

The University of Maine

DigitalCommons@UMaine

Maine Town Documents

Maine Government Documents

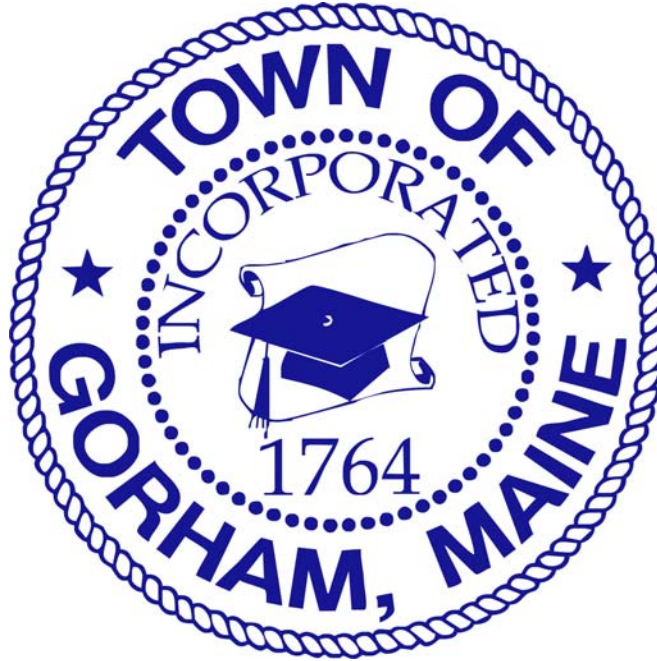
2016

Town of Gorham Maine Municipal Budget 2015-16

Gorham, Me.

Follow this and additional works at: <https://digitalcommons.library.umaine.edu/towndocs>

This Financial Report is brought to you for free and open access by DigitalCommons@UMaine. It has been accepted for inclusion in Maine Town Documents by an authorized administrator of DigitalCommons@UMaine. For more information, please contact um.library.technical.services@maine.edu.



TOWN OF GORHAM

MUNICIPAL BUDGET

2015 - 16

Submitted to Town Council on April 7, 2015
Public Hearing on June 2, 2015
Approved on June 2, 2015

TABLE OF CONTENTS
2015-16 Gorham Municipal Budget

	Page No.
Letter of Transmittal.....	A-1
Budget Summary	A-5
Estimated Revenues	A-6
Administration.....	01
Technology	02
Town Clerk.....	03
Planning	04
Assessing.....	05
Code.....	06
Municipal Center	07
Welfare	08
Police Department.....	09
Fire and Rescue Department.....	11
Public Safety Building	13
Police Building	14
Public Utilities.....	15
Public Safety Contract Services	16
Public Works	18
Solid Waste and Recycling.....	21
Cemeteries.....	22
Baxter Library	23
Other Libraries.....	25
Baxter Museum	26
Recreation.....	27
Recreation Facilities.....	29
Economic Development Corporation.....	33
Debt Service-Principle	34
Debt Service-Interest.....	35
County Tax	36
Insurances.....	37
Employee Benefits.....	38
Public Agencies	39
Cable TV	40
Other Town Services.....	41
Capital Equip.....	42
Capital Projects.....	43
Capital Part II Budget.....	44
Supplemental Requests.....	48

Town of Gorham

Municipal Center
75 South Street, Suite 1
Gorham, Maine 04038-1382

(207) 222-1650
(207) 839-5408 Fax
www.gorham-me.org



David O. Cole
Town Manager
dcole@gorham.me.us
Jeri Sheldon
Assistant to the Town
Manager/HR Director
jsheldon@gorham.me.us
Dawn Pazmany
Administrative Assistant
dpazmany@gorham.me.us

LETTER OF TRANSMITTAL 2015-16 TOWN BUDGET

Attached is the Town's proposed budget, which includes the property tax for Cumberland County but does not include the School Budget, for the 2015-16 fiscal year beginning July 1, 2015.

The proposed gross budget is \$13,119,241. This is an increase of 5.4% from the current budget of \$12,448,610. The estimated non-property tax revenue is \$6,092,069, or a 3.9% increase. The funds needed from property taxes are \$7,027,172, or an increase of 6.7%. The estimated property tax rate needed to support this budget, based on a local assessed value of \$1,376,291,000, is \$5.11. **This is an increase of 30 cents or 6.2%.**

The proposed budget is also \$756,826 **below** the Town's LD 1 property tax limit.

The Cumberland County property tax is \$997,696, which is a \$63,292 (6.8%) increase and a 5 cent increase in the property tax rate.

The rate of inflation as measured by the CPI-U for calendar year 2014 was approximately 1%.

Preparing a responsible budget that provides funds for needed services, while maintaining a reasonable tax rate, is always challenging. The last 4 budgets have increased spending by 4%. This compares to the 4-year rate of inflation, as measured by the CPI-U from January 1, 2011 to December 31, 2014, of 4%.

Listed below are the Town budget numbers from fiscal year July 1, 2011-12 to fiscal year July 1, 2014-15.

<u>Fiscal Year</u>	<u>Town Budget</u>
2011/12	\$11,968,854
2012/13	\$12,148,463
2013/14	\$12,091,556
2014/15	\$12,448,610

4-Year Budget Increase = 4%

4-Year Rate of Inflation = 4%

The following are comments on the more salient items in this proposed budget:

1. The Governor's Proposed Budget.

The Governor's recently proposed 2-Year Budget calls for significant changes, many of which would impact municipalities like Gorham. Because the Legislature has not voted on the Governor's budget, we are facing more uncertainty than usual when preparing our own budget for the Town. Some of the Governor's significant proposals include the following:

a) Change in the Homestead Exemption.

The Governor's proposal would eliminate the \$10,000 Homestead Exemption for people under the age of 65, which affects approximately 85% of Gorham taxpayers. The elimination of this exemption would have the effect of increasing property taxes by \$174.00 while lowering the property tax rate. The Governor is also proposing that the Homestead Exemption be doubled, from \$10,000 to \$20,000, for people who are 65 or older. That change would affect approximately 15% of Gorham taxpayers and would result in the reduction of the property tax by \$174.00 and an increase in the tax rate.

b) Revenue Sharing.

The Municipal Revenue Sharing Program was enacted in 1972. If you go back and look at the "Findings and Purpose" for that program to determine the Legislature's intent, you will find the following:

"The principal problem of financing municipal services is the burden on the property tax; and to stabilize the municipal property tax burden and to aid in financing all municipal services, it is necessary to provide funds from the broad-based taxes of State Government.

To strengthen the state-municipal fiscal relationship pursuant to these findings and objectives, there is established the Local Government Fund".

The Local Government Fund was the Revenue Sharing Program. In short, the Revenue Sharing Program recognized two important issues. First, that State Government was enacting significant programs that obligated Towns to spend a lot of their property tax money. Second, the State was repealing the commercial "inventory tax", which was part of the municipal property tax. Therefore, the State eliminated a lot of property tax revenue for Towns that came from commercial property and shifted the burden onto residential property.

The Revenue Sharing Program worked very well until 2006, when the State began to have serious financial problems and started using money designated for Revenue Sharing to solve their own problems, regardless of whether it caused problems for Towns. Last year, the State took 59% of the funds that should have been available to municipalities.

By law, the Town of Gorham should be receiving over \$1.8 million in Revenue Sharing funds. If the State honored the law, the property tax rate in Gorham would be 63 cents lower. That amounts to an

additional cost of \$152.50 for property valued at \$250,000. It is obvious that the State finds it easier to take money that belongs to the Towns to solve their own financial problems than to make more difficult decisions to balance the State budget. Currently, we budget \$715,000 in State Revenue Sharing funds.

The Governor's proposed budget does not impact those funds for this budget; however, his proposed budget would eliminate revenue sharing completely for the budget beginning July 1, 2016.

c) Sales Tax.

The Governor's budget would broaden the sales tax and increase the sales tax rate. Currently, Maine has one of the narrowest sales taxes in the Country, which contributes to the State over collecting sales taxes in good economic times and under collecting in bad economic times. This makes it difficult for the State to accurately budget and causes problems for the State. Those problems then get transferred back to municipalities and cause problems for us. Therefore, I believe broadening the sales tax is good for municipalities in the long run, although I do not expect it to have any immediate impact on this proposed budget.

d) Taxing Non-Profits.

The Governor has proposed taxing the assessed value of some non-profit corporations with an assessed value exceeding \$500,000. Since many non-profits do not have an assessed value that high, the Governor's proposal would eliminate many non-profits from being taxed. However, we estimate that, if approved, the proposal could produce approximately \$90,000 in revenue for Gorham. I believe this proposal to be the least likely of all of the Governor's proposals to be approved. Therefore, this proposed budget does not anticipate any additional revenues from this source.

2. Health Insurance.

This budget estimates an increase of \$148,978 in health insurance premiums and an increase in our total cost in health insurance premiums to over \$1.1 million. Most of the Town's employees participate in a Point of Service Health Insurance plan (POS-C). The Town currently offers two other health insurance plan options with deductible and coinsurance requirements called the PPO-500 Plan and the PPO-2500 Plan. I am recommending that, effective January 1, 2016, the Town no longer offer the POS-C Plan and offer a Health Reimbursement Arrangement (HRA) to go with the PPO-500 and PPO-2500 Plans. An HRA would help cover the cost of deductibles and coinsurance. I believe this change will allow the Town to provide good quality health insurance at a price that is affordable to the community and our employees.

3. Code Enforcement.

The cost of Code Enforcement is up approximately 15%. This increase reflects the cost of bringing the part-time Assistant Code Enforcement Officer/Building Inspector to full time as approved by Town Council last November.

4. New Police Station.

I anticipate that our new Police Station will open this fiscal year. I have set up a new account and budgeted funds for 6-months of operation for that building. However, this will be a new account without any real prior history.

5. Debt Principal and Interest.

Debt Principal is up to 22.4% and Debt Interest is up to 38.9%, reflecting the added debt from the \$4.99 million bond to pay for the Public Safety building project.

6. Flaggy Meadow Road Reserve Fund.

The Town Council previously appropriated funds for repairs on Flaggy Meadow Road. The work has been completed, and the remaining funds (\$71,827.36) should be returned into the Road Project account where it can be used for other important road work projects.

In closing, I wish to express my appreciation to our Department Managers, who continue to prepare cost effective budgets while still meeting the essential needs of the Community. I am looking forward to discussing the proposed Town Budget with the Town Council.

Sincerely,
David Cole, Gorham Town Manager

**BUDGET SUMMARY OF ACCOUNTS
FINAL ADOPTED BUDGET
FY2015 - 2016**

Dept	FY 2014-2015	FY 2015-2016	Change	%
Administration	\$ 437,464	\$ 440,760	\$ 3,296	0.8%
Technology Support Service	\$ 104,875	\$ 106,975	\$ 2,100	2.0%
Town Clerk	\$ 190,116	\$ 196,896	\$ 6,780	3.6%
Planning	\$ 207,658	\$ 207,858	\$ 200	0.1%
Assessing	\$ 134,819	\$ 135,039	\$ 220	0.2%
Code Enforcement	\$ 121,352	\$ 139,508	\$ 18,156	15.0%
Gorham Municipal Building	\$ 215,850	\$ 216,900	\$ 1,050	0.5%
Health and Welfare	\$ 98,900	\$ 94,940	\$ (3,960)	-4.0%
Police Department	\$ 1,685,382	\$ 1,712,527	\$ 27,145	1.6%
Fire/Rescue Department	\$ 1,511,267	\$ 1,541,974	\$ 30,707	2.0%
Public Safety Building	\$ 94,100	\$ 88,700	\$ (5,400)	-5.7%
Police Building	\$ -	\$ 27,300	\$ 27,300	0.0%
Public Utilities	\$ 149,500	\$ 152,475	\$ 2,975	2.0%
Public Safety Services	\$ 330,363	\$ 340,241	\$ 9,878	3.0%
Public Works	\$ 1,554,054	\$ 1,572,254	\$ 18,200	1.2%
Solid Waste and Recycling	\$ 720,300	\$ 754,900	\$ 34,600	4.8%
Cemetaries	\$ 18,810	\$ 23,810	\$ 5,000	26.6%
Baxter Library	\$ 443,797	\$ 445,542	\$ 1,745	0.4%
Other Libraries	\$ 11,000	\$ 11,000	\$ -	0.0%
Baxter Museum	\$ 5,000	\$ 5,000	\$ -	0.0%
Recreation	\$ 274,290	\$ 276,489	\$ 2,199	0.8%
Recreation Facilities	\$ 65,535	\$ 65,770	\$ 235	0.4%
Economic Development Corporation	\$ 67,218	\$ 69,532	\$ 2,314	3.4%
Debt Service - Principal	\$ 1,093,125	\$ 1,338,125	\$ 245,000	22.4%
Debt Service - Interest	\$ 357,093	\$ 495,964	\$ 138,871	38.9%
Insurances	\$ 157,000	\$ 157,000	\$ -	0.0%
Employee Benefits	\$ 1,861,795	\$ 1,980,340	\$ 118,545	6.4%
Public Agencies	\$ 30,650	\$ 32,400	\$ 1,750	5.7%
Cable TV	\$ 80,997	\$ 84,422	\$ 3,425	4.2%
Other Town Services	\$ 96,500	\$ 221,500	\$ 125,000	129.5%
Capital Equipment	\$ 129,800	\$ 70,000	\$ (59,800)	-46.1%
Capital Projects	\$ 200,000	\$ 150,000	\$ (50,000)	-25.0%
Municipal Subtotal	\$ 12,448,610	\$ 13,156,141	\$ 707,531	5.7%
School Department	\$ 34,152,140	\$ 35,074,530	\$ 922,390	2.7%
Cumberland County Property Tax	\$ 934,677	\$ 997,969	\$ 63,292	6.8%
Grand Total	\$ 47,535,427	\$ 49,228,640	\$ 1,693,213	3.6%
Capital Budget Part II	\$ 1,005,423	\$ 1,130,012	\$ 124,589	12.4%

APPROVED FY2015-2016 REVENUE ESTIMATES

Revenue			App Amt vs	App Amt vs
	2015	2015	Curr Bud	Curr Bud
	Budget	YTD	Change \$	Change %
Dept/Div: 100-01 Rev - General Fund / General Taxes				
40000 RE Tax Commitment	0.00	22,238,318.05	0.00	.00%
40001 PP Tax Commitment	0.00	792,089.76	0.00	.00%
40002 RE Supplemental Taxes	0.00	8,078.79	0.00	.00%
40003 PP Supplemental Taxes	0.00	2,088.00	0.00	.00%
40004 Abatements	0.00	-44,443.21	0.00	.00%
40015 Costs Interest on Taxes	65,000.00	79,090.74	0.00	.00%
40020 Auto Excise	2,620,000.00	2,794,618.42	200,000.00	7.63%
40021 Boat Excise	16,000.00	13,983.00	0.00	.00%
General Taxes	2,701,000.00	25,883,823.55	200,000.00	7.40%
Dept/Div: 100-10 Rev - General Fund / License & Permits				
40110 Building Permit	200,000.00	249,762.02	10,000.00	5.00%
40112 Cable Franchise Fee	210,000.00	189,631.16	-10,000.00	-4.76%
40114 Plumbing Fee	15,000.00	21,341.25	1,000.00	6.67%
40115 Electrical Fee	9,000.00	9,560.00	0.00	.00%
40120 Victualer	1,900.00	2,750.00	0.00	.00%
40130 IFW Dog Agent Revenue	5,000.00	5,742.30	0.00	.00%
40131 Dog ACO Revenue	4,500.00	4,878.00	0.00	.00%
40132 Dog Late Revenue	7,000.00	14,750.00	0.00	.00%
40140 Clerk Fee - License - Cert	14,000.00	14,806.33	0.00	.00%
40160 MV Agent Fee	44,000.00	42,149.00	0.00	.00%
40170 Clerk Fee - MH/Camper Park	800.00	1,337.00	200.00	25.00%
40171 Special Amusement License	0.00	200.00	0.00	.00%
40173 Massage Parlor Licenses	800.00	979.00	0.00	.00%
40174 Clk-Burial	13,000.00	18,250.00	0.00	.00%
40175 Weapons Prmt	500.00	1,296.00	0.00	.00%
40176 CEO-Gravel	3,000.00	3,400.00	0.00	.00%
40177 CEO-Junkyard	450.00	450.00	0.00	.00%
40179 CEO-Driveway	1,000.00	1,060.00	0.00	.00%
40180 CEO-Appeals	300.00	650.00	0.00	.00%
40181 CEO-Application/Dep Port Sign	600.00	1,125.00	0.00	.00%
40182 CEO-Zoning Fines	1,000.00	0.00	-500.00	-50.00%
40183 Post Rd Prmt	500.00	0.00	500.00	.00%
40184 Excavator License	1,000.00	1,300.00	1,000.00	100.00%
40185 Street Excavation Fee	1,000.00	2,790.00	0.00	.00%
License & Permits	534,350.00	588,207.06	1,700.00	0.32%
Dept/Div: 100-20 Rev - General Fund / Intergovernmental				
40226 State Revenue Sharing	715,000.00	666,007.82	0.00	.00%
40227 URIP	257,000.00	229,068.00	0.00	.00%
40228 GA Reimbursement	45,000.00	5,599.72	-10,500.00	-23.33%
40230 Homestead	273,442.00	210,503.00	0.00	.00%
40231 BETE Reimbursement	215,777.00	0.00	-34,777.00	-16.12%
40232 Tree Growth	30,000.00	28,485.50	0.00	.00%
40233 Veterans Reimbursement	7,000.00	8,019.00	1,000.00	14.29%
40234 Snowmobile Reimbursement	4,000.00	4,408.92	0.00	.00%
40252 Standish Fire Reimbursement	3,000.00	3,039.35	500.00	16.67%
40253 USM Fire Assist/Reimbursement	12,500.00	0.00	0.00	.00%
40255 Westbrook Rescue Billing Fees	35,000.00	30,312.00	0.00	.00%
Intergovernmental	1,558,935.00	1,185,443.31	-4,993.00	-0.32%
Dept/Div: 100-30 Rev - General Fund / Charge for Services				
40300 Police-Witness/Court Fees	13,000.00	11,145.84	0.00	.00%
40303 PWD-Street Sign Reimbursement	2,000.00	0.00	0.00	.00%
40311 Fire-Rescue Fee	595,000.00	611,871.32	30,000.00	5.04%
40312 Police-Annual Alarm Svc Fee	2,000.00	915.00	0.00	.00%
40315 Fire-Alarm Fees	0.00	350.00	0.00	.00%
40316 Police-Parking Violations	1,500.00	4,227.50	0.00	.00%
40317 Fire-Interest Rescue Billing	0.00	0.12	0.00	.00%

