

## ***GENERAL GOVERNMENT***

**GENERAL GOVERNMENT**

**ADMINISTRATION**

**LEGAL**

**COUNCIL/  
LEGISLATIVE**

**SUSTAINABILITY**

**TOWN CLERK**

**BUILDING  
MAINTENANCE**

**CABLE TELEVISION**

## ***ADMINISTRATION***

DEPARTMENT: ADMINISTRATION

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	424,861	388,555	387,764	372,328	-4.18% over(- under) FY19 budget
<b>111 DEPARTMENT: ADMINISTRATION</b>						
111-4010	FULL-TIME SALARIES	236,707	229,227	229,227	219,412	Salary for the Town Manager (70%), Assistant Town Manager (90%), Administrative Assistant (58.2%). Increase due to cost of living increase of 2.5%.
111-4020	PART-TIME SALARIES	0	0	0	0	
111-4030	OVERTIME	290	0	0	0	
111-4040	TRANSPORTATION	7,556	7,000	7,000	7,000	Town Manager's car allowance and reimbursement of administrative staff travel using personal vehicle.
111-4050	HEALTH INSURANCE	48,618	45,846	44,654	42,644	2.0% inc in health insurance contribution in 2019 (FY19 Budget assumed 8%) and assumed 8% increase in 2020.
111-4060	RETIREMENT	38,906	39,495	39,495	36,738	Employer retirement contribution for MPERS( 10%), ICMA 401 plan (8%). Increase due to rate and cost of living wage increase.
111-4061	RETIREMENT HEALTH SAVINGS	2,660	2,235	2,235	2,138	
111-4070	SOCIAL SECURITY	19,108	18,702	17,934	17,164	Employer Social Security contribution.
111-5010	POSTAGE	1,093	1,000	1,000	1,000	Funds for department mailings.
111-5020	TELEPHONE	1,862	1,300	2,208	2,208	Includes Town Manager's cell phone and internet service and phone reimbursement for Executive Assistant.

DEPARTMENT: ADMINISTRATION

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-	<b>DEPARTMENT TOTAL</b>	424,861	388,555	387,764	372,328	-4.18% over(- under) FY19 budget
<b>111 DEPARTMENT: ADMINISTRATION</b>						
111-5040	EDUCATIONAL / MEETING	4,775	6,000	6,000	6,000	ICMA @ \$3,500; MTCMA @ 500; MMA/Legislation @ \$300; Asst. Manager expenses @ \$700 and Misc. of \$1,000.
111-5310	VEHICLE MAINTENANCE	633	250	250	250	Maintenance costs for the Town's pool vehicle.
111-5490	OTHER PROFESSIONAL SERVICES	14,082	20,000	20,000	20,000	Professional services including, studies, appraisals, surveys, architects, engineering, human resource consulting, and other specialized services including regional efforts.
111-5800	DUES & MEMBERSHIPS	2,895	2,400	2,400	2,400	Dues to International City Manager's Association (ICMA), Maine Town and City Management Association (MTCMA), Society for Human Resource Management(SHRM) and the Portland Regional Chamber.
111-5900	OTHER CONTRACTUAL SERVICES	0	0	0	0	
111-6010	OFFICE SUPPLIES	1,844	1,200	1,200	1,200	Office supplies needed during the year.
111-6020	BOOKS / SUBSCRIPTIONS					
111-6130	MOTOR FUELS & LUBRICANTS	447	300	561	574	Fuel costs for the Town's pool vehicle.
111-6820	OFFICE EQUIPMENT	740	1,000	1,000	1,000	Replacement items including office chairs, file cabinets, tables, etc.

**DEPARTMENT: ADMINISTRATION**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	424,861	388,555	387,764	372,328	-4.18% over(- under) FY19 budget
<b>111 DEPARTMENT: ADMINISTRATION</b>						
111-6900	OTHER COMMODITIES	11,073	7,000	7,000	7,000	Funds for meetings, flowers for special occasions, Town Hall coffee service, kitchen supplies, gift certificates, flags for Veteran's graves on Memorial Day and the Memorial Day parade.
111-8930	UNALLOCATED	31,572	5,600	5,600	5,600	Funds for the Town Employee Incentive programs that include: Employee Recognition Breakfast/United Way Kick-off (2,000), annual summer event (1,100), Holiday lunch (2,500);

***COUNCIL/LEGISLATIVE***

DEPARTMENT: COUNCIL

Acct No	Account Name	Actual				Proposed	2019-2020 Line Item Budget Notes
		2017-2018	2018-2019	2018-2019	2019-2020		
-	DEPARTMENT TOTAL	43,815	53,723	56,664	105,479	96.34% over(- under) FY19 budget	
<b>DEPARTMENT: COUNCIL/LEGISLATIVE</b>							
111-1-4020	PART-TIME SALARIES	6,400	7,000	7,000	15,000	Stipend for Town Council members. Increase based on Salary comp study of Portland Metro Area municipalities.	
111-1-4070	SOCIAL SECURITY	490	536	536	1,148	Employer Social Security contribution.	
111-1-5040	MEETINGS & EDUCATIONAL	1,372	100	1,300	1,300	Funds for Council training.	
111-1-5080	LEGAL ADVERTISING	0	0	0	4,000	Moved from Town Clerk	
111-1-5800	DUES AND SUBSCRIPTIONS	0	0	0	1,400	Maine Service Center Coalition	
111-1-5830	SOCIAL SERVICES	0	0	0	30,000	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	11,185	17,896	17,896	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.	
111-1-5850	MAINE MUNICIPAL ASSOCIATION	14,380	14,041	15,782	16,111	Dues to the Maine Municipal Association - services include representation before the State Legislature, consulting on personnel and legal matters, and self-insurance pools. Increase per notification.	
111-1-5900	OTHER CONTRACTUAL SERVICES	4,051	7,050	7,050	7,050	Funding for miscellaneous Council consulting services including annual Council Retreat costs.	
111-1-6900	OTHER COMMODITIES	959	2,000	2,000	2,000	Miscellaneous Council expenses.	
111-1-6910	BANQUET	4,978	5,100	5,100	5,100	Funds for the annual municipal banquet.	



## ***LEGAL***

**DEPARTMENT: LEGAL**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>128,378</b>	<b>120,000</b>	<b>126,000</b>	<b>120,000</b>	0% over(- under) FY19 budget
<b>111-2 DEPARTMENT: LEGAL</b>						
111-2-5400	LEGAL SERVICES	128,378	120,000	126,000	120,000	General Town legal services for various issues. In FY19, fees increased from \$155/hr to \$175/hr

***TOWN CLERK***

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	386,873	409,750	409,583	397,495	-2.99% over(- under) FY19 budget
<b>112 DEPARTMENT: TOWN CLERK</b>						
112-4010	FULL-TIME SALARIES	199,187	202,250	202,250	215,626	Salary for the Town Clerk, Deputy Town Clerk, and two Excise Clerks. Mid-year increase for new Excise Clerk in FY19. FY20 Budget includes a mid-year increase for the Town Clerk and a 2.5% cost of living adjustment.
112-4020	PART-TIME SALARIES	15,402	30,920	30,920	26,100	Hourly wages paid to election workers for two elections and the Registrar's salary. Minimum wage increasing to \$10, for 2 elections \$7,000 in FY19. Adjust hours for the part-time registrar in FY20.
112-4030	OVERTIME	3,475	2,500	5,000	5,000	Overtime for the Deputy Town Clerk and Registrar for election work.
112-4050	HEALTH INSURANCE	60,994	53,841	58,364	61,282	2% inc in health insurance contribution in 2019 (FY19 Budget assumed 8%) and assumed 8% increase in 2020. FY19 moved employee to single in error.
112-4060	RETIREMENT	18,617	19,341	19,341	19,813	Employer retirement contribution for MPPERS (10%), ICMA 401 plan (8%). Increase due to cost of living increases.
112-4061	RETIREMENT HEALTH SAVINGS	2,074	2,014	2,014	2,146	1% of Salaries
112-4070	SOCIAL SECURITY	15,083	17,961	17,961	19,360	Employer Social Security contribution.

DEPARTMENT: TOWN CLERK

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	386,873	409,750	409,583	397,495	-2.99% over(- under) FY19 budget
<b>112 DEPARTMENT: TOWN CLERK</b>						
112-5010	POSTAGE	4,327	5,500	5,500	5,500	Postage for certified letters in August, September, and February for taxes, absentee ballots June and November. Weekly large mailings to Vitals, IFW and BMV.
112-5020	TELEPHONE	648	648	648	648	Cell phone and internet access charges.
112-5030	TRANSPORTATION	121	150	150	150	Mileage reimbursement. Trips to nursing homes during 2 elections and other misc travel.
112-5040	EDUCATIONAL/MEETING	1,137	1,800	1,800	1,800	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	5,489	12,500	12,500	12,500	Printing needs for two elections (\$5000) printing and binding of official Council minutes 3 years (\$1,000), Tax Bill processing (\$6,500)
112-5080	LEGAL/ADVERTISING	5,408	6,000	2,430	2,000	Funds for legal ads in newspapers.
112-5300	MACHINE/EQUIPMENT MAINTENANCE	1,959	2,100	5,670	5,670	Maintenance agreement and programming for the voting machines.
112-5410	COMPUTER SERVICES	10,062	200	200	200	Costs associated with Imageflo.
112-5490	OTHER PROFESSIONAL SERV	12,195	5,500	6,110	5,500	Preservation of old town records (\$5500).

**DEPARTMENT: TOWN CLERK**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>386,873</b>	<b>409,750</b>	<b>409,583</b>	<b>397,495</b>	<b>-2.99% over(- under) FY19 budget</b>
<b>112 DEPARTMENT: TOWN CLERK</b>						
112-5800	DUES & MEMBERSHIPS	100	125	125	200	Membership dues include Cumberland County Clerks Association, \$25 & Maine Town City Clerks Assoc. each for Clerk and Deputy Clerk., Tax and Treasurers Dues \$25.
112-5830	SOCIAL SERVICE AGENCIES	23,125	25,000	25,000	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 to Dept 111-1 in FY20.
112-5890	GENERAL ASSISTANCE	4,816	17,000	10,000	10,000	General Assistance, Fuel Assistance and those who qualify for Energy Efficiency assistance. FY20 office hour decrease.
112-5900	OTHER CONTRACTUAL SERVICES	52	800	0	0	
112-6010	OFFICE SUPPLIES	2,011	2,500	2,500	2,500	Office supplies needed during the year.
112-6020	BOOKS/SUBSCRIPTIONS	0	100	100	0	Educational books and subscriptions, including MMA manuals.
112-6900	OTHER COMMODITIES	591	1,000	1,000	1,500	Misc expenses for elections and absentee voting.

