

Town of Kennebunkport



Proposed Municipal Budget

Fiscal Year 2022

July 1, 2021-June 30, 2022

Submitted February 25, 2021

Prepared by Laurie A. Smith, Town Manager

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TOWN OF KENNEBUNKPORT

February 25, 2021

TO: Members of the Board of Selectmen and Budget Board
FROM: Laurie Smith, Town Manager

INTRODUCTION TO THE FY 22 BUDGET

One year ago, I submitted a budget focused on the future, concentrating on the many capital projects and reserve accounts to position Kennebunkport for the next 25 years. After only one budget presentation, along with the rest of the world, Kennebunkport paused its work on the future to deal with the very challenging present. The coronavirus 19 soon was in the spotlight and every waking minute was now spent learning about the virus, transmission, and how to safeguard our citizens and community. The budget was paused as we learned to zoom, social distance, mask up, and expand hygiene protocols. After some time, we met again, virtually, and through a hastened budget process reduced expenditures and revenues in order to deal with economic uncertainty. This resulted in a flat tax rate which allowed us to lower potential tax burdens but postpone future planning.

Each budget year builds upon the work of the previous years and creates a foundation for the future. When preparing a town budget, one must keep in mind that towns have long histories, and one should not only be concerned with how the funding will impact the town in the present but how this will affect future decisions. Unfortunately, one can only postpone the future for so long before it becomes the present. The budget before you is addressing what I, as the Town Manager, see as our most pressing issues; However, it does not tackle all of them. The FY 22 budget is built in a manner that safeguards services that residents value while moving us forward in our planning and capital investment efforts. The budget season is most importantly an opportunity to engage in discussion and analysis about the priorities of our community. The budget I have presented is a balance between a responsible fiscal framework and moving the Town forward on a number of goals while maintaining a service level residents value. I hope through joint dialogue we will arrive at a budget that we can all support.

The municipal budget has an estimated tax rate increase of \$0.28 for municipal operations. Municipal expenditures are \$10.38 million, up by \$720,211 or 7.4%. Operations are up \$522,733 or a 7.08% increase; whereas capital is increasing by \$201,886 or 16.87%, and debt service has decreased by \$4,408. Although the increase is higher than previous years, it is reflective of the impact of a 0% increase in FY 21. **Over the past five years the average tax rate increase was 2.83% and the average of FY 21 and FY 22 is 2.46%**

I strive to provide the services necessary and desired by the community I serve while maintaining as low a tax rate as possible. That means in my 30 years of municipal service, I have rarely added a position to staff, whether part time or

full-time. Over the past seven years staff have implemented restructuring measures to use our resources more efficiently. These have included sharing positions between departments, restructuring duties, the use of consultants and contracts, and regional approaches. This year the budget contains a new full-time position in the Planning and Development department to focus on planning efforts and the administration of regulations.

The largest decreases in FY 22 revenues are the reduction in the use of fund balance and capital projects reserve. In total, these reductions equate to \$475,000, although additional revenue of \$514,182 leaves us with a positive balance of \$79,182, or a 2.43% increase. This contributes to an almost \$0.04 decrease to the tax rate.

Expenses:

The expense side of the budget is up \$720,211. There is a varied list of drivers throughout the budget.

Planning and Development	\$175,000
Police	\$ 54,054
Solid Waste	\$ 70,000
Public Works	\$ 56,868
Contingency	\$133,182
Capital	\$201,182

The increases in Planning and Development budget are focused on the Town's future planning needs and administration of the new Short-Term Rental (STR) Ordinance. Software costs for tracking STR data amounts to an estimated \$50,000 annually. There is an additional \$119,000 in salary and benefits for a full-time planning/code position. The new staff will administer the STR ordinance as well as undertake planning efforts throughout town to include the climate master plan, implementation of the village parcel project, and support of the Growth Planning Committee and Planning Board.

The Police Department budget increase is comprised of changes in employee participation in health plans totaling \$32,749, the fulfillment of the vacant Sergeant position in FY 22, and the 911 dispatch contract with York Police Department for just over \$11,000. Police patrol staff changes in the past year resulted in the adjustment in the health insurance line item. The Sergeant position has remained vacant over the past year as part of the cost cutting measures in FY 21 to keep the tax rate flat. The dispatch contract is not new, but the funding in FY 21 was not necessary as we were ahead in payments.

The Solid Waste budget increase is due to the return of curbside recycling and associated processing and contamination fees. Although recycling was brought back in FY 21 it was only funded for six months. This increase allows for a full year of recycling.

Public Work's increase is the reclassification of 25% of the Wastewater Engineer's salary and benefits to the Public Works department as well as adjustments in employee participation in health benefits. This department also experienced a retirement in the past year which adjusted the health insurance premiums.

The Contingency account is where all salary increases reside in the FY 22 budget. The current union contract expires on June 30, 2021. The funding in these lines allow the Selectmen to negotiate a new contract and assign the funding to departments as needed.

The Capital accounts include funding for all infrastructure, building, and equipment projects throughout town. The 5-year Capital Improvement Plan details the items required to maintain a level of investment in town assets. The FY 22 budget invests in roads, sidewalks, vehicles, infrastructure, and planning.

Revenues:

FY 22 nonproperty tax revenues are projected to increase by \$79,182 or 2.43%. These types of revenues account for just over 14% of the total budget. The rest is accounted for in property taxes. In the State of Maine, local governments are dependent on property taxes to fund the majority of local expenses, as the use of local option sales taxes, lodging taxes, etc. are not allowed under state law. Intergovernmental revenue (from the state or federal government), to fund roads, schools, or economic support are modest in Kennebunkport due to the size of our valuation and population.

Staff have reviewed all revenue accounts including, their historical performance as well as collections during the pandemic. The revenues have been adjusted to reflect our best estimates considering current economic activity, the proposed State budget, and behavior patterns during the pandemic. Although we have increased revenue numbers significantly from our conservative approach in FY 21 due to the onset of COVID-19, they are not at the level we would have experienced pre-pandemic.

One new revenue is the licensing fees from the proposed Short-Term Rental Ordinance, estimated at \$115,000. The revenues are projected to cover the costs of administration of the ordinance. This includes the technology costs to collect data and license electronically as well as staff time administering and enforcing the ordinance.

During the past five fiscal years, I have recommended a reduction in the use of the Undesignated Fund Balance to offset the tax rate. A Fund Balance contribution toward the budget is deemed "normal" in most circumstances; however, in practice it is counting on savings in the year ahead to balance the budget. I recommended that the Town reduce its reliance on the Fund Balance and over the past five years we have reduced the contribution by \$25,000 each year. This resulted moving from a \$300,000 transfer to \$200,000. In order to meet the budget goal of a flat tax rate in FY 21 the town authorized a \$600,000 Fund Balance contribution toward the budget. In balancing the need for prudent

fiscal planning with a desire to lessen the impact on taxpayers, I have proposed a \$225,000 transfer for FY 22. This is not necessarily the “magic number” but could certainly be a discussion point in the budget process.

Our Fund Balance Policy requires us to maintain 18%, or a little over 2 months of expenditures available in our General Fund Balance. Each year, as part of the audit process, the Board of Selectmen take action to transfer any additional funds to our Capital Reserve Account. These funds are still available in an emergency; however, they are reserved for future capital projects. As COVID-19 impacted both expenditures and revenues in the last quarter of FY 20, the Selectmen were only able to transfer \$10,555 to the account, which currently has a balance of \$472,224. In FY 21, the capital transfer was originally proposed at \$325,000 as part of an aggressive capital plan. Unfortunately, with the onset of the pandemic, the capital was reduced as part of the budget strategy, but the transfer remained the same to balance the tax rate. This year I am proposing a \$225,000 transfer to offset the \$201,000 increase in capital expenditures.

Debt Service:

The Debt Service account is seeing a slight decrease in FY 22 of \$4,408. The decrease is due to aging bond payments with declining interest payments. It is important to recognize that debt service is a part of our capital plan. I have detailed our debt service schedule in the chart below. In FY 2025, a balloon payment on the Village Parcel bond will be due. The debt was structured in this manner to allow the Town the most flexibility in bonding. The town has the option of rebonding that portion of the debt or paying a portion off early. The next debt retirement will be in 2024.

Debt Service Schedule General Fund

	Principal	Interest	Total Debt Service	Notes
2022	652,392.14	390,521.96	1,042,914.10	
2023	658,584.22	363,344.42	1,021,928.64	
2024	669,774.78	338,866.26	1,008,641.05	
2025	7,596,557.17	201,396.40	7,797,953.57	1
2026	317,528.56	71,530.53	389,059.09	
2027	318,513.98	59,950.60	378,464.58	
2028	274,330.89	48,348.21	322,679.10	
2029	229,330.89	37,753.73	267,084.63	
2030	124,330.89	31,255.77	155,586.66	
2031	124,330.89	28,032.79	152,363.68	
2032	124,330.89	25,459.81	149,790.70	
2033	124,330.89	22,886.83	147,217.72	
2034	124,330.89	20,313.86	144,644.75	
2035	124,330.89	17,740.88	142,071.78	

2036	124,330.89	15,167.91	139,498.80
2037	124,330.89	12,594.94	136,925.83
2038	124,330.89	10,021.96	134,352.85
2039	124,330.89	7,448.99	131,779.88
2040	124,330.89	4,876.01	129,206.91
2041	59,330.89	3,278.03	62,608.93
	<u>12,143,983.35</u>	<u>1,710,789.90</u>	<u>13,854,773.25</u>

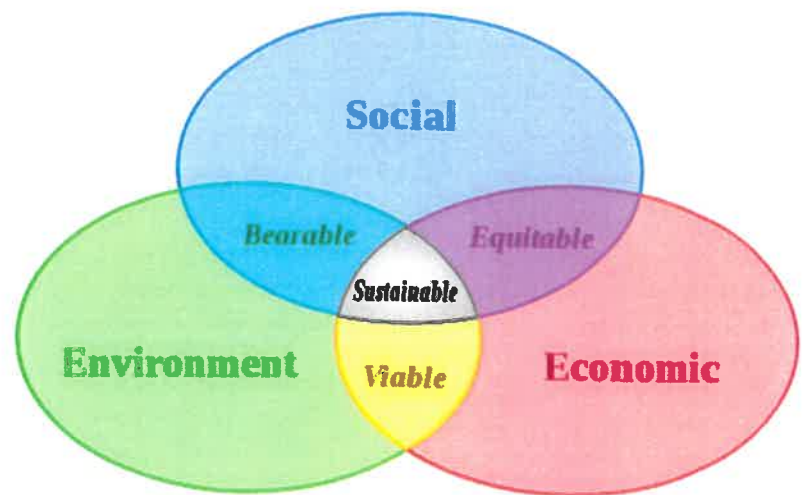
Note: Includes the following Debt

- 1 VP Balloon payment amortized over 15 years unless funded.
2003 Sewer SLR maturing in 2024
2016 Police Building maturing in 2027
2018 Parks & Recreation building maturing in 2028
2020 Ocean Ave maturing in 2030
2020 VP exempt maturing in 2040
2020 VP taxable maturing in 2025
2021 Wastewater maturing in 2041

What is new in the budget?

