



Town of Windham
Approved Municipal Budget
2012-2013

Town of Windham

Approved Municipal Budget 2012-2013

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Town of Windham

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March 31, 2012

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 proposed budget for the fiscal year July 1, 2012 through June 30, 2013. As presented, the budget breaks down as follows:

Component	Amount	Change%
Revenues		
Property Taxes	\$ 7,729,517	3.0%
Other Revenues & Fees	6,318,914	0.8%
Total Revenues	\$ 14,055,931	2.0%
Expenditures		
Operating	\$ 11,540,300	0.0%
Capital	2,515,631	11.9%
Total Expenditures	\$ 14,055,931	2.0%

The proposed property tax levy remains \$122,825, or 1.6%, below the statutory limit of \$7,852,342.

Budget Approach.

The manager's proposed for 2012-2013 is \$14,055,931, a 2.0% increase from 2010-2011. The proposed operating budget has increased by \$4,873 – less than 0.05%. Proposed capital funding for equipment, road and building improvements would increase by \$267,406, or 11.9%, resulting in the overall increase of 2.0%.

In January the Council was briefed on the challenges and various factors involved in putting together a budget that maintained the "current level of programs and services," and maintained the town's capital assets. Changes in the overall economy and the town's revenue picture over the last few years resulted in reductions to staffing, hours, programs, and services. Through 2011 and 2012 we adjusted to what many called "the new normal." The manager's proposed budget for 2013 continues to reflect this change in the landscape. At the same time, it takes gradual improvement in the economic and revenue picture into account for operations and invests more in the preservation of the town's capital assets.

Municipal Operations & Capital Expenditures.

The manager's proposed operating budget for 2012-2013 is essentially flat-funded, yet it addresses rising energy prices, adjustments for other known costs, and lifts a three-year (but for a lump-sum payment authorized by the Council in late 2011) wage freeze for non-union personnel. The town is currently in negotiations with all three of its collective bargaining units, all of which responded positively but in their own way during the economic and budget crises of the last few years. No funds have been included in the manager's proposed budget specifically for any potential agreement; otherwise, the budget reflects the town's contractual obligations.

There are a few highlights to note in the proposed 2013 budget:

- The return of early hours for certain town offices. Before town office hours were changed in July 2010 code enforcement, tax/motor vehicle, and town clerk's offices opened at 7:00 a.m. for the convenience of the public. Pending the outcome of the budget process they will again open early beginning Monday, July 2. Resuming Friday hours would add \$60,000 to \$70,000 for increased hours and staff, and is not proposed in the manager's budget.
- Changes to the Town's employee health insurance program will use program design combined with health reimbursement accounts to result in reduced costs to both the Town and its employees without changing insurer, providers, networks, or overall benefit levels.

- Windham's e-government efforts will be extended and expanded with more meeting webcasting, electronic creation and distribution of Council agenda materials on Apple iPads, improved access to and transparency of the Council's legislative process and history using the Granicus platform,
- Deployment of a new web site platform with web-based authoring tools and a full suite of features (newsletters, email alerts, subscription management, community calendars, citizen request tracking, social media integration, etc.) early in the new fiscal year,
- Increased maintenance funding for buildings and roads, mainly painting and crack sealing, to preserve the condition, and limit deterioration, of these important assets between major investments or reinvestments, and
- Funding for a new comprehensive master plan. The town's current plan is ten years old. Times have changed, the world has changed, Windham has changed, and we need a plan – and a process – that takes those changes into account for the next ten years.

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 increased to \$545,000 for 2011 and 2012. The capital equipment replacement plan is funded at \$625,000 for 2013 and is currently planned to increase to \$725,000 in 2014 and \$800,000 per year beginning in 2015.

Both road improvement and building improvement funding are increased in the manager's proposal. Road improvements funding is proposed at \$700,000 in 2013, up from \$550,000 in 2012. Building improvement funding is also increased, from \$119,000 to \$162,500 to pay for repairs and system improvements to the various facilities operated by the town as well as conduct a complete facilities condition assessment to aid with further facilities planning.

Use of Fund Balance.

Use of fund balance in the manager's proposed budget for 2013 remains at \$200,000 and is broken down as follows:

Offset against General Contingency (account 9910)	\$ 100,000
Offset against Energy & Weather Emergency fund (account 9920)	100,000
<u>Total</u>	<u>\$ 200,000</u>

Meeting Capital Needs.

Facilities and infrastructure issues continue to be significant challenges for the town. Progress is being made on a strategic plan for addressing the most pressing community facilities and buildings; some of this progress is reflected in the manager's budget proposal. We will continue to work on a plan for meeting the community's facilities needs as part of a comprehensive capital improvements program. Not every need will be met, or met right away, but having a plan will focus our efforts and attention.

As the economy continues its gradual recovery, spending to improve and maintain the town's infrastructure, facilities, and buildings is important – to be prepared for the future and, where possible, take advantage of a more competitive bid climate and financing rates. These efforts 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 are being developed to place the cost burden of new facilities where it belongs and to help keep the town from falling behind in the future.

Municipal Revenues.

In ten years before the Great Recession, as the economic downturn of 2008 has been called, the Town was able to rely on steadily rising non-property tax revenues to fund its activities. Many of those revenues suffered significant declines through 2010 and into 2011. The Town made significant and, in some cases, painful adjustments to meet these new revenue realities.

As the economy gradually stabilized and began to recover, excise tax revenues have done likewise. As a result, revenue estimates have been cautiously increased based on close observation.

Revenue sharing, another significant source of income for the town, has also been under pressure in recent years. Cities and towns in Maine have had a long-standing partnership with the state in sharing sales and income tax revenue. The state has shown a growing willingness to use sales and income tax receipts set aside for revenue sharing – set aside for property tax relief – to provide relief to its own budget and to state taxpayers. This has a direct impact on municipalities and a disproportionate effect on those municipalities' taxpayers. For the time being revenue sharing seems reasonably secure, though at a lower level, but this could change in the next Legislature and the Governor's next biennial budget.

Tax Rate Impact.

Based on the manager's proposed budget with the tax levy \$122,825 below the statutory limit, the municipal portion of the tax rate would increase by about 3.0%, or about 13¢ per thousand dollars of assessed value, depending on actual taxable values and 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 and Windham's share of the Windham-Raymond School District (RSU 14) budget, which has yet to be determined.

Conclusion.

The manager's proposed budget for 2012-2013 maintains changes made in 2011, proposes few changes to the operating budget for 2013, and continues to put more emphasis on taking care of the town's capital assets. Throughout the year we will continue to look for opportunities to improve service and organization efficiency and effectiveness. We have begun to put more energy behind developing meaningful performance measures to communicate to the Council and the public how well we do and how we are working to improve it. This is not something that will be accomplished all at once, but it is important to start and to keep at it.

We look forward to working with the Council and the community on the challenges and opportunities of the year ahead, and planning for the future.

Respectfully,



Anthony T. Plante
Town Manager

Note: The budget as recommended by the finance committee, and subsequently adopted by both the town council and town meeting, reduced the manager's budget by \$74,300, and the tax levy by \$65,200.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

SUMMARY STATEMENT OF ESTIMATED REVENUES AND PROPOSED APPROPRIATIONS

	FY 2012 Approved Budget	FY 2013 Preliminary Budget		FY 2013 Manager's Proposal		FY 2013 Approved Budget
Budget Proposal						
Estimated Revenues	\$ 13,783,652	\$ 13,909,984	0.9%	\$ 14,055,931	2.0%	\$ 13,981,631
Proposed Operating Appropriations	\$ 11,535,427	\$ 11,658,827	1.1%	\$ 11,540,300	0.0%	\$ 11,516,000
Proposed Non-Operating Appropriations	\$ 2,248,225	\$ 2,632,231	17.1%	\$ 2,515,631	11.9%	\$ 2,465,631
Proposed Total Appropriations	\$ 13,783,652	\$ 14,291,058	3.7%	\$ 14,055,931	2.0%	\$ 13,981,631
Net Surplus/(Deficit)	\$ -	\$ (381,074)		\$ 0		\$ 0
Amount Below/(Above) Levy Limit	\$ 406,549	\$ 122,825		\$ 122,825		\$ 188,025

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

STATEMENT OF ESTIMATED REVENUES

acct	description	FY 2011 actual	FY 2012 estimate	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	%	FY 2013 approved
0400	Property Taxes	\$ 22,819,038	7,504,385	24,051,463	7,729,517	7,729,517	55.0%	7,664,317
0401	Supplemental Taxes	13,203	7,500	-	7,500	7,500	0.1%	7,500
0402	Payments in Lieu of Taxes	-	3,250	-	3,250	3,250	0.0%	3,250
0405	Tax Reports	265	500	99	500	500	0.0%	500
0407	Interest on Taxes	99,016	100,000	59,870	100,000	100,000	0.7%	100,000
0408	Tax Lien Fees	12,505	12,000	13,969	12,000	12,000	0.1%	12,000
0409	Excise Taxes	2,436,459	2,300,000	1,359,704	2,300,000	2,400,000	17.1%	2,400,000
0410	Town Clerk Fees	50,043	60,000	20,344	60,000	45,000	0.3%	45,000
0411	Building Fees	65,281	50,000	51,997	50,000	75,000	0.5%	75,000
0412	Plumbing Fees - Town	17,183	15,000	16,875	15,000	17,500	0.1%	17,500
0413	Boat Excise Tax	28,891	25,000	4,824	25,000	25,000	0.2%	25,000
0414	Proof of Insurance Fax	9		544			0.0%	
0415	Dundee Park	39,973	34,500	29,945	34,500	37,000	0.3%	37,000
0416	Recreation Fees		205,800	19,374	194,500	194,500	1.4%	194,500
0417	Snowmobile Reg - Town	8,008	7,000	7,870	7,000	7,000	0.0%	7,000
0418	Boat Registration - Town	1,511	1,000	292	1,000	1,000	0.0%	1,000
0419	ATV Registration - Town	572	500	258	500	500	0.0%	500
0421	CATV Fees	129,272	120,000	4,776	120,000	125,000	0.9%	125,000
0422	Police Fines & Fees	2,670	2,000	2,070	2,000	2,000	0.0%	2,000
0424	Court/Witness Fees	400	250	69	250	250	0.0%	250
0425	Animal Control Fines & Fees	175		-			0.0%	
0427	Passports	2,125		8,390		10,000	0.1%	10,000
0430	State Revenue Sharing	843,031	950,000	586,078	950,000	975,000	6.9%	975,000
0431	State of Maine	12,315	10,000	25,271	10,000	10,000	0.1%	10,000
0434	Library Fines and Fees	8,500	7,500	4,914	7,500	7,500	0.1%	7,500
0435	Urban-Rural Initiative Program	257,300	250,000	133,306	250,000	266,612	1.9%	266,612
0438	Co-Locations Cell Tower	-		450			0.0%	
0440	Assessor's Fees	682	500	271	500	500	0.0%	500
0441	Dog Licenses - Town	9,093	8,000	6,090	8,000	8,000	0.1%	8,000
0442	Hunting & Fishing - Town	2,936	4,000	1,555	4,000	4,000	0.0%	4,000
0443	Reregistrations - Town	49,342	45,000	27,054	45,000	46,500	0.3%	46,500
0444	Board of Appeals	1,500	1,000	1,500	1,000	1,500	0.0%	1,500
0445	Subdivision/Review Fees	900	1,000	4,650	1,000	2,500	0.0%	2,500

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

STATEMENT OF ESTIMATED REVENUES								
acct	description	FY 2011 actual	FY 2012 estimate	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	%	FY 2013 approved
0448	Site Plan Fees	5,625	1,000	2,000	1,000	2,000	0.0%	2,000
0449	Sewer Application Fees	-	1,000	-	1,000	1,000	0.0%	1,000
0450	Sewer Fees	111	351,756	165,235	351,756	351,756	2.5%	351,756
0451	Cemetery Trust Fund	2,800	2,800	2,800	2,800	2,800	0.0%	2,800
0453	Shoreland Review Fees	50	-	-	-	-	0.0%	-
0454	Subdivision Amendment	2,700	-	1,100	-	-	0.0%	-
0455	Auto Junkyard Fee	502	500	502	500	500	0.0%	500
0456	Gravel Pit Fees	750	-	-	-	-	0.0%	-
0457	Shoreland CEO Permit	1,760	1,000	1,230	1,000	1,000	0.0%	1,000
0458	Sub-Surface Review Fees	1,440	1,000	1,140	1,000	1,000	0.0%	1,000
0470	Solid Waste Fees	496,991	540,000	216,851	540,000	540,000	3.8%	540,000
0471	Chaffin Pond Preserve	25	-	-	-	-	0.0%	-
0474	Rescue Miscellaneous Fees	215	-	115	-	-	0.0%	-
0475	Rescue Services Reimbursements	460,591	465,000	284,677	465,000	480,000	3.4%	480,000
0476	Fire/Rescue Fines & Fees	15	-	30	-	-	0.0%	-
0480	Interest on Investments	42,667	10,000	7,439	10,000	10,000	0.1%	10,000
0481	Town Garage Lease Payment	9,416	9,416	9,416	9,416	9,416	0.1%	9,416
0482	General Assistance Revenue	218,983	162,500	12,666	75,000	50,000	0.4%	50,000
0483	Zone Change Fees	600	-	-	-	-	0.0%	-
0484	Miscellaneous Revenue	90,498	33,500	19,760	33,500	14,335	0.1%	14,335
0485	Sale of Town Property	-	5,000	-	5,000	4,000	0.0%	4,000
0486	Building/Space Rental	-	-	-	-	-	0.0%	-
0498	TIF Revenues Transferred In	263,495	273,495	-	273,495	273,495	1.9%	264,395
0495	Appropriated Fund Balance	10,000	200,000	-	200,000	200,000	1.4%	200,000
							0.0%	
	Total Non-Property Tax Revenues	5,689,191.00	6,271,767.00	3,117,370.00	6,172,967	6,318,914	45.0%	6,309,814
	Total Revenues, All Sources	\$ 28,521,432	\$ 13,783,652	\$ 27,168,833	13,909,984	14,055,931	100.0%	13,981,631

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

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

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 within the levy limit plus the town's two current municipal development (i.e. TIF) districts. Aside from the statutory property tax levy limit enacted by the Legislature 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.

Through reductions in the manager's proposed budget the finance committee reduced revenue from property taxes by \$65,200.

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.

R0430 Maine cities and towns receive a share of state sales and income tax revenue. For fiscal 2012 and 2013 revenue sharing was decreased overall by transferring funds to the state's general fund and has been reflected in the proposed budget.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

REVENUES

- 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). Funds are estimated at the same level as 2012.
- 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.
- 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.
- GA reimbursement has been cut dramatically from 2012 as a result of corresponding reductions in general assistance outlays in account 8110.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

REVENUES

- R0484 For the last two years this account has included revenue from the Town of Raymond a joint services agreement for GIS offsetting costs in the assessing office. The Town of Raymond has advised Windham that it will not continue that agreement for 2013.
- R0495 No funds from fund balance are included to offset the town's operating budget; the only remaining amount, \$200,000, offsets the town's two contingency funds (9910 and 9920).
- 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.

Finance committee reduced this amount by \$9,100. See note at account 1180-44070.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

SUMMARY OF PROPOSED APPROPRIATIONS

acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
ADMINISTRATIVE SERVICES							
1110	Town Council	138,032	126,587	96,127	146,055	136,055	136,055
1120	Town Manager's Office	340,580	364,891	213,619	366,036	363,636	363,636
1130	Collection & Registration Services	195,686	206,408	113,486	206,960	200,010	200,010
1140	Information Services	136,125	162,619	60,009	147,311	138,311	138,311
1150	Community Participation	12,373	39,100	22,820	38,975	38,675	38,675
1160	Community TV & E-Government	38,913	45,022	23,501	45,027	49,309	44,109
1180	Economic Development	116,669	102,278	47,558	112,343	112,343	103,243
1210	Insurance	75,773	85,898	90,685	96,000	96,000	96,000
1220	Employee Benefits	1,562,522	1,703,125	980,941	1,791,300	1,802,526	1,802,526
1230	Banking & Investment Services	407	375	154	375	375	375
	Total	2,617,081	2,836,303	1,648,898	2,950,382	2,937,240	2,922,940
PUBLIC WORKS SERVICES							
2110	Administration	129,136	140,259	86,133	140,323	138,933	138,933
2120	Highway Maintenance	482,853	505,873	257,253	549,644	557,569	557,569
2130	Traffic Safety	86,147	104,925	58,128	104,925	104,925	104,925
2150	Snow Removal	284,905	321,239	152,871	345,247	345,247	345,247
2210	Building Maintenance	438,919	487,867	252,319	487,214	490,514	490,514
2220	Grounds Maintenance	40,136	11,950	2,490	11,950	11,300	11,300
2510	Vehicle Maintenance	369,536	434,384	152,009	413,093	403,893	403,893
2910	Solid Waste	962,747	985,409	510,416	972,315	972,315	972,315
	Total	2,794,378	2,991,906	1,471,619	3,024,711	3,024,696	3,024,696
POLICE SERVICES							
3110	Administration	1,733,035	1,768,948	921,412	1,768,948	1,766,138	1,766,138
3120	Communications	385,328	329,459	164,805	337,943	330,885	330,885
3140	Animal Control	52,461	59,759	12,072	57,820	57,820	57,820
3210	Vehicle Maintenance	99,200	121,631	52,569	119,482	117,937	117,937
	Total	2,270,024	2,279,797	1,150,858	2,284,193	2,272,780	2,272,780

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

SUMMARY OF PROPOSED APPROPRIATIONS

acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
FIRE/RESCUE SERVICES							
4110	Fire-Rescue Services	1,162,236	1,264,985	668,908	1,304,420	1,304,420	1,304,420
4130	Rescue	-	-	-	-	-	-
4140	Emergency Management	-	1,000	146	1,000	1,000	1,000
4150	Water Main Charges	89,593	90,000	45,576	93,000	92,075	92,075
4210	Vehicle Maintenance	125,832	143,840	45,532	154,800	147,800	147,800
	Total	1,377,660	1,499,825	760,162	1,553,220	1,545,295	1,545,295
RECREATION & CULTURAL SERVICES							
5110	Parks and Recreation Administration	163,410	164,374	92,597	161,820	160,420	160,420
5111	Recreation Programming	204,412	177,800	116,747	166,500	166,500	166,500
5120	Parks - Dundee Park & Trails	54,842	48,940	38,472	61,842	61,842	61,842
5130	Parks - Skate Park	14,721	16,400	6,975	16,850	16,850	16,850
5510	Public Library	282,570	322,247	172,511	322,189	320,264	320,264
	Total	719,954	729,761	427,301	729,201	725,876	725,876
PROPERTY & INSPECTION SERVICES							
6110	Code Enforcement & Zoning Administration	142,524	163,975	83,945	167,893	166,133	166,133
6120	Planning	179,139	184,385	101,317	184,485	183,375	183,375
6121	Comprehensive Master Plan	-	-	-	75,000	50,000	40,000
6510	Assessing	223,605	228,809	132,161	232,148	229,051	229,051
6520	Geographic Information Systems	15,632	20,003	1,664	23,859	23,859	23,859
	Total	560,899	597,172	319,087	683,385	652,418	642,418
TOWN CLERK							
7510	Town Clerk	129,274	145,338	75,504	153,419	151,779	151,779
	Total	129,274	145,338	75,504	153,419	151,779	151,779

