

CAPE ELIZABETH TOWN COUNCIL AGENDA

Regular Meeting # 10-2012

Cape Elizabeth Town Hall

Monday, August 13, 2012

7:00 p.m.

Roll Call by the Town Clerk

Sara W. Lennon, Chairman	Term Expires	12/2012	slennon@maine.rr.com
Frank J. Governali	Term Expires	12/2013	frank.governali@capeelizabeth.org
Caitlin R. Jordan	Term Expires	12/2013	caitlin.jordan@capeelizabeth.org
Katharine N. Ray	Term Expires	12/2014	retbank@maine.rr.com
David S. Sherman, Jr.	Term Expires	12/2014	dsherman@dwmlaw.com
Jessica L. Sullivan	Term Expires	12/2012	jsullivan08@maine.rr.com
James T. Walsh	Term Expires	12/2012	jim.walsh@capeelizabeth.org

The Pledge of Allegiance to the Flag

Town Council Reports and Correspondence

Citizen Opportunity for Discussion of Items Not on the Agenda

Town Manager's Report

Review of Draft Minutes of July 9, 2012 Town Council Meeting

Item# 113 -2012 November 2012 Election Warrant

The town council will consider approving the warrant for the November 6, 2012 municipal election and ballot questions.

Item# 114 -2012 Update on Rescue Service

The town council approved the use of per diem rescue personnel on weekdays effective in January 2012. Fire Chief Peter Gleeson will provide an update on the program. It is recommended the report be accepted with appreciation to Chief Gleeson and to all rescue personnel.

Item# 115-2012 Library Internet Policy

The library trustees have recommended several changes to the library internet policy. It is recommended they be approved.

Item# 116-2012 Proposed Demolition of 7 Holman Road

It is recommended that the town manager be authorized to have demolished the structures located on the 7 Holman Road parcel adjacent to the Thomas Memorial Library.

Item# 117 -2012 Town Ways Ordinance Draft Amendments

Draft Motion- Ordered: The town council thanks the ordinance committee for reviewing issues relating to the town ways ordinance and refers the proposal to a public hearing on Monday, September 10, 2012 at 7:00 p.m. at the Cape Elizabeth Town Hall with proper notice thereof.

Item# 118-2012 Administrative Code Technical Amendments

The town manager is recommending some technical amendments to the Administrative Code. Draft Motion- The town council receives the proposed technical amendments to the

administrative code and refers the proposal to a public hearing on Monday, September 10, 2012 at 7:00 p.m. at the Cape Elizabeth Town Hall with proper notice thereof.

Item# 119-2012 Compliance Policy after Issuance of Bonds

The auditors are recommending their clients adopt a policy for compliance with requirements following issuance of bonds. The draft Cape Elizabeth policy mirrors one recently adopted by the Town of Cumberland.

Item# 120-2012 Goal to Review Fundraising Policies

One of the town council goals is to review fundraising policies. A summary has been prepared.

Citizen Opportunity for Discussion of Items Not on the Agenda

Adjournment

Link to Monthly Financial Report

Public Participation at Town Council Meetings

After an item has been introduced, any person wishing to address the council shall signify a desire to speak by raising their hand or by approaching the lectern. When recognized by the chairman, the speaker shall give his or her name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. All remarks should be addressed to the Town Council. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of councilors present. For agenda items that are not formally advertised public hearings, the time for public comments is limited to 15 minutes per agenda item. This time may be extended by a majority of the Town Council. The chairman may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so as to balance debate. Once the Council has begun its deliberations on an item, no person shall be permitted to address the Council on such item.

Speaking at the meeting on topics not on the agenda at regular Council meetings

Persons wishing to address the Council on an issue or concern local in nature not appearing on the agenda may do so at a regular Town Council meeting before the town manager's report and/or after the disposition of all items appearing on the agenda. Any person wishing to address the Council shall signify a desire to speak by raising their hand or by approaching the lectern. When recognized by the chairman, the speaker shall give his or her name and address or name and local affiliation if the local affiliation Council. Comments in each comment period shall be limited to three minutes per person and 15 minutes total; however, the time may be extended by majority vote of councilors present.

Decorum

Persons present at Council meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Council meetings may only address the Town Council after being recognized by the chairman.

DRAFT
CAPE ELIZABETH TOWN COUNCIL MINUTES
Regular Meeting # 9-2012
Cape Elizabeth Town Hall
Monday, July 9, 2012
7:00 p.m.

Roll Call by the Town Clerk	Present	Absent	
Sara W. Lennon, Chairman	X	12/2012	slennon@maine.rr.com
Frank J. Governali	X	12/2013	frank.governali@capeelizabeth.org
Caitlin R. Jordan	X	12/2013	caitlin.jordan@capeelizabeth.org
Katharine N. Ray	X	12/2014	katharine.ray@capeelizabeth.org
David S. Sherman, Jr.	X	12/2014	dsherman@dwmlaw.com
Jessica L. Sullivan	X	12/2012	jsullivan08@maine.rr.com
James T. Walsh	X	12/2012	jim.walsh@capeelizabeth.org
Michael K. McGovern, Town Manager	X		
Debra M. Lane, Town Clerk	X		

The Pledge of Allegiance to the Flag

Town Council Reports and Correspondence

Councilor Sullivan reported on the Thomas Memorial Library’s summer concert series, the neighborhood gatherings for those interested in learning about the proposed renovations to the library and the Conservation Commission’s trail of the month program.

The council thanked 6th grader Katie Ledoux for her letter proposing the idea of a car show in Cape Elizabeth.

Citizen Opportunity for Discussion of Items Not on the Agenda None

Town Manager’s Report

Mr. McGovern reported on the following.

- Thanks to Steve Culver, Chairman and the volunteers for Family Fun Day for another successful event.
- The Shore Road path project continues with an estimated completion date in October 2012.
- The town council agreed to vote on the unopposed slate of officers for the Maine Municipal Ballot as presented.
- It appears there is an impasse between the State of Maine and the Sprague Corporation on the property which the Sprague Corporation leases to the State near the entrance to Crescent Beach State Park. The 50 year lease on the property expired; the lease is now negotiated annually. The State is surveying other entrance options - the field between Richmond Terrace and Inn By The Sea.
- Marion Guthrie, 108 Delano Park, passed away on June 14, 2012. Mrs. Guthrie served on various town committees including the Planning Board. She will be missed.

Review of June 11, 2012 Draft Minutes

Moved by David S. Sherman, Jr. and Seconded by Frank J. Governali

ORDERED, the Cape Elizabeth Town Council approves the minutes of Meeting #8-2012 held June 11, 2012 as presented.

(7 yes) (0 no)

Item# 106 -2012 Proposed Charter Change

Proposed Charter Change Public Hearing

Chairman Lennon opened the public hearing at 7:14 p.m.

David Griffin, 5 Channel View Road suggested changing the time the public is given to gather signatures to petition for a referendum to 60 days.

Philip Kaminsky, 8 Gladys Road “commended the town council for going in this direction,” and suggests the amount which triggers a referendum remain at \$855,000 which is the current 0.05% of the state valuation.

After hearing no further comments the hearing was closed at 7:17 p.m.

Moved by Jessica L. Sullivan and Seconded by James T. Walsh

ORDERED: The Cape Elizabeth Town Council approves the draft amendment for submission to voters on November 6, 2012 as presented.

(5 yes) (2 no Councilor Ray and Sherman)

**ARTICLE VIII
Initiative and Referendum**

Sec. 1. Petition for overrule of ordinance. ~~action of council.~~ All ordinances, except emergency ordinances passed pursuant to Article II, Section 12, or any vote for a single capital expenditure or a single capital improvement, the total cost of which exceeds 0.05 percent of the last state valuation; shall be subject to overrule by a referendum, as hereinafter provided; ~~except the following shall not be subject to referendum:~~

1. If, within 20 days after the enactment of any such ordinances or passage of any such vote, a petition signed by not less than 10% of the registered voters of the Town of Cape Elizabeth is filed with the town clerk requesting its reference to a referendum, the council shall call a public hearing to be held within 30 days from the date of the filing of such petition with the town clerk and shall, within 14 days after said public hearing, designate a time and place for the purpose of submitting to a referendum vote the question of adopting such ordinance, or approving such vote. Pending action by referendum, the referred ordinance ~~or vote~~ shall be suspended from going into operation until it has received an affirmative vote of the majority of the voters voting on said question.

~~1. The annual budget; provided, however, if a single capital expenditure or a single capital improvement, the total cost of which exceeds 0.05 percent of the last state valuation, is included in the annual budget, then that part of the annual budget shall be subject to referendum;~~

Sec. 2. Referendum for approval of certain capital expenditures. Any vote by the council for a single capital expenditure of town funds or a single capital improvement not arising from a fire or other casualty loss, nor arising from a federal or state mandate, the total cost of which exceeds One Million Dollars (\$1,000,000), whether as a separate vote or included in the approved annual budget, shall be submitted to a referendum vote at a time designated by the council. Pending action by referendum, the referred vote, or budget item, shall be suspended from going into operation until it has received an affirmative vote of the majority of voters voting on said question. This section shall not apply to the refinancing of previously authorized debt.

(The sections which follow will be renumbered as needed.)

Explanation

The intent of this proposal is to require most single capital expenditures exceeding \$1.0 million in value to be approved by the voters. The current provision is that a binding citizen vote occurs only after the town clerk receives a petition signed by 10% of the registered voters asking for a council approved capital expenditure valued at more than 0.05% of the state valuation to be overridden. Currently, approximately 750 signatures of voters are needed to attempt to override an expenditure exceeding \$855,375 in value.

Item# 107 -2012 Good Table Annual Licenses

Moved by David S. Sherman, Jr. and Seconded by Caitlin R. Jordan

ORDERED: The Cape Elizabeth Town Council approves the renewal malt, spirituous and vinous liquor license for The Good Table located at 527 Ocean House Road as presented.

(7 yes) (0 no)

Item# 108-2012 Short Term Rentals

Intro – Elaine Falender, Chairman Planning Board

7:52 p.m. Chairman Lennon invited public comment prior to council consideration of the item.

Jenny Aronson, 27 Lawson Road requested assistance from the town council “laws on the books” banning short term rentals on small lots citing reasons of property values, safety and security.

Peter Clifford, 36 Lawson Road suggested a requirement for a minimum 30 or 14 day stay for short term rentals, placing the burden on the property owner to make certain renters follow rules and a ban on allowing the sub-leasing of homes.

Mary Volin, 17 Lawson Road stated “this is a zoning ordinance issue, not a nuisance.” She encouraged the town council to develop ordinance language which “describes what a neighborhood is.”

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July 9, 2012**

Charlie Webber, 105 Fowler Road and 30 Shipwreck Cove Road (rental property) said the Peabbles Cove Association has strict rules and guidelines for renters, “you can not make one set of rules for every situation.”

Edwin Fitzpatrick, 28 Shipwreck Cove Road said the problem is limited, “rare locations.” “Small government trying to involve themselves in private lives.”

Mary Giftos, 6 Point Road purchased the property recently in a “residential neighborhood” but would have picked another community had she realized the rental problems.

Tom Dunham, 11 Becky’s Cove Lane expressed sympathy for the Lawson Road residents and encouraged them to call the police, “it’s an enforcement issue.” He also asked to be exempt from any rules which may be considered because his residence is next to the rental property and he takes care of rules for his renters.

JoAgnes Pasquarella, 12 Peabbles Point Lane and 6 Boathouse Lane (rental property) favors restricting the number of people and length of time for rental properties, the town must decide “if it is residential or like Old Orchard Beach.”

David Volin, 17 Lawson Road said “relying on the nuisance ordinance is undue burden on neighbors,” ordinances should place restrictions on rentals.

Penny Pollard, 3 Peabbles Point Lane, President of the Peabbles Cove Association provided a copy of the association covenants and a cover letter which states, “The Board wishes to express its unanimous confidence that renting within the Peabbles Cove neighborhood is well regulated by our governing documents and does not require the additional intervention of Town policies.”

8:20 p.m. Chairman Lennon closed public comments.

Moved by David S. Sherman, Jr. and Seconded by Caitlin R. Jordan

ORDERED: The Cape Elizabeth Town Council thanks the Planning Board for its review of the short term rental property issues and refers to a Town Council workshop on Monday, August 6, 2012 at 7:00 p.m. the Planning Board’s recommended provisions to the zoning ordinance regarding rentals of property on a short term basis.

(7 yes) (0 no)

Item# 109 -2012 Property Boundary Surveys

Intro – Councilor Walsh, Chairman Ordinance Committee

Moved by James T. Walsh and Seconded by David S. Sherman, Jr.

Ordered: The Cape Elizabeth Town Council thanks the Ordinance Committee for reviewing issues relating to property boundaries and refers to the Planning Board a review of the Ordinance Committee proposal.

(7 yes) (0 no)

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July 9, 2012

Item# 110-2012 MMA Legislative Policy Committee

Moved by Jessica L. Sullivan and Seconded by James T. Walsh

ORDERED: The Cape Elizabeth Town Council confirms the town's delegate to the Maine Municipal Association Legislative Policy Committee, Kathy Ray for the next biennium 2013-2014.
(7 yes) (0 no)

Item# 111-2012 Status Update on 2012 Town Council Goals

Intro – Mr. McGovern

Moved by James T. Walsh and Seconded by Jessica L. Sullivan

ORDERED: The Cape Elizabeth Town Council acknowledges receipt of the progress report on 2012 town council goals.
(7 yes) (0 no)

Citizen Opportunity for Discussion of Items Not on the Agenda None

Item# 112-2012 Hardship Abatement-Executive Session

Moved by Jessica L. Sullivan and Seconded by James T. Walsh

ORDERED: The Cape Elizabeth Town Council in conformance with 1 MRSA §405 6 F enters into executive session at 8:48 p.m. to review an application for a hardship abatement.
(7 yes) (0 no)

Moved by David S. Sherman, Jr. and Seconded by Katharine N. Ray

ORDERED: The Cape Elizabeth Town Council exits executive session and returns to public session at 8:56 p.m.
(7 yes) (0 no)

Moved by David S. Sherman, Jr. and Seconded by Katharine N. Ray

ORDERED: The Cape Elizabeth Town Council denies the request for a poverty abatement due to the lack of immediate threat of foreclosure.
(7 yes) (0 no)

Adjournment

Moved by James T. Walsh and Seconded by Frank J. Governali

ORDERED: The Cape Elizabeth Town Council adjourns at 8:55 p.m.
(7 yes) (0 no)

Respectfully Submitted,

Debra M. Lane, Town Clerk

TOWN OF CAPE ELIZABETH

MUNICIPAL ELECTION
WARRANT

TUESDAY, NOVEMBER 6, 2012

County of Cumberland, ss.

To Neil R. Williams, a constable of Cape Elizabeth. You are hereby directed to notify the voters of Cape Elizabeth of the election described in the warrant.

Voting for three members of the Town Council to serve a three year term until December 14, 2015.

Voting for three members of the School Board to serve a three year term until December 14, 2015.

Citizen Vote on Proposed Library Project

Shall the Town of Cape Elizabeth borrow up to \$6.0 million to fund a new Thomas Memorial Library and accept private donations to assist with the project?

YES NO

Proposed Charter Amendment

Shall the proposed charter amendment to the Council-Manager Charter of the Town of Cape Elizabeth, a copy of which is printed herein, be adopted?

YES NO

ARTICLE VIII
Initiative and Referendum

~~Sec. 1. Petition for overrule of ordinance. action of council. All ordinances, except emergency ordinances passed pursuant to Article II, Section 12, or any vote for a single capital expenditure or a single capital improvement, the total cost of which exceeds 0.05 percent of the last state valuation, shall be subject to overrule by a referendum, as hereinafter provided; except the following shall not be subject to referendum:-~~

~~1. If, within 20 days after the enactment of any such ordinances or passage of any such vote, a petition signed by not less than 10% of the registered voters of the Town of Cape Elizabeth is filed with the town clerk requesting its reference to a referendum, the council shall call a public hearing to be held within 30 days from the date of the filing of such petition with the town clerk and shall, within 14 days after said public hearing, designate a time and place for the purpose of submitting to a referendum vote the question of adopting such ordinance, or approving such vote. Pending action by referendum, the referred ordinance or vote shall be suspended from going into operation until it has received an affirmative vote of the majority of the voters voting on said question.~~

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(The sections which follow will be renumbered as needed.)

Explanation

The intent of this proposal is to require most single capital expenditures exceeding \$1.0 million in value to be approved by the voters. The current provision is that a binding citizen vote occurs only after the town clerk receives a petition signed by 10% of the registered voters asking for a council approved capital expenditure valued at more than 0.05% of the state valuation to be overridden. Currently, approximately 750 signatures of voters are needed to attempt to override an expenditure exceeding \$855,375 in value.

Election to be held on Tuesday, November 6, 2012, at the Cape Elizabeth High School Gymnasium.

Polls open at 7:00 a.m. and Close at 8:00 p.m.

Absentee Ballot Processing:

Absentee ballots will be processed at 9:00 a.m. Monday, November 5, 2012 in the William H. Jordan Conference Room at Town Hall. If requested, inspection time is 9:00 - 10:00 a.m.

Absentee ballots will be processed on Election Day, on the hour every hour until close, beginning at 7:00 a.m. The Cape Elizabeth Town Democratic Committee, the Cape Elizabeth Town Republican Committee and State Green Independent Party have also been notified, in writing, of the absentee ballot process.

The Registrar of Voters is available to accept new registrations and corrections to the voter list at Town Hall, 320 Ocean House Road. Town Hall is open Mondays 7:30 a.m. - 5:00 p.m. and Tuesday - Friday, 7:30 a.m. - 4:00 p.m. Proof of residency and identity is required.

Municipal Officers of Cape Elizabeth, Maine
Dated at Cape Elizabeth this 13th day of August 2012.

A true copy. Attest: _____ Constable

Attest: _____ Town Clerk

The warrant and specimen ballots shall be posted at least 7 days prior to the election.

Dear Council Chairman Lennon and Members of the Cape Elizabeth Town Council:

Subject: Rescue Per-Diem Program - Update

It is hard to believe that we are already six months into the rescue per-diem program. As a result, I want to take the opportunity to provide a brief recap on how the program is working; by providing a few key response statistics from this time period.

As you recall this program was implemented on January 1st of this year to ensure that a provider licensed at the paramedic or intermediate level would be available during daytime hours. In the past, we had been relying on a small core of members to cover our daytime calls and often found ourselves utilizing mutual aid more frequently, especially when these individuals were not available to respond. Additionally, lengthy response times were a subject of concern for many.

During the calendar year of 2011, the rescue responded to a total of 492 calls for service, which is statically normal over past years. However in just the first six months of 2012 alone, we have answered 310 calls for EMS related emergencies. Of those calls, 171 have occurred during the hours covered by the per-diem (8am to 5pm). Crews established through our night-duty coverage system (10pm to 6am) have been able to answer another 50 calls with the remainder occurring during uncovered hours. You will find a complete breakdown of these statistics attached to this letter.

By using these numbers and seeing the improved level of service first hand, I feel that the first six months of this program have been very successful. Not only have we improved our response times, we have significantly reduced our reliance on our mutual aid communities to the point we are providing more mutual aid assistance than we receive. It is also important to point out that during these past six months, we have had 28 instances where more than one EMS call has been active. With the use of our existing rescue company and occasional help from our fire companies, we have been able to cover them without requesting an outside ambulance.

Overall the program is working as we had envisioned and I feel that we are in a better position to provide our community with a high level of service while still maintaining an on-call rescue company.

