

# THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



## Department of Agricultural Resources

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[www.mass.gov/agr](http://www.mass.gov/agr)



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### OPERATIONS

Jennifer Forman Orth  
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### MOSQUITO CONTROL PROJECTS & DISTRICTS

Berkshire County Mosquito  
Control Project

Bristol County Mosquito  
Control Project

Cape Cod Mosquito  
Control Project

Central Massachusetts  
Mosquito Control Project

East Middlesex Mosquito  
Control Project

Norfolk County Mosquito  
Control District

Northeast Massachusetts  
Mosquito & Wetland  
Management District

Pioneer Valley Mosquito  
Control District

Plymouth County Mosquito  
Control Project

Suffolk County Mosquito  
Control Project

May 1, 2023

Ngoc-Nu Nguyen

State Reclamation & Mosquito Control Board

100 Cambridge Street, 9<sup>th</sup> Floor,

Boston, MA 02114

Re: Narrative on the State Reclamation Board Proposed Preliminary FY24 Maintenance Budget

The certified FY23 budget for SRB Administration was \$642,650.85, which represented a 2.5% increase year over year. Part of the 2.5% budget request increase for FY23 was triggered by filling the open SRB Operations Coordinator position and the implementation of a COLA increase for unionized employees that work directly for the SRB or provide support services to the SRB via MDAR. In addition, there were slight increases in chargebacks related to State HR and Finance systems and processes.

The preliminary budget request for FY24 is for \$642,650.85, which is level funded year over year. If necessary, the SRB will utilize rollover funding to address increases in payroll costs due to union COLA increases and step increases for SRB staff, percentage allocations to MDAR staff that provide fiscal, procurement, and legal service support, or to address increases in the fringe benefit, payroll tax rate for FY24 and or GEIR update.

# FY2024 BUDGET REQUEST

SRMCB Administration / #2520-0000

5/4/2023

		<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>Notes:</u>
Prior Year Rollover:		\$180,698.95	\$335,675.63	\$346,294.59	
FY22 Revenue Collected / FY23 Certified Budget / FY24 Request:		\$645,489.00	\$642,650.85	\$642,650.85	FY24 0.00%
Total Funds:		\$826,187.95	\$978,326.48	\$988,945.44	

  

Object Code	Description	<u>FY2022 (9/13/22)</u>	<u>FY2023 (Est)</u>	<u>FY2024 (Est)</u>	<u>Notes:</u>
	FTE Count:	3.50	4.50	4.00	
A01	Salaries: Inclusive	\$264,730.38	\$356,651.38	\$359,557.80	
	Step Increases			\$6,200.00	
	NAGE / COLA 8.16%			\$14,969.26	
A08	Overtime Pay				
A13	Vacation-In-Lieu				
A14	Stipends - Addl pymt to EE	\$2,659.07			
AX10	DAR ISA Payroll Costs / LCM	\$54,998.03	\$60,516.18	\$65,500.00	% of Fiscal, Procurement, HR, Legal Services from MDAR.
A75	Dyna Cash Emergency Reserve				
AA1	Other				
<b>AA</b>	<b>Payroll Summary:</b>	<b>\$322,387.48</b>	<b>\$417,167.56</b>	<b>\$446,227.06</b>	
B01	Other Out Of State Travel		\$700.00	\$1,500.00	
B02	In-State Travel		\$1,500.00	\$1,500.00	SRB Staff
	MDAR ISA Travel Costs		\$780.00	\$780.00	MDAR Staff
B05	Conf, Training, Memberships				
B08	Industrial Clothing & Uniforms				
B10	Exigent Job Related Expenses	\$38.00			
B11	Employer Refund of Non-Tax Benefits	\$18.00	\$20.00	\$20.00	