- The addition of resources in the Planning and Codes budget will allow us to address the regulation of Short-Term Rentals (STR's) and necessary planning projects. STR's are when residential units are used for overnight or short stays (less than 30 days). Although the Goose Rocks Beach neighborhood has a long history of these type of uses, STR's are now popping up in residential neighborhoods throughout town. Short-term rentals are a planning challenge: although residential units by design, they can act like hotels in their impact on a community. A proliferation of these uses can have a negative impact on residential neighborhood character and lead to significantly increased housing costs. The Selectmen have developed a proposed ordinance to bring to the voters in the June election. If authorized, the town will need additional staff and technology tools to regulate this new license.
- Climate change will impact Kennebunkport in many ways over the next century. It will force all communities to examine their resiliency and question their sustainability. Community resilience is the capacity of a community to absorb, withstand, recover from, and adapt to changing conditions and disturbances while sustaining key functions, structures, and performance. It involves all dimensions of a system, including social, built, and natural environments within a community.

Meanwhile, sustainability is when a healthy environment, economic prosperity and social justice are pursued simultaneously to ensure the well-being and quality of life of present and future generations. This is demonstrated in the diagram to the right.



Although the Town has been engaged in preserving our environment through water quality analysis, the preservation of important lands and view corridors, and the reestablishment of recycling and solid waste programs, we need to develop a climate change policy. In FY 20, we funded an intern to perform the initial greenhouse gas data gathering process and identify short and long-term goals for consideration by the Board of Selectmen. Town staff then began conversations with other coastal communities in August of 2019 and the six-town cooperative with SMPDC (Southern Maine Planning and Development Commission) was adopted. Each municipality is funding an equal share of our new Southern Maine Regional Sustainability and Resilience Program assisting our communities in the progress of our climate change goals. Finally, in the fall of 2020, the Selectmen began considering climate change goals and adopted a set of objectives over seven topic areas.

The challenge before us is that while we recognize there are important investments needed to maintain our assets town wide, there are real impacts to both public and private property and infrastructure from sea level rise and climate change. Those include the loss of valuable property, roads and infrastructure flooded by rising tides, and drainage complications from changing rain patterns. As the town continues to make 20-30 year investments in capital, it is imperative to understand whether these investments are effective, realizing the damage that can occur from these changing circumstances.

Besides the continued work on greenhouse gas emissions, I am proposing that the town undertake a climate change planning exercise to examine where critical infrastructure and property is most likely to be affected over the next 25 years along with a public discussion of priorities and preferred strategies. I have budgeted \$50,000 in capital for this process which would be headed up by planning and engineering staff in conjunction with consultants. This work will build off two current projects of the Southern Maine Planning Development Commission, the Sea Level Rise

Vulnerability Assessment and the Tides, Taxes & New Tactics study. This will create a foundation for planning future capital investment.

- The Solid Waste budget includes a full year of curbside recycling. Although recycling made its comeback in January of 2021, the budget only contained funding for six months. The additional cost for all twelve months is \$70,000.
- The Public Health budget contains additional funding for both COVID-19 test kits and personal protective equipment, as well as additional health nurse hours. The hours for the part-time, or per diem, nurses have varied over the past few years and were reduced as part of the FY 21 budget. I was able to secure grant funding in relation to the pandemic to support additional public health hours; however, there is no grant funding on the horizon and the impacts from COVID-19 still need to be addressed by our public health nurses.

What is not in the budget?

One of our annual goals is balancing an affordable tax rate with the needs of the Town and RSU 21. Each year, as we identify the challenges and goals, we must measure these against what the citizens can afford. Unfortunately, the FY 22 budget does not fund every need. When I began the budget process, our tax rate increase was \$0.86 with the municipal portion of the budget at a \$0.68 increase. The proposed budget before you has a municipal tax rate increase of \$0.28. That equates to about \$800,000 in revenue and expense adjustments.

If I were asked where the budget is lacking, I would note the area of capital reserves. The five-year capital plan shows the potential for \$24+ million in asset investment between now and FY 26. This includes the following:

Wastewater upgrades	\$10,000,000
Road and Sidewalk improvements	\$ 3,300,000
Public Safety equipment & vehicles	\$ 2,000,000
Public Safety radio project	\$ 1,500,000
Cape Porpoise Pier	\$ 2,500,000
Town Hall	\$ 3,500,000
Fire Station renovations	\$ 1,000,000
Parks and field installations	\$ 400,000

As Jim Moran said, “the future belongs to those who prepare for it.” As our facilities and infrastructure continue to age beyond their life expectancy, it is more important than ever to plan for the future.

Commitment:

The current commitment worksheet for FY 22 includes an estimated increase of 3.0% for the County and 4% for RSU 21. At the time of writing this memo, I do not have details on the actual budget impact for either. These are ***estimates only***.

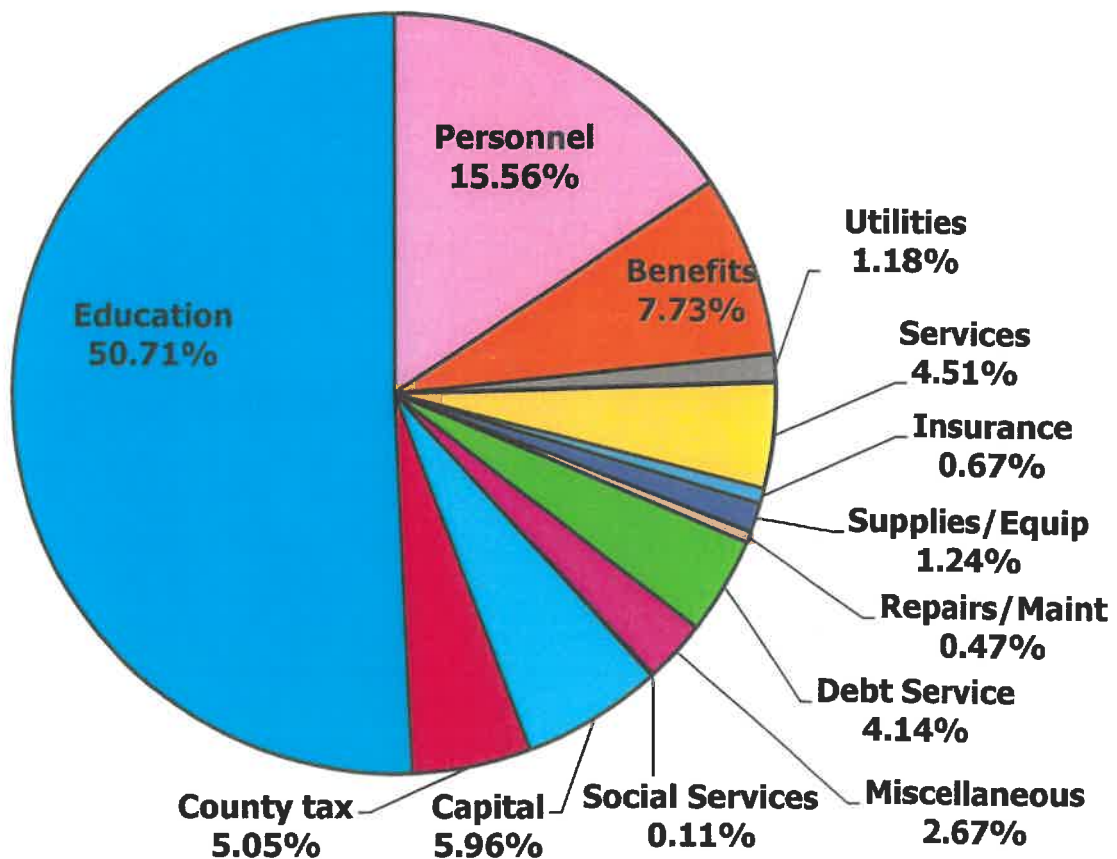
Over the past few years, we have averaged a \$20,000,000 increase in value. I have estimated a valuation increase of \$20,000,000 or 1.0% for FY 22. The sales market analysis that was originally planned to be in effect for the commitment for FY 22 has been postponed due to COVID-19. We now anticipate the valuation change will be in effect for FY 23. The Town needs to evaluate assessed values as our ratio has dropped to 76%, which impacts equity in assessments. Although we anticipate an increase in valuation through the market analysis it will also decrease the tax rate.

I look forward to working with each of you in the weeks ahead.

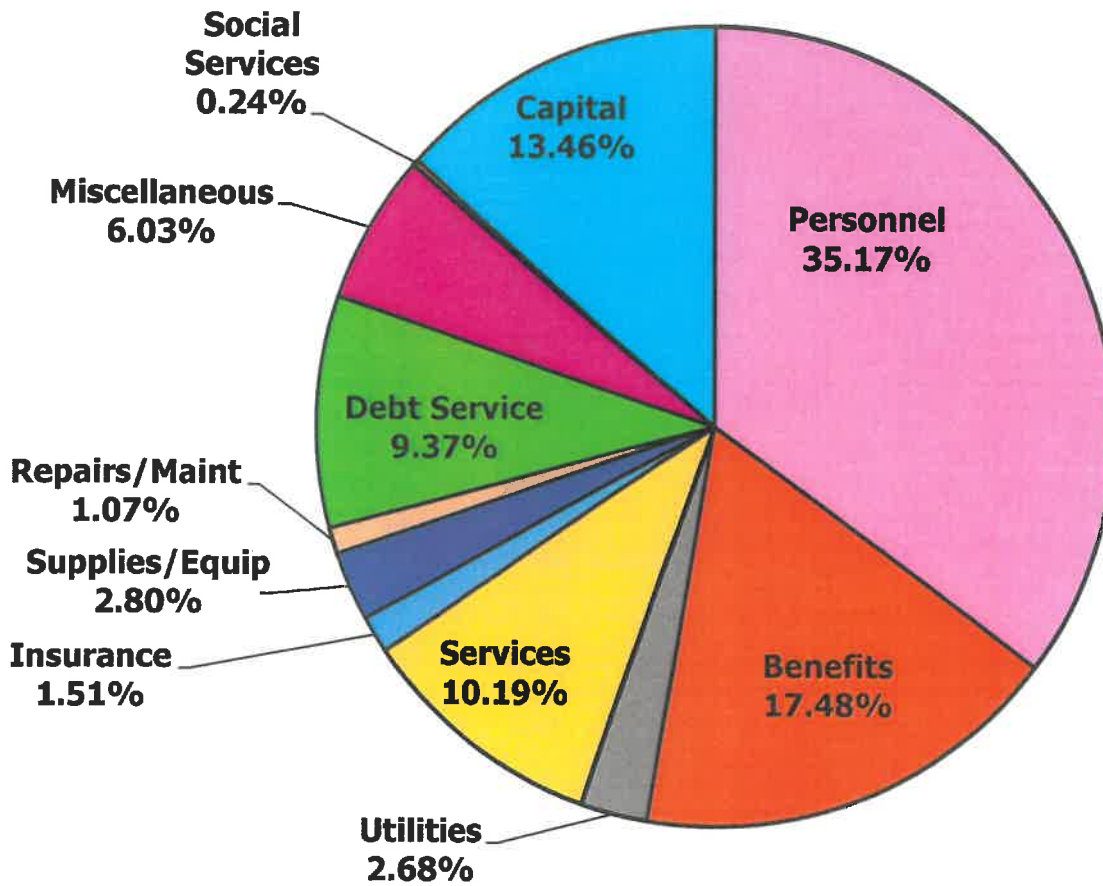
FY22 Budget Analysis of Expenditures

Cost Category	FY 21 Budget	FY 22 Budget	\$ Inc/(Dec)	% Inc/- Dec
Personnel	3,390,864.00	3,653,271.00	262,407.00	7.74%
Benefits	1,678,511.00	1,815,724.00	137,213.00	8.17%
Utilities	266,746.00	277,908.00	11,162.00	4.18%
Services	952,242.00	1,058,635.00	106,393.00	11.17%
Insurance	165,630.00	156,980.00	(8,650.00)	-5.22%
Supplies/Equipment	277,647.00	291,351.00	13,704.00	4.94%
Repairs/Maintenance	107,450.00	110,950.00	3,500.00	3.26%
Debt Service	977,466.00	973,058.00	(4,408.00)	-0.45%
Miscellaneous	629,015.00	626,769.00	(2,246.00)	-0.36%
Social Services	26,118.00	25,368.00	(750.00)	-2.87%
Capital	1,196,914.00	1,398,800.00	201,886.00	16.87%
County tax	1,150,725.00	1,185,247.00	34,522.00	3.00%
Education	11,447,719.00	11,905,628.00	457,909.00	4.00%
Expense Totals	22,267,047.00	23,479,689.00	1,212,642.00	5.45%

