

2020 / 2021 BUDGET



MASTER / PUBLIC
COPY

APPROPRIATIONS	Dept Number	Current Budget FY 19-20	TM Request FY 20-21	BOS Approval
Administration	11	484,159.00	372,314.00	371,814.00
Animal Control	33	23,378.00	23,844.00	23,844.00
Assessing	12	47,500.00	52,500.00	52,500.00
Boards: BOS, Planning, Appeals	22	0.00	23,798.00	23,798.00
Capital Expenditures	294	515,000.00	632,500.00	632,500.00
Cemeteries	73	52,490.00	42,756.00	42,756.00
Civil Emergency	34	20,669.00	13,369.00	13,369.00
Code Enforcement	13	104,787.00	113,307.00	113,307.00
Community Center	75	77,185.00	76,810.00	77,387.00
Community Development	14	122,679.00	150,500.00	150,500.00
Employee Benefits	292	821,831.00	854,000.00	841,968.00
Finance	19	0.00	135,356.00	135,356.00
Fire Department	32	301,064.00	383,678.00	383,678.00
General Assistance	16	20,844.00	20,844.00	18,844.00
Health Officer	35	2,489.00	2,213.00	2,213.00
Insurance	291	215,127.00	195,280.00	193,280.00
Library	72	84,000.00	87,000.00	84,000.00
Municipal Complex	15	111,006.00	98,043.00	112,543.00
Other General Government	29	71,882.00	63,000.00	63,000.00
Other Town Wide	299	504,050.00	646,776.00	690,598.00
Other Public Safety	49	273,883.00	322,003.00	322,003.00
Outside Agencies	293	63,055.00	83,394.00	64,008.00
Parks	74	223,930.00	219,529.00	219,529.00
Police Department	31	877,624.00	926,136.00	863,208.00
Pondicherry Park	76	22,150.00	12,050.00	12,050.00
Public Works	51	729,957.00	793,579.00	793,579.00
Recreation	71	236,396.00	297,615.00	297,615.00
Town Clerk	17	196,094.00	203,549.00	203,549.00
Town Garage	52	21,100.00	22,600.00	22,600.00
Town Hall	18	18,018.00	18,456.00	18,456.00
Transfer Station	54	501,013.00	541,890.00	541,890.00
Vehicle Maintenance	53	363,120.00	389,890.00	379,890.00
GROSS APPROPRIATIONS		7,106,480.00	7,818,579.00	7,765,632.00
REVENUES		2,678,587.00	3,195,116.00	3,345,116.00
NET APPROPRIATIONS		4,427,893.00	4,623,463.00	4,420,516.00
County Tax		738,484.00	738,484.00	738,484.00
MSAD61		9,631,664.00	9,905,527.00	9,905,527.00
NET PLUS COUNTY + MSAD		14,798,041.00	15,267,474.00	15,064,527.00

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Dept: 011 Administration							
Payroll Expense							
1-1010 Salary	216,213	217,822	216,164	106,162	180,349	180,349	180,349
Proposed salaries as follows: Town Manager \$109,695 per contract (Net \$76,786.50 / Salmon Point \$16,454.25/Wastewater \$16,454.25), Deputy Town Manager (\$70,654.00)							
1-1020 Hourly	0	41,639	83,098	39,555	42,441	42,441	42,441
Proposed rate with 3% increase Executive Secretary (\$42,440.94) equates to \$20.41 per hour							
1-1030 Part-time		3,072	6,200	3,610	6,970	6,970	6,970
Margaret Chase Smith Policy Center: Maine Government Summer Internship Program- Estimated cost includes \$250 Administrative Cost and Hourly rate of \$14.00/hr. 12 week program. Intern will work with town staff on archiving and cataloging town documents.							
1-1040 Overtime			1,500	0	1,530	1,530	1,530
Executive Secretary overtime meetings and miscellaneous 50 hours							
1-1060 Longevity	2,860	2,860	4,160	2,080	5,460	5,460	5,460
Town Manager \$37.50 per week (\$37.50 x 52 = \$1,950) and Deputy Town Manager \$67.50 per week (\$67.50 x 52 = \$3,510)							
1-1090 Stipends	10,200	11,700	12,450	5,620	0	0	0
BOS Chair \$1750/BOS Board \$5,200 (4x\$1,300) TOTAL \$6,950 / Planning Board Chair \$1,000 Planning Board Members \$4,500 (\$750x6) TOTAL \$5,500. <i>Selectboard and Planning Board stipends moved to Department 022</i>							
Total Payroll Expenses	229,273	277,093	323,572	157,027	236,750	236,750	236,750
Employee Benefits							
2-2010 FICA	17,215	20,878	24,753	11,645	18,111	18,111	18,111
FICA Rate is 7.65%							
Total Employee Benefits	17,215	20,878	24,753	11,645	18,111	18,111	18,111
Supplies							
3-3010 Office Supplies	9,154	13,783	11,100	4,052	9,750	9,750	9,750
General office supplies i.e.; batteries, file folders, pens, pencils, paper products, toner, etc.							
3-3030 Office Furniture	2,987	8,348	4,000	1,926	2,000	2,000	2,000
Desks, chairs, file cabinets, etc.							
3-3050 Small Equipment	4,525	14,080	4,500	3,738	4,000	4,000	4,000
Computer and printer replacement							
3-3080 Postage	9,839	9,882	10,000	2,220	10,000	10,000	10,000
General postage and certified mailings.							
3-3000 Other Supplies	427	301	500	138	400	400	400
Special supply needs i.e.; business cards, name plates, etc.							
Supplies	26,932	46,394	30,100	12,074	26,150	26,150	26,150

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 011 Administration Professional & Technical	2018	2019	2020	2020 YTD as	Department Head	Town Manager	BOS Approval
	Actual	Actual	Budget	of 12/31/19	Request	Request	
4-4010 Web-site	1,725	6,665	7,128	3,845	2,040	2,040	2,040
Mishmash - basic web-site maintenance and updates \$510.00/quarter = \$2,040.00							
4-4020 Software Main	13,708	13,370	13,620	13,606	13,620	13,620	13,620
Annual contract for TRIO Maintenance (Harris) = \$13,620.00							
4-4030 Memberships	646	543	800	654	605	605	605
Maine Town City Manager's Association for Town Manager and Deputy Town Manager \$250, Maine Local Government Human Resources \$25, and Maine Municipal Tax Collectors Treasurers Assoc. \$25, Manager Publications \$300.							
4-4040 MMA Assoc. Dues	7,520	7,732	7,755	0	8,037	8,037	8,037
Maine Municipal Association Annual Dues which provide legal services, job bank, reduced rate for training seminars, web manuals, and Maine Townsmen monthly publications							
4-4050 GPCOG Dues	5,210	8,336	10,420	5,210	10,630	10,630	10,630
Greater Portland Council of Government - Cooperative bidding and purchasing i.e.; sal, sand, office supplies, etc.; grant research, technical planning assistance and data center.							
Dues are based on last census at \$2.00 per person. 2% projected increase.							
4-4060 Training/Sch	3,416	2,750	3,640	2,047	5,350	5,350	5,350
MMA Training, specialized training, seminars, etc. Managers Annual Training \$500 (lodging), \$300 (Conf. and Meals) = \$800 x 2 (TM and DTM) = \$1,600.00; MMA Seminars \$650.00 (\$45-\$90 per class); Annual Employee Training \$3,100 - TOTAL \$5,350.							
4-4070 Meetings & Seminars	839	1,161	1,800	1,419	1,720	1,720	1,720
Lake Region Manager's Meeting (\$420- Mgr & DTM); Greater Portland Council of Governments \$150; Maine Municipal Association Annual Conference \$350; MTCMA Meeting (Town Manager and Deputy Town Manager) \$500; Maine Tax Collector's Treasurers' Association \$300 = TOTAL \$1,720.00							
4-4080 Audit Services	11,000	18,237	11,000	20,400	0	0	0
Moved to Finance cost center 019							
4-4270 Communications & Technology							
Rackspace; email service provider - Office 365 Business Premium \$4,440							
4-4280 Contract Services	510	0	13,200	0	8,000	8,000	8,000
CDBG & Town construction projects; engineering services							
Total Professional & Technical	44,574	58,794	69,363	47,181	54,442	54,442	54,442
Property Services							
5-5010 Equipment Repair	639	0	300	0	300	300	300
Maintenance and repair of office equipment not covered by contract							
5-5020 Equipment Contract	16,047	15,042	13,511	14,070	13,551	13,551	13,551
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 \$630.00; 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 \$13,551							

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Dept: 011 Administration							
5-5150 Telephone	9,127	11,474	10,452	5,416	10,452	10,452	10,452
\$796 / month x 12 = \$9,552, and Internet \$74.99 / month x 12 = \$900							
5-5160 Cell Phone	1,705	1,352	1,533	535	1,733	1,733	1,733
Town Manager \$49.35 x 12 = \$593.00 TM Cell phone Upgrade \$400.00 Deputy Town Manager Stipend \$45.00 x 12 = \$540.00 DTM Cell Phone Upgrade every 3 years \$200.00							
5-5400 Tax Acquired Property Expense	0	0	0	1,535	1,000	1,000	1,000
Legal fees and miscellaneous costs disposing of tax acquired property							
Total Property Services	27,518	27,868	25,796	21,556	27,036	27,036	27,036
Other Service							
6-6150 Bank Service Charges	0	0	0	35	0	0	0
On occasion, the bank passes on a fee to process checks drawn on a canadian bank							
6-6160 Advertising	148	2,966	2,500	35	1,000	1,000	1,000
Public notices and general advertising i.e.; help wanted, for sale, etc.							
6-6190 Mileage	4,520	5,034	4,825	2,766	4,825	4,825	4,825
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							
6-6200 Meals/Incident	1,951	2,889	2,500	2,122	3,000	3,000	2,500
Food and refreshments for annual and special meetings i.e.; Annual Employee Christmas celebrations, annual employee / volunteer barbecue and various meetings							
Total Other Service	6,619	10,889	9,825	4,958	8,825	8,825	8,325
Other Items							
9-9010 Contingency	490	753	750	806	1,000	1,000	1,000
Unanticipated expenses							
Total Other Items	490	753	750	806	1,000	1,000	1,000
	352,621	442,669	484,159	255,247	372,314	372,314	371,814

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018	2019	2020	2020 YTD as of	Department	Town Manager	BOS Approval
	Actual	Actual	Budget	12/31/19	Head Request	Request	
Dept: 033 Animal Control							
Payroll Expense							
1-1030 Part-Time	961	9,180	14,462	7,231	14,895	14,895	14,895
<i>This line item covers the cost of our part-time animal control officers at \$19.10/hour for 15 hours. This includes a 3% COLA if approved by the Town Manager.</i>							
Total Payroll Expense:	961	9,180	14,462	7,231	14,895	14,895	14,895
Employee Benefits							
2-2010 FICA	74	702	1,106	553	1,139	1,139	1,139
<i>The Federal Insurance Contributions Act - Required</i>							
Total Employee Benefit	74	702	1,106	553	1,139	1,139	1,139
Supplies							
3-3999 Oth Supplies	369	582	500	0	500	500	500
<i>Animal Control Other Costs such as control sticks, heavy leather gloves, cages, etc.</i>							
Total Supplies	369	582	500	0	500	500	500
Prof & Tech							
4-4060 Training/Sch	0	0	600	0	600	600	600
<i>Covers the cost of the required annual certification program for the ACO.</i>							
4-4320 AC Boarding	5,210	5,210	5,210	5,210	5,210	5,210	5,210
<i>Animal Control Boarding Costs; covers the cost of the annual boarding expense Bridgton pays to a local veterinary boarding establishment based on the population of Bridgton.</i>							
Total Prof & Tech	5,210	5,210	5,810	5,210	5,810	5,810	5,810
Othr Service							
6-6190 Mileage	821	663	1,500	528	1,500	1,500	1,500
<i>Covers the cost of travel expenses (mileage) for the ACO, based on the 2020 IRS mileage rate of \$.575 / mile.</i>							
Total Othr Service	821	663	1,500	528	1,500	1,500	1,500
7,435	16,337	23,378	13,522	23,844	23,844	23,844	23,844

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 012 Assessing Professional & Technical	2018	2019	2020	2020 YTD as	Department Head	Town Manager	BOS Approval
	Actual	Actual	Budget	of 12/31/19	Request	Request	
4-4020 Software Main	2,950	3,500	3,500	3,500	3,500	3,500	3,500
<i>Please see cost sheet from John E. O'Donnell & Associates, Inc.</i>							
4-4120 Assessing	28,000	32,995	35,000	8,750	40,000	40,000	40,000
<i>Please see cost sheet from John E. O'Donnell & Associates, Inc.; increase result of work former clerk performed</i>							
4-4130 Revaluations	4,000	4,000	4,000	4,000	4,000	4,000	4,000
<i>G&K Associates</i>							
4-4140 Tax Maps	3,500	3,500	5,000	1,250	5,000	5,000	5,000
<i>Please see cost sheet from John E. O'Donnell & Associates, Inc.</i>							
Total Professional & Technical	38,450	43,995	47,500	17,500	52,500	52,500	52,500
	38,450	43,995	47,500	17,500	52,500	52,500	52,500

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Dept: 022 Board of Selectmen, Planning & Appeals Boards							
Payroll Expense							
1-1090 Stipends					12,450	12,450	12,450
<i>Board of Selectmen Chair \$1,750; (4) Selectmen \$1,300 ea. = \$ 5,200; Planning Board Chair \$1,000; (6) Planning Board members \$750 ea. = \$4,500 per year</i>							
Total Payroll Expense	0	0	0	0	12,450	12,450	12,450
Employee Benefits							
2-2010 FICA			0		952	952	952
7.65%							
Total Employee Benefits	0	0	0	0	952	952	952
Supplies							
3-3050 Small Equipment					8,000	8,000	8,000
<i>updated ipads or computers for planning board members and administrative assistant \$1,000 each. Note: the Selectmen were issued Ipaid Pro devices in 2019 and it is recommended for replacement in 4 years.</i>							
Total Supplies	0	0	0	0	8,000	8,000	8,000
Professional & Technical							
4-4030 Memberships					96	96	96
<i>Maine Townsman subscription for Board of Selectmen, Planning Board, and Appeals Board Chair</i>							
4-4060 Training					1,400	1,400	1,400
<i>Yearly training for Planning Board and Appeals Board members</i>							
4-4270 Communications & Tech					300	300	300
<i>Rackspace; email service provider</i>							
Total Professional & Technical	0	0	0	0	1,796	1,796	1,796
Other Service							
6-6160 Advertising					100	100	100
<i>Advertising notices of public hearings and workshops</i>							
6-6190 Mileage					500	500	500
<i>Reimbursement for travel to off-site training(s) at the 2020 IRS mileage rate of \$.575 / mile</i>							
Total Other Service	0	0	0	0	600	600	600
	0	0	0	0	23,798	23,798	23,798

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 294 Capital Expenditures	2018	2019	2020	2020 YTD as	Department	Town Manager	BOS Approval
	Actual	Actual	Budget	of 12/31/19	Head Request	Request	
Othr Service							
6-6250 Cap Prom/Mkt	40,470	1,524	15,000	1,505	0	0	0
Prop & Captl							
7-7101 Generators		38,358	0	5,142	0	0	0
7-7201 Municipal Building Security	13,367	10,557	0		0	0	0
7-7202 Transfer Station Rolloff Can		12,200	0	0	0	0	0
7-7501 PW-Paving	461,203	485,949	500,000	351,786	500,000	500,000	500,000
<i>Public Services Director will be providing list during Budget Review</i>							
7-7502 Lower Main Street Project	0	1,598	0	97	0	0	0
7-7503 GIS Conversion	10,594	17,171	0	2,600	17,500	17,500	17,500
<i>Conversion of tax maps to digital and GIS layers (see attached project proposal from John E. O'Donnell)</i>							
7-7504 Streetscape		34,822					
7-7505 Moose Pond Dam Repairs							0
<i>Joint project with the Town of Denmark improving and repairing the Moose Pond Dam. Originally built in 1792 and reconstructed in 1941. It underwent another major rehab in 2004. There is no evidence of an interlocal agreement or othe formal agreement for cost sharing, though a review of the record shows some level of participation in the past. It appears that Sweden has not participated. Please refer to the Structural Condition Assessment with projected costs.</i>							
7-7506 Main Hill Parking Lot					115,000	115,000	115,000
<i>8 space landscaped parking lot on Main Hill near Highland Road intersection (in front of property n/f owned by 55 Main Street LLC. Construction contingent on moving of CMP poles on Main Hill. Project to be funded by Route 302 TIF (010-0298). Please refer to Conceptual Plan and Estimated Costs</i>							