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

SUMMARY OF PROPOSED APPROPRIATIONS

acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
SOCIAL SERVICES							
8110	Social Services	514,059	411,200	72,579	236,191	186,091	186,091
8120	Social Service Agency Funding	43,850	44,125	24,125	44,125	44,125	44,125
	Total	557,908	455,325	96,704	280,316	230,216	230,216
TOTAL OPERATING							
		11,027,178	11,535,427	5,950,134	11,658,827	11,540,300	11,516,000
CAPITAL OUTLAY & FIXED CHARGES							
9110	Equipment Replacement	1,030,412	545,000	688,820	625,000	625,000	625,000
9120	Road Improvements	354,715	542,500	480,518	650,000	700,000	650,000
9130	Land & Buildings	281,338	379,000	39,913	589,100	422,500	422,500
9170	Sewer	-	351,756	175,878	351,756	351,756	351,756
9510	Debt Service	235,031	229,969	191,344	216,375	216,375	216,375
	Total	1,901,496	2,048,225	1,576,473	2,432,231	2,315,631	2,265,631
CONTINGENCY							
9910	General Contingency Fund	-	100,000	(21,885)	100,000	100,000	100,000
9920	Energy & Weather Emergency Fund	-	100,000	-	100,000	100,000	100,000
	Total	-	200,000	(21,885)	200,000	200,000	200,000
TOTAL NONOPERATING							
		1,901,496	2,248,225	1,554,588	2,632,231	2,515,631	2,465,631
TOTAL APPROPRIATIONS							
		12,928,674	13,783,652	7,504,721	14,291,058	14,055,931	13,981,631

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

1110 - TOWN COUNCIL							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	214	210	24	7,350	7,350	7,350
42010	Legal Services	87,937	75,000	63,579	85,000	75,000	75,000
42020	Audit Fees	19,900	18,785	17,300	18,800	18,800	18,800
42090	Training & Conferences	-	-	-	500	500	500
42100	Travel/Meals	-	-	-	250	250	250
42110	Memberships	29,981	32,592	15,224	34,155	34,155	34,155
		<u>138,032</u>	<u>126,587</u>	<u>96,127</u>	<u>146,055</u>	<u>136,055</u>	<u>136,055</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

1110 – TOWN COUNCIL

41010 Council members are paid according to Chapter 2 of the Code of the Town of Windham. Elected officials are paid \$35 for each public meeting at which a quorum is present. Due to the change in the Council's meeting schedule during fiscal 2010-2011, meetings are budgeted as follows:

Council meetings	24
Workshops (special topics, public forums, etc.)	4
<u>Budget workshops (to review finance committee's recommendation)</u>	<u>2</u>
Total meetings	30

Thirty (30) meetings, seven council members, \$35 each \$7,350

For fiscal 2010-2011 and 2011-2012 the Council set compensation at \$1 each per meeting. Beginning July 1, 2012 compensation will return to \$35 per meeting.

42010 Payments to legal counsel are highly variable due to the unpredictability of issues that may arise.

42020 Independent auditor's engagement for the 2011-2012 fiscal year.

42090 Registration and attendance at seminars and events.

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 associations or agreements:

Greater Portland Council of Governments (GPCOG)	\$17,001
Maine Municipal Association (MMA), 2012	14,564
Maine Development Foundation	250
American Society of Composers, Authors & Publishers (ASCAP)	320
Broadcast Music, Inc. (BMI)	320
<u>PACTS</u>	<u>1,700</u>
Total	\$34,155

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

1120 - TOWN MANAGEMENT							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	299,827	328,641	188,095	328,786	328,786	328,786
42030	Professional Services	6,937	7,500	4,688	7,500	6,000	6,000
42040	Print Services	1,613	1,000	-	1,000	1,000	1,000
42050	Equipment Maintenance	58	500	-	500	300	300
42060	Telephone	3,879	3,000	2,086	4,000	4,000	4,000
42070	Advertising	1,042	1,500	1,978	1,500	1,500	1,500
42080	Postage	3,750	5,000	3,566	5,000	5,000	5,000
42090	Training/Conferences	999	2,000	1,580	2,000	1,800	1,800
42100	Travel/Meals	2,563	3,500	2,496	3,500	3,000	3,000
42110	Memberships	1,381	1,500	1,253	1,500	1,500	1,500
43010	Supplies & Materials	9,403	6,750	4,402	6,750	6,750	6,750
43030	Books, Maps & Publications	2,958	3,000	2,745	3,000	3,000	3,000
43220	Other Equipment	4,850		-			
43300	Copy Services	1,322	1,000	729	1,000	1,000	1,000
		<u>340,580</u>	<u>364,891</u>	<u>213,619</u>	<u>366,036</u>	<u>363,636</u>	<u>363,636</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

1120 – TOWN MANAGEMENT

The office of the town manager provides general oversight, management control, and support services to all other town departments, agencies, and offices. It serves as a resource and a focal point for both the public and the organization, and provides policy and administrative support to the Town Council.

41010 Annual salaries and wages for positions as authorized:

- Town Manager (1.0 FTE)
- Assistant Town Manager/HR Director (1.0 FTE)
- Executive Assistant (1.0 FTE)
- Finance Director (1.0 FTE)
- Finance Administrative Assistant (0.8 FTE)
- Finance Administrative Assistant (0.8 FTE)

Total current authorized positions (5.6 FTE)

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.

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.

42090 Includes in-office training programs, manager's attendance at International City Management Association (ICMA) annual convention.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

1120 – TOWN MANAGEMENT

- 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.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

1130 - COLLECTION AND REGISTRATION SERVICES							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	129,828	128,007	73,328	128,084	128,084	128,084
41020	Overtime Compensation	13	-	-	100	-	-
41030	Part-time Compensation	36,886	39,576	19,944	39,576	39,576	39,576
42030	Professional Services	11,847	15,000	10,688	15,000	13,000	13,000
42050	Equipment Maintenance	300	750	-	750	300	300
42060	Telephone	925	1,500	476	1,000	1,000	1,000
42070	Advertising	234	500	-	500	500	500
42080	Postage	9,528	15,000	6,852	15,000	12,000	12,000
42090	Training/Conferences	50	500	39	500	250	250
42100	Travel/Meals	380	1,000	140	750	500	500
43010	Supplies & Materials	3,023	2,625	1,395	3,500	3,500	3,500
43030	Books, Maps & Publications	459	1,200	308	1,200	800	800
43220	Other Equipment	2,212	750	315	1,000	500	500
		<u>195,686</u>	<u>206,408</u>	<u>113,486</u>	<u>206,960</u>	<u>200,010</u>	<u>200,010</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

1130 – COLLECTION AND REGISTRATION SERVICES

OVERVIEW OF THE OFFICE

What is at the core of what the Tax Collection/Motor Vehicle Office does?

- a. Provide prompt and accurate collection of taxes and fees.
- b. Provide excellent customer service, by being consistent with how we treat every customer, and trying to meet their service needs large or small.

Collection and Registration Services is responsible for providing the highest level of customer service in its client-facing role. The department's responsibilities include:

- Registrations
 - Automobiles
 - ATVs
 - Boats
 - Snowmobiles
 - Dogs
 - Hunting and Fishing
 - Trailers
- Billing and Collection
 - Property Taxes
 - Sewer Fees
 - Insufficient Checks
 - Courtesy calls and letters concerning overdue taxes
- Daily Reconciliation of Revenue
 - Checks
 - Cash
 - Scan all the checks received on a daily basis

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

1130 – COLLECTION AND REGISTRATION SERVICES

- Filing/Discharging liens
 - Property Tax Liens
 - UCC Liens
 - Sewer Liens

- Research
 - Tax and auto Information
 - Mortgage Information

PASSPORTS

We also process passports and make sure they are delivered to the post office for mailing on a daily basis

Registration and Collection Services strives to provide prompt and consistent service to its customers while maintaining the highest level of accuracy in all work functions.

How can we improve?

- Professional development – the ability to multi-task within the department will improve speed and accuracy
- Scanning and storing documents electronically, such as liens and discharges, would provide quicker access to records. Liens and discharges have to be kept in our files permanently.
- Morale boosters – providing low cost/no cost recognition to employees for achievements or special events.
- Customer and employee feedback – through comments and satisfaction surveys.

What does it mean to be good at what we do?

Being good at what we do means we have very few complaints from customers or employees. It also means keeping up with all the law changes and being willing to try new ways to achieve this goal. It further means we work as a team and are willing to be cross trained to help other departments.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

1130 – COLLECTION AND REGISTRATION SERVICES

ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Office Manager/Asst. Tax Collector/Treasurer (1.0 FTE)
Administrative Assistant #1 (0.9 FTE)
Administrative Assistant #2 (0.9 FTE)

Total current authorized full-time positions (2.8 FTE)

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

Administrative Assistant #3 (0.6 FTE)
Administrative Assistant #4 (0.5 FTE)

Total current authorized part-time positions (1.1 FTE)

42030 Costs related to 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. The fee charged for the printing of the tax bills is paid from this account; mailing of the tax bills is paid from the postage account.

42050 Maintenance and repairs for 8 printers and 13 computers during the year. We have 2 Motor Vehicle printers, 4 laser printers (which are also used to create Town of Windham liens and discharges). General ledger reports and print tax and treasurer receipts are printed on 2 other printers, and have the capability to convert a laser printer to a receipt printer during tax time.

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.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

1130 – COLLECTION AND REGISTRATION SERVICES

- 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. Training is required by the Motor Vehicle division of the State to attend workshops, in order to keep current on any new laws. This account 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 Required M.S.R.P. reference books for automobiles, trucks, motorcycles, camper trailers and motor homes to properly calculate excise tax due to the town.
- 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 2012-2013

1140 - INFORMATION SERVICES							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	87,334	100,919	34,071	85,611	85,611	85,611
41020	Overtime Compensation	134	3,000	447	3,000	1,500	1,500
42030	Professional Services	6,455	3,000	365	3,000	3,000	3,000
42050	Equipment Maintenance	26,463	38,000	18,642	38,000	33,000	33,000
42060	Telephone/Data Lines	10,374	12,000	5,807	12,000	11,000	11,000
42090	Training/Conferences	450	2,500	-	2,500	1,000	1,000
42100	Travel and Meals	235	500	0	500	500	500
42110	Memberships	199	200	0	200	200	200
43010	Supplies & Materials	1,282	2,000	676	2,000	2,000	2,000
43030	Books/Maps/Publications	-	500	-	500	500	500
44190	Capital Equipment	3,200	-	-	-	-	-
		<u>136,125</u>	<u>162,619</u>	<u>60,009</u>	<u>147,311</u>	<u>138,311</u>	<u>138,311</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

1140 – INFORMATION SERVICES

OVERVIEW

Information Services provides stable software and hardware platforms for town employees meeting various departmental needs through user support, hardware and software support, installation, troubleshooting, maintenance, and repair for about 150 clients and devices, 24 physical and virtual servers, 57 printers, and network infrastructure at eight fixed locations plus multiple mobile clients.

Information Services is at its best when it is responding to requests promptly, recognizing early signs of system instability and addressing them, providing preventative user training, and adapting the core server network to the changing end user environment as seamlessly as possible.

A helpdesk system is used to log all (or nearly all) requests for services, system problems, system change projects, etc., and provides a way to track and categorize each request as well as to build a TOW domain specific information set. The goal for Information Services is to anticipate and minimize system problems and the time to resolve them when they do occur, as well as to try to implement tools, techniques, technologies, and strategies to improve the overall performance and reliability of the town's systems in the most efficient way possible while meeting each department's and office's application and technology requirements.

Network hardware efficiency, software upgrades, user training, professional development, switch mapping network documentation, and system maintenance are targeted areas with room for improvement.

ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Information Technology Director (1.0 FTE)

Network Technician (1.0 FTE)

Total current authorized positions (2.0 FTE)

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

1140 – INFORMATION SERVICES

- 41020 Overtime mainly for unscheduled work after-hours for system maintenance, software installation, or emergency response.
- 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, the Police Department, and Community Development, software licensing, PCCI print management service, support and maintenance fees and operating system licenses. Included is additional licensing for Kaspersky anti-virus, Citrix XenApp clients, firewall Botnet Traffic Filters, and SSL certificate. Systems support contracts with Cisco, OpenFox, Symantec, TelVue Corporation, Room Alert and other IT related vendors.
- 42060 Annual cost of Internet provider and data lines. Through Verizon, Time Warner and OTT Communications.
- 42090 Training and Conferences for Information Services staff. Increased need to provide training on the range of technologies, software, and hardware the town uses. Namely maximizing the Cityworks program and database use.
- 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 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 2012-2013

1150 - COMMUNITY PARTICIPATION							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
42090	Training/Conferences	-	200	0	200	200	200
42100	Travel/Meals	-	500	0	500	500	500
42110	Memberships	-	300	0	300	-	-
43010	Supplies & Materials	1,351	1,825	501	1,825	1,825	1,825
43030	Books, Maps & Publications	-	500	473	500	500	500
44070	Contributions to Agencies	11,022	35,775	21,847	35,650	35,650	35,650
		<u>12,373</u>	<u>39,100</u>	<u>22,820</u>	<u>38,975</u>	<u>38,675</u>	<u>38,675</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

1150 – COMMUNITY PARTICIPATION

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 FY2012	PROPOSED FY2013	COUNCIL/APPROVED
Memorial Day Parade	\$ 1,500	\$ 1,500	
Holiday Lights & Banners	1,000	2,000	
Windham Drifters Snowmobile Club	6,850	6,850	
S. Windham Library	1,800	0	
Flowers for Rotary	0	0	
Volunteer Recognition Event	3,000	3,500	
Memorial Day Flags/Markers	1,025	1,200	
Additional/Miscellaneous	0	0	
Watershed Protection	10,000	10,000	
Windham Senior Meals	600	600	
Windham Historical Society	10,000	10,000	
TOTAL	\$ 35,775	\$ 35,650	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

1160 - COMMUNITY TV & E-GOVERNMENT							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41030	Part-time Compensation	6,505	6,704	3,405	6,709	6,709	6,709
42030	Professional Services	30,694	32,768	19,692	32,768	32,000	32,000
42060	Telephone	645	600	328	600	5,800	600
42100	Travel/Meals	-	200	-	200	-	-
42110	Memberships	-	-	-	-	-	-
42210	Electrical Equipment Maintenance	551	1,500	-	1,500	1,500	1,500
43010	Supplies & Materials	319	250	76	250	300	300
43220	Other Equipment	-	-	-	-	-	-
44190	Capital Equipment	200	3,000	-	3,000	3,000	3,000
		<u>38,913</u>	<u>45,022</u>	<u>23,501</u>	<u>45,027</u>	<u>49,309</u>	<u>44,109</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

1160 – COMMUNITY TV & E-GOVERNMENT

41030 Compensation:

Part-time station coverage (Two positions, average of 20 hours)

42030 Professional Services

Granicus

Live and archived video webcasting, agenda management, iLegislate and e-government

Video managed services, billed quarterly	\$ 11,600
Monthly support, annual	3,500

Agenda management, legislative management, and government transparency suite

Monthly support, annual	9,600
<u>Open Platform managed hardware</u>	<u>3,300</u>

Total, Granicus services	28,000
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Web site

<u>Annual hosting, support</u>	<u>\$ 4,000</u>
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Total, Professional Services	\$ 32,000
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42060 Studio telephone lines, data services	5,800
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Finance committee eliminated iPad data plans	(5,200)
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Account balance after amendment	600
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TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

1160 – COMMUNITY TV & E-GOVERNMENT

42100 Covers traveling expenses for events.	200
42210 Professional cleaning and repair of station equipment.	1,500
43010 General Office Supplies	300
44190 Equipment purchases to replace/upgrade failing equipment	3,000

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

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

1180 - ECONOMIC DEVELOPMENT							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	59,938	62,028	34,049	62,093	62,093	62,093
42030	Professional Services	3,741	3,750	1,500	3,750	3,750	3,750
42040	Print Services	500	1,000	0	500	500	500
42060	Telephone/Internet	946	1,500	477	1,500	1,500	1,500
42070	Advertising	25,491	5,000	7,825	5,000	5,000	5,000
42070	Postage	350	500	290	500	500	500
42090	Training/Conferences	1,883	2,000	1,239	2,000	2,000	2,000
42100	Travel/Meals	2,898	2,500	1,122	2,500	2,500	2,500
42110	Memberships	410	750	35	750	750	750
43010	Supplies/Materials	346	1,000	201	1,000	1,000	1,000
43030	Books/Maps/Publications	126	500	40	500	500	500
43140	Vehicle Fuel	-	250	0	250	250	250
43220	Other Equipment/Support	40	1,500	571	1,500	1,500	1,500
43300	Copy Services	-	-	209	500	500	500
44070	Contributions to Agencies	20,000	20,000	-	30,000	30,000	20,900
		<u>116,669</u>	<u>102,278</u>	<u>47,558</u>	<u>112,343</u>	<u>112,343</u>	<u>103,243</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

1180 – ECONOMIC DEVELOPMENT

The goal of the Windham Economic Development Program is to increase economic activity through continuous improvement in Windham's business climate, employment opportunities and development environment. That goal is achieved through the advocacy of regulatory, zoning, and ordinance reforms conducive to economic growth, by aggressively marketing the Town of Windham as a great place to live, work, visit, and to locate a business throughout the region, state and nation, and by working with local businesses and town staff and boards to ensure a smooth path for proposed projects.

Measures of Success include:

- A vibrant and growing retail marketplace
- A growing office sector
- A growing commercial/industrial sector
- Employment growth

41010 Annual Salaries and wages for positions as authorized:

Economic Development Director (1.0 FTE)

Total current authorized positions (1.0 FTE)

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. This line has been reduced to reflect funding for some print services in the TIF funded Marketing Plan.

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).

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

1180 – ECONOMIC DEVELOPMENT

- 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.
- 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 No longer included in Supplies/Materials line to reflect current accounting practices.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

1180 – ECONOMIC DEVELOPMENT

44070 Allocation of TIF funding for WEDC operations and projects.

Finance committee reduced this amount by \$9,100 (and related revenue in R0498) to eliminate Anglers Road interest payment. Under the promissory note to the town the interest is to be paid at maturity from proceeds of a sale of the property, instead of from TIF funds appropriated to WEDC.

