, paint 20% of the hydrants annually, replace 1% of pipe annually, comply with regulatory reporting requirements, prepare and make public presentations to increase awareness and understanding of the water department’s responsibilities.

DPW - WATER DIVISION

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC WORKS						
450 WATER						
Salaries						
01-450-5110	SALARY & WAGES FULL TIME	1,370,715	1,212,070	1,434,142	1,480,231	1,480,231
01-450-5130	ADDITIONAL GROSS-OT	88,000	143,532	140,000	170,000	170,000
01-450-5133	ADDITIONAL GROSS-STANDBY	17,000	28,589	29,000	31,000	31,000
01-450-5134	ADD'L GROSS STANDBY-PLANT	36,800	40,428	50,000	50,000	50,000
Total	Salaries	1,512,515	1,424,619	1,653,142	1,731,231	1,731,231
Expenses						
01-450-5212	ENERGY-ELECTRICITY	580,000	452,283	580,000	610,582	610,582
01-450-5213	ENERGY-NATURAL GAS	60,000	54,508	60,000	60,000	60,000
01-450-5240	REPR/MAINT-OFFICE EQUIP	4,000	4,175	4,000	4,000	4,000
01-450-5243	RPR/MAINT EQUIP	260,000	274,269	275,000	275,000	275,000
01-450-5244	REPR MAINT-WATER TANK	10,000	13,794	10,000	10,000	10,000
01-450-5245	REPR/MAINT WATER LINES	45,000	56,308	45,000	0	0
01-450-5255	REPR/MAINT-SERVICE CNCTNS	45,000	60,451	50,000	75,000	75,000
01-450-5256	REPR/MAINT-HYDRANTS	25,000	32,715	25,000	25,000	25,000
01-450-5263	REPR/MAINT-ST/RDS	55,000	30,771	55,000	55,000	55,000
01-450-5309	PROF/TECH-ENGINEERS	10,000	15,343	10,000	20,000	20,000
01-450-5310	PROF/TECH LAB TESTING	75,000	74,976	75,000	75,000	75,000
01-450-5319	PROF/TECH-CONT SERVICE	60,000	52,168	65,000	85,000	85,000
01-450-5340	COMM-PRINTING	10,000	16,915	15,000	35,000	35,000
01-450-5341	COMM-TELEPHONE	15,000	14,192	15,000	15,000	15,000
01-450-5342	COMM-POSTAGE	23,000	30,042	25,000	50,000	50,000
01-450-5530	PUBLIC WORKS SUPPLIES	8,000	9,839	8,000	8,000	8,000
01-450-5533	PUB WKS SUPPLY-TOOLS	10,000	10,118	10,000	10,000	10,000
01-450-5535	PUB WKS SUPPLY-CHEMICALS	120,000	222,633	150,000	240,000	240,000
01-450-5536	PUB WKS SUPPLY-METRS/FTNGS	45,000	59,219	45,000	85,000	85,000
01-450-5537	PUB WKS SUPPLY-PIPING	25,000	0	25,000	25,000	25,000
01-450-5710	IN-STATE TRAVEL	300	0	300	300	300
01-450-5730	DUES & MEMBERSHIPS	4,000	3,060	5,000	5,000	5,000
01-450-5735	PERMITS/REGISTRATIONS	38,000	15,922	38,000	38,000	38,000
01-450-5781	STAFF DEVELOPMENT	10,000	13,494	15,000	25,000	25,000
01-450-5788	REGIONAL WTR COOPERATIVE*	225,000	174,694	325,000	400,000	400,000
01-450-5865	METER REPLACEMENT*	175,000	133,895	175,000	175,000	175,000
Total	Expenses	1,937,300	1,825,782	2,105,300	2,405,882	2,405,882
Total Departmental Expenses		3,449,815	3,250,401	3,758,442	4,137,113	4,137,113

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DPW - WATER DIVISION

FY25 SALARIES & WAGES

DPW WATER DIVISION - 450

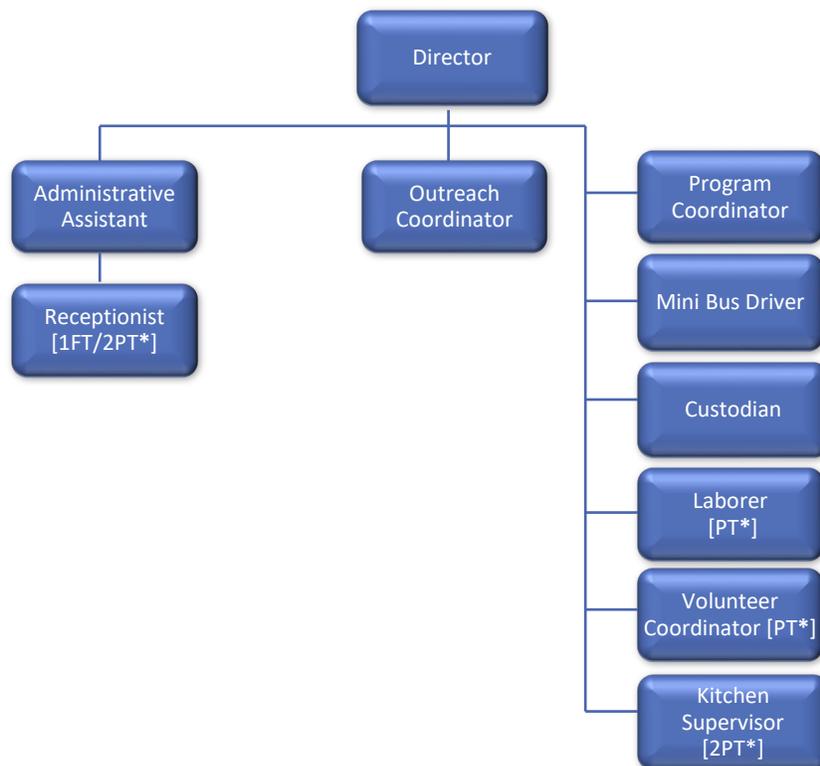
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total
1	24	M-10	5	LANEN MATTHEW	WATER SUPERINTENDENT	59.23	40	2,369.20	52.2	123,673
2	26	D-15	3	FITZGERALD BRETT	WTR UTIL SUPERVISOR	46.34	40	1,853.60	52.2	96,758
3	26	D-15	3	REGHITTO MICHAEL	CHIEF WTP OPERATOR	46.34	40	1,853.60	52.2	96,758
4	26	D-13	6	MOITOZA MARK R	ASST CHIEF WTP OPERATOR	45.53	40	1,821.20	52.2	95,067
5	26	D-12	6	POWERS GREGORY	ASST WTR UTIL SUPERVISOR	42.55	40	1,702.00	52.2	88,845
6	26	D-10	4	GARDINER BRIAN	WATER PLANT OPERATOR	34.36	40	1,374.40	52.2	71,744
7	26	D-10	4	MORIN SEAN	WATER PLANT OPERATOR	34.36	40	1,374.40	52.2	71,744
8	26	D-08	2	VACANT	TREATMENT OPERATOR 1	27.75	40	1,110.00	52.2	57,942
9	26	D-08	2	VACANT	TREATMENT OPERATOR 1	27.75	40	1,110.00	52.2	57,942
10	26	D-08	6	BUCKLEY SEAN B	DISTRIBUTION CREW LEADER	32.46	40	1,298.40	52.2	67,777
11	26	D-08	3	MCDONALD JAMES M	DISTRIBUTION CREW LEADER	28.86	40	1,154.40	52.2	60,260
12	26	D-08	5	GUILIANO BRIAN	DISTRIBUTION CREW LEADER	31.21	40	1,248.40	52.2	65,167
13	26	D-06	3	Jeffrey Weisel	DISTRIBUTION MAINT. WKR	25.21	40	1,008.40	52.2	52,639
14	26	D-06	3	CORNIFFE ORAINEY	DISTRIBUTION MAINT. WKR	25.21	40	1,008.40	52.2	52,639
15	26	D-06	2	VACANT	DISTRIBUTION MAINT. WKR	24.24	40	969.60	52.2	50,614
16	26	D-06	3	DIAS TODD	DISTRIBUTION MAINT. WKR	25.21	40	1,008.40	52.2	52,639
17	26	D-05	6	DIMONDA GREGORY	UTIL METR READR	26.50	40	1,060.00	52.2	55,332
18	26	D-05	6	REED CHRISTOPHER	UTIL METR READR	26.50	40	1,060.00	52.2	55,332
19	11	D-09	7	SIMMONS CHRISTINE	ADMIN ASSIST.	36.42	37.5	1,365.91	52.2	71,301
20	11	D-09	6	SWANSTROM KYLE	ENGINEERING TECH	34.73	40	1,389.20	52.2	72,517
21	11	D-08	6	TROPEANO DAYLENE	POA/BILLING COOR.	32.46	37.5	1,217.25	52.2	63,541
						<i>FTE</i>	21			1,480,231

RENEWABLE ENERGY

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
PUBLIC WORKS						
460 RENEWABLE ENERGY						
Expenses						
01-460-5243	REPR/MAINT-EQUIPMENT	5,000	0	0	0	0
01-460-5319	PROF/TECH-CONTRACTUAL	10,000	371	0	0	0
Total	Expenses	15,000	371	0	0	0
Total Departmental Expenses		15,000	371	0	0	0

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SENIOR SERVICES



*Indicates State Formula Grant funded.

DEPARTMENT MISSION

The Falmouth Senior Services Department manages the Senior Center with a mission to serve all residents over the age of 60 by addressing their needs, identifying, and developing resources of assistance, providing information and referrals to other community agencies, and offering programs and services that promote healthy aging and enhance quality of life.

DEPARTMENT DESCRIPTION

The Senior Center functions as a prominent resource hub and focal point for social and support services serving as a gateway to connecting older adults, families, and caregivers to vital community services.

Senior Center Core Programs:

- Outreach & Advocacy
- Support & Professional Services
- Health & Wellness
- Social & Recreational

DEPARTMENT GOALS

1. Operations: Restructure and expand hours of operation.
2. Outreach: Enhance outreach services to Falmouth's senior residents.
3. Community Relations: Improve communications, public relations, networking, and education to connect older adults, their families and caregivers to the programs, resources, and services available that specifically support senior needs.
4. Programming:
 - a. Streamline program registration and payment options.
 - b. Evaluate program offerings and expand program of services options.
 - c. Implement Volunteer Transportation Program to address unmet needs.
 - d. Recruit-Train-Retain Volunteers to support the expanding program of services.

SENIOR SERVICES

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
COMMUNITY SERVICES						
541 SENIOR SERVICES						
Salaries						
01-541-5110	SALARY & WAGES FULL TIME	380,794	378,088	417,465	500,854	500,854
01-541-5120	SALARY & WAGES TEMP/VAC	65,000	65,000	84,425	0	0
Total	Salaries	445,794	443,088	501,890	500,854	500,854
Expenses						
01-541-5212	ENERGY-ELECTRICITY	42,000	42,420	42,000	57,267	57,267
01-541-5213	ENERGY-NATURAL GAS	5,000	3,594	5,000	5,000	5,000
01-541-5243	REPR/MAINT-EQUIPMENT	2,750	1,005	2,750	2,750	2,750
01-541-5319	PROF/TECH-CONT SERV	60,000	52,827	60,000	61,500	61,500
01-541-5340	COMM-PRINTING	425	1,396	425	425	425
01-541-5341	COMM-TELEPHONE	4,700	4,095	4,700	4,700	4,700
01-541-5342	COMM-POSTAGE	4,500	1,290	4,500	3,000	3,000
01-541-5420	OFFICE SUPPLIES	3,000	1,034	3,000	3,000	3,000
01-541-5584	OTH SUPPLY-DEPART	3,000	6,291	3,000	4,500	4,500
01-541-5710	IN-STATE TRAVEL	1,200	715	1,200	1,200	1,200
01-541-5730	DUES & MEMBERSHIPS	3,500	2,913	3,500	3,500	3,500
Total	Expenses	130,075	117,579	130,075	146,842	146,842
Total Departmental Expenses		575,869	560,667	631,965	647,696	647,696

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FY25 SALARIES & WAGES										
SENIOR SERVICES - 541										
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total
1	24	M-08	7	BISHOP JILL D	SENIOR SERVICES DIRECTOR	52.74	40	2,109.60	52.2	110,122
2	24	M-04	2	HADDAD LAUREN E	OUTREACH COORD	34.05	40	1,362.00	52.2	71,097
3	11	A-09	7	COYNE KATHLEEN A	ADMIN ASST	37.14	37.5	1,392.75	52.2	72,702
4	11	A-08	6	PALMER MARIE	PROGRAM COORDINATOR	33.37	40	1,334.80	52.2	69,677
5	11	A-06	7	ARISTIDE MIKELSON	VAN DRIVER	30.33	40	1,213.20	52.2	63,330
6	11	A-05	6	DOHERTY JOYCE	RECEPTIONIST	27.25	37.5	1,021.88	52.2	53,343
7	23	N-06	7	VACANT	CUSTODIAN	29.01	40	1,160.58	52.2	60,583
						<i>FTE</i>	7			500,854

VETERANS' SERVICES



DEPARTMENT MISSION

To carry out the policies and duties of the veterans' services department, providing complete and thorough federal, state, and local benefits to all of Falmouth's eligible veterans and their families to include:

- Compile and forward all available federal benefit claims for processing
- Establish positive communications and cooperation between all community organizations and Town departments
- Provide guidance, sympathy and support to families as graves officer and ensure/oversee respect for all grave sites in all Town cemeteries
- Provide ceremonies to honor and commemorate veterans
- Submit accurate, detailed documents and reports for state reimbursements
-

DEPARTMENT DESCRIPTION

The primary mission and responsibility of the local veterans' agent is to advise and assist resident veterans and their dependents in availing themselves of Federal and/or State benefits for which they may be eligible; also, to perform varied duties in disbursing and administering the State veterans' services program of financial and/or medical benefits as referred to below.

There are two sources of benefits and services available to eligible veterans in Massachusetts. The first, which is familiar to all veterans, is the Federal Program commonly known as VA benefits. The second source is a state sponsored program which provides needy, eligible veterans and their dependents with financial and/or medical assistance. Massachusetts is the only State in the USA to dedicate a program of services to its' resident, eligible, veteran population. In accordance with Massachusetts General Law, MGL Chapter 115.

The eligibility criteria for State and Federal benefits vary according to source and type of benefit. Inquiries pertaining to eligibility should first be directed to the Veterans' Services Office so we can provide particulars or refer the matter to a more knowledgeable source. Inquiries are recommended and encouraged either by telephone or E-mail as noted on the Town's website. Personal appointments are also available, preferably, on a call-first basis. All personal data is considered highly confidential.

DEPARTMENT GOALS

Honoring Those Who Served U.S.

1. **Integrity:** Act with high moral principle. Adhere to the highest professional standards. Maintain the trust and confidence of all with whom I engage.
2. **Commitment:** Work diligently to serve Veterans and other beneficiaries. Be driven by an earnest belief in VA's mission. Fulfill my individual responsibilities and organizational responsibilities.
3. **Advocacy:** Be truly Veteran-centric by identifying, fully considering, and appropriately advancing the interests of Veterans and other beneficiaries.
4. **Respect:** Treat all those I serve and with whom I work with dignity and respect. Show respect to earn it.
5. **Excellence:** Strive for the highest quality and continuous improvement. Be thoughtful and decisive in leadership, accountable for my actions, willing to admit mistakes, and rigorous in correcting them.

VETERANS' SERVICES

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
COMMUNITY SERVICES						

543 VETERANS SERVICES

Salaries

01-543-5110	SALARY & WAGES FULL TIME	154,038	154,786	161,646	164,094	164,094
01-543-5130	ADDITIONAL GROSS-OT	1,500	750	1,500	1,500	1,500
Total	Salaries	155,538	155,536	163,146	165,594	165,594

Expenses

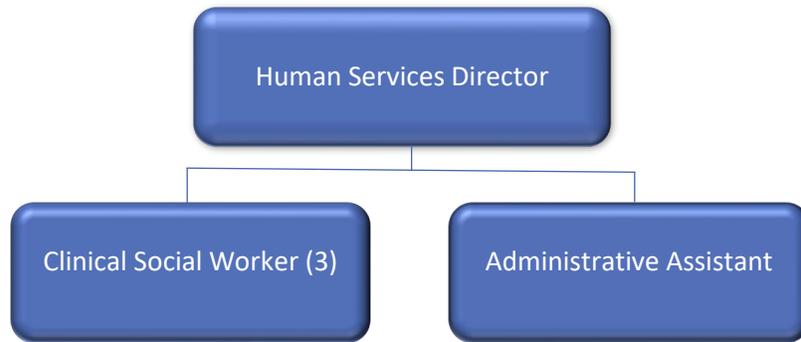
01-543-5261	REPR/MAINT-MONUMENTS	2,000	1,800	2,000	2,000	2,000
01-543-5295	OTR PROP SRV-GRAVE MAINT*	3,200	2,711	3,200	3,200	3,200
01-543-5340	COMM-PRINTING	350	70	350	350	350
01-543-5341	COMM-TELEPHONE	700	498	700	700	700
01-543-5342	COMM-POSTAGE	700	500	700	700	700
01-543-5420	OFFICE SUPPLIES	1,000	940	1,000	1,000	1,000
01-543-5584	OTR SUPPLY-VET'S COUNCIL*	3,300	3,300	3,000	3,000	3,000
01-543-5710	IN-STATE TRAVEL	200	0	500	500	500
01-543-5770	VETS ORDINARY BENEFITS*	450,000	368,056	450,000	400,000	400,000
01-543-5781	STF DVLPMENT-MA VETS CNFR	500	65	500	500	500
Total	Expenses	461,950	377,939	461,950	411,950	411,950
Total Departmental Expenses		617,488	533,475	625,096	577,544	577,544

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FY25 SALARIES & WAGES

VETERANS' SERVICES - 543											
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total	
1	25	B-05	10	LINCOLN DORRANCE JR	DIRECTOR OF VETERANS SERV	43.77	40	1,750.80	52.2	91,392	
2	11	A-09	7	CADOGAN JULIE	ADMIN ASSIST	37.14	37.5	1,392.75	52.2	72,702	
						<i>FTE</i>	2				164,094

HUMAN SERVICES



DEPARTMENT MISSION

The mission of the Human Services Department is to support and empower Falmouth residents and strengthen the community as a whole through advocacy, broad community participation and by ensuring access to a comprehensive range of health and human services.

