

Administration

	Department Line Item Budget		ACTUAL FY 2013	BUDGET		ESTIMATED FY 2014	BUDGET		% CHANGE FY 14 to 15
	ADMINISTRATION	FULL TIME PAYROLL		FY 2014	FY 2015		FY 14 to 15	FY 14 to 15	
110	ADMINISTRATION								
1001	FULL TIME PAYROLL		334,429	339,617	370,415	339,617	370,415	\$ 30,798	9.1%
1003	OVERTIME		-	2,000	2,000	2,000	2,000	\$ -	0.0%
1020	SOCIAL SECURITY		24,499	26,134	28,490	26,134	28,490	\$ 2,356	9.0%
	<b>SUBTOTAL PERSONNEL</b>		<b>358,928</b>	<b>367,751</b>	<b>400,905</b>	<b>367,751</b>	<b>400,905</b>	<b>\$ 33,154</b>	<b>9.0%</b>
2001	TELEPHONE		30,338	30,840	33,000	30,840	33,000	\$ 2,160	7.0%
2004	PRINTING & ADVERTISING		10,546	10,000	10,000	10,000	10,000	\$ -	0.0%
2005	POSTAGE		10,501	10,500	10,500	10,500	10,500	\$ -	0.0%
2006	TRAVEL		4,797	5,500	5,500	5,500	5,500	\$ -	0.0%
2007	DUES & MEMBERSHIPS		1,676	1,730	1,730	1,730	1,730	\$ -	0.0%
2008	TRAINING		-	1,800	1,800	1,800	1,800	\$ -	0.0%
2009	CONFERENCES & MEETINGS		2,032	3,600	3,600	3,600	3,600	\$ -	0.0%
2010	PROFESSIONAL SERVICES		5,725	6,000	6,000	6,000	6,000	\$ -	0.0%
2015	INTERNET-ON-LINE CHARGES		5,203	9,500	9,500	9,500	9,700	\$ 200	2.1%
2016	RECORDS PRESERVATION		2,638	2,000	2,000	2,000	2,000	\$ -	0.0%
2034	OFFICE EQUIPMENT		480	1,000	1,000	1,000	1,000	\$ -	0.0%
2088	COMPUTER MAINTENANCE		29,141	23,000	23,000	23,000	29,000	\$ 6,000	26.1%
2200	SCHOOL NETWORK ASSISTANCE		37,700	38,450	38,450	38,450	39,220	\$ 770	2.0%
2300	BANK FEES		2,888	-	9,500	9,500	10,000	\$ 10,000	
3001	OFFICE SUPPLIES		5,180	6,000	6,000	6,000	6,000	\$ -	0.0%
	<b>SUBTOTAL</b>		<b>148,845</b>	<b>149,920</b>	<b>159,420</b>	<b>159,420</b>	<b>169,050</b>	<b>\$ 19,130</b>	<b>12.8%</b>
110	ADMINISTRATION		507,773	517,671	527,171	527,171	569,955	\$ 52,284	10.1%

Account 1101001 Full Time Payroll

All are adjusted a proposed 2%.

Positions	FY 2014	FY 2014
Town Manager	117,667	120,020
Asst. Town Manager/Town Clerk	86,100	87,822
Deputy Town Clerk/Tax Clerk	44,820	45,717
Municipal Agent/Tax Clerk	42,030	42,871
RV Agent/Tax Clerk	36,750	37,485
Part-Time RV Agent/Tax Clerk	12,250	36,500
	<b>339,617</b>	<b>370,415</b>

During the recession, one of the tax clerks' positions was split with the assessing/codes/planning office. With much more activity in the codes and planning area and with new notification procedures, more clerical time is needed in codes and planning. In the tax office, there is more back office work with online payments, credit cards, elections and absentee voting etc. It is proposed to restore the positions to full time.

**Telephone 1102003**

**\$33,000**

We replaced our 15 year old telephones in 2011 with a VOIP system. In addition to landlines, phone system maintenance and long distance services, the account also includes a \$600 budget for mobile service for the Town Manager and \$2,205 for a line that connects public works with the system in the Town Center. The regular monthly bill from OTT Communications is about \$2,500. . This account funds phone service at Town Hall, the Police, Fire and Public Works Departments and the Thomas Memorial Library.

**Printing and Advertising (1102004)**  
 Tax Bill Printing 7,000  
 Photocopy Lease 2,000  
 Town Report 600  
 Miscellaneous 400

**\$10,000**

**Postage (1102005)**  
 Mailing of Tax Bills (9000\*.49) 4,410  
 Certified Mails and late notices 4,000  
 Invoice Payments 1,500  
 Miscellaneous pieces (approx 1,100) 500

**\$10,500**

**Travel (1102006)**  
 Mileage Allowances and Misc. Reimbursements, includes \$4,800 vehicle allowance for town manager

**\$5,500**

**Dues and Memberships (1102007)**  
 ICMA 1,100, Me Mgrs. 250, Misc. Assns. 300

**\$1,730**

**Training and Conferences and Meetings (1102008 and 1102009) \$ 5,400**

These accounts cover all in-state meetings for the town manager, the assistant manager, the town clerk and the tax office personnel and covers all out of state travel for administrative personnel and department heads. The exact allocation of the funds is at the discretion of the town manager.

**Professional Services (1102010) \$6,000**  
Deed Filing Fees 1,500  
Misc. Studies/Projects 4,500

**Internet-On Line Charges (1102015) \$9,500**  
This account funds our costs for our online services and for Google Mail.  
Time Warner Business Class \$370.00 per month or \$4,400 per year. This is for the town hall, the police department, public works and the town center fire station. The library receives free service through the Maine State Library.  
The Google mail service costs \$3,500 per year for 70 accounts at \$50.00 each.  
A separate account for the Cape Cottage fire station is \$52 per month or \$624 per year.  
There is also a new internet account at Fort Williams Park.  
This account also pays for cloud services for online property tax payments currently amounting to \$600 per year.

**Records Preservation (1102016) \$2,000**  
This funds the permanent binding of vital records, council records and financial records

**Office Equipment (1102034) \$1,000**  
Miscellaneous Purchases

**Computer Maintenance (1102088) \$29,000**  
This is for maintenance of our main frame and for various software licensing fees. The account has been under funded for a number of years.

**School Network Assistance (1102000) \$39,220 (2% Increase)**  
This is the town share of the school technology personnel who assist the town. The increase reflects additional school costs.

**Bank Fees (1102300) \$10,000**  
We had \$2,888 in unbudgeted bank fees in FY 2013. \$6,000 is budgeted for bank courier services as without a branch bank in Cape Elizabeth, the deposits must now be safely transported to South Portland. The fee is just under \$25.00 per day.

**Office Supplies (1103001) \$6,000**  
Copier Paper 2,000  
Letterhead/Envelopes 600  
Coffee 500  
Toner Cartridges 600  
Miscellaneous 2,450

**ASSESSING/CODES/PLANNING (120)**

120	ASSESSING/CODES/PLANNING	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
1001	FULL TIME PAYROLL	272,806	291,983	291,983	310,940	\$ 18,957	6.5%
1002	PART TIME PAYROLL	0	0	0	0	\$ -	0.0%
1020	SOCIAL SECURITY	24,256	22,337	22,337	23,786	\$ 1,449	6.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>297,062</b>	<b>314,320</b>	<b>314,320</b>	<b>334,726</b>	<b>\$ 20,406</b>	<b>6.9%</b>
2000	CELLULAR PHONE	1,774	1,800	1,800	1,800	\$ -	0.0%
2004	PRINTING & ADVERTISING	1,263	1,100	1,100	1,100	\$ -	0.0%
2006	TRAVEL	6,634	7,500	7,500	7,500	\$ -	0.0%
2007	DUES & MEMBERSHIPS	1,326	1,445	1,445	1,470	\$ 25	1.9%
2009	CONFERENCES & MEETINGS	2,281	3,320	3,320	3,320	\$ -	0.0%
2010	PROFESSIONAL SERVICES	520	5,100	5,100	5,100	\$ -	0.0%
2011	GIS MAINTENANCE	12,753	12,500	12,500	7,300	\$ (5,200)	-40.8%
2018	PLANNING CONSULTING	1,486	2,400	2,400	2,400	\$ -	0.0%
2019	CODES TECHNICAL SUPPORT	824	5,500	5,500	15,000	\$ 9,500	1152.9%
2034	OFFICE EQUIP MAINTENANCE	1,375	1,725	1,725	1,725	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	791	700	700	700	\$ -	0.0%
3020	BOOKS/PUBLICATIONS	249	400	400	400	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>31,276</b>	<b>43,490</b>	<b>43,490</b>	<b>47,815</b>	<b>\$ 4,325</b>	<b>13.8%</b>
	<b>TOTAL ACP</b>	<b>328,338</b>	<b>357,810</b>	<b>357,810</b>	<b>382,541</b>	<b>\$ 24,731</b>	<b>7.5%</b>

**1001 Full Time Payroll**

**310,940**

	FY13 Hrs/Wk	FY14 Hrs/Wk	Actual FY14	FY 2015
Town Planner	40	40	81,000	82,620
Code Enforcement Officer	40	40	64,251	66,540
Assessor	40	40	79,815	81,410
Office Manager	40	40	20.24 /hr	20.64/hr
			(\$42,099)	(\$42,930)
ACP Secretary	40	27	17.67/hr	\$18.00/hr
			(\$24,809)	(\$37,440)
<b>TOTAL</b>			<b>\$291,974</b>	<b>\$310,940</b>

The ACP Secretary position has been shared with the Tax Office 2 days a week. This budget restores the position to full time in the ACP Office. The full-time coverage is needed to accommodate increased building permit activity and to improve customer service at the counter and on the phone.

<b>1002 Part Time Payroll</b>	<b>0</b>
<b>1020 Social Security</b>	<b>23,786</b>
\$ 309,940 x .0765 = \$23,710	
<b>2000 Cellular Phone</b>	<b>1,800</b>
This account provides a \$50/month allowance for a cell phone for the Planner, Assessor and Code Enforcement Officer.	
<b>2004 Printing and Advertising</b>	<b>1,100</b>
This account pays for miscellaneous ads, notices and incidental printing of business cards and plans.	
<b>2006 Travel</b>	<b>7,500</b>
This account provides for a mileage reimbursement of \$2,500 each for the Planner, Code Enforcement Officer and Assessor.	
<b>2007 Dues and Membership</b>	<b>1,470</b>
Planner (Maine Association of Planners, NNECAPA, APA/AICP)	480
Code Enforcement Officer (MBOIA, Electrical Inspectors, Miscellaneous)	275
Assessor (IAAO, MAAO, Certified General Licensure)	715
<b>2009 Conference and Meetings</b>	<b>3,320</b>
This account funds training needed to maintain professional certifications.	
Planner:	
Maine Association of Planners Meeting	40
NNECAPA Conference (cost varies based on location)	600
Miscellaneous Training workshops	60
Code Enforcement Officer:	
NEBOIA Seminar	350
MBOIA Quarterly meeting and monthly Board of Directors meeting	150
Miscellaneous workshops and training sessions	500
Assessor:	
IAAO quarterly seminars	120
IAAO Training Course	400
MAAO annual training	400

State of Maine Tax School 300  
NE Regional Assessors Conference 400

**2010 Professional Services**

Consulting services are retained as needed to maintain the Town's assessing data.

**5,100**

Cumberland County deed subscription service 1,900  
Assessing map updates 3,000  
Specialized assessing consulting 0  
Construction pricing manual subscription 200

**2011 GIS Maintenance**

This account funds maintenance of the town's computerized mapping system. A one-year reduction in funding is proposed to help support purchase of new building permit software described in account 120-2019.

**7,300**

Maintenance of Data: routine updates of existing GIS data layers 1,000  
Apgeo: annual maintenance 1,000  
Training: Not funded this year 0  
Technical Assistance: 40 hours a year 3,600  
Hardware/Software: Software maintenance, registrations 1,200  
Supplies: These expenses are primarily printer/plotter cartridges and rolls of paper. 200  
New Coverage development: new trails, tree inventory 300

**2018 Planning Consulting**

As needed, specialized skills are contracted for through this account to prepare studies for the Planning Board and Town planning-related issues.

**2,400**

**2019 Codes Technical Assistance**

This account is used to maintain the code enforcement permit software and database. This year, new software is proposed to enhance online permit application and office permit processing. The current software selected by the prior Code Enforcement Officer has been problematic in getting online (a process taking over two years) and is not customer service friendly (For example, permits cannot be signed online, requiring a visit to the office even when permit applications are submitted electronically). The current Code

**15,000**

Enforcement Officer has reviewed 5 permit software programs thus far and is recommending a budget not to exceed \$15,000 to purchase software. Thereafter, annually, an estimated budget of \$5,000 - \$8,000 for maintenance is anticipated.

**2034 Office Equipment and Maintenance**

**1,725**

This account is used for office equipment maintenance and repair, and purchase of equipment supplies such as printer cartridges.

**3006 Miscellaneous Supplies**

**700**

All incidental office supplies are purchased with this account.

**3020 Books and Publications**

**400**

Subscriptions to publications such as Zoning News and Zoning Bulletin are funded from this account.

**Town Council (130) and Legal and Audit (135)**

**ACCOUNT SUMMARY**

130	TOWN COUNCIL	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
2009	CONFERENCES AND MEETINGS	195	500	500	500	\$ -	0.0%
130	TOWN COUNCIL	195	500	500	500	\$ -	0.0%
135	LEGAL & AUDIT						
		ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
2010	LEGAL SERVICES	58,049	27,000	40,000	35,000	\$ 8,000	29.6%
2011	AUDIT SERVICES	30,000	30,000	30,000	30,000	\$ -	0.0%
135	LEGAL AND AUDIT	88,049	57,000	70,000	65,000	\$ 8,000	14.0%

The town council conferences and meetings account is for food that is sometimes but rarely purchased in conjunction with meetings that begin at 6:00 p.m. It also covers registration fees for any council members attending training session and MMA events.

The legal services account is experiencing additional costs from the continuation of zoning board matters from 2012 and due to an uptick in development activity.



140	ELECTIONS	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
1002	PART TIME PAYROLL	13,247	19,500	19,500	24,670	\$ 5,170	26.5%
1020	SOCIAL SECURITY	1,011	1,500	1,500	1,849	\$ 349	23.3%
	<b>SUBTOTAL PERSONNEL</b>	<b>14,258</b>	<b>21,000</b>	<b>21,000</b>	<b>26,519</b>	<b>\$ 5,519</b>	<b>26.3%</b>
2004	PRINTING AND ADVERTISING	2,984	4,220	4,220	3,325	\$ (895)	-21.2%
2010	PROFESSIONAL SERVICES	3,608	3,680	3,680	3,680	\$ -	0.0%
3001	OFFICE SUPPLIES		400	400	550	\$ 150	37.5%
4001	OUTLAY	878				\$ -	
	<b>SUBTOTAL</b>	<b>7,470</b>	<b>8,300</b>	<b>8,300</b>	<b>7,555</b>	<b>\$ (745)</b>	<b>-9.0%</b>
<b>140</b>	<b>ELECTIONS</b>	<b>21,728</b>	<b>29,300</b>	<b>29,300</b>	<b>34,074</b>	<b>\$ 4,774</b>	<b>16.3%</b>

February 1, 2014

Dear James T. Walsh, Chairman Finance Committee,  
Members of the Finance Committee:

I am pleased to submit for your consideration the Fiscal Year 2015 Elections Budget.

This proposal provides for the federal, state and municipal elections on November 4, 2014 and the school budget validation election in the spring of 2015. The November 2014 election promises to be a high voter turnout with the gubernatorial election and anticipated vote on the Thomas Memorial Library.

The absentee ballot process continues to pressure local officials and the local budget. Unless changes are implemented to streamline the process such as a form of early voting I do not foresee the pressure lessening.

For several years I have informed the town council of the State of Maine's intent to standardize voting machines for every municipality in Maine. Finally the state has entered into an agreement with Election Systems and Software, LLC (ESS), Omaha, NE for the DS200. The state has entered into a 5 year lease agreement with an option to extend for 2 years. The reason the state has capped this machine for no longer than 7 years is that it is anticipated voting technology may significantly change by then so they want to keep their options open to upgrade to advanced technology.

The DS200 is a scanner/tabulator similar to the previously used Accu-Vote. The machine was first used during the November 2013 election. Overall the machine received positive comments from election officials and voters. It is more interactive with the voter, letting the voter know whether the ballot is blank or if a race is over-voted. If the voter makes a mistake when voting in person, the voter has the opportunity to obtain a new ballot to ensure all races will be counted.

The downside to the machine is that it is very slow. Since there were long lines at the ballot box in November longer lines are expected for elections with higher voter turnout. The state received clear feedback from election officials that something needs to be done. The state is working with ES&S to see if the machines can be programmed differently to speed up the process. Leasing additional machines is not a simple answer resulting in pressure to the budget, more staffing and prolonged election results.

I'd like to thank and recognize our election staff who continues to support us and serve the community. Their service is what makes elections successful in Cape Elizabeth.

I am available to answer any questions.

Thank you for your consideration.

Sincerely yours,

Debra M. Lane  
Assistant Town Manager & Town Clerk

**ELECTIONS (0140)**

**PART TIME PAYROLL (0140-1002) \$20,935.**

**PERSONNEL**

Election Central Staff \$15,800  
Election Day Staff \$ 4,635  
Election Day Police Coverage November 2014 \$ 500  
Total Election Payroll \$20,935

Election Central staff payroll provides for absentee balloting in the council chambers at town hall prior to each election. The budget provides for additional staff 3-4 weeks prior to an election, depending on the anticipated absentee ballot turnout.

Hourly rates remain the same:  
Dept. Head recommendation *Manager Recommendation*  
Warden \$10.00 \$11.00  
Deputy Registrar \$ 8.50 \$10.00  
Ballot Clerk \$ 8.50 \$10.00

*Manager Recommendation*  
130 hours @ 11.00 \$1,430  
2,274 hours @ 10.00 \$22,740  
2404 Hrs. Avg. \$10.05 per hour = \$24,170  
Police Coverage @\$500= total of **\$24,670**

**SOCIAL SECURITY (0140-1020) \$1,565**

.0765 x 20,435 = \$1,565  
.0765x \$24,170 = \$1,849

**PRINTING/ADVERTISING (0140-2004) \$3,325**

Voter registration cards and related election material	\$ 500
Advertising	\$ 300
Ballots and Shipping	\$ 2525.

The town is responsible for printing municipal election ballots. Based on estimates for the new voter tabulation machines, the budget for ballots has been reduced \$.04 per ballot.

**PROFESSIONAL SERVICES (0140-2010) \$3,680**

Programming	\$2,500
Machine Rental	\$1,180

The new state contract provides Cape Elizabeth with two voter tabulation machines (DS200). The town is responsible to lease the two additional machines needed for larger elections and absentee balloting. The town is also responsible for the cost of programming the memory cards for municipal elections.

**MISC. SUPPLIES/EQUIPMENT (0140-3001) \$550**

Refreshments, lunch and dinner is provided for election staff. Funds have been added to replace some of the old election signs.

**OUTLAY (0140-4001)**

No request for fiscal year 2015.

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
150	BOARDS AND COMMISSIONS	FY 2013	FY 2014	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15
1002	PART TIME PAYROLL	2,304	1,500	2,300	2,800	\$ 1,300	86.7%
1020	SOCIAL SECURITY	176	115	176	214	\$ 99	86.1%
	<b>SUBTOTAL PERSONNEL</b>	<b>2,480</b>	<b>1,615</b>	<b>2,476</b>	<b>3,014</b>	<b>\$ 1,399</b>	<b>86.6%</b>
2009	CONFERENCES AND MEETINGS	77	200	-	200	\$ -	0.0%
2060	ARTS COMMISSION/ARTS SUPPORT	-	1,000	-	-	\$ (1,000)	-100.0%
2066	PLANNING BOARD	2,000	2,000	2,000	2,000	\$ -	0.0%
2070	CONSERVATION COMMISSION	195	1,000	1,000	1,000	\$ -	0.0%
2080	RECYCLING COMMITTEE	-	1,250	230	1,000	\$ (250)	-20.0%
2081	SPECIAL COMMITTEES	1,458	1,000	-	1,000	\$ -	0.0%
2090	VOLUNTEER/STAFF APPRECIATION	1,088	5,500	6,200	5,500	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>4,818</b>	<b>11,950</b>	<b>9,430</b>	<b>10,700</b>	<b>\$ (1,250)</b>	<b>-10.5%</b>
<b>150</b>	<b>BOARDS AND COMMISSIONS</b>	<b>7,298</b>	<b>13,565</b>	<b>11,906</b>	<b>13,714</b>	<b>\$ 149</b>	<b>1.1%</b>

**Boards and Commissions**

Support for initiatives of boards and commissions is proposed for flat funding. Many past initiatives that are continuing now appear in the budgets of line departments.

Part time payroll is increased due to more meetings of the zoning board of appeals.

		ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
160	INSURANCE	FY 2013	FY 2014	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15
2089	MISCELLANEOUS INSURANCE	87,805	90,500	90,500	92,000	\$ 1,500	1.7%
2091	SELF INSURANCE/DISASTER RECOVERY	-	7,000	7,000	3,000	\$ (4,000)	-57.1%
<b>160</b>	<b>INSURANCE</b>	<b>87,805</b>	<b>97,500</b>	<b>97,500</b>	<b>95,000</b>	<b>\$ (2,500)</b>	<b>-2.6%</b>

**Insurance**

Line 160-2089 covers our general liability coverage, public officials liability coverage, police liability coverage, ambulance professional liability, buildings and property, and coverage for our rolling stock.

Line 160-2090 covers expenses within our \$1,000 deductible The expense for emergency daily backup of our main frame computer used for payroll, accounts payable, tax billing and general ledger was in this account but is now in 110-2088.

170	EMPLOYEE BENEFITS	ACTUAL		BUDGET		ESTIMATED		BUDGET		% CHANGE	
		FY 2013	FY 2014	FY 2014	FY 2015	FY 2014	FY 2014	FY 14 to 15	FY 14 to 15		
1021	ME STATE RETIREMENT	147,279	189,588	189,588	215,920	189,588	215,920	\$ 26,332	13.9%		
1023	ICMA 401A PLAN-(RETIREMENT)	154,213	160,000	160,000	163,200	160,000	163,200	\$ 3,200	2.0%		
1024	DISABILITY PLAN	15,875	17,500	15,700	16,000	15,700	16,000	\$ (1,500)	-8.6%		
1025	HEALTH INSURANCE	541,634	540,000	530,000	610,300	530,000	610,300	\$ 70,300	13.0%		
1026	WORKERS COMPENSATION	84,794	86,000	92,767	95,000	92,767	95,000	\$ 9,000	10.5%		
1030	GROUP LIFE INSURANCE	1,218	1,517	1,517	1,517	1,517	1,517	\$ -	0.0%		
1031	UNEMPLOYMENT COMP	29,393	27,000	25,000	15,000	25,000	15,000	\$ (12,000)	-44.4%		
1032	VACATION-SICK ACCRUAL	-	6,500	6,500	4,000	6,500	4,000	\$ (2,500)	-38.5%		
1033	SALARY-WAGE ADJ. ACCT- PAY STUDY	-	5,000	5,000	10,000	5,000	10,000	\$ 5,000	100.0%		
1035	WELLNESS PROGRAM	2,168	2,400	2,900	3,000	2,900	3,000	\$ 600	25.0%		
2010	HR PROFESSIONAL SERVICES				25,000		25,000	\$ 25,000			
170	EMPLOYEE BENEFITS	976,574	1,035,505	1,028,972	1,156,937	1,028,972	1,156,937	\$ 123,432	11.9%		

The Town contributes into the MePERS system for 11 sworn police officers. The contribution rate for FY 2015 is 8.3% which is an increase from 7.9%. The participant contribution rate is also increasing from 6.5% to 7.0%. The estimated cost is \$65,909. The Town is being assessed \$189,888 to fund a portion of our June 30, 2013 unfunded actuarial liability for 3 active employees and 52 retired municipal (45) and school (7) employees covered by our old retirement plan. As MePERS has added 4 additional vested inactive employees who have gone on to work for the state or other MePERS local districts, our monthly combined school/town assessment increased from \$114,589 to \$189,888. The municipal share is 79% or \$150,011 and the school share is 21%.

For those not in MePERS, The contribution for others is a matched 7% in the 401A plan of ICMA Retirement Corporation. In addition to a 7% match into the 401A plan, the Town provides a 7.5% match into a Sec 457 plan for the Town Manager.

The disability plan is for those in the ICMA plan and the Town pays for the cost up to 1% of salary. The reduction is based on an analysis of the historical cost.

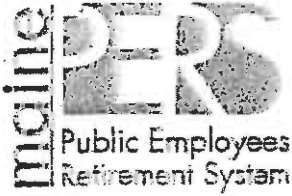
Workers compensation cost has increased as the experience modification increased this year.

The unemployment compensation amount is based on the assessment for calendar year 2014.

#### Health Insurance Summary \$610,300

The Town has 45 employees on our health benefit plan. Twenty one (21) have full family coverage, 19 have single coverage and 5 have coverage for one adult with children. Four employees opt out of health coverage and receive a buyout of 50% of our savings. 14 other employees take coverage for less than they are entitled to and receive a 50% buyout. The buyout savings/cost is \$69,962. The budget contains the 1.5% increase effective January 1, 2014 and we have budgeted a 22% increase effective January 1, 2014.

Employees in the family plans pay 20% of the cost and those with single coverage pay 10%. The family plan is \$1,468 monthly, the single adult with children is \$1,068 and the single plan is \$655.



Michael - FYI

Sandra J. Matheson, Executive Director  
John C. Milazzo, General Counsel and  
Chief Deputy Executive Director

BOARD OF TRUSTEES  
Peter M. Leslie, Chair  
Benedetto Viola, Vice Chair  
Shirrin L. Blaisde  
Richard T. Motivier  
Brian H. Noyes  
Neria A. Douglass, State Treasurer, ex-officio  
Catherine R. Sullivan  
Kenneth L. Williams

February 13, 2014

Dear PLD Employer:

In our continued efforts to go paperless we are now distributing the Annual Statements of Consolidated Plan Costs (green sheets) via the employer self service (ESS) portal. This cover letter accompanies the green sheet which presents cost information for your use in submitting monthly payroll reports beginning July 2014. **Review the information carefully as the employee and employer rates for all plans have increased.**


The report provides the following information:

Item I	Participant data as of June 30, 2013.
Item IIa	Employer contribution rates to apply to your monthly participant payrolls.
Item IIb	IUUAL (Initial Unpooled Unfunded Actuarial Liability) payment/(credit) to be added to/(subtracted from) the results of Item IIa to determine the net, total employer cost for the month. If Item IIb is a (credit) and equals or exceeds the results of Item IIa, the monthly amount due will be zero. The IUUAL amounts are appropriately allocated across all plans. The IUUAL(s) and amortization period are the basis for the monthly IUUAL payment(s)/credit(s) in Item IIb and are shown at the bottom of the page.
Item III	Applicable member contribution rate(s) to take deductions from member's pay each month. <b>NOTE- rates are increasing as of July 1, 2014.</b>
Item IV	Brief description of the provisions and plan(s) adopted by your PLD.

The PLD Consolidated Plan Actuarial Valuation Report for the year ending June 30, 2013 is available online at [www.mainebers.org](http://www.mainebers.org) (see Employer Section). The Report contains information for your auditors regarding the overall assets and liabilities of the PLD Consolidated Retirement Plan.

If you have questions about the Statement of Plan Costs, the PLD Valuation Report, revising your PLD's Retirement Plan benefits or any other PLD employer-related issue, please contact me directly at 512-3305 or by e-mail at [stephanie.fecteau@mainepers.org](mailto:stephanie.fecteau@mainepers.org).

Sincerely,

  
Stephanie D. Fecteau  
PLD Plan Administrator

Maine Public Employees Retirement System – Participating Local District Retirement Program

P0317

CAPE ELIZABETH POLICE

Statement of Consolidated Plan Cost for the Year Beginning July 1, 2014

The following table presents the contribution requirements under each plan adopted by your participating local district (PLD). Item I discloses information on your PLD's active members as of the June 30, 2013 valuation date. Item IIa indicates the employer percentage rate to be applied to each plan's participant payroll. Item IIb indicates the employer IUUAL monthly payment(s) (or credits(s)) to be added to (or subtracted from) the amounts arrived at in item IIa to determine the total employer cost each month. Item III indicates the member contribution rate(s) to be deducted and submitted each month. Item IV indicates the provisions applicable to your PLD in the Consolidated Plan.