The Windham Economic Development Corporation assists the town by promoting and encouraging economic development opportunities. The WEDC assists local businesses by providing opportunities to market and promote their businesses and improve their workforce. The WEDC collaborates with area organizations such as the Chamber of Commerce and Windham Raymond Adult Education along with many town departments to encourage sound programs and policies that will promote economic growth. The FY 2013 Budget as proposed will even more closely align the WEDC's work plan with the Windham Town Council Priorities as recently expressed while maintaining efforts in the Anglers Road Project and other economic development initiatives.

WEDC FY 2013 Budget

Estimated Cash Balance 6/30/12	\$30,400
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Projected Expenses

Anglers Road

Angler's Road Engineering	\$6,000
Angler's Road interest carry cost	\$9,100
Angler's Road Marketing	\$4,000
Angler's Road Legal	\$4,000
Total Angler's Road	\$23,100

Projects

Strategic Plan Implementation	\$6,000
Workforce Development/Jobs Initiative	\$4,000
Sewer Project Facilitation	\$5,000

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

1180 – ECONOMIC DEVELOPMENT

21 Century Downtown/Retail Market Integration	\$5,000
Donnabeth Lippman Park Water Issues	\$2,500
Other Project Facilitation Costs (Design Standards, etc.)	\$1,000
Total Projects FY 2013	\$23,500

Memberships and Conferences

Chamber Membership	\$300
MEREDA Conference and Events	\$750
Total Memberships and Conferences	\$1,050

Sponsorships

Business Expo at Summerfest	\$1,000
Shop Local Campaign	\$1,000
Total Sponsorships	\$2,000

Marketing and Advertising

Website Development and Software	\$5,000
Chamber of Commerce Area Guide Ad	\$700
Miscellaneous Marketing	\$750
Total Marketing and Advertising	\$6,450

Administration

Website Hosting	\$300
Meetings	\$500
Annual Filing	\$35
Office Supplies	\$75
Postage	\$300
Audit Expense	\$750
Legal	\$300
WEDC Ongoing Operating Costs FY 2013	\$2,260

WEDC FY 2013 Budget Total	\$58,360
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TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

1180 – ECONOMIC DEVELOPMENT

WEDC FY 2013 Budget Shortfall	-	\$27,960
Total requested amount	\$30,000	Town investment in WEDC for FY 2013 ***

*** WEDC would have approximately \$2,000 in undesignated cash reserves at the end of FY 2013.

All funding associated with this proposed budget is scheduled to come from 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 administrative 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 2012-2013

1210 - MUNICIPAL INSURANCES							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
42610	Vehicle Insurance	20,074	32,039	29,154	34,000	34,000	34,000
42620	Property & General Liability	54,649	37,896	45,427	40,000	40,000	40,000
42630	Professional Liability	1,050	15,963	16,104	20,000	20,000	20,000
44080	Safety Committee	-	-	-	2,000	2,000	2,000
		<u>75,773</u>	<u>85,898</u>	<u>90,685</u>	<u>96,000</u>	<u>96,000</u>	<u>96,000</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

1210 – MUNICIPAL INSURANCES

Estimates for the town's property and casualty insurance policies reflect anticipated increases in insurance rates, the effect of claims history, and adjustments to cover changes in property values and additions to the town's fleet over the last year.

42610	Insurance for all municipal vehicles, owned and leased	\$ 34,000
42620	Property and general liability Boiler Coverage Umbrella Policy	\$ 40,000
42630	Professional liability [Fire/Rescue & Employee Liability included in General Liability policy) Public Officials Liability Police Liability Bonds	\$ 20,000
44080	Funding for safety committee and training materials.	\$ 2,000

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

1220 - EMPLOYEE BENEFITS							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41060	Social Security	404,635	429,547	253,771	450,000	425,000	425,000
41070	Health & Dental	750,533	795,217	443,265	825,000	730,000	730,000
41080	Deferred Compensation	108,990	125,997	62,369	125,000	107,500	107,500
41090	Tuition Reimbursement	-	-	-	-	-	-
41100	Classification Plan	-	-	-	-	140,000	140,000
41120	MPERS Contributions	84,790	107,257	61,345	107,500	126,226	126,226
41140	Income Protection	5,354	7,000	2,945	6,500	5,500	5,500
41150	Long Term Disability	6,212	7,500	3,620	7,300	6,300	6,300
42600	Workers Compensation	175,972	200,607	146,710	250,000	250,000	250,000
42650	Unemployment Compensation	26,036	30,000	6,918	20,000	12,000	12,000
		<u>1,562,522</u>	<u>1,703,125</u>	<u>980,941</u>	<u>1,791,300</u>	<u>1,802,526</u>	<u>1,802,526</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

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 4.81% for calendar 2012. This estimate is based on a change in health insurance plan (same provider, same network, different co-pays and deductibles), coupled with health reimbursement accounts (HRAs) to reduce overall costs to the Town and employees, and allows for an 8% premium increase in calendar 2013, which will affect the last six months of the budget year. Actual figures will vary depending on plan, funding level for HRAs, third-party administrator costs, and employee benefit enrollment:

Health insurance, net, July – December 2012	\$ 360,000
Health insurance, net, January – June 2013	308,000
HRA funding, January – June 2013	15,000
Third party administrator	14,000
<u>Dental coverage</u>	<u>33,000</u>
	\$ 730,000

41080 This account tracks the Town's match of ICMA Retirement Corporation deferred compensation contributions by employees. The Town matches up to 6% of regular pay.

41120 The Town participates in the Maine Public Employees Retirement System for members of the police and professional firefighters unions as required by contract. This account includes the Town's contribution towards employee retirement: 5.5% of gross pay for police and 8.3% of gross pay for the firefighters.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

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 provides a long term disability insurance plan 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 2012, which will impact the last six months of this budget.

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

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

1230 - BANKING & INVESTMENT SERVICES

acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
42030	Professional Services	407	375	154	375	375	375
		<u>407</u>	<u>375</u>	<u>154</u>	<u>375</u>	<u>375</u>	<u>375</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

1230 – BANKING & INVESTMENT SERVICES

42030 Banking fees charged the Town for non-sufficient fund checks.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

2110 - PUBLIC WORKS ADMINISTRATION							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	111,188	110,668	63,221	110,732	110,732	110,732
42030	Professional Services	4,500	14,295	14,131	14,295	14,295	14,295
42060	Telephone	4,316	4,440	1,978	4,440	4,200	4,200
42070	Advertising	504	500	276	500	500	500
42080	Postage	150	256	0	256	256	256
42090	Training/Conferences	1,916	2,000	1,273	2,000	2,000	2,000
42100	Travel/Meals	1,299	1,500	1,659	1,500	1,500	1,500
42110	Memberships	145	350	149	350	200	200
42210	Electrical Equipment Maintenance	2,040	3,000	1,494	3,000	2,500	2,500
43010	Supplies & Materials	2,746	2,500	1,952	2,500	2,500	2,500
43030	Books, Maps & Publications	75	250	0	250	250	250
43220	Other Equipment	258	500	0	500	-	-
		<u>129,136</u>	<u>140,259</u>	<u>86,133</u>	<u>140,323</u>	<u>138,933</u>	<u>138,933</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2012-2013

2110 – PUBLIC WORKS ADMINISTRATION

OVERVIEW OF DEPARTMENT/ CORE MISSION

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

- Summer and/or winter maintenance services on 128± miles of public ways and public easements, with another 24 miles of contracted roads for winter maintenance. 837 catch basins, and man holes, 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 50 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.

Administration – Director and Administrative Assistant

This division oversees and provides support to all divisions of the Public Works Department. Staff works with other departments, the Town Manager's Office and Town Council, Residents, reviews subdivision plans, participate in regional bids, put out RFPs for equipment and other needs, secure and review bids and pricing for equipment and materials, attends meetings, maintain records, write reports, keep up with new rules, regulations and procedures, Insures compliance with DEP stormwater five year permit, provide and schedule training for employees, prepares the departmental budget, interact with vendors to insure new equipment meets our needs. Handles public inquiries and calls for service, meets with engineers on town or private projects, completes and submits departmental payroll and accounts payable.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY 2012-2013

2110 – PUBLIC WORKS ADMINISTRATION

ACCOUNT DETAIL FOR DIVISION 2110

41010 Annual salaries and wages for positions as authorized:

Director (1.0 FTE)
 Administrative Assistant (1.0 FTE)

Total current authorized positions (2.0 FTE)

42030 Professional Services \$14,295

- o Interlocal storm water group dues, annual storm water report, \$9000
- o Expenses for federal DOT-required drug testing at \$50.00 per person, up to 16 per year.
- o Testing for alcohol at \$38.00 per person, up to 16 per year
- o Pre-employment drug testing and physical exams, \$155.00 per person
- o Update and software support for Citiworks one year \$3,295
- o Reimbursement for CDL licenses
- o 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)

42070 Advertising \$ 500

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

42080 Postage \$ 256

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2012-2013

2110 – PUBLIC WORKS ADMINISTRATION

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	
42100	Travel and Meals	\$1,500
42110	Memberships	\$ 350
	American Public Works Association, Maine Better Roads, APWA Subscriptions, Fleet Card	
42120	Rentals	0
42210	Electrical Equipment Maintenance	\$3,000
	Maintenance of 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.	
43010	Supplies & Materials	\$2,500
	Fax cartridges, office and other miscellaneous supplies.	
43030	Books, Maps, & Publications	\$ 250
43220	Other equipment	\$ 500

UNMET NEEDS

- Office space, plan room, private meeting - conference room, storage area.
- Staff engineer – This person could do some town third party review on subdivisions or commercial development when needed, can review all other plans, inspect new development to insure that the projects are being built to the

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2012-2013

2110 – PUBLIC WORKS ADMINISTRATION

approved plans, help with updating ordinances on roads, could do town engineering on construction of roads and drainage work that the public works does, work with the new storm water regulations that the town is required to do, work with the town planner. This position could be partially or fully funded through fees from developers that are now paid to a consultant and by cost that Public works pays for engineering.

- Security gate on the main entrance. A swipe card gate that will close automatically during non business hours so that the public will not have access to the facility during non working hours. The gate we have now is left open on many occasions leaving an unsecured area.
- New fueling station. We now have two above ground tanks with 3000 gal. Diesel and 2000 gal. Gas capacity, with a key system for turning on the pumps. There are systems that are automated that will insure that the correct fuel is dispensed to the appropriate vehicle, and can also track usage in each vehicle so if the mpg changes management could check to see if there is a problem. The fueling station tanks that we have now are only protected by cement jersey barricades, but there could be an accident that could penetrate the tanks causing a serious spill that would flow directly to the river. With the limited size of the tanks, we need twice weekly deliveries to insure we have sufficient fuel in the winter months. If this supply was disrupted we could (and have) run out of fuel.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

2120 - ROAD MAINTENANCE							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	336,788	345,197	180,845	385,568	385,568	385,568
41020	Overtime Compensation	45,095	51,050	12,864	51,010	51,010	51,010
42090	Training/Conferences	621	1,500	-	1,500	1,000	1,000
42260	Contracted Services	38,531	40,526	25,292	40,966	40,966	40,966
43050	Clothing, Safety Equipment	9,162	9,600	3,972	9,600	9,025	9,025
43180	Minor Equipment & Tools	1,047	3,000	1,533	3,000	2,000	2,000
43220	Other Equipment	-	-	2,566	3,000	3,000	3,000
44100	Road Maintenance Materials	51,609	55,000	30,181	55,000	65,000	65,000
		<u>482,853</u>	<u>505,873</u>	<u>257,253</u>	<u>549,644</u>	<u>557,569</u>	<u>557,569</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

2120 – ROAD MAINTENANCE

OVERVIEW OF THE DIVISION

This portion of the budget accounts for the highway maintenance crew and most of its supplies, materials and other expenses related to year-round general road maintenance, including routine maintenance, non-winter emergency call-ins, and all winter storm operations. This account includes contracted services such as liquid calcium chloride 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), and specialized equipment rental for highway maintenance activities. This account is also used for work-related clothing, all safety equipment for the highway crew, mandatory and voluntary training, and some small tools and equipment.

ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Highway Maintenance Supervisor (0 to 1.0 FTE)

Truck Drivers (7.0 FTE)

Equipment Operator2 (2.0 to 3.0 FTE)

Total authorized FTE count: 11.0

52 weeks of on-call coverage @ \$50/week

41020 Overtime for winter operations and all other emergency call-ins, based on

2025 hours at an average hourly rate of \$25.19

\$51,050

Average hrs per year from 2004 – 2011 - 3013 hrs

Average hrs per year from 2008 – 2011 - 3032 hrs

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

2120 – ROAD MAINTENANCE

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	2,365 hrs Total
2011	2,020 hrs Total

42090	Training/Conferences for highway crew employees	\$ 1,500
42260	Contracted services	\$40,966
	Contracted Catch Basin cleaning up to 837 basins @ \$29 each	\$24,276
	Liquid calcium chloride for dust control on dirt roads 9000 gal @ \$1.41/gal, applications based on road usage and conditions	\$12,690
	Tree work	\$ 4,000
	Crack sealing	\$0

Manager's budget proposal adds \$10,000 for crack sealing, starting with more recently paved roads or those in better overall condition and working toward roads paved less recently or in worse condition – "keeping the good roads good."

43050	Uniforms, safety boots and personal protection equipment	\$ 9,600
	\$425 per person for uniforms and safety boots	
	Miscellaneous safety equipment, hard hats, gloves, vests, eye protection, hearing protection, breathing protection, and rain gear	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

2120 – ROAD MAINTENANCE

43180	Replacement of hand tools, rakes, shovels, cut off saw blades brooms, etc.	\$ 3,000
43220	Small Equipment: Plate compactor	\$3,000
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"	\$ 16/ 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	\$ 70 / ton
	Erosion control materials and miscellaneous materials	

UNMET NEEDS

- The town spends approximately \$24,000 annually on catch basin cleaning. As the town grows more roads are being built, often with more basins to clean, which will increase costs every year. The towns of Windham and Gorham explored the joint purchase of a catch basin cleaning truck. By working together each town could save \$60,000 to \$100,000 over ten years. Capital costs would be higher initially, but would be offset by reductions in the operating budget over time. Having a shared truck would allow each town the flexibility of doing more work in a timely manner, the ability to flush culverts that are plugged, instead of replacing them, and cleaning the pipes between catch basins that are becoming filled, as identified by the town's storm water mapping efforts. This would improve compliance with the storm water rules and save on replacement piping, which is a major expense. To contract pipe cleaning the cost is \$125 to \$150 per hr.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

2120 – ROAD MAINTENANCE

- Compliance with storm water management rules, including monitoring, detection, elimination, and reporting of illegal discharges into any conveyance system of storm water in the urbanized areas of the town will require training and, likely, more work for existing staff.
- Add five full time highway employees. With the workload, safety regulations, 16 more miles of road maintenance (state and local) since 2000, and storm water rules, a 16 man highway crew is needed for the size of the town as it is today. Two full crews on the roads in the non winter months doing maintenance and construction will allow public works to perform the necessary work to maintain our investment in the towns' infrastructure. The cost to staff public works to an appropriate level would be approximately \$200,000 with benefits. With additional manpower and equipment we could be doing some of the jobs that are now contracted out. This would also help in winter to allow us to maintain our roads and sidewalks in a more efficient and timely manner, and could give us the capability to have limited coverage at night during long duration storms when the crew goes home to sleep. Exceptions to this could be extreme weather events. This is a safety issue when the crew has to work up to 30 hrs or more with only short rest breaks, and continues storms. Dedicated sidewalk clearing person,
- Locker room, shower room for when a crew member needs to shower or change due to long duration winter storms or from contamination due to a spill.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

2130 - TRAFFIC SAFETY/DRAINAGE							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
42190	Contracted Services	8,924	34,000	22,813	34,000	34,000	34,000
42210	Electrical Equipment Maintenance	8,195	8,500	-	8,500	8,500	8,500
42220	Electricity	59,623	53,675	31,911	53,675	53,675	53,675
43270	Traffic Signs	9,405	8,750	3,404	8,750	8,750	8,750
		<u>86,147</u>	<u>104,925</u>	<u>58,128</u>	<u>104,925</u>	<u>104,925</u>	<u>104,925</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

2130 - TRAFFIC SAFETY

Overview

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

ACCOUNT DETAIL

42190 Contracted services	\$34,000
Spring road striping (long line and hand), 49 miles	\$31,000
Guard rail replacement	\$ 3,000
42210 Traffic signal maintenance for 9 signals & 4 flashing,	\$ 8,500
42220 Electricity for street lights and traffic signals	\$53,675
43270 Sign replacement and new sign purchases, New sign purchases will be retro reflective per latest MUTCD	\$8,750

PAVEMENT MARKING PROGRAM

Pavement striping is done on town roads with higher traffic volumes (collector roads), and arterials (portions of state roads in the urban compact).

Town Collector Roads

Albion Road	Double center lines	13,056'
Anderson Road	Double center lines	10,295'
Chute Road	Double center lines	13,015'

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

2130 - TRAFFIC SAFETY

Highland Cliff Road	Double center lines	18,995'
Landing Road	Double center lines	1,225'
	Single edge lines	1,225'
Manchester Drive	Double center lines	2,390'
	Single edge lines	2,390'
Mallison Falls Road	Double center lines	2,785'
Pope Road	Double center lines	29,640'
Varney Mill Road	Double center lines	9,740'
	Single edge lines	9,740'
Ward Road	Double center lines	6,235'
Whites Bridge Road	Double center lines	4,930'
	Single edge lines	4,930'
 <u>State Roads within the Urban Compact</u>		
Falmouth Road	Double center lines	23,255'
River Road	Double center lines	26,135'
	Single edge lines	5,900'
Route 115	Double center lines	9,465'
	Single edge lines	9,465'
Route 35	Double center lines	3,255'
	Single edge lines	3,255'
Route 202	Double center lines	37,095'
	Single edge lines	37,095'
Route 302	Double center lines	37,205'
	Single edge lines	37,205'
Windham Center Road	Double center lines	21,055'

Each edge line x 2

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

2130 - TRAFFIC SAFETY

Striping totals approximately 49 centerline miles of road. Other pavement markings, i.e. stop bars, crosswalks, turn arrows, are classified as "hand work" and are paid for from the same budget but not listed above.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

2150 - SNOW REMOVAL							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
42170	Snowplowing Contracts	46,470	46,475	56,940	80,167	80,167	80,167
43250	Vehicle Maintenance Parts	38,478	38,146	28,801	37,290	37,290	37,290
43320	Chemicals	181,220	206,618	51,656	197,790	197,790	197,790
44100	Road Maintenance Materials	18,736	30,000	15,473	30,000	30,000	30,000
		<u>284,905</u>	<u>321,239</u>	<u>152,871</u>	<u>345,247</u>	<u>345,247</u>	<u>345,247</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

2150 – SNOW REMOVAL

OVERVIEW OF THE DIVISION

This section of the Public Works Department budget is used exclusively for winter maintenance of approximately 150 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 23 miles of public easement roads, and buys all our hardware and repair parts for snow and ice control.

