

***GENERAL GOVERNMENT***

# GENERAL GOVERNMENT

ADMINISTRATION

LEGAL

COUNCIL/  
LEGISLATIVE

SUSTAINABILITY

TOWN CLERK

BUILDING  
MAINTENANCE

CABLE TELEVISION

COMMUNICATION

## ***ADMINISTRATION***

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>390,734</b>	<b>372,328</b>	<b>419,067</b>	<b>342,377</b>	<b>-8.04% over(- under) FY20 budget</b>
<b>111</b>	<b>DEPARTMENT: ADMINISTRATION</b>					
111-4010	FULL-TIME SALARIES	235,785	219,412	237,002	209,768	Salary for the Town Manager (70%), Assistant Town Manager (70%), added Administrative Analyst (50%) in FY20. Increase due to January cost of living increase of 2.5%.
111-4040	TRANSPORTATION	6,100	7,000	7,000	7,000	Town Manager's car allowance and reimbursement of administrative staff travel using personal vehicle.
111-4050	HEALTH INSURANCE	45,149	42,644	46,077	35,299	5.0% inc in health insurance contribution in 2020 and assumed 8% increase in 2021.
111-4060	RETIREMENT	40,069	36,738	41,326	36,813	Employer retirement contribution for MPERS( 10.1%), ICMA 401 plan (8%). Increase due to cost of living wage increase.
111-4061	RETIREMENT HEALTH SAVINGS	2,439	2,138	2,588	2,040	1% of Salaries
111-4070	SOCIAL SECURITY	17,262	17,164	18,708	16,582	Employer Social Security contribution.
111-5010	POSTAGE	243	1,000	8,000	1,000	Funds for department mailings. Moved News;etter to Dept 118 in FY21.
111-5020	TELEPHONE	2,331	2,208	2,331	2,331	Includes Town Manager's cell phone and internet service and phone reimbursement for Executive Assistant.
111-5040	EDUCATIONAL / MEETING	4,162	6,000	6,000	4,750	ICMA 2 @ \$3,500; MTCMA @ 500; MMA/Legislation @ \$300; Asst. Manager expenses @ \$750.
111-5080	LEGAL/ ADVERTISING			16,000	0	
111-5310	VEHICLE MAINTENANCE	762	250	250	300	Maintenance costs for the Town's pool vehicle.

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	390,734	372,328	419,067	342,377	-8.04% over(- under) FY20 budget
<b>111</b>	<b>DEPARTMENT: ADMINISTRATION</b>					
111-5490	OTHER PROFESSIONAL SERVICES	16,642	20,000	15,000	7,500	Professional services including , studies, appraisals, surveys, architects, engineering, human resource consulting, and other specialized services including regional efforts.
111-5800	DUES & MEMBERSHIPS	1,991	2,400	2,400	2,400	Dues to International City Manager's Association (ICMA), Maine Town and City Management Association (MTCMA), and the Portland Regional Chamber.
111-5900	OTHER CONTRACTUAL SERVICES	0	0	0	0	
111-6010	OFFICE SUPPLIES	3,864	1,200	1,900	1,900	Office supplies needed during the year.
111-6130	MOTOR FUELS & LUBRICANTS	518	574	485	469	Fuel costs for the Town's pool vehicle.
111-6820	OFFICE EQUIPMENT	0	1,000	1,000	1,000	Replacement items including office chairs, file cabinets, tables, etc.
111-6900	OTHER COMMODITIES	9,564	7,000	8,500	8,725	Funds for meetings (\$575), flowers for special occasions (\$350), Town Hall coffee service (\$1,300), kitchen first aid supplies (\$1,500), gift certificates, flags for Veteran's graves on Memorial Day and the Memorial Day parade (\$5,000).

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	390,734	372,328	419,067	342,377	-8.04% over(- under) FY20 budget
111	DEPARTMENT: ADMINISTRATION					
111-8930	UNALLOCATED	3,804	5,600	4,500	4,500	Funds for the Town Employee Incentive programs that include: Employee Recognition Breakfast/United Way Kick-off (2,000), Holiday lunch (2,500);

***COUNCIL/LEGISLATIVE***

DEPARTMENT: COUNCIL

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>50,369</b>	<b>105,479</b>	<b>102,967</b>	<b>54,239</b>	<b>-48.58% over(- under) FY20 budget</b>
<b>111-1</b>	<b>DEPARTMENT: COUNCIL/LEGISLATIVE</b>					
111-1-4020	PART-TIME SALARIES	5,880	15,000	7,000	7,000	Stipend for Town Council members.
111-1-4070	SOCIAL SECURITY	450	1,148	536	536	Employer Social Security contribution.
111-1-5040	MEETINGS & EDUCATIONAL	2,214	1,300	9,300	0	Funds for Council training/meals
111-1-5080	LEGAL ADVERTISING	0	4,000	2,000	2,000	Moved from Town Clerk, Forecaster costs moved to Dept 111
111-1-5800	DUES AND SUBSCRIPTIONS	0	1,400	1,400	1,400	Maine Service Center Coalition
111-1-5830	SOCIAL SERVICES	0	30,000	30,000	0	Funds for the Human Service Committee to allocate to local social service agencies. Falmouth has a long history of supporting organizations that provide economic and social service resources to residents in need. Moved from Dept 112 in FY20.
111-1-5840	COUNCIL OF GOVERNMENTS	17,896	22,370	22,370	22,370	Dues to the Greater Portland Council of Governments - services include group purchasing, research, planning, cartography, and regional representation on various issues. 25% increase in FY20. No allocation in FY21.
111-1-5850	MAINE MUNICIPAL ASSOCIATION	15,782	16,111	16,111	16,434	Dues to the Maine Municipal Association - services include representation before the State Legislature, consulting on personnel and legal matters, and self-insurance pools. 2% Increase assumed in FY21.
111-1-5900	OTHER CONTRACTUAL SERVICES	2,130	7,050	7,050		Funding for miscellaneous Council consulting services including annual Council Retreat costs.
111-1-6900	OTHER COMMODITIES	815	2,000	2,000	2,000	Miscellaneous Council expenses.
111-1-6910	BANQUET	5,202	5,100	5,200	2,500	Funds for the annual municipal banquet.



*LEGAL*

DEPARTMENT: LEGAL

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	109,071	120,000	120,000	90,000	-25% over(- under) FY20 budget
<b>DEPARTMENT: LEGAL</b>						
111-2-5400	LEGAL SERVICES	109,071	120,000	120,000	90,000	General Town legal services for various issues. Assumes no hourly charge increase.

***TOWN CLERK***

**DEPARTMENT: TOWN CLERK**

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>405,811</b>	<b>397,495</b>	<b>396,551</b>	<b>409,332</b>	2.98% over(- under) FY20 budget
<b>112</b>	<b>DEPARTMENT: TOWN CLERK</b>					
112-4010	FULL-TIME SALARIES	208,757	215,626	215,626	219,510	Salary for the Town Clerk, Deputy Town Clerk, and two Excise Clerks. FY20 includes a mid-year equity adjustment and a 2.5% cost of living adjustment. FY21 assumes a January 2.5% COLA.
112-4020	PART-TIME SALARIES	20,491	26,100	26,100	27,787	Hourly wages paid to election workers for two elections and the Registrar's salary. Assume 2.5% COLA for Registrar in FY21 and a minimum wage increase to \$12/hr.
112-4030	OVERTIME	7,296	5,000	5,000	5,000	Overtime for the Deputy Town Clerk and Registrar for election work.
112-4050	HEALTH INSURANCE	57,039	61,282	60,174	64,085	5% inc in health insurance contribution in 2020 (FY20 Budget assumed 8%) and assumed 8% increase in 2021.
112-4060	RETIREMENT	19,722	19,813	19,813	20,290	Employer retirement contribution for MPERS (10.1%), ICMA 401 plan (8%). Increase due to cost of living increases.
112-4061	RETIREMENT HEALTH SAVINGS	2,207	2,146	2,146	2,184	1% of Salaries
112-4070	SOCIAL SECURITY	16,710	19,360	19,524	19,953	Employer Social Security contribution.

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	405,811	397,495	396,551	409,332	2.98% over(- under) FY20 budget
<b>112 DEPARTMENT: TOWN CLERK</b>						
112-5010	POSTAGE	5,082	5,500	5,500	5,750	Postage for certified letters in August, September, and February for taxes, absentee ballots June and November. Weekly large mailings to Vitals, IFW and BMV. Increased budget due November Presidential Election increase in Absentee Ballot mailings.
112-5020	TELEPHONE	648	648	648	648	Cell phone and internet access charges.
112-5030	TRANSPORTATION	148	150	150	150	Mileage reimbursement. Trips to nursing homes during 2 elections and other misc travel.
112-5040	EDUCATIONAL/MEETING	725	1,800	1,800	1,550	Training opportunities for all staff. Costs include Secretary of State's election conference, Vital Records classes, Title 21-A (State Election Law), 30-A (Municipal Law), MMA Convention and Tax Liens
112-5060	PRINTING	14,450	12,500	12,500	14,500	Printing needs for two elections (\$7000), Tax Bill processing (\$7,500)
112-5080	LEGAL/ADVERTISING	7,846	2,000	2,000	2,000	Funds for legal ads in newspapers.
112-5300	MACHINE/EQUIPMENT MAINTENANCE	5,529	5,670	5,670	6,000	Sec. of State is in the process of negotiating a contract for new voting machines and new IT maintenance and programming agreement. to be in We most likely will need to rent additional equipment for the Nov 2020 Election.
112-5410	COMPUTER SERVICES	166	200	200	200	Costs associated with Imageflo.

**DEPARTMENT: TOWN CLERK**

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>405,811</b>	<b>397,495</b>	<b>396,551</b>	<b>409,332</b>	2.98% over(- under) FY20 budget
<b>112</b>	<b>DEPARTMENT: TOWN CLERK</b>					
112-5490	OTHER PROFESSIONAL SERV	6,470	5,500	5,500	5,500	Preservation of old town records (\$5500).
112-5800	DUES & MEMBERSHIPS	140	200	200	225	Membership dues include Cumberland County Clerks Association & Maine Town City Clerks Assoc. each for Clerk and Deputy Clerk., Tax and Treasurers Dues. Cumberland County raised the membership rates to 15 per person
112-5830	SOCIAL SERVICE AGENCIES	25,000	0	0	0	Funds for the Human Service Committee to allocate to local social service agencies. Falmouth has a long history of supporting organizations that provide economic and social service resources to residents in need. Moved to Dept 111-1 in FY20.
112-5890	GENERAL ASSISTANCE	2,050	10,000	10,000	10,000	General Assistance, Fuel Assistance and those who qualify for Energy Efficiency assistance. We are seeing an increase in GA appointments and assistance in 2020. some families have moved to Falmouth who will be continuing to rely on GA. The incremental impact (\$10K) has been moved to the General Assistance Special Revenue Fund.
112-5900	OTHER CONTRACTUAL SERVICES	1,487	0	0	0	
112-6010	OFFICE SUPPLIES	2,360	2,500	2,500	2,500	Office supplies needed during the year.
112-6020	BOOKS/SUBSCRIPTIONS	45	0	0	0	Educational books and subscriptions, including MMA manuals.
112-6900	OTHER COMMODITIES	1,443	1,500	1,500	1,500	Misc expenses for elections and absentee voting.

***BUILDING MAINTENANCE***

**DEPARTMENT: BUILDING MAINTENANCE**

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimate 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>127,371</b>	<b>127,262</b>	<b>125,819</b>	<b>122,831</b>	-3.48% over(- under) FY20 budget
<b>113</b>	<b>DEPARTMENT: BUILDING MAINTENANCE</b>					
113-4010	FULL-TIME SALARIES	48,986	49,917	49,917	50,565	Salary for Town Hall custodian plus IT Assistant (10%). Cost of living increase of 2.5% in Jan 2021.
113-4030	OVERTIME	1,281	2,244	2,244	2,244	Overtime for special projects.
113-4050	HEALTH INSURANCE	20,292	21,244	20,859	22,215	5.0% inc in health insurance contribution in 2020 and assumed 8% increase in 2021.
113-4060	RETIREMENT	4,113	4,235	4,235	4,294	Employer retirement contribution for MPERS(10.1% ), ICMA 401 plan (8%).
113-4061	RETIREMENT HEALTH SAVINGS	521	497	497	503	1% of Salary
113-4070	SOCIAL SECURITY	3,731	4,144	4,182	4,232	Employer Social Security contribution.
113-5020	TELEPHONE	648	648	648	648	Custodian telephone
113-5030	TRANSPORTATION	257	240	240	240	Monthly mileage reimbursement at \$20/month
113-5200	ELECTRICITY	16,757	16,872	16,837	11,482	15% Savings due to LED light replacements, slightly lower cost per KWH. 1/2 yr solar project savings (\$2,450)
113-5220	WATER	650	644	650	650	Water and sewer charges for Town Hall.
113-5230	PROPANE	11,016	9,327	8,260	8,508	Heating fuel for Town Hall. decreased to \$1.20 vs \$1.74/gal in FY20. Assume 3% inc in FY21.
113-5500	MAINTENANCE/BUILDING	9,951	6,000	6,000	6,000	Funds for repairs to plumbing, electrical, phone, heating and other systems as well as general maintenance to the building as needed.
113-5900	OTHER CONTRACTUAL SERVICES	7,053	8,250	8,250	8,250	Annual service contracts for: HVAC, elevator license inspection and periodic service, sprinkler and alarm system, generator service, and pest control.