DEPARTMENT DESCRIPTION

The department is staffed with licensed, master's level social workers who provide a variety of professional services and activities that promote the health and well-being of residents and the community at large. Activities include:

- Initial needs assessment, behavioral health counseling, support groups, case management, outreach, and advocacy services to Falmouth residents
- Clinical and general human service consultations for town departments, schools, human service agencies, community organizations and residents
- Comprehensive assessment, triage, information, and referral services
- Broad participation in a variety of community projects to advance effectiveness of human service programs and services
- Assess community human services related needs and implement an annual, competitive *Request for Proposals* process to address those needs
- Liaison to the Falmouth Human Services Committee and the Falmouth Commission on Substance Use

DEPARTMENT GOALS

1. To ensure that all Falmouth residents have access to comprehensive assessment and therapeutic behavioral health services to enable optimal functioning in their daily lives.
2. To enhance communication and promote collaboration among town departments, schools, human service agencies, and community organizations to address local human service related needs.
3. To identify unmet human service related needs of residents and the community and promote the development of new initiatives, programs or services to address those needs
4. To ensure that all residents have access to community resource information, referral, and advocacy services to assist them in their daily lives.
5. To collaborate with and support the work of the Falmouth Human Services Committee and the Falmouth Commission on Substance Use.

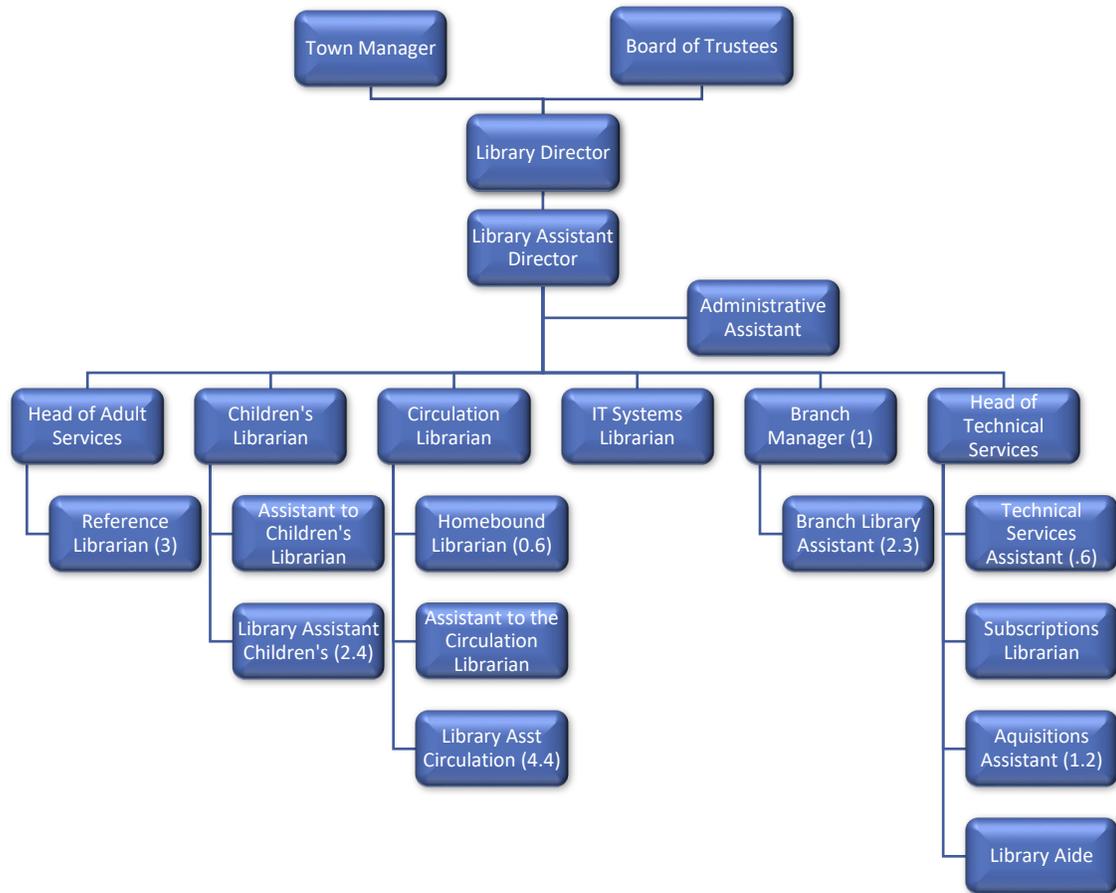
HUMAN SERVICES

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
COMMUNITY SERVICES						
599 HUMAN SERVICES COMM						
Salaries						
01-599-5110	SALARY & WAGES FULL TIME	406,715	406,713	433,206	480,812	480,812
Total	Salaries	406,715	406,713	433,206	480,812	480,812
Expenses						
01-599-5212	ENERGY-ELECTRICITY	0	0	0	12,000	12,000
01-599-5213	ENERGY-NATURAL GAS	0	0	0	8,000	8,000
01-599-5240	REPR/MAINT-OFFICE EQUIP	7,213	5,956	7,213	7,213	7,213
01-599-5270	RENTL/LEASE-BUILDING	28,620	28,620	28,620	0	0
01-599-5318	PROF/TECH-CONT SERV	0	0	0	52,000	52,000
01-599-5319	PROF/TECH INTERPRETER	1,000	0	1,000	1,000	1,000
01-599-5340	COMM-PRINTING	1,500	1,269	1,500	1,500	1,500
01-599-5341	COMM-TELEPHONE	900	1,015	900	1,000	1,000
01-599-5342	COMM-POSTAGE	300	0	300	200	200
01-599-5345	COMM-ALARM	420	662	850	850	850
01-599-5384	OTR PRCH SRV-SUPPORT SVCS*	10,000	10,000	10,000	10,000	10,000
01-599-5386	OTR PRCH SRV-MENTAL HLTH*	20,000	16,654	20,000	20,000	20,000
01-599-5387	OTR PRCH SRV-OUTMIGRTN PREVN*	20,000	20,000	20,000	20,000	20,000
01-599-5391	OTR PRCH SRV-SUB ABUSE COMM*	5,000	5,000	5,000	5,000	5,000
01-599-5392	OTR PRCH SRV-SUB ABUSE*	20,000	20,000	20,000	0	0
01-599-5399	OTR PRCH SRV-HOMLESSPREVN*	25,000	25,000	75,000	75,000	75,000
01-599-5420	OFFICE SUPPLIES	1,800	1,420	1,800	1,800	1,800
01-599-5711	AUTO ALLOWANCE	2,000	548	2,000	1,000	1,000
01-599-5730	DUES & MEMBERSHIPS	204	224	214	214	214
01-599-5781	STAFF DEVELOPMENT	2,000	680	2,000	2,000	2,000
Total	Expenses	145,957	137,048	196,397	218,777	218,777
Total Departmental Expenses		552,672	543,761	629,603	699,589	699,589

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<i>FY25 SALARIES & WAGES</i>											
<i>HUMAN SERVICES - 599</i>											
	Group	Grade	Step	Name	Job Title	Rate	HRS/WK	Weekly	Wks	Total	
1	24	M-09	7	HAUPTMANN SUZANNE K	DIRECTOR HUMAN SERVICES	58.88	40	2,355.20	52.2	122,941	
2	24	M-06	7	ABBOTT MARK A	CLINICAL SOCIAL WORKER	48.56	37.5	1,821.00	52.2	95,056	
3	24	M-06	7	RODGERS ELIZABETH	CLINICAL SOCIAL WORKER	48.56	37.5	1,821.00	52.2	95,056	
4	24	M-06	7	DELAUTER DIANE	CLINICAL SOCIAL WORKER	48.56	37.5	1,821.00	52.2	95,056	
5	11	A-09	7	CLONDAS SUSAN J	ADMIN ASSIST	37.14	37.5	1,392.75	52.2	72,702	
						<i>FTE</i>	<i>5.0</i>				<i>480,812</i>

PUBLIC LIBRARY



DEPARTMENT MISSION

The Falmouth Public Library engages and empowers the community through its programs, services and its collections that inform, educate and entertain.

DEPARTMENT DESCRIPTION

The Library supports a population of 32,517, which expands to well over 100,000 in the summer months. The Main Library, with branches located in North and East Falmouth, house the largest and most comprehensive collection of the Cape libraries. Governed by a seven-member elected Board of Trustees, the Library operates as a town department receiving its core funding through a town appropriation. The Board of Trustees, the Friends of the Falmouth Public Library and the Library Support Fund provide additional funding that is used to enhance library services with programs for the children, teens, and adults of the community. The Library supports the community with a collection of over 150,000 items not including the digital collections. The Falmouth Public Library is a highly valued community resource and is part of the Cape and Islands Library Network.

DEPARTMENT PRIORITIES AND GOALS

1. Sustain and Build Community Connections
2. Provide locations and opportunities for learning and personal growth as well as a robust offering of public programming.
3. Provide excellent quality service in comfortable and accessible facilities by well-trained staff.
4. Sustain and expand core Library services that are valued by and important to the community.

PUBLIC LIBRARY

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
COMMUNITY SERVICES						
610 LIBRARY						
Salaries						
01-610-5110	SALARY & WAGES FULL TIME	1,633,341	1,570,889	1,769,001	1,873,478	1,873,478
Total	Salaries	1,633,341	1,570,889	1,769,001	1,873,478	1,873,478
Expenses						
01-610-5211	ENERGY-FUEL OIL	3,500	1,867	3,500	3,500	3,500
01-610-5212	ENERGY-ELECTRICITY	70,000	60,989	70,000	82,335	82,335
01-610-5213	ENERGY-NATURAL GAS	16,000	14,231	16,000	16,000	16,000
01-610-5243	REPR/MAINT-EQUIP	2,500	3,185	1,500	1,500	1,500
01-610-5271	RENTL/LEASE-EQUIP	200	0	200	200	200
01-610-5318	PROF/TECH-WF*	24,650	24,650	24,650	24,650	24,650
01-610-5319	PROF/TECH-WH*	24,650	24,650	24,650	24,650	24,650
01-610-5341	COMM-TELEPHONE	3,100	3,364	3,100	3,100	3,100
01-610-5342	COMM-POSTAGE	1,400	600	1,400	1,400	1,400
01-610-5346	COMM-COMP LINE	4,800	4,559	4,600	4,600	4,600
01-610-5347	COMM-COP RES SHR	62,335	56,258	65,728	60,000	60,000
01-610-5380	OTR PCH SRV-CONT SERV	26,000	29,721	25,000	25,000	25,000
01-610-5510	EDUC SUPLY-MATERIALS*	278,748	278,748	285,158	294,538	294,538
01-610-5580	OTH SUPLIES-LIBRARY	17,000	10,409	16,000	10,500	10,500
01-610-5582	OTH SUPLY-COMP	11,000	11,851	11,000	11,000	11,000
01-610-5711	AUTO ALLOWANCE	2,000	1,421	2,000	1,500	1,500
01-610-5730	DUES & MEMBERSHIPS	300	424	300	300	300
01-610-5875	TECHNOLOGY	12,000	24,659	25,000	25,000	25,000
Total	Expenses	560,183	551,586	579,786	589,773	589,773
Total Departmental Expenses		2,193,524	2,122,474	2,348,787	2,463,251	2,463,251

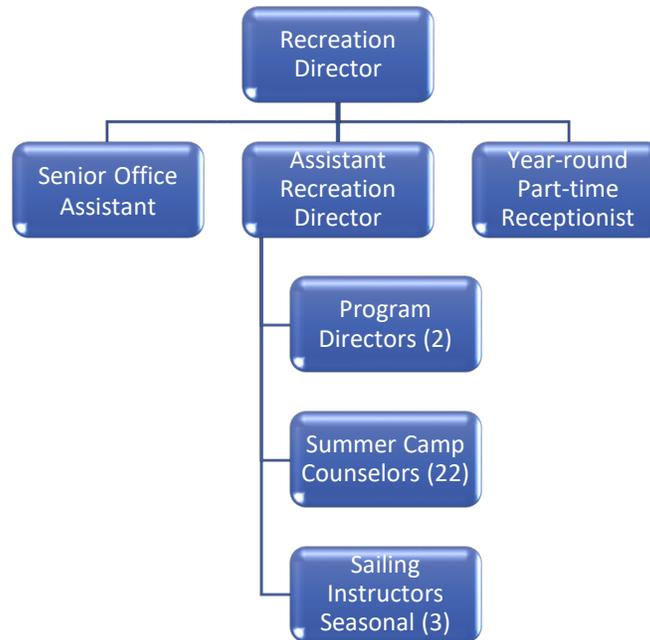
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PUBLIC LIBRARY

FY25 SALARIES & WAGES

PUBLIC LIBRARY - 610											
	Group	Grade	Step	Name	Job Title	Rate	Hrs/Wk	Weekly	Wks	Total	
1	24	M-08	5	STOKES BRIAN	ASST LIBRARY DIR	49.33	40	1,973.20	52.2	103,002	
2	24	M-10	7	VACANT	LIBRARY DIRECTOR	63.32	40	2,532.80	52.2	132,213	
3	23	N-06	4	BELLIVEAU CARLY	LIB ASST	25.78	10.5	270.72	52.2	14,132	
4	23	N-06	4	DAYTON, HOLLY	LIB ASST	25.78	15.5	399.64	52.2	20,862	
5	23	N-03	5	HADDON SHELBY	LIB AIDE	21.87	10	218.73	52.2	11,418	
6	23	N-06	5	HARPER JEANNE	LIB ASST - EAST	26.82	19.5	522.95	52.2	27,298	
7	23	N-03	5	HARVEY MAURA	LIB AIDE	21.87	10	218.73	52.2	11,418	
8	23	N-03	7	LITTLE JOSIE	LIB AIDE	23.67	10	236.67	52.2	12,355	
9	23	N-03	3	VACANT NON UNION	LIB AIDE	20.24	10	202.40	52.2	10,566	
10	22	L-11	2	ACHESON PHOEBE	ADLT SERV SUPERVISOR	33.30	37.5	1,248.75	52.2	65,185	
11	22	L-06	7	AIKEN CAROLINE M	LIBASST OVERDUE (CIRC)	28.88	37.5	1,083.00	52.2	56,533	
12	22	L-06	4	ANDRADE, ERICA	LIB ASST	25.67	10.5	269.54	52.2	14,070	
13	22	L-10	4	BEVLACQUA SARA	CIRC LIBRARIAN	33.65	37.5	1,261.88	52.2	65,871	
14	22	L-10	7	BORDEN MARGARET L	BRANCH LIB EAST	37.86	33	1,249.38	52.2	65,218	
15	22	L-07	7	CAREY RYAN MATTHEW	LIB ASST - EAST	30.91	32.5	1,004.58	52.2	52,440	
16	22	L-10	7	COOK PETER D	INFO SYSTEMS LI	37.86	37.5	1,419.75	52.2	74,111	
17	22	L-06	7	COUCH CHRISTIE	LIB ASST CHILD	28.88	20	577.60	52.2	30,151	
18	22	L-11	7	DEWALL KIMBERY	TECH SERV LIBR	40.52	37.5	1,519.50	52.2	79,318	
19	22	L-08	7	DURIVAGE DARRYL	TECH SERV ASSOC	33.05	24	793.20	52.2	41,406	
20	22	L-06	7	GARDNER JANET	AQU ASST	28.88	23	664.24	52.2	34,674	
21	22	L-10	5	HENKEN SUSAN	REF LIBRARIAN	35.00	37.5	1,312.50	52.2	68,513	
22	22	L-06	5	HOWLAND LISA	LIB ASST CHILD	26.70	25	667.50	52.2	34,844	
23	22	L-08	7	HUNT KIM	SUBS LIBRN	33.05	37.5	1,239.38	52.2	64,696	
24	22	L-10	2	VACANT	REF LIBRARIAN	31.12	37.5	1,167.00	52.2	60,918	
25	22	L-06	2	LEE, ANNA	TECH SERVICES	23.73	20	474.60	52.2	24,775	
26	22	L-06	3	LIEBERMAN LORI	LIB ASST CHILD	24.68	29	715.72	52.2	37,361	
27	22	L-07	7	MAURER JOSEPH	LIB ASST CIRC	30.91	37.5	1,159.13	52.2	60,507	
28	22	L-06	7	VACANT	ACQUIS ASST-REC	28.88	20	577.60	52.2	30,151	
29	22	L-07	7	MURPHY MARTHA	LIB ASST - EAST/NORTH	30.91	22	680.02	52.2	35,498	
30	22	L-10	3	OCONNOR JESSICA	REFERENCE LIBRN	32.36	37.5	1,213.50	52.2	63,345	
31	22	L-07	7	ROSE GAIL	LIB ASST ILL	30.91	37.5	1,159.13	52.2	60,507	
32	22	L-09	2	CORMIER, EMILY	ADMIN ASSISTANT	29.08	37.5	1,090.50	52.2	56,925	
33	22	L-10	2	VACANT	CHILDRENS LIBRN	31.12	37.5	1,167.00	52.2	60,918	
34	22	L-07	2	VACANT	ASST CHILDRENS LIBRN	25.40	37.5	952.50	52.2	49,721	
35	22	L-06	7	WALBERT REBEKAH	LIB ASST/ARAV	28.88	37.5	1,083.00	52.2	56,533	
36	22	L-06	7	WALSH, STEPHEN	LIB ASST CIR	28.88	37.5	1,083.00	52.2	56,533	
37	22	L-08	7	WOOL LAURA	LIB TO HMEBOUND	33.05	24	793.20	52.2	41,406	
				MORNING HOURS						34,000	
				SEASONAL/SUB HELP						8,833	
				SHIFT DIFFERENTIAL	\$2.00/HR @ 56 HRS/WK				52.2	5,846	
				SUNDAY HOURS - MAIN						24,407	
				SATURDAY HOURS - EAST		FTE	26.21			15,000	1,873,478

RECREATION DEPARTMENT



DEPARTMENT MISSION

Mission and philosophy of the Recreation Department is for its programs to emphasize a safe and healthy environment that provides sportsmanship, respect, responsibility and teamwork while always increasing self-esteem. We feel that through this philosophy winning and losing will not be as important as learning and fun for all.

