

**Robert A. Peabody, Jr.**  
**Town Manager**

**Town of Bridgton**

# Memo

**To:** Board of Selectmen

**From:** Town Manager

**cc:** file

**Date:** February 20, 2018

**Re:** Fiscal Year 2018-19

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The development of the Fiscal Year (FY) 2018-2019 Manager's Budget before you has been challenging in balancing residents service level expectations and resulting tax burden. It is also the second year of a redesigned format. The intent of the format was to make reading of the budget easier with less page turning, easier to update as changes are made, less staff time in copying and less paper which appears to have been successful.

It is my charge to provide the Town with the services it requires and desires as cost effectively as possible. Doing so requires the balancing of competing needs, future planning, resource allocation, and no small amount of gazing into the crystal ball. The budget is a policy tool evolving through the Department Head's requests, to Manager's review and proposed budget development, to Select Board review, voter adoption, and implementation.

State revenues coming in to the Town continue to decrease or stabilize at diminished levels as the shifting costs to the local taxpayers: rolled back Revenue Sharing as the State takes an increasingly larger percent of the fund designated for distribution to municipalities and Urban-Rural Initiative Program reimbursements (State payment to the Town for maintaining State Roads) being held at a level near to the Town's "hold harmless" level established in 1999 (MRSA 23 §1803-B). Motor Vehicle Excise Tax continues its positive trend with increased taxes being collected by the Town. A healthy Unassigned Fund Balance once again allows importing funds to lower taxpayer burden. As you will note, several projects are being funded either totally or partially from Reserve

Accounts lessening the impact on our taxpayers which was the goal when they were established. The costs of goods used by the Town in delivering services continue to increase.

A major consideration in developing the budget is the spending cap legislated by LD 1. This law requires the municipality to calculate a percentage that is then applied to the previous year's property tax levy limit (not the actual net commitment). The result of that exercise yields the current year's property tax levy limit. The property tax levy limit is the maximum amount of tax dollars the Town may raise from property taxes. Simply stated, it is estimated appropriations less anticipated revenues yielding the tax levy or net commitment. Theoretically, it is the level of appropriation the Town can afford for funding Town operations.

The makeup of the percentage includes the average real growth in personal income (determined by the State and set at .0284 for this year) plus the "property growth factor" (numerator- value of new property assessed for the first time including parcel splits, and the net value of new improvements; denominator- total taxable value of the municipality recorded on April 1). This percentage determines how much the commitment may grow over the previous year's property tax levy limit. The Assessor's Agent determines the property growth factor (PGF). He calculates the PGF at .0051 and, when added to the average real growth in personal income, results in an allowable percentage increase of .0318. The property tax levy limit for the proposed budget would be \$4,978,324. The proposed budget results in a net commitment of \$4,500,347 and is within the Cap Limit by \$477,977.

The Manager's Budget includes a Cost of Living Adjustment (COLA) for the Town's non-union full-time and part-time employees of 3% excepting the position of Finance Officer which is a lump-sum adjustment to reflect increased responsibilities and additional hourly adjustments for both Administrative Assistants. Union employees wage adjustments (Police and Public Works Department) are based on their respective contracts which is 3% for the upcoming year.

Several notable capital items (856) have been included within the proposed budget: \$500,000 for paving of Burnham Road; \$55,200 for generators- Town Hall, Town Office, South, North and West Fire Department Stations; \$195,000 toward Lower Main Street Project (CDBG-\$45,000, Wastewater-\$100,000, estimated Bridgton Water Co. contribution-\$50,000); \$45,000 for a new Snack Shack at Harmon Field (funded from CDBG); and \$35,000 towards improvements to the Skating Rink (funded from CDBG).

Proposed Long-Term Debt (018) payments in this budget total \$190,612 for principal and interest, if approved. Included are two Public Works Department trucks (\$37,561 payment) purchased four years ago, a Public Works plow truck purchased one year ago (\$29,553 estimated payment) and a new 550 truck and used 1-ton (estimated payment \$32,350); last payment for repairs to Town Hall (\$75,000 principal payment offset by \$50,000 from the Moose Pond Trust as approved at the 2014 Town Meeting); and proposed interest payment (estimated \$15,000) on Lower Main Street Project.

The Wastewater ratepayers and Salmon Point campers pay a portion of the salaries for several town staff based on an estimate of the time spent administering the enterprises. Following are the positions and percentages reimbursed (Salmon Point/Wastewater): Town Manager- 15%/10% (\$14,830/\$9,886); Finance Officer 5% (\$2,785/\$2,785); Public Works Director- 15%/10% (\$11,304/\$7,556) and Clerk- 10%/10% (\$3,869/\$3,869). The reimbursement is shown as a revenue and the total reimbursement is \$56,864.

On the revenue side of the equation, I have increased Excise Tax revenue by \$75,000 (005-0011); \$25,000 dollars will be brought in from the Route 302 Tax Increment Financing Program (005-4320) to offset the cost of the Marketing Program and \$46,900 from the Reserve Accounts (005-4400). There is little information from which to glean an accurate State Revenue Sharing projection; the revenue amount is based on the best available information. This is similarly true for the Urban-Rural Initiative Program reimbursements.

As of July 1, the draft audit Undesignated Fund Balance amount is \$3,989,326. I am proposing that \$200,000 (005-3045) be used to reduce taxes. The balance in the Fund represents approximately 21% of the estimated Gross Appropriations including MSAD 61 and County.

In summary and as an overview, proposed Revenues are estimated at \$2,801,351 for a \$210,899 (8.1%) increase over last year and the proposed Gross Appropriations are estimated at \$7,301,698 for a \$335,219 (4.8%) increase over last year. The proposed Net Appropriation to be raised by taxation is \$4,500,347 (\$124,320 or a 2.8% increase).

I would like to acknowledge and thank our Deputy Town Manager, Georgiann Fleck, for her invaluable assistance in developing the budget before you; she joins me in my Department Head budget reviews; is involved in the decision making process; oversees updating the budget as the numbers change and coordinates compiling the budget books. Finance Officer, Charisse Keach, played an important role in participating in Department Head reviews, researching questions, determining utility and fuel costs, data entry, managing the updated budget sheets and reviewing the data throughout the process. Special thanks also to our Administrative Assistant, Brenda Day, who was tasked with copying and compiling the budget books. I would also like to express my appreciation to the Department Heads for their help and patience during the process; particularly in regard to their efforts in developing responsible budgets balancing service and costs. Lastly, I would like to offer particular recognition to James Kidder, Public Works Director, whose budget is not only the largest (Public Works, Vehicle Maintenance, Building Maintenance, Transfer Station) and most complex, but Jim is also involved in the development of the Parks, Cemetery and Town Hall budgets.

The Department Heads and I look forward to your review. Should you have any questions, please feel free to contact Deputy Town Manager Georgiann Fleck or me.

Respectfully submitted,

Robert A. Peabody, Jr.

Town Manager

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

		<b>2018</b>	<b>Department Head Request</b>	<b>Town Manager Request</b>	<b>\$ \$ Inc/Dec</b>	<b>% Inc/Dec</b>	<b>% Gross</b>
<b>0005 - General Fund Revenue</b>							
0011 - Motor Vehicle Excise Tax	800,000	875,000	875,000	\$75,000	9.38%	31.2349%	
0012 - Boat Excise	25,000	25,000	25,000	\$0	0.00%	0.8924%	
0014 - Off Road Trailer Excise	6,000	6,500	6,500	\$500	8.33%	0.2320%	
0020 - Interest On Tax	62,000	60,000	60,000	(\$2,000)	-3.23%	2.1418%	
0022 - Lien Costs	25,000	25,600	25,600	\$600	2.40%	0.9138%	
0049 - Payment in Lieu of Taxes	1,200	1,400	1,400	\$200	16.67%	0.0500%	
1008 - Licenses, Business, Vict	2,000	2,500	2,500	\$500	25.00%	0.0892%	
1009 - Town Clerk Fees	15,000	17,000	17,000	\$2,000	13.33%	0.6069%	
1010 - Vehicle Fees, Boat, Atv, Snow	3,000	3,000	3,000	\$0	0.00%	0.1071%	
1011 - Town Fee-Motor Vehicles	17,000	17,500	17,500	\$500	2.94%	0.6247%	
1030 - CDBG Grant Administration	190,000	180,000	180,000	(\$10,000)	-5.26%	6.4255%	
1031 - Building Permits	40,000	73,381	73,381	\$33,381	83.45%	2.6195%	
1032 - Plumbing Permits	16,000	20,129	20,129	\$4,129	25.81%	0.7185%	
1039 - Occupancy Fee	0	1,500	1,500	\$1,500		0.0535%	
2003 - Tree Growth Refund State	55,000	55,500	55,500	\$500	0.91%	1.9812%	
2005 - Homestead Exemption Refund	110,000	180,000	180,000	\$70,000	63.64%	6.4255%	
2006 - BETE Reimbursement	8,700	11,000	11,000	\$2,300	26.44%	0.3927%	
2008 - Veterans Exemption Refund	6,500	6,200	6,200	(\$300)	-4.62%	0.2213%	
2009 - Town Hall Rental	1,500	600	600	(\$900)	-60.00%	0.0214%	
2010 - Municipal Complex Rent	56,800	54,228	54,228	(\$2,572)	-4.53%	1.9358%	
2130 - General Assistance	0	5,000	5,000	\$5,000		0.1785%	
2320 - MDOT Road Assistance	103,284	104,956	104,956	\$1,672	1.62%	3.7466%	
2509 - State Revenue Sharing	221,500	216,500	216,500	(\$5,000)	-2.26%	7.7284%	
3033 - Appeals Board	100	250	250	\$150	150.00%	0.0089%	
3034 - Planning Board	1,700	5,000	5,000	\$3,300	194.12%	0.1785%	
3045 - Use of Undesignated Funds	125,000	200,000	200,000	\$75,000	60.00%	7.1394%	
3047 - Budget UFB	257,950	0	0	(\$257,950)	-100.00%	0.0000%	
3050 - General Government Misc	3,000	7,000	7,000	\$4,000	133.33%	0.2499%	
3060 - Police Department Misc	3,000	2,900	2,900	(\$100)	-3.33%	0.1035%	
3302 - Gasoline Invoice Payments	2,000	3,000	3,000	\$1,000	50.00%	0.1071%	
3303 - Highway Driveways	500	500	500	\$0	0.00%	0.0178%	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

		<b>2018</b>	<b>Department Head Request</b>	<b>Town Manager Request</b>	<b>\$\$ Inc/Dec</b>	<b>% Inc/Dec</b>	<b>% Gross</b>
	<b>Budget</b>						
<b>005 - General Fund Revenue</b>							
3304 - Plumbing Administration Fee	1,000	1,360	1,360	\$360	36.00%	0.0485%	
3328 - Transfer Sta Stickers	15,000	9,000	9,000	(\$6,000)	-40.00%	0.3213%	
3329 - Transfer Sta Universal Waste	0	700	700	\$700		0.0250%	
3330 - Transfer Sta Propane Tank Exch	1,500	400	400	(\$1,100)	-73.33%	0.0143%	
3332 - Transfer Sta Returnables	500	400	400	(\$100)	-20.00%	0.0143%	
3334 - Transfer Sta Freon	200	300	300	\$100	50.00%	0.0107%	
3335 - Transfer Sta Demo Disposal	45,000	50,000	50,000	\$5,000	11.11%	1.7849%	
3336 - Transfer Sta Junk Metal	12,000	9,500	9,500	(\$2,500)	-20.83%	0.3391%	
3338 - Transfer Sta Large Bulky Items	3,000	4,000	4,000	\$1,000	33.33%	0.1428%	
3345 - Transfer Sta Store	22,000	25,000	25,000	\$3,000	13.64%	0.8924%	
3347 - Transfer Sta Tires	1,000	1,200	1,200	\$200	20.00%	0.0428%	
3349 - Transfer Sta Compost	100	400	400	\$300	300.00%	0.0143%	
3350 - Cemetery	0	3,700	3,700	\$3,700		0.1321%	
3404 - Swimming Lessons Rec	2,000	2,000	2,000	\$0	0.00%	0.0714%	
3406 - Soccer/Recreation	3,000	3,000	3,000	\$0	0.00%	0.1071%	
3407 - Adult Trips	0	4,000	4,000	\$4,000		0.1428%	
3409 - Basketball Pgm Rec	2,000	2,000	2,000	\$0	0.00%	0.0714%	
3410 - Misc. Programs	0	5,800	5,800	\$5,800		0.2070%	
3412 - BOKS	500	0	0	(\$500)	-100.00%	0.0000%	
3413 - Recreation Lacrosse	2,700	2,500	2,500	(\$200)	-7.41%	0.0892%	
3414 - Recreation Baseball	2,000	2,500	2,500	\$500	25.00%	0.0892%	
3415 - Rec Summer Camp	16,800	12,000	12,000	(\$4,800)	-28.57%	0.4284%	
3416 - Recreation Softball	2,000	2,500	2,500	\$500	25.00%	0.0892%	
3417 - Snack Shack	0	500	500	\$500		0.0178%	
3421 - Softball/Adult	2,000			(\$2,000)	-100.00%	0.0000%	
4009 - Interest Earned	12,000	15,000	15,000	\$3,000	25.00%	0.5355%	
4010 - Salmon Point Seasonal Rental	30,000	30,000	30,000	\$0	0.00%	1.0709%	
4300 - Waste Water Mgmt Reimb	17,892	24,086	24,086	\$6,194	34.62%	0.8598%	
4305 - Wastewater Enterprise Fund - NEW		100,000	100,000	\$100,000		3.5697%	
4310 - Salmon Point Mgmt Reimb	30,814	32,788	32,788	\$1,974	6.41%	1.1704%	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	<b>2018 Budget</b>	<b>Department Head Request</b>	<b>Town Manager Request</b>	<b>\$\$ Inc/Dec</b>	<b>% Inc/Dec</b>	<b>% Gross</b>
<b>005 - General Fund Revenue</b>						
4320 - TIF Funds	30,000	25,000	25,000	(\$5,000)	-16.67%	0.8924%
4400 - Reserve Account Funds		46,900	46,900	\$46,900		1.6742%
<b>5006 - Trust Draw</b>	<b>107,212</b>	<b>108,673</b>	<b>108,673</b>	<b>\$1,461</b>	<b>1.36%</b>	<b>3.8793%</b>
5113 - Cable Franchise Fee	49,500	50,000	50,000	\$500	1.01%	1.7849%
5115 - Bridgton Water District - NEW		50,000	50,000	\$50,000		1.7849%
5900 - Tax Acquired Property Income	20,000	15,000	15,000	(\$5,000)	-25.00%	0.5355%
<b>TOTALS</b>	<b>2,590,452</b>	<b>2,801,351</b>	<b>2,801,351</b>	<b>\$210,899</b>	<b>8.14%</b>	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
005 - General Fund Revenue							
<b>0011 - Motor Vehicle Excise Tax</b> <i>Excise revenues have continued to grow. Fees set by State Law.</i>	861,953	923,507	800,000	436,228	875,000	875,000	
<b>0012 - Boat Excise</b> <i>Historically revenues have remained stable. Fees set by State Law.</i>	28,153	26,810	25,000	4,237	25,000	25,000	
<b>0014 - Off Road Trailer Excise</b> <i>Reduced as have not been meeting projections</i>	6,783	7,341	6,000	0	6,500	6,500	
<b>0020 - Interest On Tax</b> <i>Interest set by Town Meeting / Maximum set by State Law which is 8%</i>	57,082	62,599	62,000	21,456	60,000	60,000	
<b>0022 - Lien Costs</b> <i>Fees set by State Law</i>	23,022	27,012	25,000	12,739	25,600	25,600	
<b>0049 - Paymnt in lieu of Taxes</b> <i>Second Parish Congregational Church; 30 North High Street</i>	771	1,251	1,200	1,411	1,400	1,400	
<b>1008 - Licenses, Business, Vict</b>	2,391	3,054	2,000	540	2,500	2,500	
<b>1009 - Town Clerk Fees</b> <i>Certified copies of Birth Certificates, Marriage Certificates and Death Certificates. Fees set by State Law.</i>	16,152	17,793	15,000	8,132	17,000	17,000	
<b>1010 - Vehicle Fees, Boat, Atv, Snow</b> <i>Historically stable - Fees set by State Law</i>	2,994	3,033	3,000	640	3,000	3,000	
<b>1011 - Town Fee-Motor Vehicles</b> <i>Historically stable - Fees set by State Law</i>	17,759	18,403	17,000	7,859	17,500	17,500	
<b>1030 - CDBG Grant Administration</b>	332,345	91,773	190,000	92,073	180,000	180,000	
<b>1031 - Building Permits</b> <i>Construction activity continues to increase</i>	48,851	69,745	40,000	26,946	73,381	73,381	
<b>1032 - Plumbing Permits</b> <i>Construction activity continues to increase</i>	15,923	13,157	16,000	11,640	20,129	20,129	
<b>1033- POA/E Penalty</b>	0	15,000	0	0	0	0	
<b>1039 - Occupancy Fee</b>	0	1,915	0	1,230	1,500	1,500	
<b>1050 - FOA Fee</b>	0	251	0	10	0	0	0

Revised 2/16/2018

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	005 - General Fund Revenue	2016		2017		2018 Budget		2018 YTD as of 11/30/17		Department Head Request		Town Manager Request		BOSS Approval	
		Actual	Actual	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
1220 - Law Enforcement	0	0	482	0	0	52	0	0	0	0	0	0	0	0	0
1221 - Ord Fines	0	0	0	0	55,720	55,000	56,243	56,243	55,500	55,500	55,500	55,500	55,500	55,500	55,500
2003 - Tree Growth Refund State <i>Partial reimbursement for lost tax revenue due to Tree Growth Program</i>	56,256	56,256	55,720	55,000	113,160	110,000	171,087	171,087	180,000	180,000	180,000	180,000	180,000	180,000	180,000
2005 - Homestead Exemption Refund <i>Partial reimbursement for lost tax revenue due to Homestead Exemption Program; current law 62.5%, projected at 50% as Legislature could change</i>	97,762	97,762	4,976	8,834	8,700	8,700	0	0	11,000	11,000	11,000	11,000	11,000	11,000	11,000
2006 - BETE Reimbursement <i>Business Equipment Tax Exemption Program which is 100% property tax exemption for eligible property. The Town of Bridgton is reimbursed at 50% of lost tax revenue.</i>	6,626	6,626	6,525	6,500	6,500	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200	6,200
2008 - Veterans Exemption Refund <i>Partial reimbursement for lost tax revenue due to Veterans Exemption Program</i>	650	650	580	1,500	1,500	250	250	250	250	600	600	600	600	600	600
2009 - Town Hall Rental <i>Rental for private events and independent fitness groups.</i>	56,828	56,828	56,628	56,800	56,800	23,395	23,395	23,395	23,395	54,228	54,228	54,228	54,228	54,228	54,228
2010 - Municipal Complex Rent <i>District Court: \$54,228 / TM Request less the \$2400 previously charged and received from LRTV</i>	569	569	4,396	0	0	591	591	591	591	5,000	5,000	5,000	5,000	5,000	5,000
2130 - General Assistance	103,672	103,672	103,284	103,284	103,284	104,956	104,956	104,956	104,956	104,956	104,956	104,956	104,956	104,956	104,956
2320 - MDOT Road Assistance <i>Please see detail sheet</i>	217,654	217,654	222,792	221,500	221,500	96,139	96,139	96,139	96,139	216,500	216,500	216,500	216,500	216,500	216,500
2509 - State Revenue Sharing <i>Please see detail sheet</i>	100	100	73	100	100	0	0	0	0	250	250	250	250	250	250
3033 - Appeals Board <i>Application Fee</i>	1,775	1,775	12,475	1,700	1,700	4,050	4,050	4,050	4,050	5,000	5,000	5,000	5,000	5,000	5,000
3034 - Planning Board <i>Application Fee</i>	0	0	0	125,000	0	0	200,000	0	200,000	200,000	200,000	200,000	200,000	200,000	200,000
3045 - Use of Undesignated Funds	257,950	257,950	0	0	0	0	0	0	0	0	0	0	0	0	0
3047 - Budget UFB															

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

		2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
005 - General Fund Revenue								
3050 - General Government Misc		30,575	1,428	3,000	6,805	7,000	7,000	
<i>Uncatalogized fees i.e., return check fees @ \$35 each, copies, &amp; MMA Workers Comp Dividend</i>								
3060 - Police Department Misc		1,206	2,775	3,000	1,672	2,900	2,900	
<i>Fingerprints, police reports, accident report requests, and administrative fee for concealed weapon permits</i>								
3301 - Highway Mls.		0	41	0	0	0	0	
3302 - Gasoline Invoice Payments		2,156	4,379	2,000	1,601	3,000	3,000	
<i>Brighton Water Company and Easy Riders Snowmobile grooming equipment.</i>								
3303 - Highway Driveways		710	1,005	500	515	500	500	
<i>Driveway Entrance Permits</i>								
3304 - Plumbing Administration Fee		1,316	6,479	1,000	940	1,360	1,360	
3328 - Transfer Station Stickers		14,290	10,210	15,000	1,249	9,000	9,000	
<i>Stickers are valid for 2 years. The current stickers expire December 31, 2017.</i>								
3329 - Transfer Sta Universal Waste		1	87	0	370	700	700	
3330 - Transfer Sta Propane Tank Exch		2,056	1,604	1,500	0	400	400	
3332 - Transfer Sta Returnables		622	439	500	0	400	400	
3334 - Transfer Sta Freon		71	1,240	200	1,630	300	300	
3335 - Transfer Sta Demo Disposal		59,458	49,848	45,000	25,863	50,000	50,000	
3336 - Transfer Sta Junk Metal		11,799	12,487	12,000	11,463	9,500	9,500	
3338 - Transfer Sta Large Bulky Items		3,236	4,178	3,000	2,370	4,000	4,000	
3345 - Transfer Sta Store		24,010	26,086	22,000	14,821	25,000	25,000	
3347 - Transfer Sta Tires		1,228	1,612	1,000	921	1,200	1,200	

Revised 2/16/2018

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
005 - General Fund Revenue							
<b>3349 - Transfer Sta Compost</b>	16	743	100	182	400	400	
<b>3350 - Cemetery</b>	0	0	0	4,250	3,700	3,700	
<b>3404 - Swimming Lessons Rec</b>	4,096	5,255	2,000	100	2,000	2,000	
<b>3406 - Soccer/Recreation</b>	3,350	2,315	3,000	2,260	3,000	3,000	
<b>3407 - Adult Trips</b>	-962	202	0	-615	4,000	4,000	
<b>3409 - Basketball Pgm Rec</b>	1,230	3,181	2,000	999	2,000	2,000	
<b>3410 - Misc. Programs</b> <i>Karate, Mad Science, French, BOKS(After-school program sponsored by Reebok)</i>	170	0	0	0	5,800	5,800	
<b>3412- BOKS</b>	45	335	500	0	0	0	
<i>Moved to Misc. Programs</i>							
<b>3413 - Recreation Lacrosse</b>	1,380	1,540	2,700	-30	2,500	2,500	
<b>3414 - Recreation Baseball</b>	2,360	2,983	2,000	0	2,500	2,500	
<b>3415 - Rec Summer Camp</b>	18,125	13,185	16,800	5,885	12,000	12,000	
<b>3416 - Recreation Softball</b>	1,310	4,934	2,000	42	2,500	2,500	
<b>3417 - Snack Shack</b>	0	425	0	0	500	500	
<b>3421 - Softball/Adult</b>			2,000				
<b>4009 - Interest Earned</b> <i>Interest earned on checking account</i>	14,878	21,353	12,000	10,935	15,000	15,000	

Revised 2/16/2018

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 YTD as of 11/30/17</b>	<b>Department Head Request</b>	<b>Town Manager Request</b>	<b>BOS Approval</b>
005 - General Fund Revenue							
<b>4010 - Salmon Point Seasonal Rental</b>	-40,450	30,000	30,000	30,000	30,000	30,000	30,000
<i>Funds from Salmon Point Campground used to offset the Recreation Department.</i>							
<b>4300 - Waste Water Mgmt Reimb</b>	22,550	28,401	17,892	17,891	24,086	24,086	24,086
Town Manager	98,864	10%	9,886	*last year 5%			
Public Works Director	75,363	10%	7,536				
Finance Officer	55,700	5%	2,785				
Clerical	38,778	10%	3,878				
			<u>24,086</u>				
<b>4305 - Wastewater Enterprise Fund - NEW</b>							
<i>Wastewater component Lower Main Street Project.</i>							
<b>4310 - Salmon Point Mgmt Reimb</b>	22,550	28,401	30,814	30,814	32,788	32,788	32,788
Town Manager	98,864	15%	14,830				
Public Works Director	75,363	15%	11,304				
Finance Officer	55,700	5%	2,785				
Clerical	38,688	10%	3,869				
			<u>32,788</u>				
<b>4320 - TIF Funds</b>	30,000	100,000	30,000	0	25,000	25,000	25,000
<i>Funding for Phase 3 of Marketing/Promotion Plan (\$25,000).</i>							
<b>4400 - Reserve Account Funds</b>					46,900	46,900	46,900
<i>Continued upgrades to Town Office security (cameras and remaining card access) (\$10,600)</i>							
<b>5003 - Tree Growth Penalty</b>	0	0	0	0	0	0	0
<b>5006 - Trust Draw</b>	99,567	104,410	107,212	108,112	108,673	108,673	108,673
<i>Moose Pond Trust: \$62,075; Bridgton Trust: \$46,598</i>							
<b>5010 - Gasoline Refund</b>	0	0	0	0	0	0	0
<b>5113 - Cable Franchise Fee</b>	49,404	51,980	49,500	0	50,000	50,000	50,000
<i>3% of revenue as defined in the Franchise Contract</i>							

Revised 2/16/2018

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>005 - General Fund Revenue</b>					50,000	50,000	
5115 - Bridgton Water District - NEW <i>Shared expense Lower Main Street Project.</i>							
<b>5223 - FD Misc</b>	0	52	0	0	0	0	0
<b>5800 - Municipal Land Sales</b>	0	0	0	20,000	0	0	0
<b>5888 - Sale Of Municipal Property</b>	5,162	0	0	3,422	0	0	0
<b>5900 - Tax Acquired Property Income</b>	15,956	10,926	20,000	3,861	15,000	15,000	
<b>8440 - Park Fee</b>	0	2,090	0	0	0	0	0
<b>8445 - FEMA/MEMA</b>	0	3,265	0	0	0	0	0
<b>Final Totals</b>	2,901,838	2,406,468	2,590,452	1,407,312	2,801,351	2,801,351	0