DEPARTMENT: BUILDING MAINTENANCE

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimate 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>127,371</b>	<b>127,262</b>	<b>125,819</b>	<b>122,831</b>	-3.48% over(- under) FY20 budget
<b>DEPARTMENT: BUILDING MAINTENANCE</b>						
113-6900	OTHER COMMODITIES	2,115	3,000	3,000	3,000	Funds for cleaning and misc. supplies for Town Hall. Moved Custodian phone charge to Acct 5020.

***CABLE TELEVISION***

DEPARTMENT: CABLE TV

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>65,971</b>	<b>67,662</b>	<b>68,407</b>	<b>71,775</b>	6.08% over(- under) FY20 budget
<b>116</b>	<b>DEPARTMENT: CABLE T.V.</b>					
116-4010	FULL-TIME SALARIES	36,963	36,778	36,778	37,238	Salary for the Cable TV Station Manager (60%).
116-4020	PART-TIME SALARIES	1,023	2,000	100	1,000	Part time cable TV backup.
116-4030	OVERTIME	2,680	-	2,500	3,000	Over time for cable TV operator and backup.
116-4050	HEALTH INSURANCE	11,269	11,587	11,587	12,117	5.0% inc in health insurance contribution in 2020 and assumed 8% increase in 2021.
116-4060	RETIREMENT	3,984	3,678	3,678	3,761	Increase in employe retirement contribution for MPERS (10.1%). Increase due to rate and cost of living increase.
116-4061	RETIREMENT HEALTH SAVINGS	414	368	368	372	1% of Salaries
116-4070	SOCIAL SECURITY	3,022	3,051	3,096	3,239	Employer Social Security contribution.
116-5020	TELEPHONE	162		600	648	Cell phone reimbursement at \$54 per month.
116-5040	EDUCATIONAL/MEETING	253	1,200	900	-	Professional development, attendance at professional associations, and meetings associated with franchise agreement renewal.
116-5300	MACHINE/EQUIPMENT MAINTENANCE/SOFTWARE	534	2,500	2,500	2,500	Funds to cover repairs for equipment that is out of warranty and software maintenance renewals for video editing system and video server.
116-5410	COMPUTER SERVICES	-	-	-	1,400	Cable modem service for Cable TV network

DEPARTMENT: CABLE TV

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	65,971	67,662	68,407	71,775	6.08% over(- under) FY20 budget
116	DEPARTMENT: CABLE T.V.					
116-5900	PROGRAM DEVELOPMENT	5,591	6,000	6,000	6,000	Earth Channel streaming and On-Demand programs (\$5,500) and contract work (\$500).
116-6010	OFFICE SUPPLIES	76	500	300	500	Office supplies needed during the year. Includes purchase of DVDs, batteries, light bulbs and other specialty media supplies.

***COMMUNICATION***

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	0	0	0	60,517	
118	<b>DEPARTMENT: COMMUNICATION</b>					
118-4020	PART-TIME SALARIES	0	0	0	25,584	Communication Specialist (\$50%)
118-4061	RETIREMENT HEALTH SAVINGS	0	0	0	256	
118-4070	SOCIAL SECURITY	0	0	0	1,977	Employer Social Security contribution.
118-5010	POSTAGE	0	0	0	0	
118-5040	EDUCATIONAL / MEETING	0	0	0	0	
118-5080	LEGAL/ ADVERTISING	0	0	0	32,500	Forecaster costs @ \$609.67 x 26 weeks, Town Newsletter \$8K, 1 Town-wide mailing \$4K, Facebook ads \$500, marketing materials \$4K.
118-5490	OTHER PROFESSIONAL SERVICES	0	0	0	0	
118-5900	OTHER CONTRACTUAL SERVICES	0	0	0	0	
118-6010	OFFICE SUPPLIES	0	0	0	200	
118-6900	OTHER COMMODITIES	0	0	0	0	

## ***SUSTAINABILITY***

DEPARTMENT: SUSTAINABILITY

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>84,999</b>	<b>93,944</b>	<b>86,533</b>	<b>76,562</b>	<b>-18.5% over(- under) FY20 budget</b>
<b>119 DEPARTMENT: SUSTAINABILITY</b>						
119-4010	FULL-TIME SALARIES	22,925	22,514	22,514	23,689	Salary for the Energy Sustainability Coordinator position (50.0%). Equity Increase plus a cost of living increase of 2.5% in January 2021.
119-4030	OVERTIME	1,524	0	1,524	1,524	
119-4050	HEALTH INSURANCE	4,135	4,305	4,226	4,501	5.0% inc in health insurance contribution in 2020 (FY20 Budget assumed 8%) and assumed 8% increase in 2021.
119-4060	RETIREMENT	1,944	1,796	1,796	1,977	ICMA 401 plan (8%).
119-4061	RETIREMENT HEALTH SAVINGS	248	225	225	247	
119-4070	SOCIAL SECURITY	1,828	1,753	1,887	1,979	Employer Social Security contribution.
119-5020	TELEPHONE	0	0	0	0	
119-5040	EDUCATIONAL / MEETING	1,016	1,000	1,000	200	\$1,000 for Sustainability Coordinator training/seminars
119-5210	STREET LIGHTING	34,328	37,051	29,061	21,145	Street Lights and Traffic Signals. 195,890 annual KWh @ \$.081/KWh delivery, \$.065/KWh energy. 1/2 yr solar project savings (\$5,000)
119-5300	STREET LIGHT MAINTENANCE	3,545	8,000	8,000	8,000	Covers street lights and Town-owned lights
119-5900	OTHER CONTRACTUAL SERVICES	13,506	15,000	15,000	12,000	Invasives Control (\$14K), Water testing for fertilizers and pesticides (\$10K), Highland Lake mitigation (\$32K) moved from Non-Departmental and \$1K for Town Landing water testing.
119-6010	OFFICE SUPPLIES	0	300	300	300	Office supplies needed during the year.
119-6900	OTHER COMMODITIES	0	2,000	1,000	1,000	Committee Outreach costs.



## ***FINANCE***



***ASSESSMENT ADMINISTRATION***

DEPARTMENT: ASSESSMENT ADMINISTRATION

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	160,787	192,041	192,140	175,000	-8.87% over(under) FY20 budget
121	DEPARTMENT: ASSESSMENT					
121-4010	FULL-TIME SALARIES	9,053	9,513	9,513	9,645	Provides for the salary of the Admin Coordinator (20%).
121-4030	OVERTIME	0	0	0	0	Provides for administrative time for Board of Assessment Review & Personal Property discovery.
121-4050	HEALTH INSURANCE	2,689	2,810	2,759	2,938	5.0% inc in health insurance contribution in 2020 and assumed 8% increase in 2021.
121-4060	RETIREMENT	723	759	759	769	Department's share of retirement costs
121-4061	RETIREMENT HEALTH SAVINGS	93	95	95	96	1% salary
121-4070	SOCIAL SECURITY	650	744	744	745	Employer's share of Social Security.
121-5040	EDUCATIONAL/MEETING	112				
121-5410	COMPUTER SERVICES	0	25,633	25,633	2,833	FY20 - New Vision 8 upgrade \$17,800, and Upgrade MUNIS to expand digits on map/lot number (\$5K). GIS annual support costs \$2,833,
121-5020	TELEPHONE					
121-5490	OTHER PROFESSIONAL SERVICES	147,330	152,487	152,487	157,824	Use of County Regional Assessing - 3.5% increase from FY20.
121-5810	ASSESSMENT REVIEW BOARD	53		100	100	Support Costs
121-6010	OFFICE SUPPLIES	84		50	50	Support Costs

***ACCOUNTING AND CONTROL***

DEPARTMENT: ACCOUNTING AND CONTROL

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>283,104</b>	<b>277,412</b>	<b>275,193</b>	<b>273,542</b>	<b>-1.4% over(- under) FY20 budget</b>
<b>122</b>	<b>DEPARTMENT: ACCOUNTING &amp; CC</b>					
122-4010	FULL-TIME SALARIES	181,081	176,588	176,588	175,527	Salaries for Finance Director (70%), Bookkeeper (70%), Accountant (80%), and 6% of the Executive Assistant. Increase due to 2.5% cost of living increase in January 2021.
122-4020	PART-TIME SALARIES	0	0	0	0	
122-4030	OVERTIME	2,093	1,000	1,000	1,000	Overtime for Bookkeeper
122-4050	HEALTH INSURANCE	36,825	36,154	35,500	36,595	5.0% inc in health insurance contribution in 2020 and assumed 8% increase in 2021.
122-4060	RETIREMENT	16,600	16,268	16,268	16,312	Employer retirement contribution for MPEKS (10.1%), ICMA 401 plan (8%). Increase due to cost of living increase.
122-4061	RETIREMENT HEALTH SAVINGS	1,864	1,754	1,754	1,743	1% of Salaries
122-4070	SOCIAL SECURITY	13,390	13,837	13,972	13,890	Employer's share of Social Security.
122-5010	POSTAGE	3,725	5,200	5,200	5,200	Provides funds for various activities such as mailing checks to vendors, 1099s, W2s etc. This account also Provides the Town wide cost of the annual maintenance agreement for the Town's postage meter.
122-5030	TRANSPORTATION	58	75	75	75	Transportation expenses for Finance employees to conduct Town business and to attend training seminars.
122-5040	EDUCATIONAL/MEETING	982	2,500	2,500	400	Professional development and training for staff.
122-5430	AUDIT	21,187	16,000	16,000	16,000	RHR Smith Audit services in FY20. Assumes we will be at \$29.9K for School, Town and Wastewater. The amount shown here is the Town portion only. Assume 3% increase in FY21.
122-5490	OTHER PROFESSIONAL SERVICES	456	536	536	1,000	GASB 45, 68 and 69 MMA \$456 actuarial fee for 2018 CAFR ( OPEB and Pension). Confidential Destruction of records.

DEPARTMENT: ACCOUNTING AND CONTROL

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	283,104	277,412	275,193	273,542	-1.4% over(- under) FY20 budget
122	DEPARTMENT: ACCOUNTING & CC					
122-5700	TRANSFER FEES	2,475	3,500	3,500	3,500	This line item reflects the cost of filing and discharging liens and is offset by lien fees assessed to delinquent property taxpayers.
122-5800	DUES & MEMBERSHIPS	800	1,000	800	800	Provides dues to various professional associations such as Government Finance Officers Association and the Maine Tax Collectors and Treasurers Association.
122-6010	OFFICE SUPPLIES	437	1,200	600	600	In-house printing, forms and general office supplies.
122-6015	COMPUTER FORMS/SUPPLIES	817	1,700	850	850	Payroll and disbursement check stock, and computer paper and supplies used by all departments.
122-6020	BOOKS/SUBSCRIPTIONS	0	100	50	50	Educational materials, newsletters etc.
122-6900	OTHER COMMODITIES	314				

***DEBT SERVICE***



DEPARTMENT: DEBT SERVICE

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	252,625	515,775	495,791	481,748	-6.6% over(- under) FY20 budget
123	DEPARTMENT: DEBT SERVICE					
123-8059	Library Construction Bond Principal	0	0	167,100	165,322	Annual principal payment on the 2016 Public Safety Refunding bond issue. Annual principal payment on the 2019 Library bond issue.
123-8060	2007 TS BLDG IMPROV BOND PRINCIPAL	205,000	375,000	205,000	200,000	Annual principal payment on the 2016 Public Safety Refunding bond issue. Annual principal payment on the 2019 Library bond issue.
123-8200	BOND INTEREST	47,625	140,775	123,691	116,426	Annual interest payments on the 2016 Public Safety Refunding bond issue. Annual interest payment on the 2019 Library bond issue.