ACCOUNT DETAIL

42170	Snowplowing contract Pays for contractor to plow 24.72 miles of public road and public easements.	\$80,167
43250	Vehicle Maintenance Parts	\$37,290
	Cutting edges, regular, 250' @ 12.10 per ft.	3,025
	Cutting edges, carbide, 250' @ 47.50 per ft	11,875
	Cutting edges, 9' V plows-2 @ 150	300
	Cutting edges, 9' extreme V @ 350	700
	Cutting edges, 9' straight-6 @ 115	690
	Loader, Backhoe edges	2700
	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	\$197,790
	Road salt, 3,000 tons @ \$60 per ton. This is a 10% increase in the price per ton over fiscal 2012, but still lower than the 2012 budgeted price.	180,000

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

2150 – SNOW REMOVAL

GPCOG road salt bid fee (0.75%)	1,350
Liquid Magnesium chloride, 12,000 gallons @ \$1.37 gallons	\$ 16,440
Average usage of road salt has been approximately 3,000 tons per year. (600 tons of salt is mixed with 6,000 yards of sand) GPCOG receives 0.75% of the total salt costs	
44100 Road Maintenance Materials	
Pre-screened sand, 6,000 CY @ \$5.00/cy (hauled by PW)	\$30,000

UNMET NEEDS

Additional manpower would allow for dedicated sidewalk snow removal, addressing a perennial service and safety issue. With continued commercial development in North Windham, there has been growing expectation that sidewalks will be cleared as soon as possible after a snow storm to allow for pedestrian movement. Depending on how long the crew has already been out, it is not always possible to put someone on this detail right away. There is also a need to clear the sidewalks on Windham Center Road and Rte. 202 by the High School complex and in South Windham for pedestrians along the Rte. 202 corridor. Demand for sidewalk snow removal in existing and new residential development is expected to grow with the school district's consolidation of bus stops.

Adding to the highway crew would reduce or eliminate the need to have a mechanic on a full time plow route and better utilize that resource. It would allow the supervisor to monitor all the plow routes and road conditions, making sure that the correct application of material is being applied, when and where needed; rather than plowing an assigned route. It would also allow for limited coverage at night during longer storm events, improving public and employee safety.

As one example of how another community provides a similar service, Westbrook's population is approximately the same as Windham, and puts sixteen pieces of equipment, plus a supervisor, on ninety miles of road during a winter storm. Westbrook also has three dedicated sidewalk plow operators for twenty-six miles of sidewalks that start clearing after a few inches of accumulation. Westbrook also does not assign supervisors to plow routes, allowing for closer

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

2150 – SNOW REMOVAL

monitoring of road conditions. Windham has thirteen pieces on the road plowing 128 miles, including the supervisor, and has no dedicated sidewalk plow operator. Sidewalks are cleared only after all road maintenance is done and only during normal working hours.

This comparison highlights the difference in staffing between two communities with similar populations but with Windham covering a larger geographic area and more road miles (though fewer sidewalk miles), with a smaller staff and fewer pieces of equipment.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

2210 - BUILDING MAINTENANCE							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	195,326	214,500	118,701	215,902	215,902	215,902
41020	Overtime Compensation	10,482	12,092	2,195	12,092	12,092	12,092
41030	Part-Time Compensation	882		1,255			
42090	Training/Conferences	194	500	0	500	300	300
42120	Rentals	62	1,200	902	1,200	1,200	1,200
42150	Refuse Pickup	12,834	9,120	6,223	9,120	9,120	9,120
42220	Electricity	77,366	75,000	46,524	75,000	75,000	75,000
42230	Water Supply	2,904	3,000	1,589	3,000	3,000	3,000
42250	Building Maintenance Services	53,189	49,000	35,452	54,000	59,000	59,000
43050	Clothing, Safety Equipment	1,107	2,000	606	2,000	1,500	1,500
43170	Heating Fuel	55,474	89,405	23,770	82,350	82,350	82,350
43190	Building Maintenance Materials	22,928	26,000	13,731	26,000	25,000	25,000
43210	Electronic Equipment	3,843	4,000	12	4,000	4,000	4,000
43220	Other Equipment	2,327	2,050	1,359	2,050	2,050	2,050
		<u>438,919</u>	<u>487,867</u>	<u>252,319</u>	<u>487,214</u>	<u>490,514</u>	<u>490,514</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

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. The two Building maintenance personal plow roads with the highway crew.

ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

- Building & Grounds Supervisor (1.0 FTE)
- Building & Grounds Maintenance Worker (2.0 FTE)
- Full Time Custodians (3.0 FTE)

52 weeks of on call coverage @ \$50/week

Total current authorized positions (6.0 FTE)

41020 Overtime Compensation \$ 12,092

Emergency services during nights and weekends and plowing for winter operations, budgeted at approximately 400 hours @ an average of \$30.23 hour.

42090 Training and Conferences \$ 500
Classes for Buildings Crew

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

42150 Refuse Pick up \$ 9,120

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

2210 – BUILDING MAINTENANCE

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 \$75,000

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

42230 Water supply \$ 3,000

Portland Water District charges for all facilities.

42250 Building Maintenance Services \$54,000

10% increase over last year due to aging equipment and contractor price increases.

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.

Manager's budget adds \$5,000 for painting and related services that cannot be provided internally due to staffing limitations.

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.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

2210 – BUILDING MAINTENANCE

43170 Heating Fuels \$82,350

Heating oil for 7 facilities, 13,600 gallons @ \$3.50 per gallon
Propane - E. Windham Fire Station 3,500 gallons @ \$3.50 per gallon
Natural Gas – Town office 15,000 therms @ \$1.50 per therm

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.

43220 Other Equipment \$ 2,050

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

UNMET NEEDS

- Part time custodian / Grounds person for fill in for full time custodians during vacation and sick time. Special cleaning details on weekends. This position was cut in 2010 budget up 24 hrs week x 52 weeks \$18,348
- Part time Administrative Assistant for safety and MSDS compliance. 6 hrs a week x 52 weeks 312 hrs. @ 8-A 16.21 per hr. \$5,058 total cost.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

2220 - GROUNDS MAINTENANCE

acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
42230	Water Supply	2,352	300	-	300	300	300
42260	Contracted Services	31,662	3,200	1,511	4,200	4,200	4,200
43050	Safety Equipment	1,189	1,400	-	400	400	400
43180	Minor Equipment & Tools	285	-	-			
43220	Other Equipment	1,142	2,400	-	2,400	2,400	2,400
43250	Equipment Maintenance	2,641	2,500	947	2,500	2,500	2,500
43310	Maintenance Materials	864	2,150	32	2,150	1,500	1,500
		<u>40,136</u>	<u>11,950</u>	<u>2,490</u>	<u>11,950</u>	<u>11,300</u>	<u>11,300</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

2220 – GROUNDS MAINTENANCE

OVERVIEW OF THE DIVISION

This division is for the 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

42230	Water supply Summer water service at 2 cemeteries	\$ 300
42260	Contracted services Increase due to work needed to be done, Shift \$1000 from – 43050 Arlington Cemetery expansion tree cutting clearing Grave stone repair and cleaning Tree work Professional landscaping services at Public Safety and the Library Misc. services	\$ 4, 200
42270	Land Maintenance - This was shifted to contracted services 42260	
43050	Safety Equipment Eye protection, hearing protection, gloves, breathing protection	\$ 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

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

2220 – GROUNDS MAINTENANCE

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 2012-2013

2510 - PUBLIC WORKS VEHICLE MAINTENANCE

acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	152,989	145,455	66,242	111,594	111,594	111,594
41020	Overtime Compensation	3,955	8,799	1,466	8,799	8,799	8,799
42090	Training/Conferences	604	1,500	40	1,500	1,000	1,000
42100	Travel/Meals	-	0	-	0	0	0
42120	Rentals	2,030	2,500	958	2,500	2,500	2,500
42200	Outside Vehicle Maintenance	11,424	25,000	11,764	25,000	20,000	20,000
42210	Electrical Equipment Maintenance	-	0	-	0	0	0
43010	Supplies & Materials	515	500	500	500	500	500
43050	Clothing, Safety Equipment	1,253	2,000	584	2,000	1,500	1,500
43140	Gas Products	7,900	14,480	7,145	14,700	13,500	13,500
43160	Diesel Fuel	73,602	108,250	23,258	124,000	124,000	124,000
43180	Equipment & Tools	6,545	7,000	1,839	7,000	7,000	7,000
43200	Petroleum Products	5,715	10,900	1,146	7,500	6,500	6,500
43240	Tires	11,482	15,000	4,295	15,000	15,000	15,000
43250	Vehicle Maintenance	91,308	90,000	32,726	90,000	90,000	90,000
43290	Steel	215	3,000	46	3,000	2,000	2,000
		<u>369,536</u>	<u>434,384</u>	<u>152,009</u>	<u>413,093</u>	<u>403,893</u>	<u>403,893</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

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 Annual salaries and wages for positions as authorized:

Vehicle Maintenance Supervisor (1.0 FTE)

Mechanic II (1.0 FTE)

Parts Manager (1.0 FTE)

Total current authorized positions (3.0 FTE)

On-call coverage, 52 weeks @ \$50/week

Note: 91% of this account is charged to Public Works

9% of this account is charged to Police

41020 Overtime Compensation: nights, weekends, winter storms, budgeted at approximately 300 hours at an average overtime rate of \$29.33, One of the two mechanics on duty during storm operations is used to plow a full time route (with any overtime for plowing is charged to 2120).

42090 Maintenance is becoming more technical with all the computerized systems, requiring more training to stay up to date.

42100 Travel and Meals combined with line 42090

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

2510 – PUBLIC WORKS VEHICLE MAINTENANCE

42120 Rentals

Yearly cost for gas bottles and shop rags

42200 Outside Vehicle Maintenance

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 Work orders, printer cartridges and miscellaneous

43050 Uniforms, safety boots, personal protection equipment for employees at \$425 each
Safety Equipment for all Mechanics, eye protection, hearing protection, gloves, & misc.

43140 Gas Products \$14,700

Unleaded gas for PW vehicles, 4,400 gallons @ \$3.00/gallon	\$ 13,200
Repairs to fuel system	\$ 1,500

Manager's budget reduces volume to 4,000 gallons based on historical usage.

43160 Diesel Fuel \$124,000

Diesel fuel for PW vehicles, 35,000 gallons @ \$3.50/gallon	\$122,500
Repairs to fuel system	\$ 1,500

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

2510 – PUBLIC WORKS VEHICLE MAINTENANCE

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 \$ 7,500

Reduced by \$3,400 due to synthetic oil usage

Motor and hydraulic oil, grease, antifreeze.

43240 Tires \$15,000

Replacement tires, tubes and rims for public works and town office.

Grader, & Loader tires \$1,600 - recaps

Dump truck tires \$140 - recaps to \$215 - new

Pick up & one ton \$200 - each

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

43290 Steel \$ 3,000

Steel for fabrication of parts

UNMET NEEDS

- Cityworks fleet software asset management \$5000
- Garage and storage space for maintenance of vehicles.
- Heavy truck and equipment lift.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

2510 – PUBLIC WORKS VEHICLE MAINTENANCE

- Wash Bay for cleaning of equipment in the winter, this would allow us to wash during cold weather.
- Locker and shower room so mechanics can clean up and change if contaminated from spills or long duration storms.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

2910 - SOLID WASTE

acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
42030	Professional Service	36,203	43,810	24,406	48,485	48,485	48,485
42260	Contracted Services	555,557	575,325	284,274	597,780	597,780	597,780
42330	Tipping Fees	370,987	366,274	201,736	326,050	326,050	326,050
		<u>962,747</u>	<u>985,409</u>	<u>510,416</u>	<u>972,315</u>	<u>972,315</u>	<u>972,315</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

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
Recycle Bins @ 7.75 x 500 Added this Budget	\$3,875
Landfill post-closure monitoring	\$4,500
Landfill mowing	\$600
<hr/> Total professional services	<hr/> \$48,485

42260 Contracted services:

Miscellaneous Solid Waste Programs

Silver Bullets	10,000
Leaf Disposal from twice yearly brush and leaf drop off. New This Budget	2,450
Internal hazardous waste disposal (Pumping holding tanks from floor drains)	4,200
40-yp 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>	
Total Miscellaneous Solid Waste Programs	<hr/> \$ 20,250

Contract Components

Solid Waste Collection & Transportation	\$270,270*
Curbside Recycling Collection & Transportation	\$307,260
<hr/> Total Contract Costs	<hr/> \$577,530

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

2910 – SOLID WASTE

	Total contracted services	\$597,780
42330	Assessment and tipping fees at ecomaine	
	Member assessment (apportioned using rolling 5-year average tons)	\$141,250
	Tipping fees <u>2,100 tons @ \$88.00/ton</u>	<u>\$184,800*</u>
	Total tipping fees	\$326,050

Tip fees remain at \$88 per ton.

FISCAL NOTE: The Town recovers much of the cost for residential waste collection and disposal (bags, trash hauling, and tipping fees) through the sale of trash bags. The recycling portion of the curbside program is supported by taxes and other general revenues. The Town will recover some of the cost of recycle bins when sold to residents. New residents get a bin free.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

3110 - POLICE SAFETY							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	1,362,155	1,496,098	748,425	1,496,098	1,496,098	1,496,098
41020	Premium Compensation	282,559	175,800	149,112	175,800	175,800	175,800
41030	Part-time Compensation	-	-	0	-	-	-
41100	Compensation for Court time	9,448	14,000	5,278	14,000	14,000	14,000
42030	Professional Services	5,803	8,780	5,574	8,780	8,000	8,000
42070	Advertising	223	500	0	500	500	500
42080	Postage	967	1,025	380	1,025	1,025	1,025
42090	Training/Conferences	16,942	12,000	4,770	12,000	12,000	12,000
42100	Travel/Meals	5,325	5,000	1,353	5,000	5,000	5,000
42110	Memberships	519	1,180	467	1,180	650	650
42210	Electrical Equipment Maintenance	(8,108)	1,500	(21,186)	1,500	1,500	1,500
43010	Supplies & Materials	14,647	15,200	9,576	15,200	15,200	15,200
43030	Books, Maps & Publications	1,416	1,800	1,456	1,800	1,800	1,800
43050	Clothing	33,464	25,565	13,553	25,565	25,565	25,565
43220	Other Equipment	7,677	10,500	2,654	10,500	9,000	9,000
		<u>1,733,035</u>	<u>1,768,948</u>	<u>921,412</u>	<u>1,768,948</u>	<u>1,766,138</u>	<u>1,766,138</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

3110 – POLICE SAFETY

41010 Annual salaries and wages for positions as authorized:

Chief of Police (1.0 FTE)
Police Lieutenant/Executive Officer (1.0 FTE)
Sergeants (5.0 FTE)
Detectives (2.0 FTE)
Patrol Officers (17.0 FTE)

Total FTE count, sworn law enforcement personnel: 26.0

Secretary/Administrative Assistants (3.0 FTE)

Total FTE count, non-sworn: 3.0

NOTE: 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. Also includes longevity bonuses for eligible non-union employees.

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.

42030 Polygraph and psychological tests for new recruits and lab testing pre-employment physicals, immunizations, credit checks & backgrounds, canine team vet, kennel and grooming services.

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.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

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	\$7,000
	Safety supplies	1,000
	Photo and evidence gathering supplies	3,000
	Printed materials and office supplies	2,000
	Canine team food and supplies	1,000
43030	Criminal codes and traffic laws	\$1,400
	PDR's & Maps	400
43050	Uniform replacement and cleaning costs:	
	26 sworn @ \$500 each	\$13,000
	2 Detective stipends @\$855 each	1,710
	Contractual dry cleaning	10,000
43220	Lightbars, sirens, portable radios, replacement mobile radios, pc's etc.	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

3120 - PUBLIC SAFETY COMMUNICATIONS

acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	39,830	0	0	0	0	0
41020	Premium Compensation	11,436	0	0	0	0	0
41030	Part-time Compensation	-	0	-	0	0	0
42030	Professional Services	8,440	17,565	14,809	17,565	17,565	17,565
42060	Telephone	18,513	23,028	11,719	23,028	21,000	21,000
42090	Training/Conferences	-	850	0	850	850	850
42100	Travel/Meals	-	200	0	200	200	200
42210	Electrical Equipment Maintenance	7,199	13,000	3,252	13,000	8,000	8,000
42260	Contracted Services	234,424	274,366	135,025	282,850	282,820	282,820
43010	Supplies & Materials	41	250	0	250	250	250
43030	Books, Maps & Publications	-	200	0	200	200	200
43220	Other Equipment	65,445	-	0	-	-	-
		<u>385,328</u>	<u>329,459</u>	<u>164,805</u>	<u>337,943</u>	<u>330,885</u>	<u>330,885</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

3120-PUBLIC SAFETY COMMUNICATIONS

This portion of the police department budget covers costs of communications equipment and services, data support contracts, and Windham's contract with the Cumberland County Regional Communications Center for public safety dispatch services.

- 42030 DataMax (software for connection to state teletype system, \$2,000; IMC support contract, \$12,500; MetroSearch subscription (telephone directory search), \$700; IACP NET, \$800; Locate Plus, \$400.
- 42060 Centrex fees for 14 lines, 1 teletype circuit, 26 cell phones, 1 SmartPhone, toll calls, 2 mobile service channels & 2 UHF remote channels and 12 Aircards.
- 42210 Preventive maintenance and repair for base stations, mobile radios, portable radios, 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) Microwave systems (\$2,000).
- 42260 Annual cost of contract for public safety dispatch services from the Cumberland County Regional Communications Center.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

3140 - ANIMAL CONTROL							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	31,127	34,049	0	32,110	32,110	32,110
41020	Overtime Compensation	49	500	0	500	500	500
42030	Professional Services	21,275	24,810	12,072	24,810	24,810	24,810
43010	Supplies & Materials	9	400	0	400	400	400
		<u>52,461</u>	<u>59,759</u>	<u>12,072</u>	<u>57,820</u>	<u>57,820</u>	<u>57,820</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

3140 – ANIMAL CONTROL

41010 Annual salaries and wages for positions as authorized:

Animal Control Officer (1.0 FTE)

Total current authorized full-time positions (1.0 FTE)

41020 Emergency Call-Out (Overtime)

42030 Agreement with Animal Refuge League

Veterinary treatment of animals whose owner is unknown

Contracted ACO for emergency call out and vacation coverage

43010 Supplies, uniforms and materials for the animal control officer

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

3210 - POLICE SAFETY VEHICLE MAINTENANCE							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	4,755	14,386	332	11,037	11,037	11,037
41020	Overtime Compensation	248	250	58	250	250	250
42200	Outside Vehicle Maintenance	4,910	9,225	4,337	9,225	8,000	8,000
42210	Electrical Equipment Maintenance	-	820	0	820	500	500
43140	Gas Products	58,454	70,800	37,491	72,000	72,000	72,000
43200	Petroleum Products	475	-	0	-	-	-
43240	Tires	6,419	6,150	3,195	6,150	6,150	6,150
43250	Vehicle Maintenance	23,939	20,000	7,158	20,000	20,000	20,000
		<u>99,200</u>	<u>121,631</u>	<u>52,569</u>	<u>119,482</u>	<u>117,937</u>	<u>117,937</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

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 @ \$3.00 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.