APPROVED FY2015-2016 REVENUE ESTIMATES

Revenue			App Amt vs	App Amt vs	
	2015	2015	Curr Bud	Curr Bud	
	Budget	YTD	Change \$	Change %	
Dept/Div: 100-30 Rev - General Fund / Charge for Services CONT'D					
40318 Fire-Sprinkler Insp Fee	400.00	350.00	400.00	0.00	.00%
40319 Fire-Fire Code Violations	400.00	0.00	400.00	0.00	.00%
40322 Sale of Bags	450,000.00	404,216.26	450,000.00	0.00	.00%
40323 CEO-Sewer Inspect Fees	3,000.00	4,800.00	4,000.00	1,000.00	33.33%
40324 PWD-Solid Waste User Fee	500.00	632.00	500.00	0.00	.00%
40325 Waste Hauler License Fee	4,200.00	3,500.00	4,200.00	0.00	.00%
40326 PWD-Scrap Metals	900.00	2,239.33	1,000.00	100.00	11.11%
40331 DHS Inspections	600.00	840.00	600.00	0.00	.00%
40350 Recreation Dept Fees	127,500.00	106,365.10	127,500.00	0.00	.00%
40351 Athletic Field Access Fees	6,000.00	6,000.00	6,000.00	0.00	.00%
40355 Robie Gym Rentals	1,500.00	1,830.75	1,500.00	0.00	.00%
40356 Robie School Fee	8,000.00	10,230.00	9,000.00	1,000.00	12.50%
40421 Pilot-Ecomaine	15,129.00	0.00	15,129.00	0.00	.00%
40422 Pilot-York Cumberland Hsg	41,800.00	41,588.42	41,800.00	0.00	.00%
40423 Pilot-Portland Water Dist	2,250.00	2,250.00	2,250.00	0.00	.00%
40430 Sale of Town Property	0.00	2,000.00	0.00	0.00	.00%
40431 Assess-Data Sales	0.00	169.00	0.00	0.00	.00%
43009 PLN-Waivers	0.00	50.00	0.00	0.00	.00%
43011 PLN-Subdivision Appl Fee	12,000.00	12,100.00	12,000.00	0.00	.00%
43012 PLN-Site Plan Application	10,000.00	6,025.00	10,000.00	0.00	.00%
43013 PLN-Private Way Application	1,000.00	0.00	1,000.00	0.00	.00%
43014 PLN-Land Use/Development Fees	100.00	7,530.00	100.00	0.00	.00%
43019 Street Applications Fees	1,400.00	1,000.00	1,400.00	0.00	.00%
43020 Code - Copies/Notary/Misc	750.00	20.00	400.00	-350.00	-46.67%
43021 Police - Notary/Misc Fees	700.00	1,457.00	800.00	100.00	14.29%
43022 Police-Report Copies	3,800.00	3,181.50	3,800.00	0.00	.00%
43023 Fire-Fire/Rescue Report Fee	200.00	173.80	200.00	0.00	.00%
43024 Publish & Notary Fee	1,000.00	750.00	1,000.00	0.00	.00%
Charge for Services	1,306,629.00	1,247,807.94	1,338,479.00	31,850.00	2.44%
Dept/Div: 100-40 Rev - General Fund / Other					
40405 PWD-Eastern Cemetary	5,500.00	2,575.46	5,000.00	-500.00	-9.09%
Reimburse					
40406 PWD-Other Cemetary Reimburse	5,000.00	3,959.13	5,000.00	0.00	.00%
40410 Interest from Investments	8,000.00	10,445.13	9,000.00	1,000.00	12.50%
40411 Recreation Building Rent	5,508.00	5,547.85	5,508.00	0.00	.00%
40412 Space Reimb-Municipal Ctr	90,000.00	0.00	90,000.00	0.00	.00%
40440 Insurance Claims/Reimb	6,000.00	19,623.00	6,000.00	0.00	.00%
40445 My Pharmacy Revenues	0.00	21.00	0.00	0.00	.00%
40450 Senior Citizens Mealsite	8,000.00	9,254.45	8,000.00	0.00	.00%
40452 Misc Revenues	5,000.00	2,436.49	5,000.00	0.00	.00%
40453 Cash Over/Short	0.00	207.72	0.00	0.00	.00%
Other	133,008.00	54,070.23	133,508.00	500.00	0.38%
Dept/Div: 100-50 Rev - General Fund / Other Finance Resources					
40501 Xfer in TIF	80,258.00	0.00	83,532.00	3,274.00	4.08%
Other Finance	80,258.00	0.00	83,532.00	3,274.00	4.08%
Resources					
Rev - General Fund	6,352,964.00	28,959,352.09	6,546,511.00	193,547.00	3.05%
Revenue Totals:	6,352,964.00	28,959,352.09	6,546,511.00	193,547.00	3.05%

**2015/16 BUDGET
DEPARTMENT PROFILE**

Name of Department: **ADMINISTRATION**

Services Provided:

- General Management
- Administrative support to the Town Manager, Council, and Council subcommittees.
- Management of the Town's Human Resource, Property & Casualty, and Workers Compensation Programs
- Financial Management (accounts payable, accounts receivable, general ledger, payroll, cash management, fixed asset management)
- Tax collections (real estate, personal property), and assist in the lien and foreclosure process
- Collection of other monies due (sewer fees, sale of trash bag fees, outside detail fees, etc.)
- Budget preparation

Employees:

- Town Manager (1)
- Assistant to Town Manager/HR Director (1)
- Finance Director (1)
- Bookkeeper/Accountant (1)
- Administrative Assistant (1/2)

Major Equipment:

- Administration color photocopier, installed 2006
- New finance software, installed January 2011
- Postage Machine, installed January 2013

Major Changes:

APPROVED FY2015-2016 BUDGET

			Expense		
			2015 Budget	2015 YTD	2016 Approved
					App Amt vs Curr Bud Change \$
					App Amt vs Curr Bud Change %
Dept/Div: 200-05 General Government / Admin					
Dept Head Salaries					
50101-01 Town Mgr			110,040.00	101,574.10	110,040.00
50101-02 Finance Dir			79,819.00	73,526.37	79,819.00
Supervisory Salaries					
50102-01 Asst/HR Dir			53,846.00	49,708.80	53,846.00
Non-Supervisory Salaries					
50103-01 Bookkeeper/Accountant			44,315.00	40,914.17	44,315.00
Clerical					
50104-01 Admin Asst			16,230.00	14,985.10	16,230.00
Council					
50107-01 Council			16,400.00	16,400.00	16,400.00
Materials & Supplies					
50301-01 Materials & Supplies-Admin			4,000.00	3,458.89	5,000.00
Computer Supplies					
50304-01 Computer Supplies			6,500.00	6,841.88	6,500.00
Postage					
50306-01 Postage-Administration			13,500.00	14,470.05	13,500.00
Training					
50401-01 Training			1,000.00	1,141.00	1,500.00
Dues & Subscriptions					
50402-01 Dues & Subscriptions-Admin			3,500.00	3,144.34	3,500.00
Reimbursed Expenses					
50410-01 Reimbursed Expenses-Admin			6,320.00	5,283.83	6,320.00
Programming					
Lien Charges					
50430-01 Lien Charges			8,000.00	11,780.00	8,000.00
Music/Performance License Fees					
50431-01 Music/Performance License			700.00	670.00	700.00
Fees					
Legal Services					
50450-01 Legal Services			52,000.00	55,099.00	53,000.00
Contract Services					
Audit Services					
50452-01 Audit Services			16,500.00	13,937.50	17,200.00
Equipment Rent/Lease					
50534-01 Equipment Rent/Lease			714.00	731.86	750.00
Office Equipment Maintenance					
50540-01 Office Equipment Maintenance			1,680.00	1,488.49	1,740.00
Advertising					
50620-01 Advertising			2,400.00	2,350.57	2,400.00
Office Equipment					
Transfer to Reserve					
Admin			437,464.00	417,505.95	440,760.00
					3,296.00
					.75%

Gorham
3:13 PM

APPROVED FY2015-2016 BUDGET

06/08/2015
Page 2

			Expense		
			2015	2015	2016
			Budget	YTD	Approved
					App Amt vs
					Curr Bud
					Change \$
					App Amt vs
					Curr Bud
					Change %
<hr/>					
Dept/Div: 200-06 General Government / Technology					
Materials & Supplies					
50301-02 Materials & Supplies-Tech			800.00	0.00	800.00
Website Maintenance					0.00
50425-02 Website			10,500.00	9,650.00	10,500.00
Maintenance-Technology					0.00
Computer					.00%
50426-02 Computer Hardware			3,000.00	931.61	3,000.00
Repairs-Tech					0.00
Contract Services					.00%
50451-02 Contracted			67,675.00	0.00	69,575.00
Services-Technology					1,900.00
Computer - Software					2.81%
50533-02 Computer -			22,900.00	21,151.00	23,100.00
Software-Technology					200.00
Transfer to Reserve					.87%
Technology			104,875.00	31,732.61	106,975.00
					2,100.00
					2.00%

DEPARTMENT PROFILE

2015-16 Municipal Budget

Name of Department: Town Clerks Department

Services Provided:

The Town Clerk's Department provides the following services; Clerk of the Council, Clerk of the Board of Appeals, Custodian of all official Town records. Recreational and Motor Vehicle Registrations, Fishing and Hunting Licenses, Property and Excise Tax Collection, Dog Licenses, Marriage licenses and Ceremonies, Certified copies of birth, death, and marriage records, passport photos, notary services, town trash bag and curbside disposal tag sales, coordinates and oversees all State and Local Elections, Certify Petitions, sells cemetery plots and schedules burials for several cemeteries in Town. The following licenses and permits are processed through the Town Clerk's Department; Massage Therapist/Establishment Licenses, Victual's (Food Establishment) Licenses, Junkyard/Automobile Graveyard Licenses, Liquor Hauler Licenses, Mobile Home Park/Campground Licenses, and Sole Proprietor/Partnership Certificates.

Employees:

Town Clerk/Registrar of Voters
Deputy Town Clerk/Assistant Tax Collector/Motor Vehicle Agent
3 Assistant Clerks, 25 hours/week
1 Assistant Clerk, 20 hours/week
60 Election Workers

Major Equipment Costing \$10,000 or more:

None: The Town Clerk's office has many small office machines, for example computers, printers, vote tabulators, fax, photocopier, laminator, binder, and flatbed and handheld scanners.

Major Changes from Prior Budget Year, if any:

The Secretary of State, Election Division has leased tabulators from ES&S(Election Systems& Solutions, Omaha, Nebraska.) The Secretary of State distributes to the Town of Gorham three (3) of these tabulators at no lease/maintenance fee, and we rent one tabulator for \$590 per year. I am requesting that we lease one additional tabulator at \$590 per year. With the large Voter turn-out from last Novembers Election, and the anticipation of another large voter turnout in the upcoming elections, each Ward (1 and 2) would have two tabulators, and Central(Absentee) would have 1.

The Clerk's Office conducted 2 Elections, certified signatures on 20 petitions containing 4810 signatures and maintained the voter list for 12,500 registered voters.

Number of Vehicle Registrations processed:

Motor Vehicle Registrations	14386*	Snowmobile/ATV Registrations	773
Boat Registrations	680*	Trailer and Special Equipment	1344
Vehicle Title Applications	965	Duplicate registrations/lost plates	133

- *Does not include online transactions

Number of Licenses/ Permits Issued:

Fishing and Hunting Licenses	849	Dog Licenses	2327*
Massage Therapist/Establishments	17	Victualer's Licenses	33
Junkyard/Automobile Graveyard	9	Liquor Licenses	9
One Day Catering Liquor Licenses	13	Burial Permits	31
Large Outdoor Event Licenses	3	Waste Hauler Licenses	6
Mobile Home Park/Campground	5	Sole Proprietor/Partnership Cert.	13
Door to Door Solicitation Permits	0		

- *Does not include online transactions

Vital Records:

Certified copies of marriage, birth, and death records:	659
Marriage licenses issued and/or recorded:	99
Marriage ceremonies conducted:	13
Genealogy searches conducted:	3

Tax Collection:

Excise Tax Transactions for Motor Vehicles:	12011
Sales Tax Transactions for Motor Vehicles:	1358
Real Estate Tax Accounts:	14217
Personal Property Tax Accounts:	427
Sewer Lien	37

Trash Bags/Curbside Disposal

Trash bags/bins	132
Small tags	12
Large tags	112

Copies/Faxes/Street Maps/Notary services:

Photocopy Fees Collected	249
Fax fees collected	418
Documents notarized for Citizens	206
Laminating Service	6

Miscellaneous Services:

Passport Photos	3
Cemetery Lots	34
Burials Scheduled	39

***Online Transactions**

Online Motor Vehicle	3176
Online Boat Registrations	134
Online Dog Licenses	596

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	
	2015 Budget	2015 YTD	2016 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 200-07 General Government / Town Clerk					
Dept Head Salaries					
50101-03 Twn Clerk	47,120.00	30,894.32	47,120.00	0.00	.00%
Supervisory Salaries					
Clerical					
50104-03 Registrar/Dep Clk	30,401.00	29,619.48	30,452.00	51.00	.17%
50104-04 CS Clk	77,149.00	75,089.75	77,149.00	0.00	.00%
Part Time					
50130-12 Dep Registrars	1,296.00	848.00	1,296.00	0.00	.00%
Election Hrs					
50160-01 Poll Clerks	12,500.00	5,217.76	15,489.00	2,989.00	23.91%
Materials & Supplies					
50301-03 Materials & Supplies-TC	6,100.00	2,411.38	5,000.00	-1,100.00	-18.03%
Postage					
50306-03 Postage-Town Clerk	3,200.00	1,745.17	3,000.00	-200.00	-6.25%
Training					
50401-03 Training-Town Clerk	1,300.00	985.24	1,200.00	-100.00	-7.69%
Dues & Subscriptions					
50402-03 Dues & Subscriptions-Town Clk	260.00	150.00	240.00	-20.00	-7.69%
Reimbursed Expenses					
50410-03 Reimbursed Expenses-Town Clk	1,000.00	340.86	900.00	-100.00	-10.00%
Programming					
50420-03 Programming-Town Clerk	2,700.00	0.00	3,980.00	1,280.00	47.41%
Equipment Rent/Lease					
50534-03 Voting Machine Lease	590.00	589.00	3,570.00	2,980.00	505.08%
Office Equipment Maintenance					
50540-03 Equipment Maintenance-Town Clk	600.00	365.18	500.00	-100.00	-16.67%
Advertising					
50620-03 Advertising-Town Clerk	100.00	90.00	100.00	0.00	.00%
Ballots					
50622-03 Ballots-Town Clerk	5,800.00	6,522.90	6,900.00	1,100.00	18.97%
Office Equipment					
Transfer to Reserve					
Town Clerk	190,116.00	154,869.04	196,896.00	6,780.00	3.57%

DEPARTMENT PROFILE

2015-16 Municipal Budget

Name of Department:

Planning

Services Provided:

The Planning Department is responsible for the review of all applications, special planning studies and updates to the Comprehensive Plan and the Gorham Land Use and Development Code. The Planning Department works closely with our other municipal departments, State and local agencies, community groups, the Portland Water District and the Gorham Economic Development Corporation to ensure a coordinated approach to the planning and build-out of the Town. Planning staff provides professional and technical advice to elected officials, appointed committees, other town departments, and citizens; and works with those who require assistance with the planning and development process, the Gorham Land Use and Development Code, and applicable standards and policies. The Planning Department processes all land use development applications for Planning Board review.

