

## MEMO

**TO:** Devens Enterprise Commission  
**From:** Peter Lowitt, FAICP  
**Date:** April 4, 2022  
**RE:** Budget Memo for FY 2023

The purpose of this memo is to highlight changes from the FY 2022 budget that staff proposes for the FY 2023 budget. First a word on revenues. At the beginning of March, 2022 we had received over half of our anticipated FY 22 revenues. Staff projects that we will come close to meeting our budget expectations of over \$1,000,000 in revenue for the fiscal year. This is based on projects which will be submitted this spring (57 and 75 Jackson Road plus the Amenity Building; 35 Saratoga and the multi-family building for Devens Village Green plus the fit up of the cold shell at 45 Jackson Road later this spring which will generate about \$80,000 per clean room).

Changes from the FY 22 budget include the following line items:

**Ayer accounting services:** the Town of Ayer stepped up when Shirley declined to continue as our provider. Our costs increased to the current 12,000. We will revisit this number with the Town of Ayer in July.

**Accounting Services:** 7,000 we brought on Ms. Blood to oversee and assist Ms. Babcock with quickbooks entries. We have upgraded our quickbook accounting software and it is in the Cloud. This will make updating and auditing easier going forward.

**Audit:** \$12,000 We brought Roselli, Clark & Associates on board to replace Guisti and Hingston. G&H's point person from Devens, Ms. Guo moved to RCA when G&H closed shop, so we have someone familiar with the DEC undertaking our Audit. Our current audit for FY 21 is wrapping up.

**Building Inspector:** I am expecting the \$75,000 budgeted amount to be exceeded given the potential work we expect to see over the course of the next fiscal year. I suggest maintaining the \$75,000 amount in the budget and monitoring it over the course of the year against our bottom line budget, to be conservative.

**Legal: Other** is being reduced from \$5,000 to \$1,500. This was the line item we held for the CLF case. We occasionally have to respond to questions from CLF regarding Devens' implementation of the agreement and this amount should cover that.

**Renewable Green Building Incentive:** FY 22 saw the hiring of SPI whose forthcoming recommendations will impact this line item. This line items covers Nitsch's participation in the Tufts Green Streets pilot program (a presentation to the Commission is scheduled for our May morning meeting by the students); Nitsch is preparing cost estimates for implementing the students' concepts and we will compare them to the cost of the conventional subdivision road for Goddard Street. It also covers the first half of Phase IV of our eye tracking project. We are proposing \$100,000 remain in the budget for green building incentives for FY23.

**Goddard Street Green Building Pilot:** We created a separate line item for the Goddard Street pilot to cover the estimated cost differential between a conventional subdivision and a green streets subdivision street. \$50,000.

**Street Tree Inventory:** Neil will be supplying a cost estimate for this line item that is on our FY 23 task list.

**Greenhouse gas/Climate Action/Dashboard:** This line item proposes to increase from 40,000 to 45,000 for FY 23. This will cover our website redesign and includes possible matching funds for our MVP pocket forest tree planting if the grant doesn't cover all of the pilot planting costs.

**COVID support for NGOs:** We propose reducing this amount from \$50,000 to 20,000 for FY 2023. Not all of our prior recipients have requested the funds the Commission allocated for FY 2022. This is the I hope our NGOs don't need this line item line item.

**Eye tracking Phase IV:** \$15,000 is proposed for the FY 23 budget for the second half of this project. The first half is included in the Renewable Green Building line item. The project will analyze the Tufts' Students green Streets project versus the conventional subdivision street using enhanced eye tracking approaches (enhanced technologies and monitoring).

**Salaries:** Inflation is 7%. Staff is proposing a 5% COLA and 2.5% merit increase. Plus a bonus pool. The new hire is included in this budget as it was last FY. Line item increases from \$437,213 to \$470,000.