## ***BUILDING MAINTENANCE***

**DEPARTMENT: BUILDING MAINTENANCE**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>233,763</b>	<b>127,678</b>	<b>125,680</b>	<b>127,262</b>	-0.33% over(- under) FY19 budget
<b>113 DEPARTMENT: BUILDING MAINTENANCE</b>						
113-4010	FULL-TIME SALARIES	124,866	48,679	48,679	49,917	Salary for Town Hall custodian plus IT Assistant (10%), Cost of living increase of 2.5% in FY20.
113-4030	OVERTIME	4,403	2,200	2,200	2,244	Overtime for special projects.
113-4050	HEALTH INSURANCE	44,838	20,862	20,313	21,244	2% inc in health insurance contribution in 2019 (FY19 Budget assumed 5%) and assumed 8% increase in 2020.
113-4060	RETIREMENT	11,752	4,132	4,132	4,235	Employer retirement contribution for MIPERS (10%), ICMA 401 plan (8%).
113-4061	RETIREMENT HEALTH SAVINGS	1,339	485	485	497	1% of Salary
113-4070	SOCIAL SECURITY	9,850	4,029	4,046	4,144	Employer Social Security contribution.
113-5020	TELEPHONE	648	648	648	648	Custodian telephone moved from 6900
113-5030	TRANSPORTATION	460	240	240	240	Monthly mileage reimbursement at \$20/month
113-5200	ELECTRICITY	16,724	18,546	16,988	16,872	Savings due to LED light replacements, slightly lower cost per KWH
113-5220	WATER	639	644	644	644	Water and sewer charges for Town Hall.
113-5230	PROPANE	7,744	8,963	9,055	9,327	Heating fuel for Town Hall. Increased to \$1.74 vs \$1.55/gal
113-5500	MAINTENANCE/BUILDING	2,912	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.



**DEPARTMENT: BUILDING MAINTENANCE**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimate 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>233,763</b>	<b>127,678</b>	<b>125,680</b>	<b>127,262</b>	-0.33% over(- under) FY19 budget
<b>113</b>	<b>DEPARTMENT: BUILDING MAINTENANCE</b>					
113-5900	OTHER CONTRACTUAL SERVICES	5,664	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.
113-6210	SALT/DEICING CHEMICALS	0	0	0	0	Discontinue allocation in general fund departments
113-6830	BUILDING RENOVATIONS	0	0	0	0	
113-6900	OTHER COMMODITIES	1,924	4,000	4,000	3,000	Funds for cleaning and misc. supplies for Town Hall. Moved Custodian phone charge to Acct 5020.

## ***CABLE TELEVISION***

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DEPARTMENT: CABLE TV

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	61,252	66,818	66,218	67,662	1.26% over(- under) FY19 budget
116	DEPARTMENT: CABLE T.V.					
116-4010	FULL-TIME SALARIES	35,624	35,881	35,881	36,778	Salary for the Cable TV Station Manager (60%).
116-4020	PART-TIME SALARIES	1,649	1,469	1,469	2,000	Part time cable TV backup, increased hourly rate in FY20.
116-4050	HEALTH INSURANCE	10,644	11,380	10,780	11,587	2% inc in health insurance contribution in 2019 (FY19 Budget assumed 8%) and assumed 8% increase in 2020.
116-4060	RETIREMENT	3,516	3,588	3,588	3,678	No increase in employe retirement contribution for MPERS (10%). Increase due to rate and cost of living increase.
116-4061	RETIREMENT HEALTH SAVINGS	376	359	359	368	1% of Salaries
116-4070	SOCIAL SECURITY	2,761	2,941	2,941	3,051	Employer Social Security contribution.
116-5040	EDUCATIONAL/MEETING	10	2,200	2,200	1,200	Professional development, attendance at professional associations, and meetings associated with franchise agreement renewal.
116-5300	MACHINE/EQUIPMENT MAINTENANCE/SOFTWARE	866	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.
116-5900	PROGRAM DEVELOPMENT	5,526	6,000	6,000	6,000	Earth Channel streaming and On-Demand programs (\$5,500) and contract work (\$500).
116-6010	OFFICE SUPPLIES	280	500	500	500	Office supplies needed during the year. Includes purchase of DVDs, batteries, light bulbs and other specialty media supplies.

## ***SUSTAINABILITY***

DEPARTMENT: SUSTAINABILITY

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	0	112,583	112,583	93,944	-16.56% over(- under) FY19 budget
<b>119 DEPARTMENT: SUSTAINABILITY</b>						
119-4010	FULL-TIME SALARIES	0	21,908	21,908	22,514	Salary for the Energy Sustainability Coordinator position (50.0%). Increase due to cost of living increase of 2.5%.
119-4030	OVERTIME	0	0	0	0	
119-4040	TRANSPORTATION	0	0	0	0	
119-4050	HEALTH INSURANCE	0	4,227	4,227	4,305	2.0% inc in health insurance contribution in 2019 (FY19 Budget assumed 8%) and assumed 8% increase in 2020.
119-4060	RETIREMENT	0	1,753	1,753	1,796	ICMA 401 plan (8%).
119-4061	RETIREMENT HEALTH SAVINGS	0	219	219	225	
119-4070	SOCIAL SECURITY	0	1,676	1,676	1,753	Employer Social Security contribution.
119-5010	POSTAGE	0	0	0	0	
119-5020	TELEPHONE	0	0	0	0	
119-5040	EDUCATIONAL / MEETING	0	1,000	1,000	1,000	\$1,000 for Sustainability Coordinator training/seminars
119-5105	LIABILITY INSURANCE	0	0	0	0	
119-5200	ELECTRICITY	0	66,500	66,500	37,051	Street Lights (\$25K) and Traffic Signals (\$12K)
119-5300	MACHINE EQ MAINTENANCE	0	0	0	8,000	Covers street lights and Town-owned lights
119-5800	DUES & MEMBERSHIPS	0	0	0	0	
119-5900	OTHER CONTRACTUAL SERVICES	0	15,000	15,000	15,000	Invasives Control
119-6010	OFFICE SUPPLIES	0	300	300	300	Office supplies needed during the year.
119-6900	OTHER COMMODITIES	0	0	0	2,000	

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## ***FINANCE***



## ***ASSESSMENT ADMINISTRATION***



DEPARTMENT : ASSESSMENT ADMINISTRATION

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	155,950	161,456	160,786	192,041	18.94% over(under) FY19 budget
<b>121 DEPARTMENT: ASSESSMENT</b>						
121-4010	FULL-TIME SALARIES	8,878	9,261	9,280	9,513	Provides for the salary of the Admin Coordinator (20%).
121-4030	OVERTIME	0	500	0	0	Provides for administrative time for Board of Assessment Review & Personal Property discovery.
121-4050	HEALTH INSURANCE	2,600	2,759	2,609	2,810	Provides department's share of actual health insurance premiums.
121-4060	RETIREMENT	710	748	748	759	Department's share of retirement costs
121-4061	RETIREMENT HEALTH SAVINGS	91	93	93	95	1% salary
121-4070	SOCIAL SECURITY	632	765	726	744	Employer's share of Social Security.
121-5410	COMPUTER SERVICES	0	0	0	25,633	New Vision 8 \$17,800, GIS annual support costs \$2,833, Upgrade MUNIS to expand digits on map/lot number
121-5020	TELEPHONE					
121-5490	OTHER PROFESSIONAL SERVICES	143,039	147,330	147,330	152,487	Use of County Regional Assessing - 3.5% increase from FY20.

## ***ACCOUNTING AND CONTROL***

DEPARTMENT: ACCOUNTING AND CONTROL

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	289,767	292,047	291,462	277,412	-5.01% over(- under) FY19 budget
122	DEPARTMENT: ACCOUNTING & CC					
122-4010	FULL-TIME SALARIES	183,292	181,723	181,723	176,588	Salaries for Finance Director (70%), Bookkeeper (70%), Accountant (80%), and 6% of the Executive Assistant. Increase due to 2.5% cost of living increase.
122-4020	PART-TIME SALARIES	0	0	0	0	
122-4030	OVERTIME	2,258	3,000	3,000	1,000	Overtime for Bookkeeper
122-4050	HEALTH INSURANCE	37,085	37,867	36,618	36,154	2% inc in health insurance contribution in 2019 (FY19 Budget assumed 8%) and assumed 8% increase in 2020.
122-4060	RETIREMENT	16,443	16,939	16,939	16,268	Employer retirement contribution for MIPERS (10%), ICMA 401 plan (8%). Increase due to rate, cost of living increase.
122-4061	RETIREMENT HEALTH SAVINGS	1,890	1,807	1,807	1,754	1% of Salaries
122-4070	SOCIAL SECURITY	13,668	14,316	14,393	13,837	Employer's share of Social Security.
122-5010	POSTAGE	3,433	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.
122-5020	TELEPHONE	0	0	0	0	
122-5030	TRANSPORTATION	0	75	75	75	Transportation expenses for Finance employees to conduct Town business and to attend training seminars.
122-5040	EDUCATIONAL/MEETING	3,041	2,500	2,500	2,500	Professional development and training for staff.
122-5430	AUDIT	20,847	20,600	21,187	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.