Depending on the required review threshold, some projects can be reviewed administratively by staff while the more complex development projects must be reviewed by the Planning Board. The Planning Department is charged with protecting and improving the community's environment, infrastructure and economy through the establishment of land use policies and ordinances. The Department also works closely with the Town Manager's Office and the Gorham Economic Development Corporation to work with existing and prospective businesses to assist them with any land use or permitting issues. The Department also applies for, and administers when awarded, various State and Federal grants.

Employees:

Three Full-Time (FT) and 1 Part-Time (PT)

1	Zoning Administrator	(FT)
1	Town Planner	(FT)
1	Administrative Assistant	(FT)
1	Clerk	(PT)

Major Equipment Costing \$10,000 or more:

None

Major Changes from Prior Budget Year, if any:

In August the Planning Department replaced our over 12 year old Hewlett-Packard wide scale color printer. The new printer is an HP Designjet T795. It has many more features and increased memory which will allow us to better utilize the Towns GIS mapping system. It prints at a much higher resolution and can produce poster quality reproductions. It will be used for printing maps, development plans and large scale posters.

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs Curr Bud Change \$	App Amt vs Curr Bud Change %
	2015 Budget	2015 YTD	2016 Approved		
Dept/Div: 200-09 General Government / Planning					
Dept Head Salaries					
50101-04 Zng Admin	73,056.00	67,428.01	73,056.00	0.00	.00%
Supervisory Salaries					
50102-03 Planner	62,057.00	57,276.00	62,057.00	0.00	.00%
Non-Supervisory Salaries					
Clerical					
50104-05 Administrative Asistant	33,415.00	30,852.01	33,415.00	0.00	.00%
Part Time					
50130-02 PT Planning	20,430.00	16,671.06	20,430.00	0.00	.00%
Materials & Supplies					
50301-04 Materials & Supplies-Planning	1,700.00	1,915.12	1,900.00	200.00	11.76%
Postage					
50306-04 Postage-Planning	2,000.00	2,003.94	2,000.00	0.00	.00%
Training					
50401-04 Training-Planning	700.00	255.00	1,000.00	300.00	42.86%
Dues & Subscriptions					
50402-04 Dues & Subscriptions-Planning	600.00	306.00	600.00	0.00	.00%
Reimbursed Expenses					
50410-04 Reimbursed Expenses-Planning	1,100.00	683.35	1,000.00	-100.00	-9.09%
Map Revisions					
50453-04 Map Revisions-Planning	1,500.00	670.00	500.00	-1,000.00	-66.67%
Consultant					
50454-04 Consultant-Planning	5,000.00	1,571.39	5,000.00	0.00	.00%
Photographic Records					
Office Equipment Maintenance					
50540-04 Office Equip Maintenance-Planning	3,500.00	4,447.07	3,500.00	0.00	.00%
Advertising					
50620-04 Advertising-Planning	2,000.00	3,201.40	2,800.00	800.00	40.00%
Printing					
50621-04 Printing-Planning	600.00	203.00	600.00	0.00	.00%
Office Equipment					
Transfer to Reserve					
Planning	207,658.00	187,483.35	207,858.00	200.00	.10%

DEPARTMENT PROFILE

2014-15 Municipal Budget

Name of Department: Assessing Department

Services Provided: The Assessing Department assigns and updates tax values on all existing and new tax parcels in Gorham using a computer based assessing program (Vision), including a geographic information system (GIS) component. This process includes property inspections and technical data entry, sales studies and analysis, and changes within the system when appropriate. We provide a wide range of property information to real estate professionals and others through the Town of Gorham web site and over the telephone, through email, and in person at our office. We review and assign addresses and tax map/lot numbers for newly created lots and subdivisions and frequently work with contractors, other Town of Gorham departments, and Emergency-911 agents regarding address issues, including the E-911 mandated naming of driveways. We also process all property owner transfers and maintain files on each taxable parcel. We digitally store deeds and maintain sale price records. Annually we produce updated tax maps of all real estate tax parcels in Gorham.

We also administer a number of tax exemption programs and special use designations including tree growth, farm use, open space, homestead, veteran, and blind exemptions, and the personal property BETR and BETE programs that result in tax savings for Gorham property owners and businesses. We provide assistance and question resolution regarding these exemptions and tax reduction programs. Annually, we compile a total value for all assessed taxable property and respond to a variety of State of Maine reporting requirements.

Employees: Assessor
Assistant to the Assessor
Administrative Assistant (1/2 time)

Total employees: 2.5

Major Equipment Costing \$10,000 or more:

We do not have any items of equipment that cost \$10,000 or more.

Major Changes from Prior Budget Year, if any:

Beginning in July of 2011, the Assessing Department started a multi-year real estate property inspection project with the goal of updating our records to include the most accurate tax value information possible. Our data gathering includes size of structures, story height, design features and building materials, as well as the general condition of each building. The goal is to help ensure that tax values for Gorham properties are reflective of each property's comparative market value. The work involves Gorham Assessing staff visiting each Gorham parcel and inspecting the exterior and interior of each building. In some instances, some of the information is gathered through telephone

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs Curr Bud Change \$	App Amt vs Curr Bud Change %
	2015 Budget	2015 YTD	2016 Approved		
Dept/Div: 200-13 General Government / Assessing					
Dept Head Salaries					
50101-06 Assessor	64,901.00	59,904.00	64,901.00	0.00	.00%
Non-Supervisory Salaries					
50103-02 Asst Assr	40,558.00	37,440.00	40,558.00	0.00	.00%
Clerical					
50104-06 Admin Asst (Shared)	16,230.00	14,985.10	16,230.00	0.00	.00%
Materials & Supplies					
50301-05 Materials & Supplies-Assessing	1,100.00	850.82	1,100.00	0.00	.00%
Postage					
50306-05 Postage-Assessing	400.00	528.99	500.00	100.00	25.00%
Gas & Oil					
50371-05 Gas & Oil-Assessing	300.00	313.49	600.00	300.00	100.00%
Training					
50401-05 Training-Assessing	1,200.00	491.00	1,200.00	0.00	.00%
Dues & Subscriptions					
50402-05 Dues & Subscriptions-Assessing	450.00	385.00	500.00	50.00	11.11%
Reimbursed Expenses					
50410-05 Reimbursed Expenses-Assessing	400.00	153.52	400.00	0.00	.00%
Contract Services					
Map Revisions					
50453-05 Map Revisions-Assessing	5,500.00	3,600.00	5,500.00	0.00	.00%
Deed Transfers					
50470-05 Deed Transfers	2,400.00	913.00	2,100.00	-300.00	-12.50%
Vehicle Maintenance					
50501-05 Vehicle Maintenance-Assessing	500.00	168.10	400.00	-100.00	-20.00%
Cellular Telephone					
50513-05 Cellular Telephone-Assessing	180.00	153.40	200.00	20.00	11.11%
Office Equipment Maintenance					
50540-05 Office Equip Maintenance-Assessing	700.00	714.61	850.00	150.00	21.43%
Office Equipment					
Transfer to Reserve					
Assessing	134,819.00	120,601.03	135,039.00	220.00	.16%

DEPARTMENT PROFILE

2015-16 Municipal Budget

Name of Department:

Code Enforcement

Services Provided:

The Code Enforcement Department encompasses the plan review and permit issuance of new construction and property reuse and redevelopment. The Department also conducts inspections of all building projects to ensure that the construction is in conformance with issued building permits, Codes and Ordinances. The Code Enforcement Officers provide review, interpretation, inspection and enforcement of the Gorham Land Use and Development Code, the 2009 International Residential Code (IRC), 2009 International Building Code (IBC), 2009 International Energy Conservation Code (IECC), 2014 National Electrical Code (NEC), 2000 Uniform Plumbing Code, 2011 Subsurface Waste Water Code, the 2007 ASHRAE Energy Code, the 2007 ASHRAE Ventilation and Indoor Quality Code, the 2009 International Existing Building Code (IEBC) and the State of Maine Life Safety Code NFPA101. The Code Office further reviews development applications regarding Shoreland Zoning, Flood Plain and applications for appeals to be heard by the Zoning Board of Appeals. The Code Officers perform plan review as members of the Development Review Team and Project Review Group. They also conduct site inspections on minor site plan developments and are compliance officers for Planning Board approved projects.

Employees:

3 Full-Time (FT) and 0 Part-Time (PT)

1	Code Enforcement Officer	(FT)
1	Asst. Code Enforcement Officer	(FT)
1	Administrative Assistant	(FT)

Major Equipment Costing \$10,000 or more:

Inspection Vehicles - 2:

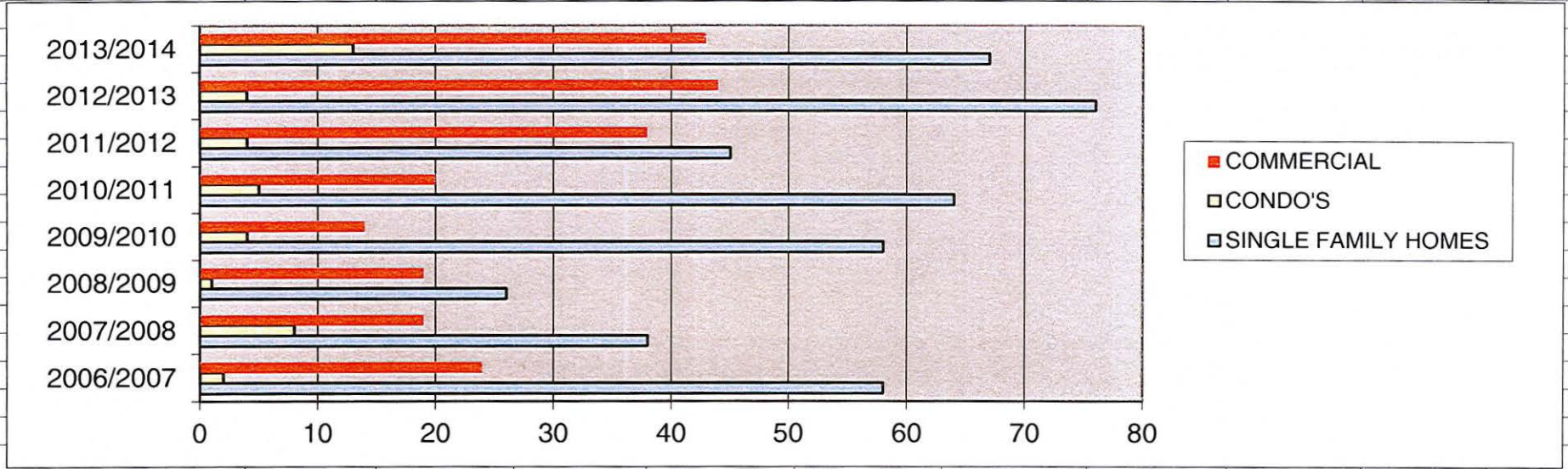
<u>Vehicle Year</u>	<u>Vehicle Model</u>	<u>Miles</u>
2008	Crown Victoria (C-1)	119,700+ miles
2010	Crown Victoria (C-2)	107,200+ miles

Major Changes from Prior Budget Year, if any:

The most major change the Code Office experienced in the FY 2014 – 2015 budget was in November the Town Council voted to change the part-time (24 hours per week) Assistant Code Officer position to a full-time position (40 hours per week). The position was made a part-time position in FY 2008 – 2009 when the economy took a downturn.

9 YEAR FISCAL REPORT 2005-2014

	2005/2006	2006/2007	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	
SINGLE FAMILY HOMES	84	58	38	26	58	64	45	76	67	
CONDO'S	27	2	8	1	4	5	4	4	13	
COMMERCIAL	24	24	19	19	14	20	38	44	43	



APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	App Amt vs
	2015	2015	2016	Curr Bud	Curr Bud
	Budget	YTD	Approved	Change \$	Change %
Dept/Div: 200-15 General Government / Code Enforcement					
Supervisory Salaries					
50102-04 CEO	52,012.00	48,006.13	52,012.00	0.00	.00%
Non-Supervisory Salaries					
50103-09 Asst CEO	25,208.00	33,139.80	43,264.00	18,056.00	71.63%
Clerical					
50104-07 Administrative Asistant	37,632.00	34,740.00	37,632.00	0.00	.00%
Materials & Supplies					
50301-06 Materials & Supplies-Code	1,500.00	533.45	1,200.00	-300.00	-20.00%
Postage					
50306-06 Postage-Code	100.00	72.60	100.00	0.00	.00%
Gas & Oil					
50371-06 Gas & Oil-Code	1,700.00	1,366.15	1,800.00	100.00	5.88%
Tires					
Training					
50401-06 Training-Code	1,000.00	99.00	800.00	-200.00	-20.00%
Dues & Subscriptions					
50402-06 Dues & Subscriptions-Code	350.00	185.00	450.00	100.00	28.57%
Reimbursed Expenses					
50410-06 Reimbursed Expenses-Code	100.00	75.50	200.00	100.00	100.00%
Vehicle Maintenance					
50501-06 Vehicle Maintenance-Code	500.00	714.77	500.00	0.00	.00%
Cellular Telephone					
50513-06 Cellular Telephone-Code	750.00	696.88	950.00	200.00	26.67%
Appeals Board					
50632-06 Appeals Board	500.00	0.00	600.00	100.00	20.00%
Office Equipment					
Transfer to Reserve					
50999-06 Transfer to Reserve-Code	0.00	-10,735.00	0.00	0.00	.00%
Code Enforcement	121,352.00	108,894.28	139,508.00	18,156.00	14.96%

APPROVED FY2015-2016 BUDGET

Expense				App Amt vs	App Amt vs
	2015	2015	2016	Curr Bud	Curr Bud
	Budget	YTD	Approved	Change \$	Change %
Dept/Div: 200-19 General Government / Municipal Center Building					
Custodial Supplies					
50320-07 Custodial Supplies-Mun Ctr	5,000.00	1,471.30	5,000.00	0.00	.00%
Natural Gas					
50342-07 Natural Gas-Mun Ctr	26,000.00	37,548.21	39,000.00	13,000.00	50.00%
Contract Services					
50451-07 Contracted Services-Mun Ctr	71,000.00	42,423.56	70,000.00	-1,000.00	-1.41%
Electricity					
50510-07 Electricity-Municipal Center	60,000.00	38,611.73	52,000.00	-8,000.00	-13.33%
Water					
50511-07 Water-Municipal Center	1,350.00	1,364.45	1,400.00	50.00	3.70%
Telephone					
50512-07 Telephone-Municipal Bldg	5,800.00	3,908.19	5,800.00	0.00	.00%
Waste Water					
50514-07 Waste Water-Municipal Ctr	1,200.00	1,127.25	1,200.00	0.00	.00%
Building Maintenance					
50520-07 Building Maintenance-Mun Ctr	14,000.00	20,975.20	12,000.00	-2,000.00	-14.29%
Ground Maintenance					
50521-07 Ground Maintenance-Mun Ctr	1,500.00	538.00	1,500.00	0.00	.00%
Office Equipment Maintenance					
Boiler Service					
50542-07 Boiler Service-Municipal Ctr	22,000.00	15,148.99	21,000.00	-1,000.00	-4.55%
Emergency Generator Maint					
50543-07 Emergency Generator Maint-Mun Ctr	3,000.00	0.00	3,000.00	0.00	.00%
Internet Access					
50905-07 Internet Access-Mun Ctr	5,000.00	3,299.89	5,000.00	0.00	.00%
Transfer to Reserve					
Municipal Center Building	215,850.00	166,416.77	216,900.00	1,050.00	.49%

Gorham
3:13 PM

APPROVED FY2015-2016 BUDGET

06/08/2015
Page 8

	Expense			App Amt vs	App Amt vs
	2015 Budget	2015 YTD	2016 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 300-03 Health & Welfare / Health & Welfare					
General Assistance					
50440-08 General Assistance-Welfare	83,000.00	19,983.68	67,000.00	-16,000.00	-19.28%
Health Officer					
50445-08 Health Officer-Welfare	300.00	0.00	300.00	0.00	.00%
Contract Services					
50451-08 Contract with Windham-Welfare	15,000.00	21,320.00	27,040.00	12,040.00	80.27%
Gorham Hlth Council					
50912-08 Gorham Health Council-Welfare	600.00	600.00	600.00	0.00	.00%
Health & Welfare	98,900.00	41,903.68	94,940.00	-3,960.00	-4.00%

DEPARTMENT PROFILE

2015-16 Municipal Budget

Police Department:

The Gorham Police Department consists of 23 sworn police officers, 2 non-sworn office staff and 1 part time animal control officer. Dispatching services are provided by a contractual agreement with the Cumberland County Regional Communications Center. The Police Department is responsible for enforcing federal, state and local laws and ordinances thereby providing a safe community for its residents and visitors. The officers responded to approximately 13,748 calls for service, made 265 physical arrests, issued 242 criminal/civil summonses, issued 1,890 VSAC summonses and warnings, 91 parking tickets, and investigated a total of 556 traffic crashes.

The Police Department is responsible for investigating all violations of law, sometimes assisting other law enforcement agencies with their investigations, and either arresting or summoning the violators to appear in court. The officers then prepare detailed investigative reports, reviewing them with the District Attorney's Office in order to prepare for court hearings.