We do not stop playing because we are old, we grow old because we stop playing. Play Hard, while having fun is our department motto.

DEPARTMENT DESCRIPTION

The Falmouth Recreation Department is responsible for providing programs for the youth, mid-age, and senior populations of the Town of Falmouth. These programs include Summer Adventure Program that include numerous field trips and activities. Youth Soccer, Basketball, and Baseball as well as providing classes like science and technology. Mother/Son and Father/Daughter dances. Partner with the Falmouth Community School and Senior Center for use of our available rooms for classes. The gymnasium has Adult Soccer, Volleyball, Basketball and Pickleball, Special Events as well availability for youth activities.

DEPARTMENT GOALS

1. To improve the quality of life for our residents through recreational programs and special events.
2. To continue improving and expanding customer service.
3. To continue to look for and add new and diversified programs.
4. To work toward upgrading the Gus Cauty Community building (outside grounds, inside appearance) as well building needs, (tables, chairs, fixing leaking doors).
5. To develop a system that will help us count the number of building users by group and age.
6. Build a relationship with the Senior Center that benefits both Community and Town Departments.
7. To expand on a newly created partnership with the Falmouth Public Schools VIP's program.
8. To keep moving forward applying for CPC grants to rehabilitate the towns Tennis Courts, build a full service Pickleball complex, look for and initiate engineering for a new Turf Field as recommended by the Gayle report, rehabilitate the old Skate Park and work with DPW to continue to improve the athletic fields and their maintenance.

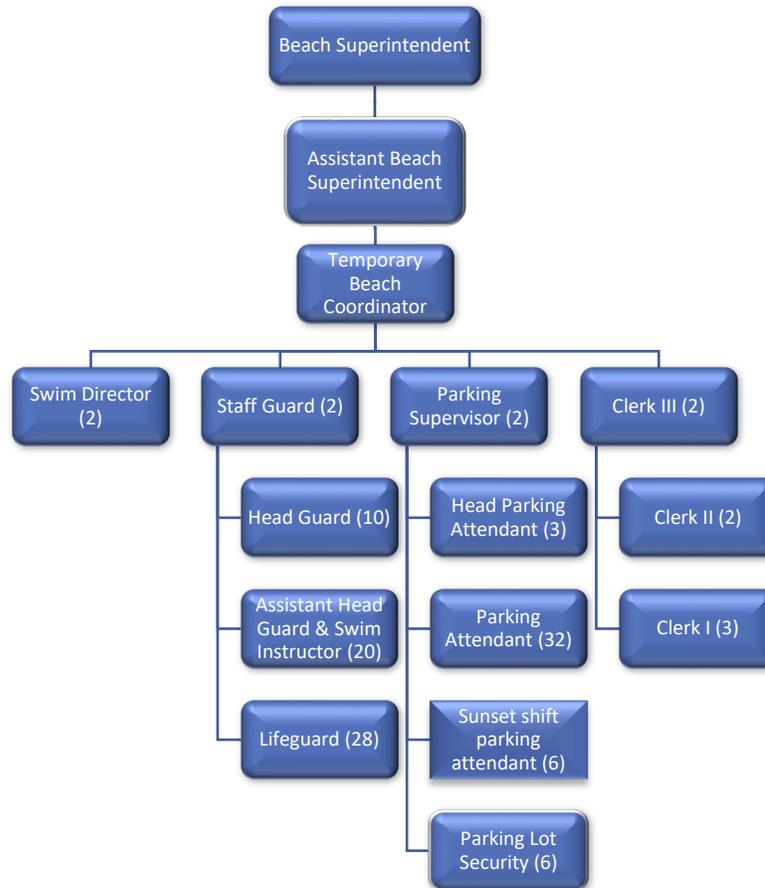
RECREATION DEPARTMENT

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
COMMUNITY SERVICES						
630 RECREATION						
Salaries						
01-630-5110	SALARY & WAGES FULL TIME	336,337	303,798	360,575	391,742	391,742
01-630-5120	SALARY & WAGES TEMP	87,735	77,120	87,735	87,735	87,735
01-630-5130	ADDITIONAL GROSS-OT	3,500	4,794	3,500	5,000	5,000
Total	Salaries	427,572	385,712	451,810	484,477	484,477
Expenses						
01-630-5212	ENERGY-ELECTRICITY	33,700	10,042	29,000	13,557	13,557
01-630-5213	ENERGY-NATURAL GAS	29,935	17,720	25,000	25,000	25,000
01-630-5243	REPR/MAINT-EQUIPMENT	10,000	10,401	15,000	20,000	20,000
01-630-5319	PROF/TECH-CONT SERV*	30,000	30,000	35,000	87,000	87,000
01-630-5340	COMM-PRINTING	4,500	971	3,000	3,000	3,000
01-630-5341	COMM-TELEPHONE	2,250	1,519	2,250	2,250	2,250
01-630-5342	COMM-POSTAGE	200	0	200	200	200
01-630-5354	REC-YTH BSKTBALL*	7,950	7,950	7,950	7,950	7,950
01-630-5357	REC-YTH SOCCER*	12,500	12,110	12,500	12,500	12,500
01-630-5359	REC-SOFTBALL GIRLS*	1,000	0	1,000	1,000	1,000
01-630-5363	REC-YTH SUMMER CMP*	35,000	26,178	35,000	35,000	35,000
01-630-5364	REC-YOUTH SAILING*	1,500	53	1,500	1,500	1,500
01-630-5365	REC-YTH INDOOR SOC*	1,800	772	1,800	1,800	1,800
01-630-5366	REC-YOUTH BASEBALL*	5,600	1,512	5,100	5,100	5,100
01-630-5367	REC-ADULT MEN BSKTBL*	6,350	684	6,350	6,350	6,350
01-630-5372	REC-TOWN BAND*	2,391	2,391	2,391	2,391	2,391
01-630-5420	OFFICE SUPPLIES	1,500	496	1,500	1,500	1,500
01-630-5710	IN-STATE TRAVEL	250	375	250	250	250
01-630-5730	DUES & MEMBERSHIPS	750	803	750	750	750
Total	Expenses	187,176	123,977	185,541	227,098	227,098
Total Departmental Expenses		614,748	509,689	637,351	711,575	711,575

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FY25 SALARIES & WAGES										
RECREATION DEPARTMENT - 630										
	Group	Grade	Step	Name	Job Title	Rate	Hour	Weekly	Wks	Total
1	24	M-08	6	OLENICK JOSEPH E	REC DIRECTOR	51.01	40	2,040.40	52.2	106,509
2	11	A-08	3	CHAMBERS TRACY	PROGRAM DIRECTOR	29.67	40	1,186.80	52.2	61,951
3	11	A-08	4	SOUWEINE ADAM	PROGRAM DIRECTOR	30.86	40	1,234.40	52.2	64,436
4	11	A-09	5	ROTTLER KEVIN	ASST REC DIRECTOR	34.34	40	1,373.60	52.2	71,702
5	11	A-07	5	DEMERS LINDSEY	ADMIN CLERK-RECREATION	30.01	37.5	1,125.38	52.2	58,745
6	23	N-06	6	MARK GONSALVES	YEAR ROUND PART-TIME	27.90	19.5	544.03	52.2	28,399
						<i>FTE</i>	5.5			391,742

BEACH DEPARTMENT



DEPARTMENT MISSION

The Town of Falmouth, its Beach Committee and the Beach Department staff are dedicated to assuring that a trip to Falmouth beaches is a pleasant, enjoyable and safe experience for the thousands of residents, taxpayers and visitors who use our beaches each year. Staff members of Falmouth beaches are professional, knowledgeable, courteous, friendly and informative. Each staff member is expected to embody this spirit throughout the season. We take pride in the natural beauty of the beaches and our performance will help to keep them safe, clean and enjoyable to all.

DEPARTMENT DESCRIPTION

The Beach Department is responsible for maintaining and staffing 10 beaches in Falmouth, as well as selling resident and non-resident beach parking permit stickers. It also provides swimming lessons for children 4 years old and up, and conducts a lifeguard training class for young adults 15 years and older. The sites include (alphabetically): Bristol Beach, Chapoquoit Beach, Falmouth Heights Beach, Grew's Pond at Goodwill Park, M.B.L.'s Stoney Beach, Megansett Beach, Menauhant Beach, Old Silver Beach, Surf Drive Beach, and Wood Neck Beach.

DEPARTMENT GOALS & PERFORMANCE MEASURES

1. Beach Restoration and Nourishment
2. Handicapped Accessibility
3. Staff Development/Safety
4. Beach Cleanliness and Sanitation
5. Restore Deteriorated Beach Gates, Stairs, Dune Walls and Fencing

BEACH DEPARTMENT

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
COMMUNITY SERVICES						
632 BEACH						
Salaries						
01-632-5120	SALARY & WAGES TEMP	833,411	767,548	814,517	903,673	903,673
Total	Salaries	833,411	767,548	814,517	903,673	903,673
Expenses						
01-632-5212	ENERGY-ELECTRICITY	2,250	2,837	2,700	3,830	3,830
01-632-5272	RENTL/LEASE-POOL	1,000	330	1,000	1,000	1,000
01-632-5319	PROF/TECH-CONT SERVICE	0	0	30,000	30,000	30,000
01-632-5340	COMM-PRINTING	7,000	4,315	11,500	7,000	7,000
01-632-5341	COMM-TELEPHONE	8,500	14,432	9,200	14,180	14,180
01-632-5343	COMM-ADVERTISING	300	0	300	300	300
01-632-5345	COMM-SECURTY SYS	900	420	900	420	420
01-632-5420	OFFICE SUPPLIES	500	204	500	500	500
01-632-5500	MEDICAL/SURGICAL SUPPLIES	2,500	2,610	2,500	2,500	2,500
01-632-5583	OTH SUPLIES-UNFM/ACCSRS	9,000	10,507	9,000	9,000	9,000
01-632-5584	OTH SUPLIES-SAFETY EQPT	3,500	4,187	3,500	3,500	3,500
01-632-5585	OTH SUPPLIES-DEPT	32,900	20,538	7,900	7,900	7,900
01-632-5711	AUTO ALLOWANCE	5,875	3,616	5,875	5,875	5,875
01-632-5781	STAFF DEVELOPMENT	3,500	2,838	3,500	3,500	3,500
01-632-5800	BEACH NOURISHMENT*	25,000	19,240	25,000	25,000	25,000
Total	Expenses	102,725	86,072	113,375	114,505	114,505
Total Departmental Expenses		936,136	853,620	927,892	1,018,178	1,018,178

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FALMOUTH SCHOOL DEPARTMENT

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
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EDUCATION

FALMOUTH SCHOOL DEPARTMENT

Expenses

	SCHOOL DEPARTMENT	52,950,000	51,862,490	56,175,788	58,222,421	58,222,421
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Total	Expenses	52,950,000	51,862,490	56,175,788	58,222,421	58,222,421
	Total Departmental Expenses	52,950,000	51,862,490	56,175,788	58,222,421	58,222,421

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UPPER CAPE REGIONAL TECHNICAL SCHOOL

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
EDUCATION						
390 UPPER CAPE COD VOCATIONAL						
Expenses						
01-390-5320	TUITION-UP CAPE REG VOKE	3,348,675	3,346,675	3,394,210	3,546,950	3,546,950
01-390-5500	CAPITAL PRG-CAPE REG VOKE	96,275	96,275	103,966	114,365	114,365
Total	Expenses	3,444,950	3,442,950	3,498,176	3,661,315	3,661,315
Total Departmental Expenses		3,444,950	3,442,950	3,498,176	3,661,315	3,661,315

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RETIREMENT BENEFITS

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
EMPLOYEE BENEFITS & INSURANCE						
911 PENSION/RETIREMENT						
Expenses						
01-911-5171	FRINGE BEN-RETRMNT PY RL*	10,122,735	10,122,735	11,061,128	11,759,185	11,759,185
01-911-5182	FRINGE BEN-N/CNTRB PENSN*	17,500	11,789	18,025	0	0
01-911-5184	FRINGE BEN-RET BRD OE	0	1,200	0	0	0
Total	Expenses	10,140,235	10,135,725	11,079,153	11,759,185	11,759,185
Total Departmental Expenses		10,140,235	10,135,725	11,079,153	11,759,185	11,759,185

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UNEMPLOYMENT

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
EMPLOYEE BENEFITS & INSURANCE						
913 UNEMPLOYMENT						
Expenses						
	01-913-5174 FRINGE BEN-UNEMPLOYMENT*	225,000	150,780	100,000	100,000	100,000
Total	Expenses	225,000	150,780	100,000	100,000	100,000
Total Departmental Expenses		225,000	150,780	100,000	100,000	100,000

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HEALTH INSURANCE

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
EMPLOYEE BENEFITS & INSURANCE						
914 HEALTH INSURANCE						
Expenses						
01-914-5177	FRINGE BEN-HEALTH INS TWN	5,987,495	5,987,495	6,342,495	7,196,745	7,196,745
01-914-5178	FRINGE BEN-HEALTH INS SCH	6,955,712	6,955,712	7,355,712	7,871,283	7,871,283
01-914-5179	FRINGE BEN-HEALTH RETIRE	1,847,098	1,847,098	1,847,098	2,031,808	2,031,808
Total	Expenses	14,790,305	14,790,305	15,545,305	17,099,836	17,099,836
Total Departmental Expenses		14,790,305	14,790,305	15,545,305	17,099,836	17,099,836

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LIFE INSURANCE

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
EMPLOYEE BENEFITS & INSURANCE						
915 LIFE INSURANCE						
Expenses						
01-915-5175	FRINGE BEN-LIFE INS TWN	4,288	4,288	5,000	5,000	5,000
01-915-5176	FRINGE BEN-LIFE INS SCH	4,944	4,944	2,000	2,000	2,000
Total	Expenses	9,232	9,232	7,000	7,000	7,000
Total Departmental Expenses		9,232	9,232	7,000	7,000	7,000

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MEDICARE

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
EMPLOYEE BENEFITS & INSURANCE						
916 MEDICARE TAX						
Expenses						
01-916-5179 EMPLOYER CONTRIBUTION*		1,108,000	1,107,606	1,176,793	1,288,290	1,288,290
Total	Expenses	1,108,000	1,107,606	1,176,793	1,288,290	1,288,290
Total Departmental Expenses		1,108,000	1,107,606	1,176,793	1,288,290	1,288,290

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OTHER EMPLOYEE BENEFITS

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
EMPLOYEE BENEFITS & INSURANCE						
919 OTHER EMPLOYEE BENEFITS						
Salaries						
01-919-5142	FRINGE BEN-LONGEVITY*	112,000	91,515	112,000	112,000	112,000
01-919-5152	FRINGE BEN-SCK LV BYBACK*	24,500	7,500	24,500	24,500	24,500
Total	Salaries	136,500	99,015	136,500	136,500	136,500
Expenses						
01-919-5170	EMP ASSIS PROG TWN/SCHL*	16,700	15,729	16,700	16,700	16,700
01-919-5171	MGL CH41 MEDICAL EXP*	15,000	2,375	6,000	6,000	6,000
01-919-5172	FRINGE BENEFIT - OTHER*	13,000	13,000	13,000	13,000	13,000
01-919-5180	FRINGE BEN LTD SCH/TOWN*	37,000	37,000	37,000	37,000	37,000
Total	Expenses	81,700	68,104	72,700	72,700	72,700
Total Departmental Expenses		218,200	167,119	209,200	209,200	209,200

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PROPERTY, LIABILITY AND WORKERS' COMPENSATION

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
EMPLOYEE BENEFITS & INSURANCE						
193 TOWN INSURANCE						
Expenses						
01-193-5740	OVERALL TOWN INSURANCE	1,800,000	0	0	0	0
01-193-5741	GEN LIAB END PREMIUMS	0	1,420,929	1,462,456	1,637,951	1,637,951
01-193-5742	GEN LIABILITY - CLAIMS	0	12,937	10,000	11,200	11,200
01-193-5744	WRKRS COMP - LOD PREMIUMS	0	105,175	105,126	117,741	117,741
01-193-5745	WRKRS COMP - CLAIMS/RETRO	0	235,184	311,331	348,691	348,691
Total	Expenses	1,800,000	1,774,225	1,888,913	2,115,583	2,115,583
Total Departmental Expenses		1,800,000	1,774,225	1,888,913	2,115,583	2,115,583

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DEBT

Account #	Account Description	FY 2023 Appropriate	FY 2023 Expended	FY 2024 Appropriate	FY 2025 Requested	FY 2025 Approved
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DEBT SERVICE

710 DEBT SERVICE - EX PRINCIPAL

Expenses

01-710-5910	PRINCIPAL - BONDS EXCLUDED	8,197,138	8,194,139	7,984,432	7,462,441	7,462,441
Total	Expenses	8,197,138	8,194,139	7,984,432	7,462,441	7,462,441
Total Departmental Expenses		8,197,138	8,194,139	7,984,432	7,462,441	7,462,441

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750 DEBT SERVICE - EX INTEREST

Expenses

01-750-5915	INTEREST - BONDS EXCLUDED	2,266,652	2,266,584	2,029,833	2,407,649	2,407,649
Total	Expenses	2,266,652	2,266,584	2,029,833	2,407,649	2,407,649
Total Departmental Expenses		2,266,652	2,266,584	2,029,833	2,407,649	2,407,649