DEPARTMENT: ACCOUNTING AND CONTROL

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	289,767	292,047	291,462	277,412	-5.01% over(- under) FY19 budget
<b>122 DEPARTMENT: ACCOUNTING &amp; CC</b>						
122-5490	OTHER PROFESSIONAL SERVICES	3,750	520	520	536	GASB 45, 68 and 69 MMA \$3,000 actuarial fee for 2018 CARF ( OPEB and Pension). Confidential Destruction of records.
122-5700	TRANSFER FEES	2,759	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	320	1,000	1,000	1,000	Provides dues to various professional associations such as Government Finance Officers Association and the Maine Tax Collectors and Treasurers Association.
122-6010	OFFICE SUPPLIES	561	1,200	1,200	1,200	In-house printing, forms and general office supplies.
122-6015	COMPUTER FORMS/SUPPLIES	420	1,700	1,700	1,700	Payroll and disbursement check stock, and computer paper and supplies used by all departments.
122-6020	BOOKS/SUBSCRIPTIONS	0	100	100	100	Educational materials, newsletters etc.
122-6900	OTHER COMMODITIES					

## ***DEBT SERVICE***

DEPARTMENT: DEBT SERVICE

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	263,850	252,625	252,625	515,775	104.17% over(- under) FY19 budget
123	DEPARTMENT: DEBT SERVICE					
123-8060	2007 PS BLDG IMPROV BOND PRINCIPAL	210,000	205,000	205,000	375,000	Annual principal payment on the 2016 Public Safety Refunding bond issue. Annual principal payment on the 2019 Library bond issue.
123-8200	BOND INTEREST	53,850	47,625	47,625	140,775	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 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>257,003</b>	<b>265,103</b>	<b>279,473</b>	<b>282,631</b>	6.61% over(- under) FY19 budget
<b>DEPARTMENT: INSURANCES/RISK MANAGEMENT</b>						
124-4080	GROUP INSURANCE	3,181	3,324	3,324	3,324	This is a group term life insurance program through MainePERS. The Town pays a premium for the first \$9,000 coverage per employee. Assume 3% inflation
124-4090	INCOME PROTECTION	26,153	25,502	25,502	26,807	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 1% increase.
124-4095	LONG-TERM DISABILITY	3,176	3,400	3,400	3,400	This is the cost for long-term disability insurance provided to regular employees.
124-4100	WORKERS' COMPENSATION	101,201	105,039	121,917	118,180	Assume a 2.5% increase due to employee raises and a change in loss ratio due to claims experience going to 91.0% level (73.5% was actual for 2018)..
124-4110	UNEMPLOYMENT COMPENSATION	6,189	9,000	6,992	6,826	The Town participates in the Maine Municipal Association statewide self-insurance pool. Per MMA letter of December 21, 2018.
124-5015	BANK FEES	7,636	7,606	7,606	7,834	Now shown as expense versus a reduction of interest income. Project 3% increase.
124-5105	LIABILITY INSURANCE	100,188	101,333	101,333	103,360	The amount budgeted for this account reflects costs for general liability and building insurance, which cannot be allocated by department. Assumes a 2% increase.
124-5120	PUBLIC OFFICIALS LIABILITY INS.	9,279	9,899	9,899	9,900	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	0	0	3,000	FSA and HRA Fees - moved from Dept. 111



# ***INFORMATION SYSTEMS***

DEPARTMENT: INFORMATION SYSTEMS

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	490,506	521,925	512,173	524,990	0.59% over(- under) FY19 budget
<b>125</b>	<b>DEPARTMENT: INFORMATION SYSTEMS</b>					
125-4010	FULL-TIME SALARIES	90,230	93,213	93,213	96,589	Salary for the Information Systems Administrator (95%) and IT Assistant (30%); Increase due to mid-year wage adjustment for IT Director and 2.5% COLA
125-4020	PART-TIME SALARIES	751				
125-4050	HEALTH INSURANCE	22,438	23,708	23,708	24,140	2% inc in health insurance contribution in 2019 (FY19 Budget assumed 8%) and assumed 8% increase in 2020
125-4060	RETIREMENT	8,748	9,194	9,194	9,522	No increase in employe retirement contribution for MPERS (10%). Increase due to rate and cost of living increase.
125-4061	RETIREMENT HEALTH SAVINGS	930	919	919	952	1% of Salaries
125-4070	SOCIAL SECURITY	6,568	7,191	7,269	7,547	Employer Social Security contribution.
125-5020	TELEPHONE	22,368	23,500	22,800	23,500	Cell phone at \$54 per month. Telephone usage for all departments \$22,852.
125-5040	EDUCATIONAL/MEETING	2,139	3,000	1,000	3,000	Professional development and training related costs, such as travel, misc. conference fees. NEARC, GMIS national conference, MMA Tech and/or other IT training - \$2,650, GMIS annual dues - \$150, URSIA Dues - \$175, MEGUG Dues - \$25
125-5370	SECURITY	14,701	7,600	9,400	10,200	Funds for annual monitoring of Town Buildings. Security software maintenance renewals \$4,660 and misc hardware repairs and support request calls \$3,620
125-5410	COMPUTER SERVICES/WEB PAGE	65,290	68,800	65,700	67,100	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 and VCSI Hosting - \$3,700.

**DEPARTMENT: INFORMATION SYSTEMS**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>490,506</b>	<b>521,925</b>	<b>512,173</b>	<b>524,990</b>	<b>0.59% over/ under) FY19 budget</b>
<b>125 DEPARTMENT: INFORMATION SYSTEMS</b>						
125-5490	OTHER PROFESSIONAL SERVICES	78,142	81,500	74,400	71,540	Funds for outside consulting services to operate and manage the Town's Computer System which includes 20 servers, 100 pcs, 102 phones and 155 users. 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; \$4,520 for maintenance contracts on routers, switches, firewalls and phone system.
125-5900	CONTRACTUAL SERVICES	130,420	140,300	142,000	140,300	Annual license/maintenance fees for the network software (i.e. XenDesktop, Backup, DUO 2FA, Web Filtering, Spam Filtering and Anti-Virus Software) - \$21,600; Annual Microsoft O365 licensing - \$24,000, 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 - \$71,500. Includes \$5,100 annual fee for Encode 180.
125-5903	PRINTER/COPIER CHARGES	5,597	8,700	7,500	8,700	All printer and copier maintenance costs for the Town.
125-6010	OFFICE SUPPLIES	322	800	1,550	800	Office supplies needed during the year
125-6800	EQUIPMENT	28,660	32,000	32,000	39,600	Replacement of 70% of items including 38 thin clients, 19 computers and laptops.
125-7540	COMPUTER NETWORK	13,202	21,500	21,500	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 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	301,818	322,548	339,799	465,363	44.28% over(- under) FY19 budget
131-1	DEPARTMENT: POLICE ADMINISTRATION					
131-1-4010	FULL-TIME SALARIES	212,825	226,741	226,741	317,030	Salary for the Police Chief (93%), Two Lieutenants (100%) and Administrative Asst (90%). FY20 increase is due to a 2.5% cost of living increase and New Lieutenant
131-1-4030	OVERTIME	854	0	0	0	
131-1-4050	HEALTH INSURANCE	35,017	36,605	44,213	53,630	2% inc in health insurance contribution in 2019 (FY19 Budget assumed 8%) and assumed 8% increase in 2020. Replacement Admin has single insurance versus no insurance for previous Admin. Added lieutenant position in FY20.
131-1-4060	RETIREMENT	14,026	15,168	20,168	38,946	employer retirement contribution for MIPERS 3C increased .1% (12.8%). Increase due to cost of living increase and addition of Lieutenant.
131-1-4061	RETIREMENT HEALTH SAVINGS	1,218	1,284	1,700	2,213	1% of Salaries
131-1-4070	SOCIAL SECURITY	16,098	17,154	17,346	24,687	Employer Social Security contribution.
131-1-5010	POSTAGE	237	800	800	800	Funds for department mailings.
131-1-5040	EDUCATIONAL/MEETING	5,433	4,000	5,553	4,000	One national conference (\$2,500), and local administrative trainings (\$1,500).
131-1-5060	PRINTING	0	500	500	500	Printing needs throughout the year for the Admin.
131-1-5080	LEGAL/ADVERTISING	300	800	800	500	Funds for legal ads in newspapers.
131-1-5310	VEHICLE MAINTENANCE	585	500	2,000	500	Maintenance of the chiefs vehicle beyond costs associated with fuel and lube. Vehicle is a 2019 Hybrid Sedan
131-1-5800	DUES & MEMBERSHIPS	829	700	700	800	Dues for law enforcement associations: Maine Chiefs of Police (Chief and two Lieutenants), \$400 IACP (Chief) \$200, FBI National Academy Associates ( Chief, \$200).

DEPARTMENT: POLICE ADMINISTRATION

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	301,818	322,548	339,799	465,363	44.28% over(- under) FY19 budget
131-1	DEPARTMENT: POLICE ADMINISTRATION					
131-1-5900	OTHER CONTRACTUAL SERVICES	7,761	12,500	12,500	14,900	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 \$8,000 for FY 20 for the Regional Crime Lab at Portland PD is taken from this account. Increase due to Admin software PowerDMS \$2400 for accreditation
131-1-6010	OFFICE SUPPLIES	864	1,200	900	1,100	Office supplies needed during the year. Costs for second lieutenants office in FY20
131-1-6130	MOTOR FUEL AND LUBRICANTS	2,519	2,596	3,187	3,257	Funds for gasoline and lubricants for chief's vehicle.
131-1-6900	OTHER COMMODITIES	3,252	2,000	2,691	2,500	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



## ***PATROL***

DEPARTMENT: PATROL

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,388,425	1,473,836	1,485,335	1,445,127	-1.95% over(- under) FY19 budget
131	DEPARTMENT: PATROL					
131-4010	FULL-TIME SALARIES	801,696	850,011	850,011	828,023	Salaries for 3 Sergeants, 9 Patrol Officers, and two School Resource Officer (30%). Reflects 2.5% COLA and contract step adjustments. This account also covers contractual obligations for specialized holiday pay in FY20.
131-4020	PART-TIME SALARIES	5,888	9,000	9,000	9,000	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 four reserve officers. The account supports 100% of the fire/police salaries averaging \$3000 annually
131-4025	OVERTIME-COURT TIME	5,713	5,000	5,000	5,000	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	95,952	87,000	95,000	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	500	500	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	177,181	192,840	192,840	193,383	2% inc in health insurance contribution in 2019 (FY19 Budget assumed 8%) and assumed 8% increase in 2020.
131-4060	RETIREMENT	102,525	104,553	104,553	103,971	Employer retirement contribution for MPERS 3C increased .1% (12.8%). Increase due to rate, cost of living increases, and contract step increases..
131-4061	RETIREMENT HEALTH SAVINGS	2,394	2,020	2,140	2,144	1% of Sergeant Salaries