I. Participant Data

	<b>Special #2C</b>	<b>Special #NA</b>	<b>NA</b>
Number of Active Members	11	NA	NA
Covered Payroll	\$730,543	NA	NA

II. Employer Cost(s)

a. Monthly Payroll Rate(s)

Normal Cost	7.7%	NA	NA
Adjustment to Payroll Rate	0.6%	NA	NA
<b>Total Payroll Rate</b>	<b>8.3%</b>	NA	NA

b. Monthly IUUAL\*

Payment/(Credit)	\$0	NA	NA
------------------	-----	----	----

III. Member Contribution Rate(s)

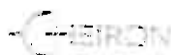
7.0%	NA	NA
------	----	----

IV. Specific Provisions - For Consolidated Plan

Special #2C	1/2, 25 years		
Special #NA			
COLA	YES		
Prior SVC Fraction & Limit:	1/50, NONE	Auto-2 - Any Age/Service:	YES
Participants in Social Security:	YES	Accidental Death:	YES
Pre-Retirement Survivor Benefits:	YES	Consolidation Portability:	YES
Surv Cost of Living:	YES	Extra 2% Accrual:	YES
Vacation/Sick Leave Credits:	YES	Disability:	NEW-REHAB
Military Service Credits:	YES		

\*The remaining balance of the Initial Unpooled Unfunded Actuarial Liability (IUUAL) as of June 30, 2013 is broken down as follows:

	<b>Special #2C</b>	<b>Special #NA</b>	<b>NA</b>	<b>TOTAL</b>
IUUAL	\$0	NA	NA	\$0





**FY 2015 Health Insurance**

Dept	Status	Current Monthly	Town Share	Annual	Buyout	Total Town	With 22% Inc	Jan 2015
1	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
1	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
4	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
4	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
7	FT	\$ 654.55	\$ 589	\$ 7,069		\$ 7,069	\$	7,847
9	FT	\$ -	\$ -	\$ -	\$ 6,648	\$ 6,648	\$	7,379
1	FT	\$ 654.55	\$ 589	\$ 7,069	\$ 3,311	\$ 10,380	\$	11,522
7	FT	\$ 654.55	\$ 589	\$ 7,069		\$ 7,069	\$	7,847
7	FT	\$ 654.55	\$ 589	\$ 7,069	\$ 1,500	\$ 8,569	\$	9,512
1	FT	\$ 1,068.06	\$ 854	\$ 10,253	\$ 2,274	\$ 12,527	\$	13,905
7	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
7	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
7	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
11	FT	\$ 654.55	\$ 589	\$ 7,069		\$ 7,069	\$	7,847
7	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
7	FT	\$ 654.55	\$ 556	\$ 6,672		\$ 6,672	\$	7,406
10	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
9	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
1	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
1	FT	\$ 654.55	\$ 589	\$ 7,069	\$ 3,311	\$ 10,380	\$	11,522
8	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
7	FT	\$ 654.55	\$ 589	\$ 7,069	\$ 3,311	\$ 10,380	\$	11,522
3	FT	\$ 654.55	\$ 589	\$ 7,069		\$ 7,069	\$	7,847
4	FT	\$ 654.55	\$ 589	\$ 7,069		\$ 7,069	\$	7,847
9	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
1	FT	\$ -	\$ -	\$ -	\$ 6,648	\$ 6,648	\$	7,379
1	FT	\$ -	\$ -	\$ -	\$ 6,648	\$ 6,648	\$	7,379
1	FT	\$ 1,468.28	\$ 1,175	\$ 14,095	\$ -	\$ 14,095	\$	15,646
5	FT	\$ -	\$ -	\$ -	\$ 6,648	\$ 6,648	\$	7,379
4	FT	\$ 654.55	\$ 589	\$ 7,069		\$ 7,069	\$	7,847
9	PT-30	\$ -	\$ -	\$ -	\$ 4,986	\$ 4,986	\$	5,534
5	FT	\$ 1,068.06	\$ 854	\$ 10,253		\$ 10,253	\$	11,381
1	FT	\$ 654.55	\$ 556	\$ 6,672	\$ 3,311	\$ 9,983	\$	11,081
4	FT	\$ 654.55	\$ 589	\$ 7,069	\$ 3,311	\$ 10,380	\$	11,522
5	FT	\$ 1,068.06	\$ 854	\$ 10,253		\$ 10,253	\$	11,381
2	FT	\$ 1,068.06	\$ 854	\$ 10,253	\$ -	\$ 10,253	\$	11,381
1	FT	\$ 654.55	\$ 556	\$ 6,672	\$ 3,311	\$ 9,983	\$	11,081
9	FT	\$ 1,440.00	\$ 1,152	\$ 13,824		\$ 13,824	\$	15,345
9	FT	\$ 1,440.00	\$ 1,152	\$ 13,824		\$ 13,824	\$	15,345
7	FT	\$ 654.55	\$ 589	\$ 7,069	\$ 3,311	\$ 10,380	\$	11,522
2	FT	\$ 654.55	\$ 589	\$ 7,069	\$ -	\$ 7,069	\$	7,847
5	FT	\$ 1,468.28	\$ 1,175	\$ 14,095	\$ -	\$ 14,095	\$	15,646
7	FT	\$ 654.55	\$ 589	\$ 7,069	\$ 1,500	\$ 8,569	\$	9,512
5	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
9	FT	\$ 654.55	\$ 589	\$ 7,069	\$ 3,311	\$ 10,380	\$	11,522
1	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
7	FT	\$ 1,468.28	\$ 1,175	\$ 14,095	\$ -	\$ 14,095	\$	15,646
7	FT	\$ 654.55	\$ 589	\$ 7,069	\$ 3,311	\$ 10,380	\$	11,522
1	FT	\$ 1,468.28	\$ 1,175	\$ 14,095		\$ 14,095	\$	15,646
7	FT	\$ 654.55	\$ 589	\$ 7,069	\$ 3,311	\$ 10,380	\$	11,522
1	FT	\$ 1,068.06	\$ 854	\$ 10,253		\$ 10,253	\$	11,381
1	FT	\$ 1,068.06	\$ 854	\$ 10,253		\$ 10,253	\$	11,381
1	FT	\$ 48,554.07	\$ 39,988	\$ 479,851	\$ 69,962	\$ 549,813	\$	610,293



# MAINE MUNICIPAL ASSOCIATION

## Risk Management Services

60 Community Drive  
P.O. Box 9109  
Augusta, Maine 04332-9109



**Telephone No.**  
(207) 626-5583  
(800) 590-5583 Maine Only  
Fax No. (207) 626-0513

TO: **CAPE ELIZABETH - TOWN OF**  
FROM: Michelle Pelletier, Underwriting Manager, Risk Management Services  
RE: **2014 MMA UNEMPLOYMENT COMPENSATION FUND CONTRIBUTION**  
DATE: December 17, 2013

In 2013 the MMA Unemployment Compensation (UC) Fund has celebrated its 35<sup>th</sup> anniversary. Also in 2013 we were pleased to return dividends to many of our members for the first time since 2009. Because of its conservative stance over the years, the Fund has remained strong, despite continuing economic stress on the workplace.

After careful consideration, the MMA Executive Committee approved a 3.6% decrease in the average contribution rate for our members for 2014. The average contribution rate will drop to 1.89%. Some members may have an increase in their rate because their UC Fund balance is below the actuarial recommended level.

We are also pleased to announce that, despite continued uncertainty with the economy and a record number of claims paid over the past few years, the MMA Executive Committee approved distribution of excess balance and dividends again this year. A total of \$350,000 will be returned to our members whose UC Fund balance exceeds the maximum balance recommended by the actuary. Excess balances totaling \$87,500 will be credited to qualifying members; dividends totaling \$262,500 will also be returned to those who qualify.

The members receiving excess balance credit have individual balances above the maximum and we are happy to return it to you. Keep in mind, if your individual balance is below your minimum (or is a negative balance), a dividend and/or excess balance return will not apply. Excess balance returns are credited against the 2014 contribution (as noted below). Also, in order for us to get the dividend payment to you quickly, we have applied the dividend amount to your 2014 contribution. If the final contribution is a credit, a check will be enclosed and no additional payment will be due in 2014.

Your 2014 contribution is calculated below:

Estimated Taxable Wages (1 <sup>st</sup> \$12,000/employee)	\$	1,034,974.
Contribution Rate	<u>x</u>	<u>1.82%</u>
<b>Contribution (gross)</b>	\$	<b>18,837.</b>
Excess Balance Return (-)	\$	(0.)
Dividend (-)	<u>\$</u>	<u>(4,658.)</u>
Annual Contribution for 2014 (net)	\$	14,179.

- Please remember that dividends are not guaranteed and the actual contribution for 2014 is noted above under Contribution (gross) for use in budgeting.
- Net Contributions of over \$400 are invoiced in four equal installments, due MARCH 15, JUNE 15, AUGUST 15 and OCTOBER 15 (first invoice mailed in February).
- Annual contributions of less than \$400 are due March 15.

We appreciate your continued participation in the MMA UC Fund and look forward to serving you in the future. Please call Ruth VanArsdale, Unemployment Compensation Coordinator, or me at 1-800-590-5583, should you have any questions.

Fiscal Year 2015  
Proposed Budget

180	DEBT SERVICE	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
	PRINCIPAL						
	POOL PROJECT	116,250	117,250	117,250	116,250	\$ (1,000)	-0.9%
	GULL CREST PROJECT	172,500	174,000	174,000	172,500	\$ (1,500)	-0.9%
	PUBLIC SAFETY BUILDINGS	225,000	220,000	220,000	220,000	\$ -	0.0%
	NEW COMMUNITY CENTER	80,000	80,000	80,000	80,000	\$ -	0.0%
	SEWER/ROAD REHABILITATION 2006	94,500	94,500	94,500	94,500	\$ -	0.0%
	TOWN CENTER/OTHER- 2008	106,488	106,488	106,488	106,488	\$ -	0.0%
	TOTAL PRINCIPAL	<b>794,738</b>	<b>792,238</b>	<b>792,238</b>	<b>789,738</b>	\$ (2,500)	-0.3%
	INTEREST						
	POOL PROJECT	20,575	18,250	18,250	13,815	\$ (4,435)	-24.3%
	GULL CREST PROJECT	30,860	27,384	27,384	25,659	\$ (1,725)	-6.3%
	PUBLIC SAFETY BUILDINGS	40,300	35,800	35,800	31,400	\$ (4,400)	-12.3%
	NEW COMMUNITY CENTER	18,525	15,500	15,500	13,900	\$ (1,600)	-10.3%
	SEWER/ROAD REHABILITATION 2006	63,788	52,409	52,409	50,812	\$ (1,597)	-3.0%
	TOWN CENTER/OTHER- 2008	63,083	59,622	59,622	55,895	\$ (3,727)	-6.3%
	TOTAL INTEREST	<b>237,131</b>	<b>208,965</b>	<b>208,965</b>	<b>191,481</b>	\$ (17,484)	-8.4%
	PAYING AGENT FEES	1,000	1,000	1,000	1,000	\$ -	0.0%
	DEBT STABILIZATION FUND	-	-	-	-	\$ -	0.0%
	LESS FROM COMMUNITY SERVICES	<b>(98,525)</b>	<b>(95,500)</b>	<b>(95,500)</b>	<b>(93,900)</b>	\$ 1,600	-1.7%
	DEBT SERVICE	<b>934,344</b>	<b>906,703</b>	<b>906,703</b>	<b>888,319</b>	\$ (18,384)	-2.0%

**Town of Cape Elizabeth  
Municipal Debt Service**

FY	1999 2009 Pool/Pub Wrks.		2011 Pub Safety/Misc.		2012 Comm. Center Reno.		2006 Drainage/Roads		2008 Town Center and		Grand Total		
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
2013	288,750	51,435	225,000	40,300	80,000	18,525	94,500	63,788	106,488	63,083	794,738	237,131	1,031,869
2014	291,250	45,634	220,000	35,800	80,000	15,500	94,500	52,409	106,488	59,622	792,238	208,965	1,001,203
2015	288,750	39,474	220,000	31,400	80,000	13,900	94,500	50,812	106,488	55,895	789,738	191,481	981,219
2016	285,000	32,907	220,000	27,000	80,000	12,300	94,500	46,087	106,488	52,168	795,988	170,462	966,450
2017	290,000	26,325	200,000	22,600	80,000	10,700	94,500	41,362	106,488	48,441	770,988	149,428	920,416
2018	290,000	19,438	200,000	18,600	80,000	9,100	94,500	36,585	106,488	44,714	770,988	128,437	899,425
2019	290,000	11,825	200,000	14,600	75,000	7,500	94,500	31,111	102,392	40,880	761,892	105,916	867,808
2020	285,000	3,919	200,000	11,200	75,000	5,625	94,500	26,386	102,392	37,040	756,892	84,170	841,062
2021			200,000	5,400	75,000	3,750	94,500	11,812	102,392	32,945	471,892	53,907	525,799
2022					75,000	1,875	94,500	9,356	102,392	28,849	271,892	40,080	311,972
2023							94,500	6,757	102,392	24,753	196,892	31,510	228,402
2024							94,500	5,075	102,392	20,658	196,892	25,733	222,625
2025							94,500	6,118	102,392	16,572	196,892	22,690	219,582
2026							94,500	2,529	102,392	12,466	196,892	14,995	211,887
2027							94,500	898	102,392	8,371	196,892	9,269	206,161
2028									102,392	4,224	102,392	4,224	106,616
									<b>1,662,848</b>	<b>550,680</b>	<b>8,064,098</b>	<b>1,478,397</b>	<b>9,542,495</b>

**Town of Cape Elizabeth  
Sewer Fund Debt**

<b>2006 SRF MNNB</b>				
	<b>Principal</b>	<b>Interest</b>	<b>Fees</b>	<b>Total</b>
2013	164,469	44,640	10,455	219,564
2014	167,314	41,794	10,455	219,563
<b>2015</b>	<b>170,208</b>	<b>38,900</b>	<b>10,455</b>	<b>219,563</b>
2016	173,154	35,955	10,455	219,564
2017	176,148	32,959	10,455	219,562
2018	179,197	29,912	10,455	219,564
2019	182,296	26,812	10,455	219,563
2020	185,450	23,658	10,455	219,563
2021	188,658	20,450	10,455	219,563
2022	191,922	17,185	10,455	219,562
2023	195,242	13,865	10,455	219,562
2024	198,620	10,488	10,455	219,563
2025	202,056	7,052	10,455	219,563
2026	205,552	3,556	10,455	219,563
2027				
	<b>2,580,286</b>	<b>347,225</b>	<b>146,370</b>	<b>3,073,881</b>



**Town of Cape Elizabeth  
Debt Service All Funds  
as of 2/18/2014**

FY	Total School			Total Municipal			Sewer Fund			Grand Total			Change from Previous Year	Debt Principal Balance
	Principal	Interest	Total P&I	Principal	Interest	Total P&I	Principal	Interest	Fees	Principal	Interest	Total P&I		
2012														
2013	1,109,762	251,083	1,360,845	794,738	237,131	1,031,869	164,469	44,640	10,455	219,564	532,854	2,601,823		17,947,766
2014	1,102,262	223,006	1,325,268	792,238	215,736	1,007,974	167,314	41,794	10,455	219,563	480,536	2,542,350	(59,473)	15,885,972
2015	1,009,762	194,356	1,204,118	789,738	195,196	984,934	170,208	38,900	10,455	219,563	428,462	2,398,160	(144,190)	13,316,264
2016	438,512	171,319	609,831	795,988	174,177	970,165	173,154	35,955	10,455	219,564	381,451	1,789,105	(609,055)	12,508,610
2017	438,512	154,483	592,995	770,988	153,143	924,131	176,148	32,959	10,455	219,562	340,585	1,726,233	(62,872)	11,122,962
2018	438,512	137,648	576,160	770,988	132,204	903,192	179,197	29,912	10,455	219,564	299,764	1,688,461	(37,772)	8,734,266
2019	437,608	120,553	558,161	761,892	110,432	872,324	182,296	26,812	10,455	219,563	257,797	1,639,593	(48,868)	8,352,469
2020	437,608	103,340	540,948	756,892	88,686	845,578	185,450	23,658	10,455	219,563	215,684	1,595,834	(43,959)	6,972,519
2021	437,608	85,836	523,444	471,892	68,177	540,069	188,656	20,450	10,455	219,561	174,463	1,272,819	(323,016)	5,874,363
2022	437,608	88,108	505,716	271,892	51,892	323,784	191,922	17,185	10,455	219,562	137,185	1,038,607	(234,012)	4,972,941
2023	432,608	50,036	482,644	196,892	40,866	237,758	195,242	13,865	10,455	219,562	104,767	929,509	(109,098)	4,148,199
2024	432,608	31,841	464,449	196,892	31,809	228,701	198,620	10,488	10,455	219,563	74,138	902,258	(27,251)	3,320,079
2025	257,608	13,527	271,135	196,892	23,424	220,316	202,056	7,052	10,455	219,563	44,003	700,559	(201,699)	2,663,523
2026	22,608	2,753	25,361	196,892	15,821	212,713	205,552	3,556	10,455	219,563	22,130	447,182	(253,377)	2,238,471
2027	22,608	1,848	24,456	196,892	9,269	206,161					11,117	230,817		2,018,971
2028	22,608	933	23,541	102,392	4,224	106,616					5,157	130,157		1,893,971
<b>Total</b>	<b>7,478,402</b>	<b>1,610,670</b>	<b>9,089,072</b>	<b>8,084,098</b>	<b>1,552,187</b>	<b>9,616,285</b>	<b>2,580,284</b>	<b>347,226</b>	<b>146,370</b>	<b>3,073,880</b>	<b>18,122,784</b>	<b>21,632,867</b>		

210	POLICE DEPARTMENT	ACTUAL		BUDGET		ESTIMATED		BUDGET		\$ CHANGE		% CHANGE	
		FY 2013	FY 2014	FY 2014	FY 2015	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15	FY 14 to 15	FY 14 to 15		
1001	FULL TIME PAYROLL	844,045	871,234	\$871,234	\$904,683			\$33,449					3.8%
1002	PART TIME PAYROLL	18,843	24,360	\$21,800	\$24,360			\$0					0.0%
1003	OVERTIME PAYROLL	120,289	95,790	\$95,790	\$98,400			\$2,610					2.7%
1010	SPECIAL ASSIGNMENTS	3,289	7,830	\$7,830	\$7,830			\$0					0.0%
1020	SOCIAL SECURITY	74,860	76,440	\$76,440	\$79,198			\$2,758					3.6%
	<b>SUBTOTAL PERSONNEL</b>	<b>1,061,326</b>	<b>1,075,654</b>	<b>\$1,073,094</b>	<b>\$1,114,471</b>			<b>\$38,817</b>					<b>3.6%</b>
2004	PRINTING AND ADVERTISING	2,378	3,000	\$3,000	\$3,000			\$0					0.0%
2007	DUES AND MEMBERSHIPS	625	650	\$650	\$700			\$50					7.7%
2008	TRAINING	22,242	35,755	\$35,755	\$35,755			\$0					0.0%
2009	CONFERENCES AND MEETINGS	261	1,500	\$900	\$1,500			\$0					0.0%
2010	CONTRACTED CRIME LAB SERVICES	5,770	6,000	\$6,000	\$6,000			\$0					0.0%
2032	VEHICLE MAINTENANCE	9,405	13,155	\$13,155	\$13,155			\$0					0.0%
2033	RADIO MAINTENANCE	896	1,500	\$1,500	\$6,200			\$4,700					313.3%
2062	MISC. CONTRACT. SVCS.	11,089	12,000	\$12,000	\$12,000			\$0					0.0%
2063	COURSE REIMBURSEMENTS	3,311	6,000	\$5,600	\$9,400			\$3,400					56.7%
3001	OFFICE SUPPLIES	2,474	3,400	\$3,400	\$3,400			\$0					0.0%
3002	GASOLINE	24,117	34,100	\$30,000	\$34,100			\$0					0.0%
3004	UNIFORMS	5,807	5,850	\$5,850	\$5,850			\$0					0.0%
3005	MINOR EQUIPMENT	12,387	14,200	\$14,200	\$14,200			\$0					0.0%
	<b>SUBTOTAL</b>	<b>100,762</b>	<b>137,110</b>	<b>\$132,010</b>	<b>\$145,260</b>			<b>\$8,150</b>					<b>5.9%</b>
210	<b>POLICE DEPARTMENT</b>	<b>1,162,088</b>	<b>1,212,764</b>	<b>\$1,205,104</b>	<b>\$1,259,731</b>			<b>\$46,967</b>					<b>3.9%</b>

**FULLTIME PAYROLL (210-1001)**

**\$904,683**

The fulltime payroll is affected by the contract between the Town of Cape Elizabeth and the Patrolman's Association. Therefore, per the contract, a 2% increase was used for this budget. This will be the last year of this current contract. The total line item includes thirteen Officers and one front counter clerk. Service grades, cleaning allotments, fitness stipends, and a provision allowing a buy-back of 40 hours of sick time is also included.

**PART TIME PAYROLL (210-1002)**

**\$24,360**

The main portion of this line item serves to provide our front clerk the availability to have time off. Since the clerk works Monday through Friday the 104 weekend shifts must be covered in order to provide seven day week coverage. This line item also projects



FY 2015

**CAPE ELIZABETH POLICE DEPARTMENT**

***FISCAL-YEAR 2015 REQUEST***

The Department consists of thirteen sworn law enforcement personnel, one full time clerk, a part time Harbor Master, two crossing guards, and several part time clerks and reserve officers. Oddly enough, on the law enforcement side, the Department has remained at the same staffing level since 1995 however, the Department is asked to do more with less. With that said, calls for service in the Police Department have increased 15.2 % just in the last year.

Medical Emergency calls, which our Police Officers are usually the first on scene, have increased 12% over the last year. The Town of Cape Elizabeth is lucky to have our Police Force trained as Emergency Medical Technicians. It has been a very useful training component especially in some of the life threatening calls.

Again, it is important to point out to the new Town Councilors, as well as the citizens of the community, that the Police Department remains the only twenty-four hour operation in Town. Therefore, when looking at the recommended FY 2015 budget, please remember that with the Police Department Budget we function every hour of every day for the citizens of this community.

There is always a challenge in these tight budget times of keeping programs that you have in place and forgoing the new ones that you have wanted to do. School Security still looms very large out there and it seems to be on the front page of the paper every day. The Chief of Police and the Community Liaison Officer are still an active part of the Crisis Team for the schools. Last year a Federal Grant for a School Resource Officer position was not considered. Therefore, the Department felt it should at least try and make a pro-active effort to be seen more around our schools and especially the Middle School. The Community Liaison Officer was asked to utilize his time so he could at least walk through the school halls during the day. It appears to have met with very positive feedback from administrators and students. Although it is a small part of a larger task, we at Cape Elizabeth Police Department, feel we have at least tried to be recognized in the schools.

Customer service has always been another area in which the Department takes great pride. A philosophy of making sure, that in each and every complaint, the responding Officer makes some type of contact with the complainant. Letting the complainant know what happened in the case even if there was nothing found. This way the citizens know that each responding Officer takes a serious interest in their complaint. In some cases it may be as little as recommending a remedy so that the same complaint doesn't happen again.

FY 2015

Law Enforcement Officers in the State of Maine are very well trained, including Cape Elizabeth. Each year Police Officers must adhere to training standards set by the Board of Directors of the Maine Criminal Justice Academy in order to keep their Law Enforcement Certificates. This year the Department will continue to have Officers attend multitudes of different training aspects, as well as, keeping up with the mandatory training expected by the State.

The Department continues with its endeavor of Consolidated Dispatch with Portland, as well as, sharing Animals Control Services with South Portland. Two of our Officers continue training and are an important part of the consolidated Special Reaction Team, which is made up of members from not only Cape Elizabeth, but South Portland and Scarborough.

The radio system of the Department is our life line. We have started up-grades in our mobile radios and portable radios. In FY 2015 Budget we will look to purchase more replacement radios. In future budgets the Department will have to start looking at the more expensive parts to the radio system, which are the base radio and two voter systems.

Two years ago Ford made a decision to discontinue building the Crown Victoria model of police cruiser. The Crown Victoria was the workhorse for Police Departments, especially in the United States. Frankly, no one understands why they discontinued a model that everyone was buying. At that time the Department reviewed what was out there for replacement models and determined that the Ford Explorer police package was the best fit for us. These cruisers are all wheel drive and have enough room for the voluminous amount of police and emergency medical gear that we carry in our day to day patrol. In FY 2015 the Department will ask to purchase one more.

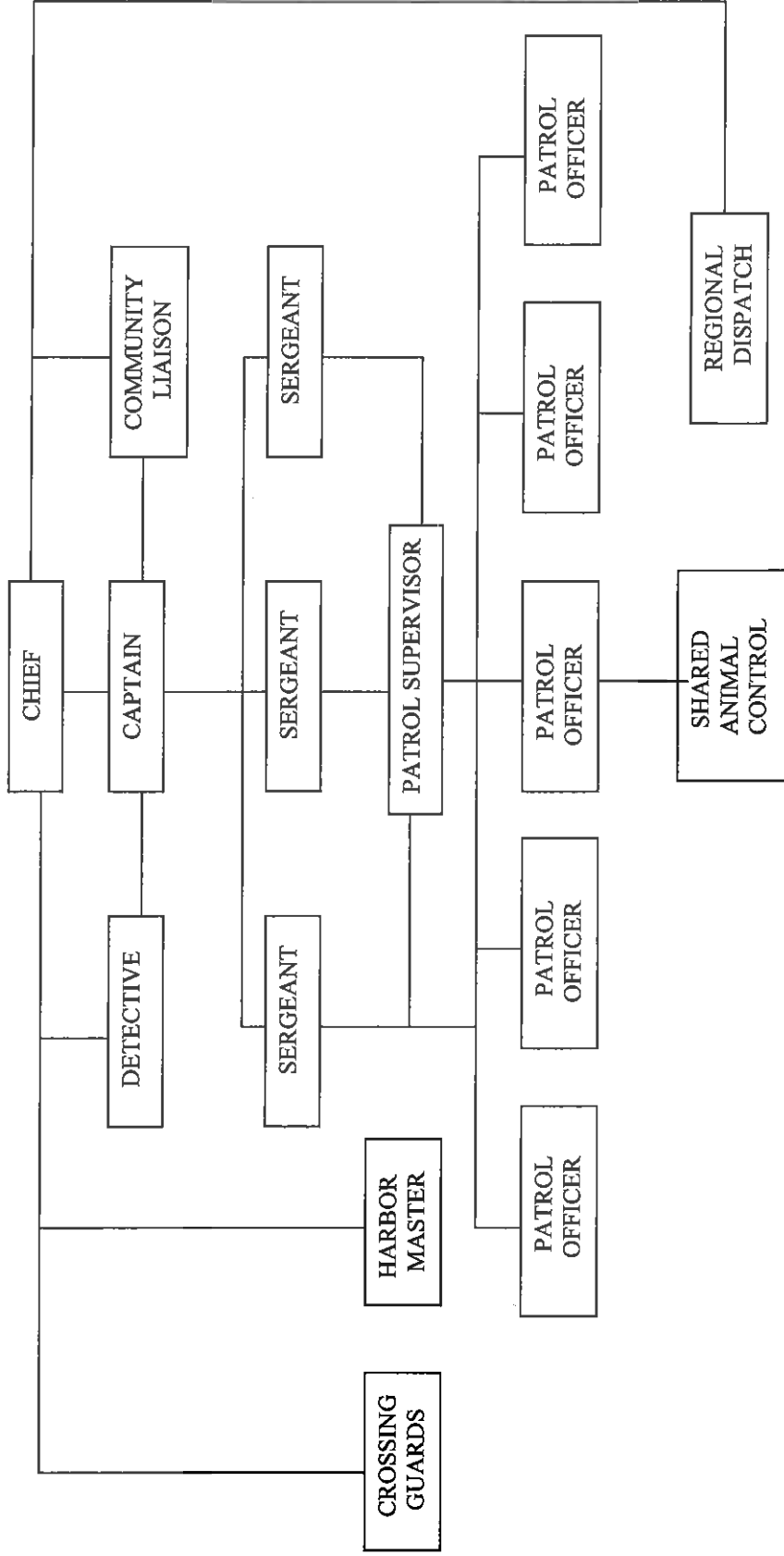
Mental Health, domestic violence, drugs, social media concerns, theft, computer crimes, and identity crimes continue to keep the Department busy. Officers participate in Prescription Drug Take Back, TRIAD, Compliance Checks, and school events. It goes without saying that the days are full and there never seems to be lack of work.