FY 22 Expenses by Category



FY 22 Municipal Operations



Personnel: The town is a service delivery organization and hence, a little over half of our budget is for salaries and benefits. Salaries have increased by approximately \$262,407 or 7.74%. The largest contributors to this increase are cost of living adjustment for all employees, the addition of a planner/codes position, and the reclassification of 25% of the Wastewater Engineer's wages to the Public Works budget. Salaries include a contingency of \$111,407 for a cost-of-living adjustment. The current union contract expires on June 30, 2021, and the contingency will allow the Board of Selectmen to negotiate a new contract. The new position in Planning and Development will administer the Short-Term Rental Ordinance as well as undertake the climate change master planning process and the implementation of the village parcel master plan. The Public Works Department now contains 25% of the annual salary of the Wastewater Process Engineer. The department was restructured over the past year in order to have an engineer on staff to execute several upcoming capital projects. The position is being shared partly with public works to assist with the Cape Porpoise Pier project, climate change master planning, and facility upgrades. Staff brought forward this approach as a more cost-effective way to move forward as opposed to hiring outside consultants for engineering work.

Benefits: This category is increasing by 8.17%, or \$137,213, and covers insurance plans, retirement accounts, FICA, training, dues, and travel. The Town instituted substantive changes in its health insurance plan by shifting from a point of service plan to a plan that includes a health reimbursement account and by increasing the employees' share of the premium cost. By establishing this new plan, the Town has been able to greatly reduce the projected increases in benefits by stabilizing these costs. Although the Town did not experience a health insurance premium increase in 2021, changes in employee participation in benefits are most of the increase. The budget contains a projected an 8% increase for January of 2022.

The benefit lines in the Planning and Development budget increased by almost \$43,000 in recognition of the new planning position. Most other benefits, such as retirement accounts, are reflective of salaries. The training and travel budgets have been impacted slightly as we strive to maintain employee certifications and skill levels.

Utilities: Although utilities show an increase of \$11,162, this is attributable to the reclassification of \$12,000 in electricity purchase from the services accounts to the utility accounts under streetlights. Most utility accounts have remained flat, and we have trimmed wherever possible.

Services: This cost center is showing a \$106,393 increase, or 11.17%. The increase is due to two main accounts. The first is the Planning and Development expert, and professional line for the purchase of Short-Term Rental licensing software for \$50,000. The second department impact is the Solid Waste budget, as it sees a \$77,000 increase for the expense of 12 months of recycling. The next largest increase is the contract for 911 services with York Police Department in the Police Department budget. This amount was not funded in FY 21 as we were one payment ahead of schedule but is necessary in FY 22.

Insurance: These line items are showing a reduction of almost \$8,650. This is due to the reclassification of insurance expenses from the general fund budget to the Wastewater budget. Finance has examined the distribution of insurances between the general fund, the Wastewater Department, and the pier budget and found that it needed adjustment. The Town was experiencing a large increase in our worker's compensation modification rate but has recently been reduced from 1.35 in 2019 to .88 in 2020, and now .85 in 2021. The modification rate is based upon your last three years of claim experience.

Supplies/Equipment: The cost center has a 4.94%, or \$13,704, increase due to \$6,000 in COVID-19 supplies for the Public Health department and \$4,000 in a new account for the supply of LED light bulbs for town owned streetlights. This new account was established after the town purchase the lights from Central Maine Power in 2020.

Repairs/Maintenance: These accounts are fairly flat this year with a 3.26% increase, or \$3,500. The changes relate to the Police Department vehicle maintenance account with an increase of \$1,500 as our cruisers obtain higher mileage. The Recreation Department budget has an increase of \$2,000 as we fund needed wear and tear types of repairs in the new building.

Debt Service: The Debt Service account is seeing a slight decrease of \$4,408. This is due to no new bonds and decreasing interest payments as the bonds age.

Miscellaneous: This category shows a slight decrease of \$2,246. There are a wide variety of expenses included in this account with increases and decreases in many. The largest changes are the funding for Kennebunkport Emergency Medical Services (KEMS) with a \$10,000 increase and a reduction of \$9,000 funding for Goose Rocks Beach Advisory Reserve account. KEMS has requested additional monies to support the wages of emergency medical providers; whereas the beach reserve account has reduced funding needs due to grants secured in 2020 which allowed for a larger carry forward balance at the end of FY 21.

Social Services: This category decreased by \$750, as the Town did not receive a request from Day One services in this budget year.

Capital Outlay: Due to significant and necessary investments in the next five years, I have increased capital funding in FY 22 by approximately \$200,000. The priority has been to restore funding to equipment accounts that were reduced in FY 21. Focus areas will be the Cape Porpoise Pier, maintaining our road and sidewalk investment, and replacing our antiquated radio infrastructure to ensure the safety of police and fire personnel. The total proposed capital budget is \$1,398,800, resulting in an increase of \$201,886 from FY 21.

Capital funding includes \$5,000 for administration, \$48,800 for a police vehicle and equipment, \$250,000 for the radio tower project, \$210,000 to restore funding to fire apparatus and equipment reserves, \$116,000 for public works vehicles, \$519,000 for road and sidewalks, \$50,000 for a climate change plan, and \$200,000 for the Cape Porpoise Pier reserve.

FY 22 Analysis of Costs by Department

Additional detail is contained within each departments' budget explanatory section.

Administration: Decrease -1.14%. (\$12,272)

- Salaries and related payroll items increase of \$7,138 for contractual longevity wage increases, market rate adjustments in benefits, overtime costs and a minimum wage increase for ballot clerks.
- Dues and Fees increase of \$2,000 attributable to an adjustment in the statewide formula for Maine Municipal Association. The formula is based on valuation and population.
- Travel and Meeting increase of \$1,000 due to anticipated travel for trainings for staff in 2021-2022.
- Training and education decrease of (\$800) due to decreased fees for training, while travel costs have increased.
- Heating Fuel increase of \$790, to reflect anticipated price of \$2.00 per gallon.
- Expert/Professional increase of \$700 to account for slight price increases for consultants.
- Audit increase of \$525 as per the contract pricing.
- Data processing increase of \$975 due to projected software licensing fees. This line also includes the purchase of new computers as part of our cyclical replacement plan.
- Credit card fee decrease of (\$24,000). This was a new account in FY 21 to budget for fees necessary to move more services on-line, especially as a way of integrating COVID protocols. Over the past year, we have refined the fees that the Town pays to streamline services without taking on additional expense.
- Postage increase of \$1,000 to reflect additional mailings by administration as it pursues more accounts receivables for department operations and public notice mailings.
- Photocopier decrease of (\$500) to reflect actual projected costs through the contract.

- Town Clerk decrease of (\$200) to reflect reduced expenses in office supplies with a reduced number of elections.
- Ballot machine decrease of (\$900) for the elimination of the rental of an extra machine that was necessary for the November 2020 election.

Zoning Board of Appeals: Increase +60%, \$375.

- Salary & Wages increase of \$277 to account for cost to document minutes of meetings.
- Advertising line increase of \$75 to reflect projected publication costs for appeals in FY 2022.

Conservation Commission: Flat 0%, \$0.

Growth Planning Committee: Flat 0%, \$0.

Legal Fees: Flat 0%, \$0.

Insurance: Increase +23%, \$582.

- Increases and decreases throughout to net an increase of \$582 for higher premiums and reallocations with Wastewater and Pier.

Community Development: Increase +16.27%, \$4,872.

- Salaries and benefits are increasing by \$6,288 due to the need for additional staff in the virtual meeting format and the desire to have more public programming.
- The internet line decrease of (\$1,616) accounts for costs related to streaming and broadcasting public meetings at the Village Fire Station, including virus and spam protection. The decrease is due to a new contract price.
- The newsletter increase of \$200 is due to mailing costs associated with two annual mailings. Previously, the newsletter was placed in local mailboxes; however, with approximately 45% of taxpayers living outside of Kennebunkport, the decision was made to mail newsletters to all taxpayers.

Planning and Development: Increase +38.98%, \$183,171.

- Salaries and wages increased by \$82,505 due to planned market adjustments for staff and the addition of a full-time planner/codes officer

to the department. Half of the new person's time would be associated with the administration of the new Short-Term Rental Ordinance; the other half of their time will be dedicated to planning efforts throughout the Town.

- FICA and Retirement benefits, MSRS and ICMA, are increased by \$16,366 to reflect the addition of a full-time person in the department and actual employee participation.
- Health insurance increase of \$25,393 due to the addition of a full-time person in the department and actual employee participation.
- Travel and meetings increased by \$2,100 due to training requirements to meet educational and certification needs for six staff members.
- Expert and Professional line increased by \$53,000 to cover costs for software to administer Short-Term Rental Ordinance and planning costs. The annual licensing fees will allow the Town to license and monitor rental properties in town.
- Data processing line increased by \$650 to reflect increased software license fees.
- The Computer line has increased by \$2,300 for normal cyclical replacement of computers and the purchase of a new laptop for new staff member.

Police: Increase +2.44%, \$43,531

- Salary and wages have increased by \$11,766 due to the fulfillment of all three sergeant positions and longevity steps for current staff. RSU 21 covers 75% of the costs for the three school resource officers located at the Middle School of the Kennebunks, Kennebunkport Consolidated School, and Mildred Day School. Those funds are reflected in the revenue budget.
- FICA and Retirement accounts, MSRS and ICMA, decreased (\$4,933) to reflect actual employee participation and salary increases. The Maine State Retirement System rate decreased by .8% for police officers.
- Health insurance increase of \$32,749 due to a change in employee participation paired with projected increases in premiums.
- Gas line increase of \$3,370 to reflect actual usage and projected fuel cost of \$2.30/gallon.
- Vehicle and Equipment costs increased by \$1,500 to maintain vehicles with higher mileage.

Communications: Increase +1.90%, \$10,346.