**Manager Request Worksheet**02/13/2018  
Page 1

Revenue

Account	Budget	2018	2019	2019
		Initial	Manager	
Dept: 005 GF Revenue				
0011 MV Excise Ta	800,000.00	875,000.00	875,000.00	
0012 BT Excise	25,000.00	25,000.00	25,000.00	
0014 Off Rd Trail	6,000.00	6,500.00	6,500.00	
0020 Int on Tax	62,000.00	60,000.00	60,000.00	
0022 Lein Costs	25,000.00	25,600.00	25,600.00	
0049 PIITPYMNTS	1,200.00	1,400.00	1,400.00	
0050 Tax Comm	0.00	0.00	0.00	
0054 Tax Supp 04	0.00	0.00	0.00	
0080 Acc Rec T/S	0.00	0.00	0.00	
1008 Licenses Bus	2,000.00	2,500.00	2,500.00	
1009 TC Fees	15,000.00	17,000.00	17,000.00	
1010 Veh Fees,Bt	3,000.00	3,000.00	3,000.00	
1011 Town Fee-MV	17,000.00	17,500.00	17,500.00	
1030 CDBG Grants	190,000.00	180,000.00	180,000.00	
1031 Bldg Permit	40,000.00	73,381.00	73,381.00	
1032 Plumbing Per	16,000.00	20,129.00	20,129.00	
1033 POAE Penalty	0.00	0.00	0.00	
1039 Occupancy Fee	0.00	1,500.00	1,500.00	
1050 FOA Fee	0.00	0.00	0.00	
1220 Law Enforc	0.00	0.00	0.00	
2003 TG Refund	55,000.00	55,500.00	55,500.00	
2005 Homestead	110,000.00	180,000.00	180,000.00	
2006 BETE Reimb	8,700.00	11,000.00	11,000.00	
2008 Veterans ex	6,500.00	6,200.00	6,200.00	
2009 Town Hall Re	1,500.00	600.00	600.00	
2010 Mun Rent	56,800.00	54,228.00	54,228.00	
2130 General Ass.	0.00	5,000.00	5,000.00	

Manager Request Worksheet  
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	Account	2018 Budget	2019 Initial	2019 Manager
Dept: 005 GF Revenue CONTD				
2320 MDOT Rd Ass	103,284.00	104,956.00	104,956.00	
2509 St Rev Shar	221,500.00	216,500.00	216,500.00	
3030 Fin Office	0.00	0.00	0.00	
3033 Appeals Bd	100.00	250.00	250.00	
3034 Planning Bd	1,700.00	5,000.00	5,000.00	
3045 Use Undg Fnd	125,000.00	200,000.00	200,000.00	
3047 Budget UFB	257,950.00	0.00	0.00	
3050 Gen Govt Mis	3,000.00	7,000.00	7,000.00	
3060 PD Misc	3,000.00	2,900.00	2,900.00	
3301 Highway Mis	0.00	0.00	0.00	
3302 PW Gas Bills	2,000.00	3,000.00	3,000.00	
3303 Highway-Driv	500.00	500.00	500.00	
3304 Plumb Adm	1,000.00	1,360.00	1,360.00	
3328 TS Stickers	15,000.00	9,000.00	9,000.00	
3329 TS Univ Wast	0.00	700.00	700.00	
3330 TS Propane	1,500.00	400.00	400.00	
3332 TS Return	500.00	400.00	400.00	
3334 TS Freon	200.00	300.00	300.00	
3335 TS Demo	45,000.00	50,000.00	50,000.00	
3336 TS Junk Met	12,000.00	9,500.00	9,500.00	
3338 TS Bulky	3,000.00	4,000.00	4,000.00	
3342 TS Newspaper	0.00	0.00	0.00	
3345 TS Store	22,000.00	25,000.00	25,000.00	
3347 TS Tires	1,000.00	1,200.00	1,200.00	
3349 TS Compost	100.00	400.00	400.00	
3350 Cemetery	0.00	3,700.00	3,700.00	
3402 Rec Grants	0.00	0.00	0.00	
3404 Swim Lessons	2,000.00	2,000.00	2,000.00	

Account	2018 Budget	2019 Initial	2019 Manager
<b>Dept: 005 GF Revenue CONT'D</b>			
3406 Soccer	3,000.00	3,000.00	3,000.00
3407 Trips Rec	0.00	4,000.00	4,000.00
3409 Basketball	2,000.00	2,000.00	2,000.00
3410 Mad Science	0.00	5,800.00	5,800.00
3412 BOKS	500.00	0.00	0.00
3413 Lacrosse	2,700.00	2,500.00	2,500.00
3414 Baseball	2,000.00	2,500.00	2,500.00
3415 SummerCamp	16,800.00	12,000.00	12,000.00
3416 Softball	2,000.00	2,500.00	2,500.00
3417 SnackShack	0.00	500.00	500.00
3419 Flag Football	0.00	0.00	0.00
3420 Promo Signs	0.00	0.00	0.00
3421 Softbil/Adlt	2,000.00	0.00	0.00
4009 Interest	12,000.00	15,000.00	15,000.00
4010 Salmon Point	30,000.00	30,000.00	30,000.00
4300 WW MgmtReimb	17,892.00	24,086.00	24,086.00
4305 WWEnterprise	0.00	100,000.00	100,000.00
4310 SalP/MgtRei	30,814.00	32,788.00	32,788.00
4320 TIF Funds	30,000.00	25,000.00	25,000.00
4400 Reserve Acct	0.00	46,900.00	46,900.00
5003 TG Penalty	0.00	0.00	0.00
5006 Trust Draw	107,212.00	108,673.00	108,673.00
5113 Cable Fran F	49,500.00	50,000.00	50,000.00
5115 BridWatDist	0.00	50,000.00	50,000.00
5223 FD Misc	0.00	0.00	0.00
5800 Mun Land Sal	0.00	0.00	0.00
5888 Sale Mun Pr	0.00	0.00	0.00
5900 Tax Aq Prop	20,000.00	15,000.00	15,000.00

)  
**Manager Request Worksheet**  
Revenue

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02/13/2018  
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Account	Revenue		
	2018 Budget	2019 Initial	2019 Manager
Dept: 005 GF Revenue CONTD			
8445 FEMA/MEMA	0.00	0.00	0.00
	2,590,452.00	2,801,351.00	2,801,351.00
<b>Revenue Totals:</b>	<b>2,590,452.00</b>	<b>2,801,351.00</b>	<b>2,801,351.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 008 Legal Services Expenses</b>							
3-2026 Legal Services Expense	15,365	15,856	16,000	7,739	18,000	18,000	
<i>General legal services i.e.; personnel issues, litigation and counsel.</i>							
Total Operating Expenses	15,365	15,856	16,000	7,739	18,000	18,000	0
	<b>15,365</b>	<b>15,856</b>	<b>16,000</b>	<b>7,739</b>	<b>18,000</b>	<b>18,000</b>	<b>0</b>

**Manager Request Worksheet**

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Page 1

Account	Expense			2019 Manager
	2018 Budget	2019 Initial	2019 Manager	
Dept: 008 Legal				
Operating Ex				
3-2026 Legal Serv	Legal	16,000.00 16,000.00	18,000.00 18,000.00	18,000.00 18,000.00
<b>Expense Totals:</b>		<b>16,000.00</b>	<b>18,000.00</b>	<b>18,000.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept:	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 009 General Government</b>							
<b>Payroll Expense</b>							
1-1000 Salary	253,792	193,355	215,839	87,072	263,901	223,901	
<i>Requesting 3% as was granted in both the union contract and public works agreement with some exceptions. Proposed rates as follows; Town Manager (\$98,663.70) (Net \$78,930.96 / Salmon Point \$14,799.56 / Wastewater \$4,933.19), Deputy Town Manager (\$61,800.00), Finance Officer (\$55,700.00), Executive Secretary (\$40,000.00) Administrative Assistant (\$7,737.60).</i>							
1-1001 Stipend	5,616	10,886	12,450	2,550	12,450	12,450	
<i>BOS Chair \$1,750/BOS Board \$5,200 (4x1,300) TOTAL \$6,950 / Planning Board Chair \$1,000 Planning Board Members \$4,500 (\$750/6) TOTAL \$5,500</i>							
1-1012 Part Time	17,929	0	0	0	0	0	
1-1015 Longevity	5,394	2,860	2,860	1,155	3,120	3,120	
<i>Deputy Town Manager \$60 per week ( \$60 x 52 = \$2,860)</i>							
<b>Total Payroll Expenses</b>	<u>282,731</u>	<u>207,101</u>	<u>231,149</u>	<u>90,777</u>	<u>279,471</u>	<u>239,471</u>	<u>0</u>
<b>Employee Benefits</b>							
2-1900 FICA	22,802	14,242	17,683	6,842	21,380	18,320	0
<i>FICA Rate is 7.65%</i>							
<b>Total Employee Benefits</b>	<u>22,802</u>	<u>14,242</u>	<u>17,683</u>	<u>6,842</u>	<u>21,380</u>	<u>18,320</u>	<u>0</u>
<b>Operating Expenses</b>							
3-2001 Telephone Expense	9,677	8,362	8,532	3,735	10,026	10,026	
<i>\$773 / month x 12 = \$9,276 and Internet \$62.49 / month x 12 = \$750</i>							
3-2003 Advertising	2,373	5,986	2,500	57	2,500	2,500	
<i>Public notices and general advertising i.e.; help wanted, for sale, etc.</i>							
3-2004 Printing	4,445	0	5,500	611	1,350	1,350	
<i>Year-end payroll forms \$285, Checkstock for payroll &amp; accounts payable \$900, Misc \$165 = \$1350</i>							
3-2007 Cell Telephone Expenses	1,404	1,248	1,500	577	1,533	1,533	
<i>Town Manager \$49.35 x 12 = \$593.00 Cell phone Upgrade \$400.00 Deputy Town Manager Stipend \$45.00 x 12 = \$540.00</i>							
3-2010 Web Site Maintenance	1,014	1,603	3,115	20	3,453	3,453	
<i>Flywheel - \$29.00/month hosting = \$348.00, basic maintenance and updates \$170.00/month = \$2,040.00, email expense \$1,065.00</i>							
3-2018 Membership/Subscription Exp	473	531	550	357	800	800	
<i>Maine Town City Manager's Association for Town Manager and Deputy Town Manager \$250; Government Finance Officers Assoc. \$160, ME Government Finance Officer Assoc.</i>							
\$35, Maine Local Government Human Resources \$25, and Maine Municipal Tax Collectors Treasurers Assoc. \$25, Manager Publications \$300,							
3-2024 MMA Association Dues	7,183	7,408	7,408	0	7,600	7,600	
<i>Maine Municipal Association Annual Dues which provide legal services, job bank, reduced rate for training seminars, web manuals and Maine Townsmen monthly publications</i>							

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 009 General Government</b>							
3-2025 Greater Portland COG <i>Greater Portland Council of Government - Cooperative bidding and purchasing i.e.; salt, sand, office supplies, etc. And grant research, technical planning assistance and data center. Dues are based on last census at \$1,60 per person</i>	5,210	5,210	5,210	5,210	8,336	8,336	
3-2040 Training/School Expense <i>MMA Training, specialized training, seminars, etc. Managers Annual Training \$400 (lodging) \$300 (Conf. and Meals) = \$700 x 2 (TM and DTM) = \$1,400.00; MMA Seminars \$640.00 (\$45-\$90 per class); Annual Employee Training \$1,600.00 - TOTAL \$3,640.00</i>							
3-2114 Travel Expense <i>Town Manager (via contract \$300.00/mo = \$3,600.00); Deputy Town Manager (stipend \$16.00 x 12 = \$195.00 for in-town travel) (out of town travel \$1,030.00) Total \$4825</i>	3,415	4,337	4,825	2,177	4,825	4,825	
3-2115 Meetings & Seminars <i>NE Management Institute (Town Manager and Deputy Town Manager \$400; Greater Portland Council of Governments \$150; Maine Municipal Association Annual Conference \$350; MTCMA Meeting (Town Manager and Deputy Town Manager \$500; Government Finance Officer's Association \$100; Maine Tax Collector's Treasurers Association \$300 = TOTAL \$1,800.00</i>	1,927	1,220	1,800	448	1,800	1,800	1,800
3-2116 Office Supplies <i>This line covers general office supplies i.e.; batteries, file folders, pens, pencils, paper products, toner, etc.</i>	8,793	9,663	8,000	2,451	9,500	9,500	
3-2117 Office Furniture <i>Purchase of office furniture i.e.; desks, chairs, file cabinets, etc.</i>	3,239	1,420	2,500	981	4,500	4,500	
3-2118 Postage <i>This is for general postage and certified mailings.</i>	14,938	11,823	10,000	2,617	10,000	10,000	
3-2526 Miscellaneous Supplies <i>This line covers special supply needs i.e.; business cards, names plates, etc.</i>	1,011	517	600	144	600	600	
3-4020 Town Audit <i>The firm of Berry Talbot Royer is engaged at the following rate schedule 2017 \$11,000; 2018 \$11,000 and 2019 \$11,000.</i>	14,192	14,042	11,000	0	11,000	11,000	
3-4222 Town Report Expense <i>Annual Town Report required by State Statute</i>	643	177	350	0	250	250	
<b>Total Operating Expenses</b>		<b>80,787</b>	<b>75,608</b>	<b>76,390</b>	<b>21,595</b>	<b>81,713</b>	<b>81,713</b>
<b>Maintenance &amp; Repairs</b>							
4-3230 Equipment Purchases <i>Computer and printer replacement</i>	3,742	4,040	4,000	751	4,000	4,000	
4-3231 Equipment Maintenance <i>Maintenance and repair for office equipment not covered by contract</i>	135	405	300	180	300	300	
							<b>0</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 009 General Government</b>							
4-3233 Equipment Contracts	14,819	18,078	13,480	11,690	13,480	13,480	
IT Contract, Postage Meter Contract and Copier Contract. Annual computer maintenance contract \$5,400; Postage Meter \$160.60 x 12 = \$1,927.20; Annual Carbonite back-up \$599.00; Copier, scanner 5 year: LP #2,573; Copier Supply Program color (0.04995 x 45,255 estimated copies) = \$2,260; Copier Supply Program b&w (0.00320 x 175,000 estimated copies) = \$560 TOTAL \$13,480.00							
4-3234 Software Contracts	833	10,484	11,134	11,008	13,220	13,220	
Annual Contract for TRIO Maintenance (Harris) = \$13,220.00							
4-3524 Hired Eq./Services			5,000	0	10,000	10,000	
CDBG & Town construction projects; engineering services.							
<b>Total Maintenance &amp; Repairs</b>	<b>19,529</b>	<b>33,007</b>	<b>33,914</b>	<b>23,629</b>	<b>41,000</b>	<b>41,000</b>	<b>0</b>
<b>Other Miscellaneous Expenses</b>	<b>0</b>	<b>2,192</b>	<b>2,000</b>	<b>407</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
6-4000 Meals							
<i>Food and refreshments for annual and special meetings i.e.; Annual Employee Christmas celebration, annual employee / volunteer barbecue and various meetings</i>							
<b>Total Other Misc. Expenses</b>	<b>0</b>	<b>2,192</b>	<b>2,000</b>	<b>407</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>
<b>Contingency/Reserve/Carry Fwd</b>							
8-5003 Contingency General Government	800	832	750	490	750	750	
<i>Unanticipated expenses</i>							
<b>Total Contingency/Reserve/Carry Fwd</b>	<b>800</b>	<b>832</b>	<b>750</b>	<b>490</b>	<b>750</b>	<b>750</b>	<b>0</b>
<b>406,649</b>	<b>332,982</b>	<b>361,886</b>	<b>143,740</b>	<b>426,814</b>	<b>383,754</b>	<b>0</b>	

Manager Request Worksheet  
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Page 1

Account	2018 Budget	2019 Initial	2019 Manager	
Dept: 009 Gen'l Gov't				
Payroll				
1-1000 Salary	215,839.00	263,901.00	223,901.00	
1-1001 Stipend	12,450.00	12,450.00	12,450.00	
1-1015 Longevity	2,860.00	3,120.00	3,120.00	
Employee Ben				
2-1900 FICA	17,683.00	21,380.00	18,320.00	
Operating Ex				
3-2001 Telephone	8,532.00	10,026.00	10,026.00	
3-2003 Advertising	2,500.00	2,500.00	2,500.00	
3-2004 Printing	5,500.00	1,350.00	1,350.00	
3-2007 Cell Phone	1,500.00	1,533.00	1,533.00	
3-2010 Web Site	3,115.00	3,453.00	3,453.00	
3-2018 Member/Sub	550.00	800.00	800.00	
3-2024 MMA Assoc	7,408.00	7,600.00	7,600.00	
3-2025 GPCOG	5,210.00	8,336.00	8,336.00	
3-2040 Training/Sch	3,000.00	3,640.00	3,640.00	
3-2114 Travel Exp	4,825.00	4,825.00	4,825.00	
3-2115 Meet & Sem	1,800.00	1,800.00	1,800.00	
3-2116 Office Supp	8,000.00	9,500.00	9,500.00	
3-2117 Office Furn	2,500.00	4,500.00	4,500.00	
3-2118 Postage	10,000.00	10,000.00	10,000.00	
3-2526 Misc Supp	600.00	600.00	600.00	
3-4020 Town Audit	11,000.00	11,000.00	11,000.00	
3-4222 Town Report	350.00	250.00	250.00	
Maint/Repair				
4-3230 Equip Purch	4,000.00	4,000.00	4,000.00	
4-3231 Equip Maint	300.00	300.00	300.00	
4-3233 Equip Cont	13,480.00	13,480.00	13,480.00	

Bridgton  
10:26 AM.

**Manager Request Worksheet**  
**Expense**

02/22/2018  
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Account	2018 Budget	2019 Initial	2019 Manager
<b>Dept: 009 Gen'l Gov't CONT'D</b>			
4-3234 Software Con	11,134.00	13,220.00	13,220.00
4-3524 Hired Eq/Ser	5,000.00	10,000.00	10,000.00
Other Exp			
6-4000 Meals	2,000.00	2,500.00	2,500.00
Capital Exp.			
8-5003 Conting GG	750.00	750.00	750.00
Gen'l Gov't	361,886.00	426,814.00	383,754.00
<b>Expense Totals:</b>	<b>361,886.00</b>	<b>426,814.00</b>	<b>383,754.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: 015 Municipal Complex	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Payroll Expense</b>							
1-1000 Salary	34,133	33,880	36,358	8,905	37,440	37,440	
<i>Requesting 3% as was granted in both the union contract and public works agreement.</i>							
1-1012 Part Time	13,351	6,049	2,200	2,350	2,482	2,482	
<i>Part time help when custodian is on vacation or out sick</i>							
1-1030 Overtime	0	0	500	0	500	500	
<i>Late meeting clean-up or call in when there is an issue with the building.</i>							
<b>Total Payroll Expense</b>	<b>47,484</b>	<b>39,929</b>	<b>39,058</b>	<b>11,255</b>	<b>40,422</b>	<b>40,422</b>	<b>0</b>
<b>Employee Benefits</b>							
2-1900 FICA	3,732	3,078	3,011	884	3,115	3,115	
<i>7.65%</i>							
2-2510 Clothing Allowance	300	300	300	300	300	300	
<b>Total Employee Benefits</b>	<b>4,032</b>	<b>3,378</b>	<b>3,311</b>	<b>1,184</b>	<b>3,415</b>	<b>3,415</b>	<b>0</b>
<b>Operating Expenses</b>							
3-2007 Cell Telephone Expenses	560	663	626	261	589	589	
<i>12 x \$49.11 = \$589</i>							
3-2114 Travel Expense	255	58	150	0	100	100	
<i>IRS rate 54.5 cents per mile as of Jan. 1, 2018 - In town and out of town travel</i>							
3-2116 Office Supplies	89	0	0	0	0	0	
<i>All ready over, and spent more in past years</i>							
3-2122 Drinking Water	0	0	498	265	498	498	
<i>Avg. (4) 5 gallon jugs per month @ \$41.50 x 12 months = \$498</i>							
3-2526 Miscellaneous Supplies	1,342	1,262	502	371	1,300	1,300	
<i>All ready over, and spent more in past years</i>							
3-2605 Electricity Expense	20,274	20,161	21,600	7,609	26,568	26,568	
<i>Budgeted for \$1800 per mo. X 12 months plus 23% based on market usage analysis in Oct. 2017.</i>							
3-2607 Public Water	1,429	1,433	1,500	357	1,497	1,497	
<i>Budgeted based on \$367 per quarter plus 2% increase for anticipated water district infrastructure improvements</i>							

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 015 Municipal Complex</b>							
3-2609 Heating Fuel Expense <i>Budgeted based on 3 year average number of gallons; 3,320 gallons @ \$2.50 /gallon; currently locked in at \$2.00 until 6/30/18.</i>	4,330	6,451	8,300	1,722	8,300	8,300	8,300
<b>Total Operating Expenses</b>	<b>28,279</b>	<b>30,028</b>	<b>33,176</b>	<b>10,585</b>	<b>38,852</b>	<b>38,852</b>	<b>0</b>
4-2528 Building Supplies	0	2,668	0	0	500	500	500
4-2610 Sewage Expense <i>Using on average 4,700 gallons per quarter plus reserve fee of \$536 = \$3800 per year</i>	2,045	3,052	3,800	1,508	3,800	3,800	3,800
4-3002 Equipment Rental Expense <i>Hand tools, cleaning supplies, etc.</i>	55	0	0	0	0	0	0
4-3230 Equipment Purchases <i>Hand tools, cleaning supplies, etc.</i>	1,918	348	750	650	800	800	800
4-3231 Equipment Maintenance	714	979	750	13	700	700	700
4-3233 Equipment Contracts <i>Security 101 - Annual Monitoring of Panic Alarm System \$299.88; annual monitoring of Fire Alarm System ie. low temp and fire \$371.88; annual fire alarm system testing and inspection \$249 (by bundling all alarm monitoring systems with one company, we will see immediate savings \$600 +/-); Speciality Services - HVAC System and Boiler Maintenance \$3267; Tyco Simplex Fimel - Fire Extinguisher Inspections \$121.</i>	2,603	3,634	4,990	1,527	4,309	4,309	4,309
4-3603 Repairs <i>Tile replacement, window/screen replacement, heat pump issues and replacement, etc.</i>	2,698	7,843	6,000	2,773	11,480	11,480	11,480
4-4600 Building Maintenance Expense <i>Painting and patching sheetrock, floor stripping, carpet cleaning, and upgrade complex decorative lighting with LED bulbs along with new globes, etc.</i>	5,852	3,670	4,000	663	4,000	4,000	4,000
4-4601 Building Repair Expense	954	0	0	0	0	0	0
4-4700 Signs & Maintenance <i>Replace the complex sign, hardware, and electrical work</i>	371	1,676	0	0	0	1,000	1,000
4-4888 Miscellaneous Expenditures							0
4-6030 Grounds Improvements - NEW <i>"No Smoking Area" - Level area, add gravel, surface stone, stone planter &amp; signage</i>	17,210	23,870	20,290	7,134	27,589	27,589	0
<b>Total Maintenance &amp; Repairs</b>	<b>97,005</b>	<b>97,351</b>	<b>95,835</b>	<b>30,158</b>	<b>110,278</b>	<b>110,278</b>	<b>0</b>
<b>Other Expenses</b>							
6-3232 Physical Exam							
<b>Total Other Expenses</b>							

**Manager Request Worksheet**  
**Expense**

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Account	2018 Budget	2019 Initial	2019 Manager
<b>Dept: 015 Mun Complex</b>			
Payroll			
1-1000 Salary	36,358.00	37,440.00	37,440.00
1-1012 Part Time	2,200.00	2,482.00	2,482.00
1-1030 Overtime	500.00	500.00	500.00
Employee Ben			
2-1900 FICA	3,011.00	3,115.00	3,115.00
2-2510 Cloth Allow.	300.00	300.00	300.00
Operating Ex			
3-2007 Cell Phone	626.00	589.00	589.00
3-2114 Travel Exp	150.00	100.00	100.00
3-2122 DrinkingWatr	498.00	498.00	498.00
3-2526 Misc Supp	502.00	1,300.00	1,300.00
3-2605 Electricity	21,600.00	26,568.00	26,568.00
3-2607 Public Water	1,500.00	1,497.00	1,497.00
3-2609 Heating Fuel	8,300.00	8,300.00	8,300.00
Maint/Repair			
4-2528 Building Sup	0.00	500.00	500.00
4-2610 Sewage	3,800.00	3,800.00	3,800.00
4-3230 Equip Purch	750.00	800.00	800.00
4-3231 Equip Maint	750.00	700.00	700.00
4-3233 Equip Cont	4,990.00	4,309.00	4,309.00
4-3603 Repairs	6,000.00	11,480.00	11,480.00
4-4600 Bldg Maint	4,000.00	4,000.00	4,000.00
4-4700 Signs & Main	0.00	1,000.00	1,000.00
4-6030 Grnds Imprv	0.00	1,000.00	1,000.00
Mun Complex	95,835.00	110,278.00	110,278.00
<b>Expense Totals:</b>	<b>95,835.00</b>	<b>110,278.00</b>	<b>110,278.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: <b>018 Long Term Debt</b>	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Administrative Expense</b>							
5-5119 Capital Equipment	37,561	37,561	76,270	0	99,465		99,465
<i>4th payment on 2 plow trucks at \$37,561 (principal &amp; interest); 2nd payment on new plow truck at \$29,553 (principal &amp; interest), and 1st payment of new 550 &amp; used one ton \$32,350 (principal &amp; interest).</i>							
5-5804 Gen Obligation Bond/Complex	0	75,000	75,000	75,000	75,000		75,000
<i>Final Payment on Town Hall Renovation Bond - Principal \$75,000; Offset from Moose Pond Trust Revenues (R005-5006) \$50,000</i>							
5-5805 General Bond Interest	3,401	5,631	3,421	2,292	16,147		16,147
<i>Final Interest Payment on Town Hall Renovation Bond; May 2019 interest payment Lower Main Street Project (est. \$15,000)</i>							
<b>Total Administrative Expenses</b>	<b>40,962</b>	<b>118,192</b>	<b>154,691</b>	<b>77,292</b>	<b>190,612</b>	<b>190,612</b>	<b>0</b>
	<b>40,962</b>	<b>118,192</b>	<b>154,691</b>	<b>77,292</b>	<b>190,612</b>	<b>190,612</b>	<b>0</b>

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Manager Request Worksheet  
Expense

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Account	2018 Budget	2019 Initial	2019 Manager
<b>Dept: 018 Long Term De</b>			
Admin Exp			
5-5119 Capital Equi	76,270.00	99,465.00	99,465.00
5-5804 Gen Obl Bond	75,000.00	75,000.00	75,000.00
5-5805 Gen Bond Int	3,421.00	16,147.00	16,147.00
Long Term De	154,691.00	190,612.00	190,612.00
<b>Expense Totals:</b>	<b>154,691.00</b>	<b>190,612.00</b>	<b>190,612.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 020 County Maintenance &amp; Repairs</b>							
4-3228 County Dispatch Contract	99,407	102,377	107,013	0	110,244	110,244	
<i>3 year contract - 2016/17 \$19.94 x 5,210 = \$103,887.00; 2017/18 - \$20.54 x 5210 = \$107,013.00; 2018/19 - \$21.16 x 5210 = \$110,244.00</i>							
<b>Total Maintenance &amp; Repair</b>	<b>99,407</b>	<b>102,377</b>	<b>107,013</b>	<b>0</b>	<b>110,244</b>	<b>110,244</b>	<b>0</b>
<b>Administrative Expense</b>							
5-8100 County Tax	653,709	638,665	673,846	673,846	692,437	692,437	
<b>Total Administrative Expenses</b>	<b>653,709</b>	<b>638,665</b>	<b>673,846</b>	<b>673,846</b>	<b>692,437</b>	<b>692,437</b>	<b>0</b>
	<b>753,116</b>	<b>741,042</b>	<b>780,859</b>	<b>673,846</b>	<b>802,681</b>	<b>802,681</b>	<b>0</b>