Police Services, Public Safety Communications, Animal Control, and Miscellaneous Public Protection are the accounts which make up the Police Department Budget for FY 2015. Therefore, the Police Department Budget for FY 2015, as presented, totals \$1,517,040 which is an increase of \$54,516 or 3.6% from last year.

I would like to take this time to thank the Town Manager, Michael McGovern for his guidance and assistance throughout the past year. As always should there be questions or concerns about the Police Department budget from the Finance Committee members please contact me in hopes that we can streamline the budget process.

Respectfully submitted,

Neil R. Williams  
*Chief of Police*



CAPE ELIZABETH POLICE DEPARTMENT

CEPD Roster by Position FY 2014

TITLE	BHR	Yearly
CHIEF (1)	\$42.53	\$88,467
CAPTAIN (1)	\$35.89	\$74,648
SERGEANTS (3)	\$32.66	\$67,936
DETECTIVE (1)	\$31.05	\$64,592
COMMUNITY LIAISON (1)	\$27.54	\$57,282
PATROL OFFICER (1)	\$30.59	\$63,626
PATROL OFFICER (1 )	\$28.00	\$58,250
PATROL OFFICER (1)	\$28.00	\$58,250
PATROL OFFICER (1)	\$26.33	\$54,771
PATROL OFFICER (1)	\$25.46	\$52,961
PATROL OFFICER (1 )	\$28.85	\$60,007
ACO / CONTRACTED WITH SPPD		\$11,796
Clerical F/T	\$20.23	\$42,007
Clerical P/T	\$13.25	
CROSSING GUARD (2 @ 180 days)	\$12.50 PER EVENT	
RESERVE OFFICER ( 1) part time)	\$15.75	

FY 2015

the clerk using vacation, holiday, and sick time. Crossing Guards are the other large item coming from these monies. The Crossing Guards work 180 days throughout the school year.

**OVERTIME PAYROLL (210-1003)**

**\$98,400**

This account seems to always be the unknown or the most difficult one to come up with a firm number that can be managed. Vacation hours and holiday hours can be fairly well predicted. It is the sick time and long term injury or illness, which always seems to be the difficult part of this line, along with the possibility of having an Officer leave the force.

In FY 2014 two Officers left the Department, one retired and one left with a medical disability. Unlike other Town Departments the police field has stringent hiring practices, which take time, effort, and resources to complete correctly in order to get the right candidate for the job. While waiting for these positions to be filled overtime shifts can become an issue. Then, should a new hire need the Police Academy, as one did this year, the Department loses that Officer while they are at 18 weeks of training. Eighteen weeks doesn't sound like a long time, but when the Officer leaves the Department for training the second week of August and graduates from the Academy the week before Christmas, that is a long time to be without a person on staff.

In FY 2015 the Department anticipates to keep everything at full strength, as well as, covering shifts when it can be accomplished. Again, the only question mark would be if someone was hurt for an extended period of time, a budgetary item that is not considered in this line item.

**SPECIAL ASSIGNMENTS (210-1010)**

**\$7,830**

Outside details are special assignments usually associated with a request from an organization. Although, the schools have cut back on having Officers at many of the events or school activities, the possibility is still there, especially during playoff time.

As you know, Cape Elizabeth is a very sought after venue by organizations for hosting running events. This line item allows for us to have Officers work the details for traffic and protection of safety concerns. Organizations are charged a fee for hiring the Officers however; these monies go back to the Town instead of offsetting this line item.

The Town also holds Family Fun Day, which needs patrols, but there is no charge to an organization for this time. Same would be true for staffing on the night of Halloween.

FY 2015

**ADVERTISEMENT (210-2004)**

**\$3,000**

This line item is for funds to provide for advertisements for employment purposes or notifications.

**TRAINING (210-2008)**

**\$35,755**

Police Officers in the State of Maine are very well trained. They are well trained for two reasons: police work is a very dangerous and multi-faceted job, which requires a multitude of skills in order to handle each and every call, and secondly the Board of Directors of the Maine Criminal Justice Academy mandates training or the Officers would lose their State Certification to work.

As you know, Police Officers here in Cape Elizabeth are also trained as Emergency Medical Technicians. A status to be very proud of! They assist the Rescue unit on calls both day and night. The Officers have been instrumental in life saving measures to some of the citizens during the past year. However, in order to keep your EMT certification you must participate in numerous hours of training over a three year period. This line item allows us to complete that training.

The other point to make that is important is the Police Department has employees working twenty-four hours a day, seven days a week. Therefore, it is difficult to provide training so everyone can attend at one time, like other Town Departments are able to do. The Department does utilize on-line training to assist in cutting the costs.

In addition to the mandatory training each Officer is required to complete twenty more hours of elective training. This is scheduled by the Department so that minimum manpower is used to fill the position while the Officer is at training. The Department must also make sure that all employees have Town required training completed, which includes VDT, blood borne pathogens, sexual harassment, and fire extinguisher training.

The Department continues with having two members participate with the regional tactical team, which requires each member to have 175 training hours

**MEETINGS (210-2009)**

**\$1,500**

As treasurer of the Maine Chiefs of Police Association my attendance is needed for each of the Board Meetings. These meetings are held at the Police Academy in Vasselboro each month. Along with the monthly meetings the MCOPA hosts three In-State

FY 2015

Conferences, one of which is in South Portland. At all of these conferences the MCOPA puts on timely training sessions for all its members.

**CONTRACTED CRIME LAB (210-2010)**

**\$6,000**

As in years past the Regional Lab is minimal cost to the Department. Cape Elizabeth pays 4.20% of the Crime Lab budget, which is reflected in this line item.

**VEHICLE MAINTENANCE (210-2032)**

**\$13,155**

The Department is fortunate enough that a regular replacement cycle for cruisers has been kept in place. In doing so the Department has not increased this line item. Routine maintenance continues to be through the Public Works Department with specialized service going outside to such places as local car dealerships.

**RADIO MAINTENANCE (210-2033)**

**\$6,200**

Radios are the life line of any Police Department. Our current radio system is over ten years old. This past year I have had two portable radios and one mobile radio fail and the manufacturer states that are not repairable. It is time to start phasing in with new radios.

This line item will allow the Department to purchase 3 portable radios. In future budgets the Department will try to tackle the more expensive pieces of the radio system, which are the repeater and two voter units.

**MISCELLANEOUS CONTRACTUAL SERVICES (210-2062)**

**\$12,000**

The reoccurring costs for the Department come under this line item, such as, Fairpoint (lines to Portland Dispatch), CMP for radio repeater, paper supplies, metro system for computers, air cards, cell phones, custodial supplies to mention some. Operational needs for the building are provided for under the Facilities Budget.

**EDUCATIONAL REIMBURSEMENT (210-2063)**

**\$9,400**

This is a contractual line item which is placed in the budget. The line item contains reimbursement for three undergraduate classes and six graduate classes and associated books.

Fiscal Year 2015  
Proposed Budget

875	THOMAS JORDAN TRUST	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
5101	CLIENT ASSISTANCE/ADMIN.	21,652	34,500	34,500	34,500	\$ -	0.0%
6010	TOWN GENERAL FUND	1,035	1,035	1,035	1,035	\$ -	0.0%
	<b>THOMAS JORDAN TOTAL</b>	<b>22,687</b>	<b>35,535</b>	<b>35,535</b>	<b>35,535</b>	<b>\$ -</b>	<b>0.0%</b>
750	INFRASTRUCTURE IMPROVEMENT FUND						
		ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
4001	TOWN CENTER FIRE STATION LIGHTING					\$ -	
4002	THOMAS MEMORIAL LIBRARY PHASE II					\$ -	
4003	LIBRARY LIGHTING UPGRADE					\$ -	
4004	POOL DECTRON UNIT REPAIRS					\$ -	
4005	POLICE SHELIVING					\$ -	
4006	TOWN CENTER FIRE STATION PAINTING/SIGNS					\$ -	
4007	TOWN CENTER LIGHT FIXTURES REPLACEMENTS					\$ -	
	<b>INFRASTRUCTURE FUND TOTAL</b>	<b>\$ 13,040</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ (100,000)</b>	
GF	CARRY FORWARD FUNDING FOR CIP	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
						\$ -	
SF	TOTAL SPECIAL FUNDS	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
		\$ 2,762,244	\$ 3,344,414	\$ 3,221,749	\$ 2,864,706	\$ (479,708)	-14.3%
CT	CUMBERLAND COUNTY TAX ASSESSMENT	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
		\$ 998,136	\$ 1,061,728	\$ 1,061,728	\$ 1,108,992	\$ 47,264	4.5%
HE	HOMESTEAD EXEMPTION	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
		\$ 157,373	\$ 195,242	\$ 195,242	\$ 199,200	\$ 3,958	2.0%
	<b>GRAND TOTALS</b>	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
		\$11,205,617	\$10,289,333	\$10,273,964	\$10,594,156	\$ 304,823	3.0%
	<b>TOTAL GENERAL FUNDS</b>	<b>\$ 2,762,244</b>	<b>\$ 3,344,414</b>	<b>\$ 3,221,749</b>	<b>\$ 2,864,706</b>	<b>\$ (479,708)</b>	<b>-14.3%</b>
	<b>GRAND TOTAL</b>	<b>\$13,967,861</b>	<b>\$13,633,747</b>	<b>\$13,495,713</b>	<b>\$13,458,862</b>	<b>\$ (174,885)</b>	<b>-1.3%</b>



FY 2015

**OFFICE SUPPLIES (210-3001)**

**\$3,400**

Day to day office supplies are purchased from this account.

**GASOLINE (210-3002)**

**\$34,100**

The price used for this line item is \$3.10 per gallon. The Department uses just under 11,000 gallons per year.

**MINOR EQUIPMENT (210-3005)**

**\$14,200**

This line item is where the Department purchases upgrades for equipment, as well as, purchases for your day to day equipment that breaks or wears out. Examples of equipment purchased would be tasers, ballistic vests, flashlights, batteries, microphones, parts for our handguns and rifles, office items such as chairs, file draws, tune-up for the two Department bicycles, ECT.

215	ANIMAL CONTROL	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2013	FY 2014	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15
2010	CONTRACTED SVCS. WITH SOUTH PORTLAND	11,081	11,348	11,348	11,796	\$ 448	3.9%
2062	ANIMAL FEES- ANIMAL REFUGE LEAGUE	11,900	11,900	11,900	11,900	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES					\$ -	
215	ANIMAL CONTROL	22,981	23,248	23,248	23,696	\$ 448	1.9%

**CONTRACTED ANIMAL CONTROL (215-2010)**  
**\$11,796**

Once again, the Town of Cape Elizabeth will enter into an agreement to share the Animal Control Officer from South Portland. The line item reflects twenty percent of the total wages and benefit for the Officer.

**REFUGE LEAGUE FEES (215-2062)**  
**\$11,900**

There will be no increase for Animal Refuge League in FY 2015.

220	PUBLIC SAFETY COMMUNICATIONS	ACTUAL		BUDGET		ESTIMATED		BUDGET		% CHANGE	
		FY 2013	FY 2014	FY 2014	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15	FY 14 to 15		
2010	CONTRACTED DISPATCHING WITH PORTLAND	157,952	167,541	167,541	\$167,541	\$172,499	\$4,958				
2023	MISCELLANEOUS SUPPLIES	-	-	-	-	-	-				
	SUBTOTAL	157,952	167,541	167,541	167,541	172,499	4,958				3.0%
220	DISPATCHING	157,952	167,541	167,541	167,541	172,499	4,958				3.0%

**CONTRACTED PSAP (220-2010)**  
**\$172,499**

The contract with the City of Portland will rise 3% in the FY 2015 Budget.

WETeam Accounts (225)

225	WETeam	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2013	FY 2014	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15
1002	PART TIME PAYROLL	10,486	13,000	13,000	13,300	\$ 300	2.3%
1020	SOCIAL SECURITY	840	903	903	1,017	\$ 114	12.6%
	<b>SUBTOTAL PERSONNEL</b>	<b>11,326</b>	<b>13,903</b>	<b>13,903</b>	<b>14,317</b>	<b>\$ 414</b>	<b>3.0%</b>
2000	CELLULAR TELEPHONES	265	200	200	200	\$ -	0.0%
2008	TRAINING	37	1,200	1,200	1,200	\$ -	0.0%
2032	VEHICLE MAINTENANCE	1,343	2,000	2,000	2,000	\$ -	0.0%
2033	RADIO MAINTENANCE	2,631	3,000	3,000	3,000	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	475	1,200	1,200	1,200	\$ -	0.0%
2071	PHYSICALS AND SHOTS	-	800	800	800	\$ -	0.0%
3002	GASOLINE	-	500	500	500	\$ -	0.0%
3004	UNIFORMS	1,501	1,800	1,800	1,800	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	469	800	800	800	\$ -	0.0%
4001	OUTLAY	-	-	-	-	\$ -	-
	<b>SUBTOTAL</b>	<b>6,721</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>\$ -</b>	<b>0.0%</b>
225	WETeam	<b>18,047</b>	<b>25,403</b>	<b>25,403</b>	<b>25,817</b>	<b>\$ 414</b>	<b>1.6%</b>

**Payroll (1002) \$13,300**

This covers the payroll for calls and training hours for the 18 team members.

**Training (2008) \$1,200**

This covers the cost of training ropes and the rental of the rock climbing gym for rappelling training. We also participate in water safety training programs with the Coast Guard and other agencies.

**Vehicle Maintenance (2032) \$2,000**

This account covers the maintenance on the Wet Van, the two boats we have and their motors.

**Radios (2003) \$3,000**

This covers the cost of pager replacements and radio upgrades to the teams radios.

**Equipment (2034) \$1,200**

This covers the purchase of minor equipment and repairs to the team's equipment.

**Physicals (2071) \$800**

This covers the cost of the required entry physicals for all new members and hepatitis shots.

**Fuel (3002) \$500**

This is for the fuel usage of the WET van and the outboard motors.

**Uniforms (3004) \$1,800**

This covers the purchase of float coats and dry suits.

230	FIRE DEPARTMENT	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
1001	FULL TIME PAYROLL	75,880	76,500	76,500	78,030	\$ 1,530	2.0%
1002	PART TIME PAYROLL	91,513	115,460	115,460	118,460	\$ 3,000	2.6%
1012	HYDRANT SHOVELING	1,105	3,500	3,500	3,500	-	0.0%
1020	SOCIAL SECURITY	12,626	14,660	14,660	15,031	\$ 371	2.5%
	<b>SUBTOTAL PERSONNEL</b>	<b>181,124</b>	<b>210,120</b>	<b>210,120</b>	<b>215,021</b>	<b>\$ 4,901</b>	<b>2.3%</b>
2000	CELLULAR TELEPHONES	1,212	1,680	1,680	1,680	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	2,714	3,000	3,000	3,000	\$ -	0.0%
2008	TRAINING	5,076	6,000	6,000	6,000	\$ -	0.0%
2009	CONFERENCES AND MEETINGS	-	500	500	500	\$ -	0.0%
2032	VEHICLE MAINTENANCE	15,382	16,000	16,000	18,500	\$ 2,500	15.6%
2033	RADIO/PAGER MAINTENANCE	7,522	10,000	10,000	10,000	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	7,134	8,000	8,000	8,000	\$ -	0.0%
2071	PHYSICALS AND SHOTS	-	1,600	1,600	1,600	\$ -	0.0%
3002	GASOLINE	8,874	9,000	9,000	9,500	\$ 500	5.6%
3004	UNIFORMS	11,822	12,000	12,000	12,000	\$ -	0.0%
3005	MINOR EQUIPMENT	10,663	11,000	11,000	11,000	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	10,158	11,500	11,500	11,500	\$ -	0.0%
3007	FIRE PREVENTION SUPPLIES	659	1,000	1,000	1,000	\$ -	0.0%
		<b>81,216</b>	<b>91,280</b>	<b>91,280</b>	<b>94,280</b>	<b>\$ 3,000</b>	<b>3.3%</b>
230	<b>FIRE DEPARTMENT</b>	<b>262,340</b>	<b>301,400</b>	<b>301,400</b>	<b>309,301</b>	<b>\$ 7,901</b>	<b>2.6%</b>

The Cape Elizabeth Fire Department is divided into five companies, two engine companies operating from two stations, one rescue company, one water rescue company and the fire police unit. The department currently has 100 active volunteers in these companies. Eighteen are members of more than one company. These members provide round the clock fire protection, emergency medical services, water rescue and traffic control to our community. We are the only department in the area that provides these services without full time personnel. Two years ago we introduced the per diem program to provide daytime coverage for the rescue. This has proven to be a very successful program enabling us to provide coverage during the day when many of the volunteers are working. The rescue company is handling an ever increasing call volume with a dedicated group of volunteers in conjunction with the per diem medics.

The department faces the same challenges that any organization that relies on volunteers faces these days. The demands of family life and the increased training requirements make it challenging for our members to remain active. In order to help people meet the training requirements we are investing in programs that enable members to complete training online at the time that works best for them. The department has a very active student program that allows high school students to respond to fire and rescue calls and to train with the department. We also work with the Fire Science program at SMCC allowing students that live in the dorms to run with us while they are attending college.

We continue to look at innovative ways that will allow us to be staffed with volunteers that are trained to meet the emergency needs of our community.

**230-1001 Full Time Payroll \$78,030**

This covers the fire chief's salary

**230-1002 Part Time Payroll \$118,460**

This account covers the pay for the members of the engine companies responses to emergency calls, training, inspections and fire prevention education programs. It also covers the pay for the deputy chiefs.

**230-2000 Mobile Phones \$1,680**

This covers the cost of two mobile phones, the air card for the computer in the chief's car and the Pagegate modem. This modem allows emergency calls to be sent to members mobile phones.

**230-2007 Dues and Membership \$3,000**

This covers the cost of membership in organizations such as the Maine Fire Chiefs and the purchase of several fire service publications for our stations.

**230-2008 Training \$6,000**

We use this account to pay outside instructors, to provide training materials and to cover the costs of putting on the Basic Fire School in conjunction with the South Portland Fire Department. This school is required for all new members. We also cover the tuition for members wishing to obtain Firefighter 1&2 certification.

**230-2009 Conferences \$500**

This account covers the cost of attending the Maine Fire Chiefs conference and allows members to attend the New England Fire Chiefs show.

**230-2032 Vehicle Maintenance \$18,500**

This account covers the cost of service and repairs to the fire departments seven vehicles. We are dealing with aging vehicles so we are looking to increase this account. The costs of testing the 3 pumpers, the aerial and all the ground ladders are included in this account. This testing is required to be done annually.

**230-2033 Radios \$10,000**

This covers the costs of all radio service, the purchase of a new mobile radio, pagers and three portable radios. With the number of radios the department has it is important to stay on a replacement schedule.

**230-2034 Equipment Maintenance \$8,000**

This covers the maintenance of the equipment carried on the fire trucks. This includes the annual flow testing of our airpaks, the calibration of the gas meters and servicing of the extrication tools. We also purchase any needed hose and fittings from this account. We will start replacing the 20 year old hydrant assist valves on the pumpers.



**230-2071 Physicals \$1,600**

All members are required to have an entry physical when they join the department. We are required to do an annual medical questionnaire of any member that wears an airpack. This is then evaluated by our medical provider.

**230-3002 Fuel \$9,500**

Covers the cost of fuel used by the department's vehicles.

**230-3004 Uniforms and Gear \$12,000**

This account is used to cover the cost of member's fire gear, gloves boots and helmets. We replace six sets of gear each year at a cost of \$1500.00. We work with South Portland to develop similar specifications so that we can purchase the gear together.

**230-3005 Minor Equipment \$11,000**

We purchase all our hand tools, flashlights, batteries and hose fittings from this account

**230-3006 Miscellaneous Supplies \$11,500**

This covers the volunteer recognition night and awards. We also buy office supplies for the stations from this account.

**230-3007 Fire Prevention \$1,000**

This covers the subscription cost of the updated NFPA codes and the fire prevention programs we do for the elementary schools.

## Fire Police 235

235	FIRE POLICE UNIT	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE		% CHANGE
						FY 14 to 15	FY 14 to 15	
1002	PART TIME PAYROLL	7,427	8,364	8,364	9,200	\$	836	10.0%
1020	SOCIAL SECURITY	665	627	627	704	\$	77	12.3%
3006	MISCELLANEOUS SUPPLIES	925	2,600	2,600	2,600	\$	-	0.0%
		9,017	11,591	11,591	12,504	\$	913	7.9%

The fire police are a very active unit providing traffic control for emergency scenes, community events and numerous road races.

### **Part Time Payroll (1002) \$9,200**

Pay for the thirteen members of the company.

### **Miscellaneous Supplies (3006) \$2,600**

This covers the cost the equipping each member with a radio, pager and proper reflective safety equipment.

240	MISC. PUBLIC PROTECTION	ACTUAL		BUDGET		ESTIMATED		BUDGET		% CHANGE	
		FY 2013	FY 2014	FY 2014	FY 2015	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15		
1002	PART TIME PAYROLL HARBORMASTER	3,405	3,472	3,472	3,542	3,472	3,542	\$	70	2.0%	
1020	SOCIAL SECURITY	260	266	266	271	266	271	\$	5	1.9%	
	SUBTOTAL PERSONNEL	3,665	3,738	3,738	3,813	3,738	3,813	\$	75	2.0%	
2074	STREET LIGHTS	51,271	53,000	53,000	55,000	53,000	55,000	\$	2,000	3.8%	
2075	HYDRANT RENTAL	81,608	81,781	81,781	84,300	81,781	84,300	\$	2,519	3.1%	
3006	HARBOR ENFORCEMENT EXP.	407	1,000	1,000	1,000	1,000	1,000	\$	-	0.0%	
3007	COMMUNITY LIAISON EXPENSES	(316)	1,500	1,500	1,500	1,500	1,500	\$	-	0.0%	
240	MISC. PUBLIC PROTECTION	136,635	141,019	141,019	145,613	141,019	145,613	\$	4,594	3.3%	

**STREET LIGHTS (240-2074)  
\$55,000**

At the time of this budget presentation Central Maine Power was unsure if there will be an increase for street lighting. However, my sense from the representative was there will be a small increase such as 1%.

**COMMUNITY LIAISON (240-3007)  
\$1,500**

The line item for the CLO is very small and has been this amount for many budget cycles. It allows the CLO to be able to assist in TRIAD, a program for our seniors, and pay for supplies when doing a promotional for the Department.

School Crisis planning is very important. Since it was not favored to seek a grant for a School Resource Officer by the School Board the Department has taken the position of at least attempting to be more visible in the schools. This has been accomplished by the CLO taking some time out of his day to make a presence.

The above monies also allow for any specialized training that may come up for the CLO.

**CENTRAL MAINE POWER** Your CMP account number: **441-100-3640-011**  
 TOWN OF CAPE ELIZABETH STREET LIGHTS CAPE ELIZABETH ME  
 Service location

GMP customer assistance line Monday - Friday 7:30 - 5:00  
 TOLL FREE 1-800-565-3181  
 To report a power outage: 1-800-696-1000

71000L Page 001 of 403

Meter Number	Read Date	Prior Read Date	Number of Days	Meter Reading	Prior Meter Reading	Total KWH
ST LIGHTS	01/29/14	12/28/13	32			

**Account Summary**

Prior balance \$4,414.11  
 Payments received through 02/03/14 - thank you \$0.00  
 Balance forward \$4,414.05  
 Net charges  
 Electricity Delivery: Central Maine Power (see detail below) \$3,468.70+  
 Electricity Supply: Integrys Energy Services, Inc. (see page 3) \$986.01+  
 Total new charges \$4,454.71  
**Current Account Balance: \$4,454.71**

**Central Maine Power Delivery Service Account Detail**

Prior balance for Central Maine Power delivery \$3,468.70  
 Payments received - thank you \$0.00  
 Balance forward \$3,468.70

RECEIVED FEB 11 2014  
 240-3074

Delivery Charges:	Units	Rate	Total
Street Lights	165 units @	\$8.43	\$1,390.95+
Sodium Enclosed 50W	28 units @	\$9.15	\$256.20+
Sodium Enclosed 70W	27 units @	\$10.14	\$273.78+
Sodium Enclosed 100W	21 units @	\$11.56	\$242.76+
Sodium Enclosed 250W	5 units @	\$15.86	\$79.30+
Sodium Post Top 100W	26 units @	\$10.50	\$273.00+
Sodium Cut Off 70W	7 units @	\$9.81	\$68.67+
Sodium Cut Off 100W	4 units @	\$10.50	\$42.00+
Sodium Cut Off 150W	3 units @	\$12.45	\$37.35+
Sodium Cut Off 50W	73 units @	\$9.93	\$724.89+
Sodium Post Top 100W	1 unit @	\$10.50	\$10.50+
Special facilities			\$69.30+
<b>Total current delivery charges</b>			<b>\$3,468.70</b>
<b>Central Maine Power account balance</b>			<b>\$3,468.70</b>

### Emergency Preparedness

250	EMERGENCY PREPAREDNESS	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2016	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
1002	PART TIME PAYROLL	2,690	2,690	2,690	2,744	\$ 54	2.0%
1020	SOCIAL SECURITY	206	206	206	210	\$ 4	1.9%
	SUBTOTAL PERSONNEL	2,896	2,896	2,896	2,954	\$ 58	2.0%
2033	RADIO MAINTENANCE	99	500	500	500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	-	300	300	300	\$ -	0.0%
	SUBTOTAL	99	800	800	800	\$ -	0.0%
250	EMERGENCY PREPAREDNESS	2,995	3,696	3,696	3,754	\$ 58	1.6%

### Part Time Payroll (1002) \$2,744

This covers the stipends for The EMA director and a deputy director.

### Radio Maintenance (2033) \$500

This account covers the cost of maintenance to the radio repeater and the radios in the emergency operations center at the Town Center Fire Station.

### Miscellaneous Supplies (3006) \$300

This covers the cost of office supplies.

To: Members of the Cape Elizabeth Town Council

Date: February 12, 2014

Re: **FY 2015 Proposed Public Works Department Budget**

Enclosed herewith are the individual budgets that comprise the Public Works Department Operational Budgets. They include Public Works (310), Refuse & Recycling (320), Parks & Town Lands (640), School Grounds (641), Fort Williams Park Operating (645) and Trees (660). Also included are the special fund budgets for Sewers (815), Riverside Cemetery (860) and Fort Williams Park Capital (865).

The budgets presented herein represent careful planning to assure that they will collectively support the programs and services that the Public Works Department has historically provided to the citizens of Cape Elizabeth. These programs include, but are not limited to, our winter roads maintenance program, our recycling and solid waste programs and our grounds maintenance programs. Several of our contractual service agreements will expire on June 30, 2014, so in January we solicited bids for catch basin cleaning services, contracted snow plowing services, toilet services, landscape services and container hauling services. This allowed us to incorporate confirmed numbers into the proposed budget so we would not have to estimate the potential increases in the cost of those services in FY 2015.

Two important changes are affecting this budget proposal. First are the mandates now required for our stormwater program. The Town submitted a new 5-Year Plan in December of 2013, which requires greater oversight and expanded initiatives to comply with the permit issued by the Maine DEP. The proposed budget to address the requirements of the new program is 70% higher than last year, with most of that increase attributed to the hiring of a consultant to assist the Town with those endeavors. Secondly, the Refuse & Recycling Budget is down almost 22% from last year. The majority of that decrease is due to the elimination of the annual assessment from EcoMaine, which is a savings of over \$150,000. This savings combined with marginal increases in our container hauling costs will have a positive impact on the overall solid waste recycling program expenses in FY 2015.

There are unknown challenges that lie ahead. The uncertain cost of motor fuels, raw materials and our ability to fund the proposed replacement of two critical pieces of capital equipment. We have not locked in a price for motor fuels for FY 2015, so we are carrying the same allocations we did in FY 2014. The prices we received last year have provided a certain level of stability to the budget, which has helped us during the current winter season. We are anticipating an increase in the price of salt, screened sand and certain

replacement parts, such as cutting edges for our plows. Finally we have proposed the replacement of two major pieces of rolling stock. We would like to move our 2000 International Plow Truck to reserve status and replace it with a new unit. In addition to plowing, the truck has been used as front line sanding unit and the underside and sander body is showing the side effects of 14 winter seasons of slush, snow and ice. The current spare, which is a 1995 International, would be traded.