- Salary overtime decrease of (\$1,138) to reflect projected costs in FY 22.
- Heating fuel decrease of (\$560) to reflect pricing of \$1.20 per gallon.
- Maintenance Contract increase of \$11,305 due to contracts for York PD dispatch center. FY 21 did not include a portion of the 911 contract fee as we were ahead on payments by one year.
- Computer increase of \$500 to purchase aging printers.

Fire: Increase +2.36%, \$9,661.

- Salary increase of \$9,874, mostly due to the reclassification of Administrative Assistant's full hours to the Fire Department budget. Previously a portion of the salary was in the administrative budget to account for hours as safety officer. The increase also includes a market adjustment for the Fire Chief, working an average of 32 hours per week.
- FICA, Retirement accounts, MSRS and ICMA, are increased by \$712 to reflect salary increases.
- Dues decrease of (\$100) due to projected actual participation in associations.
- Vaccine account decrease of (\$100) to reflect historical usage of vaccine program.
- Uniform budget decrease of (\$300) to reflect the lower anticipated need for new uniforms.
- Recognition line is decreased by (\$4,500) as the department will be unable to hold a recognition event in the spring of 2021 and plan to carry forward the funds to FY 22.
- Electricity increase of \$200 to reflect historical usage and current costs.
- Heating fuel increase of \$2,520 to reflect projected price for propane at \$1.20 per gallon and heating fuel price at \$2.00 per gallon.
- Expert/professional increase of \$355 to reflect additional costs for software.

- Gas increase of \$308 due to projected fuel cost of \$2.30 per gallon.
- Goose Rocks Fire/Cape Porpoise Fire increases based on scheduled CPI of \$399 and \$330.

KEMS: Increase +6.06%, \$10,000.

- KEMS has requested an increase in funding due to salary increases.

Emergency Management: Flat, 0%, \$0.

Animal Control Officer: Flat, 0%, \$0.

Harbormaster: Increase +.88%, \$365.

- River Harbormaster is the shared costs for the Kennebunk River Harbormaster split with the Town of Kennebunk. The increase of \$365 is reflective of increases in pay.

Solid Waste: Increase +15.15%, \$77,557.

- Tipping fee increase of \$3,528 based on an estimated 2800 tons of waste and contracted tipping fee price increase of 1.6%.
- Curbside waste increase of \$4,029 for waste based upon current contractual increase with Casella.
- Recycle processing fee increase of \$23,000 based on 420 tons at \$95 per ton. Increased due to a full year of collection versus a half year in FY 21.
- Recycling Pickup increase of \$47,000 for a full year of recycling pick up through Casella versus a half year in FY 21.

Health: Increase +5.20%, \$8,351.

- Salaries and wages increase of \$6,454 due to an increase in the per diem nurse hours from 18 to 24 hours per week.
- FICA, Retirement accounts, MSRS and ICMA increase of \$1,397 reflecting the increase in the per diem hours.
- Travel and meetings decrease of (\$4,500) due to the addition of an electric vehicle lease which has reduced the mileage reimbursement needed for nursing staff to make at home visits.

- Office supply line decrease of (\$1,000) as no computer replacements are required in FY 22.
- Operating supply line increase of \$6,000 for additional Abbott COVID-19 test kits and necessary personal protective equipment for testing.

Welfare: Flat 0%, \$0.

Social Services: Decrease of -3.14%, (\$750)

- Manager submitted recommendations of the Budget Board Social Services Subcommittee. Decrease is because Day One did not request funding in FY 22.

Shellfish Conservation: Flat 0%, \$0.

Public Restrooms: Flat 0%, \$0.

Public Works/Highway: Increase +5.79%, \$56,868.

- Salaries and Wages increase of \$27,170, to include longevity increases for staff as well as 25% of the cost for the Wastewater Engineer salary. This past year, the Wastewater Department went through a restructuring. The Chief Treatment Plant Operator position was eliminated and replaced with a Process Engineer to undertake the necessary capital upgrades in the wastewater infrastructure. The engineer will be assisting with capital projects for the Town, including the Cape Porpoise Pier, radio tower project, and the Climate Change Master Planning Process.
- Overtime wages decrease of (\$1,275) to reflect anticipated expenses.
- FICA, Retirement accounts, MSRS and ICMA are increasing by \$7,802 to reflect actual employee participation and 25% of these costs are for the Wastewater Engineering position.
- Health insurance increase of \$21,975 due to changes in employee participation.
- Uniform increase of \$630 reflecting projected actual costs.
- Heating fuel account increase of \$560 due to anticipated \$1.20 per gallon cost.
- Street marking increase of \$700 due to increased bid pricing and replacement parts for sprayer.

- Operating supplies increase of \$1,000 for additional cleaning supplies and the line reclassification of hardware supplies from tools to operating.
- Equipment line increase of \$2,000 to include replacement of the tire machine.
- Culverts line decrease of (\$1,000) as most culvert replacements are covered under the capital expense.
- Sand line decrease of (\$1,184) as the department currently has enough sand stockpiled.
- Gas line increase of \$440 reflects the \$2.30/gallon projected price.
- Diesel line increase of \$1,050 reflecting the \$2.75/gallon projected price.
- Parks & Open Space Supplies decrease of \$3,000 as anticipated expenses with parks projects are lower for coming year.

Utilities: Decrease -3.42%, (\$5,000)

- Fire hydrants decrease of (\$5,000) as the planned increase in water rates did not impact the budget in FY 21 as planned, and there are no planned new hydrants.

Public Works Shade Tree: Increase +1.27%, \$500.

- Planting budget increase of \$500 to account for planting needs in FY 22 including a variety of trees.

Street Lights: Decrease -9.86%, (\$3,500).

- Electricity cost increase of \$12,500 to energize the 280 active lights throughout town. This accounts for a full year of electricity use.
- Expert/Professional cost decrease of (\$12,000) to account for contracted maintenance service on town owned lights. In FY 21 we needed to change out all the lights to LED bulbs. We anticipate fewer contracted service needs in FY 22.
- Rental cost decrease of (\$8,000) as we now own the streetlights and no longer need to rent them from Central Maine Power.

Cemetery: Flat, 0%, \$0.

Recreation: Increase +1.97%, \$5,742

- Salaries and wages decrease of \$458 to account for minor wage changes.
- FICA, Retirement accounts, MSRS and ICMA increase of \$960 in direct correlation with salaries.
- Health insurance line increase of \$621 to account for employee participation.
- Travel & Meetings increase of \$300 due to increased participation amongst new department employees.
- Electricity increase of \$500 to ventilate the building because of COVID 19.
- Heating fuel has increased by \$20 to reflect the propane cost of \$1.20 per gallon.
- Internet increase of \$1,248 due to the new contract price for increased service for childcare services and demand on streaming and on-line learning.
- Building repairs have increased \$2,000 to cover maintenance and general wear and tear in the new building.

Graves Library: Flat 0%, \$0.

Cape Porpoise Library: Flat 0%, \$0.

Parsons Way: Increase +8.57%, \$300.

- Cutting and pruning contracted cost increases

Goose Rocks Beach: Increase +6.88%, \$3,165.

- Remaining balance at year-end is placed in a reserve fund and the difference replenished each fiscal year. The Town is required to maintain \$130,000 for available funding. This amount reflects anticipated balance at the end of FY 21, along with the costs projected in FY 22.
- Wage and FICA increase of \$9,165 to allow for an additional patrol person to maintain safety on the beach and enforce dog ordinances.
- Expert and Professional increase of \$3,000 to maintain water quality testing for the summer of 2021.

Contingency: Increase +295.96%, \$133,182.

- Salaries, wages, and benefits reflect town wide increases. The current union contract expires on June 30, 2021. The contingency budget will allow the Board of Selectmen a contingency to negotiate a new contract. Once a contract is adopted the wages necessary will be adjusted to each department.

Miscellaneous Agencies: Decrease -40.45%, (\$4,313).

- Decrease of (\$4,313) as the 4th of July fireworks in FY 21 never occurred due to COVID-19. The funds will be carried to FY 22; hence the funds are not necessary in this budget year.

Debt Service: Decrease -.45%, (\$4,408).

- The Debt Service account is seeing a slight decrease due to aging interest payments.

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Summary by Department

02/19/2021

Expense

	2021 Budget	2021 YTD	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 25 General Government					
01 - Administration	1,079,922.00	651,175.56	1,067,650.00	-12,272.00	-1.14%
05 - Zoning Board of Appeals	625.00	516.11	1,000.00	375.00	60.00%
07 - Conservation Commission	1,350.00	0.00	1,350.00	0.00	.00%
08 - Growth Planning Committee	2,500.00	2,489.13	2,500.00	0.00	.00%
09 - Legal Fees	68,000.00	52,027.08	68,000.00	0.00	.00%
10 - Insurance	249,768.00	165,519.30	250,350.00	582.00	.23%
11 - Community Development	29,946.00	21,436.14	34,818.00	4,872.00	16.27%
12 - Planning & Development	469,930.00	278,605.85	653,101.00	183,171.00	38.98%
General Government	1,902,041.00	1,171,769.17	2,078,769.00	176,728.00	9.29%

Summary by Department

02/19/2021

Expense

	2021 Budget	2021 YTD	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 27 Public Safety					
01 - Police Dept	1,783,357.00	977,278.30	1,826,888.00	43,531.00	2.44%
02 - Communications	544,428.00	313,952.97	554,774.00	10,346.00	1.90%
03 - Fire Dept	409,170.00	214,450.18	418,831.00	9,661.00	2.36%
04 - KEMS	165,000.00	165,000.00	175,000.00	10,000.00	6.06%
05 - Emergency Management	1,500.00	0.00	1,500.00	0.00	.00%
06 - Animal Control Officer	11,840.00	4,821.11	11,840.00	0.00	.00%
07 - Harbormaster	41,432.00	10,145.56	41,797.00	365.00	.88%
Public Safety	2,956,727.00	1,685,648.12	3,030,630.00	73,903.00	2.50%

Summary by Department

02/19/2021

		Expense				
		2021 Budget	2021 YTD	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 29 Health & Welfare						
	01 - Solid Waste	511,823.00	245,011.65	589,380.00	77,557.00	15.15%
	02 - Health	160,725.00	77,483.31	169,076.00	8,351.00	5.20%
	03 - Welfare	3,335.00	0.00	3,335.00	0.00	.00%
	04 - Social Services	23,868.00	23,118.00	23,118.00	-750.00	-3.14%
	07 - Shellfish Conservation	3,002.00	1,375.77	3,002.00	0.00	.00%
	10 - Public Restrooms	34,000.00	22,860.58	34,000.00	0.00	.00%
	Health & Welfare	736,753.00	369,849.31	821,911.00	85,158.00	11.56%

Summary by Department

02/19/2021

Expense

	2021 Budget	2021 YTD	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 31 Public Works					
01 - Highway Dept	982,632.00	532,142.85	1,039,500.00	56,868.00	5.79%
03 - Utilities-Hydrants	146,000.00	80,951.22	141,000.00	-5,000.00	-3.42%
04 - Shade Tree	39,218.00	15,998.54	39,718.00	500.00	1.27%
05 - Street Lights	35,500.00	32,338.82	32,000.00	-3,500.00	-9.86%
06 - Cemetery	14,599.00	9,490.96	14,599.00	0.00	.00%
Public Works	1,217,949.00	670,922.39	1,266,817.00	48,868.00	4.01%