Respectfully Submitted,

Chief Peter H. Gleeson

2011 Stats (Calendar Year)

Total EMS Calls: 492
Average 1.34 calls a day

Average Turnout Time (all hours): 06m 03s
Average Response Time (all hours): 10m 15s
Average Total Call Time (all hours): 1h 23m 54s

Calls in Engine 1 District: 230
Calls in Engine 2 District: 249

Daytime Calls (0600-2200): 416
Night Duty Calls (2200-0600): 76

Number of times we have been requested to supply an ambulance to other communities: 7 calls
Number of times Cape Elizabeth has requested an out of town ambulance: 12 calls
Most calls receiving aid (by nature of call): Cardiac

Simultaneous EMS Calls: 42 instances (automatic Fire Dept. response)

2012 Stats (Jan 1-June 30)

Total EMS Calls: 310
Average 1.70 calls a day

Average Turnout Time (all hours): 4m 0s
Average Response Time (all hours): 7m 22s
Average Total Call Time (all hours): 1h 18m 37s

Per-Diem Shift Average Turnout Time: 1m 43s
Per-Diem Shift Average Response Time: 5m 01s
Per-Diem Shift Average Total Call Time: 1h 19m 14s

Calls in Engine 1 District: 128
Calls in Engine 2 District: 173

Uncovered Shift Calls (0600-0800 and 1700-2200): 89
Per-Diem Shift Calls (0800-1700): 171
Night Duty Calls (2200-0600): 50

Number of times we have been requested to supply an ambulance to other communities: 7 calls
Number of times Cape Elizabeth has requested an out of town ambulance: 4 calls
Most calls receiving aid (by nature of call): Varies

Simultaneous EMS Calls: 28 instances (automatic Fire Dept. response)

*Turnout Time: The time from when the call is first dispatched until the ambulance is responding

**Response Time: The time from when the call is first dispatched until the ambulance reaches the scene

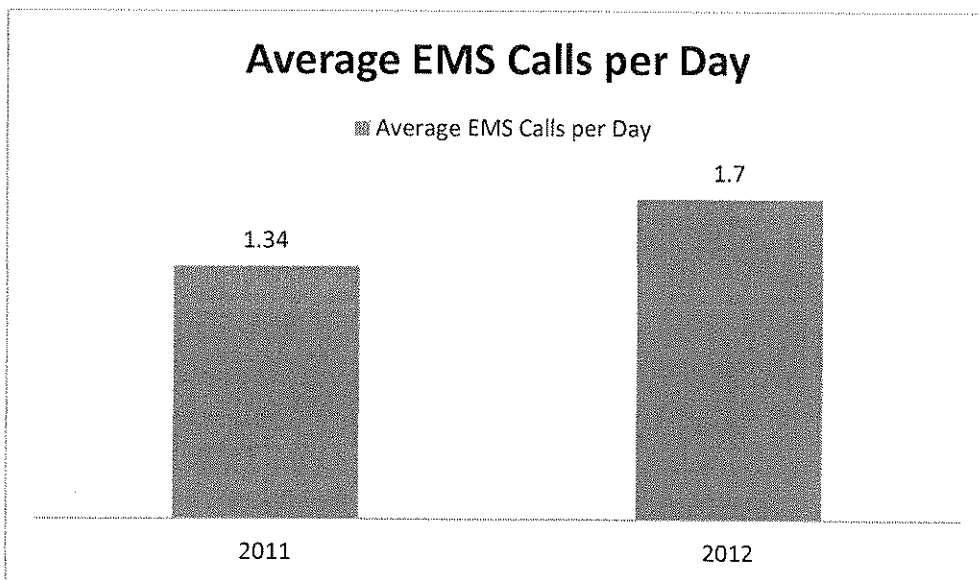
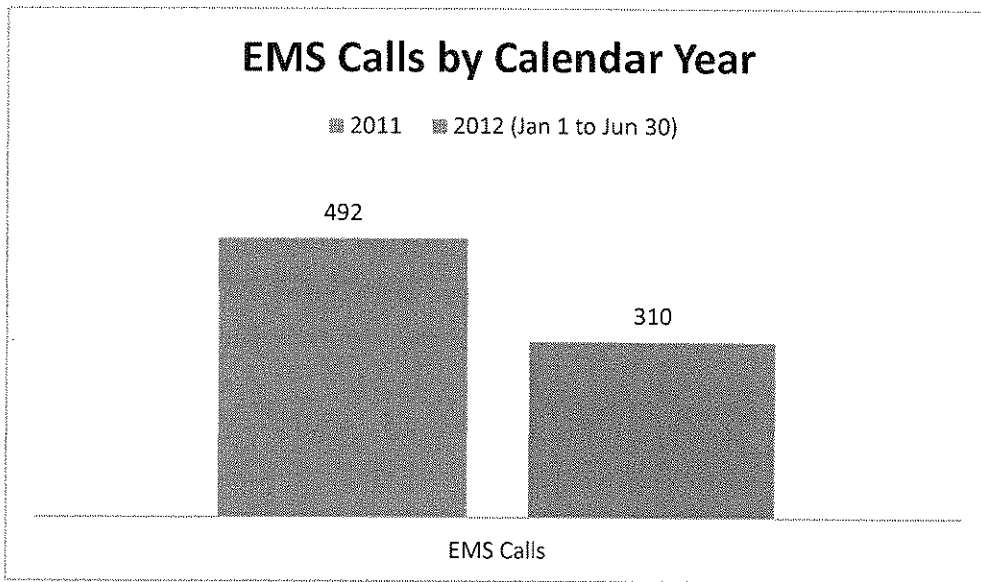
***Total Time: The time from when the call is first dispatched until the ambulance is back in service and in quarters

**Cape Elizabeth Fire-Rescue Department
2012 EMS / Per-Diem Program Update
Statistical Comparison Between 2011 and 2012 (first 6 months)**

Information provided on this page can be seen in a more detailed view on the previous page

EMS Calls:

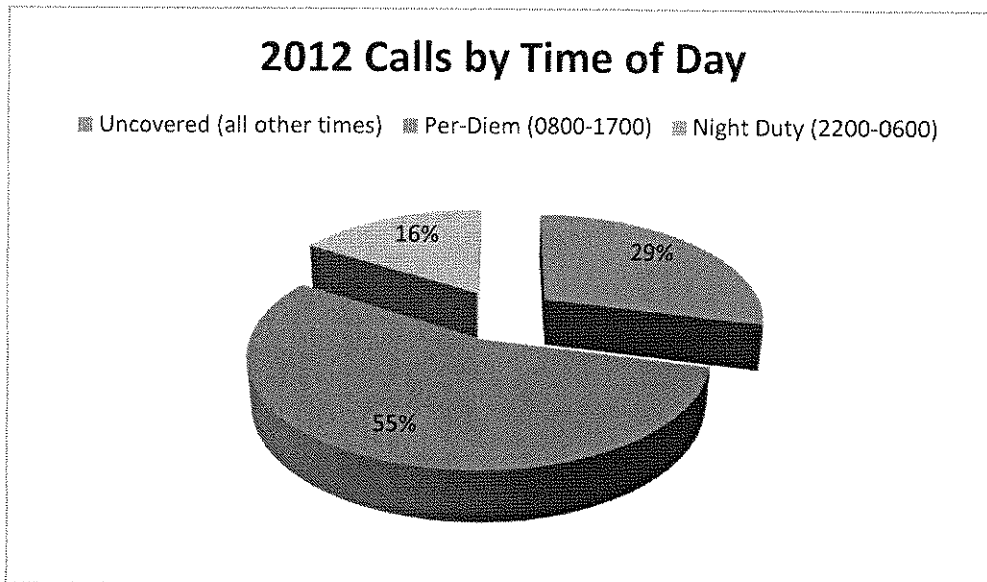
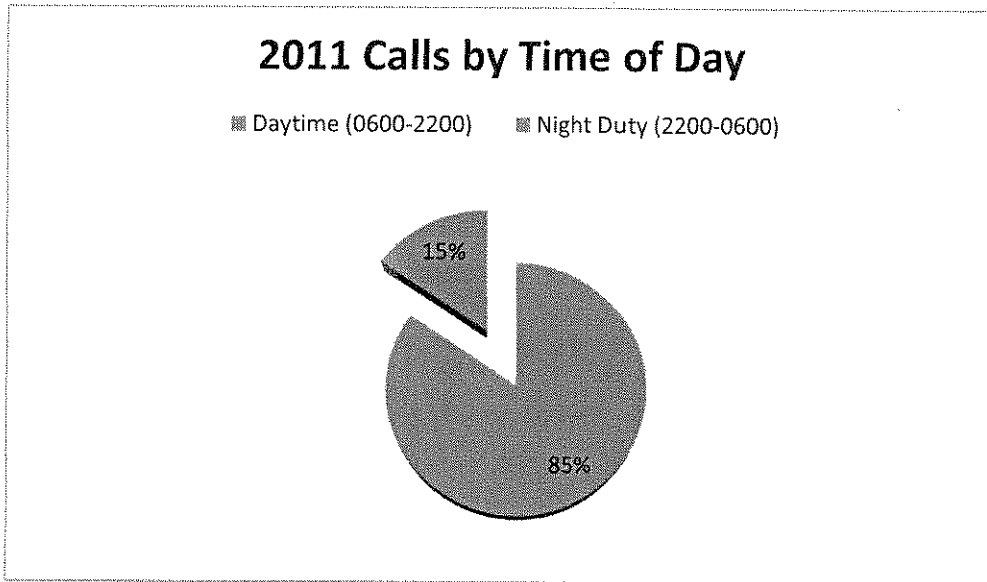
Over the last five years we as a department have seen a fairly steady number of EMS related calls. While the nature of these calls and heavy call periods has changed, the end of the year volume has stayed in the same general area. During the first six months of this year however, we have seen a total of 310 EMS related emergencies. As a result, we have seen a rise in the number of calls per day.



**Cape Elizabeth Fire-Rescue Department
2012 EMS / Per-Diem Program Update
Statistical Comparison Between 2011 and 2012 (first 6 months)**

Time of Day:

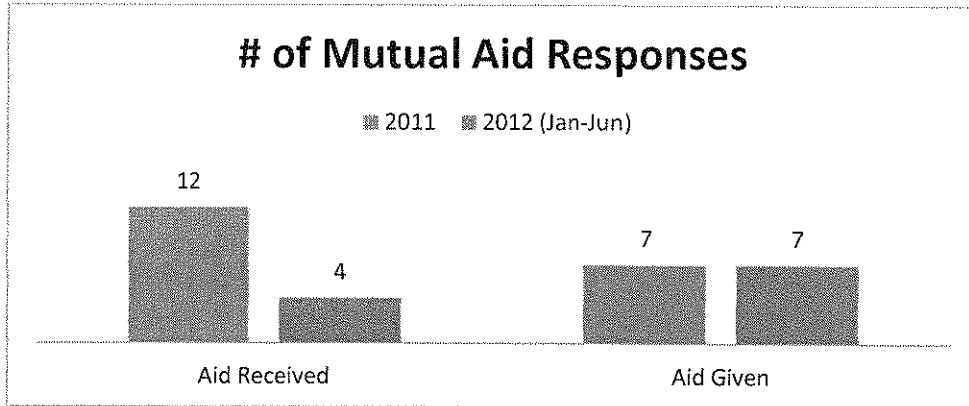
While we can certainly not predict when an emergency is going to occur, it is fairly easy to estimate the times of day in which the bulk of our calls will occur. Over the past five years or so, we have noticed that most of our calls occur during the daytime hours. The graph below shows when calls were handled based on the shift (we now have three shifts due to the addition of the daytime per-diem employee).



**Cape Elizabeth Fire-Rescue Department
2012 EMS / Per-Diem Program Update
Statistical Comparison Between 2011 and 2012 (first 6 months)**

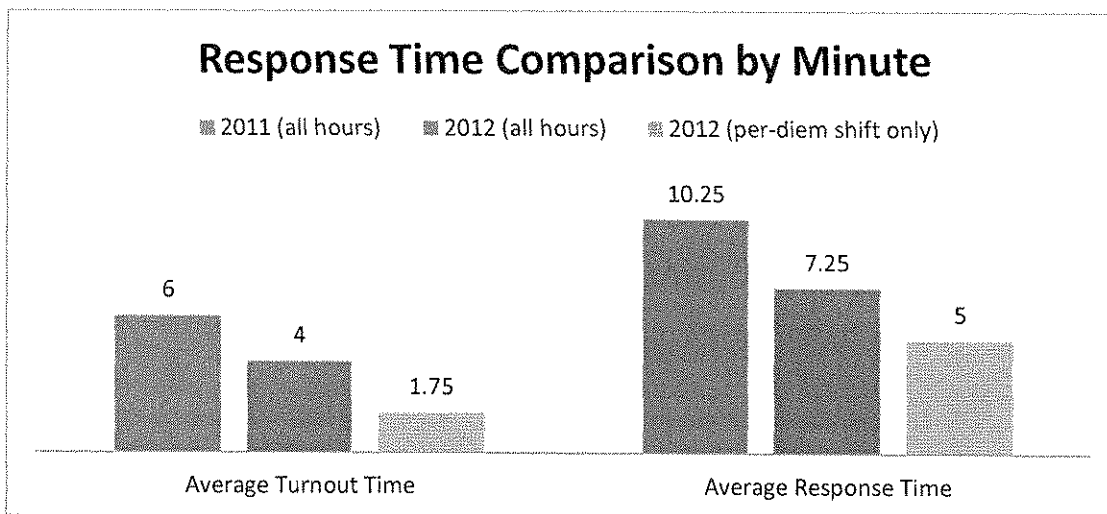
Mutual Aid

Due to the implementation of the per-diem program, our statistics show that we as a department are calling on our mutual aid communities much less often. In fact, in some cases we are responding to other communities more often.



Response Times

Response times have improved significantly over the past six months. During the per-diem shift hours, the ambulance is reaching the scene in five minutes. This cuts the 2011 response time in half, as it was just over ten minutes before an ambulance would reach the scene. It must be stressed that the response time only reflects that of the arrival for the actual ambulance and not care providers. In almost all cases a police officer (every officer is at least an EMT-Basic) or a rescue company EMT reaches the scene far before the ambulance. It is also important to note that the turnout time (between time of call and the ambulance leaving the station) has decreased at all hours of the day.



Thomas Memorial Library
Policy Manual
Electronic Information, Services and Network Access Policy

This electronic access policy governs the use of the library's computer workstations and all that can be accessed through them, including the Internet, for educational and recreational use compatible with the library's mission. In order to offer this limited service in a consistent and equal manner to patrons, regardless of age, while protecting the interests of all users, the following guidelines have been established.

ACCESS

TML provides access to electronic resources throughout the library for use by all patrons regardless of age. In accordance with Federal Law, all of our internet enabled computers as well as our wireless network are equipped with a filtering solution to direct children and young adults to sites appropriate for their use and to limit access to inappropriate matter. Adults (over 17 years old) may lawfully request that their sessions be unblocked.

Deleted: unrestricted

Deleted: in the adult

Deleted: Filters are implemented in the children's library and young adult room to

CAVEAT

The Internet is an unmoderated medium, produced by a diverse society. Our library staff is unable to control or censor the material that is available to our patrons. Users of our computers do so with an understanding that they may find some web sites objectionable. When doing research on the Internet, patrons should be aware that information might be dated, incomplete, or inaccurate. Consequently, the library advises researchers that all sources of information should be checked. Despite the use of filters in the library, the Internet remains unregulated. Filters are not perfect. They may restrict access to appropriate web sites, and may also allow access to inappropriate ones. Therefore, parents should supervise their children's use of the electronic media as they would any other library resource. Parents and children are encouraged to read and discuss with each other the material contained within the pamphlets *Child Safety on the Information Highway* and *Teen Safety on the Information Highway*. Copies of these brochures are available at our Reference Desks.

Deleted: children's

STAFF ASSISTANCE

In order to assist patrons, the library staff has familiarized themselves with the use of electronic information, services and networks. They will, time allowing, attempt to assist any patron requesting assistance. Due to the vastness and ever-changing nature of electronic resources, however, patrons should recognize that the assistance provided to any individual would be limited.

Deleted: will

USER INFORMATION

While the privacy of patron circulation information can be safeguarded by the Thomas Memorial Library, technological limitations make it impossible for the library or its staff to guarantee the privacy of any patron's use of the Internet. Consequently, every workstation user must respect the privacy of others by not representing themselves as another and by not attempting to modify or gain access to files belonging to another.

The library maintains the confidentiality of information relating to patrons' use of its resources, in accordance with Maine statutes. Parents should supervise their children to assure that no unauthorized disclosures of personal information are communicated.

A maximum of two people at a time may use our workstations. Parties with special needs who must have another person with them must see the librarian on duty for a relaxation of the two-person rule.

Thomas Memorial Library
Policy Manual
Electronic Information, Services and Network Access Policy

TIME

Patrons may sign up to use a workstation for one 30-minute period at our Reference Desks. Provided no one else is waiting to use a workstation, patrons may sign up to work for one additional 30 minute period only, after which time they will be asked to cease working or move to a different workstation. Reservations may not be "booked" in advance, but patrons may call ahead to check on the availability of our machines.

Workstations will be available for patron use during normal library hours.

LIMITS ON USE OF THE TECHNOLOGY

Due to space limitations, no information may be saved to a workstation's hard drive. Files or documents accessed through library workstations may only be saved to a formatted diskette purchased at our Reference Desks to reduce the risk of computer viruses migrating to library machines.

Personal E-mail accounts are not available. Computers in the children's library may not be used for email, chat, or other direct communication.

Users are expected to respect the rights of other patrons and to comply with laws, including laws governing copyrights, privacy, and the security of computer systems and networks.

COSTS

Electronic resource users will not access fee-for-service information providers using library accounts. Any costs accrued by accessing prohibited resources will be borne by the patron who signed up to use the workstation assessed such fees.

A printing fee of fifteen cents per page will be assessed.

ACCESS RESPONSIBILITIES

Access to the Internet is a service offered by the Thomas Memorial Library. Use of the system implies an understanding and acceptance of this policy. The library may suspend or terminate patron access to the Internet due to abuse of any of the user guidelines. Damage to equipment, software, databases, or other library property is unacceptable and will result in legal action. Suspension of privileges to access technology at the library will be handled in the following manner:

- First Offense - Two week suspension
- Second Offense - Four week suspension
- Third Offense - One year suspension

To: Cape Elizabeth Town Council

From: Michael K. McGovern

Re: Thomas Memorial Library Dilemma

Date: July 17, 2012

How much money do you spend on a building that may be largely replaced in two years?

If citizens do not approve a bond issue for the library, how much do you put into a library building that has been moved three times and that has had six additions over the years?

The library and the library property need immediate work. The porch of the old library has failing railings, the main front doors are rusting away causing a safety hazard, the main walkway needs repairs, paint is peeling off the connector building on a daily basis and the Holman Road house is becoming a safety concern. These are only top of the list problems and there are additional issues with the front columns, the front steps and landing, rotting wood throughout, casement windows that no longer open, wheelchair lifts that vibrate so much that folks are scared to ride them and dozens of other items including code violations that were identified in the 2009 report.

Last year \$50,000 was authorized for maintenance to try to keep the building from falling apart between now and 2014. There is \$36,000 remaining in the building maintenance account. Fixing rotting wood alone could take all of this money but the rotting wood does not immediately directly impact safety.

Library Director Jay Scherma, Facilities Manager Greg Marles and I met today to review what should be done to keep the main buildings safe and habitable, to review the status of the Holman Road house and to ensure that no money is wasted.

We agreed that we should move forward immediately with the safety improvements to the railings and doors at a cost not to exceed \$6,000. We should set aside \$3,000 for repairs to the walkways and for spot painting. This leaves \$27,000.

We also recommend that the council authorize the demolition of the Holman Road house. It needs too much money to render habitable once again and does not have the load requirements nor the accessibility requirements for a temporary use during a construction period. The cost to demolish the building and to properly dispose of all material is estimated at \$15,000. We will request the authorization at the August 13, 2012 town council meeting.

The balance of \$12,000 is proposed to remain in the account for emergency repairs etc.

MEMORANDUM

TO: Cape Elizabeth Town Council
FROM: Ordinance Committee
DATE: August 1, 2012
SUBJECT: Town Ways Ordinance Amendments

The Ordinance Committee held 2 meetings to review the Town Ways Ordinance referred by the Town Council. Town staff including Mike McGovern, Town Manager, Robert Malley, Public Works Director and Maureen O'Meara, Town Planner attended the meetings and made recommendations.

Meeting agendas and materials were posted on the town website in advance of the meeting, however, no members of the public attended the meetings. In keeping with the Town Council's Communication Policy to reach out to interested parties, copies of the draft ordinance were sent to representative parties who have recently appeared before the Town Council regarding the Town Ways Ordinance. Comments on the amendments have been solicited and may be provided to the Town Council.

The proposed amendments update the ordinance, with specific attention to issuance of permits by the Public Works Director, appeals of those permits, and standards that apply to issuance of permits.

At the July 31, 2012 meeting, the Ordinance Committee voted 3-0 to forward the amendments to the Town Ways Ordinance to the Town Council for consideration.

CHAPTER 17
TOWN WAYS
(With amendments effective through 01/07/2009)

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Article I. Definitions

Sec. 17-1-1. Definitions.

(a) The words "public way" shall mean the entire width between the right-of-way boundaries of every public way, or place of whatever nature when any part thereof is open to the use of the public, as a matter of right, for purposes of traffic, except for private roads and private ways. [Amended Eff. 1/07/09]

(b) The words "adequate sight distance" shall mean continuous and clear sight distance that meets the minimum requirements of Sec. ~~17-2-4(b)~~~~16-3-2(a)(1)~~ of this ordinance.

(c) "Permittee" shall mean a person who has obtained a permit as required by this ordinance.

Article II. Entrances to Public Roads.

[Adopted eff. 12/2/63 under R. R. 1954, C. 90-A, Sec. 3, (R.S. 1964, T. 30, Sec. 2151.

Sec. 17-2-1. Entrance Permit Required. No owner of property abutting upon any public way within the Town shall construct, cause or permit to be constructed, altered or relocated, any driveway, entrance, or approach or other improvement within the right-of-way of such road or extending from such road onto his property except in accordance with an entrance permit issued upon his application to the Director of Public Works and except for the bona fide purpose of securing access to his/her property and not for the purpose of parking or servicing vehicles within such right-of-way. Decisions of the Director of Public Works are appealable to the Zoning Board of Appeals~~Town Council~~. A permit fee established by the Town Council shall be paid for each permit. [Amended Eff. 1/11/95 and 01/07/09]

Sec. 17-2-2. Town Held Harmless. The applicant shall hold harmless the Town of Cape Elizabeth and its duly authorized agents and employees against any action for personal injury or property damage sustained by reason of the exercise of an Entrance Permit.

Sec. 17-2-3. Application. Application shall be made by filing with the Director of Public Works together with ~~an inspection~~ the permit fee established by the Town Council. The applicant shall furnish a copy of plans or sketches showing the proposed entrance locations, width and arrangement; distance between entrances; setback of building, gasoline pumps, etc., in relation to the center line of the traveled way; length, size and location of existing pipes, culverts, catch basins or manholes, curbing, curb and gutter, and/or sidewalks, ~~and the proposed location of new pipes, culverts, catch basins or manholes, curbing, etc.~~ and all other information needed to demonstrate compliance with the requirements in Sec. 17-2-4., if required by the Director of Public Works. [Amended Eff. 1/07/09]

Sec. 17-2-4. Conditions of Permit. The location, design and construction of any entrance permitted shall be in accordance with ~~all local regulations and~~ with the following requirements:

(a) Access Management. The applicant shall demonstrate that the entrance is needed and that no other reasonable alternative exists. For lots with frontage on more than one road, access to a local classification road is preferable to access onto a higher classification road. New entrances shall be located as far as possible from road intersections.

(b) Sight Distance. All entrances shall be so located that vehicles approaching or using

the entrance will be able to obtain adequate sight distance that meets the minimum requirements of 16-3-2 (a) (1) Road Classifications Standards Table. Measurements to determine sight distance shall be made in the proposed entrance at a point ten feet (10') from the edge of pavement with the height of eye three and one-half feet (3.5') above the pavement. The sight distance computed from this point measuring along the roadway to a point where an approaching object with a height of four and one-quarter feet (4.25') is first seen.

(cb) **Geometry Grade.** Driveway and Private Way entrance grades shall be as provided in Sec. 16-3- 2 (a) 10 of this the Subdivision Ordinance. The entrance shall intersect the traveled way at a horizontal angle as close as possible to 90 degrees, but in no case shall the horizontal angle be less than 75 degrees.

(de) **Number.** Not more than two entrances (or exits) shall be allowed any parcel of property the frontage of which is less than two hundred (200) feet. Additional entrances (or exits) for parcels of property having a frontage in excess of two hundred (200) feet shall be permitted only after showing of actual convenience and necessity. When frontage is fifty (50) feet or less, only one combined entrance and exit is permitted, the width of which shall not exceed thirty (30) feet.

(ed) **Sidewalk and Curbs.** When sidewalk, curbing or curb and gutter is to be removed, it shall be replaced at the owner's expense at the break points of the entrance. All curbing at the side of entrance shall be tapered to meet finish driveway grade, rounded with a radius of not less than two (2) feet.

(fe) **Drainage.** Drainage in road side ditches shall not be altered or impeded and suitable, approved drainage structures shall be provided at all entrances if required by the Public Works Director. Surfacing drainage shall be provided so that all surface water on the areas adjacent to the road shall be carried away from the road. Culverts or other provisions shall be made underneath the entrance or filled areas adjacent to the road adequate to carry the water in the road side ditches, if required by physical conditions as determined by the Public Works Director.