43250 Parts, supplies other than fuel, fluids, and tires.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

4110 - FIRE/RESCUE ADMINISTRATION							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	349,121	333,690	195,364	332,469	332,469	332,469
41020	Overtime Compensation	23,241	34,397	19,027	34,397	34,397	34,397
41030	Part-time Compensation	498,968	594,176	299,783	597,249	597,249	597,249
41130	Training Compensation	77,697	82,242	26,394	83,212	83,212	83,212
42030	Professional Services	44,739	29,785	19,527	29,785	29,785	29,785
42040	Print Services	828	1,000	-	750	750	750
42060	Telephone	6,791	7,425	3,348	7,425	7,425	7,425
42070	Advertising	223	300	0	300	300	300
42080	Postage	611	800	445	850	850	850
42090	Training/Conferences	11,845	18,555	7,859	18,555	18,555	18,555
42100	Travel/Meals	1,923	2,550	542	2,550	2,550	2,550
42110	Memberships	1,807	4,037	1,758	4,050	4,050	4,050
42210	Electrical Equipment Maintenance	4,917	9,448	2,652	9,448	9,448	9,448
42260	Contracted Services	36,916	26,000	22,571	26,000	26,000	26,000
43010	Supplies & Materials	4,234	5,800	2,877	6,000	6,000	6,000
43040	Medical Supples	23,607	25,000	16,741	26,000	26,000	26,000

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

4110 - FIRE/RESCUE ADMINISTRATION							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
43050	Clothing/Uniforms	3,548	8,950	2,983	8,950	8,950	8,950
43210	Electronic Equipment	11,593	11,780	2,387	11,780	11,780	11,780
43220	Other Equipment	44,943	46,400	38,127	47,000	47,000	47,000
43320	Chemicals	514	3,500	3,185	3,500	3,500	3,500
43330	Equipment Replacement	2,170	-	959	-	-	-
44070	Contributions to Agencies	6,498	4,150	2,378	4,150	4,150	4,150
46030	Bad Debt	5,505	15,000	0	50,000	50,000	50,000
		<u>1,162,236</u>	<u>1,264,985</u>	<u>668,908</u>	<u>1,304,420</u>	<u>1,304,420</u>	<u>1,304,420</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

4110 – FIRE-RESCUE SERVICES

ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Chief (1.0 FTE)
Deputy Chief (1.0 FTE)
Administrative Assistant (0.75 FTE)
Firefighter-Paramedics (4.0 FTE at 42 hours)

Total current authorized positions (non-call personnel): 6.75 FTE

41020 Overtime pay for per diem or call personnel, used only for open shifts, though not all shifts are covered. Includes 1 hour of overtime for firefighter paramedics that each work one shift per week in the per diem system. In addition this account now covers overtime for coverage of the single paramedic/firefighter that is employed.

Overtime, including coverage for open shifts.

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

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

Officer pay for meetings and other tasks	\$ 30,108
Daytime per diem program (4 positions, 12 hours per day)	291,498
Rescue Coverage for Per Diem (1 position 24 hours per day and a 3 rd from home at night)	154,749
Second Rescue Calls (150 calls)	14,906
Call firefighters (based on an average of 8 people for 600 calls)	74,680
Major incidents or storm coverage	22,278

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

4110 – FIRE-RESCUE SERVICES

Public service details, including fire police	7,770
On Call Personnel that respond from home in the night hours	9,324

Total	\$597,249
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41130 Training compensation:

Regular training meetings	\$ 33,417
Officer Training	9,962
Rapid Intervention Team Training	2,475
*Annual Mandatory Training	13,054
Firefighter I training for new recruits (8)	12,136
Emergency Medical Technician (EMT) Training	6,726
EMT Intermediate Training (2 people \$1025 for class – 140 hours of time)	2,655
EMT Paramedic Training for 1 (\$7,000 for class – 500 hours of class time)	0
Specialized EMS Training Opportunities	2,788

Total	\$ 83,212
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*** The Maine Bureau of Labor requires fire departments to run license checks on all personnel and develop a driver training certification program. Each person cleared to operate fire apparatus will be required to take refresher course on each piece of apparatus they are cleared to drive this year, and then every three years hereafter. A schedule is being developed for each piece of apparatus so they will be staggered throughout the three year period.**

42030 Preventive maintenance for specialized fire-rescue equipment, photocopier service agreement, group accident insurance for call personnel, mandatory physical exams, Hepatitis and TB vaccines, and fitness testing. Proper maintenance protects the investments that have been made in the equipment – cardiac monitors, stretchers, extrication units, breathing apparatus and stair chairs. This account also covers the cost of the department fees

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

4110 – FIRE-RESCUE SERVICES

for using computers to connect to the internet to do required incident reporting, payroll, vehicle maintenance reports, messaging, personnel records, training, and other relevant or required records or documents.

42040 Printing reports, forms, and other materials.

42060 Cellular telephones are provided and used throughout the service, including a cell phone in each of the rescues, each primary response vehicle, and assigned to chief officers. Telephone lines for each of the stations are also paid from this account.

42080 Postage that is used by the department. The postage costs are more frequently being passed on to the department especially for vehicle maintenance items.

42090 Registration for special programs that are offered outside of the regular department training program. This would be the account that pays for the registration portion of classes (EMT, EMT Intermediate, EMT Paramedic, Fire Attack Schools, Fire Officer Programs, and registration for other special trainings or programs).

42100 Expenses for attending outside training programs, meetings, etc., not including registration fees. Included is the cost of the Chief and a Deputy Chief to attend a national seminar.

42110 Dues for International Association of Fire Chiefs, Maine Fire Chief's Association, and Cumberland County Fire Chief's Association, and subscription for NFPA fire codes. This will also cover the cost for our annual assessment to Southern Maine Emergency Medical Service which was formerly in account 4130-44070 (\$1,887)

42210 Mobile and portable radio repairs; battery replacements for electrical units such as thermal imaging cameras, meters for gases in each of the stations, batteries for operation of breathing apparatus (6 per unit), automatic defibrillators, extrication saws-all, portable flashlights on the apparatus and pager batteries. This will cover the cost for both Fire and EMS service repairs to units.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

4110 – FIRE-RESCUE SERVICES

- 42260 The line identified as Contracted Services relates to the fees that are paid to the agency that provides our billing service for Emergency Medical Services.
- 43010 Office supplies that are used in the office that are related to Fire and EMS administrative activities. In the stations we have printers which we supply paper and printer cartridges under the municipal contract
- 43040 Medical supplies for rescue units other than those supplies restocked from hospitals. This is an area that I have increased as we have increased the call volume significantly in over the previous year.
- 43050 Clothing/Uniforms are funds used for the uniform clothing for the paramedic/firefighters and the personnel that work in the fire and rescue per diem system.
- 43210 Annual replacement and upgrade of pagers for call personnel. This covers the cost of replacement and upgrade of mobile radios for apparatus. This needs to be done in preparation for narrow banding, which will be placed in operation in 2013.
- 43220 Equipment purchase or replacement, including protective clothing, worn or damaged tools and equipment, and breathing apparatus bottles which must be replaced every 15 years, backboards, meters for CO readings of patients, and equipment identified for replacement or addition by users.
- 43320 Firefighting foam for the apparatus use on fire situations and recharging of chemical fire extinguishers
- 44070 Payment to the Town of Cumberland for fire and EMS services to the Forest Lake area of Windham. This account also covers the licensing costs to the State of Maine that is required for the community to receive federal funding for EMS services.
- 46030 Bad debt expense, offset to amounts uncollectible in R0475.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

4140 - EMERGENCY MANAGEMENT							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
43010	Supplies & Materials	-	1,000	146	1,000	1,000	1,000
		-	1,000	146	1,000	1,000	1,000

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

4140 – EMERGENCY MANAGEMENT

41030 Funding for start-up supplies and materials to open an emergency shelter. This account only provides for immediate start-up costs; additional costs would be taken from contingency and/or reimbursed by FEMA/MEMA in a federal/state declared emergency or disaster.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

4150 - WATER MAIN CHARGES							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
42240	Water Main Charges	89,593	90,000	45,576	93,000	92,075	92,075
		<u>89,593</u>	<u>90,000</u>	<u>45,576</u>	<u>93,000</u>	<u>92,075</u>	<u>92,075</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

4150 – WATER MAIN CHARGES

42240 Charges for fire hydrants and fire protection from the Portland Water District. The district had sought a 2% rate increase for May 2012 but later advised that no increase was found necessary, though it advised budgeting a 1% overall increase due to a possible increase taking effect later in the year.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

4210 - FIRE/RESCUE VEHICLE MAINTENANCE							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41030	Part-time Compensation	1,549	6,169	0	3,000	3,000	3,000
42030	Professional Service	31,985	31,571	8,592	33,000	33,000	33,000
42200	Outside Vehicle Maintenance	19,400	18,000	7,064	18,000	18,000	18,000
42210	Electrical Equipment Maintenance	4,041	2,200	2,657	3,000	3,000	3,000
43140	Gas Products	6,072	5,900	2,759	10,500	10,500	10,500
43160	Diesel Fuel	24,655	42,700	12,978	49,000	42,000	42,000
43180	Tools	999	2,600	443	2,600	2,600	2,600
43200	Miscellaneous Products	36	3,200	-	3,200	3,200	3,200
43240	Tires	7,959	7,000	2,820	7,000	7,000	7,000
43250	Vehicle Maintenance Parts	29,136	22,000	8,219	23,000	23,000	23,000
44190	Capital Equipment		2,500	-	2,500	2,500	2,500
		<u>125,832</u>	<u>143,840</u>	<u>45,532</u>	<u>154,800</u>	<u>147,800</u>	<u>147,800</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

4210– FIRE-RESCUE VEHICLE MAINTENANCE

41030 This account was established as part of the program to assist the mechanic with smaller repairs – bulbs, oil changes, or other projects depending on the skills of the individual. We have had very little success in keeping a person consistently. Because of this I have reduced the amount requested to half in the event a special project needs a helper or an assistant is needed. This budgeted to allow the mechanic to seek an assistant on a special project or detail if needed. The wages for the helper are \$14.8287 per hour for the helper.

42030 Payments to Gorham for Windham's share of the apparatus mechanic program. Windham shares the chief mechanic's wages and the mechanic insures the time is performed equally in the run of the week or two. The program has proven to be an asset in maintaining the fleet of emergency vehicles, the quality of the workmanship, and the timeliness on repairs for both communities. There are more work details than the mechanic is able to keep up with. The mechanic is able to prioritize the work and keep our operations on track.

42200 Outside repair work – spring work, front-end alignments, wrecker services, and some of the body or paint work. Vehicle paint might be necessary as the result of minor accident damage in the use of the vehicles. Some of the more technical work requires outside resources to make repairs. We have been notified of labor cost increase with some specialty vendors that are going to be in the area of \$110 per hour. We are always attempting to do as much as possible in house but sometimes the one mechanic does get overwhelmed by the number of vehicles among the two communities.

42210 Electrical work required on apparatus and rescues, (alternators, engine brakes, and major electrical system problems)

43140 Unleaded gas 3500 gallons @ \$3.00 per gallon

This account will show an increase this year. We purchased three new pickups last year. Those units are being used to replace sending an engine, ladder or larger vehicle on the medical calls both day and night. This will increase fuel consumption but reduce wear and tear on the larger fleet vehicles. Fuel consumption on this case is merely a prediction of what we think it might be.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

4210- FIRE-RESCUE VEHICLE MAINTENANCE

43160 Diesel fuel 14,000 gallons @ \$ 3.50 per gallon

As mentioned above we should see some fuel savings by using the smaller vehicles for responding to primary emergency medical calls. I caution how much this might be as we need to certify our driver-operators which is going to require about 30 minutes of road time per vehicle. There was no funding attached this mandate from the Maine Bureau of Labor or the Maine Legislature.

Manager's budget reduces volume to 12,000 gallons based on historical usage and due to use of pickups instead of sending engines on medical calls, while still allowing for required driver training.

43180 Tool replacement or purchase for the mechanics use.

43200 Oil products that are used in the engines, pumps, and transmissions. This line includes antifreeze, lubricants (WD-40, Liquid Wrench, Tri-Flo) windshield washer, soaps and waxes used to wash and maintain apparatus. We are now using a fuel supplement to make the product more useable in the smaller gasoline engines such as chainsaws, vents, vent fans, portable pumps and other smaller tools that have gasoline motors. We need to do better at tracking the expenses that should be charged to this line item.

43240 Replacement of tires. Fewer apparatus in the fleet means more use and travel in responses to get the coverage needed to handle the emergency.

43250 With lesser apparatus in the fleet the department is required to respond vehicles for further distances to get adequate apparatus to the scenes of the emergencies. Newer personnel require training time to insure we have safe and competent operators for the emergency response and operation. In so doing mileage is added and maintenance is required. The mechanic must make repairs sooner and vehicles be returned to service quicker. We are also improving maintenance on smaller department equipment such as chain saws, pumps, generators, etc. With repairs comes the cost of parts, any parts that are required to be shipped are having larger shipping charges added to the invoice. We are finding increase costs for the parts and because of this we are forced to increase the amount of funds in the Equipment Maintenance line to cover some of the costs. We cannot afford to skimp on the costs of maintaining the emergency response vehicles.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

4210- FIRE-RESCUE VEHICLE MAINTENANCE

44190 As the service grows we find items are needed to either do the job or make the task easier with the right tools.
Purchases of capital items are split with Gorham on an equal basis.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

5110 - PARKS AND RECREATION ADMINISTRATIVE SERVICES							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	134,505	133,077	76,026	133,164	133,164	133,164
41020	Overtime Compensation	955	1,500	291	1,500	1,000	1,000
41030	Part-time Compensation	14,508	13,497	8,086	13,506	13,506	13,506
42030	Professional Services	7,167	7,000	3,414	7,000	7,000	7,000
42060	Telephone	1,337	2,500	639	1,500	1,200	1,200
42070	Advertising	-	-	0	-	-	-
42080	Postage	2,053	3,000	1,054	1,000	1,000	1,000
42090	Training/Conferences	285	1,000	497	1,200	700	700
42100	Travel/Meals	491	400	1,443	500	500	500
42110	Memberships	321	300	181	350	350	350
43010	Supplies & Materials	1,734	2,000	952	2,000	2,000	2,000
43030	Books/Maps/Publications	54	100	12	100	-	-
		<u>163,410</u>	<u>164,374</u>	<u>92,597</u>	<u>161,820</u>	<u>160,420</u>	<u>160,420</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

5110 - PARKS AND RECREATION ADMINISTRATIVE SERVICES

The mission of the Windham Parks and Recreation Department is to enhance the quality of life in the town by providing recreational facilities, open spaces and programs to promote healthy lifestyles for its citizens.

We have identified the following results framework for this coming year for the Parks and Recreation Department: Our outcome is to have our recreation facilities used and enjoyed by many Windham residents. Our three activities to accomplish this outcome are:

1. To provide well maintained facilities for residents. Measurement indicator is to inspect and maintain each core recreation facility weekly during their open season at least 90% of the time.
2. To have Dundee Park enjoyed by many Windham area residents during the summer season. Measurement indicator is to have more then 21,180 visits at Dundee Park during the summer season which is the average of the last three years.
3. To have the Windham Skate Park enjoyed by many Windham area residents during it's season. Measurement indicator is to have more then 4,691 visits at the skate park which is the average of the last three seasons.

Unmet needs for the Parks and Recreation Department: Need to increase number of hours for part time maintenance worker-another 18 weeks (25 hours a week)-\$6,300. This would bring our maintenance position to a year round part time position which will allow us to better maintain our facilities and areas including the winter season and future needs at Lippman Park. Need to increase number of hours for senior program coordinator 16 hours per week-\$13,506. These additional hours would allow us to offer more senior trips and also be able to assist senior center with planning and programming. Need to consider a new senior/community center (cost very expensive)

ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Parks and Recreation Director (1.0 FTE)
Recreation Programmer (1.0 FTE)
Administrative Assistant (0.8 FTE)

Total current authorized positions (2.8 FTE)

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

5110 - PARKS AND RECREATION ADMINISTRATIVE SERVICES

41020 Amount for overtime compensation for non-exempt staff	\$ 1,500
41030 Part-time Senior Programmer (0.4 FTE)	
42030 Professional Services- \$1,000 service contracts for copier and risso machines for office area. \$6,000 for printing and marketing expenses.	\$7,000
42060 Telephone.	\$1,500
42080 Mailings of brochures and year-round shared use of postage meter at Town Hall.	\$1,000
42090 Training administered by Maine Recreation Parks Association and regional conferences for department staff.	\$1,200
42100 Fuel reimbursement, travel and meal expenditures for all staff.	\$ 500
42110 Membership to Southern Maine Area Recreation Technicians (SMART), Maine Recreation and Parks Association (MRPA), and National Parks and Recreation Association (NPRA).	\$ 350
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 2012-2013

5111 - RECREATION PROGRAMMING							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41030	Part-time Compensation	85,407	100,000	69,520	90,000	90,000	90,000
41110	Payroll Tax	8,575	10,000	-	9,000	9,000	9,000
42030	Professional Expenses	708	1,300	416	1,000	1,000	1,000
42200	Outside Vehicle Maintenance	-	-	-	-	-	-
42260	Contracted Services - Day Camp	24,450	20,000	24,554	25,000	25,000	25,000
42280	Contracted Services - Other	10,835	20,000	6,331	15,000	15,000	15,000
43010	Supplies and Materials - Day Camp	6,127	5,000	3,066	5,000	5,000	5,000
43020	Supplies and Materials - Other	57,868	6,000	6,575	6,000	6,000	6,000
43140	Vehicle Fuel	1,372	1,500	889	1,500	1,500	1,500
43250	Vehicle Maintenance	2,000	1,000	65	1,000	1,000	1,000
45020	Senior Programs	5,359	10,000	1,998	10,000	10,000	10,000
45030	Community Events	2,377	3,000	732	3,000	3,000	3,000
45040	Summerfest	(666)		2,602			
		<u>204,412</u>	<u>177,800</u>	<u>116,747</u>	<u>166,500</u>	<u>166,500</u>	<u>166,500</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

5111 - RECREATION PROGRAMMING

41030	Wages for all staff hired to run user fee supported recreation programs	\$90,000
41110	Wage-driven benefit costs for program staff.	\$ 9,000
42030	Active and Credit card assignment fees	\$ 1,000
42260	All contracted services for day camp programs.	\$ 25,000
42280	Contracted services for all programs and services.	\$ 15,000
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	\$ 1,000
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 2012-2013