Budget Worksheet
July 1, 2020 - June 30, 2021

Dept: 294 Capital Expenditures	2018	2019	2020	2020 YTD as	Department	Town Manager	BOS Approval
	Actual	Actual	Budget	of 12/31/19	Head Request	Request	
8-8014 Bridgton Historical Society	7,000	0	0	0	0	0	0
8-9049 Woods Pond Improvements	4,010	0	0	0	0	0	0
8-9079 Town Hall Paving	27,409	0	0	0	0	0	0
8-9080 Salmon Point Bathroom	9,319	0	0	0	0	0	0
8-9081 Salmon Point Playground	30,364	0	0	0	0	0	0
8-9085 Harmon Field Playground	10,706	0	0	0	0	0	0
8-9086 Skateboard Park/Playground	32,630	0	0	0	0	0	0
8-9091 Recycle Asphalt Pile	28,200	0	0	0	0	0	0
8-9111 PW Heavy Duty Trailer	24,737	0	0	0	0	0	0
8-9212 STREETScape BID	19,101	0	0	0	0	0	0
	719,110	602,179	515,000	361,129	632,500	632,500	632,500

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 073 Cemeteries Payroll	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				
1-1020 Hourly	27,149	22,752	30,482	16,572	17,222	17,222	17,222
<i>one f/t split 50% (between parks and cemeteries) for 2080 hrs, at \$16.56 in accordance with pay scale in public works agreement dated 7/1/19</i>							
1-1040 Overtime	1,549	333	800	1,517	800	800	800
<i>for weekend burials and after hours</i>							
Total Payroll	28,698	23,085	31,282	18,089	18,022	18,022	18,022
Employee Benefits							
2-2010 FICA	2,181	1,433	2,393	1,345	1,379	1,379	1,379
7.65%							
Total Employee Benefits	2,181	1,433	2,393	1,345	1,379	1,379	1,379
Supplies							
3-3090 Tools	16	115	120	11	120	120	120
<i>new ground cloths, tarps, hand tools, etc.</i>							
3-3270 Fertilizer	130	500	500	0	500	500	500
3-3999 Oth Supplies	2,760	2,771	1,800	1,118	2,000	2,000	2,000
<i>odd stuff, stone cleaning, outside fence repair, flowers for perpetual care</i>							
Total Supplies	2,906	3,386	2,420	1,129	2,620	2,620	2,620
Professional & Technical							
4-4280 Contractd Srv	200	2,722	4,000	8,800	6,500	6,500	6,500
<i>need to survey South High St cemetery and possible portion of neighbor for land acquisition</i>							
4-4300 North Cem.	1,385	1,410	1,400	0	1,400	1,400	1,400
<i>for the upkeep of veterans' lots</i>							
4-4310 South Cem.	1,253	1,267	1,275	0	1,275	1,275	1,275
<i>for the upkeep of veterans' lots</i>							
Total Professional & Technical	2,838	5,399	6,675	8,800	9,175	9,175	9,175
Property Serves							
5-5090 Equip Rental		1,054			0	0	0
<i>not needed</i>							

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 073 Cemeteries	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				
5-5120 Water Usage	301	380	510	0	510	510	510
5-5180 Tree Removal	0	0	0	0	1,000	1,000	1,000
<i>tree removal for FY 20 was charged to Contracted Services; proactive tree management</i>							
Total Property Services	301	1,434	510	0	1,510	1,510	1,510
Other Service							
6-6160 Advertising	46	46	50	0	50	50	50
6-6190 Mileage	560	725	1,160	320	0	0	0
<i>employee will no longer be using personal vehicle for town duties</i>							
Total Other Service	606	771	1,210	320	50	50	50
Prop & Capit							
7-7010 Land	11,325	5,097	7,000	0	7,000	7,000	7,000
<i>Fencing (South High Street Cemetery)</i>							
7-7200 Equipment	380	8,238	1,000	0	3,000	3,000	3,000
<i>purchase of new zero turn mower</i>							
Total Prop & Capit	11,705	13,335	8,000	0	10,000	10,000	10,000
	49,235	48,843	52,490	29,683	42,756	42,756	42,756

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 034 Civil Emergency									
Payroll Expense									
1-1090 Stipends	3,223	4,725	9,000	4,500	9,000	9,000	9,000	9,000	9,000
<i>(8) hrs per week with my focus being working on the hazard mitigation plan, debris management plan, and the increase in the NIMS training program requirement to still qualify as a grant recipient.</i>									
Total Payroll Expense	3,223	4,725	9,000	4,500	9,000	9,000	9,000	9,000	9,000
Employee Benefits									
2-2010 FICA	244	358	689	344	689	689	689	689	689
7.65%									
Total Employee Benefits	244	358	689	344	689	689	689	689	689
Supplies									
3-3010 Office Supplies	607	261	500	0	500	500	500	500	500
3-3050 Small Equipment	139	0	8,000	9,813	1,000	1,000	1,000	1,000	1,000
<i>Used to purchase small amounts of equipment each year to improve the Emergency Operation Center. Requesting \$1000 for equipment for the EOC to be able to monitor and dispatch police, fire, and EMA departments from the EOC.</i>									
3-3140 Radio / Pager	924	547	500	0	500	500	500	500	500
<i>Used for radio repair to EMA radios</i>									
3-3999 Other Supplies	0	0	200	0	200	200	200	200	200
Total Supplies	1,670	808	9,200	9,813	2,200	2,200	2,200	2,200	2,200
Professional & Technical									
4-4070 Meetings/Sem	0	0	500	0	500	500	500	500	500
<i>Annual training</i>									
Total Professional & Technical	0	0	500	0	500	500	500	500	500
Property Services									
5-5160 Cell Phone	480	480	480	0	480	480	480	480	480
<i>(1) cell phone reimbursement at \$40 per month</i>									
Total Property Services	480	480	480	0	480	480	480	480	480
Other Service									
6-6190 Mileage	773	492	800	0	500	500	500	500	500
<i>Business related travel at the 2020 IRS mileage rate of \$.575 /per mile</i>									
Total Other Service	773	492	800	0	500	500	500	500	500
Total	6,390	6,863	20,669	14,657	13,369	13,369	13,369	13,369	13,369

Budget Worksheet July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Dept: 013 CODE ENFORCEMENT							
Payroll Expense							
1-1020 Hourly	70,287	74,532	72,849	39,601	77,126	77,126	77,126
<i>Code Enforcement Officer hourly rate is presently \$27.00/hr. and the Administrative Assistant's hourly rate is presently at \$20.00/hr. The Department Head Request reflects a 3% COLA if approved by the Town Manager. It is anticipated the Administrative Assistant will work 20 hours per week in this department and 20 hours per week in Community Development.</i>							
1-1040 Overtime	2,107	2,906	6,234	1,164	6,234	6,234	6,234
<i>Both the Code Enforcement Officer and Administrative Assistant average 45 hours each per year as a result of attending Planning Board and Appeals Board meetings after hours.</i>							
1-1060 Longevity	1,820	1,820	1,820	700	0	0	0
<i>new ceo not eligible for longevity</i>							
Total Payroll Expense	74,214	79,258	80,903	41,466	83,360	83,360	83,360
Employee Benefits							
2-2010 FICA	5,583	5,955	6,189	3,123	6,377	6,377	6,377
7.65%							
Total Employee Benefits	5,583	5,955	6,189	3,123	6,377	6,377	6,377
Supplies							
3-3010 Office Supplies	1,395	1,000	1,000	158	1,000	1,000	1,000
<i>Toner for printers, general office supplies</i>							
3-3080 Postage	130	128	200	264	200	200	200
<i>Miscellaneous notices via certified mail and regular mail for violation notifications.</i>							
3-3999 Other Supplies	270	322	300	218	300	300	300
Total Supplies	1,795	1,450	1,500	640	1,500	1,500	1,500
Professional & Technical							
4-4030 Memberships	126	150	270	142	250	250	250
<i>\$135 International Code Council/\$65 Maine Building Assoc./\$8 Maine Townsman for CEO</i>							
4-4060 Training/Schools	228	1,013	1,015	0	700	700	700
<i>MMA training for new CEO</i>							
4-4070 Meetings/Seminars	36	98	160	0	160	160	160
<i>Maine Building Officials and Inspectors Association Meetings - 8 meetings @ \$20 / meeting for CEO and Admin. Asst</i>							
4-4090 Legal Services	19,764	24,216	12,000	23,365	20,000	20,000	20,000
<i>Code Enforcement Issues ie; junkyard, dangerous buildings, & signs. Increase for the increase in violations. Planning Board and Appeals Board legal guidance for applications</i>							
Total Professional & Technical	20,154	25,477	13,445	23,507	21,110	21,110	21,110

Budget Worksheet **July 1, 2020 - June 30, 2021**

Dept: 013 CODE ENFORCEMENT	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Property Service	Actual	Actual	Budget				
5-5160 Cell Phone	150	0	0	180	360	360	360
<i>Stipend of \$30 per month for Code Enforcement Officer</i>							
Total Property Service	150	0	0	180	360	360	360
Other Service							
6-6160 Advertising	132	69	250	86	100	100	100
<i>decrease due to Planning Board having separate budget</i>							
6-6190 Mileage	1,736	2,501	2,500	654	500	500	500
<i>Code Enforcement and Administrative Assistant travel for meetings and trainings at the 2020 IRS mileage rate of \$.575. Decrease due to using town vehicle</i>							
	1,868	2,570	2,750	740	600	600	600
Total Other Service	103,764	114,710	104,787	69,655	113,307	113,307	113,307

Budget Worksheet **July 1, 2020 - June 30, 2021**

Dept: 075 Bridgton Community Center							
Professional & Technical							
4-4280 Contracted Services							
	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				
	374	0	375	0	0	0	0
Total Professional & Technical							
	374	0	375	0	0	0	0
Property Service							
5-5010 Equipment Repair							
	3,585	2,132	1,200	476	1,200	1,200	1,200
5-5020 Equipment Contracts							
Semi-annual maintenance (Specialty Services) on heating system to include air filters, belts, nozzels, and electrodes (if applicable); Fire extinguisher testing & kitchen hood (Johnson Controls)							
	305	610	610	881	1,187	610	1,187
Total Property Service							
	3,890	2,742	1,810	1,357	2,387	1,810	2,387
Other Service							
6-6999 Other Services							
	75,000	75,000	75,000	37,500	75,000	75,000	75,000
Town's contribution							
	75,000	75,000	75,000	37,500	75,000	75,000	75,000
Total Other Service							
	79,264	77,742	77,185	38,857	77,387	76,810	77,387

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 014 Community Development

2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Actual	Actual	Budget				

Payroll

1-1010 Salaries

Current Salary \$68,000; Include 3% COLA

1-1020 Hourly

Admin Assistant - 20 hours per week at \$20.60/hr (50% CD, 50% Code and Planning). Includes 3% COLA

1-1030 Part Time

2020 - Margaret Chase Smith Policy Center: Maine Government Summer Internship Program- Estimated cost of \$6970 includes \$250 Administrative Cost and Hourly rate of \$14.00/hr. Intern will assist in digitizing community development, code, planning, CDGB, and appeals records.

Total Payroll

Employee Benefits

2-2010 FICA

7.65%

Total Employee Benefits

Supplies

3-3010 Office Supplies

3-3050 Small Equipment

3-3080 Postage

3-3999 Other Supplies

(Misc. Supplies)

Total Supplies

Prof & Tech

4-4030 Memberships

Maine Townsman \$10

Economic Development Council of Maine (professional development and networking) \$100

Maine Development Foundation (municipal membership) \$200

American Planning Association /American Institute of Certified Planners (professional development and certification) \$525

Maine Development Foundation (municipal membership) \$200

Maine Philanthropy Center (membership for grant writer's work) \$250

Maine Community Development Association (municipal membership) \$100

Other memberships to be determined \$350

31,407	8,400	70,000	12,154	70,040	70,040	70,040
13,500	15,052	15,476	6,027	21,424	21,424	21,424
24,580	25,314	0	212	6,970	6,970	6,970
44,907	48,766	85,476	18,393	98,434	98,434	98,434
5,270	3,375	6,539	1,166	7,530	7,530	7,530
318	159	300	291	500	500	500
80	37	300	8	300	300	300
208	771	200	17	200	200	200
606	1,043	800	315	1,000	1,000	1,000
1,036	1,145	1,748	8	1,735	800	800

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Dept: 014 Community Development							
4-4060 Training	714	0	1,300	110	1,400	1,400	1,400
<i>Maine Municipal Association meeting (2 Staff Members) \$200</i>							
<i>Economic Development Council of Maine workshops \$100</i>							
<i>Administrative Assistant Training for Planning Board work \$250</i>							
<i>Maine Community Development Association Annual Meeting (2 Staff Members) \$250</i>							
<i>American Planning Association (Northern New England Chapter Conference) \$200</i>							
<i>Economic Development Council of Maine Meeting \$100</i>							
<i>Maine Association of Planners \$50</i>							
<i>Grant Writing Training \$250</i>							
4-4070 Meetings/Sem	1,374	233	700	658	1,000	1,000	1,000
<i>Add additional meetings related to infrastructure projects and new program development</i>							
4-4090 Legal Services	8,719	25,297	5,000	1,799	15,000	15,000	15,000
<i>Increased to cover anticipated ordinance review</i>							
4-4250 Engineer Services	0	450	1,000	0	1,000	1,000	1,000
<i>Used for developing specifications</i>							
4-4280 Contracted Services		15,000					0
Total Prof & Tech	11,843	42,125	9,748	2,575	20,135	19,200	19,200
Property Srv							
5-5150 Telephone	75	0	0	0	0	0	0
5-5160 Cell Phone	1,254	907	636	188	636	636	636
Total Property Srv	1,329	907	636	188	636	636	636
Othr Service							
6-6160 Advertising	3,813	1,670	3,000	569	500	500	500
<i>Newspaper advertisements.</i>							

Budget Worksheet July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Dept: 014 Community Development							
6-6170 Promo Mktg	18,993	19,944	13,280	10,597	20,000	20,000	20,000
New Bridgton marketing brochures (estimate) \$4000							
Ad/marketing development (Blackfly) \$3000							
Below is a listing of the specific efforts or events this line item proposes to fund.							
Downtown Map Printing \$1,315							
Magazine advertising i.e; Portland Monthly Magazine \$3,000							
Downtown Magazine, Maine's Women Magazine, Yankee Magazine, Business magazines (eg Portland Magazine Subsidiaries) Estimated at \$5085							
Historic Maps \$300							
Events Support (Small Business Month, Ladies Day Out, Winter Carnival) \$1600							
Social Media Advertising \$200							
Downtown Map in Chamber book \$1500							
6-6180 Printing	80	0	200	0	200	200	200
Legal or report printing							
6-6190 Mileage	204	421	3,000	496	3,000	3,000	3,000
Travel reimbursement for meetings, trainings, seminars, events based on the 2020 IRS mileage rate of \$.575 /mile							
	23,090	22,035	19,480	11,663	23,700	23,700	23,700
Total Other Service	87,045	118,251	122,679	34,300	151,435	150,500	150,500