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711 DEBT SERVICE - UNEX PRINCIPAL

Expenses

01-711-5910	PRINCIPAL - BONDS	2,304,539	2,269,540	2,245,257	2,283,664	2,283,664
01-711-5911	PRINCIPAL - CPA BONDS	541,000	541,000	315,000	315,000	315,000
Total	Expenses	2,845,539	2,810,540	2,560,257	2,598,664	2,598,664
Total Departmental Expenses		2,845,539	2,810,540	2,560,257	2,598,664	2,598,664

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751 DEBT SERVICE - UNEX INTEREST

Expenses

01-751-5915	INTEREST - BONDS	694,231	694,231	617,068	490,192	490,192
01-751-5916	INTEREST - CPA BONDS	72,538	72,538	55,419	42,819	42,819
Total	Expenses	766,769	766,769	672,487	533,011	533,011
Total Departmental Expenses		766,769	766,769	672,487	533,011	533,011

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752 DEBT - SHORT TERM INTEREST

Expenses

01-752-5910	PAYDOWNS - SHORT TERM NOTES	400,000	400,000	0	0	0
01-752-5920	INTEREST - SHORT TERM NOTES	2,198	2,198	200,000	200,000	200,000
Total	Expenses	402,198	402,198	200,000	200,000	200,000
Total Departmental Expenses		402,198	402,198	200,000	200,000	200,000

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TOWN OF FALMOUTH															
Excluded Debt Schedule															
Revised December 18, 2016				Prepared by Finance Team		-----FY25 Payments-----									
Bond/Note Amount	Project	Issued	Maturity	Identifier	Description	PDATE	Principal Payments	Principal Subsidy	IDATE	Interest Payments	PDATE	Principal Payments	IDATE	Interest Payments	Principal Balance 06/30/25
\$ 18,714,000	\$5,425,000	7/15/2005	6/30/2025	0404A32X	DPW Garage	7/15/2024	\$260,000.00		7/15/2024	\$5,200.00					\$0.00
\$ 17,195,000	\$156,900	7/15/2007	7/15/2025	1103F30X	Library Planning (Study Reissue)	7/15/2024	\$5,000.00		7/15/2024	\$178.13			1/15/2025	\$78.13	\$5,000.00
\$ 17,195,000	\$287,500	7/15/2007	6/30/2026	1102F35X	Library Study (Reissue)	7/15/2024	\$15,000.00		7/15/2024	\$534.38			1/15/2025	\$234.38	\$15,000.00
\$250,000	\$250,000	3/18/2009	6/30/2026	0405S19X	Wastewater Treatment Plant MWPAT Bring Down Reissue cw-02-02a	7/15/2024	\$16,777.00		7/15/2024	\$338.93			1/15/2025	\$171.16	\$17,116.00
\$7,131,000	\$52,400	7/15/2009	6/30/2027	1106F24X	DPW Supplemental refunding 12/12/2019	7/15/2024	\$9,000.00		7/15/2024	\$392.50			1/15/2025	\$392.50	\$10,000.00
\$ 17,195,000	\$4,598,150	7/15/2007	7/15/2026	0402A23X	High School (FHS Const. (B)) original issue 4,598,150.	7/15/2024	\$250,000.00		7/15/2024	\$12,809.38			1/15/2025	\$7,809.38	\$480,000.00
\$7,131,000	\$4,720,000	7/15/2009	7/15/2026	0406A21X	Library Renovation A (IE) refunding 12/12/2019	7/15/2024	\$175,000.00		7/15/2024	\$10,560.00			1/15/2025	\$7,040.00	\$550,000.00
\$7,131,000	\$85,820	7/15/2009	7/15/2026	1197F72X	New Silver Beach Wastewater FY14 to FY27 30% Exempt PM & 70% Non-Exempt PM 12/12/2019 refunding	7/15/2024	\$9,500.00		7/15/2024	\$820.00			1/15/2025	\$820.00	\$28,500.00
\$7,131,000	\$178,300	7/15/2009	6/30/2027	0407A34X	Wastewater Treatment Plant Sludge refunding 12/12/2019	7/15/2024	\$29,000.00		7/15/2024	\$1,527.50			1/15/2025	\$1,527.50	\$35,000.00
\$9,700,000	\$6,195,500	1/15/2007	1/15/2027	0402A23X	FHS Const. (A) - High School Construction & Remodeling				7/15/2024	\$17,400.00	1/15/2025	\$295,000.00	1/15/2025	\$11,500.00	\$615,000.00
\$5,689,554	\$1,921,300	3/1/2010	6/30/2027	0402A23X	FHS Construction 1 refunding 12/12/2019				8/1/2024	\$20,250.00	2/1/2025	\$270,000.00	2/1/2025	\$20,250.00	\$660,000.00
\$1,117,446	\$387,260	3/1/2010	6/30/2027	0406A21X	Library Renovations (B) refunding 12/12/2019				8/1/2024	\$4,005.00	2/1/2025	\$55,000.00	2/1/2025	\$4,005.00	\$130,000.00
\$ 17,195,000	\$556,225	7/15/2007	7/15/2027	0407A32X	Land Acquisition - Rapoza	7/15/2024	\$25,000.00		7/15/2024	\$1,718.75			1/15/2025	\$1,218.75	\$75,000.00
\$5,000,000	\$1,840,390	3/1/2010	2/1/2028	0402A23X	FHS Construction 2 refunding 12/12/2019				8/1/2024	\$22,735.00	2/1/2025	\$230,000.00	2/1/2025	\$22,735.00	\$825,000.00
\$406,000	\$133,800	3/1/2010	2/1/2028	1107F15X	Library Suppl. Refunding 12/12/2019				8/1/2024	\$1,695.00	2/1/2025	\$18,000.00	2/1/2025	\$1,695.00	\$60,000.00
\$7,775,000	\$7,775,000	3/18/2009	6/30/2029	111306F29X 111797572X	New Silver M-WPAT 7,733,000. New Silver M-WPAT 42,000. Loan PCW 01-21 Pool 14 7,775,000. zero interest loan (admin fees) NOTE: FY 14 to FY 29 30% Exempt (\$116,625) & 70% No-Exempt (\$272,125)	7/15/2024	\$116,625.00								\$466,500.00
\$4,509,000	\$4,164,000	3/8/2012	6/30/1932	0402523	High School Construction & Planning				9/1/2024	\$21,968.75	3/1/2025	\$330,000.00	3/1/2025	\$21,968.75	\$1,240,000.00
\$21,717,000	\$18,800,000	7/14/2011	6/30/2032	04102523X	High School Remodeling & Construction	10/15/2024	\$1,045,000.00		10/15/2024	\$162,275.00			4/15/2025	\$136,150.00	\$7,000,000.00
	\$2,500,000	12/11/2014	6/30/2035		Water Treatment Improvements	7/15/2024	\$125,000.00		7/15/2024	\$22,500.00			1/15/2025	\$20,000.00	\$1,250,000.00
	\$1,300,000	12/11/2014	6/30/2035		Water Treatment Plant Design & Planning	7/15/2024	\$65,000.00		7/15/2024	\$11,700.00			1/15/2025	\$10,400.00	\$650,000.00
\$ 16,126,207		1/15/2016	6/30/2036		DWP 14-04 Water Treatment Plant Construction SRP	7/15/2024	\$774,753.00		7/15/2024				1/15/2025	\$112,799.11	
\$4,284,956		1/15/2016	6/30/2046		Expansion	7/15/2024	\$141,434.00		7/15/2024	\$2,370.82			1/15/2025	\$2,370.82	
\$11,140,583		1/15/2016	1/15/2016		CWP 14-23 Little Pond Sewer extension	7/15/2024	\$367,719.00		7/15/2024	\$6,163.95			1/15/2025	\$6,163.95	
\$1,762,500		4/10/2013	6/30/2037	art.24	Wastewater Management Planning 1	11/1/2025	\$90,000.00		11/1/2024	\$20,320.31			5/1/2025	\$18,520.31	
\$2,939,200		4/19/2014	6/30/2037	art.28	Wastewater Management Planning 2	11/1/2025	\$145,000.00		11/1/2024	\$33,888.63			5/1/2025	\$30,888.63	
\$2,154,000		4/14/2015	6/30/2037	art. 20	Lawrence School Window Replacement	11/1/2025	\$110,000.00		11/1/2024	\$24,860.00			5/1/2025	\$22,660.00	
\$20,869,482		4/13/2017	6/30/2047	art.28	CWP 14-23 A (Admin Fees as Int) Little Pond Sewer Ext. - Trust C		\$505,327.39		7/15/2024	\$8,862.36			1/15/2025	\$8,862.36	
\$13,320,673		4/13/2017	6/30/2037	art. 26	DWP 15-02 Water Filtration Plant - Trust	7/15/2024	\$720,396.00		7/15/2024	\$114,908.82			1/15/2025	\$114,908.82	
\$7,648,670		9/12/2018	1/15/2039	art.26	DWP 16-01 Water Filtration Plant - Trust		\$327,952.00		7/15/2024	\$57,429.89			1/15/2025	\$54,150.37	
\$ 17,145,000		12/12/2019	6/30/2040		New Senior Center	2/1/2025	\$475,000.00		8/1/2024	\$146,953.00			2/1/2025	\$146,953.00	
\$ 17,145,000		12/12/2019	6/30/2034		Artificial Turf	2/1/2025	\$95,000.00		8/1/2024	\$21,000.00			2/1/2025	\$21,000.00	
\$ 17,145,000		12/12/2019	6/30/2040		Wastewater Management 1	2/1/2025	\$180,000.00		8/1/2024	\$55,688.00			2/1/2025	\$55,688.00	
\$ 10,000,000		1/26/2023		Ch 44	Sandwich Rd Fire Station	8/15/2024	\$147,957.00		8/15/2024	\$372,377.83			2/15/2025	\$217,515.63	
\$3,723,264		6/16/2022		Ch 708	Teaticket School	8/15/2024	\$35,000.00		8/15/2024	\$86,907.34			2/15/2025	\$50,753.13	\$2,215,000.00
\$98,000		1/26/2023		Ch 44	Wastewater Management	8/15/2024	\$3,000.00		8/15/2024	\$3,861.15			2/15/2025	\$2,218.75	\$95,000.00
					Sub-Totals		6,264,440.39	0.00		1,274,200.42		1,198,000.00		1,133,448.43	16,422,116.00
					Total Yearly P/I Payments							\$7,462,440.39		\$2,407,648.85	
					Total Yearly Debt Payment									\$9,870,089.24	
					Wastewater Debt Service		\$2,694,135.39			\$190,541.65				\$290,430.59	
														\$3,175,107.63	

TOWN OF FALMOUTH																
Unexcluded Debt Schedule																
Revised December 18, 2016																
Prepared by Finance Team																
-----FY25 Payments-----																
Bond/Note Amount	Project	Issued	Maturity	Identifier	Description	IRRAWALAC	PDATE	Principal Payments	Principal Subsidy	IDATE	Interest Payments	PDATE	Principal Payments	IDATE	Interest Payments	Principal Balance 06/30/25
\$18,714,000	\$1,122,000	7/15/2005	7/15/2024	040455U	Keene Allen Town Share	801508600	7/15/2024	\$50,000.00		7/15/2024	\$1,000.00					\$0.00
\$18,714,000	\$331,000	7/15/2005	7/15/2024	1104F25U	Odd Fellows Town Hall	801508600	7/15/2024	\$10,000.00		7/15/2024	\$200.00					\$0.00
\$18,714,000	\$1,206,000	7/15/2005	7/15/2024	0403A24U	Pumping Station	801508600	7/15/2024	\$45,000.00		7/15/2024	\$900.00					\$0.00
\$185,254	\$185,254	11/23/2004	8/1/2024	110153U	MWPAT Title V (C) - Pool 10	MWPAT	7/15/2024	\$5,000.00								\$0.00
\$200,000	\$200,000	11/16/2005	7/15/2025	1103F33U	MWPAT Title V (D) - Pool 11	MWPAT	7/15/2024	\$10,000.00								\$10,000.00
\$18,714,000	\$909,000	7/15/2005	7/15/2025	1103F31U	Raff Ave. Water - Water Mains 1	801508600	7/15/2024	\$45,000.00		7/15/2024	\$1,873.13		1/15/2025	\$945.00		\$45,000.00
\$18,714,000	\$3,500,000	7/15/2005	7/15/2025	0405A29U	Town Water A - Water Mains 2	801508600	7/15/2024	\$160,000.00		7/15/2024	\$6,300.00		1/15/2025	\$3,100.00		\$175,000.00
\$18,714,000	\$753,000	7/15/2005	7/15/2025	1104F34U	Water Source Permit	801508600	7/15/2024	\$30,000.00		7/15/2024	\$1,200.00		1/15/2025	\$600.00		\$35,000.00
\$9,700,000	\$200,000	1/15/2007	1/15/2026	0406S12U	Long Pond Pump Station Repairs	802127300				11/1/2024	\$400.00	11/1/2024	\$10,000.00	5/1/2025	\$200.00	\$3,000.00
\$33,350	\$140,000	7/15/2009	7/15/2026	1106F24U	DPW Garage Addtl. DPW Maintenance Facility refunding 12/12/2019	802748800	7/15/2024	\$4,500.00		7/15/2024	\$325.00		1/15/2025	\$325.00		\$10,000.00
\$9,700,000	\$3,150,000	1/15/2007	1/15/2027	0405A29U	Town Water (B) - Water Mains (OSS)	802127300				7/15/2024	\$9,900.00	1/15/2025	\$160,000.00	1/15/2025	\$6,700.00	\$345,000.00
\$1,600,020	\$4,000,000	3/1/2010	2/1/2029	1107F14U	Wind 1 - Alternative Energy ref 12/12/19	802856100				8/1/2024	\$22,250.00	2/1/2025	\$175,000.00	2/1/2025	\$22,250.00	\$840,000.00
\$210,820	\$850,000	7/15/2009	7/15/2026	1197F72X	New Silver Beach Wastewater NOTE: FY24 to FY27 30% Exempt P&I & 70% Non-Exempt P&I	802748800	7/15/2024	\$30,000.00		7/15/2024	\$2,207.50		1/15/2025	\$2,207.50		\$66,500.00
\$7,775,000	\$7,775,000	3/18/2009	7/15/2028	111306F29X 111797572X	New Silver M-WPAT 7,733,000. New Silver M-WPAT 42,000. Loan #CW-01-21 Pool 14 7,775,000. zero interest loan (admin fees) NOTE: FY24 to FY29 30% Exempt (S116,625) & 70% Non-Exempt (S272,125)	MWPAT	7/15/2024	\$272,125.00								\$1,088,500.00
\$7,131,000	\$4,720,000	7/15/2009	7/15/2026	0406A21X	Library Renovation A (IE) refunding 12/12/19	802748800	7/15/2024	\$100,000.00		7/15/2024	\$5,940.00		1/15/2025	\$3,960.00		\$550,000.00
\$3,018,332	\$3,018,332	2/1/2005	8/1/2029	1197F61	MWPAT Landfill B	MWPAT	7/15/2024	\$112,995.12	\$37,004.88				1/15/2025	\$10,650.94		\$825,000.00
\$17,195,000	\$9,420,000	7/15/2007	7/15/2034	040453U	Landfill Closure Pool 5 CW-98-76	802225600	7/15/2024	\$420,000.00		7/15/2024	\$102,840.63		1/15/2025	\$94,440.63		\$4,897,000.00
\$4,509,000	\$345,000	3/8/2012	3/1/2025	0406A39	Golf Course LD - Town Portion	801553000				9/1/2024	\$296.88	3/1/2025	\$25,000.00	3/1/2025	\$296.88	\$0.00
\$21,717,000	\$992,000	7/14/2011	10/15/2028	1108F16U	Road & Sidewalk	801553000	10/15/2024	\$55,000.00		10/15/2024	\$7,750.00		4/15/2025	\$6,375.00		\$290,000.00
\$21,717,000	\$1,925,000	7/14/2011	10/15/2029	0410A16U	Alternative Wind Energy	801553000	10/15/2024	\$100,000.00		10/15/2024	\$16,225.00		4/15/2025	\$13,725.00		\$660,000.00
\$17,094,000	\$1,000,000	12/11/2014	06/30/2029		Public Wharf (Scranton Avenue)	801553000	7/15/2024	\$70,000.00		7/15/2024	\$5,950.00		1/15/2025	\$4,550.00		\$280,000.00
	\$939,000	12/11/2014	6/30/2034		Betterments Road/Sidewalk Impro	801553000	7/15/2024	\$50,000.00		7/15/2024	\$7,915.63		1/15/2025	\$6,915.63		\$435,000.00
	\$500,000	12/11/2014	6/30/2025		Energy Management (ESCO)	801553000	7/15/2024	\$50,000.00		7/15/2024	\$1,000.00		1/15/2025	\$1,000.00		\$0.00
\$1,536,000	\$1,536,000	12/11/2014	6/30/2034		Wild Harbor Bulkhead	801553000	7/15/2024	\$80,000.00		7/15/2024	\$16,230.00		1/15/2025	\$14,850.00		\$720,000.00
\$1,959,300	\$1,959,300	11/19/2015	6/30/2037	art. 5	Energy Management (ESCO) QECB											
\$17,145,000	\$2,735,000	12/12/2019	6/30/2040		Energy Management Service Contract					8/1/2024	\$42,140.63	2/1/2025	\$140,000.00	2/1/2025	\$42,140.63	
\$74,043		10/12/2023	8/15/2024		Water Mains (Main Street)		8/15/2024	\$74,043.00		8/15/2024	\$3,115.98					\$0.00
					Wild Harbor Bulkhead		8/15/2024	\$74,043.00		8/15/2024	\$3,115.98					\$0.00
					Sub-Totals			1,773,663.12	37,004.88		255,960.38		510,000.00		234,232.21	11,275,000.00
					Total Yearly P/I Payments								\$2,283,663.12		\$490,192.59	
					Total Yearly Debt Payment									Total	\$2,773,855.71	
					Wastewater / Sewer Debt Service			\$302,125.00			\$2,207.50				\$2,207.50	
														Regular	\$306,540.00	
														Excluded	\$3,175,107.63	
														Total	\$3,481,647.63	
					Waterways Debt Service			\$224,043.00			\$20,340.98				\$13,725.00	
														Total	\$258,108.98	
					Energy Debt Service			\$185,000.00			\$31,895.63				\$28,140.63	
														Total	\$245,036.26	
					Road Betterment Debt Service			\$70,000.00			\$5,950.00				\$4,550.00	
														Total	\$80,500.00	

TOWN OF FALMOUTH														
CPA Debt Schedule														
Revised December 18, 2016														
-----FY25 Payments-----														
Bond/Note Amount	Project	Issued	Maturity	Identifier	Description	PDATE	Principal Payments	IDATE	Interest Payments	PDATE	Principal Payments	IDATE	Interest Payments	Principal Balance 06/30/25
\$18,714,000	\$3,976,000	7/15/2005	7/15/2024	0404S5LB	Keene Allen L.B. Share	7/15/2024	\$185,000.00	7/15/2024	\$3,700.00					\$0.00
\$18,714,000	\$1,205,000	7/15/2005	7/15/2025	0405S5LB	Boy Scout Land for Land Bank	7/15/2024	\$55,000.00	7/15/2024	\$2,200.00			1/15/2025	\$1,100.00	\$60,000.00
\$17,195,000	\$1,720,000	7/15/2007	7/15/2034	0404S3LB	Golf Course LD -Land Bank Portion	7/15/2024	\$75,000.00	7/15/2024	\$18,659.38			1/15/2025	\$17,159.38	\$893,000.00
					Sub-Totals		315,000.00		24,559.38		0.00		18,259.38	953,000.00
					Total Yearly P/I Payments						\$315,000.00		\$42,818.76	
					Total Yearly Debt Payment								\$357,818.76	

Fund-wide Financial Analysis of the Governmental Funds

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds - The focus of the Town's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the Town's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

The following discussion summarizes the highlights in Governmental Funds:

General Fund- The General Fund is the Town's operating fund. Typically, the operating fund is designed for revenues to equal expenditures. Given the robust economy in Massachusetts particularly in Barnstable County, which is designated as a Metropolitan Statistical Area, operating funds have been generating a surplus for the last several years. This continued in the prior year despite the impacts of the pandemic.