***INSURANCE/RISK MANAGEMENT***

DEPARTMENT: INSURANCE

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>291,213</b>	<b>282,631</b>	<b>311,494</b>	<b>318,935</b>	12.85% over(- under) FY20 budget
124	<b>DEPARTMENT: INSURANCES/RISK MANAGEMENT</b>					
124-4080	GROUP INSURANCE	2,842	3,324	3,324	3,407	This is a group term life insurance program through MainePERS. The Town pays a premium for the first \$9,000 coverage per employee. Assume 2.5% inflation
124-4090	INCOME PROTECTION	24,980	26,807	26,807	27,477	This is the employer cost for the short-term disability insurance available to all Town employees. For Police and non-union employees, the cost split is 50% employer/50% employee. For Public Works the cost is 100% employee. Assumes a 2.5% increase.
124-4095	LONG-TERM DISABILITY	3,498	3,400	3,585	3,675	This is the cost for long-term disability insurance provided to regular employees. 2.5% increase
124-4100	WORKERS' COMPENSATION	133,150	118,180	146,857	150,995	Assume a 2.5% increase due to employee raises and a change in loss ratio due to claims experience going to 95.0% level (74% was actual for 2019)..
124-4110	UNEMPLOYMENT COMPENSATION	4,965	6,826	6,826	6,826	The Town participates in the Maine Municipal Association statewide self-insurance pool. Per MMA letter of December 21, 2019.
124-5015	BANK FEES	7,757	7,834	7,834	8,030	Now shown as expense versus a reduction of interest income. Project 2.5% increase.
124-5105	LIABILITY INSURANCE	104,542	103,360	103,360	105,427	The amount budgeted for this account reflects costs for general liability and building insurance, which cannot be allocated by department. Assumes a 2.5% increase.
124-5120	PUBLIC OFFICIALS LIABILITY INS.	9,479	9,900	9,900	10,098	This is the cost for public officials liability insurance for elected and appointed board members. Assumes a 2% increase.
124-5490	OTHER PROFESSIONAL SERVICES	0	3,000	3,000	3,000	FSA and HRA Fees - moved from Dept. 111

***INFORMATION SYSTEMS***

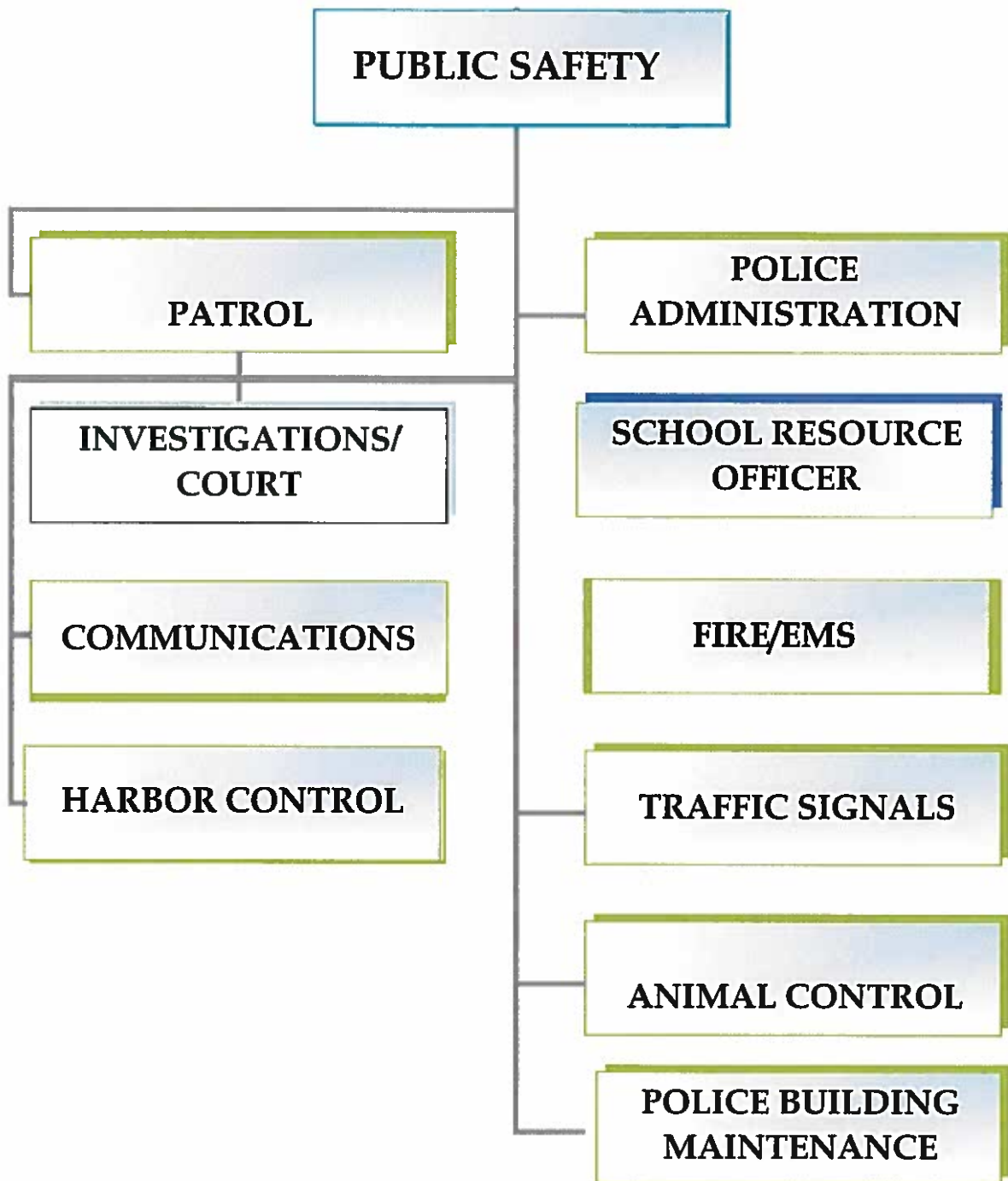
DEPARTMENT: INFORMATION SYSTEMS

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	503,139	524,990	524,239	507,113	-3.41% over(- under) FY20 budget
125	DEPARTMENT: INFORMATION SYSTEMS					
125-4010	FULL-TIME SALARIES	93,366	96,589	96,589	98,911	Salary for the Information Systems Administrator (95%) and IT Assistant (30%). Increase due to FY20 mid-year equity adjustment and Jan '21 2.5% COLA
125-4020	PART-TIME SALARIES					
125-4030	OVERTIME	1,010				
125-4050	HEALTH INSURANCE	23,130	24,140	23,704	25,245	5.0% inc in health insurance contribution in 2020 and assumed 8% increase in 2021.
125-4060	RETIREMENT	9,238	9,522	9,522	9,838	Employee retirement contribution for MPERS (10.1%). Increase due to cost of living increase.
125-4061	RETIREMENT HEALTH SAVINGS	964	952	952	974	1% of Salaries
125-4070	SOCIAL SECURITY	6,805	7,547	7,547	7,725	Employer Social Security contribution.
125-5020	TELEPHONE	22,451	23,500	20,400	22,300	Cell phone at \$54 per month. Telephone usage for all departments \$21,652.
125-5040	EDUCATIONAL/ MEETING	502	3,000	1,000	400	Professional development and training related costs, such as travel, misc. conference fees. NEARC, GMIS national conference, MMA Tech and/or other IT training - \$2,580, GMIS annual dues - \$200, URISA Dues - \$195, MEGUG Dues - \$25
125-5370	SECURITY	10,126	10,200	12,825	12,000	Funds for annual monitoring of Town Buildings. Security software maintenance renewals \$6,820 and misc hardware repairs and support request calls \$5,180
125-5410	COMPUTER SERVICES/WEB PAGE	65,672	67,100	67,100	67,700	Fiber and internet charges for Public Safety, Town Hall, Public Works, Community Programs, Central Fire, Station 1, Station 4, and Harbor - \$62,400 Web Updates/Misc - \$1,000, Vision GIS hosting \$600 and VCSI Hosting - \$3,700.

DEPARTMENT: INFORMATION SYSTEMS

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	503,139	524,990	524,239	507,113	-3.41% over(- under) FY20 budget
125	DEPARTMENT: INFORMATION SYSTEMS					
125-5490	OTHER PROFESSIONAL SERVICES	72,189	71,540	75,400	83,620	Funds for outside consulting services to operate and manage the Town's Computer System . This item includes \$67,020 for the Managed Services Agreement, which gives the Town 24/7 access to network engineers and on-going monitoring, management and maintenance of Town servers including the phone system; \$9,000 for CyberSecurity monitoring, \$7,600 for maintenance contracts on routers, switches, firewalls and phone system.
125-5900	CONTRACTUAL SERVICES	138,616	140,300	142,300	147,400	Annual license/maintenance fees for the network software (i.e. XenDesktop, Backup, DUO 2FA, Web Filtering , Spam Filtering and Anti-Virus Software) - \$23,600; Annual Microsoft O365 licensing - \$27,000, annual license and maintenance fees for VUEWorks/Asset Management Software, Web GIS hosting and ArcGIS Server - \$18,100; and MUNIS ASP Fees for our Financial, HR, Payroll, Tax and Permitting Software system - \$73,600. Includes \$5,100 annual fee for Encode 180.
125-5903	PRINTER/COPIER CHARGES	6,254	8,700	7,000	8,700	All printer and copier maintenance costs for the Town.
125-6010	OFFICE SUPPLIES	1,568	800	800	800	Office supplies needed during the year
125-6800	EQUIPMENT	32,815	39,600	47,100	0	Replacement of miscellaneous laptops, computers and printers.
125-7540	COMPUTER NETWORK	18,433	21,500	12,000	21,500	Funds to update the GIS layers, street map, GIS data collection, website, online Mapping updates, and the maintenance of the Town's wide area network.

***PUBLIC SAFETY***





***POLICE ADMINISTRATION***

DEPARTMENT: POLICE ADMINISTRATION

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	265,202	465,363	457,346	455,372	-2.15% over(- under) FY20 budget
131-1	DEPARTMENT: POLICE ADMINISTRATION					
131-1-4010	FULL-TIME SALARIES	176,346	317,030	311,030	310,487	Salary for the Police Chief (93%), Two Lieutenants (100%) and Administrative Asst (90%). FY21 increase is due to a Jan, 2021 2.5% cost of living increase.
131-1-4030	OVERTIME	535	0	0	0	
131-1-4050	HEALTH INSURANCE	32,810	53,630	51,488	54,835	5% inc in health insurance contribution in 2020 (FY20 Budget assumed 8%) and assumed 8% increase in 2021. Added lieutenant position in FY20.
131-1-4060	RETIREMENT	14,653	38,946	38,178	38,577	employer retirement contribution for MPERS 3C increased .1% (12.9%) in FY20. Increase due to cost of living increase.
131-1-4061	RETIREMENT HEALTH SAVINGS	1,349	2,213	2,213	3,087	1% of Salaries
131-1-4070	SOCIAL SECURITY	13,258	24,687	24,228	24,186	Employer Social Security contribution.
131-1-5010	POSTAGE	678	800	800	800	Funds for department mailings.
131-1-5040	EDUCATIONAL/MEETING	5,937	4,000	4,500	1,000	local administrative trainings (\$1,000).
131-1-5060	PRINTING	284	500	500	500	Printing needs throughout the year for the Admin.
131-1-5080	LEGAL/ADVERTISING	0	500	500	500	Funds for legal ads in newspapers.
131-1-5310	VEHICLE MAINTENANCE	2,498	500	500	500	Maintenance of the chief's vehicle beyond costs associated with fuel and lube. Vehicle is a 2019 Hybrid Utility and mostly covered by warranty.
131-1-5800	DUES & MEMBERSHIPS	724	800	800	900	Dues for law enforcement associations: Maine Chiefs of Police (Chief and two Lieutenants), \$400 IACP (Chief) \$200), FBI National Academy Associates ( Chief. \$200), New England Chiefs Association (\$100)

DEPARTMENT: POLICE ADMINISTRATION

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	265,202	465,363	457,346	455,372	-2.15% over(- under) FY20 budget
131-1	DEPARTMENT: POLICE ADMINISTRATION					
131-1-5900	OTHER CONTRACTUAL SERVICES	8,788	14,900	14,900	11,900	Funds to cover the cost of physical and psychological exams for new hires, fees for acquiring background reports, and miscellaneous contractual services. The annual fee of \$6185 for FY 21 for the Regional Crime Lab at Portland PD is taken from this account. Reduction in crime lab and software cost from FY20
131-1-6010	OFFICE SUPPLIES	1,845	1,100	1,100	1,300	Office supplies needed during the year.
131-1-6130	MOTOR FUEL AND LUBRICANTS	1,860	3,257	4,109	3,300	Funds for gasoline and lubricants for chief's vehicle. Reduction in fuel cost because of Hybrid vehicle with estimated 20% reduction
131-1-6900	OTHER COMMODITIES	3,637	2,500	2,500	3,500	Funds for the purchase of criminal statutes, concealed firearms permits, bulletins, training materials, office medical supplies, and misc. costs. Cost of medical, statutes and training materials have increased each year.