BUDGET WORKSHEET

July 1, 2020 - June 30, 2021

Dept: 292 Employee Benefits									
Payroll Expense									
1-1004 Cola Adjustment									
	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval		
	Actual	Actual	Budget						
Total Payroll	0	0	56,346	56,346	0	0	0	0	0
Employee Benefits	10,131	6,969	13,079	8,789	9,556	9,556	9,556	9,556	9,556
2-2010 FICA									
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.									
**Note the 2020 Budget included FICA on the COLA Adjustment which doesn't apply this year.									
2-2020 Health Ins.	528,465	474,268	596,912	270,401	637,200	637,200	637,200	626,254	626,254
Budgeting for a 10% premium increase; 5 year average 7.3% however the increase for the 2020 calendar year was 7% with some 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. Employees that opt out of electing health insurance are eligible for 50% of a single subscriber's premium and we presently have 5 employees under this provision.									
2-2030 Dental Ins.	19,606	17,785	21,982	10,667	22,508	22,508	22,508	21,982	21,982
Projecting a 2% premium increase for both MMEHT (Maine Municipal Employees Health Trust) and Northeast Delta Dental participants The Northeast Delta Dental renewal occurs in September. The police chief and administrative assistant are insured with Maine Municipal Employees Health Trust.									
2-2040 HRA	17,767	13,806	18,886	9,407	17,316	17,316	17,316	16,756	16,756
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 (14) employees at \$500 per calendar year, (23) employees at \$300 per calendar year, (5) 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 / \$2,220 (37 participants x \$60). There is also a fee involved in filing Form 720 with the IRS (Patient Centered Outcomes Research Fee) x # of participants (For the filing period 6/30/19 it was \$86). Police Union participants contribute \$8 / week for single subscriber plans & \$15 / weekly to offset other plans; Non-union and PW employees contribute \$5 / week and \$10 / week respectfully.									
2-2050 Retirement	105,580	107,776	114,626	62,106	117,948	117,948	117,948	117,948	117,948
In accordance with the personnel handbook, the employer contributes 6% of gross earnings with the exception of the Town Manager which is 8% by contract, 6% for the public works employees, and 9% for the (2) police officers not participating in Maine PERS.									
2-2055 Maine PERS	0	0	0	0	49,472	49,472	49,472	49,472	49,472
In accordance with the PD union contract, employees have the option of joining Maine PERS (Public Employees Retirement System). The employer contribution rate will be 12.9% effective July 1, 2020. Six (6) officers have enrolled and are participating. Budget request is based on the estimated base wages of \$312,000 plus an estimated overtime wages of \$71,500 for the officers participating (Total \$383,500) x 12.9% = 49,472									
Total Employee Benefits	681,549	620,604	765,485	361,370	854,000	854,000	854,000	841,968	841,968
	681,549	620,604	821,831	417,716	854,000	854,000	854,000	841,968	841,968

Budget Worksheet

July 1, 2020 - June 30, 2021

	Department Head Request	Town Manager Request	BOS Approval
Dept: 019 Finance			
Payroll Expense			
1-1010 Salary	60,000	59,093	59,093
Finance Officer Salary plus 4.58% COLA; justification is the additional responsibility associated with the Wastewater, Streetscape, & Lower Main Street Project finances; 3% COLA adjustment / offsetting revenues 5% from Salmon Point (\$2,955) & 10% from Wastewater (\$5,909)			
1-1020 Hourly	47,133	47,133	47,133
Finance Clerk with 3% COLA (\$22.66 x 2080 hrs = \$47,133); offsetting revenues 5% from Salmon Point (\$4,713)			
1-1040 Overtime	800	800	800
Finance Clerk attending budget meetings and assisting with close of fiscal year			
1-1060 Longevity	1,125	1,125	1,125
Finance Officer eligible starting Nov. 30, 2020 (30 weeks at \$37.50 / week)			
Total Payroll Expenses	0	0	109,058
			108,151
			108,151
Employee Benefits			
2-2010 FICA	8,343	8,274	8,274
FICA Rate is 7.65%			
Total Employee Benefits	0	0	8,343
			8,274
			8,274
Supplies			
3-3010 Office Suppl	1,685	1,685	1,685
Year-end payroll forms \$285, checkstock for payroll & accounts payable \$900, and miscellaneous office supplies to include toner for (2) printers, business cards, folders, envelopes, pens, etc. \$500			
3-3030 Office Furn	200	200	200
new chair			
3-3050 Small Equip	450	450	450
Printer replacement			
Total Supplies	0	0	2,335
			2,335
			2,335
Prof & Tech			
4-4030 Memberships	270	270	270
Government Finance Officers Assoc. \$160, ME Government Finance Officer Assoc. \$35, Maine Local Government Human Resources \$25, and Maine Municipal Tax Collectors Treasurers Assoc. \$25 x 2			
4-4060 Training/Sch	710	710	710
Maine Municipal Association specialized training \$300, Maine Tax Collectors Treasurers Association Trainings \$300, and Maine Government Finance Officers' meetings \$110			

Budget Worksheet

July 1, 2020 - June 30, 2021

	Department Head Request	Town Manager Request	BOS Approval
4-4070 Meetings & Seminars			
<i>Maine Municipal Association Annual Conference \$155; Maine Municipal Tax Collectors Treasurers Association Annual Meeting \$135; New England Government Finance Officer's Association Annual Conference \$450 plus lodging \$660</i>	1,400	1,400	1,400
4-4080 Auditing Services			
<i>The firm of Runyon Kersten Ouellette \$12,000 plus \$1,500 for single audit</i>	13,500	13,500	13,500
Total Prof & Tech	0	0	15,880
Othr Service			
6-6160 Adveritising			
<i>RFP for banking services and Bond Anticipation Note #2 in December</i>	400	400	400
6-6190 Mileage			
<i>Travel to and from trainings, seminars, meetings, etc. @ \$.575 / mile average 550 miles</i>	316	316	316
Total Othr Service	0	0	716
	136,332	135,356	135,356

Budget Worksheets

July 1, 2020 - June 30, 2021

Dept: 032 Fire Department	2018	2019	2020	2020 YTD as of	Department	Town Manager's	BOS Approval
	Actual	Actual	Budget	12/31/19	Head Request	Request	
Payroll							
1-1010 Salary	51,458	56,716	53,045	27,407	59,740	59,740	59,740
Chief's salary includes a 3% COLA							
1-1020 Hourly	16,857	10,426	9,464	2,950	10,712	10,712	10,712
Admin assistant 75% (PD) /25 % (Fire) - Includes a 3% COLA							
1-1030 Part-Time	59,946	64,984	70,000	33,433	94,000	94,000	94,000
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 the department and qualifications that they hold, paid per call. The increase represents an increase to our roster up to 41 active members this past year, and (Carried Forward) used. It should be noted that the Dept has two Captain positions, and a Deputy Chief Position open that will be filled in the near future.							
1-1050 Training	19,409	22,162	24,000	12,991	38,000	38,000	38,000
200 hrs./mo x 12 mos. @ \$13.00/hr. The increase reflects new membership over last year, and (Carry Forward) used							
Total Payroll	147,670	154,288	156,509	76,781	202,452	202,452	202,452
Employee Benefits							
2-2010 FICA	10,634	11,262	11,973	5,834	15,488	15,488	15,488
7.65%							
2-2100 Clothing Allowance	1,397	747	500	122	500	500	500
Fire Chief uniform and accessories							
Total Employee Benefits	12,031	12,009	12,473	5,956	15,988	15,988	15,988
Supplies							
3-3010 Office Suppl	637	1,982	500	246	1,300	1,300	1,300
General office supplies							
3-3050 Small Equip < \$5K	2,174	10,027	12,950	5,947	13,714	13,714	13,714
RTT/Fast board - \$2,105, 10-streamlight flashlights @ \$121.40 = \$1,214, Kat wheel cover - \$350, (1) Thermal Imaging camera eng-6 = \$4,545, communication head sets \$5,000; and miscellaneous equipment to outfit new service truck \$5,000 (see attached detailed listing).							
3-3060 Manuals & Bk	491	450	1,500	1,575	1,500	1,500	1,500
NFPA Subscription (\$1,500/yr)							
3-3070 Fire Prevntn	1,686	202	500	2,193	2,000	2,000	2,000
Fire Prevention, Education, and Public Relations; increase reflects (Carry Forward) funding used and programs completed.							

Budget Worksheets

July 1, 2020 - June 30, 2021

Dept: 032 Fire Department	2018	2019	2020	2020 YTD as of	Department	Town Manager's	BOS Approval
	Actual	Actual	Budget	12/31/19	Head Request	Request	
3-3080 Postage	305	382	350		186	350	350
Mailing of paychecks / direct deposit remittances to fire personnel							
3-3140 Radio / Pager	12,681	6,477	6,500		3,238	6,500	6,500
10 Portables \$650 ea. = \$6,500							
3-3160 Protectv Cith	28,529	6,482	23,450		18,392	33,550	33,550
10- complete sets PPE fire gear @ \$3,355 ea. = \$33,550. The increase represents new staff and older gear rotation needed to meet compliance.							
3-3170 Brrting Apprt	3,328	1,960	3,500		164	3,500	3,500
Breathing Apparatus flow testing, hydro, Air Compressor maint.							
3-3180 Foam	2,862	0	1,550		0	0	0
Novacool Foam. Utilize existing funds, and supplies.							
3-3190 Hoses	2,642	2,760	4,000		1,264	4,000	4,000
Replace damaged/obsolete hose, 4-25' LDH Storz lines each engine, purchase 200' 2.5 hose.							
3-3310 Heating Fuel	9,655	10,358	10,000		2,061	10,000	10,000
Combined for Oil (Central Station) and Propane (South, West, North) for all four Stations: CN Brown \$2,409 (oil), \$1,259 (propane) June 30, 2020							
3-3999 Oth Supplies	464	1,649	500		1,025	2,000	2,000
Misc non-categorized expenses, this line not realistic, papergoods, cleaners etc.							
Total Supplies	65,454	42,729	65,300		36,291	78,414	78,414
Professional & Technical							
4-4030 Memberships	2,794	2,866	2,500		365	1,035	1,035
Membership/subscriptions - (MSHF) Maine State Federation of Fire Fighters = 41 members \$615, (WNMFA) Western Maine Firemens' Assoc. - \$40, (C/OFC) Cumberland Oxford Chiefs Assoc. - \$50, (CCFC) Cumberland County Fire Chiefs - \$150, 1st resp subscrip - \$85, (MICA) Maine Fire Chiefs Assoc. - \$95							
4-4060 Training/Sch	1,623	5,148	4,500		1,312	4,840	4,840
Recruit training 300 hrs & books = \$1,300, 3-pine point classes 26 members @ \$30 = \$2,340, 6-specialty classes @ \$150. = \$900, AED/CPR \$300							
4-4210 Medtst/PhYE	2,094	3,894	9,000		2,479	6,508	6,508
Annual physicals & Resp Clearance 20 interior staff @ \$221 Ea = \$4,420, non-int resp clearance for n-95 (6) @ \$127 ea = \$762, tri-annual due or new members 6 @ \$221 = \$1,326							
4-4230 PrevMedcn	0	0	380		0	380	380
Hep-B vaccinations - Physician orders & 3-shot series each = \$380							

Budget Worksheets

July 1, 2020 - June 30, 2021

Dept: 032 Fire Department	2018	2019	2020	2020 YTD as of	Department	Town Manager's	BOS Approval
	Actual	Actual	Budget	12/31/19	Head Request	Request	
4-4270 Comm & Tech	1,636	6,189	4,373	3,282	4,373	4,373	4,373
Emergency Reporting (fire reports) - \$1,932, I am resp service - \$145, Lynn Martin consult- \$1,300, Modern Waves service \$200, computer station 1	8,147	18,097	20,753	7,438	17,136	17,136	17,136
Total Professional & Technical							
Property Services							
5-5010 Equip Repair	7,294	7,600	7,500	6,625	7,500	7,500	7,500
Annual Services on extrication equipment, calibration gas, air pack batteries for 28 air packs, testing along with radio repairs, batteries, and antennae, general equip repair etc.							
5-5020 Equip Cntrct	1,428	1,878	2,581	1,191	2,918	2,918	2,918
Johnson Controls contract annual fee = \$992, Specialty Services heating system maint 4-stations = \$1,551, Pine Tree Food Equipment ice machine maintenance-\$375.							
5-5040 Veh Repair	0	231	500	12	5,500	5,500	5,500
General Maintenance; miscellaneous equipment for new service truck (see back-up materials) \$5,000							
5-5050 Bldg Repair	28,862	33,242	12,000	3,994	31,320	31,320	31,320
Roof replacement West Station - \$13,320 Central hood system cleaning - \$400, 4-septic tanks pumped \$1,600, (14KW) generator for West Station at \$7,500 and a (10KW) generator for North Station at \$8,500. The increase is a result of much needed maintenance for old stations that has not been completed, and ongoing generator installations needed for each outside station. The only one remaining will be South Station.							
5-5100 Sec./Alarms	0	2,627	3,064	1,530	3,064	3,064	3,064
Internet Access for South, West, and North Stations. \$85.12/month for ea. (\$255.36/mo. Tot.)							
5-5110 Electricity	4,358	4,232	3,500	1,816	3,500	3,500	3,500
Based on 4 station demand at \$284.00/month with new LED lighting.							
5-5120 Water Usage	620	714	1,000	164	1,000	1,000	1,000
5-5150 Telephone	478	477	480	240	480	480	480
Station 1 phone							
5-5160 Cell Phone	1,107	1,017	1,104	465	1,104	1,104	1,104
Chief's cell phone @ \$52 mo. X 12 mos., plus mobile broadband of \$40.01 mo x 12 mos.							
5-5170 Equip Tests	6,837	8,246	8,500	7,504	7,802	7,802	7,802
Professional vendor testing, Pumps - \$1,585; Hose - \$4,757; Ladders - \$1,460							
Total Property Services	50,984	60,264	40,229	23,541	64,188	64,188	64,188

Budget Worksheets

July 1, 2020 - June 30, 2021

Dept: 032 Fire Department	2018	2019	2020	2020 YTD as of	Department	Town Manager's	BOS Approval
Other Service	Actual	Actual	Budget	12/31/19	Head Request	Request	
6-6160 Advertising	69	306	300	0	0	0	0
Legal Advertisements Bids, Fire Prevention, and Recruitment Programs	1,109	636	1,500	501	1,500	1,500	1,500
6-6190 Mileage	449	262	500	209	500	500	500
Mileage for staff attending outside classes at the 2020 IRS mileage rate of \$.575 / mile							
6-6200 Meals/Incident	449	262	500	209	500	500	500
Incident Support Meals							
6-6210 FD Recruiting	2,601	177	2,500	2,745	2,500	2,500	2,500
Recruiting, Retention, and Awards Banquet							
Total Other Service	4,228	1,381	4,800	3,455	4,500	4,500	4,500
Other Items							
9-9010 Contingency	0	0	1,000	0	1,000	1,000	1,000
Total Other Items	0	0	1,000	0	1,000	1,000	1,000
	288,514	288,768	301,064	153,462	383,678	383,678	383,678

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 016 General Assistance	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager's Request	BOS Approval
	Actual	Actual	Budget				
Payroll Expense							
1-1090 Stipends	4,231	4,501	4,500	2,250	4,500	4,500	4,500
<i>Presently the GA Administrator is receiving a stipend of \$4,000 per year and the Asst Administrator \$500 per year</i>							
Total Payroll Expense	4,231	4,501	4,500	2,250	4,500	4,500	4,500
Employee Benefits							
2-2010 FICA	324	339	344	167	344	344	344
7.65%							
Total Employee Benefits	324	339	344	167	344	344	344
Prof & Tech							
4-4060 Training/School Expense	10	175	250	0	150	150	150
<i>Training for administration. Cost for class registration to attend.</i>							
4-4150 GA-Housing	8,515	2,700	7,000	1,459	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>							
4-4160 GA-Food Assistance	145	423	500	289	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>							
4-4170 GA-Utilities Assistance	0	60	2,000	60	2,000	2,000	2,000
<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>							

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager's Request	BOS Approval
4-4180 GA-Fuel Assistance	Actual	Actual	Budget				
	2,071	126	5,000	0	5,000	5,000	3,000
<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>							
4-4190 GA-Medical Assistance	0	0	250	0	250	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>							
4-4200 GA-Burial Assistance	0	0	1,000	0	1,000	1,000	1,000
<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>							
Total Prof & Tech Expenses	10,741	3,484	16,000	1,808	15,900	15,900	13,900
Othr Service			0	0	100	100	100
<i>6-6190 Mileage</i>							
<i>Previously included under training; 4-4060. Mileage to attend trainings at the 2020 IRS rate of \$.575/mile</i>							
Total Othr Service	15,296	8,324	20,844	4,226	20,844	20,844	18,844