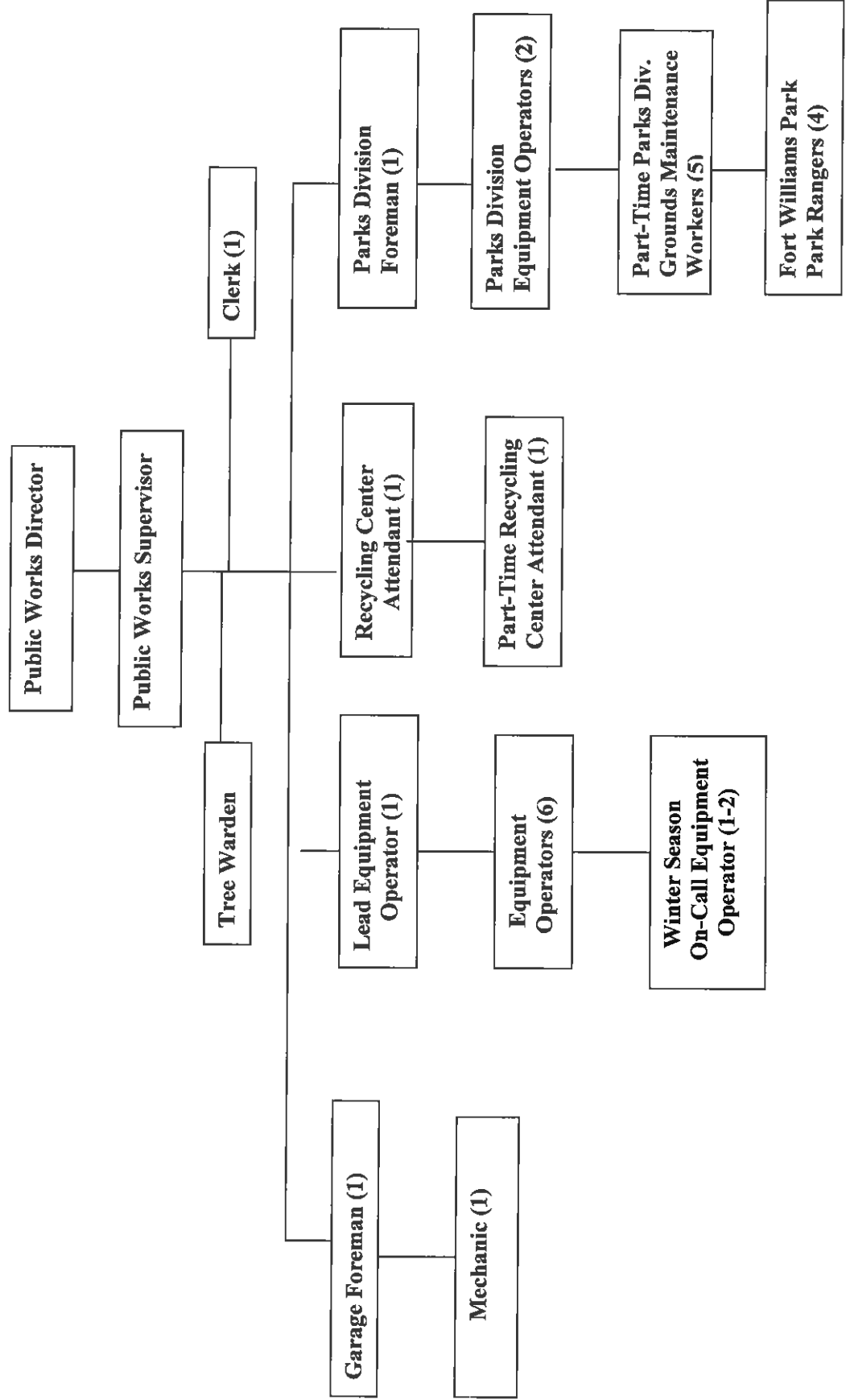
It is also proposed to replace our 2002 Transfer Trailer, which was deferred in last year's budget proposal. The sub-frame of the trailer is becoming corroded to a point where it may not pass a State of Maine inspection in the near future. Though it is a maintenance-related expenditure, our 1997 Case Loader needs a major overhaul of its articulating components. The machine pivots in the middle and the bushings and yokes need to be replaced. The machine needs to be spilt in the middle before the work can be performed, at an estimated cost of \$15,000. Also in this budget, it is proposed to replace a 2001 front-mount mower along with a utility vehicle used by the Park Rangers in Fort Williams Park.

As always, I want to thank my entire staff for their service to the community. They carry out a multitude of tasks throughout the year, ranging from snow plowing, to mowing, to repairing equipment, to providing customer service. We have our hands full at times, but they always pull together when needed to get things done. I also want to thank my fellow department heads for their continued cooperation and Mike McGovern for his support throughout the year.

Respectfully Submitted,

Robert C. Malley  
Director of Public Works

**Cape Elizabeth Public Works Department  
Organizational Chart  
2014/2015**





Fiscal Year 2015  
Proposed Budget

310	PUBLIC WORKS	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2013	FY 2014	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15
1001	FULL TIME PAYROLL	539,015	546,300	545,000	554,600	\$ 8,300	1.5%
1002	PART TIME PAYROLL	3,875	4,600	5,000	4,700	\$ 100	2.2%
1003	OVERTIME PAYROLL	96,010	96,700	90,000	98,400	\$ 1,700	1.8%
1020	SOCIAL SECURITY	49,182	49,541	48,960	50,314	\$ 773	1.6%
	<b>SUBTOTAL PERSONNEL</b>	<b>688,082</b>	<b>697,141</b>	<b>688,960</b>	<b>708,014</b>	<b>\$ 10,873</b>	<b>1.6%</b>
2000	CELLULAR TELEPHONES	1,255	1,800	1,800	1,800	\$ -	0.0%
2002	POWER	11,113	13,000	12,000	13,000	\$ -	0.0%
2003	WATER AND SEWER	4,847	4,800	4,800	5,100	\$ 300	6.3%
2004	PRINTING AND ADVERTISING	864	800	800	800	\$ -	0.0%
2007	DUES AND MEMBERSHIPS	359	340	375	375	\$ 35	10.3%
2008	TRAINING & ALLOWANCES	11,820	14,650	13,000	15,650	\$ 1,000	6.8%
2009	CONFERENCES AND MEETINGS	151	325	300	325	\$ -	0.0%
2021	EQUIPMENT RENTAL	1,134	1,400	1,400	1,400	\$ -	0.0%
2022	UNIFORM RENTAL	4,578	4,675	4,600	4,625	\$ (50)	-1.1%
2025	SAFETY EQUIPMENT	8,757	9,500	9,500	10,000	\$ 500	5.3%
2032	EQUIPMENT MAINTENANCE	70,394	71,000	80,000	72,420	\$ 1,420	2.0%
2033	RADIO EQUIPMENT MAINTENANCE	1,667	1,500	1,300	1,500	\$ -	0.0%
2036	TRAFFIC SIGNAL MAINTENANCE	1,318	2,600	2,600	2,600	\$ -	0.0%
2038	CONTRACTED STORM DRAIN MAINTENANCE	13,293	17,000	17,115	18,150	\$ 1,150	6.8%
2039	PAVEMENT MARKINGS	25,431	22,500	22,500	22,500	\$ -	0.0%
2050	MAILBOX MATERIALS	184	300	300	300	\$ -	0.0%
2060	CURBING REPAIR	0	1,000	1,000	1,000	\$ -	0.0%
2062	MISC. CONTRACT. SVCS.	2,446	2,500	2,500	2,500	\$ -	0.0%
2063	ALARM SYSTEM MONITORING	946	1,300	1,000	1,300	\$ -	0.0%
2071	PHYSICALS AND DRUG TESTING	1,051	1,500	1,200	1,500	\$ -	0.0%
3001	OFFICE SUPPLIES	1,102	1,250	1,200	1,250	\$ -	0.0%
3002	GASOLINE	9,676	13,000	13,000	13,000	\$ -	0.0%
3003	HEAT	24,856	28,275	30,000	28,710	\$ 435	1.5%
3005	MINOR EQUIP & TOOLS	4,291	4,500	4,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	757	750	750	750	\$ -	0.0%
3030	AGGREGATE & LOAM	3,758	3,500	3,500	3,500	\$ -	0.0%
3031	WINTER SAND	7,293	9,200	9,200	13,500	\$ 4,300	46.7%
3032	SALT & CHLORIDE	59,399	97,200	105,000	97,200	\$ -	0.0%
3033	COLD BITUMINOUS MIX	5,675	4,500	5,000	5,000	\$ 500	11.1%
3035	GUARDRAIL REPAIRS	0	250	250	250	\$ -	0.0%
3036	STREET & REGULATORY SIGNAGE	6,222	7,000	7,000	7,000	\$ -	0.0%
3038	STORM DRAIN MAINTENANCE	8,918	8,000	8,000	8,000	\$ -	0.0%
3039	MS4 STORMWATER PROGRAM	10,497	10,500	18,000	17,900	\$ 7,400	70.5%
3040	DIESEL FUEL	47,279	43,550	43,550	43,550	\$ -	0.0%
	<b>SUBTOTAL</b>	<b>351,331</b>	<b>403,965</b>	<b>427,040</b>	<b>420,955</b>	<b>\$ 16,990</b>	<b>4.2%</b>
310	<b>PUBLIC WORKS</b>	<b>1,039,413</b>	<b>1,101,106</b>	<b>1,116,000</b>	<b>1,128,969</b>	<b>\$ 27,863</b>	<b>2.5%</b>

**PUBLIC WORKS (310)  
PERSONNEL & SALARY INFORMATION**

<b>Full-Time Payroll (1001)</b>	<b>Actual FY 2014</b>	<b>Budget FY 2015</b>
Public Works Director (\$1,704.62/wk. @ 52 wks.)	\$88,902	\$88,640
Public Works Supervisor (40 hrs. @ \$1,184.76/wk. @ 52 wks.)	59,214	61,608
Garage Foreman (40 hrs. @ \$1,044.11/wk. @ 52 wks.)	53,229	54,294
Mechanic (40 hrs. @ \$840.57/wk. @ 52 wks.)	43,710	46,286*
Lead Equipment Operator (40 hrs. @ \$926.99/wk. @ 52 wks.)	47,258	48,203
Equipment Operator (40 hrs. @ \$871.38/wk. @ 52 wks.)	44,423	45,312
Equipment Operator (40 hrs. @ \$871.38/wk. @ 38 wks.)	32,643	33,112
Equipment Operator (40 hrs. @ \$871.38/wk. @ 52 wks.)	44,423	45,312
Equipment Operator (40 hrs. @ \$855.91/wk. @ 52 wks.)	43,635	44,507
Equipment Operator (40 hrs. @ \$855.91/wk. @ 52 wks.)	43,635	44,507
Parks Equipment Operator (40 hrs. @ \$855.91/wk. @ 6 wks.)	4,944	5,130
Parks Equipment Operator (40 hrs. @ \$840.45/wk. @ 6 wks.)	4,716	5,043*
Parks Working Foreman (40 hrs. @ \$980.14/wk. @ 3 wks.)	2,883	2,940
Customer Service Clerk (40 hrs. @ \$816.47/wk. @ 52 wks.)	41,424	42,456

\*Denotes eligibility for step increase per the COLA

**Note: The pay amounts shown for FY 2015 are for demonstrative purposes since we have just commenced negotiations with the Teamsters Local #340 at the time of this submission. \*It does reflect step increases for applicable employees per the CBA for two of the operators and the mechanic. It is proposed to increase the annual the salary amounts for the Director and Supervisor by 2%, per the Town Manager's instructions.**

One Equipment Operator is charged off for 38 weeks under this account, with the remaining 14 weeks charged off to account 645-1001 (Fort Williams Park). Both Parks Equipment Operators are charged off for six weeks each for time spent performing Highway-related (winter road maintenance, stormwater maintenance, etc.) duties, along with the Parks Working Foreman, who is charged off for 3 weeks.

The hourly rate charged to other departments is proposed to remain at the FY 2012 rate of \$30.00/hour, which is well below the

rate charged by private sector maintenance facilities (\$90-\$100/hour). The number of hours charged to other departments for mechanical is approximately 425. This total (\$12,750) is deducted from the total gross salary total, which is then shown as a net in account 310-1001.

**Part Time Plowing Personnel (1002)**

**\$4,700**

The department utilizes 1 to 2 individuals to assist with our snow plowing operation during the winter months. One individual has worked for us on a call basis for over 43 winter seasons, exemplifying a tremendous level of community dedication. This account is budgeted for approximately 15-20 plowable events. This appropriation covers approximately 250 personnel hours. It should be noted that this line item could be affected by an extended or severe winter season. It is proposed to increase the hourly pay for these individuals by 2%, to \$18.75/hr.

**Overtime (1003)**

**\$98,400**

This account covers overtime for all winter and summer road maintenance activities, storm emergencies, municipal activities and other road emergencies. As always, I would stress that combinations of night, weekend and early season snowstorms could adversely impact this account. All operators are budgeted for 200 hours each. The Supervisor and Parks Foreman are budgeted for 300 hours per year, due primarily to weekly on-call responsibilities. Each operator on-call (winter season only) receives 4 hours of overtime per week for being available with a pager. The Supervisor and Parks Foreman also alternate being on-call for operational emergencies during the non-first call season. They are also compensated for 4 hours of overtime each week they carry a pager.

**Cellular Telephones (2000)**

**\$1,800**

This account funds a portion of the cellular phone expense of the Director, Supervisor and Parks Foreman. The annual contribution for each individual is \$600.

**Water & Sewer (2003)**

**\$5,200**

The entire Gull Crest complex (including the Public Works Facility and Recycling Center) is served by one 8" water main from Spurwink Avenue. The irrigation systems for the Gull Crest Fields account for over 30% of this line item, depending on the dryness of the season. As a result, a portion of the water expense is charged off to the Parks (640) water account (2003). The account has been increased to cover an increase in the sewer rates along with a water rate increase.

**Printing & Advertising (2004)**

**\$800**

This covers the printing of forms, stationary, envelopes, permits, and any employment and/or legal advertisements that are placed in the local print and/or Internet job classified media.

### **Dues & Memberships (2007)**

**\$375**

This pays for the Town's public agency membership in the **American Public Works Association (\$300)**, which also includes our membership in the **Maine Chapter of the American Public Works Association**. This account also covers the annual dues to the **Maine Better Transportation Association (\$75.00)**. It is an active association representing municipalities and private contractors that works closely with MDOT and the Legislature on transportation issues.

### **Training & Allowances (2008)**

**\$15,650**

This account covers training opportunities and allowances for all department personnel. These include, but are not limited to, workshops sponsored by the Maine Local Roads Center, the Maine Department of Environmental Protection, and other training opportunities.

This account also covers the allowances and stipends included in the collective bargaining agreement (CBA) with the Teamster's Local #340. One individual may achieve his "Roads Scholar" designation by MDOT in FY 2015. Those successfully completing the program are entitled to a one-time bonus of \$500/person, and then an annual stipend based on the number of classes they have attended in the program. The account has been increased to cover the additional stipends as part of that program, plus the cost of training workshops that have been historically absorbed by this account, but not specifically funded. A partial breakdown of the program is as follows:

- **Class "A" CDL license annual stipends: \$5,500 (9 individuals + 2 potential), Mechanic tool allowances: \$400 (2 individuals), anticipated "ASE" certification stipends for the two mechanics: \$3,550 (total), Maine Local Roads Center certification stipends: \$3,775 (total), Certified Transfer Station Attendant (per the MDEP Program): \$1,000 (total) (1 individual + 1 potential) and local workshop fees: \$700**

### **Conferences & Meetings (2009)**

**\$325**

This account covers expenses for in-state workshops and meetings attended by the Director, including, but not limited to, the annual Maine Municipal Association Convention, the Cumberland County meeting of the MBTA and the annual transportation conference in Augusta.

### **Equipment Rental (2021)**

**\$1,400**

This appropriation covers rental of minor equipment not owned by the Town. We occasionally rent a small drum roller for minor hot top projects and a small brush chipper from a local contractor. The department leases numeric pagers for the winter season call personnel during the winter months and for the Supervisor and Foreman, who share on-call duties throughout the year. The monthly charge is \$13.55 per pager/month. The total for pager rental is approximately \$500.00/year.

**Employee Uniform Rental (2022)**

**\$4,625**

Our current provider continues to provide excellent service to the department. In January 2014, we signed a 24-month agreement with them, which will terminate on June 30, 2016. This contract provides for 7 shirts, 7 pants and 2 jackets for each individual, plus 4 pairs of shop coveralls for the operators. The mechanics (2) receive the same allotment, plus 5 sets of coveralls. The uniform rental has been spread over several budgets, with 25 weeks being charged off to the 310 budget.

**Safety Equipment Allowance (2025)**

**\$10,000**

This request continues the program included in the current collective bargaining agreement (CBA) to subsidize the purchase of safety shoes, protective clothing, and/or approved safety equipment. All employees (including part-time) are required to wear safety shoes in our workplace. Each employee is reimbursed for an amount not to exceed \$500.00 towards the purchase of safety shoes and/or protective clothing. It also covers personal protective equipment (PPE) purchased by the department, such as protective gloves, hearing protection and safety glasses. It is proposed to increase this account by \$500.

**Equipment Maintenance (2032)**

**\$72,420**

This account covers routine maintenance-related expenses for all motorized equipment utilized by the department. Examples of items purchased include tires, engine filters, cutting edges, lubricants, replacement parts and any sub-contracted repairs. The cost of unexpected spring or engine repairs alone can have an adverse affect on this account. Combine this with the uncertain price of petroleum and raw materials, the price we pay for lubricants and tires could increase. It is proposed to increase this account by 2%.

**Radio Equipment Maintenance (2033)**

**\$1,500**

This account covers equipment repairs and maintenance on our two-way communications system.

**Traffic Signal Maintenance (2036)**

**\$2,600**

This amount covers the annual maintenance check, any bulb replacement, and controller adjustments to our signals at Spurwink Avenue and at the High School entrance. It also covers maintenance on the flashers at the Town Center, the Cape Cottage Post Office, and the solar-powered pedestrian crossing signals in the Town Center and on Shore Road. It also covers the bi-annual programming of the School Zone flashers within the Town Center. It is proposed to replace the detection "loop" on the easterly leg of the Spurwink Avenue intersection. These are wires in the road that sense the presence of a vehicle and activate the signaling sequence. The cost to replace the loop is budgeted at \$1,600. The loop on the westerly leg, which was funded in the FY 2014 budget, will be replaced in the Spring.

**Contracted Storm Drain Maintenance (2038)**

**\$18,150**

This account covers the cost of contracted vacuum cleanings of our stormwater catch basins along with the disposal of the spoils, or grit as it is referred to. The spoils are considered a "special waste" by the DEP and have to be transported to a licensed facility in Scarborough. The cost to dispose of them this past year (FY 2014) was approximately \$5,590. The FY 2015 program is budgeted for 135 hours @ \$90.00/hour, plus an allowance for the disposal of grit (\$6,000).

**Pavement Markings (2039)**

**\$22,500**

This account covers the expense of all pavement markings (yellow centerlines and white edge lines) on all Town-maintained roads. It also covers the painting of parking stalls, crosswalks, arrows and H-Cap symbols on all municipal and school property. This account has been slightly over budget the last couple of years. We have tried to stretch the funding by painting the parking stalls on the school campus every other year, but some of the more heavily used lots need to be done annually. We have also been painting the portions of Route 77 that are under MDOT jurisdiction. They occasionally skip a year so we have taken it upon ourselves to include them in our program when needed.

**Mailbox Materials (2050)**

**\$300**

This account covers repairs to mailboxes and/or posts that are damaged in the course of snow plowing.

**Curbing Repairs (2060)**

**\$1,000**

This account pays for repairs to curbing damaged by snow removal.

**Misc. Contractual Services (2062)**

**\$2,500**

This account covers incidental contracted services, along with cleaning supplies and paper goods.

**Alarm System Monitoring Services (2063)**

**\$1,300**

Covers the monitoring services for our fire alarm system at Cooper Drive. It also covers a monthly phone service fees. These are traditional copper lines that are for the sole purpose of transmitting fire alarm signals.

**Physicals & Drug Testing (2071)**

**\$1,500**

Covers pre-employment physical exams for new hires and federally mandated drug and alcohol testing for all positions that require a Commercial Driver's License (CDL). The program includes all public works personnel (except the Clerk and P.T. Recycling Center Attendant) and the school bus drivers. As a group, we utilize a third party medical provider to manage our testing program. They handle all facets of the testing requirements mandated by the Department of Transportation. The Public Works share of the program is approximately \$1,200.00. The remaining funds go towards pre-employment physicals, audiograms (for selected employees operating

mowing equipment) and mandated respiratory clearance testing for employees.

**Office Supplies (3001)** **\$1,250**  
This account covers office supplies, printer cartridges, calendars, etc.

**Gasoline (3002)** **\$13,000**  
For FY 2015, we are budgeting \$3.10/gallon. with an estimated usage of approximately 4,200 gallons. At the time of this submittal, we have not locked a price in for the fiscal year due to the uncertainty in the crude oil market.

**Heat (3003)** **\$28,710**  
This account covers heating oil for the Public Works Facility on Cooper Drive (approximately 8,700 gals.). The Facilities Manager has advised us to budget \$3.30/gal for heating oil in FY 2015.

**Minor Equipment (3005)** **\$4,500**  
This covers shop tools for the department, replacement of miscellaneous office and power equipment (chain saws, hand tools, etc.), along with small equipment replacement for the highway division operations.

**Minor Supplies (3006)** **\$750**  
This is primarily a contingency account, which provides for such items as cleaning supplies, trash bags and paper goods.

**Aggregate & Loam (3030)** **\$3,500**  
This account covers the cost of aggregate, masonry sand and loam for small projects.

**Winter Sand (3031)** **\$13,500**  
This account covers the purchase of screened sand (delivered) for winter road maintenance purposes. Given the severity of the current winter season, we have applied over 1,100 yards at the time of this submittal. Though it is hard to estimate this year's usage, I have estimated that we will use approximately 100 more yards by the end of the winter season. This year we are budgeting for 1,200 cubic yards @ \$11.25/yard. Screened sand is traditionally more expensive for us because of our geographical location and the transportation costs associated with that.

**Salt & Chloride (3032)** **\$97,200**  
This account covers the cost of rock salt and liquid chloride that is applied to our main arteries in the winter months. We are currently salting over 30 miles of roads, out of a total mileage of over 60 miles. The salt routes are primarily tailored around the school bus

routes and the collector/feeder road network. We take great strides to keep the roads clear during the winter season by doing our best to manage our materials, our personnel and our equipment in the most efficient manner possible. We are now using magnesium chloride as a wetting agent. It is less corrosive and slightly cheaper than the cost of liquid calcium. Salt for our winter sand/salt mixture is also included in this tonnage. Like overtime, this amount is an estimate at best and is totally dependent on the severity and duration of the winter season.

The FY 2014 GPCOG bid price for salt was \$49.42/ton/delivered. We budget annually for approximately 1,500-1,600 tons of salt and 4,000 gals. of magnesium chloride for the 2014/2015 winter season. We have been informed that the price of salt may increase next year, given the severity (and duration) of the current winter season on the Eastern Seaboard. For FY 2015, I am budgeting \$57.00/ton for salt and \$1.50/gal. for the chloride product. Based on the amount of snowfall we have received to date, we may be over budget even after historically reducing our application rates after the middle of February.

**Cold Bituminous Mix (3033)**

**\$5,000**

This account pays for cold bituminous mix, otherwise known as “cold patch” for shoulders and potholes. The price we pay for this material continues to rise. For an item that we used to pay \$35.00/ton for a few years ago, we now pay \$130/ton.

**Guardrail Maintenance/Replacement (3035)**

**\$250**

A small amount is being budgeted for the maintenance of our wooden guardrails.

**Street & Regulatory Signage Replacement (3036)**

**\$7,000**

This account covers the replacement of all streets, warning, advisory and regulatory signage. It also covers the replacement of posts, caps and any hardware associated with the installation of the above. The Manual of Uniform Traffic Control Devices, or MUTCD, recommends the use of “high intensity” reflective sheeting on all signs, which we have been requesting on any new signs that are ordered. It provides improved visibility to drivers during both day and night. The DOT (Federal) is also requiring agencies to purchase the signs with larger (upper and lower case lettering) signs as they are replaced, due to theft, fading and vandalism. In addition to the new signage requirements, we will need to create an inventory program of our regulatory signs and measure the reflectivity of them, all of which will be at an additional (and unknown) expense.

**Storm Drain Maintenance Materials (3038)**

**\$8,000**

All replacement catch basins, frames, crushed stone, culverts, and drainage pipe for minor projects are appropriated from this account.

**MS4 Stormwater Program & Contracted Services (3039)**

**\$17,900**

The Town is required to comply with applicable elements of the EPA’s Clean Water Act. On December 6, 2013, the Town submitted



a revised 5-Year Stormwater Management Plan (SMP) to the Maine Department of Environmental Protection (MDEP). The new plan requires more initiatives than its predecessors, such as the submission of a public stormwater awareness plan, updating our stormwater infrastructure map (GIS) and the adoption of proper pollution/prevention practices in our municipal operations.

Given the complexities and commitment now required with stormwater management, the Town contracted with a consultant in 2013 (Integrated Environmental Engineering) to update our Stormwater Management Plan (SMP), which also included an update to two other facility plans (Pollution and Spill Prevention) required by the MDEP. The consultant has participated in meetings with other permit stakeholders (Portland Water District) and has provided required training for our staff. The funds expended have been a good investment and it keeps the department in compliance with the new permit requirements, which now encumber us with greater responsibilities relating to the oversight of our stormwater infrastructure. A portion of these funds will also go towards updating our stormwater maps, which must be performed by a GIS consultant.

Though we have hired the services of a consultant, Cape Elizabeth continues to share the benefits of working with the 14 other entities collectively known as the **Casco Bay Interlocal Stormwater Working Group (ISWG)**. We share the expenses of a facilitator and the administrative staff of a local agency (Cumberland County Soil & Water Conservation Service) who coordinate our monthly meetings. They also perform public education program for us, which is a critical component of the SMP. Our share of the ISWG budget is \$500 higher than we were assessed in FY 2014. Despite the increase, the funds are still a good investment and our collective approach provides valuable benefits to the Town, such as:

- Liaison with MDEP, Casco Bay Estuary Project, legislative officials and other partners
- Sharing the services of a public education coordinator
- Updating and implementing a Public Stormwater Awareness Plan
- Updating and implementing BMP (Best Mgt. Practices) Adoption Plan
- Targeted outreach in Priority Watershed Plan (Trout Brook)
- School outreach (and supplies) at the Elementary and/or Middle School level
- Producing an annual “yardscaping” education program hosted by our own Community Services
- Participation in a regional media campaign promoting best management practices (bmp’s)
- Coordination of employee training
- Grant writing and administration, if needed

The Town installed two stormwater bio-filtration units as part of the Shore Road Path Project. One is located at the entrance to Fort Williams Park and the other is located near the High School running track. They are designed to filter out oils and chemicals from the initial flow of stormwater off the pavement. Annual maintenance should be undertaken, such as removing silt, debris and evaluating

the filter media.

Breakdown of the account as proposed:

- Town Share of the ISWG Program Budget - \$9,000
- Contracted Consulting Services - \$7,000
- Contracted maintenance of bio-filtration units (2) - \$1,000
- GIS Mapping Services - \$650
- Misc., Including MDEP Fees - \$250

**Diesel Fuel (3040)**

**\$43,550**

We are currently using an average of 13,400 gallons per year, but this can vary due to the severity and duration of a winter season. For FY 2015, we are budgeting \$3.25/gal. At the time of this submittal, we have not locked a price in for the fiscal year due to the uncertainty in the crude oil market.