*PATROL*

DEPARTMENT: PATROL

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,563,534	1,445,127	1,433,394	1,478,471	2.31% over(- under) FY20 budget
131	DEPARTMENT: PATROL					
131-4010	FULL-TIME SALARIES	938,230	828,023	828,023	857,080	Salaries for 3 Sergeants, 8 Patrol Officers, and two School Resource Officers (30%). Reflects Jan 2021 2.5% COLA and contract step adjustments. This account also covers contractual obligations for specialized holiday pay.
131-4020	PART-TIME SALARIES	8,095	9,000	9,000	11,000	Salaries for reserve officers and members of the fire/police unit. This account supports the increased use of reserve officers' training and details. The department now utilizes five reserve officers. The account supports 100% of the six(6) fire/police salaries averaging \$4000 annually. The account also supports the Recovery Coach program
131-4025	OVERTIME-COURT TIME	5,718	5,000	5,000	5,500	Reimburses the 3 hour minimum overtime for attendance at court, per collective bargaining. Former changes in procedure at District Court provides no control of when our officers appear in court. Higher case load is reflective of the increase in enforcement activity from patrol and enforcement grants.
131-4030	OVERTIME	72,146	80,968	80,968	80,968	Overtime to cover vacant patrol shifts due to vacations, holidays, illness, officers attending training, Council meetings, and special town events etc.
131-4040	H.V.S. LEAVE BUYOUT	0	0	0	0	Provides funds for officers to buyback vacation or sick time, per collective bargaining. This line has not been used for many years, but the union has a request in the bargaining process for the ability to buy back time.
131-4050	HEALTH INSURANCE	191,845	193,383	180,608	192,347	5% inc in health insurance contribution in 2020 (FY20 Budget assumed 8%) and assumed 8% increase in 2021.
131-4060	RETIREMENT	121,557	103,971	103,971	106,195	Employer retirement contribution for MPEIRS 3C increased .1% (12.9%) in FY21. Increase due to rate, cost of living increases, and contract step increases..
131-4061	RETIREMENT HEALTH SAVINGS	2,897	2,144	2,144	2,179	1% of Sergeant Salaries

DEPARTMENT: PATROL

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,563,534	1,445,127	1,433,394	1,478,471	2.31% over(- under) FY20 budget
131	DEPARTMENT: PATROL					
131-4070	SOCIAL SECURITY	75,237	70,609	70,609	73,023	Employer Social Security contribution.
131-5040	EDUCATIONAL/MEETING	14,981	12,500	12,500	10,500	Provides training seminar fees for officers. Currently, the State Academy Board of Trustees has mandated that all officers attend 40 hours of training on a bi-annual basis. \$1500 provides the fee for JPMa for the mandatory on-line training. \$5,000 for additional training sessions that must be attended in person.
131-5060	PRINTING	1,086	2,200	2,200	1,500	Printing needs; traffic and criminal statutes, warning cards, forms, business cards, etc. throughout the year.
131-5080	LEGAL/ADVERTISING	0	700	700	700	Funds for legal ads in newspapers.
131-5310	VEHICLE MAINTENANCE	23,671	26,500	26,500	26,500	Maintenance of the department's seven marked police cruisers, three unmarked vehicles and the police/town's general purpose car. Insurance deductible for cruiser accidents now comes out of this account.
131-5300	EQUIPMENT MAINTENANCE	1,500	2,000	2,000	2,950	Service contract for the radar display trailer (\$1,500) and (\$950) for StatTrack traffic data collection device. Fitness equipment maintenance contract is(\$500)
131-5330	RADIO/RADAR MAINTENANCE	4,931	3,700	3,700	3,900	Funds for routine maintenance of department mobile radios (13) portable radios (37), which includes fire/police, and radar units (11). All radar units are required to be calibrated yearly for \$1100.00
131-5410	COMPUTER SERVICES	8,392	8,750	8,750	9,424	Provides 50% the cost of the time and materials maintenance contract and upgrades for the IMC records management system. Fee split with 134-5410. Contract for FY20 is \$18,448.75.
131-6010	OFFICE SUPPLIES	1,516	2,700	2,700	2,700	Office supplies needed during the year.

DEPARTMENT: PATROL

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,563,534	1,445,127	1,433,394	1,478,471	2.31% over(- under) FY20 budget
131	DEPARTMENT: PATROL					
131-6130	MOTOR FUEL AND LUBRICANTS	34,067	34,679	35,721	32,605	Cost of gasoline and lubricants for the department's seven marked police cruisers, three unmarked police vehicles. Three(3) cruisers will be Hybrid Utility SUV's reducing fuel consumption by 20%.
131-6140	TIRES	7,368	7,500	7,500	7,500	Tires and tire repairs for seven marked police cruisers, four unmarked police vehicles and department truck. Snow tires \$144 each, regular tires \$127 each plus \$107 per vehicle for mounting and balancing.
131-6520	SAFETY EQUIPMENT/SUPPLIES	3,324	4,500	4,500	4,500	Replacement of leather gear, flashlights, chemical agents, traffic vests, and other safety related equipment. Price increases for almost all safety equipment.
131-6610	UNIFORMS/CLEANING/TURNOUT	19,918	19,000	19,000	19,000	Uniforms and equipment for the officers are purchased from this account, as well as contractual cleaning allowance of \$4,800 (20 x \$240); clothing allowance of \$8,000 (\$400 per officer x 20). The contract also provides funds for replacement clothing. The four (4) reserve officers' and six (6) fire/police members uniforms and equipment is also provided from this account. Examples of prices: uniform shirt \$75, pants \$85, summer jacket \$250, winter coat \$450 and boots \$225. As an example the initial equipment and uniforms for a new officer would be approximately \$3,500.
131-6620	AMMUNITION /SUPPLIES	4,745	4,700	4,700	5,800	Ammunition for officers to qualify with their duty weapons, less lethal and rifles twice a year along with a low light exercises. Increase due to extra ammunition for officer assigned to Emergency Response Team.
131-6800	EQUIPMENT	15,207	15,000	15,000	15,000	Equipment that was formally included in a reserve, including radar units, weapons, protective body armor, shields, helmets, Tasers and other equipment to support all operations



DEPARTMENT: PATROL

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,563,534	1,445,127	1,433,394	1,478,471	2.31% over(- under) FY20 budget
131	DEPARTMENT: PATROL					
131-6820	OFFICE EQUIPMENT	859	1,100	1,100	1,100	Office equipment that was formally included in a reserve, including chairs, monitors, shelving, etc.
131-6900	OTHER COMMODITIES	6,244	6,500	6,500	6,500	Provides the cost of various publications, New England States Police Information Network (NESPIN) background investigation software, K-9 supplies and ducs, kitchen and cleaning supplies for the PD and misc. state fees. The account supports drug testing cost for impaired drivers(estimate 8x\$400)



*INVESTIGATIONS/COURT*

DEPARTMENT: COURT/INVESTIGATIONS

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	156,693	209,183	208,375	112,541	-46.2% over(- under) FY20 budget
131-2	DEPARTMENT: INVESTIGATIONS/COURT					
131-2-4010	FULL-TIME SALARIES	108,441	148,281	148,281	77,228	Salary for 2 Detective/Court Officers. Jan 2021 cost of living increase of 2.5% plus contractual step increases. This account includes the contractual agreement for Detective holiday pay.
131-2-4030	OVERTIME	3,666	1,614	1,614	4,500	Detective's overtime when called in or held over for investigations reflective of two detectives.
131-2-4050	HEALTH INSURANCE	16,841	26,626	26,245	8,644	5% inc in health insurance contribution in 2020 (FY20 Budget assumed 8%) and assumed 8% increase in 2021.
131-2-4060	RETIREMENT	14,243	15,362	15,362	10,243	Employer retirement contribution for MPERS 3C increased .1% (12.9%) in FY21. Increase due to rate, cost of living increases, and contract step increases..
131-2-4070	SOCIAL SECURITY	8,377	11,467	11,467	6,252	Employer Social Security contribution.
131-2-5310	VEHICLE MAINTENANCE	1,381	1,200	1,200	1,200	Maintenance of two vehicles assigned to the detectives. One vehicle 2017 chevy, second 2016 Ford
131-2-5330	RADIO/RADAR MAINTENANCE	0	150	150	150	Maintenance of the Detective's mobile and portable radios.
131-2-5650	FILM/PHOTO SUPPLIES	30				

**DEPARTMENT: COURT/ INVESTIGATIONS**

<b>Acct No</b>	<b>Account Name</b>	<b>Actual 2018-2019</b>	<b>Budget 2019-2020</b>	<b>Estimated 2019-2020</b>	<b>Proposed 2020-2021</b>	<b>2020-2021 Line Item Budget Notes</b>
-	<b>DEPARTMENT TOTAL</b>	<b>156,693</b>	<b>209,183</b>	<b>208,375</b>	<b>112,541</b>	-46.2% over(- under) FY20 budget
<b>131-2</b>	<b>DEPARTMENT: INVESTIGATIONS/COURT</b>					
131-2-6010	OFFICE SUPPLIES	1,405	1,300	1,300	1,500	Office supplies needed during the year. Also includes a monthly fee of \$50 (\$600) for a maintenance contract for TLO, an internet investigative software. Evidence material comes out of this account for \$600 annually.
131-2-6130	MOTOR FUEL AND LUBRICANTS	1,909	2,683	2,256	2,324	Gasoline and lubricants for Detective's cruiser.
131-2-6140	TIRES AND TUBES	400	500	500	500	Tires and tire repairs for two detective vehicles

***SCHOOL RESOURCE OFFICER***

DEPARTMENT: SCHOOL RESOURCE OFFICER

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	106,163	134,572	134,306	131,507	-2.28% over(- under) FY20 budget
<b>131-3 DEPARTMENT: SCHOOL RESOURCE OFFICER</b>						
131-3-4010	FULL-TIME SALARIES	72,361	92,915	92,915	89,592	Salary for 2 School Resource officers (SROs at 70%). Increase due to Jan 2021 2.5% COLA.
131-3-4030	OVERTIME	3,563	800	800	2,500	Funds for meetings and presentations outside normal hours for two(2) SRO's. Increase for FY21, seeing more demands for officers presence at after hours meetings and community school events.
131-3-4050	HEALTH INSURANCE	14,784	18,638	18,372	19,566	5% inc in health insurance contribution in 2020 (FY20 Budget assumed 8%) and assumed 8% increase in 2021.
131-3-4060	RETIREMENT	9,646	12,250	12,250	11,904	Employer retirement contribution for MPERS 3C increased .1% (12.9%) in FY21. Increase due to rate, cost of living increases, and contract step increases.
131-3-4070	SOCIAL SECURITY	5,483	7,169	7,169	7,045	Employer Social Security contribution.
131-3-5040	SRO TRAINING		2,500	2,500	600	NASRO Training and other classes for two SRO's plus membership fees. School agrees to cover half the training cost for NASRO Conference for one officer
131-3-6010	OFFICE SUPPLIES	326	300	300	300	Office supplies needed during the year for two SRO's

***COMMUNICATIONS***

DEPARTMENT: COMMUNICATIONS

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	709,857	746,603	734,923	763,358	2.24% over(- under) FY20 budget
<b>134</b>	<b>DEPARTMENT: COMMUNICATIONS (SEE REVENUE SECTION FOR DISPATCH FROM OTHER TOWNS OFFSETTING THIS EXPENSE)</b>					
134-4010	FULL-TIME SALARIES	429,587	440,534	440,534	453,290	Salary for 8 dispatchers. Increase is due to 2.5% COLA on January 1, 2021, contract step increases. This account includes contractual holiday costs.
134-4020	PART-TIME SALARIES	11,178	16,000	16,000	16,000	Salaries for part-time dispatchers who replace the full-time dispatchers when there are open shifts for vacation, sick and holiday leave. Utilization of reserve dispatchers saves overtime expense.
134-4030	OVERTIME	41,901	42,584	42,584	42,584	Funds for replacement shifts created by vacations, sick time, holidays and attendance at training.
134-4050	HEALTH INSURANCE	100,934	116,660	104,980	111,804	5% inc in health insurance contribution in 2020 (FY20 Budget assumed 8%) and assumed 8% increase in 2021. FY20 Budget assumed employee had family coverage but has single coverage.
134-4060	RETIREMENT	54,893	52,538	52,538	55,323	Employer retirement contribution (10.1%) plus ICMA 457 match of 2.5%. Increase due to cost of living increases, and contract step increases..
134-4061	RETIREMENT HEALTH SAVINGS	707	654	654	662	1% of non-union Salaries
134-4070	SOCIAL SECURITY	35,139	38,183	38,183	39,158	Employer Social Security contribution.
134-5020	TELEPHONE	8,001	8,600	8,600	10,488	Cost of monthly fee for 11 cellular phones is \$50/month = \$6,600 year; reimbursement to supervisors/maintenance custodian (6) for cell phones (\$54/month ) = \$3888



DEPARTMENT: COMMUNICATIONS

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	709,857	746,603	734,923	763,358	2.24% over(- under) FY20 budget
134	DEPARTMENT: COMMUNICATIONS (SEE REVENUE SECTION FOR DISPATCH FROM OTHER TOWNS OFFSETTING THIS EXPENSE)					
134-5040	EDUCATIONAL/MEETING	1,245	1,700	1,700	500	Training sessions for CTO (Certified Terminal Operator) recertification and other in-service classes.
134-5300	EQUIPMENT MAINTENANCE	2,311	1,500	1,500	5,825	Acorn Recording Solutions Maintenance Contract (\$1625) to record radio and phone traffic. Annual Zetron Service Plan(\$3500) for dispatch consoles and Open Fox License(State access to records) for \$700. (Zetron is new this year and mandated for coverage)
134-5330	RADIO/RADAR MAINTENANCE	1,587	4,000	4,000	4,000	Cost of minor repair and maintenance of communication console and base radio.
134-5410	COMPUTER SERVICES	8,392	8,750	8,750	9,424	Provides 50% share of the support contracts for IMC, records management software. Fee split with 131-5410. Contract for FY21 is \$18,848
134-5610	DATA & RADIO COMMUNICATIONS	10,195	9,800	9,800	9,800	Rental cost of tower space for the radio repeater system (\$277/month = \$3,324/year); monthly data transfer fee (\$47/month = \$4,512/year)) for dispatch center connection to 8 in-car computers; secure T-1 telephone link to DMV records in Augusta (\$122/month = \$1,464), cable connection (\$9/month = \$108/year)
134-6010	OFFICE SUPPLIES	798	1,600	1,600	1,000	Office supplies needed during the year. Largest percentage is for the cost of paper for the DMV/NCIC computer system.



