

The seal of the Town of Windham, Maine, is a circular emblem. It features a central figure of a Native American holding a bow and arrow. The text "TOWN OF WINDHAM" is arched above the figure, and "1702" is written below it. The seal is rendered in a light, textured style.

Town of Windham, Maine
Municipal Budget FY2010-2011
Town Council's Approved Budget
May 25, 2010

Town of Windham

Office of the Town Manager
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Windham, ME 04062

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May 25, 2010.

The following is a summary of the action taken by the Town Council on the proposed 2010-2011 municipal budget. This summary reflects changes to the Finance Committee's recommendations of May 18, 2010 and the Town Manager's budget proposal of March 30, 2010.

<u>Account</u>	<u>Action</u>
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1210	Reduce insurance expenditures due to lower quotes received for 2010-2011.
1220	Restore benefits associated with the restoration of the full-time fire-rescue deputy chief's position.
4110	Restore the full-time fire-rescue deputy chief's position. Remove 40-hour per diem staffing added by the Finance Committee.

The Council's approved budget for 2010-2011 is \$13,776,208. This is \$51,458 more than the manager's proposed budget, but still \$73,412 less than the approved budget for 2010. Property taxes in the Council's budget are at the statutory limit and are estimated to contribute an increase of about 1.6% to the overall property tax rate for 2011.

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May 18, 2010.

The following is a summary of the recommendations of the Council's Finance Committee for the proposed 2010-2011 municipal budget. These recommendations are expressed as changes to the budget as proposed by the town manager to the Council at a special meeting on March 30, 2010.

Account Action

1120	Restore the assistant town manager's position.
1180	Reduce requested funding for WEDC.
1220	Adjust benefits accounts to reflect various changes to positions as recommended by the committee.
2120	Eliminate the public works deputy director's position.
2130	Reduce traffic signal and sign funding.
2150	Reduce salt and other costs for winter maintenance.
2220	Reduce contracted services.
3110	Authorize 26 th sworn police officer for a full year; eliminate the 27 th sworn position.
3140	Restore the full-time animal control officer's position.
4110	Restore daytime per-diem coverage to 12 hours per day, add third weekday per-diem position at North Windham station, restore training compensation.
5130	Restore skate park staffing using recreation program fund balance.
5510	Restore part-time library hours using recreation program fund balance, and restore supplies and materials funding left out of the manager's proposal by mistake.

Account Action

6510	Restore appraiser's position and reduce professional services in anticipation of a joint services agreement with the Town of Raymond for GIS services.
8110	Reduce contract general assistance administration, reduce general assistance funding (also reducing offsetting revenue), and restore day camp subsidy (using recreation program fund balance for the subsidy only).
9120	Increase road improvement funding.
R0400	Increase the property tax levy to the statutory limit.
R0416	Utilize recreation program fund balance to offset restorations of skate park staff hours, part-time library hours, and day camp subsidy.
R0482	Reduce state general assistance reimbursement (see 8110)
R0484	Add revenue from the Town of Raymond (see 6510)
R0495	Reduce revenue from fund balance, returning to the plan to eliminate its use as a general offset to the budget in two more years (2010-2011 and 2011-2012).
R0498	Reduce TIF revenue (see 1180).

The committee's recommended budget for 2010-2011 is \$13,776,208. This is \$51,458 more than the manager's proposed budget, but still \$73,412 less than the approved budget for 2010. Property taxes in the committee's recommendation are at the statutory limit and would contribute an increase of about 1.6% to the overall property tax rate for 2011, not including county or school taxes.

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March 30, 2010

Budget Transmittal.

In accordance with Article III, Section 2(A)(5) and Article V, Section 2 of the Charter, I hereby submit the Town Manager's recommended budget for the fiscal year July 1, 2010 through June 30, 2011.

The manager's proposed 2010-2011 budget for municipal services is \$13,724,750, a 0.9% reduction from 2009-2010. The proposed operating budget (accounting for expenses other than capital, fixed and contingency) is \$11,707,963, or 0.9% less than 2009-2010; non-operating expenses are down 1.0% at \$2,016,787.

Operating	\$ 11,707,963
<u>Non-operating</u>	<u>2,016,787</u>
Total	\$ 13,724,750

As part of the budget process for the last two years, the Council was briefed on an existing and growing gap between the statutory property tax levy limit, other revenues, and the cost of providing what was then described as the "current level of programs and services." That same gap remains today. Due to the global economic meltdown and recession over the last two years, resulting in reduced revenues in many areas, the focus of the proposed budget for 2010-2011 is on "adjusting to the new normal."

The "new normal," as used to describe this budget, is defined as an indefinite period of reduced revenues and resources, causing us to re-evaluate, restructure, and redefine what the town does and how it does it. The "new normal" is not a

short-term condition; it represents a significant shift from the way things were before the recession and requires a significant shift in the way we respond.

We may choose to do fewer things (except those required by law), to do those things to a lesser degree, to do them in a different way, contract, consolidate, or regionalize services where those options and opportunities exist. The proposed budget makes some use of all of these responses to changing times. It makes significant reductions in staffing, operating hours, and services – both in what the town does and to what degree – and changes how it does some things.

A central principle of this adjustment is making sure that the services the town continues to provide under this budget are delivered in a professional, cost-effective manner. It continues to be conservative in revenue estimation and particularly in use of fund balance, and tries to put the town in a good position to serve the community's needs and longer term interests. Another aim of this budget is to put the town on the path to a more stable, more sustainable footing with respect to the programs and services it provides.

The manager's proposed budget is a reflection of discussions held with the Council in early 2010 as the economic recession and its impact on state and local government, along with individuals, households, and businesses, was becoming clearer. The key element of those discussions was limiting growth in the tax levy only to the growth factors in the statutory formula.

Preliminary Budget.

In the workshop discussions earlier this year the Council was briefed on the gap between projected revenues and expenses, already taking into account a wage freeze for non-union personnel for a second year. With the non-union wage freeze for a second year, this keeps those employees at the same rate of pay and other earnings for the third straight year. All compensation for non-union personnel remains the same for fiscal 2011, just as it was in 2010 and 2009. Even accounting for the non-union wage freeze, the estimated gap between a projected budget of about \$14.4 million and estimated revenues was just over \$1 million.

In order to address a million dollar shortfall, especially since capital accounts are already funded below advisable levels, and with few revenue options, the only other choice was to consider reductions in service and staffing levels throughout the organization, maintaining program and service integrity as much as possible (i.e. whatever the town continues to do, it does in a way that works), and spreading those reductions among nearly all offices and departments including public

safety. Even where staffing has been reduced and, often, the level of service with it, an effort has been made to keep resources intact so the office or department can continue to function effectively.

Municipal Operations & Capital Expenditures.

The manager's proposed budget for municipal operations for 2010-2011 shows a decrease of 0.9% from the previous year, a seemingly small figure for the size of the staff and program cuts the budget includes. Much of the need for the reductions, outlined below, is due to other costs increasing (employee benefits, fuel, and dramatically higher estimated general assistance spending) as much as revenues declining.

Combined, wage and benefit costs represent 49.8% of the total budget, 58.4% of the operating budget, down from 56.7% and 66.4%, respectively, in 2010. As over the last two years, there are changes to staffing levels in the manager's proposed budget. These changes in staffing levels have direct and immediate impacts to the way services are delivered. Among those impacts are reduced hours for the town offices, library, and skate park, fewer plow units on winter roads, contracting for public safety dispatch services, reducing fire-rescue command staffing, paring fire station coverage from twelve hours a day to eleven, and reducing staff in both the code enforcement and assessing offices.

The following is a summary of major changes to the budget, programs, services and staffing:

ADMINISTRATION (1110-1230, 7510)

- Reduce Council compensation to \$1 per meeting. This will require amending the Elected Officials Compensation Ordinance, with the intent to include an automatic expiration ("sunset" provision) of June 30, 2011.
- Restructure assistant town manager's position as assistant to the town manager due to retirement, and reduce both finance administrative assistants to 32 hours per week.
- Eliminate one tax collection office counter clerk (administrative assistant) position.
- **NOTE: Changes in the town office building (accounts 1120, 1130, 1140, 6110, 6120, 6510, and 7510) include changing hours to Monday through Thursday 8:00 a.m. to 4:30 p.m. and being closed on Friday.**
- Eliminate planning board compensation.
- Reduce part-time deputy town clerk hours from 32 to 24 per week.

PUBLIC WORKS.

- Reduce highway maintenance division overtime expense by 17%.
- Reduce line striping (no second annual striping of Route 302/NW corridor, edge lines).
- Eliminate winter and summer seasonal positions, combine to add one full-time position in Building and Grounds Maintenance for year-round buildings and grounds work; Assign current and proposed buildings and grounds workers to highway division for winter storm operations only.

POLICE

- Eliminate 28th officer position (never funded or filled)
- Contract with county dispatch, retain supervisor/coordinator, plus transition expenses.
- Fund full time ACO (currently vacant) for the second half of the fiscal year.

FIRE-RESCUE

- Restructure per-diem program to 11 hours per day from 12 hours per day.
- Reducing training compensation, training for new recruits.
- Eliminate full-time deputy chief's position.
- Reduce in professional services and training pay for departmental meetings.

PARKS & RECREATION; PUBLIC LIBRARY

- Reduce senior programmer from 24 to 16 hours per week.
- Reduce skate park hours by 6 hours per week.
- Reduce part-time staff at library; reduce hours open to the public from 53 to 38 weekly.

CODE ENFORCEMENT, PLANNING, & ASSESSING

- Leave code enforcement director's position vacant.
- Eliminate assessing appraiser's position; add professional services for inspection and data entry.

SOCIAL SERVICES

- Increase PROP general assistance administration contract from three days per week to four.
- Increase general assistance (required by law; partially offset at R0482).
- Eliminate day camp subsidy.

CAPITAL & OTHER

- Capital (except for adjustments to debt, TIF, and PWD sewer assessment) overall is flat-funded for FY 2011.

Capital equipment replacement spending was curtailed in November 2008 due to the developing recession and its impact on revenues at the municipal level. Funding was reduced to \$435,000 for fiscal 2010 but, consistent with the principle of providing service integrity, funding has been increased to \$545,000 for 2011. This increase, along with \$65,000 added to building improvements, is offset by a \$175,000 reduction in road improvement funding. Road improvement funding may be supplemented by funds carried over from 2010 to get back to at least \$500,000 or close to it.

Use of Fund Balance.

In the 2010 budget revenue from fund balance was reduced by \$150,000 with the goal of eliminating its use as an offset against the operating budget in three years. The manager's proposed budget for 2010-2011 continues to make progress toward the goal of reducing fund balance usage to zero (leaving only enough to cover the town's contingency funds), but extends the plan from two more years to four.

Revenue estimates in this budget are even more conservative than in years past. This should contribute to stabilizing and increasing fund balance over the long term. There is still risk, however, that revenues will deteriorate and that funding for unpredictable expenses will prove inadequate. In any or all of these cases, management will have to assess the budgetary impact and whether any program or spending adjustments will be necessary, or whether to request the Council's approval for use of contingency funds of supplemental appropriations during the course of the year.

Use of fund balance in the manager's proposed budget for 2011 is reduced to \$425,000 (from \$500,000 in 2009, and \$650,000 in 2008). The proposed revenue from fund balance is broken down as follows:

General offset against the proposed budget	\$ 225,000
Offset against General Contingency (account 9910)	100,000
Offset against Energy & Weather Emergency fund (account 9920)	100,000
<u>Total</u>	<u>\$ 425,000</u>

Meeting Capital Needs.

Facilities and infrastructure issues continue to be significant challenges for the town. At present, there is no strategic plan for addressing the most pressing community facilities and buildings; consequently, no plan for meeting these needs has been included. Under the Council's leadership, the Town should establish a plan for meeting the community's facilities needs as part of a comprehensive capital improvements program, and have this done in time for the FY 2011-2012 budget. Certainly no one expects every need to be met, or to be met right away, but having a plan will focus our efforts and attention.

Even in the current economic climate, spending to improve and maintain the town's infrastructure, facilities, and buildings makes sense – to be prepared for the future and, where possible, take advantage of a more competitive bid climate and financing rates. The plan should serve both to meet the needs of the existing population and to serve as a foundation for impact fees on new development to cover the cost of the capital facilities for which they create additional need. Impact fees, which are identified as a tool for funding capital improvements in the town's comprehensive master plan, should be developed to place the cost burden of new facilities where it belongs and help keep the town from falling behind in the future.

Municipal Revenues.

Over the last ten years the Town was able to rely on steadily rising non-property tax revenues to fund its activities. Excise tax revenues, often a reflection of general economic well-being or the public's perception of it, declined sharply in late 2009 after lagging slightly over the summer. The slowing economy, combined with record high fuel prices, and then the global crisis in the financial industry and credit markets devastated auto sales and accelerated its fall into recession.

Emergency measures were taken at the time to control spending, including suspension of most capital projects, a case-by-case hiring freeze, and limiting operating expenses to those which could not be deferred, to prevent an operating deficit for 2009. The economy's continued weakness and the related fall in car and truck sales, home sales, retail sales, and rising unemployment all formed part of the backdrop for both the current fiscal year (2010) and the year ahead (2011).

Legislative changes have had, and will continue to have, significant impact on the town's revenues and put further strain on property taxes or municipal services in the coming year. Recent revelations about the state's budget outlook for next year have clouded hopes that 2012 might see more improvement in state revenues. It seems unlikely the town will see increased state funding – from revenue sharing or anything else – in the near future.

Other revenues have been estimated very conservatively. Even though the various fees charged by the town are being reviewed, many revenue estimates have been left unchanged from 2010 because of the still uncertain economic situation.

Tax Rate Impact.

Based on the manager's proposed budget with the tax levy \$172,131 below the statutory limit, the projected tax rate for municipal services would increase by about 1%, or about 4¢ per thousand dollars of assessed value, depending on the amount of overlay used in determining the rate. Municipal services account for roughly one third of every property tax dollar. The balance of the taxes property owners pay is made up by the county tax assessment – increasing by 1.3% – and Windham's share of the Windham-Raymond School District (RSU 14) budget – yet to be determined, but estimated at about 40¢ per thousand dollars of assessed value.

Conclusion.

Every budget makes choices. Some will be welcomed, and others not. From the outset our goal has been to prepare the organization to function in "the new normal," to provide most of the programs and services Windham residents and taxpayers seem to have come to expect and appreciate – maybe doing less of it, but still trying to do it well. This budget also not only complies with the statutory property tax levy limit, but stays significantly below it. This budget seeks to "reset" some town services and programs to a lower, more sustainable level in a time of economic uncertainty, while exercising good stewardship of the public assets to entrusted its care. This budget also starts to look more closely at the costs and

benefits of providing some services in different ways, whether to do them ourselves with our own employees, facilities, and equipment, or to contract, consolidate, or regionalize.

There is much we look forward to doing to serve the ongoing needs of the community and to address its needs in the future. There is clearly much more we need to do. Planning will take time and commitment – the Council’s commitment, leadership, and focus; time for the Council and staff, along with others, to sort through the options and make some choices; and commitment to allow people to do the planning, to make the decisions, to support those decisions and engage the community in a thoughtful and constructive dialogue to make things happen.

Respectfully,

Anthony T. Plante
Town Manager

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

SUMMARY STATEMENT OF ESTIMATED REVENUES AND PROPOSED APPROPRIATIONS

	FY 2010 Approved Budget	FY 2011 Preliminary Budget	FY 2011 Manager's Proposal	FY 2011 Council
Estimated Revenues	\$ 13,849,620	\$ 13,438,869	\$ 13,724,750	\$ 13,776,208
Proposed Operating Appropriations	\$ 11,813,099	\$ 12,473,456	\$ 11,707,963	\$ 11,689,871
Proposed Non-Operating Appropriations	\$ 2,036,521	\$ 1,966,787	\$ 2,016,787	\$ 2,086,337
Proposed Total Appropriations	\$ 13,849,620	\$ 14,440,243	\$ 13,724,750	\$ 13,776,208
Net Surplus/(Deficit)	\$ -	\$ (1,001,374)	\$ -	\$ -

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

STATEMENT OF ESTIMATED REVENUES

acct	description	FY 2009 actual	FY 2010 estimate	FY 2010 ytd (3/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
0400	Property Taxes	\$ 7,664,446	7,165,383	8,287,558	7,282,408	7,332,408	7,504,539
0401	Supplemental Taxes	6,534	7,500	4,234	7,500	7,500	7,500
0402	Payments in Lieu of Taxes	-	3,250	-	3,250	3,250	3,250
0405	Tax Reports	218	500	116	500	500	500
0407	Interest on Taxes	128,250	80,000	89,854	80,000	80,000	80,000
0408	Tax Lien Fees	13,074	9,500	12,629	9,500	9,500	9,500
0409	Excise Taxes	2,459,884	2,300,000	1,786,191	2,300,000	2,300,000	2,300,000
0410	Town Clerk Fees	58,652	60,000	39,866	60,000	60,000	60,000
0411	Building Fees	50,654	40,000	41,755	40,000	40,000	40,000
0412	Plumbing Fees - Town	15,119	10,000	13,570	10,000	10,000	10,000
0413	Boat Excise Tax	29,280	25,000	8,706	25,000	25,000	25,000
0415	Dundee Park	25,119	29,500	25,132	29,500	29,500	29,500
0416	Recreation Fees	168,797	205,800	24,389	205,800	205,800	238,191
0417	Snowmobile Reg - Town	9,129	7,000	8,909	7,000	7,000	7,000
0418	Boat Registration - Town	1,793	1,000	605	1,000	1,000	1,000
0419	ATV Registration - Town	645	500	401	500	500	500
0421	CATV Fees	110,657	105,000	119,784	105,000	105,000	105,000
0422	Police Fines & Fees	4,096	3,500	2,386	3,500	3,500	3,500
0424	Court/Witness Fees	1,831	2,000	295	2,000	2,000	2,000
0430	State Revenue Sharing	1,235,010	1,000,000	708,567	750,000	750,000	750,000
0431	State of Maine	15,215	10,000	11,462	10,000	10,000	10,000
0434	Library Fines and Fees	10,695	10,000	6,309	10,000	10,000	10,000
0435	Urban-Rural Initiative Program	209,475	275,000	164,211	225,000	225,000	225,000
0440	Assessor's Fees	615	500	717	500	500	500
0441	Dog Licenses - Town	9,706	8,000	7,266	8,000	8,000	8,000
0442	Hunting & Fishing - Town	3,765	4,000	2,655	4,000	4,000	4,000
0443	Reregistrations - Town	50,518	40,000	36,080	40,000	40,000	40,000
0444	Board of Appeals	3,600	1,000	900	1,000	1,000	1,000
0445	Subdivision/Review Fees	1,312	1,000	17,700	1,000	1,000	1,000
0448	Site Plan Fees	1,361	1,000	600	1,000	1,000	1,000
0449	Sewer Application Fees	-	1,000	-	1,000	1,000	1,000
0450	Sewer Fees	218,601	341,896	241,187	351,756	351,756	351,756
0451	Cemetery Trust Fund	2,800	2,800	2,800	2,800	2,800	2,800
0455	Auto Junkyard Fee	503	500	502	500	500	500

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

STATEMENT OF ESTIMATED REVENUES

acct	description	FY 2009 actual	FY 2010 estimate	FY 2010 ytd (3/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
0457	Shoreland CEO Permit	1,240	1,000	680	1,000	1,000	1,000
0458	Sub-Surface Review Fees	1,340	1,000	1,590	1,000	1,000	1,000
0470	Solid Waste Fees	580,645	480,000	327,330	400,000	450,000	450,000
0475	Rescue Services Reimbursements	576,936	405,000	351,298	455,000	525,000	525,000
0480	Interest on Investments	121,861	130,000	32,202	45,000	45,000	45,000
0481	Town Garage Lease Payment	9,416	9,416	1	9,416	9,416	9,416
0482	General Assistance Revenue	160,274	125,000	69,475	332,364	332,364	250,000
0484	Miscellaneous Revenue	78,367	3,923	34,840	3,923	11	32,761
0485	Sale of Town Property	7,340	5,000	-	5,000	5,000	5,000
0498	TIF Revenues Transferred In	290,085	247,152	-	247,152	291,945	263,495
0495	Appropriated Fund Balance	-	500,000	-	350,000	425,000	350,000
xxxxy	RSU Service Payments	-	10,000	-	10,000	10,000	10,000
0600	COPS Hiring Recovery Program	-	180,000	-	-	-	-
Total Non-Property Tax Revenues		\$ 6,681,013	\$ 6,676,737	\$ 4,196,133	6,148,961	6,384,842	\$ 6,264,169
Total Revenues, All Sources		\$ 14,351,993	\$ 13,849,620	\$ 12,487,924	13,438,869	13,724,750	\$ 13,776,208

NOTE: The '%' column indicates how much of total revenue is derived from that source.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

REVENUES

Any discussion of a budget has to involve not only the purposes for which funds are being spent, but the sources of those funds. Many of the revenues on which the Town relies are outside its ability to control, other than to collect them accurately and completely, and to estimate them conservatively. These notes address certain critical revenue sources.

R0401 Property tax revenues representing the allowable “core municipal levy” plus amounts for the two municipal development districts appropriated in account 9130. Aside from the statutory property tax levy limit enacted in 2005 the amount of property tax revenue is a function of the budget approved, ultimately, by the voters at town meeting. That appropriation (the legal authorization to expend public funds) less the amount of revenue estimated from all revenues other than property taxes results in the amount of taxes to be raised. The amount raised for overlay, which pays for tax refunds or allows for reductions in property taxes due to abatements or other changes in value after the budget has been set, is not counted as a revenue for budgetary purposes. Any amount of overlay not used in the year in which it is raised contributes to fund balance at the end of the fiscal year.

Property tax revenue in the manager’s budget proposal for 2010-2011 is \$172,131 below the statutory levy limit. This is estimated to require a property tax rate increase of about one percent, or about 10¢ per thousand, to \$11.85, not including county and school taxes. This will change as assessed values are finalized before the tax rate is set in August.

Property tax revenue in the finance committee’s recommendation is at the statutory limit, contributing an increase of about 1.6% to the overall tax rate.

R0409 Excise taxes, those paid at the time a motor vehicle is registered, represent the single largest source of revenue other than property taxes. It is also a revenue over which the Town has no control, since excise tax rates are set by the State of Maine. Over the last two years the town has experienced a significant decrease in this revenue source due to the economic recession. At this point in the economic recovery excise tax revenue appears to have stabilized at a lower level.

R0416 Offset of Parks and Recreation Programming Fund, plus an estimated amount to account for administrative overhead required to offer programming.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

REVENUES

The finance committee's recommendation uses \$32,391 from recreation program fund balance to offset the restoration of skate park staff hours (account 5130), library part-time staff hours (account 5510), and day camp subsidy (account 8110).

- R0430 Maine cities and towns receive a share of state sales and income tax revenue. For fiscal 2009-2010 revenue sharing decreased due to the "natural" decrease in state revenues, but was also reduced by the Legislature as part of the state's budget-balancing efforts. Revenues for 2010-2011 will likewise be reduced.
- R0435 Urban-Rural Initiative Program payments are those from the Maine Department of Transportation for road improvements. This program used to be known as "local road assistance" and is considered to be an offset for the Town's road improvement program (account 9120).
- R0470 Revenues from the sale of *Windham RECYCLES!* trash bags pays for most of the cost of the Town's curbside trash collection, transportation, and disposal program (account 2910). This account also reflects the sale of recycling bins. It is important to note that Windham has chosen to pay for most of its program through user fees, while other communities charge less for their bags, but also subsidize their programs to a far greater degree than Windham does.
- R0475 Rescue fees are only partially within the Town's control, since they are dependent on the number of calls, the reimbursement rates under Medicare and Medicaid, payments from insurance companies, and collections from individual patients. The Town does provide a self-declared hardship waiver, but has also built up a substantial balance on uncollectible accounts since it has not used a collection service. In order to more appropriately account for revenue, this account shows the gross amount of estimated billings with an offset for "bad debt" in 4130-46030.
- R0480 Investment income is a function of the Town's cash flow, cash balances, and interest rates. The Town follows investment policies which make protection of principal a top priority. As a result the Town invests in highly secure instruments that are either insured or (since the Town's available cash for investment exceeds insurance limits) collateralized (meaning that US government or agency securities are pledged as collateral). Interest income has dropped sharply in the last two years both because of low interest rates and the consolidation of Windham and Raymond schools as RSU 14.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

REVENUES

R0482 The Town receives reimbursement for 50% of its direct general assistance expenses up to about \$570,000 plus 90% of any amount over that (account 8110); however, as the “agency of last resort” it is obligated to continue providing assistance even if its budget for this purpose is exhausted. General assistance has increased dramatically over the last two years; consequently, reimbursement from the state has increased proportionately.