Manager Request Worksheet  
Expense

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Account	2018 Budget	2019 Initial	2019 Manager
<b>Dept: 020 County</b>			
Maint/Repair			
4-3228 Cty Dispatch	107,013.00	110,244.00	110,244.00
Admin Exp			
5-8100 County Tax	673,846.00	692,437.00	692,437.00
County	780,859.00	802,681.00	802,681.00
<b>Expense Totals:</b>	<b>780,859.00</b>	<b>802,681.00</b>	<b>802,681.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOSS Approval
<b>Dept: 021 MSAD #61</b>							
Other Miscellaneous Expenses							
6-8101 MSAD #61	9,194,583	9,471,872	9,680,702	4,033,627	9,680,702	9,680,702	9,680,702
<b>Total Other Misc. Expenses</b>	<b>9,194,583</b>	<b>9,471,872</b>	<b>9,680,702</b>	<b>4,033,627</b>	<b>9,680,702</b>	<b>9,680,702</b>	<b>0</b>
	<b>9,194,583</b>	<b>9,471,872</b>	<b>9,680,702</b>	<b>4,033,627</b>	<b>9,680,702</b>	<b>9,680,702</b>	<b>0</b>

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**Manager Request Worksheet**  
Expense

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Account	Budget	2018	2019	2019	Manager
		Initial	Manager		
Dept: 021 MSAD #61					
Other Exp					
6-8101 MSAD #61	MSAD #61	9,680,702.00	9,680,702.00	9,680,702.00	
		9,680,702.00	9,680,702.00	9,680,702.00	
<b>Expense Totals:</b>		<b>9,680,702.00</b>	<b>9,680,702.00</b>	<b>9,680,702.00</b>	
		-	-	-	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: 022 LIBRARY Operating Expenses 3-3550 Library Operation Support <i>Please see request submitted by Bridgton Public Library</i>	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
	79,000	79,000	82,500	82,500	83,500	83,500	83,500
<b>Total Operating Expenses</b>	<b>79,000</b>	<b>79,000</b>	<b>82,500</b>	<b>82,500</b>	<b>83,500</b>	<b>83,500</b>	<b>0</b>
	<b>79,000</b>	<b>79,000</b>	<b>82,500</b>	<b>82,500</b>	<b>83,500</b>	<b>83,500</b>	<b>0</b>

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**Manager Request Worksheet**  
Expense

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Account	Budget	2018	2019	2019
		Initial	Manager	Manager
Dept: 022 LIBRARY				
Operating Ex				
3-3550 Library	LIBRARY	82,500.00 82,500.00	83,500.00 83,500.00	83,500.00 83,500.00
<b>Expense Totals:</b>		<b>82,500.00</b>	<b>83,500.00</b>	<b>83,500.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 026 PONDICHERY PARK</b>							
<b>Operating Expenses</b>							
3-2003 Advertising	352	692	500	0	400	400	400
<i>Brochures</i>							
3-2121 Supplies	0	110	200	0	150	150	150
<i>Surveillance camera batteries, cleaning supplies and miscellaneous hardware.</i>							
<b>Total Operating Expenses</b>	<b>352</b>	<b>802</b>	<b>700</b>	<b>0</b>	<b>550</b>	<b>550</b>	<b>0</b>
<b>Maintenance &amp; Repairs</b>							
4-3002 Equipment Rental Expense	0	0	1,000	0	700	700	500
<i>Specialized equipment</i>							
4-3229 Tools/Equipment	0	0	400	0	400	400	200
<i>Hand tools</i>							
4-3603 Repairs	117	8,197	8,000	0	8,000	8,000	8,000
<i>Trail maintenance, tree removal, and bridge work</i>							
4-4700 Signs & Maintenance Expense	0	703	500	486	600	600	500
<i>Trail marker signs, plaque replacement, brochure holders</i>							
4-4889 Engineering Services	0	0	1,200	0	800	800	800
<i>Specialized products or repairs</i>							
<b>Total Maintenance &amp; Repairs</b>	<b>117</b>	<b>8,900</b>	<b>11,100</b>	<b>486</b>	<b>10,500</b>	<b>10,000</b>	<b>0</b>
	<b>469</b>	<b>9,702</b>	<b>11,800</b>	<b>486</b>	<b>11,050</b>	<b>10,550</b>	<b>0</b>

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**Manager Request Worksheet**  
Expense

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Page 1

Account	2018 Budget	2019 Initial	2019 Manager
<b>Dept: 026 PONDCHRRYPK</b>			
<b>Operating Ex</b>			
3-2003 Advertising	500.00	400.00	400.00
3-2121 Supplies	200.00	150.00	150.00
<b>Maint/Repair</b>			
4-3002 Equip Rental	1,000.00	700.00	500.00
4-3229 Tools/Equip	400.00	400.00	200.00
4-3603 Repairs	8,000.00	8,000.00	8,000.00
4-4700 Signs & Main	500.00	600.00	500.00
4-4889 Engineer Ser	1,200.00	800.00	800.00
PONDCHRRYPK	11,800.00	11,050.00	10,550.00
<b>Expense Totals:</b>	<b>11,800.00</b>	<b>11,050.00</b>	<b>10,550.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 027 TOWN HALL</b>							
<b>Operating Expenses</b>							
3-2001 Telephone Expense	378	1,113	0	0	0	0	0
3-2008 Internet <i>need internet for voting and security system \$40 x 12 = \$480</i>	0	480	325	666	480	480	480
3-2121 Supplies	396	311	450	0	450	450	450
<i>Cleaning and general supplies</i>							
3-2605 Electricity Expense <i>same</i>	7,515	3,528	4,000	1,360	4,000	4,000	4,000
3-2607 Public Water Expense <i>2% increase from water department</i>	452	503	300	75	310	310	310
3-2608 Propane Expense <i>still looking at the usage of the building</i>	0	5,469	7,000	336	6,000	6,000	6,000
3-2714 Security/Alarm Expense <i>for any other upgrades to our new system</i>	1,084	0	1,000	1,670	1,000	500	500
<b>Total Operating Expenses</b>	<b>9,825</b>	<b>11,404</b>	<b>13,075</b>	<b>4,107</b>	<b>12,240</b>	<b>11,740</b>	<b>0</b>
<b>Maintenance &amp; Repairs</b>							
4-3230 Equipment Purchases <i>same</i>	566	0	250	0	250	250	250
4-3233 Equipment Contracts <i>Monitoring system for low temp - new service requested \$250, and semi-annual maintenance of heating system but excludes Renew Air/HRV Desiccant Cartridges and belt per quoted contract pricing \$828.</i>					0	0	1,078
4-3524 Hired Equipment/Services <i>for the floor refinishing</i>	3,244	1,981	1,950	0	1,950	1,950	1,950
4-3603 Repairs	1,059	259	400	0	400	400	400
4-4502 Annual Inspections	0	0	250	0	250	250	250
<i>Fire Extinguisher inspections</i>							
4-4600 Building Maintenance Expense	867	113	500	3	500	500	500
<b>Total Maintenance &amp; Repairs</b>	<b>5,736</b>	<b>2,353</b>	<b>3,350</b>	<b>3</b>	<b>3,350</b>	<b>4,428</b>	<b>0</b>
<b>15,561</b>	<b>13,757</b>	<b>16,425</b>	<b>4,110</b>	<b>15,590</b>	<b>16,168</b>	<b>0</b>	

**Manager Request Worksheet**  
**Expense**

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Page 1

Account	2018 Budget	2019 Initial	2019 Manager
<b>Dept: 027 TOWN HALL</b>			
<b>Operating Ex</b>			
3-2008 Internet	325.00	480.00	480.00
3-2121 Supplies	450.00	450.00	450.00
3-2605 Electricity	4,000.00	4,000.00	4,000.00
3-2607 Public Water	300.00	310.00	310.00
3-2608 Propane	7,000.00	6,000.00	6,000.00
3-2714 Sec/Alarm	1,000.00	1,000.00	500.00
<b>Maint/Repair</b>			
4-3230 Equip Purch	250.00	250.00	250.00
4-3233 Equip Cont	0.00	0.00	1,078.00
4-3524 Hired Eq/Ser	1,950.00	1,950.00	1,950.00
4-3603 Repairs	400.00	400.00	400.00
4-4502 Ann Inspectn	250.00	250.00	250.00
4-4600 Bldg Maint	500.00	500.00	500.00
TOWN HALL	16,425.00	15,590.00	16,168.00
<b>Expense Totals:</b>	<b>16,425.00</b>	<b>15,590.00</b>	<b>16,168.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: 028 TOWN CLERK	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Payroll Expense</b>							
1-1000 Salary	0	108,138	117,141	46,997	120,779	120,779	
Requesting 3% as was granted in both the union contract and public works agreement							
1-1012 Part Time	0	13,986	12,411	5,473	19,427	19,490	
52 weeks x 24 hours per week at \$13 per hour = \$16,224. Additional 80 hours to cover tax collection, sick leave, vacation = \$1,040. 3 elections x 14 hours each election x 5 election clerks at \$10.60 per hour = \$2,226. Election officials include Wardens, Moderators, Voter Check-in, and Ballot Box Attendant. All election positions are mandated by State Law. Total part time = \$19,490. Last increase for election clerks was (3%) 7/1/17 and prior to that 10/24/13 from \$8.00 per hour to \$10.00 per hour. Minimum wage is now \$10.00 per hour effective 1/1/18.							
1-1015 Longevity	0	5,720	5,830	2,310	6,240	6,240	
\$60 Town Clerk; \$60 Deputy Town Clerk	0	1,016	2,000	22	2,169	2,169	
1-1030 Overtime	0						
Overtime hours as need for absentee voting, election day, board meetings, cash up issues. Anticipate approximately 80 hours of overtime for Deputy Clerks.							
<b>Total Payroll Expense</b>	<b>0</b>	<b>128,860</b>	<b>137,382</b>	<b>54,802</b>	<b>148,615</b>	<b>148,678</b>	<b>0</b>
<b>Employee Benefits</b>							
2-1900 FICA	0	9,467	10,510	4,171	11,369	11,374	0
7.65%							
<b>Total Employee Benefits</b>	<b>0</b>	<b>9,467</b>	<b>10,510</b>	<b>4,171</b>	<b>11,369</b>	<b>11,374</b>	<b>0</b>
<b>Operating Expenses</b>							
3-2003 Advertising	0	863	1,060	184	1,060	1,060	
Cost of public notices (homestead, veterans, and blind exemptions, special amusement permits, new liquor licenses, election notices, dog license reminders, junkyard notices, and general assistance notices).							
3-2004 Printing	0	8,688	7,150	2,035	7,150	7,150	
\$2,600 tax bills and \$1,550 postage; \$3,000 ballot printing (3 elections at \$1,000 each)							
3-2018 Membership/Subscription Exp	0	835	910	61	910	910	
Various Associations & Periodicals: Maine Townsmen, Maine Association of Assessing Officers, \$660 Marshall & Swift (commercial pricing updates), Clerk, Tax Collector, Treasurer, MMA Directory							
3-2040 Training/School Expense	0	330	600	240	600	600	
\$200 tax school							
3-2114 Travel Expense	0	998	1,084	867	1,096	1,096	
\$660 mileage and room expense for tax school; 800 miles @ .545 per mile = \$436 / slight increase due to mileage rate							

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

<b>Dept: 028 TOWN CLERK</b>	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
3-2115 Meetings & Seminars <i>\$75 per election x 3 elections (coffee, refreshments); last year we hosted a motor vehicle class in Bridgton</i>	0	86	225	0	225		225
3-4208 Town Meeting & Elections <i>\$300 for election supplies (voter registration cards, pens, ribbon, tape for machine); \$450 for coding for AVS (3 x \$150 each); \$2400 for ballot counting machine coding (\$400 each machine x 2 machines x 3 elections)</i>	0	599	3,150	227	3,150		3,150
3-4213 Registry Research Fees <i>\$3,300 for the abstractor hired to conduct property ownership search during tax lien and foreclosure time \$30 per hour x 110 hours); \$1,000 for the cost for copies of deeds used to update property ownership</i>	0	2,830	4,300	1,820	4,300		4,300
3-4214 Tax Lien Expense <i>Filing and discharging tax liens. Fee is imposed to taxpayer through RE collections program in TRIO.</i>	0	12,397	11,750	8,425	11,750		11,750
<b>Total Operating Expenses</b>	<b>0</b>	<b>27,626</b>	<b>30,229</b>	<b>13,859</b>	<b>30,241</b>	<b>30,241</b>	<b>0</b>
<b>Maintenance &amp; Repairs</b>							
4-3230 Equipment Purchases <i>No new equipment expected to be purchased</i>	0	879	0	0	0	0	0
4-3233 Equipment Contracts <i>\$745 to lease 2nd ballot machine</i>	0	745	745	0	745	745	745
<b>Total Maintenance &amp; Repairs</b>	<b>0</b>	<b>1,624</b>	<b>745</b>	<b>0</b>	<b>745</b>	<b>745</b>	<b>0</b>
	<b>0</b>	<b>167,577</b>	<b>178,866</b>	<b>72,832</b>	<b>190,970</b>	<b>191,038</b>	<b>0</b>

**Manager Request Worksheet**01/17/2018  
Page 1Dept: 028 TOWN CLERK  
  
2018      2019  
Account      Budget      Initial      Manager

Payroll				
1-1000 Salary	117,141.00	120,779.00	120,779.00	
1-1012 Part Time	12,411.00	19,427.00	19,490.00	
1-1015 Longevity	5,830.00	6,240.00	6,240.00	
1-1030 Overtime	2,000.00	2,169.00	2,169.00	
Employee Ben				
2-1900 FICA	10,510.00	11,369.00	11,374.00	
Operating Ex				
3-2003 Advertising	1,060.00	1,060.00	1,060.00	
3-2004 Printing	7,150.00	7,150.00	7,150.00	
3-2018 Member/Sub	910.00	910.00	910.00	
3-2040 Training/Sch	600.00	600.00	600.00	
3-2114 Travel Exp	1,084.00	1,096.00	1,096.00	
3-2115 Meet & Sem	225.00	225.00	225.00	
3-4208 TM & Elect	3,150.00	3,150.00	3,150.00	
3-4213 Registry Fee	4,300.00	4,300.00	4,300.00	
3-4214 Tax Lien Exp	11,750.00	11,750.00	11,750.00	
Maint/Repair				
4-3233 Equip Cont	745.00	745.00	745.00	
TOWN CLERK	178,866.00	190,970.00	191,038.00	
<b>Expense Totals:</b>	<b>178,866.00</b>	<b>190,970.00</b>	<b>191,038.00</b>	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 030 Assessing</b>							
<b>Operating Expenses</b>							
3-4209 Assessing Costs <i>Please see cost sheet from John E. O'Donnell &amp; Associates, Inc.</i>	21,000	28,000	28,000	7,000	28,000	28,000	28,000
3-4211 Personal Property Revaluation <i>G&amp;K Associates.</i>	3,000	0	3,000	3,000	4,000	4,000	4,000
3-4212 Tax Map Expense <i>Please see cost sheet from John E. O'Donnell &amp; Associates, Inc.</i>	3,500	3,500	3,500	875	3,500	3,500	3,500
<b>Total Operating Expenses</b>	<b>27,500</b>	<b>31,500</b>	<b>34,500</b>	<b>10,875</b>	<b>35,500</b>	<b>35,500</b>	<b>0</b>
<b>Maintenance &amp; Repairs</b>							
4-3234 Software Contracts <i>Please see cost sheet from John E. O'Donnell &amp; Associates, Inc.</i>	3,950	2,950	2,950	3,950	3,500	3,500	3,500
<b>Total Maintenance &amp; Repairs</b>	<b>3,950</b>	<b>2,950</b>	<b>2,950</b>	<b>3,950</b>	<b>3,500</b>	<b>3,500</b>	<b>0</b>
	<b>31,450</b>	<b>34,450</b>	<b>37,450</b>	<b>14,825</b>	<b>39,000</b>	<b>39,000</b>	<b>0</b>

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**Manager Request Worksheet**

01/29/2018  
Page 1

Account	Budget	2018	2019	2019
		Initial	Manager	Manager
<b>Dept: 030 Assessing</b>				
Operating Ex				
3-4209 Assess Costs		28,000.00	28,000.00	28,000.00
3-4211 PP Reval		3,000.00	4,000.00	4,000.00
3-4212 Tax Maps		3,500.00	3,500.00	3,500.00
<b>Maint/Repair</b>				
4-3234 Software Con		2,950.00	3,500.00	3,500.00
Assessing		37,450.00	39,000.00	39,000.00
<b>Expense Totals:</b>		<b>37,450.00</b>	<b>39,000.00</b>	<b>39,000.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

<b>Dept: 033 CODE ENFORCEMENT</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 YTD as of 11/30/17</b>	<b>Department Head Request</b>	<b>Town Manager Request</b>	<b>BOSS Approval</b>
<b>Payroll Expense</b>							
1-1000 Salary	79,315	65,399	69,713	30,655		72,849	72,849
<i>Requesting 3% as was granted in both the union contract and public works agreement. It is anticipated the Administrative Assistant will continue to work 16 hours per week in this department. Requesting \$1.25 increase for Brenda in addition to 3% annual for passing internal plumbing/ subsurface water exams and to assist with plumbing inspections.</i>							
1-1015 Longevity	3,041	1,820	1,820	770		2,080	2,080
<i>Code Enforcement Officer - \$40./week</i>							
1-1030 Overtime	0	29	2,541	0		4,246	4,246
<i>Code Enforcement Officer O.T. rate \$42.87 / Adm. Asst O.T. rate \$27.90</i>							
1-1032 Compensatory Time	404	910	0	0		0	0
<i>Code Enforcement Officer (averages 60 hours per year) and the Administrative Assistant (averages 60 hours per year) as a result of attending Planning Board and Appeals Board meetings after hours</i>							
<b>Total Payroll Expense</b>	<b>82,760</b>	<b>68,158</b>	<b>74,074</b>	<b>31,425</b>	<b>79,175</b>	<b>79,175</b>	<b>0</b>
<b>Employee Benefits</b>							
2-1900 FICA	6,266	5,123	5,667	2,361		6,057	6,057
<i>7.65%</i>							0
<b>Total Employee Benefits</b>	<b>6,266</b>	<b>5,123</b>	<b>5,667</b>	<b>2,361</b>	<b>6,057</b>	<b>6,057</b>	<b>0</b>
<b>Operating Expenses</b>							
3-2001 Telephone Expense	75	137	150	62		150	150
<i>Internet expenses for Code Enforcement Officer and Administrative Assistant - \$6.25 x 12 months x 2 = \$150.00</i>							
3-2003 Advertising	631	372	500	92		500	500
<i>Planning Board and Appeals Board Public Hearings and/or Workshops</i>							
3-2017 Manuals and Books	28	0	0	0		0	0
<i>3-2018 Membership/Subscription Exp</i>							
3-2026 Legal Services Expense	242	262	235	91		235	235
<i>\$135.00 International Code Council / \$35.00 Maine Building Association / \$65.00 Maine Townsmen for Code Enforcement Officer and Planning Board</i>							
3-2040 Training/School Expense	22,953	8,847	15,000	6,394		15,000	15,000
<i>Planning Board and Appeals Board Applications requiring legal representation or opinion / Code Enforcement Issues i.e.; junkyard, dangerous buildings, signs.</i>							
3-2114 Travel Expense	50	210	1,015	120		1,015	1,015
<i>MMA training for Code Enforcement Officer, Administrative Assistant, Appeals Board and Planning Board members.</i>							
Code Enforcement Officer and Administrative Assistant travel at .54.5 per mile for property inspections and travel to seminars/classes.	2,620	2,501	2,500	737		2,500	2,500

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

<b>Dept: 033 CODE ENFORCEMENT</b>	2016		2017		2018		2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget	of 11/30/17	Request					
3-2115 Meetings & Seminars <i>Maine Building Officials and Inspectors Association Meeting - 4 meetings @ \$20.00/meeting</i>	0	90	80	20			80	80	80	
3-2116 Office Supplies <i>New filing cabinet, new map drawer cabinet and toner for Code Enforcement Officer printer</i>	73	554	1,500	1,025			1,000		1,000	
3-2118 Postage <i>Miscellaneous notices via certified mail and regular mail for violation notifications;</i>	183	192	200	38			200		200	
3-2526 Miscellaneous Supplies	144	169	300	31			300		300	
<b>Total Operating Expenses</b>	<b>26,999</b>	<b>13,334</b>	<b>21,480</b>	<b>8,610</b>			<b>20,980</b>	<b>20,980</b>	<b>0</b>	
	<b>116,025</b>	<b>86,615</b>	<b>101,221</b>	<b>42,396</b>			<b>106,212</b>	<b>106,212</b>	<b>0</b>	

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**Manager Request Worksheet**  
Expense

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01/22/2018  
Page 1

Account	2018 Budget	2019 Initial	2019 Manager	
Dept: 033 CODE ENFORC Payroll				
1-1000 Salary	69,713.00	72,849.00	72,849.00	
1-1015 Longevity	1,820.00	2,080.00	2,080.00	
1-1030 Overtime	2,541.00	4,246.00	4,246.00	
Employee Ben				
2-1900 FICA	5,667.00	6,057.00	6,057.00	
Operating Ex				
3-2001 Telephone	150.00	150.00	150.00	
3-2003 Advertising	500.00	500.00	500.00	
3-2017 Manuals/Bks	0.00	0.00	0.00	
3-2018 Member/Sub	235.00	235.00	235.00	
3-2026 Legal Serv	15,000.00	15,000.00	15,000.00	
3-2040 Training/Sch	1,015.00	1,015.00	1,015.00	
3-2114 Travel Exp	2,500.00	2,500.00	2,500.00	
3-2115 Meet & Sem	80.00	80.00	80.00	
3-2116 Office Supp	1,500.00	1,000.00	1,000.00	
3-2118 Postage	200.00	200.00	200.00	
3-2526 Misc Supp	300.00	300.00	300.00	
CODE ENFORC	101,221.00	106,212.00	106,212.00	
<b>Expense Totals:</b>	<b>101,221.00</b>	<b>106,212.00</b>	<b>106,212.00</b>	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 045 Bridgton Community Center</b>							
<b>Operating Expenses</b>							
3-3525 Bridgton Comm Center	71,500	75,000	75,000	31,250	76,750	76,750	
<b>Total Operating Expenses</b>	<b>71,500</b>	<b>75,000</b>	<b>75,000</b>	<b>31,250</b>	<b>76,750</b>	<b>76,750</b>	<b>0</b>
<b>Maintenance &amp; Repairs</b>							
4-3231 Equipment Maintenance	1,243	741	750	0	750	750	
4-3233 Equipment Contracts - NEW <i>Semi-annual maintenance on heating system to include air filters, belts, nozzles, and electrodes (if applicable)</i>	0	0	0	0	610	610	
4-3524 Hired Equipment/Services	0	374	250	374	375	375	
4-3603 Repairs	774	-34	750	1,320	1,000	1,000	
<b>Total Maintenance &amp; Repairs</b>	<b>2,017</b>	<b>1,081</b>	<b>1,750</b>	<b>1,694</b>	<b>2,735</b>	<b>2,735</b>	<b>0</b>
	<b>73,517</b>	<b>76,081</b>	<b>76,750</b>	<b>32,944</b>	<b>79,485</b>	<b>79,485</b>	<b>0</b>

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**Manager Request Worksheet**)

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02/02/2018  
Page 1

Account		Expense		2019 Manager
		2018 Budget	2019 Initial	
Dept: 045 Brdg CommCtr				
Operating Ex				
3-3525 CommCtr Prog		75,000.00	76,750.00	76,750.00
Maint/Repair				
4-3231 Equip Maint		750.00	750.00	750.00
4-3233 Equip Cont		0.00	610.00	610.00
4-3524 Hired Eq/Ser		250.00	375.00	375.00
4-3603 Repairs		750.00	1,000.00	1,000.00
Brdg CommCtr		76,750.00	79,485.00	79,485.00
<b>Expense Totals:</b>		<b>76,750.00</b>	<b>79,485.00</b>	<b>79,485.00</b>

# Budget Worksheet

## July 1, 2018 - June 30, 2019

<b>Dept: 046 Lake Region Television</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 YTD as of 11/30/17</b>	<b>Department Head Request</b>	<b>Town Manager Request</b>	<b>BOS Approval</b>
<b>Outside Entity Appropriation</b>							
7-5150 LRTV Franchise Fee	0	41,000	33,000	13,750	50,000	33,000	0
<i>Spectrum (Time Warner) franchise fees estimated at \$50,000.00</i>	0	41,000	33,000	13,750	50,000	33,000	0
	<b>0</b>	<b>41,000</b>	<b>33,000</b>	<b>13,750</b>	<b>50,000</b>	<b>33,000</b>	<b>0</b>

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Manager Request Worksheet  
Expense

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02/15/2018  
Page 1

Account	2018		2019	
	Budget	Initial	Initial	Manager
Dept: 046 Lake Reg. TV				
OutsidEntity:				
7-5150 LRTV Fran	Lake Reg. TV	33,000.00	50,000.00	33,000.00
Expense Totals:		33,000.00	50,000.00	33,000.00