The Police Department partners with the Gorham School Department to provide 2 School Resource Officers that work full time in the schools. These officers provide instruction as well as handle any issues requiring police services. This partnership has proven over the years to be a valuable resource to both the School Department and Police Department. It has enhanced the Police Department's relationships with both the faculty and student body within the School Department.

The Police Department partners with the Cumberland County Sheriff's Department Volunteers in Police Services program where volunteer citizens assist the Police Department with non-law enforcement activities such as house checks, business checks, area checks, traffic control and general visibility for the Department and V.I.P.S. program. This program is an invaluable resource to augment our services to the community.

The Police Department also partners with the Westbrook Police Department with a TRIAD program that works with our senior population to help address issues that they have identified as concerns for them. As well as providing a forum for interactive socialization amongst the senior population that participates in the program from both communities.

Employees:

25 Full Time Positions

1 Part Time Position

1 Chief

1 Lieutenant

4 Patrol Sergeants

1 Detective Sergeant

2 Detectives

1 DEA Task Force Officer

2 School Resource Officers

10 Patrol Officers

1 Administrative Assistant

1 Detective's Office Assistant

1 Part Time Animal Control Officer

Major Equipment Costing \$10,000 or more:

Cruisers

9 Marked Cruisers
6 Unmarked Cruisers
1 VIPS Cruiser
1 Animal Control Vehicle

The above vehicles are equipped with some or all of the following equipment:

Emergency Lighting
Scanning Mobile Radios
Sirens
Protective Screens
Radar Units
Thermal Imaging Cameras
Watch Guard Digital Video Recorders
Laptop Computers
Rifles and Shotguns
Spike mats
Oxygen Tanks
First Aid Kits

Networked Computer System

The Police Department has 15 desktop workstations and 12 laptop computers that are able to connect to the server located at the Cumberland County Regional Communications Center.

Video Surveillance/Security System

There are cameras installed inside and outside at the Public Safety building as well as panic buttons in some work areas.

Portable Video Surveillance System

This consists of a digital recorder and four concealable cameras that can be set up as a self-contained unit using its own battery system.

Portable Radios

The Police Department has 24 portable radios that are issued out to the officers.

Duty Weapons

The Police Department issues each officer a duty weapon.

Major Changes from Prior Budget Year, if any:

None

APPROVED FY2015-2016 BUDGET

	Expense				
	2015 Budget	2015 YTD	2016 Approved	App Amt vs Curr Bud Change \$	App Amt vs Curr Bud Change %
Dept/Div: 400-01 Public Safety / Police					
Dept Head Salaries					
50101-08 Chief	87,693.00	32,716.16	87,693.00	0.00	.00%
Supervisory Salaries					
50102-05 Lieutenant	67,246.00	68,265.61	67,246.00	0.00	.00%
Clerical					
50104-08 Secretary	67,178.00	55,675.37	65,404.00	-1,774.00	-2.64%
Sergeants					
50105-01 Sergeants	294,404.00	276,478.94	294,404.00	0.00	.00%
School Reserve Office					
50106-01 School Reserve Office	38,237.00	31,898.79	38,237.00	0.00	.00%
Detective					
50110-01 Detective	113,360.00	104,559.30	113,360.00	0.00	.00%
Patrolman					
50111-01 Patrolman	654,274.00	589,872.71	656,906.00	2,632.00	.40%
Animal Ctrl/Traffic Enforcemnt					
50112-01 Animal Ctrl/Traffic Enfcmnt	15,860.00	15,219.51	15,860.00	0.00	.00%
Physical Agility Stipend					
50116-01 Physical Agility Stipend	1,500.00	1,000.00	1,500.00	0.00	.00%
Overtime					
50150-01 Overtime	78,642.00	74,109.85	78,642.00	0.00	.00%
OT - Holiday					
50151-01 OT - Holiday	78,642.00	75,160.73	78,642.00	0.00	.00%
OT- Court					
50152-01 OT- Court	29,169.00	24,506.06	29,169.00	0.00	.00%
OT - Training					
50153-01 OT - Train	8,334.00	4,896.39	18,134.00	9,800.00	117.59%
Medical Services					
50240-09 Med Srvc-Police	250.00	205.30	250.00	0.00	.00%
K-9 Unit					
50300-09 K-9 Unit	0.00	0.00	11,600.00	11,600.00	100.00%
Materials & Supplies					
50301-09 Materials & Supplies-Police	8,950.00	4,776.27	8,950.00	0.00	.00%
Computer Supplies					
Postage					
50306-09 Postage-Police	500.00	368.30	500.00	0.00	.00%
Gas & Oil					
50371-09 Gas & Oil-Police	56,665.00	54,562.37	56,665.00	0.00	.00%
Tires					
50372-09 Tires-Police	8,530.00	2,699.34	8,530.00	0.00	.00%
Uniforms					
50380-09 Uniforms-Police	16,675.00	15,730.40	17,287.00	612.00	3.67%
Ammunition					
50382-09 Ammunition-Police	3,629.00	1,775.96	3,629.00	0.00	.00%
Photo Supplies					
Training					
50401-09 Training-Police	11,625.00	9,775.87	12,450.00	825.00	7.10%
Dues & Subscriptions					
50402-09 Dues & Subscriptions-Police	1,822.00	1,446.00	1,882.00	60.00	3.29%
Reimbursed Expenses					
50410-09 Reimbursed Expenses-Police	500.00	488.25	500.00	0.00	.00%
Computer					
50426-09 Computer Hardware Repairs-PD	300.00	288.00	300.00	0.00	.00%

Gorham
3:13 PM

APPROVED FY2015-2016 BUDGET

06/08/2015
Page 10

Page 10

Expense			App Amt vs	App Amt vs	
	2015	2015	2016	Curr Bud	Curr Bud
	Budget	YTD	Approved	Change \$	Change %
Dept/Div: 400-01 Public Safety / Police CONT'D					
Consultant					
50454-09 Consultant-Police	982.00	3,274.12	982.00	0.00	.00%
Vehicle Maintenance					
50501-09 Vehicle Maintenance-Police	16,060.00	13,062.57	16,060.00	0.00	.00%
Cellular Telephone					
50513-09 Cellular-Telephone-Police	5,760.00	4,953.87	5,760.00	0.00	.00%
Wireless Fees-Laptops					
50515-09 Wireless Fees-Laptops-Police	3,530.00	3,101.80	3,530.00	0.00	.00%
Computer - Software					
50533-09 Computer - Software-Police	6,810.00	195.00	10,200.00	3,390.00	49.78%
Office Equipment Maintenance					
50540-09 Office Equip Maintenance-PD	5,635.00	4,533.36	5,635.00	0.00	.00%
Radio Maintenance					
50544-09 Radio Maintenance-Police	1,500.00	1,455.11	1,500.00	0.00	.00%
Radar Maintenance					
50545-09 Radar Maintenance-Police	1,120.00	1,067.77	1,120.00	0.00	.00%
Office Equipment					
Transfer to Reserve					
Police	1,685,382.00	1,478,119.08	1,712,527.00	27,145.00	1.61%

DEPARTMENT PROFILE

2014-15 Municipal Budget

Name of Department: **Gorham Fire Department**

Services Provided: The Fire Department is primarily responsible for fire suppression activities, both in structures and wild land fires. It also handles all specialized rescues, such as ice/& cold water rescues, confined space rescues, vehicles extrications, hazardous materials responses. The Department also handles several other emergency type calls from power lines down, to fuel spills, gas leaks, and water problems. The Department also serves as the Emergency Management Agency of the Town including developing and updating the Towns Emergency plans. The Department also provides all Emergency Medical Services to the community.

The Department also does Code Enforcement of all local and State Fire Codes including the review of building plans, sprinkler plans and the installation of fire suppression systems and alarm systems. We conduct inspections of all businesses, multi-family homes, and daycare centers. We also provide Fire Prevention Education throughout the Community.

<u>Employees:</u>	11 Full time Staff	Call Company Personnel
1 Chief		2 Deputy Chiefs 6 Captains
1 Deputy Chief		13 Lieutenants 2 Safety Officers/Captains
2 Secretaries/Billing Clerks		92 Firefighters
2 Firefighter/EMT		15 Fire Police 20 Junior Firefighters
3 Firefighter/EMT Intermediates		
5 Firefighter/Paramedics		3 Special Services
		Total Call Fire Personnel 149

Major Equipment Costing \$10,000 or more:

6 Engines	60 Air Packs
1 Ladder	5 Thermal Imaging Cameras
1 Quint (pumper/ladder combination)	1 Air Compressor and Fill Station
2 Tank Trucks	1 Jaws of Life Tool Set
1 Squad Truck (Heavy Rescue)	1 Van
1 Hazardous Materials Truck	1 Volvo Tractor
1 Fire Prevention Training Trailer	1 Mechanics Service Truck
1 Live Fire Training Trailer	3 SUVs (Chief, Deputy, Fire Inspector)
1 Smoke Maze/Confined Space Training Trailer	1 Pickup Truck 4X4
3 Station Generators	1 Water Rescue Vehicle
1 Brush Truck	
2 Rescues	1 Decon/Rehab Bus
2 Life Pack 12 heart monitors	6 Auto defibrillators

Major Changes from Prior Budget Year, if any:

This is the first year that the Fire and Rescue Budgets have been combined into one operating budget.

The Department took delivery of a new chassis for Tank 2 and has had the new pump installed, and had the body and tank changed over from the old chassis to the new chassis.

The Department placed in service two new Zoll Heart Monitors/Defibrillators along with 10 new automatic defibrillators.

The Department continues its partnership with the Game Warden Service for Water Rescue. The wardens have placed an Air Boat at White Rock Station for their use as well as our for water rescues. They are also providing training on the boat as well as water rescues and search and rescue.

The Department has completed changing all stations to propane heat and purchased our own propane tanks for each facility. We went to bid for propane supply and got an excellent bid of \$1.69 per gallon. Last year at times we were paying better than \$2.89 per gallon. Additional insulating was done at two of the stations as well.

Call Reason	2013		2014	
Medical Emergencies	1409	54.42%	1392	52.25%
Motor Vehicle Crashes with PI	175	6.76%	214	8.03%
Fire Mutual Aid	386	14.91%	403	15.13%
Paramedic Intercepts	43	1.66%	63	2.36%
Fire Alarms	166	6.41%	201	7.55%
Auto Fires	13	0.50%	13	0.49%
Lines Down (
Cable/Power/Phone)	27	1.04%	42	1.58%
Confined Space Stand By	20	0.77%	9	0.34%
Smoke in Building	11	0.42%	14	0.53%
Smoke Investigation Outside	20	0.77%	11	0.41%
Spills / Leaks	11	0.42%	9	0.34%
Water Problems	10	0.39%	10	0.38%
Reported Structure Fires	30	1.16%	28	1.05%
Chimney Fires	13	0.50%	10	0.38%
CO Alarms	39	1.51%	32	1.20%
Electrical Emergency Desk Box	9	0.35%	3	0.11%
Elevator Emergency	9	0.35%	5	0.19%
Woods/Grass Fires	11	0.42%	11	0.41%
Haz-Mat Desk Box	1	0.04%	6	0.23%
Gas Problem Outside	20	0.77%	19	0.71%
Gas Problem in Structure	24	0.93%	30	1.13%
Water Rescue	1	0.04%	1	0.04%
Unattended/Unpermitted Burning	41	1.58%	29	1.09%
Unknown Substance Threat	0	0.00%	0	0.00%
Fire Other Still Box	49	1.89%	49	1.84%
Fire Other Desk Box	16	0.62%	32	1.20%
Portland Jet Port 7244	7	0.27%	1	0.04%
PVHMT Out of Town Response	0	0.00%	0	0.00%
Asst. Gorham PD	20	0.77%	24	0.90%
Aircraft	0	0.00%	1	0.04%
Misc.	8	0.31%	2	0.08%
Totals	2589		2664	

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	App Amt vs
	2015	2015	2016	Curr Bud	Curr Bud
	Budget	YTD	Approved	Change \$	Change %
Dept/Div: 400-03 Public Safety / Fire/Rescue					
Dept Head Salaries					
50101-09 Chief	87,243.00	80,867.55	87,243.00	0.00	.00%
Supervisory Salaries					
50102-06 Dep Chief	67,507.00	62,252.84	67,507.00	0.00	.00%
Clerical					
50104-09 Secretary	61,289.00	54,834.73	61,289.00	0.00	.00%
Call Deputy Chiefs					
50108-01 Call Deputy Chiefs	4,900.00	2,687.50	4,900.00	0.00	.00%
FF/EMTS/Paramedics					
50120-03 FF/EMTS	91,351.00	81,196.57	92,622.00	1,271.00	1.39%
50120-04 Paramedics	261,296.00	232,835.73	274,361.00	13,065.00	5.00%
50120-05 FF/Intermediate	125,707.00	114,485.73	133,240.00	7,533.00	5.99%
Fire Inspect					
50121-01 Fire Inspect	17,308.00	13,913.16	17,308.00	0.00	.00%
Mechanic Hrs					
50143-01 FD Mechanic	23,341.00	22,172.80	23,341.00	0.00	.00%
50143-02 Mech Helper	1,500.00	0.00	1,500.00	0.00	.00%
Overtime					
50150-02 Overtime	60,055.00	56,322.11	60,055.00	0.00	.00%
OT - Holiday					
50151-02 OT - Holiday	26,329.00	18,991.52	26,329.00	0.00	.00%
Call Force Wages					
50154-01 FD Call	194,636.00	258,613.49	194,636.00	0.00	.00%
50154-02 Scarborough Per Diem	44,352.00	42,073.66	44,352.00	0.00	.00%
50154-03 Student Live In	6,212.00	6,212.00	6,212.00	0.00	.00%
50154-04 Rescue Call	36,236.00	30,267.82	36,236.00	0.00	.00%
50154-05 Rescue PT	10,871.00	10,426.69	10,871.00	0.00	.00%
50154-06 Standby	28,067.00	15,435.39	28,067.00	0.00	.00%
Medical Services					
50240-10 Med Svc-Fire/Rescue	13,000.00	13,867.03	15,000.00	2,000.00	15.38%
Materials & Supplies					
50301-10 Materials & Supplies-F/R	14,560.00	8,491.19	13,000.00	-1,560.00	-10.71%
Postage					
50306-10 Postage-Fire/Rescue	5,000.00	3,660.10	5,000.00	0.00	.00%
Custodial Supplies					
50320-10 Custodial Supplies-Fire/Rescue	1,000.00	263.55	1,000.00	0.00	.00%
Propane					
50343-10 Propane-Fire/Rescue	12,726.00	19,976.63	15,500.00	2,774.00	21.80%
Diesel					
50370-10 Diesel-Fire/Rescue	40,620.00	38,574.93	40,620.00	0.00	.00%
Gas & Oil					
50371-10 Gas & Oil-Fire/Rescue	11,000.00	9,099.41	11,000.00	0.00	.00%
Uniforms					
50380-10 Uniforms-Fire/Rescue	6,000.00	2,686.98	6,000.00	0.00	.00%
Fire Fighter Supplies					
50384-10 Fire Fighter Supplies-Fire/Res	18,500.00	13,533.50	18,500.00	0.00	.00%
Food Supplies					
50385-10 Food Supplies-Fire/Rescue	800.00	526.94	800.00	0.00	.00%
Medical Supplies					
50386-10 Medical Supplies-Fire/Rescue	18,270.00	21,267.11	18,270.00	0.00	.00%
Training					
50401-10 Training-Fire	14,000.00	11,335.17	14,000.00	0.00	.00%
50401-11 Training-Rescue	15,000.00	18,479.72	15,000.00	0.00	.00%

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	App Amt vs
	2015	2015	2016	Curr Bud	Curr Bud
	Budget	YTD	Approved	Change \$	Change %
Dept/Div: 400-03 Public Safety / Fire/Rescue CONT'D					
Dues & Subscriptions					
50402-10 Dues & Subscriptions-Fire/Rescue	6,035.00	5,103.80	6,035.00	0.00	.00%
Reimbursed Expenses					
50410-10 Reimbursed Expenses-Fire/Rescue	4,000.00	2,671.45	4,000.00	0.00	.00%
Computer					
50426-10 Computer Hardware Repairs-F/R	13,500.00	10,767.06	13,500.00	0.00	.00%
Contract Services					
50451-10 Outside Rescue Fees-Fire/Rescue	3,500.00	7,800.00	6,000.00	2,500.00	71.43%
Fire Prevention					
50480-10 Fire Prevention-Fire/Rescue	1,500.00	152.00	1,500.00	0.00	.00%
Vehicle Maintenance					
50501-10 Vehicle Maintenance-Fire/Rescue	86,000.00	61,042.15	86,000.00	0.00	.00%
Electricity					
50510-10 Electricity-Fire/Rescue	7,800.00	6,944.50	7,800.00	0.00	.00%
Telephone					
50512-10 Telephone-Fire/Rescue	2,100.00	1,776.19	2,100.00	0.00	.00%
Cellular Telephone					
50513-10 Cellular-Telephon-Fire/Rescue	4,800.00	4,161.34	4,800.00	0.00	.00%
Cellphone Cards					
50515-10 Cellphone Cards	700.00	808.40	0.00	-700.00	-100.00%
Building Maintenance					
50520-10 Building Maintenance-Fire/Rescue	9,000.00	8,448.78	9,000.00	0.00	.00%
Equipment Rent/Lease					
50534-10 Equipment Rent/Lease-Fire/Rescue	0.00	114.00	5,800.00	5,800.00	100.00%
Office Equipment Maintenance					
50540-10 Office Equip Maintenance-F/R	26,500.00	16,942.75	26,500.00	0.00	.00%
Emergency Generator Maint					
50543-10 Emergency Generator Maint-F/R	1,500.00	801.91	1,500.00	0.00	.00%
Radio Maintenance					
50544-10 Radio Maintenance-Fire/Rescue	5,500.00	4,519.50	5,500.00	0.00	.00%
Fire & Safety Equipment					
50715-10 Fire & Safety Equipment	16,776.00	11,813.83	14,800.00	-1,976.00	-11.78%
Internet Access					
50905-10 Internet Access-Fire/Rescue	3,380.00	3,169.61	3,380.00	0.00	.00%
Transfer to Reserve					
Fire/Rescue	1,511,267.00	1,412,388.82	1,541,974.00	30,707.00	2.03%