The finance committee’s recommendation reduces the anticipated level of general assistance expenditures below the 90% reimbursement threshold, also reducing the amount of expected reimbursement (see account 1180).

R0484 **The finance committee’s recommendation adds revenue from the Town of Raymond under an anticipated joint services agreement for GIS as part of a proposal that includes retention of the full-time appraiser’s position in the Assessing Office (see account 6510).**

R0495 During more robust economic times the town used revenue from fund balance as a way of supplementing revenue from taxes and other sources; in effect, anticipating revenue surpluses. Over the last two years revenues have declined in real terms and the town began an effort to reduce its use of fund balance as an offset to zero in three years. Fiscal 2010 was the first year. Due to the continued weakness in the economy and to avoid even more serious reductions, the remaining two years in the plan have been extended to four, with revenue from fund balance to be reduced by \$75,000 per year until it reaches the level of the town’s two contingency funds (9910 and 9920).

The finance committee’s recommendation reduces the amount of fund balance used as an offset against the operating budget, staying with the original three year plan to reduce that offset to zero. Fiscal year 2010-2011 will be the second year, leaving \$150,000 to be cut in fiscal 2011-2012.

R0498 Funds from the Town’s two municipal development, or “TIF,” districts, used to offset expenses in the operating budget (see the fiscal note in account 1180). They are called “TIF” districts because they operate by tax increment financing – using the incremental value to generate tax revenue and capture it for certain purposes, and realizing financial benefits by sheltering value from the action of state formulas governing the distribution of municipal revenue sharing, state school aid, and the town’s share of county tax.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

REVENUES

The finance committee reduced the use of TIF funds as a result of reducing the amount of funding proposed for the Windham Economic Development Corporation (see account 1180).

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

SUMMARY OF PROPOSED APPROPRIATIONS

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
ADMINISTRATIVE SERVICES							
1110	Town Council	136,076	136,304	66,895	136,304	124,404	124,404
1120	Town Manager's Office	345,157	354,305	168,441	330,776	307,725	362,723
1130	Collection & Registration Services	215,507	235,751	112,553	235,751	206,238	206,238
1140	Information Services	146,167	163,254	77,415	163,254	159,254	159,254
1150	Community Participation	18,716	25,550	8,254	25,550	17,550	17,550
1160	Windham Community Cable Group	35,942	46,404	21,455	46,404	46,404	46,404
1180	Economic Development	88,714	84,093	34,610	84,093	132,543	104,093
1210	Insurance	131,440	123,628	117,648	132,175	132,175	85,898
1220	Employee Benefits	1,676,094	1,698,898	777,035	1,782,800	1,575,379	1,611,839
1230	Banking & Investment Services	(547)	375	163	375	375	375
	Total	2,793,266	2,868,562	1,384,469	2,937,482	2,702,047	2,718,778
PUBLIC WORKS SERVICES							
2110	Administration	130,844	131,618	67,124	133,523	131,823	131,823
2120	Highway Maintenance	600,960	592,149	250,003	592,149	576,154	521,156
2130	Traffic Safety	112,918	121,748	69,737	124,248	109,225	105,225
2150	Snow Removal	277,897	380,946	123,522	380,252	342,396	322,396
2210	Building Maintenance	484,537	465,370	189,246	477,415	449,109	449,109
2220	Grounds Maintenance	33,370	56,125	34,331	56,125	47,530	42,530
2510	Vehicle Maintenance	366,360	405,005	195,226	408,033	406,431	406,431
2910	Solid Waste	1,000,441	961,945	448,617	1,012,510	961,884	961,884
	Total	3,007,327	3,114,906	1,377,806	3,184,255	3,024,552	2,940,554
POLICE SERVICES							
3110	Administration	1,692,907	1,831,550	825,192	1,870,872	1,814,904	1,814,904
3120	Communications	419,820	452,495	205,364	460,877	448,891	448,891
3140	Animal Control	51,176	64,072	6,767	65,028	44,011	58,893
3210	Vehicle Maintenance	77,347	98,748	40,249	106,602	106,602	106,602
	Total	2,241,250	2,446,865	1,077,572	2,503,379	2,414,408	2,429,290

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

SUMMARY OF PROPOSED APPROPRIATIONS

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
FIRE/RESCUE SERVICES							
4110	Administration	688,888	733,409	311,374	731,468	617,806	731,913
4130	Rescue	557,097	485,706	256,409	544,906	547,852	547,852
4140	Emergency Management	(124)	500	107	500	500	500
4150	Water Main Charges	90,211	84,325	36,067	90,000	90,000	90,000
4210	Vehicle Maintenance	133,414	120,199	54,390	126,539	130,539	130,539
	Total	1,469,486	1,424,139	658,347	1,493,413	1,386,697	1,500,804
RECREATION & CULTURAL SERVICES							
5110	Parks and Recreation Administration	165,409	170,224	80,336	170,224	162,471	162,471
5111	Recreation Programming	158,794	177,800	98,702	177,800	177,800	177,800
5120	Parks - Dundee Park & Trails	47,179	49,040	36,874	49,040	49,040	49,040
5130	Parks - Skate Park	12,521	16,400	5,979	16,400	14,846	16,400
5510	Public Library	313,362	331,906	153,257	331,906	299,784	321,706
	Total	697,265	745,370	375,148	745,370	703,941	727,417
PROPERTY & INSPECTION SERVICES							
6110	Code Enforcement & Zoning Administration	252,682	251,339	125,510	251,639	173,740	173,740
6120	Planning	177,994	185,344	88,446	185,344	180,859	180,859
6510	Assessing	223,246	229,628	112,013	229,128	204,368	229,128
6520	Geographic Information Systems	23,997	20,503	2,868	15,003	20,003	20,003
	Total	677,919	686,814	328,837	681,114	578,970	603,730
TOWN CLERK							
7510	Town Clerk	139,769	151,406	67,416	151,406	143,961	143,961
	Total	139,769	151,406	67,416	151,406	143,961	143,961
SOCIAL SERVICES							
8110	Social Services	386,668	330,912	275,445	732,912	709,262	581,212
8120	Social Service Agency Funding	44,434	44,125	11,275	44,125	44,125	44,125
	Total	431,102	375,037	286,720	777,037	753,387	625,337
TOTAL OPERATING		11,457,384	11,813,099	5,556,315	12,473,456	11,707,963	11,689,871

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

SUMMARY OF PROPOSED APPROPRIATIONS

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
CAPITAL OUTLAY & FIXED CHARGES							
9110	Equipment Replacement	535,000	435,000	725,241	435,000	545,000	545,000
9120	Road Improvements	494,136	500,000	271,655	500,000	325,000	394,550
9130	Land & Buildings	411,489	320,000	16,498	245,000	360,000	360,000
9170	Sewer	282,878	341,896	138,270	351,756	351,756	351,756
9510	Debt Service	327,125	239,625	195,938	235,031	235,031	235,031
	Total	2,050,628	1,836,521	1,347,602	1,766,787	1,816,787	1,886,337
CONTINGENCY							
9910	General Contingency Fund	-	100,000	-	100,000	100,000	100,000
9920	Energy & Weather Emergency Fund	-	100,000	-	100,000	100,000	100,000
	Total	-	200,000	-	200,000	200,000	200,000
TOTAL NONOPERATING		2,050,628	2,036,521	1,347,602	1,966,787	2,016,787	2,086,337
TOTAL APPROPRIATIONS		13,508,012	13,849,620	6,903,917	14,440,243	13,724,750	13,776,208

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

1110 - TOWN COUNCIL

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	11,515	12,250	4,690	12,250	350	350
42010	Legal Services	81,874	75,000	34,780	75,000	75,000	75,000
42020	Audit Fees	11,400	18,400	14,000	18,400	18,400	18,400
42090	Training & Conferences	150	-	-	-	-	-
42100	Travel/Meals	-	-	12	-	-	-
42110	Memberships	31,137	30,654	13,414	30,654	30,654	30,654
		<u>136,076</u>	<u>136,304</u>	<u>66,896</u>	<u>136,304</u>	<u>124,404</u>	<u>124,404</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

1110 – TOWN COUNCIL

41010 Chapter 2 of the Code of the Town of Windham specifies payment of Council members and other elected officials. Elected officials are paid \$35 for each public meeting at which a quorum is present.

Manager's budget proposal includes an amendment to the Elected Officials Compensation ordinance temporarily reducing Council members' pay to \$1 per meeting, with the amendment to expire automatically on June 30, 2011.

Reduction: \$11,900

42010 Payments to legal counsel. This account is highly variable and subject to change based on events which cannot be anticipated.

42020 This is the figure for the auditor's engagement for the 2010-2011 fiscal year.

42090 Registration and attendance at seminars and events, often sponsored by the Maine Municipal Association, the Maine Development Foundation, or the Greater Portland Council of Governments.

42100 Reimbursement of mileage at the town rate, plus the cost of meals when attending meetings in official capacity.

42110 Membership fees or costs for the town to participate in regional ventures:

Greater Portland Council of Governments (GPCOG)	\$13,500
Maine Municipal Association (MMA), estimated	13,725
Maine Development Foundation	250
American Society of Composers, Authors & Publishers (ASCAP)	310
Broadcast Music, Inc. (BMI)	310
<u>FACTS</u>	<u>2,559</u>
Total	\$30,654

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

1120 - TOWN MANAGEMENT

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	311,172	312,305	143,841	288,776	271,225	326,223
42030	Professional Services	11,442	10,000	8,409	10,000	10,000	10,000
42040	Print Services	1,961	4,000	-	4,000	1,000	1,000
42050	Equipment Maintenance	123	500	-	500	500	500
42060	Telephone	3,387	3,000	1,670	3,000	3,000	3,000
42070	Advertising	760	1,500	423	1,500	1,500	1,500
42080	Postage	3,722	7,000	3,292	7,000	5,000	5,000
42090	Training/Conferences	964	2,000	700	2,000	1,000	1,000
42100	Travel/Meals	2,175	2,000	2,467	2,000	2,500	2,500
42110	Memberships	1,226	1,000	1,053	1,000	1,000	1,000
43010	Supplies & Materials	5,492	7,000	3,649	7,000	7,000	7,000
43030	Books, Maps & Publications	1,828	3,000	2,509	3,000	3,000	3,000
43300	Copy Services	870	1,000	430	1,000	1,000	1,000
43390	Vehicle Expenses	34	-	-	-	-	-
		<u>345,156</u>	<u>354,305</u>	<u>168,443</u>	<u>330,776</u>	<u>307,725</u>	<u>362,723</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

1120 – TOWN MANAGEMENT

41010 Annual salaries and wages for positions as authorized in the 2009-2010 budget, except that the assistant town manager's position has been eliminated and another administrative assistant's position added in its place:

Town Manager		
26 pays @ \$3,837.27 per pay (Unclassified)	\$99,769	(Council order 07-54, May 15, 2007)
Longevity Bonus	500	
Assistant to the Town Manager		
26 pays @ \$1,578.46 (10F)	41,040	
Finance Director		
26 pays @ \$2,836.42 (M3F)	73,747	
Finance Administrative Assistant	36,495	29,196
26 pays @ \$1,403.66 (8E)		
Finance Administrative Assistant	<u>37,225</u>	<u>26,973</u>
26 pays @ \$1,431.73 (8F)		
Total current authorized positions	\$288,776	\$271,225

Manager's budget proposal reduces both finance administrative assistant's positions to 32 hours per week. One of these positions will be filled with the transfer of a 32-hour position from the tax collection and motor vehicle registration office, which will be eliminated from that office and placed at grade/step 8A. Combined with the restructuring of the assistant town manager's position (an effective 0.4 reduction in FTE), the manager's proposal is the equivalent of a 0.8 FTE (or 16%) reduction in staffing.

Reduction: \$41,080

Revised total: \$271,225

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

1120 – TOWN MANAGEMENT

Finance Committee’s recommendation restores funding for the assistant town manager’s position.

Increase: \$54,998

Revised total: \$326,223

- 42030 Professional services for projects and issues that arise during the year (appraisals, engineering, etc.).
- 42040 Print services including production and distribution of the annual report.

Manager’s budget proposal reduces production of the annual report to two hundred and an electronic version that will be posted on the town’s web site and emailed, printed as needed. The town meeting flyer was discontinued for 2009-2010 and has been eliminated for 2010-2011.

Reduction: \$3,000

Revised total: \$1,000

- 42050 Miscellaneous equipment maintenance for office machines other than that covered by maintenance agreements.
- 42060 Telephone and cellular charges.
- 42070 Advertising for special events, programs, some shared personnel/help wanted advertising, advertising requests for proposals, etc.
- 42080 Portion of postage costs assigned to manager and finance office; postage meter rental, service and supplies, mailing of town meeting flyer.

Manager’s budget reduces this item due to no longer sending out town meeting flyers.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

1120 – TOWN MANAGEMENT

Reduction: \$2,000

Revised total: \$5,000

- 42090 Includes in-office training programs, manager's attendance at International City Management Association (ICMA) annual convention.
- 42100 Expenses for business and attendance at training programs, association conferences.
- 42110 Memberships including International City Management Association (ICMA) \$ 648, Maine Town and City Management Association (MTCMA) \$ 143, Government Finance Officers Association (GFOA) \$50, Maine Government Finance Officers Association (MGFOA) \$ 90, and others.
- 43010 Operating supplies, paper goods, etc.
- 43030 Statute subscription service, other professional books and publications.
- 43300 Annual maintenance contract on photocopier.
- 43390 Mileage, tolls, parking, and operating costs of administrative vehicle.

UNMET NEEDS.

Human Resources Director. The Town employs over two hundred people in a variety of full-time, part-time, seasonal, call, and per-diem positions with payroll and benefits of nearly \$8 million. Management of payroll, benefit, training, and certification records, making sure employees have appropriate training and maintain certifications, and dealing with the range of other human resources issues currently falls to supervisors, department heads, and staff in the Town Manager's office. There is no one person in the organization who is, or whose job it is to be, an expert in human resources issues.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

1120 – TOWN MANAGEMENT

There are many who have knowledge and experience to varying degrees and on various aspects of human resources; however, more time ends up being spent sorting through issues than would be by having a human resource professional either as part of the management team or available to the Town on a regular and ongoing basis. The need will become even more acute with the retirement and restructuring of the assistant town manager's position.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

1130 - COLLECTION AND REGISTRATION SERVICES

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	147,162	156,039	78,586	156,039	128,526	128,526
41020	Overtime Pay	-	-	-	-	-	-
41030	Part-time Compensation	39,964	41,262	14,700	41,262	41,262	41,262
42030	Professional Services	10,256	13,000	8,347	13,000	13,000	13,000
42050	Equipment Maintenance	267	750	-	750	750	750
42060	Telephone	910	1,500	384	1,500	1,500	1,500
42070	Advertising					500	500
42080	Postage	13,037	17,000	7,374	17,000	14,500	14,500
42090	Training/Conferences	30	500	-	500	500	500
42100	Travel/Meals	600	750	238	750	750	750
43010	Supplies & Materials	3,036	3,000	2,130	3,000	3,000	3,000
43030	Books, Maps & Publications	245	1,200	366	1,200	1,200	1,200
43220	Other Equipment	-	750	427	750	750	750
		<u>215,507</u>	<u>235,751</u>	<u>112,552</u>	<u>235,751</u>	<u>206,238</u>	<u>206,238</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

1130 – COLLECTION AND REGISTRATION SERVICES

OVERVIEW OF THE OFFICE

Property tax billing and collection, cash operations and financial accountability, sewer collections, lien process administration, motor vehicle registration (both in person and online through InforME/Rapid Renewal), agent for Inland Fisheries and Wildlife.

41010 Provides annual salaries and wages for the following positions authorized in the budget:

Office Manager/Asst. Tax Collector/Treasurer 26 pays @ \$2,296.58 (M1H) Longevity Bonus \$750	\$60,461	
Administrative Assistant #1 26 pays @ \$1,519.36 (8I) Longevity Bonus \$500	\$40,003	
Administrative Assistant #2 (32 hrs/week) 26 pays @ \$1,079.30 (8C)	\$28,062	
Administrative Assistant #3 (32 hrs/week) 26 pays @ \$1,058.18 (8B)	<u>\$27,513</u>	<u>\$0</u>
Total current authorized full-time positions	\$156,039	\$128,526
Manager's budget proposal eliminates one 32-hour administrative assistant's position (transferred to the town manager's office), a reduction of 0.8 FTE or 17% for this office.		
Reduction: \$27,513		
Revised total for authorized full-time positions	\$128,526	

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

1130 – COLLECTION AND REGISTRATION SERVICES

41030 Provides annual salaries and wages for the following Regular Part-time Positions:

Administrative Assistant – (24 hours/week) 26 pays @ \$842.21 (8E)	\$21,897
Administrative Assistant (20 hours/week) 26 pays @ \$ 744.80 (8H)	<u>\$19,365</u>
Total current authorized part-time positions	\$41,262

42030 Also covers the cost of filing real estate liens, sewer liens, and discharges at the Cumberland County Registry of Deeds. The fee for filing liens and discharges is \$13.00 each. (This fee is recovered when tax liens are paid). Part of the fee charged for the printing of the tax bills is also paid from this account.

42050 This covers the cost of maintaining and repairing 4 printers and 13 computers during the year. We have 2 Motor Vehicle printers, 3 laser printer (on which we create Town of Windham liens and discharges). We run general ledger reports and print tax and treasurer receipts on 3 printers.

42060 Covers the cost of two telephone lines and a fax line.

42070 Advertising tax bill spring due date in lieu of mailing out a second bill.

42080 Postage for mailing tax bills, overdue taxes and sewer fee notices, motor vehicle weekly reports, Inland Fisheries bi-monthly reports, general office correspondence, and certified tax lien notices to homeowners and mortgage holders. The postage for certified mailing is recovered through the lien fees. Between 1,500 and 2,000 courtesy notices are mailed each May. Property tax bills are now mailed out annually (once) instead of semi-annually (twice).

42090 Includes training for employees to attend seminars and workshops throughout the year. We are required

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

1130 – COLLECTION AND REGISTRATION SERVICES

by the Motor Vehicle division of the State to attend workshops, in order to keep current on any new laws. This also includes the attendance at tax school and the Maine Municipal Association (MMA) convention for the Assistant Tax Collector and the Administrative Assistant. This also allows the Assistant Tax Collector to attend the New England Tax School. Collection, customer service, and tax classes are offered at both schools.

- 42100 Reimbursement for expenses incurred making daily bank deposits and attending training classes. Twice a year searches for current mortgage holders have to be conducted at the Cumberland County Registry of Deeds. The law states that when a lien is placed a property the Mortgage holders have to be notified. Because homeowners sometimes re-finance the mortgage holder has to be searched twice a year.
- 43010 Operating supplies such as paper goods, printer and calculator ribbons, pens for the counter, paperclips, elastics, envelopes to mail re-registrations, calculator paper rolls and staples. We share a copier and fax machine with the town clerk's office which is billed to both our departments.
- 43030 We have to order current M.S.R.P. books for automobiles, trucks, motorcycles, camper trailers and Motor homes to properly calculate excise tax due to the town. We need this reference resource.
- 43220 This is to cover the replacement of office equipment not included in the capital equipment replacement plan in case of mechanical failure.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

1140 - INFORMATION SERVICES							
acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	73,698	104,054	49,954	104,054	104,054	104,054
41020	Overtime	83	0	73	0	3,000	3,000
42030	Professional Services	29,656	5,000	1,424	5,000	3,000	3,000
42050	Equipment Maintenance	28,138	35,000	18,292	35,000	30,000	30,000
42060	Telephone/Data Lines	12,453	12,000	5,942	12,000	12,000	12,000
42090	Training/Conferences	99	1,000	148	1,000	1,000	1,000
42100	Travel and Meals	252	500	202	500	500	500
42110	Memberships	174	200	198	200	200	200
43010	Supplies & Materials	1,441	5,000	1,182	5,000	5,000	5,000
43030	Books/Maps/Publications	175	500	-	500	500	500
		<u>146,169</u>	<u>163,254</u>	<u>77,415</u>	<u>163,254</u>	<u>159,254</u>	<u>159,254</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

1140 – INFORMATION SERVICES

41010 Provides annual salaries and wages for the following position:

Information Technology Director	\$63,819
26 pays @ \$2,454.59 per pay (M2-F)	
Network Technician	\$40,235
26 pays @ \$1,547.51 per pay (10E)	
Total	\$104,054

41020 Overtime mainly for unscheduled work after-hours for system maintenance, software installation, or emergency response. Support and response from the employee's residence is considered compensable time under the Fair Labor Standards Act.

IT Director recommends increase of \$5,000.00.

Manager's budget proposal reduces this item.

Reduction: \$2,000

Revised total: \$3,000

42030 Time and materials for consulting services and other work for system engineering, network design, and system support.

42050 Northern Data Systems Service and support contract for computer system hardware used by Finance, Collection, Town Clerk, Assessing and Community Development, software licensing, support and maintenance fees and operating system license. Systems support contracts with Cisco and other IT related vendors.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

1140 – INFORMATION SERVICES

Manager's budget proposal reduces this item.

Reduction: \$5,000

Revised total: \$30,000

- 42060 Annual cost of Internet provider and data lines.
- 42090 Training and Conferences for Information Services staff
- 42100 Mileage and expenses for on-site service by staff, attendance at meetings, training sessions, or demos.
- 42110 Membership fees for IT related societies and organizations such as IEEE and Experts Exchange.
- 43010 Paper, forms, and other supplies for centralized computer operations.
- 43030 Technical books, technical support CD-ROM subscription.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

1150 - COMMUNITY PARTICIPATION							
acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41030	Part-time Compensation	2,310	8,000	1,645	8,000	-	-
42090	Training/Conferences	150	200	0	200	200	200
42100	Travel/Meals	-	500	0	500	500	500
42110	Memberships	-	300	-	300	300	300
43010	Supplies & Materials	215	3,075	671	3,075	3,075	3,075
43030	Books, Maps & Publications	40	500	525	500	500	500
44070	Contributions to Agencies	16,001	12,975	5,412	12,975	12,975	12,975
		<u>18,716</u>	<u>25,550</u>	<u>8,253</u>	<u>25,550</u>	<u>17,550</u>	<u>17,550</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

1150 – COMMUNITY PARTICIPATION

41030 Compensation for Planning Board.

Manager’s budget proposal eliminates planning board compensation.