Revenues in the General Fund exceeded forecasts by \$9.9 million; experiences were observed through all revenue categories. The Town chose to forecast in a conservative manner due to the pandemic, however revenues surprisingly maintained their robust pace due mostly in part to the significant stimulus injected into the economy by the Federal Government. Excise, user charges, licenses, permits and investment income all outpaced their estimates.

Strong budget management and conservative estimates had a similar impact on expenditures. Across the board favorable results caused expenditures to end below budget by about \$4.2 million. These savings were observed in many categories with benefits, public safety, public works and general government being the largest beneficiaries.

This favorable budget operating result of \$14.1 million was offset by appropriations from surplus, mostly for capital which led to the General Fund increasing over the prior year by about \$4.5 million.

The Town's Unassigned Fund Balance reported in the General Fund was over \$34.7 million (23.3% of General Fund expenditures). Total Fund Balance in the General Fund was approximately \$51.6 million (34.6% of General Fund expenditures).

Receipts Reserved for Appropriation increased by about \$1.0 million, as revenues exceeded net other financing uses. This was also a function of the strength in the economy. Fund balance of over \$9.2 million is classified as restricted in this fund.

Community Preservation Fund operations increased fund balance by \$0.8 million. This fund is used to accumulate balances that will be used for open space purchases and historical preservation. Sources of revenue are from property taxes, intergovernmental receipts and interest income. The restricted fund balance is almost about \$9.3 million, and the increase is due to the timing of certain projects.

Capital Projects Fund increased by over \$0.6 million. Other financing sources and revenues approximated expenditures. The restricted fund balance is over \$5.7 million at year-end.

Sewer Capital Projects Fund decreased by over \$0.3 million as residual balances from the prior year continue to be spent down. The restricted fund balance is almost \$0.7 million at year-end.

Nonmajor Governmental Funds increased by almost \$6.1 million. The majority of this increase was due to transfers into the Town's Affordable Housing Trust of \$5.3 million. The remaining increase is timing of revenues and expenditures, since these funds are for the most part designed to accommodate money in, equals money out. The majority of the fund balance, over \$16.3 million, is restricted with a trivial balance included as nonspendable.

Proprietary Funds - The Town's proprietary funds consist completely of the Water Utility Services Fund which provides the same type of information found in the government-wide financial statements under Business-type activities. At the end of the year, net position of the Water Fund was approximately \$61.1 million, which is consistent with the prior year.

Fiduciary Funds- The Town's fiduciary funds are comprised of the Town's Private Purpose Trust Funds, its Other Postemployment Benefits Trust and its Pension Trust Fund. Total Net Position of these funds is over \$204.1 million.

The Pension Fund is used to pay pension benefits to retirees. The net position at the end of the year was about \$200.3 million or over \$29 million greater than the prior year. This was primarily due to robust market conditions during the year ended December 31, 2021.

The Private Purpose Trust Funds make up about \$2.0 million of the net position balance at year-end; These assets are used strictly for purposes outside of the public domain such as scholarships and public assistance and increased due to earnings from investments exceeding distributions.

In addition, the Town has elected to establish a trust under Chapter 32B Section 20 of the MGL whose sole purpose will be to accumulate funds to reduce the Town's unfunded net postemployment liability. This fund increased by approximately \$0.2 million to about \$1.8 million due to increased contributions. The Town anticipates the use of an annual dedicated budget source to fund a portion of the annually determined contribution in future years.

FUND BALANCES - GOVERNMENTAL FUNDS

LAST TEN FISCAL YEARS

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
General Fund:										
Nonspendable.....	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Restricted.....	1,185,116	984,742	1,125,122	1,208,751	1,115,435	872,359	900,235	729,687	686,020	605,551
Committed.....	3,534,511	5,040,876	7,768,355	9,077,570	8,045,314	10,936,681	12,152,907	12,336,381	9,725,266	14,980,412
Assigned.....	990,687	2,288,500	1,074,035	761,367	1,459,796	1,129,906	1,307,788	1,222,125	1,988,071	1,313,850
Unassigned.....	12,124,497	16,497,937	20,397,223	25,304,234	30,774,762	32,789,666	30,216,724	29,527,652	34,723,707	34,726,408
Total general fund.....	<u>\$ 17,834,811</u>	<u>\$ 24,812,055</u>	<u>\$ 30,364,735</u>	<u>\$ 36,351,922</u>	<u>\$ 41,395,307</u>	<u>\$ 45,728,612</u>	<u>\$ 44,577,654</u>	<u>\$ 43,815,845</u>	<u>\$ 47,123,064</u>	<u>\$ 51,626,221</u>
All Other Governmental Funds:										
Nonspendable.....	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Restricted.....	17,909,959	19,744,510	20,671,283	20,892,447	30,710,789	30,392,226	25,701,966	31,343,343	33,042,061	41,744,096
Unassigned.....	(237,619)	(1,168,247)	(1,580,820)	(6,423,618)	-	-	(6,985,440)	-	-	(573,205)
Total all other governmental funds.....	<u>\$ 17,697,340</u>	<u>\$ 18,601,263</u>	<u>\$ 19,115,463</u>	<u>\$ 14,493,829</u>	<u>\$ 30,735,789</u>	<u>\$ 30,417,226</u>	<u>\$ 18,741,526</u>	<u>\$ 31,368,343</u>	<u>\$ 33,067,061</u>	<u>\$ 41,195,891</u>

CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS

LAST TEN FISCAL YEARS

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Revenues:										
Real estate and personal property taxes, net of tax refunds.....	\$ 87,516,351	\$ 90,338,338	\$ 93,207,932	\$ 96,483,363	\$ 99,341,261	\$ 102,678,006	\$ 105,641,420	\$ 109,060,137	\$ 114,726,105	\$ 118,747,880
Intergovernmental.....	29,442,086	30,501,985	22,552,993	28,309,281	29,494,958	29,340,010	28,939,936	34,963,020	36,630,213	33,277,813
Motor vehicle and boat excise.....	5,693,657	6,226,730	6,537,926	7,111,477	7,182,338	7,567,368	7,578,503	7,748,576	8,763,557	10,100,905
Licenses and permits.....	1,326,924	1,584,592	1,533,147	1,586,794	1,599,548	1,902,911	1,838,477	2,116,063	2,371,118	2,713,198
Departmental and other.....	7,092,173	5,027,671	5,370,356	4,476,309	4,103,869	4,307,193	5,887,826	4,287,485	4,655,874	6,042,850
User charges.....	1,252,472	4,432,147	4,454,984	4,368,924	4,981,417	5,468,989	5,692,621	6,277,380	6,418,657	6,700,306
Special assessments.....	537,047	614,815	676,290	595,922	574,957	2,673,785	1,267,535	1,231,949	1,370,735	1,322,457
Penalties and interest on taxes.....	669,442	630,497	869,751	938,734	731,749	621,244	636,734	765,150	870,021	766,274
Fines and forfeitures.....	167,681	200,551	182,135	149,664	173,772	216,884	194,492	181,661	161,480	233,560
Investment income.....	452,940	690,638	303,354	837,876	523,711	71,512	1,808,183	1,227,157	1,565,795	76,304
Contributions.....	51,477	170,668	188,013	124,845	130,466	93,293	154,442	455,883	146,132	459,257
Total Revenue.....	134,202,250	140,418,632	135,876,881	144,983,189	148,838,046	154,941,195	159,640,169	168,314,461	177,679,687	180,440,804
Expenditures:										
General government.....	7,323,139	6,440,941	7,157,171	7,903,574	8,568,812	8,413,665	10,067,363	7,680,786	10,446,266	10,407,349
Public safety.....	12,351,239	14,008,485	13,819,385	14,328,228	13,275,575	15,032,777	15,808,560	16,510,163	18,908,407	18,925,557
Education.....	49,585,452	50,369,634	50,703,445	52,834,990	52,907,941	53,841,918	55,450,860	55,407,467	58,366,609	62,034,156
Public works.....	8,824,072	9,477,696	11,735,478	10,112,969	9,755,016	10,171,488	9,810,067	10,317,173	9,925,912	10,131,575
Health and human services.....	1,540,919	1,594,344	2,018,716	2,018,065	1,888,921	1,570,920	1,662,623	3,548,256	2,924,539	2,803,150
Culture and recreation.....	2,885,551	2,172,736	2,884,538	2,673,272	2,581,246	3,130,854	2,987,595	2,990,124	2,726,286	2,845,744
Pension and fringe benefits.....	28,561,412	30,123,813	22,724,129	25,802,885	29,928,369	31,480,427	32,375,846	36,189,561	38,204,679	31,745,401
Community development.....	510,508	400,016	506,772	1,500,974	1,739,406	303,282	551,127	1,546,127	426,216	519,799
State and county charges.....	2,498,313	2,665,805	2,769,084	2,668,658	2,852,594	3,094,656	3,632,780	4,088,464	4,306,215	4,821,128
Capital outlay and other.....	3,188,075	4,811,266	6,720,713	29,025,155	22,711,719	9,800,626	16,107,831	17,581,706	12,839,901	10,403,778
Debt service:										
Principal.....	8,809,879	8,801,551	8,324,354	8,710,279	8,906,961	10,184,535	15,568,683	9,606,092	9,511,377	9,448,680
Interest.....	4,570,789	4,255,972	3,975,218	3,737,405	3,684,898	3,544,488	2,888,621	2,796,775	3,065,100	2,473,211
Total Expenditures.....	130,649,348	135,122,259	133,339,003	161,316,454	158,801,458	150,569,636	166,911,956	168,262,694	171,651,507	166,559,528
Excess of revenues over (under) expenditures.....	3,552,902	5,296,373	2,537,878	(16,333,265)	(9,963,412)	4,371,559	(7,271,787)	51,767	6,028,180	13,881,276
Other Financing Sources (Uses):										
Issuances from bonds and notes.....	-	-	3,975,000	15,425,539	29,684,482	-	-	14,410,000	-	-
Issuances from refunding bonds.....	-	-	21,441,445	-	3,025,000	-	-	8,770,410	-	10,340,000
Premiums from debt issuances.....	-	-	1,263,542	-	594,773	-	-	3,463,041	-	2,114,101
Payments to refunded bond escrow agent.....	-	-	(22,181,914)	-	(3,276,155)	-	-	(11,909,133)	-	(12,330,359)
Transfers in.....	7,363,968	8,632,799	6,062,887	9,815,137	7,620,345	3,955,743	5,002,042	6,192,853	7,161,591	10,337,351
Transfers out.....	(4,460,187)	(6,048,005)	(7,031,958)	(7,541,858)	(6,399,688)	(4,312,560)	(10,556,913)	(9,113,930)	(8,294,311)	(11,710,382)
Total other financing sources (uses).....	2,903,781	2,584,794	3,529,002	17,698,818	31,248,757	(356,817)	(5,554,871)	11,813,241	(1,132,720)	(1,249,289)
Net change in fund balance.....	\$ 6,456,683	\$ 7,881,167	\$ 6,066,880	\$ 1,365,553	\$ 21,285,345	\$ 4,014,742	\$ (12,826,658)	\$ 11,865,008	\$ 4,895,460	\$ 12,631,987
Debt service as a percentage of noncapital expenditures.....	10.50%	10.02%	9.71%	9.41%	9.25%	9.75%	12.24%	8.23%	7.92%	7.63%

(1) In fiscal year 2013, the Town reclassified its Sewer, Golf Course and Harbormaster and Waterways activities from the business-type activities to the governmental activities.

The following table reflects the Town's fund equity categorizations:

	General	Receipts Reserved for Appropriation	Community Preservation	Capital Projects	Sewer Capital Projects	Nonmajor Governmental Funds	Total
Nonspendable:							
Perpetual permanent funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000
Restricted:							
Ferry fee receipts	-	1,411,892	-	-	-	-	1,411,892
Title V program	-	203,598	-	-	-	-	203,598
Golf course	-	1,377,782	-	-	-	-	1,377,782
Waterways	-	1,468,487	-	-	-	-	1,468,487
Energy revolving	-	1,624,593	-	-	-	-	1,624,593
Parking meter receipts	-	432,010	-	-	-	-	432,010
Debt service	265,707	-	-	-	-	-	265,707
Town federal and state grants	-	-	-	-	-	983,233	983,233
School federal and state grants	-	-	-	-	-	1,440,617	1,440,617
Transfer station revolving fund	-	-	-	-	-	380,593	380,593
Other town revolving funds	-	-	-	-	-	386,432	386,432
School revolving funds	-	-	-	-	-	4,026,923	4,026,923
Town gift funds	-	-	-	-	-	531,275	531,275
School gift funds	-	-	-	-	-	34,223	34,223
Capital outlay - special assessments	-	2,194,836	-	816,332	-	-	3,011,168
Capital outlay - schools	-	-	-	265,874	-	-	265,874
Capital outlay - police station	-	-	-	1,771,220	-	-	1,771,220
Capital outlay - senior center	-	-	-	262,643	-	-	262,643
Capital outlay - energy management	-	-	-	483,766	-	-	483,766
Capital outlay - coastal erosion	-	-	-	2,414,787	-	-	2,414,787
Capital outlay - sewer	-	-	-	-	679,263	-	679,263
Capital outlay - other purposes	-	-	-	293,692	-	-	293,692
Community preservation	-	-	9,262,040	-	-	-	9,262,040
Employee benefits	339,844	-	-	-	-	-	339,844
Affordable housing trust	-	-	-	-	-	7,972,138	7,972,138
Conservation trust	-	-	-	-	-	317,644	317,644
Other trust funds	-	-	-	-	-	213,238	213,238
Other purposes	-	494,965	-	-	-	-	494,965
Committed:							
Cable access	82,455	-	-	-	-	-	82,455
Property revaluations	71,710	-	-	-	-	-	71,710
Building improvements	968,273	-	-	-	-	-	968,273
Recycling	1,350,000	-	-	-	-	-	1,350,000
Facilities maintenance	557,368	-	-	-	-	-	557,368
Information technology	390,355	-	-	-	-	-	390,355
Conservation projects	146,266	-	-	-	-	-	146,266
Other general government articles	964,482	-	-	-	-	-	964,482
Police equipment	290,519	-	-	-	-	-	290,519
Fire building improvements	465,664	-	-	-	-	-	465,664
Fire equipment	1,972,930	-	-	-	-	-	1,972,930
Dispatch equipment	750,000	-	-	-	-	-	750,000
Marine services	850,806	-	-	-	-	-	850,806
Education	1,639,532	-	-	-	-	-	1,639,532
Public works infrastructure	2,711,787	-	-	-	-	-	2,711,787
Public works equipment	1,003,386	-	-	-	-	-	1,003,386
Other public works	310,667	-	-	-	-	-	310,667
Other purposes	454,212	-	-	-	-	-	454,212
Assigned:							
Education	773,040	-	-	-	-	-	773,040
Solid waste	305,283	-	-	-	-	-	305,283
Other purposes	235,527	-	-	-	-	-	235,527
Unassigned	34,726,408	-	-	(573,205)	-	-	34,153,203
Total Fund Balances	\$ 51,626,221	\$ 9,208,163	\$ 9,262,040	\$ 5,735,109	\$ 679,263	\$ 16,311,316	\$ 92,822,112

E. Excess of Expenditures Over Appropriations and Deficits

During fiscal year 2022, expenditures exceeded appropriations for state and county charges by \$167,862 which were funded with available funds. The Town incurred deficits of \$573,205 in the Capital Projects major fund. These deficits will be funded through future available revenues, debt proceeds and grant funds in future years.