(gf) **Paving.** The first ten (10) feet of the entrance extending from a Town Way shall be paved in accordance with the paving requirement for local roads in Sec. 16-3-2(b) 4 of the Subdivision Ordinance or other hardscape may be installed with the approval of the Public Works Director. (Added eff. 12/10/03)

Sec. 17-2-5. Heavily-Used Entrances. Application for entrances to drive-in theaters, shopping centers, ball parks or other large public gathering places may be granted only after approval by the Planning Board based upon the applicable standards under Site Plan Review, Sec 19-9. [Amended Eff. 1/11/95 and 12/10/03]

Article III. Excavation and Utility Installation

Sec. 17-3-1. Street Opening Permit Required.

No person or utility shall make any excavation in any public road way without first obtaining a street opening permit from the Public Works Director or his/her designee. All such excavations are governed by 23 M.R.S.A., Sec. 3352 et seq. and this Ordinance.

(a) **Excavation Site** Prior to any excavation, applicants shall pre-mark the proposed area of excavation in white paint, in accordance with the applicable State of Maine and Dig-Safe requirements. Limits of pre-marked sites shall be within a reasonable area for purposes of the excavation. Excavators may identify pre-marked site, though it is not required by the "Dig Safe" legislation. Identification shall be done using company or utility initials, in letters no larger than six (6) inches in height. Identification shall be placed in the area to be excavated so that the identification will be eliminated after the job is completed. The Town of Cape Elizabeth is member of "Dig Safe", Inc. and requires that "Dig Safe, Inc." be contacted for all excavations on any public road way within the Town of Cape Elizabeth. [Amended Eff. 1/07/09]

(b) **Application** A Street Opening Permit shall be issued only after a written application on a form provided by the Town of Cape Elizabeth is submitted to the Public Works Director or his/her designated agent. The completed application shall state applicant's name, address, 24 hour emergency phone number and the purpose of the excavation. Applicants shall provide a "Dig-Safe" confirmation number on the application that is applicable to the proposed excavation site. The completed application shall also provide the name of location to be excavated, the beginning date of the proposed work, the completion date, the name of property owner for whom work is being done. The application shall be accompanied by a valid certificate of insurance, as outlined in Sec. 17-3-9, unless one is already on file with the Department of Public Works. [Amended Eff. 1/07/09]

(c) **Permit** Upon receipt of completed street and sidewalk opening applications, an opening permit will be issued. A fee established by the Town Council shall be paid for each permit or renewal thereof. Street opening permits shall only be issued from April 1 to November 30, unless an emergency or special circumstance exist. An explanation shall be given to the Public Works Director explaining the special situation or emergency prior to the issuance of a permit during the months of December 1 through March 31. Any oral explanation shall be followed up by a written explanation within two (2) working days.

(d) **Work Zone Signage** All excavations within any public way shall be posted and identified with the appropriate work zone signage and/or devices that conform to the latest edition of the Manual of Uniform Traffic Control Devices (MUTCD). Traffic control in the vicinity of all excavations affecting vehicular, pedestrian and bicycle traffic shall be subject to final review and approval of the Director of Public Works, or his designee. [Added Eff. 1/07/09]

Sec. 17-3-2. Excavation Excavation work must be started no later than thirty (30) working days from the date of issuance of the Street Opening Permit. After the expiration of the thirty (30) day period, such street opening permit shall become null and void.

Notification shall be made to the Public Works Department on the actual day the work will begin. No work shall be done under the permit on Saturdays, Sundays or Holidays, unless approved by the Public Works Director. During all street excavations, one-way traffic shall be maintained for emergency vehicles. Temporary exceptions may be made only by the Fire Chief and/or the Director of Public Works only when another means of access is available. [Amended Eff. 1/07/09]

Sec. 17-3-3. Protection of Public Property. In the course of any excavation, individuals and/or utilities shall not remove any trees or shrubs which exist in the street area without first obtaining the consent of the Tree Warden and/or Director of Public Works. [Amended Eff. 1/07/09]

Sec. 17-3-4. Pavement Breaking in Streets. All excavations on paved street surfaces shall be precut in a neat straight line with pavement breakers or saws. Cutouts of the trench lines must be normal or parallel to the trench line. Pavement edges shall be trimmed to a vertical face and neatly aligned with the center line of the trench. When three (3) or more street openings sequence fifteen (15) feet or less, center to center, between each adjacent opening, the individual and/or utility shall be charged for one (1) opening measured from the first to the last.

Sec. 17-3-5. Pavement Breaking in Sidewalks. All parts of Section 17-3-4 shall also apply to sidewalks in all cases except concrete sidewalks. Concrete sidewalks shall be saw cut. Use of pavement breakers will not be allowed. On concrete sidewalks, all cuts shall be made from the nearest joint or score line on one side of the excavation to the nearest joint or score line on the other side of the excavation.

Sec. 17-3-6. Backfilling. Fine material (free of lumps and stones no larger than four (4) inches shall be thoroughly compacted around and under the substructure to the upper level of the substructure. Backfill material shall be placed and compacted in lifts of eight (8) to twelve (12) inches and thoroughly compacted by mechanical compactors approved by the Director of Public Works. Within eighteen (18) inches of the sub grade of the pavement, backfill shall meet MDOT specification Type B and be left three (3) inches below the surface. Within twenty-four (24) hours after the trench has been backfilled three (3) inches of cold bituminous concrete shall be placed over the gravel and compacted, or permanent repairs completed per Section 17-3-8. [Amended Eff. 1/11/95 and 01/07/09]

Sec. 17-3-7. Inspections. The Director of Public Works or his designee shall make such inspections as are necessary in the enforcement of this ordinance.

Sec. 17-3-8. Restoration of Surface in Public Ways. Permanent resurfacing of excavations shall be made by the Town of Cape Elizabeth. The Town, at its option, may allow the individual or utility to permanently resurface that portion of the street surface damaged by the excavation, in which event, permanent resurfacing shall be done in a manner and under the specifications of the Town of Cape Elizabeth's Subdivision Ordinance for pavement thickness. If such permanent repairs are made to the satisfactory

completion of the Director of Public Works, or his/her designee, all charges for resurfacing will be canceled.

The Director of Public Works, or his/her designee may require any trench to be cold-planned and/or resurfaced due to settlement, defects in materials and workmanship related such resurfacing within three (3) years of the original excavation, at the expense of the permittee. [Amended Eff. 1/11/95 and 01/07/09]

Sec. 17-3-9. Proof of Insurance. Applicants for opening permits shall supply to the Department of Public Works a certificate of insurance listing the Town of Cape Elizabeth as an additionally named insured - \$400,000 minimum. Coverage shall be for not less than the following amounts:

a. General liability including comprehensive form, premises/operations, underground explosion and collapse hazard, products/completed operations, contractual, independent contractors, broad form property damage and personal injury.

1. \$1,000,000 Bodily Injury and Property Damage Each Occurrence
2. \$2,000,000 Bodily Injury and Property Damage Aggregate
3. \$2,000,000 Personal Injury Aggregate

b. Automobile liability including any auto, hired autos and non-owned autos - \$1,000,000 bodily injury and property damage combined.

c. Workers' Compensation and Employer's Liability

1. \$500,000 each accident
2. \$500,000 Disease - Policy limit
3. \$500,000 Disease - Each employee [Amended Eff. 01/07/09]

Sec. 17-3-10. Excavations in Reconstructed or Repaved Roads. After a public road has been reconstructed or repaved, no permit shall be granted to open such road for a period of five (5) years unless an emergency condition exists or unless the necessity for making such installation could not have been reasonably foreseen at the time of the reconstruction or repaving. This section shall be void unless the Town shall have given sixty (60) days notice by certified mail of the impending work to the owners of property abutting the road and to all public utilities serving the road. [Amended Eff. 01/07/09]

Sec. 17-3-11. Penalty. Any person, firm or corporation who shall violate any provision of this Article III shall upon conviction be fined for the use of the Town in a sum not less than \$500.00 and not more than \$1,000.00. Each day of continued violation shall constitute a new and separate offense. [Amended Eff. 1/11/95 and 01/07/09]

Article IV. Construction of Streets.

[Adopted eff. 11/12/76 under R.S. 1964, T. 30, Sec. 2151.]

Sec. 17-4-1. Compliance with Subdivision Requirements. Any way hereafter constructed within the limits of the Town, including any way serving more than one residential unit or serving two or more lots of land to which title is held in different ownership, shall be designed and constructed so as to satisfy the requirements imposed upon streets within subdivisions and shall be submitted for acceptance by the Town unless the Planning Board, after considerations of future traffic and the provision of municipal services over such street, its location with respect to the comprehensive plan and the adequacy of construction proposed, approves the construction of such street to lesser standards and with reasonable requirements as may be necessary to assure adequate access by municipal emergency vehicles, maximum utility in relation to objectives of the comprehensive plan, and continuing maintenance of such street. [Amended Eff. 01/07/09]

Article V. Regulation of Heavy Loads.

Sec. 17-5-1. Heavy Load Limits. The Town Manager may, upon the recommendation of the Director of Public Works, and after seven (7) days notice published once in a newspaper of general circulation in the community, post registered gross vehicle weight limits on any town public road. [Amended Eff. 01/07/09]

Sec. 17-5-2. Penalty. Any person, firm or corporation who shall violate a posted weight limit enacted under Sec. 17-5-1 shall, upon conviction, be fined, for the use of the Town, a sum not less than \$100.00 nor more than \$250.00 for each 1,000 pounds of registered gross vehicle weight over a posted weight limit. [Revised 11-11-88 and 01/07/09]

CHAPTER 2

ADMINISTRATIVE CODE

[Adopted eff. 8/13/2009 under Article III, Section 8
of the Council-Manager Charter of the
Town of Cape Elizabeth, Maine]

- Article 1. Municipal Departments**
- Sec. 2-1-1. General Provisions
 - Sec. 2-1-2. Administrative Services Department
 - Sec. 2-1-3. Assessment Department
 - Sec. 2-1-4. Building and Inspection Department
 - Sec. 2-1-5. Fire Department
 - Sec. 2-1-6. Thomas Memorial Library
 - Sec. 2-1-7. Planning Department
 - Sec. 2-1-8. Police Department
 - Sec. 2-1-9. Public Works Department

Article II. Positions Not Part of Other Municipal Departments

- ~~Sec. 2-2-1. Community Services Director~~
- Sec. 2-2-2. Town Engineer
- Sec. 2-2-3. Municipal Comptroller
- Sec. 2-2-4. Cable Television Coordinator
- Sec. 2-2-5. Webmaster
- Sec. 2-2-6. Facilities Manager
- Sec. 2-2-7. Museum Manager

Article III. Purchasing Procedure

- Sec. 2-3-1. Purpose
- Sec. 2-3-2. General Provisions
- Sec. 2-3-3. Sale of Equipment

Article IV. Improvements to Town Owned Land and Buildings

- Sec. 2-4-1. Town to be the Applicant
- Sec. 2-4-2. Town Council to Review Plans
- Sec. 2-4-3. Role for Community Groups and Individuals
- Sec. 2-4-4. Use of Municipal Resources

Article I. Municipal Departments.

Sec. 2-1-1. General Provisions.

(a) Town Manager. The Town Manager shall be the administrative head of the Town and shall perform all the duties and have all the responsibilities prescribed by the Town Charter and the Town Council.

(b) Responsibilities. The Town Manager shall supervise the heads of all departments established by this Code and the Town Charter, and shall have the power to suspend and discipline, and to perform or delegate the duties and responsibilities of such department heads and of statutory officers unless disqualified to do so by statute. The Town Manager shall prepare and revise a personnel code for adoption by the Town Council and be responsible for its administration.

(c) Rules and Regulations. The Town Manager may prescribe such rules and regulations not inconsistent with the Town Charter and Town ordinances as the Town Manager may deem necessary for the conduct of the various departments, and he may investigate and inquire into the affairs of any department at any time.

(d) Municipal Departments Established. The administrative service of the Town shall consist of the following departments and the department heads shall be known by the titles shown:

1. Administrative Services	Town Clerk
2. Assessment	Assessor
3. Building & Inspection	Code Enforcement Officer
4. Fire	Fire Chief
5. Thomas Memorial Library	Library Director
6. Planning	Town Planner
7. Police	Chief of Police
8. Public Works	Director of Public Works

(e) Powers and Duties of Department Heads

1. Department heads shall be responsible for the efficient operations of their department. They shall perform all the duties and exercise all the powers conferred upon each office by applicable laws and ordinances. The Town Manager may not overrule any department head or any statutory officer on a lawful decision made by their office in their statutory capacity or as enabled by ordinance unless specifically authorized in an applicable ordinance or statute. No department head may overrule any statutory officer or municipal official on a lawful decision made by their office in their statutory capacity or as enabled by ordinance unless the department head is specifically authorized to do so in an applicable ordinance or statute.
2. Department heads may, with the approval of the Town Manager, establish such departmental divisions as may be desirable in the interest of economy and efficiency, and in accordance with sound administrative principles and practices.
3. Department heads may prescribe departmental regulations subject to the approval of the Town Manager not inconsistent with law, the Town Charter, and other ordinances and regulations of the Town Council, for the administration of their various departments, conduct of their employees, and the proper performance of the department's business.
4. Department heads shall attend meetings called by the Town Manager and meetings of board and commissions to which they have been assigned a staff responsibility.
5. Department heads shall supply to the Town Manager such reports as are required by the Town Manager.

(f) Selection, Qualification, Compensation & Terms of Office of Department Heads

1. All department heads shall be appointed and removed as prescribed in the Town Charter and Maine statutes on the basis of merit and fitness to perform their duties.

2. The compensation of all department heads shall be determined by the Town Manager subject to appropriations provided and any pay classification plan that may be available from time to time.

(g) Department Staff

1. Department heads may establish subordinate positions and make appointments and removals as may be necessary within the limits of the appropriations provided, subject to the provisions of the Town Charter, the personnel rules and regulations, and the approval of the Town Manager.
2. All employees shall be under the immediate supervision of their respective department or division head, and all employees shall be compensated in a fair and equitable manner and on the basis of any pay classification schedule that may be available from time to time. Department heads are responsible for an annual written evaluation of all employees within their department and copies of evaluations shall be provided annually to the Town Manager.

Sec. 2-1-2. Administrative Services Department.

(a) Department Staff. The Administrative Services Department shall consist of the Town Clerk, and such other level of staffing as may be recommended by the Town Manager and approved by the Town Council.

(b) Function. The Administrative Services Department shall perform the following functions:

1. Prepare, maintain, publish and index proceedings of the Town Council.
2. Arrange for all elections, and maintain all election and voter records.
3. Obtain and maintain all statistics on births, marriages, and deaths as required by law.
4. File and preserve, as required, all contracts, bonds, oaths of office and other documents.
5. Maintain the official record of all ordinances of the Town and of the proceedings of all boards, commissions and committees.
6. Be responsible for the safekeeping of the Town Seal.
7. Maintain a master calendar of municipal meetings.
8. Collect daily revenues on behalf of the Tax Collector and Town Treasurer.
9. Prepare and file documents to perfect tax collections.
10. Oversee the operations of the Spurwink Church.
11. Provide administrative support to the Town Manager.
12. Perform all other related functions as required.

Sec. 2-1-3. Assessment Department.

(a) Department Staff. The Assessment Department shall consist of the Assessor and such other levels of staffing as may be recommended by the Town Manager and approved by the Town Council.

(b) Function. The Assessor shall perform the following functions:

1. Carry out all the duties required of an assessor by State statute.
2. Prepare all assessments, tax rolls and tax notices as required by law.
3. Check all property transfers and maintain all property records pertaining to assessing function.

4. Perform other related functions as required.

Sec. 2-1-4. Building and Inspection Department.

(a) Department Staff. The Building and Inspection Department shall be under the immediate supervision of the Code Enforcement Officer who shall also serve, while meeting any statutory qualifications therefore, as the Building Inspector, Health Officer, Plumbing Inspector, and Electrical Inspector for the Town unless and until a different person is appointed to any such office.

- (b) Function. The Department shall perform the following duties:
1. Review and issue when appropriate plumbing, building, and electrical permits.
 2. Inspect existing housing, new construction, remodeling and land use for conformity to the Zoning Ordinance and all other related and appropriate codes.
 3. Provide staff assistance to the Zoning Board of Appeals.
 4. Perform all other functions that may be required by statute or ordinance.
 5. Perform all related functions as required.

Sec. 2-1-5. Fire Department.

1. Fire Chief, Deputies and Emergency Preparedness
 1. The Fire Department shall be under the immediate supervision of the Fire Chief who shall have all the rights, powers, duties and responsibilities prescribed in State statutes relating to fire chiefs and in the Town Ordinances.
 2. Deputy fire chiefs, not exceeding three (3) in number, shall be appointed and may be removed by the fire chief subject to the approval of the Town Manager. The deputy fire chiefs shall be appointed from among the memberships of the department's companies and shall not be carried on the rolls, receive compensation as a member, hold office in, or be considered as a member of the company from which they were appointed. Deputy fire chiefs shall be subject to an annual evaluation by the Fire Chief.
 3. The fire chief shall appoint a Director of Emergency Preparedness who shall prepare for disasters, interact with the Maine Emergency Management System and the County Department of Emergency Management and who shall support disaster response during a disaster event.

(b) Department Companies.

1. The department shall consist of at least five companies, consisting of not less than twenty (20) nor more than forty (40) persons each, and such other companies as shall be established by the Board of Fire Commissioners and approved by the Town Council. Two of the companies shall be fire companies, one shall be a rescue company, one a water rescue company and one a fire/police unit.
2. Each company shall have officers, consisting of a captain, first lieutenant and second lieutenant, secretary, and treasurer. The officers shall be chosen by the Fire Chief based upon merit and fitness for their respective position. The captains and lieutenants shall be successively responsible for the condition of their apparatus and the training and response of the companies.

3. Each company shall meet once a month for inspection of equipment or training.

Sec. 2-1-6. Thomas Memorial Library

(a) Department Staff. The Thomas Memorial Library Department shall consist of the Library Director and such other level of staffing as may be recommended by the Town Manager and approved by the Town Council.

(b) Responsibilities. The Thomas Memorial Library Department shall perform the following functions:

1. Select and purchase books, magazines, periodicals and other media to best serve the needs of the community.
2. Catalog and organize all such materials to ensure easy accessibility.
3. Circulate library materials for general use.
4. Provide a reference service for answering requests for specific information.
5. Provide library services in the library during the hours which best meet the needs of the community and provide an online catalogue and website to enable patrons to access library services.
6. Promote the availability of the library material to stimulate a wider general interest in its use.
7. Promote special services and guidance to adults and children in the use of educational and recreational materials.
8. Cooperate with community organizations to provide assistance in program planning and projects.
9. Maintain and care for all property assigned to the library.
10. Prepare and maintain all records pertaining to the Thomas Memorial Library.

Sec. 2-1-7 Planning Department

(a) Department Staff. The Planning Department shall be under the supervision of the Town Planner and consist of the Town Planner and such level of staffing as may be recommended by the Town Manager and approved by the Town Council.

(b) Function: The Planning Department shall perform the following functions:

1. Provide staff assistance to the Planning Board, Conservation Commission, and to other committees when requested by the Town Manager.
2. Maintain the Town's geographic information system (GIS)
3. Maintain records and maps of the Town's open space and greenbelt.
4. Assist with all issues related to the Comprehensive Plan.
5. Assist citizens with accessing property records.
6. Provide clerical assistance to the Assessment and the Building and Inspection Departments.
7. Perform all other functions that may be required by statute or ordinance.
8. Perform all related functions as required.

Sec. 2-1-8. Police Department

(a) Department Staff. The Police Department, under the supervision of the Chief of Police, shall consist of such forces of officers, reserve officers and other personnel as may be recommended by the Town Manager and approved by the Town Council. The Chief of Police

shall appoint and may remove a Harbormaster who shall be responsible for the administration of the Harbors Ordinance and undertake statutory duties and responsibilities given to harbormasters in Maine.

(b) Function. The Police Department shall perform the following functions:

1. Enforce the laws and ordinances.
2. Prevent crime and maintain law and order.
3. Protect lives and property from malicious damage and injury.
4. Maintain and care for all property of the Police Department.
5. Prepare and maintain all necessary records pertaining to the Police Department.
6. Provide assistance to the public in all matters of law enforcement
7. Liaison with the school department to ensure proper safety in the schools and on school grounds.
8. Coordinate the animal control and dispatch relationship with neighboring communities.
9. Coordinate the municipal street lighting program.
10. Perform all related functions as required.

Sec. 2-1-9. Public Works Department

(a) Department Division. The Public Works Department, under the supervision of the Director of Public Works, shall consist of the divisions of Highway, Parks, Sewer, Refuse Disposal and Garage. Each division shall consist of such level of staffing as may be recommended by the Town Manager and approved by the Town Council.

(b) Highway Division. The Highway Division shall perform the following functions:

1. Construct, maintain and repair all roads, bridges, and sidewalks, except where specific projects may be let to contractors.
2. Remove snow and distribute salt and sand on all highways, streets, bridges, municipal and school properties, and public ways.
3. Remove snow on sidewalks designated by the Director of Public Works.
4. Maintain and care for all property and equipment assigned to the Highway Department.
5. Issue all permits for street openings.
6. Perform all other related functions as required.

(c) Parks Division. The Parks Division shall perform the following functions:

1. Develop, maintain and care for all municipal parks, school grounds, municipal lots, and cemeteries.
2. Maintain and care for all property and equipment assigned to the Division.
3. Perform all other related functions as required.

(d) Sewer Division. The Sewer Division shall perform the following functions:

1. Repair, maintain and operate the Town sewer system and treatment facilities, except that part of the system maintained by the Portland Water District, and except where specific projects may be let out to contract.
2. Maintain and care for all property and equipment assigned to the Sewer Division.
3. Prepare and maintain all necessary records pertaining to the Sewer Division except sewer billing records.
4. Perform all other related functions as required.

- (e) Refuse Disposal Division. The Refuse Disposal Division shall perform the following functions:
 1. Operate, maintain and repair the Town Recycling Center and all other municipal refuse disposal and recycling facilities.
 2. Maintain and care for all property and equipment assigned to the Refuse Disposal Division.
 3. Perform all other functions as required.

- (f) Garage Division. The Garage Division shall perform the following functions:
 1. Operate, maintain and repair the Town Garage and its facilities.
 2. Repair and maintain all the motorized Town vehicles and other public works equipment.
 3. Purchase stock and charge to the using department parts and accessories as required, in conformance with the purchasing procedure.
 4. Maintain and care for all property and equipment assigned to the Garage Division.
 5. Perform all other related functions as required.

(g) Tree Warden. The Tree Warden shall be appointed and may be removed by the Director of Public Works subject to approval by the Town Manager. The Tree Warden shall be charged with such duties and exercise such powers as shall be prescribed from time to time by statute, local ordinances and regulations.