Reduction: \$8,000

Revised total: \$0

42090 Funding for committee members to attend conferences and seminars related to their committee work.

42100 Reimbursement to committee members for mileage, tolls and meals.

42110 Membership for committees in appropriate regional or state associations.

43010 General committee expenses, flowers, refreshments for public meetings, etc.

43030 Materials for various boards and committees.

44070 Proposed contributions are as follows:

AGENCY/PURPOSE	BUDGET FY2010	PROPOSED FY2011	COUNCIL/APPROVED
Memorial Day Parade	\$ 1,500	\$ 1,500	
Holiday Lights	1,000	1,000	
Windham Drifters Snowmobile Club	2,050	2,050	
S. Windham Library	1,800	1,800	
Flowers for Rotary	0	0	
Volunteer Recognition Event	3,000	3,000	
Memorial Day Flags/Markers	1,025	1,025	
Additional/Miscellaneous	0	0	
Watershed Protection	0	0	
Windham Senior Meals	600	600	
Windham Historical Society	2,000	2,000	
TOTAL	\$ 12,975	\$ 12,975	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

1160 - WINDHAM COMMUNITY CABLE

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41030	Part Time Compensation	20,047	28,186	10,101	28,186	28,186	28,186
42030	Professional Services	13,146	12,668	7,555	12,668	12,668	12,668
42060	Telephone	639	600	267	600	600	600
42070	Advertising	286	-	-	-	-	-
42090	Conferences/Training	-	-	-	-	-	-
42100	Travel/Meals	-	200	10	200	200	200
42110	Memberships	145	-	335	-	-	-
42210	Electrical Equipment Maintenance	-	500	410	500	1,500	1,500
43010	Supplies & Materials	1,038	250	662	250	250	250
43220	Other Equipment	642	-	346	-	-	-
44190	Capital Equipment	-	4,000	1,769	4,000	3,000	3,000
		<u>35,943</u>	<u>46,404</u>	<u>21,455</u>	<u>46,404</u>	<u>46,404</u>	<u>46,404</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

1160 – WINDHAM COMMUNITY CABLE / COMMUNICATIONS

41030 Compensation:

Station Manager/Communications Coordinator 26 pays @ \$849.12 (4D) based on 60 hours per pay period	\$22,076
Part-time station coverage (One position, 20 hours per pay period) 26 pays @ \$ 235.00 (1B)	<u>6,110</u>
Total	\$28,186

Community expectations are higher than staffing allows. Current staffing allows us to have our manager in-house up to 30 hours per week during the day and our part-time broadcast producer to cover all meetings that happen each week between Monday and Thursday evening. The daytime tasks include updating the bulletin board, web site, and other miscellaneous tasks.

Manager also is responsible for communication of emergency messages through a system that sends a message to cell phones, email, and a crawl on TV-7.

There are tasks for the manager on weekends such as updating the website, sending out the weekly E-Households newsletter, and ensuring the TV station remains on the air. Technology allows for most of these tasks to be done from home or elsewhere via the Web.

42030 Professional Services / Engineer. An engineer comes in as needed for major station repairs/upgrades. Also costs related to custom web site programming.

Engineer, 3 hrs @ \$100 per hour	\$ 300
Programming	<u>800</u>
Total	\$ 1,100

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

1160 – WINDHAM COMMUNITY CABLE / COMMUNICATIONS

Annual support cost, first year	11,568
Total	12,668
42060 Apportioned cost of telephone lines.	600
42090 Attendance at Community TV Association of Maine meetings, other conferences and training as opportunities come up during the year.	0
42100 Covers traveling expenses for events.	200
42210 Professional cleaning and repair of station equipment.	1,500
43010 General Office Supplies	250
44190 Equipment purchases to replace/upgrade failing equipment	3,000

Includes video cameras, tapes, other small items for day to day operations

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

1180 - ECONOMIC DEVELOPMENT

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	68,580	62,093	29,703	62,093	62,093	62,093
42030	Professional Services	1,745	3,750	1,110	3,750	3,750	3,750
42040	Print Services	1,353	1,000	75	1,000	1,000	1,000
42060	Telephone/Internet	1,446	1,500	533	1,500	1,500	1,500
42070	Advertising	4,865	5,000	525	5,000	5,000	5,000
42070	Postage	199	500	-	500	500	500
42090	Training/Conferences	2,402	2,000	340	2,000	2,000	2,000
42100	Travel/Meals	4,069	2,500	1,208	2,500	2,500	2,500
42110	Memberships	875	1,000	100	1,000	1,000	1,000
43010	Supplies/Materials	2,341	2,000	658	2,000	2,000	2,000
43030	Books/Maps/Publications	744	1,000	0	1,000	1,000	1,000
43140	Vehicle Fuel	-	250	0	250	250	250
43220	Other Equipment/Support	95	1,500	359	1,500	1,500	1,500
43300	Copy Service	-	-	-	-	-	-
44070	Contributions to Agencies	-	-	-	-	48,450	20,000
		<u>88,714</u>	<u>84,093</u>	<u>34,611</u>	<u>84,093</u>	<u>132,543</u>	<u>104,093</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

1180 – ECONOMIC DEVELOPMENT

41010 Compensation.

Economic Development Director
26 pays @ \$2,388.19 (M3A)

\$62,093

42030 Outside consulting work as needed. Planned projects and associated professional consultation on projects pursuant to improvements in Windham's commercial districts including design and consulting engineering services will be funded with TIF funds outside of this budget.

42040 Funding for print services related to the production of marketing and meeting materials for business attraction. In addition, public meetings or project approvals may require accompanying documentation that would be provided from external sources.

42060 The office currently has responsibility for one telephone line and a cellular phone. The land line is apportioned at \$25 per month (\$300 per year) and the cellular telephone has a monthly charge of \$100 per month (\$1,200).

42070 Display and legal advertisements on behalf of the Town for economic development opportunities, bid requests, public notices, print advertisements. Business promotion and community awareness marketing campaigns will be funded with TIF funds outside of this budget.

42080 Postage related to material and information that is forwarded to businesses considering the area, mailings related to committee work, mass mailings and correspondence on behalf of the Town to local residents and businesses.

42090 Anticipated expenses related to fees for trade shows, professional training and seminars for promoting economic development activity.

42100 Travel to trade shows and business attraction events, and site visits to companies that have interest in the area as well as logistical support associated with leads being pursued by the Town.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

1180 – ECONOMIC DEVELOPMENT

42110 Membership fees related to regional and national economic development groups such as International Council of Shopping Centers, Economic Development Council of Maine, Maine Real Estate and Development Association.

43010 Needed material to support office operations and promotional packaging of marketing information.

43030 This budget line has been included in the Supplies/Materials line (43010). Annual updates to demographic and statistical information such as Tower Publishing business data (business and employment data), and updates to software used for economic development purposes (demographic, and mapping tools).

43140 Fuel costs associated with use of municipal vehicle.

43220 Anticipated costs for the implementation of technology related projects including GIS and project management. Aerial mapping and photography services and other large scale projects will be funded with TIF funds outside of this budget.

43300 Included in Supplies/Materials line.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

1180 – ECONOMIC DEVELOPMENT

44070 Allocation of TIF funding for WEDC operations and projects.

WEDC Est. Cash balance as of 6/30/2010	\$50,000	
Requested Funding from Town	\$48,450	
EXPENSES		
Angler's Road Engineering	\$32,000	
Angler's Road interest carry cost	\$9,100	
Angler's Road Legal	\$8,000	
Angler's Road FY 2011 Development Budget	\$49,100	
Transfer Station/Enterprise Drive entrance project	\$15,000	Engineering, possible screening, etc
MEREDA Conference	\$1,000	Exhibit and attendance charges
Chamber membership and Area Guide	\$900	Membership Fee and Advertising
Website hosting, SEO, software (i.e. listing), etc	\$5,000	Website design is being provided pro bono
Business Expo (Summerfest)	\$1,000	Sponsorship of the Annual Expo
Booth update (panel)	\$200	New display panel for exhibit booth
Advertising costs (i.e. annual meeting)	\$250	
Administrative costs (i.e. Legal, office supplies, postage, annual filing, etc)	\$1,000	
WEDC Base Operating Costs	\$9,350	
WEDC Est. Cash Balance as of 6/30/2011	\$25,000	

Finance committee recommendation reduces proposed funding to WEDC to \$20,000.

Reduction: \$28,450 (offsetting revenue at R0498 reduced by the same amount)

Revised total: \$20,000

All funding associated with this proposed budget is scheduled to come from the Windham Municipal Development District – North, the Pipeline Development District and the Roosevelt Promenade District. In addition, it is proposed that TIF funding be utilized to offset other proposed expenditures within the budget such administra-

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

1180 – ECONOMIC DEVELOPMENT

ative and technical support from the Town Council (1110), Town Manager's Office (1120), Code Enforcement (6110), Planning (6120), Assessing (6510), and Geographic Information Systems (6520).

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

1210 - MUNICIPAL INSURANCES							
acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
42610	Vehicle Insurance	50,477	46,920	41,293	49,300	49,300	32,039
42620	Property & General Liability	56,229	53,352	53,855	58,350	58,350	37,896
42630	Professional Liability	24,246	23,356	22,500	24,525	24,525	15,963
44080	Safety Committee	488	-	-	-	-	-
		<u>131,440</u>	<u>123,628</u>	<u>117,648</u>	<u>132,175</u>	<u>132,175</u>	<u>85,898</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

1210 – MUNICIPAL INSURANCES

Early predictions indicate insurance rates may rise by 5% for 2010-2011. The estimates below include that 5% plus small additional amounts to cover increased property values and coverage for additional vehicles and equipment added to the town's fleet in 2009-2010.

42610 Insurance for all municipal vehicles, owned and leased.	\$ 49,300
42620 Property and general liability account includes:	
Property & General Liability	\$ 46,266
Boiler Coverage	954
Umbrella Policy	11,130
42630 Professional liability account includes:	
[Fire/Rescue & Employee Liability included in General Liability policy)	
Public Officials Liability	\$ 13,815
Police Liability	9,010
Bonds - Town Manager and Finance Director	1,700

Town council's budget reduces the three insurance accounts, above, due to lower insurance quotes for 2010-2011.

Reduction: \$46,277

Revised total: \$85,898

44080 Funding for safety training materials has been removed.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

1220 - EMPLOYEE BENEFITS							
acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41060	Social Security	456,193	473,028	247,247	482,900	407,962	422,598
41070	Health & Dental	778,946	830,000	376,619	845,000	731,510	748,874
41080	Deferred Compensation	145,157	165,000	73,347	150,000	133,376	140,100
41090	Tuition Reimbursement	1,192	5,000	-	5,000	-	-
41100	Classification Plan	-	-	-	-	-	-
41110	Wage Differential	-	-	-	-	-	-
41120	MPERS Contributions	126,859	63,870	35,396	89,200	67,305	67,305
41140	Income Protection	7,432	8,300	2,335	7,700	6,329	6,329
41150	Long Term Disability	8,059	8,700	3,925	8,000	7,817	7,817
42600	Workers Compensation	133,211	140,000	36,488	190,000	176,080	182,816
42650	Unemployment Compensation	19,045	5,000	1,677	5,000	45,000	36,000
		<u>1,676,094</u>	<u>1,698,898</u>	<u>777,034</u>	<u>1,782,800</u>	<u>1,575,379</u>	<u>1,611,839</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET 2010-2011

1220 – EMPLOYEE BENEFITS

- 41060 The Town pays FICA (6.2%) and Medicare (1.45%) payroll taxes on wages and the employer's matching contribution to employees' retirement accounts. Actual funding is usually less than the budget due to vacancies which occur throughout the year. In addition, FICA and Medicare expense for Recreation Programming, a self-funded program, is included in that budget (account 5111).

- 41070 Premiums for health insurance increased 8.32 % for calendar 2010. We are budgeting conservatively for an 8% increase in calendar 2011, which will affect the last six months of the budget year, from January-June 2011.

- 41080 This account tracks the Town's match of ICMA Retirement Corporation deferred compensation contributions by employees.

- 41090 Reimbursement for work-related educational costs incurred by employees. Tuition reimbursement is available on a first-come, first-served basis and is dependent on relevance to the employee's position, performance in the course, and funding.

Manager's budget proposal eliminates tuition reimbursement.

Reduction: \$5,000

Revised total: \$0

- 41120 The Town offers participation in the Maine Public Employees Retirement System for police and dispatch personnel and the paramedics. This account includes the Town's contribution towards employee retirement: 4.4% of gross pay for police, 3.5% for dispatchers, and 6.6% of gross pay for the paramedics.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET 2010-2011

1220 – EMPLOYEE BENEFITS

41140 The Town's share of short term disability insurance as required in the collective bargaining agreement with the Maine Association of Police. The Town funds a benefit level of \$1,000 per month for each union employee.

41150 The Town's share of long term disability insurance as required in the collective bargaining agreement with the Maine Association of Police.

42600 In addition to the funds budgeted here for general fund worker's compensation expense, workers comp funds are also carried in account 5111 – Recreation Programming, a separate fund from the general fund. We are budgeting for a 15% increase in premium for calendar 2011, which will impact the last six months of this budget.

42650 Unemployment benefits for former employees including part-time and temporary employees.

Finance committee's recommendation includes restoration of various benefits associated with various positions.

Increase: \$14,002

Revised total: \$1,589,381

Town council's budget recommendation adds benefits associated with the restoration of the full-time deputy fire-rescue chief's position.

Increase: \$22,458

Revised total: \$1,611,839

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

1230 - BANKING & INVESTMENT SERVICES							
acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
42030	Professional Services	(547)	375	163	375	375	375
		<u>(547)</u>	<u>375</u>	<u>163</u>	<u>375</u>	<u>375</u>	<u>375</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

1230 – BANKING & INVESTMENT SERVICES

42030 Banking fees charged the Town for non-sufficient fund checks. We pay \$7 per returned item.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

2110 - PUBLIC WORKS ADMINISTRATION

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	111,211	110,732	53,596	110,732	110,732	110,732
42030	Professional Services	1,549	3,750	5,677	5,295	5,295	5,295
42060	Telephone	4,081	4,080	1,938	4,440	4,440	4,440
42070	Advertising	1,053	1,000	725	1,000	500	500
42080	Postage	293	256	0	256	256	256
42090	Training/Conferences	1,078	2,000	10	2,000	2,000	2,000
42100	Travel/Meals	1,520	1,500	546	1,500	1,500	1,500
42110	Memberships	212	350	141	350	350	350
42120	Rentals	1,318	200	0	200	-	-
42210	Electrical Equipment Maintenance	3,239	3,000	1,584	3,000	3,000	3,000
43010	Supplies & Materials	1,946	3,000	1,695	3,000	3,000	3,000
43030	Books, Maps & Publications	979	250	367	250	250	250
43220	Other Equipment	2,366	1,500	845	1,500	500	500
		<u>130,845</u>	<u>131,618</u>	<u>67,124</u>	<u>133,523</u>	<u>131,823</u>	<u>131,823</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

2110 – PUBLIC WORKS ADMINISTRATION

OVERVIEW OF DEPARTMENT

The Public Works Department is responsible for the town's infrastructure – its roads, sidewalks, drainage systems, buildings, and cemeteries. It is comprised of the administrative offices and three maintenance divisions – roads, buildings and grounds, and vehicles. The department is also responsible for traffic signals, street lights, and solid waste.

- Summer and/or winter maintenance services on 134± miles of public ways and public easements, with another 24 miles of contracted roads for winter maintenance. 675 catch basins, culverts, and drainage ways, 4.5 miles of sidewalk clearing in the winter and 14.8 total miles of sidewalks maintained.
- Maintenance and repair of 9 municipal buildings and grounds, and 26 cemeteries.
- Maintenance of more than 56 vehicles and pieces of heavy equipment (except fire/rescue apparatus) and numerous other pieces of mobile and small equipment.
- Maintenance of traffic signals, street lights, and management of solid waste programs.
- Performing special tasks such as providing pick-up and delivery of food for the food pantry, moving furniture and equipment, preparing for parades and other events, and assisting in response and recovery in the event of a disaster or any other duties as needed.

ACCOUNT DETAIL FOR DIVISION 2110

41010 Wages for:

Director	\$72,003
26 pays @ \$2,740.50 (M3E)	
Longevity Bonus \$750	
Secretary	\$38,728
26 pays @ \$1,489.57)	
Total	\$110,731
42030 Professional Services	\$5,295

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

2110 – PUBLIC WORKS ADMINISTRATION

Expenses for federal DOT-required drug testing at \$50.00 per person, up to 16 per year.

Testing for alcohol at \$38.00 per person, up to 16 per year

Pre-employment drug testing and physical exams, \$155.00 per person

Update and software support for Citiworks one year \$3,295

Reimbursement for CDL licenses

Miscellaneous professional services.

42060 Telephone **\$4,440**

Regular telephones fax, and data lines (\$1,800). Five cellular phones for the department average \$220 per month (\$2,640) (Director, Deputy Director, Building & Grounds Maintenance Supervisor, Grounds Maintenance Foreman, and Vehicle Maintenance Supervisor)

42070 Advertising **\$1,000**

Advertising for positions in Public Works, Public Awareness for operations of the Department, and bids or Requests for Proposal

Manager's proposal reduces this amount to include only the public works portion of the town's "JobsInME" subscription.

Reduction: \$500

42080 Postage **\$ 256**

42090 Conferences and Training **\$2,000**

Maine Local Road training programs, APWA annual conference and regional conferences for the Director, and other management or training programs

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY 2010-2011

2110 – PUBLIC WORKS ADMINISTRATION

42100 Travel and Meals \$1,500

Travel, meals, and expenses for attending training sessions, conferences, and meetings

42110 Memberships \$ 350

42120 American Public Works Association, Maine Better Roads, APWA Subscriptions, Fleet Card Rentals \$200

Pager rentals for 2 supervisors year round
 Replacement, repairs for broken pagers

Manager's budget proposal eliminates pager rentals in favor of using cell phones.

Reduction: \$200

42210 Electrical Equipment Maintenance \$3,000

Contract maintenance of Public Works 2-way radios, photocopier, and telephones, and radio replacement program. Most of our mobile units are in the 10 year old range and are no longer made. Parts for repair will become increasingly hard to find.

Radio replacement costs for mobile units are \$500 and portables are \$400
 Maintenance contract on photocopier \$400

43010 Supplies & Materials \$3,000

Printer cartridges, fax cartridges, bottled water and miscellaneous supplies.

43030 Books, Maps, & Publications \$ 250

Books, publications for training

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

2110 – PUBLIC WORKS ADMINISTRATION

43220	Other equipment	\$1,500
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Manager's proposal reduces this amount to incidental needs only.

Reduction: \$1,000

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

2120 - ROAD MAINTENANCE

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	423,150	403,195	191,127	403,195	403,195	348,197
41020	Overtime Compensation	57,288	78,750	10,310	78,750	62,755	62,755
42090	Training/Conferences	450	1,500	-	1,500	1,500	1,500
42260	Contracted Services	48,207	41,104	24,379	41,104	41,104	41,104
43050	Clothing	6,878	9,600	7,847	9,600	9,600	9,600
43180	Minor Equipment & Tools	2,239	3,000	345	3,000	3,000	3,000
43220	Other Equipment	-	-	-	-	-	-
44100	Road Maintenance Materials	62,748	55,000	15,995	55,000	55,000	55,000
		<u>600,960</u>	<u>592,149</u>	<u>250,003</u>	<u>592,149</u>	<u>576,154</u>	<u>521,156</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

2120 – ROAD MAINTENANCE

OVERVIEW OF THE DIVISION

Regular and overtime compensation for the highway maintenance crew is budgeted in this account. This includes routine maintenance, summer emergency call-ins, and all winter plowing operations. Some contracted services are paid for from this account such as liquid calcium for dust control on the town's gravel roads (two applications per year), asphalt crack sealing for town roads to prevent water from getting into the cracks in the pavement and causing premature deterioration of the asphalt, and specialized equipment rental for the highway crew. This account is also used for regular road maintenance materials, clothing, all safety equipment for the highway crew, mandatory and voluntary training and some small tools and equipment.

ACCOUNT DETAIL

41010	Wages for Public Works Deputy Director 26 pays @ \$2,115.29 (16 F)	\$54,998
	Truck Driver 1 24 pays @ \$1,248.18 (6D)	\$32,453
	Truck Driver 2 26 pays @ \$1,273.14 (6E)	\$33,102
	Truck Driver 3 26 pays @ \$1,223.71 (6C)	\$31,816
	Truck Driver 4 26 pays @ \$1,223.71(6C)	\$31,816
	Truck Driver 5 26 pays @ \$1,176.19 (6A)	\$30,581

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2120 – ROAD MAINTENANCE

Truck Driver 6 26 pays @ \$1,325.58 (6G)	\$34,439
Truck Driver 7 26 pays @ \$1,199.71 (6B)	\$31,192
Truck Driver 8 Eliminated in FY2010.	\$ 0
Equipment Operator 1 26 pays @ \$1,361.58 (9A)	\$35,401
Equipment Operator 2 26 pays @ \$1,473.82 (9E)	\$38,319
Equipment Operator 3 26 pays @ \$1,595.31 (9I) Longevity Bonus \$1,900	\$43,378
52 weeks of on-call coverage @ \$50/week	\$ 2,600
Total	\$403,195

Finance committee's recommendation eliminates the deputy director's position.

Reduction: \$54,998

Revised total: \$348,197

41020 Overtime for winter operations and all other emergency call-ins, based on 3,000 hours for 2009-2010 at an average hourly wage of \$25.102	\$75,300
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TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2120 – ROAD MAINTENANCE

No Bulky waste time is figured into this

2004	2,826 hrs (plus 378 hrs to PW for Bulky Waste)
2005	4,175 hrs (plus 475 hrs to PW for Bulky Waste)
2006	1,851 hrs (plus 455 hrs to PW for Bulky Waste)
2007	3,165 hrs. (plus 612 hrs to PW for Bulky Waste)
2008	4,784 hrs Total
2009	2,922 hrs Total
2010	2322.5 thru Feb. 19th

Manager’s proposal reduces overtime to 2,500 hours, revised total **\$62,755**

Reduction in overtime expense, coverage by energy and weather emergency fund.

Reduction: \$15,995

42090 Training/Conferences for highway crew employees	\$ 1,500
42260 Contracted services	\$ 41,104
Contracted Catch Basin cleaning 675 basins @ \$37 each	\$24,864
Liquid calcium chloride for dust control on dirt roads	\$12,250
9000 gal @ \$1.36/gal, applications based on road usage and conditions	
Tree work	\$ 4,000
Removed \$10,000 for crack sealing, \$2,000 in tree work, \$6,000 in rental Equipment, and Miscellaneous services.	
43050 Uniforms, safety boots and personal protection equipment	\$ 9,600
Full time Highway personnel (\$400 per person) for uniforms and safety boots	

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2120 – ROAD MAINTENANCE

Seasonal winter personnel (\$75 per person) for safety boots		
Miscellaneous Safety Equipment for all Highway personnel, hard hats, gloves, Vests, eye protection, hearing protection, breathing protection, and rain gear		
43180	Replacement of hand tools, rakes, shovels, cut off saw blades brooms, etc.	\$ 3,000
43220	Small Equipment:	
44100	Materials for road repair	\$55,000
	Special cold mix – for potholes	\$ 115.00/ton
	Rip Rap 3"-6"– stabilize ditches	\$ 17 /ton
	Rip Rap 12"+ stabilize ditches	\$ 17 / ton
	Stone 1 1/2"	\$ 13 / ton
	Stone 3/4"	\$ 15/ ton
	Gravel - 1"1/2 – shoulders and dirt roads	\$ 9.75 / cy
	Gravel - 3"	\$ 8.25 / cy
	Loam – stabilize ditches	\$ 13 – 14 / cy
	Catch basins	\$ 700 - \$1,200 each
	Culverts	\$ 8 to \$25 per linear foot
	Hot Top for hand paving	\$ 68 / ton
	Erosion control materials such as hay, erosion mat, geotextile fabric, Silt Fence, Erosion control mulch, miscellaneous materials	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

2130 - TRAFFIC SAFETY/DRAINAGE

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
42190	Contracted Services	40,287	46,500	37,416	46,500	34,300	34,300
42210	Electrical Equipment Maintenance	4,615	8,500	3,682	11,000	11,000	8,500
42220	Electricity	56,840	56,498	26,431	56,498	53,675	53,675
42260	Guardrails/Repair	1,995		-			
43270	Traffic Signs	9,182	10,250	2,207	10,250	10,250	8,750
44100	Road Maintenance Materials	-		-			
		<u>112,919</u>	<u>121,748</u>	<u>69,736</u>	<u>124,248</u>	<u>109,225</u>	<u>105,225</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2130 - TRAFFIC SAFETY

Overview

This section of the budget is mainly contracted services for road striping, traffic signal maintenance, and guard rail repair. It is also electricity for street lights, traffic signals, and new and replacement street signs.

