

FY 21 Budget Narrative

April 3, 2020

Format: Account number and title; level funded or change proposed to line item and explanation.

Revenue for FY20 is expected to exceed \$2,000,000. We are expected one or two large projects (campus style) for late FY 20 or early FY 21.

Expense Account Budget:

6000 Contracted Services

6060 Regional Housing Monitor Level funded. This is DEC portion of shared expense with MD designed to monitor affordable and workforce housing restrictions to assure they are maintained as required by the Devens Reuse Plan.

6055 Special Services/Peer Review Level funded. A contingency to employ our peer review providers to work on projects not related to development review such as regulation changes.

6045 Misc. Consulting Fees Zero funded. This is redundant with 6055 above so removed.

6025 Shirley Accounting Services Level funded. Part of our accounting checks and balances system. Review when contract expires.

6005 Accounting Services Level funded Accounting oversight for Kate provided by Dexter Stevens which we have reduced over the past couple of years due to her excellent work.

6010 Audit Fees Level funded. Annual outside audit.

6015 Board of Health (NABOH) Level funded. NAHOB provides our BOH staffing. We have a call into them to see if they are changing their rates for FY 21. We will change if they do.

6020 Building Inspector Level funded. Contracted inspectional services include building, plumbing, gas, electrical and weights and measures.

6030 Engineering/Site Review Increase Increase from 2K to 5K to cover use of engineering consultant to review our new MS4 regulations.

6150 Grant subrecipient Level funded This is a place holder for receiving and passing through grants. None are anticipated at this time.

6200 Insurance

6225 Liability Insurance Level funded. Covers our insurance needs.

6300 Legal

6330 Legal Rules & Regs Increase funds To cover legal review of new MS4 regulation changes anticipated as part of CLF mediation agreement. (In addition to direct legal costs above)

6315 Nonproject Increase. Close out mediation case 30k

6320	Not billable	Level funded	another place holder for dealing with things like COVID19 that we cannot bill to a specific project, dogs, FMLA and our hoarder issues.
6400	Office expense		
6435	Rent/Lease	Level funded	Per agreement with MassDevelopment.
6348	Bank Service Charge	Level funded	Placeholder
6399	Misc. Expense	Level funded	placeholder
6495	Public Notices-Ads	Level funded	Meeting notice requirements, etc.
6410	Phone	Level funded.	Phone
6415	Postage	Increase.	Mail costs have risen. \$1000 increase
6420	Printing/Reproduction	Level funded	Copying expenses
6455	Supplies	Increase	Upgrade all computers and software 4K to 10K
6460	Web Page/Internet fees/Public education		Increase \$2000 increase to cover increased postings during COVID 19 and increased usage in general
6345	Bad Debt	Level funded	placeholder
6500	Professional Development		
6525	Travel-Food	Level funded	
6505	Conferences	Level funded	National APA Conference in Boston in FY21
6510	Dues,Subs,/Publications	Level funded	Maintain memberships and credentials
6520	Travel	Level funded	Maintain credentials and professional standing
6900	Special Projects		
6905	Records Digitization/Management	reduced funding	Shift to maintenance in cloud after digitization is complete Reduce from 6000 to 2500, encumber balance of FY20 funds.
6035	Intern	Level funded	Staff stretcher
6050	Funding to DEEC	Level funded	Supports excellent work of the DEEC
6975	Renewable Green Bldg Incentive fund	Level funded	Retain incentive for LEED certification
	Shuttle Service/TMA	Level funded	Our share of Devens Shuttle to MART
	Tree Planting	Level funded	Collaboration with Devens DPW to plant more trees.

Grants

Climate Action Plan/Dashboard Increase Anticipate MVP Grant extension into next FY
and participation in future grant round. Need to cover Devens Forward Dashboard 20K to 37.5K

Eye-Tracking decrease funding Zero out for this fiscal year

6900 Special Projects- other

Conservation restriction management Level funded managing DEC's CR properties.

I would like the Commissioners to consider setting aside \$50,000 to support Devens non-profits in FY21. By July 1 the federal support for nonprofits in the federal stimulus and recover funding will be running out and many of our local nonprofits will be on life support. A much needed cash infusion from the DEC would be much appreciated and maintain our commitment to the ReUse Plans requirements for striking a balance between Economic Development, Environmental Protection and Social Equity. Below is a list of Devens non-profits.

Fort Devens Museum

Loaves and Fishes

NRWA

NVCOG

Guild of St Agnes (child care)

Clear Path for Veterans New England

Freedom's Way National Heritage Area

Seven Hills Foundation

Central Mass Veterans

United Native American Cultural Center

I have not included Schools such as Parker Charter and Applewilde.

We are in the unique position of having a large infusion of funds and anticipating additional projects on a similar scale. Even if these do not materialize, we will still have a large cash reserve.

6800 Salaries

6845 Processing Payroll 3% increase Overall 3% increase

6810 Benefits 3% increase same

6825 Employer taxes 3% increase same

6850 Salaries increase 3% plus 10K incentive pool to recognize the extraordinary work by Kate and Neil during the COVID crisis.