Summary by Department

02/19/2021

Expense

	2021 Budget	2021 YTD	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 33 Recreation & Culture					
01 - Recreation	291,401.00	155,995.33	297,143.00	5,742.00	1.97%
02 - Graves Library	155,000.00	155,000.00	155,000.00	0.00	.00%
03 - Cape Porpoise Library	14,550.00	14,550.00	14,550.00	0.00	.00%
04 - Parsons Way	3,500.00	0.00	3,800.00	300.00	8.57%
05 - GRB Advisory Reserve	46,000.00	17,505.90	49,165.00	3,165.00	6.88%
Recreation & Culture	510,451.00	343,051.23	519,658.00	9,207.00	1.80%

Summary by Department

02/19/2021

Expense

	2021 Budget	2021 YTD	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 36 Overlay					
01 - Overlay	114,639.00	3,362.32	114,639.00	0.00	.00%
Overlay	114,639.00	3,362.32	114,639.00	0.00	.00%

Summary by Department

02/19/2021

Expense

	2021 Budget	2021 YTD	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 37 Unclassified					
07 - Contingency	45,000.00	21,938.69	178,182.00	133,182.00	295.96%
Unclassified	45,000.00	21,938.69	178,182.00	133,182.00	295.96%

Summary by Department

02/19/2021

Expense

	2021 Budget	2021 YTD	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 38 Miscellaneous Agencies					
01 - Miscellaneous Agencies	10,663.00	3,395.77	6,350.00	-4,313.00	-40.45%
Miscellaneous Agencies	10,663.00	3,395.77	6,350.00	-4,313.00	-40.45%

Summary by Department

02/19/2021

Expense					
	2021 Budget	2021 YTD	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 39 Capital Outlay					
01 - Administration	0.00	0.00	5,000.00	5,000.00	100.00%
02 - Police	44,314.00	0.00	48,800.00	4,486.00	10.12%
03 - Communications	250,000.00	0.00	250,000.00	0.00	.00%
04 - Fire Reserve	120,000.00	120,000.00	210,000.00	90,000.00	75.00%
06 - Highway	124,000.00	124,000.00	116,000.00	-8,000.00	-6.45%
09 - Road Improvement	230,100.00	230,100.00	414,000.00	183,900.00	79.92%
11 - Sidewalk Construction	70,000.00	70,000.00	105,000.00	35,000.00	50.00%
13 - Recreation	0.00	0.00	0.00	0.00	.00%
19 - Revaluation	0.00	0.00	0.00	0.00	.00%
20 - Special Projects	58,500.00	58,500.00	50,000.00	-8,500.00	-14.53%
39 - Piers	300,000.00	300,000.00	200,000.00	-100,000.00	-33.33%
Capital Outlay	1,196,914.00	902,600.00	1,398,800.00	201,886.00	16.87%

Summary by Department

02/19/2021

Expense

	2021 Budget	2021 YTD	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 41 Debt Service					
01 - Debt Service	977,466.00	794,590.89	973,058.00	-4,408.00	-.45%
Debt Service	977,466.00	794,590.89	973,058.00	-4,408.00	-.45%

Summary by Department

02/19/2021

Expense

	2021 Budget	2021 YTD	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 50 Assessment					
01 - Education	11,447,719.00	7,631,812.68	11,905,628.00	457,909.00	4.00%
02 - County	1,150,725.00	1,150,724.32	1,185,247.00	34,522.00	3.00%
Assessment	12,598,444.00	8,782,537.00	13,090,875.00	492,431.00	3.91%
Expense Totals:	22,267,047.00	14,749,664.89	23,479,689.00	1,212,642.00	5.45%

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Capital Costs Analysis

The Town Manager's budget submittal includes a five-year capital improvement program from FY 22 to FY 26. There are a few large projects in the near future. These include the Cape Porpoise Pier, fire equipment, highway equipment, road improvements, radio infrastructure and equipment, fire station renovations, and a town hall project. In FY 21, I developed a reserve plan that would allow us to manage our debt service and capital investment in a manner that should not have a significant impact on the tax rate. Unfortunately, COVID-19 came in the early part of the FY 21 budget process and the capital plan was modified drastically. This meant the reduction of reserve funding for equipment, and the elimination of reserves for the town hall and fire building projects.

Due to significant and necessary investments in the next five years, I have increased capital funding in FY 22 by approximately \$200,000. The priority has been to restore funding to equipment accounts that were reduced in FY 21, and focus on the Cape Porpoise Pier, maintaining our road and sidewalk investment, and replacing our antiquated radio infrastructure to ensure the safety of police and fire personnel.

The total proposed capital budget is \$1,398,800, resulting in an increase of \$201,886 from FY 21. I am proposing the Town transfer \$225,000 from the capital reserve account. Our goal each year is to keep the capital budget intact and not rob from capital to fund operating expenses. Below you can see a five-year history on capital funding.

	FY 18	FY 19	FY 20	FY 21	FY 22
Capital Budget	\$1,451,693	\$1,423,100	\$1,301,100	\$1,196,914	\$1,398,800

Below is the analysis of FY 22 capital budget requests by department.

Administration: \$5,000.

- Historic Preservation: \$5,000 allocation for ongoing preservation of historical documents at town hall.

Police: \$48,800.

- Equipment request of \$6,800 to replace patrol computer in vehicle.
- Vehicles request of \$42,000 to replace one of our Dodge Chargers with a hybrid Ford Explorer. The Selectmen's goals include the replacement of current vehicles with models that lower the Town's overall greenhouse gas emissions.

Communication: \$250,000.

- Special Projects request of \$250,000 to reserve funds for the replacement of our radio equipment and infrastructure. Currently public safety personnel cannot contact communications in several parts of Town. This project would not only replace the aged equipment but install two new radio towers to increase communications. The entire project will cost approximately \$1.5 million.

Fire: \$210,000

- Equipment reserve account - \$50,000, for the replacement of SCBA apparatus and bottles. There is an eight-year plan to replace 29 SCBA units and 87 bottles. Our strategy is to budget \$35,000 per year; however, due to a \$15,000 reduction in FY 21, there is a \$30,000 increase to stay on target.
- Fire Apparatus Reserve request of \$160,000 to replace a ladder truck in FY 24. The Department has completed a long-term replacement schedule for all fire apparatus through 2034. This plan projects the use of funding from the Kittredge and Seavey trust funds as well as town appropriations. Our strategy has been to budget \$130,000 per year; however due to a \$30,000 reduction in FY 21, there is a \$60,000 increase to stay on target.

Highway: \$116,000.

- Vehicles request of \$116,000 to reserve for a FY 22 replacement of the 2004 International 7400 tandem axle. The fund currently has \$109,000 which will allow for the \$225,000 purchase.

Road and Sidewalk Improvements: \$519,000.

- Road Improvement request of \$414,000 for Maine Street, Fishers Lane, Walkers Lane, Wildes District Road, School Street, South Main Street, Ocean Avenue, Union Street, Oak Ridge Road, Elm Street, Dorrance Road, Edgewood Avenue and Broadway.
- Sidewalk Improvement request of \$105,000 for Wildes District Road and a few sections along Ocean Avenue.

Special Projects: \$50,000.

- This \$50,000 request would allow the Town to undertake data collection and analysis on private and public property that will be impacted by rising

sea levels and climate change. Climate change is impacting all future infrastructure investments for the Town and private property owners. Understanding which roads, bridges, buildings, etc. will face damage due to water influences will be imperative as we plan for Kennebunkport's future. This project will be undertaken by our Wastewater Engineer, Town Planner, and staff from Southern Maine Planning and Development.

Piers: \$200,000.

- The Pier Reserve request for \$200,000 is to place funds in the account for a future pier construction at Cape Porpoise. We are applying for Maine DOT Small Harbor Improvement (SHIP) funds and Economic Development Administration (EDA) funding for construction in a future year. The total construction cost is estimated to be approximately \$3.0 million. We are hoping that the Town's portion would be \$700,000.

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Capital Improvement Program

Department	Type	FY 22	FY 23	FY 24	FY 25	FY 26	Future
<u>Administration</u>							
Records Preservation	Admin						
Records Preservation	Admin	\$ 5,000					
Records Preservation	Admin		\$ 5,000				
Records Preservation	Admin			\$ 5,000			
Records Preservation	Admin				\$ 5,000		
Town Hall Construction	Bldg/Facilities				\$ 3,200,000		
Records Preservation	Admin					\$ 5,000	
Replace 2017 Codes Vehicle	Equipment						\$ 30,000
Records Preservation	Admin						\$ 200,000
subtotal - Administration		\$ 5,000	\$ 5,000	\$ 5,000	\$ 3,205,000	\$ 5,000	\$ 230,000
<u>Communications</u>							
Replace HVAC System	Bldg/Facilities		\$ 50,000				
Replace Radio Infrastructure and Equipment	Bldg/Facilities			\$ 1,300,000			
subtotal - Communications		\$ -	\$ 50,000	\$ 1,300,000	\$ -	\$ -	\$ -
<u>Fire</u>							
Rigid Inflatable Boat/engine/trailer - GRB - new 2003 (2022)	Equipment	\$ 18,000					
Firefighter PPE	Equipment	\$ 12,000					
Firefighter PPE	Equipment		\$ 12,000				
Replace Brush 35 1980 GMC	Equipment		\$ 60,000				
Replace Engine 12 - 1997 PV REPLACE IN 2023	Equipment			\$ 635,000			
Firefighter PPE	Equipment			\$ 18,500			
Replace Ladder 34 - GRB new 1999 - Replace 2024	Equipment			\$ 1,000,000			
Firefighter PPE	Equipment				\$ 18,500		
Village Fire Station	Bldg/Facilities				\$ 1,000,000		
Replace Car 1 - 2015 Ford F-150 (2026)	Equipment					\$ 60,000	\$ 60,000

Capital Improvement Program

Department	Type	FY 22	FY 23	FY 24	FY 25	FY 26	Future
SCBA Air Packs (45) (2027)	Equipment						\$ 280,000
Rigid Inflatable Boat/engine/trailer - CP - New 2008 (2028)	Equipment						\$ 18,000
Replace Squad 11 2006 REPLACE IN 2031	Equipment						\$ 300,000
Replace Tank 1 -GRB new 2008 Replace 2038	Equipment						\$ 400,000
Engine 23 WW REPLACE IN 2039	Equipment						\$ 900,000
Generator - WD	Equipment						\$ 7,500
Generator - Village	Equipment						\$ 20,000
Hydraulic rescue tool	Equipment						\$ 80,000
Wildes Dist, Fire Station	Bldg/Facilities						\$ 250,000
Engine 33 GRB - new 2017 (2042)	Equipment						\$ 900,000
subtotal - Fire		\$ 30,000	\$ 72,000	\$ 1,653,500	\$ 1,018,500		\$ 3,215,500