**DEPARTMENT: COMMUNICATIONS**

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	709,857	746,603	734,923	763,358	2.24% over(- under) FY20 budget
134	<b>DEPARTMENT: COMMUNICATIONS (SEE REVENUE SECTION FOR DISPATCH FROM OTHER TOWNS OFFSETTING THIS EXPENSE)</b>					
134-6610	UNIFORMS/CLEANING/TURNOUT	1,842	1,500	1,500	1,500	Dispatcher uniforms for eight dispatchers
134-6820	OFFICE EQUIPMENT	1,110	1,100	1,100	1,100	Office equipment including chairs, monitors, shelving, etc.
134-6900	OTHER COMMODITIES	37	900	900	900	Funds for meetings, maintenance,

## ***TRAFFIC SIGNALS***

**DEPARTMENT: STREETLIGHTS AND TRAFFIC SIGNALS**

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	1,936	7,900	7,900	7,900	0% over(- under) FY20 budget
<b>135</b>	<b>DEPARTMENT: STREETLIGHTS &amp; TRAFFIC SIGNALS</b>					
135-5210	STREET LIGHTING	0	0	0	0	Moved to Sustainability
135-5300	SIGNAL MAINTENANCE	1,936	7,900	7,900	7,900	Repairs to all traffic signals within town.

***HARBOR CONTROL***

**DEPARTMENT: HARBOR**

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>179,100</b>	<b>178,190</b>	<b>177,727</b>	<b>193,539</b>	8.61% over(- under) FY20 budget
<b>136</b>	<b>DEPARTMENT: HARBOR CONTROL</b>					
136-4010	FULL-TIME SALARIES	75,104	77,075	77,075	79,496	Salary for the Patrol Officer/Harbormaster, Police Chief (7%) and Administrative Asst (10%). Increase due to January 2.5% COLA, a contract step increase and a contract step correction for the Harbormaster.
136-4020	PART-TIME SALARIES	23,181	24,000	24,000	24,000	Salary for the Assistant Harbormaster. Salary is based on 32 hours per week for 13 weeks and 24 hours per week for 9 additional weeks. Additional funds are for two Summer Park Rangers, who are budgeted for 40 hours per week each for 15 weeks.
136-4030	OVERTIME	4,365	5,000	5,000	5,000	Harbormaster's overtime during busy periods in the summer and other urgent situations.
136-4050	HEALTH INSURANCE	19,463	20,604	20,301	21,621	5% inc in health insurance contribution in 2020 (FY20 Budget assumed 8%) and assumed 8% increase in 2021.
136-4060	RETIREMENT	7,902	6,755	6,755	6,976	Employer retirement contribution for ICMA 401 Plan (8%) increase due to rate, cost of living increases, and contract step increases..
136-4061	RETIREMENT HEALTH SAVINGS	212	239	239	259	1% of Salary
136-4070	SOCIAL SECURITY	7,540	8,115	8,115	8,300	Employer Social Security contribution.
136-5010	POSTAGE	40	200	200	200	Funds to mail informational materials to mooring holders. Reduction represents the use of the online mooring program eliminating the mailings.

**DEPARTMENT: HARBOR**

<b>Acct No</b>	<b>Account Name</b>	<b>Actual 2018-2019</b>	<b>Budget 2019-2020</b>	<b>Estimated 2019-2020</b>	<b>Proposed 2020-2021</b>	<b>2020-2021 Line Item Budget Notes</b>
-	<b>DEPARTMENT TOTAL</b>	<b>179,100</b>	<b>178,190</b>	<b>177,727</b>	<b>193,539</b>	8.61% over(- under) FY20 budget
<b>136</b>	<b>DEPARTMENT: HARBOR CONTROL</b>					
136-5040	EDUCATION/MEETING	525	500	500	500	Two day annual certification for Harbormaster and Assistant at Maine Maritime Academy.
136-5060	PRINTING	130	500	500	500	Printing of mooring and dinghy stickers and misc. documents.
136-5105	GENERAL LIABILITY INSURANCE	6,470	6,220	6,500	6,500	Insurance for the harbor boat.
136-5200	ELECTRICITY	1,052	1,246	990	951	This reflects the latest contract rate for FY21.
136-5220	WATER	476	600	600	600	Cost of public water at the pier facility.
136-5240	SANITARY SERVICES	1,173	3,000	3,000	3,000	Rental and service of restroom facilities at Town Pier during warmer months. Winterizing the septic pump-out system.
136-5310	VEHICLE MAINTENANCE	6,524	5,500	5,500	5,500	Maintenance of the Harbormaster's boat and trailer as well as a portion of the harbor truck.
136-5330	RADIO/RADAR MAINTENANCE	0	400	400	400	Funds for the repairs to the marine and police radios.
136-5490	MOORING ON-LINE BILLING SERVICE	12	0	0	0	This expense will be booked against morning fee revenue in FY2020 and FY21.

**DEPARTMENT: HARBOR**

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>179,100</b>	<b>178,190</b>	<b>177,727</b>	<b>193,539</b>	8.61% over(- under) FY20 budget
<b>136</b>	<b>DEPARTMENT: HARBOR CONTROL</b>					
136-5500	MAINTENANCE BUILDING	4,957	5,500	5,500	17,500	Funds for minor repairs, painting of the buildings, and to the pier, as well as the seasonal removal and installation of the floats. Pier is 19 years old and is requiring more maintenance every year. New floats need removal from outside contractor requiring crane and several personnel costing an additional \$14,000 annually.
136-5900	OTHER CONTRACTUAL SERVICES	3,245	300	300	300	Funds are for incidental services at the town landing.
136-6130	MOTOR FUEL AND LUBRICANTS	5,903	6,436	6,252	6,436	Funds for the fuel and lubricants for the Harbormaster's boat. Increase is for training on the boat and probability of higher fuel prices/consumption. Also includes cost of fuel for the harbor truck.
136-6520	SAFETY EQUIPMENT/SUPPLIES	501	400	400	400	Replacement of safety equipment such as life jackets, survival gear, flares, etc.
136-6610	UNIFORMS/ CLEANING/ TURNOUT	640	900	900	900	Uniform replacement for the Harbormaster, Assistant Harbormaster, and summer rangers.
136-6800	EQUIPMENT	1,911	900	900	900	Misc. equipment.
136-6810	EQUIPMENT MAINTENANCE	6,931	3,000	3,000	3,000	Maintenance on the Harbor's floats and the septic pump-out station.

DEPARTMENT: HARBOR

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	179,100	178,190	177,727	193,539	8.61% over(- under) FY20 budget
136	DEPARTMENT: HARBOR CONTROL					
136-6900	OTHER COMMODITIES	843	800	800	300	Misc. Expense (Water testing has been removed from this account resulting in reduction for FY21)



***ANIMAL CONTROL***

DEPARTMENT: ANIMAL CONTROL

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	26,719	25,995	27,717	28,817	10.86% over(- under) FY20 budget
136-1	DEPARTMENT: ANIMAL CONTROL (SEE REVENUE SECTION FOR ANIMAL CONTROL FROM OTHER TOWNS OFFSETTING THIS EXPENSE)					
136-1-4010	FULL-TIME SALARIES	531	0	0	0	
136-1-4020	PART-TIME SALARIES	13,344	11,700	13,300	13,300	Salary for part-time Animal Control Officer who also serves as Assistant Harbor Master during the time the Town Landing is open. Salary is based on 600 hours.
136-1-4030	OVERTIME					
136-1-4050	HEALTH INSURANCE					
136-1-4060	RETIREMENT					
136-1-4061	RETIREMENT HEALTH SAV	139				
136-1-4070	SOCIAL SECURITY	1,061	895	1,017	1,017	Employer Social Security contribution.
136-1-5040	EDUCATION/MEETING	0	300	300	300	Continued training for ACO and back-up ACO.
136-1-5310	VEHICLE MAINTENANCE	791	700	700	700	Maintenance of the ACO Truck shared with Harbor
136-1-5900	OTHER CONTRACTUAL SERVICES	10,583	12,000	12,000	13,100	Coastal Humane Society (\$11,185) Pound services, funds for Charlie's Friends in the event we have stray dogs not claimed. Account covers emergency medical cost for injured animals in Falmouth not claimed. Increase for 2021 is to cover an increase of \$1100.00 by Midcoast Humane Shelter.
136-1-5940	CANINE CONTROL	0	0	0	0	
136-1-6610	UNIFORMS/CEANING/TURNOUT	0	0	0	0	

DEPARTMENT: ANIMAL CONTROL

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	26,719	25,995	27,717	28,817	10.86% over(- under) FY20 budget
136-1	DEPARTMENT: ANIMAL CONTROL (SEE REVENUE SECTION FOR ANIMAL CONTROL FROM OTHER TOWNS OFFSETTING THIS EXPENSE)					
136-1-6900	OTHER COMMODITIES	270	400	400	400	Nets, leashes, cages, and misc. items.

***POLICE BUILDING MAINTENANCE***

DEPARTMENT: POLICE BUILDING MAINTENANCE

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>101,105</b>	<b>97,222</b>	<b>106,107</b>	<b>105,589</b>	8.61% over(- under) FY20 budget
<b>DEPARTMENT: POLICE BUILDING MAINTENANCE</b>						
137-4010	FULL-TIME SALARIES	42,699	43,787	43,787	44,359	Custodian Wages, increase due to January 2.5% COLA
137-4030	OVERTIME	92				
137-4050	HEALTH INSURANCE	18,465	8,609	18,963	20,196	5% inc in health insurance contribution in 2020 (FY20 Budget assumed 8%) and assumed 8% increase in 2021. Employee has family coverage vs single coverage assumed in FY20 Budget.
137-4060	RETIREMENT	4,257	4,528	4,528	4,630	Employer retirement contribution for MPERS (10.1%). Increase due to cost of living increases.
137-4061	RETIREMENT HEALTH SAVINGS	444	435	435	441	1% of Salary
137-4070	SOCIAL SECURITY	3,267	3,350	3,350	3,393	Employer Social Security contribution.
137-5200	ELECTRICITY	12,879	13,108	13,234	10,678	This reflects the latest contract energy rate for fiscal year 2019 and 2020 of \$.06359 per KWh and assumes \$.1147 per KWh including CMP charges. 1/2 yr solar project savings (\$2275)
137-5220	WATER	3,217	3,050	3,050	3,050	Water costs for the public safety building.
137-5230	FUEL OIL	3,093	4,355	2,760	2,842	Propane costs for the public safety building.
137-5500	MAINTENANCE/BUILDING	12,692	16,000	16,000	16,000	This item covers the costs of repairs to plumbing, electrical, phone, heating and other systems as well as general maintenance to the building as needed. As the building gets older more maintenance is required.

***FIRE & EMERGENCY SERVICES***

DEPARTMENT: FIRE

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,527,622	1,773,769	1,773,701	3,146,786	77.41% over(- under) FY20 budget
132	DEPARTMENT: FIRE/EMS					
132-4010	FULL-TIME SALARIES	280,221	420,634	420,634	1,018,904	Salary for the Fire Chief, Assistant Chief, Office Administrator, 2 Fire Prevention Captains and daytime FF/EMS at Central Station. Assumes a 2.5% cost of living increase January 2021 and equity adjustments. Added 14 FTEs (8 in July, 6 in January)
132-4020	PART-TIME SALARIES	553,005	546,928	546,928	876,336	Includes hourly wages for 2 per diem (1 FF/EMT and 1 FF/Paramedic) that staff 1 ambulance at Central Station 24x7, hourly wages for 2 per diem (1 FF/EMT and 1 FF/Paramedic) that staff 1 ambulance at Station 4 24x7, 2 per diem (1 Officer and 1 FF/EMT) who cross-staff 1 ambulance and 1 engine on weekend days (8am to 4 pm), the hourly wages paid to call firefighters and emergency medical technicians for response to incidents and training, the overnight stipends for weekend duty officers (\$50/night on weekends) and medical director (\$250/month), and part-time EMA planners (24 hours/week). Budget based on 1,500 EMS incidents and 750 fire incidents, increase in expected call volume based on actuals. Added 4 Per Diem FF/EMT for 6 months to cover Open FTEs
132-4030	OVERTIME	20,350	12,000	20,000	70,000	Overtime for fulltime staff and per diem staff working over 40 hours/week. Increase of \$50,000 to cover FT call-outs, vacations, etc. for new FF/EMS positions.
132-4050	HEALTH INSURANCE	34,487	57,140	79,125	250,177	5% inc in health insurance in 2020(20 Budget assumed 8%) and assumed 8% increase in 2021. Includes health coverage for new hires.
132-4060	RETIREMENT	25,099	52,500	52,500	127,463	All Firefighter/EMS full-time staff moved to 3C pension plan (12.9% in FY20).
132-4061	RETIREMENT HEALTH SAVINGS	2,841	4,197	4,197	10,177	1% of Salaries. New positions in 2019 and 2020.
132-4070	SOCIAL SECURITY	63,458	75,553	76,165	152,013	Employer Social Security contribution.
132-5010	POSTAGE	229	500	500	500	Funds for department mailings.