TOWN OF FALMOUTH, MASSACHUSETTS

STATEMENT OF NET POSITION
JUNE 30, 2022

	Primary Government			(December 31, 2021) Component Unit
	Governmental Activities	Business-Type Activities	Total	
Assets				
Cash and cash equivalents	\$ 77,788,594	\$ 1,592,932	\$ 79,381,526	\$ 350,153
Investments	27,528,510	642,243	28,170,753	-
Receivables, net of allowance for uncollectibles:				
Real estate and personal property taxes	2,105,822	-	2,105,822	-
Tax liens and deferrals	2,419,367	-	2,419,367	-
Excise	1,003,077	-	1,003,077	-
User fees	-	1,120,265	1,120,265	-
Special assessments	17,987,928	70,799	18,058,727	-
Departmental and other	1,223,780	-	1,223,780	32,845
Lease receivable	3,228,340	-	3,228,340	-
Intergovernmental	3,366,540	47,129	3,413,669	-
Prepaid items	-	-	-	3,505
Property held for sale	-	-	-	85,763
Capital assets, not being depreciated	87,592,605	1,486,126	89,078,731	-
Capital assets, net of accumulated depreciation	226,309,288	99,620,501	325,929,789	-
Total Assets	450,553,851	104,579,995	555,133,846	472,266
Deferred Outflows of Resources				
Related to net other postemployment benefits liability	13,359,641	243,496	13,603,137	-
Related to net pension liability	2,100,951	93,609	2,194,560	-
Deferred charge on refunding	731,867	-	731,867	-
Total Deferred Outflows of Resources	16,192,459	337,105	16,529,564	-
Liabilities				
Warrants and accounts payable	4,530,592	141,117	4,671,709	5,315
Accrued payroll	6,974,242	5,902	6,980,144	2,548
Retainage payable	111,198	-	111,198	-
Other liabilities	859,304	-	859,304	-
Unearned revenue	1,162,918	-	1,162,918	850
Interest expense	785,334	-	785,334	-
Bond anticipation notes payable	600,000	-	600,000	-
Long-term liabilities:				
Due within one year	10,261,779	2,595,134	12,856,913	-
Due in more than one year	255,041,461	39,372,749	294,414,210	-
Total Liabilities	280,326,828	42,114,902	322,441,730	8,713
Deferred Inflows of Resources				
Related to leases	3,228,340	-	3,228,340	-
Related to net other postemployment benefits liability	43,012,471	783,956	43,796,427	-
Related to net pension liability	19,845,064	884,200	20,729,264	-
Total Deferred Inflows of Resources	66,085,875	1,668,156	67,754,031	-
Net Position				
Net investment in capital assets	225,123,081	64,067,623	289,190,704	-
Restricted:				
Nonexpendable permanent funds	25,000	-	25,000	-
Expendable permanent funds	8,503,020	-	8,503,020	-
Community preservation	9,363,974	-	9,363,974	-
Federal and State grants	4,427,073	-	4,427,073	-
Debt service	20,934,910	-	20,934,910	-
Gift funds	565,498	-	565,498	-
Property held for sale	-	-	-	85,763
Unrestricted	(148,608,949)	(2,933,581)	(151,542,530)	377,790
Total Net Position	\$ 120,333,607	\$ 61,134,042	\$ 181,467,649	\$ 463,553

See accompanying notes to basic financial statements.

TOWN OF FALMOUTH, MASSACHUSETTS

STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2022

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position			(December 31, 2021) Component Unit
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total	
Primary Government:								
<i>Governmental Activities:</i>								
General government	\$ 13,413,511	\$ 2,224,586	\$ 798,284	\$ -	\$ (10,390,641)		\$ (10,390,641)	\$ -
Public safety	24,454,193	7,485,034	133,336	212,278	(16,623,545)		(16,623,545)	-
Education	84,989,371	801,067	24,156,238	451,344	(59,580,722)		(59,580,722)	-
Public works	15,486,683	2,713,365	197,111	2,039,283	(10,536,924)		(10,536,924)	-
Health and human services	3,710,011	465,164	1,272,394	-	(1,972,453)		(1,972,453)	-
Culture and recreation	4,636,700	1,990,598	510,332	-	(2,135,770)		(2,135,770)	-
Interest expense	1,839,212	-	156,391	-	(1,682,821)		(1,682,821)	-
Community development	519,799	-	-	1,519,458	999,659		999,659	-
Total Governmental Activities	149,049,480	15,679,814	27,224,086	4,222,363	(101,923,217)		(101,923,217)	-
<i>Business-Type Activities:</i>								
Water	7,979,074	6,549,999	-	5,379		\$ (1,423,696)	(1,423,696)	-
Total Business-type Activities	7,979,074	6,549,999	-	5,379		(1,423,696)	(1,423,696)	-
Total Primary Government	\$ 157,028,554	\$ 22,229,813	\$ 27,224,086	\$ 4,227,742	(101,923,217)		(103,346,913)	-
Component Unit:								
Falmouth EDIC	\$ 290,616	\$ 214,903	\$ 14,121	\$ -				\$ (61,592)
Total Component Unit	\$ 290,616	\$ 214,903	\$ 14,121	\$ -				(61,592)
General Revenues:								
Real and personal property taxes					118,784,076		118,784,076	-
Motor vehicle and other excise					10,265,837		10,265,837	-
Grants and contributions not restricted to specific programs					2,037,389		2,037,389	-
Penalties and interest on taxes					766,274		766,274	-
Unrestricted investment income (loss)					76,304	(1,186)	75,118	336
Other					-		-	18,330
Transfers (net)					(1,373,031)	1,373,031	-	-
Total General Revenues and Transfers					130,556,849	1,371,845	131,928,694	18,666
Change in Net Position					28,633,632	(51,851)	28,581,781	(42,926)
Net Position:								
Beginning of year					91,699,975	61,185,893	152,885,868	506,479
End of year					\$ 120,333,607	\$ 61,134,042	\$ 181,467,649	\$ 463,553

See accompanying notes to basic financial statements.

TOWN OF FALMOUTH, MASSACHUSETTS

GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2022

	General	Receipts Reserved for Appropriation	Community Preservation	Capital Projects	Sewer Capital Project	Nonmajor Governmental Funds	Total Governmental Funds
Assets:							
Cash and cash equivalents	\$40,411,330	\$ 9,035,978	\$ 9,411,352	\$ 8,915,146	\$ 1,079,263	\$ 8,935,525	\$ 77,788,594
Investments	19,050,450	-	-	-	-	8,478,060	27,528,510
Receivables, net of allowance for uncollectibles:							
Real estate and personal property taxes	2,056,423	-	49,399	-	-	-	2,105,822
Tax liens and deferrals	2,366,832	-	52,535	-	-	-	2,419,367
Excise	1,003,077	-	-	-	-	-	1,003,077
Special assessments	76,096	17,394,347	-	517,485	-	-	17,987,928
Leases	2,454,552	773,788	-	-	-	-	3,228,340
Other	1,024,207	96,068	-	-	-	103,505	1,223,780
Intergovernmental	2,718,754	76,117	-	313,143	-	258,526	3,366,540
Total Assets	71,161,721	27,376,298	9,513,286	9,745,774	1,079,263	17,775,616	136,651,958
Deferred Outflows of Resources	-	-	-	-	-	-	-
Total Assets and Deferred Outflows of Resources	\$71,161,721	\$ 27,376,298	\$ 9,513,286	\$ 9,745,774	\$ 1,079,263	\$ 17,775,616	\$ 136,651,958
Liabilities:							
Warrants and accounts payable	\$ 962,818	\$ -	\$ 103,084	\$ 3,248,702	\$ -	\$ 215,988	\$ 4,530,592
Accrued payroll and withholdings	6,909,340	-	1,601	-	-	63,301	6,974,242
Retainage payable	-	-	44,627	44,478	-	22,093	111,198
Unearned revenue	-	-	-	-	-	1,162,918	1,162,918
Other liabilities	859,304	-	-	-	-	-	859,304
Bond anticipation notes payable	-	-	-	200,000	400,000	-	600,000
Total Liabilities	8,731,462	-	149,312	3,493,180	400,000	1,464,300	14,238,254
Deferred Inflows of Resources:							
Unavailable revenues - property taxes	3,546,383	-	101,934	-	-	-	3,648,317
Unavailable revenues - excise taxes	1,003,077	-	-	-	-	-	1,003,077
Unavailable revenues - special assessments	76,096	17,394,347	-	517,485	-	-	17,987,928
Unavailable revenues - leases	2,454,552	773,788	-	-	-	-	3,228,340
Unavailable revenues - other	1,024,207	-	-	-	-	-	1,024,207
Unavailable revenues - intergovernmental	2,699,723	-	-	-	-	-	2,699,723
Total Deferred Inflows of Resources	10,804,038	18,168,135	101,934	517,485	-	-	29,591,592
Fund Balances:							
Nonspendable	-	-	-	-	-	25,000	25,000
Restricted	605,551	9,208,163	9,262,040	6,308,314	679,263	16,286,316	42,349,647
Committed	14,980,412	-	-	-	-	-	14,980,412
Assigned	1,313,850	-	-	-	-	-	1,313,850
Unassigned	34,726,408	-	-	(573,205)	-	-	34,153,203
Total Fund Balances	51,626,221	9,208,163	9,262,040	5,735,109	679,263	16,311,316	92,822,112
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	\$71,161,721	\$ 27,376,298	\$ 9,513,286	\$ 9,745,774	\$ 1,079,263	\$ 17,775,616	\$ 136,651,958

See accompanying notes to basic financial statements.

TOWN OF FALMOUTH, MASSACHUSETTS
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
TOTAL FUND BALANCES TO THE STATEMENT OF NET POSITION
JUNE 30, 2022

Total Governmental Fund Balances		\$ 92,822,112
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.		313,901,893
Other long-term assets are not available to pay for current period expenditures and, therefore, are reported as unavailable revenue in the funds		29,591,592
In the Statement of Activities, interest is accrued on outstanding long-term debt whereas in the governmental funds, interest is not reported until due.		(785,334)
Deferred outflows and inflows of resources to be recognized in future expense are not available resources and, therefore, are not reported in the funds:		
Deferred charge on refunding transactions	731,867	
Deferred outflows related to net other postemployment benefits liability	13,359,641	
Deferred outflows related to net pension liability	2,100,951	
Deferred inflows related to leases	(3,228,340)	
Deferred inflows related to net other postemployment benefits liability	(43,012,471)	
Deferred inflows related to net pension liability	<u>(19,845,064)</u>	
Net effect of reporting deferred outflows and inflows of resources		(49,893,416)
Long-term liabilities are not due and payable in the current period and therefore are not reported in the government funds:		
Bonds and notes payable	(86,266,968)	
Unamortized premiums on bonds	(4,862,972)	
Landfill monitoring	(270,000)	
Compensated absences	(1,776,733)	
Net pension liability	(39,856,446)	
Net other postemployment benefits liability	<u>(132,270,121)</u>	
Net effect of reporting long-term liabilities		<u>(265,303,240)</u>
Net Position of Governmental Activities		<u>\$ 120,333,607</u>

See accompanying notes to basic financial statements.

TOWN OF FALMOUTH, MASSACHUSETTS

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
YEAR ENDED JUNE 30, 2022

	General	Receipts Reserved for Appropriation	Community Preservation	Capital Projects	Sewer Capital Project	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:							
Real and personal property taxes	\$ 115,367,485	\$ -	\$ 3,380,395	\$ -	\$ -	\$ -	\$ 118,747,880
Intergovernmental	19,093,722	432,970	1,519,458	2,440,979	-	9,790,684	33,277,813
Motor vehicle and other excises	10,100,905	-	-	-	-	-	10,100,905
Licenses and permits	2,713,198	-	-	-	-	-	2,713,198
Departmental and other	2,255,800	1,939,578	-	-	-	1,847,472	6,042,850
User charges	6,700,306	-	-	-	-	-	6,700,306
Special assessments	908,965	286,600	-	126,892	-	-	1,322,457
Penalties and interest on taxes	754,038	-	12,236	-	-	-	766,274
Fines and forfeitures	233,560	-	-	-	-	-	233,560
Investment income (loss)	72,176	25,829	7,913	-	-	(29,614)	76,304
Contributions and donations	-	-	-	-	-	459,257	459,257
Total Revenues	<u>158,200,155</u>	<u>2,684,977</u>	<u>4,920,002</u>	<u>2,567,871</u>	<u>-</u>	<u>12,067,799</u>	<u>180,440,804</u>
Expenditures:							
Current:							
General government	8,703,652	-	-	749,101	-	1,347,217	10,799,970
Public safety	18,996,267	-	-	30,800	-	1,084,904	20,111,971
Education	55,808,123	-	-	1,024,549	-	8,333,098	65,165,770
Public works	12,249,996	-	22,852	1,805,199	339,226	151,045	14,568,318
Health and human services	1,889,294	-	-	12,699	-	901,157	2,803,150
Culture and recreation	3,107,436	-	840,755	-	-	153,939	4,102,130
Pension and fringe benefits	31,745,401	-	-	-	-	-	31,745,401
Community development	-	-	519,799	-	-	-	519,799
State and county tax assessments	4,821,128	-	-	-	-	-	4,821,128
Debt service:							
Principal	9,448,680	-	-	-	-	-	9,448,680
Interest	2,473,211	-	-	-	-	-	2,473,211
Total Expenditures	<u>149,243,188</u>	<u>-</u>	<u>1,383,406</u>	<u>3,622,348</u>	<u>339,226</u>	<u>11,971,360</u>	<u>166,559,528</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>8,956,967</u>	<u>2,684,977</u>	<u>3,536,596</u>	<u>(1,054,477)</u>	<u>(339,226)</u>	<u>96,439</u>	<u>13,881,276</u>
Other Financing Sources (Uses)							
Transfers in	2,625,786	78,565	-	1,800,000	-	5,833,000	10,337,351
Transfers out	(7,079,596)	(1,737,960)	(2,776,519)	(116,307)	-	-	(11,710,382)
Issuance of refunding bonds	-	-	-	-	-	10,340,000	10,340,000
Payments to refunding escrow agent	-	-	-	-	-	(12,330,359)	(12,330,359)
Premiums on bonds and notes	-	-	-	-	-	2,114,101	2,114,101
Total Other Financing Sources (Uses)	<u>(4,453,810)</u>	<u>(1,659,395)</u>	<u>(2,776,519)</u>	<u>1,683,693</u>	<u>-</u>	<u>5,956,742</u>	<u>(1,249,289)</u>
Net Change in Fund Balances	<u>4,503,157</u>	<u>1,025,582</u>	<u>760,077</u>	<u>629,216</u>	<u>(339,226)</u>	<u>6,053,181</u>	<u>12,631,987</u>
Fund Balances, Beginning	<u>47,123,064</u>	<u>8,182,581</u>	<u>8,501,963</u>	<u>5,105,893</u>	<u>1,018,489</u>	<u>10,258,135</u>	<u>80,190,125</u>
Fund Balances, Ending	<u>\$ 51,626,221</u>	<u>\$ 9,208,163</u>	<u>\$ 9,262,040</u>	<u>\$ 5,735,109</u>	<u>\$ 679,263</u>	<u>\$ 16,311,316</u>	<u>\$ 92,822,112</u>

See accompanying notes to basic financial statements.

TOWN OF FALMOUTH, MASSACHUSETTS

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2022**

Net Change in Fund Balances - Total Governmental Fund Balances **\$ 12,631,987**

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. In addition, when a capital asset is disposed of, a gain or loss is calculated and reported in the Statement of Activities whereas in the governmental funds, proceeds are reported as revenues. The net amounts are reflected here as reconciling items:

Capital outlays	\$ 10,403,778	
Depreciation expense	<u>(11,014,430)</u>	
Net effect of reporting capital assets		(610,652)

The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither has any effect on net position. Also governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are amortized in the Statement of Activities. The net amounts are reflected here as reconciling items:

Issuance of refunding bonds	(10,340,000)	
Premiums from bonds and notes	(2,114,101)	
Amortization of deferred charge on refunding	(61,623)	
Amortization of premiums on bonds and notes payable	633,678	
Payments to refunding escrow agent	12,330,359	
Repayments of debt	<u>9,448,680</u>	
Net effect of reporting long-term debt		9,896,993

Revenues in the Statement of Activities that do not provide current financial resources are unavailable in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable differ between the two statements. The amount presented represents the following differences derived from unavailable revenue.

(1,384,661)

In the Statement of Activities, interest is accrued on outstanding long-term debt; whereas in governmental funds interest is not reported until due. The net amount presented here as a reconciling item represents the difference in accruals between this year and the prior year.

61,944

Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:

Compensated absences	(51,687)
Other postemployment benefits	961,178
Pension benefits	7,098,530
Landfill liability	<u>30,000</u>

Net effect of reporting long-term liabilities	<u>8,038,021</u>
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Change in Net Position of Governmental Activities **\$ 28,633,632**

See accompanying notes to basic financial statements.

TOWN OF FALMOUTH, MASSACHUSETTS

**PROPRIETARY FUNDS
STATEMENT OF NET POSITION
JUNE 30, 2022**

		Business-type Activities - Enterprise Funds Water Enterprise
Assets:		
Current Assets:		
Cash and cash equivalents	\$	1,592,932
Investments		642,243
Receivables (net)		
User fees		1,120,265
Special assessments		701
Intergovernmental		5,487
Total Current Assets		3,361,628
Noncurrent Assets:		
Receivables (net):		
Special assessments		70,098
Intergovernmental		41,642
Capital assets, not being depreciated		1,486,126
Capital assets, net of accumulated depreciation		99,620,501
Total Noncurrent Assets		101,218,367
Total Assets		104,579,995
Deferred Outflows of Resources:		
Related to net other postemployment benefits liability		243,496
Related to net pension liability		93,609
Total Deferred Outflows of Resources		337,105
Liabilities:		
Current Liabilities:		
Warrants and accounts payable		141,117
Accrued payroll and withholdings		5,902
Compensated absences		17,417
Bonds and notes payable		2,577,717
Total Current Liabilities		2,742,153
Noncurrent Liabilities:		
Compensated absences		52,249
Bonds and notes payable		35,133,902
Net pension liability		1,775,810
Net other postemployment benefits liability		2,410,788
Total Noncurrent Liabilities		39,372,749
Total Liabilities		42,114,902
Deferred Inflows of Resources:		
Related to net other postemployment benefits liability		783,956
Related to net pension liability		884,200
Total Deferred Inflows of Resources		1,668,156
Net Position:		
Net investment in capital assets		64,067,623
Unrestricted		(2,933,581)
Total Net Position	\$	61,134,042

See accompanying notes to basic financial statements.