**BUDGET WORKSHEET**  
**July 1, 2018 - June 30, 2019**

Dept: 115 Employee Benefits	2016 Actual	2017 Actual	2018 Budget	2017 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Payroll Expense</b>	23,200	62,356	0	0	0	0	0
1-1004 Cola Adjustment <i>The COLA Adj. is included in each department's request.</i>	23,200	62,356	0	0	0	0	0
<b>Total Payroll Expense</b>	<b>23,200</b>	<b>62,356</b>					
<b>Employee Benefits</b>							
2-1900 FICA	5,746	11,272	0	2,812	11,535	11,417	
<i>Most retirement options require FICA tax to be assessed by the employer with the exception of those that contribute to a ROTH IRA which is post tax contributions.</i>							
2-7310 Dental General Government	4,549	4,773	5,153	2,526	5,810	5,282	
<i>Projecting a 3% premium increase; 5 year average 2.8%. Includes coverage for the newly-created Executive-Secretary position.</i>							
2-7320 Dental Police	4,512	4,269	4,750	2,334	4,866	4,866	
<i>Projecting a 4.5% premium increase for the (8) police officers who are covered with Northeast Delta Dental directly. That renewal will occur in September. The police chief and administrative assistant are insured with Maine Municipal Employees Health Trust which I'm projecting a 3% increase in premiums.</i>							
2-7330 Dental Public Works	1,237	6,910	7,730	3,747	8,450	8,450	
<i>Projecting a 3% premium increase; 5 year average 2.8%. Starting in Fiscal Year 2017 the public works agreement has a provision that the employer will provide dental insurance for the employee only.</i>							
2-7340 Dental Recreation	490	498	515	253	528	528	
<i>Projecting a 3% premium increase; 5 year average 2.8%</i>							
2-7350 Dental Fire Chief	0	283	515	253	528	528	
<i>Projecting a 3% premium increase; 5 year average 2.8%</i>							
2-7410 MMA Health General Govt	119,791	132,046	159,179	68,090	182,877	172,635	
<i>Projecting a 10% premium increase; 5 year average 7.3% however the increase for the 2018 calendar year was 6% with several plan coverage changes. The budgeted amount also includes the newly-created Executive-Secretary position; \$10,242 each (if approved). The Town of Bridgton is a "Non-Rated Group" which means we are an employer group with 50 or fewer covered participants. Bridgton has 35 covered participants. One employee opts out from coverage; (2) employees have the employee &amp; spouse or family plan paid at 100%, (1) employee with employee &amp; spouse or family plan, (1) employee with employee &amp; child(ren) coverage, and (4) employees have single subscriber coverage.</i>							
2-7420 MMA Health Police	95,954	111,873	134,255	60,459	144,649	144,649	
<i>Projecting a 10% premium increase; 5 year average 7.3% however the increase for the 2018 calendar year was 6% which several plan coverage changes. The Town of Bridgton is a "Non-Rated Group" which means we are an employer group with 50 or fewer covered participants. Bridgton has 35 covered participants. One employee opts out from coverage; (2) officers have employee &amp; spouse or family coverage, (3) officers have employee &amp; child(ren) coverage, and (3) officers have single subscriber along with the administrative assistant.</i>							

**BUDGET WORKSHEET**  
**July 1, 2018 - June 30, 2019**

Dept: 115 Employee Benefits	2016 Actual	2017 Actual	2018 Budget	2017 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
2-7430 MMA Health Public Works	168,928	191,595	213,921	94,495	238,136	238,136	
<i>Projecting a 10% premium increase; 5 year average 7.3% however the increase for the 2018 calendar year was 6% with several plan coverage changes. The Town of Bridgton is a "Non-Rated Group" which means we are an employer group with 50 or fewer covered participants. Bridgton has 35 covered participants. One employee opts out from coverage, (1) employee with employee &amp; family or spouse coverage paid at 100%, (1) employee with child(ren) paid at 100%, (1) employee with employee &amp; family or spouse coverage, (2) employees with employee with child(ren) coverage, and (10) employees with single subscriber coverage.</i>							
2-7440 MMA Health Recreation	9,137	10,052	11,483	7,213	15,867	15,867	
<i>Projecting a 10% premium increase; 5 year average 7.3% however the increase for the 2018 calendar year was 6% with several plan coverage changes. The Town of Bridgton is a "Non-Rated Group" which means we are an employer group with 50 or fewer covered participants. Bridgton has 35 covered participants.</i>							
2-7441 Health Reimbursement Account	15,830	8,696	23,683	14,243	17,170	16,670	
<i>In accordance with the union contract, the public works work agreement, and personnel handbook, the employer provides a Health Reimbursement Account for each employee covered on the employer's health insurance plan. We presently have (16) employees at \$500 per calendar year, (18) employees at \$300 per calendar year, (3) employees not eligible because they opted out of the health insurance, and there is an annual administrative fee of \$550 and a per participant annual fee of \$60. If both the Executive Secretary position and additional FT attendant at Transfer Station is approved and filled; that employee could be eligible for up to the \$500.</i>							
2-7450 MMA Health Fire Chief	0	9,204	18,621	8,545	19,553	19,553	
<i>Projecting a 10% premium increase; 5 year average 7.3% however the increase for the 2018 calendar year as 6%. The Town of Bridgton is a "Non-Rated Group" which means we are an employer group with 50 or fewer covered participants. Bridgton will have 35 covered participants if &amp; when the ECD &amp; Ex. Sec. positions are filled.</i>							
2-7510 TRA General Government	27,712	29,391	31,034	12,383	34,513	32,313	
<i>In accordance with the personnel handbook, the employer contributes 5.5% of gross earnings with the exception of the Town Manager which is 8% by contract. The Executive Secretary position, \$2200 (if approved).</i>							
2-7520 TRA Police	33,059	33,231	38,858	14,571	40,454	40,454	
<i>In accordance with the union contract, the employer contributes 6% of gross earnings. Both the police chief and administrative assistant come under the provision in the personnel handbook of 5.5% of gross earnings.</i>							
2-7530 TRA Public Works	30,078	35,573	35,643	13,293	38,139	38,139	
<i>In accordance with the public works work agreement, the employer contributes 5% of gross earnings and both the Public Works Director &amp; Transfer Station Foreman come under the provision in the personnel handbook of 5.5% of gross earnings. The amount budgeted includes an additional FT Transfer Station attendant: \$1593 (if approved)</i>							
2-7540 IRA Recreation Dept	2,329	2,640	2,720	1,098	2,887	2,887	
<i>In accordance with the personnel handbook, the employer contributes 5.5% of gross earnings.</i>							
2-7550 IRA Fire Chief	0	1,586	2,833	1,144	2,917	2,917	
<i>In accordance with the personnel handbook, the employer contributes 5.5% of gross earnings.</i>							
<b>Total Employee Benefits</b>	<b>519,352</b>	<b>593,892</b>	<b>690,893</b>	<b>307,459</b>	<b>768,929</b>	<b>755,291</b>	<b>0</b>
	<b>542,552</b>	<b>656,248</b>	<b>690,893</b>	<b>307,459</b>	<b>768,929</b>	<b>755,291</b>	<b>0</b>

Bridgton  
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**Manager Request Worksheet**  
Expense

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02/22/2018  
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Account	2018 Budget	2019 Initial	2019 Manager
<b>Dept: 115 Employee Ben</b>			
Employee Ben	0.00	11,585.00	11,417.00
2-1900 FICA	5,153.00	5,810.00	5,282.00
2-7310 Dental G/G	4,750.00	4,866.00	4,866.00
2-7320 Dental PD	7,730.00	8,450.00	8,450.00
2-7330 Dental PW	515.00	528.00	528.00
2-7340 Dental Rec	515.00	528.00	528.00
2-7350 Dental Fire	159,179.00	182,877.00	172,635.00
2-7410 Health G/G	134,255.00	144,649.00	144,649.00
2-7420 Health PD	213,921.00	238,136.00	238,136.00
2-7430 Health PW	11,483.00	15,867.00	15,867.00
2-7440 Health Rec	23,683.00	17,170.00	16,670.00
2-7441 HRA	18,621.00	19,553.00	19,553.00
2-7450 Health Fire	31,034.00	34,513.00	32,313.00
2-7510 IRA Gen Gov	38,858.00	40,454.00	40,454.00
2-7520 IRA Police	35,643.00	38,139.00	38,139.00
2-7530 IRA PW	2,720.00	2,887.00	2,887.00
2-7540 IRA REC	2,833.00	2,917.00	2,917.00
2-7550 IRA Fire	690,893.00	768,929.00	755,291.00
<b>Expense Totals:</b>	<b>690,893.00</b>	<b>768,929.00</b>	<b>755,291.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: 120 General Assistance	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager's Request	BOA Approval
<b>Payroll Expense</b>							
1-1000 Salary	4,520	4,501	4,500	1,818	4,500	4,500	4,500
<i>Presently the GA Administrator is receiving a stipend of \$4000 per year and the Ass't Administrator \$500 per year</i>							
<b>Total Payroll Expense</b>	<b>4,520</b>	<b>4,501</b>	<b>4,500</b>	<b>1,818</b>	<b>4,500</b>	<b>4,500</b>	<b>4,500</b>
<b>Employee Benefits</b>							0
2-1900 FICA	346	345	344	139	344	344	
7.65%							
<b>Total Employee Benefits</b>	<b>346</b>	<b>345</b>	<b>344</b>	<b>139</b>	<b>344</b>	<b>344</b>	<b>0</b>
<b>Operating Expenses</b>							
3-2040 Training/School Expense	0	219	250	0	250	250	
<i>Training for administration. Cost to attend class and travel expense.</i>							
<b>Total Operating Expenses</b>	<b>0</b>	<b>219</b>	<b>250</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>0</b>
<b>Administrative Expense</b>							
5-7130 GA-Housing Assistance	3,629	4,700	7,000	7,764	7,000	7,000	7,000
<i>This line item provides assistance with rent or mortgage payments that are reasonable and/or within the allowed maximum levels. The general assistance program is a service administered by the municipality for the immediate aid of persons who are unable to provide basic necessities essential to maintain themselves or their families. A general assistance program provides a specific amount and type of aid for defined needs during a limited period of time and is not intended to be a continuing "grant in aid" or "categorical" welfare program. The definition shall not in any way lessen the responsibility of each municipality to provide general assistance to a person each time that person is in need and is found to be otherwise eligible to receive general assistance. The Department of Health and Human Service's will reimburse eligible claims at a rate of 70%.</i>							
5-7132 GA-Food Assistance	1,278	239	500	145	500	500	500
<i>This line item provides food assistance to eligible persons up to the allowed maximum levels. The general assistance program is a service administered by the municipality for the immediate aid of persons who are unable to provide basic necessities essential to maintain themselves or their families. A general assistance program provides a specific amount and type of aid for defined needs during a limited period of time and is not intended to be a continuing "grant in aid" or "categorical" welfare program. The definition shall not in any way lessen the responsibility of each municipality to provide general assistance to a person each time that person is in need and is found to be otherwise eligible to receive general assistance. The Department of Health and Human Service's will reimburse eligible claims at a rate of 70%.</i>							

*This line item provides food assistance to eligible persons up to the allowed maximum levels. The general assistance program is a service administered by the municipality for the immediate aid of persons who are unable to provide basic necessities essential to maintain themselves or their families. A general assistance program provides a specific amount and type of aid for defined needs during a limited period of time and is not intended to be a continuing "grant in aid" or "categorical" welfare program. The definition shall not in any way lessen the responsibility of each municipality to provide general assistance to a person each time that person is in need and is found to be otherwise eligible to receive general assistance. The Department of Health and Human Service's will reimburse eligible claims at a rate of 70%.*

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager's Request	BOS Approval
5-7133 GA-Utilities Assistance	236	246	3,070	0	3,070		3,070
<i>This line item provides assistance with lights, cooking and hot water payments that are reasonable and/or within the allowed maximum levels. The general assistance program is a service administered by the municipality for the immediate aid of persons who are unable to provide basic necessities essential to maintain themselves or their families. A general assistance program provides a specific amount and type of aid for defined needs during a limited period of time and is not intended to be a continuing "grant in aid" or "categorical" welfare program. The definition shall not in any way lessen the responsibility of each municipality to provide general assistance to a person each time that person is in need and is found to be otherwise eligible to receive general assistance. The Department of Health and Human Service's will reimburse eligible claims at a rate of 70%.</i>							
5-7134 GA-Fuel Assistance	0	790	7,350	0	7,350		7,350
<i>This line item provides assistance with home heating expenses that are reasonable and/or within the allowed maximum levels. The general assistance program is a service administered by the municipality for the immediate aid of persons who are unable to provide basic necessities essential to maintain themselves or their families. A general assistance program provides a specific amount and type of aid for defined needs during a limited period of time and is not intended to be a continuing "grant in aid" or "categorical" welfare program. The definition shall not in any way lessen the responsibility of each municipality to provide general assistance to a person each time that person is in need and is found to be otherwise eligible to receive general assistance. The Department of Health and Human Service's will reimburse eligible claims at a rate of 70%.</i>							
5-7135 GA-Medical Assistance	43	0	250	0	250		250
<i>This line item provides assistance for essential medical expenses that are reasonable and/or within the allowed maximum levels. The general assistance program is a service administered by the municipality for the immediate aid of persons who are unable to provide basic necessities essential to maintain themselves or their families. A general assistance program provides a specific amount and type of aid for defined needs during a limited period of time and is not intended to be a continuing "grant in aid" or "categorical" welfare program. The definition shall not in any way lessen the responsibility of each municipality to provide general assistance to a person each time that person is in need and is found to be otherwise eligible to receive general assistance. The Department of Health and Human Service's will reimburse eligible claims at a rate of 70%.</i>							
5-7136 GA-Burial Assistance	0	520	1,500	0	1,500		1,500
<i>This line item provides assistance for the direct burial or cremation expenses for anyone who dies leaving no money or assets to pay for the burial expenses and who has no liable relatives who are financially able to pay the burial or cremation costs. Relatives who are liable for costs are parents, grandparents, siblings, children and grandchildren. The general assistance program is a service administered by the municipality for the immediate aid of persons who are unable to provide basic necessities essential to maintain themselves or their families. A general assistance program provides a specific amount and type of aid for defined needs during a limited period of time and is not intended to be a continuing "grant in aid" or "categorical" welfare program. The definition shall not in any way lessen the responsibility of each municipality to provide general assistance to a person each time that person is in need and is found to be otherwise eligible to receive general assistance. The Department of Health and Human Service's will reimburse eligible claims at a rate of 70%.</i>							
<b>Total Administrative Expense</b>	<b>16,547</b>	<b>11,560</b>	<b>24,764</b>	<b>9,866</b>	<b>24,764</b>	<b>24,764</b>	<b>0</b>

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**Manager Request Worksheet**  
Expense

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Account	Budget	2018	2019	Manager
		Initial	Manager	
Dept: 120 Genl Assist				
Payroll				
1-1000 Salary	4,500.00	4,500.00	4,500.00	
Employee Ben				
2-1900 FTCA	344.00	344.00	344.00	
Operating Ex				
3-2040 Training/Sch	250.00	250.00	250.00	
Admin Exp				
5-7130 GA-Housing	7,000.00	7,000.00	7,000.00	
5-7132 GA-Food	500.00	500.00	500.00	
5-7133 GA-Utilities	3,070.00	3,070.00	3,070.00	
5-7134 GA-Fuel	7,350.00	7,350.00	7,350.00	
5-7135 GA-Medical	250.00	250.00	250.00	
5-7136 GA-Burial	1,500.00	1,500.00	1,500.00	
Genl Assist	24,764.00	24,764.00	24,764.00	
<b>Expense Totals:</b>	<b>24,764.00</b>	<b>24,764.00</b>	<b>24,764.00</b>	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOSS Approval
<b>Dept: 125 Health Officer Payroll Expense</b> 1-1001 Stipend	850	850	850	212	850	850	850
<b>Total Payroll Expense</b>	<b>850</b>	<b>850</b>	<b>850</b>	<b>212</b>	<b>850</b>	<b>850</b>	<b>0</b>
<b>Employee Benefits</b> 2-1900 FICA 7.65%	65	65	65	16	65	65	0
<b>Total Employee Benefits</b>	<b>65</b>	<b>65</b>	<b>65</b>	<b>16</b>	<b>65</b>	<b>65</b>	<b>0</b>
<b>Operating Expenses</b> 3-2005 License Fee <i>Annual nursing license.</i> 3-2114 Travel Expense	0	85	75	0	75	75	75
3-2115 Meetings & Seminars	0	102	150	0	100	100	100
3-2116 Office Supplies	0	0	25	0	25	25	25
<b>Total Operating Expenses</b>	<b>35</b>	<b>187</b>	<b>350</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>0</b>
	<b>950</b>	<b>1,102</b>	<b>1,265</b>	<b>228</b>	<b>1,165</b>	<b>1,165</b>	<b>0</b>

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**Manager Request Worksheet**  
Expense

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Account	2018 Budget	2019 Initial	2019 Manager	
Dept: 125 Health Off Payroll	850.00	850.00	850.00	
1-1001 Stipend				
Employee Ben				
2-1900 FICA	65.00	65.00	65.00	
Operating Ex				
3-2005 License Fee	75.00	75.00	75.00	
3-2114 Travel Exp	150.00	100.00	100.00	
3-2115 Meet & Sem	100.00	50.00	50.00	
3-2116 Office Supp	25.00	25.00	25.00	
Health Off	1,265.00	1,165.00	1,165.00	
<b>Expense Totals:</b>	<b>1,265.00</b>	<b>1,165.00</b>	<b>1,165.00</b>	

## Budget Worksheet July 1, 2018 - June 30, 2019

Dept: 223 Police Department		2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Payroll Expense</b>								
1-1000 Salary								
<i>This line item covers the base salary of our full-time police officers and Public Safety Administrative Assistant. Hourly rates are based on contractual obligations.</i>								
<i>Patrol 6 is the same person but their rate changes part way thru the year. The PSAA works 30 hrs. per week for the police department and 10 hrs. for the fire dept.</i>								
<i>The PSAA hourly rate is the 3% increase plus \$1.03 for a market rate adjustment.</i>								
Officer	Hourly		Weeks		Annual		Holiday	
Sergeant	26.83		52		55,806		2,683	
Sergeant	26.83		52		55,806		2,683	
Patrol 1	24.61		52		51,189		2,461	
Patrol 2	24.61		52		51,189		2,461	
Patrol 3	24.61		52		51,189		2,461	
Patrol 4	24.61		52		51,189		2,461	
Patrol 5	24.61		52		51,189		2,461	
Patrol 6	23.33		26		24,263		1,866	
Patrol 6	24.61		26		25,594		492	
PSAA	18.20		52		28,392			
		Total			445,806		20,030	
						Grand Total		465,836
1-1002 Department Head Salaries	59,055	63,695	68,958		27,849		71,028	71,028
<i>3% Increase as is with the union contract &amp; public works agreement</i>								
1-1003 Contracted Manager	12,501	0	0	0	0	0	0	0
<i>This was a line item for the interim chief prior to Chief Stillman.</i>								
1-1012 Part Time	2,686	2,267	4,260		1,780		6,316	6,316
<i>This is for the two Reserve Officers who work special events and a Full Time Reserve Officer for 10 weeks during the summer.</i>								
Reserve Offs.							960	
Reserve							5,356	
Officer	40 hours/week ten weeks				\$13.39			6,316
		Total						

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## Budget Worksheet

**July 1, 2018 - June 30, 2019**

### **Dept: 223 Police Department**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
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**1-1015 Longevity**  
*Pursuant to the current police contract, employees are entitled to longevity payments based on their years of service.*

	Hire Date	Five Year Anniversary	Ten Year Anniversary	Weeks	Annual Rate
Ptl. Jones	12/26/2006	12/26/2011	12/26/2016	52	2,470
Ptl. McCormick	4/30/2007	4/30/2012	4/30/2017	52	2,470
Ptl. Mulise	9/19/2007	9/19/2012	9/19/2017	52	2,470
Sgt. Reese	12/19/2007	12/19/2012	12/19/2017	52	2,470
Ptl. Gaumont	9/17/2008	9/17/2013	9/17/2018	11	412.50
Ptl. Smolinsky	2/1/2010	2/1/2015	2/1/2020	41	1,947.50
Ptl. Hammond	3/26/2015	3/26/2020	3/26/2025	52	1,950
Ptl. Swiatek	12/27/2016	12/27/2021	12/27/2026	Total	14,190

	2,014	2,009	2,288	901	2,210	2,210
<i>The Union Contract provides for a shift differential of \$6 per week for evening and \$10 per week for overnights.</i>						
Officers	Amount	Weeks	Total			
3	6.00	52	936			
2	10.00	52	1,040			
1	4.50	52	234			
		Total	2,210			

**1-1020 Differential**  
*The Union Contract provides for a shift differential of \$6 per week for evening and \$10 per week for overnights.*

<b>1-1030 Overtime</b> <i>This line item covers the cost of officers being held over to answer calls for service, execute search warrants, prisoner transports and training. Training is the cornerstone of police work as laws and best practices are constantly changing. I plan on (3) officers attending week-long specialized training again this year as part of succession planning.</i>	21,107	13,029	25,000	10,684	25,000	25,000
<i>Police employees are contractually allowed to accrue compensatory time in lieu of overtime pay. Officers earn compensatory time for Holiday as they do not get holidays off. The trend is for officers to utilize about 50 hours per year.</i>						
<b>1-1032 Compensatory Time</b>	16,192	15,945	9,048	3,622	9,048	9,048

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

<b>Dept: 223 Police Department</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 YTD as of 11/30/17</b>	<b>Department Head Request</b>	<b>Town Manager Request</b>	<b>BOS Approval</b>
1-1036 Spec Detail Hwy Safety Fund	1,341	5,132	0	142	0	0	0
1-1041 Open Shift Pay	59,489	44,812	50,000	14,856	52,000	52,000	52,000
	<i>This line item covers the cost of filling for officers who are off due to vacation, compensatory time, sick and training. Small increase this year due to salary increases and additional coverage on Thursday, Friday and Saturday evenings in the summer.</i>						
1-1042 OUI DETAIL - PD	-832	0	0	0	0	0	0
1-1050 Community Policing	1,212	1,000	5,000	4,103	7,000	7,000	7,000
	<i>This line item covers the cost of overtime to support community events such as July 3rd Fireworks, Four on the Fourth Road Race and parade, Winter Carnival, Homecoming parade, Coffee with a Cop, Shawnee Peak Half Marathon and others.</i>						
1-1070 Court Salary	8,116	6,479	7,350	3,187	7,350	7,350	7,350
	<i>This line item covers the cost of officers who are attending court proceedings both here and in Portland, as well as Felony Intake (where an officer meets with the prosecuting attorney to review the case before trial).</i>						
<b>Total Payroll Expenses</b>	<b>546,601</b>	<b>540,274</b>	<b>625,873</b>	<b>246,775</b>	<b>659,978</b>	<b>659,978</b>	<b>0</b>
<b>Employee Benefits</b>							
2-1900 FICA	41,107	38,971	47,879	17,686	50,488	50,488	51,093
	<i>This covers the cost of the Federal Insurance Contributions Act Or FICA. Costs are based on all monies paid to employees. Equipment Allowance &amp; Fitness Expense/Club will be treated as a taxable fringe benefit starting 7/1/18 per Publication 15-B and the Internal Revenue Code 162.</i>						
2-2510 Clothing Allowance	6,606	12,825	7,000	1,619	7,000	7,000	7,000
	<i>This covers the cost of replacement uniforms for all officers and provides both uniforms and start up equipment for new officers.</i>						
2-2511 Equipment Allowance	4,131	6,053	6,400	3,821	6,400	6,400	6,400
	<i>This covers the cost of the contractual obligation of \$800 per officer for the purchase of approved equipment</i>						
2-2512 Fitness Expense/Club	0	0	300	0	1,500	1,500	1,500
	<i>The contract provides for a pro-rated amount of a gym membership on the frequency of usage. Historically only one or two officers apply however, two have recently taken full advantage at a cost of \$456 each.</i>						
<b>Total Employee Benefits</b>	<b>51,844</b>	<b>57,849</b>	<b>61,579</b>	<b>23,126</b>	<b>65,388</b>	<b>65,993</b>	<b>0</b>

## Budget Worksheet

**July 1, 2018 - June 30, 2019**

Dept: 223 Police Department	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Operating Expenses</b>							
3-2001 Telephone Expense <i>This line item covers the cost of our in-house phone system which has eight lines and a hard line back-up.</i>	10,004	7,404	9,860	3,254	9,860	9,860	9,860
3-2003 Advertising <i>Covers the cost of advertising when hiring.</i>	0	1,115	250	40	250	250	250
3-2007 Cell Telephone Expenses <i>Covers the cost of cell phones and service for eight officers, the PSAA and the part-time animal control officer as well as our Verizon "Hot Spot" for cruiser Mobile Data Computer connectivity.</i>	8,477	9,823	9,500	3,664	9,500	9,500	9,500
3-2011 Hiring Expenses <i>Covers the cost of hiring a new employee which includes the Academy fee, polygraph, psychological and physical exams.</i>	556	3,468	0	0	0	0	0
3-2018 Membership/Subscription Exp <i>Sergeants Reese &amp; Jones now have associate membership to Maine Chiefs and IACP as part of succession planning.</i>	1,695	1,143	1,890	870	2,190	2,190	2,190
3-2026 Legal Services Expense <i>Covers the cost of the Town's legal expense for labor related legal charges.</i>	3,713	281	800	8,461	1,000	1,000	1,000
3-2040 Training/School Expense <i>Each officer is required to complete 40 hours of in-service training annually plus 40 hours of elective training every two years to maintain their certification as police officers. The Public Safety Strategies Group identified a number of areas the department needs to improve including accountability and management. Officers need to be prepared to handle a variety of issues; often by themselves and training as been identified as a key issue.</i>	6,212	11,706	12,000	6,905	14,000	14,000	14,000
3-2053 Ammunition Expense <i>Covers the cost of ammunition for training and qualification for all nine officers. Increase due to addition of one officer and increase in price.</i>	4,734	7,302	4,900	4,380	5,654	5,654	5,654

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: 223 Police Department	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
3-2114 Travel Expense <i>Officers are reimbursed for use of their personal vehicle at a rate of .545 cents per mile. We gave up our unmarked car to improve visibility within the community however this means officers will more frequently use their personal vehicle for training outside the Portland-Augusta area.</i>	1,558	3,653	900	1,836	2,200		2,200
3-2115 Meetings & Seminars <i>This covers the cost for various conferences and seminars including the Chief attending the annual IACP conference.</i>	422	3,150	2,000	2,443	2,500		2,500
3-2116 Office Supplies <i>This covers the cost of our office supplies and ancillary computer equipment, thumb drives, DVD's, and presentation material.</i>	3,455	4,566	4,000	1,160	4,000		4,000
3-2118 Postage <i>Covers the cost of postage including certified mail.</i>	612	591	600	140	600		600
3-2122 Drinking Water <i>Avg. (5) 5 gal jugs per month @ \$40.65 / mo</i>	0	0	422	209	488		488
3-2526 Miscellaneous Supplies <i>Covers the cost of unanticipated supply related expenses.</i>	1,045	1,241	1,000	119	1,000		1,000
<b>Total Operating Expenses</b>	<b>42,483</b>	<b>55,443</b>	<b>48,122</b>	<b>33,481</b>	<b>53,242</b>	<b>53,242</b>	<b>0</b>
<b>Maintenance &amp; Repairs</b>							
4-3230 Equipment Purchases <i>This line item covers the cost of various equipment such as firearms, tasers, imaging, and emergency equipment, etc.</i>	5,837	15,399	12,550	14,249	29,530		29,530
							2,250
							2,250
							2,880
							FLIR LSX handheld thermal night vision
							<i>We are often tasked with locating missing persons and/or chasing wanted subjects through heavily wooded areas with nothing more than a flashlight. The FLIR thermal imaging allows officers to quickly locate a person under these conditions in the day or night, enhancing officer safety and reducing the time it takes to locate persons.</i>