5120 - PARKS - DUNDEE AND TRAILS							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41030	Part-time Compensation	42,066	39,040	31,187	44,092	44,092	44,092
42030	Professional Services				5,000	5,000	5,000
42060	Telephone	761	400	426	750	750	750
42150	Refuse Pickup	312	300	260	400	400	400
42220	Electricity	1,746	900	883	1,800	1,800	1,800
42230	Water Supply	1,916	2,000	1,314	2,000	2,000	2,000
42250	Building Services	3,088	2,500	1,316	3,000	3,000	3,000
43010	Supplies and Materials	4,155	3,000	2,274	4,000	4,000	4,000
44070	Community Events	-	-	-			
45260	Ice Rink Plowing Services	-	-	-			
45270	Lease of PWD Gambo Soccer Fields	797	800	811	800	800	800
		<u>54,842</u>	<u>48,940</u>	<u>38,472</u>	<u>61,842</u>	<u>61,842</u>	<u>61,842</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

5120 – PARKS

41030 Part-time Compensation

Dundee Park

Steward Managers

Supervisor, 1

Lifeguards coverage, 2 for estimated 55 hours per week

Dundee Park total

\$36,592

Trail and Park maintenance workers \$12.00 per hour x 25 hours x 25 weeks

\$ 7,500

(This is an **increase** of 7 weeks to allow for better maintenance of areas and trails)

Total Part-time Compensation

\$44,092

42030 Professional services for forestry services for Lowell Preserve
(off setting revenue from harvesting activities)

\$ 5,000

42060 All related phone expenses for Dundee

\$ 750

42150 All related expenses for refuse disposal at Dundee Park

\$ 300

42220 Electricity for Dundee and skating area

\$ 1,800

42230 Plumbing needs at Dundee.

\$ 2,000

42250 Building needs for Dundee Park.

\$ 3,000

43010 Supplies and materials for Dundee Park and trails in Town.

\$ 4,000

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

\$ 800

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

5130 - PARKS - SKATE PARK							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41030	Part-time Compensation	7,798	9,800	6,016	9,800	9,800	9,800
42060	Telephone	553	300	265	500	500	500
42220	Electricity	369	550	292	400	400	400
42260	Contracted Services	1,226	600	358	1,000	1,000	1,000
43010	Supplies and Materials	4,775	5,000	43	5,000	5,000	5,000
43020	Office Supplies & First Aid	-	150	-	150	150	150
		<u>14,721</u>	<u>16,400</u>	<u>6,975</u>	<u>16,850</u>	<u>16,850</u>	<u>16,850</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

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

42060 All related phone expenses for skate park	\$ 500
42220 Electricity for skate park operation	\$ 400
42260 Porta potty and dumpster rental expenses for park	\$ 1,000
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 2012-2013

5510 - LIBRARY SERVICES

acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	217,960	216,990	124,707	217,132	217,132	217,132
41030	Part-time Compensation	18,140	53,732	21,064	53,732	53,732	53,732
42030	Professional Services	2,995	3,000	3,165	3,000	3,000	3,000
42040	Print Services	578	900	0	700	700	700
42050	Equipment Maintenance	750	750	750	750	750	750
42060	Telephone	2,592	2,500	1,257	2,500	2,500	2,500
42080	Postage	902	1,000	192	1,000	1,000	1,000
42090	Training/Conferences	275	900	360	900	750	750
42100	Travel/Meals	643	2,000	1,159	2,000	1,500	1,500
42110	Memberships	235	400	240	400	300	300
43010	Supplies & Materials	4,064	4,000	2,589	4,000	4,000	4,000
43030	Books, Maps & Publications	23,513	24,300	9,587	24,300	24,300	24,300
43060	Non-printed Materials	5,279	5,600	3,816	5,600	5,600	5,600
43220	Other Equipment	4,644	6,175	3,626	6,175	5,000	5,000
		<u>282,570</u>	<u>322,247</u>	<u>172,511</u>	<u>322,189</u>	<u>320,264</u>	<u>320,264</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

5510 – LIBRARY SERVICES

ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Library Director (1.0 FTE)

Adult Services Librarian/Cataloger (1.0 FTE)

Children's Librarian (1.0 FTE)

Technology Services/Reference Librarian (1.0 FTE)

Children's Library Assistant (0.75 FTE)

Total current authorized positions (4.75 FTE)

41030 Part time coverage of 54 hours per week (4 employees)

Substitute part time coverage of 30 hours

42030 Professional services covers funds for yearly library software contracts.

42040 Printing of patron cards, application cards, bookplates, etc. Reduced by \$200 as indicated by past 2 years.

42050 Contracts to maintain copiers. Includes toner.

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

42080 Library postage costs.

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.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

5510 – LIBRARY SERVICES

- 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.
- 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.
- 43030 Books, maps and publications.
- 43060 Non-print materials refers to videos and audios.
- 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.

Budget Overview:

The mission of the Windham Public Library is to meet the needs of the whole community by providing a well-rounded and up-to-date collection offering informational, educational and recreational services to every age group, and to encourage a love of reading and learning for all.

To accomplish the library's mission the staff continually assesses the needs of patrons in the key areas of collection, public access computers, children's and teen services, reference, programming, meeting and study room, and as a community space. We offer the collection and services we do as a result of both patron comments and suggestions as well as backed up by statistics of circulation and usage, and keeping abreast of national library trends. In addition, our patrons' comments and statistics are an indicator of how well we are doing.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

5510 – LIBRARY SERVICES

How can we improve? One key to answering this question would be a comprehensive library survey. We last completed one in 2002. Since then we have done some smaller surveys including one on our website and another “What my library means to me”.

Our library staff has done an exceptional job keeping up with all the technological and social media advances that libraries need to accommodate. Most recently this includes the addition of downloadable e-books. Not only do we offer them through the state consortium, we are asked on almost a daily basis to help patrons access these free ebooks on their devices. We have also added to teen service with a monthly discussion group. There are so many teens in the library after school. This is a topic I address every year. We would ideally love to have more staff time to devote to teens.

Looking ahead, and this fits in to the “how can we improve” category, is the need to join MINERVA, the statewide library catalog. Currently Windham is one of the larger communities whose catalog is not on the statewide system. Primarily this is because during the last few economically bad years the state has not had the resources to add additional libraries. Currently talks are underway with the Library of Congress WorldCat Local, a program MINERVA may be joining. If so, Windham would be ill-served not to be a part. With MINERVA and WorldCat Local, patrons can access not only their own library’s holdings but every library in the state and may reserve and request any item in the state. We have patrons who come from other communities on the system and are disheartened to hear that we are not on MINERVA.

Being part of MINERVA comes not only with benefits, it comes with a price tag. Not only is there an annual fee since the state manages the system, but every library must agree to offer interlibrary loan at no cost to patrons. We used to but two years ago with budget cuts we cut the state delivery system and our postal budget and now require a \$2 postal reimbursement from patrons asking for an item from another library. Another budget cut that took its toll on inter-library loan service was the lack of a Circulation Supervisor. The hiring freeze took effect just when our Circulation Supervisor left and the library was asked for a 5% reduction which turned out to be the cost of that position. Should we join MINERVA, this position would need to be filled again.

As part of MINERVA, other libraries’ experience tells us that interlibrary loan activity will skyrocket. Bins of books will come in and go out every day. According to the Library Director at Gorham’s Baxter Memorial Library which is part of MINERVA, they process about 10 crates a day containing 100 books, half coming in, half going out. You can imagine what 100 books looks like and how much going into processing them through this service to get them into the hands of your patrons and then re-packaged and ready to go back to the lending library.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

5510 – LIBRARY SERVICES

The Falmouth library, also on MINERVA, averages about the same as the Gorham library. On a recent average day 103 items were processed. Besides being labor intensive there are duties such as phoning patrons who are not on email and resolving problems that come up like items coming to the wrong library etc. We would not be able to consider joining the statewide catalog without re-instatement of a Circulation Supervisor. Interlibrary loan is a key library service that needs this improvement.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

6110 - CODE ENFORCEMENT & ZONING ADMINISTRATION SERVICES

acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	121,488	150,595	78,017	151,453	151,453	151,453
42030	Professional Services	2,116	500	100	1,000	1,000	1,000
42040	Print Services	-	200	147	200	200	200
42050	Equipment Maintenance	-	500	235	500	500	500
42060	Telephone	1,349	1,500	641	2,000	1,800	1,800
42070	Advertising	416	1,200	550	1,800	1,200	1,200
42080	Postage	785	800	278	800	800	800
42090	Training/Conferences	300	990	636	2,000	2,000	2,000
42100	Travel/Meals	40	500	0	1,000	1,000	1,000
42110	Memberships	250	320	195	230	230	230
42260	Contracted Services	8,490	-	0	-	-	-
43010	Supplies & Materials	895	900	612	900	900	900
43030	Books, Maps & Publications	495	1,500	954	1,500	1,500	1,500
43140	Gas Products	1,057	2,360	596	2,400	1,800	1,800
43220	Other Equipment	4,084	1,010	880	1,010	1,000	1,000
43300	Copy Services	759	1,100	106	1,100	750	750
		<u>142,524</u>	<u>163,975</u>	<u>83,945</u>	<u>167,893</u>	<u>166,133</u>	<u>166,133</u>

Town of Windham

PROPOSED MUNICIPAL BUDGET FY 2012-2013

6110 – CODE ENFORCEMENT & ZONING ADMINISTRATIVE SERVICES

ACCOUNT DETAIL

41010 Annual Salaries and wages for positions as authorized:

Director (1.0 FTE)

Administrative Assistant (1.0 FTE)

Code Enforcement Officer (1.0 FTE)

Total current authorized positions (3.0 FTE)

42030 Contracted Services for updating and adding permit applications to the PROCIS software.

42040 Business cards, stop work orders.

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

42060 Office and cellular phone charges.

42070 Legal advertisements for Appeals Board -12 meetings

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

42090 Initial and ongoing training for Code Enforcement Officers to maintain certifications.

42100 Meetings for Code Enforcement, this includes food expenses for Contractor Quarterly Forum meetings.

42110 ICC (\$125), Maine Building Officials & Inspectors Association (\$105)

Town of Windham

PROPOSED MUNICIPAL BUDGET FY 2012-2013

6110 – CODE ENFORCEMENT & ZONING ADMINISTRATIVE SERVICES

42260 Stormwater fees (SCS, annual report, and MS4 sewer system annual fee) moved to public works (2110).

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

43030 Publications and code books.

43140 Estimated use of 800 gallons at \$3.00 per gallon.

**Manager's budget reduces volume based on historical usage plus allowance for increased activity.
Fuel charged under this account also reflects other administrative use.**

43220 Equipment needed to perform inspections, safety equipment,

43300 Copier service contract (\$885), staples (\$115), paper and supplies for copies (\$2,300), shared equally by Assessing, Planning and Code Enforcement. Copies of information provided at Contractor Quarterly Forum meetings.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

6120 - PLANNING SERVICES

acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	161,013	160,000	90,849	160,100	160,100	160,100
42030	Professional Services	4,052	6,000	4,325	6,000	6,000	6,000
42040	Print Services	448	750	59	750	750	750
42050	Equipment Maintenance	-	500	0	500	500	500
42060	Telephone	1,913	1,800	831	1,800	1,800	1,800
42070	Advertising	5,490	8,000	2,259	8,000	8,000	8,000
42080	Postage	874	1,000	400	1,000	1,000	1,000
42090	Training/Conferences	1,459	1,200	326	1,200	1,200	1,200
42100	Travel/Meals	558	1,500	154	1,500	1,000	1,000
42110	Memberships	804	900	781	900	900	900
43010	Supplies & Materials	1,396	1,125	865	1,125	1,125	1,125
43030	Books, Maps & Publications	362	500	328	500	500	500
43140	Fuel	-	-	-	-	-	-
43220	Other Equipment	610	610	-	610	-	-
43300	Copy Services	160	500	139	500	500	500
		<u>179,139</u>	<u>184,385</u>	<u>101,317</u>	<u>184,485</u>	<u>183,375</u>	<u>183,375</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

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.

41010 Annual salaries and wages for positions as authorized:

- Planning Director (1.0 FTE)
- Planner (1.0 FTE)
- Planning Secretary (1.0 FTE)

Total current authorized positions (3.0 FTE)

42030	Professional Services	\$6,000
	- Consulting for Plans, Studies or Projects	
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.	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

6120 –PLANNING SERVICES

42070	Advertising	\$8,000
	- Legal advertisements for Planning Board meetings (Fixed Cost),	
	- Notices for public announcements or community meetings	
42080	Postage	\$1,000
	- Mailing of letters and documents,	
	- Mailing of abutters' notices as part of the Planning Board review process.	
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	\$1,500
	- 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).	
42110	Memberships	\$900
	- Dues for professional associations, APA (National), APA (Chapter), American Institute of Certified Planners (AICP), Maine Association of Planners (MAP).	
43010	Supplies & Materials	\$1,125
	- General office supplies, contributions to color printer and plotter supplies.	
43030	Books, Maps & Publications	\$500
	- Purchase of planning reference books for staff and planning board members.	
	- Examples include:	

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

6120 –PLANNING SERVICES

- 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,

43220 Other Equipment \$0

- Vision Database Software annual license fee has been moved to the Assessing Dept. Budget.

43300 Copy Services \$500

- 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.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

6121 - COMPREHENSIVE MASTER PLAN							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
42030	Professional Services	-	-	-	75,000	50,000	40,000
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		-	-	-	75,000	50,000	40,000

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

6121 – COMPREHENSIVE MASTER PLAN

42030 Professional services associated with drafting a revised/updated comprehensive master plan. Costs are expected to be spread over two fiscal years, 2013 and 2014, roughly two-thirds and one-third, as outlined below:

Public process facilitation	\$ 15,000
Survey	25,000
Online forum, public participation (Mindmixer)	10,000
Mapping	10,000
Writing/editing	1,000
Meeting expenses	5,000
<hr/>	
Subtotal	\$ 66,000
Contingency	9,000
<hr/>	
Total	\$ 75,000
FY 2013	\$50,000
FY 2014	\$25,000

The finance committee reduced the total amount for FY 2013 by \$10,000 and having as much mapping done “in house” as possible.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

6510 - ASSESSING SERVICES							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	203,873	203,027	113,733	203,097	203,097	203,097
42030	Professional Services	895	3,000	1,568	3,000	3,000	3,000
42040	Print Services	264	500	-	500	500	500
42050	Equipment Maintenance	7,560	8,350	9,200	10,100	10,100	10,100
42060	Telephone	1,282	804	612	804	804	804
42070	Advertising	56	500	38	500	500	500
42080	Postage	1,700	2,673	1,150	2,692	2,200	2,200
42090	Training/Conferences	595	1,655	885	1,655	1,000	1,000
42100	Travel/Meals	1,888	1,780	2,430	1,780	1,780	1,780
42110	Memberships	780	900	780	900	900	900
43010	Supplies & Materials	1,010	1,600	732	1,600	1,250	1,250
43030	Books, Maps & Publications	3,188	3,320	853	3,320	3,320	3,320
43220	Other Equipment	187	-	8	1,500	-	-
43390	Vehicle Expenses	325	700	171	700	600	600
		<u>223,605</u>	<u>228,809</u>	<u>132,161</u>	<u>232,148</u>	<u>229,051</u>	<u>229,051</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

6510 – ASSESSING SERVICES

CORE FUNCTIONS

The purpose of the Assessing Office is to achieve the assessing function as laid out in the Maine Constitution, which states: *“All taxes upon real and personal estate, assessed by authority of this State, shall be apportioned and assessed equally according to the just value thereof”*

There are four core functions of the Assessing Department:

- 1) Assessing real and personal property on an annual basis. This involves correctly listing ownership interests in properties as interpreted from recorded deeds and other legal documents, maintaining assessors maps, tracking new and deleted parcels, inspecting for new construction and other property changes, tracking zoning changes and adjusting properties accordingly, conducting sales analyses, developing valuation models that take into consideration all standard approaches to value, applying valuation conclusions through a computerized mass appraisal system, administering current use valuation (tree growth, farmland, open space), administering abatements and supplemental taxes.
- 2) Administration and Statutory Duties. Examples are: developing a tax commitment with all related reports and working with the Town Manager and Council to develop an annual tax rate, tracking growth statistics for the LD1 tax cap, applying all types of property tax exemptions, administering 911 street numbering system, budgeting, providing personnel training, administering state programs such as the Business Equipment Reimbursement and Business Equipment Tax Exemption programs, administering the local Tax Increment Financing program, providing annual reports and assistance to the Maine Dept of Revenue, and managing web site data.
- 3) Public Relations. We provide information as needed to the Town Council and Town Manager, provide information and notices to property owners in a timely and understandable form, provide information to the public (real estate brokers, appraisers, surveyors, attorneys) via mail, email, website, telephone, walk-ins
- 4) Technical Assistance: This is primarily providing technical help to other departments in areas such as statistical analysis, computer software, and Geographical Information Systems (GIS).

MEASURES OF SUCCESS

We have been working to develop measures that would be useful in the gauging success in the areas listed above as well as how we could better measure success in future years.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

6510 – ASSESSING SERVICES

The primary measures of success in assessing from a statutory perspective are the assessment ratio and the quality rating. The assessment ratio measures the overall ratio of assessed value to market value. The statutory requirement is the ratio must be greater than 70 percent and less than 110 percent. The Assessor's office tries to keep the assessment between 90 and 100 percent of value. The quality rating is a statistical measure of equity, the smaller the number the better. i.e. more equity. State Law requires a quality rating of less than 20 percent. The Assessor's office tries to keep the quality rating at less than 10. The latest assessment ratio study as conducted by the Assessor for Tax year 2011-12 indicated an assessment ratio of 97% and a quality rating of 8. Because of a recent update in assessed values, our success in estimating sensible and accurate assessed values has been excellent.

There are many administrative tracking measures available to us, such as the reports generated at the time of tax commitment when the tax rate is set and bills are sent. The Assessors Office generates annual an annual summary of twenty reports that contain statistics that can be tracked from year to year. For example, one of those reports, the Municipal Valuation Return has statistics on valuation breakdowns, exemptions, and current use property statistics. The overall trend that is shown in these reports indicates that Windham is stable with a steady, moderate growth rate in many categories. All of these reports are public information and are available in the Assessor's Office. Measurements of success are ratings in the Report of Assessment Review, an annual audit by the Maine Department of Revenue. Our ratings in the latest report show "good" in all categories.

With regard to public relations, a measure, not of success but of assessing activity is the number of inquiries on our web site. In calendar year 2011, the number of properties viewed on our online data base was 126,504 (by 9949 participants). This compares to 113,465 for 2010 and 113,054 for 2009. This is an indication of how many people are being served by the Assessing Office and it is an indication that there is growth in this area.