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 035 Health Officer									
Payroll Expense									
1-1090 Stipends									
2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval			
Actual	Actual	Budget							
850	1,500	1,500	563	1,500	1,500	1,500			
Total Payroll Expense									
850	1,500	1,500	563	1,500	1,500	1,500			
Employee Benefits									
2-2010 FICA									
65	115	115	43	115	115	115			
7.65%									
Total Employee Benefits									
65	115	115	43	115	115	115			
Supplies									
3-3010 Office Supplies									
0	49	49	40	0	0	0			
If something is needed, office supplies are available at the Town Office									
0	49	49	40	0	0	0			
Total Supplies									
0	49	49	40	0	0	0			
Prof & Tech									
4-4030 Memberships									
0	0	0	8	8	8	8			
Annual subscription for the Maine Townsmen									
0	95	250	0	250	250	250			
4-4070 Meetings/Sem									
Utilizes no-cost webinars but may have opportunity to attend other trainings									
0	100	75	0	0	0	0			
4-4260 License Fee									
License/ Certification Fees - no cost; renews online with the CDC (Center for Disease Control)									
0	195	325	8	258	258	258			
Total Prof & Tech									
Prop Srv									
5-5160 Cell phone									
\$20 stipend per month - NEW									
Total Prop Srv									
240									
Othr Service									
6-6190 Mileage									
Mileage for travel expenses based on the 2020 IRS mileage rate of \$.575 / mile									
0	0	500	0	100	100	100			
0	0	500	0	100	100	100			
Total Othr Service									
915	1,859	2,489	654	2,213	2,213	2,213			

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 291 Insurances	2018	2019	2020	2020 YTD as of 12/31/2019	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				
Other Service							
6-6010 Inland Marine	1,288	1,119	1,500	1,131	1,200	1,200	1,200
<i>Budgeted based on the average of the 3-year average: 2017, 2018, 2019 (\$1,331) and actual (\$1,131)</i>							
6-6020 Liability Ins.	17,450	16,901	17,746	17,788	18,320	18,320	18,320
<i>Anticipated increase of 3% - This year's premium increased \$887 or 5.2%</i>							
6-6030 FD Airboat Liability Insurance	525	541	541	557	557	557	557
<i>Premium has remained fairly stable for the past 3 years</i>							
6-6040 Public Official Liability Ins	7,446	8,288	8,702	8,618	9,050	9,050	9,050
<i>Anticipated increase of 5% - this year's premium increased 3.98% or \$330</i>							
6-6050 Employee Crime/Bnd	940	940	960	940	960	960	960
<i>Premium has remained fairly stable for the past 3 years</i>							
6-6060 Mun Veh Ins	29,293	31,166	34,953	33,572	38,610	38,610	38,610
<i>Anticipated increase of 15%; this year's premium increased 7.72% or \$2,406. We've added a new Public Services Director pickup truck and budgeting for a new service truck for the fire department.</i>							
6-6070 Workers Comp	117,326	100,179	125,000	30,063	100,000	100,000	98,000
<i>Projected using the same classification rates however increased payroll due to proposed (3) additional lifeguards, (1) FT clerical position, and proposed summer teen program. Also took into consideration an anticipated payroll increases due to contract negotiations. Our current mod is currently .98%. Premium due 7/1/20 (\$13,164.90) and 10/1/20 (\$13,164.90)</i>							
6-6080 Firemens Ins	2,561	2,561	2,561	2,233	2,233	2,233	2,233
<i>Premium has remained constant for the past 3 years</i>							
6-6090 Recreation Ins	1,901	1,910	1,910	1,910	1,910	1,910	1,910
<i>Premium has remained fairly constant for the past 3 years</i>							
6-6100 Prop/Comm Fire	11,162	12,540	13,794	13,401	15,410	15,410	15,410
<i>Anticipated increase of 15% - This year's premium increased 6.87% or \$861. Substantial improvements to Town Hall, Public Works garage and new bathroom & snack shack at Harmon Field.</i>							
6-6110 Unemployment	0	6,302	3,500	2,456	3,500	3,500	3,500
<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.</i>							
6-6120 Surety Bonds	3,429	3,429	3,960	1,303	3,530	3,530	3,530
<i>Budgeting based on a higher surety bond for the finance officer (\$750K to \$1M) due to increase in oversight of funds as a result of BANS and MMBB borrowings / actual cost \$2,126, Town Clerk actual cost \$660, and Town Manager actual cost \$643 plus 3% increase.</i>							
	193,321	185,876	215,127	113,971	195,280	195,280	193,280
	193,321	185,876	215,127	113,971	195,280	195,280	193,280
	193,321	185,876	215,127	113,971	195,280	195,280	193,280

Budget Worksheet **July 1, 2020 - June 30, 2021**

Dept: 072 LIBRARY Othr Service 6-6230 Library	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				
	82,500	83,500	84,000	84,000	87,000	87,000	84,000
<i>Please see request submitted by Bridgton Public Library</i>	82,500	83,500	84,000	84,000	87,000	87,000	84,000
Total Operating Expenses	82,500	83,500	84,000	84,000	87,000	87,000	84,000

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 015 Municipal Complex									
	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval		
	Actual	Actual	Budget						
Payroll									
1-1020 Hourly	24,761	37,332	37,440	17,527	39,721	39,721	39,721	39,721	
<i>Full-time Custodian Salary; 3% COLA, adjusted hourly \$19.10.</i>									
1-1030 Part Time	4,198	854	2,400	717	2,400	2,400	2,400	2,400	
<i>Part time help when custodian is on vacation or out sick</i>									
1-1040 Overtime	0	366	500	150	500	500	500	500	
<i>Late meeting clean-up or call in when there is an issue with the building.</i>									
1-1060 Longevity				150	1,950	1,950	1,950	1,950	
<i>Full-time Custodian</i>									
Total Payroll	28,959	38,552	40,340	18,544	44,571	44,571	44,571	44,571	
Employee Benefits									
2-2010 FICA	2,229	2,981	3,109	1,442	3,410	3,410	3,410	3,410	
7.65%									
2-2100 Clothing Allowance	300	300	300	300	300	300	300	300	
Total Employee Benefits	2,529	3,281	3,409	1,742	3,710	3,710	3,710	3,710	
Supplies									
3-3020 Drinking Water	659	1,487	994	437	1,139	1,139	1,139	1,139	
<i>Avg. (8) 5 gallon jugs per month @10.99 x 8 x 12 months = \$1,055.04 plus 6.95 delivery fee x 12=\$1,139</i>									
3-3040 Building Supplies	0	909	500	181	500	500	500	500	
<i>building maintenance and repairs such as ceiling tiles</i>									
3-3050 Small Equipment	1,103	652	700	0	500	500	500	500	
<i>items such as hand tools and replacement batteries for cordless tools</i>									
3-3310 Heating Fuel	7,284	7,670	8,300	2,834	8,432	8,432	8,432	8,432	
<i>Average 3500 gallons per year; presently locked in at \$2,409 until 6/30/2020 with C.N. Brown.</i>									
3-3999 Oth Supplies	1,613	2,055	1,300	783	1,300	1,300	1,300	1,300	
<i>items such as cleaning, bathroom supplies</i>									
Total Supplies	10,659	12,773	11,794	4,235	11,871	11,871	11,871	11,871	
Property Services									
5-5010 Equip Repair	1,213	926	500	0	500	500	500	500	
<i>vac's etc.</i>									

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 015 Municipal Complex	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				
5-5020 Equip Cntrct	4,160	5,062	4,309	1,772	4,330	4,330	4,330
<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; Specialty Services - HVAC System and Boiler Maintenance \$3267; Tyco Simplex Grinnel - Fire Extinguisher Inspections \$138.38.</i>							
5-5030 Sign Repair		20	500	0	0	0	0
<i>Sign upkeep or replacement</i>							
5-5050 Bldg Repair	10,049	15,705	17,600	19,300	500	500	15,000
<i>\$500 annual carpet cleaning</i>							
5-5110 Electricity	22,262	22,648	26,568	11,405	26,568	26,568	26,568
<i>Budgeted for \$1800 per mo. X 12 months. Presently locked in with Constellation New Energy until 11/29/2020 at \$.07600 per kWh</i>							
5-5120 Water Usage	1,505	1,429	1,497	859	1,500	1,500	1,500
5-5130 Sewer Usage	3,384	2,555	3,800	822	3,800	3,800	3,800
<i>Using on average 4700 gallons per quarter plus reserve fee of \$536 = \$3800 per year</i>							
5-5160 Cell Phone	649	577	589	265	593	593	593
<i>12 mos. X \$49.35 = \$593</i>							
Total Property Services	43,222	48,922	55,363	34,423	37,791	37,791	52,291
Othr Service	0	0	100	0	100	100	100
<i>6-6190 Mileage</i>							
<i>IRS rate .575 cents per mile as of Jan. 1, 2020 - In town and out of town travel</i>							
Total Othr Service	0	0	100	0	100	100	100
	85,369	103,528	111,006	58,944	98,043	98,043	112,543

Budget Worksheet **July 1, 2020 - June 30, 2021**

Dept: 029 Othr Gen Govt	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Othr Service							
6-6240 Lake Reg. TV	33,000	36,614	41,882	41,789	33,000	33,000	33,000
<i>Spectrum (Time Warner) franchise fees estimated at \$62,000</i>							
Total Othr Service	33,000	36,614	41,882	41,789	33,000	33,000	33,000
Other Items							
9-9010 Contingency	31,197	9,199	30,000	7,217	30,000	30,000	30,000
<i>Appropriation used for emergency purchases and unanticipated expenses. Last year's approved amount was \$30,000.</i>							
	31,197	9,199	30,000	7,217	30,000	30,000	30,000
Total Other Items	64,197	45,813	71,882	49,006	63,000	63,000	63,000

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Dept: 299 Othr Twinwide							
Prof & Tech							
4-4090 Legal Srv	16,948	19,938	18,000	13,490	18,000	18,000	18,000
<i>General legal services i.e.: personnel issues, litigation, and counsel</i>							
4-4340 Septic Disps	0	250	750	250	750	750	750
<i>Please see contracts for Portland Water District and Lewiston Auburn Water District.</i>							
Total Prof & Tech	16,948	20,188	18,750	13,740	18,750	18,750	18,750
Fixed Expense							
8-8010 County Tax	673,846	692,437	728,506	728,506	728,506	728,506	738,484
8-8020 County Dispatch	105,450	108,630	113,526	111,887	116,912	116,912	116,912
8-8030 MSAD #61	9,660,758	9,263,856	9,631,664	4,815,830	9,905,527	9,905,527	9,905,527
8-8040 Debt Prin	142,061	175,036	171,444	134,712	324,299	324,299	358,143
Payment #	Description	Principal	Interest	Notes			
2 of 4	MacLean sidewalk plow	\$ 32,248	\$ 3,289				
2 of 5	2020 Western Star plow	\$ 32,230	\$ 4,470				
4 of 5	2018 Western Star plow	\$ 27,454	\$ 2,098				
3 of 5	2018 GMC 3500HD	\$ 11,160	\$ 922				
3 of 5	2019 Ford 550	\$ 18,410	\$ 2,430				
1 of 4	FD Utility Truck	\$ 18,875	\$ 68				
1 of 5	2021 Western Star plow	\$ 33,844	\$ -	Next year budget			
1 of 5	2019 Cat 420F backhoe	\$ 14,103	\$ -	50% WR budget			
	Streetscape	\$ 116,198	\$ 81,094				
	Lower Main Reconstruct	\$ 53,621	\$ 37,422				
	WW BAN Bangor Savings	\$ -	\$ 65,000				
TIF offset 010-0298 \$150,000		Total \$ 358,143	\$ 196,793				
TIF offset 010-0298 \$65,000							
8-8050 Debt Int	3,432	1,146	145,308	52,693	196,793	196,793	196,793
<i>See 8-8040 above</i>							
8-8070 TIF Expenses		26,016					
<i>This is related to the Snappdragon TIF</i>							
Total Fixed Expenses	10,585,547	10,267,121	10,790,448	5,843,628	11,272,037	11,272,037	11,315,859

Budget Worksheet **July 1, 2020 - June 30, 2021**

Dept: 299 Othr TwnWide
Other Items
 9-9800 Dep to Rsrvs

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	85,000	75,000	65,000	65,000	0	0	0
Employee Accrued Benefit			0	0			
FD Apparatus			0	0			
Pondicherry Park			0	0			
Transfer Station Equipment			0	0			
TOTAL			0	0			
Total Other Items	85,000	75,000	65,000	65,000	0	0	0
	10,687,495	10,362,309	10,874,198	5,922,368	11,290,787	11,290,787	11,334,609
M.S.A.D. #61 & Cumberland County Assessments							10,644,011
Municipal Budget							690,598

Budget Worksheet July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Dept: 049 Othr PubSafe							
Prof & Tech							
4-4330 Ambulance Srv	51,000	51,000	51,000	25,822	51,000	51,000	51,000
Per contract 2018 - 2021							
Total Prof & Tech	51,000	51,000	51,000	25,822	51,000	51,000	51,000
Property Srv							
5-5310 Streetlights	25,943	24,311	23,342	10,796	27,000	27,000	27,000
6 month average (July - Dec.) is \$2197.90. Presently locked in until 12/28/2020 at \$.07600 with Maine Power Options previously at \$.0488 per Kwh. Budgeted using 6 month average plus \$625 buffer for potential rate increase effective 12/29/2020.							
5-5320 Orn Lights	5,902	5,641	6,178	1,753	4,600	4,600	4,600
We have ornamental lights at various locations throughout town and the amounts listed are 6 month averages (July - Dec): 31 Main Hill (\$17.25 / previously \$26.20), Chalmers (\$82.00 / previously \$51.83), Complex Parking Lot (\$29.10 / previously \$43.74), Shorey Park (\$18.34 / previously \$53.36), Craftworks (\$17.47 / previously \$30.93), Leadbetters (\$18.94 / previously \$40.25), Main Hill-Top (\$58.97 / previously \$67.46), Sports Haus (\$16.61 / previously \$31.38), Stone Soup (\$21.64 / previously \$31.61), Village Pizza (\$15.78 / previously \$38.38), and We Love Ctry (\$55.32 / previously \$99.68). Presently locked in with Maine Power Options at \$.0760 until 11/30/2020. Budgeted using 6 month averages plus \$380 buffer for potential rate increase effective 12/1/2020.							
5-5330 Traffic Lights	976	1,001	1,020	415	1,100	1,100	1,100
For (2) traffic lights; light at Hannaford Plaza and light on N. Bridgton Rd. Budgeted using an 6 month average (July - Dec.) plus a \$100 buffer for potential rate increase effective 12/1/2020 & 12/22/2020; Hannaford Plaza Traffic Light \$50.98 / month and N. Bridgton Road Traffic Light \$32.53 / month. Presently locked in with Maine Power Options until 11/30/2020 and 12/21/2020 respectfully at \$.0760 per Kw.							
5-5340 Depot St Parking Lot Lights	1,145	1,523	1,523	762	1,523	1,523	1,523
Reimbursement to Bridgton Community Center as part of their annual allocation. Presently paying \$126.92 / month. We do not receive copies of these billings as the lights are not on a separate meter.							
Total Property Srv	33,966	32,476	32,063	13,726	34,223	34,223	34,223
Othr Service							
6-6130 Hydrants	156,798	195,998	159,944	39,200	205,904	205,904	205,904
PUC approved a 30% increase effective 10/1/19; presently \$51,476 quarterly							
6-6140 No. Bridg Hydm	30,876	30,876	30,876	7,719	30,876	30,876	30,876
Involved by Harrison Water District; called 1/28/20 to inquire if they have made application to the PUC for a rate increase and they have not.							
Total Othr Service	187,674	226,874	190,820	46,919	236,780	236,780	236,780
	272,640	310,350	273,883	86,467	322,003	322,003	322,003

Budget Worksheet **July 1, 2020 - June 30, 2021**

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Agency Request	Town Manager Request	BOS Approval
Dept: 293 Outside Agency-Services							
Outside Entity							
9-9501 Bridgton Community Band	2,350	2,405	2,405	2,405	2,466	2,466	2,405
9-9502 LEA Milfoil	0	1,500	1,500	1,500	1,500	1,500	1,500
9-9503 LEA Boat Inspection	2,900	2,900	2,900	2,900	2,900	2,900	2,900
9-9504 LR Chamber	4,800	4,800	4,800	4,800	7,000	4,800	4,800
9-9505 LEA Subsidy	1,950	1,950	1,950	1,950	1,950	1,950	1,950
9-9506 Lake Region Bus	9,656	9,656	8,500	4,250	8,500	8,500	8,500
9-9507 Regional Transport	960	1,500	1,500	1,500	1,500	1,500	1,500
9-9508 Opportunity Alliance	1,000	1,000	1,000	1,000	5,000	1,000	1,000
9-9509 Tri-County Mental Health	9,000	9,250	1,000	0	12,000	1,000	1,000
9-9510 Southern ME Area on Aging	3,520	3,500	2,000	2,000	2,500	2,000	2,000
9-9511 Through These Doors <i>Previously known as Family Crisis Center.</i>	2,000	0	1,500	1,500	2,000	1,500	2,000
9-9512 Bridgton Historical Society	6,000	6,000	6,000	6,000	7,600	6,000	6,000
9-9513 Lake Region Senior Service (HAP) <i>Senior Transport Program and Lake Region Senior Services, Inc. now known as Healthcare Access Program (HAP)</i>	3,700	3,700	3,900	3,900	3,900	3,900	3,900
9-9514 Sexual Assault Prevention	750	750	0	0	750	750	750
9-9515 Lifeflight	1,303	1,300	1,300	0	1,303	1,303	1,303
9-9516 Rufus Porter	0	3,500	0	0	4,000	4,000	0