Article II. Positions Not Part of Other Municipal Departments

~~Sec. 2-2-1. Community Services Director.~~

~~—(a) Community Services Director. The Community Services Director shall be appointed by the School Board and shall be an employee of the School Department, which shall establish the salary and other terms of employment. The Superintendent of Schools shall consult the Town Manager on appointments and removals from this position.~~

~~—(b) Function. The Community Services Director shall perform the following functions:~~

- ~~1. Attend meetings of municipal department heads~~
- ~~2. Perform such functions as the School Department may require.~~

Sec. 2-2-2. Town Engineer. The Town Engineer shall be appointed by, and may be removed by, the Town Manager and is charged with such powers as may be prescribed by statute, regulation and ordinance.

Sec. 2-2-3. Municipal Comptroller.

(a) Municipal Comptroller. The Municipal Comptroller, who shall also serve as School Department Business Manager, shall be appointed by the School Board and shall be an employee of the School Department, which shall establish the salary and other terms of employment. The Superintendent of Schools shall consult the Town Manager on appointments and removals from this position.

(b) Function. The Municipal Comptroller shall serve the following functions:

1. Coordination of the municipal/school computer system including planning of system enhancements, arrangement of personnel training, accounting control functions and system maintenance.
2. Supervision of municipal/school accounting practices including the establishment of the chart of accounts, preparation of required financial reports to outside agencies, drafting of the annual financial statement and provision of assistance to the independent auditors.
3. Attend meetings of Town Department Heads.
4. Perform such functions as the School Department may require.
5. Perform related functions as required.

Sec. 2-2-4. Cable Television Coordinator. The Cable Television Coordinator shall be appointed and removed by the Town Manager. The coordinator shall operate the Town's public access channel and bulletin board in conformance with guidelines approved by the Town Council and shall perform related functions as required.

Sec. 2-2-5. Webmaster. The Webmaster shall be appointed and removed by the Town Manager. The Webmaster shall maintain the municipal website in conformance with guidelines approved by the Cape Elizabeth Town Council and shall perform related functions as required.

Sec. 2-2-6. Facilities Manager. The Facilities Manager shall be appointed and removed by the ~~Town Manager~~ Superintendent of Schools. ~~The Town Manager shall consult the Superintendent of Schools on appointments and removals from this position.~~ The Facilities Manager shall oversee building and energy related projects on municipal and school property. The Facilities Manager shall also maintain records on all municipal and school properties including records of energy use and work completed on buildings and shall perform related functions as required.

Sec. 2-2-7. Museum Director. The Director of the Museum at Portland Head Light shall be appointed and removed by the Town Manager, subject to the approval of the Board of Directors of the Museum at Portland Head Light. . The Museum Director shall provide for the curatorial direction and operation of the Museum at Portland Head Light, shall operate the gift shop at Portland Head Light and perform related functions as required.

Article III. Purchasing Procedure

Sec. 2-3-1 Purpose. The primary purpose of this purchasing procedure is to ensure that the goods and services purchased by the Town are of the quality needed and are secured at the lowest possible price. A second objective is to purchase goods and services in a manner that all qualified vendors have an equal opportunity to do business with the Town.

Sec. 2-3-2. General Provisions.

(a) Department heads may purchase goods and services not to exceed \$5,000 without prior specific approval of the Town Manager provided funds are available in the budget line item. All purchases over \$250 shall be done with three price quotes which shall be kept in a log record within the department.

(b) Department heads may purchase goods and services of value between \$5,000 and \$10,000 with specific approval of the Town Manager provided funds are available in the budget line item. Department heads shall provide quotes to the Town Manager from at least three vendors or provide evidence of having sought three quotes.

(c) The Town Manager may purchase goods and services of value between \$10,000 and .05% of the last state valuation provided funds are available in the budget line item. All purchases shall be made with written sealed competitive bids concurrently opened in public.

(d) The Town Manager may purchase goods and services of value over .05% of the late state valuation only after the purchase has been specifically authorized by the Town Council.

(e) The Town Manager may make recurring purchases of professional services based on a competitive selection process and the competition shall be opened at least once every five years.

(f) The Town Manager may purchase on a recurring basis without competitive bidding goods and services from regional and statewide organizations serving local government and from other units of government. Such purchases shall be specifically disclosed as part of the annual budget process.

(g) The Town may participate in collaborative bidding with other entities including regional entities and may utilize prices given to the collaborative bid processes and the State of Maine though their competitive bids in lieu of obtaining bids independently.

(h) The Department Head, Town Manager, or Town Council, as applicable, shall accept the lowest best bid/quotation meeting specifications and may decide to accept or reject any or all bids. The Town Manager may waive any provision of the purchasing policy in times of emergency and if an insufficient number of bids or quotations are able to be obtained. This purchasing procedure shall not apply to goods purchased for resale. In determining the lowest best bid/quotation meeting specifications, the following shall be considered:

1. The ability, capacity, and skill of the bidder to perform the contract or provide the service required,
2. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
4. The quality of performance of previous contracts or services;
5. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
6. The quality, availability and adaptability of the supplies, or contractual services to the particular use required;
7. The sufficiency of the financial resources and any required performance guarantees required to perform the contract or provide the service.
8. The ability of the bidder to provide future maintenance and service for the subject of the contract;
9. The number and scope of conditions attached to the bid or proposal;
10. The life cycle costs of all good or service to be provided;
11. In the event of a tie bid, quality and service being equal, preference may be given to a local vendor.

Sec. 2-3-3. Sale of Equipment. No Town equipment or property may be sold without authorization of the Town Manager except goods specifically purchased for resale. Any equipment or property with a value in excess of \$15,000 may be only be sold upon authorization of the Town Council. Property in this instance is defined as “goods” and does not include real property and property interests which may be sold only with Town Council authorization.

Article IV Improvements to Town Owned Land and Buildings

Sec. 2-4-1. Town to be the Applicant. All projects on municipal and school property needing review or a permit shall be directly overseen by the Town Manager or a designee of the Town Manager. The Town manager shall be responsible for all permitting including local building permits, state and federal permits, and for coordinating presentation before all review agencies. Any private groups interested in a project may represent their own interest before any review board, but shall not be recognized as representing the Town.

Sec. 2-4-2. Town Council to Review Plans. Any project over \$50,000 in estimated costs and requiring a building permit shall not be submitted to any review agency without first being authorized by the Town Council. This shall not apply to drainage projects or to emergency repairs. The Town Council authorization shall include two separate authorizations. The first shall be for funding and project planning and design. The second authorization shall be for approval of the specific application/plans to be submitted.

Sec. 2-4-3 Role for Community Groups and Individuals. Some projects on municipal or school property may involve contributions of funds and/or in-kind services from groups or individuals. The Town Treasurer may not accept any gifts for projects without acceptance by the Town Council or unless the Town Council has authorized fund raising for the project. Persons and groups providing financial or in-kind support for a project may provide input into project planning, but the scope of any project must be approved by the Town Council. Any projects within school buildings involving community groups shall be subject to school department regulation.

Sec. 2-4-4 Use of Municipal Resources. Some projects on municipal and school property may be jointly funded by private groups and individuals and by the Town. The Town Council shall approve a cost sharing agreement for any joint project and no physical work may begin on a project or any construction contract signed unless funds are in place to complete the project or written cost sharing plan provides otherwise.

Post Issuance Compliance Policy Relating to Bonds Issued by the Town

This policy is being adopted by the Town of Cape Elizabeth (the "Town") in order to assure that the Town complies with the requirements of federal and state law and the covenants in its bond documents that apply following the issuance of Bonds by the Town. For purposes of this policy, the term "Bonds" means any obligations of the Town incurred for the purpose of borrowing money, including, without limitation, bonds, notes, and equipment lease-purchase agreements.

1. Responsibility for Post-Issuance Compliance: The Town Treasurer (the "Treasurer") is responsible for monitoring compliance with this Policy. The Treasurer may designate employees to carry out their duties under this Policy.

2. Compliance with Covenants in Bond Documents: The Treasurer shall ensure compliance with all covenants made by the Town in the Bond documents, including, but not limited to, financial reporting, restrictions on the use and disposition of property, restrictions on the use and investment of Bond proceeds, and arbitrage and rebate compliance.

3. Continuing Disclosure Compliance: The Town will comply with any applicable continuing disclosure requirements of Rule 15c2-12 under the Securities and Exchange Act of 1934, as amended, and officially interpreted from time to time and the terms of any continuing disclosure agreement or certificate entered by the Town (each, a "Continuing Disclosure Agreement"), including the following:

(a) The Town will provide the following information to the Municipal Securities Rulemaking Board or any successor thereto ("MSRB") established under the Securities and Exchange Act of 1934, as amended: (x) not later than 270 days after the end of each fiscal year, annual financial information and operating data relating to the Town for the preceding fiscal year of the type presented in any Official Statement prepared in connection with the Bonds regarding: (i) revenues and expenditures of the Town relating to its operating budget, (ii) capital expenditures, (iii) fund balances, (iv) rate information, (v) outstanding indebtedness and overlapping debt of the Town, (vi) pension obligations of the Town, and (vii) such other financial information and operating data as may be required to comply with the Rule; and (y) promptly upon their public release, the audited financial statements of the Town, prepared in accordance with generally accepted accounting principles.

(b) The Town will provide in a timely manner not in excess of nine (9) business days after the occurrence of an event listed in this Section 2 to the MSRB or any successor thereto, notice of the occurrence of any of the following events with respect to the Bonds:

- i. Principal and interest payment delinquencies;
- ii. Non-payment related defaults, if material;
- iii. Unscheduled draws on debt service reserves reflecting financial difficulties;
- iv. Unscheduled draws on credit enhancements reflecting financial difficulties;
- v. Substitution of credit or liquidity providers, or their failure to perform;

- vi. Adverse tax opinions, the issuance by the Internal Revenue Service of Proposed Issue (IRS Form 5701-TEB) or other material notices of determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds;
- vii. Modifications to the rights of securities holders, if material;
- viii. Bond calls, if material, and tender offers;
- ix. Defeasances;
- x. Release, substitution, or sale of property securing repayment of the Bonds, if material;
- xi. Rating changes;
- xii. Bankruptcy, insolvency, receivership or similar event of the Town; for the purposes of the event identified in this clause (l), the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the Town in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or government authority has assumed jurisdiction over substantially all of the assets or business of the Town, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the Town;
- xiii. The consummation of a merger, consolidation, or acquisition involving the Town or the sale of all or substantially all of the assets of the Town, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and
- xiv. Appointment of a successor or additional trustee or the change of name of a trustee, if material.

4. Federal Tax Law Compliance: The Town will comply with the terms of each arbitrage and use of proceeds certificate or tax compliance certificate (each, an "Arbitrage and Use of Proceeds Certificate") for each issue of Bonds issued by the Town and with the applicable provisions of federal tax law. Without limitation of the foregoing, the Town shall take the following actions:

(a) Proper Use of Proceeds — The Treasurer shall ensure that bond proceeds are expended and allocated to expenditures in a manner that is consistent with the purpose for which each bond issue is undertaken, as set forth in any Arbitrage and Use of Proceeds Certificate or agreement related to each bond issue.

(b) Investment of Bond Proceeds — The Treasurer shall ensure that bond proceeds are invested in investments that are permissible under the terms of Maine law, the bond documents, and applicable federal tax laws.

(c) Arbitrage and Rebate — The Treasurer shall ensure that the Town complies with the arbitrage, rebate and yield restriction requirements of Section 148 of the Internal Revenue Code and the regulations promulgated pursuant thereto and that the Town completes all necessary arbitrage rebate calculations, payments and filings in a timely manner or confirms that the Bonds are exempt from rebate.

(d) Administration of Direct Pay Bonds — The Treasurer shall ensure the proper administration of each issue of Bonds qualifying for the payment by the Federal government of a credit equal to a percentage of interest on such Bonds, including the timely completion and filing of any forms required by the Internal Revenue Service to maintain or establish the applicable status of the Bonds for purposes of federal income taxation.

(e) Use of Bond-Financed Facilities — The Treasurer shall consult with Bond Counsel for the Town before entering into any agreement or other arrangement for the sale, lease, management or use of bond-financed property, including, but not limited to, service, vendor, and management contracts, research agreements, licenses to use bond-financed property, agreements granting special rights or entitlements to private parties or naming rights agreements. The Treasurer shall review such agreements for compliance with federal tax laws.

(f) Post-Issuance Transactions — The Treasurer shall consult with Bond Counsel for the Town before making any modifications or amendments to the bond documents for a bond issue, including, but not limited to, entering or modifying investment agreements; making any change in security for the Bonds; engaging in post-issuance credit enhancement transactions (e.g., bond insurance, letter of credit) or hedging transactions (e.g., interest rate swap, cap); terminating or appointing successor trustees; releasing any liens, or reissuing or refunding the Bonds.

(g) Remedial Action — In the event that is determined that any use of bond proceeds or bond-financed facilities is inconsistent with the character of the status for federal income tax purposes of the Bonds, the Treasurer shall consult with the Town's Bond Counsel for the purpose of determining the nature and extent of any remedial action necessary or proper for the Town to take with respect to such Bonds or bond-financed facilities. If the Town takes any action after the issuance of Bonds that causes the conditions of the private business tests or the private loan financing test to be met, then the Town shall take timely remedial actions in accordance with the federal Treasury Regulations section 1.141-12 as necessary in order to preserve the tax-exempt status of the Bonds.

5. Record Retention: The Town shall maintain all records relating to the issuance of Bonds and the requirements of the Internal Revenue Code and the representations, certifications and covenants set forth in the Arbitrage and Use of Proceeds Certificate relating to the issuance of Bonds until the date six years after the last outstanding Bonds have been retired. If any of the Bonds are refunded by tax-exempt obligations, the Town shall maintain all records required to be retained by this section until the later of the date six years after the last outstanding Bonds have been retired or the date three years after the last refunding obligations have been retired. The records that must be retained include, but are not limited to (a) basic records and documents relating to the Bonds (including any loan agreement, Arbitrage and Use of Proceeds Certificate

and the opinion of Bond Counsel); (b) documentation evidencing the expenditure of Bond proceeds; (c) documentation evidencing the use of the project(s) financed by the Bonds by public and private sources (i.e., copies of management contracts, research agreements, leases, etc.); (d) documentation evidencing all sources of payment or security for the Bonds; and (e) documentation pertaining to any investment of Bond proceeds (including the purchase and sale of securities, SLGS subscriptions, yield calculations for each class of investments, actual investment income received from the investment of proceeds, guaranteed investment contracts, and rebate calculations).

6. Annual Policy Review and Education: On an annual basis, or sooner if deemed necessary or appropriate by the Treasurer or Town Council, the Town's Bond Counsel shall review this policy and assess the Town's compliance with this Policy. The Bond Counsel will then report their findings as part of their annual letter to the auditors, and this information will be included in the annual audit report presented to the council. The Treasurer shall make changes to this Policy as appropriate to ensure compliance with any covenants in the bond documents or the requirements of federal tax and securities law and any other applicable law. The Town will also implement a program, including appropriate instruction and education of personnel, for purposes of ensuring compliance with the terms of this Policy.

To: Cape Elizabeth Town Council

From: Michael K. McGovern



Re: Goal Related to Fundraising

Date: July 26, 2012

One of the town council goals this year is to “**review fundraising policies for municipal property projects and programs.**” I have worked with Councilor Walsh in reviewing policies and am providing this update.

In recent years, private financial support has been instrumental in building a new turf field, furnishing bleachers and field lighting for CEHS, providing matching funds for the Shore Road pathway, constructing a new arboretum at Fort Williams Park , studying the needs of the Thomas Memorial Library and beginning a fund to assist local citizens with heating needs.

The Cape Elizabeth School Department has a separate policy relating to fundraising for the schools and has also benefitted from private support. Private groups have also raised substantial sums within the community and as these efforts are independent of the municipal government, they are not part of this review.

Current town policies relating to fundraising are in the Administrative Code section of the Code of Ordinances and more specifically in the subsection pertaining to improvements to town owned land and buildings. There is also a separate accord with the Thomas Memorial Library Foundation. As fundraising leads to the acceptance of a gift, the vehicle used to consider fundraising opportunities are the gift acceptance provisions in our ordinances and in Maine law.

Our ordinances have the following sections:

Sec. 2-4-3 Role for Community Groups and Individuals. Some projects on municipal or school property may involve contributions of funds and/or in-kind services from groups or individuals. The Town Treasurer may not accept any gifts for projects without acceptance by the Town Council or unless the Town Council has authorized fund raising for the project. Persons and groups providing financial or in-kind support for a project may provide input into project planning, but the scope of any project must be approved by the Town Council. Any projects within school buildings involving community groups shall be subject to school department regulation.

Sec. 2-4-4 Use of Municipal Resources. Some projects on municipal and school property may be jointly funded by private groups and individuals and by the Town. The Town Council shall approve a cost sharing agreement for any joint project and no physical work may begin on a project or any construction contract signed unless funds are in place to complete the project or written cost sharing plan provides otherwise.

The acceptance of most gifts to the town is customarily accomplished through an annual list provided to the town council each December. Any gifts that are substantial or that involve municipal projects that have not been approved are presented to the council for consideration of acceptance at the next council meeting.

Maine statutes have several provisions relating to the acceptance of gifts by municipalities:

Title 30-A: MUNICIPALITIES AND COUNTIES HEADING
Part 2: MUNICIPALITIES HEADING
Subpart 9: FISCAL MATTERS HEADING
Chapter 223: MUNICIPAL FINANCES HEADING
Subchapter 1: GENERAL PROVISIONS HEADING

§5653. Gifts of money or property in trust

This section governs a municipality's receipt of money or other property in trust for any specified public purpose. The municipal officers shall serve as trustees unless otherwise specified in the trust instrument.

1. Acceptance or rejection. When the municipal officers receive written notice from a prospective donor or a representative of a proposed trust, they shall submit the matter at the next meeting of the municipal legislative body. Within 10 days after the meeting, the municipal officers shall send written notice of its acceptance or rejection to the donor or the donor's representative.

2. Deposited or invested. Unless otherwise specified by the terms of the trust, the municipal officers shall either deposit or invest trust funds according to subchapter III-A.
A. Unless the instrument or order creating the trust prohibits, the municipal officers may treat any 2 or more trust funds as a single fund solely for the purpose of investment.

B. After deducting management expenses, the municipal officers shall prorate any interest earned or capital gains realized among the various trust funds.

C. The municipal officers shall retain any property or securities included in the corpus of a trust fund where the trust instrument so provides.

D. Unless otherwise specified in the trust instrument, the municipal officers may spend only the annual income from the trust fund.

3. Reversion to donor. If the municipality fails to comply with the terms of the trust instrument, the trust fund reverts to the donor or the donor's heirs.

§5654. Conditional gifts

This section governs a municipality's receipt of a conditional gift for any specified public purpose.

1. Acceptance or rejection. When the municipal officers receive written notice from a prospective donor or a representative of the proposed gift, they shall submit the matter at the next meeting of the municipal legislative body. Within 10 days after the meeting, the municipal officers shall send written notice of their acceptance or rejection to the donor or the donor's representative.

2. Perpetually comply with conditions. When the donor or the donor's representative has completed the donor's part of the agreement concerning the execution of a conditional gift, the municipality shall perpetually comply with, and may raise money to carry into effect, the conditions upon which the agreement was made.

3. Deposited or invested. Unless otherwise specified by its terms, a conditional gift of money may be deposited or invested according to subchapter III-A.

§5655. Unconditional gifts

A gift without conditions, of any type of property, offered to a municipality may be accepted or rejected by its legislative body, except for forfeited assets conveyed to the municipality pursuant to Title 15, chapter 517, which may be accepted or rejected by the municipal officers.

The town council in October 2005 approved an accord with the Thomas Memorial Library Foundation relating to fundraising:

**Accord Between the Thomas Memorial Library Foundation and
the Town of Cape Elizabeth
Approved October 19, 2005**

The Thomas Memorial Library Foundation ("Foundation") was established in 2005 to provide financial and other support to the Thomas Memorial Library (TML) in Cape Elizabeth, Maine. The Thomas Memorial Library is owned by the Town of Cape Elizabeth ("Town") and is under the direction of the Cape Elizabeth Town Council ("Council") pursuant to the Council-Manager Charter of Cape Elizabeth, Maine. The TML is operated pursuant to ordinances and policies adopted by the Council.

The Council welcomes private financial and other support for the Thomas Memorial Library including but not limited to support from the Thomas Memorial Library Foundation.

All funds donated to the Thomas Memorial Library Foundation are the property of the Foundation. The Foundation may offer funds to the Town from time to time. All funds offered to the Town as conditional gifts shall be accepted or not accepted by the Council in conformance with 30-A MRSA § 5654 et seq.

The Town will continue to accept donations for the TML that are not channeled through the Foundation. All donations received at the TML presented either in person, by mail or by electronic means shall be deemed as donations to the TML and not to the Foundation unless the donor(s) specifically reference the Foundation.

When asked questions about gifts to the TML, TML staff shall provide a brochure to potential donors providing the options of giving directly to the TML and/or to the Foundation. Any such brochure shall be approved by the TML Director and the Cape Elizabeth Town Manager.

The Foundation may utilize space at the TML with the permission of the Library Director. Information on the Foundation may be included in TML publications and on the TML website at the discretion of the Library Director. Foundation use of the Town website (the home page) is at the discretion of the Town Manager.

The Foundation shall annually provide a copy of its annual financial statement to the Town Treasurer. The Town Treasurer may make the report available to the public.

Any member of the Cape Elizabeth Town Council serving on the Foundation Board of Directors shall be nominated to serve by the Cape Elizabeth Town Council.

Other

The town does not have an accord with other similar groups.

The town council goal is to review fundraising policies for municipal property projects and programs. The council should determine if current policies are sufficient, and if not, to adopt changes.