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	App Amt vs
	2015	2015	2016	Curr Bud	Curr Bud
	Budget	YTD	Approved	Change \$	Change %
Dept/Div: 400-05 Public Safety / Public Safety Building					
Maint Hours					
50140-02 Fld/Blg Mnt	7,800.00	7,275.00	7,800.00	0.00	.00%
Custodial Supplies					
50320-12 Custodial Supplies-Public Safety	4,500.00	4,735.21	4,500.00	0.00	.00%
Natural Gas					
50342-12 Natural Gas-PS Building	15,000.00	16,298.11	17,000.00	2,000.00	13.33%
Propane					
50343-12 Propane-PS Building	2,500.00	1,971.55	3,000.00	500.00	20.00%
Gas & Oil					
50371-12 Gas & Oil-PS Building	500.00	0.00	0.00	-500.00	-100.00%
Electricity					
50510-12 Electricity-PS Building	18,500.00	12,260.43	16,000.00	-2,500.00	-13.51%
Water					
50511-12 Water-PS Building	1,500.00	1,215.29	1,800.00	300.00	20.00%
Telephone					
50512-12 Telephone-PS Building	8,000.00	4,204.16	8,000.00	0.00	.00%
Waste Water					
50514-12 Waste Water-PS Building	2,500.00	2,756.36	2,800.00	300.00	12.00%
Building Maintenance					
50520-12 Building Maintenance-Public Safety	9,000.00	3,561.94	5,000.00	-4,000.00	-44.44%
Office Equipment Maintenance					
50540-12 Equipment Maintenance-PS Bldg	2,750.00	896.01	3,000.00	250.00	9.09%
Boiler Service					
50542-12 Boiler Service-PS Building	6,000.00	2,389.37	5,000.00	-1,000.00	-16.67%
Emergency Generator Maint					
50543-12 Emergency Generator Maint-PS Bldg	750.00	320.66	1,000.00	250.00	33.33%
Building Improvements					
50706-12 Public Safety Building Improvement	11,000.00	0.00	10,000.00	-1,000.00	-9.09%
Internet Access					
50905-12 Internet Access-PS Building	3,800.00	2,299.00	3,800.00	0.00	.00%
Transfer to Reserve					
Public Safety Building	94,100.00	60,183.09	88,700.00	-5,400.00	-5.74%

Gorham
3:13 PM

APPROVED FY2015-2016 BUDGET

06/08/2015
Page 14

	Expense			App Amt vs	App Amt vs
	2015 Budget	2015 YTD	2016 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 400-06 Public Safety / Police Building					
Maint Hours					
50140-30 Custodian-Police Building	0.00	0.00	3,500.00	3,500.00	100.00%
Custodial Supplies					
50320-30 Custodial Supplies-Police Bldg	0.00	0.00	2,250.00	2,250.00	100.00%
Natural Gas					
50342-30 Natural Gas-Police Building	0.00	0.00	7,500.00	7,500.00	100.00%
Electricity					
50510-30 Electricity-Police Building	0.00	0.00	6,000.00	6,000.00	100.00%
Water					
50511-30 Water-Police Building	0.00	0.00	600.00	600.00	100.00%
Telephone					
Waste Water					
50514-30 Waste Water-Police Building	0.00	0.00	1,300.00	1,300.00	100.00%
Building Maintenance					
50520-30 Building Maintenance-PD Bldg	0.00	0.00	500.00	500.00	100.00%
Office Equipment Maintenance					
50540-30 Office Equipment Maintenance	0.00	0.00	1,250.00	1,250.00	100.00%
Boiler Service					
50542-30 Boiler Service-Police Building	0.00	0.00	2,500.00	2,500.00	100.00%
Internet Access					
50905-30 Internet Access-PD Bldg	0.00	0.00	1,900.00	1,900.00	100.00%
Police Building	0.00	0.00	27,300.00	27,300.00	100.00%

Gorham
3:13 PM

APPROVED FY2015-2016 BUDGET

06/08/2015
Page 15

	Expense			App Amt vs	App Amt vs
	2015 Budget	2015 YTD	2016 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 400-07 Public Safety / Public Utilities					
Fire Ponds/Hydrants					
50522-13 Fire Ponds/Hydrants-Public Utilities	2,000.00	0.00	2,000.00	0.00	.00%
Street Lights					
50523-13 Street Lights-Public Utilities	65,000.00	62,562.58	67,000.00	2,000.00	3.08%
Traffic Lights					
50524-13 Traffic Lights-Public Utilities	4,500.00	4,032.58	4,600.00	100.00	2.22%
Signal Maintenance					
50525-13 Signal Maintenance-Public Utilities	6,000.00	5,475.75	6,125.00	125.00	2.08%
Holiday Lights					
50526-13 Holiday Lights-Public Utilities	0.00	2,697.14	750.00	750.00	100.00%
Street Light Maint					
50527-13 Street Light Maint-Public Utilities	3,000.00	2,486.20	3,000.00	0.00	.00%
Hydrant Rental					
50535-13 Hydrant Rental-Public Utilities	69,000.00	68,651.80	69,000.00	0.00	.00%
Public Utilities	149,500.00	145,906.05	152,475.00	2,975.00	1.99%

Gorham
3:13 PM

APPROVED FY2015-2016 BUDGET

06/08/2015
Page 16

			Expense			
			2015	2015	2016	
			Budget	YTD	Approved	
						App Amt vs Curr Bud Change \$
						App Amt vs Curr Bud Change %
Dept/Div: 400-09 Public Safety / Animal Shelter						
Contract Services						
50451-14 Animal Shelter			22,400.00	16,657.39	23,105.00	705.00 3.15%
Animal Shelter			22,400.00	16,657.39	23,105.00	705.00 3.15%

Gorham
3:13 PM

APPROVED FY2015-2016 BUDGET

06/08/2015
Page 17

			Expense			
			2015	2015	2016	
			Budget	YTD	Approved	
						App Amt vs App Amt vs
						Curr Bud Curr Bud
						Change \$ Change %
Dept/Div: 400-30 Public Safety / Dispatching Contract						
Contract Services						
50451-15 Dispatching Contracted Srvs			307,963.00	307,962.00	317,136.00	9,173.00 2.98%
Dispatching			307,963.00	307,962.00	317,136.00	9,173.00 2.98%
Contract						

DEPARTMENT PROFILE

2015-16 Municipal Budget

Name of Department: Public Works Department

Services Provided: The Public Works Department in the Town of Gorham is primarily responsible for the maintenance of over 146 miles of Town roads and 14.98 miles of State roads. This road maintenance work includes, but is not limited to, the maintenance of pavement (summer and winter), markings and striping, signage, bridges, culverts, ditches, traffic lights, trees, picking up dead animals and trash in the roadway, mowing of grass within the roadway, cleaning of catch basins, street sweeping. In addition to roadway maintenance, Public Works also conducts capital road improvement projects, building, cemetery and facility maintenance, cemetery burials, mowing and trimming of Town-owned grounds, and is involved with the oversight of the curbside collection "Pay-Per-Bag" and recycling program. Public Works assists with development plan review and construction, and is responsible for the MDEP NPDES stormwater license for the Town. Public Works also assists every other Town Department and the School System in a variety of capacities when needed.

Employees: 19 Full Time

1	Public Works Director	1	Deputy Public Works Director
1	Road Foreman	2	Driver Operator II's
9	Driver Operators	1	Shop Foreman
1	Lead Bus Mechanic	2	Mechanics
1	Secretary/Receptionist	4-5	Part-Time Employees

Major Equipment Costing \$10,000 or more:

13	Dump Trucks/Plows	1	Brush Chipper
6	Pickup Trucks with Plows	1	Tractor Mowers/Farm Tractors
3	1-Ton Dump Trucks/Plows	1	Air Compressor
1	Bulldozer	1	25 Ton Tilt-Deck Trailer
1	Grader	2	Heavy Duty Utility Trailer
2	Loader/Backhoes	2	Light Duty Utility Trailer
2	Loaders	5	Lawn Tractors
1	Street Sweeper	1	Skid-Steer
2	Sidewalk Machine/attachments	1	Small Steel-wheel Roller
1	Toro Wide Area Mower	1	15 Ton Excavator

Roads:

Number	Dead Ends	Thru Roads	MDOT Arterial (Miles)	MDOT	Town
	Turning Circles		MDOT Collector Summer(Miles)	14.98	12.57
290	152	128	MDOT Collector Winter(Miles)	6.95	11.92
			Local (Miles)	0	18.87
			Total Summer(Miles)	0	114.94
			Total Winter (Miles)	21.93	139.43
				14.98	146.38

Plow Routes:

Number	Average Length	Average Time to Complete
13	12.2 miles	4 Hours

Sidewalks

18.1 Miles Total (estimated)

8.53 Miles plowed in winter

Traffic Signals

5 Traffic Signals

4 Traffic Control Beacons

Cemeteries

30.12 Acres of cemeteries maintained

Public Areas

143 Acres of public areas mowed/maintained

Dow Road Cemetery	1.51
Eastern Cemetery	10.31
Fort Hill Cemetery	1.42
Little Falls Cemetery	0.21
North Street Cemetery	2.85
Sapling Hill Cemetery	1.76
Shaws Mill Cemetery	0.13
South Gorham Cemetery	2.09
South Street Cemetery	0.82
Hillside Cemetery	8.82
Huston Cemetery	0.1
Smith Cemetery	0.1

Baxter Library, Museum & Gorham Times	0.25
Fort Hill Park	5
Gorham Middle School	4
Little Falls Recreational Area	12.01
Little Falls School	6.09
Public Safety & Narragansett School	26.53
North Gorham Fire Station	0.29
Phinney Park	0.41
Robie Gym	0.54
New Gorham Municipal Center	0.25
Village School	10.6
West Gorham Fire Station	0.31
White Rock Fire Station	0.45
White Rock School	8.56
Public Works & Landfill	37.8
Fuel Depot	0.1
High School Parking Lot & Grounds	3.86
Robie Park	4.10
Robie School	1.00
Shaw Park	6.00
MDOT Park & Ride	1.50
Middle School Grounds & MultiPurpose Field	9.00
Great Falls School Grounds & Fields	16.0

Major Changes from Prior Budget Year, if any:

- 1) Great Falls School Addition in Summer of 2011
- 2) Addition of Toro Wide-Area-Mower to fleet in 2012
- 3) Addition of 15 Ton Excavator in FY2013
- 4) Town Council accepted operation of Eastern Cemetery and Sapling Hill Cemetery in FY2014.

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	App Amt vs
	2015 Budget	2015 YTD	2016 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 500-01 Public Works / Public Works					
Dept Head Salaries					
50101-10 PW Dir	90,334.00	83,385.60	90,334.00	0.00	.00%
Supervisory Salaries					
50102-07 Dep PW Dir	70,242.00	64,804.68	70,242.00	0.00	.00%
50102-08 RD Foreman	48,547.00	44,777.79	48,547.00	0.00	.00%
Clerical					
50104-10 Secretary	33,654.00	31,908.41	33,654.00	0.00	.00%
Part Time					
50130-04 PT PW	30,450.00	48,566.26	30,450.00	0.00	.00%
50130-06 PT Burial	3,045.00	0.00	3,045.00	0.00	.00%
Regular Hrs					
50141-01 Regular Hrs	531,952.00	460,607.05	531,952.00	0.00	.00%
Overtime					
50150-04 Overtime	65,000.00	75,609.53	66,300.00	1,300.00	2.00%
Medical Services					
50240-16 Med Svc-Public Works	500.00	141.90	500.00	0.00	.00%
Testing					
50241-16 Testing	1,200.00	1,200.90	1,200.00	0.00	.00%
Materials & Supplies					
50301-16 Materials & Supplies-PW	3,300.00	3,294.85	3,300.00	0.00	.00%
Postage					
50306-16 Postage-Public Works	120.00	39.24	120.00	0.00	.00%
Sand					
50310-16 Sand-Public Works	40,000.00	42,113.55	42,000.00	2,000.00	5.00%
Liquid Calcium					
50311-16 Liquid Calcium-Public Works	1,000.00	46.76	1,000.00	0.00	.00%
Gravel					
50312-16 Gravel-Public Works	24,000.00	5,539.10	24,000.00	0.00	.00%
Salt					
50330-16 Salt-Public Works	93,055.00	105,813.13	93,055.00	0.00	.00%
Asphalt Patching					
50331-16 Asphalt Patching-Public Works	13,600.00	10,132.88	13,600.00	0.00	.00%
Signs & Hardware					
50333-16 Signs & Hardware-Public Works	7,000.00	3,420.02	7,000.00	0.00	.00%
Culverts					
50334-16 Culverts-Public Works	20,000.00	-86.00	20,000.00	0.00	.00%
Fuel Oil					
50340-16 Fuel Oil-Public Works	6,000.00	4,251.43	6,000.00	0.00	.00%
Lubricants					
50341-16 Lubricants-Public Works	9,700.00	6,133.72	9,700.00	0.00	.00%
Propane					
50343-16 Propane-Public Works	24,000.00	25,835.41	24,000.00	0.00	.00%
Mechanics Tools					
50350-16 Mechanics Tools-Public Works	4,000.00	2,670.12	4,000.00	0.00	.00%
Equipment Parts					
50360-16 Equipment Parts-Public Works	98,500.00	96,482.23	98,500.00	0.00	.00%
Guard Rails					
50363-16 Guard Rails-Public Works	500.00	87.90	500.00	0.00	.00%
Cutting Edge					
50364-16 Cutting Edge-Public Works	12,500.00	13,608.66	12,500.00	0.00	.00%
Diesel					
50370-16 Diesel-Public Works	90,000.00	74,242.67	90,000.00	0.00	.00%

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	
	2015 Budget	2015 YTD	2016 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 500-01 Public Works / Public Works CONT'D					
Gas & Oil					
50371-16 Gas & Oil-Public Works	33,000.00	38,760.31	33,000.00	0.00	.00%
Tires					
50372-16 Tires-Public Works	11,000.00	12,576.31	11,000.00	0.00	.00%
Uniforms					
50380-16 Uniforms-Public Works	6,000.00	3,042.70	6,000.00	0.00	.00%
Misc Hardware					
50390-16 Misc Hardware-Public Works	12,800.00	14,244.06	12,800.00	0.00	.00%
Misc Paving					
50391-16 Misc Paving-Public Works	10,000.00	16,655.73	12,500.00	2,500.00	25.00%
Bridge Material					
50392-16 Bridge Material-Public Works	500.00	0.00	500.00	0.00	.00%
Sidewalk Maintenance					
50393-16 Sidewalk Maintenance-Public Works	4,000.00	1,649.55	4,000.00	0.00	.00%
Drainage					
50394-16 Drainage-Public Works	32,000.00	23,067.51	32,000.00	0.00	.00%
Training					
50401-16 Training-Public Works	1,500.00	406.50	1,500.00	0.00	.00%
Dues & Subscriptions					
50402-16 Dues & Subscriptions-Public Works	300.00	254.00	300.00	0.00	.00%
Reimbursed Expenses					
50410-16 Reimbursed Expenses-Public Works	700.00	545.00	700.00	0.00	.00%
Vehicle Maintenance					
50501-16 Vehicle Maintenance-Public Works	20,000.00	28,040.77	20,000.00	0.00	.00%
Electricity					
50510-16 Electricity-Public Works	20,175.00	13,630.61	20,175.00	0.00	.00%
Water					
50511-16 Water-Public Works	2,000.00	2,058.61	2,000.00	0.00	.00%
Telephone					
50512-16 Telephone-Public Works	2,280.00	1,570.09	2,280.00	0.00	.00%
Cellular Telephone					
50513-16 Cellular Telephone-Public Work	2,600.00	3,814.98	3,500.00	900.00	34.62%
Building Maintenance					
50520-16 Building Maintenance-Public Works	10,000.00	25,776.47	10,000.00	0.00	.00%
Equipment Rent/Lease					
50534-16 Hired Equipment-Public Works	10,000.00	19,762.50	10,000.00	0.00	.00%
Office Equipment Maintenance					
50540-16 Office Equip Maintenance-PW	1,400.00	2,076.45	1,400.00	0.00	.00%
Emergency Generator Maint					
50543-16 Emergency Generator Maint-PW	1,100.00	474.21	1,100.00	0.00	.00%
Radio Maintenance					
50544-16 Radio Maintenance-Public Works	2,000.00	414.24	2,000.00	0.00	.00%
Tree Work					
50546-16 Tree Work-Public Works	3,500.00	720.00	3,500.00	0.00	.00%
Street Striping					
50560-16 Street Striping-Public Works	25,000.00	23,144.09	33,000.00	8,000.00	32.00%
Maint - Rec & School					
50574-16 Maint - Rec & School-PW	7,000.00	163.00	7,000.00	0.00	.00%

Gorham
3:13 PM

APPROVED FY2015-2016 BUDGET

06/08/2015
Page 20

	Expense			App Amt vs Curr Bud Change \$	App Amt vs Curr Bud Change %
	2015 Budget	2015 YTD	2016 Approved		
Dept/Div: 500-01 Public Works / Public Works CONT'D					
Stormwater Program					
50575-16 Stormwater Program-Public Works	12,000.00	10,796.55	15,000.00	3,000.00	25.00%
Advertising					
50620-16 Advertising-Public Works	500.00	0.00	500.00	0.00	.00%
Special Programs					
Office Equipment					
50710-16 Office Equipment-Public Works	500.00	1,620.00	1,000.00	500.00	100.00%
Transfer to Reserve					
Public Works	1,554,054.00	1,449,892.03	1,572,254.00	18,200.00	1.17%

DEPARTMENT PROFILE

2015-16 Municipal Budget

Name of Department: Solid Waste and Recycling

Services Provided:

Landfills – maintain the existing closed municipal solid waste landfill and the existing closed construction demolition debris landfill, including administering the required water testing program recommended by Maine DEP.