Parks and Recreation

Build Skating Rink Base	Bldg/Facilities	\$ 20,000					
Resurface Tennis Courts	Bldg/Facilities	\$ 45,000					
Pickleball Courts- Asphalt, Paint, Fence, Benches	Bldg/Facilities	\$ 41,500					
Firemen's Park Playground	Equipment	\$ 25,000					
Additon of Ice Rink Lights,Ice Rink Expansion w/ new liner	Bldg/Facilities	\$ 35,000					
Zero Turn Mower replacement	Equipment	\$ 10,000					
Trail & Elderplay elements, for Village Parcel	Infrastructure			\$ 25,000			
Trail Development	Infrastructure			\$ 10,000			
Replace 2015 Bus	Equipment				\$ 60,000		
Splash Pad on Parsons Field	Infrastructure					\$150,000	\$ 100,000
Public Boat Access	Infrastructure						\$ 100,000
subtotal - Parks and Recreation		\$ 106,500	\$ 70,000	\$ 35,000	\$ 60,000	\$ 150,000	\$ 100,000

Piers

Cape Porpoise

Float Replacement

Bldg/Facilities

Capital Improvement Program

Department	Type	FY 22	FY 23	FY 24	FY 25	FY 26	Future
Punt Float Pylons	Bldg/Facilities						
#3 Hoist Replacement	Equipment						
Cape Porpoise Pier Replacement and Bait Shed - Phase 1	Bldg/Facilities	\$ 890,000					
Harbormaster Boat (Fuel Tank Replacement)	Equipment	\$ 4,500					
Spare hoist replacement	Equipment	\$ 5,500					
Cape Porpoise Pier Replacement and Bait Shed - Phase 2	Bldg/Facilities	\$ 820,000					
Cape Porpoise Pier Replacement and Bait Shed - Phase 3	Bldg/Facilities		\$ 750,000				
#1 Hoist Replacement	Equipment		\$ 5,000				
Harbormaster Boat	Equipment						\$ 30,000
subtotal - Piers		\$ 900,000	\$ 820,000	\$ 755,000	\$ -	\$ -	\$ 30,000

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Police							
Replace Cruiser Computers	Equipment	\$ 6,800					
Replace 2016 Doge Charger	Equipment	\$ 37,000					
Replace Cruiser Computers	Equipment		\$ 6,800				
Replace 2XXX Cruiser (2)	Equipment		\$ 72,000				
Replace Weapons	Equipment			\$ 55,000			
Replace 2XXX Cruiser	Equipment			\$ 37,000			
Replace Cruiser Computers	Equipment			\$ 6,800			
Replace 2XXX Cruiser	Equipment			\$ 37,000			
Replace 2XXX Cruiser (2)	Equipment				\$ 74,000	\$ 72,000	
Replace 2XXX Cruiser	Equipment					\$ 37,000	\$ 37,000
Replace 2XXX Cruiser (2)	Equipment						\$ 72,000
Replace 2XXX Cruiser (2)	Equipment						\$ 181,000
subtotal - Police		\$ 43,800	\$ 78,800	\$ 92,000	\$ 43,800	\$ 74,000	\$ 181,000

Capital Improvement Program

Department	Type	FY 22	FY 23	FY 24	FY 25	FY 26	Future
Public Works							
Repair and reconstruct roads	Infrastructure	\$ 492,166					
Repair and construct sidewalks.	Infrastructure	\$ 190,000					
Replace 2004 International Tandem	Equipment	\$ 250,000					
Repair and reconstruct roads	Infrastructure	\$	401,963				
Repair and construct sidewalks.	Infrastructure	\$	80,000				
Replace 2011 International	Equipment	\$	180,000				
Replace 2009 F-350 2X4 Dual Rear	Equipment	\$	45,000				
Repair and reconstruct roads	Infrastructure			\$ 587,295			
Repair and construct sidewalks.	Infrastructure			\$ 90,000			
Replace 2012 International	Equipment			\$ 180,000			
Repair and reconstruct roads	Infrastructure			\$	455,119		
Repair and construct sidewalks.	Infrastructure			\$	80,000		
Repair and reconstruct roads	Infrastructure					\$ 179,090	
Replace 2013 JD Loader	Equipment					\$	
Repair and reconstruct roads	Infrastructure						\$ 350,000
Repair and construct sidewalks.	Infrastructure						\$ 11,000
Replace 2015 International	Equipment						\$ 180,000
Replace 2016 International	Equipment						\$ 180,000
Replace 2016 Ford F350 4X4 Dual Rear	Equipment						\$ 47,500
Replace 2016 Tymco 435	Equipment						\$ 160,000
Replace 2017 Graco Line Striper	Equipment						\$ 9,000
Replace 2018 Case 580 T4F Backhoe	Equipment						\$ 130,000
Replace 2018 Trackless MT7	Equipment						\$ 200,000
Replace 2020 Ford F350 4X4	Equipment						\$ 43,000
Replace 2020 Fuelmaster Fuel Controller	Equipment						\$ 15,000
Replace 2021 Mower	Equipment						\$ 15,000
subtotal - Public Works		\$ 932,166	\$ 706,963	\$ 857,295	\$ 535,119	\$ 339,090	\$ 1,340,500

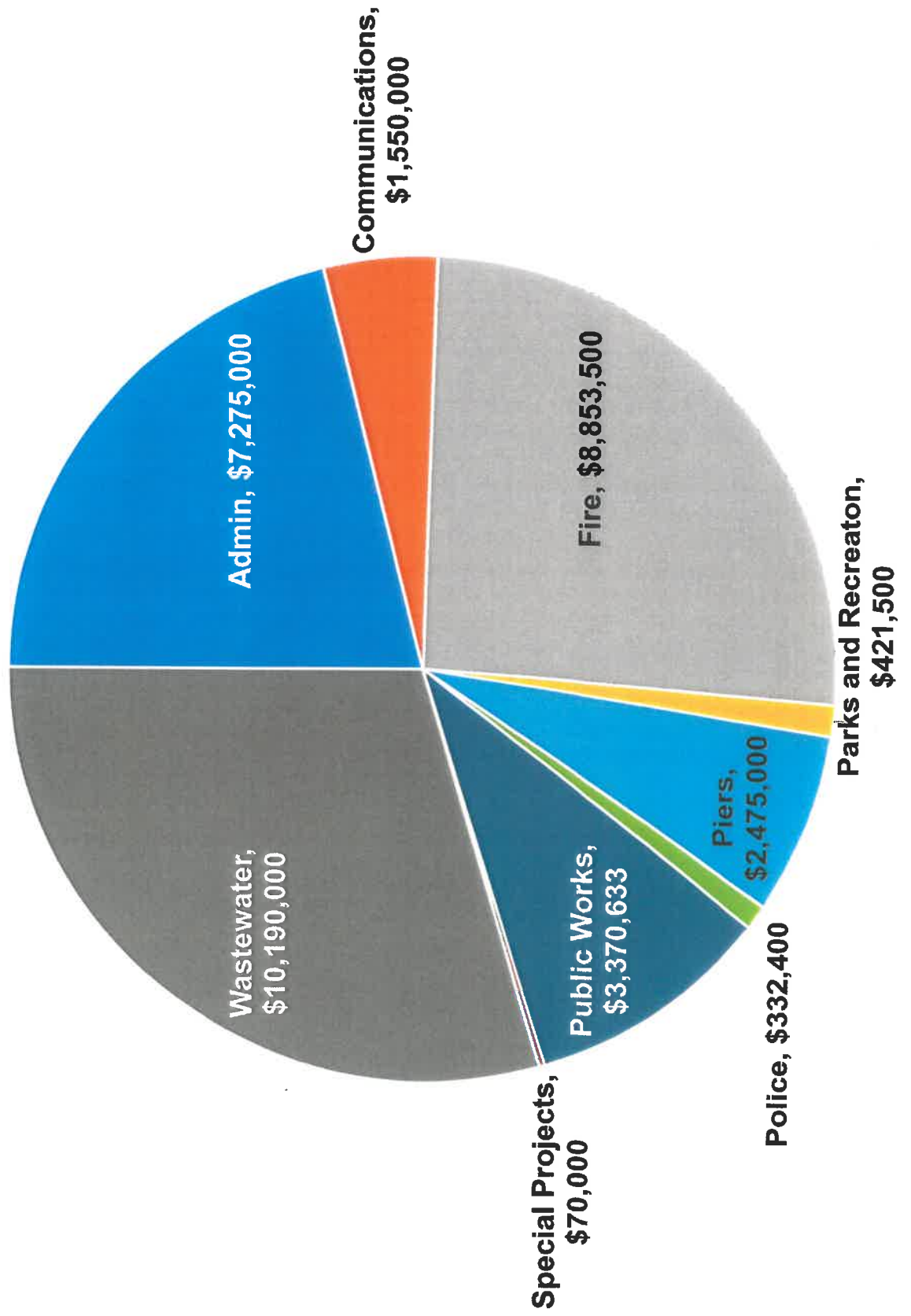
Capital Improvement Program

Department	Type	FY 22	FY 23	FY 24	FY 25	FY 26	Future
Special Projects							
Purchase of LED Streetlight Fixtures	Infrastructure		\$ 70,000				\$ 2,000,000
Sea Walls on Ocean Avenue Evaluation	Infrastructure						\$ 1,000,000
Pier Road Reconstruction	Infrastructure						\$ 3,000,000
subtotal - Special Projects		\$ -	\$ 70,000	\$ -	\$ -		
Wastewater							
Rehabilitation of circular clarifiers (2)	Bldg/Facilities	\$ 1,200,000					
Replace Filter Press (2)	Bldg/Facilities	\$1,200,000					
Replace Wildes District Rd. Pump Station #8	Infrastructure	\$ 820,000					
Replace Paddy Creek Pump Station	Infrastructure	\$ 820,000					
Replace Cape Porpoise Pump Station #10	Infrastructure	\$ 820,000					
Replace Ocean Ave. Pump Station #6	Infrastructure		\$ 820,000				
Replace Turbat's Creek Pump Station	Infrastructure		\$ 820,000				
Replace South Main St. Pump Station #5	Infrastructure		\$ 350,000				
Replace Mills Lane Pump Station #2	Infrastructure			\$ 750,000			
Replace Mills Rd. Pump Station #11	Infrastructure			\$ 750,000			
Replace 2013 Service Truck	Equipment				\$ 100,000		
Replace Kings Highway (West) Pump Station #14	Infrastructure				\$ 820,000		
Replace Kings Lane Pump Station #13	Infrastructure					\$ 820,000	
Replace 2006 Jetter	Equipment					\$ 100,000	
Replace Kings Highway Pump Station #12	Infrastructure						\$ 820,000
Replace Ocean Avenue Gravity Main from Nonantum to Bridge	Infrastructure						\$ 300,000
Replace Submersible Mixer	Equipment						\$ 71,000
Replace Axial Flow Pumps (2)	Equipment						\$ 85,000
Huber fine screen #101 2011	Equipment						\$ 125,000.00
Huber fine screen #102 2011	Equipment						\$ 125,000.00
Grinder Pump Replacement	Equipment						\$ 100,000
Replace Prescott Drive Pump Station #15	Infrastructure						\$ 300,000

Capital Improvement Program

Department	Type	FY 22	FY 23	FY 24	FY 25	FY 26	Future
Replace Washington Court Pump Station #16	Infrastructure						\$ 300,000
Replace Wakefield Pasture Pump Station #17	Infrastructure						\$ 300,000
Replace 6.5 miles 1972 Sewer Lines	Infrastructure						\$ 2,100,000
subtotal - Wastewater		\$ 4,860,000	\$ 1,990,000	\$ 1,500,000	\$ 920,000	\$ 920,000	\$ 4,626,000
GRAND TOTAL		\$ 6,877,466	\$ 3,862,763	\$ 6,197,795	\$ 5,782,419	\$ 1,488,090	\$ 12,723,000

FY 22 - FY 26 Capital Improvements



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FY 22 Nonproperty Tax Revenues Analysis

FY 22 nonproperty tax revenues are projected to increase by \$79,182 or 2.43%. These types of revenues account for just over 14% of the total budget. The rest is accounted for in property taxes. In the State of Maine, local governments are dependent on property taxes to fund most local expenses because the use of local option sales taxes, lodging taxes, etc. are not allowed under state law. Intergovernmental revenue (from the state or federal government), available to fund roads, schools, or economic support are modest in Kennebunkport due to the size of our valuation and population.