Budget Worksheet **July 1, 2020 - June 30, 2021**

	2018	2019	2020	2020 YTD as	Agency Request	Town Manager	BOS Approval
	Actual	Actual	Budget	of 12/31/19		Request	
Dept: 293 Outside Agency-Services							
9-9517 Easy Riders	0	2,500	2,500	2,500	2,500	2,500	2,500
9-9518 BRAG	10,209	15,294	20,000	5,721	34,300	34,300	20,000
9-9522 Woods Pond Water Quality Assoc. (NEW)			0		975	975	0
9-9523 Sweden Food Pantry			300	300	550	550	0
Total Outside Entity	60,098	71,505	63,055	42,226	103,194	83,394	64,008

Budget Worksheet July 1, 2020 - June 30, 2021

Dept: 074 Parks Department

Payroll

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
1-1020 Hourly (1) employee at \$18.96 x 2080 hours, (2) employees at \$16.56 x 2080 hours, and (1) employee at \$16.56 x 1040 hours. All rates in accordance with pay scale in public works agreement dated 7/2019	106,544	109,232	116,075	38,833	125,549	125,549	125,549
1-1040 Overtime a three year average is \$9,000	8,618	15,080	9,200	3,827	9,700	9,700	9,700
1-1060 Longevity 1 newly eligible employee \$30 x 20 wks = \$600 and another newly eligible employee \$30 x 10 wks = \$300	840	1,380	1,560	0	900	900	900
1-1100 Differential In accordance with the public works agreement, employees operating a sidewalk machine are eligible for an additional \$1.00 per hour when operating this equipment for a minimum of one (1) hour			0	84	150	150	150

Total Payroll

	116,002	125,692	126,835	42,744	136,299	136,299	136,299
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Emp Benefits

2-2010 FICA 7.65%	9,048	10,049	9,841	3,380	10,572	10,572	10,572
2-2100 Clothing Allowance \$475.00 x 4 employees per public works agreement dated 7/2019	1,800	1,800	1,800	1,425	1,900	1,900	1,900

Total Emp Benefits

	10,848	11,849	11,641	4,805	12,472	12,472	12,472
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Supplies

3-3040 Building Sup For building of new structures, tables, fencing, etc.	801	479	500	66	500	500	500
3-3050 Small Equip Purchase of (2) mowers - (1) zero turn and (1) standard lawn tractor	3,006	1,337	3,000	190	11,000	11,000	11,000
3-3310 Heating Fuel Propane for Ice Rink; presently locked in with C.N. Brown at \$1.259 / gallon until 6/30/2020.	149	200	200	133	500	500	500
3-3999 Oth Supplies bathroom supplies, etc.	2,795	4,105	3,500	1,494	3,500	3,500	3,500

Total Supplies

	6,602	6,070	7,200	1,883	15,500	15,500	15,500
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Prof & Tech

4-4240 Lab Analysis Beach testing; weekly testing of three beaches at \$30.00 per test beginning Memorial Day to Labor Day (approx. 16 weeks), including follow-up testing.		0	1,800	1,230	1,800	1,800	1,800
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Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 074 Parks Department	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				
4-4280 Contactd Srv	36,292	31,769	55,134	30,699	35,000	35,000	35,000
<i>Contracted services with Perennial Point of View \$24,000; septic pumping at two beaches (cost dependent upon level of uses 2019: \$6020); dock installation & removal, swim floats, & buoys installation and removal, Moose & Woods Pond launches (2019: \$5819)</i>							
Total Prof & Tech	36,292	31,769	56,934	31,929	36,800	36,800	36,800
Property Srv							
5-5010 Equip Repair	4,477	1,275	3,370	0	3,370	3,370	3,370
<i>no increase</i>							
5-5020 Equip Cntrct			0	138	138	138	138
<i>Annual Test and Inspection of Fire Ext at Ice Rink</i>							
5-5030 Sign Repair	0	593	50	25	50	50	50
5-5050 Bldg Repair	350	1,120	1,000	858	1,000	1,000	1,000
<i>minor repairs to buildings (other than Town Hall)</i>							
5-5060 Grnds Main	17,173	8,461	12,000	919	12,000	9,000	9,000
<i>downtown planting & annual replacement items; picnic table repairs; etc.</i>							
5-5090 Equip Rental	164	215	500	372	500	500	500
<i>Final Bucket Lift rental for monument cleaning</i>							
5-5110 Electricity	2,101	3,321	3,000	1,073	3,000	3,000	3,000
<i>presently locked in with Constellation New Energy until 11/30/2020 at \$.07600 per kWh</i>							
5-5120 Water Usage	301	302	1,200	0	1,200	1,200	1,200
<i>ballfield, ice rink and Highland Lake Beach</i>							
Total Property Srv	24,566	15,287	21,120	3,385	21,258	18,258	18,258
Othr Service							
6-6160 Advertising	161	80	200	0	200	200	200
Total Othr Service	161	80	200	0	200	200	200
	194,471	190,747	223,930	84,746	222,529	219,529	219,529

Budget Worksheet July 1, 2020 - June 30, 2021

Dept: 031 Police Department

Payroll

1-1010 Salaries

Police Chief Salary - Includes a 3% COLA if approved by the Town Manager. Note: the 2020 COLA was budgeted in cost center #292

1-1020 Hourly

This line item covers the base salary of our full-time police officers and Public Safety Administrative Assistant. Hourly rates for police officers are based on contractual obligations. Patrol 5 is the same person but their rate changes part way through the year. The same for Patrol 6. The PSAA works 30 hours per week for the police department and 10 hours for the Fire and Emergency Management departments. Patrol 7 is a new position to start July 1, 2020. This position may be paid for by the Town of Harrison but is desperately needed regardless. This would allow for two officers to be scheduled on days; our busiest shift.

	2018	2019	2020	FY2020 YTD	Department Head	Town Manager	
	Actual	Actual	Budget	as 12/31/19	Request	Request	BOS Approval
1-1010 Salaries	68,959	71,892	71,028	34,447	75,354	75,354	75,354
Police Chief Salary							
1-1020 Hourly	417,426	407,370	465,836	179,377	526,093	526,093	471,353
Officer							
Sergeant	27.37	27.37	52	56,930	2,737		
Sergeant	27.37	27.37	52	56,930	2,737		
Patrol 1	25.11	25.11	52	52,229	2,511		
Patrol 2	25.11	25.11	52	52,229	2,511		
Patrol 3	25.11	25.11	52	52,229	2,511		
Patrol 4	25.11	25.11	52	52,229	2,511		
Patrol 5	22.19	22.19	20	17,752	888		
Patrol 5	23.80	23.80	32	30,464	1,428		
Patrol 6	21.04	21.04	13	10,941	421		
Patrol 6	23.80	23.80	39	37,128	1,904		
Patrol 7	25.11	25.11	52	52,229	2,511		
PSAA	20.60	20.60	39	32,136			
Total				503,424	22,669		
Grand Total					526,093		

Budget Worksheet **July 1, 2020 - June 30, 2021**

Dept: 031 Police Department

1-1030 Part Time

Margaret Chase Smith Policy Center: Maine Government Summer Internship Program-Estimated cost of \$6,970 includes \$250 Administrative Cost and hourly rate of \$14.00 for 12 weeks. Intern will work under the direction of the Chief providing administrative support. This will allow our PSAA time to take over the accreditation management, grant opportunities for police, fire and EMA as well as work with our EMA Director on projects. This line is also for the Reserve Officers who are fully qualified and can provide shift coverage and prisoner transport and two Reserve Officers who only work special events for traffic duty. Also a fulltime Reserve Officer (formerly Park Ranger) for 10 weeks

	2018	2019	2020	FY2020 YTD	Department Head	Town Manager	BOS Approval
	Actual	Actual	Budget	as 12/31/19	Request	Request	
4,775		10,378	10,016	3,374	17,505	17,505	17,505
Reserve Offs. <small>Reserve Officer</small>			4 hrs/wk	\$23.34/hr	4,855		
Officer		40 hours/week	10 weeks	\$14.20/hr	5,680		
Intern		40/week	12	\$14.00/hour	6,720		
Admin Cost					250		
Total					17,505		
21,277		22,429	27,000	5,505	27,000		27,000

1-1040 Overtime

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 (2) officers attending week-long specialized training again this year as part of our commitment to the "One Mind Campaign" to train all officers in dealing with mental health issues and de-escalation techniques. Another major objective will be training to assist in succession planning.

1-1060 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
Chief Stillman	7/27/2015	7/27/2020	7/27/2025	48	1,800
Sgt. Jones	12/26/2006	12/26/2011	12/26/2016	52	2,470
Pt. 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
Pt. Smolinsky	2/1/2010	2/1/2015	2/1/2020	52	2,470
Pt. Hammond	3/26/2015	3/26/2020	3/26/2025	52	1,950
Pt. Swiatek	12/27/2016	12/27/2021	12/27/2026		
Pt. Regis	7/29/2019	7/29/2024	7/29/2029		
Pt. McCloud	12/30/2019	12/30/2024	12/30/2029		
Pt. New	7/1/2020	7/1/2025	7/1/2030		
Total					13,630

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 031 Police Department

1-1100 Differential

The Union Contract provides for a shift differential of \$6 per week for evening and \$10 per week for overnights.

	2018	2019	2020	FY2020 YTD	Department Head	Town Manager	BOS Approval
	Actual	Actual	Budget	as 12/31/19	Request	Request	
	2,177	1,898	2,210	816	2,522	2,522	2,522
Officers	Amount	Weeks	Total				
4	6.00	52	1,248				
2	10.00	52	1,040				
1	4.50	52	234				
		Total	2,522				

1-1110 Compensatory Time
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.

1-1120 Open Shift

This line item covers the cost of filling in for officers who are off due to vacation, compensatory time, sick and training. No increase this year.

1-1036 Spec Detail Highway Safety Fund

This line item covers the Highway Safety details such as Click It or Ticket, Distracted Driving, Seatbelts, Impaired Driving, etc. and is reimbursed through the State of Maine Bureau of Highway Safety.

1-1130 Community Policing

Special events, like Four on the Fourth, the July 3rd Fireworks, parades, road races, Bridgton Safety Day, and National Night Out are all opportunities to engage the public and improve community relations. This line covers the cost of overtime for these important events.

1-1140 Court Salary

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).

Total Payroll

589,511	597,437	661,373	269,209	737,502	737,502	682,762
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Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 031 Police Department

Employee Benefits

2-2010 FICA

This covers the cost of the Federal Insurance Contributions Act Or FICA. Costs are based on all monies paid to employees. Equipment Allowance & 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.

2-2060 Fitness

The contract provides for \$500 per year reimbursement for fitness related expenses like gym membership and fitness gear.

2-2100 Clothing Allowance

This covers the cost of replacement uniforms for all officers and provides both uniforms and start up equipment for new officers. In this budget year we will likely be adding another new officer requiring full uniforms, leather gear, radio, firearms, etc.

2-2110 Equipment Allowance

This covers the cost of the contractual obligation of \$800 reimbursement per officer for the purchase of approved equipment. Nine (9) officers x \$800.

Total Employee Benefits

	2018 Actual	2019 Actual	2020 Budget	FY2020 YTD as 12/31/19	Department Head Request	Town Manager Request	BOS Approval
2-2010 FICA	42,133	44,058	51,199	19,686	56,419	56,419	52,231
2-2060 Fitness	911	494	1,500	456	4,500	4,500	4,500
2-2100 Clothing Allowance	2,643	15,739	9,000	7,748	9,000	9,000	9,000
2-2110 Equipment Allowance	6,211	5,600	6,400	5,529	7,200	7,200	7,200
Total Employee Benefits	51,898	65,891	68,099	33,419	77,119	77,119	72,931

Supplies

3-3010 Office Supplies

This covers the cost of our office supplies and ancillary computer equipment, thumb drives, DVD's, and presentation material.

3-3020 Drinking Water

Avg. (5) 5 gal jugs per month @ \$55.90 / mo.

3-3050 Small Equip

This line item covers the costs of various equipment such as firearms, tasers, imaging, and emergency equipment, etc.

3-3010 Office Supplies	3,009	6,820	4,500	1,264	4,500	4,500	4,500
3-3020 Drinking Water	509	623	587	333	670	670	670
3-3050 Small Equip	24,999	21,983	16,200	4,897	12,260	12,260	12,260
Taser annual payment - \$2,760 / Program initiated in FY17							
Two additional Tasers - \$2,600							
Dash Mounted Radar - \$2,500							
Hardened Laptop for cruiser - \$3,200							
Watchguard Dash Mounted & Body Worn Camera - \$1,200							

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 031 Police Department	2018	2019	2020	FY2020 YTD	Department Head	Town Manager	BOS Approval
	Actual	Actual	Budget	as 12/31/19	Request	Request	
3-3080 Postage	554	691	600	195	600	600	600
<i>Covers the cost of postage including certified mail.</i>							
3-3120 Ammunition	4,490	4,939	5,500	6,210	5,500	5,500	5,500
<i>Covers the cost of ammunition for training and qualification for all nine officers including ammunition required for academy recruit.</i>							
3-3140 Radio / Pager	9,713	2,712	3,000	1,588	3,000	3,000	3,000
<i>Radio Repair - Maintain radios and radio networks. We now have seven mobile radios, 12 portable radios, three satellite receivers, a main repeater on Shawnee and a back-up repeater at Ring Farm, all requiring regular maintenance.</i>							
3-3999 Other Supplies	782	1,366	1,000	401	1,000	1,000	1,000
Total Supplies	44,056	39,134	31,387	14,888	27,530	27,530	27,530
Prof & Tech							
4-4030 Memberships	1,995	2,277	2,600	1,160	2,800	2,800	2,800
<i>Memberships to professional organizations are important to maintain the quality of services to the community by keeping officers informed of best practices. We are required to purchase the updated Maine Criminal Statutes and Maine Motor Vehicle Statutes books annually. Sergeant's Reese & Jones now have associate membership to Maine Chief's and IACP as part of succession planning.</i>							
4-4060 Training/Sch	15,510	12,271	14,000	8,499	16,000	16,000	16,000
<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 has been identified as a key issue.</i>							
4-4070 Meetings/Sem	4,152	3,287	7,500	3,460	7,500	7,500	3,500
<i>This covers the cost for various conferences and seminars including the Chief attending the annual IACP conference and attending Board meetings as a member of the IACP Board of Directors.</i>							
4-4090 Legal Services	9,233	839	1,000	0	1,000	1,000	1,000
<i>Covers the cost of the Town's legal expense for labor related legal charges.</i>							
4-4215 Hiring	0	399	0	575	3,500	3,500	3,500
<i>Between costs for polygraphs, psychological evaluations, academy fee, we are spending approximately \$3,500 per year on hiring expenses</i>							
4-4220 Drug/SicHTTs	480	575	960	0	960	960	960
<i>This pays for the testing of suspected drugs, alcohol in blood and urine samples from criminal investigations.</i>							
4-4230 Prevent Med	0	206	1,000	322	1,000	1,000	1,000
<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>							

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 031 Police Department
Total Prof & Tech

2018	2019	2020	FY2020 YTD	Department Head	Town Manager	BOS Approval
Actual	Actual	Budget	as 12/31/19	Request	Request	
31,370	19,854	27,060	14,016	32,760	32,760	28,760

Property Services

5-5010 Equip Repair

This line item covers the cost of maintaining various pieces of equipment as well as the cost of calibrating our radar units annually, fire extinguisher testing, and car washes for the cruisers.