Measurement of technical and other assistance to other departments has not been tracked in the past. An improvement that could be made is to determine how much time we However, we have put in a system of tracking how much time we put into that kind of work. As we develop these statistics it will help us in planning staffing and resources for future years.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

6510 – ASSESSING SERVICES

ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Assessor (1.0 FTE)
Assistant Assessor (1.0 FTE)
Appraiser (1.0 FTE)
Administrative Assistant (0.8 FTE)

Total current authorized positions (3.8 FTE)

42030 Professional Services

Complex abatement requests, special programming done to the assessing software, etc.

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.

42050 Equipment Maintenance

Photocopier share	\$ 1,100
Vision web hosting	\$ 2,800
Vision Appraisal Software (10 users)	<u>\$ 6,200</u>
Total	\$10,700

42060 Telephone

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

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

6510 – ASSESSING SERVICES

42070 Advertising

This is for Assessment Review Board if needed \$ 500

42080 Postage

Regular mailings \$2,673

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 \$ 575
\$1,655

42100 Travel/Meals

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

42110 Memberships

IAAO \$ 255
 MAAO (3 @ \$25 each) \$ 75
 Maine Chapter IAAO (3 @ \$30 each) \$ 90
 NRAAO \$ 30
 STATE APPRAISAL LICENSE \$ 450
 Total \$ 900

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

6510 – ASSESSING SERVICES

43010 Supplies and Materials

Estimate of all office supplies and paper. \$1,600

43030 Books, Maps & Publications

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

43220 Other Equipment

\$ 1,500

43390 Vehicle Expense

Fuel and maintenance of town vehicles estimate \$ 700

Manager's budget reduces volume based on historical usage.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

6520 - GEOGRAPHIC INFORMATION SYSTEMS

acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
42030	Professional Services	8,695	14,000	-	17,250	17,250	17,250
42050	Equipment Maintenance	3,053	2,303	1,133	2,909	2,909	2,909
42090	Training/Conferences	1,470	1,200	25	1,200	1,200	1,200
43010	Supplies & Materials	2,334	2,000	506	2,000	2,000	2,000
43030	Books, Maps & Publications	80	500	-	500	500	500
43220	Other Equipment		-	0	-	-	-
		<u>15,632</u>	<u>20,003</u>	<u>1,664</u>	<u>23,859</u>	<u>23,859</u>	<u>23,859</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

6520 – GEOGRAPHIC INFORMATION SYSTEMS

DISCUSSION OF DEPARTMENT PERFORMANCE

Since GIS functions are performed by the Assessing department, the two are closely intertwined, and much of the discussion in the Assessing Department section applies here. GIS provides the Assessing Department and other Town departments with assistance in spatial-related studies and demonstrations. As such, it is project-driven and the level of activity is related to the level of demands placed on it by the various departmental needs.

The core function of GIS in the town's budget is twofold; to maintain the GIS records, and to provide maps and data. Maintaining GIS records involves updating parcel information and attributes as the data changes over time. New subdivision, land splits, and other changes are recorded on the parcel layer. Also other layers are maintained, such as the zoning layer and street layer. Maintaining the data layers is the housekeeping function of GIS and takes considerable time and expertise.

The second aspect of GIS is to provide maps and data to the assessing department, such as a printout of the tax maps, and to other departments as they are needed. Many of the maps, such as the tax maps and street maps are produced on a regular basis, while many others are done as needed. An example of assisting with data is the assistance that is given to the Public Works Department for its Cityworks program.

To be good at the GIS function means to achieve a high level of technical training, to be flexible, and to be able to prioritize data GIS projects. Some projects require quick, accurate output, while others are more generalized and not as time sensitive. Balancing the Town's resources and the needs or perceived needs of GIS users is a key to success in this department.

It is difficult to quantify or measure how well the GIS function performs. Quality control checks are periodically done to see how closely our spatial data conforms to real world information and constantly seek to improve it. The best way to improve accuracy is by physically measuring the location through the use of a GPS device and translating that to our mapping system. We have done some of that, but we can improve our data considerably by doing more GPS measuring and post-processing. Various Town infrastructure items, such as stormwater features, roadways, signs, utilities, and Town buildings could help in the accuracy of the system. Another improvement is training. We have focused and continue to focus on additional training to get the most out of our system.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

6520 – GEOGRAPHIC INFORMATION SYSTEMS

ACCOUNT DETAIL

42030 Professional Services

GIS Online Maps	\$ 4,500
Building Footprints	<u>\$ 12,750</u>
	\$ 17,250

42050 Equipment Maintenance

AutoCAD License	\$ 603
ESRI Licenses	<u>\$2,306</u>
Total	\$2,909

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

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

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

7510 - TOWN CLERK SERVICES

acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	87,609	86,270	49,436	86,282	87,482	87,482
41030	Part-time Compensation	27,219	29,228	15,800	35,072	35,072	35,072
42030	Professional Services	1,536	11,000	610	12,325	12,325	12,325
42040	Print Services	2,783	4,000	2,234	4,000	4,000	4,000
42050	Equipment Maintenance	528	950	528	950	900	900
42060	Telephone	353	650	176	650	400	400
42070	Advertising	3,410	3,300	3,289	3,300	3,300	3,300
42080	Postage	518	850	349	1,450	1,450	1,450
42090	Training/Conferences	631	1,000	620	1,000	750	750
42100	Travel/Meals	1,047	2,200	1,128	2,500	2,500	2,500
42110	Memberships	135	100	80	100	100	100
43010	Supplies & Materials	2,724	3,290	1,154	3,290	3,000	3,000
43030	Books, Maps & Publications	781	2,500	100	2,500	500	500
		<u>129,274</u>	<u>145,338</u>	<u>75,504</u>	<u>153,419</u>	<u>151,779</u>	<u>151,779</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2012 - 2013

7510 - TOWN CLERK SERVICES

The Town Clerk's Office is among the oldest of public services, providing professional ties to the citizens and their governing bodies. This office makes sure the town's vital records, as well as other permanent records are recorded, kept safe and secure to preserve the history of our town. We want to provide a high level of customer service in a friendly and courteous manner to all the residents of Windham.

We take pride in the way we supervise all our Elections. Voter registration is handled in accordance with Maine Law and the Town's Charter. We visit all the local elderly facilities and nursing homes to make sure our elderly citizens are able to vote in every election. If we do not know the answer to a question, we will find the answer or find someone who knows. Having few or no complaints from our citizens says to me that we are doing a good job. We keep up with the ever changing laws, and one way to accomplish that is by attending workshops offered by the state and our associations.

Recognizing staff when they have done a good job can boost moral and, in turn, can benefit job performance.

Measuring our performance shows us how the town has grown over the years. It shows us that we need to grow in order to perform our daily tasks.

The following represents Voter Registration growth in the last 10 years:

2002 we had 10,702 Registered Voters

2011 we had 11,406 Registered Voters

An increase of 704 registered voters in the last 10 years. Now that we are connected to the State with the CVR (Central Voter Registration) system; the voter lists are pretty clean and up to date. Voters moving from one town to another are tracked easily and the town the voter moved from gets a notice to remove that voter from their list. The state now handles all the purges; which is a savings for the municipalities.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2012 - 2013

7510 - TOWN CLERK SERVICES

Below is a chart for the last 10 years showing the types of services we deal with most on a day to day basis:

	Births	Marriage	Deaths	H/F	Dogs	Conc. Weapons	Passports Photos
2002	192	131	143	2632	1693	110	none taken
2003	202	100	134	2180	1748	96	none taken
2004	176	114	111	2701	1778	116	386
2005	187	139	113	2051	2019	107	827
2006	198	126	110	1958	1850	133	994
2007	197	122	105	2294	1817	110	998
2008	197	96	118	2158	1966	158	676
2009	149	115	110	1968	2081	182	829
2010	168	106	109	1708	2140	154	686
2011	185	92	103	1259	2109	181	480
Totals	1,851	1,141	1,159	20,909	19,201	1,347	5,876

ACCOUNT DETAIL

41010 Annual salaries and wages for positions as authorized:

Town Clerk (1.0 FTE)
Deputy Clerk (0.8 FTE)

Total current authorized positions (1.8 FTE)

This account was increased by \$1,200 for extra hours needed by the registrar of voters before and during the 2012 Presidential Election.

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY 2012 - 2013

7510 - TOWN CLERK SERVICES

41030	Part-time Compensation	
	Deputy Clerk (0.6 FTE)	\$23,237
	Election Workers as needed	\$ 5,000
	Registrar of Voters as needed	<u>\$ 1,000</u>
		\$29,237

This account was increased by \$5,835 for additional clerks and staff working extra hours before and during the 2012 Presidential Election.

- 42030 Programming memory cards for elections, and other professional services. Note: \$7,500 in this line is continuing to be held over for Windham's share of the new voting machines the State is buying for the November 2012 election. **This line was increased by \$1,325 for the rental of an extra ballot machine, memory card and programming of the card.**
- 42040 Printing ballots, voter ID cards, all voter registration cards, business cards, & dog notice cards.
- 42050 Maintenance and support on Accu-Vote machines, 2 typewriters and our Vitals Program.
- 42060 Telephone service based on 1 line.
- 42070 Legal ads in the Portland Press Herald and non-legal ads & notices in the local papers.
- 42080 Mailing absentee ballots, dog notices, birth & marriage letters, and voter registration notices, etc. **This line was increased by \$600 for the mailing of the absentee ballot envelopes.**
- 42090 Annual attendance for the Clerk and one Deputy to attend the Elections Conference for Title 21-A. The Clerk & Deputy Clerk also attends Title 30-A classes, Clerk's Networking Day, educational sessions on vital statistics to stay current as the laws change and to keep our certifications up to date.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2012 - 2013

7510 - TOWN CLERK SERVICES

- 42100 Food for election workers, absentee voting, and any meetings the Clerk & Deputy Clerk attends. **The request that this line be increased by \$300 for food for the extra Election Clerks on Election Day was not included in the manager's budget.**
- 42110 Memberships in the CCMCA, MTCCA, & NEACTC.
- 43010 This account is for all typical office supplies, and for the passport film. We make about 85% profit on the photos.
- 43030 Restoration and binding of old birth, death, marriage books, and other town records. Usually two books are restored each year. This line also pays for binding the yearly book of Town Council Minutes, and buying 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 1970's.

Manager's budget proposal reduced this account by \$1,500 to help offset the additional expenses associated with the 2012 elections.

CLERK'S NOTE: Amounts related to the 2012 Presidential Election would be deducted from next year's budget as they will not be needed for another 4 years.

Increases to several line items have been requested due to the upcoming Presidential Election in November, based on a review of all the **extra costs** from the 2008 Presidential Election. The figures listed are over and above the typical election costs of \$5,000 to \$6,000 (depending on type of election).

Regular clerk's office staff worked approximately 150 hours over their normal schedule several days before and on Election Day. They had 88 hours at regular pay and 62 hours at overtime, or approximately **\$3,303**.

Extra help from other offices and departments before Election Day totaled approximately 34 hours, or about **\$510.00**.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY 2012 - 2013

7510 - TOWN CLERK SERVICES

Extra Election Workers on Election Day – a typical election consists of about 17 workers; for a Presidential I have 37 workers; which were 20 extra, hired for the Presidential. They each worked 16 hours at \$8.00 per hour, which came to an additional **\$2,500.**

I had to hire Fire/Police personnel for the parking lots for **\$139.00.**

The cost of the extra food for the extra 20 workers at \$15.00 each came to **\$300.00.**

Absentee voting has taken off, and I foresee it being heavier than it was 4 years ago. We had 3,838 people vote by Absentee Voting, and for that election we spent approximately **\$555.75** in postage mailing out 855 ballot envelopes. The cost of postage has increased since then as well, so I am certain I will be spending more on postage this time. I will recommend at least **\$600.00.**

To have all the absentee ballots processed by 8:00 p.m. on Election Day the state allowed Municipalities to start processing absentee ballots the day before. We did take advantage of this, and not only did I use my own absentee ballot machine, I also rented a machine from LHS so I could have 2 teams processing from 9:00 a.m. to 3:00 p.m. the day before. They worked non-stop and got less than halfway through the amount of absentee ballots we had to process. It took from 9:00 a.m. to 7:00 p.m. Election Day to finish the rest of the ballots. The cost of the extra machine, rental of the extra memory card and programming the card was **\$1,325.00.**

The 4 Election Workers I hired to process the absentee ballots the day before the Election came to **\$192.00.**

To run the 2008 Presidential Election I spent approximately an additional **\$8,825.00** above the normal \$5,000-\$6,000. I am asking that you increase my overall budget by **\$10,000.** Again, I will deduct all of this from my next budget.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

8110 - SOCIAL SERVICES							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
41010	Compensation	28,302	75,620	40,912	73,791	73,791	73,791
42030	Professional Services	45,528	-	-	-	-	-
42060	Telephone	668	1,520	190	700	700	700
42080	Postage	-	100	100	100	100	100
42090	Training/Conferences	-	300	95	300	200	200
42100	Travel/Meals	180	500	53	300	300	300
43010	Supplies & Materials	743	1,350	954	1,000	1,000	1,000
43090	General Assistance	441,651	325,000	30,275	150,000	100,000	100,000
43100	User Fee Offset	(3,013)	6,810	-	10,000	10,000	10,000
		<u>514,059</u>	<u>411,200</u>	<u>72,579</u>	<u>236,191</u>	<u>186,091</u>	<u>186,091</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

8110 – SOCIAL SERVICES

41010 Annual Salaries and wages for positions as authorized:

General Assistance Administrator (1.0 FTE)
Social Services Administrative Assistant (0.8 FTE)

Total current authorized positions (1.8 FTE)

We are recommending that the GA Administrator position be increased from a 36 hour/week position to a 40 hour/week position. This would increase the compensation account by \$5,282.

Manager's budget keeps the position at 36 hours.

42060 Telephone and cellular charges and reimbursements.

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).

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

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

8120 - SOCIAL SERVICE AGENCY FUNDING							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
44070	Contributions to Agencies	43,850	44,125	24,125	44,125	44,125	44,125
		<u>43,850</u>	<u>44,125</u>	<u>24,125</u>	<u>44,125</u>	<u>44,125</u>	<u>44,125</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

8120 SOCIAL SERVICE AGENCY FUNDING

44070 Includes funding for the following agencies:

	2011-2012 Approved	2012-2013 Requested	2012-2013 Committee	2012-2013 Manager	2012-2013 Council
American Red Cross	0	1,000	250		
Center for Therapeutic Recreation	0	500	100		
Community Counseling Center	1,400	2,000	1,400		
Counseling Services, Inc.	1,000	1,000	1,000		
Day One	1,000	1,000	1,000		
Family Crisis Center	1,200	1,200	1,200		
Food & Fellowship, Inc. (Monday Meal)#	1,000	1,000	1,000		
Home Health Visiting Nurses Service	1,000	1,000	1,000		
PROP (Opportunity Alliance)	9,775	10,000	9,800		
Regional Transportation	0	5,000	250		
Sexual Assault Response Services	1,000	1,150	1,025		
Southern ME. Area Agency on Aging	3,500	4,000	3,500		
Southern Maine Parent Awareness*	250	250	0*		
Tri-County Mental Health Services	1,400	14,904	1,000		
VNA Home Health Care	1,000	1,000	1,000		
Windham Health Council #	600	600	600		
Windham Human Services #	20,000	20,000	20,000		
Total	44,125	65,604	44,125		

Legend:

- * No show (request denied)
- # Windham based services

The Human Services Advisory Committee is submitting a budget that it feels should be funded in these continuing hard economic times. There was a lot of consideration given to each and every one of the agencies that came before the committee; most were deserving of financial support from the town. There are many families and individuals in the town who use each and every one of these services.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

8120 SOCIAL SERVICE AGENCY FUNDING

This year's request is "flat funded", as was last year's. If there is a need to make any reductions the committee respectfully requests that all agencies' funding be reduced in equal proportion to get to the desired bottom line for this budget.

The committee respectfully asks that all Windham based agencies not be reduced or eliminated:

Food & Fellowship Inc. (Monday Meal)	1,000
Windham Health Council (Loan Closet)	600
Windham Human Services (Food Pantry)	20,000

Unmet Needs : The committee also makes the following recommendations in support of the Windham community.

- A summer lunch program for school age children, which would cost approximately \$10,000-\$15,000. Windham does not qualify for federally subsidized payment due to our free and reduced lunch program only being 33%. To qualify you need to be at 50%, therefore we are asking the town to look into this need within the community.
- Public transportation service linking Windham to Westbrook and Portland. This would benefit our elderly and families without other means of transportation.
- A Community Center with multi-generational programs (possibly re-activate the Community Center Steering Committee or a like entity). This center could house already existing and new programs. The following is an outline of the committee's vision for a Community Center

I. Senior Programming

A. Southern Maine Agency on Aging (possibly would move here)

1. meals on wheels
2. social work services
3. Medicare counseling (seminars and individualized)
4. volunteer headquarters
5. free tax advice

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

8120 SOCIAL SERVICE AGENCY FUNDING

B. Community Driven Activities (see Parks and Recreation Department Survey of Senior Citizens 2011)

II Youth Programming

- A. Home Work Club
- B. Sports (pickup games)?
- C. Mentoring
- D. Social Work Services
- E. Food program (summer and holiday lunch program)
- F. Summer Day Camp home base
- G. Groups
- H. Head Start
- I. Other User Driven Activities

III Intergenerational Programming

- A. Monday Night Meal (maybe move here)
- B. Games
- C. Seasonal events
- D. Movie Night
- E. Auctions
- F. Community Driven Activities, such as "Knit with your Grammy (or someone else's)"
- G. Equipment rental

Suggested inclusions:

- Indoors: Gymnasium, swimming pool, workout room, multipurpose meeting spaces, shuttle bus, wings for separate activities to occur simultaneously,
- Outdoors: Tennis courts, baseball diamonds, basketball courts, disc golf course, tubing/sledding hill, walking trails

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

8120 SOCIAL SERVICE AGENCY FUNDING

The present Senior Citizen Center, shared with Gorham, is losing its space in the Little Falls School. The committee urges the town manager and the Council to look into another home for this great addition to our community.

Thank you for considering the committee's recommendations,

The Human Services Advisory Committee

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

9110 - EQUIPMENT REPLACEMENT							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
44190	Capital Equipment	1,030,412	545,000	688,820	625,000	625,000	625,000
		1,030,412	545,000	688,820	625,000	625,000	625,000
	Consolidated Plan		545,000		625,000	625,000	625,000
	Public Works						
	General Administration						
	Fire/Rescue						
	Police						
	Parks & Recreation/Open Space						
	Total		545,000		625,000	625,000	625,000

NOTE:

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

9110 – CAPITAL EQUIPMENT REPLACEMENT

OVERVIEW

This account funds the town's capital equipment replacement plan. By planning for the acquisition and replacement of capital equipment over a multi-year cycle, the town is able to manage the amount of annual spending without spikes or troughs in the budget from year to year. The plan includes capital equipment – vehicles, mobile equipment, computers and other technology, and office and other equipment – based on the current mission of the various departments and offices, and current estimated prices. The plan is updated annually to reflect adjustments in both mission and pricing, and uses a combination of pay-as-you-go (i.e. cash) and lease-purchase financing.

