


**TOWN OF HOPKINTON**  
**TOWN MANAGER'S OFFICE**  
**Norman Khumalo, Town Manager**

MEMO

TO: Department Heads, Board and Committee Chairs  
FROM: Norman Khumalo, Town Manager   
DATE: November 1, 2016  
RE: Fiscal Year 2018 Budget Policy Statement

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Pursuant Article 6 Section 6.2 [c] of the Town of Hopkinton Charter, the Board of Selectmen, after consultation with the Town Manager, hereby instruct that FY18 budget requests conform to the following Budget Policy adopted by the Board of Selectmen at its October 25, 2016 meeting.

1. All department budgets are to be built from the ground up, justifying costs incurred by each department.
2. Identify incremental costs of contractual obligations and mandates.
3. Identify if level "strategic" services are not maintained.
4. Target Town and School budget increases such that the overall tax impact does not increase by more than 2.5%.
5. Continue to exercise care and discipline managing capital requests, ensuring compliance with the CAMP, which will require updates prior to 12/31/16.
6. Identify options for on-going savings and new revenues to cover any new recurring costs. The costs of any new operating initiatives are assumed to be absorbed within operating budgets without any new funding.
7. The budget process will be a collaborative process with structured joint monthly meetings with the Town Manager, School Superintendent, at least one member of the Board of Selectmen, School Committee and Appropriations Committee.

Chris Sandini is sending you the FY18 budget packets, including detailed guidelines and forms for preparing requests. As you finalize your budget request, questions may arise, especially with regard to documentation. Christopher Sandini will be available to meet with each department head or board/committee representative(s) to provide technical assistance.

Regards.