TOWN OF FALMOUTH, MASSACHUSETTS

**PROPRIETARY FUNDS
STATEMENT OF REVENUES, EXPENSES,
AND CHANGES IN NET POSITION
YEAR ENDED JUNE 30, 2022**

	Business-type Enterprise Funds
	Water Enterprise
Operating Revenues:	
Charges for services	\$ 6,549,999
Total Operating Revenues	<u>6,549,999</u>
Operating Expenses:	
Operating costs	3,758,109
Depreciation	3,350,404
Total Operating Expenses	<u>7,108,513</u>
Total Operating Income	<u>(558,514)</u>
Nonoperating Revenues (Expenses):	
Interest expense	(870,561)
Interest income (loss)	(1,186)
Total Nonoperating Revenues (Expenses)	<u>(871,747)</u>
Income Before Capital Contributions and Transfers	(1,430,261)
Capital contributions	5,379
Transfers in	1,373,031
Change in Net Position	<u>(51,851)</u>
Net Position at Beginning of Year	61,185,893
Net Position at End of Year	<u>\$ 61,134,042</u>

See accompanying notes to basic financial statements.

TOWN OF FALMOUTH, MASSACHUSETTS

STATEMENT OF CASH FLOWS -
 PROPRIETARY FUNDS
 YEAR ENDED JUNE 30, 2022

	Business-type Activities - Enterprise Funds Water Enterprise
Cash Flows from Operating Activities:	
Receipts from users	\$ 6,716,577
Payments to vendors	(2,540,291)
Payments to employees	(1,532,364)
Net Cash Provided by Operating Activities	<u>2,643,922</u>
Cash Flows from Noncapital Financing Activities:	
Transfers in	1,373,031
Net Cash Provided by Noncapital Financing Activities	<u>1,373,031</u>
Cash Flows from Capital and Related Financing Activities:	
Proceeds from capital assessments	21,975
Acquisition and construction of capital assets	(13,517)
Principal payments on bonds and notes	(2,529,218)
Interest expense	(968,802)
Net Cash Used for Capital and Related Financing Activities	<u>(3,489,562)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Investment of operating cash, net	1,186
Investment income (loss)	(1,186)
Net Cash Provided by Investing Activities	<u>-</u>
Net Change in Cash and Cash Equivalents	527,391
Cash and Cash Equivalents:	
Beginning of Year	<u>1,065,541</u>
End of Year	<u><u>\$ 1,592,932</u></u>
Reconciliation of Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities:	
Operating income	\$ (558,514)
Adjustments to Reconcile Operating Income (Loss) to Net Cash Provided by (Used in) Operating Activities:	
Depreciation	3,350,404
Changes in assets, deferred outflows, liabilities and deferred inflows:	
User fees receivable	166,578
Deferred outflows of resources	257,345
Warrants and accounts payable	12,979
Accrued payroll and withholdings	5,902
Compensated absences	367
Net pension liability	(879,965)
Net other postemployment benefits liability	(458,471)
Deferred inflows of resources	747,297
Net Cash Provided by Operating Activities	<u>\$ 2,643,922</u>
Noncash capital and related financing activities:	
Amortization of bond premium	\$ 98,241
Governmental debt subsidies	5,379
Change in fair value of investments	(11,614)

See accompanying notes to basic financial statements.

TOWN OF FALMOUTH, MASSACHUSETTS

**STATEMENT OF NET POSITION
FIDUCIARY FUNDS**

JUNE 30, 2022

	<u>Pension and Other Employee Benefit Trust Funds</u>	<u>Private Purpose Trust Funds</u>
Assets:		
Cash and Cash Equivalents	\$ 5,967,288	\$ -
Investments (at fair value):		
Equity securities	20,426,198	1,972,147
Domestic equity mutual funds	57,776,868	-
International equity mutual funds	18,480,687	-
Fixed income mutual funds	34,491,198	-
Private equity funds	17,415,625	-
Real estate funds	10,393,480	-
PRIT	37,211,355	-
Total Investments	<u>196,195,411</u>	<u>1,972,147</u>
Receivables:		
Other receivables	4,934	-
Total Receivables	<u>4,934</u>	<u>-</u>
Total Assets	<u>202,167,633</u>	<u>1,972,147</u>
Liabilities:		
Warrants and accounts payable	72,215	-
Total Liabilities	<u>72,215</u>	<u>-</u>
Net Position:		
Restricted for pensions	200,302,055	-
Restricted for other postemployment benefits	1,793,363	-
Held in trust for private purposes	-	1,972,147
Total Net Position	<u>\$ 202,095,418</u>	<u>\$ 1,972,147</u>

See accompanying notes to basic financial statements.

TOWN OF FALMOUTH, MASSACHUSETTS
STATEMENT OF CHANGES IN NET POSITION
FIDUCIARY FUNDS
YEAR ENDED JUNE 30, 2022

	Pension and Other Employee Benefit Trust Funds	Private Purpose Trust Funds
Additions		
Contributions:		
Employer	\$ 14,747,989	\$ -
Employee	3,496,188	-
Other	1,255,443	-
Total Contributions	<u>19,499,620</u>	<u>-</u>
Other income	530	-
Investment income:		
Interest and dividends	2,206,475	-
Net appreciation in fair value of investments	28,373,022	(2,842)
Less - investment management fees	(1,041,196)	-
Net investment earnings	<u>29,538,301</u>	<u>(2,842)</u>
Total Additions (net)	<u>49,038,451</u>	<u>(2,842)</u>
Deductions		
Benefit payments to pensioners and beneficiaries	18,126,309	-
Member refunds	469,593	-
Transfers and reimbursements to other systems	614,851	-
Payroll expenses of the System	205,462	-
Other administrative expenses	175,989	-
Scholarships	-	24,410
Human services	-	-
Total Deductions	<u>19,592,204</u>	<u>24,410</u>
CHANGE IN NET POSITION	29,446,247	(27,252)
NET POSITION AT BEGINNING OF YEAR	<u>172,649,171</u>	<u>1,999,399</u>
NET POSITION AT END OF YEAR	<u>\$ 202,095,418</u>	<u>\$ 1,972,147</u>

See accompanying notes to basic financial statements.

**Town of Falmouth
Select Board
Fiscal Policy**

Update Approved April 1, 2023

I. Introduction

The Town of Falmouth recognizes the challenges involved with managing and operating a first-class, full service municipality within the confines of the legally restricted revenue raising authority provided to cities and towns in the Commonwealth of Massachusetts. With growing expenditure pressure for labor costs, fringe benefits, insurance and infrastructure maintenance a systematic and concerted effort is required for all financial decisions in order to be successful in providing sustainable service levels under the restrictions created by proposition 2 ½. The Town of Falmouth has recognized these challenges and over the long term understands that consistent short and long term financial planning, conservative budgeting techniques, and professional management can result in high quality service levels that contribute strongly to the quality of life in our community while maintaining affordable property taxes.

These financial policies serve to memorialize the critical financial considerations that govern financial decision making at the local level; and contribute to stabilizing our tax levy, controlling expenditures and protecting sufficient levels of fund balances to guarantee internal financial stability regardless of economic uncertainty.

II. Goals

- a. Support Business and Community Development to sustain a vibrant local economy
- b. Promote Long Term Financial Stability of Town Operations through sound financial planning and practices
- c. Sustain the Town's AAA bond rating
- d. Minimize financial risk
- e. Submit and maintain a Comprehensive Annual Financial Report

III. Revenue Policy

- a. On or before the first day of October each year, the Town Manager shall request and receive from all financial officers the estimated revenues for the next fiscal year (Charter sec. 8-3a).
- b. Finance officials will consult with state officials to get a timely report on state receipts in order to estimate local aid for the next fiscal year.
- c. Revenue forecasts for local receipts and state aid shall be conservative and revenue deficits will be avoided at all costs.
- d. Annually, fees will be re-examined and possible new revenue sources will be recommended for adoption by the Select Board in order to maximize revenue potential.
- e. Town officials will explore new grant opportunities and scrutinize such opportunities in order to maximize their potential. Future costs will be examined and a recommendation made if the grant will be financially feasible and in the best interest of Town services.
- f. Town officials will review a comparison of estimated revenues against actuals in order

to determine if adjustments need to be made.

- g. Actual revenues will be monitored monthly to determine if they are on pace with forecasts or if Management needs to act on any shortfall.
 - h. User charges and fees will be set to recover not more than 100% of the total direct and indirect costs associated with their respective programs.
 - i. Town Manager's proposed budget shall allocate to affordable housing the greater of:
 - i. 1/6th of estimated rooms excise tax revenue consistent with the explanation provided to Town Meeting for article 15 of the November Town Meeting of 2021; or
 - ii. \$850,000
- IV. Operating budget policy
- a. On or before the first day of November of each year, the Select Board, after consulting with the Town Manager, shall issue a policy statement relating to the budget for the next fiscal year. The statement shall establish the outer limits of possible budget growth for the Town (Charter sec. 8-3c).
 - i. The operating budget shall be submitted using conservative revenue projections to sufficiently cover projected appropriations.
 - ii. The Town will avoid relying on one-time revenues to fund on-going operations.
 - b. All department heads and multimember bodies shall submit budget requests to the Finance Director on or prior to the first day of December each year taking into consideration the Select Board's budget policy and Town Manager's directives. The budget request submitted by the School Committee shall be submitted in sufficient time, and in sufficient detail, to enable the Town Manager to assess the probable impact of the School Department's budget upon the local town budget (Charter sec. 8-3D).
 - c. On or prior to the first day of January of each year, the Town Manager shall submit to the Select Board a comprehensive budget for all town functions for the ensuing fiscal year and an accompanying budget message (Charter sec. 8-3e).
 - d. The budget message shall explain the budget both in fiscal terms and in terms of what specific projects are contemplated in the year ahead.
 - i. Outline the proposed financial policies of the Town for the ensuing fiscal year.
 - ii. Describe the important features of the budget.
 - iii. Indicate any major changes from the current year in financial policies, revenues and expenditures, together with reasons for such changes.
 - iv. Summarize the Town's debt position
 - v. Include such other material as the Town Manager may deem appropriate. (Charter sec. 8-3f)
 - e. The budget shall indicate proposed expenditures for current operations during the ensuing fiscal year, detailed by departments, offices, multimember bodies and specific purposes.
 - f. The Select Board shall within 15 days of January 1st adopt the budget with or without recommendations, and submit it to the Finance committee on or before the 16th day of January of each year. The Select Board shall also transmit the budget request of the School Committee to the Finance committee (Charter sec. 8-4a).
- V. Appropriation/Expenditure policy
- a. Appropriations are approved through Town Meeting in April and November.
 - b. Budgeted appropriations will be monitored against expenses weekly by the accounting office and monthly by department heads to ensure such expenditures do not exceed the

authorized budget.

- c. Expenses will be monitored to ensure proper procurement procedures have been met and an approved contract is on file.
- d. Invoices will be submitted in a timely fashion and authorized by the appropriate signatory authority
- e. Capital Project appropriations will be closed at the end of the fiscal year if there has been no activity in the past three years and if the project has been completed.

VI. Reserve Fund Balance Policy

Maintaining adequate reserves presents a strong picture of financial performance which increases the confidence of investors, credit rating agencies and the banking industry which potentially contributes to a higher bond rating and access to capital.

- a. The Town shall provide a reserve fund appropriation within each annual budget to be managed by the Finance Committee and the amount will not be less than \$325,000
- b. At a minimum, the Town shall maintain a range of 5-15% of operating budget expenditures in the undesignated fund balance and general stabilization fund.
- c. The Town will maintain a range of 15-25% of operating budget expenditures categorized as unassigned fund balance to include but not limited to:
 - i. Undesignated fund balance
 - ii. General Stabilization Account
 - iii. Capital stabilization account
 - iv. Water Stabilization Account
 - v. Special Education Stabilization Account
- d. The Town will not rely on reserves to sustain operating deficits or operations. The use of such reserves will be limited to assisting the Town with short term or unanticipated, emerging financial stress.

VII. Capital Improvement and Stabilization Fund Policy

Capital planning and budgeting is central to economic development, transportation, communication, delivery of essential services, environmental management and maintaining the quality of life of our citizens. Much of what is accomplished by local government depends on a sound long-term investment in infrastructure and equipment. In that regard, the Town recognizes conditions that necessitate capital intervention and include:

- *Imminent threat to the health and safety of citizens/property*
- *Preservation of operations*
- *Legal requirement of Federal or State agencies*
- *Improvement of infrastructure*
- *Improvement in the efficiency and effectiveness of service delivery*

The Town endeavors to conduct the following to satisfy these objectives:

- a. The Town Manager shall prepare a five-year capital improvement plan which shall include a clear summary of its contents; a list of capital improvements proposed to be undertaken during the next five (5) fiscal years, together with supporting data; cost estimates, methods of financing and recommended time schedules; and the estimated annual cost of operating and maintaining the facilities or equipment to be constructed or acquired. (Charter sec. 8-6a) Recognizing the strong need to plan and prioritize capital spending in order to maintain the fiscal stability of the Town, it shall be the policy

of the Town that all proposed capital improvements recommended for funding shall have been included in the Capital Improvement Program. Except for emergency situations, any such requests or Town Meeting articles submitted for capital expenditures that have not been submitted through the Capital Improvement Programming process should be referred at the appropriate time of year to the Town Manager for consideration; all projects must be submitted in a timely manner in the capital request form, including justifying backup information, as may be required by the Town Manager as instructions for submitting projects.

- b. Funding for the capital plan will be in accordance with the recommendations from the Town Manager, as follows:
 - i. \$25,000-\$1,000,000 - available funds
 - ii. Greater than \$1,000,000 - borrowing, capital exclusion or available funds
- c. The Finance Committee (the Committee) shall publish, in one (1) or more newspapers of general circulation in the Town, the general summary of the capital improvements plan and a notice stating:
 - i. The time and places where copies of the capital improvements plan are available for inspection
The date, time and place, not less than (7) days following such publication, when the Committee shall conduct a public hearing on said plan. The public hearing should be conducted at least thirty (30) days prior to Town Meeting at which the capital budget is acted upon (Charter sec. 8-7a,b).
- d. Capital Stabilization Fund-The Capital Stabilization Fund was created to address the Town's aging infrastructure needs and to dedicate a revenue source to address those needs.
- e. At a minimum, the Town will continue to dedicate 75% of the meals tax revenue to the Capital Stabilization Fund. The Town will maintain a balance of 2-5% of the operating budget in the fund.
- f. The Capital Stabilization Fund will also be used as a funding source for the Town's capital improvement plan.
- g. The capital stabilization fund may be used in lieu of borrowing to minimize the Town's borrowing and interest costs.

VIII. Debt Policy

Debt is an effective way to finance capital improvements. Properly managed debt helps to preserve the Town's credit rating and is an effective approach to managing the Town's long term capital assets that maintain or improve its quality of life.

- a. Long term debt and debt exclusions will be issued for purposes authorized by M.G.L. Chapter 44 sections 7 and 8.
- b. Excluded debt and debt exclusions will be issued in a manner that stabilizes the tax levy over a number of years. The Finance Director will maintain a financing plan that calculates the current and future debt capacity.
- c. The Town will attempt to vote all significant debt ballot questions (over \$1,000,000) exempt from the limits of proposition of 2 ½.
- d. General fund debt service, exclusive of debt funded from dedicated revenue sources, shall not exceed 5% of expenditures.
- e. The Town will continually pursue opportunities to acquire capital by means other than conventional borrowing; such as grants, and low-or-zero interest loans from State or Federal agencies.

- f. The Town will maintain good communications with bond rating agencies, the Town's financial advisor and bond counsel and work closely with them to ensure that all legal requirements are met and that the lowest possible interest rate can be obtained. This includes preparation of the Official Statement.

COMMUNITY PROFILE FOR FALMOUTH, MASSACHUSETTS

TOWN OF FALMOUTH, MASSACHUSETTS

General

The Town is situated on Cape Cod, 72 miles southeast of Boston and 239 miles from New York City. Located in Barnstable County, on the shoulder or southwest end of Cape Cod, it is bordered on the south by Martha's Vineyard Sound and Nantucket Sound and on the West by Buzzards Bay. First settled in 1660, Falmouth was incorporated as a town in 1686. It occupies a land area of 45 square miles with a year-round population of 31,531 (2010 federal census) and a summer population of approximately 90,000.

The Town is primarily a residential resort community with a highly stable summer population. A substantial portion of its summer residents either own property in Falmouth or are repeat visitors.

Subject to the legislative decisions made by a representative town meeting, the affairs of the Town are administered by a five member Select Board, elected for three-year overlapping terms, and a Town Manager. The Finance Director serves as the Town's chief financial officer.

The following table sets forth the principal executive officials of the Town.

PRINCIPAL TOWN OFFICIALS

<u>Title</u>	<u>Name</u>	<u>Selection/Term</u>	<u>Term Expires</u>
Select Board, Chair	Nancy R. Taylor	Elected/3 Yrs.	2026
Select Board, Vice Chair	Edwin (Scott) P. Zylinski II	Elected/3 Yrs.	2025
Select Board	Douglas C. Brown	Elected/3 Yrs.	2025
Select Board	Onjalé Scott Price	Elected/3 Yrs.	2024
Select Board	Robert P. Mascali	Elected/3 Yrs.	2026
Town Manager	Michael Renshaw	Appointed	Indefinite
Assistant Town Manager	Peter Johnson-Staub	Appointed	Indefinite
Finance Director	Ed Senteio	Appointed	Indefinite
Town Clerk	Michael C. Palmer	Elected/3 Yrs.	2025
Town Counsel	Maura O'Keefe	Appointed	Indefinite
Treasurer/Collector	Patricia O'Connell	Appointed	2024
Town Accountant	Victoria Rose	Appointed/3 Yrs.	2025

Municipal Services

The Town provides general governmental services for the territory within its boundaries, including police and fire protection, public education in grades kindergarten through twelve, 3 libraries, road maintenance, trash collection, curbside recycling, a sanitary landfill, and parks and recreational facilities. Water is supplied by the Town Water Department from ground and surface water sources. Technical education in grades nine through twelve is provided by the Upper Cape Cod Regional Vocational Technical School District.