Although our nonproperty revenues are a small percentage in comparison to property tax dollars, they are an important mix to our funding model and help spread the cost of services amongst the users. This year the largest hit will be the reduction in fund balance and capital reserve transfers. Both accounts were used at higher levels in FY 21 due to the COVID-19 pandemic and the desire to maintain a flat tax rate. The reduction of \$475,000 alone in these accounts equates to a \$0.23 increase in the tax rate.

A new revenue in FY 22 is the introduction of Short-Term Rental licensing. These fees would be generated from the proposed Short-Term Rental License Ordinance. The purpose of the fee is to offset the costs of administration of the ordinance. This is estimated at \$115,000.

Staff has examined all other revenues in comparison to COVID-19 amended revenue projections from FY 21 and increased revenues by \$548,235 or a \$0.27 decrease in the tax rate.

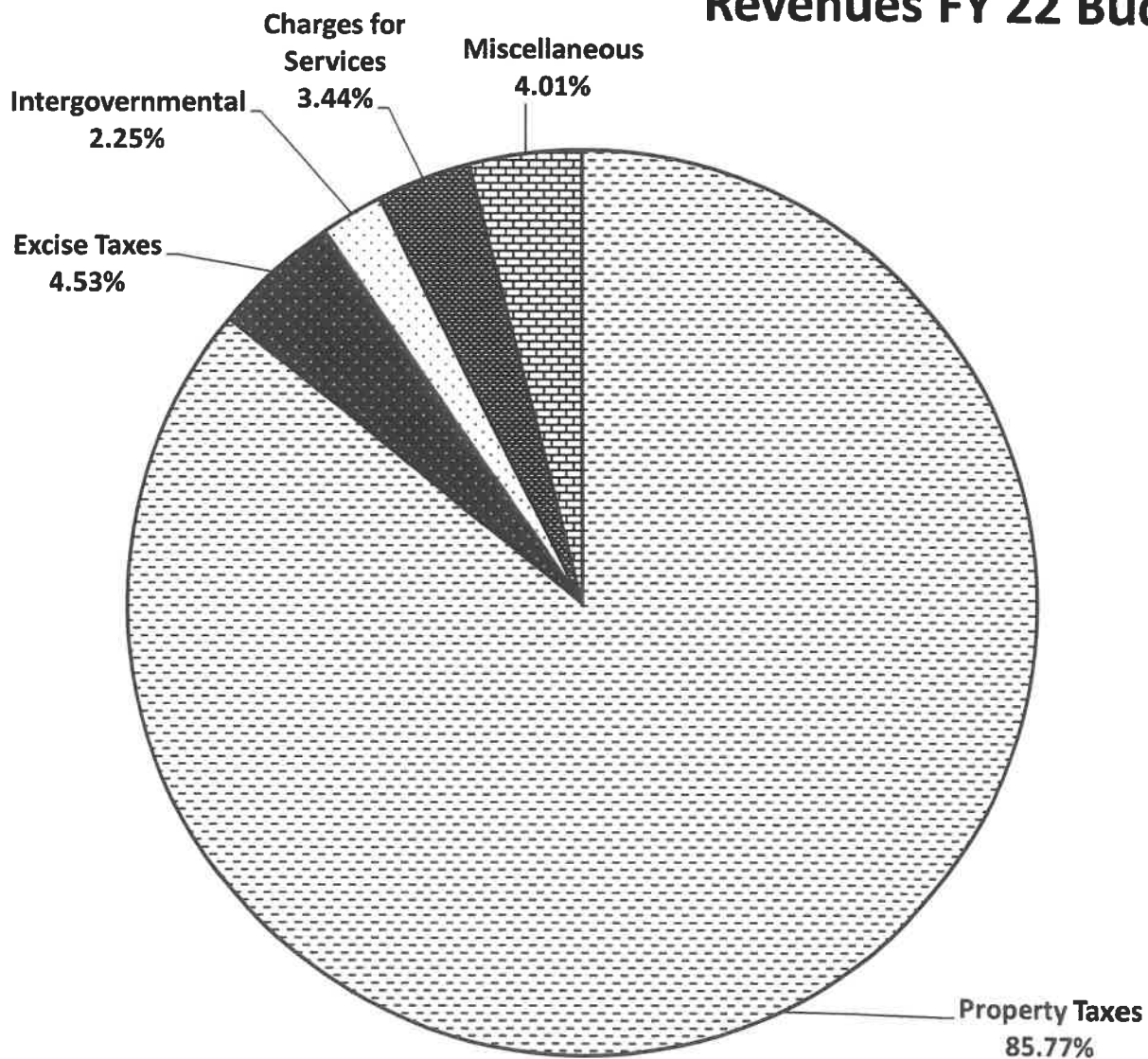
I have noted the major increases in revenue in the chart below:

Revenue Category	Amount Increase	Reason
Auto Excise	\$ 102,000	Increase in vehicle values and purchases.
State Revenue Sharing	\$ 35,000	Increase in state funding model
RSU Cops Share	\$ 13,735	75% share of wages & benefits
Building Permits	\$ 115,000	Continued building growth in town
Parking Violations	\$ 15,000	Increase in violations and increased accounts receivable activity
GRB Stickers	\$ 57,500	Historical activity level
Short-Term Rental License	\$ 115,000	New license fee
Investment Income	\$ 30,000	Interest rates & cash flow remaining steady
Dock Square Transfer	\$ 40,000	Maine Street paving project
Sale of Town Property	\$ 25,000	Sale of 2004 International truck
Total:	\$548,235	

Revenues

	2021 Budget	2021 YTD	2022 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Property Taxes	19,004,109	19,007,944	20,137,569	1,133,460	5.96%
Excise Taxes	962,600	708,473	1,064,000	101,400	10.53%
Intergovernmental	484,088	326,854	529,020	44,932	9.28%
Charges for Services	493,750	586,556	806,600	312,850	63.36%
Miscellaneous	1,322,500	733,362	942,500	(380,000)	-28.73%
Revenue Totals:	22,267,047	21,363,190	23,479,689	1,212,642	5.45%

Revenues FY 22 Budget



Budget Request

02/19/2021

Revenue

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
01-01 Property Taxes / Property Tax								
01 Current Taxes	18,745,020.00	18,698,146.20	19,004,109.00	19,004,115.85	20,137,569.00	0.00	1,133,460.00	5.96%
Estimated current property tax to balance the budget.								
03 Supplements	0.00	0.00	0.00	3,828.20	0.00	0.00	0.00	.00%
Property Tax	18,745,020.00	18,698,146.20	19,004,109.00	19,007,944.05	20,137,569.00	0.00	1,133,460.00	5.96%

Budget Request

02/19/2021

Revenue

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
01 Auto Excise	980,000.00	1,084,101.78	948,000.00	705,535.34	1,050,000.00	0.00	102,000.00	10.76%
Motor vehicle and airplane excise tax collections. Excise tax tends to grow with vehicle values. Increased to reflect anticipated collections.								
02 Boat Excise	14,600.00	13,910.70	14,600.00	2,937.50	14,000.00	0.00	-600.00	-4.11%
Boat excise tax collections. Decreased to reflect anticipated collections.								
Excise	994,600.00	1,098,012.48	962,600.00	708,472.84	1,064,000.00	0.00	101,400.00	10.53%

Budget Request

02/19/2021

Revenue

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
01 State Revenue Sharing	55,000.00	107,002.23	75,000.00	85,055.74	110,000.00	0.00	35,000.00	46.67%
By State statute, 5% of the State's sales tax revenues are to be shared with municipalities in return for performing many State functions. The State's current budget only funds 3.75% of the collected revenue. Increased due to reflect State projections.								
02 Homestead Exemption	89,488.00	89,303.00	123,386.00	91,647.00	120,000.00	0.00	-3,386.00	-2.74%
The State reimburses 70% of the 25,000 exemption (after being adjusted by the Town's certified ratio, currently at 85%) given to primary residences @ 780.								
03 Local Road Assistance	42,000.00	43,376.00	42,000.00	40,528.00	42,000.00	0.00	0.00	.00%
Financial assistance from Maine Department of Transportation to be used toward capital improvements on local roads and bridges. The funds are flat funded at the 1998 rate.								
04 Tree Growth	5,340.00	6,468.20	6,000.00	6,243.85	6,000.00	0.00	0.00	.00%
A State reimbursed assistance program for a reduced per acre rate on forested land which results in a property tax reduction.								
06 Veterans Exemption	2,200.00	2,461.00	2,300.00	0.00	2,300.00	0.00	0.00	.00%
State reimbursement for veterans' property tax relief, which the municipality is responsible for exempting in value.								

Budget Request

02/19/2021

Revenue

Dept/Div:	04-01	Intergovernmental / Intergovernmental CONT'D	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
07 General Assistance		1,500.00	683.90	1,000.00	0.00	1,000.00	0.00	0.00	0.00	.00%
State reimbursement toward expenses related to General Assistance. Currently set at 50% of total expenditures.										
12 BETE Reimbursement		6,795.00	6,837.00	7,417.00	7,417.00	7,000.00	0.00	0.00	-417.00	-5.62%
The State's reimbursement for a portion of the value exempted through the Business Equipment Tax Exempt Program. Decreased due to anticipated participation.										
15 Rachel Carson Wildlife		3,550.00	3,601.00	3,500.00	0.00	3,500.00	0.00	0.00	0.00	.00%
Payments in lieu of taxes. The Federal government each year apportions the amount to be appropriated.										
24 RSU COPS Share		215,913.00	208,098.35	223,485.00	95,962.56	237,220.00	0.00	0.00	13,735.00	6.15%
RSU 21's share (75%) of 3 officers assigned to the schools: Consolidated, Mildred Day and Middle School. Increased to reflect contractual obligations.										
25 MDOT Grant		154,150.00	257,455.70	0.00	0.00	0.00	0.00	0.00	0.00	.00%
Maine DOT match for road and sidewalk projects.										
Intergovernmental		575,936.00	725,286.38	484,088.00	326,854.15	529,020.00	0.00	0.00	44,932.00	9.28%

Budget Request

02/19/2021

Revenue

	2020		2021		2021		2022		Man Req vs"		Man Req vs Curr Bud Change %
	Budget	Actual	Budget	YTD	Manager	Committee	Change \$	Change %			
Dept/Div: 06-01 Charges for Services / Charges for Services											
01 Interest on Taxes	27,000.00	42,176.08	35,000.00	21,108.78	40,000.00	0.00	5,000.00	14.29%			
Interest received from delinquent property tax accounts. Increased to reflect projected collections.											
03 Town Clerk Fees	10,450.00	8,122.80	9,000.00	5,557.80	9,000.00	0.00	0.00	.00%			
Fees received for various Town Clerk transactions including marriages, certified copies, special amusement permits, photocopies, and horse-drawn carriage permits.											
04 Dogs	4,100.00	3,044.00	4,000.00	2,394.00	4,000.00	0.00	0.00	.00%			
Dogs are licensed in accordance with State law. This represents the Town's share of dog license fees.											
05 Agent Fees	11,000.00	13,614.50	13,000.00	8,582.75	13,000.00	0.00	0.00	.00%			
Agent fees received as part of every motor vehicle, boat, ATV, and snowmobile registration transaction as an agent of the State of Maine.											
06 Building Permits	285,000.00	374,545.60	250,000.00	336,209.00	365,000.00	0.00	115,000.00	46.00%			
Fees for building permits. Increased to reflect projected building demand.											
07 Plumbing Permits	18,000.00	21,770.00	15,000.00	12,733.75	18,000.00	0.00	3,000.00	20.00%			
Town's portion of fees for plumbing permits as agent of the State of Maine. Increased to reflect projected activity level.											