Financial

Update

July 31, 2012

TOWN of CAPE ELIZABETH
EXCISE TAX REVENUE

Month	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	FY 2013 Target	FY 2013 Var. from Target	FY 2013 Var from FY 11
July	147,471	163,438	165,346	179,401	176,998	182,864	162,728	167,073	165,848	161,495	146,747	146,197	144,039	142,438	\$ 1,601	\$ (2,168)
August	146,585	158,212	159,688	158,781	169,587	190,264	182,944	180,097	162,283	159,230	164,018	156,142		152,127		
September	130,107	131,614	146,005	156,256	164,230	164,559	157,582	143,420	157,784	150,249	148,638	160,682		156,551		
October	141,341	163,933	143,284	155,151	159,361	155,536	166,242	170,977	152,503	153,012	135,162	144,843		141,119		
November	116,432	140,951	141,297	113,393	141,786	145,080	138,385	130,151	109,394	119,625	132,864	137,152		133,626		
December	112,019	128,569	140,842	153,018	124,372	134,027	118,057	115,283	137,747	123,833	127,869	118,537		115,489		
January	100,539	106,712	112,348	128,416	121,516	126,322	138,386	127,393	112,430	102,485	118,877	119,129		116,066		
February	88,949	99,623	95,214	103,237	103,168	110,758	100,400	112,828	100,478	114,191	103,805	119,300		116,233		
March	102,042	107,309	124,984	127,843	129,049	147,543	138,032	117,214	123,731	129,704	138,115	131,319		127,943		
April	135,407	128,122	125,226	147,945	143,464	115,728	128,195	143,209	125,078	119,860	120,939	119,170		116,106		
May	152,828	147,674	145,845	137,192	137,228	160,067	181,503	161,096	137,419	126,143	150,572	161,850		157,689		
June	132,244	127,149	137,319	152,432	167,530	169,407	154,501	157,429	169,751	157,448	149,667	159,514		155,414		
Total	1,505,964	1,603,306	1,637,398	1,713,065	1,738,289	1,802,245	1,767,055	1,726,170	1,654,446	1,617,275	1,637,273	1,673,835		1,630,800	\$ 1,501	\$ (2,158)
Budget						\$1,732,000	\$1,800,000	\$1,760,000	\$1,685,000	\$1,616,500	\$1,537,600	\$1,575,000		\$1,630,800		
Var. from Budget						\$ 70,245	\$ (32,945)	\$ (33,830)	\$ (30,554)	\$ 100,775	\$ 99,673	\$ 98,835				

Note: Motor Vehicle Excise Only
The Town also collects approximately \$18,000 per year in boat excise taxes

State Revenue Sharing

	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013
JULY	107,148	109,832	109,263	104,655	34,733	75,879	72,759	72,980	92,913	81,003	92,768	89,459
AUGUST	54,570	53,744	55,632	55,908	56,276	30,788	62,047	66,069	54,058	47,459	42,891	
SEPT	13,908	12,390	8,322	15,350	13,404	14,909	14,944	9,167	12,334	17,139	20,359	
OCTOBER	71,344	71,585	73,039	73,962	77,749	78,060	79,402	80,106	65,663	66,779	68,522	
NOVEMBER	56,835	60,636	59,491	57,320	51,309	58,414	60,741	60,664	49,140	50,480	47,314	
DECEMBER	58,323	53,387	53,917	55,656	50,874	54,520	57,449	50,466	48,639	47,265	47,894	
JANUARY	63,560	62,368	68,837	67,492	72,590	68,148	67,988	64,454	60,458	56,294	58,659	
FEBRUARY	77,388	75,580	78,305	76,874	72,074	79,941	77,547	68,183	63,766	62,247	48,486	
MARCH	29,395	27,259	28,052	30,312	27,190	34,341	32,280	25,265	21,921	25,349	25,430	
APRIL	31,672	33,182	33,907	35,344	43,375	39,683	46,083	34,088	24,443	31,010	44,787	
MAY	94,017	81,078	94,073	103,103	107,480	121,379	133,729	89,748	64,209	70,017	73,600	
JUNE	44,460	48,217	43,622	48,088	57,717	46,333	35,225	46,048	42,304	55,221	61,187	
FY TOTAL	702,620	689,258	706,460	724,064	664,771	702,395	740,194	667,238	599,848	610,263	631,897	89,459
BUDGET	\$761,000	\$750,000	\$737,000	\$725,000	\$713,000	\$680,000	\$680,000	\$685,000	\$614,000	\$ 548,000	\$622,000	\$640,000
Variance from Budget	\$ (58,380)	\$ (60,742)	\$ (30,540)	\$ (936)	\$ (48,229)	\$ 22,395	\$ 60,194	\$ (17,762)	\$ (14,152)	\$ 62,263	\$ 9,897	
Percent of Budget Achieved	92.33%	91.90%	95.86%	99.87%	93.24%	103.29%	108.85%	97.41%	97.70%	111.36%	101.59%	

Museum at Portland Head Light Gift Shop Sales

	FY 2001	FY 2002	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	FY 2013	Change from Prev. Yr.
Budget	\$470,000	\$475,000	\$475,000	\$525,000	\$484,000	\$485,000	\$484,000	\$490,000	\$490,000	\$490,000	\$490,000	\$500,000	\$500,000	
January		\$ 87	\$ 93		\$ 294	\$ 200	\$ 143	\$ 20	\$ 210	\$ 119	\$ -	\$ -	\$ -	
February		\$ 119	\$ 116	\$ 43			\$ 17	\$ -	\$ 45	\$ 211	\$ 86	\$ -	\$ -	
March		\$ 281	\$ -		\$ 136		\$ 371			\$ 90	\$ 112	\$ -	\$ -	
April	\$ 5,038	\$ 7,781	\$ 3,018	\$ 6,510	\$ 47	\$ 2,305	\$ 3,743	\$ 2,100	\$ 3,064	\$ 3,884	\$ 60			
May	\$ 15,397	\$ 23,361	\$ 20,716	\$ 12,273	\$ 6,740	\$ 20,649	\$ 18,011	\$ 13,376	\$ 15,656	\$ 11,305	\$ 17,546	\$ 17,398		
June	\$ 71,223	\$ 55,481	\$ 64,266	\$ 68,531	\$ 43,930	\$ 58,805	\$ 63,109	\$ 60,205	\$ 54,527	\$ 66,295	\$ 56,306	\$ 60,339		
July	\$101,591	\$ 99,562	\$ 99,089	\$ 95,896	\$ 90,858	\$ 80,735	\$ 86,081	\$ 98,031	\$ 88,170	\$ 78,263	\$ 90,431	\$ 85,705	\$ 95,107	\$ 9,402
August	\$102,818	\$ 93,586	\$109,055	\$ 92,690	\$ 97,208	\$ 98,750	\$ 89,387	\$ 94,228	\$ 81,352	\$ 91,414	\$ 107,834	\$ 89,775		
September	\$ 85,750	\$ 70,462	\$103,862	\$114,564	\$ 98,708	\$ 98,674	\$ 89,541	\$115,375	\$106,062	\$ 122,798	\$ 119,655	\$ 122,273		
October	\$102,603	\$103,288	\$ 89,134	\$ 97,134	\$104,716	\$ 87,659	\$115,384	\$ 93,822	\$ 93,036	\$ 112,124	\$ 111,909	\$ 112,024		
November	\$ 10,655	\$ 7,305	\$ 8,972	\$ 8,064	\$ 14,637	\$ 10,135	\$ 10,130	\$ 10,333	\$ 10,465	\$ 12,513	\$ 12,186	\$ 10,745		
December	\$ 3,220	\$ 4,904	\$ 7,701	\$ 6,201	\$ 2,836	\$ 2,646	\$ 4,069	\$ 5,249	\$ 7,580	\$ 2,903	\$ 3,156	\$ 2,802		
Other								\$ 15,595				\$ 4,740		
Total	\$498,295	\$466,217	\$506,042	\$501,906	\$460,110	\$460,558	\$479,986	\$508,334	\$458,200	\$ 501,919	\$ 519,281	\$ 505,801	\$ 95,107	
Var. From Budget	\$ 28,295	\$ (8,783)	\$ 31,042	\$ (23,094)	\$ (23,890)	\$ (24,442)	\$ (4,014)	\$ 18,334	\$ (31,800)	\$ 11,919	\$ 29,281	\$ 5,801		
Sales Since Opening											Sales to Date	\$ 8,365,457		

CAPE ELIZABETH
 REVENUE CONTROL REPORT

Rev #	Revenue Name	MTD Receipts	YTD Receipts	Est'd Rcpts	Adjustments	Adopted Rev	Bal of Est	% Coll'd
R0516	RIVERSIDE BURIAL FEES	.00	2775.00	25000.00	.00	25000.00	22225.00	11.10%
R0517	RIVERSIDE MARKERS	.00	695.40	.00	.00	.00	-695.40	
R0546	RIVERSIDE WINTER STORAGE	.00	.00	.00	.00	.00	.00	
Fund 50	Totals	.00	5545.40	38000.00	.00	38000.00	32454.60	14.59%
Fund	51							
R0515	RIVERSIDE LOT SALES-CIF	.00	2075.00	.00	.00	.00	-2075.00	
R0528	RIVERSIDE CCI INTEREST	.00	.00	.00	.00	.00	.00	
Fund 51	Totals	.00	2075.00	.00	.00	.00	-2075.00	
Fund	55							
R0498	THOMAS JORDAN INTEREST	.00	.00	.00	.00	.00	.00	
Fund 55	Totals	.00	.00	.00	.00	.00	.00	
Fund	60							
R0428	LAND ACQ FUND INTEREST	.00	.00	.00	.00	.00	.00	
R0504	LAND ACQUISITON FUND	.00	.00	.00	.00	.00	.00	
Fund 60	Totals	.00	.00	.00	.00	.00	.00	
Fund	65							
R0337	OFFICERS ROW RENTAL	.00	.00	45000.00	.00	45000.00	45000.00	.00%
R0338	FW BLDG #326 RENT	.00	2499.00	.00	.00	.00	-2499.00	
R0357	FT WM -USE OF SURPLUS	.00	.00	.00	.00	.00	.00	
R0500	BINOCULAR REVENUE	.00	.00	900.00	.00	900.00	900.00	.00%
R0508	CEREMONY FEES	.00	.00	3000.00	.00	3000.00	3000.00	.00%
R0510	PICNIC SHELTER.GAZEBO, BS	.00	2021.39	18000.00	.00	18000.00	15978.61	11.23%
R0511	SITE FEES	.00	1750.00	32000.00	.00	32000.00	30250.00	5.47%
R0512	FT WMS OUTLAY	.00	.00	.00	.00	.00	.00	
R0602	FT WILLIAMS INTEREST	.00	.00	.00	.00	.00	.00	
R0603	BENCH DONATIONS	.00	.00	.00	.00	.00	.00	
R0604	FT WMS PLAYGROUND BRICKS	.00	.00	.00	.00	.00	.00	
R0700	FW CONCESSIONS	.00	5045.00	15795.00	.00	15795.00	10750.00	31.94%
R0800	BUS/TROLLEY REVENUE	.00	360.00	25000.00	.00	25000.00	24640.00	1.44%
R0900	FWP DONATION BOXES	.00	2109.00	8000.00	.00	8000.00	5891.00	26.36%
Fund 65	Totals	.00	13784.39	147695.00	.00	147695.00	133910.61	9.33%
Fund	70							
R0555	PHL DONATIONS	.00	240.00	1200.00	.00	1200.00	960.00	20.00%

CAPE ELIZABETH
 REVENUE CONTROL REPORT

Rev #	Revenue Name	MTD Receipts	YTD Receipts	Est'd Rcpts	Adjustments	Adopted Rev	Bal of Est	% Coll'd
R0556	PHL ADMISSIONS	.00	9376.00	45000.00	.00	45000.00	35624.00	20.84%
R0557	PHL GIFT SHOP SALES	.00	95107.24	500000.00	.00	500000.00	404892.76	19.02%
R0558	PHL BINOCULAR REVENUE	.00	108.31	1000.00	.00	1000.00	891.69	10.83%
R0560	PHL INTEREST	.00	.00	.00	.00	.00	.00	
R0561	PHL-NON-TAXABLE SALES	.00	.00	.00	.00	.00	.00	
Fund 70	Totals	.00	104831.55	547200.00	.00	547200.00	442368.45	19.16%
Fund 75								
R0620	AMBULANCE BILLING	.00	15636.02	170000.00	.00	170000.00	154363.98	9.20%
Fund 75	Totals	.00	15636.02	170000.00	.00	170000.00	154363.98	9.20%
Fund 80								
R2000	BOILER PROJ-TRANSFER GF	.00	.00	.00	.00	.00	.00	
R2045	SCHOOL LEASE PROCEEDS	.00	.00	.00	.00	.00	.00	
Fund 80	Totals	.00	.00	.00	.00	.00	.00	
Fund 90								
R0340	ADULT ED-STATE SUBSIDY	.00	.00	.00	.00	.00	.00	
R0341	ADULT REGISTRATION FEES	.00	9807.40	115000.00	.00	115000.00	105192.60	8.53%
R0342	AQUATICS-LESSONS, RENTALS	.00	3548.51	.00	.00	.00	-3548.51	
R0343	AQUATICS-ADULT	.00	1009.42	.00	.00	.00	-1009.42	
R0344	SUMMER DAY CAMP	.00	186196.07	205300.00	.00	205300.00	19103.93	90.69%
R0345	OPEN GYMS	.00	.00	5500.00	.00	5500.00	5500.00	.00%
R0346	COMMUNITY CENTER RENTALS	.00	2622.50	31000.00	.00	31000.00	28377.50	8.46%
R0347	OTHER PROGRAMS	.00	19374.66	204000.00	.00	204000.00	184625.34	9.50%
R0358	PROGRAM CREDITS	.00	489.97	.00	.00	.00	-489.97	
R0360	SENIOR CITIZENS	.00	58.00	4400.00	.00	4400.00	4342.00	1.32%
R0361	ACTIVE NET	.00	.00	.00	.00	.00	.00	
R0362	ADULT - TRIPS	.00	.00	24000.00	.00	24000.00	24000.00	.00%
R0363	OTHER PROGRAMS-AFTER SCHO	.00	.00	50000.00	.00	50000.00	50000.00	.00%
R0364	EXTENDED SCHOOL CARE	.00	4649.44	179712.00	.00	179712.00	175062.56	2.59%
R0366	THOMAS JORDAN TRUST	.00	.00	21000.00	.00	21000.00	21000.00	.00%
R0367	CARRY FORWARD BALANCE	.00	.00	35000.00	.00	35000.00	35000.00	.00%
R0368	LOCAL APPROPRIATION	.00	.00	.00	.00	.00	.00	
R0369	PREPAID SUMMER PROG.	.00	.00	.00	.00	.00	.00	
R0370	SCHOLARSHIPS	.00	.00	.00	.00	.00	.00	
R0372	LOCAL APPROP-ADULT ED	.00	.00	.00	.00	.00	.00	
R0373	CS DONATIONS	.00	.00	.00	.00	.00	.00	
R0375	FITNESS CENTER	.00	2297.23	58000.00	.00	58000.00	55702.77	3.96%
R0625	POOL REVENUES	.00	7224.90	183800.00	.00	183800.00	176575.10	3.93%
Fund 90	Totals	.00	237278.10	1116712.00	.00	1116712.00	879433.90	21.25%

CAPE ELIZABETH
REVENUE CONTROL REPORT

Rev #	Revenue Name	MTD Receipts	YTD Receipts	Est'd Rcpts	Adjustments	Adopted Rev	Bal of Est	% Coll'd
Fund	95							
R0650	TURF FIELD INTEREST	.00	.00	.00	.00	.00	.00	
R0651	TURF FIELD TRANSFER	.00	.00	.00	.00	.00	.00	
R0652	TURF RENTAL REVENUE	.00	.00	.00	.00	.00	.00	
Fund	95 Totals	.00	.00	.00	.00	.00	.00	
GRAND TOTALS		.00	1110243.47	29171324.00	.00	29171324.00	28061080.53	3.81%

Revenues Added to Adjusted

Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
Department 0110 ADMINISTRATION										
1001 FULL TIME PAYROLL	332934.00	.00	332934.00	.00	.00	25324.64	307609.36	321758.15	313012.97	8
1002 PART TIME PAYROLL	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
1003 OVERTIME	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00	.00	0
1020 SOCIAL SECURITY	25622.00	.00	25622.00	.00	.00	1919.09	23702.91	24452.74	23825.70	7
2001 TELEPHONE	30840.00	.00	30840.00	.00	.00	2282.26	28557.74	40119.18	44715.50	7
2004 PRINTING AND ADVER	10000.00	.00	10000.00	.00	.00	2953.71	7046.29	9287.10	10065.13	30
2005 POSTAGE	10500.00	.00	10500.00	.00	.00	2500.00	8000.00	13014.26	11924.42	24
2006 TRAVEL	5500.00	.00	5500.00	.00	.00	366.22	5133.78	4961.36	4880.20	7
2007 DUES AND MEMBERSHI	1425.00	.00	1425.00	.00	.00	.00	1425.00	1652.15	2167.49	0
2008 TRAINING	1800.00	.00	1800.00	.00	.00	.00	1800.00	285.00	894.00	0
2009 CONFERENCES AND ME	4000.00	.00	4000.00	.00	.00	.00	4000.00	2543.22	1972.49	0
2010 PROFESSIONAL SERVI	6000.00	.00	6000.00	.00	.00	663.00	5337.00	4910.51	4906.40	11
2015 INTERNET ON-LINE C	9900.00	.00	9900.00	.00	.00	463.95	9436.05	5265.34	5478.29	5
2016 RECORDS PRESERVATI	2000.00	4579.00	6579.00	.00	.00	.00	6579.00	2448.43	3851.33	0
2034 OFFICE EQUIPMENT	1000.00	.00	1000.00	.00	.00	.00	1000.00	.00	.00	0
2088 COMPUTER MAINTENAN	26000.00	.00	26000.00	.00	.00	3410.00	22590.00	19884.84	20705.96	13
2200 SCHOOL NETWORK ASS	37700.00	.00	37700.00	.00	.00	.00	37700.00	35904.00	35200.00	0
3001 OFFICE SUPPLIES	6750.00	.00	6750.00	.00	.00	492.61	6257.39	5478.13	5961.21	7
4001 OUTLAY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
Department 0110 Totals	513971.00	4579.00	518550.00	0.00	0.00	40375.48	478174.52	491964.41	489561.09	8
Department 0120 ASSESSING/CODES/PLANNING										
1001 FULL TIME PAYROLL	293449.00	.00	293449.00	.00	.00	22233.90	271215.10	285946.19	290142.12	8
1002 PART TIME PAYROLL	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
1020 SOCIAL SECURITY	22449.00	.00	22449.00	.00	.00	1619.38	20829.62	21259.56	21250.38	7
2000 CELLULAR PHONE	1600.00	.00	1600.00	.00	.00	.00	1600.00	1663.47	1245.35	0
2004 PRINTING AND ADVER	1100.00	.00	1100.00	.00	.00	.00	1100.00	44.50	845.35	0
2006 TRAVEL	7500.00	.00	7500.00	.00	.00	576.90	6923.10	8955.63	7499.70	8
2007 DUES AND MEMBERSHI	1405.00	.00	1405.00	.00	.00	.00	1405.00	1283.00	1348.00	0
2009 CONFERENCES AND ME	3320.00	.00	3320.00	.00	.00	239.90	3080.10	1624.04	2263.94	7
2010 PROFESSIONAL SERVI	5100.00	.00	5100.00	.00	.00	73.00	5027.00	4800.70	5525.33	1
2011 GIS IMPROVEMENTS	14000.00	12189.00	26189.00	.00	.00	.00	26189.00	21640.23	8892.56	0
2018 PLANNING CONSULTAN	2400.00	.00	2400.00	.00	.00	.00	2400.00	30.00	514.53	0
2019 CODES TECHNICAL SU	5500.00	.00	5500.00	.00	.00	.00	5500.00	494.52	5300.96	0
2034 OFFICE EQUIPMENT	1725.00	.00	1725.00	.00	.00	.00	1725.00	717.14	227.50	0
3006 MISCELLANEOUS SUPP	700.00	.00	700.00	.00	.00	.00	700.00	708.17	504.72	0
3020 BOOKS/PUBLICATIONS	400.00	.00	400.00	.00	.00	.00	400.00	421.96	344.96	0
Department 0120 Totals	360648.00	12189.00	372837.00	0.00	0.00	24743.08	348093.92	349589.11	345905.40	7
Department 0130 TOWN COUNCIL										
2004 PRINTING AND ADVER	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2007 DUES AND MEMBERSHI	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2009 CONFERENCES AND ME	500.00	.00	500.00	.00	.00	.00	500.00	40.00	.00	0
2010 PROFESSIONAL SERVI	.00	.00	.00	.00	.00	.00	.00	.00	2918.00	0
Department 0130 Totals	500.00	0.00	500.00	0.00	0.00	0.00	500.00	40.00	2918.00	0
Department 0135 LEGAL AND AUDIT										
2010 LEGAL SERVICES	25000.00	.00	25000.00	.00	.00	510.75	24489.25	22474.65	39713.06	2

