



## ***Board of Selectmen***

7 MAIN STREET  
HUBBARDSTON, MASSACHUSETTS 01452  
(978) 928-1400 x 201 FAX (978) 928-3392

### **Fiscal Year 2022 Budget Guidance**

The Board of Selectmen is committed to controlling long-term budget growth through strict adherence to published financial policies. The following guidance will assist departments, board and committees with their FY22 budget requests.

- 1.) Town officials are committed to reducing or eliminating the use of Free Cash to supplement the operating budget.
- 2.) Town officials are committed to reducing revenue estimates to ensure a conservative approach to budgeting that will not require later correction. This is more important than ever given the impacts of COVID-19 on town revenue.
- 3.) Town officials are committed to meeting debt, capital expenditure and savings goals to maintain town services and protect the town's bond rating.

To see the town's published financial policies, [follow this link](#).

To meet these commitments, budget requests should be structured as follows:

1.) Personnel pay increases will adhere to contracts or the published classification and wage plan updated annually in the spring. **Requestors should not include pay increases in their written requests**; however, boards and committees are encouraged to include comments about employee merit.

2.) **All non-personnel line items (expenses, services etc.) should be level funded from FY21.** While town officials understand that some increases are contractual and others necessary, **anything requested above level-funding needs to be justified in writing**. Please consider the long-term impacts of any additional budget requests.

The Board of Selectmen has identified the following as budget priorities:

- 1.) Identifying alternative sources of revenue
- 2.) Competitive employee compensation
- 3.) Maintaining town service levels in the COVID-19 environment