## Budget Worksheet

**July 1, 2018 - June 30, 2019**

### **Dept: 223 Police Department**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
Dash mounted camera							
<i>We currently have dash mounted cameras in all primary patrol vehicles but one. We need one additional dash mounted camera.</i>							
One Patrol Rifle							
<i>All but one officer has a patrol rifle available to them. We need one additional rifle.</i>							
Sign Board - total cost							
<i>This would be the total cost of a new trailer mounted sign board. A sign board would benefit many Town departments like police and fire for safety information, the Economic Development committee to showcase certain events, EMA to remind residents of preparedness issues, Public Works to inform citizens of road closures or restrictions and so on. I will attach an information sheet about what sign boards are and what they can do.</i>							
Ring Farm Tower							
<i>Partial funding of \$2500 towards replacing tower at Ring Farm estimated to cost \$10K. Remaining funds from EMA &amp; Fire Department.</i>							
4-3231 Equipment Maintenance	1,550	2,938	1,800	1,520	1,800	1,800	1,800
<i>This line item covers the cost of maintaining various pieces of equipment as well as the cost of calibrating our radar units annually and car wash for the cruisers.</i>							
4-3233 Equipment Contracts	13,318	7,798	11,000	7,333	11,685	11,685	11,685
<i>This covers the cost of contracts for maintenance of various pieces of equipment such as computers, police software, radio site lease, etc.</i>							
Copier							
Shawnee Peak - Repeater site							
Net Motion - Cruiser computers							
NEP/N							
Spillman Contract							
JPMA - online learning center							
4-3235 Radio/Pager Repair Exp	831	1,575	3,000	911	2,500	2,500	2,500
<i>Maintenance of the three satellite receiver (police/fire radio system) sites.</i>							

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 223 Police Department</b>							
4-3412 Radio/Pagers Equip Exp <i>One new mobile radios for a cruiser and two new portable radios.</i>	0	0	10,000	0	3,000	3,000	3,000
4-4600 Building Maintenance Expense <i>We will be looking to cover the cost of moving electrical and data lines in the police station to reconfigure our outer public reception office to be more secure and welcoming.</i>	0	5,848	4,000	0	4,000	4,000	4,000
<b>Total Maintenance &amp; Repairs</b>	<b>21,536</b>	<b>33,558</b>	<b>42,350</b>	<b>24,013</b>	<b>52,515</b>	<b>52,515</b>	<b>0</b>
<b>Other Miscellaneous Expenses</b>							
6-4030 Drug/Alcohol Testing <i>This pays for the testing of suspected drugs, alcohol in blood and urine samples for criminal investigations.</i>	50	120	960	120	960	960	960
6-5308 Preventive Medicine <i>Officers are frequently exposed to bodily fluids in the course of their work so they need to maintain the Hepatitis B vaccine. If an officer is exposed to a rabid animal they are also tested.</i>	0	0	1,000	0	1,000	1,000	1,000
6-8100 Miscellaneous Expense <i>This pays for any miscellaneous and unexpected expense.</i>	0	224	150	0	150	150	150
<b>Total Other Misc. Expenses</b>	<b>50</b>	<b>344</b>	<b>2,110</b>	<b>120</b>	<b>2,110</b>	<b>2,110</b>	<b>0</b>
<b>Capital Expenses</b>							
8-9004 PD-New Cruiser <i>This item funds a new cruiser complete with lights, siren, radio, prisoner cage and all other emergency equipment. We now have three cruisers for six patrol officers, two for the sergeants, and the Chief's cruiser. We are not planning on trading when the new cruiser comes in as we need one more cruiser to reduce the miles on the primary patrol cars.</i>	0	29,590	36,973	8,070	38,000	38,000	38,000
<b>Total Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>36,973</b>	<b>8,070</b>	<b>38,000</b>	<b>38,000</b>	<b>0</b>
	<b>662,514</b>	<b>717,058</b>	<b>817,007</b>	<b>335,585</b>	<b>871,233</b>	<b>871,838</b>	<b>0</b>

Manager Request Worksheet  
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Account		2018 Budget	2019 Initial	2019 Manager
<b>Dept: 223 Police Dept</b>				
<b>Payroll</b>				
1-1000 Salary		440,529.00	465,836.00	465,836.00
1-1002 Dept Head		68,958.00	71,028.00	71,028.00
1-1012 Part Time		4,260.00	6,316.00	6,316.00
1-1015 Longevity		13,440.00	14,190.00	14,190.00
1-1020 Differential		2,288.00	2,210.00	2,210.00
1-1030 Overtime		25,000.00	25,000.00	25,000.00
1-1032 Comp		9,048.00	9,048.00	9,048.00
1-1041 Open Shift		50,000.00	52,000.00	52,000.00
1-1050 CommPolicing		5,000.00	7,000.00	7,000.00
1-1070 Court Salary		7,350.00	7,350.00	7,350.00
Employee Ben				
2-1900 FICA		47,879.00	50,488.00	51,093.00
2-2510 Cloth Allow		7,000.00	7,000.00	7,000.00
2-2511 Equip Allow		6,400.00	6,400.00	6,400.00
2-2512 Fitness Exp		300.00	1,500.00	1,500.00
Operating Ex				
3-2001 Telephone		9,860.00	9,860.00	9,860.00
3-2003 Advertising		250.00	250.00	250.00
3-2007 Cell Phone		9,500.00	9,500.00	9,500.00
3-2018 Member/Sub		1,890.00	2,190.00	2,190.00
3-2026 Legal Serv		800.00	1,000.00	1,000.00
3-2040 Training/Sch		12,000.00	14,000.00	14,000.00
3-2053 Ammunition Ex		4,900.00	5,654.00	5,654.00
3-2114 Travel Exp		900.00	2,200.00	2,200.00
3-2115 Meet & Sem		2,000.00	2,500.00	2,500.00
3-2116 Office Supp		4,000.00	4,000.00	4,000.00
3-2118 Postage		600.00	600.00	600.00

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**Manager Request Worksheet**  
Expense

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02/08/2018  
Page 2

Account	2018 Budget	2019 Initial	2019 Manager
Dept: 223 Police Dept CONTD			
3-2122 DrinkingWatr	422.00	488.00	488.00
3-2526 Misc Supp	1,000.00	1,000.00	1,000.00
Maint/Repair			
4-3230 Equip Purch	12,550.00	29,530.00	29,530.00
4-3231 Equip Maint	1,800.00	1,800.00	1,800.00
4-3233 Equip Cont	11,000.00	11,685.00	11,685.00
4-3235 Radio Repair	3,000.00	2,500.00	2,500.00
4-3412 Radio/Pagers	10,000.00	3,000.00	3,000.00
4-4600 Bldg Maint	4,000.00	4,000.00	4,000.00
Other Exp			
6-4030 Drug/Ach Tes	960.00	960.00	960.00
6-5308 Prevent Med	1,000.00	1,000.00	1,000.00
6-8100 Misc Exp.	150.00	150.00	150.00
Capital Exp.			
8-9004 PD-New Cruis	36,973.00	38,000.00	38,000.00
Police Dept	817,007.00	871,233.00	871,838.00
<b>Expense Totals:</b>	<b>817,007.00</b>	<b>871,233.00</b>	<b>871,838.00</b>

**Budget Worksheets**  
**July 1, 2018 - June 30, 2019**

<b>Dept: 235 Fire Department</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 YTD as of 11/30/17</b>	<b>Department Head Request</b>	<b>Town Manager's Request</b>	<b>BOS Approval</b>
<b>Payroll Expense</b>							
1-1000 Salary <i>Shared position with police department 75/25 = \$18.20 per hour. / \$1.03 increase in addition to 3% granted in the union contract &amp; public works agreement.</i>	16,391	8,269	17,332	3,456	9,464	9,464	
1-1002 Department Head Salaries <i>3% Increase similar to the union contract &amp; public works agreement</i>	0	28,834	51,500	20,798	53,045	53,045	
1-1011 FD Inspections	2,055	325	6,240	0	0	0	0
1-1012 Part Time <i>Asst. Chf. Dpty Chf. \$17.00/Cpts. \$16.50/hr. Lts. \$15.75/hr./Int. Ff \$15.50/hr. Ext. FF \$14.50 - This is based on the position within department (rank) and qualifications that they hold. The Department has gone over 400 responses for the year and the requests and demands of personnel increases.</i>	89,911	77,517	81,620	27,552	90,000	90,000	
1-1013 Training <i>231 hrs. /mo x 12 mos @ \$13.00/hr.</i>	28,628	20,566	36,036	5,998	36,036	36,036	
<b>Total Payroll Expenses</b>	<b>136,985</b>	<b>135,511</b>	<b>192,728</b>	<b>57,804</b>	<b>188,545</b>	<b>188,545</b>	<b>0</b>
<b>Employee Benefits</b>							
2-1900 FICA <i>7.65%</i>	10,510	10,140	14,744	4,166	14,424	14,424	
2-2510 Clothing Allowance <i>Fire Chief Dress Uniform and miscellaneous clothing</i>	641	607	1,750	0	500	500	
<b>Total Employee Benefits</b>	<b>11,151</b>	<b>10,747</b>	<b>16,494</b>	<b>4,166</b>	<b>14,924</b>	<b>14,924</b>	<b>0</b>
<b>Operating Expenses</b>							
3-2001 Telephone Expense <i>Station # 1 Phone</i>	640	476	630	200	630	630	
3-2003 Advertising <i>Legal Advertisements Bids, Fire Prevention and Recruitment Programs</i>	230	206	500	0	500	500	
3-2007 Cell Telephone Expenses <i>Chief's Cell Phone @ \$52 mo. x 12 mos.</i>	1,037	1,155	1,584	461	624	624	
3-2017 Manuals and Books <i>NFPA Subscription</i>	661	1,305	1,500	0	1,500	1,500	
3-2018 Membership/Subscription Exp <i>Association for Maine Firefighters and Trade Journals etc...</i>	3,133	2,069	3,000	2,323	3,000	3,000	

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## Budget Worksheets July 1, 2018 - June 30, 2019

<b>Dept: 235 Fire Department</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 YTD as of 11/30/17</b>	<b>Department Head Request</b>	<b>Town Manager's Request</b>	<b>BOS Approval</b>
3-2040 Training/School Expense	3,712	0	4,200	0	4,500	4,500	4,500
<i>Recruit &amp; Current Member Additional Training</i>							
3-2114 Travel Expense	2,255	632	2,500	166	2,500	2,500	2,500
<i>Mileage for Inspections and Recruitments at 54.5 cents per mile.</i>							
3-2116 Office Supplies	2,019	-295	2,500	321	2,000	2,000	2,000
<i>General office supplies.</i>							
3-2118 Postage	147	354	350	100	350	350	350
<i>Various mailings of personnel checks and vendor packages</i>							
3-2526 Miscellaneous Supplies	1,113	723	800	442	800	800	800
<i>Non-categorized expenses</i>							
3-2605 Electricity Expense	3,943	4,451	4,600	1,491	4,600	4,600	4,600
<i>Based on 4 station demand</i>							
3-2607 Public Water	687	613	1,200	152	1,224	1,224	1,224
<i>Anticipate 2% increase from Bridgton Water District</i>							
3-2608 Propane Expense	0	4,713	10,000	247	7,500	7,500	7,500
<i>North, South and West Station anticipatory propane expense.</i>							
3-2609 Heating Fuel Expense	7,592	4,015	9,000	534	6,000	6,000	6,000
<i>Anticipatory Heating Cost for Station # 1.</i>							
3-2610 Communication/Technology	4,597	3,946	6,900	1,636	6,900	6,900	6,900
<i>ERS Subscription (Reporting), Burn Permits Website and add Spillman Hook Up and Subscription.</i>							
3-2714 Security Alarm	0	0	2,000	0	3,175	3,175	3,175
<i>\$3175.20 Internet Access for South, West and North Stations. \$79.99/month for ea. (\$239.97/mo. Tot.) Station \$300.00 is a one time connection fee.</i>							
<b>Total Operating Expenses</b>	<b>31,766</b>	<b>24,363</b>	<b>51,264</b>	<b>8,073</b>	<b>45,803</b>	<b>45,803</b>	<b>0</b>
<b>Maintenance &amp; Repairs</b>							
4-2608 Propane	2,413	0	0	0	0	0	0
<i>4-3230 Equipment Purchases</i>							
4-572	6,063	3,000	-969	11,193	13,693	13,693	13,693
<i>(1000 gallon propane vessel for Station #4 - South \$3,000) (1 Hydrant Assist Valve - \$2246.25), (3 Portable Scene Lights \$1895), tools for Engine #5 \$500, and EMS Equipment for 1st responder program - \$3551.50, Partial funding of \$2500 towards replacing tower at Ring Farm estimated to cost \$10K. Remaining funds from EMA &amp; Police Department.</i>							

## Budget Worksheets

**July 1, 2018 - June 30, 2019**

Dept: 235 Fire Department										
	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager's Request	BOS Approval			
4-3231 Equipment Maintenance	3,906	4,869	7,500	90	7,500					7,500
<i>Annual Service on Extrication Equipment, Calibration Gas, Air Pack Batteries for 28 Air Packs , and Hydrostatic Testing</i>										
4-3232 Airboat Maint/Repair	304	1,291	0	0	500	500				500
<i>General Maintenance</i>										
4-3233 Equipment Contracts	0	967	1,030	523	2,581					2,581
<i>Simplex Grinnell Fire Extinguisher Testing, Inspection Service, Marian Rabe Repeater Tower contract, and annual maintenance contract for all (4) stations' heating system to include filters, belts, nozzles, and electrodes (if applicable) \$1551</i>										
4-3235 Radio/Pager Repair Exp	476	2,888	3,500	2,432	3,500					3,000
<i>Radio Repairs, Batteries, Antennae etc...</i>										
4-3410 Foam Expense	2,589	0	3,862	0	2,500	2,500				2,500
<i>55 Gallon Drum of Novacool foam</i>										
4-3411 Hose Replacement Expense	5,317	2,637	5,700	0	6,000	6,000				6,000
<i>2 Crosslays 200 ft in length each (400 ft) * 4 Engine Cots. = \$ 4000 and 2 Sabrejet \$ 1700</i>										
4-3412 Radio/Pagers Equip Exp	4,936	8,500	16,500	0	6,500	6,500				6,500
<i>10 Portables \$650.00 ea. = \$6500.00</i>										
4-3413 Protective Clothing Expense	7,927	4,730	31,144	14,514	4,000	4,000				4,000
<i>15 sets of gloves and hoods</i>										
4-3414 Breathing Apparatus Testing	2,987	2,370	3,500	0	3,500	3,500				3,500
<i>Breathing Apparatus Flow Testing</i>										
4-3415 Annual Equip Testing	3,140	5,582	8,005	6,087	8,500	8,500				8,500
<i>Ladder, Pump, and Hose Testing</i>										
4-3524 Hired Equipment/Services	0	9,200	0	0	0	0				0
<i>None Requested this Budget</i>										
4-4600 Building Maintenance Expense	6,281	12,668	62,972	12,553	13,450	13,450				
<i>Roof Replacement For Station # 4 \$3184.23 (\$2338.35 material/ \$ 5845.88 labor) \$2,000 for Overtime Door Maint; moved cost of annual heating systems maintenance to equipment contracts</i>										
<b>Total Maintenance &amp; Repairs</b>	<b>44,848</b>	<b>61,765</b>	<b>146,713</b>	<b>35,230</b>	<b>69,724</b>	<b>71,724</b>				<b>0</b>

**Budget Worksheets**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager's Request	BOS Approval
<b>Dept: 235 Fire Department</b>							
<b>Other Miscellaneous Expenses</b>							
6-3232 Physical Exam/Fitness Test	1,211	1,292	3,000	641	3,500		3,500
<i>Medical Evaluations for Employment and Respiratory Review Certification</i>							
6-4000 Meals	365	63	300	397	500		500
<i>Incident Support Meals</i>							
6-5308 Preventive Medicine	84	0	380	0	380		380
<i>Hepatitis B Vaccination Series</i>							
6-7880 Fire Prevention Expense	748	1,506	2,000	1,686	2,500		2,000
<i>Fire Prevention, Education, and Public Relations</i>							
6-7881 FD-Recruiting & Incentive	971	1,436	4,200	514	4,200		4,200
<i>Recruitment, Retention, and Awards Banquet</i>							
<b>Total Other Misc. Expenses</b>	<b>3,379</b>	<b>4,297</b>	<b>9,880</b>	<b>3,238</b>	<b>11,080</b>	<b>10,580</b>	<b>0</b>
<b>228,129</b>	<b>236,683</b>	<b>417,079</b>	<b>108,511</b>	<b>330,076</b>	<b>331,576</b>	<b>0</b>	

Manager Request Worksheet  
Expense02/16/2018  
Page 1

Account	2018 Budget	2019 Initial	2019 Manager
<b>Dept: 235 Fire Dept</b>			
Payroll			
1-1000 Salary	17,332.00	9,464.00	9,464.00
1-1002 Dept Head	51,500.00	53,045.00	53,045.00
1-1011 FD Inspection	6,240.00	0.00	0.00
1-1012 Part Time	81,620.00	90,000.00	90,000.00
1-1013 Training	36,036.00	36,036.00	36,036.00
Employee Ben			
2-1900 FICA	14,744.00	14,424.00	14,424.00
2-2510 Cloth Allow	1,750.00	500.00	500.00
Operating Ex			
3-2001 Telephone	630.00	630.00	630.00
3-2003 Advertising	500.00	500.00	500.00
3-2007 Cell Phone	1,584.00	624.00	624.00
3-2017 Manuals/Bks	1,500.00	1,500.00	1,500.00
3-2018 Member/Sub	3,000.00	3,000.00	3,000.00
3-2040 Training/Sch	4,200.00	4,500.00	4,500.00
3-2114 Travel Exp	2,500.00	2,500.00	2,500.00
3-2116 Office Supp	2,500.00	2,000.00	2,000.00
3-2118 Postage	350.00	350.00	350.00
3-2526 Misc Supp	800.00	800.00	800.00
3-2605 Electricity	4,600.00	4,600.00	4,600.00
3-2607 Public Water	1,200.00	1,224.00	1,224.00
3-2608 Propane	10,000.00	7,500.00	7,500.00
3-2609 Heating Fuel	9,000.00	6,000.00	6,000.00
3-2610 Comm/Tech	6,900.00	6,900.00	6,900.00
3-2714 Sec/Alarm Maint/Repair	2,000.00	3,175.00	3,175.00
4-3230 Equip Purch	3,000.00	11,193.00	13,693.00

Manager Request Worksheet  
Expense

02/16/2018  
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Account	Budget	2018 Initial	2019 Manager	
<b>Dept: 235 Fire Dept CONTD</b>				
4-3231 Equip Maint	7,500.00	7,500.00	7,500.00	
4-3232 Airboat Rep	0.00	500.00	500.00	
4-3233 Equip Cont	1,030.00	2,581.00	2,581.00	
4-3235 Radio Repair	3,500.00	3,500.00	3,000.00	
4-3410 Foam	3,862.00	2,500.00	2,500.00	
4-3411 Hose Replace	5,700.00	6,000.00	6,000.00	
4-3412 Radio/Pagers	16,500.00	6,500.00	6,500.00	
4-3413 Prot Cloth	31,144.00	4,000.00	4,000.00	
4-3414 Breath App	3,500.00	3,500.00	3,500.00	
4-3415 Ann Equip T	8,005.00	8,500.00	8,500.00	
4-4600 Bldg Maint	62,972.00	13,450.00	13,450.00	
<b>Other Exp</b>				
6-3232 Phy Exam	3,000.00	3,500.00	3,500.00	
6-4000 Meals	300.00	500.00	500.00	
6-5308 Prevent Med	380.00	380.00	380.00	
6-7880 Fire Prev	2,000.00	2,500.00	2,000.00	
6-7881 FD Recruit	4,200.00	4,200.00	4,200.00	
Fire Dept	417,079.00	330,076.00	331,576.00	
<b>Expense Totals:</b>	<b>417,079.00</b>	<b>330,076.00</b>	<b>331,576.00</b>	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 240 Insurances</b>							
<b>Administrative Expense</b>							
5-7200 Inland Marine Equipment	1,289	1,587	1,404	644	1,370	1,370	
<i>Based on 4 year average - FY2018 Annual Premium \$1288</i>							
5-7201 Liability-Property/Boiler/In M	14,756	16,765	16,574	8,725	18,323	18,323	
<i>Anticipated Increase of 5% - This year's premium increased 4.09%</i>							
5-7202 FD Airboat Liability Insurance	525	525	546	525	525	525	
<i>Premium has remained stable for the past 3 years</i>							
5-7203 Public Official Liability Ins	6,738	7,046	7,358	3,723	8,042	8,042	
<i>Anticipated increase of 8% - this year's premium increased 5.68% however with sexual harassment being on the forefront of news; it's better to be prepared than not.</i>							
5-7205 Employee Crime/Bond Insurance	805	805	936	470	959	959	
<i>Anticipated Increase of 2% - This year's premium increased 16.77%</i>							
5-7206 Municipal Vehicle/Mobile Equip	25,912	26,448	30,448	14,571	32,222	32,222	
<i>Anticipated increase of 10% - This year's premium increased 10.76%</i>							
5-7207 Workers Comp-Fresh Start Ins	132,518	119,294	111,108	31,803	125,294	125,294	
<i>Projected using the same classification rates however increased payroll due to additional FT employee at Transfer Station, FT Executive Secretary, &amp; lifeguards; all pending approval. Also took into consideration the proposed wage increases due to contracts, 3% increase and/or market adjustments. Anticipating an increase in our mod rate currently 1.30% due to loss experience this past year.</i>							
5-7208 Firemens Package Insurance	0	2,561	2,600	2,561	2,612	2,612	
<i>Budgeting for a 2% increase however the premium has remained constant for the past 2 years</i>							
5-7209 Recreation Program Insurance	1,891	1,901	2,080	1,901	1,939	1,939	
<i>Budgeting for a 2% increase however the premium has remained constant for the past 2 years</i>							
5-7210 Property/Commercial Fire Ins	9,534	10,837	10,709	5,581	11,497	11,497	
<i>Anticipated increase of 3% - This year's premium increased 3%</i>							
5-8171 Unemployment Reserve	35	12	2,500	0	2,500	2,500	
<i>The Town is a direct reimbursement employer. In the event that a former employee files for unemployment and qualifies for benefits the Maine Department of Labor will bill the Town of Bridgton. The current maximum benefit is \$418 without dependents for 26 weeks.</i>							
5-8172 Surety Bonds	5,421	3,429	4,103	1,303	3,498	3,498	
<i>Budgeting for a 2% increase however the premium has remained constant for the past 2 years</i>							
	199,424	191,210	190,366	71,807	208,781	208,781	0
	<b>199,424</b>	<b>191,210</b>	<b>190,366</b>	<b>71,807</b>	<b>208,781</b>	<b>208,781</b>	<b>0</b>

**Manager Request Worksheet**  
**Expense**

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Account	Budget	2018 Initial	2019 Manager	2019 Manager
<b>Dept: 240 Insurances</b>				
Admin Exp		1,404.00	1,370.00	1,370.00
5-7200 Inland Marin		16,574.00	18,323.00	18,323.00
5-7201 Liability In		546.00	525.00	525.00
5-7202 FD Airboat		7,358.00	8,042.00	8,042.00
5-7203 Pub Off Liab		936.00	959.00	959.00
5-7205 Emp Crime/Bd		30,448.00	32,222.00	32,222.00
5-7206 Mun Veh/Mob		111,108.00	125,294.00	125,294.00
5-7207 W/C-Fresh St		2,600.00	2,612.00	2,612.00
5-7208 Firemans Ins		2,080.00	1,939.00	1,939.00
5-7209 Rec Prog Ins		10,709.00	11,497.00	11,497.00
5-7210 Prop/ComFire		2,500.00	2,500.00	2,500.00
5-8171 Unemployment		4,103.00	3,498.00	3,498.00
5-8172 SuretyBonds		190,366.00	208,781.00	208,781.00
<b>Expense Totals:</b>		<b>190,366.00</b>	<b>208,781.00</b>	<b>208,781.00</b>

**WORKERS COMPENSATION  
PAYROLL PREMIUM PROJECTIONS**  
**FY2019**

	<b>Estimated Payroll</b>	<b>Rate</b>	<b>Contribution</b>
Summer Roads Repair & Maintenance	258,524	8.61	22,259
Garbage Works	130,073	6.26	8,143
Firefighters - Paid	53,045	10.05	5,331
Firefighters - Volunteer	90,600	10.05	9,105
Police	618,150	4.20	25,962
Auto Repair Garage	86,856	4.97	4,317
Sales/TM/ECD	224,354	0.51	1,144
Office Employees	352,284	0.51	1,797
ACO	2,200	2.01	44
Janitors & Building NOC	40,263	4.53	1,824
Parks & Recreation	246,318	4.44	10,937
Cemetery	31,016	6.17	1,914
Winter Road/Plowing	153,474	8.82	13,536
Municipal Employees NOC	70,673	2.42	1,710
	<b>2,357,830</b>		<b>108,023</b>
Experience Mod	1.370	147,991	
Schedule Rate Plan After Debit	0.030	4,440	152,431
Contribution Reduction	0.107	16,310	-16,310
			136,121
			\$54,448 Due 1/1/2019
			30% \$40,836 Due 4/1/2019
			15% \$20,418 Due 7/1/2019
			15% \$20,418 Due 10/1/2019

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: 250 Hydrants <b>Operating Expenses</b>	2016 Budget	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager's Request	BOS Request
3-7213 Village Hydrants <i>Proposed 2% increase by the Bridgton Water District</i>	156,798	156,875	160,140	78,399	163,343	163,343	
3-7214 No Bridgton Hydrants <i>Proposed 2% increase by the Bridgton Water District</i>	38,595	30,876	31,620	7,719	32,253	32,253	
	<b>195,393</b>	<b>187,751</b>	<b>191,760</b>	<b>86,118</b>	<b>195,596</b>	<b>195,596</b>	<b>0</b>
	<b>195,393</b>	<b>187,751</b>	<b>191,760</b>	<b>86,118</b>	<b>195,596</b>	<b>195,596</b>	<b>0</b>

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**Manager Request Worksheet**  
Expense

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Account	2018 Budget	2019 Initial	2019 Manager	
Dept: 250 Hydrants				
Operating Ex				
3-7213 Vill Hydrant	160,140.00	163,343.00	163,343.00	
3-7214 No Brd Hydr	31,620.00	32,253.00	32,253.00	
Hydrants	191,760.00	195,596.00	195,596.00	
<b>Expense Totals:</b>	<b>191,760.00</b>	<b>195,596.00</b>	<b>195,596.00</b>	

Budget Worksheet  
July 1, 2018 - June 30, 2019

	2016 Actual	2017 Actual	2018 Budget of 11/30/17	2018 YTD as of 11/30/17 Request	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 251 Ambulance Operating Expenses</b>	51,000	51,000	51,000	21,250	51,000	51,000	51,000
<i>Please refer to contract.</i>	<b>51,000</b>	<b>51,000</b>	<b>51,000</b>	<b>21,250</b>	<b>51,000</b>	<b>51,000</b>	<b>0</b>

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Revised 1/26/2018

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**Manager Request Worksheet**  
Expense