ACCOUNT DETAIL

42190 Contracted services \$46,500

Road striping (complete)	\$35,000
Road striping (fall Rte 302 to Mineral Spring)	\$ 9,500
Guard rail replacement	\$ 2,000
Miles of roads striped: 49.	

Manager’s budget proposal eliminates second round of pavement striping along the Route 302 corridor in the fall.

Reduction: \$9,500

Manager’s budget proposal eliminates 87,000 feet of edge line striping.

Reduction: \$2,700

Revised total: \$34,300

42210 Traffic signal maintenance for 9 signals & 4 flashing, \$ 11,000

Finance committee’s recommendation reduces this amount.

Reduction: \$2,500

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2130 - TRAFFIC SAFETY

Revised total: \$8,500

42220 Electricity for street lights and traffic signals \$56,498

Manager's budget proposal reflects changes to electricity supply contract for street lights and traffic signals.

Reduction: \$2,823

Revised total \$53,675

43270 Sign replacement and new sign purchases \$10,250

Finance committee's recommendation reduces this amount.

Reduction: \$1,500

Revised total: \$8,750

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

2150 - SNOW REMOVAL

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	2,360	-	(1,191)	-	-	-
41030	Part-time Compensation	18,597	31,756	9,313	31,756	-	-
42030	Professional Services	591	700	296	700	-	-
42170	Snowplowing Contracts	46,560	46,475	20,448	46,475	46,475	46,475
43250	Vehicle Maintenance Parts	35,060	39,640	10,420	38,146	38,146	38,146
43320	Chemicals	167,080	232,375	62,048	233,175	227,775	207,775
44100	Road Maintenance Materials	7,650	30,000	22,190	30,000	30,000	30,000
		<u>277,898</u>	<u>380,946</u>	<u>123,524</u>	<u>380,252</u>	<u>342,396</u>	<u>322,396</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

2150 – SNOW REMOVAL

OVERVIEW OF THE DIVISION

This section of the Public Works Department budget is used exclusively for winter maintenance of approximately 145 center line miles of roads. It is used for all chemicals and abrasives that are applied to the roads; it pays the subcontractor for plowing approximately 24 miles of public easement roads, and buys all our hardware and repair parts for snow and ice control, It is also used for compensation to the seasonal help that supplements our regular crew for plowing and pays for our weather station and reports.

ACCOUNT DETAIL

41030 Part-time Compensation \$31,756

Expenses for two seasonal full time employees for winter operations 18 weeks X 3 = 2160 hours @ Grade 6A -14.702 per hr. A third winter seasonal person was added to take the place of the full time truck driving position that was left unfilled.

Manager's proposal eliminates seasonal winter positions both in 2150 and seasonal summer positions in 2220 (Grounds Maintenance), and adds one full-time position in Grounds Maintenance.

Hiring seasonal employees for winter operations has proven problematic in the past, and likely will become so in the future as the economy improves. This proposal will result in having two full-time people to take care of grounds around municipal buildings and cemeteries, assistance with other seasonal tasks, more help on building projects during the winter, and two people to be assigned temporarily to the Highway Division during winter storm operations and cleanup who have already been screened, trained, and are familiar with our operations.

Reduction: \$31,756

Revised total: \$0

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2150 – SNOW REMOVAL

42030 Professional Services \$700

Precision weather forecast – local daily weather and every 4-6 hours during storms

Manager’s budget proposal eliminates precision weather service; public works will rely on publicly available resources such NOAA/National Weather Service, weather.com, other weather web sites, local television/radio stations, etc.

Reduction: \$700

42170 Snowplowing Contracts \$46,475
 Private contractor to plow 23 miles of roadways, primarily public easements on private roads.

43250 Vehicle Maintenance Parts \$39,640

Cutting edges, regular, 250’ @ 12.10 per ft.	3,025
Cutting edges, carbide, 250’ @ 55 per ft	13,750
Cutting edges, 9’ V plows-2 @ 147	294
Cutting edges, 9’ extreme V @ 350	700
Cutting edges, 9’ straight-6 @ 112 each	672
Loader edges, for 3 loaders @ 568 each	1,705
Sander chains, sprockets, and related hardware	6,000
Wing push arms, trip springs and blocks	6,000
Computerized sander controls, replacement wiring harnesses	6,000
Calcium pumps and miscellaneous parts	

43320 Chemicals \$232,375

Road salt, 3,000 tons @ \$70.00 per ton. This is a 5% increase over last year. \$210,000

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2150 – SNOW REMOVAL

GPCOG salt dues \$ 1,575

Liquid calcium chloride 16,000 gallons @ 1.35 gal. \$ 21,600

For the past five years the average usage of road salt has been approximately 3,000 tons.
 (600 tons of salt is mixed with 6,000 yards of sand) Salt increase approximately 5%
 GPCOG receives 0.75% of the total salt costs
 Calcium chloride is used at the rate of 6-8 gallons per ton of salt. (7 gallons x 2,400 tons = 16,800)
 Calcium is increased by 4%

Manager’s budget proposal reduces the amount of calcium chloride used by 4,000 gallons, the result of higher temperatures later in the season not requiring as much, and better technology and ability to meter the usage of calcium chloride during operations.

Reduction: \$5,400

Revised total: \$227,775

Finance committee’s recommendation reduces the amount for salt.

Reduction: \$20,000

Revised total: \$207,775

44100 Road Maintenance Materials \$30,000
 Pre-screened sand, 6,000 CY @ \$5.00/cy (hauled by PW)

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

2210 - BUILDING MAINTENANCE

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	192,924	192,107	92,092	192,107	189,847	189,847
41020	Overtime Compensation	10,467	18,138	4,150	18,138	12,092	12,092
42030	Part-time Compensation	13,407		-3,852			
42060	Telephone	134		0			
42090	Training/Conferences	77	500	82	500	500	500
42120	Rentals	-	1,200	212	1,200	1,200	1,200
42150	Refuse Pickup	9,080	9,120	4,538	9,120	9,120	9,120
42220	Electricity	104,314	95,000	31,917	95,000	75,000	75,000
42230	Water Supply	2,804	3,500	1,150	3,000	3,000	3,000
42250	Building Maintenance Services	63,205	49,000	29,655	49,000	49,000	49,000
43050	Clothing	1,024	2,000	564	2,000	2,000	2,000
43170	Heating Fuel	61,836	62,755	13,595	75,300	75,300	75,300
43180	Equipment & Tools	-		0			
43190	Building Maintenance Materials	21,047	26,000	13,361	26,000	26,000	26,000
43210	Electronic Equipment	2,651	4,000	1,433	4,000	4,000	4,000
43220	Other Equipment	1,566	2,050	350	2,050	2,050	2,050
		<u>484,536</u>	<u>465,370</u>	<u>189,247</u>	<u>477,415</u>	<u>449,109</u>	<u>449,109</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2210 – BUILDING MAINTENANCE

OVERVIEW

Building Maintenance is responsible for maintenance and repair of nine municipal buildings equaling 70,000 square feet of office, work space. This budget also includes all overtime compensation for winter plowing of all municipal parking lots, all cleaning supplies and custodial services, electricity and heating fuel to all buildings, and other supplies and projects.

ACCOUNT DETAIL

41010	Compensation	
	Building & Grounds Supervisor	\$ 48,016
	26 pays @ \$1,846.77 (12I)	
	Building Maintenance (Grade 6) & Grounds Foreman (Grade 8)	\$ 38,591
	16 pays @ \$1,519.36 (8I)	
	10 pays @ \$1,378.09 (6I)	
	Longevity Bonus \$500	
	Full Time Custodian (Town Hall & Community Center)	\$ 35,128
	26 pays @ \$1,351.07 (6H)	
	Full Time Custodian (Public Safety)	\$ 36,580
	26 pays @ \$1,378.09 (6I)	
	Longevity Bonus \$750	
	Full Time Custodian (Human Services, Library, Public Works)	\$ 31,192
	26 pays @ \$1,199.71 (6B)	
	52 weeks of on call coverage @ \$50/week	\$ 2,600
<hr/>		
	Total Regular Compensation	\$192,107

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2210 – BUILDING MAINTENANCE

Manager’s budget proposal reduces Buildings and Grounds Maintenance foreman (for 16 pay periods of the year to supervise the grounds crew) to Grade 6 maintenance worker, due to the elimination of the seasonal grounds crew.

Reduction: \$2,260

Revised total: \$189,847

41020 Overtime Compensation \$ 18,138

Emergency services during nights and weekends and plowing for winter operations, budgeted at approximately 600 hours @ an average of \$30.23 hour.

Manager’s budget proposal reduces overtime by 200 hours; with the town offices and library open to the public fewer hours, less overtime will be needed to perform certain maintenance functions (carpet cleaning, floor washing/waxing/buffing, etc.)

Reduction: \$6,046

Revised total: \$12,092

41030 Part time compensation

One part-time custodian (unfunded in this budget).

42090 Training and Conferences \$ 500
 Classes for Buildings Crew

42120 Rentals \$ 1,200
 Rental of Specialized Equipment, Aerial Lifts

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2210 – BUILDING MAINTENANCE

42150 Refuse Pick up \$ 9,120

Contract for solid waste disposal and office paper recycling Rental of dumpsters.

Solid Waste 635 / month x 12 \$ 7,620

Recycle Toters and
 Recycle Cardboard 125 / month x 12 \$ 1,500

42220 Electricity \$95,000

Central Maine Power charges for all facilities. Reflect actual usage.

Manager's budget proposal reduces electric utility costs to reflect usage, reduced supply contract costs.

Reduction: \$20,000

Revised total: \$75,000

42230 Water supply \$ 3,000

Portland Water District charges for all facilities.

42250 Building Maintenance Services \$49,000

Private contractors perform specialized building maintenance functions beyond the scope of normal repairs. This includes, but is not limited to: electrical repairs, elevators, generators, heating/air conditioning, plumbing repairs, security monitoring and alarms, septic disposal and system maintenance, crane inspection, and fueling station inspection at Public Works and other miscellaneous services. Increase due to state mandated inspections and outside labor cost increases.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2210 – BUILDING MAINTENANCE

43050 Clothing and Safety \$ 2,000

Uniforms and safety boots for 2 employees @ \$400 each, 4 custodians @ \$200 each.
 Personal protective gear, safety glasses, gloves, hearing and breathing protection.

43170 Heating Fuels \$62,755

Heating oil for 7 facilities, 17,400 gallons @ 2.05 gallon	\$35,670
Propane - E. Windham Fire Station 3,500 gallons @ 3.00 gallon	\$10,500
Natural Gas – Town office 10,700 therms @ 1.55 per therm	\$16,585
Price of heating oil reduced due to lock in prices	

Manager’s budget proposal reflects US Department of Energy’s Energy Information Administration Short Term Energy Outlook, which projects a twenty percent increase in energy costs in 2010.

Increase: \$12,545

Revised total: \$73,500

43180 Equipment and Tools – combined with line 0319.

43190 Building maintenance materials \$26,000

Cleaning supplies, paper products, paint, chemicals and tools for all facilities.

43210 Electronic Equipment \$ 4,000

Electrical supplies, batteries and light bulbs for all facilities and proper disposal for florescent lights.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2210 – BUILDING MAINTENANCE

43220 Other Equipment

\$ 2,050

Purchase of small equipment and appliances: vacuum cleaners, A/C units and miscellaneous

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

2220 - GROUNDS MAINTENANCE

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	0	-	-	-	30,580	30,580
41030	Part-time Compensation	26,488	39,175	29,994	39,175	-	-
42230	Water Supply	-	300	0	300	300	300
42260	Contracted Services	2,015	8,200	1,025	8,200	8,200	3,200
42270	Land Maintenance	-	-	0	-	-	-
43050	Clothing	1,066	1,400	36	1,400	1,400	1,400
43180	Minor Equipment & Tools	-	-	42	-	-	-
43220	Other Equipment	435	2,400	798	2,400	2,400	2,400
43250	Equipment Maintenance	1,085	2,500	596	2,500	2,500	2,500
43310	Maintenance Materials	2,281	2,150	1,841	2,150	2,150	2,150
		<u>33,370</u>	<u>56,125</u>	<u>34,332</u>	<u>56,125</u>	<u>47,530</u>	<u>42,530</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2220 – GROUNDS MAINTENANCE

OVERVIEW OF THE DIVISION

This division of the Public Works Department's budget is used for part time compensation for the grounds crew, maintenance of twenty-six cemeteries and the grounds at all the municipal buildings. This includes spring and fall raking and cleaning, mowing, loaming and reseeding burial sites, and some contracted landscaping at the library and public safety buildings.

ACCOUNT DETAIL

41010	(1) full-time position in lieu of (4) summer ground crew 26 pays @ \$1,176.19 (6A)	\$30,580
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41030	Part time compensation Summer grounds crew: 4 employees @ an average of 30 hours/week for 24 weeks = 2880 hrs @ 13.602 per hr.	\$39,175
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Manager's budget proposal eliminates (4) seasonal/summer ground crew.

Reduction: \$39,175

42230	Water supply Summer water service at 2 cemeteries	\$ 300
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42260	Contracted services Grave stone repair and cleaning Tree work Professional landscaping services at Public Safety and the Library Misc. services	\$ 8,200
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Finance committee's recommendation reduces this amount.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2220 – GROUNDS MAINTENANCE

Reduction: \$5,000

Revised total: \$3,200

42270	Land Maintenance - This was shifted to contracted services 42260	
43050	Clothing and Safety Safety boots, Eye protection, hearing protection and gloves Department tee shirts	\$1,400
43180	Minor Equipment and tools - combined with line 43220.	
43220	Other Equipment Replacement of weed whackers, push mowers, hand tools , and misc. equipment.	\$ 2,400
43250	Equipment Maintenance Parts for maintenance on all equipment	\$ 2,500
43310	Grounds Maintenance materials Materials for cemeteries and municipal grounds, signs, loam, seed, mulch and miscellaneous supplies	\$ 2,150

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

2510 - PUBLIC WORKS VEHICLE MAINTENANCE

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	151,908	158,110	76,717	145,364	145,364	145,364
41020	Overtime Compensation	8,255	9,255	1,355	8,799	8,799	8,799
42090	Training/Conferences	125	1,500	705	1,500	1,500	1,500
42100	Travel/Meals	-	0	-	0	0	0
42120	Rentals	1,486	2,500	874	2,500	2,500	2,500
42200	Outside Vehicle Maintenance	30,739	25,000	13,673	25,000	25,000	25,000
42210	Electrical Equipment Maintenance	-	0	-	0	0	0
43010	Supplies & Materials	354	500	348	500	500	500
43050	Clothing	1,285	2,000	246	2,000	2,000	2,000
43140	Gas Products	6,880	9,640	2,113	11,570	11,268	11,268
43160	Diesel Fuel	71,129	71,500	13,071	85,800	84,500	84,500
43180	Equipment & Tools	6,433	7,000	7,898	7,000	7,000	7,000
43200	Petroleum Products	10,893	10,000	1,682	10,000	10,000	10,000
43240	Tires	26,367	15,000	6,800	15,000	15,000	15,000
43250	Vehicle Maintenance	49,636	90,000	67,820	90,000	90,000	90,000
43290	Steel	870	3,000	1,923	3,000	3,000	3,000
		<u>366,360</u>	<u>405,005</u>	<u>195,225</u>	<u>408,033</u>	<u>406,431</u>	<u>406,431</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2510 – PUBLIC WORKS VEHICLE MAINTENANCE

OVERVIEW OF THE DIVISION

This division of the Public Works budget is used to account for compensation of the mechanics and maintenance on 56 vehicles, large equipment, and all small power tools and equipment. Diesel fuel, gasoline, all petroleum products, tires for all vehicles and equipment, outside contracted repairs, and maintenance materials are all included in this budget. Vehicle maintenance expenses for the Police Department appear in account 3210. Fire/Rescue apparatus maintenance appears in account 4210.

ACCOUNT DETAIL

41010	Vehicle Maintenance Supervisor 26 pays @ \$1,576.20 (12A)	\$40,981
	Mechanic II 26 pays @ \$1,595.31 (9I) Longevity bonus	41,478 1,100
	Mechanic II 26 pays @ \$1,533.36 (9G)	39,867
	Parts Manager 26 pays @ \$1,296.76 (8A)	33,715
	On-call coverage, 52 weeks @ \$50/week	<u>2,600</u> \$159,741*
*	91% of this cost charged to Public Works 9% of this line item is charged to Police	\$145,364 14,377

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2510 – PUBLIC WORKS VEHICLE MAINTENANCE

41020 \$ 9,255

Overtime Compensation: nights, weekends, for winter storms, budgeted at approximately 300 hours at an average overtime rate of \$29.33, compared to an average of 286 hours per year from 2002 through 2009. The increase is due to the frequency and duration of winter storm operations. One of the two mechanics on duty during storm operations is used to plow a full time route

42090 Training and Conferences. \$ 1,500

Maintenance is becoming more technical with all the computerized systems. This requires more training to stay up to date.

42100 Travel and Meals combined with line 42090

42120 Rentals \$ 2,500

Yearly rentals for gas bottles and shop rags

42200 Outside Vehicle Maintenance – \$25,000

Contracted services for Painting and Body work on vehicles, Engine, Transmission, spring, and miscellaneous repairs Preventative maintenance program set up to perform body work and Paint on PW vehicles and equipment to prevent premature replacement.

43010 Supplies and Materials - Work orders, printer cartridges and miscellaneous \$500

43050 Clothing and Safety \$ 2,000

Uniforms and safety boots for 4 employees at \$400 each Safety Equipment for all Mechanics, eye protection, hearing protection, gloves, & misc.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2510 – PUBLIC WORKS VEHICLE MAINTENANCE

43140 Gas Products		\$11,268
Unleaded gas for PW vehicles, 4,400 gallons @ \$2.22 gallon	\$	9,768
Repairs to fuel system	\$	1,500
Price reduction due to lock in prices on gas		
43160 Diesel Fuel		\$85,500
Diesel fuel for PW vehicles, 35,000 gallons @ \$2.40 gallon	\$84,000	
Repairs to fuel system	\$	1,500
Price reduction due to lock in prices on diesel		
43180 Equipment and Tools:		\$7,000
Replace worn out or broken tools, Upgrade of software for engine analyzer		
Purchase of large tools for shop		
43200 Petroleum Products		\$ 10,000
Motor and hydraulic oil, grease, antifreeze. Increase due to petroleum costs.		
43240 Tires		\$15,000
Replacement tires, tubes and rims for public works and town office.		
Grader, & Loader tires	3,200 each	
Dump truck tires	115 to 215 each	
Pick up & one ton	150 each	

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

2510 – PUBLIC WORKS VEHICLE MAINTENANCE

43250 Vehicle Maintenance \$90,000

All parts for repairs of approximately 25 vehicles
Wear Items included: Brooms for all sweepers, Filters, and Mower cutting knives
Increase due to costs of parts and additional number of vehicles being serviced. Historical records 2003-
76,031.00 2004- 78,780.00 2005- 80,118.00 2006- 85,541 2007- 106,407 2008- 78,330 2009 – 59,478 at
half year

43290 Steel \$ 3,000

Steel for fabrication of parts

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

2910 - SOLID WASTE

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
42030	Professional Service	77,169	55,810	41,745	56,310	43,810	43,810
42260	Contracted Services	551,086	522,311	229,373	568,800	551,800	551,800
42330	Tipping Fees	372,186	383,824	177,499	387,400	366,274	366,274
		<u>1,000,441</u>	<u>961,945</u>	<u>448,617</u>	<u>1,012,510</u>	<u>961,884</u>	<u>961,884</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

2910 – SOLID WASTE

OVERVIEW OF THE DIVISION

This division of the Public Works budget is where expenses for the Town's solid waste management activities appear. The major components of the program are the Windham Recycles trash and curbside recycling program, a drop-off recycling center at the public works facility, land fill monitoring, and internal hazardous waste disposal.

ACCOUNT DETAIL

42030 Professional Services

Public awareness, education, and promotion	\$ 2,000
Bags 15 gal @ .123 cents x 172,500	\$21,220
Bags 30 gal @ .181 cents x 90,000	\$16,290
Landfill post-closure monitoring	\$3,700
<u>Landfill mowing</u>	<u>\$600</u>
Total professional services	\$43,810

Manager's budget proposal removes funding composters (still have some in stock) and costs (advertising and mailing) for public awareness, with more being done by advertising, email, web site, etc. The manager's budget proposal also reduces expenditures for pay-as-you-throw (PAYT) bags by 25% due to expected inventory levels at June 30, 2010 reducing the need to buy as many bags in fiscal 2011.

42260 Contracted services:

Miscellaneous Solid Waste Programs

Silver Bullets	10,000
Internal hazardous waste disposal (Pumping holding tanks from floor drains)	4,200
40-yd roll off dumpster at Public Works for trash and bulky items	3,600
<u>picked up due to illegal dumping (4 pulls @ \$900.00 each)</u>	<u></u>
Total Miscellaneous Solid Waste Programs	\$ 17,800

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

3110 - POLICE SAFETY

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	1,391,580	1,496,290	647,664	1,539,360	1,488,092	1,488,092
41020	Premium Compensation	227,464	232,510	140,189	228,762	228,762	228,762
41030	Part-time Compensation	1,169	0	0	0	0	0
41100	Compensation for Court time	12,833	17,000	4,363	17,000	14,000	14,000
42030	Professional Services	6,122	8,780	3,087	8,780	8,780	8,780
42070	Advertising	508	500	223	500	500	500
42080	Postage	546	1,025	131	1,025	1,025	1,025
42090	Training/Conferences	7,456	13,700	5,544	13,700	12,000	12,000
42100	Travel/Meals	3,696	5,000	1,329	5,000	5,000	5,000
42110	Memberships	687	1,180	602	1,180	1,180	1,180
42210	Electrical Equipment Maintenance	1,866	1,500	1,156	1,500	1,500	1,500
43010	Supplies & Materials	13,129	16,200	9,268	16,200	16,200	16,200
43030	Books, Maps & Publications	1,423	1,800	1,328	1,800	1,800	1,800
43050	Clothing	22,483	25,565	8,694	25,565	25,565	25,565
43220	Other Equipment	1,947	10,500	1,614	10,500	10,500	10,500
		<u>1,692,909</u>	<u>1,831,550</u>	<u>825,192</u>	<u>1,870,872</u>	<u>1,814,904</u>	<u>1,814,904</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

3110 – POLICE SAFETY

41010 Chief of Police

26 pays @ \$3,144.78 (M3I) \$83,964
 Longevity Bonus \$2,200

Police Lieutenant/Executive Officer
 26 pays @ \$2,721.45 (M2I) \$72,758
 Longevity Bonus \$2,000

5 Sergeants, 2 Detectives, 18 Officers \$1,304,634**

Secretary/Administrative Assistant
 26 Pays @ \$1,431.73 (8F) \$37,975
 Longevity Bonus \$750

Secretary/Administrative Assistant
 26 Pays @ \$1,489.57 (8H) \$40,029
 Longevity Bonus \$1,300

** NOTES:

1. Includes all hourly differentials such as EMT, educational attainment, veterans of force stipends and holiday pay as required by the current bargaining agreement with the Maine Association of Police.
2. Additional 27th & 28th sworn approved by Town Council FY2009. January 2009 28th sworn removed by Police Chief as a result of revenue shortfall.