ACCOUNT DETAIL

44190 Capital Equipment \$ 625,000

Payments into the town's capital equipment replacement fund.

Based on the capital equipment replacement plan submitted as part of this budget, funding requirements over the next few years will need to increase from \$625,000 in FY 2013 to \$725,000 in FY 2014 and \$800,000 in FY 2015, where they are projected to stabilize for several years (again, depending on mission and equipment prices):

FY 2013	\$ 625,000
FY 2014	\$ 725,000
FY 2015	\$ 800,000
FY 2016	\$ 800,000
FY 2017	\$ 800,000
FY 2018 – 2022 (annually)	\$ 800,000

Note that the capital equipment replacement plan and fund sources and uses is still being populated in later years for replacement cycles on all equipment.

Town of Windham, Maine
Capital Improvement Plan
 FY 13 thru FY 22

SOURCES AND USES OF FUNDS

Source	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Capital Equipment Replacement Fund										
Beginning Balance	660,958	641,397	586,552	649,224	693,756	712,616	634,091	752,254	1,103,984	1,612,044
Revenues and Other Fund Sources										
<i>Revenue</i>										
General Fund	625,000	725,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
<i>Total</i>	625,000	725,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
Total Revenues and Other Fund Sources	625,000	725,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000
Total Funds Available	1,285,958	1,366,397	1,386,552	1,449,224	1,493,756	1,512,616	1,434,091	1,552,254	1,903,984	2,412,044
Expenditures and Uses										
<i>Capital Projects & Equipment</i>										
<u>Code Enforcement (CE)</u>										
Code Enforcement Vehicle Replacement CE-2019-001	0	0	0	0	0	0	(46,000)	0	0	0
<i>Total</i>	0	0	0	0	0	0	(46,000)	0	0	0
<u>Fire-Rescue (FR)</u>										
Tower 3 FR-2003-001	(88,700)	0	0	0	0	0	0	0	0	0
Tank 5 FR-2008-001	(87,150)	0	0	0	0	0	0	0	0	0
Rescue 1 FR-2010-001	(37,427)	(37,427)	(37,427)	(37,427)	0	0	0	0	0	0
Rescue 2 FR-2011-001	(37,427)	(37,427)	(37,427)	(37,427)	0	0	0	0	0	0
Car 4 FR-2013-001	0	0	0	0	0	0	0	0	0	0
Truck Jack FR-2013-002	(24,000)	0	0	0	0	0	0	0	0	0
SCBAs and Cylinders FR-2013-003	0	(71,317)	(71,317)	(71,317)	(71,317)	(71,317)	0	0	0	0
Extrication System Replacement FR-2013-004	0	(6,573)	(6,573)	(6,573)	(6,573)	(6,573)	0	0	0	0

Source	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Capital Equipment Replacement Fund										
Engine 5 Repairs and Upgrade FR-2013-005	(25,644)	0	0	0	0	0	0	0	0	0
Engine 6 FR-2015-001	0	0	0	(86,625)	(86,625)	(86,625)	(86,625)	(86,625)	0	0
Rescue 1 FR-2018-001	0	0	0	0	0	0	(40,425)	(40,425)	(40,425)	(40,425)
Rescue 2 FR-2018-002	0	0	0	0	0	0	(40,425)	(40,425)	(40,425)	(40,425)
Tower 3 FR-2021-001	0	0	0	0	0	0	0	0	0	(185,000)
<i>Total</i>	(300,348)	(152,744)	(152,744)	(239,369)	(164,515)	(164,515)	(167,475)	(167,475)	(80,850)	(265,850)
<u>Information Services (IS)</u>										
IT Network/Client Replacements/Upgrades IS-2013-001	(32,000)	0	0	0	0	0	0	0	0	0
IT Network & Client Replacements/Upgrades IS-2014-001	0	(22,675)	0	0	0	0	0	0	0	0
IT Network & Client Replacements/Upgrades IS-2015-001	0	0	(32,400)	0	0	0	0	0	0	0
IT Network & Client Replacements/Upgrades IS-2016-001	0	0	0	(54,000)	0	0	0	0	0	0
IT Client/Laptop Replacements/Upgrades IS-2017-001	0	0	0	0	(20,000)	0	0	0	0	0
IT Server/Software Replacements/Upgrades IS-2018-001	0	0	0	0	0	(135,000)	0	0	0	0
IT Client/Laptop Replacements/Upgrades IS-2018-002	0	0	0	0	0	(20,000)	0	0	0	0
IT Client/Laptop Replacements/Upgrades IS-2019-001	0	0	0	0	0	0	(20,000)	0	0	0
IT Client/Laptop Replacements/Upgrades IS-2020-001	0	0	0	0	0	0	0	(20,000)	0	0
<i>Total</i>	(32,000)	(22,675)	(32,400)	(54,000)	(20,000)	(155,000)	(20,000)	(20,000)	0	0
<u>Police (PD)</u>										
Digital Recorder PD-2009-001	(6,299)	0	0	0	0	0	0	0	0	0
Crime Lab PD-2009-002	(10,034)	(10,034)	(10,034)	(10,034)	(10,034)	(10,034)	(10,034)	(10,034)	(8,579)	(8,579)
Cruiser Replacements PD-2013-001	(88,000)	0	0	0	0	0	0	0	0	0
Cruiser Laptop Replacements PD-2013-002	(18,000)	0	0	0	0	0	0	0	0	0
Simulcast System PD-2013-003	0	(35,438)	(35,438)	(35,438)	(35,438)	(35,438)	0	0	0	0
Cruiser Video Systems PD-2013-004	0	(16,226)	(16,226)	(16,226)	0	0	0	0	0	0
Cruiser Replacements PD-2014-001	0	(88,000)	0	0	0	0	0	0	0	0
Cruiser Laptop Replacements PD-2014-002	0	(18,000)	0	0	0	0	0	0	0	0
Cruiser Replacements PD-2015-001	0	0	(88,000)	0	0	0	0	0	0	0
Cruiser Laptop Replacements PD-2015-002	0	0	(18,000)	0	0	0	0	0	0	0
Cruiser Replacements PD-2016-001	0	0	0	(88,000)	0	0	0	0	0	0
Cruiser Laptop Replacements PD-2016-002	0	0	0	(18,000)	0	0	0	0	0	0

Source	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Capital Equipment Replacement Fund										
Cruiser Replacements PD-2017-001	0	0	0	0	(88,000)	0	0	0	0	0
Supervisor Patrol Vehicle PD-2017-002	0	0	0	0	(30,000)	0	0	0	0	0
Cruiser Laptop Replacements PD-2017-003	0	0	0	0	(18,000)	0	0	0	0	0
ACO Truck Replacement PD-2017-004	0	0	0	0	(26,000)	0	0	0	0	0
Cruiser Replacements PD-2018-001	0	0	0	0	0	(88,000)	0	0	0	0
Cruiser Laptop Replacements PD-2018-002	0	0	0	0	0	(18,000)	0	0	0	0
Cruiser Replacements PD-2019-001	0	0	0	0	0	0	(88,000)	0	0	0
Cruiser Laptop Replacements PD-2019-002	0	0	0	0	0	0	(18,000)	0	0	0
Cruiser Replacements PD-2020-001	0	0	0	0	0	0	0	(88,000)	0	0
Cruiser Laptop Replacements PD-2020-002	0	0	0	0	0	0	0	(18,000)	0	0
<i>Total</i>	(122,333)	(167,698)	(167,698)	(167,698)	(207,472)	(151,472)	(116,034)	(116,034)	(8,579)	(8,579)
<u>Public Works (PW)</u>										
Backhoe 21 PW-2009-001	(18,309)	(18,309)	0	0	0	0	0	0	0	0
Truck 06 PW-2010-001	(32,528)	(32,528)	(32,528)	0	0	0	0	0	0	0
Truck 07 PW-2010-002	(32,528)	(32,528)	(32,528)	0	0	0	0	0	0	0
Trackless 24 PW-2010-003	(25,029)	(25,029)	(25,029)	0	0	0	0	0	0	0
Truck 02 PW-2011-001	0	(35,450)	(35,450)	(35,450)	(35,450)	(35,450)	0	0	0	0
Truck 03 PW-2011-002	0	(35,450)	(35,450)	(35,450)	(35,450)	(35,450)	0	0	0	0
Truck 12 PW-2011-003	(12,186)	(12,186)	(12,186)	(12,186)	0	0	0	0	0	0
Truck 01 PW-2012-001	(39,300)	(39,300)	(39,300)	(39,300)	(39,300)	0	0	0	0	0
Sweeper 23 PW-2012-003	0	(38,759)	(38,759)	(38,759)	(38,759)	(38,759)	0	0	0	0
Truck 08 PW-2013-001	0	(35,450)	(35,450)	(35,450)	(35,450)	(35,450)	0	0	0	0
Pickup 81 PW-2013-002	0	(40,000)	0	0	0	0	0	0	0	0
Skidsteer 28 PW-2013-003	0	(11,739)	(11,739)	(11,739)	(11,739)	(11,739)	0	0	0	0
Truck 09 PW-2014-001	0	0	(39,867)	(39,867)	(39,867)	(39,867)	(39,867)	0	0	0
Loader 25 PW-2014-002	0	0	(46,200)	(46,200)	(46,200)	(46,200)	(46,200)	0	0	0
Pickup 99 PW-2014-003	0	(40,000)	0	0	0	0	0	0	0	0
Pickup 84 PW-2014-004	0	(40,000)	0	0	0	0	0	0	0	0
Truck 10 PW-2016-001	0	0	0	0	0	(27,685)	(27,685)	(27,685)	(27,685)	(27,685)
Truck 11 PW-2016-002	0	0	0	0	(35,438)	(35,438)	(35,438)	(35,438)	(35,438)	0
Truck 05 PW-2017-001	0	0	0	0	0	0	(35,438)	(35,438)	(35,438)	(35,438)

Source	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Capital Equipment Replacement Fund										
Loader 27 PW-2018-001	0	0	0	0	0	0	(46,200)	(46,200)	(46,200)	(46,200)
Grader 26 PW-2020-001	0	0	0	0	0	0	0	0	(57,750)	(57,750)
<i>Total</i>	(159,880)	(436,728)	(384,486)	(294,401)	(317,653)	(306,038)	(230,828)	(144,761)	(202,511)	(167,073)
<i>Town Mgr/Finance (TM)</i>										
Financial System Upgrade/Replacement TM-2009-001	0	0	0	0	(71,500)	(71,500)	(71,500)	0	0	0
Multifunction Device Replacements TM-2013-001	(30,000)	0	0	0	0	0	0	0	0	0
Multifunction Device Replacements TM-2018-001	0	0	0	0	0	(30,000)	0	0	0	0
Multifunction Device Replacements TM-2019-001	0	0	0	0	0	0	(30,000)	0	0	0
<i>Total</i>	(30,000)	0	0	0	(71,500)	(101,500)	(101,500)	0	0	0
Total Expenditures and Uses	(644,561)	(779,845)	(737,328)	(755,468)	(781,140)	(878,525)	(681,837)	(448,270)	(291,940)	(441,502)
Change in Fund Balance	(19,561)	(54,845)	62,672	44,532	18,860	(78,525)	118,163	351,730	508,060	358,498
Ending Balance	641,397	586,552	649,224	693,756	712,616	634,091	752,254	1,103,984	1,612,044	1,970,542

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

9120 - ROAD IMPROVEMENTS							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
42190	Contracted Services	354,715	542,500	480,518	650,000	700,000	650,000
		<u>354,715</u>	<u>542,500</u>	<u>480,518</u>	<u>650,000</u>	<u>700,000</u>	<u>650,000</u>

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

9120 – ROAD IMPROVEMENTS

OVERVIEW

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 FY 2013 has been increased from \$542,500 to \$700,000. Funds are nearly always carried over from one fiscal year to the next because the fiscal year ends in the middle of the construction season. Increases in road improvement funding over the last two years help offset normal deterioration in the town's roads and increases in oil and asphalt costs which would otherwise erode the amount of road improvements that could be accomplished for any fixed amount.

Road improvements are being updated and re-projected based on the availability of state funds for locally administered projects, asphalt prices, and actual conditions.

The finance committee reduced this account by \$50,000 to \$650,000 as outlined in a plan by the town manager in the FY 2012 budget.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

9130 - TOWN LAND AND BUILDING IMPROVEMENTS

acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
42030	Professional Services	-	-	-	-	-	-
42260	Contracted Services	21,338	119,000	39,913	329,100	162,500	162,500
44020	Land Improvements	260,000	260,000	-	260,000	260,000	260,000
		<u>281,338</u>	<u>379,000</u>	<u>39,913</u>	<u>589,100</u>	<u>422,500</u>	<u>422,500</u>
	Manager's Part II Appropriations						
Breakdown of account 42260							
	Building Improvements		119,000		147,500	147,500	147,500
	Buildings & Grounds Improvement Fund				166,600	-	-
	Facilities Assessment				15,000	15,000	15,000
			<u>119,000</u>		<u>329,100</u>	<u>162,500</u>	<u>162,500</u>
Breakdown of account 44020:							
	Municipal Development District - Roosevelt Promenade		210,000		210,000	210,000	210,000
	Municipal Development District - Pipeline TIF Transfer Out		50,000		50,000	50,000	50,000
			<u>260,000</u>		<u>260,000</u>	<u>260,000</u>	<u>260,000</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

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

Building Improvements	\$ 147,500
Facilities Condition Assessment	15,000
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Total	\$162,500

44020 Land Improvements

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, Maine
Capital Improvement Plan
 FY 13 thru FY 22

SOURCES AND USES OF FUNDS

Source	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Buildings & Grounds Improvement Fund										
Beginning Balance	0	0	0	165	330	495	660	825	50,825	100,825
<u>Revenues and Other Fund Sources</u>										
<i>Revenue</i>										
General Fund	147,500	166,600	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
<i>Total</i>	147,500	166,600	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Total Revenues and Other Fund Sources	147,500	166,600	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Total Funds Available	147,500	166,600	50,000	50,165	50,330	50,495	50,660	50,825	100,825	150,825
<u>Expenditures and Uses</u>										
<i>Capital Projects & Equipment</i>										
<u>Buildings & Grounds (BG)</u>										
Library Attic Insulation BG-2013-001	(18,000)	0	0	0	0	0	0	0	0	0
Library Carpet Replacement BG-2013-002	(20,000)	0	0	0	0	0	0	0	0	0
Town Office Siding and Trim BG-2013-003	(35,000)	0	0	0	0	0	0	0	0	0
Public Safety Entry and Sidewalk Replacement BG-2013-004	(24,000)	0	0	0	0	0	0	0	0	0
Social Services Side Entry Door Replacement BG-2013-005	(700)	0	0	0	0	0	0	0	0	0
Social Services Boiler Replacement BG-2013-006	(9,000)	0	0	0	0	0	0	0	0	0
NWFS Attic Insulation BG-2013-007	(20,000)	0	0	0	0	0	0	0	0	0
NWFS Tankless Water Heater BG-2013-008	(2,800)	0	0	0	0	0	0	0	0	0
EWFS Air Conditioning BG-2013-009	(12,000)	0	0	0	0	0	0	0	0	0
Welcome to Windham Sign Replacement BG-2013-010	(6,000)	0	0	0	0	0	0	0	0	0
Public Safety Parking Lot Repaving BG-2014-001	0	(136,000)	0	0	0	0	0	0	0	0

Source	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22
Buildings & Grounds Improvement Fund										
SWFS Parking Lot Repaving BG-2014-002	0	(5,900)	0	0	0	0	0	0	0	0
EWFS Parking Lot Repaving BG-2014-003	0	(22,000)	0	0	0	0	0	0	0	0
Social Services Window Replacement BG-2014-004	0	(2,700)	0	0	0	0	0	0	0	0
Public Works Fueling Station Replacement BG-2014-005	0	0	(40,975)	(40,975)	(40,975)	(40,975)	(40,975)	0	0	0
Town Office Emergency Generator BG-2014-006	0	0	(8,860)	(8,860)	(8,860)	(8,860)	(8,860)	0	0	0
<i>Total</i>	(147,500)	(166,600)	(49,835)	(49,835)	(49,835)	(49,835)	(49,835)	0	0	0
Total Expenditures and Uses	(147,500)	(166,600)	(49,835)	(49,835)	(49,835)	(49,835)	(49,835)	0	0	0
Change in Fund Balance	0	0	165	165	165	165	165	50,000	50,000	50,000
Ending Balance	0	0	165	330	495	660	825	50,825	100,825	150,825

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

9170 - SEWER							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
44120	Portland Water District Assessment	-	351,756	175,878	351,756	351,756	351,756
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		-	351,756	175,878	351,756	351,756	351,756

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

9170 – SEWER

44120 Payments to the Portland Water District for operating and capital costs associated with the South Windham sewer system and Little Falls Wastewater Conveyance.

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 2012-2013

9510 - BONDED DEBT							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
46010	Debt Principal	150,000	150,000	150,000	150,000	150,000	150,000
46020	Debt Interest	85,031	79,969	41,344	66,375	66,375	66,375
		<u>235,031</u>	<u>229,969</u>	<u>191,344</u>	<u>216,375</u>	<u>216,375</u>	<u>216,375</u>

TOWN of WINDHAM
PROPOSED MUNICIPAL BUDGET FY2012-2013

9510 – BONDED DEBT

Payments on outstanding principal and interest on the town's bonds are paid from this account

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

9910 - GENERAL CONTINGENCY FUND							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
40301	Supplies and Materials	-	100,000	(21,885)	100,000	100,000	100,000
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		-	100,000	(21,885)	100,000	100,000	100,000

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET FY2012-2013

9910 – GENERAL CONTINGENCY FUND

This is one of two contingency funds included in the annual budget and offset by fund balance (i.e. no additional property taxes were raised to fund it). The purpose of this account is to provide flexibility to the Council in dealing with unforeseen problems or opportunities without seeking a supplemental appropriation by calling a special town meeting.

TOWN of WINDHAM

PROPOSED MUNICIPAL BUDGET 2012-2013

9920 - ENERGY & WEATHER EMERGENCY FUND							
acct	description	FY 2011 actual	FY 2012 approved	FY 2012 ytd (1/31)	FY 2013 preliminary	FY 2013 manager	FY 2013 approved
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 FY2012-2013

9920 – ENERGY & WEATHER EMERGENCY FUND

This is one of two contingency funds included in the annual budget and offset by fund balance (i.e. no additional property taxes were raised to fund it). It was established specifically to address the challenges presented by an unusually severe winter and expenses such as overtime and road salt in public works, or to deal with energy price spikes without adding unnecessarily to department budgets and without seeking a supplemental appropriation by calling a special town meeting.