



Town of Concord
Finance Committee
22 Monument Square
P.O. Box 535
Concord, Massachusetts 01742

To: Kerry Lafleur, Town Manager
Alexa Anderson, Chair, Concord Public School (CPS) Committee
Tracey Marano, Chair, Concord-Carlisle Regional School District (CCRS) Committee

From: Parashar Patel, Chair, Concord Finance Committee

Cc: Henry Dane, Chair, Concord Select Board
Dr. Laurie Hunter, Superintendent, Concord Public Schools
Steve Daly, Concord Interim Finance Director
Robert Conry, Assistant Superintendent of Finance & Operations, Concord Public Schools
Finance Committee

Date: October 3, 2023

Re: Schedule Change with Respect to Fiscal Year 2025 Budget Process

At the request of the CPS and CCRSD Committee, as we communicated to you in September, the Finance Committee has provided additional time for the Town and Schools to present their perspectives on the topics and information requested in our August 1, 2023 Annual Budget Data Request for FY 2025 Guidelines.

October 26, 2023 and November 16, 2023 Meetings

We invite you to meet with the Finance Committee on October 26, 2023 and November 16, 2023 to discuss five-year revenue and cost projections, key strategic issues facing the Town and Schools, and preliminary FY 2025 budget requests. Please provide an update on FY 2023 actuals and FY 2024 actual vs. budget at the October 26th meeting.

As part of the October 26, 2023 presentation, we reiterate our request that the CPS and CCRSD provide a summary of the information requested in our September 6, 2023 letter, regarding school facility user fees. Please provide information regarding the total amount of user fees collected and the number of day/nights/times facilities have been rented, broken out by year and school from FY 2018 (reflecting pre-pandemic use) through 2022. In addition, please provide a comparison showing current fee structure compared to the fees in place before the current charges became effective.

November 14, 2023 Meeting

In addition, you will recall that at the joint Finance, CPS, and CCRSD Committees meeting in July we had indicated that the Finance Committee will ask the Town Manager and the Superintendent to present their respective capital plans for Tier 1, Tier 2, and Tier 3 capital projects to the Finance Committee on November 16, 2023. Because we will now be discussing the FY 2025 budget requests on November 16, 2023, we now invite the Town Manager and Superintendent to present their respective capital plans for all three tiers on November 14, 2023. This will provide sufficient time to appropriately discuss each of the FY 2025 budget requests and capital plans, which would not be possible if both topics were discussed at the same meeting.

The November 16th (now November 14th) capital planning meeting was scheduled both as part of our annual budget process (which includes a review of capital spending) and in response to the recommendations of the Capital Planning Task Force that the Town Manager and Superintendent and Schools present long-term capital plan for Tier 3 projects. The Finance Committee believes discussing all capital spending and plans together will provide better context for the Finance Committee to make recommendations to Annual Town Meeting. We also believe that having one document that includes Tier 1, Tier 2, and Tier 3 capital spending will benefit town residents because currently these projects are discussed across a variety of Town and School documents.

Thank you and please let us know if you have questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Parashar Patel".

Parashar Patel
Chair