**DEPARTMENT: FIRE**

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>1,527,622</b>	<b>1,773,769</b>	<b>1,773,701</b>	<b>3,146,786</b>	<b>77.41% over(- under) FY20 budget</b>
<b>132</b>	<b>DEPARTMENT: FIRE/EMS</b>					
132-5020	TELEPHONE	3,853	7,000	7,000	7,000	Includes cell phone reimbursements for the Fire Chief, Assistant Chief, & EMS Captain and 3 department IPADs (Fire Chief, EMA, EMS). FY2020 adds cellular costs for IPADs in all 3 ambulances and the Utility Truck for first response of EMS calls in the West.
132-5040	EDUCATIONAL/ MEETING	20,022	18,000	18,000	18,000	Training to maintain proficiency and increase certification of personnel. Also covers annual training requirements of the Town, State, and Federal Gov. Includes cost of instructors brought in to teach courses at department and materials.
132-5045	RECRUITMENT PROGRAM	3,372	1,000	1,000	6,000	Various recruitment drives for replacing fulltime employees. Increase in FY21 due to recruitment of 14 fulltime FF/EMS
132-5050	FITNESS TRAINING	0	0	0	0	
132-5200	ELECTRICITY	15,169	15,095	15,428	12,497	Funds for electrical usage at three fire stations. 1/2 yr solar project savings (2,660)
132-5220	WATER	1,091	1,100	1,100	1,100	Funds for water usage at three fire stations.
132-5230	FUEL OIL	11,735	12,119	11,610	12,322	Funds for heating at three fire stations. FY20 estimate of gallons is 2,114 propane and 3,993 units of natural gas, FY20 assumes 3% price increase or natural gas and contract price of \$1.734 for propane.
132-5240	SEWER	4,589	4,300	4,600	4,600	Sewer cost for three fire stations.
132-5300	MACHINE/EQUIPMENT MAINTENANCE	16,576	23,250	23,250	23,250	Provides the annual maintenance and repair of the breathing apparatus. (i.e. flow tests, parts, labor, etc.), hydraulic rescue tools, heart monitors and AEDs, Cascade System, saws, gas meters, and 3rd party annual hose testing and ground ladder testing.
132-5310	VEHICLE MAINTENANCE	74,052	55,000	54,800	55,000	Preventative and unanticipated maintenance of all department apparatus vehicles. Includes brakes, oil changes, inspections, alignments, etc. Also includes pump testing and repairs of all pumps, and annual certification of the aerial.



DEPARTMENT: FIRE

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,527,622	1,773,769	1,773,701	3,146,786	77.41% over(- under) FY20 budget
132	DEPARTMENT: FIRE/EMS					
132-5330	RADIO MAINTENANCE	3,417	6,250	6,250	6,250	Ongoing maintenance and repair of portable radios, mobile radios, pagers, and antennas.
132-5350	FIRE ALARM MAINTENANCE	0	0	0	0	
132-5490	AMBULANCE BILLING SERVICES	30,858	27,000	27,000	30,800	Payment for billing services based on 7% of collections (estimated at \$440K in FY21).
132-5500	MAINTENANCE/BUILDING SERVICES	30,715	32,000	32,000	32,000	Provides cost of standard upkeep and operations of facilities. Includes annual maintenance on overhead doors, exhaust capture system, heating and cooling systems, and solar panels.
132-5410	COMPUTER/ COMMUNICATION SERVICE FEES	6,224	6,750	7,024	9,750	Fire Department operations software maintenance through IMC and EMS software licensing through Imagetrend. Increase of \$2,500 for licensing new FF/EMS, \$2,500 to license new FF/EMS
132-5610	EQUIPMENT RENTALS	1,644	2,600	2,600	2,600	Oxygen cylinder rentals, refills, and service.
132-5630	FIRE HYDRANT RENTAL	124,556	130,000	130,000	132,012	Fee charged by the Portland Water District for Fire Protection Services related to the water distribution system. Charges based on the number of fire hydrants. There are currently 417 public hydrants and 56 private hydrants in town.
132-5800	DUES & MEMBERSHIPS	1,335	2,250	2,880	3,000	Dues to various Fire professional organizations (NFPA, Maine Chiefs, International Fire Chiefs, Coastal Mutual Aid, New England Fire Chiefs). This includes annual NFPA codes subscription.
132-5810	EMS REGION DUES	3,081	2,500	3,000	3,250	Annual dues to regional EMS agency - Atlantic Partners in EMS (APEMS).
132-5820	VOLUNTEER SUPPORT	17,605	17,500	17,500	17,500	Funds for the annual awards recognition dinner, accident insurance through MMA (\$34 per volunteer), and for the Volunteer Incentive Program used to reward and retain active members.

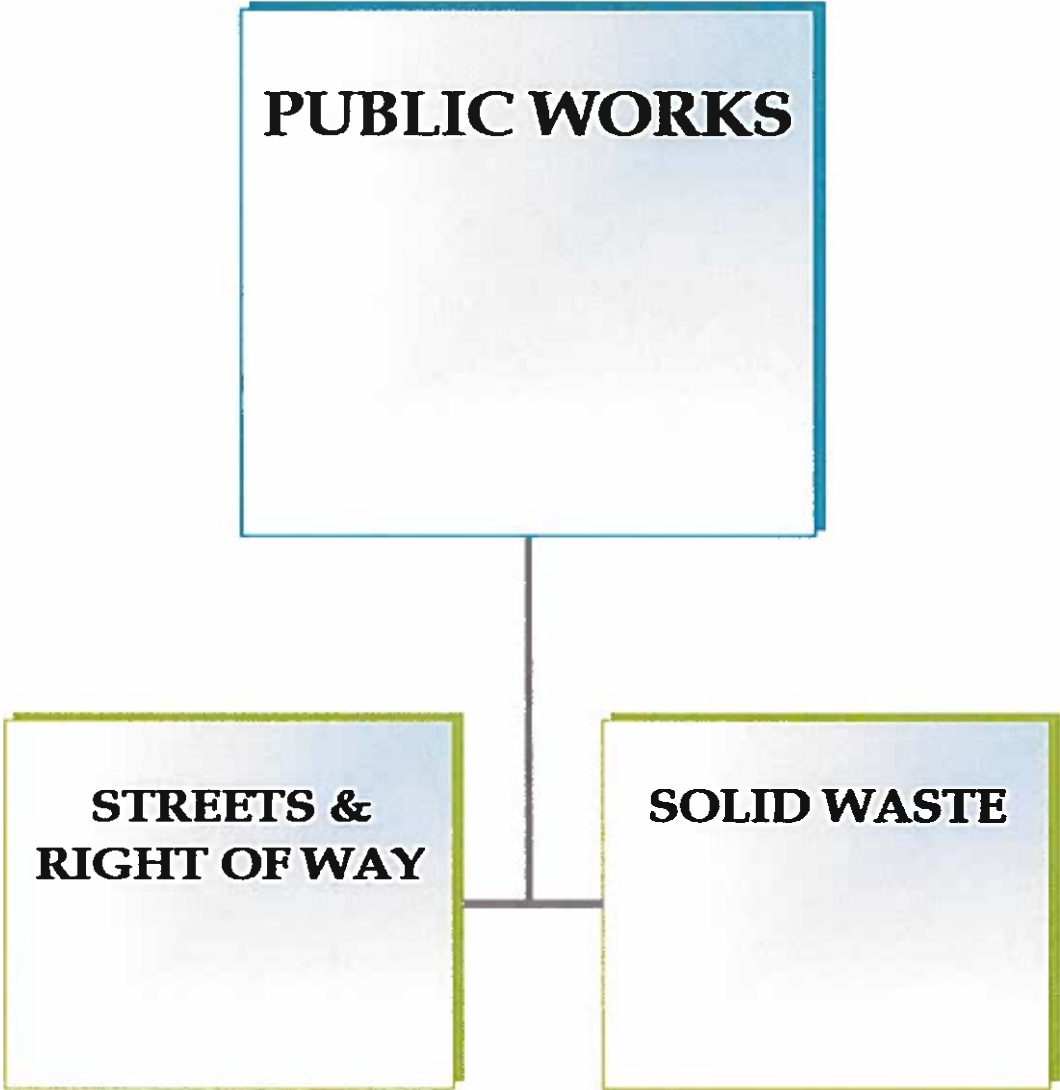
DEPARTMENT: FIRE

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>1,527,622</b>	<b>1,773,769</b>	<b>1,773,701</b>	<b>3,146,786</b>	<b>77.41% over(- under) FY20 budget</b>
<b>132</b>	<b>DEPARTMENT: FIRE/EMS</b>					
132-5000	OTHER CONTRACTUAL SERVICES	10,635	37,500	37,500	17,500	Medical evaluations for existing and new members as well as annual vaccinations and other health-related costs per BLS requirements. FY20 includes \$25K for a third party department evaluation. FY21 includes \$5K for recruitment of fulltime FF/EMS
132-6010	OFFICE SUPPLIES	2,293	2,500	2,500	2,500	Office supplies needed during the year.
132-6020	BOOKS/ SUBSCRIPTIONS	535	500	500	500	Educational books and subscriptions.
132-6130	MOTOR FUEL AND LUBRICANTS	19,951	20,603	22,610	23,285	Funds for gasoline and diesel fuel for department vehicles.
132-6160	FIRE PREVENTION SUPPLIES	5,080	5,000	5,000	5,000	Funds for fire prevention supplies and costs associated with Fire Prevention Week and other fire and injury prevention events. Includes Open House and Fire Prevention Calendar.
132-6400	MAINT/BUILDINGS & GROUNDS SUPPLIES	2,009	2,500	2,500	2,500	Cleaning supplies for three fire stations and small maintenance items.
132-6450	FOAMS & FIRE EXTINGUISHERS	3,025	3,500	3,500	3,500	Class A and B firefighting foam and fire extinguisher refills and required annual testing of extinguishers.
132-6500	TOOLS	9,566	16,000	10,000	10,000	Funds to replace small tools such as nozzles, axes, salvage covers, hose, hand lights, and pump fittings. Proposed equipment purchases are based on apparatus mission requirements and efficiencies.
132-6520	SAFETY SUPPLIES	2,676	3,000	3,000	2,000	Funds for safety equipment (vests, traffic cones, flash lights).
132-6610	UNIFORMS/ CLEANING/ TURNOUT	8,054	7,500	8,000	23,500	Maintenance and repairs to firefighting and EMS gear. Also includes uniform costs for members to wear while on duty. \$15K to outfit new staff.

DEPARTMENT: FIRE

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,527,622	1,773,769	1,773,701	3,146,786	77.41% over(- under) FY20 budget
132	DEPARTMENT: FIRE/EMS					
132-6670	MEDICAL SUPPLIES	30,008	34,000	34,000	32,000	All medical supplies that must be replaced. Increases based on Maine Medical Center no longer providing replacement supplies for items such as oxygen masks, IV needles, saline, etc. (in FY2017) and Maine Medical Center no longer replacing drugs/medicine used on calls (in FY2018). An increase in EMS call volume as well as more advanced level of care given on calls has also caused an increase in supply costs..
132-6800	EQUIPMENT	69,571	86,000	65,000	131,000	Annual replacement schedules for SCBA equipment, fire and EMS turnout gear, fire hose, nozzles, communications equipment (pagers and portables), thermal imaging cameras, gas meters. Increase of \$45K for outfitting new FF/EMS (\$30k gear and \$15k communication).
132-6830	BUILDING RENOVATIONS	6,995	13,500	6,000	3,500	Minor renovations to the three fire stations formally included in a reserve. Projects include interior and exterior painting, repair of walls, carpets, security system repairs/improvements.
132-6900	OTHER COMMODITIES	2,635	2,500	2,500	2,500	Emergency station supplies for the firefighters and emergency medical technicians at all stations.
132-7530	MEDICAL EQUIPMENT	5,005	6,000	6,000	5,000	Medical equipment for the Ambulances and First Responders. Such as AED's, Puls Oximeters, CO meters & Laryngoscopes.

***PUBLIC WORKS***



***STREETS & RIGHTS OF WAY***



DEPARTMENT: STREETS AND RIGHT OF WAY

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,625,833	1,731,193	1,697,387	1,709,200	-1.27% over(- under) FY20 budget
141	DEPARTMENT: STREETS AND RIGHTS OF WAY					
141-4010	FULL-TIME SALARIES	506,412	635,131	577,131	614,056	Salary for the Public Works Director (50%), PW Admin Assistant (70%), Town Engineer (45%), Engineer Technician (50%), Street Superintendent and Truck Drivers (8). FY21 increases include contract step increases for employees, and a January '21 2.5% cost of living increase.
141-4020	PART TIME SALARIES	2,210	18,000	0	18,000	Part-time seasonal help (winter sidewalk plowing operator)
141-4030	OVERTIME	48,815	47,000	47,000	47,000	Overtime for snow removal, emergencies, operational needs, and external department's functions (Voting, Road Races, Very Merry Events, Etc.)
141-4050	HEALTH INSURANCE	149,117	186,842	197,286	200,010	5% inc in health insurance in 2020 (20 Budget assumed 8%) and assumed 8% increase in 2021.
141-4060	RETIREMENT	51,242	60,884	60,884	59,125	Employer retirement contribution (10.1%) for MPERS, 8% for ICMA 401 plan. Increase due to contract step increases, and cost of living wage increases.
141-4061	RETIREMENT HEALTH SAVINGS	5,496	6,341	6,341	6,132	1% of Salaries
141-4070	SOCIAL SECURITY	39,660	53,912	48,098	52,300	Employer Social Security contribution.
141-5010	POSTAGE	338	350	350	350	Postage for associated mailings.
141-5020	TELEPHONE	2,955	3,000	3,000	3,500	Cell phone stipends and staff appers. Added mobile data plan in FY20.
141-5040	EDUCATIONAL/MEETING	405	2,200	1,500	1,450	Staff Training for the entire department.
141-5080	LEGAL/ ADVERTISING	8,421	1,500	1,500	1,500	Funds for legal ads in newspapers.
141-5200	ELECTRICITY	10,492	10,692	10,618	7,325	Provides the electricity charges for Public Works. Reduction due to savings from interior lighting retrofit project. 1/2 yr solar project savings (\$1,575)
141-5220	WATER	2,887	2,800	2,900	2,900	Water and sewer service for Public Works.