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Account	2018 Budget	2019 Initial	2019 Manager	
Dept: 251 Ambulance				
Operating Ex				
3-7215 Ambulance				
Ambulance	51,000.00	51,000.00	51,000.00	
<b>Expense Totals:</b>	<b>51,000.00</b>	<b>51,000.00</b>	<b>51,000.00</b>	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

<b>Dept: 252 Street Lights</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 YTD as of 11/30/17</b>	<b>Department Head Request</b>	<b>Town Manager Request</b>	<b>BOS Approval</b>
<b>Operating Expenses</b>							
3-7216 Ornament Lights	28,110	30,121	4,947	3,737	6,085	6,085	
<i>We have ornament lights at various locations throughout town; 31 Main Hill, Chalmers, Complex Parking Lot, Shorey Park, Craftworks, Leadbitters, Main Hill-Top, Sports Haus., Stone Soup, Village Pizza, and We Love City. Budgeting using a 23% increase.</i>							
3-7217 Traffic Signals	2,946	901	957	344	1,128	1,128	
<i>For (2) traffic lights; light at Hannaford Plaza and light on N. Bridgton Rd. Budgeted using an 6 month average; Hannaford Plaza Traffic Light \$44.33 / month plus 23% and N. Bridgton Road Traffic Light \$22.03 / month plus 23%.</i>							
3-7218 Depot St Parking Lot Lights	1,145	1,145	1,145	477	1,523	1,523	
<i>Reimbursement to Bridgton Community Center as part of their annual allocation. Presently paying \$95.42 / month but the market usage analysis back in Oct. 2017 indicates that we could see rates as high as \$.07 / \$.08 per kWh. Budgeting for a 33% increase however we presently do not receive copies of these billings.</i>							
3-7219 Street Lights	0	0	24,482	7,610	27,888	27,888	
<i>Budgeted using an 6 month average of \$2044.97 for 4 months as we have signed a one year contract with Constellation New Energy locking the supplier rate in at \$.0488 per KW through Nov. 2018. Market usage analysis back in Oct. 2017 indicates the price per Kwh will be higher in 2018 / 2019 so the amount budgeted represents a 23% increase for the remaining 8 months. This line was previously included in the Ornament Light budgeted amount.</i>							
<b>Total Operating Expenses</b>	<b>32,201</b>	<b>32,167</b>	<b>31,531</b>	<b>12,168</b>	<b>36,624</b>	<b>36,624</b>	<b>0</b>
	<b>32,201</b>	<b>32,167</b>	<b>31,531</b>	<b>12,168</b>	<b>36,624</b>	<b>36,624</b>	<b>0</b>

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**Manager Request Worksheet**  
Expense

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Dept: 252 Street Light	Account	2018		2019	
		Budget	Initial	Manager	Manager
<b>Operating Ex</b>					
3-7216 On Lights		4,947.00	6,085.00		6,085.00
3-7217 Traffic Sign		957.00	1,128.00		1,128.00
3-7218 Depot Slight		1,145.00	1,523.00		1,523.00
3-7219 Street Lights		24,482.00	27,888.00		27,888.00
Street Light		31,531.00	36,624.00		36,624.00
<b>Expense Totals:</b>		<b>31,531.00</b>	<b>36,624.00</b>		<b>36,624.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 268 Emergency Management</b>							
<b>Payroll Expense</b>							
1-1000 Salary <i>Increasing to \$20 an hour @ an average of 4.5 hours weekly</i>	2,629	2,798	3,198	1,291	3,198	4,680	
<b>Total Payroll Expense</b>	<b>2,629</b>	<b>2,798</b>	<b>3,198</b>	<b>1,291</b>	<b>3,198</b>	<b>4,680</b>	<b>0</b>
<b>Employee Benefits</b>							
2-1900 FICA 7.65%	262	244	245	99	245	358	0
<b>Total Employee Benefits</b>	<b>262</b>	<b>244</b>	<b>245</b>	<b>99</b>	<b>245</b>	<b>358</b>	<b>0</b>
<b>Operating Expenses</b>							
3-2007 Cell Telephone Expenses <i>(1) cell phone reimbursement at \$40 per month</i>	160	420	480	0	480	480	
3-2114 Travel Expense <i>Business related travel at 54.5/per mile</i>	226	557	500	0	500	500	
3-2115 Meetings & Seminars <i>Annual training</i>	0	0	200	0	200	200	
3-2116 Office Supplies <i>Miscellaneous office supplies</i>	48	18	682	71	300	300	
3-2526 Miscellaneous Supplies	0	0	150	0	150	150	
3-6415 Engineering Services	0	0	3,500	0	0	0	
<b>Total Operating Expenses</b>	<b>434</b>	<b>995</b>	<b>5,512</b>	<b>71</b>	<b>1,630</b>	<b>1,630</b>	<b>0</b>
<b>Maintenance &amp; Repairs</b>							
4-3230 Equipment Purchases <i>Used to purchase small amounts of equipment each year to improve the Emergency Operation Center. Partial funding for replacing tower at ring farm estimated to cost \$10K.</i>	400	570	500	0	5,000	5,000	
4-3412 Radio/Pagers Equip Exp <i>Used for radio repair to EMA radios.</i>	98	0	1,100	161	200	200	
<b>Total Maintenance &amp; Repairs</b>	<b>498</b>	<b>570</b>	<b>1,600</b>	<b>161</b>	<b>5,200</b>	<b>5,200</b>	<b>0</b>
	<b>3,823</b>	<b>4,607</b>	<b>10,555</b>	<b>1,622</b>	<b>10,273</b>	<b>11,868</b>	<b>0</b>

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**Manager Request Worksheet**  
Expense

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Dept:	Account	2018 Budget	2019 Initial	2019 Manager
268 Emerg Mgt				
Payroll				
1-1000 Salary	3,198.00	3,198.00	4,680.00	
Employee Ben				
2-1900 FICA	245.00	245.00	358.00	
Operating Ex				
3-2007 Cell Phone	480.00	480.00	480.00	
3-2114 Travel Exp	500.00	500.00	500.00	
3-2115 Meet & Sem	200.00	200.00	200.00	
3-2116 Office Supp	682.00	300.00	300.00	
3-2526 Misc Supp	150.00	150.00	150.00	
3-6415 Eng Services	3,500.00	0.00	0.00	
Maint/Repair				
4-3230 Equip Purch	500.00	5,000.00	5,000.00	
4-3412 Radio/Pagers	1,100.00	200.00	200.00	
Emerg Mgt	10,555.00	10,273.00	11,868.00	
<b>Expense Totals:</b>	<b>10,555.00</b>	<b>10,273.00</b>	<b>11,868.00</b>	

## Budget Worksheet

July 1, 2018 - June 30, 2019

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 269 Animal Control</b>							
<b>Payroll Expense</b>							
1-8112 Animal Control Officer	1,480	1,101	2,000	583	2,200	2,200	
<i>This line item covers the cost of the part-time animal control officers at \$13.19/hour.</i>							
<b>Total Payroll Expenses</b>	<b>1,480</b>	<b>1,101</b>	<b>2,000</b>	<b>583</b>	<b>2,200</b>	<b>2,200</b>	<b>0</b>
<b>Employee Benefits</b>							
2-1900 FICA	113	84	153	45	168	168	0
<i>The Federal Insurance Contributions Act - Required</i>							
<b>Total Employee Benefits</b>	<b>113</b>	<b>84</b>	<b>153</b>	<b>45</b>	<b>168</b>	<b>168</b>	<b>0</b>
<b>Operating Expenses</b>							
3-2040 Training/School Expense	0	0	300	0	600	600	
<i>Covers the cost of the required annual certification program for the ACOs. We have two ACOs.</i>							
3-2114 Travel Expense	1,180	1,105	1,000	446	1,500	1,500	
<i>Covers the cost of travel expenses (mileage) for the ACOs.</i>							
<b>Total Operating Expenses</b>	<b>1,180</b>	<b>1,105</b>	<b>1,300</b>	<b>446</b>	<b>2,100</b>	<b>2,100</b>	<b>0</b>
<b>Other Miscellaneous Expenses</b>							
6-8113 Animal Control Boarding Costs	5,210	5,210	5,210	5,210	5,210	5,210	
<i>Covers the cost of the annual boarding expense Bridgton pays to a local veterinary boarding establishment. Based on the population of Bridgton.</i>							
6-8114 Animal Control Other Costs	96	396	400	0	400	400	
<i>Covers the cost of miscellaneous expenses such as animal control poles, leashes, etc.</i>							
<b>Total Other Misc. Expenses</b>	<b>5,306</b>	<b>5,606</b>	<b>5,610</b>	<b>5,210</b>	<b>5,610</b>	<b>5,610</b>	<b>0</b>
	<b>8,079</b>	<b>7,896</b>	<b>9,063</b>	<b>6,284</b>	<b>10,078</b>	<b>10,078</b>	<b>0</b>

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**Manager Request Worksheet**  
Expense

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Dept:	Account	2018		2019	
		Budget	Initial	Manager	Manager
269 Animal Cont					
Payroll					
1-8112 AC Officer		2,000.00	2,200.00	2,200.00	2,200.00
Employee Ben					
2-1900 FICA		153.00	168.00	168.00	168.00
Operating Ex					
3-2040 Training/Sch		300.00	600.00	600.00	600.00
3-2114 Travel Exp		1,000.00	1,500.00	1,500.00	1,500.00
Other Exp					
6-8113 AC Boarding		5,210.00	5,210.00	5,210.00	5,210.00
6-8114 AC-Other		400.00	400.00	400.00	400.00
Animal Cont		9,063.00	10,078.00	10,078.00	10,078.00
<b>Expense Totals:</b>		<b>9,063.00</b>	<b>10,078.00</b>	<b>10,078.00</b>	

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**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOSS Approval
<b>Dept: 290 Septic Disposal</b>							
<b>Other Miscellaneous Expenses</b>							
6-6407 Portland Water District/Septic Please see contract.	0	78	500	0	500	500	500
6-6408 LA Water District/Septic Disp Please see contract.	500	250	250	0	250	250	250
	500	328	750	0	750	750	750
	<b>500</b>	<b>328</b>	<b>750</b>	<b>0</b>	<b>750</b>	<b>750</b>	<b>0</b>

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**Dept: 290 Septic Disposal**  
**Other Miscellaneous Expenses**  
6-6407 Portland Water District/Septic  
Please see contract.  
6-6408 LA Water District/Septic Disp  
Please see contract.

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**Manager Request Worksheet**)  
Expense

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Account	Budget	2018	2019	Manager
		Initial	2019	
Dept: 290 Septic Disp				
Other Exp				
6-6407 Port Water D		500.00	500.00	500.00
6-6408 LA Water Dis		250.00	250.00	250.00
Septic Disp		750.00	750.00	750.00
<b>Expense Totals:</b>		<b>750.00</b>	<b>750.00</b>	<b>750.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOSS Approval
<b>Dept: 322 Public Works</b>							
<b>Payroll Expense</b>							
1-1000 Salary <i>3 employees @ \$18.45 x 2080 hrs, 3 employees @ \$18.45 + \$20 (class A license) x 2080 hrs; all rates in accordance with pay scale in public works agreement; foreman \$23.00 x 2080 hrs</i>	257,160	259,289	269,714	109,098	279,344	279,344	
1-1002 Department Head Salaries <i>3% increase as was granted for both the union contract and public works work agreement plus stipend as Transfer Station Manager</i>	60,577	61,760	66,857	32,143	75,363	75,363	
1-1012 Part Time <i>In case we need to find a part time driver for winter work, if needed</i>	648	0	6,480	0	3,000	3,000	
1-1015 Longevity	13,850	13,150	12,250	4,935	14,040	14,040	
2 employees x \$60 x 52 wks = \$6240, 1 employee x \$50 x 52 wks = \$2600, 1 employee x \$40 x 52 wks = \$2080, 2 employees x \$30 x 52 wks = \$3120 1-1020 Differential <i>when someone operates a piece of equipment at a higher classification they get \$1 dollar more per hour,</i>	312	1,654	2,500	588	2,500	2,500	2,500
1-1030 Overtime <i>OT rate is \$26.87 with an average of 1150 hrs of overtime</i>	10,444	30,957	30,900	1,110	31,820	31,820	
1-1032 Compensatory Time <i>already figured in to the budget</i>	793	0	0	0	0	0	0
<b>Total Payroll Expenses</b>	<b>343,784</b>	<b>366,810</b>	<b>388,701</b>	<b>147,874</b>	<b>406,067</b>	<b>406,067</b>	<b>0</b>
<b>Employee Benefits</b>							
2-1900 FICA <i>7.65%</i>	26,648	28,327	29,977	11,571	31,305	31,305	0
2-2510 Clothing Allowance <i>\$450 x 7 employees = \$3150</i>	2,100	3,150	3,150	3,150	3,150	3,150	
<b>Total Employee Benefits</b>	<b>28,748</b>	<b>31,477</b>	<b>33,127</b>	<b>14,721</b>	<b>34,455</b>	<b>34,455</b>	<b>0</b>
<b>Operating Expenses</b>							
3-2001 Telephone Expense <i>there are two separate phone lines in the garage \$75/month</i>	1,649	930	1,596	368	900	900	
3-2003 Advertising <i>only use a couple times a year</i>	526	228	250	92	250	250	
3-2007 Cell Telephone Expenses <i>averaging around \$53/month</i>	605	629	624	309	636	636	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: 322 Public Works										
	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOSS Approval			
3-2008 Internet <i>Internet for the shop \$60 / month</i>	0	659	420	300	720	720				
3-2018 Membership/Subscription Exp <i>American Public Works Association, etc.</i>	184	190	150	0	200	200				
3-2040 Training/School Expense	0	0	50	0	50	50				
3-2041 Training Directors	40	0	100	0	100	100				
3-2114 Travel Expense <i>always try to use town vehicle when possible - 2018 Mileage Rate \$.545 per mile</i>	0	0	500	2	400	400				
3-2116 Office Supplies <i>same</i>	257	196	150	0	150	150				
3-2118 Postage	0	6	20	0	20	20				
3-2122 Drinking Water <i>\$102 per month for 10 cases (24) .5 liter bottles</i>	0	0	1030	511	1224	1224				
3-2526 Miscellaneous Supplies <i>grass seed, road fabric, erosion control etc.</i>	4,148	3,497	3,800	807	3,800	3,800				
3-6415 Engineering Services <i>for any surveying that is needed</i>	0	0	1,200	0	1,200	1,200				
<b>Total Operating Expenses</b>	<b>7,409</b>	<b>6,335</b>	<b>9,890</b>	<b>2,389</b>	<b>9,650</b>	<b>9,650</b>				
<b>Maintenance &amp; Repairs</b>										
4-3002 Equipment Rental Expense <i>small items that we rent throughout the year</i>	1,495	3,028	2,500	41	2,000	2,000				
4-3229 Tools/Equipment <i>for hand tools, chainsaws, work signs etc.</i>	919	2,037	1,000	1,950	2,000	2,000				
4-3233 Equipment Contracts <i>torches at the shop have a yearly contract</i>	0	0	200	0	200	200				
4-3235 Radio/Pager Repair Exp <i>we need to get a couple new radios for the trucks</i>	297	104	1,200	1,106	1,200	1,200				

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: 322 Public Works	2016 Actual		2017 Actual		2018 Budget		2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOA Approval
	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOA Approval			
4-3524 Hired Equipment/Services <i>traffic light repair, dozer for snow dump, small excavator if needed, weather forecast service; same in town work plus repainting what lines we have on the roads</i>	6,450	4,967	6,500	1,264	6,500	6,500	6,500			
4-4001 Traffic Lines Expense <i>this GPCOG bid is after the budget is set, we do anywhere from 25-30 per year, same</i>	3,790	1,921	6,700	0	6,500	6,500	6,500			
4-4002 Culverts <i>this GPCOG bid is after the budget is set, we do anywhere from 25-30 per year, same</i>	8,687	23,980	24,000	13,073	24,000	24,000	24,000			
4-4003 Cold Patch/Hot Top <i>\$138 / ton for 70-80 tons per year</i>	8,440	8,278	10,880	2,725	11,040	11,040	11,040			
4-4004 Tree Removal Expense <i>For the removal of bad trees, average \$400 per tree</i>	1,400	500	1,600	600	2,000	2,000	2,000			
4-4005 Dust Control/Calcium Chloride <i>We have a two thousand gal tank we fill twice a year, this years price was \$2.15/gal</i>	4,460	3,802	8,600	0	8,600	8,600	8,600			
4-4006 Bridges/Dam Repair <i>work on dams and bridges, if needed</i>	0	0	50	0	50	50	50			
4-4007 Roadside Mowing <i>100 hrs x \$45/hr</i>	3,440	3,960	4,050	4,455	4,500	4,500	4,500			
4-4010 Salt Expense <i>this GPCOG bid is after the budget is set, we average 1800 tons per year, this years price is \$60/ton</i>	98,302	114,661	102,300	0	108,000	108,000	108,000			
4-4011 Sand Expense <i>this is for the sand, dozer and trucking to get the sand into the shed; depends on the amount we use the previous winter, dozer \$5000 / trucking \$17,000 / 7000 yds \$5.00 / yd will hold the same price for this year.</i>	44,197	25,038	61,000	57,238	57,000	57,000	57,000			
4-4012 Gravel Expense <i>we need gravel on hand for wash outs and culvert work. I like to have about 3000 yds in the yard for various jobs. This years price was \$8.75/ yd, and rip-rap for lining ditches, 300 yds at \$13.50 / yd</i>	28,139	12,333	30,150	19,799	30,250	30,250	30,250			
4-4015 Contracted Snow Plowing <i>this is to pay The Town of Harrison to do one mile of Rt 35 based on actual cost to do the road. The price is subject to whatever kind of winter we have.</i>	2,958	3,486	3,350	0	3,500	3,500	3,500			
4-4700 Signs & Maintenance Expense <i>for the replacement and new signs</i>	816	2,166	2,000	796	2,000	2,000	2,000			
4-6020 Revitalization Public Works <i>carry forward whatever is left in this line, for storm drain work etc.</i>	0	0	5,000	1,620	5,000	5,000	5,000			
<b>Total Maintenance &amp; Repairs</b>	<b>213,790</b>	<b>210,261</b>	<b>271,080</b>	<b>104,667</b>	<b>274,340</b>	<b>274,340</b>	<b>0</b>			

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 322 Public Works</b>							
<b>Other Miscellaneous Expenses</b>							
6-4000 Meals <i>food for the crew if out for extended periods of time</i>	0	0	300	0	300	300	300
6-4030 Drug/Alcohol Testing <i>based on random selection done each month; a federal and state requirement for all personnel \$67 each time</i>	1,108	766	780	173	804	804	804
<b>Total Other Misc. Expenses</b>	<b>1,108</b>	<b>766</b>	<b>1,080</b>	<b>173</b>	<b>1,104</b>	<b>1,104</b>	<b>0</b>
<b>Contingency/Reserve/Carry Fwd</b>							
8-9024 PW P/U Truck Used	0	20,737	0	0	0	0	0
<b>Total Contingency / Reserve/Carry Fwd</b>	<b>0</b>	<b>20,737</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>594,839</b>	<b>636,386</b>	<b>703,878</b>	<b>269,824</b>	<b>725,616</b>	<b>725,616</b>	<b>0</b>

**Manager Request Worksheet**

Expense

2018      2019      2019  
Budget      Initial      Manager

Account	Dept: 322 Public Works	2018	2019	2019	
		Budget	Initial	Manager	
Payroll					
1-1000 Salary	269,714.00	279,344.00	279,344.00		
1-1002 Dept Head	66,857.00	75,363.00	75,363.00		
1-1012 Part Time	6,480.00	3,000.00	3,000.00		
1-1015 Longevity	12,250.00	14,040.00	14,040.00		
1-1020 Differential	2,500.00	2,500.00	2,500.00		
1-1030 Overtime	30,900.00	31,820.00	31,820.00		
Employee Ben					
2-1900 FICA	29,977.00	31,305.00	31,305.00		
2-2510 Cloth Allow	3,150.00	3,150.00	3,150.00		
Operating Ex					
3-2001 Telephone	1,596.00	900.00	900.00		
3-2003 Advertising	250.00	250.00	250.00		
3-2007 Cell Phone	624.00	636.00	636.00		
3-2008 Internet	420.00	720.00	720.00		
3-2018 Member/Sub	150.00	200.00	200.00		
3-2040 Training/Sch	50.00	50.00	50.00		
3-2041 Training Dir	100.00	100.00	100.00		
3-2114 Travel Exp	500.00	400.00	400.00		
3-2116 Office Supp	150.00	150.00	150.00		
3-2118 Postage	20.00	20.00	20.00		
3-2122 DrinkingWatr	1,030.00	1,224.00	1,224.00		
3-2526 Misc Supp	3,800.00	3,800.00	3,800.00		
3-6415 Eng Services	1,200.00	1,200.00	1,200.00		
Maint/Repair					
4-3002 Equip Rental	2,500.00	2,000.00	2,000.00		
4-3229 Tools/Equip	1,000.00	2,000.00	2,000.00		
4-3233 Equip Cont	200.00	200.00	200.00		

Manager Request Worksheet  
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Account	2018 Budget	2019 Initial	2019 Manager
<b>Dept: 322 Public Works CONTD</b>			
4-3235 Radio Repair	1,200.00	1,200.00	1,200.00
4-3524 Hired Eq/Ser	6,500.00	6,500.00	6,500.00
4-4001 Traffic Line	6,700.00	6,500.00	6,500.00
4-4002 Culverts	24,000.00	24,000.00	24,000.00
4-4003 Cold Patch/H	10,880.00	11,040.00	11,040.00
4-4004 Tree Removal	1,600.00	2,000.00	2,000.00
4-4005 Dust Control	8,600.00	8,600.00	8,600.00
4-4006 Bridges/Dam	50.00	50.00	50.00
4-4007 Roadside Mow	4,050.00	4,500.00	4,500.00
4-4010 Salt	102,300.00	108,000.00	108,000.00
4-4011 Sand	61,000.00	57,000.00	57,000.00
4-4012 Gravel	30,150.00	30,250.00	30,250.00
4-4015 Cont Snow Pl	3,350.00	3,500.00	3,500.00
4-4700 Signs & Main	2,000.00	2,000.00	2,000.00
4-6020 Revit-PW	5,000.00	5,000.00	5,000.00
<b>Other Exp</b>			
6-4000 Meals	300.00	300.00	300.00
6-4030 Drug/Ach Tes	780.00	804.00	804.00
Public Works	703,878.00	725,616.00	725,616.00
<b>Expense Totals:</b>	<b>703,878.00</b>	<b>725,616.00</b>	<b>725,616.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: 344 Parks Department	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOSS Approval
<b>Payroll Expense</b>							
1-1000 Salary <i>(1) employee at \$17.53 x 2080 hours, (2) employees at \$15.31 x 2080 hours, and (1) employee at \$15.31 x 1040 hours. All rates in accordance with pay scale in public works agreement</i>	89,038	93,451	110,074	37,616	116,075	116,075	
1-1015 Longevity <i>2 at the five year mark - one is for 52 weeks; the other for 8 mos. / 34 weeks = \$2580</i>	0	0	240	0	2,580	2,580	
1-1030 Overtime <i>a three year average is \$9,000</i>	5,867	9,754	9,000	1,815	9,000	9,000	
<b>Total Payroll Expenses</b>	<b>94,905</b>	<b>103,205</b>	<b>119,314</b>	<b>39,431</b>	<b>127,655</b>	<b>127,655</b>	<b>0</b>
<b>Employee Benefits</b>							
2-1900 FICA <i>7.65%</i>	7,315	8,744	9,265	3,120	9,903	9,903	0
2-2510 Clothing Allowance <i>\$450.00 x 4 employees</i>	900	1,800	1,800	1,800	1,800	1,800	
<b>Total Employee Benefits</b>	<b>8,215</b>	<b>10,544</b>	<b>11,065</b>	<b>4,920</b>	<b>11,703</b>	<b>11,703</b>	<b>0</b>
<b>Operating Expenses</b>							
3-2003 Advertising	0	0	100	161	200	200	
3-2526 Miscellaneous Supplies	2,787	1,572	2,700	2,353	3,000	3,000	
3-2605 Electricity Expense <i>everything other than town hall</i>	2,791	1,943	2,800	847	2,800	2,800	
3-2607 Public Water <i>2% increase</i>	659	603	1,455	0	1,484	1,484	
<b>Total Operating Expenses</b>	<b>6,237</b>	<b>4,118</b>	<b>7,055</b>	<b>3,361</b>	<b>7,484</b>	<b>7,484</b>	<b>0</b>
<b>Maintenance &amp; Repairs</b>							
4-2528 Building Supplies <i>Supplies are going up, small increase</i>	0	-16	400	328	500	500	
4-3002 Equipment Rental Expense <i>don't rent that often but need a line in case we do</i>	148	130	500	0	500	500	
4-3230 Equipment Purchases <i>\$3,000 will be used to purchase more wood-working equipment / shop tools.</i>	450	352	3,400	1,103	3,400	3,400	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

<b>Dept: 344 Parks Department</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 YTD as of 11/30/17</b>	<b>Department Head Request</b>	<b>Town Manager Request</b>	<b>BOS Approval</b>
4-3524 Hired Equipment/Services <i>contracted services with Perennial Point of View &amp; septic pumping at two beaches. Includes dock installation &amp; removal, swim floats &amp; buoys installation and removal/estimated to cost \$6000.</i>	25,641	25,158	31,560	16,456	38,000	38,000	
4-3603 Repairs <i>same</i>	1,165	2,266	3,100	1,242	3,100	3,100	
4-4009 Down Town Planting <i>for projects outside of the contract; this is what we did budget minus veteran park project</i>	171	0	23,000	0	7,000	7,000	7,000
4-4500 Annual Replacement Items <i>need to add in for wreaths</i>	2,574	4,590	4,855	635	4,855	4,855	
4-4600 Building Maintenance Expense <i>minor repairs to buildings other than town hall, picnic tables, etc.</i>	0	50	500	0	600	600	
4-4700 Signs & Maintenance Expense	0	385	50	0	50	50	
	<b>30,149</b>	<b>32,915</b>	<b>67,365</b>	<b>19,764</b>	<b>58,005</b>	<b>58,005</b>	
	<b>139,506</b>	<b>150,782</b>	<b>204,799</b>	<b>67,476</b>	<b>204,847</b>	<b>204,847</b>	<b>0</b>