Manager's budget proposal funds 26th and 27th sworn positions for the second half of fiscal 2011, and eliminates the 28th position.

Reduction: \$51,268

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

3110 – POLICE SAFETY

Finance committee’s recommendation is to authorize the 26th sworn position for a full year and eliminate the 27th sworn position. This requires no change to the funding included in the manager’s proposed budget.

41020 Holiday premium pay, overtime pay, vacation coverage, sick leave, mandatory training coverage, compensatory time coverage, Summer Fest and canine home care.

41100 Attendance by sworn personnel at court hearings. This cost is partially reimbursed by courts.

Manager’s proposed budget reduces estimated court overtime, though this is highly unpredictable.

Reduction: \$3,000

Revised total: \$14,000

42030 Polygraph and psychological tests for new recruits (\$4,500) and lab testing (\$2,625) pre-employment physicals immunizations (\$840), credit checks & backgrounds (\$600), canine team vet, kennel and grooming services (\$1,000).

42070 Advertisements to recruit new personnel.

42090 For attendance at professional development seminars, academy training, in-service training, tuition reimbursement and web-based mandatory training.

Manager’s budget proposal reduces estimated training costs to align more closely with actual.

Reduction: \$1,700

Revised total: \$12,000

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

3110 – POLICE SAFETY

42100 Mileage reimbursement	\$ 3,000
Courthouse parking	1,000
Other	1,000
42210 Repair and certification of radar sets.	
43010 Lethal & Non-Lethal Training	\$8,000
Safety supplies	1,000
Photo and evidence gathering supplies	3,000
Printed materials and office supplies	3,000
Canine team food and supplies	1,200
43030 Criminal codes and traffic laws	\$1,400
PDR's & Maps	400
43050 Uniform replacement and cleaning costs:	
27 sworn @ \$500 each	\$13,500
3 Detective stipends @\$855 each	2,565
Contractual dry cleaning	9,500
43220 Light bars, sirens, portable radios, replacement mobile radios, personal computers, etc.	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

3120 - PUBLIC SAFETY DISPATCH

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	308,143	335,296	136,407	343,678	52,453	52,453
41020	Premium Compensation	58,655	51,434	34,381	51,434	0	0
41030	Part-time Compensation	629	0	3,760	0	0	0
42030	Professional Services	15,833	19,415	14,750	19,415	17,565	17,565
42060	Telephone	18,366	23,028	10,202	23,028	23,028	23,028
42090	Training/Conferences	4,597	6,500	590	6,500	850	850
42100	Travel/Meals	483	822	90	822	200	200
42210	Electrical Equipment Maintenance	12,097	13,000	4,873	13,000	13,000	13,000
42260	Contracted Services					266,345	266,345
43010	Supplies & Materials	1,019	2,800	312	2,800	250	250
43030	Books, Maps & Publications	-	200	0	200	200	200
43220	Other Equipment					75,000	75,000
		<u>419,822</u>	<u>452,495</u>	<u>205,365</u>	<u>460,877</u>	<u>448,891</u>	<u>448,891</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

3120-PUBLIC SAFETY DISPATCH

Manager's budget proposal contracts public safety dispatch services with the Cumberland County Regional Communications Center. The authorized staffing level would be reduced from eight full-time employees (one supervisor, seven dispatchers) to one (communications supervisor/coordinator). Of the seven positions cut, one is currently vacant. Cumberland County would likely hire as many as five, resulting in a potential net loss of one position overall.

Expenses have been reduced for wages, overtime, professional services, training and conferences, travel and meals, and supplies and materials to reflect the change from supporting eight positions in a 24/7 operation to one employee in a 40-hour five day position.

Expenses have been increased to account for transitional costs for radio, telephone, and data communications, as well as for the contract with Cumberland County.

Reduction: \$20,551

Benefit costs reduced in account 1220 to reflect staffing reduction.

Reduction: \$115,000

Total budget reduction in manager's budget proposal: \$135,551

41010 Wages for seven full-time dispatchers, and one supervisor

41020 This account covers holiday pay, overtime pay and vacation pay based on current trends.

41030 For reserve dispatchers to fill vacant shifts, as well as training for reservists.

42030 Polygraph testing (\$250 x 5), \$1,250; Psychological testing (\$500 x 4), \$2,000; DataMax (software for connection to state teletype system, \$1,115; IMC support contract, \$11,500; MetroSearch subscription (telephone directory search), \$700; IP MobileNet VPN service and tower rental \$1,500, and 50%Support for E911 ANI/ALY software(Falmouth shares the cost), \$750 .

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

3120-PUBLIC SAFETY DISPATCH

42060 Centrex fees for 14 lines, 1 teletype circuit, 28 cell phones, 3 Callfinders, 4 caller ID, toll calls, 2 mobile service channels & 2 UHF remote channels.

42210 Preventive maintenance and repair for base stations, mobile radios, portable radios, dispatch console, closed circuit television monitors/cameras, standby radio, Exacom digital recording system, digital cameras, camcorders, UPS battery packs, flashlights (\$9,000), maintenance of teletype switch, copiers (\$2,000), maintenance of patch panel, PC's, telephones, fax machines (\$2,000).

43010 Supplies for copy machine and general office use, distinctive shirts for dispatchers.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

3140 - ANIMAL CONTROL

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	30,166	40,235	0	40,235	20,118	35,000
41020	Overtime Pay	340	1,000	0	1,000	500	500
42030	Professional Services	20,605	22,437	6,507	23,393	23,393	23,393
43010	Supplies & Materials	64	400	260	400	-	-
		<u>51,175</u>	<u>64,072</u>	<u>6,767</u>	<u>65,028</u>	<u>44,011</u>	<u>58,893</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

3140 – ANIMAL CONTROL

41010 Wages for full-time Animal Control Officer \$40,235
 26 pays @ \$ 1,547.51 (10E)

Manager’s proposed budget funds the full-time ACO position, currently vacant, for the second half of fiscal 2011.

Reduction: \$20,117

Revised total: \$20,118

Finance committee’s recommendation restores the full-time ACO position at an annual salary of \$35,000.

Increase: \$14,882

Revised total: \$35,000

41020 Emergency Call Out. \$1,000

42030 Agreement with Animal Refuge League. \$20,893
 Veterinary treatment of animals whose owner is unknown. 1,000
 Contracted ACO for emergency call out and vacation coverage. 1,500

43010 Supplies, uniforms and materials for the animal control officer. 400

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

3210 - POLICE SAFETY VEHICLE MAINTENANCE

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	369	15,403	3,048	14,377	14,377	14,377
41020	Overtime Compensation	88	250	38	250	250	250
42200	Outside Vehicle Maintenance	3,894	9,225	4,493	9,225	9,225	9,225
42210	Electrical Equipment Maintenance	496	820	398	820	820	820
43140	Gas Products	42,995	44,400	16,109	53,280	53,280	53,280
43200	Petroleum Products	1,326	2,500	26	2,500	2,500	2,500
43240	Tires	8,698	6,150	3,029	6,150	6,150	6,150
43250	Vehicle Maintenance	19,482	20,000	13,109	20,000	20,000	20,000
		<u>77,348</u>	<u>98,748</u>	<u>40,250</u>	<u>106,602</u>	<u>106,602</u>	<u>106,602</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

3210 – POLICE SAFETY VEHICLE MAINTENANCE

41010 9% of Public Works Mechanics wages

42200 Costs for engine overhauls, valve jobs, transmission overhauls, alignments, bodywork, etc.

42210 For alternator and starter repair work.

43140 For unleaded gas, 24,000 gallons @ \$2.22 per gallon.

43200 For petroleum products and other fluids used in maintaining public safety vehicles. Oil, antifreeze, transmission fluid, grease & other lubricants.

43240 Tires for public safety vehicles.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

4110 - FIRE/RESCUE ADMINISTRATION

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	139,843	171,487	68,604	171,487	107,668	171,487
41020	Overtime Compensation	1,561	1,500	0	1,500	1,500	1,500
41030	Part-time Compensation	416,339	381,921	181,486	381,930	358,375	388,120
41130	Training Compensation	44,388	68,277	17,897	68,277	47,734	68,277
42030	Professional Services	23,704	29,884	13,857	29,884	26,019	26,019
42040	Print Services	-	600	-	600	1,000	1,000
42060	Telephone	4,976	2,400	2,718	2,400	6,000	6,000
42080	Postage	154	600	21	600	600	600
42090	Training/Conferences	6,380	13,910	1,707	13,910	8,455	8,455
42100	Travel/Meals	146	2,500	670	2,500	2,500	2,500
42110	Memberships	1,063	2,580	1,974	2,580	2,250	2,250
42210	Electrical Equipment Maintenance	6,525	5,000	2,001	5,000	4,905	4,905
43010	Supplies & Materials	3,390	4,400	1,750	4,400	4,400	4,400
43210	Electronic Equipment	6,559	7,400	5,526	7,400	7,400	7,400
43220	Other Equipment	28,549	35,000	13,165	35,000	35,000	35,000
43320	Chemicals	3,360	4,000	-	4,000	4,000	4,000
43330	Equipment Replacement	-	-	-	-	-	-

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

4110 - FIRE/RESCUE ADMINISTRATION

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
44070	Contributions to Agencies	1,950	1,950	0			
		<u>688,887</u>	<u>733,409</u>	<u>311,376</u>	<u>731,468</u>	<u>617,806</u>	<u>731,913</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

4110 – FIRE-RESCUE ADMINISTRATION

ACCOUNT DETAIL

41010 Compensation

Chief	26 pays @ \$3,038.44 (M3H)	\$ 78,999
	Longevity bonus	750
Deputy Chief	26 pays @ \$2,454.59 (M2F)	63,819
Admin. Asst.	26 pays @ 1,073.82 (8F, 30 hours/week)	27,919
Total		\$171,487

Manager’s budget proposal eliminates the full-time deputy chief’s position. Inspections and plan review for site plan, subdivision, and fire code will be handled on a ‘best effort’ basis by the chief and per diem staff (with training). This also reduces daytime station staffing by one (current 4 per diem, 1 paramedic, 1 rescue member, deputy chief, and chief), or approximately 12.5%.

Reduction: \$ 63,819

Revised total: \$107,668

Town Council’s budget restores the full-time deputy chief’s position.

Increase: \$63,819

Revised total: \$171,487

41020 Overtime pay for per diem or call personnel, used only for open shifts, though not all shifts are covered.

41030 Compensation for call personnel, the major compensation account for the department:

Officer pay for meetings and other tasks \$ 10,829

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

4110 – FIRE-RESCUE ADMINISTRATION

Daytime per diem program (4 positions, 11 hours per day)	267,158
Call firefighters	61,600
Major incidents	11,088
Public service details, including fire police	7,700
Total	\$358,375

NOTE: While it does not show as a reduction in these notes, the manager's proposed budget reduces the daytime per diem program (4 firefighters, 2 each in North Windham and Windham Center) from the current level of 12 hours per day to 11 hours per day, 7 days a week, a staffing reduction of 8.3%.

Finance committee's recommendation restores per-diem daytime staffing at North Windham and Windham Center stations to 12 hours per day, 7 days a week.

Increase: \$29,745

The committee's recommendation also adds funding for a third daytime per-diem position 8 hours per day, 5 days a week at North Windham station to fill the hours lost through elimination of the full-time deputy chief's position.

Increase: \$40,000

Revised total: \$428,120

Town Council's budget removes 40-hour per diem staffing in favor of restoring the full-time deputy chief's position.

Reduction: \$40,000

Revised total: \$388,120

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

4110 – FIRE-RESCUE ADMINISTRATION

41130 Training compensation:

Regular training meetings	\$ 29,574
Mandatory annual training	8,085
Firefighter I training for new recruits (5)	7,584
Rapid Intervention Team training	2,491
Total	\$ 47,734

NOTE: Not included in the manager’s proposed budget are costs for officer development training, training for an additional five new recruits, and training opportunities for new EMTs, as well as departmental training meetings, a total reduction of \$20,543.

Finance committee’s recommendation restores training compensation funding.

Increase: \$20,543

Revised total: \$68,277

42030 Preventive maintenance for specialized fire-rescue equipment, photocopier service agreement, group accident insurance for call personnel, mandatory physical exams, vaccines, and fitness testing.

42040 Printing reports, forms, and other materials.

42060 Telephone lines and cellular phone service.

42080 Postage.

42090 Registration and attendance at outside training programs.

42100 Expenses for attending outside training programs, meetings, etc., not including registration fees.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

4110 – FIRE-RESCUE ADMINISTRATION

42110 Dues for International Association of Fire Chiefs, Cumberland County Fire-EMS Film Library, Maine Fire Chief's Association, and Cumberland County Fire Chief's Association, and subscription for NFPA fire codes.

42210 Radio repairs and battery replacements.

43010 Office supplies.

43210 Annual replacement/upgrade of pagers for call personnel. Replacement/upgrade of mobile radios.

43220 Equipment replacement, including protective clothing, worn or damaged tools and equipment, and breathing apparatus bottles which must be replaced every 15 years.

43320 Firefighting foam and other chemicals utilized

44070 Payment to the Town of Cumberland for fire protection services to the Forest Lake area.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

4130 - RESCUE SERVICES

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	165,337	160,983	76,681	170,183	160,983	160,983
41020	Overtime Compensation	35,544	28,097	18,577	28,097	28,097	28,097
41030	Part-time Compensation	167,073	181,450	87,432	181,450	174,631	174,631
41110	Other Benefits	-	-	-	-	-	-
41130	Training Compensation	12,942	13,281	4,973	13,281	8,696	8,696
42030	Professional Services	15,728	8,050	6,268	8,050	6,625	6,625
42060	Telephone	645	1,425	513	1,425	1,425	1,425
42070	Advertising	223	400	223	400	400	400
42080	Postage	144	250	0	250	250	250
42090	Training/Conferences	10,909	6,550	8,280	6,550	7,125	7,125
42100	Travel/Meals	108	100	-	100	100	100
42210	Electrical Equipment Maintenance	919	3,144	1,587	3,144	2,544	2,544
42260	Contracted Services	36,282	26,000	13,371	26,000	26,000	26,000
43010	Supplies & Materials	1,205	2,000	198	2,000	2,000	2,000
43040	Medical Supplies	34,473	28,000	20,367	28,000	29,000	29,000
43050	Clothing/Uniforms	2,735	4,400	1,987	4,400	3,400	3,400
43210	Electronic Equipment	528	7,500	7,550	7,500	7,500	7,500

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

4130 - RESCUE SERVICES

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
43220	Other Equipment	1,210	10,000	6,356	10,000	10,000	10,000
43330	Equipment Replacement	-	-	0	-	-	-
44070	Contributions to Agencies	1,950	4,076	2,046	4,076	4,076	4,076
46030	Bad Debts	69,144		0	50,000	75,000	75,000
		<u>557,099</u>	<u>485,706</u>	<u>256,409</u>	<u>544,906</u>	<u>547,852</u>	<u>547,852</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

4130 – RESCUE SERVICES

41010 Four Fulltime Firefighter-Paramedics (84 hours per pay period):

#1			
26 pays @ (Step 7)	\$1,594.07		\$41,446
#2			
26 pays @ (Step 7)	\$1,594.07		\$41,446
		Educational Stipend	<u>\$ 218</u>
			\$41,664
#3			
26 Pays @ (Step 6)	\$1,562,82		\$40,633
		Educational Stipend	<u>\$ 218</u>
			\$40,852
#4			
26 Pays @ (Step 1)	\$1,415.48		\$36,803
		Educational Stipend	<u>\$ 218</u>
			\$37,021
			\$160,983

41020 Overtime, including coverage for open shifts.

Vacation / Coverage Pay	\$	19,350	
Sick Pay / Coverage Pay	\$	15,880	
Overtime Pay	\$	7,931	\$ 43,161

Manager's budget proposal reduces this amount.

Reduction: \$15,064

Revised total: \$28,097

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

4130 – RESCUE SERVICES

41030 Daytime per diem personnel, nighttime on-call third rescue member.

2009-2010 Rescue Payroll Explanation

Basic Coverage

Personnel at home respond to the calls directly from their home
 They are compensated on an hourly rate to be available for calls

84	52	\$1.39	Night Time Only	\$6,072
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Station coverage of medical personnel to work with the fulltime paramedic.

24	365	\$ 16.64	Average of officer & non officer	\$145,766
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Other Services

Potential storm coverage for disaster or severe weather storms

96	16.42	48 hours X 2 people	\$1,597
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Second rescue calls for the rescue company

Per hour cost of a paramedic, captain, and an EMT

200	\$52.99	2	\$21,196	\$21,196
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\$174,631

41130 Departmental and company training

Monthly training	\$ 1,576
Mandatory training time	\$ 394
New EMT training (2)	\$ 6,726
Total	\$ 8,696

42030 Preventive maintenance for emergency medical equipment, physical examinations for all new personnel, hepatitis vaccinations, and testing.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

4130 – RESCUE SERVICES

42060 Cellular telephones in both rescue units.

42090 Tuition and registration fees for EMS seminars and conferences.

42210 Maintenance of portable radios, batteries for various portable medical devices and other equipment.

43010 Office supplies.

43040 Medical supplies.

43050 Uniform service.

43210 Electronic assessment units to assist in patient care, upgrades/replacements of older equipment.

43220 Technology upgrades, replacement of worn or damaged equipment, or purchase of new equipment.

44070 Southern Maine Emergency Medical Service annual assessment	\$1,826
Licensing both rescues through Maine Emergency Medical Service	\$ 300
Town of Cumberland for medical coverage in the Forest Lake area of Windham	\$1,950
<u>Total</u>	<u>\$4,076</u>

46030 Bad debt. Accounts for uncollectible amounts billed for rescue services. See offset at R0475.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

4140 - EMERGENCY MANAGEMENT

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41030	Part-time compensation	-	-	-	-	-	-
43010	Supplies & Materials	(124)	500	107	500	500	500
		<u>(124)</u>	<u>500</u>	<u>107</u>	<u>500</u>	<u>500</u>	<u>500</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

4140 – EMERGENCY MANAGEMENT

43010 Funding for start-up supplies and materials to open an emergency shelter.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

4150 - WATER MAIN CHARGES

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
42240	Water Main Charges	90,211	84,325	36,067	90,000	90,000	90,000
		90,211	84,325	36,067	90,000	90,000	90,000

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

4150 – WATER MAIN CHARGES

42240 Charges for fire hydrants and fire protection from the Portland Water District.

Note: According to a letter dated February 19, 2010 the district has filed a rate increase with the PUC to take effect May 3, 2010 increasing fire protection rates by 3.5%. As of February 2010 monthly fire protection costs are \$7,209.19 for public facilities with sprinkler systems and hydrants.

$\$7,209.19 \times 12 \times 103.5\% = \$89,538.14$

In addition, new hydrants will be installed under a CDBG-R grant during FY10, adding further to the annual funding requirement for this account.

Manager's budget proposal for this account is \$90,000.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

4210 - FIRE/RESCUE VEHICLE MAINTENANCE

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41030	Part-Time Compensation	211	6,047	0	6,047	6,047	6,047
42030	Professional Service	39,685	30,952	10,491	30,952	30,952	30,952
42200	Outside Vehicle Maintenance	18,887	15,000	13,700	15,000	17,000	17,000
42210	Electrical Equipment Maintenance	8,443	2,200	1,481	2,200	2,200	2,200
43140	Gas Products	5,644	3,700	1,995	4,440	4,440	4,440
43160	Diesel Fuel	28,575	28,000	8,524	33,600	33,600	33,600
43180	Tools	249	2,600	427	2,600	2,600	2,600
43200	Miscellaneous Products	152	3,200	-	3,200	3,200	3,200
43240	Tires	5,860	7,000	2,797	7,000	7,000	7,000
43250	Vehicle Maintenance Parts	25,709	19,000	14,976	19,000	21,000	21,000
44190	Capital Equipment	-	2,500	-	2,500	2,500	2,500
		<u>133,415</u>	<u>120,199</u>	<u>54,391</u>	<u>126,539</u>	<u>130,539</u>	<u>130,539</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

4210– FIRE-RESCUE VEHICLE MAINTENANCE

41030 Part-time helper for fire-rescue apparatus mechanic one day per week.

42030 Payments to Gorham for Windham's share of the apparatus mechanic program.

42200 Outside repair work – spring work, front-end alignments, wrecker services, some body or paint work.

42210 Electrical work on apparatus.

43140 Unleaded gasoline. 2,000 gallons @ \$2.22 per gallon.

43160 Diesel fuel. 14,000 gallons @ \$2.40 per gallon.

43180 Purchase of new tools or replacement of lost, worn out, or damaged tools.

43200 Oil products used in the engines, pumps, and transmissions.

43240 Replacement of tires.

43250 Replacement parts for repairs and maintenance.

44190 Purchases of capital items for the shared apparatus mechanic are split with Gorham on an equal basis.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

5110 - PARKS AND RECREATION ADMINISTRATIVE SERVICES

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	130,037	132,165	64,010	132,165	132,165	132,165
41020	Overtime Compensation	1,714	1,500	836	1,500	1,000	1,000
41030	Part-time Compensation	20,318	20,259	8,531	20,259	13,506	13,506
42030	Professional Services	7,385	7,000	3,990	7,000	7,000	7,000
42060	Telephone	1,630	2,500	694	2,500	2,000	2,000
42070	Advertising	62	-	0	-	-	-
42080	Postage	2,434	3,000	1,003	3,000	3,000	3,000
42090	Training/Conferences	135	1,000	609	1,000	1,000	1,000
42100	Travel/Meals	322	400	21	400	400	400
42110	Memberships	306	300	0	300	300	300
43010	Supplies & Materials	972	2,000	521	2,000	2,000	2,000
43030	Books/Maps/Publications	95	100	120	100	100	100
43220	Other Equipment	-	-	-	-	-	-
44070	Contribution to Agencies	-	-	0	-	-	-
		<u>165,410</u>	<u>170,224</u>	<u>80,335</u>	<u>170,224</u>	<u>162,471</u>	<u>162,471</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

5110 - PARKS AND RECREATION ADMINISTRATIVE SERVICES

ACCOUNT DETAIL

41010 Parks and Recreation Director 26 pays @ \$2,540.50 (M2G)	\$66,053
Recreation Programmer 26 pays @ \$1,351.07 (6H)	\$35,128
Administrative Assistant (32 hours per week) 26 pays @ \$1,191.68 (8H)	<u>\$30,984</u>
Total	\$132,165
41020 Amount for overtime compensation for non-exempt staff	\$ 1,500
41030 Part-time Senior Programmer (24 hours per week) 26 pays @ \$779.184 (6F)	\$20,259

Manager's budget reduces hours for the senior programmer from 24 to 16 (0.2 FTE, or a 3.7% reduction in staffing). Changing office operating hours to four days a week from five reduces the need for office coverage. Senior trips and programs should remain mostly unaffected.