Revenues Added to Adjusted

Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
2011 AUDIT SERVICES	30000.00	.00	30000.00	.00	.00	.00	30000.00	30700.00	33800.00	0
Department 0135 Totals	55000.00	0.00	55000.00	0.00	0.00	510.75	54489.25	53174.65	73513.06	1
Department 0140 ELECTIONS										
1002 PART TIME PAYROLL	26830.00	.00	26830.00	.00	.00	.00	26830.00	12871.86	8143.77	0
1020 SOCIAL SECURITY	2052.00	.00	2052.00	.00	.00	.00	2052.00	962.25	449.15	0
2004 PRINTING AND ADVER	5900.00	.00	5900.00	.00	.00	.00	5900.00	3526.37	2185.13	0
2010 PROFESSIONAL SERVI	5350.00	.00	5350.00	.00	.00	176.00	5174.00	4655.85	2607.48	3
3001 MISC. SUPPLIES	600.00	.00	600.00	.00	.00	49.86	550.14	473.78	230.29	8
4001 OUTLAY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
Department 0140 Totals	40732.00	0.00	40732.00	0.00	0.00	225.86	40506.14	22490.11	13615.82	1
Department 0150 BOARDS AND COMMISSIONS										
1002 PART TIME PAYROLL	1500.00	.00	1500.00	.00	.00	231.75	1268.25	1534.83	1150.17	15
1020 SOCIAL SECURITY	115.00	.00	115.00	.00	.00	17.72	97.28	119.18	124.03	15
2009 CONFERENCES AND ME	200.00	.00	200.00	.00	.00	.00	200.00	.00	.00	0
2060 ARTS COMMISSION	1000.00	.00	1000.00	.00	.00	.00	1000.00	958.08	780.07	0
2066 PLANNING BOARD PRO	2000.00	.00	2000.00	.00	.00	.00	2000.00	77.28	766.15	0
2070 CONSERVATION COMMI	1000.00	.00	1000.00	.00	.00	.00	1000.00	576.14	222.62	0
2080 RECYCLING COMMITTE	1250.00	.00	1250.00	.00	.00	.00	1250.00	900.00	20.00	0
2081 SPECIAL COMMITTEES	1000.00	.00	1000.00	.00	.00	.00	1000.00	151.00	233.95	0
2090 VOLUNTEER/STAFF A	5500.00	.00	5500.00	.00	.00	.00	5500.00	4492.66	1386.55	0
Department 0150 Totals	13565.00	0.00	13565.00	0.00	0.00	249.47	13315.53	8809.17	4683.54	2
Department 0160 INSURANCE										
2089 MISC. INSURANCE	90500.00	.00	90500.00	.00	.00	43902.80	46597.20	90501.00	85301.00	49
2091 SELF INSURANCE/DIS	7400.00	.00	7400.00	.00	.00	.00	7400.00	4300.00	4300.00	0
Department 0160 Totals	97900.00	0.00	97900.00	0.00	0.00	43902.80	53997.20	94801.00	89601.00	45
Department 0170 EMPLOYEE BENEFITS										
1021 MAINE STATE RETIRE	147000.00	.00	147000.00	.00	.00	11830.52	135169.48	97872.42	84437.55	8
1023 ICMA 401A RETIREME	154000.00	.00	154000.00	.00	.00	11501.04	142498.96	143343.54	148636.73	7
1024 DISABILITY PLAN	21000.00	.00	21000.00	.00	.00	1219.16	19780.84	15797.68	15513.88	6
1025 HEALTH INSURANCE	540000.00	.00	540000.00	.00	.00	41168.05	498831.95	575074.86	533319.35	8
1026 WORKERS COMPENSATI	92500.00	.00	92500.00	.00	.00	13251.00	79249.00	89282.00	93405.00	14
1030 GROUP LIFE INSURAN	1517.00	.00	1517.00	.00	.00	108.30	1408.70	1347.02	1538.04	7
1031 UNEMPLOYMENT COMPE	33250.00	.00	33250.00	.00	.00	8303.50	24946.50	29052.00	24812.50	25
1032 VACATION-SICK ACCR	6500.00	.00	6500.00	.00	.00	.00	6500.00	.00	.00	0
1033 SALARY-WAGE ADJ. A	6000.00	.00	6000.00	.00	.00	.00	6000.00	.00	.00	0
1035 WELLNESS PROGRAM	2400.00	.00	2400.00	.00	.00	250.00	2150.00	2194.78	1225.44	10
5001 SOCIAL SECURITY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
5002 RETIREMENT	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
5003 CAFETERIA PLAN	.00	.00	.00	.00	.00	.00	.00	1012.00	1084.00	0
Department 0170 Totals	1004167.00	0.00	1004167.00	0.00	0.00	87631.57	916535.43	954976.30	903972.49	9
Department 0180 DEBT SERVICE										
5010 DEBT SERVICE PAYME	934344.00	.00	934344.00	.00	.00	.00	934344.00	3713514.65	1011251.74	0

Revenues Added to Adjusted

Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
Department 0180 Totals	934344.00	0.00	934344.00	0.00	0.00	0.00	934344.00	3713514.65	1011251.74	0
Department 0210 POLICE DEPARTMENT										
1001 FULL TIME PAYROLL	865414.00	.00	865414.00	.00	.00	55817.41	809596.59	808415.02	780092.80	6
1002 PART TIME PAYROLL	23588.00	.00	23588.00	.00	.00	616.00	22972.00	24002.80	12868.98	3
1003 OVERTIME PAYROLL	93832.00	.00	93832.00	.00	.00	11456.27	82375.73	94938.43	88992.06	12
1010 SPECIAL ASSIGNMENT	7421.00	.00	7421.00	.00	.00	.00	7421.00	8453.36	5801.19	0
1020 SOCIAL SECURITY	75755.00	.00	75755.00	.00	.00	5362.07	70392.93	73692.21	71207.00	7
2004 PRINTING AND ADVER	3000.00	.00	3000.00	.00	.00	.00	3000.00	1709.49	2670.54	0
2007 DUES AND MEMBERSHI	650.00	.00	650.00	.00	.00	.00	650.00	625.00	547.00	0
2008 TRAINING	33907.00	.00	33907.00	.00	.00	40.00	33867.00	33292.59	24633.70	0
2009 CONFERENCES AND ME	1500.00	.00	1500.00	.00	.00	130.68	1369.32	799.00	781.85	9
2010 CONTRACTED CRIME L	6000.00	.00	6000.00	.00	.00	5770.00	230.00	5757.00	5849.00	96
2032 VEHICLE MAINTENANC	12155.00	.00	12155.00	.00	.00	966.09	11188.91	10183.10	6964.77	8
2033 RADIO/PAGER MAINTEN	1500.00	.00	1500.00	.00	.00	430.00	1070.00	1480.81	1500.00	29
2062 MISCELLANOUS CONTR	12000.00	.00	12000.00	.00	.00	859.19	11140.81	10841.68	10768.65	7
2063 EDUCATIONAL REIMB.	3600.00	.00	3600.00	.00	.00	.00	3600.00	644.98	2904.00	0
3001 OFFICE SUPPLIES	3250.00	.00	3250.00	.00	.00	336.09	2913.91	2949.79	2507.40	10
3002 GASOLINE	34100.00	.00	34100.00	.00	.00	2417.27	31682.73	28227.77	20886.33	7
3004 UNIFORMS	5850.00	.00	5850.00	.00	.00	.00	5850.00	4869.07	12255.02	0
3005 MINOR EQUIPMENT	14200.00	.00	14200.00	.00	.00	1557.67	12642.33	10827.80	9483.49	11
4002 DONATION FUND	.00	10528.00	10528.00	.00	.00	.00	10528.00	.00	4656.04	0
Department 0210 Totals	1197722.00	10528.00	1208250.00	0.00	0.00	85758.74	1122491.26	1121709.90	1065369.82	7
Department 0215 ANIMAL CONTROL										
2010 CONTRACTED S.P. SV	11081.00	.00	11081.00	.00	.00	.00	11081.00	10701.96	9539.07	0
2062 REFUGE LEAGUE FEES	11900.00	.00	11900.00	.00	.00	2974.95	8925.05	11623.92	8045.61	25
3006 MISCELLANEOUS SUPP	.00	.00	.00	.00	.00	.00	.00	-15.00	.00	0
Department 0215 Totals	22981.00	0.00	22981.00	0.00	0.00	2974.95	20006.05	22310.88	17584.68	13
Department 0220 DISPATCHERS										
1001 FULL TIME PAYROLL	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
1002 PART TIME PAYROLL	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
1003 OVERTIME PAYROLL	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
1020 SOCIAL SECURITY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2010 CONTRACTED PSAP	161852.00	.00	161852.00	.00	.00	78926.33	82925.67	155683.50	149622.00	49
2023 MISCELLANEOUS SUPP	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
3004 UNIFORMS	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
Department 0220 Totals	161852.00	0.00	161852.00	0.00	0.00	78926.33	82925.67	155683.50	149622.00	49
Department 0225 WETEAM										
1002 PART TIME PAYROLL	11700.00	.00	11700.00	.00	.00	5093.44	6606.56	10956.07	9727.74	44
1020 SOCIAL SECURITY	903.00	.00	903.00	.00	.00	389.51	513.49	642.52	865.00	43
2000 CELLULAR PHONE	200.00	.00	200.00	.00	.00	.00	200.00	174.84	.00	0
2008 TRAINING	1200.00	.00	1200.00	.00	.00	.00	1200.00	708.12	285.21	0
2032 VEHICLE MAINTENANC	2000.00	.00	2000.00	.00	.00	.00	2000.00	1676.80	1384.20	0
2033 RADIO MAINTENANCE	3000.00	.00	3000.00	.00	.00	.00	3000.00	1658.00	2566.77	0
2034 EQUIP. MAINTENANCE	1200.00	.00	1200.00	.00	.00	.00	1200.00	1392.53	488.71	0

Revenues Added to Adjusted

Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
2071 PHYSICALS & SHOTS	800.00	.00	800.00	.00	.00	.00	800.00	.00	.00	0
3002 GASOLINE	500.00	.00	500.00	.00	.00	.00	500.00	.00	.00	0
3004 UNIFORMS	1800.00	.00	1800.00	.00	.00	.00	1800.00	674.96	664.40	0
3006 MISCELLANEOUS SUPP	800.00	.00	800.00	.00	.00	.00	800.00	231.54	406.00	0
4001 OUTLAY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
Department 0225 Totals	24103.00	0.00	24103.00	0.00	0.00	5482.95	18620.05	18115.38	16388.03	23
Department 0230 FIRE DEPARTMENT										
1001 FULL TIME PAYROLL	75000.00	.00	75000.00	.00	.00	5724.00	69276.00	72793.60	71406.40	8
1002 PART TIME PAYROLL	113200.00	.00	113200.00	.00	.00	25005.94	88194.06	87639.42	101963.31	22
1012 HYDRANT SHOVELING	3500.00	.00	3500.00	.00	.00	.00	3500.00	1223.48	1602.00	0
1020 SOCIAL SECURITY	14660.00	.00	14660.00	.00	.00	2316.30	12343.70	11948.33	12700.00	16
2000 CELLULAR PHONE	1680.00	.00	1680.00	.00	.00	107.18	1572.82	1199.13	1401.99	6
2007 DUES AND MEMBERSHI	3000.00	.00	3000.00	.00	.00	.00	3000.00	2934.90	4335.05	0
2008 TRAINING	6000.00	.00	6000.00	.00	.00	.00	6000.00	3518.51	5881.60	0
2009 CONFERENCES AND ME	500.00	.00	500.00	.00	.00	.00	500.00	99.96	.00	0
2032 VEHICLE MAINTENANC	16000.00	.00	16000.00	.00	.00	457.58	15542.42	14728.99	15821.00	3
2033 RADIO/PAGER MAINTEN	10000.00	.00	10000.00	.00	.00	217.00	9783.00	8609.04	8891.99	2
2034 EQUIPMENT MAINTENA	8000.00	.00	8000.00	.00	.00	.00	8000.00	7686.29	5388.43	0
2071 PHYSICALS & SHOTS	1600.00	.00	1600.00	.00	.00	.00	1600.00	748.00	.00	0
3002 GASOLINE	9000.00	.00	9000.00	.00	.00	1160.32	7839.68	9442.77	6017.00	13
3004 UNIFORMS	12000.00	.00	12000.00	.00	.00	-25.55	12025.55	10411.74	11870.75	0
3005 MINOR EQUIPMENT	11000.00	.00	11000.00	.00	.00	203.33	10796.67	10682.81	9245.29	2
3006 MISCELLANEOUS SUPP	11500.00	.00	11500.00	132.44	.00	705.74	10661.82	7961.75	8235.03	7
3007 FIRE PREVENTION SU	1000.00	.00	1000.00	.00	.00	.00	1000.00	790.00	885.00	0
5003 FIRE DEPT. DONATIO	.00	.00	.00	.00	.00	.00	.00	1950.40	749.00	0
Department 0230 Totals	297640.00	0.00	297640.00	132.44	0.00	35871.84	261635.72	254369.12	266393.84	12
Department 0235 FIRE POLICE UNIT										
1002 PART TIME PAYROLL	8200.00	.00	8200.00	.00	.00	2442.93	5757.07	6211.28	6808.04	30
1020 SOCIAL SECURITY	627.00	.00	627.00	.00	.00	200.68	426.32	485.84	459.00	32
3006 MISCELLANEOUS SUPP	2600.00	.00	2600.00	.00	.00	.00	2600.00	1668.70	1933.82	0
Department 0235 Totals	11427.00	0.00	11427.00	0.00	0.00	2643.61	8783.39	8365.82	9200.86	23
Department 0240 MISCELLANEOUS PUBLIC PROTECTIO										
1002 PART TIME PAYROLL	3405.00	.00	3405.00	.00	.00	.00	3405.00	3304.50	3240.00	0
1020 SOCIAL SECURITY	260.00	.00	260.00	.00	.00	.00	260.00	252.79	247.86	0
2074 STREET LIGHTS	54000.00	.00	54000.00	.00	.00	3804.99	50195.01	49494.70	48710.57	7
2075 HYDRANT RENTAL	81781.00	.00	81781.00	.00	.00	.00	81781.00	81436.92	80068.10	0
3006 HARBOR ENFORCEMENT	500.00	.00	500.00	.00	.00	.00	500.00	498.48	.00	0
3007 COMMUNITY LIAISON	1500.00	.00	1500.00	.00	.00	.00	1500.00	1352.18	1061.95	0
Department 0240 Totals	141446.00	0.00	141446.00	0.00	0.00	3804.99	137641.01	136339.57	133328.48	3
Department 0250 EMERGENCY PREPAREDNESS										
1002 PART TIME PAYROLL	2690.00	.00	2690.00	.00	.00	.00	2690.00	2612.00	2560.00	0
1020 SOCIAL SECURITY	206.00	.00	206.00	.00	.00	.00	206.00	199.81	.00	0
2033 RADIO MAINTENANCE	500.00	.00	500.00	.00	.00	.00	500.00	115.00	250.00	0
3006 MISCELLANEOUS SUPP	300.00	.00	300.00	.00	.00	.00	300.00	299.00	.00	0

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Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
2004 RECY. PRINTING AND	4000.00	.00	4000.00	.00	.00	.00	4000.00	4514.73	3079.40	0
2012 ECOMAINE FEES	523260.00	.00	523260.00	.00	.00	21189.92	502070.08	546003.54	571056.48	4
2014 DEMOLITION DISPOSA	40225.00	.00	40225.00	.00	.00	2309.49	37915.51	32078.72	31353.26	6
2015 HAZARDOUS MATERIAL	19000.00	.00	19000.00	.00	.00	.00	19000.00	14014.60	16771.07	0
2021 EQUIPMENT RENTAL	300.00	.00	300.00	.00	.00	.00	300.00	300.00	.00	0
2022 UNIFORM RENTAL	1260.00	.00	1260.00	.00	.00	.00	1260.00	1190.00	1103.46	0
2032 VEHICLE MAINTENANC	4500.00	.00	4500.00	.00	.00	.00	4500.00	5043.19	1893.49	0
2062 MISCELLANEOUS CONTR	2200.00	.00	2200.00	.00	.00	138.43	2061.57	1255.80	1110.59	6
2063 ALARM SERVICE	1600.00	.00	1600.00	.00	.00	133.88	1466.12	971.83	1138.36	8
3002 GASOLINE	536.00	.00	536.00	.00	.00	536.00	.00	536.00	375.00	100
3006 MISCELLANEOUS SUPP	1500.00	.00	1500.00	.00	.00	116.97	1383.03	1372.90	1051.76	8
3040 DIESEL FUEL	7310.00	.00	7310.00	.00	.00	7310.00	.00	7310.00	5125.00	100
Department 0320 Totals	719376.00	0.00	719376.00	0.00	0.00	41256.15	678119.85	719225.69	734151.76	6
Department 0410 HUMAN SERVICES										
2100 HOME HEALTH VISITI	2100.00	.00	2100.00	.00	.00	.00	2100.00	2000.00	1857.00	0
2101 COMMUNITY COUNSELI	1250.00	.00	1250.00	.00	.00	.00	1250.00	1200.00	1061.00	0
2102 VNA/HOSPICE	3600.00	.00	3600.00	.00	.00	3600.00	.00	3500.00	3448.00	100
2103 CENTER FOR THERAPE	3600.00	.00	3600.00	.00	.00	.00	3600.00	3500.00	4244.00	0
2104 INGRAHAM VOLUNTEER	.00	.00	.00	.00	.00	.00	.00	.00	1061.00	0
2106 SENIOR CITIZEN TRA	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2107 SOUTHERN MAINE SEN	1250.00	.00	1250.00	.00	.00	1250.00	.00	1200.00	1061.00	100
2109 HOLY INNOCENTS HOM	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2110 PROP	1250.00	.00	1250.00	.00	.00	.00	1250.00	1200.00	1170.00	0
2111 REGIONAL TRANSPORT	1250.00	.00	1250.00	.00	.00	.00	1250.00	1200.00	1200.00	0
2113 FAMILY CRISIS SERV	1250.00	.00	1250.00	.00	.00	.00	1250.00	1200.00	1061.00	0
2114 DAY ONE	1250.00	.00	1250.00	.00	.00	.00	1250.00	1200.00	1061.00	0
2116 HOSPICE OF MAINE	1250.00	.00	1250.00	.00	.00	.00	1250.00	1200.00	.00	0
2118 SEXUAL ASSAULT RES	1250.00	.00	1250.00	.00	.00	.00	1250.00	1200.00	1061.00	0
2119 HOLIDAY BASKETS	.00	.00	.00	.00	.00	.00	.00	.00	144.21	0
2121 RED CROSS PORTLAND	1250.00	.00	1250.00	.00	.00	.00	1250.00	1200.00	1000.00	0
2122 INDEPENDENT TRANSP	1250.00	.00	1250.00	.00	.00	.00	1250.00	1200.00	1200.00	0
5101 GENERAL ASSISTANCE	28600.00	.00	28600.00	.00	.00	2616.00	25984.00	25245.40	31853.11	9
Department 0410 Totals	50400.00	0.00	50400.00	0.00	0.00	7466.00	42934.00	46245.40	52482.32	15
Department 0510 LIBRARY										
1001 FULL TIME PAYROLL	280316.00	.00	280316.00	.00	.00	21297.61	259018.39	271976.07	252745.75	8
1002 PART TIME PAYROLL	117956.00	.00	117956.00	.00	.00	6221.00	111735.00	96714.88	91746.00	5
1020 SOCIAL SECURITY	30468.00	.00	30468.00	.00	.00	1976.06	28491.94	27561.03	26353.62	6
2004 PRINTING AND ADVER	2000.00	.00	2000.00	.00	.00	181.30	1818.70	937.94	30.40	9
2005 POSTAGE	4050.00	.00	4050.00	.00	.00	.00	4050.00	3420.00	2501.00	0
2006 TRAVEL	1300.00	.00	1300.00	.00	.00	.00	1300.00	339.09	614.66	0
2007 DUES AND MEMBERSHI	775.00	.00	775.00	.00	.00	.00	775.00	685.00	670.00	0
2008 TRAINING	.00	.00	.00	.00	.00	.00	.00	.00	88.35	0
2009 CONFERENCES AND ME	1500.00	.00	1500.00	.00	.00	18.05	1481.95	212.65	313.28	1
2010 PROGRAMS	7500.00	.00	7500.00	.00	.00	1270.00	6230.00	.00	.00	17
2034 OFFICE EQUIPMENT/R	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2062 CONTINGENCY	150.00	.00	150.00	.00	.00	.00	150.00	135.00	75.00	0
2072 MISC. CONTRACTUAL	50.00	.00	50.00	.00	.00	.00	50.00	.00	.00	0
3001 OFFICE SUPPLIES	11750.00	.00	11750.00	.00	.00	775.10	10974.90	6331.99	4369.57	7

Revenues Added to Adjusted

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	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
3006 MISCELLANEOUS SUPP	3000.00	.00	3000.00	.00	.00	406.44	2593.56	.00	.00	14
3020 BOOKS	39351.00	.00	39351.00	.00	.00	2180.73	37170.27	39182.73	39701.64	6
3022 AUDIO VISUAL MATER	6450.00	.00	6450.00	.00	.00	343.34	6106.66	5310.12	4968.67	5
3100 ELECTRIC RESOURCES	4800.00	.00	4800.00	.00	.00	.00	4800.00	4989.97	4447.00	0
4001 OUTLAY	1500.00	87267.00	88767.00	.00	.00	.00	88767.00	396.74	.00	0
Department 0510 Totals	512916.00	87267.00	600183.00	0.00	0.00	34669.63	565513.37	458193.21	428624.94	6
Department 0520 CONTRIBUTIONS										
5050 CAPE PRESERVATION	500.00	.00	500.00	.00	.00	.00	500.00	450.00	450.00	0
5052 GR. PTLD. ECON. DEV. C	5000.00	.00	5000.00	.00	.00	.00	5000.00	.00	.00	0
5053 FAMILY FUN DAY	5000.00	2000.00	7000.00	.00	.00	.00	7000.00	5489.50	5472.88	0
Department 0520 Totals	10500.00	2000.00	12500.00	0.00	0.00	0.00	12500.00	5939.50	5922.88	0
Department 0530 PUBLIC INFORMATION										
1002 PART TIME PAYROLL	6300.00	.00	6300.00	.00	.00	343.45	5956.55	4340.78	2494.76	5
1003 PART TIME WEBMASTE	26620.00	.00	26620.00	.00	.00	1954.62	24665.38	23269.25	21154.00	7
1004 CABLE TV COOR. STI	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
1005 CABLE TV BULLETIN	.00	.00	.00	.00	.00	100.96	-100.96	3495.82	2952.00	0
1020 SOCIAL SECURITY	2518.00	.00	2518.00	.00	.00	183.54	2334.46	2397.27	2024.97	7
2004 PRINTING AND ADVER	6890.00	.00	6890.00	.00	.00	218.08	6671.92	2139.03	2028.31	3
2034 EQUIPMENT MAINTENA	4500.00	.00	4500.00	.00	.00	.00	4500.00	1193.43	50.00	0
3006 MISCELLANEOUS SUPP	200.00	.00	200.00	.00	.00	.00	200.00	.00	134.95	0
4001 OUTLAY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
Department 0530 Totals	47028.00	0.00	47028.00	0.00	0.00	2800.65	44227.35	36835.58	30838.99	6
Department 0600 FACILITIES MANAGEMENT										
1001 FULL TIME PAYROLL	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
1002 PART TIME PAYROLL	.00	.00	.00	.00	.00	385.77	-385.77	9175.79	9140.08	0
1020 SOCIAL SECURITY	.00	.00	.00	.00	.00	29.51	-29.51	695.04	770.00	0
2001 TELEPHONE	.00	.00	.00	.00	.00	.00	.00	120.73	400.00	0
2004 PRINTING AND ADVER	300.00	.00	300.00	.00	.00	.00	300.00	18.68	.00	0
2006 TRAVEL	200.00	.00	200.00	.00	.00	.00	200.00	.00	.00	0
2007 DUES AND MEMBERSHI	300.00	.00	300.00	.00	.00	60.00	240.00	119.95	.00	20
2009 CONFERENCES AND ME	600.00	.00	600.00	.00	.00	50.40	549.60	415.20	257.91	8
2010 PROFESSIONAL SERVI	1000.00	.00	1000.00	.00	.00	.00	1000.00	400.00	1000.00	0
2034 OFFICE EQUIPMENT M	400.00	.00	400.00	50.50	.00	269.06	80.44	403.90	314.59	80
2035 CONSOLIDATED BLD.	107442.00	.00	107442.00	6542.78	.00	4778.76	96120.46	108768.27	52297.00	11
2062 MISCELLANOUS CONTR	83626.00	.00	83626.00	.00	.00	.00	83626.00	40800.00	40000.00	0
4001 OUTLAY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
Department 0600 Totals	193868.00	0.00	193868.00	6593.28	0.00	5573.50	181701.22	160917.56	104179.58	6
Department 0610 TOWN HALL										
2002 POWER	12780.00	.00	12780.00	.00	.00	786.92	11993.08	9804.38	12618.44	6
2003 WATER AND SEWER	2794.00	.00	2794.00	.00	.00	67.89	2726.11	2547.22	2505.77	2
3003 HEAT	13650.00	.00	13650.00	.00	.00	189.77	13460.23	10742.00	10872.80	1
Department 0610 Totals	29224.00	0.00	29224.00	0.00	0.00	1044.58	28179.42	23093.60	25997.01	4