DEPARTMENT: STREETS AND RIGHT OF WAY

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>1,625,833</b>	<b>1,731,193</b>	<b>1,697,387</b>	<b>1,709,200</b>	<b>-1.27% over(- under) FY20 budget</b>
<b>141</b>	<b>DEPARTMENT: STREETS AND RIGHTS OF WAY</b>					
141-5230	FUEL OIL	11,327	17,453	10,512	10,827	Propane for heating fuel system. FY20 Actual propane rates was lower than Budget assumption resulting in a decrease in FY20 fuel cost. Assumed 3% increase in FY21 rate.
141-5310	VEHICLE MAINTENANCE	335,061	234,500	245,000	239,000	Public Works Department labor and material charges.
141-5330	RADIO/RADAR MAINTENANCE	1,215	800	800	800	Base and vehicle radio maintenance costs.
141-5440	ENGINEERING SERVICES	6,171	7,000	7,000	7,000	Misc. engineering costs such as traffic studies and drainage design. Includes DEP permit renewal, annual reporting, and rewrite of stormwater plan.
141-5490	OTHER PROFESSIONAL SERVICES	15,219	14,500	16,000	14,500	Misc. consultant costs relating to stormwater (NPDES) compliance and work with the Interlocal Stormwater Working Group (ISWG), and CCSWCD.
141-5580	TREE CARE	17,893	20,000	20,000	20,000	Provides pruning and removal of trees within the Town right-of-ways.
141-5610	EQUIPMENT RENTALS	3,587	2,500	2,300	2,300	Rental of miscellaneous equipment used for routine maintenance and construction projects.
141-5620	UNIFORMS	9,405	8,500	10,800	9,000	Boot allowance and uniform rental per union contract.
141-5800	DUES & MEMBERSHIPS	801	600	600	600	Dues to APWA, ITE, and other professional affiliations.



DEPARTMENT: STREETS AND RIGHT OF WAY

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,625,833	1,731,193	1,697,387	1,709,200	-1.27% over(- under) FY20 budget
141	DEPARTMENT: STREETS AND RIGHTS OF WAY					
141-5900	OTHER CONTRACTUAL SERVICES	26,864	30,000	30,000	30,000	\$26K for catch basin cleaning and other contractual services. \$4K for flaggers..
141-5901	STREET PAINTING	52,103	52,000	61,500	61,500	Annual street line painting costs. Increase due to additional striping needs such as Route 1 corridor and increase in striping cost.
141-5902	CONTRACT PLOWING	6,123	0	18,000	0	Contract plowing of Town sidewalks. Sidewalk plowing will be performed in-house with a temporary seasonal employee.
141-6010	OFFICE SUPPLIES	3,503	2,400	2,400	2,400	Office supplies needed during the year.
141-6020	BOOKS/SUBSCRIPTIONS	960	1,700	3,200	3,200	Professional manuals, message board software subscription added in FY20.
141-6100	MAINTENANCE/MACHINE	13,726	4,000	4,000	4,000	Maintenance contracts and service for various machines. Includes furnaces, compressor, waste oil furnace, pressure washer, et cetera.
141-6110	VEHICLE MAINTENANCE SERVICE	18,796	29,000	29,000	29,000	Parts and vendor services for vehicles and heavy equipment.
141-6120	PLOW/SPREADER PARTS	18,082	18,000	18,000	18,000	Plow cutting edges and misc. parts for plow, spreader, and de-icing equipment.
141-6130	MOTOR FUEL AND LUBRICANTS	51,881	58,238	50,717	51,925	Provides fuel, oil, etc. for department's vehicles based on Town contract rates.
141-6140	TIRES	3,940	6,500	7,000	6,500	Tire replacement for department vehicles.
141-6150	WELDING SUPPLIES	1,316	2,500	2,500	2,500	Welding supplies for vehicle maintenance/repairs.
141-6210	SALT/DE-ICING MATERIALS	118,162	114,000	130,000	114,000	Salt and de-icing materials for winter operations.

DEPARTMENT: STREETS AND RIGHT OF WAY

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,625,833	1,731,193	1,697,387	1,709,200	-1.27% over(- under) FY20 budget
141	<b>DEPARTMENT: STREETS AND RIGHTS OF WAY</b>					
141-6220	SAND (WINTER)	19,600	15,000	14,300	15,000	Sand used to treat roads in the winter.
141-6230	GRAVEL/ROCK/LOAM	5,599	7,500	5,000	7,000	Materials for various construction projects.
141-6240	COLD PATCH	2,823	500	500	500	Cold patch for winter pavement repair.
141-6250	ASPHALT	10,679	11,500	11,000	11,000	Pavement for miscellaneous road repairs.
141-6270	CULVERTS/CATCH BASIN	835	5,500	3,000	4,500	Materials for drainage repairs and improvements.
141-6280	STREET /TRAFFIC SIGNS	6,198	4,900	4,900	4,900	Street sign repair and replacement.
141-6285	GUARD RAILS	361	2,500	2,500	2,500	Guard Rail repair and replacement.
141-6400	MAINTENANCE/BUILDINGS & GROUNDS	9,171	7,500	7,500	7,500	Misc. maintenance to buildings and grounds
141-6510	TOOLS	1,158	2,500	1,800	2,000	Rakes, shovels and other construction and engineering tools.
141-6520	SAFETY EQUIPMENT/SUPPLIES	4,313	4,500	4,500	4,500	Cones, traffic signs, vests, etc.
141-6800	EQUIPMENT	3,101	5,550	5,550	3,100	Equipment expense including mig welder, transmission jack, air conditioner, and power broom. Budgeting amounts will vary from year to year, and is based on the replacement schedule of existing equipment.
141-6830	BUILDING RENOVATIONS	7,858	4,900	4,900	0	Non-CIP building renovations. Budgeting amounts will vary from year to year, and is based on the replacement schedule of existing equipment.

DEPARTMENT: STREETS AND RIGHT OF WAY

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,625,833	1,731,193	1,697,387	1,709,200	-1.27% over(- under) FY20 budget
141	DEPARTMENT: STREETS AND RIGHTS OF WAY					
141-6850	ROAD MAINTENANCE	2,636				
141-6900	OTHER COMMODITIES	6,916	6,000	6,000	6,000	Misc. materials for department operations; Also used for banners, flags, and replacement hardware for Route 1.

***SOLID WASTE***

DEPARTMENT: SOLID WASTE

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	330,466	344,154	345,149	182,023	-47.11% over(- under) FY20 budget
143	DEPARTMENT: SOLID WASTE					
143-4010	FULL-TIME SALARIES	87,999	90,279	90,279	91,408	Salary for the Public Works Director (10%), and Transfer Station Attendants (1.8 FTEs). FY19 increases include contract step increases and a Jan '21 2.5% cost of living increase
143-4030	OVERTIME	4,273	4,300	4,300	4,300	Overtime needed for extended hours, coverage for vacations and sick time.
143-4050	HEALTH INSURANCE	19,930	23,088	22,660	24,133	5% inc in health insurance in 2020 (20 Budget assumed 8%) and assumed 8% increase in 2021.
143-4060	RETIREMENT	9,123	9,272	9,272	9,482	Employer retirement contribution (10.1%) for MPERS, 8% for ICMA 401 plan. Increase due to contract step increases, and cost of living wage increases.
143-4061	RETIREMENT HEALTH SAVINGS	924	903	903	914	1% of Salaries
143-4070	SOCIAL SECURITY	7,012	7,248	7,248	7,335	Employer's Social Security contribution.
143-5010	POSTAGE	0	50	50	50	Postage for associated mailings.
143-5020	TELEPHONE	0	0	0	0	Phone service at Transfer Station.
143-5040	EDUCATIONAL/MEETING	0	400	300	250	Training for Employees
143-5060	PRINTING	1,299	1,300	1,300	1,300	Printing of stickers, brochures and other materials for the Transfer Station or curbside collection.
143-5080	LEGAL/ADVERTISING	216	600	600	600	Funds for legal ads in newspapers.



DEPARTMENT: SOLID WASTE

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	330,466	344,154	345,149	182,023	-47.11% over(- under) FY20 budget
143	DEPARTMENT: SOLID WASTE					
143-5200	ELECTRICITY	1,929	1,949	1,700	1,511	Electricity service for the Transfer Station.
143-5220	WATER & SEWER	628	625	630	630	Sewer and water service for the Transfer Station.
143-5310	VEHICLE MAINTENANCE	14,108	8,500	13,000	9,000	Maintenance costs of Transfer Station Vehicles and Equipment.
143-5500	MAINTENANCE/BUILDING	675	1,000	1,000	1,000	Routine maintenance costs for existing buildings.
143-5620	UNIFORM RENTALS	2,083	2,000	2,100	2,100	Boot allowance and uniform rentals, per union contract.
143-5900	OTHER CONTRACTUAL SERVICES	189	1,500	1,300	1,300	DEP permit and license fees, and other contractual services.
143-5915	RECYCLING SERVICES	0	500	3,400	500	Hauling of recycling containers; for contingency in event of equipment failure.
143-5950	WASTE D ISPOSAL	6,228	6,000	6,000	6,000	Costs to dispose of Hazardous Waste (ex. antifreeze, propane tanks) and Universal Wastes (ex. computers and TVs).
143-5960	COLLECTION SERVICES	159,160	164,000	164,000	0	Will cover the remaining 5 months of the curbside collection costs with bag fee increase.
143-6100	MAINTENANCE/MACHINE	1,807	1,800	1,800	1,800	Maintenance costs for compactors and other equipment.
143-6130	MOTOR FUEL AND LUBRICANTS	7,299	7,540	6,907	7,110	Fuel for loader, forklift, and roll-off truck.
143-6900	OTHER COMMODITIES	4,508	8,500	5,000	8,500	Leaf bags, Leaf Screener Rental, and Other Commodities.

**DEPARTMENT: SOLID WASTE**

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	330,466	344,154	345,149	182,023	-47.11% over(- under) FY20 budget
143	DEPARTMENT: SOLID WASTE					
143-7550	IMPROVEMENTS TO BUILDINGS	1,076	2,800	1,400	2,800	Safety and operational improvements to the Transfer Station.

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# **COMMUNITY DEVELOPMENT**



DEPARTMENT: COMMUNITY DEVELOPMENT

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	488,615	522,028	520,286	503,603	-3.53% over(- under) FY20 budget
162	DEPARTMENT: COMMUNITY DEVELOPMENT					
162-4010	FULL-TIME SALARIES	338,352	352,309	352,309	343,780	Salary for the Community Development Director (75%), Land Use Planner(80%), Code Enforcement Officer , Code Admin, Town Engineer (15%), Field Inspector, and Admin Coordinator (80%). FY21 increase due to a January '21 2.5% cost of living increase and an equity adjustment.
162-4020	PART-TIME SALARIES	3,040	4,500	4,500	4,500	Planning Board and BZA members.
162-4030	OVERTIME	673	0	2,300	3,000	Restore overtime line item to reflect Land Use Planner usage
162-4050	HEALTH INSURANCE	61,539	67,986	63,868	64,182	5.0% inc in health insurance contribution in 2020 and assumed 8% increase in 2021.
162-4060	RETIREMENT	30,693	32,023	32,023	31,628	Employer retirement contribution for MPERS (10.1%), ICMA 401 plan (8%).
162-4061	RETIREMENT HEALTH SAVINGS	3,433	3,436	3,436	3,417	1% Salary
162-4070	SOCIAL SECURITY	24,912	27,633	27,909	27,210	Employer Social Security contribution.
162-5010	POSTAGE	330	400	400	700	Funds for department mailings. Increase due to expanded abutter notice requirements
162-5020	TELEPHONE	2,933	2,496	2,496	2,496	Cell phone reimbursement at \$100/month for CDD, and \$54 for CEO and FI.
162-5030	TRANSPORTATION	175	350	350	350	Mileage reimbursement.
162-5040	EDUCATIONAL/MEETING	1,957	11,455	8,455	2,500	Misc. education and training for staff, Planning Board, Cons.Comm. and Zoning Board, plumbing, electrical, legal, Maine Fire Chiefs/Bldg Officials (Mtg)
162-5060	PRINTING	0	200	200	200	Printing needs during the year.
162-5080	LEGAL/ADVERTISING	519	1,000	1,000	1,000	Funds for legal ads in newspapers.
162-5310	VEHICLE MAINTENANCE	152	300	300	300	Supports the Leaf for Codes.
162-5400	LEGAL SERVICES	18,103	13,000	16,000	15,500	The Town Attorney provides legal advice to the Planning Board, BZA, and staff. Increase to reflect services used in prior years.