The Town's principal water supply is Long Pond, a surface water supply. In 2017 a new water filtration plant with a rated capacity of 8.4 MGD was placed into service. The Town also has four wells constructed between 1980 and 2005 that produce approximately 2.6 MGD of water. Combined these sources provide 11 MGD of water. Winter demand is 2 to 3 MGD and peak seasonal summer demand is 8 – 10 MGD. Water is distributed through 398 miles of mains. 1.6343 billion gallons of water were pumped from all sources in 2017 and were distributed to the 21,475 service accounts.

COMMUNITY PROFILE FOR FALMOUTH, MASSACHUSETTS

The Town's distribution system includes 2,948 hydrants and there are three elevated storage tanks and one ground level storage tank with a total storage volume of 8.0 million gallons.

The Town has participated in the Title V Community Septic Management Program through the Massachusetts Clean Water Trust (the "Trust") and has borrowed money from the Trust and has lent the proceeds to homeowners who, otherwise, would not be able to replace failing septic systems. Administration of the program is supported by the Barnstable County Department of Health and Environment. A lien is placed on the homeowner's property and the homeowner loan repayment is added to their annual real estate tax bill. On July 25, 2005, the Falmouth Board of Selectmen voted to authorize homeowners to participate in the Barnstable County Community Septic Management Program created to administer these same types of loans in lieu of the Town's direct involvement in the future.

Barnstable County has opened a District Court House in Falmouth which also serves the upper-cape towns of Bourne and Mashpee.

The Cape Cod Regional Transit Authority provides bus service to the Town. The principal services provided by Barnstable County are a jail and house of correction, a registry of deeds and a judicial court system.

The Woods Hole, Martha's Vineyard and Nantucket Steamship Authority provides ferry service to the islands of Nantucket and Martha's Vineyard. Woods Hole is a village within the Town.

Education

The Town provides public education for grades kindergarten through twelve. The Town operates four elementary schools as well as two middle schools. One middle school houses grades five and six and another grades seven and eight. The Town also operates one high school. Total capacity at the Falmouth Elementary Schools is estimated at 2,500. Total capacity at the middle and high schools is 1,851 and 1,800, respectively. The following table sets forth the trend in enrollments for the various schools in Falmouth.

PUBLIC SCHOOL ENROLLMENTS (as of October 1)

	Actual				
	2018	2019	2020	2021	2022
Elementary (K-4)	1,395	1,227	1,135	1,175	1,124
Middle/Jr. High (5-8)	1,137	1,109	1,021	986	969
High School (9-12)	858	907	824	829	794
Totals	3,390	3,243	2,980	2,990	2,887

Industry and Commerce

Falmouth's economic base is characterized by a strong retail and service sector with a growing industrial segment. Since the 1970's, the Town's population has grown at a rate far above state and nation-wide levels. As increasing numbers of people have chosen to live in Falmouth on a year-round basis, the Town's retail and service sectors have expanded to meet the needs of the increase in population. Supplementing these sectors is the industrial component of Falmouth's economy, which has traditionally centered on printing, lumberyards and construction.

COMMUNITY PROFILE FOR FALMOUTH, MASSACHUSETTS

Falmouth's location between Buzzards Bay and the Atlantic Ocean has helped the Town develop into one of the largest oceanographic and marine research centers in the country. The Town is the home of such renowned institutions as the Woods Hole Oceanographic Institution, Marine Biological Laboratory ("MBL"), the National Marine Fisheries Service, United States Geological Survey, and the National Academy of Science. In addition, Falmouth serves as the home for the largest Coast Guard base on the continental United States.

The Otis Air National Guard Base is partially located in Falmouth and each of the adjacent towns of Mashpee, Bourne, and Sandwich, and is part of the Joint Base Cape Cod. The Joint Base Cape Cod employs an average of 1,500 people on a year-round basis, and the number of service personnel on base can reach as high as 7,000 during the summer months.

Economic Development

The Town's Economic Development and Industrial Corporation ("EDIC") continues its efforts to diversify the local economy through development of Falmouth Technology Park and Raymond Business and Technology Park. Development of Falmouth Technology Park, which consists of 22 lots on 106 acres, has been ongoing since 1979 when the Town of Falmouth set aside 114 acres for the creation of a technology park. To date, all lots have been sold to Corner Fabrications which built a manufacturing facility in 2006. As reported in the EDIC's recently completed Silver Anniversary Oral History, the park hosts close to 400 jobs at more than a dozen companies. The majority of Falmouth Technology Park residents are engaged in research and/or value-added manufacturing.

Industry

The Town of Falmouth has a substantial amount of industry. The Education and Health Services industry is the leading economic pursuit. The table below sets forth the major categories of income and employment in the Town during the following calendar years.

Industry	Calendar Year Average				
	2017	2018	2019	2020	2021
Construction	735	782	857	837	920
Manufacturing	495	595	505	493	538
Trade, Transportation and Utilities	2,109	2,099	2,173	1,969	2,160
Information	189	233	207	173	175
Financial Activities	318	314	301	289	300
Professional and Business Services	2,328	2,314	2,375	2,273	2,340
Education and Health Services	4,101	3,916	3,846	3,413	3,292
Leisure and Hospitality	2,629	2,588	2,648	1,984	2,233
Other Services	386	404	396	334	363
Public Administration	1,421	1,407	1,430	1,263	1,278
Total Employment	14,711	14,652	14,738	13,067	13,599
Number of Establishments	1,153	1,177	1,179	1,172	1,184
Average Weekly Wages	\$ 1,006	\$ 1,035	\$ 1,061	\$ 1,161	\$ 1,203
Total Wages	\$ 773,297,405	\$ 785,993,371	\$ 815,032,005	\$ 788,662,099	\$ 853,558,980

Source: Massachusetts Department of Education and Training. Data based upon place of employment, not place of residence. Due to the reclassification the U.S. Department of Labor now uses the North American Industry Classification System (NAICS) as the basis for the assignment and tabulation of economic data by industry.

COMMUNITY PROFILE FOR FALMOUTH, MASSACHUSETTS

LARGEST EMPLOYERS

The following table lists the Town's largest employers, exclusive of the Town itself.

<u>Approximate Name</u>	<u>Product/Function</u>	<u>No. of Employees</u>
Woods Hole Oceanographic Institution	Oceanographic Research	4,999-1,000
Joint Base Cape Cod	Military Base	1,833 (1)
Woods Hole, Martha's Vineyard and Nantucket Steamship Authority	Ferry Service	999-500
Falmouth Hospital	General Hospital	999-500
Marine Biological Laboratory (MBL)	Biological Research	499-200
Sea Crest Hotel & Motor Inn	Convention Hotel	499-200
Walmart	Retail	499-200
Windfall Market	Market	499-200
JML Care Center Rehabilitation	Rehabilitation	499-200
United States Geological Survey (USGS)	Oceanographic Research	249-100
Royal Nursing Center	Nursing Center	249-100

Source: Executive Office of Labor and Workforce Development

(1) The Joint Base Cape Cod is partially located in Falmouth and each of the Towns of Mashpee, Bourne and Sandwich. The number of reserve personnel reporting on weekends ranges from 0 to 3,000.

Labor Force, Employment and Unemployment Rate

According to the Massachusetts Division of Employment and Training, in July 2023, the Town had a total labor force of 16,325 of which 15,883 were employed and 442, or 2.7%, were unemployed, as compared with 2.9% for the Commonwealth (unadjusted), although it is likely that the COVID-19 pandemic will adversely affect unemployment levels nationwide. Employment levels generally increase during the summer months.

The following table sets forth the Town's average labor force and unemployment rates, as well as the unemployment rates for the Commonwealth and the United States, for calendar years 2018 through 2022.

UNEMPLOYMENT RATES

<u>Year</u>	<u>Town of Falmouth</u>			<u>Massachusetts</u>		<u>United States</u>	
	<u>Labor Force</u>	<u>Unemployment Rate</u>		<u>Unemployment Rate</u>	<u>Unemployment Rate</u>		
2022	15,237	4.6	%	3.8	%	3.6	%
2021	15,387	6.7		5.7		5.4	
2020	15,090	10.7		8.9		8.1	
2019	15,721	3.8		3.1		3.9	
2018	15,845	4.1		3.3		3.9	

Building Permits

The following table sets forth the number of building permits issued and the estimated dollar value of new construction and alterations to date. The estimated dollar values are builders' estimates and are generally considered to be conservative. Permits are filed and estimated valuations are shown for both private construction and Town projects.

COMMUNITY PROFILE FOR FALMOUTH, MASSACHUSETTS

BUILDING PERMITS

Calendar Year	New Construction				Additions/Alterations		Totals	
	Residential		Non-Residential		No	Value	No	Value
	No.	Value	No	Value				
2023 (1)	43	\$ 31,274,349	3	\$ 24,745,417	1,677	\$ 61,953,736	1,723	\$ 117,973,502
2022	142	73,396,100	12	16,744,587	3,383	140,957,660	3,537	231,098,347
2021	104	70,461,938	13	11,077,825	2,583	98,356,773	2,700	179,896,536
2020	145	59,602,655	10	24,158,143	2,563	71,957,528	2,718	155,718,326
2019	96	43,180,442	17	17,311,242	2,857	74,629,826	2,970	135,121,510
2018	115	41,259,285	3	8,937,909	2,857	80,342,502	2,975	130,539,696

(1) As of June 30, 2023.

Transportation and Utilities

The principal highways serving the Town include State Routes 28, 28A and 151. The Cape Cod Regional Transit Authority provides bus service to fourteen towns on the Cape, including Falmouth. Private bus companies provide service to Providence, Boston and New York. The Hyannis Municipal Airport, which is located in the Town of Barnstable, provides daily air service to Boston and New York City. The Woods Hole Martha's Vineyard and Nantucket Steamship Authority provides ferry service to the islands of Nantucket and Martha's Vineyard. Established trucking firms provide competitive service locally and to long-distance points.

Gas and electric services are provided by established private utilities.

The table below sets forth the Town's retail sales in comparison with the State's for the years shown below.

	RETAIL SALES	
	Falmouth	Massachusetts
Establishments:		
2007	179	25,469
2002	178	25,932
1997	186	26,209
Sales(000):		
2007	\$477,941	\$88,082,966
2002	421,198	75,183,807
1997	296,721	58,578,048
Per Capita Sales:		
2007	\$14,634	\$13,873
2002	12,896	11,842
1997	10,612	9,736

SOURCE: 2007, 2002 and 1997 U.S. Census of Retail Trade.

COMMUNITY PROFILE FOR FALMOUTH, MASSACHUSETTS

Population, Income and Wealth Levels

The following table shows the median age, median family income and per capita income for the Town for the last four censuses.

	<u>Falmouth</u>	<u>Massachusetts</u>	<u>United States</u>
Median Age:			
2010	50.8	39.1	37.2
2000	45.0	36.5	35.3
1990	38.6	33.6	32.9
Median Family Income:			
2010	\$77,488	\$81,165	\$51,114
2000	47,500	61,664	50,046
1990	40,655	44,367	35,225
Per Capita Income:			
2010	\$38,334	\$33,966	\$27,344
2000	26,292	25,952	21,587
1990	17,131	17,224	14,420

SOURCE: U.S. Bureau of the Census.

On the basis of the 2020 Federal census, the Town has a population density of 738 persons per square mile.

POPULATION TRENDS

2020
32,517

2010
31,531

2000
32,660

1990
27,960

1980
23,640

GLOSSARY

Balanced Budget: An annual general appropriation resulting in a consolidated net surplus that is not less than 0.

CMR: The Code of Massachusetts Regulations; Massachusetts state agencies issue regulations, which are compiled in the Code of Massachusetts Regulations (CMR).

Debt Exclusion: An action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from the property tax levy, but outside the limits under Proposition 2½. By approving a debt exclusion, a community calculates its annual levy limit under Proposition 2½, then adds the excluded debt service cost. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling.

Enterprise Fund: An enterprise fund, authorized by MGL Ch. 44 §53F½, is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs--are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services. See DOR IGR 08-101

Excess Levy Capacity: The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the Select Board or City Council must be informed of excess levy capacity and their acknowledgment must be submitted to DOR when setting the tax rate.

Equalized Valuation/EQV: The determination of an estimate of the full and fair cash value (FFCV) of all property in the Commonwealth as of a certain taxable date. EQVs have historically been used as a variable in distributing some state aid accounts and for determining county assessments and other costs. The Commissioner of Revenue, in accordance with MGL Ch. 58 §10C, is charged with the responsibility of biannually determining an equalized valuation for each City and Town in the Commonwealth.

Fiscal Year (FY): Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends. Since 1976, the federal government fiscal year has begun on October 1 and ended September 30.

Free Cash: Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community's auditor, accountant, or comptroller. Free cash is not available for appropriation until certified by the Director of Accounts.

GLOSSARY

General Fund: The fund used to account for most financial resources and activities governed by the normal town meeting/city council appropriation process.

GIS: A geographic information system (GIS) is a system to manage and display digital mapping. A GIS stores the shape of individual map features (a street segment, a parcel of land) along with descriptive information (often called feature "attributes"). The system can integrate assessors' property data, water and sewer line networks.

Indirect Costs: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Levy: The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Proposition 2½ provisions.

Levy Limit: A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that the real and personal property taxes imposed by a City or Town may only grow each year by 2½ percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion.

Local Aid: Revenue allocated by the Commonwealth to Cities, Towns, and Regional School Districts. Estimates of local aid are transmitted to Cities, Towns, and Districts annually by the "Cherry Sheets." Most Cherry Sheet aid programs are considered general fund revenues and may be spent for any purpose, subject to appropriation.

Local Receipts: Locally-generated revenues, other than real and personal property taxes. Examples include motor vehicle excise, investment income, hotel/motel tax, fees, rentals, and charges. Annual estimates of local receipts are shown on the tax rate recapitulation sheet.

Motor Vehicle Excise (MVE): A locally-imposed annual tax assessed to owners of motor vehicles registered to an address within the community, in accordance with MGL Chapter 60A. The excise tax rate is set by statute at \$25.00 per \$1000 of vehicle value. Owner registration and billing information is maintained by the State Registry of Motor Vehicles and is made available to a City or Town, or to the Deputy Collector who represents it.

New Growth: The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year. It does not include value increases caused by normal market forces or by revaluations. New growth is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate. The additional tax revenue is then incorporated into the calculation of the next year's levy limit.

GLOSSARY

PILOT/ Payment in Lieu of Taxes: An agreement between a municipality and an entity not subject to taxation, such as charitable or educational organizations, in which the organization agrees to make a voluntary payment to the municipality. By law, a city or town must make such a payment to any other community in which it owns land used for public purposes.

Proposition 2½: A state law enacted in 1980, Proposition 2½ regulates local property tax administration and limits the amount of revenue a city or town may raise from local property taxes each year to fund municipal operations.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. Every three years, assessors must submit property values to the DOR for certification. Assessors must also maintain fair cash values in the years between certifications so that each taxpayer in the community pays his or her share of the cost of local government in proportion to the value of his property.

Recap Sheet/Recap/Tax Rate Recapitulation Sheet: A document submitted by a City or Town to the Massachusetts Department of Revenue (DOR) in order to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate. The recap sheet should be submitted to the DOR by September 1 (in order to issue the first-half semiannual property tax bills before October 1) or by December 1 (in order to issue the third quarterly property tax bills before January 1).

Schedule A: A statement of revenues, expenditures and other financing sources, uses, changes in fund balance and certain balance sheet account information prepared annually by the accountant or auditor at the end of the fiscal year. This report is based on the fund account numbers and classifications contained in the Uniform Massachusetts Accounting System (UMAS) manual.

Special Revenue Fund: Funds, established by statute only, containing revenues that are earmarked for and restricted to expenditures for specific purposes. Special revenue funds include receipts reserved for appropriation, revolving funds, grants from governmental entities, and gifts from private individuals or organizations.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). Communities may establish one or more stabilization funds for different purposes and may appropriate into them in any year an amount not to exceed ten percent of the prior year's tax levy. The total of all stabilization fund balances shall not exceed ten percent of the community's equalized value, and any interest shall be added to and become a part of the funds. A two-thirds vote of Town Meeting or City Council is required to establish, amend the purpose of, or appropriate money into or from the Stabilization Fund. (See DOR IGR 04-201)

GLOSSARY

Senior Work-Off Program: The Select Board, Town Council or Mayor with the approval of the City Council in a community that has accepted G.L. Ch. 59 §5K may establish a property tax work-off program for taxpayers over 60 years old. Under the program, participating taxpayers volunteer their services to the municipality in exchange for a reduction in their tax bills.

Title 5: On-site sewage disposal systems are governed by Title 5 of the Massachusetts State Environmental Code (310 CMR 15.000). For more information, see:
<http://www.mass.gov/eea/agencies/massdep/water/wastewater/septic-systems-title-5.html>

User Charges / Fees: A municipal funding source where payment is collected from the user of a service to help defray the cost of providing the service. Any increases in the fees must satisfy the three tests set forth in the so called Emerson case. (See Emerson College v. Boston, 391 Mass. 415 (1984))

Many definitions were adapted from the Massachusetts Department of Revenue's Municipal Finance Glossary (May 2008). For additional definitions, please see: <http://www.mass.gov/dor/docs/dls/publ/misc/dlsmfgl.pdf>