DEPARTMENT: PATROL

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,388,425	1,473,836	1,485,335	1,445,127	-1.95% over(- under) FY19 budget
<b>DEPARTMENT: PATROL</b>						
131-4070	SOCIAL SECURITY	66,773	72,791	73,403	70,609	Employer Social Security contribution.
131-5040	EDUCATIONAL/MEETING	12,083	14,000	14,000	12,500	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 JPMMA for the mandatory on-line training; \$5,000 for additional training sessions that must be attended in person. Tuition for the 18 week basic school is \$2,500 should we need to send an officer. Transferred \$1500 over to SRO budget
131-5060	PRINTING	1,266	2,500	2,500	2,200	Printing needs; traffic and criminal statutes; warning cards, forms, business cards, etc. throughout the year.
131-5080	LEGAL/ADVERTISING	940	700	700	700	Funds for legal ads in newspapers.
131-5310	VEHICLE MAINTENANCE	19,305	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	2,000	Service contract for the radar display trailer (\$1,500) and \$500 for fitness equipment maintenance contract.
131-5330	RADIO/RADAR MAINTENANCE	2,431	3,700	3,700	3,700	Funds for routine maintenance of department mobile (13) portable radios (36, which includes fire/police), and radar units (11).
131-5410	COMPUTER SERVICES	8,002	8,250	8,250	8,750	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 \$17,600

DEPARTMENT: PATROL

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,388,425	1,473,836	1,485,335	1,445,127	-1.95% over(- under) FY19 budget
<b>131 DEPARTMENT: PATROL</b>						
131-6010	OFFICE SUPPLIES	2,222	2,700	2,700	2,700	Office supplies needed during the year.
131-6130	MOTOR FUEL AND LUBRICANTS	28,310	31,171	33,938	34,679	Cost of gasoline and lubricants for the department's seven marked police cruisers, three unmarked police vehicles, and the PD/ Town General Purpose vehicle.
131-6140	TIRES	6,666	7,500	7,500	7,500	Tires and tire repairs for seven marked police cruisers, two of the three unmarked police vehicles, and truck. Snow tires \$142each, regular tires \$125each plus \$110 per vehicle for mounting and balancing.
131-6520	SAFETY EQUIPMENT/SUPPLIES	4,842	5,000	5,000	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	17,487	19,000	19,000	19,000	Uniforms and equipment for the officers are purchased from this account, as well as contractual cleaning allowance of \$4,560 (20 x \$240); clothing allowance of \$7,600 (\$400 per officer x 20). The contract also provides funds for replacement clothing. The 4 reserve officers' and 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 \$3,000.
131-6620	AMMUNITION/SUPPLIES	4,795	4,500	4,500	4,700	Ammunition for officers to qualify with their duty weapons, shotguns and rifles twice a year along with a low light exercise. We continue to see an increase in the cost based on demand.
131-6800	EQUIPMENT	11,461	15,000	15,000	15,000	Equipment that was formally included in a reserve, including radar units, weapons, protective body armor, etc. Department equipment is in good condition.

DEPARTMENT: PATROL

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,388,425	1,473,836	1,485,335	1,445,127	-1.95% over(- under) FY19 budget
<b>131 DEPARTMENT: PATROL</b>						
131-6820	OFFICE EQUIPMENT	0	1,100	1,100	1,100	Office equipment that was formally included in a reserve, including chairs, monitors, shelving, etc.
131-6900	OTHER COMMODITIES	8,993	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 duds, 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 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>181,000</b>	<b>203,573</b>	<b>204,245</b>	<b>209,183</b>	<b>2.76% over(- under) FY19 budget</b>
<b>131-2</b>	<b>DEPARTMENT: INVESTIGATIONS/COURT</b>					
131-2-4010	FULL-TIME SALARIES	125,533	136,976	136,978	148,281	Salary for 2 Detective/Court Officers. Increase due to cost of living increase of 2.5%. This account includes the contractual agreement for Detective holiday pay.
131-2-4030	OVERTIME	3,291	6,500	6,500	1,614	Detective's overtime when called in or held over for investigations reflective of two detectives.
131-2-4050	HEALTH INSURANCE	22,179	26,098	26,098	26,626	2% inc in health insurance contribution in 2019 (FY19 Budget assumed 8%) and assumed 8% increase in 2020.
131-2-4060	RETIREMENT	15,741	17,918	17,918	15,362	Employer retirement contribution for MPERS 3C increased .1% (12.8%). Increase due to rate, cost of living increases, and contract step increases..
131-2-4070	SOCIAL SECURITY	9,653	10,976	10,976	11,467	Employer Social Security contribution.
131-2-5310	VEHICLE MAINTENANCE	1,466	1,000	1,000	1,200	Maintenance of two vehicles assigned to the detectives. One vehicle 2017 chevy, second 2016 Ford
131-2-5330	RADIO/RADAR MAINTENANCE	267	150	150	150	Maintenance of the Detective's mobile and portable radios.

**DEPARTMENT: COURT/INVESTIGATIONS**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	181,000	203,573	204,245	209,183	2.76% over(- under) FY19 budget
<b>DEPARTMENT: INVESTIGATIONS/COURT</b>						
131-2-6010	OFFICE SUPPLIES	395	1,600	1,600	1,300	Office supplies needed during the year. Also includes a monthly fee of \$50 (\$600) for a maintenance contract for TLO, an internet investigative software.
131-2-6130	MOTOR FUEL AND LUBRICANTS	2,075	1,955	2,625	2,683	Gasoline and lubricants for Detective's cruiser.
131-2-6140	TIRES AND TUBES	400	400	400	500	Tires and tire repairs for two detective vehicles



***SCHOOL RESOURCE OFFICER***

DEPARTMENT: SCHOOL RESOURCE OFFICER

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	65,252	116,172	116,172	134,572	15.84% over(- under) FY19 budget
<b>131-3 DEPARTMENT: SCHOOL RESOURCE OFFICER</b>						
131-3-4010	FULL-TIME SALARIES	43,952	78,215	78,215	92,915	Salary for the School Resource officer (SRO at 70%). Increase due to 2.5% COLA and January 2019 additional School Resource Officer
131-3-4030	OVERTIME	1,249	800	800	800	Funds for meetings and presentations outside normal hours.
131-3-4050	HEALTH INSURANCE	11,192	18,269	18,269	18,638	2% inc in health insurance contribution in 2019 (FY19 Budget assumed 8%) and assumed 8% increase in 2020. FY19 had 1/2 yr of 2nd SRO.
131-3-4060	RETIREMENT	5,525	12,543	12,543	12,250	Employer retirement contribution for MIPERS 3C increased .1% (12.8%). Increase due to rate, cost of living increases, and contract step increases.. 1/2 yr SRO in FY19
131-3-4070	SOCIAL SECURITY	3,221	6,045	6,045	7,169	Employer Social Security contribution.
131-3-5040	SRO TRAINING				2,500	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	113	300	300	300	Office supplies needed during the year for two SRO's

## ***COMMUNICATIONS***

DEPARTMENT: COMMUNICATIONS

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	674,270	715,231	726,815	746,603	4.39% over(- under) FY19 budget
<b>134 DEPARTMENT: COMMUNICATIONS (SEE REVENUE SECTION FOR DISPATCH FROM OTHER TOWNS OFFSETTING THIS EXPENSE)</b>						
134-4010	FULL-TIME SALARIES	376,253	417,263	417,905	440,534	Salary for 8 dispatchers. Increase is due to 2.5% COLA, contract step increases. This account includes contractual holiday costs in FY20.
134-4020	PART-TIME SALARIES	11,988	14,000	14,000	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	65,648	44,000	54,000	42,584	Funds for replacement shifts created by vacations, sick time, holidays and attendance at training.
134-4050	HEALTH INSURANCE	99,156	114,345	114,345	116,660	2% inc in health insurance contribution in 2019 (FY19 Budget assumed 8%) and assumed 8% increase in 2020.
134-4060	RETIREMENT	51,549	50,707	50,707	52,538	Employer retirement contribution. Increase due to cost of living increases, and contract step increases..
134-4061	RETIREMENT HEALTH SAVINGS	711	636	636	654	1% of non-union Salaries
134-4070	SOCIAL SECURITY	33,009	36,230	37,172	38,183	Employer Social Security contribution.
134-5020	TELEPHONE	7,168	8,600	8,600	8,600	Cost of monthly fee for 10 cellular phones is \$50/month = \$6,000/year; reimbursement to supervisors/maintenance custodian (5) for cell phones (\$54/month) = \$2,600

**DEPARTMENT: COMMUNICATIONS**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>674,270</b>	<b>715,231</b>	<b>726,815</b>	<b>746,603</b>	4.39% over(- under) FY19 budget
<b>134</b>	<b>DEPARTMENT: COMMUNICATIONS</b>	<b>(SEE REVENUE SECTION FOR DISPATCH FROM OTHER TOWNS OFFSETTING THIS EXPENSE)</b>				
134-5040	EDUCATIONAL/MEETING	898	1,700	1,700	1,700	Training sessions for CTO (Certified Terminal Operator) recertification and other in-service classes.
134-5300	EQUIPMENT MAINTENANCE	2,261	1,500	1,500	1,500	Acorn Recording Solutions Maintenance Contract
134-5330	RADIO/RADAR MAINTENANCE	3,536	4,000	4,000	4,000	Cost of minor repair and maintenance of communication console and base radio.
134-5410	COMPUTER SERVICES	8,002	8,250	8,250	8,750	Provides 50% share of the support contracts for IMC, records management software. Fee split with 131-5410. Contract for FY20 is \$17600
134-5610	DATA & RADIO COMMUNICATIONS	9,708	9,200	9,200	9,800	Rental cost of tower space for the radio repeater system (\$268/month = \$3,216/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 (\$120/month = \$1,450), cable connection (\$9/month = \$108/year)
134-6010	OFFICE SUPPLIES	1,224	1,600	1,600	1,600	Office supplies needed during the year. Largest percentage is for the cost of paper for the DMV/NCIC computer system.
134-6610	UNIFORMS/CLEANING/TURNOUT	1,266	1,300	1,300	1,500	Dispatcher uniforms for eight dispatchers

**DEPARTMENT: COMMUNICATIONS**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>674,270</b>	<b>715,231</b>	<b>726,815</b>	<b>746,603</b>	4.39% over(- under) FY19 budget
<b>134</b>	<b>DEPARTMENT: COMMUNICATIONS (SEE REVENUE SECTION FOR DISPATCH FROM OTHER TOWNS OFFSETTING THIS EXPENSE)</b>					
134-6820	OFFICE EQUIPMENT	1,733	1,000	1,000	1,100	Office equipment that was formally included in a reserve, including chairs, monitors, shelving, etc.
134-6900	OTHER COMMODITIES	160	900	900	900	Funds for meetings, maintenance,

## ***STREET LIGHTS & TRAFFIC SIGNALS***

**DEPARTMENT: STREETLIGHTS AND TRAFFIC SIGNALS**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>116,097</b>	<b>7,000</b>	<b>7,000</b>	<b>7,900</b>	12.86% over(- under) FY19 budget
<b>135 DEPARTMENT: STREETLIGHTS &amp; TRAFFIC SIGNALS</b>						
135-5210	STREET LIGHTING	107,212	0	0	0	Moved to Sustainability
135-5300	SIGNAL MAINTENANCE	8,885	7,000	7,000	7,900	Repairs to all traffic signals within town.