Reduction: \$6,753

Revised total: \$13,506

42030 Professional Services- \$5,500 for printing of 2 program flyers, \$1,000 service contracts for copier and risso machines for office area and \$500 for software service.	\$7,000
42060 Telephone.	\$2,500

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

5110 - PARKS AND RECREATION ADMINISTRATIVE SERVICES

42080 Mailings of brochures and year-round shared use of postage meter at Town Hall.	\$3,000
42090 Training administered by Maine Recreation Parks Association and regional conferences for department staff.	\$1,000
42100 Fuel reimbursement, travel and meal expenditures for all staff.	\$ 400
42110 Membership to Southern Maine Area Recreation Technicians (SMART), Maine Recreation and Parks Association (MRPA), and National Parks and Recreation Association (NPRA).	\$ 300
43010 All office supplies during the year for Department	\$2,000
43030 Books, manuals and publications for department staff.	\$ 100

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

5111 - RECREATION PROGRAMMING

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41030	Part-time Compensation	96,497	100,000	65,667	100,000	100,000	100,000
41110	Payroll Tax	10,094	10,000	-	10,000	10,000	10,000
42030	Professional Expenses	136	300	0	300	300	300
42200	Outside Vehicle Maintenance	-		-			
42260	Contracted Services - Day Camp	19,471	20,000	24,407	20,000	20,000	20,000
42280	Contracted Services - Other	17,184	20,000	4,189	20,000	20,000	20,000
43010	Supplies and Materials - Day Camp	5,325	5,000	1,639	5,000	5,000	5,000
43020	Supplies and Materials - Other	1,568	6,000	814	6,000	6,000	6,000
43140	Vehicle Fuel	1,236	1,500	501	1,500	1,500	1,500
43250	Vehicle Maintenance	235	2,000	74	2,000	2,000	2,000
45020	Senior Programs	5,240	10,000	1,006	10,000	10,000	10,000
45030	Community Events	1,809	3,000	1,233	3,000	3,000	3,000
45040	Summerfest	-	-	(827)			
		<u>158,795</u>	<u>177,800</u>	<u>98,703</u>	<u>177,800</u>	<u>177,800</u>	<u>177,800</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

5111 - RECREATION PROGRAMMING

41030	Wages for all staff hired to run user fee supported recreation programs	\$100,000
41110	Wage-driven benefit costs for program staff.	\$ 10,000
42030	Credit card assignment fee	\$ 300
42260	All contracted services for day camp programs.	\$ 20,000
42280	Contracted services for all programs and services.	\$ 20,000
43010	All equipment, arts and craft supplies, t-shirts for day camp programs.	\$ 5,000
43020	Supplies and material for all programs.	\$ 6,000
43140	Vehicle fuel, yearly anticipated use and amount necessary for the Recreation Vans.	\$ 1,500
43250	Vehicle maintenance, typical and annual maintenance check for (2) Vans	\$ 2,000
45020	Senior programs- all expenses for senior programs during the year.	\$ 10,000
45030	Community special events-all expenses for special events during the year.	\$ 3,000

FISCAL NOTE: This account represents direct program costs, which are offset by user fees in revenue account R0416. In addition, user fee revenues contribute to indirect program costs included in account 5110 and any additional revenues are transferred to Recreation Revenue Fund.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

5120 - PARKS - DUNDEE AND TRAILS

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41030	Part-time Compensation	36,784	39,040	28,008	39,040	39,040	39,040
42060	Telephone	684	500	347	500	500	500
42150	Refuse Pickup	84	300	332	300	300	300
42220	Electricity	960	900	838	900	900	900
42230	Water Supply	2,286	2,000	560	2,000	2,000	2,000
42250	Building Services	2,948	2,500	2,783	2,500	2,500	2,500
43010	Supplies and Materials	2,687	3,000	3,239	3,000	3,000	3,000
44070	Community Events	-	-	-	-	-	-
45260	Ice Rink Plowing Services	-	-	-	-	-	-
45270	Lease of PWD Gambo Soccer Fields	745	800	768	800	800	800
		<u>47,178</u>	<u>49,040</u>	<u>36,875</u>	<u>49,040</u>	<u>49,040</u>	<u>49,040</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

5120 – PARKS

41030 Part-time Compensation

Dundee Park

Steward Managers, contract based on 2 @ \$12.36/hr for 16 weeks @ 40 hours/wk	\$15,820
Supervisors, 1 @ \$10.80 per hour x 25 hours x 16 weeks	\$ 4,320
Lifeguard coverage, 100 hours x \$10.50 x 12 weeks (2 lifeguards on at a time for estimated 50 hours per week)	<u>\$12,600</u>
Dundee Park total	\$32,740

Trail and Park maintenance workers \$14.00 per hour x 25 hours x 18 weeks \$ 6,300

Total Part-time Compensation \$39,040

42060 All related phone expenses for Dundee \$ 400

42150 All related expenses for refuse disposal at Dundee Park \$ 300

42220 Electricity for Dundee. \$ 900

42230 Plumbing needs at Dundee. \$ 2,000

42250 Building needs for Dundee Park. \$ 2,500

43010 Supplies and materials for Dundee Park and trails in Town. \$ 3,000

45270 Fees and taxes paid to Portland Water District for Gambo property. \$ 800

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

5130 - PARKS - SKATE PARK

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41030	Part-time Compensation	7,236	9,800	5,264	9,800	8,246	9,800
42060	Telephone	316	300	134	300	300	300
42220	Electricity	428	550	225	550	550	550
42260	Contracted Services	1,019	600	240	600	600	600
43010	Supplies and Materials	3,305	5,000	101	5,000	5,000	5,000
43020	Office Supplies & First Aid	218	150	15	150	150	150
		<u>12,522</u>	<u>16,400</u>	<u>5,979</u>	<u>16,400</u>	<u>14,846</u>	<u>16,400</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

5130 – PARKS – SKATE PARK

41030 Part-time Compensation \$ 9,800

This is for part-time staffing of the skate park for hours beyond the full-time programmer's schedule at the park. The Park is scheduled to be open a total of twenty-eight weeks. The park is open eight weeks during both the spring and fall, and twelve weeks during the summer. The park's hours are:

Spring and Fall Hours

Mondays – Thursdays	2:00 -6:00 pm
Fridays	2:00-9:00 pm
Saturdays	9:00 am – 9:00 pm
Sundays	12:00pm -6:00 pm

Summer Hours

Mondays-Saturdays	9:00am-9:00pm
Sundays	12:00pm-6:00pm

The Skate Park is open 41 hours per week for the spring and fall seasons. Twenty of those hours are covered by the full-time programmer's position in account number 5110-0101 leaving twenty-one hours to be filled by part-time staff.

During the summer the park is open 78 hours per week. Forty hours per week are covered by the full-time programmer, leaving 38 to be filled by part-time staff.

Total hours covered by part-time staff, consisting of three to five employees, for all three seasons are 792 plus 120 coverage hours of programmer's position. The 120 hours covers vacations and other events. The break down of part time staff is as follows: Senior Supervisor 584 hours at \$11.78 is \$6,879.52 and supervisory staff 328 hours at \$9.25 an hour is \$3,034

Manager's budget proposal reduces skate park hours from 41 to 35 hours per week (14.6%) during the spring and fall, and from 78 to 72 hours per week (7.7%) in the summer based on having the park closed on Sunday. The actual hours will be determined by parks and recreation director subject to approval by the town manager.

Reduction: \$1,554

Revised total: \$8,246

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

5130 – PARKS – SKATE PARK

Finance committee's recommendation restores funding for park staff.

Increase: \$1,554 (offset by funds from the Recreation Program fund at R0416, along with associated benefits in account 1220)

Revised total: \$9,800

42060 All related phone expenses for skate park	\$ 300
42220 Electricity for skate park operation	\$ 550
42260 Porta potty expenses for park	\$ 600
43010 Repair and replacement of ramps and obstacles and maintenance.	\$ 5,000
43020 Office, medical and cleaning supplies	\$ 150

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

5510 - LIBRARY SERVICES

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	231,299	216,882	106,530	216,882	216,882	216,882
41030	Part-time Compensation	33,495	53,299	17,758	53,299	34,377	53,299
42030	Professional Services	637	3,000	3,000	3,000	3,000	3,000
42040	Print Services	466	900	236	900	900	900
42050	Equipment Maintenance	1,071	750	758	750	750	750
42060	Telephone	2,167	2,500	625	2,500	2,500	2,500
42080	Postage	3,130	3,200	1,357	3,200	1,000	1,000
42090	Training/Conferences	337	900	340	900	900	900
42100	Travel/Meals	481	2,000	107	2,000	2,000	2,000
42110	Memberships	305	400	376	400	400	400
43010	Supplies & Materials	4,934	5,000	3,395	5,000	1,000	4,000
43030	Books, Maps & Publications	22,469	29,300	13,858	29,300	24,300	24,300
43060	Non-printed Materials	5,973	6,600	3,191	6,600	5,600	5,600
43220	Other Equipment	6,598	7,175	1,726	7,175	6,175	6,175
		<u>313,362</u>	<u>331,906</u>	<u>153,257</u>	<u>331,906</u>	<u>299,784</u>	<u>321,706</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

5510 – LIBRARY SERVICES

ACCOUNT DETAIL

41010	Library Director	\$66,803
	26 pays @ \$2,540.50 (M2G)	
	Longevity Bonus \$750	
	Adult Services Librarian/Cataloger	\$42,361
	26 pays @ \$1,610.03 (10G)	
	Longevity Bonus \$500	
	Children’s Librarian	\$44,302
	26 pays @ \$1,675.08 (10I)	
	Longevity Bonus \$750	
	Circulation Supervisor	\$0
	Position eliminated in FY2010 budget	
	Technology Services/Reference Librarian	\$42,361
	26 pays @ \$1,610.03 (10G)	
	Longevity Bonus \$500	
	Children’s Library Assistant (30 Hours/week)	<u>\$21,055</u>
	26 pays @ \$809.82 (1I)	
	Total	\$216,882

41030 Part time coverage of 84.5 hours per week (5 employees) \$53,299
 26 pays @ \$2,049.07 (average/hour \$12.13)

Manager’s budget proposal reduces part-time staff from 84.5 hours to 54.5 hours and reduces public hours of operation from 53 to 38 per week.

Reduction: \$18,922

Revised total: \$34,377

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

5510 – LIBRARY SERVICES

Finance committee's recommendation restores funding for part-time staff.

Increase: \$18,922 (offset by funds from the Recreation Program fund at R0416, along with associated benefits in account 1220)

42030 Professional services. Includes funds for yearly library software contract and other miscellaneous services.

42040 Printing of patron cards, application cards, bookplates, etc.

42050 Contracts to maintain copiers. Includes toner

42060 Regular telephone lines, fax line and 2 emergency response phones.

42080 Library postage costs.

Manager's budget proposal reduces postage costs by eliminating free interlibrary loan service.

Reduction: \$2,200

Revised total: \$1,000

42090 Training/Conferences. Covers registration fee for American Library Association Conference (ALA) and registrations for staff members to attend Maine Library Association (MLA) and/or New England Library Association Conferences (NELA) as well as other professional workshops or seminars that benefit library service.

42100 Routine reimbursement for travel and meals at seminars and conferences as well as mileage reimbursement for library staff who take library services to nursing homes and senior living facilities.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

5510 – LIBRARY SERVICES

42110 Memberships to American Library Association (ALA), Public Library Association (PLA), state & regional associations.

43010 All library supplies. Includes general office supplies, specialized library supplies, printer cartridges, paper for copier and printers.

Finance committee's recommendation restores funds removed due to an error in the manager's budget proposal.

Increase: \$3,000

Revised total: \$4,000

43030 Books, maps and publications.

Manager's budget proposal reduces acquisition of new print materials for the collection.

Reduction: \$5,000

Revised total: \$24,300

43060 Non-print materials include videos, audio books, and music CDs.

43220 Other equipment, primarily computer equipment, library shelving, storage and miscellaneous library equipment and furniture. The library has 23 computers, including public access computers, catalog stations, circulation stations, and staff computers. This line item reflects replacement of equipment as needed.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

6110 - CODE ENFORCEMENT & ZONING ADMINISTRATION SERVICES

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	228,144	228,589	111,353	228,589	147,190	147,190
42030	Professional Services	1,100	1,200	600	1,200	5,000	5,000
42040	Print Services	-	200	0	200	200	200
42050	Equipment Maintenance	-	500	0	500	500	500
42060	Telephone	2,042	1,800	673	1,800	1,500	1,500
42070	Advertising	1,308	1,200	118	1,200	1,200	1,200
42080	Postage	1,000	800	0	800	800	800
42090	Training/Conferences	820	990	15	990	990	990
42100	Travel/Meals	1,992	500	95	500	500	500
42110	Memberships	520	320	205	320	320	320
42260	Contracted Services	9,230	8,950	8,600	8,950	8,950	8,950
43010	Supplies & Materials	1,731	1,200	421	1,200	1,200	1,200
43030	Books, Maps & Publications	680	1,500	450	1,500	1,500	1,500
43140	Gas Products	1,910	1,480	636	1,780	1,780	1,780
43220	Other Equipment	2,412	1,010	2,440	1,010	1,010	1,010
43300	Copy Services	(208)	1,100	(96)	1,100	1,100	1,100
		<u>252,681</u>	<u>251,339</u>	<u>125,510</u>	<u>251,639</u>	<u>173,740</u>	<u>173,740</u>

Town of Windham

Proposed Municipal Budget FY 2010-2011

6110 – Code Enforcement & Zoning Administrative Services

ACCOUNT DETAIL

41010 Compensation

Director	\$81,399
26 pays @ \$3,038.44 (M3H)	
Longevity Bonus \$2,400	
Administrative Assistant	\$40,253
26 pays @ \$1,519.36 (8I)	
Longevity Bonus \$750	
Senior Code Enforcement Officer	\$55,585
26 pay @ \$2,137.87 (15I)	
Code Enforcement Officer	<u>\$51,352</u>
26 pay @ \$1,975.06 (15E)	
Total compensation	\$228,589

Manager's budget proposal leaves code enforcement director's position, vacant due to retirement, unfilled. The retiring director will remain on the roster of code enforcement officers in a reserve capacity.

Reduction: \$81,399

Revised total: \$147,190

42030 Contracted Services for recording secretary for Appeals Boards. 12 Board of Appeals meetings. **Total \$1,200.**

Town of Windham

Proposed Municipal Budget FY 2010-2011

6110 – Code Enforcement & Zoning Administrative Services

Manager's budget proposal adds funding for professional services in the absence of a director.

Increase: \$3,800

Revised total: \$5,000

42040 Building permit cards, business cards, stop work orders, occupancy permits and door knob notices.

42050 Annual server printer maintenance and parts, shared with Planning Department.

42060 Office and cellular phone charges.

42070 Legal advertisements for Appeals Board -12 meetings at \$ 100 each (site walks and public hearings).

42080 Postage for general office correspondence, public hearing notifications to abutters.

42090 Code Enforcement training \$165 per class.

42100 Meetings for Code Enforcement.

42110 ICC (\$100), Maine Building Officials & Inspectors Association (\$105), MASE (\$115.00).

42260 Stormwater fees: SCS (\$8,000), annual report (\$800), and MS4 sewer system annual fee (\$150).

43010 General office and color printer supplies (shared with the Planning Department).

43030 Publications and code books.

Town of Windham

Proposed Municipal Budget FY 2010-2011

6110 – Code Enforcement & Zoning Administrative Services

43140 Estimated use of 800 gallons at \$2.22 per gallon.

43220 Replacement of existing equipment (\$400), annual software maintenance fee (\$2,440)

43300 Copier service contract (\$885), staples (\$115), paper and supplies for copies (\$2,300), shared equally by Assessing, Planning and Code Enforcement.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

6120 - PLANNING SERVICES

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	157,865	160,099	77,274	160,099	160,099	160,099
42030	Professional Services	10,500	10,000	2,293	10,000	6,000	6,000
42040	Print Services	-	-	394	-	750	750
42050	Equipment Maintenance	-	500	0	500	500	500
42060	Telephone	2,194	1,800	903	1,800	1,800	1,800
42070	Advertising	1,795	3,000	3,349	3,000	4,000	4,000
42080	Postage	519	1,500	500	1,500	1,000	1,000
42090	Training/Conferences	1,519	2,000	568	2,000	1,200	1,200
42100	Travel/Meals	474	2,000	267	2,000	1,500	1,500
42110	Memberships	727	795	637	795	900	900
43010	Supplies & Materials	1,649	2,000	919	2,000	1,500	1,500
43030	Books, Maps & Publications	250	500	497	500	500	500
43140	Fuel	-	300	-	300	-	-
43220	Other Equipment	337	-	-	-	610	610
43300	Copy Services	163	850	845	850	500	500
		<u>177,992</u>	<u>185,344</u>	<u>88,446</u>	<u>185,344</u>	<u>180,859</u>	<u>180,859</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

6120 –PLANNING SERVICES

OVERVIEW OF THE DEPARTMENT

The mission of the department is to provide short and long-term planning services to the town, assist in the development and implementation of the comprehensive master plan and other plans, provide development review services and staff support to the planning board, and serve a key role in guiding the future policies and directions of the community.

ACCOUNT DETAIL

41010 Compensation	\$160,099
Planning Director	\$66,515
26 pays @ \$2,558.27 (M3C)	
Planner	\$55,615
26 Pays @ \$2,139.04 (M2B)	
Planning Secretary	\$37,969
26 pays @ \$1,460.36 (8G)	
42030 Professional Services	\$10,000
- Consulting for Plans, Studies or Projects	

Manager’s budget proposal reduces professional services.

Reduction: \$4,000

Revised total: \$6,000

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

6120 –PLANNING SERVICES

42040 Print Services **\$750**

- Duplication of:
 - Large format engineering plans,
 - Comprehensive Plans (color),
 - Land Use Ordinances,
 - General photocopies

42050 Equipment Maintenance **\$500**

- Annual printer maintenance and parts (Fixed Cost).

42060 Telephone **\$1,800**

- Land lines (Fixed Cost),
- Supplies cellular phone service for Director and Assistant Planner.

42070 Advertising **\$4,000**

- Legal advertisements for Planning Board meetings (Fixed Cost),
- Notices for public announcements or community meetings

42080 Postage **\$1,500**

- Mailing of letters and documents,
- Mailing of abutters' notices as part of the Planning Board review process.

Manager's budget proposal reduces this item.

Reduction: \$500

Revised total: \$1,000

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

6120 –PLANNING SERVICES

42090 Training/Conferences **\$1,200**

- Registration for various workshops, including American Planning Association (APA) National Conference, state conferences, computer training.
- Additional local conferences:
 - Local APA Chapter Conference,
 - Specialized training sessions on such topics as stormwater management, development review, and specific planning topics.

42100 Travel/Meals **\$2,000**

- Travel expenses related to attendance and workshops, conferences, and meetings, including national conferences and/or regional meetings.
- Amount will provide adequate funds (along with Line 42090, to send one staff member in the department to a national level conference).

Manager's budget proposal reduces this item, leaving funds for conference attendance and some other local and/or regional meetings.

Reduction: \$500

Revised total: \$1,500

42110 Memberships **\$900**

- Dues for professional associations, APA (National), APA (Chapter), American Institute of Certified Planners (AICP), Maine Association of Planners (MAP).

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

6120 –PLANNING SERVICES

43010 Supplies & Materials **\$2,000**

- General office supplies, contributions to color printer and plotter supplies.

Manager's budget proposal reduces this item.

Reduction: \$500

Revised total: \$1,500

43030 Books, Maps & Publications **\$500**

- Purchase of planning reference books for staff and planning board members.
- Examples include:
 - Journal of the American Planning Association,
 - Planner's Advisory Service Publications – these are topic specific reference materials that assist in the completion of planning studies, ordinance amendments, and other related projects,
 - Zoning Practice,
 - Reference books for projects such as the Ordinance Update Committee,

43140 Fuel **\$300**

- Department uses fleet cars to attend meetings, conduct research, travel to regional conferences and training events, and conduct site visits.

Manager's budget proposal reduces this item.

Reduction: \$300

Revised total: \$0

43220 Other Equipment **\$610**

- Vision Assessing Database Software Users License

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

6120 –PLANNING SERVICES

43300 Copy Services **\$850**

- Shared contract with Assessing and Code Enforcement.
- Money is deducted by the Town Manager's Office based on the amount of photocopies made on the Code, Assessing and Planning printer/photocopier.

Manager's budget reduces this item.

Reduction: \$350

Revised total: \$500

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

6510 - ASSESSING SERVICES

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	203,086	202,846	97,782	202,846	160,986	202,846
42030	Professional Services	125	3,000	965	3,000	20,100	3,000
42040	Print Services	463	500	307	500	500	500
42050	Equipment Maintenance	9,900	8,350	7,250	8,350	8,350	8,350
42060	Telephone	615	804	447	804	804	804
42070	Advertising	-	500	0	500	500	500
42080	Postage	760	2,673	500	2,673	2,673	2,673
42090	Training/Conferences	1,757	1,655	1,114	1,655	1,655	1,655
42100	Travel/Meals	1,613	1,780	1,127	1,780	1,780	1,780
42110	Memberships	265	900	630	900	900	900
43010	Supplies & Materials	1,289	2,100	524	2,100	2,100	2,100
43030	Books, Maps & Publications	2,434	3,320	1,161	3,320	3,320	3,320
43220	Other Equipment	400	500	93	-	-	-
43390	Vehicle Expenses	538	700	113	700	700	700
		<u>223,245</u>	<u>229,628</u>	<u>112,013</u>	<u>229,128</u>	<u>204,368</u>	<u>229,128</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

6510 – ASSESSING SERVICES

ACCOUNT DETAIL

41010	Compensation	
	Assessor	\$78,999
	26 pays @ \$3,038.42 (By council action)	
	Assistant Assessor	\$49,884
	26 pays @ \$1,918.63 (14F)	
	Appraiser	\$41,860
	26 pays @ \$1,610.03 (10G)	
	Administrative Assistant (32 hours/week)	\$32,103
	26 pays @ \$1,215.49 (8I)	
	Longevity Bonus \$500	
	Total Current Staff	<u>\$202,846</u>

Manager’s budget proposal eliminates appraiser’s position, a reduction of 1.0 FTE (26.3%), and adds contracted services to conduct inspections.

Reduction: \$41,860

Revised total: \$160,986

Finance committee’s recommendation restores the appraiser’s position and associated benefits (in account 1220) through an anticipated joint services arrangement with the Town of Raymond for GIS services, and reduces contracted services.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

6510 – ASSESSING SERVICES

Increase: \$41,860 (offset by revenues at R0484)

Revised total: \$202,846

42030 Professional Services

Consultant services to cover special circumstances such as a complex abatement challenges and having special programming done to the assessing software. This has been reduced from the last year figure to a minimal amount.

\$3,000

Manager's budget proposal adds contracted services to conduct inspections.

Increase: \$17,100

Revised total: \$20,100

Finance committee's recommendation reduces this amount (see note under account 41010).

Reduction: \$17,100

Revised total: \$3,000

42040 Print Services

Print Services for tax map copies. We are doing more printing in-house, but mass copying of the tax maps needs to be done at a copy center.

\$ 500

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

6510 – ASSESSING SERVICES

42050 Equipment Maintenance

Photocopier share	\$1,100
Vision web hosting	\$4,200
Vision Appraisal Software	<u>\$3,050</u>
Total	\$8,350

42060 Telephone

Office (\$42/month x 12 months)	\$ 504
Cell phone (\$25/month)	<u>\$ 300</u>
	\$ 804

42070 Advertising

This is for Assessment Review Board if needed	<u>\$ 500</u>
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42080 Postage

Personal property notices (959 notices at @ \$.44 per piece)	\$ 432
Regular mailings	<u>\$2,043</u>
Total	\$2,475

42090 Training/Conferences

State Property Tax School for two staff members	\$ 650
MAAO Tax School registration for three	\$ 180
Ten one-day training meetings of IAAO	\$ 250
IAAO Annual conference registration	<u>\$ 575</u>
	\$1,655

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

6510 – ASSESSING SERVICES

42100 Travel/Meals

1600 miles with personal vehicles	\$ 330
meals and mileage various functions	\$ 300
IAAO conference airfare, room and meals	<u>\$ 1,150</u>
	\$ 1,780

42110 Memberships

IAAO	\$ 255
MAAO (3 @ \$25 each)	\$ 75
Maine Chapter IAAO (3 @ \$30 each)	\$ 90
NRAAO	\$ 30
STATE APRAISAL LICENSE	<u>\$ 450</u>
Total	\$ 900

43010 Supplies and Materials

Estimate of all office supplies and paper.	<u>\$2,100</u>
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43030 Books, Maps & Publications

Deeds 2,200 deeds @ \$1.50 each	\$2,800
Valuation & Commitment Book	\$ 400
Books and publications	<u>\$ 120</u>
Total	\$3,320

43220 Other Equipment

\$ 0

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

6510 – ASSESSING SERVICES

43390 Vehicle Expense

Fuel and maintenance of town vehicles estimate	<u>\$ 700</u>
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TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

6520 - GEOGRAPHIC INFORMATION SYSTEMS

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
42030	Professional Services	19,500	12,000	150	6,500	14,000	14,000
42050	Equipment Maintenance	1,190	2,303	595	2,303	2,303	2,303
42090	Training/Conferences	20	1,200	0	1,200	1,200	1,200
43010	Supplies & Materials	1,338	2,000	536	2,000	2,000	2,000
43030	Books, Maps & Publications	-	500	-	500	500	500
43220	Other Equipment	1,949	2,500	1,587	2,500	-	-
		<u>23,997</u>	<u>20,503</u>	<u>2,868</u>	<u>15,003</u>	<u>20,003</u>	<u>20,003</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

6520 – GEOGRAPHIC INFORMATION SYSTEMS

ACCOUNT DETAIL

42030 Professional Services

Aerial Photo	\$ 7,500
ArcEngine Licenses	<u>\$ 6,500</u>
	\$14,000

In the spring of 2011 GPCOG is planning a project to take new aerial photos, providing an opportunity to get high quality aerials to incorporate into the town's GIS at lower cost.