Fiscal Year 2015  
Proposed Budget

	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
	FY 2013	FY 2014	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15
<b>320</b>						
REFUSE DISPOSAL						
1001 FULL TIME PAYROLL	73,459	75,530	75,530	77,032	\$ 1,502	2.0%
1002 PART TIME PAYROLL	23,707	23,695	23,000	25,180	\$ 1,485	6.3%
1003 OVERTIME PAYROLL	1,122	2,480	2,480	2,530	\$ 50	2.0%
1020 SOCIAL SECURITY	7,451	7,780	7,727	8,013	\$ 232	3.0%
<b>SUBTOTAL PERSONNEL</b>	<b>105,739</b>	<b>109,485</b>	<b>108,737</b>	<b>112,755</b>	<b>\$ 3,269</b>	<b>3.0%</b>
2002 POWER	2,206	7,420	2,300	2,500	\$ (4,920)	-66.3%
2003 WATER & SEWER	0				\$ -	
2004 RECYCLING PRINTING & PROMOTION	2,701	4,000	4,000	4,000	\$ -	0.0%
2012 ECOMAINE FEES	490,232	439,995	410,000	282,960	\$ (157,035)	-35.7%
2014 DEMOLITION MATERIAL DISPOSAL	50,654	43,950	45,000	45,650	\$ 1,700	3.9%
2015 HAZARDOUS MATERIALS DISPOSAL	17,080	19,000	18,000	19,000	\$ -	0.0%
2021 EQUIPMENT RENTAL	300	300	300	300	\$ -	0.0%
2022 UNIFORM RENTAL	1,260	1,300	1,300	1,295	\$ (5)	-0.4%
2032 VEHICLE MAINTENANCE	5,105	5,400	5,400	5,600	\$ 200	3.7%
2062 MISC. CONTRACT SVCS.	1,773	2,200	2,000	2,000	\$ (200)	-9.1%
2063 ALARM SERVICE	938	1,600	1,600	1,600	\$ -	0.0%
3002 GASOLINE	536	536	536	550	\$ 14	2.6%
3006 MISCELLANEOUS SUPPLIES	1,321	1,500	1,500	1,500	\$ -	0.0%
3040 DIESEL FUEL	7,310	7,310	7,310	7,500	\$ 190	2.6%
<b>SUBTOTAL</b>	<b>581,416</b>	<b>534,511</b>	<b>499,246</b>	<b>374,455</b>	<b>\$ (160,056)</b>	<b>-29.9%</b>
<b>320</b>	<b>687,155</b>	<b>643,996</b>	<b>607,983</b>	<b>487,210</b>	<b>\$ (156,787)</b>	<b>-24.3%</b>
REFUSE DISPOSAL						

**REFUSE & RECYCLING (320)  
ACCOUNT SUMMARY  
PERSONNEL & SALARY INFORMATION**

**FULL-TIME PAYROLL (1001)**

	Actual FY 2014	Budget FY 2015
Recycling Center Attendant (40 hrs. @ \$855.91/wk. @ 52 wks.)	\$43,635	\$44,507
Equipment Operator (40 hrs. @ \$855.91/wk. @ 38 wks.)	31,890	32,525

**PART-TIME PAYROLL (1002)**

Part-Time Recycling Center Attendant (34 hrs./wk./yr. (average) @ \$14.24/hr. @ 52 wks.)	23,695	25,180
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**Note: The pay amounts shown for FY 2015 are for demonstrative purposes since negotiations have just commenced with the Teamsters Local #340 at the time of this submission.**

**Full-Time Payroll (1001)**

Due to grounds maintenance duties, hauling of the Transfer Trailers, and materials handling at the Transfer Station; one Equipment Operator is charged off to Refuse & Recycling for 38 weeks. The remaining 14 weeks is charged off to the Sewer Fund budget (815)

**Part-Time Payroll (1002)**

**\$25,180**

The part-time worker is currently working Mon., Wed., Fri., and Sat., for a total of 30.5 hours week. It is proposed to increase the hours to 33.5. This would provide for two attendants to better monitor in-coming vehicles and provide for two attendants to close the facility, which can be a challenge for a single individual. This individual also covers portions of the shift of the full-time attendant on occasion, which why that position is budgeted for 34 hours/week for the year.

**Overtime (1003)**

**\$2,530**

The Full Time Attendant is required to work overtime when we open for the disposal of leaf and yard wastes in the Spring and Fall (8 Sundays/year). In addition, the attendants are required to work certain holidays when other Town services are closed and the Recycling Center is kept open.

### **Recycling Printing & Promotion (2004)**

**\$4,000**

This account pays for printed materials, recycling promotional items, the purchase of recycling containers (if needed) and educational materials. For example in FY 2012, we used a portion of the funds to subsidize the cost of compost bins for residents who participated in that program. It is intended to participate in that program in the Spring of 2014.

### **EcoMaine & Contracted Services Fees (2012)**

**\$282,960**

The assessment and tip fee at EcoMaine has traditionally been the largest single line item in the municipal budget. This coming fiscal year we will see a major savings, as the annual assessment from EcoMaine has been eliminated by the EcoMaine board. This is great news and will reduce our solid waste disposal costs. I am anticipating that we will end up generating approximately 2,650 tons by June 30, 2014. This compares to 2,522 tons were hauled in FY 2012 and 2,442 tons hauled over in FY 2013.

The Town has basically reached a plateau with our recycling rate. We saw an immediate gain with the implementation of “single stream” several years ago, but since that time the rates generated by the “Silver Bullet” program have been flat, though they are slightly ahead of South Portland and Scarborough, who have curbside programs. The Recycling Committee is doing their best to promote the benefits of recycling in the community. They have provided promotional materials to the residents, including an updated brochure and a kitchen magnet that lists the operating hours. Their efforts have already reached the willing and the only way to achieve greater success is to create a financial incentive, such as a “Pay per Bag” program. It is a credit to our citizens who actually do recycle to achieve the success we are currently experiencing; with what in reality is a voluntary program.

The Facilities Manager and I continue to monitor the weekly recycling rates at the schools. We still feel their rates should be higher based on the composition of waste they generate. This will be the third year of our relationship with Maine Waste Solutions, LLC, who transport food waste generated at both cafeterias (including the kitchen at Community Services) to a licensed facility in Portland. The material is volume-reduced and composted at the Riverside Recycling Facility. They provide annual training, the containers and the transportation (2x/per week). The program is budgeted at \$1,141/month for 10 months. We have been extracting approximately 1 - 1.5 tons of food-waste from the cafeterias each month.

Staff acknowledges that the Town Council approved a goal in January 2014 to “continue to review opportunities for food waste composting” in the community, which also has the interest of the Recycling Committee. We have been awaiting the results of a study that EcoMaine has been working on for the past several months related to this very subject. We are not aware of the recommendations in that study and what, if any opportunities may be available to us. Our license with the Maine DEP prohibits any food-waste composting on our site, so we would have to contract for the transportation of any material to an off-site location, which has not been identified. Given that details of any program have yet to be worked out, it is difficult to budget for any anticipated expenses at this point.

Listed below is a breakdown of the items charged to this account:

EcoMaine Annual Assessment

-0-

Estimated Compactor Refuse: 2,700 tons @ \$70.50/ton = \$190,350

HS/MS/PC School Campus Container Pulls (Refuse & Single Stream Recycling):

- 320 services/year for refuse container @ \$10.00/service = \$3,200
- 215 services/year for single-stream recycling container @ \$10.00/service = \$2,150
- Contracted Food Waste Removal Services = \$11,410
- EcoMaine Recycling Containers: "Silver Bullets" located at the Recycling Center and Town Hall:
  - 800 pulls/year @ \$74.00/pull = \$59,200
- Corrugated Cardboard Recycling: 225 pulls/year @ \$74.00/pull = \$16,650

**Brush & Demolition Removal (2014)**

**\$45,650**

This account covers the volume reduction and removal of brush, woodwastes, white goods and demolition material (asphalt shingles, sheetrock, and concrete). In lieu of a heavy item collection, fees are waived for two weeks so residents (not contractors) can bring their own material to the Recycling Center at no charge. It is difficult to gauge the amount of material that is brought in, especially bulky wastes, wood-waste (demolition) and white goods. The frequency of "pulls" has been maintained at the FY 2014 level.

Clean Wood (Brush & Limbs) Grinding: No charge for this service

Demolition Wood Disposal: 600 tons/year @ \$23.00/ton = \$13,800

Demolition Wood Residue Disposal: 150 tons @ \$10.00/ton = \$1,500.00

Gypsum Board Container Pulls: 14 pulls/year @ \$60.00/pull @ \$50.00/ton per 5.9 tons of gypsum (avg.) = \$4,970

Asphalt Shingle Container Pulls: 12 pulls/year @ \$60.00/pull @ \$55.00/ton per 9.3 tons of shingles (avg.) = \$6,858

Glass (Inc. Porcelain) Container Pulls: 2 pulls/year @ \$60.00/pull @ \$36.00/ton per 8.0 tons of glass (avg.) = \$700

Aluminum Container Pulls: 2 @ \$70.00/pull = \$140

Bulky Wastes: 70 pulls/year @ \$70.00/haul, per 2.00 tons of waste (avg.) @ \$49.00/ton = \$8,400

White Goods/Metal Container Pulls: 50 pulls/year @ \$70.00/pull = \$3,500

Tire Disposal: 400 tires @ \$2.00/tire = \$800

Propane Tanks: 200 tanks @ \$3.00/tank = \$600

Concrete/Brick Disposal: 180 tons/year @ \$8.50/ton = \$1,530

Freon Removal: 325 units @ \$8.00/unit = \$2,600

Stump Disposal: \$250

### **Household Hazardous Waste & E-Waste Collection Event (2015) \$19,000**

It is proposed to continue to host Household Hazardous and E-Waste Collection in May of 2015. This is truly the best way to coordinate the disposal of chemicals, protect the environment and meet one of the requirements of our stormwater and CSO management plans. Residents took full advantage of the program last May with over 300 vehicles dropping off items. The collection is held at the Public Works Facility and facilitated by two licensed consolidators, with the assistance of our personnel.

**Equipment Rental (2021)**

**\$300**

This account covers rental, or contracted equipment for use at the Recycling Center.

**Uniform Rental (2022)**

**\$1,295**

A portion of the uniform rental for the Recycling Center personnel is charged off to this budget

**Facility & Site Maintenance (2032)**

**\$5,600**

This account covers signage replacement, minor facility maintenance, repairs to the compactor unit, transfer trailers, the tractor-unit and the bulldozer. It has been increased slightly to continue the upgrade of signage at the Center.

**Misc. Contractual Services (2062)**

**\$2,200**

This account primarily pays for our monthly EZ-Pass expense to utilize the Maine Turnpike to transport refuse to EcoMaine. It is covers the monthly transaction fees that we now pay to accept debit and credit cards at the Recycling Center.

**Alarm Service Monitoring (2063)**

**\$1,600**

This account covers monitoring fees and expenses for two telephone lines to service the Fire Alarm System at the Recycling Center compactor building.

**Gasoline (3002)**

**\$550**

A small amount of gasoline is charged off for Refuse Disposal operations. It is budgeted at \$3.10/gallon.

**Misc. Supplies (3006)**

**\$1,500**

This account covers printing fees, permits, paper goods, supplies and the annual solid waste license fee.

**Diesel Fuel (3040)**

**\$7,500**

This covers diesel fuel for the Refuse-related equipment is budgeted at \$3.25/gallon.



Fiscal Year 2015  
Proposed Budget

410	HUMAN SERVICES	ACTUAL		BUDGET		ESTIMATED		BUDGET		\$ CHANGE		% CHANGE	
		FY 2013	FY 2014	FY 2014	FY 2014	FY 2014	FY 2015	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15		
2100	VNA/HOSPICE	3,600	3,600	3,600	3,672	\$	72	2.0%					
2100	COMMUNITY HEALTH SRVS	2,100	2,100	2,100	2,142	\$	42	2.0%					
2101	COMMUNITY COUNSELING	1,250	1,250	1,250	1,275	\$	25	2.0%					
2103	THERAPEUTIC RECREATION	3,600	3,600	3,600	3,672	\$	72	2.0%					
2107	S. ME SENIOR CITIZENS	1,250	1,250	1,250	1,275	\$	25	2.0%					
2110	PROP/THE OPPORTUNITY ALLIANCE	1,250	1,250	1,250	1,275	\$	25	2.0%					
2111	RTP	1,250	1,250	1,250	1,275	\$	25	2.0%					
2113	FAMILY CRISIS SHELTER	1,250	1,250	1,250	1,275	\$	25	2.0%					
2114	DAY ONE	1,250	1,250	1,250	1,275	\$	25	2.0%					
2116	HOSPICE OF SOUTHERN MAINE	1,250	1,250	1,250	1,275	\$	25	2.0%					
2118	SEXUAL ASSAULT RES. SVCS.	1,250	1,250	1,250	1,275	\$	25	2.0%					
2121	RED CROSS-PORTLAND CHAPTER	1,250	1,250	1,250	1,275	\$	25	2.0%					
2122	INDEPENDENT TRANSPORTATION NETWORK	1,250	1,250	1,250	1,275	\$	25	2.0%					
5101	GENERAL ASSISTANCE	36,666	28,600	28,600	29,172	\$	572	2.0%					
<b>410</b>	<b>HUMAN SERVICES</b>	<b>58,466</b>	<b>50,400</b>	<b>50,400</b>	<b>51,408</b>	<b>\$</b>	<b>1,008</b>	<b>2.0%</b>					

Fiscal Year 2015  
Proposed Budget

510	LIBRARY	ACTUAL		BUDGET		ESTIMATED		BUDGET		\$ CHANGE		% CHANGE	
		FY 2013	FY 2014	FY 2014	FY 2014	FY 2014	FY 2014	FY 2015	FY 2015	FY 14 to 15	FY 14 to 15	FY 14 to 15	FY 14 to 15
1001	FULL TIME PAYROLL	281,227	287,198	243,790	248,666	\$	(38,532)						-13.4%
1002	PART TIME PAYROLL	117,017	118,288	161,644	164,855	\$	46,567						39.4%
1020	SOCIAL SECURITY	28,742	31,020	31,016	31,634	\$	614						2.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>426,986</b>	<b>436,506</b>	<b>436,450</b>	<b>445,155</b>	\$	<b>8,649</b>						<b>2.0%</b>
2004	PRINTING & ADVERTISING	1,797	1,700	1,700	1,700	\$	-						0.0%
2005	POSTAGE	2,575	2,640	2,640	2,640	\$	-						0.0%
2006	TRAVEL	126	650	650	465	\$	(185)						-28.5%
2007	DUES & MEMBERSHIPS	755	800	800	910	\$	110						13.8%
2009	CONFERENCES AND MEETINGS	753	1,225	1,225	1,225	\$	-						0.0%
2010	PROFESSIONAL SERVICES-PROGRAMS	7,500	7,500	7,500	7,500	\$	-						0.0%
2062	CONTINGENCY	120	150	150	150	\$	-						0.0%
2072	MISC. CONTRACT. SVCS.	-	50	50	50	\$	-						0.0%
3001	OFFICE SUPPLIES	6,096	7,000	7,000	7,000	\$	-						0.0%
3006	MISCELLANEOUS SUPPLIES	3,008	3,000	3,000	3,000	\$	-						0.0%
3020	BOOKS & PERIODICALS	40,041	38,610	38,610	34,407	\$	(4,203)						-10.9%
3022	AUDIO VISUAL MATERIALS	6,585	6,450	6,450	10,273	\$	3,823						59.3%
3100	ELECTRONIC RESOURCES	4,680	8,100	8,100	8,100	\$	-						0.0%
4001	OUTLAY	978	1,500	1,500	1,500	\$	-						0.0%
	<b>SUBTOTAL</b>	<b>75,014</b>	<b>79,375</b>	<b>79,375</b>	<b>78,920</b>	\$	<b>(455)</b>						<b>-0.6%</b>
510	<b>LIBRARY</b>	<b>502,000</b>	<b>515,881</b>	<b>515,825</b>	<b>524,075</b>	\$	<b>8,194</b>						<b>1.6%</b>

**LIBRARY (510)**

**PERSONNEL INFORMATION**

**Full Time Account (1001) - \$248,666**

	FY2014	FY2015	
Head Librarian	70,534.	71,945.	2% increase above FY14 budgeted amount.
Children's Librarian	48,765.	50,735.	2% increase above FY14 budgeted amount.
Circulation Librarian	39,168.	39,951.	2% increase above FY14 budgeted amount.
Adult / YA Librarian	48,089.	49,051.	2% increase above FY14 budgeted amount.
Office Clerk / Cataloger	36,259.	36,984.	2% increase above FY14 budgeted amount.
Reference Librarian	<u>43,408.</u>	<u>0.</u>	2% increase above FY14 budgeted amount.
	287,198.	248,666.	13% decrease from FY14 budgeted amount (loss of FT Reference position.)

**Note 1: All pay amounts shown for FY 2015 are subject to our pay classification plan.**

Full Time staff levels are based on the following assumptions, we have reduced hours for traditional Reference Services and added a half-time Technologist to address changing patron needs. We have accomplished this by reducing adjusting the hours for PT employees and substitute hours:  
**- Total Full Time hours available = 200/wk**

The basic conditions that I described for last year's budget remain in place:

- ◆ (1) the library facility is 13,000+ sq. ft. and spreads across almost 200 feet and 5 separate floors;
- ◆ (2) we remain open for business 6 days (55 hours a week) all year; and,
- ◆ (3) The library offers 5 public services [Children's Programs, Young Adult Services, Adult Reference, Circulation of Materials, and Providing Meeting & Display Spaces].
- ◆ These services are supported by staffing the library in five areas (or, departments): Administration, Adult/YA Services, Cataloging/Processing, Children's Services and Circulation Control.

◆ An approximate breakdown of Staffing Allocation (Hours) follows:

Circulation Desk	70/wk	
Adult Ref. Desk	55/wk	
Ch. Ref. Desk	55/wk	
Tech. Services	57/wk	
Ad. Serv. Office	15/wk	
Ch. Serv. Office	15/wk	
YA Serv. Office	15/wk	
Administration	50/wk	(maintains current PR & Web Duties)
Programs	20/wk	(maintains current programming effort.)
Earned Vacation	27/wk	

FY2015 Budget – Annotated

		Total	379/wk
<b>Part Time Account (1002) - \$164,855</b>			
<b>FY 2014</b>			
<u>Hours (# of Employees)</u>	<u>Pay Rate</u>	<u>Total Pay</u>	
260 (+)	\$15.52	4,035.20	
584 (1)	\$15.52	9,066.25	
584 (1)	\$15.52	9,066.25	
584 (1)	\$15.52	9,066.25	
948 (1)	\$15.52	14,717.13	
948 (1)	\$16.83	15,954.84	
978 (1)	\$15.52	15,182.86	
796 (1)	\$16.38	13,039.44	
<u>1,364 (1)</u>	<u>\$20.64</u>	<u>28,159.51</u>	
<b>7046 (7+)</b>	<b>N/A</b>	<b>118,287.73</b>	
<b>FY 2015</b>			
<u>Hours (# of Employees)</u>	<u>Pay Rate</u>	<u>Total Pay</u>	<u>Comparison</u>
364 (+)	\$15.83	5,762.27	Substitute Line
636 (1)	\$15.83	10,068.13	2% increase above FY14 budgeted rate.
832 (1)	\$15.83	13,170.89	restructured: 2% increase above FY14 budgeted rate.
844 (1)	\$15.83	13,360.86	restructured: 2% increase above FY14 budgeted rate.
966 (1)	\$15.83	15,182.86	restructured: 2% increase above FY14 budgeted rate.
796 (1)	\$16.71	13,299.25	2% increase above FY12 budgeted rate.
948 (1)	\$17.17	16,273.94	2% increase above FY14 budgeted rate.
1052 (1)	\$18.87	19,851.24	<b>New Position</b>
1260 (1)	\$21.05	26,526.53	restructured: 2% increase above FY14 budgeted rate.
<u>1468 (1)</u>	<u>\$21.29</u>	<u>31,249.90</u>	restructured: 2% increase above FY14 budgeted rate.
<b>9166 (9+)</b>	<b>N/A</b>	<b>164,855.17</b>	restructured: all pay rates are 2% increase above FY14 budgeted positions.
Total Hours	<b>FY2014</b>	<b>FY2015</b>	<b>DIFFERENCE</b>
Total PT Costs	7047	9166	2119
	118,288	164,855	46,567.

Note: All pay amounts shown for FY 2015 are subject to review within our pay classification plan.

## FY2015 Budget – Annotated

Part Time Staff Levels are based on the following assumptions:

- ◆ The minimum number of staff hours required to run the library at current service hours is **379/wk**.
- ◆ Full Time hours in budget: **200/wk**
- ◆ **Total Part Time hours budgeted = 176.27/wk (Deficit 2.73/wk)**

### ***Printing and Advertising (2004) - \$1,700***

Level funded. Line used to cover promotional materials (e.g. our MailChimp newsletter) and custom stationary.

### ***Postage (2005) - \$2,640***

Level funded. The Maine State Library states that the contracted delivery fee will remain \$15.00/stop; and, they will again cover one day of delivery each week for each library in MINERVA. Thus, our annual cost remains \$2,340 for the remaining 3 days/wk that we receive delivery. Despite the recent 7% increase in postal rates, \$300/ yr she remain adequate to return traditional Interlibrary Loans and send out bills for overdue materials.

### ***Travel (2006) - \$465***

Level Decreased.

### ***Dues & Memberships (2007) - \$910***

Covers the rising cost of dues for professional staff: **3** ALAs (\$400), **1** ALSC (\$50) **1** PLA (\$65), **1** YALSA (\$60), **1** NELA (\$80) and **5** MLAs (\$255).

### ***Training (2008) - \$0***

Zero funded.

### ***Conferences & Meetings (2009) - \$1,225***

Includes costs for meetings and conferences sponsored by professional associations: **2** SMLD Council Meetings (\$70), **3** SMLD Reading Round Up (\$195), **4** joint MLA Conferences (\$600) & **1** NELA Conference (\$360).

### ***Programs (2010) - \$7,500***

Level funded.

### ***Office Equipment & Repair (2034) - \$0***

Zero funded.

### ***Contingency Fund (2062) - \$150***

**FY2015 Budget – Annotated**

Level funded. This line is used to by small gifts for our regular volunteers.

**Miscellaneous Contract Services (2072) - \$50**  
Level funded.

**Office Supplies (3001) - \$7,000**  
Level funded.

**Miscellaneous Supplies (3006) - \$3,000**

Level funded. This account is used to purchase the supplemental supplies needed for conducting “special” Juvenile programs as well as the cost of refreshments and supplies for our expanded YA and Adult initiatives.

**Books and Periodicals (3020) - \$34,407**

Please refer to the Chart on page 5 of this narrative for an overview of the projected costs of book & magazine purchases. *n.b.* The projected total for this line has been reduced by \$3,450 to provide an offset for the costs of our new cloud-based services: *OneClick Audio Download Library* and *Transparent Languages Online*. An additional, \$3,823 (10%) has been shifted to AV acquisitions in anticipation of reduced shelving and shifting patron needs.

**Audio Visual Materials (3022) - \$10,273**

Level funded. This extremely popular service includes Books on Tape and CD, DVDs, and Videocassettes: for which the Bowker Annual reported a 1% cost decrease in 2010/2011.

Adult Collection	5,753	[Approx. 5 Audio Book/mo & 9 Videos/mo]
YA Collection	1,233.	[Approx. 2 Audio Book/mo & 2 Video every month]
Children's Collection	3,287.	[Approx. 6 Audio Book/mo, 8 Video, 2 Kit & 3 Music Recordings/mo]
	10,273.	

**Electronic Resources (3100) - \$8,100**

This account funds our annual MINERVA subscription, which increased to \$4,200, as well as the library’s subscription to the Maine InfoNet Download Library (Overdrive) and our two new Cloud-based services. The impact for the last is offset by a \$3,450 reduction to 510-3020:

Maine Info Net ( <i>Minerva</i> )	4,200.
Overdrive Subscription	1,650.
OneClick & Transparent Languages	4,650.
CEHS & CEMS Offset	-1,200.
FOTML Offset	-1,200.

**FY2015 Budget – Annotated**

***Outlay (4001) - \$1500***

Level funded. This account normally contains expenditures for miscellaneous pieces of library equipment and furniture not covered by the Capital Expenses Plan yet outside the scope of normal equipment or supply lines.

Miscellaneous equipment

1,500.

# FY2015 Budget – Annotated

	GEN.	PHIL.	REL.	SOC.	LANG.	SCI.	TECH.	ARTS	LIT.	TRAV.	BIO.	HIST.	FIC.	JUV.	TOTAL
<i>Books's</i>	000'S	100'S	200'S	300'S	400'S	500'S	600'S	700'S	800'S	910-919	920'S	900-909 & 930-999	TOTAL	TITLES	TOTAL
Adult Purchases FY10	22	24	9	61	1	5	45	37	13	50	51	88	951	N/A	1357
Adult Purchases FY11	28	43	13	53	13	9	43	43	32	56	68	79	1003	N/A	1483
Adult Purchases FY12	25	53	13	70	11	21	56	34	62	41	60	94	1015	N/A	1555
Adult Purchases FY13	23	54	4	62	8	30	75	47	83	75	73	97	998	N/A	1629
4 Year Ave. Adult Purchases	25	44	10	62	8	16	55	40	48	56	63	90	992	N/A	1506
Young Adult Purchases FY10	0	1	0	8	0	7	1	13	1	2	18	4	188	N/A	243
Young Adult Purchases FY11	2	6	2	18	0	10	7	16	6	6	19	8	260	N/A	360
Young Adult Purchases FY12	7	12	4	11	0	2	16	25	8	10	14	18	337	N/A	464
Young Adult Purchases FY13	3	10	1	24	1	1	19	27	6	26	22	27	398	N/A	565
4 Year Ave. YA Purchases	3	7	2	15	0	5	11	20	5	11	18	14	296	N/A	408
Children's Purchases FY10	4	7	7	45	3	61	110	38	10	7	38	24	588	N/A	942
Children's Purchases FY11	11	3	4	52	3	65	46	42	23	15	53	39	800	N/A	1156
Children's Purchases FY12	10	8	6	47	10	80	53	46	33	8	36	18	739	N/A	1094
Children's Purchases FY13	13	5	5	40	5	53	68	49	35	8	39	24	751	N/A	1095
4 Yr Ave. Children's Purchases	10	6	6	46	5	65	69	44	25	10	42	26	720	N/A	1072
Total Purchases															
(Ave. FY10 thru FY13)	37	57	17	123	14	86	135	104	78	76	123	130	2007	N/A	2986
Target Purchases per MLA Standards (FY14)	22	35	10	74	8	52	81	63	47	46	74	79	1212	N/A	1803
Ave. Hardcover Cost 2008	\$155.93	\$44.53	\$32.40	\$53.93	\$55.63	\$50.04	\$42.93	\$40.94	\$44.84	\$28.33	\$31.64	\$43.84	\$27.97	\$23.20	\$48.30
Ave. Hardcover Cost 2009	\$155.46	\$41.71	\$33.27	\$51.04	\$52.61	\$49.22	\$44.83	\$40.89	\$43.83	\$31.67	\$30.65	\$44.39	\$28.07	\$24.20	\$47.99
Ave. Hardcover Cost 2010	\$168.62	\$43.90	\$33.17	\$49.42	\$52.45	\$50.58	\$43.71	\$43.49	\$39.27	\$28.98	\$31.47	\$45.77	\$28.21	\$25.42	\$48.89
Ave. Hardcover Cost 2011	\$191.81	\$42.39	\$34.41	\$50.14	\$53.64	\$47.85	\$44.81	\$42.15	\$38.31	\$30.54	\$31.10	\$43.47	\$28.23	\$26.22	\$50.36
Ave. Hardcover Cost 2012 (preliminary)	\$227.80	\$43.60	\$33.98	\$51.43	\$53.53	\$48.45	\$46.74	\$42.34	\$44.19	\$29.79	\$31.39	\$43.92	\$28.56	\$23.90	\$53.69
Four Year Ave. % increase	121.98	105.81	101.81	105.50	102.76	104.21	107.35	103.48	118.20	100.63	103.92	104.03	104.18	101.90	109.64
Projected Cost Hardcover Books (FY14)	\$277.88	\$46.13	\$34.60	\$54.26	\$55.01	\$50.49	\$50.18	\$43.81	\$52.23	\$29.98	\$32.62	\$45.69	\$29.75	\$26.39	\$58.87
Proj. Retail Costs FY15 (Adult)	\$4,111.12	\$1,211.83	\$203.69	\$2,015.09	\$274.04	\$495.45	\$1,658.91	\$1,064.94	\$1,498.19	\$1,004.70	\$1,240.96	\$2,469.34	\$17,818.85	N/A	\$35,067.12
Discounted FY15 Proj. Costs (Adult)	\$2,590.00	\$763.45	\$128.32	\$1,269.51	\$172.65	\$312.14	\$1,045.11	\$670.91	\$943.86	\$632.96	\$781.80	\$1,555.68	\$11,225.88	N/A	\$22,092.29
Proj. Retail Costs FY15 (Children & YA)	\$199.23	\$207.19	\$115.55	\$976.21	\$87.66	\$1,111.68	\$1,275.05	\$1,020.04	\$486.11	\$332.71	\$952.30	\$645.49	\$16,181.12	N/A	\$23,590.33
Discounted FY15 Proj. Costs (Ch. & YA)	\$125.31	\$130.33	\$72.68	\$614.03	\$55.14	\$699.25	\$802.00	\$641.60	\$305.76	\$209.27	\$599.00	\$406.01	\$10,177.93	N/A	\$14,838.32
Total Proj. Costs FY15 (Discounted)	\$2,715.32	\$893.78	\$201.01	\$1,883.54	\$227.78	\$1,011.38	\$1,847.12	\$1,312.52	\$1,249.63	\$842.24	\$1,380.80	\$1,961.70	\$21,403.80	N/A	\$36,930.60

100'S equal average prices in Philosophy, Psychology, & Self-help

300'S equal average prices in Economics, Education, Law & Sociology

600'S average prices in Business/Economics, Gardening, House & Home, Medical, Technology/Engineering

700'S are compiled from prices for Antiques/Collectibles, Architecture, Art, Music, Sports/Recreation

800'S are comprised of Drama, Poetry & Literary Collections/Criticism

Juveniles = average prices for Children, Comics/Graphic Novel & Young Adult

Ebsco Subscription FY10	\$4,377.57														
Ebsco Subscription FY11	\$4,554.24														
Ebsco Subscription FY12	\$4,872.87														
Ebsco Subscription FY13	\$5,057.56														
Ebsco Subscription FY14 (YTD)	\$4,885.85														
5 Yr. Ave. Periodical Costs	\$4,749.62														
FY2015 Books & Periodicals Request	\$41,680.22														
Less OneClick/Transparent Language Offset	\$3,450.00														
Less 10% Offset to AV Acquisitions	\$3,823.02														
FINAL REQUEST	\$34,407.20														

ALL Prices Quoted from The Bowker Annual 2013 (58th Edition), pp. 44u, 44i



520	CONTRIBUTIONS	ACTUAL		BUDGET		ESTIMATED		BUDGET		% CHANGE	
		FY 2013	FY 2014	FY 2014	FY 2015	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15		
5050	CAPE PRESERVATION SOCIETY	500	500	500	500	500	500	\$	\$	-	0.0%
5052	GREATER PTLD ECON DEV COMM	5,000	5,000	5,000	5,000	5,000	5,000	\$	\$	-	0.0%
5053	FAMILY FUN DAY/250th Anniversary	4,690	5,000	5,000	15,000	5,000	15,000	\$	\$	10,000	200.0%
5054	PENNY FOR LAND ACQUISITION FUND		16,457	16,457	32,914	16,457	32,914	\$	\$	16,457	100.0%
520	CONTRIBUTIONS	10,190	26,957	26,957	53,414	26,957	53,414	\$	\$	26,457	98.1%

**5205050 Cape Elizabeth Historical Preservation Society \$500**

The Cape Elizabeth Historical Preservation Society assists with the preservation of municipal records and has a private collection of town history. They make the records available to the public each Thursday morning when they volunteer at the Thomas memorial Library. A town council goal this year is to formalize the relationship with CEHPS.