## ***HARBOR CONTROL***

DEPARTMENT: HARBOR

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	152,666	180,099	172,193	178,190	-1.06% over(- under) FY19 budget
<b>136 DEPARTMENT: HARBOR CONTROL</b>						
136-4010	FULL-TIME SALARIES	69,668	73,768	73,768	77,075	Salary for the Patrol Officer/Harbormaster, Police Chief (7%) and Administrative Asst (10%). Increase due to 2.5% COLA, a contract step increase and a contract step correction for the Harbormaster.
136-4020	PART-TIME SALARIES	23,523	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	6,210	4,300	4,300	5,000	Harbormaster's overtime during busy periods in the summer and other urgent situations.
136-4050	HEALTH INSURANCE	18,099	20,198	20,198	20,604	2% inc in health insurance contribution in 2019 (FY19 Budget assumed 8%) and assumed 8% increase in 2020.
136-4060	RETIREMENT	5,803	5,566	5,566	6,755	Employer retirement contribution for MPERS 3C increased .1% (12.8%). Increase due to rate, cost of living increases, and contract step increases..
136-4061	RETIREMENT HEALTH SAVINGS	166	239	239	239	1% of Salary
136-4070	SOCIAL SECURITY	7,259	7,808	7,808	8,115	Employer Social Security contribution.
136-5010	POSTAGE	0	200	200	200	Funds to mail informational materials to mooring holders. Reduction represents the use of the online mooring program eliminating the mailings.
136-5040	EDUCATION/MEETING	900	500	500	500	Two day annual certification for Harbormaster and Assistant at Maine Maritime Academy.

DEPARTMENT: HARBOR

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	152,666	180,099	172,193	178,190	-1.06% over(- under) FY19 budget
<b>136 DEPARTMENT: HARBOR CONTROL</b>						
136-5060	PRINTING	120	500	500	500	Printing of mooring and dinghy stickers and misc. documents.
136-5105	GENERAL LIABILITY INSURANCE	6,345	6,220	6,220	6,220	Insurance for the harbor boat.
136-5200	ELECTRICITY	1,055	1,400	1,233	1,246	This reflects the latest contract rate for for FY18
136-5220	WATER	456	600	600	600	Cost of public water at the pier facility.
136-5240	SANITARY SERVICES	2,068	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	5,627	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	0	7,100	12	0	This expense will be booked against mooring fee revenue in FY2019 and FY20.
136-5500	MAINTENANCE BUILDING	(3,612)	5,500	5,500	5,500	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 18 years old and is requiring more maintenance every year. New floats need removal from outside contractor.

**DEPARTMENT : HARBOR**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>152,666</b>	<b>180,099</b>	<b>172,193</b>	<b>178,190</b>	-1.06% over(- under) FY19 budget
<b>136 DEPARTMENT: HARBOR CONTROL</b>						
136-5900	OTHER CONTRACTUAL SERVICES	150	300	300	300	Funds are for incidental services at the town landing.
136-6130	MOTOR FUEL AND LUBRICANTS	5,410	7,000	6,349	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	0	400	400	400	Replacement of safety equipment such as life jackets, survival gear, flares, etc.
136-6610	UNIFORMS/ CLEANING/ TURNOUT	1,162	900	900	900	Uniform replacement for the Harbormaster, Assistant Harbormaster, and summer rangers.
136-6800	EQUIPMENT	565	900	900	900	Misc. equipment.
136-6810	EQUIPMENT MAINTENANCE	1,392	3,000	3,000	3,000	Maintenance on the Harbor's floats and the septic pump-out station.
136-6900	OTHER COMMODITIES	300	800	800	800	Line item provides for the town landing water sampling, misc. operating equipment and hardware needs.



## ***ANIMAL CONTROL***

DEPARTMENT: ANIMAL CONTROL

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	26,124	25,995	25,995	25,995	0% over(- under) FY19 budget
136-1	DEPARTMENT: ANIMAL CONTROL (SEE REVENUE SECTION FOR ANIMAL CONTROL FROM OTHER TOWNS OFFSETTING THIS EXPENSE)					
136-1-4010	FULL-TIME SALARIES	450	0	0	0	
136-1-4020	PART-TIME SALARIES	13,403	11,700	11,700	11,700	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	300				
136-1-4050	HEALTH INSURANCE					
136-1-4060	RETIREMENT					
136-1-4061	RETIREMENT HEALTH SAV	142				
136-1-4070	SOCIAL SECURITY	1,083	895	895	895	Employer Social Security contribution.
136-1-5040	EDUCATION/MEETING	50	300	300	300	Continued training for ACO and back-up ACO.
136-1-5310	VEHICLE MAINTENANCE	629	700	700	700	Maintenance of the ACO Truck shared with Harbor
136-1-5900	OTHER CONTRACTUAL SERVICES	10,067	12,000	12,000	12,000	Coastal Humane Society (\$10,500 Pound services, funds for Charlie's Friends in the event we have stray dogs not claimed.
136-1-5940	CANINE CONTROL	0	0	0	0	This item was moved to account 5900
136-1-6610	UNIFORMS/CEANING/TUR NOUT	0	0	0	0	

DEPARTMENT: ANIMAL CONTROL

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	26,124	25,995	25,995	25,995	0% over(- under) FY19 budget
136-1	DEPARTMENT: ANIMAL CONTROL (SEE REVENUE SECTION FOR ANIMAL CONTROL FROM OTHER TOWNS OFFSETTING THIS EXPENSE)					
136-1-6900	OTHER COMMODITIES	0	400	400	400	Nets, leashes, cages, and misc. items.



***POLICE BUILDING MAINTENANCE***

**DEPARTMENT: POLICE BUILDING MAINTENANCE**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>31,757</b>	<b>109,412</b>	<b>95,546</b>	<b>97,222</b>	-11.14% over(- under) FY19 budget
<b>137 DEPARTMENT: POLICE BUILDING MAINTENANCE</b>						
137-4010	FULL-TIME SALARIES		42,699	42,699	43,787	Custodian Wages, increase due to 2.5% COLA
137-4050	HEALTH INSURANCE		18,966	8,456	8,609	2% inc in health insurance contribution in 2019 (FY19 Budget assumed 8%) and assumed 8% increase in 2020.
137-4060	RETIREMENT		4,417	4,417	4,528	Employer retirement contribution for MPEERS (10%). Increase due to cost of living increases.
137-4061	RETIREMENT HEALTH SAVINGS		425	425	435	1% of Salary
137-4070	SOCIAL SECURITY		3,249	3,266	3,350	Employer Social Security contribution.
137-5200	ELECTRICITY	13,335	17,070	13,005	13,108	This reflects the latest contract energy rate for fiscal year 2018 and 2019 of \$.06647 per KWh and assumes \$.1171 per KWh including CMP charges.
137-5220	WATER	3,116	3,050	3,050	3,050	Water costs for the public safety building.
137-5230	FUEL OIL	3,608	3,536	4,228	4,355	Propane costs for the public safety building.
137-5500	MAINTENANCE/BUILDING	11,698	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 MEDICAL SERVICES***

DEPARTMENT: FIRE

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget/Notes
-	DEPARTMENT TOTAL	1,425,837	1,529,625	1,544,681	1,773,769	15.96% over(- under) FY19 budget
<b>132 DEPARTMENT: FIRE/EMS</b>						
132-4010	FULL-TIME SALARIES	271,843	308,496	308,496	420,634	Salary for the Fire Chief, Assistant Chief, EMS Captain, Office Administrator, Fire Prevention Captain (added FY2019). FY2020 includes Fire Prevention Captain for full year. Proposed FY2020 also includes daytime Operator for Engine 2 at Central Station for full year. Assumes a 2.5% cost of living increase.
132-4020	PART-TIME SALARIES	494,570	531,360	531,360	546,928	Includes hourly wages for 2 per diem (1 FF/EMT and 1 FF/Paramedic) that staff 1 ambulance at Central Station 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 1,325 EMS incidents and 750 fire incidents. Increase in FY2019 based on increase in training pay (\$12/hr from \$10/hr), an increase in expected call volume based on actuals, and an increase in paramedic pay issued in mid-FY2018 to attract staff.
132-4030	OVERTIME	14,227	11,000	15,000	12,000	Overtime for Office Administrator and for per diem staff working over 40 hours/week.
132-4050	HEALTH INSURANCE	23,442	29,582	27,982	57,140	2% inc in health insurance in 2019/19 Budget assumed 8%) and assumed 8% increase in 2020. 1/2 New Position in 2019 and 2020 assumed to have single health coverage full yr in FY20.
132-4060	RETIREMENT	19,802	23,767	23,767	52,500	Employer retirement contribution for MPERS (10%), All Firefighter/EMS full-time staff moved to 3C pension plan (12.8%).
132-4061	RETIREMENT HEALTH SAVINGS	2,757	3,076	3,076	4,197	1% of Salaries. New position in 2019 and 2020.
132-4070	SOCIAL SECURITY	58,192	64,349	64,418	75,553	Employer Social Security contribution.
132-5010	POSTAGE	274	500	500	500	Funds for department mailings.