Transfer Station – open for grass clipping drop-off during business hours. Open by appointment Noon to 1:00PM Monday thru Thursday for the disposal of motor oil. The station is open during two Saturdays in the spring and two in the fall for resident brush disposal.

“Silver Bullet” Recycling Centers – One is located north of the Public Safety building off Chick Drive and the other is located on Public Works Drive. Both locations offer 24/7 opportunities for users to dispose of recyclables that are then transported in the “Silver Bullets” to EcoMaine for sorting and delivery to end-use markets.

Pay-Per-Bag Program – administer the pay-per-bag curbside collection of solid waste and recyclable material program including the contract for collection.

Employees:

Public works employees work on an as-needed basis to handle the grass clippings, brush, and motor oil disposal. Also utilized are three Public Works part-time employees to haul trash and mow landfills.

Major Equipment Costing \$10,000 or more:

One transfer station building with compactor hydraulic system.
One E-Z pack trash trailer, another taken off the road in 2010 due to rusted frame.
One 1986 Mack tractor rig.

Major Changes from Prior Budget Year, if any:

In 2013, EcoMaine voted to eliminate the assessment costs for its member communities resulting in a significant cost savings for Gorham. In addition, tipping fees were reduced from \$88/ton to \$70.50/ton.

In 2011 the Maine DEP analyzed the Town’s groundwater monitoring program for the closed landfills and recommended additional testing as a result of the Town expressing interest in temporarily opening the closed construction demolition debris landfill. While the need to open the CDD landfill went away, the additional requirements from MDEP are still in place resulting in additional costs to this program.

APPROVED FY2015-2016 BUDGET

			Expense				
			2015	2015		App Amt vs	App Amt vs
			Budget	YTD	2016	Curr Bud	Curr Bud
					Approved	Change \$	Change %
Dept/Div: 500-07 Public Works / Solid Waste & Recycling							
Overtime							
50150-05 Overtime			1,400.00	965.10	1,400.00	0.00	.00%
Trash Bags							
50302-17 Trash Bags-Solid Waste			37,000.00	29,700.91	37,000.00	0.00	.00%
Well Testing							
50460-17 Well Testing-Solid Waste			12,000.00	8,594.61	12,000.00	0.00	.00%
Electricity							
50510-17 Electricity-Solid Waste			600.00	552.12	600.00	0.00	.00%
Building Maintenance							
50520-17 Building Maintenance-Solid Waste			3,000.00	450.00	3,000.00	0.00	.00%
Solid Waste/Tipping Fees							
50550-17 Tipping Fees-Solid Waste			182,200.00	169,741.55	189,500.00	7,300.00	4.01%
Contract Services							
50551-17 Curb Collection-Solid Waste			459,000.00	393,462.83	485,500.00	26,500.00	5.77%
Silver Bullets							
50552-17 Silver Bullets-Solid Waste			22,000.00	15,698.64	23,000.00	1,000.00	4.55%
Waste Disposal							
50553-17 Waste Disposal-Solid Waste			2,100.00	1,578.54	1,900.00	-200.00	-9.52%
Landfill Site Maintenance							
50554-17 Landfill Site Maintenance-SW			1,000.00	0.00	1,000.00	0.00	.00%
Ecomaine Assessment							
Transfer to Reserve							
Solid Waste & Recycling			720,300.00	620,744.30	754,900.00	34,600.00	4.80%

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	
	2015 Budget	2015 YTD	2016 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 500-10 Public Works / Cemeteries					
Part Time					
50130-05 PT Cemetery	14,210.00	11,039.20	14,310.00	100.00	.70%
Cemetery					
50570-18 Stone Repairs	0.00	0.00	5,000.00	5,000.00	100.00%
Hillside Cemetery					
50571-01 Hillside Cemetery	600.00	1,332.34	1,000.00	400.00	66.67%
Eastern & So St Cemetery					
50572-01 Eastern Cemetery	1,500.00	560.45	1,500.00	0.00	.00%
50572-02 South Street Cemetery	500.00	0.00	500.00	0.00	.00%
Other Town Cemeteries					
50573-01 Sapling Hill	2,000.00	0.00	1,500.00	-500.00	-25.00%
50573-04 South Gorham	0.00	7.00	0.00	0.00	.00%
50573-05 West Gorham	0.00	6.49	0.00	0.00	.00%
Cemeteries	18,810.00	12,945.48	23,810.00	5,000.00	26.58%

**DEPARTMENT PROFILE
2015-16 Municipal Budget**

Name of Department: Baxter Memorial Library

Services Provided:

The Baxter Memorial Library serves our community as a welcoming and accessible gathering place for information, lifelong learning, and enjoyment while striving to foster the exchange of ideas, values, traditions, and conversations. The library circulates books, magazines, audio books and movies in DVD and Blu-ray formats. As the economy continues to falter, patrons increasingly turn to the library for these items rather than purchasing them. Our total circulation was a strong 115,477 transactions in FY 2014.

Through our participation in the MINERVA Library Consortium, the Baxter Memorial Library has access to books and resources throughout the state, making it truly a library without walls. Interlibrary loan has become one of the library's most popular services, with over 24,000 transactions last year, and its importance to the library cannot be overstated. Additionally, the Baxter Memorial Library and the USM Libraries offer reciprocal borrowing. Baxter Memorial Library patrons may use their library cards for free at the USM Libraries. USM students may use their USM identification cards to check out items at the Baxter Memorial Library. This is a wonderful collaborative effort between these two Gorham institutions.

Visits to the library have increased significantly as patrons give up internet access at home, stop purchasing books and other items we lend, and use the library as a free family activity destination. In keeping with our role as a community center, the library offers a variety of programs for all ages including story times and activities for children and young adults, as well as book clubs and author events for adults and children alike. We offer public internet access computers, free WiFi, and provide patrons with assistance in searching for employment opportunities online, managing unemployment benefits, and navigating these uncertain economic times. More information on library services and programs may be found at www.baxterlibrary.org as well as on our approximately 1122 fan Facebook page.

Employees:

Title	Hours/week	#
Library Director	37.5	1
Technical Services Librarian	37.5	1
Youth Services Librarian	37.5	1
Public Services Librarian	37.5	1
Custodian	20	1

Title	Hours/week	#
Sr. Library Assistants	37.5	2
Administrative/Library Assistant	28	1
Library Assistant	22	1
Library Assistant	20	2

Total Regular Staff	11
Library Substitutes on call	8
Volunteers	75

Major Equipment:

It should be noted that while no single piece of equipment at the library costs \$10,000 or more, we do have a large number of smaller pieces of equipment; mostly computers. The Friends of Baxter Memorial Library bought the library 10 refurbished computers in 2014 to replace outdated computers. The library currently has 36 computers.

Major Changes from Prior Budget Year, if any: none

Relevant Statistics:

HOURS OPEN TO THE PUBLIC PER WEEK

FY08	50	
FY09	47	
FY10	43	(14% decrease since FY08)
FY11	43	
FY12	43	
FY13	43	
FY 14	43	

STAFF HOURS (including 20 custodian hours and 20 Administrative Assistant Hours)

FY08	398	
FY09	368	
FY10	349	
FY11	335	(15.82% decrease since FY08)
FY12	335	
FY13	335	
FY14	335	

CIRCULATION (Note: loan periods were changed in November 2009 and in July 2014)

FY08	109,409	
FY09	116,050	
FY10	114,309	
FY11	114,159	
FY12	115,848	
FY13	116,987	
FY14	115,477	(5.55% increase since FY08)

LIBRARY PROGRAM ATTENDANCE

FY08	3,822	
FY09	5,200	
FY10	4,905	
FY11	4,996	
FY12	4,815	
FY13	6,460	
FY14	7,129	(86.53% increase since FY08)

LIBRARY ATTENDANCE (estimated visits to the library)

FY08	54,520	
FY09	56,108	
FY10	66,040	
FY11	66,910	
FY12	67,620	
FY13	68,229	
FY14	68,915	(26.40% increase since FY08)

Respectfully Submitted
Pamela Turner, Library Director
2/6/15

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	App Amt vs
	2015	2015	2016	Curr Bud	Curr Bud
	Budget	YTD	Approved	Change \$	Change %
Dept/Div: 600-01 Culture & Recreation / Library					
Dept Head Salaries					
50101-11 Lib Dir	60,275.00	55,638.07	60,275.00	0.00	.00%
Supervisory Salaries					
50102-11 Youth Librarian	39,390.00	37,035.00	39,390.00	0.00	.00%
50102-12 Tech Service Librarian	49,881.00	45,071.96	49,881.00	0.00	.00%
50102-13 Public Service Librarian	41,789.00	38,574.08	41,789.00	0.00	.00%
Non-Supervisory Salaries					
50103-05 Sr Lib Asst	68,874.00	57,138.40	68,874.00	0.00	.00%
Part Time					
50130-07 PT Adm Asst	24,242.00	22,452.57	24,242.00	0.00	.00%
50130-08 PT Lib Asst	53,834.00	49,662.16	53,834.00	0.00	.00%
50130-09 PT Subs	5,807.00	6,041.02	5,807.00	0.00	.00%
Maint Hours					
50140-01 Custodian	14,543.00	13,383.15	14,543.00	0.00	.00%
Medical Services					
50240-19 Med Svc-Library	158.00	47.30	158.00	0.00	.00%
Materials & Supplies					
50301-19 Materials & Supplies-Library	6,630.00	5,576.33	6,770.00	140.00	2.11%
Computer Supplies					
50304-19 Computer Supplies-Library	4,000.00	3,689.48	4,155.00	155.00	3.88%
Books					
50305-19 Books-Library	15,500.00	15,500.00	16,000.00	500.00	3.23%
Postage					
50306-19 Postage-Library	3,700.00	2,397.95	3,750.00	50.00	1.35%
Non Print & Magazines					
50308-19 Non Print & Magazines-Library	4,500.00	4,500.00	5,000.00	500.00	11.11%
Custodial Supplies					
50320-19 Custodial Supplies-Library	3,320.00	2,822.08	3,534.00	214.00	6.45%
Natural Gas					
50342-19 Natural Gas-Library	6,600.00	9,227.88	6,865.00	265.00	4.02%
Programs					
50381-19 Programs-Library	400.00	300.00	500.00	100.00	25.00%
Training					
50401-19 Professional Development-Library	2,350.00	763.00	2,350.00	0.00	.00%
Dues & Subscriptions					
50402-19 Dues & Subscriptions-Library	300.00	205.00	350.00	50.00	16.67%
Maine Infonet Access Fee					
50403-19 Maine Infonet Access Fee	0.00	0.00	4,200.00	4,200.00	100.00%
Reimbursed Expenses					
50410-19 Reimbursed Expenses-Library	1,000.00	1,043.07	1,200.00	200.00	20.00%
Contract Services					
50451-19 Contracted Services-Library	5,304.00	2,044.94	5,410.00	106.00	2.00%
Security Alarm Monitoring					
50482-19 Security Alarm Monitoring-Library	600.00	600.00	600.00	0.00	.00%
Electricity					
50510-19 Electricity-Library	17,500.00	12,345.04	16,500.00	-1,000.00	-5.71%
Water					
50511-19 Water-Library	1,000.00	897.45	1,040.00	40.00	4.00%
Telephone					
50512-19 Telephone-Library	1,700.00	1,123.00	1,600.00	-100.00	-5.88%

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	App Amt vs
	2015 Budget	2015 YTD	2016 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 600-01 Culture & Recreation / Library CONT'D					
Waste Water					
50514-19 Waste Water-Library	575.00	474.43	575.00	0.00	.00%
Building Maintenance					
50520-19 Building Maintenance-Library	5,500.00	17,081.28	6,000.00	500.00	9.09%
Office Equipment Maintenance					
50540-19 Office Equip Maintenance-Library	325.00	177.19	350.00	25.00	7.69%
Internet Access					
50905-19 Maine Infonet Access Fee	4,200.00	4,200.00	0.00	-4,200.00	-100.00%
Transfer to Reserve					
Library	443,797.00	410,011.83	445,542.00	1,745.00	.39%

Gorham
3:13 PM

APPROVED FY2015-2016 BUDGET

06/08/2015
Page 25

			Expense		
			2015	2015	2016
			Budget	YTD	Approved
					App Amt vs
					Curr Bud
					Change \$
					Change %
Dept/Div: 600-02 Culture & Recreation / Other Libraries					
Other Libraries					
50911-20 North Gorham Library			11,000.00	11,000.00	11,000.00
Other Libraries			11,000.00	11,000.00	11,000.00
					0.00
					.00%

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	
	2015 Budget	2015 YTD	2016 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 600-03 Culture & Recreation / Museum					
Part Time					
50130-10 PT Museum	1,300.00	720.00	1,300.00	0.00	.00%
Materials & Supplies					
50301-21 Materials & Supplies-Museum	700.00	90.00	700.00	0.00	.00%
Programs					
50381-21 Programs-Museum	400.00	624.00	400.00	0.00	.00%
Building Maintenance					
50520-21 Building Maintenance-Museum	1,800.00	60.98	1,800.00	0.00	.00%
Materials Preservation					
50528-21 Materials Preservation-Museum	800.00	612.78	800.00	0.00	.00%
Transfer to Reserve					
Museum	5,000.00	2,107.76	5,000.00	0.00	.00%

DEPARTMENT PROFILE

2015/2016 Budget

Name of Department: Gorham Recreation Department

Services Provided:

Community Recreation activities for all ages, all seasons.