**5205052 Greater Portland Economic Development Commission \$5,000**

The GPEDC was formed three years ago with other area communities. We have not yet paid the FY 2014 contribution as we are assessing the effectiveness of the organization.

**5205053 Family Fun Day and 250<sup>th</sup> Anniversary \$15,000**

This account typically provides \$5,000 towards Family Fun Day. An additional \$ 10,000 is proposed to help fund the commemoration of Cape Elizabeth's 250<sup>th</sup> anniversary of incorporation as a town.

**5205053 Penny for Land Acquisition Fund \$32,914**

On February 11, 2013, the town council approved the following: *The town council requests the finance committee to consider as part of its budget review the possibility of providing a penny or more in the proposed annual tax rate for land acquisition purposes.* This would be the second year of adding a penny to the tax rate is in keeping with the following provision from the Future Open Space Committee.

*1. Pennies for Open Space. This would be a commitment by the Town Council to add one cent to each year's tax commitment and dedicate that revenue to open space preservation. If one cent was added to the FY 2012 tax rate, a total of \$16,530 dollars in revenue would have been generated at cost of \$3.18 per median home (valued at \$318,600). If a nickel was added, \$82,652.00 would have been raised at a cost of \$15.93 per median home.*

*As a reference, the town budget currently includes a land acquisition account. No funds have been budgeted to this account in the last five years. Monies have been placed in this account in the past from selected land sales, open space impact fees, etc.*

*Benefit: The town has complete authority to implement this and then choose how funds are spent.*

*Limitations: An increase in the tax rate is a fundamental basis for assembling each year's budget and adding to that rate will make the budget process incrementally more challenging.*

*Recommendation: FOSP recommends that the Town Council consider implementing a Pennies for Open Space policy to fund the land acquisition fund.*

530	PUBLIC INFORMATION	ACTUAL	BUDGET	ESTIMATED	BUDGET	\$ CHANGE	% CHANGE
		FY 2013	FY 2014	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15
1002	CABLE PART TIME PAYROLL	4,504	6,426	6,426	6,426	\$ -	0.0%
1002	PART TIME WEBMASTER	26,527	29,282	29,282	32,210	\$ 2,928	10.0%
1005	GETV BULLETIN BOARD	3,088					
1020	SOCIAL SECURITY	2,610	2,732	2,732	2,956	\$ 224	8.2%
	<b>SUBTOTAL PERSONNEL</b>	<b>36,729</b>	<b>38,440</b>	<b>38,440</b>	<b>41,592</b>	<b>\$ 3,152</b>	<b>8.2%</b>
2004	PRINTING AND ADVERTISING	1,936	6,890	6,890	6,890	\$ -	0.0%
2034	EQUIPMENT MAINTENANCE	100	4,500	4,500	4,500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	50	200	200	200	\$ -	0.0%
4001	OUTLAY	-	-	-	-	\$ -	-
	<b>SUBTOTAL</b>	<b>2,086</b>	<b>11,590</b>	<b>11,590</b>	<b>11,590</b>	<b>\$ -</b>	<b>0.0%</b>
530	<b>PUBLIC INFORMATION</b>	<b>38,815</b>	<b>50,030</b>	<b>50,030</b>	<b>53,182</b>	<b>\$ 3,152</b>	<b>6.3%</b>

This area funds our cable television station, our website and all public hearing notices. It also funds miscellaneous advertising.

The budget continues a tradition of increasing the stipend of the webmaster by 10% each year as the position has increasing responsibilities.

Fiscal Year 2015  
Proposed Budget

600	FACILITIES MANAGEMENT	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
1001	FULL TIME PAYROLL	385					
1002	PART TIME PAYROLL		-	-	-		
1020	SOCIAL SECURITY	29					
	<b>SUBTOTAL PERSONNEL</b>	<b>414</b>	<b>-</b>	<b>-</b>	<b>-</b>		
2001	TELEPHONE	-					
2004	PRINTING & ADVERTISING	-	300	300	300	\$ -	0.0%
2006	TRAVEL	36	200	200	200	\$ -	0.0%
2007	DUES & MEMBERSHIPS	244	300	300	300	\$ -	0.0%
2009	CONFERENCES & MEETINGS	353	600	600	600	\$ -	0.0%
2010	PROFESSIONAL SERVICES	1,008	1,000	1,000	1,000	\$ -	0.0%
2034	OFFICE EQUIP MAINTENANCE	391	500	500	500	\$ -	0.0%
2035	CONSOLIDATED BUILDING MAINT.	103,975	107,189	107,189	107,189	\$ -	0.0%
2062	MISCELLANEOUS CONTRACTURAL SERVICES	83,626	86,433	86,433	88,352	\$ 1,919	2.2%
4001	OUTLAY					\$ -	
	<b>SUBTOTAL</b>	<b>189,633</b>	<b>196,522</b>	<b>196,522</b>	<b>198,441</b>	<b>\$ 1,919</b>	<b>1.0%</b>
600	FACILITIES MANAGEMENT	190,047	196,522	196,522	198,441	\$ 1,919	1.0%
610	TOWN HALL	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
2002	POWER	9,567	12,970	12,970	11,725	\$ (1,245)	-9.6%
2003	WATER & SEWER	2,596	2,850	2,850	2,995	\$ 145	5.1%
3003	HEAT	16,738	13,650	13,650	17,160	\$ 3,510	25.7%
610	TOWN HALL	28,901	29,470	29,470	31,880	\$ 2,410	8.2%
615	LIBRARY BUILDING	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
2002	POWER	7,763	11,000	11,000	9,350	\$ (1,650)	-15.0%
2003	WATER AND SEWER	978	950	950	1,026	\$ 76	8.0%
3003	HEAT	17,494	20,276	20,276	20,625	\$ 349	1.7%
615	LIBRARY BUILDING	26,235	32,226	32,226	31,001	\$ (1,225)	-3.8%
620	TOWN CENTER FIRE STATION	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
2003	WATER & SEWER	1,461	1,525	1,525	1,600	\$ 75	4.9%
2062	CONTRACTED CUSTODIAL SERVICES	3,899	3,914	3,914	3,991	\$ 77	2.0%

**Fiscal Year 2015  
Proposed Budget**

3003	HEAT	13,549	18,200	18,200	19,404	\$ 1,204	6.6%
630	TOWN CENTER FIRE STATION	18,909	23,639	23,639	24,995	\$ 1,356	5.7%
630	POLICE STATION						
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 14 to 15</b>	<b>FY 14 to 15</b>
2002	POWER	16,423	24,990	24,990	25,484	\$ 494	2.0%
2003	WATER & SEWER	3,421	3,848	3,848	4,020	\$ 172	4.5%
2062	CONTRACTED CUSTODIAL SERVICES	24,223	25,125	25,125	25,484	\$ 359	1.4%
3003	HEAT	13,518	13,600	13,600	13,860	\$ 260	1.9%
630	POLICE STATION	57,585	67,563	67,563	68,848	\$ 1,285	1.9%
635	CAPE COTTAGE FIRE STATION						
		<b>ACTUAL</b>	<b>BUDGET</b>	<b>ESTIMATED</b>	<b>BUDGET</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
		<b>FY 2013</b>	<b>FY 2014</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 14 to 15</b>	<b>FY 14 to 15</b>
2002	POWER	1,794	2,500	2,500	2,500	\$ -	0.0%
2003	WATER & SEWER	828	825	825	866	\$ 41	5.0%
3003	HEAT	3,344	4,630	4,630	4,950	\$ 320	6.9%
635	ENGINE ONE	5,966	7,955	7,955	8,316	\$ 361	4.5%
<b>Total Facilities</b>		<b>327,643</b>	<b>357,375</b>	<b>357,375</b>	<b>363,481</b>	<b>6,106</b>	<b>1.7%</b>

February 8, 2014

To: Michael McGovern, Town Manager

Cape Elizabeth Town Council

From: Greg Marles, Director of Facilities and Transportation

Re: Facilities Department FY2015 Budget Submission

The Facilities and Transportation Department is pleased to submit our fiscal year 2015 budget request for your consideration. We have worked very hard to contain costs again this year within the department, this year we are requesting an additional \$6,960.00.

The additional fund requests are to cover increases in custodial wages, administrative wages, water/sewer, and fuel account adjustments where necessary. The largest account request is for Town Hall heating (610-3003) in the amount of \$3,655.00 to cover the additional fuel needs as well as a projected increase in fuel oil costs. Over the past Fiscal year we have shown a decrease in electrical consumption at Thomas Memorial Library with the addition of new exterior LED lighting. This is reflected in reduction of \$1,650.00 in the Thomas Memorial Library 615-2002 electrical budget request.

Thank you for your consideration of the Facilities and Transportation Department fiscal year 2015 budget request.

Cape Elizabeth Facilities and Transportation Department

Contracted Services and Supplies

600-2035 supplies

Item	Central Fire	Engine 1	Rental units	Day One	TML	Parks Dept.	Public Works	Town Hall
Paint	\$ 900.00	\$ 1,100.00	\$ 2,000.00	\$ 1,100.00	\$ 1,100.00	\$ 200.00	\$ 200.00	\$ 1,500.00
Batteries	\$ 200.00	\$ 50.00	\$ 150.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 200.00	\$ 200.00
Ballasts	\$ 125.00	\$ 100.00	\$ 250.00	\$ 125.00	\$ 200.00	\$ 100.00	\$ 300.00	\$ 1,500.00
Lamps	\$ 175.00	\$ 75.00	\$ 250.00	\$ 100.00	\$ 300.00	\$ 100.00	\$ 300.00	\$ 1,625.00
Blinds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00
Flooring materials	\$ 200.00	\$ 100.00	\$ 300.00	\$ -	\$ 500.00	\$ -	\$ 250.00	\$ 1,875.00
Air filters	\$ 125.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 225.00	\$ 100.00
Plumbing supplies	\$ 250.00	\$ 75.00	\$ 250.00	\$ 200.00	\$ 250.00	\$ 125.00	\$ 250.00	\$ 1,625.00
Electrical supplies	\$ 425.00	\$ 125.00	\$ 425.00	\$ 100.00	\$ 525.00	\$ 100.00	\$ 325.00	\$ 2,425.00
Carpentry supplies	\$ 500.00	\$ 225.00	\$ 400.00	\$ 400.00	\$ 250.00	\$ 125.00	\$ 300.00	\$ 2,600.00
Door/lockset supplies	\$ 200.00	\$ 100.00	\$ 325.00	\$ 200.00	\$ 125.00	\$ 100.00	\$ 225.00	\$ 1,525.00
Flags and other services	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ 300.00	\$ -	\$ 500.00	\$ 1,700.00
Soot vacuum and boiler cleaning mat.	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 75.00	\$ 90.00	\$ 715.00
Fire extinguisher (replacement)	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 800.00
General property repair items	\$ 500.00	\$ 250.00	\$ 600.00	\$ 250.00	\$ 500.00	\$ 200.00	\$ 500.00	\$ 3,400.00
subtotal	\$ 3,990.00	\$ 2,590.00	\$ 5,140.00	\$ 2,765.00	\$ 4,440.00	\$ 1,325.00	\$ 3,765.00	\$ 29,940.00
Consumables 10%	\$ 399.00	\$ 259.00	\$ 514.00	\$ 276.50	\$ 444.00	\$ 132.50	\$ 376.50	\$ 2,994.00
Total	\$ 4,389.00	\$ 2,849.00	\$ 5,654.00	\$ 3,041.50	\$ 4,884.00	\$ 1,457.50	\$ 4,141.50	\$ 32,934.00

600-2035 contracted services

Item	Central Fire	Engine 1	Rental units	Day One	TML	Parks Dept.	Public Works	Town Hall
Air emission fees	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00	\$ 1,500.00
Engineering services	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 1,000.00
IAQ Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Asbestos inspection	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Elevator inspections (State)	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ 200.00
Elevator service contracts and service	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ -	\$ -	\$ 2,400.00
Elevator recall testing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650.00
Elevator certificates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00
Chair lift inspection	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 700.00
Chair lift certificates	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ -	\$ 800.00
Boiler inspection (pressure vessels)	\$ 150.00	\$ 150.00	\$ 125.00	\$ 300.00	\$ 300.00	\$ -	\$ 225.00	\$ 1,500.00
Boiler certificates	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	\$ 700.00
Boiler plant service	\$ 300.00	\$ 300.00	\$ 500.00	\$ 225.00	\$ 725.00	\$ 350.00	\$ 900.00	\$ 4,100.00
Fire detection inspection/ansel system	\$ 500.00	\$ -	\$ -	\$ 350.00	\$ 275.00	\$ -	\$ 310.00	\$ 1,835.00
Fire detection service	\$ 500.00	\$ 250.00	\$ -	\$ 250.00	\$ 500.00	\$ -	\$ 500.00	\$ 2,500.00
Fire extinguisher inspection	\$ 500.00	\$ 100.00	\$ 225.00	\$ 100.00	\$ 150.00	\$ 100.00	\$ 350.00	\$ 1,670.00
Fire extinguisher service	\$ 100.00	\$ 50.00	\$ 75.00	\$ 50.00	\$ 75.00	\$ 50.00	\$ 100.00	\$ 625.00
Sprinkler inspection	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00
IPM inspection	\$ 200.00	\$ -	\$ -	\$ 350.00	\$ 250.00	\$ -	\$ 200.00	\$ 1,400.00
IPM service contracts	\$ 500.00	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ 400.00	\$ 2,400.00
Alarm monitoring services	\$ -	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ 400.00
Alarm System repairs	\$ -	\$ -	\$ -	\$ 350.00	\$ -	\$ -	\$ -	\$ 350.00

Cape Elizabeth Facilities and Transportation Department

Contracted Services and Supplies

Plumbing service	\$ 550.00	\$ 250.00	\$ 600.00	\$ 400.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 3,800.00
Electrical service	\$ 900.00	\$ 400.00	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ 6,500.00
Exterior lighting	\$ 100.00	\$ 100.00	\$ 250.00	\$ 100.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 225.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 1,400.00	
Energy management service	\$ 500.00	\$ -	\$ -	\$ -	\$ 650.00	\$ 650.00	\$ -	\$ -	\$ 750.00	\$ 800.00	\$ 800.00	\$ 2,700.00	
HVAC Service	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00	\$ 800.00	\$ -	\$ -	\$ 800.00	\$ 800.00	\$ 800.00	\$ 3,200.00	
Overhead doors	\$ 1,500.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ 600.00	\$ 2,000.00	\$ 250.00	\$ 250.00	\$ 4,650.00	
Interior/exterior painting	\$ 1,000.00	\$ 500.00	\$ 1,000.00	\$ 1,200.00	\$ 1,200.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 500.00	\$ 7,400.00	
Rental equipment	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ 800.00	
UST Inspections	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275.00	\$ -	\$ -	\$ 275.00	
UST Cert/licenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ 500.00	
Hazardous waste removal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	\$ 900.00	
Generator Service	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	\$ 500.00	\$ 500.00	\$ 2,200.00	
subtotal	\$ 9,300.00	\$ 2,500.00	\$ 3,475.00	\$ 5,175.00	\$ 12,250.00	\$ 3,625.00	\$ 3,625.00	\$ 12,110.00	\$ 16,020.00	\$ 16,020.00	\$ 16,020.00	\$ 64,455.00	
Miscellaneous contracted services	\$ 1,500.00	\$ 1,000.00	\$ 300.00	\$ 500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 9,800.00	
<b>Total</b>													<b>\$ 74,255.00</b>

Total \$ - \$ 107,189.00

Total



Fiscal Year 2015  
Proposed Budget

640	PARKS and TOWN LANDS	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
1001	FULL TIME PAYROLL	21,142	23,525	23,525	24,554	\$ 1,029	4.4%
1002	PART TIME PAYROLL	12,130	13,710	13,710	13,980	\$ 270	2.0%
1020	SOCIAL SECURITY	2,519	2,848	2,848	2,948	\$ 99	3.5%
	<b>SUBTOTAL PERSONNEL</b>	<b>35,791</b>	<b>40,083</b>	<b>40,083</b>	<b>41,482</b>	<b>\$ 1,398</b>	<b>3.5%</b>
2002	POWER	767	1,200	1,200	1,200	\$ -	0.0%
2003	WATER	2,424	2,600	2,600	2,700	\$ 100	3.8%
2010	PROFESSIONAL SERVICES	14,900	19,000	18,000	19,000	\$ -	0.0%
2022	UNIFORMS	540	560	560	555	\$ (5)	-0.9%
2032	EQUIPMENT MAINTENANCE	1,317	1,700	1,800	1,700	\$ -	0.0%
2037	COMMUNITY PLAYGROUND MAINTENANCE	3,701	5,700	5,000	5,700	\$ -	0.0%
3002	GASOLINE	1,137	1,137	1,137	1,200	\$ 63	5.5%
3038	IRRIGATION MAINT. AND SUPPLIES	353	500	500	500	\$ -	0.0%
3039	GROUNDS MATERIAL	6,784	8,930	8,800	10,310	\$ 1,380	15.5%
3040	DIESEL FUEL	675	675	675	720	\$ 45	6.7%
4006	LIONS' FIELD IMPROVEMENTS	500	500	500	500	\$ -	0.0%
4114	GREENBELT TRAILS MAINT-ENCROACHMENT	5,002	10,000	10,000	10,000	\$ -	0.0%
4007	<b>SUBTOTAL</b>	<b>38,100</b>	<b>52,502</b>	<b>50,772</b>	<b>54,085</b>	<b>\$ 1,583</b>	<b>3.0%</b>
640	<b>PARKS</b>	<b>73,891</b>	<b>92,585</b>	<b>90,855</b>	<b>95,567</b>	<b>\$ 2,981</b>	<b>3.2%</b>

## PARKS & TOWN LANDS (640)

### ACCOUNT SUMMARY

#### PERSONNEL & SALARY INFORMATION

Full & Part-Time Positions	Actual FY 2014	Budget FY 2015
Parks Working Foreman (40 hrs. @ \$980.14/wk. @ 6 wks.)	\$5,765	\$5,880
Parks Equipment Operator (40 hrs. @ \$855.91/wk. @ 12 wks.)	9,900	10,270
Parks Equipment Operator (40 hrs. @ \$840.45/wk. @ 10 wks.)	7,860	8,404*
Part- Time Maintenance Worker (40 hrs. @ \$12.48hr. @ 4 wks.)	\$1,960	\$2,000
Trails Maint./Utility Worker (40 hrs. @ \$12.48hr. @ 24 wks.)	\$11,750	\$11,980

**Note:** The pay amounts shown for FY 2015 are for demonstrative purposes since negotiations have just commenced with the Teamsters Local #340 at the time of this submission. One of the Parks Operators is eligible for step increase per the CBA. It is proposed to increase the pay amounts for the part-time personnel by 2%.

#### Full Time Payroll (1001) \$24,554

One Parks Equipment Operator is charged off for 12 weeks. The other is charged off for 10 weeks. This accounts for parks-related duties, such as mowing and trimming at the Gull Crest, Plaisted Park, Lion's Fields, and other public properties. To more accurately account for the time spent at Gull Crest and the Little League fields, the Parks Foreman is charged off for 6 weeks.

#### Part Time Payroll (1002) \$13,980

The Town Council approved an additional grounds maintenance worker in the FY 2012 budget to focus more energy on the maintenance of our Greenbelt trails and perform utility tasks related to grounds maintenance and stormwater. The addition of this position has made a tremendous difference and great strides have been made on the care of our Greenbelt Trail network, which is becoming more popular within the community. Now that the trail corridors have been established, the task of performing regular maintenance is easier. The purchase of a walk-behind bush hog type of mower last year has made trail maintenance more efficient. It has saved hours of hand work with rotary trimmers and sheers. Other projects were undertaken this past season, such as the placement of base material on the Spurwink Marsh Trail and installation of concrete stops at the parking lot at Winnock Woods to provide more definition. The Broad Cove Highlands Trail has been the biggest beneficiary of this position, receiving maintenance at a more consistent frequency (every 3 weeks).

As for utility tasks, we were able to continue our storm drain stenciling program, which is an important component of our stormwater management plan (see narrative for account 310-3039). All of the catch basins that outfall into Casco Bay have been re-stenciled to identify such, with the intent being to raise awareness that they drain to a natural water body and not the sanitary sewer system. The additional hours also helped us with grounds maintenance efforts on both the school grounds and on other municipal properties.

The division of tasks for this position is the same as FY 2014: Greenbelt Trail Maintenance 80 hours/month, Grounds Maintenance 40 hours/month and miscellaneous Public Works assignments 40 hours/month.

#### **Water (2003)**

**\$2,700**

The Lion's Field Recreation Area is serviced by a 2" water line from Ocean House Road. It serves both the skating pond and the Little League Fields. Plaisted Park is also serviced by a 1" water service, which feeds the concession stand and the infield area. The water used to irrigate the Gull Crest fields (2) is now being charged to this account. Since we have been experiencing summers with less precipitation, we have had to irrigate the athletic fields more often. A water rate increase (3%) has been factored into the FY 2015 request.

#### **Professional Services (2010)**

**\$19,000**

This covers contracted work on all athletic fields located outside the school campus and the Little League fields. It also covers the cost of renting portable toilets for the Gull Crest area for use by sports teams, community gardeners and dog-walkers (\$912). In addition, it covers the services of private contractors (tree, electrical and plumbing) that might be needed on any non-school infrastructure. The proposed contracted program for FY 2015 is as follows:

**October/November - 2014** - The base-paths are redefined, worn areas are re-sodded, and infield material is replenished where needed on our 5 Little League fields. Rebuild pitcher's mounds, home plates, remove lips around perimeter, prep and sod as needed to bring back to original dimensions, on both Lion's Fields and Plaistead Park.

**April/May - 2015** - Pre-season prep infields (dirt sections only) and integrate drying agent (Turface)

**May/June - 2015** - The two Gull Crest fields and the FWP Multi-Purpose field are aerated, top-dressed with loam and slice-seeded.

For FY 2015, it is proposed to continue the organic program on the Upper Gull Crest multi-purpose field. Staff feels it will take that long to see if we have a successful and sustainable turf management program that is achieving the desired results. The conventional

wisdom is that a “hybrid” program is the most effective, which is the utilization of both organic and synthetic products to manage the needs of a particular field. The reason being that some of the organic products are not as efficient for their intended purpose, such as the control of Japanese beetles, or “grubs” as they are commonly called. We plan to continue the program to perform organic treatments on specific public areas, such the lawn at the Portland Head Light.

It’s important to note that the transition to an organic program is not as simple as using an organic product in place of a synthetic one. An organic program requires more labor, such as aerating more frequently. Aerating a field reduces compaction and stimulates root enhancement, but at the same time it is quite time consuming and must be done multiple times during the growing season. The cost to initiate an organic turf management program is approximately \$1,800.00 more than a conventional program, including the products and the contracted services to apply them.

Account Breakdown: Annual contracted field work (\$11,000), Organic program (\$2,400), Toilet Rental (\$912) and Misc. (\$500)

**Uniforms (2022)** **\$560**

A portion of the uniform rental agreement is charged to off to this budget.

**Equipment Maintenance (2032)** **\$1,700**

This account covers the cost to replace components on our mowing and grounds maintenance equipment. Mower blades, trimmer heads and bearings get a workout on a daily basis.

**Community Playground Maintenance (2037)** **\$5,700**

This account was created in FY 2011 to address the maintenance of our playground structures, most of which are over 10 years old now. The proposed appropriation will provide for 200 cubic yards of chips (two loads), with any remaining funds programmed for component replacement, if needed.

**Gasoline (3002)** **\$1,200**

Fuel for FY 2015 is budgeted at \$3.10/gallon.

**Irrigation System Maintenance & Supplies (3038)** **\$500**

This account covers the replacement of irrigation heads and other components for the irrigation systems at Gull Crest and the Multi-Purpose field at Fort Williams Park.

**Grounds Maintenance Materials (3039)** **\$10,280**

This account covers such items as signage, field marking supplies, fertilizer, grounds maintenance materials, and supplies for all athletic fields located off-campus, our Little League fields and municipal properties (Gull Crest, Town Hall, Police Station, Public Works facility, etc.). We have been informed by our suppliers that the cost of fertilizer and lime is anticipated to increase by 3.2% this year, due primarily to an increase in transportation costs. The cumulative effect of these increases is the reason for this request to be 17% higher than last year.

We continue to see isolated cases of “grubs”, or Japanese Beetles as they are often referred to, on some of our municipal lawn areas and athletic fields. The beetles feed on the root structure of turf grass, which essentially kills it. This action then attracts skunks and crows, which will then feed on the grubs, doing further damage to the turf. Three years ago we had problems on the Fort Williams Park Multi-Purpose Field, not to mention the front lawn of the Town Hall and two traffic islands in the Town Center. It is proposed to treat the grubs with a synthetic chemical application, when the grubs are small and actively feeding near the surface of the turf. Our staff performs this treatment, but it still accounts for over \$1,000 of this line item.