DEPARTMENT: FIRE

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,425,837	1,529,625	1,544,681	1,773,769	15.96% over(- under) FY19 budget
<b>132 DEPARTMENT: FIRE/EMS</b>						
132-5020	TELEPHONE	5,367	5,760	5,760	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	11,475	20,000	20,000	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	0	1,000	5,000	1,000	Various recruitment drives for replacing fulltime employees. Increase in FY19 due to development of new Recruitment and Retention Program.
132-5050	FITNESS TRAINING	0	0	0	0	
132-5200	ELECTRICITY	15,099	14,607	15,000	15,095	Funds for electrical usage at three fire stations.
132-5220	WATER	1,275	1,100	1,100	1,100	Funds for water usage at three fire stations.
132-5230	FUEL OIL	10,931	9,994	11,765	12,119	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	4,454	4,300	4,300	4,300	Sewer cost for three fire stations.
132-5300	MACHINE/EQUIPMENT MAINTENANCE	22,932	22,500	23,000	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	71,107	55,000	55,000	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 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,425,837	1,529,625	1,544,681	1,773,769	15.96% over(- under) FY19 budget
132	DEPARTMENT: FIRE/BMS					
132-5330	RADIO MAINTENANCE	5,420	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	Fire alarm monitoring and maintenance for three fire stations. Now in IT Budget
132-5490	AMBULANCE BILLING SERVICES	27,976	29,050	26,000	27,000	Payment for billing services based on 7% of collections (estimated at \$386K in FY20).
132-5500	MAINTENANCE/BUILDING SERVICES	30,410	26,040	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	6,749	6,750	6,750	6,750	Fire Department operations software maintenance through IMC and EMS software licensing through Imagetrend.
132-5610	EQUIPMENT RENTALS	846	2,500	2,600	2,600	Oxygen cylinder rentals, refills, and service.
132-5630	FIRE HYDRANT RENTAL	120,530	125,112	125,112	130,000	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 396 public hydrants in town. PWD rate increase of 4.36% on May 1, 2019.
132-5800	DUES & MEMBERSHIPS	2,932	2,250	2,250	2,250	Dues to various Fire professional organizations (NFA, Maine Chiefs, International Fire Chiefs, Coastal Mutual Aid, New England Fire Chiefs). This includes annual NFPA codes subscription.
132-5810	EMS REGION DUES	2,346	2,500	2,500	2,500	Annual dues to regional EMS agency - Atlantic Partners in EMS (APEMS).
132-5820	VOLUNTEER RECOGNITION	14,896	17,500	17,500	17,500	Funds for the annual awards recognition dinner, accident insurance through MIMA (\$34 per volunteer), and for the Volunteer Incentive Program used to reward and retain active members.

DEPARTMENT: FIRE

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>1,425,837</b>	<b>1,529,625</b>	<b>1,544,681</b>	<b>1,773,769</b>	<b>15.96% over(- under) FY19 budget</b>
<b>132</b>	<b>DEPARTMENT: FIRE/EMS</b>					
132-5900	OTHER CONTRACTUAL SERVICES	14,654	11,750	12,000	37,500	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.
132-6010	OFFICE SUPPLIES	2,491	2,250	2,500	2,500	Office supplies needed during the year.
132-6020	BOOKS/ SUBSCRIPTIONS	503	500	500	500	Educational books and subscriptions.
132-6130	MOTOR FUEL AND LUBRICANTS	14,080	15,282	19,195	20,603	Funds for gasoline and diesel fuel for department vehicles.
132-6160	FIRE PREVENTION SUPPLIES	5,032	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	1,996	2,500	2,500	2,500	Cleaning supplies for three fire stations and small maintenance items.
132-6450	FOAMS & FIRE EXTINGUISHERS	3,241	3,000	3,500	3,500	Class A and B firefighting foam and fire extinguisher refills and required annual testing of extinguishers.
132-6500	TOOLS	15,847	16,000	16,000	16,000	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	3,089	3,000	3,000	3,000	Funds for safety equipment (vests, traffic cones).
132-6530	CONFINED SPACE RESCUE	0	0	0	0	

DEPARTMENT: FIRE

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,425,837	1,529,625	1,544,681	1,773,769	15.96% over(- under) FY19 budget
132	DEPARTMENT: FIRE/EMS					
132-6610	UNIFORMS / CLEANING / TURNOUT	5,793	7,500	7,500	7,500	Maintenance and repairs to firefighting and EMS gear. Also includes uniform costs for members to wear while on duty.
132-6670	MEDICAL SUPPLIES	30,589	34,000	32,000	34,000	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	65,906	86,000	86,000	86,000	Annual replacement schedules for SCBA equipment, turnout gear, hose, communications equipment, thermal cameras, gas meters. Includes new appliances for Station 1.
132-6830	BUILDING RENOVATIONS	12,432	10,000	10,000	13,500	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	2,417	2,500	2,500	2,500	Emergency station supplies for the firefighters and emergency medical technicians at all stations.
132-7530	MEDICAL EQUIPMENT	7,915	6,000	6,000	6,000	Medical equipment for the Ambulances and First Responders. Such as AED's, Puls Oximeters, CO meters. Includes replacement of AED's in police cruisers.



## ***PUBLIC WORKS***

# **PUBLIC WORKS**

**STREETS &  
RIGHT OF WAY**

**SOLID WASTE**

## ***STREETS AND RIGHTS OF WAY***

DEPARTMENT: STREETS AND RIGHT OF WAY

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,634,843	1,714,224	1,644,138	1,731,193	0.99% over(- under) FY19 budget
<b>141 DEPARTMENT: STREETS AND RIGHTS OF WAY</b>						
141-4010	FULL-TIME SALARIES	546,966	626,118	567,729	635,131	Salary for the Public Works Director (55%), PW Admin Assistant (70%), Town Engineer (45%), Street Superintendent and Truck Drivers (8). Added New Truck Driver and Project Eng Tech (50%) Nov. 2017 in FY18 Budget. FY19 increases include contract step increases for 5 employees, a full year of salaries for the Project Eng Tech and Truck Driver and a 2.5% cost of living increase.
141-4020	PART TIME SALARIES	0	12,000	4,000	18,000	Part-time seasonal help (winter sidewalk plowing operator)
141-4030	OVERTIME	52,471	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	165,997	198,517	188,517	186,842	2% inc in health insurance in 2019 (19 Budget assumed 8%) and assumed 8% increase in 2020.
141-4060	RETIREMENT	50,246	55,327	55,327	60,884	Employer retirement contribution (10%) for MPERS, 8% for ICMA 401 plan. Increase due to contract step increases, and cost of living wage increases.
141-4061	RETIREMENT HEALTH SAVINGS	5,992	6,250	6,250	6,341	1% of Salaries
141-4070	SOCIAL SECURITY	43,158	52,329	47,333	53,912	Employer Social Security contribution.
141-5010	POSTAGE	190	350	300	350	Postage for associated mailings.
141-5020	TELEPHONE	2,597	3,000	2,800	3,000	Cell phone and staff pagers.
141-5040	EDUCATIONAL/MEETING	2,062	2,300	1,500	2,200	Staff Training for the entire department.
141-5080	LEGAL/ADVERTISING	1,412	1,500	3,900	1,500	Funds for legal ads in newspapers.
141-5200	ELECTRICITY	11,014	11,793	10,342	10,692	Provides the electricity charges for Public Works.
141-5220	WATER	2,866	2,600	2,800	2,800	Water and sewer service for Public Works.

DEPARTMENT: STREETS AND RIGHT OF WAY

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,634,843	1,714,224	1,644,138	1,731,193	0.99% over(- under) FY19 budget
<b>141 DEPARTMENT: STREETS AND RIGHTS OF WAY</b>						
141-5230	FUEL OIL	14,396	12,022	16,945	17,453	Propane for heating fuel system. FY19 Actual propane rates was higher thanBudget assumption resulting in an increase in FY19 fuel cost. Assumed 3% increase in FY20 rate.
141-5310	VEHICLE MAINTENANCE	233,814	234,405	240,000	234,500	Public Works Department labor and material charges.
141-5330	RADIO/RADAR MAINTENANCE	3,146	800	800	800	Base and vehicle radio maintenance costs.
141-5440	ENGINEERING SERVICES	9,934	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	14,273	11,000	17,000	14,500	Misc. consultant costs relating to stormwater (NIPDES) compliance and work with the Interlocal Stormwater Working Group (ISWG), and CCSWCD.
141-5560	TREE CARE	15,713	20,000	18,500	20,000	Provides pruning and removal of trees within the Town right-of-ways. Account 141-6850 has been consolidated in this account.
141-5610	EQUIPMENT RENTALS	1,708	2,200	3,000	2,500	Rental of miscellaneous equipment used for routine maintenance and construction projects.
141-5620	UNIFORMS	8,346	8,200	8,500	8,500	Boot allowance and uniform rental per union contract.
141-5800	DUES & MEMBERSHIPS	650	600	600	600	Dues to APWA, ITE, and other professional affiliations.

DEPARTMENT: STREETS AND RIGHT OF WAY

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,634,843	1,714,224	1,644,138	1,731,193	0.99% over(- under) FY19 budget
<b>141 DEPARTMENT: STREETS AND RIGHTS OF WAY</b>						
141-5900	OTHER CONTRACTUAL SERVICES	25,849	26,000	26,000	30,000	Catch basin cleaning and other contractual services. FY19 \$10K for Invasives treatment moved to 119. \$4K for flaggers..
141-5901	STREET PAINTING	51,247	40,000	52,000	52,000	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	13,805	18,000	18,000	0	Contract plowing of Town sidewalks. Sidewalk plowing will be performed in-house with a temporary seasonal employee.
141-6010	OFFICE SUPPLIES	2,857	2,500	2,300	2,400	Office supplies needed during the year.
141-6020	BOOKS/SUBSCRIPTIONS	2,784	1,700	1,700	1,700	Professional manuals, reference books, etc.
141-6100	MAINTENANCE/MACHINE	4,305	4,000	6,500	4,000	Maintenance contracts and service for various machines. Includes furnaces, compressor, waste oil furnace, pressure washer, et cetera.
141-6110	VEHICLE MAINTENANCE SERVICE	59,261	29,000	29,000	29,000	Parts and vendor services for vehicles and heavy equipment.
141-6120	PLOW/SPREADER PARTS	16,133	18,500	17,000	18,000	Plow cutting edges and misc. parts for plow, spreader, and de-icing equipment.
141-6130	MOTOR FUEL AND LUBRICANTS	41,525	53,013	55,645	58,238	Provides fuel, oil, etc. for department's vehicles.
141-6140	TIRES	4,108	7,000	5,000	6,500	Tire replacement for department vehicles.
141-6150	WELDING SUPPLIES	1,362	2,700	1,600	2,500	Welding supplies for vehicle maintenance/repairs.
141-6210	SALT/DE-ICING MATERIALS	145,725	116,250	116,250	114,000	Salt and de-icing materials for winter operations.