42050 Equipment Maintenance

AutoCAD License	\$ 603
ESRI Licenses	<u>\$1,700</u>
Total	\$2,303

42090 Training/ Conferences

This is an estimate for providing principal users of the GIS system. \$1,200

43010 Supplies and Materials

Office supply costs may be incurred in the process of providing projects to the Town departments and to the public. Partially offset by fees. \$2,000

43030 Books, Maps, and Publications

Cost associated with acquiring data layers and some printed publications may be needed.
Estimate is \$500

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

6520 – GEOGRAPHIC INFORMATION SYSTEMS

43220 Other Equipment

This is the cost of a replacement work station for the person who does most of the GIS work for the Town
\$2,500

Fiscal Note: This account is funded through development district revenue (see revenue account R0498).

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

7510 - TOWN CLERK SERVICES

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	88,958	86,283	42,652	86,283	86,283	86,283
41030	Part-time Compensation	36,772	36,683	16,359	36,683	29,238	29,238
41040	Election Workers	-	-	-	-	-	-
41050	Registrar of Voters	-	-	-	-	-	-
42030	Professional Services	1,764	11,000	604	11,000	11,000	11,000
42040	Print Services	3,376	4,000	2,397	4,000	4,000	4,000
42050	Equipment Maintenance	1,069	950	663	950	950	950
42060	Telephone	349	650	146	650	650	650
42070	Advertising	1,913	2,300	1,366	2,300	2,300	2,300
42080	Postage	493	850	7	850	850	850
42090	Training/Conferences	678	1,000	684	1,000	1,000	1,000
42100	Travel/Meals	1,889	1,700	1,100	1,700	1,700	1,700
42110	Memberships	100	100	40	100	100	100
43010	Supplies & Materials	2,357	3,390	1,400	3,390	3,390	3,390
43030	Books, Maps & Publications	50	2,500	0	2,500	2,500	2,500
		<u>139,768</u>	<u>151,406</u>	<u>67,418</u>	<u>151,406</u>	<u>143,961</u>	<u>143,961</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

7510 - TOWN CLERK SERVICES

ACCOUNT DETAIL

41010 Compensation		
Town Clerk		
26 pays @ \$2,126.88		\$55,299
Deputy Clerk (#1 – 32 hours per week)		<u>30,984</u>
11 pays @ \$1,191.68 (8H)		
Total		\$86,283
41030 Part-time Compensation		
Deputy Clerk (#2 – 24 hours per week)		\$23,238
26 pays @ \$893.76 (8H)		
Deputy Clerk (#3 – 8 hours per week)		\$ 7,445
24 pays @ \$286.35 (8F)		
Election Workers as needed		\$ 5,000
Registrar of Voters as needed		<u>\$ 1,000</u>
		\$36,683

Manager’s proposed budget reduces part-time deputy clerk hours by 8 (0.2 FTE or 7.7%).

Reduction: \$7,445

Revised total: \$29,238

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

7510 - TOWN CLERK SERVICES

42030 Programming memory cards for elections.

42040 Printing ballots, voter ID cards, all voter cards, business cards, dog notice cards, etc.

42050 Maintenance and support on Accu-Vote machines (\$550) and Vital Statistics Programs (\$400).

42060 Telephone service based on one line.

42070 Legal ads in the *Portland Press Herald*. Local papers are used for non-legal ads and notices.

42080 Mailing absentee ballots, dog notices, passports, birth & marriage letters, voter registration, etc.

42090 Annual attendance for the Clerk and one Deputy at Elections Conference. Both the Clerk and Deputy Clerk go to Title 21A & 30A classes, Clerk's Networking Day, education sessions on vital statistics, etc., to stay current as laws change and to keep certifications up to date.

42100 Food for election workers, absentee voting, and any meetings the Clerk & Deputy Clerk attend.

42110 Memberships in the CCMCA, MTCCA, & NEACTC.

43010 Office supplies and passport film. \$1,300 per year is usually spent on film, more than offset by \$10,000 in profit after deducting the cost of the film and shipping.

43030 Restoration and binding of old birth, death, marriage books, and other town records. Usually two books are restored each year. This line is also pays for the binding the Town Council Minutes, and any manuals that are needed. Several vital record books in the vault remain to be restored, along with four very large town meeting books from the 1970s.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

8110 - SOCIAL SERVICES

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
41010	Compensation	28,070	28,062	13,698	28,062	28,062	28,062
42030	Professional Services	28,117	40,000	16,272	67,000	53,600	40,300
42060	Telephone	799	800	356	800	800	800
42080	Postage	-	100	-	100	100	100
42090	Training/Conferences	-	300	0	300	300	300
42100	Travel/Meals	237	500	81	500	500	500
43010	Supplies & Materials	579	900	737	900	900	900
43090	General Assistance	321,221	250,000	244,301	625,000	625,000	500,000
43100	User Fee Offset	7,645	10,250	-	10,250	-	10,250
		<u>386,668</u>	<u>330,912</u>	<u>275,445</u>	<u>732,912</u>	<u>709,262</u>	<u>581,212</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

8110 – SOCIAL SERVICES

41010 Social Services Administrative Assistant (32 hrs/wk) \$28,062

26 pays @ \$1,079.30 (8C)

42030 Professional social worker services contracted through PROP for thirty-two hours per week. This is an increase of eight hours over the contract for 2009-2010, due to the increase in applications and client caseload.

Finance committee's recommendation reduces the amount to remain at the current three days (24 hours) per week.

Reduction: \$13,300

Revised total: \$40,300

42060 Telephone and cellular charges.

42080 Portion of postage costs assigned to offices in the Community Center.

42090 Includes training programs, attendance at welfare directors' meetings.

42100 Expenses for business and attendance at training programs, association conferences.

43010 Operating supplies, paper goods, etc.

43090 Direct general assistance expenses, reimbursed at 50% from the State of Maine (see revenue account R0482).

Finance committee's recommendation reduces this amount:

Reduction: \$125,000 (partially offset by reduction of \$82,364 in account R0482)

Revised total: \$500,000

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

8110 – SOCIAL SERVICES

43100 Assistance for attendance at Parks & Recreation summer day camp.

Manager's budget proposal reduces day camp subsidy to zero.

Reduction: \$10,250

Finance committee's recommendation restores the day camp subsidy (offset by funds from the Recreation Program fund at R0416)

Increase: \$10,250

Revised total: \$10,250

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

8120 - SOCIAL SERVICE AGENCY FUNDING							
acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
44070	Contributions to Agencies	44,434	44,125	11,275	44,125	44,125	44,125
		<u>44,434</u>	<u>44,125</u>	<u>11,275</u>	<u>44,125</u>	<u>44,125</u>	<u>44,125</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

8120 SOCIAL SERVICE AGENCY FUNDING

0407 Includes funding for the following agencies:

	2009-2010 Council	2010-2011 Requested	2010-2111 Committee	2010-2011 Council
American Red Cross	500	1,000	0	0
Center for Therapeutic Recreation	0	500	0	0
Community Counseling Center	1,000*	5,000	1,400	1,400
Counseling Services, Inc.	0	1,000	0	0
Day One	0	1,000	1,000	1,000
Family Crisis Shelter	600	1,200	1,200	1,200
Food & Fellowship Inc. (Monday Meal) #	1,000	1,000	1,000	1,000
Home Health Visiting Nurses Service	5,000	5,000	1,000	1,000
PROP	11,550	16,394	11,000	11,000
Regional Transportation x	500	520	0	0
Sexual Assault Response Services	0	1,000	1,150	1,150
Southern ME. Area Agency on Aging	3,325	4,000	3,325	3,325
Southern Maine Parent Awareness x	0	250	0	0
Tri-County Mental Health Services	0	14,904	1,400	1,400
VNA Home Health Care	0	500	1,000	1,000
Windham Health Council #	600	600	600	600
Windham Human Services #	20,050	20,050	20,050	20,050
<hr/>				
Total	44,125	73,918	44,125	44,125

Legend:

0 Request denied

* \$1,000 added by Council during 2009-2010 deliberations for Trauma Intervention Program.

Windham based services

X Did not keep appointment for review of request

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

8120 SOCIAL SERVICE AGENCY FUNDING

The Human Services Advisory Committee is submitting a budget that we feel should be funded in these hard economic times. There was a lot of consideration given to each and every one of the agencies that came before us and most were deserving of financial support from the town. There are a significant number of families and individuals within the town who use each and every one of these services. We chose to recommend the agencies on Page #1 which we have flat funded using the total from last year of \$44,125.

The request was to prioritize the items that were requesting funding. The majority of the HSAC agreed that if there were to be reductions to the submitted budget, we would respectfully ask that you use this formula as it would be an equitable approach.

Reduce the funded agencies equally using whatever percent is needed to get to the bottom line within this budget.

Example: cut all of the agencies by 10% of the recommended \$ amount.

We would also respectfully ask that all Windham based agencies not be reduced or eliminated:

<i>Food & Fellowship Inc. (Monday meals)</i>	<i>1,000</i>
<i>Windham Health Council (Loan closet)</i>	<i>600</i>
<i>Windham Human Services (Food Pantry)</i>	<i>20,050</i>

*Thank you for considering the committees recommendations,
The Human Services Advisory Committee*

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

9110 - EQUIPMENT REPLACEMENT

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
44190	Capital Equipment	535,000	435,000	725,241	435,000	545,000	545,000
		<u>535,000</u>	<u>435,000</u>	<u>725,241</u>	<u>435,000</u>	<u>545,000</u>	<u>545,000</u>
Consolidated Plan			435,000		435,000	545,000	545,000
Public Works							
General Administration							
Fire/Rescue							
Police							
Parks & Recreation/Open Space							
Total			435,000		435,000	545,000	545,000

NOTE:

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

9110 – CAPITAL EQUIPMENT REPLACEMENT

OVERVIEW

The town plans for its capital equipment needs over a multiyear cycle based on the expected useful life of the particular vehicle or piece of equipment, ranging from five years to as much as twenty years. The equipment capital improvement plan shows funding requirements based on current plans for the next six years (2011-2016). The town uses a combination of pay-as-you-go and lease-purchase financing to manage its annual budgetary outlay over time.

ACCOUNT DETAIL

44190 The town funds its major capital equipment replacement needs through this one consolidated account. A funding requirements summary for FY2011 through FY2016 and detailed listing of projects are attached.

Town of Windham, Maine
Capital Improvement Plan
 FY 11 thru FY 16

PROJECTS BY DEPARTMENT

Department	#	Priority	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Fire-Rescue (FR)									
Tower 3	FR-2003-001	3	88,700	88,700	88,700				266,100
Tank 5	FR-2008-001	3	87,150	87,150	87,150				261,450
Rescue 1	FR-2010-001	1	0	40,425	40,425	40,425	40,425	40,425	202,125
Rescue 2	FR-2011-001	1		0	41,575	41,575	41,575	41,575	166,300
Unit 8	FR-2011-002	3		30,000					30,000
Engine 6	FR-2015-001	3					0	86,625	86,625
Fire-Rescue (FR) Total			175,850	246,275	257,850	82,000	82,000	168,625	1,012,600
Police (PD)									
Digital Recorder	PD-2009-001	2	6,299	6,299	6,299	6,299			25,196
Crime Lab	PD-2009-002	2	10,034	10,034	10,034	10,034	10,034	10,034	60,204
Communications & Other Equipment	PD-2009-003	3	22,509	22,509	22,509	22,509			90,036
Cruiser Replacements	PD-2011-001	1	62,688						62,688
Cruiser Replacements	PD-2012-001	1		83,584					83,584
Cruiser Replacements	PD-2013-001	1			83,584				83,584
Cruiser Replacements	PD-2014-001	1				83,584			83,584
Cruiser Replacements	PD-2015-001	1					83,584		83,584
Police (PD) Total			101,530	122,426	122,426	122,426	93,618	10,034	572,460
Public Works (PW)									
Backhoe 21	PW-2009-001	3	18,309	18,309	18,309	18,309			73,236
Truck 06	PW-2010-001	3	32,664	32,664	32,664	32,664	32,664		163,320
Truck 07	PW-2010-002	3	32,664	32,664	32,664	32,664	32,664		163,320
Trackless 24	PW-2010-003	2	25,029	25,029	25,029	25,029	25,029		125,145
Truck 02	PW-2011-001	3		0	33,500	33,500	33,500	33,500	134,000
Truck 03	PW-2011-002	3		0	33,500	33,500	33,500	33,500	134,000
Truck 12	PW-2011-003	3	0	13,900	13,900	13,900	13,900	13,900	69,500
Pickup 80	PW-2011-004	3		0					0

Department	#	Priority	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	Total
Pickup 96	PW-2011-005	3		40,000					40,000
Truck 01	PW-2012-001	3			39,300	39,300	39,300	39,300	157,200
Mower	PW-2012-002	2		9,500					9,500
Sweeper 23	PW-2012-003	3			37,000	37,000	37,000	37,000	148,000
Pickup 97	PW-2012-004	3			40,000				40,000
Truck 08	PW-2013-001	3				33,500	33,500	33,500	100,500
Pickup 81	PW-2013-002	3				40,000			40,000
Truck 09	PW-2014-001	3					39,300	39,300	78,600
Loader 25	PW-2014-002	3					46,200	46,200	92,400
Pickup 99	PW-2014-003	3				40,000			40,000
Pickup 84	PW-2014-004	3				40,000			40,000
Public Works (PW) Total			108,666	172,066	305,866	419,366	366,557	276,200	1,648,721
Town Mgr/Finance (TM)									
PW/Fire Truck LP	TM-2006-001	3	98,244						98,244
Financial System Upgrade/Replacement	TM-2009-001	1	22,447						22,447
IT Replacements/Upgrades	TM-2011-001	3	35,000						35,000
IT Replacements/Upgrades	TM-2012-001	3		35,000					35,000
IT Replacements/Upgrades	TM-2013-001	3			35,000				35,000
IT Replacements/Upgrades	TM-2014-001	3				35,000			35,000
Town Mgr/Finance (TM) Total			155,691	35,000	35,000	35,000			260,691
GRAND TOTAL			541,737	575,767	721,142	658,792	542,175	454,859	3,494,472

Capital Improvement Plan

FY 11 thru FY 15

Town of Windham, Maine

Department Fire-Rescue (FR)

Contact Fire Chief

Project # FR-2003-001

Type Equipment

Project Name Tower 3

Useful Life 20 years

Category Vehicles

Priority 3 Important

Description

Total Project Cost: \$887,000

Pre-existing lease-purchase agreement over 10 years at 3.55% for the purchase of Tower 3 with the Town of Gorham for an initial price of \$735,822.

Justification

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
620,900	Equip/Vehicles/Furnishings	88,700	88,700	88,700			266,100
	Total	88,700	88,700	88,700			266,100

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
620,900	Capital Equipment Replaceme	88,700	88,700	88,700			266,100
	Total	88,700	88,700	88,700			266,100

Budget Impact/Other

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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Fire-Rescue (FR)
Contact Fire Chief

Project # **FR-2008-001**
Project Name **Tank 5**

Type Equipment
Useful Life 20 years
Category Vehicles
Priority 3 Important

Description

Total Project Cost: **\$435,750**

Replacement of Tank 5, pre-existing lease-purchase for \$389,175.08 for five years at 3.89%.

Justification

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
174,300	Equip/Vehicles/Furnishings	87,150	87,150	87,150			261,450
	Total	87,150	87,150	87,150			261,450

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
174,300	Capital Equipment Replaceme	87,150	87,150	87,150			261,450
	Total	87,150	87,150	87,150			261,450

Budget Impact/Other

--

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Fire-Rescue (FR)
Contact Fire Chief

Project # **FR-2010-001**
Project Name **Rescue 1**

Type Equipment
Useful Life 7 years
Category Vehicles
Priority 1 Critical

Description

Replacement of 2001 model Rescue 1.

Total Project Cost: \$202,125

Rescheduled to FY2011 from FY2010.

Justification

Reached limit of unit's useful life before repair and maintenance costs become excessive and have adverse effects on reliability, patient and personnel safety.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Equip/Vehicles/Furnishings	0	40,425	40,425	40,425	40,425	161,700	40,425
Total	0	40,425	40,425	40,425	40,425	161,700	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Capital Equipment Replaceme	0	40,425	40,425	40,425	40,425	161,700	40,425
Total	0	40,425	40,425	40,425	40,425	161,700	Total

Budget Impact/Other

Operating and maintenance costs have not been estimated on a per-unit basis. Acquisition to be based on a five-year tax exempt municipal lease-purchase estimated at an annual rate of 5% on a principal cost of \$175,000

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Fire-Rescue (FR)
Contact Fire Chief

Project # FR-2011-001
Project Name Rescue 2

Type Equipment
Useful Life 7 years
Category Vehicles
Priority 1 Critical

Description

Replacement of 2001 model Rescue 2.

Total Project Cost: \$207,875

Rescheduled to FY2012 from FY2011.

Justification

Reached limit of unit's useful life before repair and maintenance costs become excessive and have adverse effects on reliability, patient and personnel safety.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Equip/Vehicles/Furnishings	0	0	41,575	41,575	41,575	124,725	83,150
Total	0	0	41,575	41,575	41,575	124,725	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Capital Equipment Replaceme	0	41,575	41,575	41,575	41,575	166,300	41,575
Total	0	41,575	41,575	41,575	41,575	166,300	Total

Budget Impact/Other

Operating and maintenance costs have not been estimated on a per-unit basis. Acquisition to be based on a five-year tax exempt municipal lease-purchase estimated at an annual rate of 5% on a principal cost of \$180,000

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Fire-Rescue (FR)
Contact Fire Chief

Project # **FR-2011-002**
Project Name **Unit 8**

Type Equipment
Useful Life 20 years
Category Vehicles
Priority 3 Important

Description

Total Project Cost: \$30,000

Replacement of 1991 GMC forestry pickup Unit 8 at an estimated cost of \$30,000.
Rescheduled for FY2012 during preparation of FY2011 budget.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings		30,000				30,000
Total		30,000				30,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme		30,000				30,000
Total		30,000				30,000

Budget Impact/Other

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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Fire-Rescue (FR)
Contact Fire Chief

Project # **FR-2015-001**
Project Name **Engine 6**

Type Equipment
Useful Life 20 years
Category Vehicles
Priority 3 Important

Description

Replacement of 1995 Ferrara pumper designated as Engine 6. Purchase estimated at a total price of \$375,000 financed by tax exempt municipal lease purchase at 5% over five years. Current Engine 6 is intended to replace Engine 1 (1981 Mack) when replacement is purchased.

Total Project Cost: \$433,125

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Equip/Vehicles/Furnishings					0	0	433,125
Total					0	0	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Capital Equipment Replaceme					0	0	433,125
Total					0	0	Total

Budget Impact/Other

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Police (PD)
Contact Police Chief

Type Equipment
Useful Life 10 years
Category Equipment: Miscellaneous
Priority 2 Very Important

Project # PD-2009-001
Project Name Digital Recorder

Description

Digital recording system (Exacom) approved by council order 08-105 on July 8, 2008. Total cost of recording system and maintenance agreement of \$31,495 in five equal installments of \$6,299.

Total Project Cost: \$31,495

Justification

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
6,299	Equip/Vehicles/Furnishings	6,299	6,299	6,299	6,299	6,299	25,196
Total	Total	6,299	6,299	6,299	6,299	6,299	25,196

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
6,299	Capital Equipment Replaceme	6,299	6,299	6,299	6,299	6,299	25,196
Total	Total	6,299	6,299	6,299	6,299	6,299	25,196

Budget Impact/Other

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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Project # PD-2009-002
Project Name Crime Lab

Department Police (PD)
Contact Police Chief

Type Improvement
Useful Life 20 years
Category Buildings & Improvements
Priority 2 Very Important

Description

Total Project Cost: \$188,801

Annual payment for participation in Metro Region Crime Lab at Portland PD. Initial payment of \$2,671 in FY2010 (by December 31, 2009), \$8,579 per year for twenty years (2011 - 2030) for facility costs, \$1,455 per year for ten years (2011 - 2020) for equipment costs. Windham's share based on

Justification

Windham's share of regional cost for development of the crime lab.

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
2,671	Other	10,034	10,034	10,034	10,034	10,034	50,170	135,960
	Total	10,034	10,034	10,034	10,034	10,034	50,170	Total

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
2,671	General Fund	10,034	10,034	10,034	10,034	10,034	50,170	135,960
	Total	10,034	10,034	10,034	10,034	10,034	50,170	Total

Budget Impact/Other

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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Project # PD-2009-003
Project Name Communications & Other Equipment

Department Police (PD)
Contact Police Chief
Type Equipment
Useful Life 10 years
Category Equipment: Miscellaneous
Priority 3 Important

Description

Lease-purchase on equipment for public safety building renovations/technology upgrade on \$100,914 over five years at 3.75%. See Council order 09-32 (2/24/2009).

Total Project Cost: \$112,545

Justification

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
22,509	Equip/Vehicles/Furnishings	22,509	22,509	22,509	22,509	22,509	90,036
Total	Total	22,509	22,509	22,509	22,509	22,509	90,036

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
22,509	Capital Equipment Replaceme	22,509	22,509	22,509	22,509	22,509	90,036
Total	Total	22,509	22,509	22,509	22,509	22,509	90,036

Budget Impact/Other

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Capital Improvement Plan

FY 11 thru FY 15

Town of Windham, Maine

Department Police (PD)
Contact Police Chief

Project # **PD-2011-001**
Project Name **Cruiser Replacements**

Type Equipment
Useful Life 5 years
Category Vehicles
Priority 1 Critical

Description

Total Project Cost: \$62,688

Replacement of four police cruisers, vehicle cost only; no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.
Reduced to three cruisers for FY2011

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings	62,688					62,688
Total	62,688					62,688
Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme	62,688					62,688
Total	62,688					62,688

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated.

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Police (PD)
Contact Police Chief

Project # **PD-2012-001**
Project Name **Cruiser Replacements**

Type Equipment
Useful Life 5 years
Category Vehicles
Priority 1 Critical

Description

Replacement of four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

Total Project Cost: **\$83,584**

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings		83,584				83,584
Total		83,584				83,584
Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme		83,584				83,584
Total		83,584				83,584

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated.

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Police (PD)
Contact Police Chief

Type Equipment
Useful Life 5 years
Category Vehicles
Priority 1 Critical

Project # PD-2013-001
Project Name Cruiser Replacements

Description Replacement of four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

Total Project Cost: \$83,584

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings			83,584			83,584
Total			83,584			83,584

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme			83,584			83,584
Total			83,584			83,584

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated.