Based on soil tests done last summer, we have identified that some of our athletic fields are not within an acceptable PH range. A low PH (1) indicates a high degree of acid in the turf and a high PH (14) indicates a high amount of alkaline. A neutral PH (6.0 to 7.0) is best for turf grasses. Our testing has revealed an average PH of 5.8, with the highest at 6.6 and the lowest at 5.2. Since we have not had a consistent program in the past to address our PH levels, we need to continue the program to bring the levels up on some of the fields to maintain a reasonably healthy turf.

For the last two years, we have been identifying specific areas exhibiting weed infestation and only treating those areas as needed on the field. This was a methodology recommended by the State of Maine Bureau of Pesticide Control, but it has not achieved the results we had hoped for. We have begun to see a proliferation of clover in the athletic field turf grasses. It is choking out the perennial rye and blue grasses that have the durability to stand up to the athletic activity on the fields. As a result of this increased proliferation, we will be treating the entire playing surface of the natural turf fields in FY 2015.

**Listed below are the materials and approximate amounts expended on them through the year:**

**Signage \$300, Field Layout Supplies \$400, Granulated Fertilizer \$3,200, Grub Control \$1,100, Liquid Herbicide \$100, Field Lime \$1,500 Marking (Baseball) Lime \$150.00, Calcitic Lime (required for our organic program) \$200, Latex Marking Paint \$1,000, Bark Mulch \$880 Town Hall Holiday Decorations \$100.00, Gull Crest Dog Toilet Dispenser Bags \$500.00, Tennis Court Nets \$300.00, “Turface” \$200 and Misc. Items \$250**

**Diesel Fuel (3040) \$720**

This account covers an allotment of diesel fuel for parks-related activities, which is budgeted at \$3.25/gallon.

**Lion's Field Improvements (4006)**

**\$500**

This account covers materials and minor fence repairs at the complex.

**Greenbelt Trails (4114)**

**\$8,000**

This account is used for purchasing materials, renting equipment and supplies to maintain our extensive Greenbelt Trail system that includes open space, boardwalks and bridges. The Town Planner and the Conservation Commission manage this account.

Fiscal Year 2015  
Proposed Budget

641	SCHOOL GROUNDS & ATHLETIC FIELDS	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
1001	FULL TIME PAYROLL	35,907	36,524	36,524	37,688	\$ 1,164	3.2%
1002	PART TIME PAYROLL	9,481	10,772	10,772	10,985	\$ 213	2.0%
1003	OVERTIME PAYROLL	344	372	372	380	\$ 8	2.2%
1020	SOCIAL SECURITY	3,570	3,647	3,647	3,753	\$ 106	2.9%
	<b>SUBTOTAL PERSONNEL</b>	<b>49,302</b>	<b>51,315</b>	<b>51,315</b>	<b>52,806</b>	<b>\$ 1,491</b>	<b>2.9%</b>
2010	PROFESSIONAL SERVICES	24,983	28,500	27,500	27,500	\$ (1,000)	-3.5%
2022	UNIFORMS	540	560	560	555	\$ (5)	-0.9%
2032	EQUIPMENT MAINTENANCE	2,400	2,400	2,400	3,000	\$ 600	25.0%
2038	CONTRACTED SCHOOL PLOWING	43,500	43,500	43,500	56,000	\$ 12,500	28.7%
2041	FENCING AND GATE MAINTENANCE				3,000	\$ 3,000	
2048	ANNUAL CONTRIBUTION TO TURF FIELD REP.	7,000	7,000	7,000	7,000	\$ -	0.0%
3002	GASOLINE	3,162	3,162	3,162	3,200	\$ 38	1.2%
3005	MINOR EQUIPMENT	881	1,100	1,100	1,100	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	34	200	200	200	\$ -	0.0%
3038	IRRIGATION MAINT. AND SUPPLIES	611	750	700	750	\$ -	0.0%
3039	GROUNDS MATERIAL	9,776	12,200	12,000	14,100	\$ 1,900	15.6%
3040	DIESEL FUEL	1,970	1,872	1,872	2,000	\$ 128	6.8%
	<b>SUBTOTAL</b>	<b>94,857</b>	<b>101,244</b>	<b>99,994</b>	<b>118,405</b>	<b>\$ 17,161</b>	<b>17.0%</b>
641	<b>SCHOOL GROUNDS</b>	<b>144,159</b>	<b>152,559</b>	<b>151,309</b>	<b>171,211</b>	<b>\$ 18,652</b>	<b>12.2%</b>

**SCHOOL GROUNDS & ATHLETIC FIELDS (641)**

**ACCOUNT SUMMARY**

**PERSONNEL & SALARY INFORMATION**

<b>Full &amp; Part-Time Positions</b>	<b>Actual FY 2014</b>	<b>Budget FY 2015</b>
Parks Working Foreman (40 hrs. @ \$980.14/wk. @ 14 wks.)	\$13,450	\$13,722
Parks Equipment Operator (40 hrs. @ \$840.45/wk. @ 28 wks.)	23,072	23,966*
Part Time Maintenance Worker (40 hrs. @ \$12.48/hr. @ 22 wks.)	\$10,772 \$12.24/hr.	\$10,985 \$12.48/hr.

**Note: The pay amounts shown for the full-time positions are for demonstrative purposes since negotiations have just commenced with the Teamster’s Local #340 at the time of this submission. The Parks Equipment Operator is eligible for step increase as part of the current CBA. It is proposed to increase the hourly rate of the part-time grounds maintenance workers by 2%.**

**Full Time Payroll (1001) \$37,688**

Based on the amount of time spent maintaining the School Grounds and Athletic Fields, the Parks Foreman is charged off for 14 weeks. The Equipment Operator is charged off for 28 weeks.

**Part Time Payroll (1002) \$10,985**

One maintenance worker is charged off to the School Grounds budget to account for mowing, trimming, and field maintenance activities from mid May to mid October (22 weeks).

**Overtime (1003) \$380**

Occasionally, the Athletic Department will request that a field be lined on the weekend for a play-off and/or championship game. 12 hours are budgeted for these occasions.



**Professional Services (2010)**

**\$27,500**

This account covers contracted service work on the athletic fields located on the school campus. The number (and duration) of sports programs continues to exceed our ability to rest our fields for extended periods, although we continue to reap the rewards of having the Hannaford Field. Its inclusion has definitely lessened the wear on the rest of our fields. It is, however, not maintenance free and requires grooming, sweeping and disinfecting. Like its sister account in the 640 budget, this account would also cover any services of private contractors (electrical and/or plumbing) that might be needed on things like scoreboards. Last year we performed a more aggressive aeration on the Middle School Baseball Field. It's called a "deep-tine" process and costs approximately \$1,850. This field doubles as the Middle School playground, which adds to the amount of compaction on the turf portions of the field. It is proposed to add the Soccer/Lacrosse field (\$1,440) to that program in FY 2015.

**October/November 2014** - Preparation of all school campus baseball basepaths and infields for spring play.

**April/May - 2015** - Pre-season prep infields (dirt sections only) and integrate drying agent (Turface)

**June 2015** - Deep-tine aeration of Middle School baseball field to mitigate compaction of turfed grass surfaces.  
All soccer fields (natural turf) top-dressed, slice seeded and goal areas re-sodded as needed.

**Account Summary: Annual contracted field work (\$25,000) and misc. Contracted Services (\$2,500)**

**Uniforms (2022)**

**\$560**

A portion of the uniform rental agreement is charged to off to this budget.

**Equipment Maintenance (2032)**

**\$3,000**

This account covers the cost to replace components on our mowing and grounds maintenance equipment. Mower blades, trimmer heads and bearings get a workout on a daily basis. This account is proposed to be increased, along with its companion account in 645 (Fort Williams Park). We are experiencing more maintenance-related issues with the mowing equipment.

**Contracted Snow Plowing Services (2038)**

**\$56,000**

This appropriation covers the contracted plowing and sanding of all sidewalks, stairways and walkways on both school complexes, the Thomas Memorial Library, the Town Hall, the Community Center, Town Center Fire Station and the Police Station. Bids were received in January 2014 for the next two winter seasons. We anticipated an increase in the bid, since the current contract was

awarded in May of 2012. The scope of work was also modified to include the two bus drop-off areas (circles) at the Pond Cove Middle School. It's more practical for the contractor to plow these areas, since he had to wait for our equipment (which does the roadways) to get their first. We have also included some additional funds in this request to accommodate any emergency snow removal services that may be needed, in the event our staff is tied up with other snow-related issues. If approved, this will be the first year of a two-year contract, which will extend to the 2015/2016 winter season.

**Fencing & Gate Maintenance (2041) \$3,000**

It is proposed to create a new account that covers minor repairs to fencing and gates on the School Campus. These expenses formerly came out of the "Grounds Materials" account if surplus funds became available. This appropriation would cover minor fabric replacement and new gates not associated with a capital replacement project.

**Turf Field Reserve Fund (2048) \$7,000**

This the annual amount (\$7,000) approved by the Town Council to be placed in a reserve to offset the costs of the replacement of the turf field mat, which is proposed for FY 2020.

**Gasoline (3002) \$3,200**

This covers gasoline for the grounds maintenance and mowing equipment. It is budgeted at \$3.10/gal.

**Minor Equipment & Misc. Supplies (3005 & 3006) \$1,300**

These accounts cover replacement of hand mowers, grass trimmers, power tools and supplies used in our grounds operations. It is being reduced slightly.

**Irrigation Maintenance & Supplies (3038) \$750**

This covers replacement irrigation heads and other components for the sub-surface irrigation systems on the school campus.

**Grounds Maintenance Materials (3039) \$14,100**

Like its sister account in "640", this account covers such items as signage, field marking supplies, fertilizer, grounds maintenance materials, and supplies for all athletic fields located off-campus, our Little League fields and municipal properties (Gull Crest, Town Hall, Police Station, Public Works facility, etc.). We have been informed by our suppliers that the cost of fertilizer and lime is anticipated to increase by 3.2% this year, due primarily to an increase in transportation costs. The cumulative effect of these increases is the reason for this request to be 17% higher than last year.

We continue to see isolated cases of "grubs", or Japanese Beetles as they are often referred to, on some of our municipal lawn areas

and athletic fields. The beetles feed on the root structure of turf grass, which essentially kills it. This action then attracts skunks and crows, which will then feed on the grubs, doing further damage to the turf. Three years ago we had problems on the Fort Williams Park Multi-Purpose Field, not to mention the front lawn of the Town Hall and two traffic islands in the Town Center. It is proposed to treat the grubs with a synthetic chemical application, when the grubs are small and actively feeding near the surface of the turf. Our staff performs this treatment, but it still accounts for over \$1,000 of this line item.

Based on soil tests done last summer, we have identified that some of our athletic fields are not within an acceptable PH range. A low PH (1) indicates a high degree of acid in the turf and a high PH (14) indicates a high amount of alkaline. A neutral PH (6.0 to 7.0) is best for turf grasses. Our testing has revealed an average PH of 5.8, with the highest at 6.6 and the lowest at 5.2. Since we have not had a consistent program in the past to address our PH levels, we need to continue the program to bring the levels up on some of the fields to maintain a reasonably healthy turf.

For the last two years, we have been identifying specific areas exhibiting weed infestation and only treating those areas as needed on the field. This was a methodology recommended by the State of Maine Bureau of Pesticide Control, but it has not achieved the results we had hoped for. We have begun to see a proliferation of clover in the athletic field turf grasses. It is choking out the perennial rye and blue grasses that have the durability to stand up to the sustained athletic activity on the fields. As a result of this increased proliferation, we will be treating the entire playing surface of the natural turf fields in FY 2015, which comes at an additional expense.

Marking paint for the fields is also appropriated through this account. We are responsible for marking all of the fields during the sports seasons. We paint the lines on the turf field for field hockey and girl's lacrosse. Even though they are more permanent than those applied to the natural grass fields, they sometimes have to be "touched up" in the high traffic areas during the season. The paint utilized is a blend and designed specifically for use on synthetic turf surfaces.

**Listed below are materials and the approximate amounts expended on them through the year:  
Signage \$350, Field Layout Supplies \$300, Granulated Fertilizer \$3,000, Grub Control \$1,300, Liquid Herbicide \$300, Field Lime \$1,300, Marking (Baseball) Lime \$300, Turface \$1,300, Liquid Sanitizer for the Hannaford Field \$300, Synthetic Field Marking Paint \$900, Latex Marking Paint \$2,900, Bark Mulch \$1,300, Tennis Court Nets \$300 and Misc. Items \$250**

**Diesel Fuel (3040) \$2,000**

This covers an allotment of diesel fuel for the grounds maintenance and mowing equipment. It is budgeted at \$3.25/gal.

Fiscal Year 2015  
Proposed Budget

645	FORT WILLIAMS PARK	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
1001	FULL TIME PAYROLL	40,720	44,770	44,770	45,760	\$ 990	2.2%
1002	PART TIME PAYROLL	37,604	48,950	48,950	49,922	\$ 972	2.0%
1003	OVERTIME PAYROLL	167	285	300	292	\$ 7	2.5%
1020	SOCIAL SECURITY	5,909	7,191	7,193	7,342	\$ 151	2.1%
	<b>SUBTOTAL PERSONNEL</b>	<b>84,400</b>	<b>101,196</b>	<b>101,213</b>	<b>103,316</b>	<b>\$ 2,120</b>	<b>2.1%</b>
2002	POWER	3,983	3,000	4,000	4,000	\$ 1,000	33.3%
2003	WATER	4,043	4,500	4,500	5,000	\$ 500	11.1%
2010	PROFESSIONAL SERVICES	14,059	13,900	13,900	13,900	\$ -	0.0%
2019	TREE PLANTING AND MAINTENANCE	8,910	5,000	5,000	5,000	\$ -	0.0%
2022	UNIFORMS	785	940	940	935	\$ (5)	-0.5%
2032	EQUIPMENT MAINTENANCE	5,957	4,200	4,200	4,500	\$ 300	7.1%
2035	BUILDING MAINTENANCE	30,681	25,000	25,000	27,000	\$ 2,000	8.0%
2036	STONE WALL REPAIRS	10	15,000	15,000	30,500	\$ 15,500	103.3%
2037	BATTERY & MANSION SECURITY	0	2,000	2,000	2,000	\$ -	0.0%
2041	FENCING & GATE MAINTENANCE	2,775	7,400	7,400	13,000	\$ 5,600	75.7%
2063	ALARM MONITORING	468	500	500	500	\$ -	0.0%
3002	GASOLINE	2,073	3,425	3,425	3,425	\$ -	0.0%
3003	HEAT	9,746	10,300	10,300	10,300	\$ -	0.0%
3005	MINOR EQUIPMENT	316	500	500	500	\$ -	0.0%
3006	MISCELLANEOUS SUPPLIES	972	1,100	1,100	1,100	\$ -	0.0%
3038	MAINT MATERIAL	11,375	15,000	15,000	15,000	\$ -	0.0%
3039	GROUNDNS MATERIAL	350	500	500	500	\$ -	0.0%
3040	DIESEL FUEL	2,028	2,035	2,035	2,175	\$ 140	6.9%
4001	LOWER TENNIS COURT REHABILITATION	19,836	-	-	-	\$ -	-
	<b>SUBTOTAL</b>	<b>118,367</b>	<b>114,300</b>	<b>115,300</b>	<b>139,335</b>	<b>\$ 25,035</b>	<b>21.9%</b>
645	<b>FORT WILLIAMS PARK</b>	<b>202,767</b>	<b>215,496</b>	<b>216,513</b>	<b>242,651</b>	<b>\$ 27,155</b>	<b>12.6%</b>

**FORT WILLIAMS PARK (645)**

**ACCOUNT SUMMARY**

**PERSONNEL & SALARY INFORMATION**

<b>Full &amp; Part-Time Positions</b>	<b>Actual FY 2014</b>	<b>Budget FY 2015</b>
Parks Working Foreman (40 hrs. @ \$980.14/wk. @ 29 wks.)	\$27,864	\$28,424
Parks Equipment Operator (40 hrs. @ \$840.45/wk. @ 6 wks.)	4,944	5,135*
Highway Equipment Operator (40 hrs. @ \$871.38/wk. @ 14 wks.)	11,960	12,200
Park Ranger (33 hrs. @ \$13.76/hr. @ 32 wks.)	14,245	14,530
Park Ranger (22 hrs. @ \$13.76/hr. @ 32 wks.)	9,497	9,687
Maintenance Worker (40 hrs. @ \$12.48/hr. @ 20 wks.)	9,792	9,984
Maintenance Worker (40 hrs. @ \$12.48/hr. @ 20 wks.)	9,792	9,984
Share of the Portland Head Light Greeter Program	5,625	5,737

**Note: The pay amounts shown for the full-time positions are for demonstrative purposes since negotiations have just commenced with the Teamster's Local #340 at the time of this submission. The Parks Equipment Operator is eligible for a step increase per the CBA. It is proposed to increase the hourly rate of the park rangers and the part-time grounds maintenance workers by 2%.**

**Full Time Payroll (1001) \$45,760**

The Parks Foreman is charged off for 29 weeks. An Equipment Operator is charged off for 6 weeks. A Highway Equipment Operator is charged off for 14 weeks for highway-related labor assistance throughout the year inside the Park.

**Part Time Payroll (1002)****\$49,922**

We have three primary rangers on staff (and one who works on a call-in basis) who do a tremendous job of overseeing the park. They work an 11-hour shift each day and start the second week of April (weather permitting) and work until the second weekend in November. In addition to monitoring park activities, the rangers also perform limited grounds maintenance functions and clean the Picnic Shelter. The Ranger program also provides assistance to the Gift Shop staff and helps with traffic management when there is a cruise ship in Portland. For the larger ships, we bring in an additional ranger to assist with traffic control at the PHL circle. The number of cruise ship visits requiring Ranger-assistance is estimated to be 30 for 2014 season, based on the current schedule from the Port of Portland. We have budgeted 150 hours for that assistance. The payroll funds required for the third ranger, combined with the cruise ship assistance, (\$11,751.00) are appropriated from the PHL budget (870-1002).

The “Greeter” program at Portland Head Light has been very successful. They are on site during good weather to greet visitors who are exiting buses and trolleys, in addition to those traveling by personal vehicles. They are available to answer questions about local attractions and businesses, and help with the collection of bus data. A new utility shed was added last year, which has helped their visibility and provided them protection from the elements. Jeanne Gross, the PHL Director, manages and directs the program. The program is budgeted at \$17,212 per year, with \$5,737 of that being proposed to come out of this account. The remaining \$11,475 would be funded through the PHL budget (870-1002).

**Water (2003)****\$5,000**

This account covers water usage for the entire park; including all buildings, the PHL complex, the Multi-Purpose Field and the irrigation system on (and adjacent to) the PHL grounds. We are anticipating an increase in both water rates and usage, as an irrigation system was installed at the Cliffside site last year and one is proposed for Lighthouse View.

**Professional Services (2010)****\$13,900**

This account covers the rental of portable toilets in the Park. Depending on the weather, cruise ship visits and bus tours, there can be incredible demands on the portable toilets in the park. With more buses visiting the Gift Shop and Museum, the units are heavily utilized. We budget for sixteen (16) toilets located and serviced throughout the park from July 1<sup>st</sup> to November 30<sup>th</sup> and four are rented from November 1<sup>st</sup> to April 1<sup>st</sup>. After April 1<sup>st</sup>, the numbers return to sixteen (16). The toilets located at the Portland Head Light and the Picnic Shelter are cleaned seven days a week during the busy season. The units located at the tennis courts, beach and playground are cleaned four times a week.

The PHL budget assumes 100% of the cost to clean the toilets adjacent to the Portland Head Light parking lot. In January 2014, we opened bids for portable toilet services in the park. The service fees did not change from last year and will be in effect until June 30, 2016.

**Tree Maintenance & Plantings (2019)**

**\$5,000**

This account covers on-going tree maintenance and any new plantings. Each year we inspect (and selectively trim where necessary) the tree canopy over the children's playground. It is also planned to continue work on the upper story canopies of the oaks along the Parade Field, which is a popular area for day use.

**Uniforms (2022)**

**\$935**

This account covers uniform rental for the full-time Parks employees (on a pro-rata basis) and uniform replacement for the Park Rangers.

**Equipment Maintenance (2032)**

**\$4,500**

This account covers the maintenance of all the grounds equipment utilized in the care of the Park. We have been at, or over budget on this account for the last two years. We are just experiencing more maintenance-related expenses on the mowing in equipment, which operates non-stop during the growing season.

**Building Maintenance (2035)**

**\$25,000**

This account covers building maintenance and repairs on the Parks Maintenance Building, Heavy Equipment Building, Red Cement Storage Building and rental units on Officers Row (2) It also covers repairs on the accessory structures, like the former Fire Station and the row of garages next to the Children's Playground. The following projects are programmed for FY 2015: Bldg. #324 porch reconstruction (\$2,500), Bldg. #326 painting (\$2,500), Parks Maintenance Bldg. roof replacement (\$15,900), Parks Maint. Bldg. brick repairs & painting (\$3,500), Bandstand painting (\$1,000) and Picnic Shelter interior & exterior painting (\$5,000). Major building maintenance projects are coordinated by the Facilities Manager, with approval of the Town Manager.

**Stone Wall Maintenance (2036)**

**\$30,500**

For FY 2015, it is proposed to rebuild the stone wall along Shore Road that is adjacent to the Shore Road Path.

**Battery & Mansion Security (2037)**

**\$2,000**

A small sum is budgeted annually to maintain security fencing at the remaining fortifications and at the former Goddard home.

**Fencing & Gate Maintenance (2041)**

**\$13,000**

This account covers minor repairs of fencing inside the park, around the tennis courts, the park perimeter and on-going maintenance to the entrance gate. For FY 2015, it is proposed to replace the wooden rail fence (\$10,800) that runs between Battery Knoll and the entrance road.

**Alarm Monitoring (2063)**

**\$500**

This account covers alarm (fire and entry) for the Parks Maintenance Bldg. and the "Red Cement" Bldg. It also covers fire alarm monitoring for the Heavy Equipment Bldg.

**Gasoline (3002)**

**\$3,425**

A small amount of gasoline is charged off to the 645 budget for the grounds maintenance operations and is being budgeted @ \$3.10/gal.

**Heat (3003)**

**\$10,300**

This account now covers heating oil and propane for both the Parks Maintenance Building and the two rental buildings. Heating oil is being budgeted @ \$3.30/gal.

**Minor Equipment & Misc. Supplies (3005 & 3006)**

**\$1,600**

Covers the replacement of trimmers, hand mowers and minor hand tools.

**Park Supplies & Materials (3038)**

**\$15,000**

This account covers a multitude of items used in the Park, such as flags and signage. Other items appropriated out of this account include lumber for picnic table replacement/repairs, "doggie" bags, tennis court nets, replacement grills and aggregate material.

**Diesel Fuel (3040)**

**\$2,175**

A small amount of diesel fuel is charged off to the 645 budget for grounds maintenance operations and is being budgeted @ \$3.25/gal.



Fiscal Year 2015  
Proposed Budget

660	TREES	ACTUAL		BUDGET		ESTIMATED		BUDGET		% CHANGE	
		FY 2013	FY 2014	FY 2014	FY 2015	FY 2014	FY 2015	FY 14 to 15	FY 14 to 15	FY 14 to 15	FY 14 to 15
1002	PART TIME PAYROLL	3,610	3,700	3,700	3,775	3,700	3,775	\$	75	2.0%	2.0%
1020	SOCIAL SECURITY	276	283	283	289	283	289	\$	6	2.0%	2.0%
	<b>SUBTOTAL PERSONNEL</b>	<b>3,886</b>	<b>3,983</b>	<b>3,983</b>	<b>4,064</b>	<b>3,983</b>	<b>4,064</b>	<b>\$</b>	<b>81</b>	<b>2.0%</b>	<b>2.0%</b>
2007	DUES & MEMBERSHIPS	130	130	130	130	130	130	\$	-	-	0.0%
2010	PROFESSIONAL SERVICES	17,578	18,000	18,000	18,000	18,000	18,000	\$	-	-	0.0%
3006	MISCELLANEOUS SUPPLIES	49	50	50	50	50	50	\$	-	-	0.0%
	<b>SUBTOTAL</b>	<b>17,757</b>	<b>18,180</b>	<b>18,180</b>	<b>18,180</b>	<b>18,180</b>	<b>18,180</b>	<b>\$</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>
<b>660</b>	<b>TREES</b>	<b>21,643</b>	<b>22,163</b>	<b>22,163</b>	<b>22,244</b>	<b>22,163</b>	<b>22,244</b>	<b>\$</b>	<b>81</b>	<b>0.4%</b>	<b>0.4%</b>

**TREES (660)**

660 TREES	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
1002 PART TIME PAYROLL	3,610	3,700	3,700	3,775	\$ 75	2.0%
1020 SOCIAL SECURITY	276	283	283	289	\$ 6	2.0%
SUBTOTAL PERSONNEL	3,886	3,983	3,983	4,064	\$ 81	2.0%
2007 DUES & MEMBERSHIPS	130	130	130	130	\$ -	0.0%
2010 PROFESSIONAL SERVICES	17,578	18,000	18,000	18,000	\$ -	0.0%
3006 MISCELLANEOUS SUPPLIES	49	50	50	50	\$ -	0.0%
SUBTOTAL	17,757	18,180	18,180	18,180	\$ -	0.0%
660 TREES	21,643	22,163	22,163	22,244	\$ 81	0.4%

**POSITION & SALARY**

**INFORMATION**

Tree Warden

Actual FY 2014  
\$3,700

FY 2015  
\$3,775

**Part Time Payroll (1002)**

This covers the annual stipend to Michael Duddy, our Tree Warden. Mike works with my staff and our citizens on a variety of tree issues.

**Dues & Memberships (2007)**

\$130

This amount covers our annual membership in the International Society of Arborists.

**Contracted Tree Services (2010)**

\$18,000

This account covers expenditures related to our tree maintenance program. The Town has the responsibility for the trimming and removal of trees on town-owned lands and within the boundaries of the public right-of-way. We continue to see an increase in removals on Town lands in the last few years. These are trees that are located on open space that abut private property in some of our newer subdivisions. It can cost over \$2,000 to remove a large tree, if a crane unit is required. The tree budget can also be adversely impacted by a wind and/or rainstorm event that is not a declared emergency. Tree maintenance services are bid through the Greater Portland Council of Governments Joint Services Division.

**Misc. Supplies (3006)**

\$50

A small amount is appropriated for printer cartridges, forms, etc.

Fiscal Year 2015  
Proposed Budget

710	INTERGOVERNMENTAL ASSESSMENTS and TRANSFERS	ACTUAL FY 2013	BUDGET FY 2014	ESTIMATED FY 2014	BUDGET FY 2015	\$ CHANGE FY 14 to 15	% CHANGE FY 14 to 15
5024	GPCOG DUES & FEES	9,015	9,068	9,068	9,068	\$ -	0.0%
5025	MMA DUES	12,160	12,530	12,092	12,530	\$ -	0.0%
5026	TRANSFER TO RESCUE FUND		80,000	80,000	10,000	\$ (70,000)	-87.5%
710	INTERGOVERNMENTAL ASSMNTS.	21,175	101,598	101,160	31,598	\$ (70,000)	-68.9%
715	CAPITAL PROJECTS						
4001	CIP ITEMS	2,198,632	800,000	800,000	900,000	\$ 100,000	12.5%
	GRAND TOTAL-MUNICIPAL GENERAL FUND	10,050,108	9,032,363	9,017,050	9,265,234	\$ 232,871	2.6%

**FY2014 COUNTY OF CUMBERLAND-**

**Final Valuation**

The tax distribution schedule describes the amount of tax required from each municipality based on their equalized valuation to provide the revenue necessary for county operations. Previous year information is provided for comparison purposes. The tax calculation table at the bottom of the schedule shows the factors of expenditures revenues, and surplus used to calculate the amount of county property tax assessed on the real and personal property in each municipality.