5-5020 Equip Contract

This covers the cost of contracts for maintenance of various pieces of equipment such as computers, police software, radio site lease, etc.

Copier	2,500
Shawnee Peak - Repeater site	3,000
Net Motion - Cruiser computers	500
NESPIN	100
Ring Farm - radio site	1,200
Spillman Contract	4,800
JPMa - online learning center	845

5-5050 Building Repair

These funds would cover the cost of minor building repair and alterations to improve functionality.

5-5150 Telephone

This line item cover the cost of our in-house phone system which has ethernet lines and a hard line back-up.

5-5160 Cell Phone

Covers the cost of cell phones and service for nine officers, the PSA4 and the part-time animal control officer as well as our seven Verizon "Hot Spots" for cruiser Mobile Data computer connectivity.

3-2011 Hiring Expenses

Total Property Services

1,955	1,432	0	603	800	800	800
7,408	7,437	9,000	3,632	8,000	8,000	8,000
9,015	9,104	9,800	4,709	9,800	9,800	9,800
0	0	0	0	0	0	0
37,505	34,632	36,045	16,564	35,845	35,845	35,845

Budget Worksheet **July 1, 2020 - June 30, 2021**

Dept: 031 Police Department

Other Service

6-6160 Advertising

Covers the cost of advertising when hiring.

6-6190 Mileage

Officers are reimbursed for use of their personal vehicle at the 2020 IRS rate of .575 / 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.

6-6999 Other Services

Miscellaneous Exp;

Total Other Service

2018 Actual	2019 Actual	2020 Budget	FY2020 YTD as 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	40	0	250	0	250	250
3,293	1,185	4,000	601	3,000	3,000	3,000
64	2,215	150	0	150	150	150
3,397	3,400	4,400	601	3,400	3,400	3,400

Prop & Capital

7-7200 Equipment

This covers the cost of equipment costing more than \$5,000. We are replacing two mobile radios and four portable radios this year. The new radios and portables pair with each other allowing a portable to act as a mobile radio with substantially more power and range. The Watchguard Auto Download allows for the automatic download of cruiser and BWC (body worn camera) when the cruiser is parked at the station. This substantially reduces time spent manually downloading each cruiser to case files.

0	15,379	8,260	0	31,870	11,980	11,980
2	Mobile Radios	\$1,930		\$3,860		
4	Portable Radios	\$2,030		\$8,120		
1	Watchguard Automatic Download Device	\$19,890		\$0	11,980	
40,372	41,912	41,000	4,723	44,000	0	0
40,372	57,291	49,260	4,723	75,870	11,980	11,980
798,109	817,639	877,624	353,420	990,026	926,136	863,208

7-7300 Vehicles

PD New Cruiser

Total Prop & Capital

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Dept: 076 PONDICHERRY PARK							
Supplies							
3-3090 Tools	0	0	100	0	100	50	50
<i>Hand tools</i>							
3-3000 Oth Supplies	0	30	150	0	150	100	100
<i>Surveillance camera batteries, cleaning supplies and miscellaneous hardware</i>							
Total Supplies	0	30	250	0	250	150	150
Prof & Tech							
4-4250 Engineer Srv	500	0	500	0	500	500	500
Total Prof & Tech	500	0	500	0	500	500	500
Property Srv							
5-5030 Sign Repair	486	113	500	78	500	500	500
<i>Signs & Maintenance Expense</i>							
5-5060 Grnds Main	0	565	20,000	0	10,000	10,000	10,000
<i>Trail Maintenance, Tree Removal, and Bridge work</i>							
5-5090 Equip Rental	0	0	500	0	500	500	500
<i>Specialized equipment</i>							
Total Property Srv	486	678	21,000	78	11,000	11,000	11,000
Othr Service							
6-6160 Advertising	307	488	400	0	400	400	400
<i>Brochures</i>							
Total Othr Service	307	488	400	0	400	400	400
	1,293	1,196	22,150	78	12,150	12,050	12,050

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 051 Public Works

	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				

Payroll

1-1010 Salary	72,000	75,894	75,363	52,839	87,550	87,550	87,550
<i>Department Head Salary includes a 3% COLA adjustment / offsetting revenues from 30% (\$26,265) water reclamation & 15% from (\$13,132.50) Salmon Point</i>							
1-1020 Hourly	272,401	278,722	279,344	139,034	325,084	325,084	325,084
<i>3 employees @ \$19.96 x 2080 hrs., 3 employees @ \$19.96 + \$.20 (Class A license) x 2080 hrs; these rates are in accordance with the pay scale in the public works agreement dated 7/1/2019; foreman \$25.63 x 2080 hrs = \$53,310; FT Admin Asst \$20.60 x 2080 hrs = \$42,848 - 50% / 50% (Shared with Water Reclamation). Both the last two positions and wages includes a 3% COLA.</i>							
1-1030 Part Time	1,911	0	2,000	0	2,000	2,000	2,000
<i>In case we need to find a part time driver for winter work, if needed</i>							
1-1040 Overtime	29,057	31,316	31,832	10,923	34,431	34,431	34,431
<i>OT rate is \$29.94 with an average of 1150 hrs of overtime</i>							
1-1060 Longevity	11,920	12,610	13,000	5,920	10,970	10,970	10,970
<i>2 employees x \$60 x 52 wks = \$6,240, 1 employee x \$40 x 47 wks = \$1,880 increased to \$60 x 5 wks = \$300, 1 employee x \$30 x 52 wks = \$1,560, 1 newly eligible employee x \$30 x 33 wks = \$990</i>							
1-1100 Differential	1,081	2,143	2,000	917	2,000	2,000	2,000
<i>In accordance with the public works agreement, employees operating heavy equipment (grader, loader, sweeper, dozer, backhoe,) are eligible for an additional \$1.00 per hour when operating this equipment for a minimum of one (1) hour</i>							
Total Payroll	388,370	400,685	403,539	209,633	462,035	462,035	462,035

Employee Benefits

2-2010 FICA	29,815	30,767	31,112	16,196	35,600	35,600	35,600
7.65%							
2-2100 Clothing Allowance	3,150	3,150	3,150	3,325	3,325	3,325	3,325
<i>\$475 x 7 employees = \$3,325 in accordance with Public Works Agreement dated 7/2019</i>							
2-2999 Other Benefits					1,000	2,000	2,000
<i>Public Services Employees attire to identify workers as being a Town of Bridgton employee</i>							

Total Employee Benefits

	32,965	33,917	34,262	19,521	39,925	40,925	40,925
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Supplies

3-3010 Office Supplies	43	515	250	264	500	500	500
<i>adding purchase of PDF converting software \$120 and Dymo label printer \$140 for admin asst.</i>							

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 051 Public Works	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				
3-3020 Drinking Wtr	1,333	998	1,224	477	1,263	1,263	1,263
\$105.23 per month for 10 cases (24) .5 liter bottles (monthly increase of \$3.23)							
3-3050 Small Equip					3,400	3,400	3,400
Computer \$800/ Printer B&W \$500 replacement; (2) Radios \$1600 for trucks need replacing; misc							
3-3080 Postage	4	3	20	0	20	20	20
very rarely needed, but must budget for sending back unused inspection stickers, DEP reports, etc							
3-3090 Tools	1,969	1,322	2,000	884	2,000	2,000	2,000
for hand tools, chainsaws, work signs, etc.							
3-3200 Traffic Line	2,505	7,724	6,400	1,506	6,400	6,400	6,400
In-town work plus repainting what lines we have on the roads (GPCOG bid)							
3-3210 Culverts	13,073	16,989	25,000	10,330	25,000	20,000	20,000
The GPCOG bid is after the budget is set. We do anywhere from 25-30 per year							
3-3220 Road Patch	2,725	10,613	10,950	4,122	12,147	11,680	11,680
(Cold Patch/Hot Top); projecting a 4% increase to \$146.00 for approximately 80 tons per year							
3-3230 Salt	116,231	92,229	100,800	33,519	100,800	100,800	100,800
The GPCOG bid is after the budget is set. We average 1800 tons per year; this years price is \$56./ton.							
3-3250 Sand	57,238	62,878	65,000	65,240	66,300	66,300	66,300
This is for the sand, dozer, and trucking to get the sand into the shed. Depending on the amount we use the previous winter; dozer \$5,000 / trucking \$25000. / 7,260 yds \$5.00 / yd . Increased 2%							
3-3250 Gravel	25,630	26,161	30,600	6,819	30,600	30,600	30,600
We need gravel on hand for washouts and culvert work. I like to have about 3000 yds in the yard for various jobs. This years price was \$8.85 / yd. and rip-rap for lining ditching, 300 yds at \$13.50 / yd.							
3-3260 Dust Control	51	3,880	8,000	699	8,000	6,000	6,000
We have a two thousand gal tank we fill twice a year; this years price was \$2.00 / gal.							
3-3999 Oth Supplies	3,133	3,164	7,000	1,388	7,000	3,500	3,500
Grass seed and road fabric							
Total Supplies	223,935	226,476	257,244	125,248	263,430	252,463	252,463
Prof & Tech							
4-4030 Memberships	0	210	200	99	200	200	200
American Public Works Association, etc.							

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 051 Public Works	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				
4-4060 Training/Sch	196	0	150	0	500	500	500
<i>New employees will need training (Clerical / Director)</i>							
4-4220 Drug/AlchITs	536	1102	804	249	804	804	804
<i>Based on random selection done each month; a Federal and State requirement for CDL personnel \$67 each time (based on one per month) plus annual CDL "Clearinghouse" query at \$1.25/emp</i>							
4-4250 Engineer Srv	0	0	1,200	0	4,000	2,500	2,500
<i>for any surveying that is needed, based on recent survey charges; miscellaneous road engineering as needed</i>							
4-4280 Contractd Srv	3,968	6,058	6,500	2,092	6,500	6,500	6,500
<i>traffic light repair, dozer for snow dump, if needed, weather forecast service</i>							
Total Prof & Tech	4,700	7,370	8,854	2,440	12,004	10,504	10,504
Property Srv							
5-5010 Equip Repair	1,187	1,036	1,200	860	1,200	1,200	1,200
5-5020 Equip Cntrct	0	354	200	154	354	354	354
<i>Torches at the shop have a yearly contract. Annual Fire Extinguisher Inspection and test \$154</i>							
5-5030 Sign Repair	1,187	1,082	2,000	1,242	2,000	2,000	2,000
<i>for the replacement and new signs</i>							
5-5060 Grnds Main	0	0	5,000	0	5,000	2,500	2,500
5-5070 Roadside Mow	4,455	3,958	4,500	4,095	4,500	4,500	4,500
<i>100 hrs. x \$45/hr.</i>							
5-5080 Snowplowing	3,012	3,803	3,500	0	3,500	3,500	3,500
<i>(Contracted Snow Plowing); 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>							
5-5090 Equip Rental	41	5,305	4,000	5,166	6,000	6,000	6,000
<i>Small items that we rent throughout the year. small excavator for summer work</i>							
5-5140 Internet	761	1,264	1,260	626	1,260	1,260	1,260
<i>Internet and cable for the shop \$105 / month</i>							
5-5150 Telephone	878	875	900	429	900	900	900
<i>There are two separate phone lines in the garage \$75/month</i>							

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 051 Public Works	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				
5-5160 Cell Phone	675	747	648	490	1,188	1,188	1,188
averaging around \$54 / month plus stipends for Foreman \$25 / Admin Asst @ \$20 per month (NEW)							
5-5180 Tree Removal	600	550	2,000	1,400	3,000	3,000	3,000
For the removal of bad trees, average \$750 per tree							
4-6020 Revit-PW	1,925				0	0	0
No longer a budgeted item							
Total Property Srv	14,721	18,974	25,208	14,462	28,902	26,402	26,402
Othr Service							
6-6160 Advertising	230	234	250	1497	250	250	250
only used a couple times a year; this FY overage due to advertising for PW Director							
6-6190 Mileage	2	0	300	20	200	200	200
2020 Mileage Rate \$.575 per mile (mostly town vehicle used; Admin Asst in and around mileage @ 5 mi per week \$150)							
6-6200 Meals/Incndt	0	0	300	0	800	800	800
food for the crew if out for extended periods of time							
Total Othr Service	232	234	850	1,517	1,250	1,250	1,250
	664,923	687,656	729,957	372,821	807,546	793,579	793,579

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 071 Recreation	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				
Payroll							
1-1010 Salary	49,832	50,921	50,923	24,700	54,032	55,073	55,073
5% COLA/market adjustment / 2020 COLA was budgeted in Cost Center #292							
1-1020 Hourly			32,240	9,943	33,218	33,218	33,218
3% COLA - F/T Programmer - \$33,207 (\$15.97 per hour) Cost offset by Moose Pond Trust							
1-1030 Part Time	35,789	50,130	50,960	47,100	87,760	87,760	87,760
8.5 Weeks - (4) WSI Swim Instructors - \$16,400, (5) Camp Staff \$20,500, (8) Lifeguards @ Highland Lake, Woods Pond, and *Salmon Point \$32,800; (3) Teen Summer Staff \$15,120; plus additional hours for part-time staff for festivals, 4th of July, etc.; *Cost offset by Salmon Campground Revenue			5,438	221	1,000	1,000	1,000
1-1040 Overtime							
1-1060 Longevity	0	1,200	1,300	650	1,950	1,950	1,950
\$37.50 per week / 52 weeks							
Total Payroll	85,621	102,251	140,861	82,614	177,960	179,001	179,001
Employee Benefits							
2-2010 FICA	6,195	7,467	10,807	6,156	13,614	13,694	13,694
7.65%							
Total Employee Benefits	6,195	7,467	10,807	6,156	13,614	13,694	13,694
Supplies							
3-3010 Office Supplies	0	0	0	0	1,000	1,000	1,000
Office Supplies for Rec Director & Rec Programmer							
3-3050 Small Equip	5,016	3,800	0	3,695	2,000	2,000	2,000
Ballfield Picnic Tables \$2,000 to be placed at Harmon Field							
3-3080 Postage	2	0	0	0	0	0	0
No longer a budgeted item							
3-3360 Fall Prog.	6,602	13,354	9,600	13,820	9,600	9,600	9,600
Soccer \$6,500 (uniforms, equipment, coach supplies, t-shirts younger levels, indoor soccer program --Karate - \$1,300 (Instructor, BKD Dojo) Mad Science - \$1,800 (Mad Science of Maine).							
3-3370 Summer Prog.	19,190	28,869	14,875	13,199	30,750	30,750	30,750
Summer Rec/Trips/Equipment \$6,500; Summer Rec Scholarships \$7,875; Swim Lessons/Beach \$2,000; Teen Summer Rec (Transportation, Entry Fees, Equipment) \$14,375							

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Dept: 071 Recreation							
3-3380 Winter Prog.	9,417	8,996	9,550	1,977	9,550	9,550	9,550
Youth Basketball \$5,000; Ice Rink \$250; Festival of Lights - \$3,000 -Karate - \$1,300 (Instructor, BKD Dojo)							
3-3390 Spring Prog.	22,815	9,496	24,350	245	23,000	23,000	23,000
Baseball/Softball/T-Ball Programs \$13,900; Lacrosse \$6,000; Karate \$1,300 (Instructor, BKD Dojo), Mad Science \$1,800							
3-3999 Oth Supplies	1,313	2,670	1,500	1,664	1,500	1,500	1,500
Miscellaneous Supplies; First-aid kits, swim buoys & swim line for swim lessons, snack shack items, small equipment purchases; keys, storage totes, clipboards, etc.							
Total Supplies	64,355	67,185	59,875	34,601	77,400	77,400	77,400
Prof & Tech							
4-4030 Memberships	175	220	653	-55	385	385	385
NSCA (National Strength Conditioning Association) \$120, MPRA (Maine Parks and Rec Association) - \$90 (\$45 X 2), NRPRA (National Recreation and Parks Association) - \$175							
4-4060 Training/Sch	235	955	275	2,326	2,330	2,330	2,330
NRPRA (National Recreation & Parks Association) Conference \$1500, NNEPRA (Northern New England Parks & Recreation Association) Conference \$300 (\$150 X 2),							
MEPRA (Maine Recreation & Parks Association) - \$530	5,118	6,500	6,500	3,250	6,500	6,500	6,500
4-4290 Fireworks							
Republic of China Tariff Increases for Fireworks 15% - Removed 12/19/19							
Total Prof & Tech	5,528	7,675	7,428	5,521	9,215	9,215	9,215
Property Srv							
5-5090 Equip Rental	11,034	9,302	11,000	6,358	11,000	11,000	11,000
7 Handicap Units, 3 Regular Units and 9 extra units for use during year for special events							
5-5140 Internet	0	0	0	458	780	780	780
Internet Service for Town Hall and Ice Rink \$65 monthly							
5-5160 Cell Phone	1,266	745	1,125	882	1,125	1,125	1,125
One Department Head cell phone, Programmer Cell Phone upgrade and (2) seasonal cell phones for beach attendants & stipends							
Total Property Srv	12,300	10,047	12,125	7,698	12,905	12,905	12,905
Othr Service							
6-6190 Mileage	970	911	900	253	1,000	1,000	1,000
Used for when municipal vehicle not available for use based on the 2020 IRS mileage rate of \$.575 / mile							
6-6220 Adult Trips	0	2,359	4,400	6,145	4,400	4,400	4,400
Magic of Christmas \$1,400; Cabbage Island \$2,000; other planned trips							
Total Othr Service	970	3,270	5,300	6,398	5,400	5,400	5,400
	174,969	197,895	236,396	142,987	296,494	297,615	297,615