Youth Sports, Adult Sports, Family excursions, Summer Day Camps, Before and After School Programs, Tree Lighting/Light Parade, Gazebo Concerts, Seniors fitness and trips and social activities, Facility scheduling management, Facility maintenance, pre-school activities
All ages. All Seasons. "Womb to Tomb"

Employees:

Recreation Director
Sports and Community Activities Director
Before and After School/Summer Camps Director
Administrative Assistant
Facilities Maintenance/Custodian/Programmer

Various programs support staff

Volunteers

Major Equipment Costing \$10,000 or more:

2015 GMC 4 Passenger Mini Bus
2000 GMC 15 Passenger Van
1999 Chevy Pick Up Truck
1993 John Deere 970
2006 diesel 14 passenger Mini Bus
2015 GMC 14 passenger Mini Bus ordered, delivery April 2015

Major Changes from prior budget year:

Added management of former Little Falls School as an Activity Center

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	App Amt vs
	2015	2015	2016	Curr Bud	Curr Bud
	Budget	YTD	Approved	Change \$	Change %
Dept/Div: 600-05 Culture & Recreation / Recreation					
Dept Head Salaries					
50101-12 Rec Dir	66,905.00	61,758.09	66,905.00	0.00	.00%
Supervisory Salaries					
50102-09 Prg Dir	42,016.00	39,408.00	43,259.00	1,243.00	2.96%
Non-Supervisory Salaries					
50103-10 BAS/Camp Director	43,259.00	39,946.40	43,259.00	0.00	.00%
Clerical					
50104-11 Administrative Asistant	36,725.00	33,907.22	36,725.00	0.00	.00%
Maint Hours					
50140-02 Fld/Blg Mnt	37,595.00	35,310.40	37,595.00	0.00	.00%
Medical Services					
Materials & Supplies					
50301-22 Materials & Supplies-Recreation	1,756.00	3,029.35	1,756.00	0.00	.00%
Ground Supplies					
50303-22 Ground Supplies-Recreation	7,250.00	11,266.02	8,706.00	1,456.00	20.08%
Postage					
50306-22 Postage-Recreation	900.00	538.58	900.00	0.00	.00%
Custodial Supplies					
50320-22 Custodial Supplies-Recreation	1,000.00	957.85	1,000.00	0.00	.00%
Mechanics Tools					
50350-22 Tools-Recreation	500.00	39.18	500.00	0.00	.00%
Athletic Supplies					
50361-22 Athletic Supplies-Recreation	7,255.00	7,601.15	8,255.00	1,000.00	13.78%
Gas & Oil					
50371-22 Gas & Oil-Recreation	3,709.00	2,886.56	3,709.00	0.00	.00%
Tires					
50372-22 Tires-Recreation	500.00	170.26	500.00	0.00	.00%
Dues & Subscriptions					
50402-22 Dues & Subscription-Recreation	800.00	870.00	800.00	0.00	.00%
Reimbursed Expenses					
50410-22 Reimbursed Expenses-Recreation	1,950.00	1,517.70	1,950.00	0.00	.00%
Contract Services					
50451-22 Officials-Recreation	1,500.00	0.00	0.00	-1,500.00	-100.00%
Vehicle Maintenance					
50501-22 Vehicle Maintenance-Recreation	4,850.00	3,231.62	4,850.00	0.00	.00%
Water					
50511-22 Water-Recreation	2,570.00	1,889.59	2,570.00	0.00	.00%
Telephone					
50512-22 Telephone-Recreation	600.00	355.32	600.00	0.00	.00%
Building Maintenance					
50520-22 Building Maintenance-Recreation	500.00	0.00	500.00	0.00	.00%
Office Equipment Maintenance					
50540-22 Office Equip Maintenance-Rec	1,500.00	0.00	1,500.00	0.00	.00%
Transportation					
50610-22 Transportation-Recreation	1,000.00	0.00	1,000.00	0.00	.00%
Advertising					
50620-22 Advertising-Recreation	500.00	569.00	500.00	0.00	.00%
Printing					
50621-22 Printing-Recreation	3,900.00	2,677.00	3,900.00	0.00	.00%

Gorham
3:13 PM

APPROVED FY2015-2016 BUDGET

06/08/2015
Page 28

			Expense			
			2015	2015	2016	
			Budget	YTD	Approved	
						App Amt vs App Amt vs Curr Bud Curr Bud Change \$ Change %
<hr/>						
Dept/Div: 600-05 Culture & Recreation / Recreation CONT'D						
Special Programs						
50638-22 Special Events-Recreation			5,250.00	4,050.00	5,250.00	0.00 .00%
Grounds Equipment						
Vehicles						
Transfer to Reserve						
Recreation			274,290.00	251,979.29	276,489.00	2,199.00 .80%

APPROVED FY2015-2016 BUDGET

			Expense			
			2015	2015	2016	
			Budget	YTD	Approved	
						App Amt vs Curr Bud Change \$
						App Amt vs Curr Bud Change %
<hr/>						
Dept/Div: 600-06 Culture & Recreation / MS Multi Purpose Field						
Ground Supplies						
50303-23	Ground Supplies-MIS Multi-Purpose		6,000.00	7,255.00	6,120.00	120.00 2.00%
	MS Multi Purpose		6,000.00	7,255.00	6,120.00	120.00 2.00%
	Field					

NOTE: GYSA & LaCrosse to be billed \$2,000 each for a total revenue of \$4,000 to partly off-set this cost.

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	
	2015 Budget	2015 YTD	2016 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 600-20 Culture & Recreation / Old Robie School					
Fuel Oil					
50340-24 Fuel Oil-Old Robie School	7,500.00	5,936.82	7,500.00	0.00	.00%
Propane					
50343-24 Propane-Old Robie School	100.00	0.00	100.00	0.00	.00%
Contract Services					
50451-24 Contracted Services-Old Robie	750.00	692.45	750.00	0.00	.00%
Electricity					
50510-24 Electricity-Old Robie School	1,950.00	1,541.57	1,950.00	0.00	.00%
Water					
50511-24 Water-Old Robie School	275.00	337.12	275.00	0.00	.00%
Building Maintenance					
50520-24 Building Maintenance-Old Robie	1,300.00	6,772.65	1,539.00	239.00	18.38%
Waste Disposal					
50553-24 Waste Disposal-Old Robie School	100.00	0.00	100.00	0.00	.00%
Old Robie School	11,975.00	15,280.61	12,214.00	239.00	2.00%

APPROVED FY2015-2016 BUDGET

Expense					
	2015 Budget	2015 YTD	2016 Approved	App Amt vs Curr Bud Change \$	App Amt vs Curr Bud Change %
Dept/Div: 600-21 Culture & Recreation / Little Falls Activity Center					
Fuel Oil					
50340-02 Fuel Oil	19,342.00	0.00	0.00	-19,342.00	-100.00%
Natural Gas					
50342-25 Natural Gas-Little Falls	0.00	7,749.43	15,000.00	15,000.00	100.00%
Contract Services					
50451-25 Contracted Services-Little Falls	1,680.00	1,322.14	4,000.00	2,320.00	138.10%
Electricity					
50510-25 Electricity-Little Falls	6,081.00	1,963.17	6,250.00	169.00	2.78%
Water					
50511-25 Water-Little Falls	724.00	1,223.06	775.00	51.00	7.04%
Telephone					
50512-25 Telephone/Security-Little Falls	1,720.00	3,335.59	1,200.00	-520.00	-30.23%
Waste Water					
50514-25 Waste Water-Little Falls	0.00	68.70	0.00	0.00	.00%
Building Maintenance					
50520-25 Building Maintenance-Little Falls	8,233.00	13,273.20	9,639.00	1,406.00	17.08%
Waste Disposal					
50553-25 Waste Disposal-Little Falls	200.00	1,586.00	200.00	0.00	.00%
Transfer to Reserve					
Little Falls Activity Center	37,980.00	30,521.29	37,064.00	-916.00	-2.41%

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	App Amt vs
	2015 Budget	2015 YTD	2016 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 600-23 Culture & Recreation / Robie Gym					
Fuel Oil					
50340-01 Fuel Oil	4,000.00	0.00	0.00	-4,000.00	-100.00%
Natural Gas					
50342-26 Natural Gas-Robie Gym	0.00	4,831.06	4,600.00	4,600.00	100.00%
Electricity					
50510-26 Electricity-Robie Gym	1,200.00	1,125.49	1,200.00	0.00	.00%
Water					
50511-26 Water-Robie Gym	180.00	155.38	180.00	0.00	.00%
Waste Water					
50514-26 Waste Water-Robie Gym	200.00	164.88	200.00	0.00	.00%
Building Maintenance					
50520-26 Building Maintenance-Robie Gym	4,000.00	2,196.66	4,192.00	192.00	4.80%
Robie Gym	9,580.00	8,473.47	10,372.00	792.00	8.27%

DEPARTMENT PROFILE

2015/16 Budget

Name of Department:

Gorham Economic Development Corporation

Services Provided:

Business attraction, retention, and expansion including confidential site searches, as well as permitting and financing assistance. Also manage and underwrite loan requests to Town Revolving Loan Program, and seek grant awards under the Cumberland County Community Block Grant Program.

Employees:

1 Part Time (25 hrs/week)

Major Equipment:

None

Major Changes:

None

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs Curr Bud Change \$	App Amt vs Curr Bud Change %
	2015 Budget	2015 YTD	2016 Approved		
Dept/Div: 700-01 Economic Development / Economic Development					
Non-Supervisory Salaries					
50103-07 President	48,643.00	44,901.12	48,643.00	0.00	.00%
Benefits					
50260-27 Benefits-Economic	14,575.00	11,622.19	14,575.00	0.00	.00%
Materials & Supplies					
50301-27 Materials & Supplies-Economic Dev	0.00	110.75	0.00	0.00	.00%
Training					
50401-27 Training-Economic Dev	0.00	150.00	150.00	150.00	100.00%
Dues & Subscriptions					
50402-27 Dues & Subscription-Economic Dev	960.00	1,410.00	1,500.00	540.00	56.25%
Reimbursed Expenses					
50410-27 Reimbursed Expenses-Economic Dev	400.00	289.74	400.00	0.00	.00%
Website Maintenance					
50425-27 Website Maintenance-Economic Dev	0.00	336.89	340.00	340.00	100.00%
Contract Services					
50451-27 Contracted Services-Economic Dev	0.00	60.00	60.00	60.00	100.00%
Telephone					
50512-27 Telephone-Economic Dev	480.00	451.35	504.00	24.00	5.00%
Ground Maintenance					
50521-27 Ground Maintenance-Economic Dev	0.00	517.75	1,200.00	1,200.00	100.00%
Multi-Peril Policy					
50601-27 Multi-Peril Policy-Economic Dev	850.00	673.00	850.00	0.00	.00%
Public Liability					
50602-27 Public Liability-Economic Dev	1,250.00	1,250.00	1,250.00	0.00	.00%
Internet Access					
50905-27 Internet Access-Econ Dev	60.00	54.45	60.00	0.00	.00%
Transfer to Reserve					
Economic Development	67,218.00	61,827.24	69,532.00	2,314.00	3.44%

Gorham
3:13 PM

APPROVED FY2015-2016 BUDGET

06/08/2015
Page 34

Expense

	2015 Budget	2015 YTD	2016 Approved	App Amt vs Curr Bud Change \$	App Amt vs Curr Bud Change %
Dept/Div: 800-01 Debt / Principal					
CIP Bond					
50800-05 2005 CIP Bond - Municipal C	250,000.00	250,000.00	0.00	-250,000.00	-100.00%
50800-07 2010 CIP Bond	205,000.00	205,000.00	205,000.00	0.00	.00%
50800-08 2011 Refinance 2000 Bond	73,125.00	73,125.00	73,125.00	0.00	.00%
50800-09 2012 Refinance 2002-2008 Bonds	480,000.00	480,000.00	725,000.00	245,000.00	51.04%
50800-10 2013 Fire Truck Bond	60,000.00	60,000.00	60,000.00	0.00	.00%
50800-11 2013 Little Falls Bond	25,000.00	25,000.00	25,000.00	0.00	.00%
50800-12 2015 Public Safety Bond	0.00	0.00	250,000.00	250,000.00	100.00%
Principal	1,093,125.00	1,093,125.00	1,338,125.00	245,000.00	22.41%

Gorham
3:13 PM

APPROVED FY2015-2016 BUDGET

06/08/2015
Page 35

	Expense			App Amt vs	App Amt vs
	2015 Budget	2015 YTD	2016 Approved	Curr Bud Change \$	Curr Bud Change %
<hr/>					
Dept/Div: 800-02 Debt / Interest					
Bond Interest					
50805-05 2005 Community Ctr Bond Int	4,694.00	4,687.50	0.00	-4,694.00	-100.00%
50805-07 2010 CIP Bond Interest	71,688.00	71,627.50	67,588.00	-4,100.00	-5.72%
50805-08 2011 Refinance 2000 Bond Int	10,373.00	10,372.79	6,570.00	-3,803.00	-36.66%
50805-09 2012 Refinance 02-08 Bond Int	191,488.00	191,487.50	179,437.00	-12,051.00	-6.29%
50805-10 2014 Fire Truck Bond	24,150.00	24,150.00	22,950.00	-1,200.00	-4.97%
50805-11 2014 Little Falls Bond-\$500K	15,000.00	15,000.00	14,500.00	-500.00	-3.33%
50805-12 2015 Public Safety Bond	0.00	0.00	165,219.00	165,219.00	100.00%
Bond Costs					
50810-01 Bond Costs	37,000.00	39,137.00	37,000.00	0.00	.00%
Agent Fees					
50811-01 Agent Fees	2,700.00	0.00	2,700.00	0.00	.00%
Interest	357,093.00	356,462.29	495,964.00	138,871.00	38.89%

APPROVED FY2015-2016 BUDGET

			Expense			
			2015	2015	2016	
			Budget	YTD	Approved	
						App Amt vs Curr Bud Change \$ Change %
Dept/Div: 850-01 Intergovernmental / County Tax						
County Tax						
50920-01 County Tax			934,677.00	934,677.00	997,969.00	63,292.00 6.77%
County Tax			934,677.00	934,677.00	997,969.00	63,292.00 6.77%

APPROVED FY2015-2016 BUDGET

			Expense			
			2015	2015	2016	
			Budget	YTD	Approved	
						App Amt vs Curr Bud Change \$
						App Amt vs Curr Bud Change %
Dept/Div: 900-01 Insurances / Insurances						
Multi-Peril Policy						
50601-01 Multi-Peril Policy			145,000.00	118,366.51	145,000.00	0.00 .00%
Public Liability						
50602-01 Public Liability			11,500.00	9,255.00	11,500.00	0.00 .00%
Additional Multi-Peril						
50603-01 Holiday Lights			500.00	500.00	500.00	0.00 .00%
Transfer to Reserve						
	Insurances		157,000.00	128,121.51	157,000.00	0.00 .00%

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	App Amt vs
	2015	2015	2016	Curr Bud	Curr Bud
	Budget	YTD	Approved	Change \$	Change %
Dept/Div: 900-02 Insurances / Employee Benefits					
UIC Contingency					
50201-01 UIC Contingency	9,000.00	1,403.71	8,000.00	-1,000.00	-11.11%
Workers Comp					
50202-01 Workers Comp	126,166.00	82,006.64	105,000.00	-21,166.00	-16.78%
Retirement					
50210-01 Retirement	316,646.00	282,101.38	325,962.00	9,316.00	2.94%
Health Insurance					
50220-01 Health Insurance	990,000.00	824,974.40	1,138,978.00	148,978.00	15.05%
FICA/Med					
50230-01 FICA	333,557.00	304,940.37	325,000.00	-8,557.00	-2.57%
50230-02 Medicare	85,226.00	71,926.33	76,000.00	-9,226.00	-10.83%
Group Life					
50265-01 Group Life	1,200.00	1,171.34	1,400.00	200.00	16.67%
Transfer to Reserve					
Employee Benefits	1,861,795.00	1,568,524.17	1,980,340.00	118,545.00	6.37%

Gorham
3:13 PM

APPROVED FY2015-2016 BUDGET

06/08/2015
Page 39

	Expense			App Amt vs	App Amt vs
	2015	2015	2016	Curr Bud	Curr Bud
	Budget	YTD	Approved	Change \$	Change %
Dept/Div: 920-01 Public Agencies / Town Committees					
Assessment Appeals					
50631-01 Assessment Appeals	250.00	0.00	0.00	-250.00	-100.00%
Committees					
50633-01 Conservation Commission	500.00	0.00	2,000.00	1,500.00	300.00%
Public Agencies					
50910-01 Greater Portland COG	16,400.00	16,381.00	16,400.00	0.00	.00%
50910-02 Maine Municipal Association	13,500.00	13,497.00	14,000.00	500.00	3.70%
Town Committees	30,650.00	29,878.00	32,400.00	1,750.00	5.71%

DEPARTMENT PROFILE

2015/2016 Municipal Budget

Name of Department: Gorham Community Access Television - GOCAT

Services Provided:

GOCAT TV 2 – maintains and operates a “community bulletin board” that provides residents with information on municipal schedules, local events, local sports, local TV programming.

GOCAT TV 3 – broadcasts municipal and school meetings live and again in scheduled replays, maintains a bulletin board of municipal information, works with Town and School individual departments for public services announcements, training productions and marketing information.

Records, processes and indexes streaming video services.

Maintains a youtube.com channel in collaboration with Gorham Times.

Records and broadcasts variety of events throughout the year in the community.

Studio productions of regular local series.

Sponsors training programs in collaboration with Gorham Schools, instructing, advising, providing technical support to the initiative.

Employees:

Station Manager

Part time Media Specialist

Part time Videographers (camera operators)

Volunteers

Major Changes from prior budget year:

In progress, working to achieve hardwired/fixed remote camera/audio system in the Conference Room A to enable both recorded and live television broadcast from that site.