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Project # PD-2014-001
Project Name Cruiser Replacements

Department Police (PD)
Contact Police Chief
Type Equipment
Useful Life 5 years
Category Vehicles
Priority 1 Critical

Description

Total Project Cost: \$83,584

Replacement of four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings				83,584		83,584
Total				83,584		83,584

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme				83,584		83,584
Total				83,584		83,584

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated.

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Project # **PD-2015-001**
Project Name **Cruiser Replacements**

Department **Police (PD)**
Contact **Police Chief**
Type **Equipment**
Useful Life **5 years**
Category **Vehicles**
Priority **1 Critical**

Description

Total Project Cost: \$83,584

Replacement of four police cruisers, vehicle cost only, no additional equipment (light bar, siren, radio, etc.). Useful life is listed at five years; however, in front line patrol use cars only last about three years. They may spend a year (or part of a year) in use by the chief as a ready spare and/or be rotated into the fleet for other police (non-patrol) use or administrative use by other departments.

Justification

Police cruisers are an essential tool for delivering law enforcement services and projecting a law enforcement presence throughout the community. Experience has shown that trying to extend the useful life of what is essentially a "beefed-up" passenger vehicle incurs greater repair cost and hampers reliability. Depending on the year, it may be necessary to replace three or four cruisers.

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings					83,584	83,584
Total					83,584	83,584
Funding Sources						
Capital Equipment Replaceme					83,584	83,584
Total					83,584	83,584

Budget Impact/Other

Operating and maintenance costs per cruiser have not been estimated.

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Public Works (PW)
Contact Public Works Director
Type Equipment
Useful Life 20 years
Category Vehicles
Priority 3 Important

Project # PW-2009-001
Project Name Backhoe 21

Description

Payments on lease-purchase of \$82,430 over five years at 3.6% for 2008 Caterpillar 420E IT backhoe/loader.

Total Project Cost: \$91,545

Justification

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
18,309	Equip/Vehicles/Furnishings	18,309	18,309	18,309	18,309		73,236
Total	Total	18,309	18,309	18,309	18,309		73,236

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
18,309	Capital Equipment Replaceme	18,309	18,309	18,309	18,309		73,236
Total	Total	18,309	18,309	18,309	18,309		73,236

Budget Impact/Other

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Capital Improvement Plan

FY 11 thru FY 15

Town of Windham, Maine

Department Public Works (PW)
Contact Public Works Director

Project #	PW-2010-001
Project Name	Truck 06

Type Equipment
Useful Life 10 years
Category Vehicles
Priority 3 Important

Description Total Project Cost: \$163,320

Replacement of 1997 Ford L-8000 6-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%.

Replaced at a cost of \$145,585 (see Council order 09-92 dated 7/14/2009), financed at 3.87% (see Council order 09-129 dated 9/8/2009) over five years in combination with Truck 7 and Trackless 24. Payment apportioned to Truck 6, Truck 7, and Trackless 24 projects.

See attached documents.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
	Equip/Vehicles/Furnishings	32,664	32,664	32,664	32,664	32,664
Total	32,664	32,664	32,664	32,664	32,664	163,320

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
	Capital Equipment Replaceme	32,664	32,664	32,664	32,664	32,664
Total	32,664	32,664	32,664	32,664	32,664	163,320

Budget Impact/Other

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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Public Works (PW)
Contact Public Works Director

Project #	PW-2010-002
Project Name	Truck 07

Type Equipment
Useful Life 10 years
Category Vehicles
Priority 3 Important

Description	Total Project Cost: \$163,320
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Replacement of 1997 Ford L-8000 6-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%.

Replaced at a cost of \$145,585 (see Council order 09-92 dated 7/14/2009), financed at 3.87% (see Council order 09-129 dated 9/8/2009) over five years in combination with Truck 6 and Trackless 24. Payment apportioned to Truck 6, Truck 7, and Trackless 24 projects.

See attached documents.

Justification	
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Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings	32,664	32,664	32,664	32,664	32,664	163,320
Total	32,664	32,664	32,664	32,664	32,664	163,320

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme	32,664	32,664	32,664	32,664	32,664	163,320
Total	32,664	32,664	32,664	32,664	32,664	163,320

Budget Impact/Other	
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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Public Works (PW)
Contact Public Works Director

Project # PW-2010-003
Project Name Trackless 24

Type Equipment
Useful Life 10 years
Category Vehicles
Priority 2 Very Important

Description

Replacement of 1996 Trackless MT-5 mower, sidewalk sweeper/snowthrower at an estimated cost of \$135,000 to \$160,000 (\$160,000 used for planning purposes) financed through a municipal lease-purchase agreement over five years at 5%.

Total Project Cost: \$125,145

Replaced at a cost of \$111,985 (see Council order 09-93 dated 7/14/2009), financed at 3.87% (see Council order 09-129 dated 9/8/2009) over five years in combination with Truck 6 and Truck 7. Payment apportioned to Truck 6, Truck 7, and Trackless 24 projects.

See attached documents.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings	25,029	25,029	25,029	25,029	25,029	125,145
Total	25,029	25,029	25,029	25,029	25,029	125,145

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme	25,029	25,029	25,029	25,029	25,029	125,145
Total	25,029	25,029	25,029	25,029	25,029	125,145

Budget Impact/Other

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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Public Works (PW)
Contact Public Works Director

Project # PW-2011-001
Project Name Truck 02

Type Equipment
Useful Life 10 years
Category Vehicles
Priority 3 Important

Description

Replacement of 2000 Internation 6-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%.

Total Project Cost: \$167,500

Rescheduled to FY2012 with payments to begin FY2013 as part of budget preparation for FY2011.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Equip/Vehicles/Furnishings	0	0	33,500	33,500	33,500	100,500	67,000
Total	0	0	33,500	33,500	33,500	100,500	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Capital Equipment Replaceme	0	0	33,500	33,500	33,500	100,500	67,000
Total	0	0	33,500	33,500	33,500	100,500	Total

Budget Impact/Other

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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Project # PW-2011-002
Project Name Truck 03

Department Public Works (PW)
Contact Public Works Director
Type Equipment
Useful Life 10 years
Category Vehicles
Priority 3 Important

Description Replacement of 2000 International 6-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%.
Total Project Cost: \$167,500

Rescheduled to FY2012 with payments to begin FY2013 as part of budget preparation for FY2011.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Equip/Vehicles/Furnishings	0	0	33,500	33,500	33,500	100,500	67,000
Total	0	0	33,500	33,500	33,500	100,500	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Capital Equipment Replaceme	0	0	33,500	33,500	33,500	100,500	67,000
Total	0	0	33,500	33,500	33,500	100,500	Total

Budget Impact/Other

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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Public Works (PW)
Contact Public Works Director

Project # PW-2011-003
Project Name Truck 12

Type Equipment
Useful Life 10 years
Category Vehicles
Priority 3 Important

Description

Replacement of 2000 Ford F-550 2-ton 6-wheel dump truck at an estimated cost of \$60,000 financed through a municipal lease-purchase agreement over five years at 5%
Total Project Cost: \$69,500

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Equip/Vehicles/Furnishings	0	13,900	13,900	13,900	13,900	55,600	13,900
Total	0	13,900	13,900	13,900	13,900	55,600	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Capital Equipment Replaceme		13,900	13,900	13,900	13,900	55,600	13,900
Total		13,900	13,900	13,900	13,900	55,600	Total

Budget Impact/Other

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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Public Works (PW)
Contact Public Works Director

Project # PW-2011-004
Project Name Pickup 80

Type Equipment
Useful Life 7 years
Category Vehicles
Priority 3 Important

Description Total Project Cost: \$0

Replacement of 1994 Chevrolet 1500 fleet 1/2 ton pickup, rotated from one of the front line pickups and fitted with toolboxes and fuel tank.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings	0	0				0
Total	0	0				0

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme	0	0				0
Total	0	0				0

Budget Impact/Other

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Public Works (PW)
Contact Public Works Director

Project # PW-2011-005
Project Name Pickup 96

Type Equipment
Useful Life 8 years
Category Vehicles
Priority 3 Important

Description

Total Project Cost: \$40,000

Replacement of 2003 Chevrolet 2500 3/4 ton 4x4 pickup and plow at an estimated cost of \$40,000.
Rescheduled to FY2012 as part of budget preparation for FY2011.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings		40,000				40,000
Total		40,000				40,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme		40,000				40,000
Total		40,000				40,000

Budget Impact/Other

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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Project # PW-2012-001
Project Name Truck 01

Department Public Works (PW)
Contact Public Works Director
Type Equipment
Useful Life 10 years
Category Vehicles
Priority 3 Important

Description

Replacement of 2000 Internation 10-wheel dump truck at an estimated cost of \$170,000 financed through a municipal lease-purchase agreement over five years at 5%.

Total Project Cost: \$196,500

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Equip/Vehicles/Furnishings			39,300	39,300	39,300	117,900	78,600
Total			39,300	39,300	39,300	117,900	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Capital Equipment Replaceme			39,300	39,300	39,300	117,900	78,600
Total			39,300	39,300	39,300	117,900	Total

Budget Impact/Other

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Project # **PW-2012-002**
Project Name **Mower**

Department **Public Works (PW)**
Contact **Public Works Director**
Type **Equipment**
Useful Life **10 years**
Category **Equipment: PW Equip**
Priority **2 Very Important**

Description Total Project Cost: **\$9,500**

Replacement of Walker riding mower for grounds and cemetery maintenance at an estimated cost of \$9,500.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings		9,500				9,500
Total		9,500				9,500

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme		9,500				9,500
Total		9,500				9,500

Budget Impact/Other

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Project # PW-2012-003
Project Name Sweeper 23

Department Public Works (PW)
Contact Public Works Director
Type Equipment
Useful Life 10 years
Category Equipment: PW Equip
Priority 3 Important

Description Replacement of 2002 Johnson 3000 street sweeper at an estimated cost of 160,000 financed through a municipal lease-purchase agreement for five years at 5%. **Total Project Cost: \$185,000**

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Equip/Vehicles/Furnishings			37,000	37,000	37,000	111,000	74,000
Total			37,000	37,000	37,000	111,000	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Capital Equipment Replaceme			37,000	37,000	37,000	111,000	74,000
Total			37,000	37,000	37,000	111,000	Total

Budget Impact/Other

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Public Works (PW)
Contact Public Works Director

Project # PW-2012-004
Project Name Pickup 97

Type Equipment
Useful Life 8 years
Category Vehicles
Priority 3 Important

Description

Total Project Cost: \$40,000

Replacement of 2003 Chevrolet 2500 3/4 ton 4x4 pickup and plow at an estimated cost of \$40,000.
Rescheduled to FY2013 as part of budget preparation for FY2011.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings			40,000			40,000
Total			40,000			40,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme			40,000			40,000
Total			40,000			40,000

Budget Impact/Other

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Public Works (PW)
 Contact Public Works Director
 Type Equipment
 Useful Life 10 years
 Category Vehicles
 Priority 3 Important

Project # PW-2013-001
 Project Name Truck 08

Description Total Project Cost: \$167,500

Replacement of 2003 International 7500 6-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Equip/Vehicles/Furnishings				33,500	33,500	67,000	100,500
Total				33,500	33,500	67,000	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Capital Equipment Replaceme				33,500	33,500	67,000	100,500
Total				33,500	33,500	67,000	Total

Budget Impact/Other

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Public Works (PW)
Contact Public Works Director

Project # PW-2013-002
Project Name Pickup 81

Type Equipment
Useful Life 8 years
Category Vehicles
Priority 3 Important

Description Replacement of 2005 Chevrolet 3500 1 ton 4x4 pickup and plow at an estimated cost of \$40,000.
Total Project Cost: \$40,000

Rescheduled to FY2014 as part of budget preparation for FY2011.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings				40,000		40,000
Total				40,000		40,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme				40,000		40,000
Total				40,000		40,000

Budget Impact/Other

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Public Works (PW)
Contact Public Works Director

Project #	PW-2014-001
Project Name	Truck 09

Type Equipment
Useful Life 10 years
Category Vehicles
Priority 3 Important

Description Total Project Cost: \$196,500

Replacement of 2004 International 7600 10-wheel dump truck at an estimated cost of \$145,000 financed through a municipal lease-purchase agreement over five years at 5%,

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Equip/Vehicles/Furnishings					39,300	39,300	157,200
Total					39,300	39,300	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Capital Equipment Replaceme					39,300	39,300	157,200
Total					39,300	39,300	Total

Budget Impact/Other

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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Public Works (PW)
Contact Public Works Director

Project # PW-2014-002
Project Name Loader 25

Type Equipment
Useful Life 15 years
Category Equipment: PW Equip
Priority 3 Important

Description Total Project Cost: \$231,000

Replacement of 2001 John Deere 624H loader and plow at an estimated cost of \$200,000 to be financed through a municipal lease-purchase agreement for five years at 5%.

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Equip/Vehicles/Furnishings					46,200	46,200	184,800
Total					46,200	46,200	Total

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total	Future
Capital Equipment Replaceme					46,200	46,200	184,800
Total					46,200	46,200	Total

Budget Impact/Other

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Public Works (PW)
Contact Public Works Director

Project # PW-2014-003
Project Name Pickup 99

Type Equipment
Useful Life 8 years
Category Vehicles
Priority 3 Important

Description

Replacement of 2004 Chevrolet 2500 3/4 ton 4x4 pickup and plow at an estimated cost of \$40,000.

Total Project Cost: \$40,000

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings				40,000		40,000
Total				40,000		40,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme				40,000		40,000
Total				40,000		40,000

Budget Impact/Other

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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Project # PW-2014-004
Project Name Pickup 84

Department Public Works (PW)
Contact Public Works Director
Type Equipment
Useful Life 8 years
Category Vehicles
Priority 3 Important

Description

Replacement of 2005 Chevrolet 3500 1 ton 4x4 pickup and plow at an estimated cost of \$40,000.

Total Project Cost: \$40,000

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings				40,000		40,000
Total				40,000		40,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme				40,000		40,000
Total				40,000		40,000

Budget Impact/Other

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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Project # **TM-2006-001**
Project Name **PW/Fire Truck LP**

Department **Town Mgr/Finance (TM)**
Contact **Town Manager**
Type **Equipment**
Useful Life **Varies**
Category **Vehicles**
Priority **3 Important**

Description

Total Project Cost: **\$491,220**

Pre-existing lease-purchase agreement for 2005 Typhoon fire truck and 2006 Kenworth dump truck (Truck 10) for a total principal amount of \$435,282.65 for five years at 4.17%.

Justification

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
392,976	Equip/Vehicles/Furnishings	98,244					98,244
	Total	98,244					98,244

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
392,976	Capital Equipment Replaceme	98,244					98,244
	Total	98,244					98,244

Budget Impact/Other

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**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Project # TMM-2009-001
Project Name Financial System Upgrade/Replacement

Department Town Mgr/Finance (TMM)
Contact Town Manager
Type Equipment
Useful Life 10 years
Category Information Infrastructure
Priority 1 Critical

Description Upgrade/replacement of the town's financial accounting system software and hardware. **Total Project Cost:** \$56,118

Justification Current software is being phased out.

Prior	Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
33,671	Equip/Vehicles/Furnishings	22,447					22,447
Total		22,447					22,447

Prior	Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
33,671	Capital Equipment Replaceme	22,447					22,447
Total		22,447					22,447

Budget Impact/Other

Capital Improvement Plan

FY 11 thru FY 15

Town of Windham, Maine

Department Town Mgr/Finance (TM)

Contact IT Director

Project # TM-2011-001

Type Equipment

Project Name IT Replacements/Upgrades

Useful Life 3 years

Category Information Infrastructure

Priority 3 Important

Description

Regular replacement/upgrade of computer desktops/lap clients/notebooks, servers and related software, other than those deployed in police and fire/rescue vehicles.

Total Project Cost: \$35,000

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings	35,000					35,000
Total	35,000					35,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme	35,000					35,000
Total	35,000					35,000

Budget Impact/Other

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Capital Improvement Plan

FY 11 thru FY 15

Town of Windham, Maine

Department Town Mgr/Finance (TM)

Contact IT Director

Project # TMM-2012-001

Type Equipment

Project Name IT Replacements/Upgrades

Useful Life 3 years

Category Information Infrastructure

Priority 3 Important

Description

Regular replacement/upgrade of computer desktops/thin clients/notebooks, servers and related software, other than those deployed in police and fire/rescue vehicles.

Total Project Cost: \$35,000

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings		35,000				35,000
Total		35,000				35,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme		35,000				35,000
Total		35,000				35,000

Budget Impact/Other

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Department Town Mgr/Finance (TM)

Contact IT Director

Type Equipment

Useful Life 3 years

Category Information Infrastructure

Priority 3 Important

Project # **TM-2013-001**
Project Name **IT Replacements/Upgrades**

Description

Regular replacement/upgrade of computer desktops/laptop clients/notebooks, servers and related software, other than those deployed in police and fire/rescue vehicles.

Total Project Cost: \$35,000

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings			35,000			35,000
Total			35,000			35,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme			35,000			35,000
Total			35,000			35,000

Budget Impact/Other

**Capital Improvement Plan
Town of Windham, Maine**

FY 11 thru FY 15

Project # **TM-2014-001**
Project Name **IT Replacements/Upgrades**

Department **Town Mgr/Finance (TM)**
Contact **IT Director**
Type **Equipment**
Useful Life **3 years**
Category **Information Infrastructure**
Priority **3 Important**

Description

Regular replacement/upgrade of computer desktops/lthin clients/notebooks, servers and related software, other than those deployed in police and fire/rescue vehicles.

Total Project Cost: **\$35,000**

Justification

Expenditures	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Equip/Vehicles/Furnishings				35,000		35,000
Total				35,000		35,000

Funding Sources	FY 11	FY 12	FY 13	FY 14	FY 15	Total
Capital Equipment Replaceme				35,000		35,000
Total				35,000		35,000

Budget Impact/Other

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

9120 - ROAD IMPROVEMENTS

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
42190	Contracted Services	494,136	500,000	271,655	500,000	325,000	394,550
		<u>494,136</u>	<u>500,000</u>	<u>271,655</u>	<u>500,000</u>	<u>325,000</u>	<u>394,550</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

9120 – ROAD IMPROVEMENTS

Overview of the Division

This account is used for capital improvements on the roads. This would include drainage improvements, reclaiming road surfaces, paving, major equipment rental needed for road projects, engineering, and all related materials pertaining to the job.

ACCOUNT DETAIL

42190 Contracted Services.

Most of the expense associated with road improvements is contract paving costs. Other expenses that are charged to this account include materials used in preparing a road for repaving, equipment rental, and the pavement condition rating (PCR) survey that is required every three years under GASB 34.

Funding for FY2011 has been reduced from \$500,000 to \$325,000 but is expected to be supplemented by funds carried over from FY2010 to at least the \$500,000 level.

Finance committee's recommendation increases funding for this account.

Increase: \$69,550

Revised total: \$394,550

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

9130 - TOWN LAND AND BUILDING IMPROVEMENTS

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
42030	Professional Services	-	-	-	-	-	-
42260	Contracted Services	141,603	35,000	16,498	35,000	100,000	100,000
44020	Land Improvements	269,886	285,000	-	210,000	260,000	260,000
		<u>411,489</u>	<u>320,000</u>	<u>16,498</u>	<u>245,000</u>	<u>360,000</u>	<u>360,000</u>

Breakdown of account 42260

Building Improvements		35,000		35,000	100,000	100,000
Community Center Renovations		-		-		
Public Safety Building space reconfiguration		-		-		
Open Space Preservation Fund		-		-		
Highland Lake YCC						
			<u>35,000</u>		<u>35,000</u>	<u>100,000</u>
					<u>100,000</u>	<u>100,000</u>

Breakdown of account 44020:

Land & Building Improvements Capital Reserve Fund		-		-		
Municipal Development District - Roosevelt Promenade		210,000		210,000	210,000	210,000
Municipal Development District - North TIF Transfer Out						
Municipal Development District - Pipeline TIF Transfer Out		75,000		-	50,000	50,000
		<u>285,000</u>		<u>210,000</u>	<u>260,000</u>	<u>260,000</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2010-2011

9130 – LAND & BUILDING IMPROVEMENTS

This account provides for services and materials for major improvements and repairs to town owned land and buildings, contributions to land and building improvement funds that carry over from year to year for larger projects, and serves as a pass-thru account for TIF funds that are collected as tax revenue in the general fund and appropriated to their respective TIF funds.

42260 Contracted Services \$ 100,000

Contracted services, materials and other expenses associated with significant land and building repair and improvement projects.

Projects and priorities (1-3) recommended for 2010-2011.

Town Offices

1	Renew roof deck and roofing, repair vinyl siding and trim, repair/paint cupola	65,000
2	Renew annex roof	18,000
2	Install emergency generator	30,000
3	Seal basement leaks	5,000

Total, Town Offices 118,000

Public Safety Building

1	Sidewalk repair	3,000
2	Exterior brick work	15,000
3	Renew carpeting	3,500
3	Renew rear entryway flooring	3,000

Total, Public Safety Building 24,500

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

9130 – LAND & BUILDING IMPROVEMENTS

Social Services

1	Renew roofing, replace and paint trim	10,000
	Total, Social Services	10,000

Public Works

1	Replace salt shed door	5,000
2	Extend backup power to salt shed	3,000
2	Install automated entry gate	6,000
2	Renew fueling station	60,000
	Total, Public Works	74,000

North Windham Fire Station

1	Convert oil burner to natural gas	4,000
3	Install gas boiler	18,000
3	Install emergency generator	13,000
3	Repave apron and parking lot	16,000
	Total, North Windham Fire Station	51,000

South Windham Fire Station

2	New boiler	14,000
3	Replace interior lighting	3,000
	Total, South Windham Fire Station	17,000

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

9130 – LAND & BUILDING IMPROVEMENTS

East Windham Fire Station

1	Repave parking lot	10,000
3	Install central air-conditioning	18,000
<u>Total, East Windham Fire Station</u>		<u>28,000</u>

Total, All Locations \$322,500

Manager's budget proposal includes funding for all priority 1 projects, est. \$100,000

44020 Land Improvements

No funding for the land and building improvements fund has been included in the manager's proposed budget. TIF revenues in R0400 are appropriated through this account and go to their respective funds (the Pipeline TIF Fund or the Roosevelt Promenade TIF Fund).

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

9170 - SEWER

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
42190	Contracted Services	-	-	-	-	-	-
44120	Portland Water District Assessment	282,878	341,896	138,270	351,756	351,756	351,756
		<u>282,878</u>	<u>341,896</u>	<u>138,270</u>	<u>351,756</u>	<u>351,756</u>	<u>351,756</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

9170 – SEWER

44120 Payments to the Portland Water District for operating and capital costs associated with the creation of an interceptor to transport wastewater to the District's Westbrook treatment facility. The budget is broken down as follows: July 2009 – December 2009 @ \$165,924(actual) and January 2010 – June 2010 @ \$175,972(estimated).

This account is offset by sewer user fees in revenue account R0450, which reflects estimated revenues from the users of the system, and includes the Maine Correctional System as the biggest user.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

9910 - GENERAL CONTINGENCY FUND

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
40301	Supplies and Materials	-	100,000	-	100,000	100,000	100,000
		-	100,000	-	100,000	100,000	100,000

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

9910 – GENERAL CONTINGENCY FUND

0301 Funding for this account is directly offset by part of the revenue from fund balance in R0495.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2010-2011

9920 - ENERGY & WEATHER EMERGENCY FUND

acct	description	FY 2009 actual	FY 2010 approved	FY 2010 ytd (12/31)	FY 2011 preliminary	FY 2011 manager	FY 2011 council
43010	Emergency Fund	-	100,000	-	100,000	100,000	100,000
		-	100,000	-	100,000	100,000	100,000

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2010-2011

9920 – ENERGY & WEATHER EMERGENCY FUND

0301 Funding for this account is directly offset by part of the revenue from fund balance in R0495.