Budget Worksheet

July 1, 2020- June 30, 2021

Dept: 017 TOWN CLERK	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				
Payroll Expense							
1-1010 Salary	116,681	45,926	45,581	22,107	48,357	48,357	48,357
<i>Town Clerk's salary; with a 3% COLA. Note: the 2020 COLA was budgeted in cost center #292.</i>							
1-1020 Hourly		72,932	75,192	35,274	77,298	77,298	77,298
<i>Two full-time deputy clerks; includes a 3% COLA</i>							
1-1030 Part Time	17,049	22,936	20,623	10,397	21,378	21,378	21,378
<i>(1) part-time employee; 52 weeks x 24 hours per week at \$14.20 per hour = \$17,722. Additional 80 hours to cover tax collection, sick leave, vacation = \$1,136. 3 elections x 14 hours each election x 5 election clerks at \$12.00 per hour = \$2,520. Election officials include Wardens, Moderators, Voter Check-in, and Ballot Box Attendant. All election positions are mandated by State Law.</i>							
1-1030 Overtime	621	0	2,169	0	2,230	2,230	2,230
<i>Overtime hours as needed for absentee voting, election day, board meetings, cash up issues. Anticipate approximately 80 hours of overtime for Deputy Clerks.</i>							
1-1060 Longevity	5,720	5,060	5,720	1,430	3,510	3,510	3,510
<i>Town Clerk; \$67.50 / weekly for 52 weeks</i>							
Total Payroll Expense	140,071	146,854	149,285	69,208	152,773	152,773	152,773
Employee Benefits							
2-2010 FICA	10,303	10,490	11,420	4,918	11,687	11,687	11,687
<i>7.65%</i>							
Total Employee Benefits	10,303	10,490	11,420	4,918	11,687	11,687	11,687
Supplies							
3-3010 Office Supplies	0	395	300	0	300	300	300
<i>election supplies (voter registration cards, pens, ribbon, tape for machine).</i>							
3-3030 Office Furniture					3,500	3,500	3,500
<i>Four damaged 4-station booths were replaced last year. The vendor provided a second quote for the purchase of an additional four 4-station booths in 2020.</i>							
Total Supplies	0	395	300	0	3,800	3,800	3,800
Prof & Tech							
4-4030 Memberships	765	790	940	76	965	965	965
<i>Various associations & periodicals; Maine Townsman, Maine Assoc. of Assessing Officers, \$690 Marshall & Swift (commercial pricing updates - expect small increase \$25), Clerk, Tax Collector, Treasurer, MMA Directory.</i>							

Budget Worksheet

July 1, 2020- June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Dept: 017 TOWN CLERK							
4-4060 Training/Sch	355	60	1,260	0	600	600	600
reduced to exclude tax training school							
4-4070 Meetings/Sem	70	284	225	75	225	225	225
\$75 per election x 3 elections (coffee, refreshments)							
Total Prof & Tech	1,190	1,134	2,425	151	1,790	1,790	1,790
Property Srv							
5-5020 Equip Cntrct	745	745	2,235	0	2,400	2,400	2,400
\$800 (approx) to lease 3 ballot counting machines							
5-5090 Equip Rental	998	0	5,550	0	5,550	5,550	5,550
\$750 for coding (5 x \$150 each); \$4800 for ballot counting machine coding (\$400 each machine x 4 machines x 3 elections)							
Total Property Srv	1,743	745	7,785	0	7,950	7,950	7,950
Othr Service							
6-6160 Advertising	925	958	1,060	219	1,060	1,060	1,060
Cost of public notices (homestead, veterans, and blind exemptions, special amusement permits, new liquor licenses, dog license reminders, junkyard notices, and general assistance notices).							
6-6180 Printing	4,544	8,718	7,305	6,829	7,150	7,150	7,150
\$2,600 tax bills and \$1,550 postage; \$3,000 ballot printing (3 elections at \$1,000 each)							
6-6190 Mileage	1,103	48	464	81	464	464	464
Travel Expense to training at the 2020 IRS rate of \$.575 / mile							
Total Othr Service	6,572	9,724	8,829	7,128	8,674	8,674	8,674
Fixed Expense							
8-8080 Tax Lien Fee	12,741	9,603	11,750	6,809	11,750	11,750	11,750
Filing and discharging tax liens. Fee is imposed to taxpayer through RE collections program in TRIO.							
8-8090 Registry Fee	1,939	2,913	4,300	3,328	5,125	5,125	5,125
Registry Research Fees: \$4,125 for the abstractor hired to conduct property ownership search during tax lien and foreclosure time \$55 per hour x 75 hours; \$1,000 for the cost for copies of deeds used to update property ownership (small increase in hourly fee, slight decrease in expected hours)							
Total Fixed Expenses	14,680	12,516	16,050	10,137	16,875	16,875	16,875
	174,559	181,858	196,094	91,543	203,549	203,549	203,549

Budget Worksheet

July 1, 2019 - June 30, 2020

Dept: 052 Town Garage Supplies	2018	2019	2020	2019 YTD as of 12/31/18	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				
3-3310 Heating Fuel	3,153	4,550	4,500	1,922	4,500	4,500	4,500
<i>Average 2,000 gallons per year. Presently locked in with C.N. Brown at 2.409 until 06/30/2020</i>							
3-3999 Oth Supplies			0	217	500	500	500
<i>cleaning supplies, etc.</i>							
Total Supplies	3,153	4,550	4,500	2,139	5,000	5,000	5,000
Prof & Tech							
4-4110 Inspections	1,494	1,079	2,000	805	2,000	2,000	2,000
<i>Annual Chain Hoist Inspections-NE Crane; boiler & compressor-State appointed subcontractor; underground storage tank-Simard & Sons</i>							
Total Prof & Tech	1,494	1,079	2,000	805	2,000	2,000	2,000
Property Srv							
5-5020 Equip Cntrct	0	744	690	222	690	690	690
<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;</i>							
5-5050 Bldg Repair	1,745	5,269	7,000	3,695	10,000	10,000	10,000
<i>painting; replacement of rotting T111; replacement of salt shed header</i>							
5-5100 Sec./Alarms	1,918	0	2,000	0	2,000	0	0
5-5110 Electricity	4,332	4,894	4,200	1,658	4,200	4,200	4,200
<i>we've been in the \$4,200 range the last two years; presently locked in with Constellation New Energy at .076 kwh until 11/30/2020.</i>							
5-5120 Water Usage	693	693	710	199	710	710	710
Total Property Srv	8,688	11,600	14,600	5,774	17,600	15,600	15,600
	13,335	17,229	21,100	8,718	24,600	22,600	22,600

Budget Worksheet

July 1, 2019 - June 30, 2020

Dept: 018 TOWN HALL	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Supplies	Actual	Actual	Budget				
3-3040 Building Sup	312	1324	400	0	400	400	400
<i>cleaning and general supplies</i>							
3-3050 Small Equip	105	0	200	766	200	200	200
3-3310 Heating Fuel	6,649	5,432	6,000	1,564	6,000	6,000	6,000
<i>presently locked in with C.N. Brown at \$1.259 / gallon until 6/30/20</i>							
Total Supplies	7,066	6,756	6,600	2,330	6,600	6,600	6,600
Prof & Tech							
4-4110 Inspections	121	0	250	0	138	138	138
<i>Fire Extinguisher Inspections</i>							
4-4280 Contractd Srv	2,311	2,490	2,500	0	2,000	2,500	2,500
<i>for the floor refinishing</i>							
Total Prof & Tech	2,432	2,490	2,750	0	2,138	2,638	2,638
Property Srv							
5-5010 Equip Repair	719	0	350	279	350	350	350
5-5020 Equip Cntrct	0	949	1,078	552	1,078	1,078	1,078
<i>Monitoring system for low temp \$250, and semi-annual maintenance of heating system but excludes Renew Air/HRV Desiccant Cartridges and belt per quoted contract pricing \$828.</i>							
5-5050 Bldg Repair	2,098	745	750	2,395	3,000	3,000	3,000
<i>heating repairs needed; awaiting quote from Nason and changes to rear wall</i>							
5-5100 Sec./Alarms	1,669	543	2,200	499	500	500	500
<i>any needed repairs/improvements</i>							
5-5110 Electricity	2,946	2,122	3,500	915	3,500	3,500	3,500
<i>Presently locked in with Constellation New Energy at \$.076 per Kwh through 12/10/2020</i>							
5-5120 Water Usage	306	301	310	87	310	310	310
5-5140 Internet	758	480	480	240	480	480	480
<i>need internet for security system as well as full time Recreation Programmer's Office \$40 x 12 = \$480</i>							
Total Property Srv	8,496	5,140	8,668	4,967	9,218	9,218	9,218
	17,994	14,386	18,018	7,297	17,956	18,456	18,456

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 054 Transfer Station

Payroll Expense

1-1020 Hourly

	2018	2019	2020	2020 YTD as of	Department Head	Town Manager	BOS Approval
	Actual	Actual	Budget	12/31/19	Request	Request	
1-1002 Department Head Salaries	44,473	0	0	0	0	0	0
(2) Full-time attendants @ \$16.56 / hr. = \$68,890 in accordance with pay scale in public works agreement dated 7/1/2019 and (1) Foreman @ \$19.76 / hr - \$41,101							
1-1030 Part Time	32,024	0	0	7,320	14,000	10,000	10,000
Part time employee for coverage of absences							
1-1040 Overtime	420	3,492	2,080	4,037	2,850	2,850	2,850
Budgeting for 100 Hours @ \$28.50. Past 2 years have exceeded budget and we have a new foreman.							
1-1060 Longevity	1,980	3,010	3,120	1,560	840	840	840
1 employee; 28 weeks @ \$30.00							
1-1100 Differential			0	140	300	300	300

In accordance with the public works agreement, employees operating various equipment are eligible for an additional \$1.00 per hour when operating equipment of a minimum of one (1) hour

Total Payroll Expenses

Emp Benefits

2-1900 FICA

7.65%

2-2100 Clothing Allowance

3 @ \$475 = \$1425

Total Emp Benefits

Supplies

3-3010 Office Supplies

Stickers, Printer Ink, Register Tape/Ink, Ticket Sales Receipt Books, etc.

3-3020 Drinking Wtr

Avg. (12) 5 gallons bottles per year @ \$16.50 / bottle

3-3080 Postage

This line used to mail out invoices for Transfer Station charge accounts

3-3310 Heating Fuel

Presently locked in with C.N. Brown at \$1.259 / gallon until 6/30/2020.

3-3999 Oth Supplies

Propane for forklift, misc hardware, first aid supplies etc.

Total Supplies

3-3010 Office Supplies	640	633	1,000	877	1,000	1,000	1,000
3-3020 Drinking Wtr	189	85	200	132	200	200	200
Avg. (12) 5 gallons bottles per year @ \$16.50 / bottle							
3-3080 Postage	95	71	200	43	200	200	200
This line used to mail out invoices for Transfer Station charge accounts							
3-3310 Heating Fuel	133	125	250	0	250	250	250
Presently locked in with C.N. Brown at \$1.259 / gallon until 6/30/2020.							
3-3999 Oth Supplies	1,296	848	3,000	0	1,500	1,500	1,500
Propane for forklift, misc hardware, first aid supplies etc.							
Total Supplies	2,353	1,762	4,650	1,052	3,150	3,150	3,150

Budget Worksheet

July 1, 2020 - June 30, 2021

Dept: 054 Transfer Station Prof & Tech	2018	2019	2020	2020 YTD as of	Department Head	Town Manager	BOS Approval
	Actual	Actual	Budget	12/31/19	Request	Request	
4-4030 Membership	8	0	150	0	150	150	150
<i>Maine Auto Recyclers Association Dues \$150</i>							
4-4210 MedTst/PhyE	298	152	150	0	150	150	150
<i>Fit for duty</i>							
4-4220 Drug/AlchTs	328	25	200	0	225	225	225
<i>Random testing; \$67 per test</i>							
4-4260 Lic/Permits	474	489	450	0	500	500	500
<i>Annual Reporting Fee</i>							
Total Prof & Tech	1,108	666	950	0	1,025	1,025	1,025
Property Srv							
5-5010 Equip Repair	661	0	8,500	16,253	5,000	5,000	5,000
<i>Compactors repaired but other equipment is still in fairly bad disrepair; maintenance items oil, filters, etc.</i>							
5-5020 Equip Cntrct	47	3,839	400	360	538	538	538
<i>Annual maintenance of heating system to include filters, belts, nozzles, electrodes (if applicable) \$400; Annual test and inspection of fire ext. \$138</i>							
5-5050 Bldg Repair	343	646	600	0	5,000	5,000	5,000
<i>Overhaul of building interior; electrical upgrades; compactor structure</i>							
5-5110 Electricity	6,559	7,107	6,400	3,222	6,400	6,400	6,400
<i>Presently locked in with Constellation New Energy at \$.076 Kwh until 12/13/2020.</i>							
5-5120 Water Usage	302	302	300	162	300	300	300
5-5130 Sewage Expense	0	0	450	430	430	430	430
<i>2000 gallon tank pumped once annually \$430</i>							
5-5140 Internet				360	0	0	0
5-5150 Telephone Expense	1,370	1,367	1,375	325	1,375	1,375	1,375
<i>Telephone @ \$54-\$55 per month on average and internet @ \$59.95 monthly</i>							
5-5160 Cell Phone	664	577	628	266	628	628	628
<i>\$52.34 per mo / 12 months = \$628.08</i>							
5-5100 Sec/Alarms	0	0	0	0	1,800	1,800	1,800
<i>New system - 4 cameras</i>							
5-5190 Tipping Fees	151,507	163,894	167,900	83,725	175,200	175,200	175,200
<i>2400 tons x \$73.00 tipping fee = 175,200.</i>							

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Dept: 054 Transfer Station							
5-5200 Cntct Trash	52,514	57,354	50,336	31,252	63,000	63,000	63,000
<i>Mixed Solid Waste increased 1.7%</i>							
5-5210 Demo Tipping Expense	60,081	40,250	60,175	27,366	68,875	68,875	68,875
<i>Pine Tree Waste Services increased to \$95/ ton x 725</i>							
5-5220 Demo Hauling Expense	12,718	9,455	21,560	6,602	21,560	21,560	21,560
<i>Contract with CIA</i>							
5-5230 Metal Hauling	14,036	7,744	11,616	10,062	13,536	13,536	13,536
<i>Average 4 hauls a month 4 x \$282. = \$1128. x 12 = \$13,536</i>							
5-5240 Tire Disposal	3,483	2,000	4,200	1,974	4,200	4,200	4,200
<i>Using Bob's Tire Co.</i>							
5-5260 UniWst Disp	0	176	100	255	500	500	500
<i>Using eWaste Recycling Solutions</i>							
5-5270 Single Sort	21,707	24,442	25,168	21,627	26,048	26,048	26,048
<i>hauling plus tipping fees</i>							
5-5280 Demo Can Rental Expense	5,350	4,800	4,800	2,800	4,800	4,800	4,800
<i>Contract with CIA \$400 monthly</i>							
5-5290 Freon Pumping	1,770	1,910	2,800	0	2,800	2,800	2,800
<i>Vendor charges \$10 / unit plus charge for air filters @ \$25 each / offset by revenue</i>							
Total Property Srv	333,112	325,863	367,308	207,041	401,990	401,990	401,990
Othr Service							
6-6160 Advertising	140	23	125	81	125	125	125
6-6190 Travel Expense	104	1,508	620	0	600	600	600
<i>ECOMaine Board of Directors meeting attendance; employee trainings (IRS Mileage rate for 2020 \$.575)</i>							
Total Othr Srv	244	1,531	745	81	725	725	725
	456,148	462,856	501,013	278,097	546,196	541,890	541,890