Revenues Added to Adjusted

Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
Department 0615 LIBRARY BUILDING										
2002 POWER	11000.00	.00	11000.00	.00	.00	331.22	10668.78	6893.04	9363.84	3
2003 WATER AND SEWER	817.00	.00	817.00	.00	.00	.00	817.00	815.21	756.32	0
3003 HEAT	17900.00	.00	17900.00	.00	.00	339.24	17560.76	19877.39	20255.89	2
3007 CLEANING SUPPLIES	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
Department 0615 Totals	29717.00	0.00	29717.00	0.00	0.00	670.46	29046.54	27585.64	30376.05	2
Department 0616 RENTAL UNITS										
2002 ELECTRICITY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
Department 0616 Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Department 0620 TOWN CENTER FIRE STATION										
2002 POWER	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2003 WATER AND SEWER	1476.00	.00	1476.00	.00	.00	.00	1476.00	1284.79	1205.36	0
2062 MISCELLANOUS CONTR	3791.00	.00	3791.00	.00	.00	.00	3791.00	3717.00	.00	0
3003 HEAT	18200.00	.00	18200.00	.00	.00	.00	18200.00	14230.40	15797.49	0
Department 0620 Totals	23467.00	0.00	23467.00	0.00	0.00	0.00	23467.00	19232.19	17002.85	0
Department 0630 POLICE STATION										
2002 POWER	24500.00	.00	24500.00	.00	.00	1305.21	23194.79	16473.22	19776.06	5
2003 WATER AND SEWER	3432.00	.00	3432.00	.00	.00	.00	3432.00	3606.07	3460.46	0
2062 CONTRACTED CUSTODI	24233.00	.00	24233.00	.00	.00	.00	24233.00	23767.64	23170.00	0
3003 HEAT	13600.00	.00	13600.00	.00	.00	284.66	13315.34	11111.37	11715.05	2
Department 0630 Totals	65765.00	0.00	65765.00	0.00	0.00	1589.87	64175.13	54958.30	58121.57	2
Department 0635 CAPE COTTAGE FIRE STATION										
2002 POWER	2500.00	.00	2500.00	.00	.00	.00	2500.00	2014.64	1984.75	0
2003 WATER AND SEWER	790.00	.00	790.00	.00	.00	.00	790.00	807.93	789.23	0
3003 HEAT	4630.00	.00	4630.00	.00	.00	.00	4630.00	2587.44	2621.23	0
Department 0635 Totals	7920.00	0.00	7920.00	0.00	0.00	0.00	7920.00	5410.01	5395.21	0
Department 0640 PARKS										
1001 FULL TIME PAYROLL	23150.00	.00	23150.00	.00	.00	.00	23150.00	23300.00	17447.21	0
1002 PART TIME PAYROLL	13440.00	.00	13440.00	.00	.00	1237.84	12202.16	12406.24	1830.40	9
1020 SOCIAL SECURITY	2799.00	.00	2799.00	.00	.00	94.69	2704.31	2530.15	1475.00	3
2002 POWER	1200.00	.00	1200.00	.00	.00	10.64	1189.36	788.34	816.30	1
2003 WATER	2600.00	.00	2600.00	.00	.00	.00	2600.00	2275.00	2400.91	0
2010 PROFESSIONAL SERVI	15000.00	.00	15000.00	.00	.00	86.60	14913.40	14849.94	12716.50	1
2022 UNIFORMS	540.00	.00	540.00	.00	.00	.00	540.00	490.89	467.52	0
2032 EQUIPMENT MAINTENA	1500.00	.00	1500.00	.00	.00	.00	1500.00	1810.73	1496.87	0
2036 FW PARK REPAIRS	.00	.00	.00	.00	.00	.00	.00	.00	52108.92	0
2037 COMMUNITY PLAYGROU	3500.00	.00	3500.00	.00	.00	.00	3500.00	3359.71	3796.38	0
3002 GASOLINE	1137.00	.00	1137.00	.00	.00	409.70	727.30	1137.00	880.00	36
3038 IRRIGATION MAINT &	500.00	.00	500.00	.00	.00	.00	500.00	608.73	848.70	0
3039 GROUNDS MAINTENANC	7830.00	.00	7830.00	.00	.00	832.56	6997.44	5326.08	5529.14	11
3040 DIESEL FUEL	675.00	.00	675.00	.00	.00	339.88	335.12	675.00	300.00	50
4006 LIONS FIELD IMPROV	500.00	.00	500.00	.00	.00	.00	500.00	398.55	1429.70	0

Revenues Added to Adjusted

Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
4114 GREENBELT TRAILS M	8000.00	.00	8000.00	.00	.00	85.80	7914.20	15862.45	4931.23	1
Department 0640 Totals	82371.00	0.00	82371.00	0.00	0.00	3097.71	79273.29	85818.81	108474.78	4
Department 0641 SCHOOL GROUNDS										
1001 FULL TIME PAYROLL	35907.00	.00	35907.00	.00	.00	4808.00	31099.00	35897.43	36576.82	13
1002 PART TIME PAYROLL	10560.00	.00	10560.00	.00	.00	864.72	9695.28	10065.56	8943.88	8
1003 OVERTIME PAYROLL	365.00	.00	365.00	.00	.00	.00	365.00	120.38	33.72	0
1020 SOCIAL SECURITY	3583.00	.00	3583.00	.00	.00	423.03	3159.97	3761.01	3474.00	12
2010 PROFESSIONAL SERVI	28500.00	.00	28500.00	.00	.00	.00	28500.00	23520.00	19560.89	0
2022 UNIFORMS	540.00	.00	540.00	.00	.00	.00	540.00	489.42	465.00	0
2032 EQUIPMENT MAINTENA	2200.00	.00	2200.00	.00	.00	156.78	2043.22	2056.83	2033.39	7
2038 CONTRACTED SCHOOL	43500.00	.00	43500.00	.00	.00	.00	43500.00	43500.00	43500.00	0
2048 TURF FIELD CONTRIB	7000.00	.00	7000.00	.00	.00	.00	7000.00	7000.00	7000.00	0
3002 GASOLINE	3162.00	.00	3162.00	.00	.00	409.69	2752.31	3162.04	2425.00	13
3005 MINOR EQUIPMENT	1100.00	.00	1100.00	.00	.00	69.57	1030.43	948.10	1099.83	6
3006 MISCELLANEOUS SUPP	200.00	.00	200.00	.00	.00	.00	200.00	164.03	150.00	0
3038 IRRIGATION MAINT/S	750.00	.00	750.00	.00	.00	.00	750.00	357.27	976.96	0
3039 GROUNDS MATERIALS	11750.00	.00	11750.00	.00	.00	1357.56	10392.44	9375.64	7911.71	12
3040 DIESEL FUEL	1872.00	.00	1872.00	.00	.00	.00	1872.00	1873.05	800.00	0
Department 0641 Totals	150989.00	0.00	150989.00	0.00	0.00	8089.35	142899.65	142290.76	134951.20	5
Department 0645 FORT WILLIAMS PARK										
1001 FULL TIME PAYROLL	44020.00	.00	44020.00	.00	.00	1889.60	42130.40	44218.02	51760.82	4
1002 PART TIME PAYROLL	47486.00	.00	47486.00	.00	.00	7178.90	40307.10	33702.97	35050.62	15
1003 OVERTIME PAYROLL	280.00	.00	280.00	.00	.00	.00	280.00	250.14	.00	0
1020 SOCIAL SECURITY	7022.00	.00	7022.00	.00	.00	690.30	6331.70	6625.04	6850.00	10
2002 POWER	2500.00	.00	2500.00	.00	.00	230.91	2269.09	3016.10	2479.06	9
2003 WATER	4500.00	.00	4500.00	.00	.00	.00	4500.00	3546.84	3912.50	0
2010 PROFESSIONAL SERVI	13900.00	.00	13900.00	.00	.00	2945.30	10954.70	11771.59	12515.99	21
2019 TREE PLANTING AND	7500.00	5407.00	12907.00	.00	.00	.00	12907.00	12213.00	.00	0
2022 UNIFORMS	905.00	.00	905.00	.00	.00	.00	905.00	833.96	905.54	0
2032 EQUIPMENT MAINTENA	3500.00	.00	3500.00	.00	.00	463.94	3036.06	4337.96	3255.40	13
2035 BUILDING REPAIR	20000.00	12445.00	32445.00	11215.00	.00	115.00	21115.00	3435.26	1028.32	35
2036 STONE WALL REPAIRS	38500.00	.00	38500.00	.00	.00	.00	38500.00	21416.00	86.56	0
2037 BATTERY & MANSION	3000.00	.00	3000.00	.00	.00	.00	3000.00	43.80	.00	0
2041 FENCING & GATE MAI	3500.00	.00	3500.00	.00	.00	.00	3500.00	33667.76	.00	0
2063 ALARM SYSTEM MONIT	500.00	.00	500.00	.00	.00	117.00	383.00	1020.88	1025.85	23
3002 GASOLINE	3423.00	.00	3423.00	.00	.00	.00	3423.00	1344.87	2138.50	0
3003 HEAT	10300.00	.00	10300.00	.00	.00	.00	10300.00	9225.91	7852.26	0
3005 MINOR EQUIPMENT	500.00	.00	500.00	.00	.00	.00	500.00	262.09	480.67	0
3006 MISCELLANEOUS SUPP	1100.00	.00	1100.00	.00	.00	343.52	756.48	1088.66	932.90	31
3038 MAINTENANCE MATERI	14500.00	.00	14500.00	.00	.00	653.49	13846.51	14860.49	11228.14	5
3039 GROUNDS MATERIALS	350.00	.00	350.00	.00	.00	.00	350.00	452.00	.00	0
3040 DIESEL FUEL	2031.00	.00	2031.00	.00	.00	.00	2031.00	2031.00	895.00	0
4001 TENNIS CT.REHAB	21000.00	.00	21000.00	.00	.00	.00	21000.00	.00	.00	0
Department 0645 Totals	250317.00	17852.00	268169.00	11215.00	0.00	14627.96	242326.04	209364.34	142398.13	10
Department 0655 RICHARD'S POOL										
1001 FULL TIME PAYROLL	.00	.00	.00	.00	.00	4992.55	-4992.55	103632.94	74633.77	0

Revenues Added to Adjusted

Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
1002 PART TIME PAYROLL	.00	.00	.00	.00	.00	630.00	-630.00	76598.24	96068.43	0
1020 SOCIAL SECURITY	.00	.00	.00	.00	.00	416.89	-416.89	15009.43	11445.00	0
2001 TELEPHONE	.00	.00	.00	.00	.00	.00	.00	866.85	873.64	0
2002 POWER	.00	.00	.00	.00	.00	.00	.00	51529.75	42349.89	0
2003 WATER AND SEWER	.00	.00	.00	.00	.00	.00	.00	1800.00	2550.00	0
2004 PRINTING AND ADVER	.00	.00	.00	.00	.00	.00	.00	.00	500.00	0
2005 REFUNDS	.00	.00	.00	.00	.00	.00	.00	.00	-30.00	0
2006 TRAVEL	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2007 DUES AND MEMBERSHI	.00	.00	.00	.00	.00	.00	.00	400.00	92.00	0
2008 TRAINING	.00	.00	.00	.00	.00	.00	.00	295.00	300.00	0
2009 CONFERENCES AND ME	.00	.00	.00	.00	.00	.00	.00	385.00	54.90	0
2010 INDEPENDENT CONTRA	.00	.00	.00	.00	.00	.00	.00	8068.84	3719.00	0
2011 CONTRACTED CUSTODI	.00	.00	.00	.00	.00	.00	.00	34091.00	32738.10	0
2034 OFFICE EQUIPMENT	.00	.00	.00	.00	.00	.00	.00	29.07	128.00	0
2035 BUILDING MAINTENAN	.00	.00	.00	.00	.00	20.02	-20.02	20745.12	10203.78	0
2062 CONTINGENCY	.00	.00	.00	.00	.00	.00	.00	2000.00	305.20	0
3001 OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	234.71	.00	0
3003 HEAT	.00	.00	.00	.00	.00	.00	.00	37831.38	15000.00	0
3006 MISCELLANEOUS SUPP	.00	.00	.00	.00	.00	.00	.00	13035.98	10223.92	0
4001 OUTLAY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
Department 0655 Totals	0.00	0.00	0.00	0.00	0.00	6059.46	-6059.46	366553.31	301155.63	0
Department 0656 FITNESS CENTER										
1001 FULL TIME PAYROLL	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
1002 PART TIME PAYROLL	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
1020 SOCIAL SECURITY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2001 TELEPHONE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2007 DUES AND MEMBERSHI	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2008 TRAINING	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2009 CONFERENCES AND ME	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2010 INDEPENDENT CONTRA	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2034 OFFICE EQUIPMENT	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2062 CONTINGENCY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
3001 OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
3006 MISCELLANEOUS SUPP	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4001 OUTLAY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
Department 0656 Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Department 0660 TREES										
1002 PART TIME PAYROLL	3610.00	.00	3610.00	.00	.00	.00	3610.00	3500.00	3000.00	0
1020 SOCIAL SECURITY	276.00	.00	276.00	.00	.00	.00	276.00	267.76	229.50	0
2007 DUES AND MEMBERSHI	125.00	.00	125.00	.00	.00	.00	125.00	125.00	125.00	0
2010 PROFESSIONAL SERVI	18000.00	.00	18000.00	.00	.00	1127.50	16872.50	21060.25	16268.64	6
3006 MISCELLANEOUS SUPP	50.00	.00	50.00	.00	.00	.00	50.00	50.00	48.57	0
Department 0660 Totals	22061.00	0.00	22061.00	0.00	0.00	1127.50	20933.50	25003.01	19671.71	5
Department 0710 INTERGOVERNMENTAL ASSESSMENTS										
5021 COUNTY GOVERNMENT	998136.00	.00	998136.00	.00	.00	.00	998136.00	992047.00	947600.00	0
5024 COUNCIL OF GOVERNM	9068.00	.00	9068.00	.00	.00	9015.00	53.00	9068.00	9068.00	99

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CAPE ELIZABETH
 Appropriation Control Report

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Revenues Added to Adjusted

Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
5025 MAINE MUNICIPAL AS	12280.00	.00	12280.00	.00	.00	.00	12280.00	11924.00	11748.00	0
Department 0710 Totals	1019484.00	0.00	1019484.00	0.00	0.00	9015.00	1010469.00	1013039.00	968416.00	1
Department 0715 CAPITAL PROJECTS & EQUIPMENT										
4001 ENGINE II BODY WOR	.00	.00	.00	.00	.00	.00	.00	.00	19590.00	0
4004 POLICE CRUISER REP	60000.00	30539.00	90539.00	.00	.00	.00	90539.00	32044.70	55778.54	0
4005 FIRE REPLACE SCUBA	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4006 FIRE DRIVIG SIMULA	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4008 POLICE UTILITY VEH	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4009 ROADWAY & DRAINAGE	203370.00	250210.00	453580.00	.00	.00	8178.35	445401.65	327151.93	454105.82	2
4011 POLICE RADIO REPAI	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4012 PICK UP TRUCK REPL	.00	.00	.00	.00	.00	.00	.00	.00	24887.26	0
4013 SIDEWALK IMPROVEME	20000.00	22443.00	42443.00	.00	.00	.00	42443.00	5763.63	5641.97	0
4014 TOWN CTR. FIRE STA	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4015 POLICE LIGHTING UP	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4016 FD RADIO REPEATER	.00	.00	.00	.00	.00	.00	.00	.00	14898.00	0
4017 SCHOOL CAMPUS SIDE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4018 TOOL CARRIER REPLA	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4019 MOWER REPLACEMENT	.00	.00	.00	.00	.00	.00	.00	.00	23016.26	0
4020 HIGHSCHOOL TENNIS	.00	.00	.00	.00	.00	.00	.00	.00	11065.20	0
4021 COMPUTER UPGRADES	35000.00	.00	35000.00	.00	.00	768.88	34231.12	12169.60	15753.26	2
4022 POLICE STATION CHI	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4023 PW MISC.EQUIPMENT	.00	.00	.00	.00	.00	.00	.00	9753.00	.00	0
4024 TH ROOF & EXT. REP	70750.00	.00	70750.00	52000.00	.00	9319.93	9430.07	26487.00	.00	87
4025 TOWN OFFICES	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4026 LIBRARY COMPUTER R	.00	.00	.00	.00	.00	.00	.00	.00	11977.56	0
4027 POLICE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4028 PW PUMP BACK UP SY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4029 PW CAMERA UPGRADES	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4030 PW ROOF INSPECTION	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4031 COMM. CENTER SIDIN	.00	.00	.00	.00	.00	.00	.00	.00	921.66	0
4032 FW PARK RAMP REPAI	.00	.00	.00	.00	.00	.00	.00	.00	3108.51	0
4038 TH HEATING DESIGN	.00	.00	.00	.00	.00	.00	.00	.00	3000.00	0
4052 LIBRARY BLDG. IMPR	5000.00	39516.00	44516.00	5819.00	.00	341.80	38355.20	13616.64	.00	14
4053 LIFT	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4100 POOL BUILDING & FI	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4101 PARKS MOWER REPLAC	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4107 DUMP/PLOW REPLACEM	150000.00	.00	150000.00	.00	.00	.00	150000.00	.00	.00	0
4108 LIBRARY EXTENSION	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4110 BUILDING MAINTENAN	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4111 TH MTG.& OFFICE SP	.00	25000.00	25000.00	643.90	.00	275.00	24081.10	39265.73	16823.92	919
4114 ELECTION EQUIPMENT	.00	16000.00	16000.00	.00	.00	.00	16000.00	.00	.00	0
4115 NORDIC SKI TRAIL -	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4117 REVALUATION	.00	.00	.00	.00	.00	.00	.00	746.91	6067.02	0
4118 CAPE COTTAGE STATI	.00	.00	.00	.00	.00	.00	.00	25208.78	.00	0
4124 RENTAL UNIT REPAIR	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4125 PARKS GARAGE DOOR	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4126 PARKS ROOF REPAIRS	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4127 POOL EXTERIOR REPA	.00	.00	.00	.00	.00	.00	.00	15491.44	8990.00	0
4131 TOWN CTR.BLDG.REP.	.00	13643.00	13643.00	540.00	.00	3060.00	10043.00	531.17	.00	3600
4132 ALEWIFE BROOK MONI	.00	.00	.00	.00	.00	.00	.00	.00	1241.00	0

Revenues Added to Adjusted

Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
4136 PARKS UTILITY CART	.00	.00	.00	.00	.00	.00	.00	.00	14501.33	0
4137 ENERGY MANAGEMENT	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4139 VOTING EQUIP/BOOTH	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4140 RECYCLING PROMOTIO	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4142 PUBLIC WORKS RADIO	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4143 PW BLDG. REPAIRS	.00	.00	.00	.00	.00	.00	.00	9668.68	.00	0
4144 REPLACEMENT VOTING	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4145 REFUSE CONTAINER R	.00	.00	.00	.00	.00	.00	.00	.00	3832.00	0
4146 PARKS EQUIP. TRAIL	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4147 POLICE STATION REP	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4149 REPL.WET TEAM MOTO	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4150 FIRE POLICE EMA RA	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4243 CEMETERY STONEWALL	.00	45000.00	45000.00	.00	.00	.00	45000.00	.00	.00	0
5025 EMERGENCY GENERATO	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
5103 DUGOUTS	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
5203 LIGHTENING DAMAGE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
5205 ICE STORM DAMAGE	.00	.00	.00	.00	.00	.00	.00	.00	2331.90	0
5213 SHORE RD LIGHT-LOC	.00	.00	.00	.00	.00	.00	.00	.00	5424.82	0
5214 SHORE RD OVERLAY-L	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
5215 SAWYER RD OVERLAY-	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
5216 SPURWINK AVE OVERL	.00	.00	.00	.00	.00	.00	.00	.00	4410.00	0
5217 HANNAFORD TURF FIE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
5218 7 HOLMAN ROAD	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
5219 LIONS FIELD-NEW FI	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
5220 ALTERNATIVE ENERGY	.00	.00	.00	.00	.00	.00	.00	.00	8770.00	0
5221 DISPATCH CONSOLIDA	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
5225 MUNICIPAL ENERGY P	.00	.00	.00	.00	.00	.00	.00	51278.20	56324.40	0
5226 SHORE ROAD PATH	.00	186413.75	186413.75	.00	.00	69353.50	117060.25	32461.41	33320.58	6935
5227 ARRA ENERGY GRANT	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
5228 REPLACE 1998 RACK	.00	.00	.00	.00	.00	.00	.00	.00	34816.14	0
5229 HS TENNIS COURT RE	.00	.00	.00	.00	.00	.00	.00	.00	29398.00	0
5230 POOL WORK	.00	.00	.00	.00	.00	.00	.00	14664.35	14766.25	0
5231 TH TECH AREA/SERVE	.00	.00	.00	.00	.00	.00	.00	4529.00	200000.00	0
5232 FT WMS PK MASTER P	.00	.00	.00	.00	.00	.00	.00	37677.04	14500.00	0
5233 FUTURE OPEN SPACE	.00	.00	.00	.00	.00	.00	.00	38275.00	.00	0
5234 FD BREATHING APPAR	.00	.00	.00	.00	.00	.00	.00	66879.00	.00	0
5235 POOL BOILER	.00	.00	.00	.00	.00	.00	.00	39916.35	28468.65	0
5236 PD IN VEHICLE CAME	6000.00	.00	6000.00	.00	.00	.00	6000.00	.00	.00	0
5238 REBUILD LOADER ENG	.00	.00	.00	.00	.00	.00	.00	11606.94	.00	0
5239 REPLACE 1970 ROAD	.00	.00	.00	.00	.00	.00	.00	136081.42	.00	0
5240 PW USED TRUCK CHAS	.00	.00	.00	.00	.00	.00	.00	18287.96	.00	0
5241 LIBRARY PROJECT DE	.00	.00	.00	.00	.00	.00	.00	44349.91	.00	0
5242 PATHWAY-SAFE DONAT	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
5244 NETWORK SERVER	.00	.00	.00	.00	.00	.00	.00	26000.00	.00	0
5245 SNOWBLOWER ATTACH.	8000.00	.00	8000.00	.00	.00	.00	8000.00	.00	.00	0
5246 WORK ZONE DEVICE T	2500.00	.00	2500.00	.00	.00	.00	2500.00	.00	.00	0
5247 HARBOR MASTER BOAT	10000.00	.00	10000.00	.00	.00	.00	10000.00	.00	.00	0
5248 MS FENCING REPLACE	13000.00	.00	13000.00	.00	.00	.00	13000.00	.00	.00	0
5249 ATHL.FIELD FENCING	10000.00	.00	10000.00	.00	.00	.00	10000.00	.00	.00	0
5250 MS BB INFIELD RECO	12000.00	.00	12000.00	.00	.00	.00	12000.00	.00	.00	0
5251 CC RENTAL BLDG REP	12000.00	.00	12000.00	.00	.00	.00	12000.00	.00	.00	0
5252 RADAR UNITS	3000.00	.00	3000.00	.00	.00	.00	3000.00	.00	.00	0