Manager Request Worksheet  
Expense01/29/2018  
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Dept:	Account	2018 Budget	2019 Initial	2019 Manager	
344 Parks Dept					)
Payroll					
1-1000 Salary	110,074.00	116,075.00	116,075.00		
1-1015 Longevity	240.00	2,580.00	2,580.00		
1-1030 Overtime	<u>9,000.00</u>	<u>9,000.00</u>	<u>9,000.00</u>		
Employee Ben					
2-1900 FICA	9,265.00	9,903.00	9,903.00		
2-2510 Cloth Allow	<u>1,800.00</u>	<u>1,800.00</u>	<u>1,800.00</u>		
Operating Ex					
3-2003 Advertising	100.00	200.00	200.00		
3-2526 Misc Supp	2,700.00	3,000.00	3,000.00		
3-2605 Electricity	<u>2,800.00</u>	<u>2,800.00</u>	<u>2,800.00</u>		
3-2607 Public Water	<u>1,455.00</u>	<u>1,484.00</u>	<u>1,484.00</u>		
Maint/Repair					
4-2528 Building Sup	400.00	500.00	500.00		
4-3002 Equip Rental	500.00	500.00	500.00		
4-3230 Equip Purch	<u>3,400.00</u>	<u>3,400.00</u>	<u>3,400.00</u>		
4-3524 Hired Eq/Ser	<u>31,560.00</u>	<u>38,000.00</u>	<u>38,000.00</u>		
4-3603 Repairs	<u>3,100.00</u>	<u>3,100.00</u>	<u>3,100.00</u>		
4-4009 DwnTwn Plant	<u>23,000.00</u>	<u>7,000.00</u>	<u>7,000.00</u>		
4-4500 An Replace	<u>4,855.00</u>	<u>4,855.00</u>	<u>4,855.00</u>		
4-4600 Bldg Maint	<u>500.00</u>	<u>600.00</u>	<u>600.00</u>		
4-4700 Signs & Main	<u>50.00</u>	<u>50.00</u>	<u>50.00</u>		
Parks Dept	<u>204,799.00</u>	<u>204,847.00</u>	<u>204,847.00</u>		
<b>Expense Totals:</b>	<b>204,799.00</b>	<b>204,847.00</b>	<b>204,847.00</b>		

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**Manager Request Worksheet**  
Revenue

)  
01/29/2018  
Page 1

Account		2018	2019	2019
		Budget	Initial	Manager
Dept: 344 Parks Dept		0.00	0.00	0.00
3405 Donations		0.00	0.00	0.00
<b>Revenue Totals:</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: 348 Transfer Station	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Payroll Expense</b>							
1-1000 Salary	37,587	29,452	30,909	13,024	111,759	111,759	
(2) Full-time attendants @ \$15.31 / hr. = 63,689.60 in accordance with pay scale in public works agreement and (1) Foreman @ \$23.11 / hr - \$48,068.80							
1-1002 Department Head Salaries	43,342	43,110	46,667	12,887	0	0	
<i>Moved to Public Works Cost Center #322</i>							
1-1012 Part Time	32,434	28,938	24,065	16,732	13,520	0	
<i>(1) Part Time @ \$12.00 / hour * 20 hrs = \$13,520 / preference in rate considering minimum wage just increased to \$10/hr Jan. 1, 2018</i>							
1-1015 Longevity	3,175	2,340	2,340	585	3,010	3,010	
(11) weeks @ \$50 & (41) weeks @ \$60							
1-1030 Overtime	277	314	892	22	1,378	1,378	
<i>Budgeting for 60 Hours @ \$22.96 = \$1,378</i>							
<b>Total Payroll Expenses</b>	<b>116,815</b>	<b>104,154</b>	<b>104,873</b>	<b>43,250</b>	<b>129,667</b>	<b>116,147</b>	<b>0</b>
<b>Employee Benefits</b>							
2-1900 FICA	9,081	8,004	8,126	3,075	10,057	9,023	0
7.65%							
2-2510 Clothing Allowance	600	1,050	1,350	900	1,800	1,800	
<i>3 @ \$450 = \$1,350 plus 2 @ \$225 = \$1,800</i>							
<b>Total Employee Benefits</b>	<b>9,681</b>	<b>9,054</b>	<b>9,476</b>	<b>3,975</b>	<b>11,857</b>	<b>10,823</b>	<b>0</b>
<b>Operating Expenses</b>							
3-2001 Telephone Expense	679	1,366	1,300	572	1,375	1,375	
<i>Telephone @ \$54-\$55 per month on average and internet @ \$59.95 monthly</i>							
3-2003 Advertising	247	152	125	39	125	125	
<i>NO CHANGE</i>							
3-2007 Cell Telephone Expenses	466	632	624	298	628	628	
<i>\$52.34 per mo / 12 months =</i>							
3-2018 Membership/Subscription Exp	108	108	150	8	200	200	
<i>MAINE AUTO RECYCLERS ASSOCIATION Dues \$150</i>							
3-2114 Travel Expense	801	771	600	37	300	300	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

<b>Dept: 348 Transfer Station</b>	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
3-2115 Meetings & Seminars	0	0	30	0	30	30	30
<i>NO CHANGE</i>							
3-2116 Office Supplies <i>Stickers, etc.</i>	120	266	300	611	1,000	1,000	1,000
3-2118 Postage	125	94	250	39	250	250	250
<i>NO CHANGE</i>							
3-2122 Drinking Water <i>Avg. 24 gallons per year @ \$12.94 / gallon</i>	0	0	310	96	310	310	310
3-2526 Miscellaneous Supplies <i>Oil and filters for the compactor.</i>	1,520	732	5,267	0	5,000	5,000	5,000
3-2605 Electricity Expense	6,023	6,180	6,400	2,367	6,400	6,400	6,400
<i>NO CHANGE</i>							
3-2607 Public Water <i>Budgeting for 2% anticipated increase for infrastructure improvements within Water District</i>	494	75	360	75	367	367	367
3-2712 Annual Reporting Fee	455	461	450	0	450	450	450
<i>NO CHANGE</i>							
<b>Total Operating Expenses</b>	<b>11,038</b>	<b>10,837</b>	<b>16,166</b>	<b>4,142</b>	<b>16,435</b>	<b>16,435</b>	<b>0</b>
<b>Maintenance &amp; Repairs</b>							
4-2608 Propane	139	95	250	0	250	250	250
<i>NO CHANGE</i>							
4-2610 Sewage Expense <i>2000 gal, tank only needs pumped once a year</i>	0	0	450	0	450	450	450
4-3230 Equipment Purchases	8,390	0	0	0	0	0	0
4-3231 Equip Maint	0	204	0	165	0	0	0
4-3233 Equipment Contracts <i>Equipment is aging therefore looking to secure maintenance contract for the (2) compactors estimated at \$6400; annual maintenance of heating system to include filters, belts, nozzles, electrodes (if applicable) \$444</i>	0	0	0	0	6844	6844	6844
4-3329 Univ Waste <i>Using eWaste Recycling Solutions</i>	0	409	0	0	100	100	100

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

<b>Dept:</b> 348 Transfer Station	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
4-3334 Freon Pumping <i>Vendor charges \$10 / unit plus charge for air filters - offset by revenue</i>	0	1,340	2,400	1,200	2,800	2,800	2,800
4-3335 Single Sort	24,684	23,716	25,168	6,292	25,168	25,168	25,168
<i>NO CHANGE</i>							
4-3530 Contracted Transfer	50,336	49,368	50,336	20,328	50,336	50,336	50,336
<i>NO CHANGE</i>							
4-3531 Tipping Fees 2300 tons x 70.50 tipping fee = 162,150	154,446	144,000	155,100	81,986	163,000	163,000	163,000
4-3533 Tire Disposal <i>Using Bob's Tire Co.</i>	1,021	2,538	4,200	774	4,200	4,200	4,200
4-3535 Demo Hauling Expense <i>Contract with CIA</i>	18,186	16,492	21,560	6,306	21,560	21,560	21,560
4-3536 Demo Tipping Expense <i>Contract with CIA. One can to Pinetree and One can to EcoMaine / Pine Tree Waste Services going up to \$80 per ton or \$2 per ton eff. 2/1/18</i>	40,865	35,766	58,000	15,447	58,000	58,000	58,000
4-3537 Demo Can Rental Expense	6,000	6,010	4,800	2,550	4,800	4,800	4,800
<i>Contract with CIA</i>							
4-3540 Metal Hauling <i>Average 4 hauls a month 4 x 242. = 968. x 12 = 11,616. Slower in the winter months</i>	9,014	10,737	9,500	5,324	10,500	10,500	10,500
4-3603 Repairs	499	836	500	0	500	500	500
4-4600 Building Maintenance Expense <i>Reduced slightly as moved cost of heating system maintenance to equipment contracts</i>	437	0	1,000	0	556	556	556
<b>Total Maintenance &amp; Repairs</b>	<b>314,017</b>	<b>291,511</b>	<b>333,264</b>	<b>140,372</b>	<b>349,064</b>	<b>349,064</b>	<b>0</b>
<b>Other Miscellaneous Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>146</b>	<b>150</b>	<b>150</b>	<b>150</b>
6-3232 Phy Exam <i>Pre-placement exams increasing 3-4% in 2018</i>	140	317	325	0	345	345	345
6-4030 Drug/Alcohol Testing <i>Test fees increasing \$2.00 each</i>	0	0	395	0	395	395	395
<i>NO CHANGE</i>							
<b>Total Other Misc. Expenses</b>	<b>140</b>	<b>317</b>	<b>720</b>	<b>146</b>	<b>890</b>	<b>890</b>	<b>0</b>
<b>451,691</b>	<b>415,873</b>	<b>464,499</b>	<b>191,885</b>	<b>507,913</b>	<b>493,359</b>	<b>0</b>	<b>0</b>

Manager Request Worksheet  
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Dept:	Account	2018 Budget	2019 Initial	2019 Manager
<b>Dept: 348 Trans Stat</b>				
Payroll				
1-1000 Salary		30,909.00	111,759.00	111,759.00
1-1002 Dept Head		46,667.00	0.00	0.00
1-1012 Part Time		24,065.00	13,520.00	0.00
1-1015 Longevity		2,340.00	3,010.00	3,010.00
1-1030 Overtime		892.00	1,378.00	1,378.00
Employee Ben				
2-1900 FICA		8,126.00	10,057.00	9,023.00
2-2510 Cloth Allow		1,350.00	1,800.00	1,800.00
Operating Ex				
3-2001 Telephone		1,300.00	1,375.00	1,375.00
3-2003 Advertising		125.00	125.00	125.00
3-2007 Cell Phone		624.00	628.00	628.00
3-2018 Member/Sub		150.00	200.00	200.00
3-2114 Travel Exp		600.00	300.00	300.00
3-2115 Meet & Sem		30.00	30.00	30.00
3-2116 Office Supp		300.00	1,000.00	1,000.00
3-2118 Postage		250.00	250.00	250.00
3-2122 DrinkingWatr		310.00	310.00	310.00
3-2526 Misc Supp		5,267.00	5,000.00	5,000.00
3-2605 Electricity		6,400.00	6,400.00	6,400.00
3-2607 Public Water		360.00	367.00	367.00
3-2712 An Report Fe		450.00	450.00	450.00
Maint/Repair				
4-2608 Propane		250.00	250.00	250.00
4-2610 Sewage		450.00	450.00	450.00
4-3231 Equip Maint		0.00	6,844.00	6,844.00
4-3329 Univ Waste		0.00	100.00	100.00

**Manager Request Worksheet**  
**Expense**

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Account	Budget	2018	2019	2019
		Initial	Manager	Manager
Dept: 348 Trans Stat CONTD				
4-3334 Freon Pumpin	2,400.00	2,800.00	2,800.00	
4-3335 Single Sort	25,168.00	25,168.00	25,168.00	
4-3530 Contract Tra	50,336.00	50,336.00	50,336.00	
4-3531 Tipping Fees	155,100.00	163,000.00	163,000.00	
4-3533 Tire Disp	4,200.00	4,200.00	4,200.00	
4-3535 Demo Hauling	21,560.00	21,560.00	21,560.00	
4-3536 Demo Tipping	58,000.00	58,000.00	58,000.00	
4-3537 Demo Can Ren	4,800.00	4,800.00	4,800.00	
4-3540 Metal Haulin	9,500.00	10,500.00	10,500.00	
4-3603 Repairs	500.00	500.00	500.00	
4-4600 Bldg Maint	1,000.00	556.00	556.00	
Other Exp				
6-3232 Phy Exam	0.00	150.00	150.00	
6-4030 Drug/Ach Tes	325.00	345.00	345.00	
6-6407 Port Water D	395.00	395.00	395.00	
Trans Stat	464,499.00	507,913.00	493,359.00	
<b>Expense Totals:</b>	<b>464,499.00</b>	<b>507,913.00</b>	<b>493,359.00</b>	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: 353 Cemeteries	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOSS Approval
<b>Payroll Expense</b>							
1-1000 Salary <i>one fit for 1040 hrs, at \$15.31 in accordance with pay scale in public works agreement and one p/t(f/f/t) for 1040 hrs, at \$14.00. The rest of the year will be in the parks budget.</i>	12,689	29,137	30,014	15,448	30,482	30,482	
1-1030 Overtime <i>for weekend burials and after hours</i>	519	1,279	600	424	800	800	
<b>Total Payroll Expense</b>	<b>13,208</b>	<b>30,416</b>	<b>30,614</b>	<b>15,872</b>	<b>31,282</b>	<b>31,282</b>	<b>0</b>
Employee Benefits	1,033	1,545	2,342	1,196	2,393	2,393	
2-1900 FICA <i>7.65%</i>							
<b>Total Employee Benefits</b>	<b>1,033</b>	<b>1,545</b>	<b>2,342</b>	<b>1,196</b>	<b>2,393</b>	<b>2,393</b>	<b>0</b>
<b>Operating Expenses</b>							
3-2003 Advertising	46	46	50	0	50	50	
3-2114 Travel Expense <i>employee uses his own personal pickup / new mileage rate as of Jan. 1, 2018 = .545</i>	1,045	570	1,200	285	1,226	1,226	
3-2526 Miscellaneous Supplies <i>odd stuff, stone cleaning, outside fence repair, flowers for perpetual care</i>	2,529	695	1,800	1,377	1,800	1,800	
3-2607 Public Water <i>2% Increase</i>	355	603	500	0	510	510	
3-6500 Expansion Costs <i>Fencing</i>	5,000	0	14,000	8,450	7,000	7,000	
<b>Total Operating Expenses</b>	<b>8,975</b>	<b>1,914</b>	<b>17,550</b>	<b>10,112</b>	<b>10,586</b>	<b>10,586</b>	<b>0</b>
<b>Maintenance &amp; Repairs</b>							
4-3225 Lawnmower <i>new rider mower</i>	497	269	350	0	8,000	8,000	
4-3229 Tools/Equipment <i>need new ground cloths, tarps, etc.</i>	0	75	100	0	100	100	
4-3524 Hired Equipment/Services <i>for tree removal in all cemeteries if needed, plus stump removal</i>	706	124	1,000	200	1,000	1,000	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 353 Cemeteries</b>							
4-4610 Fertilizer Expense	560	497	500	0	500	500	500
<b>Total Maintenance &amp; Repairs</b>	<b>1,763</b>	<b>965</b>	<b>1,950</b>	<b>200</b>	<b>9,600</b>	<b>9,600</b>	<b>0</b>
<b>Outside Entity Appropriation</b>							
7-7800 No Bridgton Cemetery Assoc <i>for the upkeep of veteran's lots</i>	552	744	552	0	745	745	
7-7801 So Bridgton Cemetery Assoc	840	840	850	0	850	850	
<b>Total Outside Entity Appropriation</b>	<b>1,392</b>	<b>1,584</b>	<b>1,402</b>	<b>0</b>	<b>1,595</b>	<b>1,595</b>	<b>0</b>
	<b>26,371</b>	<b>36,424</b>	<b>53,858</b>	<b>27,380</b>	<b>55,456</b>	<b>55,456</b>	<b>0</b>

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**Manager Request Worksheet**  
**Expense**

02/13/2018  
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Dept:	Account	Budget	2018	2019	Manager
			Initial	2019	
Cemeteries					
Payroll					
1-1000 Salary		30,014.00	30,482.00	30,482.00	
1-1030 Overtime		600.00	800.00	800.00	
Employee Ben					
2-1900 FICA		2,342.00	2,393.00	2,393.00	
Operating Ex					
3-2003 Advertising		50.00	50.00	50.00	
3-2114 Travel Exp		1,200.00	1,226.00	1,226.00	
3-2526 Misc Supp		1,800.00	1,800.00	1,800.00	
3-2607 Public Water		500.00	510.00	510.00	
3-6500 Expansion		14,000.00	7,000.00	7,000.00	
Maint/Repair					
4-3225 Lawnmower		350.00	8,000.00	8,000.00	
4-3229 Tools/Equip		100.00	100.00	100.00	
4-3524 Hired Eq/Ser		1,000.00	1,000.00	1,000.00	
4-4610 Fertilizer		500.00	500.00	500.00	
OutsidEntit					
7-7800 NO Cemetery		552.00	745.00	745.00	
7-7801 SO Cemetery		850.00	850.00	850.00	
Cemeteries		53,858.00	55,456.00	55,456.00	
<b>Expense Totals:</b>		<b>53,858.00</b>	<b>55,456.00</b>	<b>55,456.00</b>	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 360 Vehicle Maintenance</b>							
<b>Payroll Expense</b>							
1-1000 Salary <i>1 employee at \$19.48 x 2080 hrs. = \$40,518 and 1 employee at \$18.45 x 2080 hrs. = \$38,376 in accordance with pay scale in public works agreement</i>	78,574	76,144	76,607	30,911	78,894	78,894	
1-1015 Longevity <i>one at \$60 x 52 wks</i>	2,915	3,120	3,120	1,260	3,120	3,120	3,120
1-1030 Overtime <i>aver. \$28.45 x 250 hrs</i>	3,438	8,611	6,902	203	7,112	7,112	
<b>Total Payroll Expenses</b>	<b>84,927</b>	<b>87,875</b>	<b>86,629</b>	<b>32,374</b>	<b>89,126</b>	<b>89,126</b>	<b>0</b>
<b>Employee Benefits</b>							
2-1900 FICA 7.65%	6,676	6,733	6,627	2,477	6,818	6,818	0
2-2510 Clothing Allowance <i>We pay for the mechanics uniforms via contract with UniFirst Corporation at \$56.81 per week x 52 weeks</i>	3,448	3,346	2,800	1,216	2,954	2,954	
<b>Total Employee Benefits</b>	<b>10,124</b>	<b>10,079</b>	<b>9,427</b>	<b>3,693</b>	<b>9,772</b>	<b>9,772</b>	<b>0</b>
<b>Operating Expenses</b>							
3-2001 Telephone Expense <i>in 322 account</i>	56	0	0	0	0	0	0
3-2526 Miscellaneous Supplies <i>small items for equipment and in the shop</i>	3,614	3,428	6,500	936	6,500	6,500	
<b>Total Operating Expenses</b>	<b>3,670</b>	<b>3,428</b>	<b>6,500</b>	<b>936</b>	<b>6,500</b>	<b>6,500</b>	<b>0</b>
<b>Maintenance &amp; Repairs</b>							
4-3229 Tools/Equipment <i>for town-owned tools and updating code readers</i>	917	2,468	1,000	-396	2,500	2,500	
4-4130 Unleaded Gas <i>We use an average of 16,000 gal / year, at a two year average cost of \$2 p/gallon</i>	24,864	29,066	32,000	8,641	32,000	32,000	
4-4132 Diesel Fuel <i>We use an average of 27,000 gal / year, at a two year average of \$2.30 p/gallon</i>	31,738	61,958	59,800	15,405	62,100	62,100	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: 360 Vehicle Maintenance	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
4-4134 Oil & Grease Products	5,673	5,468	7,740	2,797	7,740	7,740	7,740
average annual price for oil is \$2.74/qt and \$1.96/qt for hyd oil . transmission oil \$300, fuel mix \$800, one drum special oil \$600.			Budgeting for 300 gal of oil x \$10.96 = \$3,288, 300 gal of hyd oil x \$7.84 = \$2,352, grease \$400,				
4-4136 Parts for Repair	51,996	69,698	67,000	17,028	68,500	68,500	68,500
parts are going up as well as shipping costs if we have to have something sent							
4-4137 Inspections/Repairs FD	6,061	13,854	12,000	3,467	10,000	10,000	10,000
for the inspections and repairs of fire trucks, unknown repairs till after the inspections							
4-4140 Tires & Tubes Expense	13,403	16,150	25,000	16,316	25,000	25,000	25,000
For all town vehicles; tire prices have gone up							
4-4142 Outside Repairs Expense	9,016	11,329	30,000	8,063	30,000	30,000	25,000
Outsourcing repairs that can not be done in-house.							
4-4144 Plow & Sander Repair	25,362	24,292	25,000	16,651	26,000	26,000	26,000
for all plow and sander parts, from cutting edges to sander chains							
Total Maintenance & Repairs	169,030	234,283	259,540	87,972	263,840	258,840	0
	<b>267,751</b>	<b>335,665</b>	<b>362,096</b>	<b>124,975</b>	<b>369,238</b>	<b>364,238</b>	<b>0</b>

Manager Request Worksheet  
Expense01/29/2018  
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Account	2018 Budget	2019 Initial	2019 Manager
<b>Dept: 360 Veh Maint</b>			
Payroll			
1-1000 Salary	76,607.00	78,894.00	78,894.00
1-1015 Longevity	3,120.00	3,120.00	3,120.00
1-1030 Overtime	6,902.00	7,112.00	7,112.00
Employee Ben			
2-1900 FTCA	6,627.00	6,818.00	6,818.00
2-2510 Cloth Allow	2,800.00	2,954.00	2,954.00
Operating Ex			
3-2526 Misc Supp	6,500.00	6,500.00	6,500.00
Maint/Repair			
4-3229 Tools/Equip	1,000.00	2,500.00	2,500.00
4-4130 Unleaded Gas	32,000.00	32,000.00	32,000.00
4-4132 Diesel Fuel	59,800.00	62,100.00	62,100.00
4-4134 Oil & Grease	7,740.00	7,740.00	7,740.00
4-4136 Parts for Re	67,000.00	68,500.00	68,500.00
4-4137 Insp/Rep FD	12,000.00	10,000.00	10,000.00
4-4140 Tires & Tube	25,000.00	25,000.00	25,000.00
4-4142 Outside Rep	30,000.00	30,000.00	25,000.00
4-4144 Plow & Sande	25,000.00	26,000.00	26,000.00
Veh Maint	362,096.00	369,238.00	364,238.00
<b>Expense Totals:</b>	<b>362,096.00</b>	<b>369,238.00</b>	<b>364,238.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

<b>Dept: 382 Building Maintenance</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 YTD as of 11/30/17</b>	<b>Department Head Request</b>	<b>Town Manager Request</b>	<b>BOSS Approval</b>
<b>Operating Expenses</b>							
3-2526 Miscellaneous Supplies <i>Moved to annual inspection line</i>	0	1,153	0	0	0	0	0
3-2605 Electricity Expense <i>we've been in the 4200 range last two years looking for a 2% increase</i>	4,268	4,203	4,044	1,484	4,200	4,200	4,200
3-2607 Public Water <i>average is 2000 gal. a year for upgrades</i>	693	891	693	173	710	710	710
3-2609 Heating Fuel Expense <i>average is 2000 gal. a year for upgrades</i>	3,312	2,920	5,000	273	5,000	5,000	5,000
3-2714 Security/Alarm Expense	0	0	2,000	1,918	2,000	2,000	2,000
<b>Total Operating Expenses</b>	<b>8,273</b>	<b>9,167</b>	<b>11,737</b>	<b>3,848</b>	<b>11,910</b>	<b>11,910</b>	<b>0</b>
<b>Maintenance &amp; Repairs</b>							
4-3233 Equipment Contracts - NEW <i>New Service for monitoring fire and low temp \$250, Annual maintenance of heating system to include filters, belts, nozzles, and electrodes (if applicable) \$444 buildings are getting some age on them</i>	3,115	2,760	2,600	1,625	2,800	2,800	694
4-3603 Repairs <i>For all annual specialized inspections to include crane, underground tank, fuel pump system, hydro lift, overhead door, and fire suppression is now twice a year. Annual inspection of heating system moved to Equipment Contracts.</i>	2,431	0	2,683	725	2,683	2,239	
<b>Total Maintenance &amp; Repairs</b>	<b>5,546</b>	<b>2,760</b>	<b>5,283</b>	<b>2,350</b>	<b>5,483</b>	<b>5,733</b>	<b>0</b>
	<b>13,819</b>	<b>11,927</b>	<b>17,020</b>	<b>6,198</b>	<b>17,393</b>	<b>17,643</b>	<b>0</b>

## Manager Request Worksheet

Dept: 382 Build Maint  
Operating Ex

Account	2018 Budget	2019 Initial	2019 Manager	
3-2605 Electricity	4,044.00	4,200.00	4,200.00	
3-2607 Public Water	693.00	710.00	710.00	
3-2609 Heating Fuel	5,000.00	5,000.00	5,000.00	
3-2714 Sec/Alarm	2,000.00	2,000.00	2,000.00	
Maint/Repair				
4-3233 Equip Cont	.00	0.00	694.00	
4-3603 Repairs	2,600.00	2,800.00	2,800.00	
4-4602 Ann Inspectn	2,683.00	2,683.00	2,239.00	
Build Maint	17,020.00	17,393.00	17,643.00	
<b>Expense Totals:</b>	<b>17,020.00</b>	<b>17,393.00</b>	<b>17,643.00</b>	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: 404 Recreation	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Payroll Expense</b>							
1-1002 Department Head Salaries	41,129	41,529	49,440	19,966	50,923	50,923	50,923
3% increase as was granted in both the union contract and public works work agreement							
1-1012 Part Time	30,369	33,182	39,335	31,182	54,255	54,255	54,255
410 hrs. @ \$13.50 52 weeks = \$5,535; 4 WST 8 weeks \$16,480; 4 Camp Staff 8 weeks \$14,000; Summer Coordinator 8 weeks \$4200, 3 Lifeguards stationed @ Highland Beach x 40 hrs weekly x 9 weeks @ \$13 p/hr= \$14,040							
1-1015 Longevity							
\$30 per week / 47 weeks							
<b>Total Payroll Expenses</b>	<b>71,498</b>	<b>74,711</b>	<b>88,775</b>	<b>51,148</b>	<b>106,588</b>	<b>106,588</b>	<b>106,588</b>
<b>Employee Benefits</b>							
2-1900 FICA	5,535	5,756	6,823	3,791	8,200	8,200	8,200
7.65%							
<b>Total Employee Benefits</b>	<b>5,535</b>	<b>5,756</b>	<b>6,823</b>	<b>3,791</b>	<b>8,200</b>	<b>8,200</b>	<b>8,200</b>
<b>Operating Expenses</b>							
3-2001 Telephone Expense	69	0	0	0	0	0	0
3-2007 Cell Telephone Expenses	1,132	1,121	1,125	480	1,125	1,125	1,125
One Department Head cell phone & upgrade and (2) seasonal cell phones for beach attendants & lifeguards							
3-2018 Member/Sub	0	0	0	120	200	200	200
MAHPERD (Maine Association Health Physical Education Recreation Dance) \$80, NSCA (National Strength Conditioning Association) \$120							
3-2040 Training/School Expense	456	474	420	60	600	600	600
Annual gym membership \$34 per month or \$408 annually / MAHPERD Conf. \$150							
3-2114 Travel Expense	635	767	600	647	800	800	800
Used for when municipal vehicle not available for use. Also includes travel reimbursement to swim instructors traveling from Highland Lake to Woods Pond as well as any training they attend.							
3-2118 Postage	18	28	20	0	0	0	0
3-2526 Miscellaneous Supplies	1,137	1,351	1,500	529	1,500	1,500	1,500
First aid kits, swim buoys, swim line, snack shack items, small equipment purchases, keys, storage rates, clipboards, etc.							
<b>Total Operating Expenses</b>	<b>3,447</b>	<b>3,741</b>	<b>3,665</b>	<b>1,836</b>	<b>4,225</b>	<b>4,225</b>	<b>4,225</b>
							0