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	App Amt vs
	2015	2015	2016	Curr Bud	Curr Bud
	Budget	YTD	Approved	Change \$	Change %
Dept/Div: 950-01 Other / Cable TV					
Supervisory Salaries					
50102-10 Studio Mgr	45,574.00	39,672.40	45,574.00	0.00	.00%
Part Time					
50130-11 PT Cable TV	17,034.00	14,604.48	17,034.00	0.00	.00%
Materials & Supplies					
50301-28 Materials & Supplies-Cable TV	4,000.00	2,875.13	4,000.00	0.00	.00%
Postage					
50306-28 Postage-Cable TV	50.00	0.00	50.00	0.00	.00%
Training					
50401-28 Training-Cable TV	800.00	1,347.48	800.00	0.00	.00%
Dues & Subscriptions					
50402-28 Dues & Subscriptions-Cable TV	750.00	161.55	750.00	0.00	.00%
Computer					
50426-28 Computer Hardware Repairs-CTV	2,894.00	1,093.58	2,894.00	0.00	.00%
Contract Services					
50451-28 Contracted Services-Cable TV	3,000.00	1,754.43	5,000.00	2,000.00	66.67%
Computer - Software					
50533-28 Computer - Software-Cable TV	1,000.00	360.00	1,000.00	0.00	.00%
Office Equipment Maintenance					
50540-28 Office Equipment Maintenance -CTV	4,500.00	4,857.18	4,500.00	0.00	.00%
Internet Access					
50905-28 Internet Access-Cable TV	1,395.00	2,207.93	2,820.00	1,425.00	102.15%
Transfer to Reserve					
Cable TV	80,997.00	68,934.16	84,422.00	3,425.00	4.23%

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	App Amt vs
	2015 Budget	2015 YTD	2016 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 950-02 Other / Unclassified					
Part Time					
50130-03 PT Mealsite	5,000.00	6,396.36	5,000.00	0.00	.00%
Food Supplies					
50385-01 Mealsite	11,000.00	12,370.44	11,000.00	0.00	.00%
Special Programs					
50638-01 Memorial Day	2,200.00	2,066.70	2,200.00	0.00	.00%
50638-02 Founders Festival	4,000.00	4,000.00	4,000.00	0.00	.00%
50638-03 New Years Gorham	2,500.00	2,500.00	2,500.00	0.00	.00%
Contingency					
50640-01 Contingency	40,000.00	39,135.66	40,000.00	0.00	.00%
Town Clock Maintenance					
50641-01 Town Clock Maintenance	800.00	800.00	800.00	0.00	.00%
Benefit Adjustment					
50645-01 Benefit Adjustment	30,000.00	0.00	30,000.00	0.00	.00%
50645-02 Wage Adjustment	0.00	0.00	125,000.00	125,000.00	100.00%
Public Agencies					
50910-05 Gorham Sno-Goers	1,000.00	1,000.00	1,000.00	0.00	.00%
Transfer to Reserve					
Unclassified	96,500.00	68,269.16	221,500.00	125,000.00	129.53%

**CAPITAL EQUIPMENT
2015 - 2016**

1. Police Cruisers - \$72,950	Net Amount is: \$ 42,950
--------------------------------------	---------------------------------

This line would replace two existing police cruisers with two 2016 Ford Police Utility AWD vehicles. The budgeted amount includes all equipment set-up (light bar, lettering, console, etc.). The total purchase price of these two Police Cruisers is \$72,950. The Town's DEA Account is where the Town receives its share of funds from drug related law enforcement cases that result in convictions and forfeiture of assets. Because the Town has an Officer that participates in the Drug Unit, the Town is entitled to a share of those assets. Thirty-Thousand dollars (\$30,000) from the DEA Account is credited towards the purchase of these cruisers, leaving a net cost of \$42,950.

2. Five Year Lease Purchase for Excavator	\$ 26,431
--	------------------

This item covers the 3rd year of a 5-year lease purchase of a Komatsu Excavator purchased for the Public Works Department in 2013.

APPROVED FY2015-2016 BUDGET

	Expense			App Amt vs	App Amt vs
	2015 Budget	2015 YTD	2016 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 955-01 Capital Equipment / Capital Equipment Vehicles					
50720-01 Police Cruisers Equipment	68,300.00	68,300.00	43,000.00	-25,300.00	-37.04%
50721-01 PW Equipment - Lease Pymt	61,500.00	26,431.00	27,000.00	-34,500.00	-56.10%
Transfer to Reserve					
Capital Equipment	129,800.00	94,731.00	70,000.00	-59,800.00	-46.07%

NOTE: Police Cruiser: The intent is to purchase 2 police crusiers for \$72,950. A \$30,000 credit is applied from Drug Enforcement Agency (DEA) account against the purchase leaving a net amount of \$42,950.

**CAPITAL PROJECTS
2015-2016**

1. Road Projects:

\$150,000

This account pays for road projects, including maintenance, reclaim, full depth reconstruction and sidewalks.

I have also supplemented this account by budgeting an additional \$425,000 in funds from the Capital Part 2 budget, bringing the total available for road work to \$475,000.

The list below contains a partial list of prioritized projects. This list is not intended to be a complete list of all potential road projects, and the list could change based on road conditions, operational efficiency, or some other unanticipated need. Based on estimates, the requested funds from this account, plus the supplemental funds in the Capital Part 2 Budget, would complete most of the first five (5) projects as long as other circumstances do not interrupt the schedule.

Road Name	Length/Project Category	Project Type	Estimated Cost	Cumulative Cost
Waterhouse Road	0.73/Average	Shim & Overlay	\$110,235.84	\$ 110,235.84
Mitchell Hill Road	1.14/Average	Hvy Shim & Overlay	\$174,797.57	\$ 285,033.41
TanneryBrook Road	0.29/Minor	Shim & Overlay	\$ 43,792.32	\$ 328,825.73
Solomon Drive	0.57/Average	Shim & Overlay	\$ 86,074.56	\$ 414,900.29
Adeline Drive	0.33/Minor	Hvy Shim & Overlay	\$ 56,871.94	\$ 471,772.22
Barstow Road	1.00/Light Capital	Shim	\$137,068.80	\$ 608,841.02
High Meadow Dr	0.32/Average	Shim & Overlay	\$ 48,322.56	\$ 657,163.58
Wilson Rd	0.21/Average	Shim & Overlay	\$ 28,828.80	\$ 685,992.38
Bear Run	0.26/Average	Shim & Overlay	\$ 35,692.80	\$ 721,685.18
McQuillians Hill	0.23/Average	Shim & Overlay	\$ 34,731.84	\$ 756,417.02
Woodland Rd	0.24/Average	Shim & Overlay	\$ 32,947.20	\$ 789,364.22
McLellan Road	1.33/Major	Rebuild	\$589,881.60	\$1,379,245.82

3/27/15

APPROVED FY2015-2016 BUDGET

			Expense			
			2015	2015	2016	
			Budget	YTD	Approved	
						App Amt vs App Amt vs
						Curr Bud Curr Bud
						Change \$ Change %
<hr/>						
Dept/Div: 960-01 Capital Projects / Capital Projects						
Road Projects						
50765-01 Road Projects			200,000.00	200,000.00	150,000.00	-50,000.00 -25.00%
Transfer to Reserve						
Capital Projects			200,000.00	200,000.00	150,000.00	-50,000.00 -25.00%

NOTE: Additional funds for road projects have been budgeted in the capital part 2 budget.

CAPITAL BUDGET – Part 2

Funds for the Capital Part 2 budget come from the Town's Fund Balance in accordance with the Fund Balance Policy approved by the Town Council on April 5, 2011. This Policy states that the Town will maintain an Unassigned Fund Balance of 8% and will increase that amount to 8.5% by June 30, 2016. The Policy also restricts the use of the funds to the capital needs of the community. The Town's policy, and the willingness of prior Town Councils to comply with the policy, has consistently been viewed favorably by analysts at Standard & Poor's and Moody's when they prepare a rating for bonds to be issued by the Town.

The amount of funds available changes because the Town receives more revenue than the amount budgeted or because the amount of funds budgeted does not get spent. These funds are primarily generated by the Town's side of the budget from higher revenues or funds appropriated but unspent. Since the School Department's budget receives a fixed amount of funds from the State and a fixed amount of property taxes from the Town to support the approved annual School Budget, excess revenues are seldom generated. On the appropriation side of the School budget, the School, similar to the Town, usually produces some funds that were appropriated but unspent at fiscal year-end. Unlike the Town's appropriated but unspent funds, the State requires those funds to be spent towards the subsequent year school budget. Therefore, those School funds do not contribute to the Unassigned Fund Balance.

Funds available for the Capital Part 2 budget fluctuate considerably from one year to the next, which is why they are never used to fund ongoing or annual expenditures but instead are used to fund one-time costs or capital items.

Funds available: \$1,130,012

1. Supplemental Funds for Road Work: **\$520,000**

These funds would be used to supplement the \$150,000 available in the Capital Project Account to provide total funding of \$670,000 for road work. (See Capital Project Account for more details). Note: \$71,827.36 was also returned from Flaggy Meadow Road Reserve account for a total of \$741,827.36.

2. Install Fiber Network in Public Safety Complex and Narragansett School: **\$ 37,000**

This project would install a fiber network between the Municipal Center and the new Public Safety Complex. It would also connect the Narragansett School to the system. This project would ensure uninterrupted communication in the event of an emergency. Currently, the communication is provided by a Time Warner Cable Connection.

We currently budget \$8,000 for telephone service to the Public Safety Building and anticipate a similar cost for the new Police Station when it's completed. Once the fiber system is installed, those annual costs should be eliminated.

3. Replace 7 Air Pack Breathing Units: **\$ 42,000**

This would be the 2nd year of a 10 year program to replace 7 units per year. The Fire Department currently has 62 Air Packs, ranging from 17 years old to 27 years old, which are obsolete and need to be replaced.

Last year, the Town submitted an application for a Federal Grant to replace all Air Packs. That grant did not receive funding. The Town has submitted another application for this year to replace 62 units. If approved, there would be a local funding requirement of \$19,595 needed to match a grant of \$391,908, for a total cost of \$411,503.

4. MS4 Stormwater Program: **\$11,000**

The requirements of the Town’s Municipal Separate Storm Sewer System (MS4) Permit continue to grow. As a result, the Program is consuming more time from employees in our Public Works Department, and our ability to comply with those requirements has correspondingly become more difficult. These funds would be used to hire a consultant with more specialized knowledge to assist with the program.

5. Replace 1993 John Deere Loader and Purchase a Snow Plow and Wing. **\$201,000**

This project would replace our 22 year old Loader with a new loader, plow and wing.

6. Replace 22 Ballistic Vests in Police Department: **\$16,200**

These ballistic vests are essential equipment for a Police Officer. The funds would be used to replace our existing ballistic vests purchased in September 2010. The warranty on our existing vests expires in October 2015.

7. Purchase 21 Blauer Vest Carriers in Police Department: **\$ 2,500**

Over time, our Police Officers have been provided with more equipment, resulting in a lot of additional weight that they are required to carry with them. The Blauer Vests help to distribute this weight and reduce potential injuries. The Town has applied for a Safety Grant of \$2000 to purchase the 21 vests, which needs to be matched with \$2,500 from the Town.

8. Purchase Watch Guard Digital Cruiser Video Server and Wireless Connector: **\$17,650**

These funds would be used to purchase a new server for the Police Department to store digital video footage and data from the cameras located in the Police cruisers. This equipment works together with the cameras located in Police Cruisers to automatically store video data. It will also provide an automated download of video footage and data once the Police Cruiser returns to the Police Station.

9. Provide Full Access to Spillman and DMV Databases: **\$9,000**

These funds would purchase a one-time license needed to provide full access to the Spillman Database and the Department of Motor Vehicles (DMV) Database to Police Officers while in their Police Cruiser. The Spillman system is the primary database for our Police and Fire Departments and is now used County-wide. There are annual license fees of \$1,870 that are included in the Police Department’s operating budget.

10. Replace 14 Year old ¾ Ton Pickup Truck and Plow at Public Works: **\$42,000**

These funds would replace a 2001 GMC ¾ Ton pickup truck with a new ¾ ton pickup truck and plow.

11. Replace Fire Chief's 14 Year old Vehicle: **\$ 38,000**

The vehicle used by the Fire Chief is a 2002 model (purchased in 2001) and it has over 98,000 miles, with much higher running time on the engine. This is a primary response vehicle in the Fire Department.

- 12 Replace 16 Year old ¾ Ton Pickup Truck for Recreation: **\$ 38,500**

These funds would replace a 16 year old ¾ Ton pickup truck and plow with a new vehicle. Please note, the ¾ ton pickup for Public Works (see above), would have additional support for a heavier plow, which is not needed for the Recreation vehicle, resulting in the cost difference between the two vehicles.

13. Purchase Internet Based HVAC Control System for the Baxter Memorial Library: **\$ 15,000**

The current software control system is obsolete and runs on a 13-year old computer that is not internet based and must be accessed on-site. This new system would allow the system to be accessed remotely off site, saving time and allowing us to be more efficient.

14. Replace Intrusion Control System Panel at Baxter Memorial Library: **\$ 3,880**

These funds would replace an obsolete 13-year old system with a new system and add 6 wireless panic buttons to provide better security in emergency situations at the Library.

15. Pave Driveway at Little Falls Activity Center: **\$ 10,000**

These funds would be used to pave the driveway/parking lot at the Little Falls Activity Center.

16. Install a backflow preventer and parking space markings at the Little Falls Activity Center. **\$4,000**

17. Replace obsolete Energy Management Software. **\$26,400**

This would replace obsolete software that manages the heating systems in the Municipal Center, West Gorham Fire Station and the Public Safety Building. The current software is no longer supported by the factory and is no longer be purchased. The software for the Public Safety Building should be replaced now but will be integrated with the improvements once the building is renovated.

18. Install Security Cameras at Baxter Memorial Library. **\$14,056**

The Library currently doesn't have security cameras which should be added as a security measure. This project would add these Cameras.

19. Replace lights with energy efficient lights. **\$15,000**

Efficiency Maine had grant funds available to support energy efficient improvements that Gorham has used to replace lights at the Little Falls Activity Center and Baxter Memorial Library, and for other projects in the past, but because of legislative error and disagreements in the Legislature, future funding is uncertain. This would create a reserve fund used to replace the lights at Robie Gym and replace the lights in the Municipal

Center Parking lot with LED lights once, or if, funding to this program is restored. If State funds are not restored, it may still be cost effective to replace some of these lights but we will make that evaluation after determining whether State funds are available.

20. Update Video System in the Council Chambers. **\$65,000**

We have a preliminary estimate of \$65,000 to replace obsolete video equipment in the Council Chambers. This estimate still needs to be refined.

SUPPLEMENTAL REQUESTS 2015-2016

The amount of funds available from one budget to the next can vary considerably. Critical needs are often not funded because of the lack of funds. As part of the budgeting process, Department Managers are advised that they may submit up to 5 supplemental requests for additional funds. Each Department Manager must indicate his or her priority for each request.

Depending on available funding, this provides an opportunity to compare funding requests in one area with requests for funding in another area. Below are the supplemental requests submitted from Department Managers and are in the order in which the Department Manager prioritized them. I have indicated by the notation "Cap 2", those requests included in the proposed Capital Part 2 Budget. I have indicated with a "RF" notation, those requests that I have authorized the Department Manager to purchase from the Department's Reserve Account.

TOWN CLERK

1. Additional Voting Machine		
This is an annual lease cost	<u>\$590</u>	RF
Subtotal:	\$590	

PUBLIC WORKS

1. Fund Consulting Service for MS4 Stormwater Program	\$ 11,000	CAP 2
2. Hire additional Mechanic	\$ 63,084	
3. Refurbish 1993 John Deere 544 Front End Loader	\$ 77,000	CAP 2
4. Fund 4 month rental of Front End Loader	\$ 16,000	
5. Replace 2001 GMC ¾ Ton Pickup with new ¾ Ton Pickup and Plow	<u>\$ 42,000</u>	CAP 2
Subtotal	\$209,084	

SOLID WASTE

1. Purchase stickers for trash bags and waste Collection programs	\$ 0	
2. Purchase used trash compactor trailer	<u>\$ 55,000</u>	
Subtotal	\$ 55,000	

POLICE

1. Replace 22 Ballistic Vests	\$16,170	CAP 2
2. Provide matching funds for a Grant to purchase 21 Blauer Vest Carriers	\$ 2,478	CAP 2

3. Purchase a Watch Guard Digital Cruiser Video Server And wireless download system	\$12,355	CAP 2
4. Purchase new Passkey Security Tokens	\$ 1,150	
5. Purchase equipment to provide full connectivity to Spillman and DMV Databases	<u>\$10,870</u>	CAP 2
Subtotal	\$43,023	

FIRE AND RESCUE DEPARTMENT

1. Replace Breathing Apparatus	\$ 500,000	See CAP 2
2. Replace 27 year old Ladder 1	\$ 800,000	See CAP 2
3. Replace Chief's 14 year old vehicle	\$ 38,000	CAP 2
4. Replace 25 year old Tank 1	\$ 490,000	
5. Add Four (4) hours for Per-Diem at North Scarborough	\$ 16,777	
6. Replace 41 year old Marine 4 vehicle	<u>\$ 35,000</u>	
Subtotal	\$1,879,777	

RECREATION

1. Replace 1999 ¾ Ton Pick-Up	\$ 32,000	CAP 2
2. Pave driveway at Little Falls Activity Center	\$ 10,000	CAP 2
3. Resurface Basketball Court and install new posts and backboards at Robie Park	<u>\$ 75,000</u>	
Subtotal	\$117,000	

BAXTER MEMORIAL LIBRARY

1. Replace internet based HVAC Control System	\$15,000	CAP 2
2. Replace existing intrusion control panel and add 6 wireless panic buttons	\$ 3,880	CAP 2
3. Provide additional funding for Library items (Books, Audiobooks, Movies)	\$10,000	
4. Install Security Cameras	<u>\$14,056</u>	
Subtotal	\$14,250	

Total Supplemental Requests: \$1,921,576.92