**The State of Maine Valuation for 2014 shows overall County increase of \_\_\_\_\_ Valuation Growth**

Tax Distribution Schedule						
Town	-3.03%		-0.18%			
	State 2013 Valuation	2013 Tax	State 2014 Valuation	Val Change %	2014 Tax	Percent Tax Change
Baldwin	147,250,000	92,762	145,100,000	-1.5%	95,482	2.93%
Bridgton	968,850,000	610,333	945,550,000	-2.4%	622,208	1.95%
Brunswick	1,983,450,000	1,249,487	2,026,250,000	2.2%	1,333,350	6.71%
Cape Elizabeth	1,685,400,000	1,061,728	1,685,300,000	0.0%	1,108,992	4.45%
Casco	616,450,000	388,337	614,800,000	-0.3%	404,562	4.18%
Chebeague Island	198,800,000	125,235	195,900,000	-1.5%	128,910	2.93%
Cumberland	1,056,700,000	665,675	1,057,800,000	0.1%	696,073	4.57%
Falmouth	2,097,800,000	1,321,522	2,091,550,000	-0.3%	1,376,320	4.15%
Freeport	1,362,450,000	858,284	1,335,900,000	-1.9%	879,073	2.42%
Frye Island	162,600,000	102,431	161,050,000	-1.0%	105,977	3.46%
Gorham	1,409,850,000	888,144	1,420,400,000	0.7%	934,677	5.24%
Gray	847,150,000	533,667	845,000,000	-0.3%	556,042	4.19%
Harpswell	1,791,200,000	1,128,378	1,797,900,000	0.4%	1,183,087	4.85%
Harrison	491,550,000	309,655	477,250,000	-2.9%	314,049	1.42%
Long Island	142,250,000	89,611	140,100,000	-1.5%	92,191	2.88%
Naples	703,500,000	443,174	685,950,000	-2.5%	451,381	1.85%
New Gloucester	485,300,000	305,718	455,750,000	-6.1%	299,901	-1.90%
North Yarmouth	433,400,000	273,023	425,100,000	-1.9%	279,732	2.46%
Portland	7,552,150,000	4,757,524	7,551,450,000	0.0%	4,969,143	4.45%
Pownal	184,350,000	116,132	189,200,000	2.6%	124,501	7.21%
Raymond	996,600,000	627,814	938,400,000	-5.8%	617,503	-1.64%
Scarborough	3,482,500,000	2,193,823	3,579,450,000	2.8%	2,355,415	7.37%
Sebago	384,750,000	242,376	375,800,000	-2.3%	247,291	2.03%
South Portland	3,516,250,000	2,215,084	3,537,700,000	0.6%	2,327,942	5.09%
Standish	1,001,000,000	630,586	978,750,000	-2.2%	644,055	2.14%
Westbrook	1,810,550,000	1,140,567	1,804,400,000	-0.3%	1,187,364	4.10%
Windham	1,751,900,000	1,103,620	1,721,650,000	-1.7%	1,132,912	2.65%
Yarmouth	1,426,850,000	898,853	1,436,350,000	0.7%	945,173	5.15%
	38,690,850,000	24,373,545	38,619,800,000	-0.18%	25,413,305	4.27%
<b>Tax Calculation</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>		<b>2014</b>	
Total Estimated Expenditures	33,036,480	33,401,366	34,833,918		36,691,042	
Total Estimated Revenues	(10,110,131)	(10,006,869)	(10,110,374)		(10,927,737)	
Designated Surplus	(350,000)	(350,000)	(350,000)		(350,000)	Net Increase
Tax Revenue Required	<b>22,576,349</b>	<b>23,044,497</b>	<b>24,373,544</b>		<b>25,413,305</b>	<b>4.27%</b>
<b>Mil Rate</b>	<b>0.0005542936</b>	<b>0.0005834493</b>	<b>0.0006299563</b>		<b>0.0006580382</b>	
<b>Per \$1,000</b>	<b>0.5542936</b>	<b>0.5834493</b>	<b>0.629956269</b>		<b>0.658038227</b>	
<b>Amount for \$200,000 home</b>	<b>\$ 110.86</b>	<b>\$ 116.69</b>	<b>\$ 125.99</b>		<b>\$ 131.61</b>	
<i>Increase</i>		<b>\$ 5.83</b>	<b>\$ 9.30</b>		<b>\$ 5.62</b>	

**Account 715**

**Capital Improvement Projects**

	<b>Location</b>	<b>Description</b>	<b>FY 2015 Rev.</b>
Equipment	Administration	Computer Upgrades	\$ 25,000
Equipment	Fire Dept.	Replacement of Chief's Vehicle	\$ 40,000
Equipment	Police Dept	Cruiser Replacement	\$ 35,000
Structures	Police Dept	Space Separation	\$ 50,000
Infrastructure	Public Works	Roadway, Paving & Drainage Imp.	\$ 700,000
Infrastructure	Public Works	Traffic Signal Equipment Replacement	\$ 5,500
Equipment	Public Works	Dump/Plow Truck Replacement	\$ 176,000
Equipment	Public Works	Utility Cart/Replacement	\$ 20,000
Equipment	Public Works	Transfer Trailer Replacement	\$ 60,000
Equipment	Public Works	Front End Loader Artic. Overhaul	\$ 15,000
Equipment	Public Works	Grounds Equipment	\$ 33,600
Electrical	Public Works	Athletic Fields Electrical Upgrades	\$ 8,900
Infrastructure	Public Works	Athletic Field Fencing Replacement	\$ 10,000
Code	Town Hall	Oil tank Code upgrades	\$ 5,800
Electric	Town Hall	Exterior lighting upgrades (efficiency)	\$ 7,800
Roof	Town Hall	Roof replacement (shingled)	\$ 25,000
Safety/Sec.	Town Hall	Card access system	\$ 16,500
Structures	Town Hall	Tax Office Upgrades	\$ 35,000
Structures	Town Hall	Non ADA entrance upgrades (left side)	\$ 10,800

**CIP Total**

\$	<b>1,279,900</b>
\$	<b>900,000</b>
\$	<b>379,900</b>
\$	<b>-</b>
\$	<b>1,279,900</b>

**Funded from CIP**

**Funded from Balances**

**Funded from Bond**

## **Capital Stewardship Plan (710) FY Years 2015 to 2020**

<b>FY 2015 Proposed Program</b>	<b>\$900,000 from the Proposed FY 2015 Municipal Budget</b>
	<b>\$379,900 in Proposed Use of Unassigned Surplus</b>
	<b>\$1,279,900 Total</b>

The capital stewardship budget proposal for FY 2015 is based on the capital stewardship planning undertaken over the last few years. The inputs have included the independent study of facilities, the independent study of pavement management needs and staff assessments. The original needs for FY 2015 were identified at over \$1.7 million and including proposed bonding of \$600,000 and the use of unassigned balances of about \$150,000.

This budget proposal reduces the planned program to \$1,279,900, proposes a \$900,000 appropriation from the general fund as originally planned, eliminates the proposed bond for this year and proposes the council approve \$379,900 in carry forward balances. The proposed modification of the program recognizes that other bonding is proposed for the library and for school roofs and other school needs. It also reflects the ability to utilize the \$375,000 that is in the overlay in the current year. As of this writing, it also appears that a proposal may be coming to the council for a citizen vote on funding to extend a gas line into the town center, the cost of which would have a local share of over \$1.0 million and a payback of about ten years.

The specific proposals for FY 2015 follow:

### **Computer Upgrades** **\$25,000**

This is for annual replacements of computers, printers and software as needed in all municipal departments. We do not identify specific needs at the beginning of the year instead replacing what breaks.

### **Replacement of Fire Chief's Vehicle** **\$40,000**

The current vehicle is a 2004 Chevrolet Trailblazer with over 90,000 miles. As the chief is now an EMT and much more equipment is kept in this vehicle in the past, it is proposed to replace it with a Chevy Tahoe.

**Roadway & Drainage Proposed Improvements \$700,000**

Though we have made some progress with our annual overlay program, we still have needs out there that need to be addressed. Our paving program will be based on recommendations contained in the Pavement Management Plan, which was completed in July of 2013. The Town Council also approved a 5-Year Plan in October 2013, which creates a plan for improvements to our collector road network. Based on that plan, the following is proposed:

Charles E. Jordan Road – Reclaim/Heavy Overlay	\$315,000
Fowler Road – Light Overlay	207,000
Spurwink Avenue – Heavy Overlay	80,000
Local Road Overlay Program	90,000
Misc. Drainage, Paving & Materials	<u>8,000</u>
	<b>\$700,000</b>

**Traffic Signal Equipment Replacement \$5,500**

The controller at the Spurwink Avenue/Ocean House Road signal was installed in 1994. The traffic signal controller is now obsolete and replacement parts may be difficult to locate. The signal control cabinet is also corroding and allowing moisture into the enclosure. It is proposed to replace the controller unit in FY 2015 and the controller cabinet in FY 2017.

**Full-Size Truck Replacement \$176,000**

The public works department has been keeping its full-size dumps trucks for over 15 years. This extended operational life takes its toll on the frames and bodies of the units. We also see an increase in maintenance costs as the age of a unit surpasses 12 years. Drive train and front-end component repairs can be expensive, not to mention questionable, as a truck reaches the end of its reasonable useful life. It's important to remember that these units operate in the harshest of weather conditions and they are the most critical pieces of equipment in our road maintenance operations program. Looking ahead, it is proposed to replace our 2000 IHC (with sander body) in FY 2015, another 2000 IHC tandem axle unit in FY 2017, a 2004 IHC in FY 2019 and a 2005 unit in FY 2020 and a 2008 unit in FY 2024.

**Parks Utility Vehicle \$20,000**

The department has two utility vehicles, or “Gators” as they are commonly referred to. They are useful for multiple tasks; including the transportation of grounds equipment, patrol of Fort Williams Park and maintenance of the Greenbelt Trails. One utility cart is

assigned to the School Campus and the other is at the Park. The unit that was purchased in 2005 is scheduled for replacement in FY 2015. The drive train and transmission are getting quite worn and it has required more maintenance in the last couple of years. The vehicle proposed will be the primary vehicle for the use by the Park Rangers in Fort Williams Park. It will have a full cab enclosure to protect them from the elements, a lighting kit to traverse the roads safely and a snow plow attachment to clear the skating ponds during the winter season.

**Transfer Trailer Replacement**

**\$60,000**

The trailer proposed to be replaced in FY 2015 was purchased in 2002. It was deferred in FY 2014 due to budget constraints. Transfer trailers by their very nature are subject to corrosion, flexing and extreme interior abrasion. Surface and sub-surface corrosion is very apparent on both the longitudinal frames and supporting cross-members. The 2002 unit is particularly corroded and could be in danger of not passing the State of Maine inspection. Repairs are really not feasible, given the location and extent of the rust. The 2005 unit is scheduled for replacement in FY 2016.

**Front End Loader Articulation Overhaul**

**\$15,000**

Our 1997 Case Loader needs to have the center pins and bearings replaced. This is a complicated an expensive procedure that requires the work to be done by a heavy equipment repair facility. The machine pivots in the middle to steer and must be separated in half to perform the repairs. The machine is being used sparingly pending the approval of this request.

**Grounds Maintenance Equipment Replacement**

**\$33,600**

Our riding mowers operate non-stop during the growing season. With over 150 acres of mowable space, not including Riverside Cemetery, both the mowing crews and their machines get a workout. Mowers listed in the plan are a 2001 front-mounted unit in FY 2015, a 2005 zero-turn in FY 2017 and a 1998 slope mower in FY 2018. The price of the larger diesel mowers are increasing by as much as \$3,000 due to new Federal emission standards that take effect on January 1, 2014. This is a small, rubber-tired unit that is used in several applications, including excavations and snow removal operations. It is also used occasionally at Riverside Cemetery for interments. It can be equipped with a snow blower or small backhoe. It is proposed for replacement in FY 2018.

**Athletic Fields Electrical Upgrades**

**\$8,900**

The Town has had problems with the electricity line serving the athletic fields. This would replace the line and have it so that it no longer goes under the tennis courts.



**Athletic Field Fencing Replacement**

**\$10,000**

Funds were approved to start replacing portions of the perimeter fencing around the Holman baseball field in FY 2013. Much of it is original from when the field was built in the early 1960's. The right field fence line was replaced in the summer of 2012, but the left field segment was deferred in FY 2014. It is now proposed for FY 2015.

**Oil Tank Code Upgrades**

**\$5,800**

The Harriman report proposed upgrades to code relating to the oil tanks in the basement of the Town Hall.

**Town Hall Exterior Lighting**

**\$7,800**

This would continue the conversion of all of the town hall exterior lighting.

**Roof Replacement**

**\$25,000**

The deterioration of the shingles on the town hall roof is now able to be noted from ground level. We also note more and more shingles in the parking lot after each wind event.

**Card Access System**

**\$16,500**

In 2013, the schools and the public safety buildings were changed over to a card access system from keys. This improves security and we have a record of all entrances into the buildings. The public works garage is due for this improvement in the current year. This funding would enable the town hall to be converted in GY 2015. The library is not included due to the proposed renovation.

**Tax Office Upgrades**

**\$35,000**

The current tax office layout was done before the invention of personal computers. We hope to have a design consultant review the space in the current fiscal year and begin some renovations in FT 2015.

**Town Hall Northerly Entrance**

**\$10,800**

The concrete and other materials at this entrance are deteriorating. Funds are available for the southerly entrance in the current fiscal year.

CIP for FY 2015-FY 2020

		Next Year and Next Five Years									
	Funding	Location	Description	FY 2015	FY 2015 Rev.	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
Infrastructure	Bond	Library	Building Replacement			\$ 4,000,000					
Equipment	CIP	Administration	Computer Upgrades	\$ 75,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
Code	CIP	CC Fire St.	Emergency light upgrades			\$15,000			\$12,000		
Electric	CIP	CC Fire St.	Carbon Dioxide Detection system installation								
Electric	CIP	CC Fire St.	Fire alarm coverage upgrades						\$22,500		
HVAC	CIP	CC Fire St.	Boiler replacement				\$18,500				
HVAC	CIP	CC Fire St.	Energy Management installation								
Roof	CIP	CC Fire St.	Roof Replacement (EDPM)						\$9,750		
Safety/Sec.	CIP	CC Fire St.	Card access system								
Safety/Sec.	CIP	CC Fire St.	Security upgrades/ cameras				\$6,500				
Structures	CIP	CC Fire St.	Garage door repairs/replacement				\$5,500				
Structures	CIP	CC Fire St.	Garage door repairs/replacement				\$5,500				
Structures	CIP	CC Fire St.	Brickwork Repointing				\$3,500				
Structures	CIP	CC Fire St.	Garage floor recoating								
Structures	CIP	CC Fire St.	Brickwork Water Proofing				\$5,500				
Structures	CIP	CC Fire St.	Garage door lift system replacement					\$90,000	\$5,800		
Structures	CIP	CC Fire St.	Exterior block veneer replacement					\$5,200			
Electric	CIP	Center Fire	Exterior lighting upgrades (efficiency)						\$6,500		
Electric	CIP	Center Fire	Carbon Dioxide Detection system upgrades							\$11,500	
Electric	CIP	Center Fire	Fire alarm coverage upgrades			\$5,800					
Equipment	CIP	Center Fire	Air compressor replacement/air dryer								
Equipment	CIP	Center Fire	resitroom upgrades (stalls-water closets-lavs)								
HVAC	CIP	Center Fire	HVAC Upgrades								
HVAC	CIP	Center Fire	Boiler replacement					\$23,000			
HVAC	CIP	Center Fire	Energy Management replacement								
HVAC	CIP	Center Fire	Duct work cleaning				\$18,250				
Roof	CIP	Center Fire	Roof Replacement (EDPM)								
Safety/Sec.	CIP	Center Fire	Card access system								
Safety/Sec.	CIP	Center Fire	Security upgrades/ cameras								
Structures	CIP	Center Fire	Garage floor repairs	\$8,500		\$10,000			\$7,500		
Structures	CIP	Center Fire	Brickwork Water Proofing					\$90,000			
Structures	CIP	Center Fire	Exterior block veneer replacement				\$5,500				
Structures	CIP	Center Fire	Garage door lift system replacement								
Structures	CIP	Center Fire	Wall Structures tural repairs								
Equipment	CIP	Fire Dept.	Extrication Tool Replacement								
Equipment	CIP	Fire Dept.	Replacement of Chief's Vehicle	\$ 40,000	\$ 40,000						
Equipment	CIP	Fire Dept.	Engine 3 Bodywork		\$ 30,000						
Equipment	CIP	Fire Dept.	WETeam Boat Replacement				\$ 60,000				

CIP for FY 2015-FY 2020

		Next Year and Next Five Years									
	Funding	Location	Description	FY 2015	FY 2015 Rev.	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
Equipment	CIP	Fire Dept.	Ambulance Replacement					\$ 210,000			
Equipment	CIP	Fire Dept.	Fire Pump Replacement						\$ 425,000		
Equipment	CIP	Fire Dept.	Ladder Truck Replacement								
Safety/Sec.	CIP	Fire Dept.	Breathing Apparatus Air Cylinder Replacements								
Electric	CIP	Fort # 324	Fire detection replacement								
HVAC	CIP	Fort # 324	Energy Management system						\$10,000		
HVAC	CIP	Fort # 324	Boiler replacement								
Roof	CIP	Fort # 324	Roof Replacement (shingle)								
Structures	CIP	Fort # 324	Rear Porch replacement							\$8,575	
Structures	CIP	Fort # 324	Bulk head replacement								
Electric	CIP	Fort #326	Service panel replacement (3)				\$8,500				
Electric	CIP	Fort #326	Fire detection replacement						\$9,200		
HVAC	CIP	Fort #326	Boiler replacement								
HVAC	CIP	Fort #326	Energy Management system						\$10,000		
Roof	CIP	Fort #326	Roof Replacement (shingle)								
Structures	CIP	Fort #326	Interior wall repairs/painting							\$5,500	
Structures	CIP	Fort #326	Gutter replacement						\$6,200		
Structures	CIP	Fort #326	Basement Reconstruction (remediation)	\$6,500	\$0		\$12,000				
Structures	CIP	Fort #326	Brickwork water Proofing/ repointing						\$5,500		
Electric	CIP	Fort Fire House	Electrical installation								
Electric	CIP	Fort Fire House	Fire detection installation								
Roof	CIP	Fort Fire House	Roof Repair (slate)			\$7,500	\$55,000				
Structures	CIP	Fort Fire House	Window replacement								
Structures	CIP	Fort Fire House	Trim repair and painting					\$9,200			
Structures	CIP	Fort Fire House	Brickwork water pRoofing/ repointing			\$4,500					
Roof	CIP	Gull Crst Shed	Roof Replacement (shingle)								
Safety/Sec.	CIP	Gull Crst Shed	Security upgrades/ cameras				\$6,200				
Structures	CIP	Gull Crst Shed	Exterior repairs/painting								
Equipment	CIP	Library	Lounge Chairs	\$ 11,250	\$ -		\$ 4,500				
Equipment	CIP	Library	Self Checkout Unit (2)			\$ 40,000					
Equipment	CIP	Library	Cloud Library : Collection Supplement (2)				\$ 10,000				
Equipment	CIP	Library	Replace Circulation Desk					\$ 25,000			
Equipment	CIP	Library	Replace Adult Ref. Desk					\$ 10,000			
Equipment	CIP	Library	Replace Ch. Ref. Desk					\$ 5,000			
Equipment	CIP	Library	Seasonal (Summer) Performance Stage						\$ 10,000		
Equipment	CIP	Library	Seasonal (Summer) Lighting & Sound Systems						\$ 15,000		
Equipment	CIP	Library	Seasonal (Summer) Canvas Fly						\$ 10,000		
Infrastructure	CIP	Library	Seasonal (Winter) Ice Skating Rink						\$ 5,000		



CIP for FY 2015-FY 2020

		Next Year and Next Five Years									
	Funding	Location	Description	FY 2015	FY 2015 Rev.	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
Roof	CIP	Public Works	Roof replacement (EDPM)								
Safety/Sec.	CIP	Public Works	Security upgrades/ cameras				\$7,900				
Safety/Sec.	CIP	Public Works	Security upgrades/ Card access	\$10,200		\$10,200	\$6,200				
Structures	CIP	Public Works	Brickwork water pRoofing					\$8,500			
Structures	CIP	Public Works	Painting interior						\$6,500		
Structures	CIP	Public Works	Painting exterior (block areas)				\$7,800				
Structures	CIP	Public Works	Exterior repairs/painting								
Structures	CIP	Public Works	Garage door upgrade (opener)							\$9,700	
Structures	CIP	Public Works	Bus car port- Not funded at \$320,000								
Infrastructure	CIP	Public Works	Roadway, Paving & Drainage Imp.	\$ 712,000	\$ 700,000	\$ 435,000	\$ 745,000	\$ 470,000	\$ 1,350,000	\$ 500,000	
Infrastructure	CIP	Public Works	Sidewalk & Ped. Improvements	\$ 35,000	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	
Equipment	Bond	Public Works	Dump/Plow Truck Replacement	\$ 176,000	\$ 176,000		\$ 195,000		\$ 180,000	\$ 185,000	
Equipment	CIP	Public Works	Pickup Truck Replacement			\$ 39,500		\$ 41,000	\$ 41,000	\$ 42,000	
Equipment	CIP	Public Works	Front End Loader Replacement			\$ 185,000		\$ 192,000			
Equipment	CIP	Public Works	Skid Steer Loader Replacement					\$ 45,000			
Equipment	CIP	Public Works	Transfer Tractor Replacement				\$ 125,000				
Equipment	CIP	Public Works	Loader/Backhoe Replacement								
Equipment	CIP	Public Works	Street Sweeper Replacement								
Equipment	CIP	Public Works	Utility Cart/Replacement	\$ 20,000	\$ 20,000	\$ 15,000				\$ 100,000	
Equipment	CIP	Public Works	Air Compressor Replacement	\$ 15,000	\$ -	\$ 15,000					
Equipment	CIP	Public Works	Transfer Trailer Replacement	\$ 60,000	\$ 60,000	\$ 65,000					
Equipment	CIP	Public Works	Radio Repeater Replacement					\$ 7,500			
Equipment	CIP	Public Works	Front End Loader Artic. Overhaul	\$ 12,500	\$ 15,000						
Equipment	CIP	Public Works	Grounds Equipment	\$ 33,600	\$ 33,600		\$ 12,000	\$ 40,000			
Infrastructure	CIP	Public Works	Traffic Signal Equipment. Replacement	\$ 5,500	\$ 5,500			\$ 14,000			
Infrastructure	CIP	Public Works	HS Tennis Court Repairs			\$ 25,000					
Infrastructure	CIP	Public Works	FWP Tennis Court Repairs	\$ 15,000	\$ -						
Infrastructure	CIP	Public Works	Little League Infield Improvements	\$ 5,000	\$ -						
Electrical	CIP	Public Works	Athletic Fields Electrical Upgrades	\$ 8,900	\$ 8,900						
Infrastructure	CIP	Public Works	Athletic Field Fencing Replacement	\$ 10,000	\$ 10,000	\$ 16,000					
Infrastructure	CIP	Public Works	Holman BB Infield ReconStructures tion								
Infrastructure	CIP	Public Works	HS Running Track Coatings								
Infrastructure	CIP	Public Works	Hannaford Field Turf Replacement							\$ 600,000	
Infrastructure	CIP	Public Works	Transfer Sta. Compactor Bldg. Ass.								
Electric	CIP	Swap Shop	Exterior lighting upgrades (efficiency)								
Roof	CIP	Swap Shop	Roof Replacement (shingle)						\$5,500		
Code	CIP	Town Hall	Oil tank Code upgrades	\$5,800	\$5,800						
Code	Bond	Town Hall	Main stairwell upgrade (Life Safety Code)	\$50,000	\$0	\$50,000					

CIP for FY 2015-FY 2020

		Next Year and Next Five Years									
	Funding	Location	Description	FY 2015	FY 2015 Rev.	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	
Code	CIP	Town Hall	ADA under cabinet drainage repairs	\$3,500	\$0						
Code	CIP	Town Hall	Emergency light upgrades				\$2,500				
Code	CIP	Town Hall	Attic space fire Code upgrades					\$6,250			
Code	CIP	Town Hall	Boiler room fire door replacement				\$6,250				
Electric	CIP	Town Hall	Exterior lighting upgrades (efficiency)	\$7,800	\$7,800	\$7,800					
Electric	CIP	Town Hall	Generator pad relocation			\$10,000					
Electric	CIP	Town Hall	Electrical Upgrade								
Electric	CIP	Town Hall	Fire Detection system replacement								
Electric	CIP	Town Hall	Fire alarm coverage upgrades				\$6,100				
Equipment	CIP	Town Hall	Office Furniture			\$4,500			\$5,500		
Equipment	CIP	Town Hall	restroom upgrades (stalls-water closets-lavs)								
HVAC	CIP	Town Hall	Heating plant conversion (steam to water)					\$225,000			
HVAC	CIP	Town Hall	HVAC central system						\$350,000		
HVAC	CIP	Town Hall	Energy Management replacement					\$23,000			
HVAC	CIP	Town Hall	Direct vent propane heating system- Storage Bldg.								
Roof	CIP	Town Hall	Roof replacement (shingled)	\$25,000	\$25,000						
Roof	CIP	Town Hall	Roof Replacement (EDPM)								
Safety/Sec.	CIP	Town Hall	Card access system	\$16,500	\$16,500	\$16,500				\$2,800	
Safety/Sec.	CIP	Town Hall	Security upgrades/ cameras			\$10,200					
Structures	CIP	Town Hall	Foundation Waterproofing				\$75,000				
Structures	CIP	Town Hall	Brickwork Waterproofing								
Structures	CIP	Town Hall	Tax Office Upgrades	\$35,000	\$35,000					\$8,750	
Structures	CIP	Town Hall	Roof Structural assessment	\$8,500	\$0						
Structures	CIP	Town Hall	Roof Structural repairs			TBD					
Structures	CIP	Town Hall	Attic insulation			TBD					
Structures	CIP	Town Hall	Gutter system replacement								
Structures	CIP	Town Hall	Window replacement program	\$0	\$0	\$28,500					
Structures	CIP	Town Hall	Carpet replacement								
Structures	CIP	Town Hall	Interior door replacement (fire rated doors)						\$5,000		
Structures	CIP	Town Hall	Exterior repairs/painting			\$3,200		\$3,800			
Structures	CIP	Town Hall	Non ADA entrance upgrades (left side)	\$10,800	\$10,800						
Structures	CIP	Town Hall	ADA entrance upgrades (right side)								
Structures	CIP	Town Hall	Council Chambers audio system upgrades					\$15,000			
Structures	CIP	Town Hall	Council Chambers lighting upgrades							\$10,200	
Structures	CIP	Town Hall	Elevator Control system upgrades			\$10,200					
Structures	CIP	Transfer St.	Siding repairs			\$15,000					
Structures	CIP	Transfer St.	Structural frame protection (painting/treating)								
Electric	CIP	Transfer St.	Interior Lighting upgrades (efficiency)				\$13,400				

CIP for FY 2015-FY 2020

	Funding	Location	Description	Next Year and Next Five Years								
				FY 2015	FY 2015 Rev.	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020		
Electric	CIP	Transfer St.	Exterior lighting upgrades (efficiency)			\$8,900						
Electric	CIP	Transfer St.	Service upgrades									
Equipment	Bond	Transfer St.	Compactor replacement	\$150,000	\$0	\$150,000						
Equipment	CIP	Transfer St.	restroom upgrades (stalls-water closets-lavs)									\$2,800
HVAC	CIP	Transfer St.	Direct vent propane heating system									
Roof	CIP	Transfer St.	Roof replacement (coating)				\$27,800					
Safety/Sec.	CIP	Transfer St.	Security upgrades/ cameras				\$5,000					
			<b>CIP Total</b>	\$1,716,850	\$1,279,900	\$5,354,500	\$1,668,300	\$1,707,350	\$2,780,350	\$1,618,225		
<b>Funded from CIP</b>				\$900,000	\$900,000	\$1,000,000	\$1,100,000	\$1,200,000	\$1,300,000	\$1,218,225		
<b>Funded from Balances</b>				\$149,750	\$379,900	\$0	\$168,300	\$7,350	\$80,350	\$0		
<b>Funded from Bond</b>				\$600,000		\$4,368,500	\$400,000	\$500,000	\$1,400,000			
				\$1,649,750	\$1,279,900	\$5,368,500	\$1,668,300	\$1,707,350	\$2,780,350	\$1,218,225		