



OFFICE OF THE  
**SELECT BOARD**  
**TOWN OF MAYNARD**  
MUNICIPAL BUILDING  
195 MAIN STREET  
MAYNARD, MASSACHUSETTS 01754  
Tel: 978-897-1301

November 1, 2023

To: All Departments, appropriate Boards, Commissions and Committees

From: Select Board

RE: Policy Statement for the Fiscal Year 2025 (FY25) Budget

In accordance with the town's charter, the Select Board issue the following Policy Statement relating to the budget for the next fiscal year, 2025:

As projections between planned expenses and estimated revenues allow for sparingly-little discretionary spending to any government function, significant scrutiny should be expected in drafting the budget.

In developing your FY25 departmental budget requests, you should include any contractually obligated adjustments for all employee wages and salaries. Adjustments to non-contracted employee wages or salaries should be limited to a 2% increase. Additionally, budget requests should factor contractual increases to expenses, including license and registration fees, and market and industry trends.

FY25 budgets should be submitted as level-funded from the current fiscal year. Any requests for adjustments to line item expenses should be accompanied with supporting documentation sufficient to justify the amount of the request. Ideas for new or increased revenue opportunities are encouraged.

Contact the Town Administrator with inquiries about this message.

**Exhibit A:**

Excerpt from Maynard Town Charter (2020)

**SECTION 6-4: SUBMISSION OF BUDGETS AND BUDGET MESSAGE**

b) Policy Statement - On or before the fifteenth day of November of each year, or any other time fixed by by-law, the select board, after consultation with the town administrator and the finance committee, shall issue a policy statement relating to the budget for the next fiscal year. The statement shall establish the outer limits and guidelines of possible budget growth for the town to be used by the various town agencies, officers and committees in the preparation of operating budgets for the ensuing fiscal year. The town administrator shall send the policy statement to every town agency, officer, and committee charged with the expenditure of town funds.