<b><u>BB</u></b>	<b><u>Travel Summary:</u></b>	<b><u>\$56.00</u></b>	<b><u>\$3,000.00</u></b>	<b><u>\$3,800.00</u></b>	
C04	Contract Employees				
<b><u>CC</u></b>	<b><u>Seasonal Employees Summary:</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	-
D09	Fringe SRB Admin Payroll	\$104,435.54	\$140,416.30	\$143,073.00	Approved FY23 fringe benefit rate 39.50% and payroll tax rate 1.85%
D09	Fringe SRB C04 Payroll				
D09	Fringe MDAR ISA Payroll	\$21,359.84	\$25,350.23	\$26,540.00	
D12	Unemployment Comp Insurance				
D14	Medicare Tax				
D15	Workers Comp				
D19	Universal Health Ins Pymts				
D20	County Pension / Retirement				
DXX	Other				
<b><u>DD</u></b>	<b><u>Fringe / Pension:</u></b>	<b><u>\$125,795.38</u></b>	<b><u>\$165,766.53</u></b>	<b><u>\$169,613.00</u></b>	FY23 Fringe Rte 39.50%; GIC 21.54% Retire 16.70% Term Lv 1.26%; A01, A07. Payroll Tx 1.85%; Unemploy 0.07% Univ Hlth 0.04% Medicare Tx 1.35% & Paid Family & Medical Lv (PFML) 0.39%
E01	Office & Admin Supplies	\$44.17	\$500.00	\$300.00	
E02	Printing Expenses & Supplies		\$500.00	\$150.00	Toner, supplies
E04	Central Reprographic Chgbk				
E06	Postage				
E12	Subscriptions & Licensing Fees				
E12	HRD PACE Chgback	\$269.00	\$339.00	\$400.00	HRD PACE chgbk for HRCMS Admin & req'd

					online trainings.
E13	Advertising Expenses				
E14	Exhibits/Displays				
E18	State Single Audit	\$500.00	\$500.00	\$500.00	
E19	Fees, Licenses, Permits & Chrgbks				
E19	HR/CMS Maint Chargeback	\$3,244.00	\$3,196.00	\$3,350.00	HRCMS Maintenance Chargeback is estimate; actual based on number of checks issued for payroll.
E19	SSTA ESC Chargeback	\$13,147.00	\$10,135.00	\$10,930.00	SSTA Chargeback at current staffing levels; with estimated new hires at the districts level amount could increase.
E22	Temp Use of Space				
EE2	Conf, Training & Registration	\$360.00	\$900.00	\$500.00	Northeastern Mosquito Control
EXX	Oth Chgbk / Supply Inc'd Costs				
<b><u>EE</u></b>	<b><u>Admin Costs Actuals / Summary</u></b>	<b><u>\$17,564.17</u></b>	<b><u>\$16,070.00</u></b>	<b><u>\$16,130.00</u></b>	-
H19	Management Consultants				
<b><u>HH</u></b>	<b><u>Consultant Service Contracts</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	
J25	DPH Testing				
J27	Laundry Services				
J46	Temp Services				
<b><u>JJ</u></b>	<b><u>Program Operational - Summary:</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>	-
K06	Printing, Photocopying Equip		\$200.00		-
<b><u>KK</u></b>	<b><u>Programmatic Equipment - Summary:</u></b>	<b><u>\$0.00</u></b>	<b><u>\$200.00</u></b>	<b><u>\$0.00</u></b>	-
L24	VEHICLE RENTAL		\$600.00	\$400.00	
<b><u>LL</u></b>	<b><u>Program Rentals /Heavy Equip Maint</u></b>	<b><u>\$0.00</u></b>	<b><u>\$600.00</u></b>	<b><u>\$400.00</u></b>	

N64	Adapco Refund				
NN	Maintenance & Repair Costs	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
U01	Telecommunication Serv - Data				
U02	Verizon Cell Wireless / Data				
U02	Verizon IT Remote Access				
U04	ITD / ENV Chargeback	\$20,471.29	\$19,810.80	\$20,443.20	ITD BCS chargeback MMARS chargebk costs based on actual usage based on transaction lines posted to the general ledger.
U04	MMARS Chargeback	\$4,238.00	\$4,417.00	\$4,503.85	
	SSTA State Email Boxes				
U05	Info Tech Professionals				
U07	Info Tech Equipment				
U07	Info Tech Equipment		\$5,000.00	\$2,500.00	
UXX	OTHER				
UU	IT / Phone Costs - Actuals / Summary	<u>\$24,709.29</u>	<u>\$29,227.80</u>	<u>\$27,447.05</u>	
	Reversion Ests/Actual				
	Credits Ins / Pymt Discounts				
	Reserve				
	OTHER				
ZZ	OTHER	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	
	<b>Total:</b>	<u>\$490,512.32</u>	<u>\$632,031.89</u>	<u>\$663,617.11</u>	
<b>Projected Balance Forward:</b>		\$335,675.63	\$346,294.59	\$325,328.33	
ISA	ISA with MDAR				

## SECTION II

## FTE Tracker

Current FTE Count: 4

Backfills: Position #

Total Backfills:

New Positions:	Position Title
Total New Positions:	
Anticipated Vacancies:	Position #
Total Anticipated Vacancies:	
Total FTE Count:	4