## Budget Worksheet

**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 404 Recreation</b>							
<b>Maintenance &amp; Repairs</b>							
4-3230 Equipment Purchases	988	0	3,800	1,133	3,800	3,800	3,800
<i>Chainlink Backstop for Harmon Field. This field hosts all-star, championship, and other important playoff games during the spring season. (See Attached)</i>							
4-3524 Hired Equipment/Services	11,918	11,292	12,510	5,783	10,000	10,000	
<i>Increase in use of Handicap Unit. 7 Handicap Units, 3 Regular Units, 9 extra units for use during year for special events. Cost of dock installation &amp; removal has been moved to Cost Center #344 (Parts)</i>							
<b>Total Maintenance &amp; Repairs</b>	<b>12,906</b>	<b>11,292</b>	<b>16,310</b>	<b>6,916</b>	<b>13,800</b>	<b>13,800</b>	<b>0</b>
<b>Other Miscellaneous Expenses</b>							
6-4410 Fall Programs	5,544	5,839	5,400	6,327	8,300	8,300	
<i>Soccer \$5,000 (uniforms, equipment, coach supplies, t-shirts younger levels, --Karate - \$1,500 (Instructor, BKD Dojo) Mad Science - \$1800 (Mad Science of Maine).</i>							
<i>Increase offset by program revenues.</i>							
6-4411 Summer Programs	8,104	6,517	14,875	6,718	14,875	14,875	14,875
<i>Summer Camp \$4,500, Swim Lesson/Beach \$2,000, Summer Sports Programs \$500 Includes \$7875 for scholarships.</i>							
6-4412 Winter Programs	6,209	9,264	5,500	3,160	7,500	7,500	
<i>\$5,000, Youth Basketball, \$500 Ice Rink, \$500 Fitness Equipment. --Karate - \$1,500 (Instructor, BKD Dojo)</i>							
6-4413 Spring Programs	19,321	24,206	19,900	630	24,350	24,350	
<b>Total Other Misc. Expenses</b>	<b>45,678</b>	<b>55,576</b>	<b>52,175</b>	<b>20,085</b>	<b>65,925</b>	<b>65,925</b>	<b>0</b>
<b>Summer Camp Note</b>	<b>139,064</b>	<b>151,076</b>	<b>167,748</b>	<b>83,776</b>	<b>198,738</b>	<b>198,738</b>	<b>0</b>
<b>Trips/Programs added to 2018-19 Budget</b>	<b>Staff</b>	<b>18,200</b>					
	<b>Trips</b>	<b>4,200</b>					
	<b>Misc.</b>	<b>300</b>					
					<b>Mad Science</b>		
					<b>Karate</b>		
					<b>Adult Trips</b>		

**Manager Request Worksheet**02/16/2018  
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		Expense	
Dept:	Account	2018 Budget	2019 Initial Manager
Payroll			
1-1002 Dept Head		49,440.00	50,923.00
1-1012 Part Time		39,335.00	54,255.00
1-1015 Longevity		0.00	1,410.00
Employee Ben			1,410.00
2-1900 FICA		6,823.00	8,200.00
Operating Ex			8,200.00
3-2007 Cell Phone		1,125.00	1,125.00
3-2018 Member/Sub		0.00	200.00
3-2040 Training/Sch		420.00	600.00
3-2114 Travel Exp		600.00	800.00
3-2118 Postage		20.00	0.00
3-2526 Misc Supp		1,500.00	1,500.00
Maint/Repair			1,500.00
4-3230 Equip Purch		3,800.00	3,800.00
4-3524 Hired Eq/Ser		12,510.00	10,000.00
Other Exp			10,000.00
6-4410 Fall Prog		5,400.00	8,300.00
6-4411 Summer Prog		14,875.00	14,875.00
6-4412 Winter Prog		5,500.00	7,500.00
6-4413 Spring Prog		19,900.00	24,350.00
6-4414 Adult Trips		0.00	4,400.00
6-4425 Fireworks		6,500.00	6,500.00
Recreation		167,748.00	198,738.00
<b>Expense Totals:</b>		<b>167,748.00</b>	<b>198,738.00</b>
			<b>198,738.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 499 Contingencies</b>							
8-5003 Contingency General Government	19,996	25,867	58,688	13,959	30,000	30,000	
Appropriation used for emergency purchases and unanticipated expenses. Last year's approved amount was \$30,000. 58,688. includes a carry forward.	0	1,346					
8-5004 Contingency Comp	<b>19,996</b>	<b>25,867</b>	<b>58,688</b>	<b>13,959</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>

**Contingency/Reserve/Carry Fwd**

8-5003 Contingency General Government

Appropriation used for emergency purchases and unanticipated expenses. Last year's approved amount was \$30,000. 58,688. includes a carry forward.

8-5004 Contingency Comp

)  
**Manager Request Worksheet**  
Expense

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Account	2018		2019	
	Budget	Initial	Manager	Manager
Dept: 499 Contingency				
Capital Exp.				
8-5003 Conting GG				
Contingency	58,688.00	30,000.00	30,000.00	30,000.00
	58,688.00	30,000.00	30,000.00	30,000.00
<b>Expense Totals:</b>	<b>58,688.00</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>30,000.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

<b>Dept: 522 Outside Agency-Services</b>	<b>Outside Entity Appropriation</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 YTD as of 11/30/17</b>	<b>Agency Request</b>	<b>Town Manager Request</b>	<b>BOS Approval</b>
7-5150 LRTV Franchise Fee <i>Moved to account 046 to establish its own cost center.</i>	4,1000	0	0	0	0	0	0	0
7-5156 Bridgton Community Band	2,308	2,350	2,350	2,350	2,350	2,405	2,405	2,405
7-5161 LEA Milfoil Removal Program - NEW	0	0	0	0	0	1,500	1,500	1,500
7-5162 LEA Courtesy Boat Inspection/Milfoil	2,900	2,320	2,900	2,900	2,900	2,900	2,900	2,900
7-5163 Lake Region Chamber Subsidy	6,000	4,800	4,800	4,800	4,800	7,000	4,800	4,800
7-5164 LEA Subsidy / Water Testing	1,950	1,560	1,950	1,950	1,950	1,950	1,950	1,950
7-5170 Lake Region Bus System	8,449	9,656	9,656	9,656	4,828	9,656	9,656	9,656
7-5171 Bridgton Food Pantry	0	10,000	0	0	0	0	0	0
7-5172 BRAG	0	24496	25503	7217	7217	0	0	0
7-8003 Regional Transport	1,200	960	960	960	960	1,500	1,500	1,500
7-8004 Opportunity Alliance	9,100	7,280	1,000	1,000	1,000	7,000	1,000	1,000
7-8005 Tri-County Mental Health	9,250	7,400	9,000	9,000	9,000	9,250	9,250	9,250
7-8006 Southern ME Area on Aging	4,400	3,520	3,520	3,520	3,520	3,500	3,500	3,500
7-8008 Family Crisis Center	2,000	500	2,000	2,000	2,000	2,000	2,000	2,000
7-8014 Bridgton Historical Society	0	5,140	6,000	6,000	6,000	8,500	6,000	6,000
7-8016 Western Maine Veterans	175	140	0	0	0	0	0	0

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

<b>Dept: 522 Outside Agency-Services</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 YTD as of 11/30/17</b>	<b>Agency Request</b>	<b>Town Manager Request</b>	<b>BOS Approval</b>
7-8026 Senior Transportation	3,900	3,120	3,700	3,700	4,100	4,100	4,100
7-8030 Androscoggin Home Care/Hospice	2,250	1,800	0	0	0	0	0
7-8032 Sexual Assault Prevention Resp	750	600	750	750	750	750	750
7-8037 Lifeflight Foundation	0	1,042	1,303	1,303	1,300	1,300	1,300
7-8041 Rufus Porter - NEW					3,500	3,500	
7-8042 Bridgton Easy Riders - NEW					2,500	2,500	
	<b>95,632</b>	<b>86,684</b>	<b>75,392</b>	<b>52,278</b>	<b>69,311</b>	<b>58,611</b>	<b>0</b>
	<b>95,632</b>	<b>86,684</b>	<b>75,392</b>	<b>52,278</b>	<b>69,311</b>	<b>58,611</b>	<b>0</b>

## Manager Request Worksheet

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Account	Budget	2018	2019	2019
		Initial	Manager	Manager
<b>Dept: 522 Out Agen Ser</b>				
OutsidEntitt				
7-5156 Brid Comm Bd		2,350.00	2,405.00	2,405.00
7-5161 LEA MilfRml		0.00	1,500.00	1,500.00
7-5162 LEA CBI/Mlf		2,900.00	2,900.00	2,900.00
7-5163 Lake Reg Cha		4,800.00	7,000.00	4,800.00
7-5164 LEA SbsdyWtr		1,950.00	1,950.00	1,950.00
7-5170 LR Bus Syste		9,656.00	9,656.00	9,656.00
7-5172 BRAG		25,503.00	0.00	0.00
7-8003 Reg Transp		960.00	1,500.00	1,500.00
7-8004 OpportAllian		1,000.00	7,000.00	1,000.00
7-8005 Tri-County		9,000.00	9,250.00	9,250.00
7-8006 So ME Aging		3,520.00	3,500.00	3,500.00
7-8008 Fam Crisis		2,000.00	2,000.00	2,000.00
7-8014 Brid Hist So		6,000.00	8,500.00	6,000.00
7-8026 Senior Trans		3,700.00	4,100.00	4,100.00
7-8032 S.A.P.A.R.S.		750.00	750.00	750.00
7-8037 Lifefight Fn		1,303.00	1,300.00	1,300.00
7-8041 Rufus Porter		0.00	3,500.00	3,500.00
7-8042 Easy Riders		0.00	2,500.00	2,500.00
Out Agen Ser		75,392.00	69,311.00	58,611.00
<b>Expense Totals:</b>	<b>75,392.00</b>	<b>69,311.00</b>	<b>58,611.00</b>	

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 856 Capital Expenditures</b>							
<b>Contingency/Reserve/Carry Fwd</b>							
8-8014 Bridgton Historical Society	0	0	7,000	7,000	0	0	0
8-9000 Building Security	0	0	14,000	6,683	10,600	10,600	
<i>This includes security cameras for inside and outside the municipal complex as well as an upgrade to the N/R recorder located in the Police Department; and adding card access to two remaining doors in the Town Office. The upgrading of the fire alarm panel box to improve the monitoring of low temp and fire was installed in Feb. 2018 costing \$4242.</i>							
8-9004 PD-New Cruiser	34,734	0	0	0	0	0	0
8-9020 PW-Paving <i>Entire length of Burnham Road: reclamation and paving.</i>	500,286	475,528	524,472	449,702	500,000	500,000	
8-9022 PW-Sidewalks	0	0	38,150	0	0	0	0
8-9023 PW-Plow Truck	28,671	76,386	0	0	0	0	0
8-9029 FD West Station Repairs	10,823	11,310	0	0	0	0	0
8-9036 PW HT Box/Roller	20,000	0	0	0	0	0	0
8-9043 FD Truck Replacement	0	35,316	0	0	0	0	0
8-9044 FD Hose Replacement	0	9,987	0	0	0	0	0
8-9045 PD Computers	4,130	0	0	0	0	0	0
8-9049 Woods Pond Improvements	0	0	4,100	4,010	0	0	0

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

		2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 856 Capital Expenditures</b>								
8-9052 Old Town Hall	112,720	2,909	82,091	0	0	0	0	0
8-9053 PW Wheeler	20,166	0	0	0	0	0	0	0
8-9065 PWD Loader	17,740	0	0	0	0	0	0	0
8-9078 Transfer Station Concrete Pad	0	12,579	0	0	0	0	0	0
8-9079 Town Hall Paving		0	35,000	27,409	0	0	0	0
8-9080 Salmon Point Bathroom	0	1,300	38,700	914	0	0	0	0
8-9081 Salmon Point Playground	0	0	30,000	30,364	0	0	0	0
8-9084 Harmon Field - NEW <i>New snack shack, dugouts and two ADA compliant public bathrooms. Funding source Community Development Block Grant (CDBG).</i>	0	0	12,000	10,706	0	0	0	45,000 45,000
8-9085 Harmon Field Playground								
8-9086 Skateboard Park/Playground	0	0	32,000	32,630	0	0	0	
8-9087 Ice Skating Rink - NEW <i>Rebuild warming shack with heat and storage lockers, new LED lighting, screening and new exhaust system. Funding source Community Development Block Grant.</i>	0	20,355	2,440	0	0	0	0	35,000 35,000
8-9090 PWD Roof								
8-9091 Recycle Asphalt Pile	0	0	30,000	0	0	0	0	
8-9092 PW Town Garage Paving	0	0	54,500	0	0	0	0	

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Dept:	Account	2018 Budget	2019 Initial	2019 Manager
856 Capital Exp	Capital Exp.			
8-8014 Histrcl Scty		7,000.00	0.00	0.00
8-9000 Mun Bldg Sec		14,000.00	10,600.00	10,600.00
8-9020 PW-Paving		524,472.00	500,000.00	500,000.00
8-9022 PW-Sidewalks		38,150.00	0.00	0.00
8-9023 PW Plow Trk		0.00	0.00	0.00
8-9049 WdsPnd Impr		4,100.00	0.00	0.00
8-9052 Old Twn Hall		82,091.00	0.00	0.00
8-9072 FD BLDGS REN		0.00	0.00	0.00
8-9079 TwnHall Pav		35,000.00	0.00	0.00
8-9080 SP Bathroom		38,700.00	0.00	0.00
8-9081 SP Playground		30,000.00	0.00	0.00
8-9084 HarrmonFld		0.00	45,000.00	45,000.00
8-9085 HrmnFldPhygr		12,000.00	0.00	0.00
8-9086 SkatebrdPark		32,000.00	0.00	0.00
8-9087 Ice Rink		0.00	35,000.00	35,000.00
8-9090 PW Roof		2,440.00	0.00	0.00
8-9091 Rcycl Asphlt		30,000.00	0.00	0.00
8-9092 PW TwnGrgPay		54,500.00	0.00	0.00
8-9104 Generators		0.00	55,200.00	55,200.00
8-9111 PW-HDTrailer		28,000.00	0.00	0.00
8-9149 GTS Conversn		30,500.00	0.00	0.00
8-9151 MarketingBrd		40,090.00	25,000.00	25,000.00
8-9165 LwrMainPjct		45,000.00	195,000.00	195,000.00
8-9212 STREETSCAPE		26,389.00	0.00	0.00
8-9256 TS RolloffCn		0.00	10,500.00	10,500.00
Capital Exp		1,074,432.00	876,300.00	876,300.00
<b>Expense Totals:</b>		<b>1,074,432.00</b>	<b>876,300.00</b>	<b>876,300.00</b>

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Account	2018 Budget	2019 Initial	2019 Manager
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**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

<b>Dept: 857 Capital Expense Reserve</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget</b>	<b>2018 YTD as of 11/30/17</b>	<b>Department Head Request</b>	<b>Town Manager Request</b>	<b>BOS Approval</b>
<b>Contingency/Reserve/Carry Fwd</b>							
8-9100 Employee Accrued Benefits Rese <i>Please see Capital Reserve Policy.</i>	0	15,000	15,000	15,000	15,000	15,000	15,000
8-9114 Municipal Building Reserve <i>Please see Capital Reserve Policy.</i>	230,000	15,000	15,000	15,000	15,000	15,000	15,000
8-9115 FD-Apparatus Reserve <i>This is to fund the replacement of Engine # 4 in keeping with the 25 year Fire Department replacement plan. Engine 4 is scheduled for replacement in 2023.</i>	245,000	15,000	15,000	15,000	20,000	15,000	
8-9117 Recreation Dept Reserve <i>Please see Capital Reserve Policy.</i>	30,000	10,000	10,000	10,000	10,000	10,000	10,000
8-9118 Capital Project Reserve <i>Please see Capital Reserve Policy.</i>	5,000	10,000	10,000	10,000	10,000	10,000	10,000
8-9119 Pondicherry Park Reserve <i>Please see Capital Reserve Policy.</i>	14,820	5,000	5,000	5,000	5,000	5,000	5,000
8-9122 Field Equipment Reserve <i>Please see Capital Reserve Policy.</i>	55,000	0	0	0	0	0	0
8-9123 PW Equipment Reserve <i>Please see Capital Reserve Policy - Equipment is aging and will need to replace backtoe in the near future.</i>	80,000	15,000	15,000	15,000	30,000	15,000	
	<b>659,820</b>	<b>85,000</b>	<b>85,000</b>	<b>85,000</b>	<b>105,000</b>	<b>85,000</b>	<b>0</b>

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Account	Budget	2018	2019	2019
		Initial	Manager	Manager
<b>Dept: 857 Cap Exp Res</b>				
Capital Exp.				
8-9100 Emp Benefits		15,000.00	15,000.00	15,000.00
8-9114 MuniBldgResv		15,000.00	15,000.00	15,000.00
8-9115 FD-Apparatus		15,000.00	20,000.00	15,000.00
8-9117 Rec Dept Res		10,000.00	10,000.00	10,000.00
8-9118 Captl Prcjt		10,000.00	10,000.00	10,000.00
8-9119 PondchryParkR		5,000.00	5,000.00	5,000.00
8-9123 PW Equip Res		15,000.00	30,000.00	15,000.00
Cap Exp Res		85,000.00	105,000.00	85,000.00
<b>Expense Totals:</b>		<b>85,000.00</b>	<b>105,000.00</b>	<b>85,000.00</b>

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

<b>Dept: 950 Community Development</b>	<b>2016 Actual</b>	<b>2017 Actual</b>	<b>2018 Budget of 11/30/17</b>	<b>2018 YTD as of 11/30/17</b>	<b>Department Head Request</b>	<b>Town Manager Request</b>	<b>BOS Approval</b>
<b>Payroll Expense</b>							
1-1000 Salary	53,429	15,384	26,780	9,499	27,581		27,581
<i>Grant Writer - 20 hours a week at \$25.75/hour. 3% projected increase = \$26.52</i>							
1-1002 Department Head Salaries	0	33,358	57,249	23,827	60,770		60,770
<i>Current Salary \$59,000. 3% increase as was granted in both the union contract and public works work agreement \$60,770.</i>							
1-1012 Part Time	0	13,023	14,011	5,470	15,476		15,476
<i>Admin Assistant - at 16 hours per week . Current hourly rate at \$16.84. Proposed hourly rate \$18.60.</i>							
1-1015 Longevity	0	0	0	0	0		0
<b>Total Payroll Expense</b>	<b>53,429</b>	<b>61,765</b>	<b>98,040</b>	<b>38,796</b>	<b>103,827</b>		<b>103,827</b>
<b>Employee Benefits</b>							
2-1900 FICA	4,093	4,333	7,500	2,939	7,943		7,943
<i>7.65%</i>							
<b>Total Employee Benefits</b>	<b>4,093</b>	<b>4,333</b>	<b>7,500</b>	<b>2,939</b>	<b>7,943</b>		<b>7,943</b>
<b>Operating Expenses</b>							
3-2001 Telephone Expense	74	69	75	31	75		75
3-2003 Advertising	404	3,726	3,000	0	3,000		3,000
<i>The purpose of this line is to pay for newspaper advertisements. Legal advertisements of public hearings. Public workshops for various committees are also funded through this line. It is noted that most grants require public hearings.</i>							
3-2004 Printing	190	756	1,000	80	1,000		1,000
<i>The Land Use and Zoning Committee plans to prepare more graphics for their work to illustrate the proposed regulations. A portion of this budget will go to the reproduction of those graphics along with other outreach materials they wish to circulate.</i>							
3-2007 Cell Telephone Expenses	692	794	1,275	522	1,275		1,275
<i>2 cell phones at \$53/ month (Director and Grant writer)</i>							

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget of 11/30/17	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 950 Community Development</b>							
3-2018 Membership/Subscription Exp	1,053	3,174	2,948	208	2,773		2,548
<i>Maine Townsman \$8</i>							
<i>Northeast Economic Developers Association \$175</i>							
<i>Maine Community Development Association (municipal membership) \$100</i>							
<i>American Planning Association/American Institute of Certified Planners (professional development &amp; certification maintenance -- includes periodical Zoning News, often copied to Planning Board and Land Use &amp; Zoning Committee) \$525</i>							
<i>Economic Development Council of Maine (professional development &amp; networking) \$100</i>							
<i>Mount Washington Valley Chamber of Commerce (municipal membership) \$125</i>							
<i>Maine Commercial Real Estate Association (municipal membership) \$300</i>							
<i>Maine Development Foundation (municipal membership) \$200</i>							
<i>Maine International Trade Center (municipal membership) \$600</i>							
<i>Fryeburg Business Association (municipal membership) \$40</i>							
<i>Downtown Reporter (subscription - used with Community Development Committee work) \$200</i>							
<i>Maine Philanthropy Center (membership for grant writer's work) \$250</i>							
<i>E2Tech (municipal membership) \$100</i>							
<i>3-2026 Legal Services Expense</i>	957	14,789	15,000	770	10,000		5,000
<i>Line item for the work of the Land Use and Zoning Committee and Planning/Appeals Board project review.</i>							
<b>3-2027 MAIN STREET IMP PRJ</b>	38,525	6,581	0	0	0	0	0
<b>3-2040 Training/School Expense</b>	2,430	1,287	1,550	0	1,300		1,300
<i>Maine Community Development Association Annual Meeting (2 staff members) \$200</i>							
<i>Maine Municipal Association Meeting (2 staff members) \$250</i>							
<i>American Planning Association (Northern New England Chapter conference) \$200</i>							
<i>Northeast Economic Developers Association Meeting \$250</i>							
<i>Economic Development Council of Planners \$100</i>							
<i>Maine Association of Planners \$50</i>							
<i>Grant writing Training \$250</i>							
<i>Administrative Assistant Training for Planning Board work \$250</i>							

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

Dept: 950 Community Development	2016 Actual	2017 Actual	2018 Budget	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<i>Below is a listing of the specific efforts or events this line item proposes to fund. New purchases of ads and display materials are expected outcomes from the current year.</i>							
3-2112 Promotions/Marketing Expense	12,224	23,106	30,000	6,058	27,000	0	8,550
Project for the Branding/Promotion Plan (new logos/materials likely necessary) \$5000 Antiques Trail Map publication and \$300							
Chamber Annual Meeting \$100							
2nd homeowners outreach \$500							
Downtown Map Printing \$250							
Ashine-Germanic Real Estate Association-booth-\$1800							
Ashine-Economic-Development-Journal-\$2500							
Promotional Ad-space-in-MaineTourism-Guide \$2500							
Promotional Ad-space-in-Maine Tourism-Guide \$2500							
Senior Living In Maine and Motoring Ad \$2000							
Snowmobile/Motorcycle Magazine Guide Ad \$1800							
Downtown Map in Chamber book \$1500							
Historic Maps \$300							
Events Support (Village FolkFest, Small Business Month, Ladies Day Out, Winter Carnival) \$1600							
Promotional Fees \$250 (site-selection-commissions-visiting-Bridgeton)							
Social Media Advertising \$500							
E2Tech-Expo-booth \$1600 (see e2Tech.org/expo2016-for-this-year's-event-info)							
Maine International Trade Meetings \$400							
New display materials-\$2000							
3-2113 Bike Maine 2015	-677	0	250	0	0	0	0
3-2114 Travel Expense	3,137	4,190	4,100	54	3,500	3,500	
IRS mileage rate .545 for training, marketing, Cumberland County, Augusta and GPCOG.							
3-2115 Meetings & Seminars	558	356	600	0	600	600	
level funding							

**Budget Worksheet**  
**July 1, 2018 - June 30, 2019**

	2016 Actual	2017 Actual	2018 Budget of 11/30/17	2018 YTD as of 11/30/17	Department Head Request	Town Manager Request	BOS Approval
<b>Dept: 950 Community Development</b>							
3-2116 Office Supplies <i>Level funding</i>	394	339	300	261	300	300	300
3-2118 Postage	224	911	600	56	600	600	
<i>Significant abutter notification occurs (and is required of the public hearing phase) with the work of the Land Use and Zoning Committee, as well as communication with second home owners cause a requested increase to this line item.</i>							
3-2526 Miscellaneous Supplies <i>Level funding</i>	326	100	200	155	200	200	200
3-6415 Engineering Services <i>Funds to be used for developing specifications.</i>	0	354	500	0	1,000	1,000	
<b>Total Operating Expenses</b>	<b>60,511</b>	<b>60,532</b>	<b>61,398</b>	<b>8,195</b>	<b>52,623</b>	<b>28,948</b>	<b>0</b>
<b>Maintenance &amp; Repairs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4-3229 Tools/Equipment							
<b>Total Maintenance &amp; Repairs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>118,033</b>	<b>126,630</b>	<b>166,938</b>	<b>49,930</b>	<b>164,393</b>	<b>140,718</b>	<b>0</b>	

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Account	2018 Budget	2019 Initial	2019 Manager
<b>Dept: 950 Community De</b>			
Payroll			
1-1000 Salary	26,780.00	27,581.00	27,581.00
1-1002 Dept Head	57,249.00	60,770.00	60,770.00
1-1012 Part Time	14,011.00	15,476.00	15,476.00
Employee Ben			
2-1900 FICA	7,500.00	7,943.00	7,943.00
Operating Ex			
3-2001 Telephone	75.00	75.00	75.00
3-2003 Advertising	3,000.00	3,000.00	3,000.00
3-2004 Printing	1,000.00	1,000.00	1,000.00
3-2007 Cell Phone	1,275.00	1,275.00	1,275.00
3-2018 Member/Sub	2,948.00	2,773.00	2,548.00
3-2026 Legal Serv	15,000.00	10,000.00	5,000.00
3-2040 Training/Sch	1,550.00	1,300.00	1,300.00
3-2112 Promo Market	30,000.00	27,000.00	8,550.00
3-2113 Bike ME2015	250.00	0.00	0.00
3-2114 Travel Exp	4,100.00	3,500.00	3,500.00
3-2115 Meet & Sem	600.00	600.00	600.00
3-2116 Office Supp	300.00	300.00	300.00
3-2118 Postage	600.00	600.00	600.00
3-2526 Misc Supp	200.00	200.00	200.00
3-6415 Eng Services	500.00	1,000.00	1,000.00
Community De	166,938.00	164,393.00	140,718.00
<b>Expense Totals:</b>	<b>166,938.00</b>	<b>164,393.00</b>	<b>140,718.00</b>