DEPARTMENT: STREETS AND RIGHT OF WAY

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	1,634,843	1,714,224	1,644,138	1,731,193	0.99% over(- under) FY19 budget
141	DEPARTMENT: STREETS AND RIGHTS OF WAY					
141-6220	SAND (WINTER)	14,820	15,000	15,000	15,000	Sand used to treat roads in the winter.
141-6230	GRAVEL/ROCK/LOAM	5,542	8,000	4,500	7,500	Materials for various construction projects.
141-6240	COLD PATCH	3,053	2,200	300	500	Cold patch for winter pavement repair.
141-6250	ASPHALT	11,114	12,000	10,000	11,500	Pavement for miscellaneous road repairs.
141-6270	CULVERTS/CATCH BASIN	2,722	6,000	4,000	5,500	Materials for drainage repairs and improvements.
141-6280	STREET /TRAFFIC SIGNS	4,588	4,900	4,900	4,900	Street sign repair and replacement.
141-6285	GUARD RAILS	4,152	2,500	2,000	2,500	Guard Rail repair and replacement.
141-6400	MAINTENANCE/BUILDINGS & GROUNDS	11,807	7,500	3,000	7,500	Misc. maintenance to buildings and grounds
141-6510	EXPENDABLE HAND TOOL	1,997	2,600	1,500	2,500	Rakes, shovels and other construction and engineering tools.
141-6520	SAFETY EQUIPMENT/SUPPLIES	3,142	5,000	4,000	4,500	Cones, traffic signs, vests, etc.
141-6800	EQUIPMENT	2,351	3,850	3,100	5,550	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	5,222	4,700	4,700	4,900	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 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	1,634,843	1,714,224	1,644,138	1,731,193	0.99% over(- under) FY19 budget
<b>141</b>	<b>DEPARTMENT: STREETS AND RIGHTS OF WAY</b>					
141-6900	OTHER COMMODITIES	8,421	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 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	364,657	334,259	332,657	344,154	2.96% over(- under) FY19 budget
<b>143 DEPARTMENT: SOLID WASTE</b>						
143-4010	FULL-TIME SALARIES	83,539	85,750	85,750	90,279	Salary for the Public Works Director (10%), and Transfer Station Attendants (1.8 FTEs). FY19 increases include contract step increases and a 2.5% cost of living increase
143-4030	OVERTIME	5,450	4,500	4,000	4,300	Overtime needed for extended hours, coverage for vacations and sick time.
143-4050	HEALTH INSURANCE	20,210	22,677	21,677	23,088	2% inc in health insurance in 2019 (19 Budget assumed 8%) and assumed 8% increase in 2020.
143-4060	RETIREMENT	8,451	8,806	8,806	9,272	Employer retirement contribution (10%) for MPEERS, 8% for ICMA 401 plan. Increase due to contract step increases, and cost of living wage increases.
143-4061	RETIREMENT HEALTH SAVINGS	894	858	858	903	1% of Salaries
143-4070	SOCIAL SECURITY	6,790	6,904	6,866	7,248	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	360	400	400	400	Training for Employees
143-5060	PRINTING	1,269	1,150	1,300	1,300	Printing of stickers, brochures and other materials for the Transfer Station or curbside collection.
143-5080	LEGAL/ADVERTISING	572	700	600	600	Funds for legal ads in newspapers.
143-5200	ELECTRICITY	1,890	1,622	1,860	1,949	Electricity service for the Transfer Station.

DEPARTMENT: SOLID WASTE

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	364,657	334,259	332,657	344,154	2.96% over(- under) FY19 budget
<b>143 DEPARTMENT: SOLID WASTE</b>						
143-5220	WATER & SEWER	612	600	624	625	Sewer and water service for the Transfer Station.
143-5310	VEHICLE MAINTENANCE	11,057	8,000	13,000	8,500	Maintenance costs of Transfer Station Vehicles and Equipment.
143-5500	MAINTENANCE/BUILDING	1,989	1,000	1,000	1,000	Routine maintenance costs for existing buildings.
143-5620	UNIFORM RENTALS	1,943	2,000	2,000	2,000	Boot allowance and uniform rentals, per union contract.
143-5900	OTHER CONTRACTUAL SERVICES	1,939	2,500	1,000	1,500	DEP permit and license fees, and other contractual services.
143-5915	RECYCLING SERVICES	0	900	500	500	Hauling of recycling containers; for contingency in event of equipment failure.
143-5950	WASTE DISPOSAL	4,965	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	190,946	162,000	160,000	164,000	5 months of the curbside collection costs.
143-6100	MAINTENANCE/MACHINE	2,617	1,200	1,800	1,800	Maintenance costs for compactors and other equipment.
143-6130	MOTOR FUEL AND LUBRICANTS	6,074	5,342	7,366	7,540	Fuel for loader, forklift, and roll-off truck.
143-6900	OTHER COMMODITIES	9,862	8,500	4,400	8,500	Leaf bags, Leaf Screener Rental, and Other Commodities.
143-7550	IMPROVEMENTS TO BUILDINGS	3,228	2,800	2,800	2,800	Safety and operational improvements to the Transfer Station.

# **COMMUNITY DEVELOPMENT**

**DEPARTMENT: COMMUNITY DEVELOPMENT**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
<b>DEPARTMENT TOTAL</b>		<b>589,596</b>	<b>520,857</b>	<b>510,964</b>	<b>522,028</b>	<b>0.22% over(- under) FY19 budget</b>
<b>162 DEPARTMENT: COMMUNITY DEVELOPMENT</b>						
162-4010	FULL-TIME SALARIES	408,125	345,210	345,210	352,309	Salary for the Community Development Director (75%), Land Use Planner(90%), Code Enforcement Officer , Town Engineer (15%), Field Inspector, and Admin Coordinator (80%). FY20 is higher than FY19 due to a Code Officer wage adjustment and a 2.5% cost of living increase.
162-4020	PART-TIME SALARIES	5,492	4,500	4,500	4,500	Planning Board and BZA members.
162-4030	OVERTIME	0	2,714	0	0	
162-4050	HEALTH INSURANCE	75,322	67,167	65,167	67,986	2% inc in health insurance in 2019 (19 Budget assumed 8%) and assumed 8% increase in 2020.
162-4060	RETIREMENT	34,534	31,414	31,414	32,023	Employer retirement contribution for MIPERS (10%), ICMA 401 plan (8%).
162-4061	RETIREMENT HEALTH SAVINGS	4,248	3,462	3,462	3,436	1% Salary
162-4070	SOCIAL SECURITY	31,154	27,178	27,299	27,633	Employer Social Security contribution.
162-5010	POSTAGE	440	200	200	400	Funds for department mailings.
162-5020	TELEPHONE	1,814	2,184	2,184	2,496	Cell phone reimbursement at \$100/month for CDD, and \$54 for CEO and Fl.
162-5030	TRANSPORTATION	45	350	350	350	Mileage reimbursement.
162-5040	EDUCATIONAL/MEETING	1,676	11,455	11,455	11,455	APA conference (2 staff) - \$6,375; NNECAPA conference (2 staff) - \$1,500; MAP conference (2 staff) - \$200; New England Municipal Building Officials (NEMBO) cont. (2 staff) - \$1,140; Maine Building Officials (MBOIA) Cont (2 staff) - \$560; ME property tax school cont (1 staff) - \$530; Misc. education and training for staff, Planning Board, Cons.Comm, and Zoning Board - \$1,150 (MBOIA training - 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	942	1,000	1,000	1,000	Funds for legal ads in newspapers.
162-5310	VEHICLE MAINTENANCE	79	300	300	300	Supports the Leaf for Codes.
162-5400	LEGAL SERVICES	21,636	13,000	13,000	13,000	The Town Attorney provides legal advice to the Planning Board, BZA, and staff. Anticipate increased hourly billing rate.

**DEPARTMENT: COMMUNITY DEVELOPMENT**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	589,596	520,857	510,964	522,028	0.22% over(- under) FY19 budget
<b>DEPARTMENT: COMMUNITY DEVELOPMENT</b>						
162-5800	DUES & MEMBERSHIPS	549	1,210	1,210	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	499	4,500	2,000	2,000	Miscellaneous consulting services.
162-6010	OFFICE SUPPLIES	983	4,300	1,500	1,500	Office supplies needed during the year. Replace broken filing cabinet.
162-6020	BOOKS/SUBSCRIPTIONS	0	413	413	0	
162-6130	MOTOR FUEL AND LUBE	0	100	100	100	Department vehicle is electric, fuel for occasional use of pool explorer.
162-6900	OTHER COMMODITIES	2,058	0	0	0	

# **ECONOMIC DEVELOPMENT**

**DEPARTMENT: ECONOMIC DEVELOPMENT**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
<b>DEPARTMENT TOTAL</b>		<b>85,884</b>	<b>90,660</b>	<b>89,890</b>	<b>67,469</b>	<b>-25.58% over(- under) FY19 budget</b>
<b>163 DEPARTMENT: ECONOMIC DEVELOPMENT</b>						
163-4010	FULL-TIME SALARIES	58,890	60,637	60,637	43,888	Salary for the Economic Development/Long Range Planning Director (35%) and 12.5% of the Executive Assistant
163-4020	PART-TIME SALARIES	0	0	0	0	
163-4050	HEALTH INSURANCE	11,674	12,402	11,702	9,173	2% inc in health insurance contribution in 2019 (FY19 Budget assumed 8%) assumed 8% increase in 2020.
163-4060	RETIREMENT	5,563	5,908	5,908	4,216	Employer retirement contribution for MIPERS (10%), ICMA 401 plan (8%).
163-4061	RETIREMENT HEALTH SAVINGS	599	604	604	435	1% salaries
163-4070	SOCIAL SECURITY	4,433	4,709	4,639	3,357	Employer Social Security contribution.
163-5010	POSTAGE	33	100	100	100	Postage for mailings during the year.
163-5020	TELEPHONE	673	600	600	600	Portion of telephone usage attributed to department moved to IT. Includes monthly cell phone reimbursement.
163-5030	TRANSPORTATION	142	350	350	350	Mileage reimbursement.
163-5040	EDUCATIONAL/MEETING	3,113	3,800	3,800	3,800	Annual attendance at a national and regional conferences.
163-5080	LEGAL/ADVERTISING	101	200	200	200	Funds for legal ads in newspapers.