Revenues Added to Adjusted

Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
5253 LADDER TR.REFURB.	75000.00	.00	75000.00	.00	.00	.00	75000.00	.00	.00	0
5254 ID BADGE UPDATE	4380.00	.00	4380.00	.00	.00	.00	4380.00	.00	.00	0
5255 ROBINSON WOODS II	.00	200000.00	200000.00	.00	.00	.00	200000.00	.00	.00	0
5256 CAPITAL NEEDS PLAN	.00	30000.00	30000.00	29463.44	.00	2886.56	-2350.00	.00	.00	3235
5257 TRANS ST BURGLARY	.00	.00	.00	2589.55	.00	805.26	-3394.81	.00	.00	0
5258 FWC CANOPY GRANT	.00	10155.00	10155.00	.00	.00	10155.00	.00	.00	.00	1015
Department 0715 Totals	700000.00	868919.75	1568919.75	91055.89	0.00	105144.28	1372719.58	1039905.79	1127730.05	13
Department 0720 MISC CARRY FORWARD ACCTS										
0100 STREET OPENINGS	.00	.00	.00	.00	.00	.00	.00	.00	200.00	0
0102 LIBRARY GIFTS	.00	.00	.00	.00	.00	198.55	-198.55	3109.55	5355.25	0
0103 LIBRARY COPIER	.00	.00	.00	.00	.00	3204.05	-3204.05	2133.86	2000.92	0
0104 THERMAL IMAGING CA	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
0110 CAPE COTTAGE FIRE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
0111 COMPREHENSIVE PLAN	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
0112 FORT RENTAL UNIT A	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
0113 LAND TRUST DONATIO	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
0114 POLICE/DISPATCH RE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
0115 MATCH FOR FEDERAL	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
0116 FED FIRE PREV MATE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
0117 STORM DAMAGE COSTS	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
Department 0720 Totals	0.00	0.00	0.00	0.00	0.00	3402.60	-3402.60	5243.41	7556.17	0
Department 0725 GRANTS AND GIFTS TO TOWN										
4218 CLO DONATIONS	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4219 PW-REAR VISION CAM	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4220 NPS FORT PLAYGROUN	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4225 GULL CREST SKI TRA	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4226 ST.BART'S FUEL GRA	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4227 FUEL DONATION ACCT	.00	6752.00	6752.00	.00	.00	.00	6752.00	4073.08	4824.74	0
4250 ARRA LIGHTING GRAN	.00	.00	.00	.00	.00	.00	.00	.00	119442.08	0
4301 FD 06 US FISH & W	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4302 FD 07 ME FOREST SE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4303 FD 08 MMA GRANT	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4400 PD 06 HOMELAND SEC	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4401 PD 07 SPEED ENFORC	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4402 PD 07 UNDERAGE DRI	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4403 PD 08 TRAFFIC ANAL	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4404 PD 08 UNDERAGE DRI	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4405 PD 09 UNDERAGE DRI	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4407 PD 09 IMPAIRED DRI	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4408 FD 09 MMA-TACTRON	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4409 FD 09 MMA-CAMERA G	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4410 PD 10 UNDERAGE DRI	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4411 FD 09 TIV	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4412 PROP-COMPLIANCE	.00	.00	.00	.00	.00	.00	.00	1428.27	493.13	0
4413 PROP-ADD. PARTY PA	.00	.00	.00	.00	.00	.00	.00	.00	315.84	0
4414 FD-AFT GRANT-SPRIN	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4415 FD SAFETY ENHANCEM	.00	.00	.00	.00	.00	.00	.00	.00	319.33	0
4416 PD PROP TRAINING G	.00	.00	.00	.00	.00	.00	.00	.00	1483.79	0

Revenues Added to Adjusted

Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
4417 PD 11 UNDERAGE DRI	.00	.00	.00	.00	.00	675.18	-675.18	3544.00	2434.97	0
4418 FD RURAL FIRE ASSI	.00	.00	.00	.00	.00	.00	.00	.00	4191.10	0
4419 PD 09 JUSTICE ASST	.00	.00	.00	.00	.00	.00	.00	.00	1392.11	0
4420 PD 10 JUSTICE ASST	.00	.00	.00	.00	.00	.00	.00	1206.00	.00	0
4421 PW 12 MMA GR-CAMER	.00	.00	.00	.00	.00	.00	.00	614.00	.00	0
4422 CC COMM BLOCK GRAN	.00	.00	.00	.00	.00	2786.75	-2786.75	39112.13	.00	0
4423 PD DROP BOX GRANT	.00	.00	.00	.00	.00	.00	.00	800.00	.00	0
4424 PD FY11 JAG GRANT	.00	.00	.00	.00	.00	.00	.00	646.00	.00	0
Department 0725 Totals	0.00	6752.00	6752.00	0.00	0.00	3461.93	3290.07	51423.48	134897.09	51
Department 0735 RESCUE										
1002 PART TIME PAYROLL	158800.00	.00	158800.00	.00	.00	20937.42	137862.58	93480.78	63551.97	13
1020 SOCIAL SECURITY	12150.00	.00	12150.00	.00	.00	1601.68	10548.32	7411.04	6800.00	13
2000 CELLULAR PHONE	650.00	.00	650.00	.00	.00	85.13	564.87	617.97	791.63	13
2007 DUES AND MEMBERSHI	2700.00	.00	2700.00	.00	.00	.00	2700.00	2003.98	1667.50	0
2008 TRAINING	8000.00	.00	8000.00	.00	.00	.00	8000.00	4756.37	6820.33	0
2010 PROFESSIONAL SERVI	25000.00	.00	25000.00	.00	.00	73.24	24926.76	20446.80	15428.76	0
2032 VEHICLE MAINTENANC	4500.00	.00	4500.00	.00	.00	.00	4500.00	3647.43	3162.36	0
2033 RADIO MAINTENANCE	7300.00	.00	7300.00	.00	.00	66.00	7234.00	5899.10	7035.84	1
2034 EQUIPMENT MAINTENA	9000.00	.00	9000.00	.00	.00	393.17	8606.83	6018.19	7758.62	4
2071 PHYSICALS & SHOTS	2500.00	.00	2500.00	.00	.00	.00	2500.00	150.00	450.00	0
3002 GASOLINE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
3004 UNIFORMS	4500.00	.00	4500.00	.00	.00	39.95	4460.05	2119.15	2336.03	1
3005 MINOR EQUIPMENT	15000.00	.00	15000.00	.00	.00	829.98	14170.02	14930.68	14738.91	6
3006 MISCELLANEOUS SUPP	2500.00	.00	2500.00	.00	.00	.00	2500.00	1561.07	2248.04	0
3022 MOTOR FUELS	3800.00	.00	3800.00	.00	.00	347.33	3452.67	2740.74	1254.32	9
4001 NEW RESCUE VEHICLE	.00	.00	.00	.00	.00	.00	.00	164000.00	.00	0
6010 TOWN GENERAL FUND	7500.00	.00	7500.00	.00	.00	.00	7500.00	5256.00	5236.00	0
Department 0735 Totals	263900.00	0.00	263900.00	0.00	0.00	24373.90	239526.10	335039.30	139280.31	9
Department 0750 INFRASTRUCTURE FUND										
4008 TROUT BROOK	.00	25000.00	25000.00	.00	.00	.00	25000.00	.00	.00	0
Department 0750 Totals	0.00	25000.00	25000.00	0.00	0.00	0.00	25000.00	0.00	0.00	0
Department 0815 SEWER FUND										
1001 FULL TIME PAYROLL	11548.00	.00	11548.00	.00	.00	.00	11548.00	11216.80	10796.80	0
1003 OVERTIME	1860.00	.00	1860.00	.00	.00	.00	1860.00	162.60	479.76	0
1020 SOCIAL SECURITY	1026.00	.00	1026.00	.00	.00	.00	1026.00	122.60	906.00	0
2022 UNIFORM	720.00	.00	720.00	.00	.00	.00	720.00	663.44	624.46	0
2037 SEWER LINE MAINTEN	139034.00	.00	139034.00	.00	.00	15.63	139018.37	16660.90	55645.38	0
2062 SEWER CONTINGENCY	200.00	.00	200.00	.00	.00	36.00	164.00	139.95	120.65	18
2071 PTLD WATER ASSESSM	1325000.00	.00	1325000.00	.00	.00	107795.00	1217205.00	1191762.00	1089984.00	8
2072 ADMINISTRATIVE COS	2000.00	.00	2000.00	.00	.00	.00	2000.00	175.00	1655.00	0
2073 ALLOW. FOR UNCOLLE	2200.00	.00	2200.00	.00	.00	.00	2200.00	2375.00	.00	0
3002 GASOLINE	455.00	.00	455.00	.00	.00	.00	455.00	455.00	320.00	0
3040 DIESEL FUEL	568.00	.00	568.00	.00	.00	.00	568.00	568.00	398.00	0
4001 JET FLUSHER REPLAC	.00	.00	.00	.00	.00	.00	.00	.00	53317.76	0
4004 DEBT SERVICE	219564.00	.00	219564.00	.00	.00	.00	219564.00	219563.24	219562.56	0
4006 STARBOARD DR.REPAI	.00	100000.00	100000.00	.00	.00	.00	100000.00	.00	.00	0

Date : 08/01/2012
 Time : 10:16

CAPE ELIZABETH
 Appropriation Control Report

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Revenues Added to Adjusted

Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
6010 TOWN GENERAL FUND	51125.00	.00	51125.00	.00	.00	.00	51125.00	43448.00	45461.00	0
Department 0815 Totals	1755300.00	100000.00	1855300.00	0.00	0.00	107846.63	1747453.37	1487312.53	1479271.37	6
Department 0820 SEWER REHAB PROJECT										
2010 PROFESSIONAL SERVI	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
2011 LEGAL SERVICES	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4001 RUNNING TIDE CONTR	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4002 ELIZABETH PARK CON	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4003 OCEAN VIEW/BAY VIE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4005 UNALLOCATED	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
Department 0820 Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Department 0825 BOND ISSUE SPRING 2008										
6001 HS TRAFFIC LIGHT	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6002 SHORE/SCOTT DYER R	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6003 TOWN CENTER IMPROV	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6004 DRAINAGE IMPROVEME	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6005 SPURWINK MEETING H	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6006 PW TRUCK REPLACEME	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6007 FENCE HANNAFORD FI	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6008 GREENBELT IMPROVEM	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6009 BORROWING COSTS, E	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6010 SCH SAFETY & SECUR	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6011 SCH CLASSROOM FURN	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6012 SCH BLDG REPAIRS/E	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6013 BOND MISCELLANEOUS	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6103 BLEACHERS/HANNAFOR	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6104 SHORE ROAD PATHWAY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6105 SIDEWALK IMPROVEME	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6106 REPLACE 1998 RACK	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6107 HS TENNIS COURT RE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
Department 0825 Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
Department 0840 SPURWINK CHURCH FUND										
1002 PART TIME PAYROLL	2500.00	.00	2500.00	.00	.00	260.00	2240.00	1755.00	1352.00	10
1020 SOCIAL SECURITY	191.00	.00	191.00	.00	.00	19.89	171.11	77.65	191.00	10
2001 TELEPHONE	550.00	.00	550.00	.00	.00	.00	550.00	.00	.00	0
2002 POWER	690.00	.00	690.00	.00	.00	.00	690.00	323.23	315.98	0
2003 WATER	400.00	.00	400.00	.00	.00	.00	400.00	354.37	351.90	0
2035 PROJECT CLOSEOUT	2500.00	.00	2500.00	.00	.00	340.00	2160.00	-5871.67	5985.26	14
2063 ALARM SERVICE	450.00	.00	450.00	.00	.00	.00	450.00	.00	.00	0
3003 HEAT	3250.00	.00	3250.00	.00	.00	.00	3250.00	1513.85	2465.27	0
6010 TOWN GENERAL FUND	316.00	.00	316.00	.00	.00	.00	316.00	316.00	308.00	0
Department 0840 Totals	10847.00	0.00	10847.00	0.00	0.00	619.89	10227.11	-1531.57	10969.41	6
Department 0860 RIVERSIDE										
1001 FULL TIME PAYROLL	18548.00	.00	18548.00	.00	.00	2972.01	15575.99	19323.63	18981.16	16
1002 PAYROLL	14500.00	.00	14500.00	.00	.00	2313.36	12186.64	11588.78	10047.10	16

Revenues Added to Adjusted

Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
1003 OVERTIME PAYROLL	1800.00	.00	1800.00	.00	.00	.00	1800.00	1318.56	1353.00	0
1020 SOCIAL SECURITY	2666.00	.00	2666.00	.00	.00	396.04	2269.96	3641.13	2538.00	15
2002 POWER	225.00	.00	225.00	.00	.00	.00	225.00	252.30	223.75	0
2003 WATER	250.00	.00	250.00	.00	.00	.00	250.00	212.75	658.97	0
2010 PROFESSIONAL SERVI	700.00	.00	700.00	.00	.00	86.60	613.40	1151.85	1639.50	12
2012 CONTRACTED SERVICE	.00	.00	.00	.00	.00	.00	.00	1050.00	.00	0
2022 UNIFORMS	720.00	.00	720.00	.00	.00	.00	720.00	659.47	625.18	0
2032 MARKER REPAIRS	1000.00	.00	1000.00	.00	.00	.00	1000.00	550.00	85.00	0
2036 STONEWALL REPAIRS	2500.00	.00	2500.00	.00	.00	.00	2500.00	240.00	1250.00	0
3002 GASOLINE	1056.00	.00	1056.00	.00	.00	.00	1056.00	626.00	871.00	0
3006 MATERIALS & SUPPLI	2500.00	.00	2500.00	.00	.00	.00	2500.00	2435.33	2617.99	0
3008 BURIALS	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
3040 DIESEL FUEL	622.00	.00	622.00	.00	.00	.00	622.00	622.00	350.00	0
4001 OUTLAY	18000.00	.00	18000.00	.00	.00	.00	18000.00	6050.00	.00	0
4005 LOT BUY BACK	2250.00	.00	2250.00	.00	.00	225.00	2025.00	.00	1612.50	10
6010 TOWN GENERAL FUND	1480.00	.00	1480.00	.00	.00	.00	1480.00	1433.00	1361.00	0
Department 0860 Totals	68817.00	0.00	68817.00	0.00	0.00	5993.01	62823.99	51154.80	44214.15	9
Department 0865 FORT WILLIAMS CAPITAL										
4003 TREE MAINTENANCE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4004 STONE WALL REPAIRS	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4005 MASTER&BUSINESS PL	.00	.00	.00	.00	.00	.00	.00	10000.00	.00	0
4006 MISC. PROJECTS TBD	20000.00	.00	20000.00	.00	.00	.00	20000.00	3800.00	554.68	0
4007 MASTER PLAN UPDATE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4008 RESERVES	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4009 BATTERY KNOLL FLAG	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4011 GODDARD MANSION	.00	.00	.00	.00	.00	.00	.00	.00	71.94	0
4015 BATTERY BLAIR GRAN	200.00	.00	200.00	.00	.00	.00	200.00	.00	.00	0
4016 PARK BENCHES	500.00	.00	500.00	.00	.00	.00	500.00	52.93	243.00	0
4017 PLAYGROUND BRICKS	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4018 GARDEN POND STUDY	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4019 BATTERY BLAIR REPA	.00	.00	.00	.00	.00	.00	.00	.00	27654.68	0
4020 ENT.RD.GUARDRAIL E	.00	.00	.00	.00	.00	.00	.00	3780.00	88.18	0
4021 PEDESTRIAN IMPROVE	.00	.00	.00	.00	.00	.00	.00	312.00	.00	0
4022 CLIFF WALK SAFETY	16000.00	.00	16000.00	.00	.00	.00	16000.00	.00	.00	0
4025 SHIP COVE PK.IMPRO	75000.00	.00	75000.00	.00	.00	.00	75000.00	.00	.00	0
4026 PICNIC AREA REHAB.	35000.00	.00	35000.00	.00	.00	.00	35000.00	.00	.00	0
4027 PHL FLAGPOLE LIGHT	62000.00	.00	62000.00	.00	.00	.00	62000.00	.00	.00	0
4028 BATTERY KNOLL INTE	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4029 BATTERY GARESCHE S	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4030 FORT ENTRANCE IMPR	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4031 BATTERY TO CLIFF W	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
6010 GENERAL FUND CONT.	6261.00	.00	6261.00	.00	.00	.00	6261.00	921.00	1272.00	0
Department 0865 Totals	214961.00	0.00	214961.00	0.00	0.00	0.00	214961.00	18865.93	29884.48	0
Department 0870 PORTLAND HEAD LIGHT										
1001 FULL TIME PAYROLL	67300.00	.00	67300.00	.00	.00	4395.20	62904.80	65247.60	64584.01	7
1002 PART TIME PAYROLL	61500.00	.00	61500.00	.00	.00	6880.02	54619.98	41739.01	41099.06	11
1020 SOCIAL SECURITY	9255.00	.00	9255.00	.00	.00	822.03	8432.97	7337.09	8023.86	9
1023 ICMA 401A RETIREME	6385.00	.00	6385.00	.00	.00	.00	6385.00	6200.00	.00	0

Revenues Added to Adjusted

Dept Description	----- Appropriations -----			----- Expended -----			Unencumb Balance	--- \$ Expended ---		
	Initial	Adjusted	Corrected	Encumb	A/P	Paid		Last Yr	Yr Bef	%Enc
1024 UNUM DISABILITY PL	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
1025 HEALTH INSURANCE	17285.00	.00	17285.00	.00	.00	.00	17285.00	17080.00	16075.00	0
2001 TELEPHONE	3500.00	.00	3500.00	.00	.00	190.67	3309.33	2396.55	3692.22	5
2002 POWER	3500.00	.00	3500.00	.00	.00	259.81	3240.19	2671.41	3256.55	7
2004 PRINTING AND ADVER	10500.00	.00	10500.00	.00	.00	645.00	9855.00	5238.95	9369.10	6
2005 POSTAGE	150.00	.00	150.00	.00	.00	.00	150.00	45.00	44.00	0
2006 TRAVEL/MEETINGS	200.00	.00	200.00	.00	.00	.00	200.00	.00	.00	0
2007 DUES AND MEMBERSHI	800.00	.00	800.00	.00	.00	235.00	565.00	1380.00	400.00	29
2008 TRAINING	3850.00	.00	3850.00	.00	.00	.00	3850.00	2738.91	3109.71	0
2009 CONFERENCES AND ME	200.00	.00	200.00	.00	.00	.00	200.00	.00	.00	0
2010 PROFESSIONAL SERVI	1000.00	.00	1000.00	.00	.00	.00	1000.00	700.00	208.40	0
2013 COLLECTIONS	1500.00	.00	1500.00	.00	.00	.00	1500.00	.00	.00	0
2014 RESEARCH & DEVELOP	150.00	.00	150.00	.00	.00	.00	150.00	.00	.00	0
2034 OFFICE EQUIPMENT	1000.00	.00	1000.00	.00	.00	.00	1000.00	1133.75	260.38	0
2035 BUILDING MAINTENAN	31500.00	.00	31500.00	1756.00	.00	1427.50	28316.50	56479.30	6572.62	10
2036 GROUNDS MAINTENANC	30000.00	.00	30000.00	.00	.00	2916.49	27083.51	22954.35	22782.58	10
2062 CONTINGENCY	1000.00	.00	1000.00	.00	.00	.00	1000.00	.00	.00	0
2063 ALARM SERVICE	.00	.00	.00	.00	.00	.00	.00	323.40	.00	0
2089 INSURANCE	3500.00	.00	3500.00	.00	.00	1741.58	1758.42	3890.00	3744.00	50
3001 OFFICE SUPPLIES	600.00	.00	600.00	.00	.00	.00	600.00	436.28	605.59	0
3003 HEAT	5420.00	.00	5420.00	.00	.00	.00	5420.00	4352.30	4300.72	0
3006 MISCELLANEOUS SUPP	100.00	.00	100.00	.00	.00	.00	100.00	.00	.00	0
3007 CLEANING SUPPLIES	200.00	.00	200.00	.00	.00	.00	200.00	145.01	22.95	0
3020 BOOKS	100.00	.00	100.00	.00	.00	.00	100.00	.00	.00	0
3022 AUDIO VISUAL MATER	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4001 OUTLAY	15000.00	.00	15000.00	.00	.00	.00	15000.00	5859.85	16685.00	0
4002 MUSEUM DEVELOPMENT	6000.00	.00	6000.00	.00	.00	.00	6000.00	73.80	2105.75	0
4006 LANDSCAPE DESIGN P	.00	.00	.00	.00	.00	.00	.00	.00	.00	0
4010 GIFT SHOP COSTS	255000.00	.00	255000.00	.00	.00	87684.78	167315.22	246442.26	271184.59	34
6010 TOWN GENERAL FUND	7200.00	.00	7200.00	.00	.00	.00	7200.00	7200.00	7200.00	0
Department 0870 Totals	543695.00	0.00	543695.00	1756.00	0.00	107198.08	434740.92	502064.82	485326.09	20
Department 0875 THOMAS JORDAN TRUST										
5101 CLIENT ASSISTANCE	34500.00	.00	34500.00	.00	.00	.00	34500.00	40398.91	25132.81	0
6010 TOWN GENERAL FUND	1035.00	.00	1035.00	.00	.00	.00	1035.00	1035.00	1035.00	0
Department 0875 Totals	35535.00	0.00	35535.00	0.00	0.00	0.00	35535.00	41433.91	26167.81	0
GRAND TOTALS	12756800.00	1151628.75	13908428.75	110752.61	0.00	979490.67	12818185.47	15260269.91	12194407.21	8

 REPORT COMPLETE