Budget Worksheet

July 1, 2019 - June 30, 2020

Dept: 053 Vehicle Maintenance	2018	2019	2020	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
	Actual	Actual	Budget				
Payroll							
1-1020 Hourly	76,619	79,084	78,894	39,628	87,194	87,194	87,194
<i>1 employee at \$21.96 x 2080 hrs. = \$45,677 and 1 employee at \$19.96 x 2080 hrs. = \$41,517 in accordance with pay scale in public works agreement dated 7/2019</i>							
1-1040 Overtime	7,727	10,889	8,100	2,654	7,860	7,860	7,860
<i>aver. \$31.44 x 250 hrs</i>							
1-1060 Longevity	3,120	3,120	3,120	1,560	3,120	3,120	3,120
<i>one at \$60 x 52 wks</i>							
1-1100 Differential			0	53	500	500	500
<i>In accordance with the public works agreement, employees operating heavy equipment (grader, loader, sweeper, dozer, backhoe) are eligible for an additional \$1.00 per hour when operating this equipment for a minimum of one (1) hour.</i>							
Total Payroll	87,466	93,093	90,114	43,895	98,674	98,674	98,674
Emp Benefits							
2-2010 FICA	6,690	7,121	6,894	3,358	7,549	7,549	7,549
7.65%							
2-2100 Clothing All	3,079	3,278	3,212	1,740	3,500	3,500	3,500
<i>We pay for the mechanics uniforms via contract with UniFirst Corporation at \$66.93 per week x 52 weeks, noticed a price increase</i>							
Total Emp Benefits	9,769	10,399	10,106	5,098	11,049	11,049	11,049
Supplies							
3-3090 Tools	1,599	422	2,000	395	2,000	2,000	2,000
<i>for town-owned tools and updating code readers</i>							
3-3280 Unleaded Gas	31,071	34,005	34,000	16,040	35,020	35,020	35,020
<i>we use an average 15,653 gal over 2 years, add PS Director vehicle =17,000 gal / year, at \$2.06 p/gallon, 3% increase</i>							
3-3290 Diesel Fuel	63,406	72,647	64,400	21,695	67,943	67,943	67,943
<i>we use an average of 28,668 gal / year, at \$2.37 p/gallon, 3% increase</i>							
3-3300 Oil & Grease Products	6,664	5,805	7,000	5,366	7,704	7,704	7,704
<i>average annual price for oil is \$2.99/qt and \$1.69/qt for hyd oil. Budgeting for 300 gal of oil x \$11.95 = \$3,585, 300 gal of hyd oil x \$6.73 = \$2019, grease \$400, transmission oil \$300, fuel mix \$800, one drum special oil \$600.</i>							
3-3320 Parts for Repair	54,380	62,034	69,000	21,390	69,000	69,000	59,000
<i>Parts remain expensive, metals/steel even more so; shipping costs</i>							
3-3330 Tires & Tubes Expense	22,423	4,420	23,000	4,810	23,000	23,000	23,000
<i>For all town-owned vehicles</i>							

Budget Worksheet

July 1, 2019 - June 30, 2020

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
Dept: 053 Vehicle Maintenance							
3-3340 Plow/Sand Pt	31,494	37,461	27,000	15,613	37,000	37,000	37,000
<i>For all plow and sander parts from cutting edges to sander chains</i>							
3-3999 Oth Supplies	3,528	7,845	5,500	1,400	5,500	5,500	5,500
<i>small items for equipment and in the shop</i>							
Total Supplies	214,565	224,639	231,900	86,709	247,167	247,167	237,167
Prof & Tech							
4-4110 Inspections	5,247	5,825	8,000	326	8,000	8,000	8,000
<i>outsourced repairs to fire truck to meet inspection requirements; inspection cost</i>							
Total Prof & Tech	5,247	5,825	8,000	326	8,000	8,000	8,000
Property Srv							
5-5040 Veh Repair	24,316	22,248	23,000	6,726	25,000	25,000	25,000
<i>Outsourcing repairs that cannot be done in-house</i>							
Total Property Srv	24,316	22,248	23,000	6,726	25,000	25,000	25,000
	341,363	356,204	363,120	142,754	389,890	389,890	379,890

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
010 - General Fund Revenue							
0110 - Motor Vehicle Excise Tax	987,340	1,028,415	950,000	555,522	995,000	995,000	995,000
<i>Excise revenues have continued to grow. Fees set by State Law.</i>							
0111 - Boat Excise	28,529	24,979	27,000	8,170	27,000	27,000	27,000
<i>Historically revenues have remained stable. Fees set by State Law.</i>							
0112 - Off Road Trailer Excise	10,554	22,189	6,500	0	6,500	6,500	6,500
<i>Reduced as have not been meeting projections</i>							
0118 - Paymt In lieu of Taxes	1,411	1,915	1,900	0	1,900	1,900	1,900
<i>Second Parish Congregational Church; 30 North High Street</i>							
0121 - Town Clerk Fees	16,332	34,205	16,781	21,747	25,000	25,000	25,000
<i>Certified copies of Birth Certificates, Marriage Certificates and Death Certificates. Fees set by State Law.</i>							
0122 - Planning Board	5,750	2,300	10,000	3,400	5,850	5,850	5,850
<i>Application Fee</i>							
0123 - Appeals Board	0	0	0	0	0	0	0
<i>Application Fee</i>							
0125 - Victular Lic	3,211	2,780	2,500	726	2,500	2,500	2,500
0126 - Building Permits	55,760	60,013	54,500	30,746	62,588	62,588	62,588
<i>Construction activity continues to increase</i>							
0127 - Plumbing Permits	20,633	18,450	28,000	9,704	26,280	26,280	26,280
<i>Construction activity continues to increase</i>							
0128 - Firearms Per	0	0	0	0	0	0	0
0129 - Plumbing Administration Fee	1,680	1,470	1,360	535	1,360	1,360	1,360
0130 - Occupancy Fee	2,155	1,530	1,500	1,000	1,500	1,500	1,500
0131 - FOIA Fee	81	30	0	0	0	0	0
0132- POAE Penalty	0	0	0	0	0	0	0

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
010 - General Fund Revenue							
0133 - Ord Fines	9,650	0	0	5,000	0	0	0
0135 - Cable Franchise Fee	54,934	59,512	52,000	0	62,000	62,000	62,000
3% of revenue as defined in the Franchise Contract							
0151 - State Revenue Sharing	221,798	240,762	231,717	183,427	431,731	240,000	240,000
Please see detail sheet							
0152 - Homestead Exemption Refund	174,087	215,044	213,400	202,305	282,116	282,116	282,116
Partial reimbursement for lost tax revenue due to Homestead Exemption Program; current law 70%, based on increase from \$20,000 to \$25,000							
0153 - BETE Reimbursement	11,121	1,831	7,200	7,507	7,500	7,500	7,500
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.							
0154 - Veterans Exemption Refund	6,200	6,480	6,480	6,148	6,200	6,200	6,200
Partial reimbursement for lost tax revenue due to Veterans Exemption Program							
0155 - Tree Growth Refund State	56,243	35,121	55,000	29,837	55,000	55,000	55,000
Partial reimbursement for lost tax revenue due to Tree Growth Program							
0157 - Snowmobile Registration Rev.		1,516			0	0	0
0160 - General Assistance	4,631	2,494	3,200	888	3,200	3,200	3,200
0166- FEMA / MEMA		10,524	0	0	0	0	0
0169 - Other Intergovernmental		0	30,000	0	35,000	35,000	35,000
Transfer from CDBG for Administrative costs for program							
0181 - Town Hall Rental	500	505	500	175	300	300	300
Rental for private events and independent fitness groups.							
0182 - Municipal Complex Rent	51,709	56,628	54,228	32,833	56,628	56,628	56,628
District Court: \$54,228 & Bureau of Motor Vehicles: \$2,400							
0199- Other Charges For Services		56,874	0	0	0	0	0
0201 - Lien Costs	21,772	22,819	24,250	15,181	24,250	24,250	24,250
Fees set by State Law							

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
010 - General Fund Revenue							
0202 - Interest On Property Taxes	57,063	37,379	60,000	29,623	60,000	60,000	60,000
<i>Interest set by Town Meeting / Maximum set by State Law which is 6%</i>							
0249 - Other Contributions & Grants		79,049			0	0	0
0251 - Investmt Int	57,359	106,474	30,000	43,277	60,000	60,000	60,000
<i>Interest earned on checking account</i>							
0270 - Return Check	0	770	0	455	0	0	0
1010 - Vehicle Fees, Boat, Atv, Snow	3,101	0	0	0	0	0	0
<i>now combined with other Town Clerk Fees under 010-0121</i>							
1011 - Town Fee-Motor Vehicles	18,901	0	0	0	0	0	0
<i>now combined with other Town Clerk Fees under 010-0121</i>							
1030 - CDBG Grant Administration	-27,222	0	0	0	0	0	0
<i>now included in other Intergovernmental #0169</i>							
0271- Misc. Inc.	7,280	0	0	7,096	0	0	0
<i>Uncategorized fees i.e., copies, FOIA requests, & MMA Workers Comp Dividend</i>							
0274 - Tax Acquired Property Income	5,073	15,940	25,000	734	15,000	15,000	15,000
<i>Anticipated sale of tax-acquired property</i>							
0290 - Use of Undesignated Funds (UFF)	0	0	200,000	0	300,000	300,000	450,000
0291 - Use of Resrv	0	0	0	0	0	0	0

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
010 - General Fund Revenue							
0298 - Transfers In	0	277,848	322,885	358,285	558,957	558,957	558,957
Wastewater Reimbursement: now combined under 010-0298 "Transfers In"							
Town Manager	15%	\$ 16,454		WW Bond offset	\$ 65,000	302 TIF	
Public Services Director	30%	\$ 26,265		Scape Bond offset	\$ 150,000	302 TIF	
Finance Officer	10%	\$ 5,909		Main Hill Parking	\$ 115,000	302 TIF	
Clerical	50%	\$ 21,424					
		<u>\$ 70,052</u>					
Salmon Point Reimbursement: now combined under 010-0298 "Transfers In"							
Town Manager	15%	\$ 16,454		Rec Programmer	\$ 35,000	Salmon Point	
Public Services Director	15%	\$ 13,133					
Finance Officer	5%	\$ 2,955					
Clerical	10%	\$ 4,713					
		<u>\$ 37,255</u>					
Trust Funds: now combined under 010-0298							
Moose Pond Trust-Offset Recreation			48,706				
Bridgton Trust			37,944				
0310 - Police Department Grants		5,541		327	0	0	0
0311 - PD Donations	750	1,979	0	0	0	0	0
0313 - PD Misc	2,678	4,091	0	5,081	0	0	0
Fingerprints, police reports, accident report requests, and administrative fee for concealed weapon permits							
0320 - Fire Grants		3,381	0	0	0	0	0
0321 - Fire Dntns		1,316	0	0	0	0	0
0322 - Fire Department Misc.		82		0	0	0	0
0330 - Animal Cntrl		2,977	0	729	0	0	0

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
010 - General Fund Revenue							
0510 - LRAP Grant / MDOT Road Assistance	104,956	103,836	103,836	106,792	106,792	106,792	106,792
<i>Please see detail sheet</i>							
0511 - Driveway Permits	885	765	500	500	500	500	500
<i>Driveway Entrance Permits</i>							
0512 Road Name Sign		275		0	0	0	0
0513 - PW Gas Reim	4,694	7,584	4,000	948	4,000	4,000	4,000
<i>Bridgton Water Company and Easy Riders Snowmobile Club</i>							
3047 - Budget UFB		0		0	0	0	0
3100 - Prudchry Park	51	0	0	0	0	0	0
0540 - Transfer Station Stickers	18,885	8,500	10,000	3,954	5,100	5,100	5,100
<i>Stickers are valid for 2 years. The current stickers expire December 31, 2019.</i>							
0541 - Transfer Sta Universal Waste	711	580	700	208	650	650	650
0542 - Transfer Sta Propane Tank Exch	264	105	0	0	185	185	185
0543 - Transfer Sta Returnables	0	1,311	0	0	0	0	0
0544 - Transfer Sta Freon	2,950	3,410	1,000	1,980	3,000	3,000	3,000
0545 - Transfer Sta Demo Disposal	50,844	47,519	50,000	36,246	50,000	50,000	50,000
0546 - Transfer Sta Large Bulky Items	4,660	5,480	4,000	2,570	5,000	5,000	5,000
0547 - Transfer Sta Junk Metal	23,090	17,668	15,000	9,338	15,000	15,000	15,000
0548 - Transfer Sta Store	28,510	25,306	27,000	13,550	26,000	26,000	26,000
0549 - Transfer Sta Tires	1,839	1,526	1,400	1,640	3,400	3,400	3,400

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
010 - General Fund Revenue							
0550 - Transfer Sta Compost	534	1,183	400	398	400	400	400
0551 - Transfer Sta Acc. Rec.	0	16,991	0	8,361	0	0	0
3350 - Cemetery	0	0	0	0	0	0	0
<i>no longer a budgeted item under General Government (see Account #710; Cmnty Prpt)</i>							
0710 - Rec Grants	5,000	9,000	14,000	0	0	0	0
<i>estimated</i>							
0711 - Rec. Donations		3,581	0	3,070	0	0	0
0712 - Rec. FrndRrs		592	0	3,868	0	0	0
3404 - Swimming Lessons Rec	4,111	0		0	0	0	0
<i>now combined under 010-0714; "Summer Prog."</i>							
3406 - Soccer/Recreation	2,324	0		0	0	0	0
<i>now combined under 010-0716; "Fall Program"</i>							
3409 - Basketball Pgm Rec	2,509	0		0	0	0	0
<i>now combined under 010-0717; "Winter Prog."</i>							
3410 - Misc. Programs	2,030	0		0	0	0	0
<i>Karate, Mad Science, French, BOKS(After-school program sponsored by Reebok)</i>							
3413 - Recreation Lacrosse	1,218	0		0	0	0	0
<i>now combined under 010-0713 Spring Prog.</i>							
3414 - Recreation Baseball	3,821	0		0	0	0	0
<i>now under Cost Center #310 (Recreation Baseball / Softball)</i>							
0713 - Spring Prog.		3,652	3,450		3,450	3,450	3,450
<i>Lacrosse-\$1,500; Karate/Mad Science-\$1,950/\$4,000 estimated revenue for Baseball & Softball reflected in Cost Center #310</i>							
0714 - Summer Prog.		4,767	3,000	3,040	3,000	3,000	3,000
0716 - Fall Program		8,827	4,950	8,513	4,950	4,950	4,950
<i>Soccer-\$3,000; Karate/Mad Science-\$1,950</i>							

Budget Worksheet

July 1, 2020 - June 30, 2021

	2018 Actual	2019 Actual	2020 Budget	2020 YTD as of 12/31/19	Department Head Request	Town Manager Request	BOS Approval
010 - General Fund Revenue							
0717 - Winter Prog. Basketball-\$2,000; Karate/Mad Science-\$1,950		4,235	3,950	3,739	3,950	3,950	3,950
0718 - Rec Summer Camp Summer Camp Fees-\$15,000; Teen Summer Camp Fees \$19,110	33,890	23,112	12,000	11,305	34,110	34,110	34,110
0719 - Adult Trips	1,611	1,334	3,500	2,805	4,000	4,000	4,000
3416 - Recreation Softball no longer a budgeted item under General Government (see Account 310-3110 Rec Baseball; Registrations)	2,338	0	0	0	0	0	0
0720 -SWAG Sales	0	0	0	331	0	0	0
5223 - FD Misc	174	0		0	0	0	0
5800 - Municipal Land Sales	20,000	0		0	0	0	0
5888 - Sale Of Municipal Property	7,563	0		0	0	0	0
Final Totals	2,224,748	2,590,358	2,678,587	1,782,885	3,386,847	3,195,116	3,345,116