**DEPARTMENT: ECONOMIC DEVELOPMENT**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
	<b>DEPARTMENT TOTAL</b>	<b>85,884</b>	<b>90,660</b>	<b>89,890</b>	<b>67,469</b>	<b>-25.58% over(- under) FY19 budget</b>
<b>163 DEPARTMENT: ECONOMIC DEVELOPMENT</b>						
163-5800	DUES & MEMBERSHIPS	663	700	700	700	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	0	500	500	500	Office supplies needed during the year.
163-6020	BOOKS/SUBSCRIPTIONS	0	150	150	150	Subscriptions for planning and economic development periodicals.
163-6900	OTHER COMMODITIES	0	0	0	0	

***PARKS & COMMUNITY PROGRAMS***

**COMMUNITY  
PROGRAMS**

**COMMUNITY  
PROGRAMS**

**PARKS AND  
OPEN SPACES**

**MASON MOTZ  
BUILDING**

## ***PARKS***

DEPARTMENT: PARKS

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	317,998	518,470	519,293	501,867	-3.2% over(- under) FY19 budget
<b>171 DEPARTMENT: PARKS AND COMMUNITY PROGRAMS</b>						
171-4010	FULL-TIME SALARIES	106,124	139,234	139,234	143,149	Salary for the Director (35%), Parks Supervisor, Maintenance Assistant and Parks Worker (20%). Includes a 2.5% cost of living increase.
171-4020	PART-TIME/SEASONAL SALARIES	40,364	84,773	84,773	84,773	Seasonal employees to maintain parks, town facilities and open space areas. Covers part-time maintenance assistant May-Oct and <u>Open Space Manager PT salary</u>
171-4030	OVERTIME	9,109	8,564	8,564	9,382	Overtime to cover winter weather conditions, emergencies, and additional maintenance responsibilities. Reduction based on historical use.
171-4050	HEALTH INSURANCE	36,186	41,470	39,470	42,407	2% inc in health insurance contribution in 2019 (FY19 budget assumed 8%) and assumed 8% increase in 2020.
171-4060	RETIREMENT	11,025	14,138	14,138	14,522	Employer retirement contribution. MPERS (10%), ICMA 401 (8%). Increase due to cost of living adjustment.
171-4061	RETIREMENT HEALTH SAVINGS	1,201	1,381	1,381	1,419	1% salaries
171-4070	SOCIAL SECURITY	10,567	17,865	17,951	18,300	Employer's Social Security contribution.
171-5020	TELEPHONE	288	300	650	650	Telephone at Parks building. Also includes cell phone reimbursement for Park Supervisor and Maintenance Asst. Increase due to move from Parks Maintenance special revenue.
171-5040	EDUCATIONAL/MEETING	630	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	4,654	4,646	4,938	4,854	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

DEPARTMENT: PARKS

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	317,998	518,470	519,293	501,867	-3.2% over(- under) FY19 budget
<b>171 DEPARTMENT: PARKS AND COMMUNITY PROGRAMS</b>						
171-5220	WATER	5,358	4,000	4,000	4,000	Water and sewer for the Parks building as well as irrigation at various facilities.
171-5230	HEATING FUEL	1,375	1,303	1,630	1,678	Heating for Village Park and Mill Road garages.
171-5300	MACHINE/EQUIPMENT MAINTENANCE	10,270	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	185	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	3,145	3,000	5,000	5,000	Contractual services to repair electrical, plumbing, heating systems, and other building maintenance repairs. Upgrade lighting at Mill & Village anticipated Increase due to consolidation of acct 6400 into acct 5500 and 5580.
171-5580	TURF/TREE MAINTENANCE	9,872	11,000	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. \$5K in FY19 for invasives treatment moved to dept 119. offset by. consolidation of acct 6400 into acct 5500 and 5580.
171-5615	LEGION FIELD PARKING	450	450			Moved to acct 5900
171-5900	OTHER CONTRACTUAL SERVICES	44,367	18,200	3,950	3,950	Open Space Manager salary moved to Part-time Salaries in FY19. Rental costs for portable rest rooms at Community ans Huston Parks and \$450 to Legion Post #164 for Legion Field parking.

DEPARTMENT: PARKS

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	317,998	518,470	519,293	501,867	-3.2% over(- under) FY19 budget
<b>171 DEPARTMENT: PARKS AND COMMUNITY PROGRAMS</b>						
171-5920	OPEN SPACE AND TRAIL MAINTENANCE	1,500	1,500	19,500	19,500	Provides \$1,500 to the Sno-Voyagers for the purpose of winter trail maintenance. Increase due to consolidation of all Open Space Maintenance to this account.
171-5950	WASTE DISPOSAL	2,769	3,500	0	0	Moved to acct 5900
171-6130	MOTOR FUEL AND LUBRICANTS	5,869	6,846	7,614	7,783	Gas and oil supplies for tractors, trucks, and mowers.
171-6210	SALT/DEICING MATERIALS	750	0	0	0	No longer allocating salt to general fund departments.
171-6400	BUILDING/GROUNDS SUPPLIES	6,743	7,000	0	0	Moved to accis 5500 and 5580
171-6500	TOOLS AND APPARATUS	618	800	0	0	Move to acct 6800
171-6800	EQUIPMENT	950	1,000	2,000	2,000	Equipment that was formally part of a reserve 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. Increase to consolidate acct 6500 with this acct..
171-6840	PARKS RENOVATIONS	3,629	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.
171-6900	OTHER COMMODITIES	0	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	0	125,000	125,000	99,000	Total contribution of the town to Recreation, Adult Education & Senior Services program expenses. Moved from Department 172 in FY19.

***MASON - MOTZ BUILDING***



DEPARTMENT: MASON-MOTZ BUILDING

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	42,765	110,894	108,284	110,620	-0.25% over(- under) FY19 budget
<b>170 DEPARTMENT: MASON-MOTZ BUILDING</b>						
170-4010	FULL-TIME SALARIES	0	37,347	37,347	38,299	Custodian Salary moved from department 112
170-4030	OVERTIME	0	5,000	5,000	5,000	Overtime to accommodate carpet/floor cleaning when buildings are closed and unanticipated facility emergencies.
170-4050	HEALTH INSURANCE	0	8,455	8,055	8,609	2% inc in health insurance contribution in 2019 (FY19 budget assumed 8%) and assumed 8% increase in 2020.
170-4060	RETIREMENT	0	3,879	3,879	3,974	Employer retirement contribution. MPERS (10%), ICMA 401 (8%). Increase due to cost of living adjustment.
170-4061	RETIREMENT HEALTH SAVINGS	0	373	373	382	1% salaries
170-4070	SOCIAL SECURITY	0	2,908	2,913	2,986	Employer's Social Security contribution.
170-5020	TELEPHONE	288	0	288	288	
170-5200	ELECTRICITY	7,613	8,635	7,277	7,439	Electrical charges for these buildings.
170-5220	WATER	5,743	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	13,830	17,497	16,352	16,843	Heating fuel charges for these buildings.
170-5410	COMPUTER/INTERNET FEES	855	600	600	600	Time Warner Cable fees \$585/year. Moved from Acct 5900.

DEPARTMENT: MASON-MOTZ BUILDING

170-5500	MAINTENANCE/BUILDING	8,503	8,000	8,200	8,200	Funds to cover building maintenance.
170-5610	EQUIPMENT RENTALS	0	200	0	0	Move to acct 5500
170-5900	OTHER CONTRACTUAL SERVICES	5,933	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 Plowing \$4600/yr Mowing \$600/yr

***NON-DEPARTMENTAL & OTHER AGENCIES***

***NON-DEPARTMENTAL***

DEPARTMENT: NON-DEPARTMENTAL

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	DEPARTMENT TOTAL	2,503,437	1,635,825	1,580,633	1,358,523	-16.95% over(- under) FY19 budget
<b>198 DEPARTMENT: NON-DEPARTMENTAL</b>						
198-8910	OVERLAY/ABATEMENTS	0	246,600	192,100	50,000	State BETE Clawback (FY19), Senior Tax Discount, library reserve (FY19).
198-9030	TRANSFER TO CAPITAL IMPROVEMENT PROGRAM (CIP) FUND	2,404,930	1,276,651	1,276,651	1,100,377	Amount to be transferred to the capital fund.
198-9020	TRANSFER TO SPECIAL REVENUE FUND	61,400	38,100	38,100	38,100	\$20,000 a year to pay for one Assessing property revaluation every 5 years, Wellness \$7,100, Sustainability \$2,000, Long Range Planning \$9,000.
198-8515	METRO ASSESSMENT	893	1,738	1,046	1,046	Regional Transport Program - fixed RTE paratransit, which is a Federal requirement.
198-8920	CONTINGENCY	11,214	72,736	72,736	92,000	Contingency funds for unanticipated expenses.
198	HIGHLAND LAKE				32,000	
198-5900	BROWNTAIL MOTH SPRAYING	25,000	0	0	45,000	

## ***OTHER AGENCIES***

**DEPARTMENT: OTHER AGENCIES**

Acct No	Account Name	Actual 2017-2018	Budget 2018-2019	Estimated 2018-2019	Proposed 2019-2020	2019-2020 Line Item Budget Notes
-	<b>DEPARTMENT TOTAL</b>	<b>673,230</b>	<b>694,086</b>	<b>694,086</b>	<b>752,969</b>	3.1% over(- under) FY18 budget
<b>199</b>	<b>DEPARTMENT: OTHER AGENCIES</b>					
199-8515	METRO ASSESSMENT	156,654	163,873	163,873	179,941	Falmouth portion of the Metro Budget. Based on METRO Preliminary Budget.
199-8500	CONTRIBUTION TO LIBRARY	516,576	530,213	530,213	573,028	Funding for the Falmouth Memorial Library.
<b>Acct No</b>	<b>COUNTY</b> Account Name	<b>Actual 2017-2018</b>	<b>Budget 2018-2019</b>	<b>Estimated 2018-2019</b>	<b>Proposed 2019-2020</b>	<b>2019-2020 Line Item Budget Notes</b>
199-8510	CUMBERLAND COUNTY TAX	1,624,750	1,668,790	1,668,790	1,735,913	Falmouth's portion of the County Tax assessed each year for County services. 4% increase over FY19.