DEPARTMENT: COMMUNITY DEVELOPMENT

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	488,615	522,028	520,286	503,603	-3.53% over(- under) FY20 budget
162	DEPARTMENT: COMMUNITY DEVELOPMENT					
162-5800	DUES & MEMBERSHIPS	539	1,340	1,340	1,340	Comm Dev Director APA - \$457; Planner APA - \$394 MAPx2 - \$160; ME GIS User Group - \$24; MBOIA x 2 - \$70; Maine Assoc of Site Evaluators (MASE)x2= \$30; International Code Council (ICC) - \$135 (up to 4 staff); Maine Association of Assessing Officers - \$40; Maine Chapter International Association Assessing Officers - \$30
162-5900	OTHER CONTRACTUAL SERVICES	166	2,000	2,000	500	Miscellaneous consulting services. ImageFlow \$500 split with Admin and Clerk
162-6010	OFFICE SUPPLIES	666	1,500	1,500	1,000	Office supplies needed during the year.
162-6020	BOOKS/SUBSCRIPTIONS	433	0	0	0	
162-6130	MOTOR FUEL AND LUBE	0	100	0	0	Fuel for occasional use of pool explorer charged to Dept 111.
162-6900	OTHER COMMODITIES	0	0	0	0	

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# **ECONOMIC DEVELOPMENT**

DEPARTMENT: ECONOMIC DEVELOPMENT

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
	<b>DEPARTMENT TOTAL</b>	<b>90,754</b>	<b>79,526</b>	<b>89,729</b>	<b>0</b>	<b>-100% over(- under) FY20 budget</b>
<b>163</b>	<b>DEPARTMENT: ECONOMIC DEVELOPMENT</b>					
163-4010	FULL-TIME SALARIES	61,083	43,888	43,888	0	Salary for the Economic Development Director (100% TIF)
163-4020	PART-TIME SALARIES	3,725	11,200	20,800	0	Communications Specialist (50%) added in FY19
163-4050	HEALTH INSURANCE	12,082	9,173	9,008	0	5.0% inc in health insurance contribution in 2020 and assumed 8% increase in 2021.
163-4060	RETIREMENT	5,942	4,216	4,216	0	Employer retirement contribution for MPERS (10.1%), ICMA 401 plan (8%).
163-4061	RETIREMENT HEALTH SAVINGS	622	435	435	0	1% salaries
163-4070	SOCIAL SECURITY	4,856	4,214	4,982	0	Employer Social Security contribution.
163-5010	POSTAGE	0	100	100	0	Postage for mailings during the year.
163-5020	TELEPHONE	680	600	600	0	Portion of telephone usage attributed to department moved to IT. Includes monthly cell phone reimbursement.
163-5030	TRANSPORTATION	57	350	350	0	Mileage reimbursement.
163-5040	EDUCATIONAL/MEETING	886	3,800	3,800	0	Annual attendance at a national and regional conferences.
163-5080	LEGAL/ ADVERTISING	194	200	200	0	Funds for legal ads in newspapers.

**DEPARTMENT: ECONOMIC DEVELOPMENT**

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
	<b>DEPARTMENT TOTAL</b>	<b>90,754</b>	<b>79,526</b>	<b>89,729</b>	<b>0</b>	<b>-100% over(- under) FY20 budget</b>
<b>DEPARTMENT: ECONOMIC DEVELOPMENT</b>						
163-5800	DUES & MEMBERSHIPS	563	700	700	0	Professional association dues and memberships.
163-5900	OTHER CONTRACTUAL SERVICES	0	0	0	0	Funds for other programs that would require outside consultants.
163-6010	OFFICE SUPPLIES	20	500	500	0	Office supplies needed during the year.
163-6020	BOOKS/SUBSCRIPTIONS	44	150	150	0	Subscriptions for planning and economic development periodicals.
163-6900	OTHER COMMODITIES	0	0	0	0	

***PARKS & COMMUNITY PROGRAMS***

**COMMUNITY  
PROGRAMS**

**RECREATION/  
ADULT ED  
SPECIAL  
REVENUE FUND**

**PARKS AND  
OPEN SPACES**

**MASON MOTZ  
BUILDING**

***PARKS***



DEPARTMENT: PARKS

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	505,903	501,867	498,348	474,877	-5.38% over(- under) FY20 budget
171	DEPARTMENT: PARKS AND COMMUNITY PROGRAMS					
171-4010	FULL-TIME SALARIES	142,173	143,149	143,149	141,160	Salary for the Director (35%), Parks Supervisor, Maintenance Assistant and Parks Worker (20%). Includes a January '21 2.5% cost of living increase.
171-4020	PART-TIME/SEASONAL SALARIES	82,629	84,773	84,773	73,579	Seasonal employees to maintain parks, town facilities and open space areas. Covers part-time maintenance assistant May-Oct, Open Space Manager PT salary and PT Stewardship & Outreach Coord. (23%)
171-4030	OVERTIME	6,791	9,382	9,382	6,995	Overtime to cover winter weather conditions, emergencies, and additional maintenance responsibilities. Reduction based on historical use.
171-4050	HEALTH INSURANCE	40,426	42,407	40,237	34,333	5.0% inc in health insurance contribution in 2020 and assumed 8% increase in 2021. Increase due to addition of 2nd position in FY21.
171-4060	RETIREMENT	14,664	14,522	14,522	14,450	Employer retirement contribution. MPERS (10.1%), ICMA 401 (8%). Increase due to cost of living adjustment.
171-4061	RETIREMENT HEALTH SAVINGS	1,509	1,419	1,419	1,398	1% salaries
171-4070	SOCIAL SECURITY	15,677	18,300	18,300	17,232	Employer's Social Security contribution.
171-5020	TELEPHONE	624	650	650	650	Telephone at Parks building. Also includes cell phone reimbursement for Park Supervisor and Maintenance Asst.
171-5030	TRANSPORTATION	18				

DEPARTMENT: PARKS

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	505,903	501,867	498,348	474,877	-5.38% over(- under) FY20 budget
171	<b>DEPARTMENT: PARKS AND COMMUNITY PROGRAMS</b>					
171-5040	EDUCATIONAL/MEETING	1,079	1,900	1,900	1,900	Training sessions and seminars for educational and safety requirements. Increase due to move from Parks Maintenance special revenue.
171-5200	ELECTRICITY	4,667	4,854	4,406	3,320	This line item includes the cost of lighting seven tennis courts, two ice rinks, general security, and parking lot lighting at various facilities. Lights are being converted to LED. 1/2 yr solar project savings (\$788)
171-5220	WATER	3,860	4,000	4,000	4,000	Water and sewer for the Parks building as well as irrigation at various facilities.
171-5230	HEATING FUEL	952	1,678	723	745	Heating for Village Park and Mill Road garages.
171-5300	MACHINE/EQUIPMENT MAINTENANCE	11,444	14,000	14,000	14,000	This item is used for regular routine equipment maintenance along with preventative maintenance of vehicles, trailers, and equipment.
171-5410	COMPUTER/INTERNET FEES	0	600	600	600	Funds for the internet connection which allows staff to review daily facility reservation schedules and weather reports as well as the ability to communicate through e-mail.
171-5500	MAINTENANCE/BUILDING	1,416	5,000	5,000	5,000	Contractual services to repair electrical, plumbing, heating systems, and other building maintenance repairs. Upgrade lighting at Mill & Village.
171-5580	TURF/TREE MAINTENANCE	11,799	16,000	16,000	16,000	Field maintenance at parks & facilities. contractual work to service flower beds, landscaping, etc. increase needed to manage invasives at additional park locations, grade comm park drive.

DEPARTMENT: PARKS

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	505,903	501,867	498,348	474,877	-5.38% over(- under) FY20 budget
171	DEPARTMENT: PARKS AND COMMUNITY PROGRAMS					
171-5900	OTHER CONTRACTUAL SERVICES	15,898	3,950	3,950	3,950	Rental costs for portable rest rooms at Community ans Huston Parks and \$450 to Legion Post # 164 for Legion Field parking.
171-5920	OPEN SPACE AND TRAIL MAINTENANCE	1,500	19,500	19,500	19,500	Provides \$1,500 to the Sno-Voyagers for the purpose of winter trail maintenance. Account covers all open space maintenance.
171-5950	WASTE DISPOSAL	2,021	0	0	0	Moved to acct 5900
171-6010	OFFICE SUPPLIES	22				
171-6130	MOTOR FUEL AND LUBRICANTS	8,565	7,783	7,837	8,066	Gas and oil supplies for tractors, trucks, and mowers.
171-6210	SALT/DEICING MATERIALS	0	0	0	0	No longer allocating salt to general fund departments.
171-6400	BUILDING/ GROUND SUPPLIES	5,761	0	0	0	Moved to accts 5500 and 5580
171-6500	TOOLS AND APPARATUS	728	0	0	0	Move to acct 6800
171-6800	EQUIPMENT	1,064	2,000	2,000	2,000	Equipment including push mowers, trimmers, blowers, et cetera. Budgeting amounts will vary from year to year, and is based on the replacement schedule of existing equipment.
171-6840	PARKS RENOVATIONS	5,601	6,000	6,000	6,000	Renovations for the Town's parks and courts that was formally part of a reserve. Projects include landscaping, granite signs, repairs to Walton Docks. Budgeting amounts will vary from year to year and is based on the replacement schedule of existing equipment.

DEPARTMENT: PARKS

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	505,903	501,867	498,348	474,877	-5.38% over(- under) FY20 budget
171	<b>DEPARTMENT: PARKS AND COMMUNITY PROGRAMS</b>					
171-6900	OTHER COMMODITIES	15	1,000	1,000	1,000	Funds available for miscellaneous purchases not accounted for in other line items.
172-9020	TRANSFER TO SPECIAL REV. FUND - Recreation Special Revenue Fund	125,000	99,000	99,000	99,000	Total contribution of the town to Recreation, Adult Education & Senior Services program expenses. Moved from Department 172 in FY19.

***COMMUNITY CENTER***

DEPARTMENT: MASON-MOTZ BUILDING

Acct No	Account Name	Actual 2018-2019	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	103,043	110,620	107,526	107,380	-2.93% over(- under) FY20 budget
<b>DEPARTMENT: MASON-MOTZ BUILDING</b>						
170-4010	FULL-TIME SALARIES	37,630	38,299	38,299	38,797	Custodian Salary increase due to Cost of living adjustment.
170-4030	OVERTIME	1,105	5,000	5,000	5,000	Overtime to accommodate carpet/floor cleaning when buildings are closed and unanticipated facility emergencies.
170-4050	HEALTH INSURANCE	8,107	8,609	8,454	9,003	5.0% inc in health insurance contribution in 2020 and assumed 8% increase in 2021.
170-4060	RETIREMENT	3,866	3,974	3,974	4,063	Employer retirement contribution. MPERS (10.1%), ICMA 401 (8%). Increase due to cost of living adjustment.
170-4061	RETIREMENT HEALTH SAVINGS	395	382	382	387	1% salaries
170-4070	SOCIAL SECURITY	3,054	2,986	2,986	3,024	Employer's Social Security contribution.
170-5020	TELEPHONE	0	288	288	288	
170-5200	ELECTRICITY	9,377	7,439	9,115	7,423	Electrical charges for these buildings. 1/2 yr solar project savings (\$1,575)
170-5220	WATER	6,248	10,000	10,000	10,000	Water and sewer charges for these buildings. Sewer \$382/mo and Water is \$450/mo
170-5230	HEATING FUEL	15,615	16,843	12,228	12,595	Heating fuel charges for these buildings.
170-5410	COMPUTER/INTERNET FEES	912	600	600	600	Time Warner Cable fees \$585/year. Moved from Acct 5900.

DEPARTMENT: MASON-MOTZ BUILDING

170-5500	MAINTENANCE/BUILDING	10,297	8,200	8,200	8,200	Funds to cover building maintenance.
170-5610	EQUIPMENT RENTALS	0	0	0	0	Move to acct 5500
170-5900	OTHER CONTRACTUAL SERVICES	6,437	8,000	8,000	8,000	Misc. items needed to maintain these buildings including security, heating system maintenance, insurance, plowing, mowing contracts, and pest control. Sprinkler testing \$450/yr Casella Waste \$1032/yr <u>Plowing \$4600/yr Mowing \$600/yr</u>

***NON-DEPARTMENTAL***



DEPARTMENT: NON-DEPARTMENTAL

Acct No	Account Name	Actual 2019-2020	Budget 2019-2020	Estimated 2019-2020	Proposed 2020-2021	2020-2021 Line Item Budget Notes
-	DEPARTMENT TOTAL	2,168,358	1,346,468	1,617,977	590,248	-56.16% over(- under) FY20 budget
<b>DEPARTMENT: NON-DEPARTMENTAL</b>						
198-8530	SENIOR TAX REFUND	192,099	50,000	50,000	50,000	State BETE Clawback (FY19), Senior Tax Discount, library reserve (FY19).
198-9030	TRANSFER TO CAPITAL IMPROVEMENT PROGRAM (CIP) FUND	1,881,651	1,100,377	1,370,377	387,350	Amount to be transferred to the capital fund. Includes \$360K use of uncommitted Fund Balance.
198-9020	TRANSFER TO SPECIAL REVENUE FUND	38,100	38,100	38,100	38,100	\$20,000 a year to pay for one Assessing property revaluation every 5 years, Wellness \$9,100, and Long Range Planning \$9,000.
198-8515	METRO ASSESSMENT	1,777	1,046	1,700	1,700	Regional Transport Program - fixed RTE paratransit, which is a Federal requirement.
198-8920	CONTINGENCY	13,731	79,945	80,800	83,098	Contingency funds for unanticipated expenses.
198-8520	HIGHLAND LAKE	0	32,000	32,000	0	Moved to Sustainability Department.
198-5900	BROWNTAIL MOTH SPRAYING	41,000	45,000	45,000	30,000	

***OTHER AGENCIES***