Budget Request

02/19/2021

Revenue

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
06-01 Charges for Services / Charges for Services CONT'D								
10 Board of Appeals	800.00	1,372.50	700.00	1,740.60	500.00	0.00	-200.00	-28.57%
Fees received for Zoning Board of Appeals applications. Decreased to reflect projected actual number of applicants.								
11 Planning Board	14,000.00	15,131.35	10,000.00	12,623.19	12,000.00	0.00	2,000.00	20.00%
Fees received from Planning Board applicants. Increased to reflect projected actual number of applicants.								
12 Liquor License	5,350.00	6,435.00	4,450.00	2,600.00	5,000.00	0.00	550.00	12.36%
Fees received for liquor license applications. Increased to reflect projected actual.								
13 Victualers Licenses	6,050.00	6,050.00	5,000.00	0.00	5,000.00	0.00	0.00	.00%
Fees received for victualers license applications.								
17 Parking Violations	45,000.00	70,585.73	25,000.00	38,637.08	40,000.00	0.00	15,000.00	60.00%
Fines received for violation of Parking and Traffic Control Ordinance. Increased to reflect projected trend.								
18 Police Special Detail	5,500.00	6,902.91	4,000.00	-734.05	4,000.00	0.00	0.00	.00%
Fees received for police officers that work special events.								
19 Dispatch Kennebunk Light & Pow	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00	0.00	.00%
Fees received for dispatching services for the district.								

Budget Request

02/19/2021

Revenue

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 06-01 Charges for Services / Charges for Services CONT'D								
20 Goose Rocks Beach Sticker	180,000.00	173,871.73	112,500.00	139,053.51	170,000.00	0.00	57,500.00	51.11%
Fees received for vehicle stickers required for on-street parking in the Goose Rocks Beach area. Increased to reflect projected historical trend.								
21 Nurses Fees	200.00	27.00	200.00	925.00	200.00	0.00	0.00	.00%
Fees and donations received for nursing services.								
23 Shellfish Licenses	900.00	1,025.00	900.00	125.00	900.00	0.00	0.00	.00%
Fees received from shellfish licenses.								
35 Short Term Rental License	0.00	0.00	0.00	0.00	115,000.00	0.00	115,000.00	100.00%
New account for short term rental license fees. Revenues will offset costs in Planning & Development budget to administer ordinance.								
Charges for Services	618,350.00	749,674.20	493,750.00	586,556.41	806,600.00	0.00	312,850.00	63.36%

Budget Request

02/19/2021

Revenue

Dept/Div:	08-01	Miscellaneous / Miscellaneous	2020	2020	2021	2021	2021	2022	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
			Budget	Actual	Budget	YTD	Manager	Committee		
18	Police	Miscellaneous	2,500.00	1,900.00	2,500.00	1,350.00	2,500.00	0.00	0.00	.00%
Revenue received for the sale of unclaimed property and other miscellaneous revenues.										
19	Investment	Income	110,000.00	167,924.20	30,000.00	49,528.14	60,000.00	0.00	30,000.00	100.00%
General fund investment income, which varies with available earning rates.										
20	Miscellaneous	Income	10,000.00	16,003.50	10,000.00	1,977.04	10,000.00	0.00	0.00	.00%
Unanticipated miscellaneous revenues.										
21	Use of	UFB	200,000.00	0.00	600,000.00	0.00	225,000.00	0.00	-375,000.00	-62.50%
Use of undesignated fund balance to reduce the amount needed to be raised by property taxation. Decreased as part of our fiscal plan and to revert back to pre-covid status.										
26	Dock	Square Transfer	225,000.00	225,000.00	225,000.00	225,000.00	265,000.00	0.00	40,000.00	17.78%
Transfer of funds from the Dock Square Parking Lot fund. The transfer offsets general fund expenditures that support Dock Square operations. Increased to include Maine Street shim \$40,000 see capital outlay account 39-09 50-47.										
27	Conservation	Donation	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	0.00	.00%
Payment in lieu of taxes by the Kennebunkport Conservation Trust.										
29	Sewer	Transfer	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	0.00	.00%
Transfer of funds from the Sewer Department to offset administrative services.										

Budget Request

02/19/2021

Revenue

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
08-01 Miscellaneous / Miscellaneous CONT'D								
34 Sale of Town Property	1,000.00	0.00	0.00	507.25	25,000.00	0.00	25,000.00	100.00%
Increased for anticipated sale of 2004 International tandem axle truck.								
65 Transfer In - Capital Projects	100,000.00	100,000.00	325,000.00	325,000.00	225,000.00	0.00	-100,000.00	-30.77%
Transfer in from General Capital Projects to assist in funding capital items. Current Capital Reserve account balance of \$686,669, which reflects the \$100,000 of use for the FY 21 budget.								
66 Transfer in - SR Recreation	80,000.00	80,000.00	60,000.00	60,000.00	60,000.00	0.00	0.00	.00%
Transfer in from Special Revenue Fund for the fixed costs of Recreation Department.								
Miscellaneous	768,500.00	630,827.70	1,292,500.00	703,362.43	912,500.00	0.00	-380,000.00	-29.40%

Budget Request

02/19/2021

Revenue

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 08-03 Miscellaneous / D S Restrooms - Transfer DS PL								
26 Dock Square Transfer	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	0.00	.00%
Transfer of funds from Dock Square Parking Lot to support the restrooms in Dock Square.								
D S Restrooms - Transfer DS PL	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	0.00	.00%
Revenue Totals:	21,732,406.00	21,931,946.96	22,267,047.00	21,363,189.88	23,479,689.00	0.00	1,212,642.00	5.45%

FY 22 Tax Commitment

	FY 19	FY 20	FY 21	FY 22	Difference	21 vs 22 % Diff
Municipal						
Operations	6,985,701	7,334,404	7,379,584	7,902,317	522,733	7.08%
Capital	1,423,100	1,301,100	1,196,914	1,398,800	201,886	16.87%
Debt	105,422	627,662	977,466	973,058	(4,408)	-0.45%
Education Assessment *	10,372,943	11,249,250	11,447,719	11,905,628	457,909	4.00%
County Assessment "	1,135,299	1,143,776	1,150,725	1,185,247	34,522	3.00%
Overlay	76,297	77,014	114,639	114,639	0	0.00%
Total Expenditures	20,098,762	21,733,206	22,267,047	23,479,689	1,212,642	5.45%
Non Property Tax Revenue	2,432,495	2,352,386	2,022,938	2,537,120	514,182	25.42%
TI - Dock Square		255,000	255,000	295,000	40,000	15.69%
General Use of Fund Balance	225,000	200,000	600,000	225,000	(375,000)	-62.50%
Capital Projects Use of Fund Balance	0	100,000	325,000	225,000	(100,000)	-30.77%
TI- Special Revenue-Recreation	80,000	80,000	60,000	60,000	0	0.00%
TI - Trust Picavet	15,800	800	0	0	0	0.00%
Total Non-Property Tax Rev	2,906,040	2,988,186	3,262,938	3,342,120	79,182	2.43%
Net Municipal Commitment	5,837,225	6,351,994	6,405,665	7,046,694	641,029	10.01%
Net Total Commitment	17,192,722	18,745,020	19,004,109	20,137,569	1,133,460	5.96%
Valuation	1,962,639,480	1,983,600,020	2,011,016,700	2,031,126,867	20,110,167	1.00%
Mil Rate	8.76	9.45	9.45	9.91	0.46	4.92%
Municipal portion of mil rate						
Education portion of mil rate	2.97	3.20	3.19	3.47	0.28	8.9%
County portion of mil rate	5.21	5.67	5.69	5.86	0.17	3.0%
	0.58	0.58	0.57	0.58	0.01	2.0%
* Education numbers are estimated at a 4% increase. We currently do not have final budget numbers for these entities.						
" County numbers are estimated at a 3% increase. We currently do not have final budget numbers for these entities.						

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Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Personnel								
10-01 Salaries & Wages	517,818.00	529,404.00	546,860.00	347,986.96	548,707.00	0.00	1,847.00	.34%
Salary and wages for staff in Finance, Town Manager, and Town Clerk's office includes steps/longevity. 5% of Assessor Agent's time and 40% of Public Works Secretary's time.								
Increase due to scheduled steps/longevity increases.								
10-02 Selectmen	14,766.00	14,211.13	15,663.00	7,833.50	15,663.00	0.00	0.00	.00%
Salary and annual wages for Selectmen.								
10-09 Town Meeting	4,597.00	3,421.22	7,481.00	1,316.54	5,194.00	0.00	-2,287.00	-30.57%
FY 20 carry forward of \$1,260 to FY 21 budget. Salary and wages for staff that assist with town meetings and elections. Moderator-\$300 (3 meetings @ \$100/mtg); Warden-\$624 (3 meetings, 48 hrs. @ \$13.00/hr); and Ballot Clerk-\$4,270 (351 hrs. @ \$12.15/hr.). Decrease due to smaller elections next year.								
10-10 Overtime	3,000.00	1,252.89	1,000.00	876.21	2,000.00	0.00	1,000.00	100.00%
Overtime wages for Administration staff. Increased to reflect projected actual.								
Benefits								
12-01 FICA	45,835.00	41,689.93	45,174.00	25,437.47	45,568.00	0.00	394.00	.87%
Employer's contribution to FICA (7.65%). Increased to align with taxable wages.								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Administration CONT'D								
12-02 MSRS	51,465.00	50,509.32	55,068.00	35,319.22	56,723.00	0.00	1,655.00	3.01%
Employer's contribution to Maine State Retirement. Increase to align with employee participation.								
12-03 ICMA	17,310.00	19,897.86	18,945.00	12,983.38	21,790.00	0.00	2,845.00	15.02%
ICMA 457 Deferred Compensation Plan for all eligible employees. Increased to align with employee participation.								
12-05 Health	151,751.00	147,165.68	165,218.00	88,995.79	165,642.00	0.00	424.00	.26%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2022. Employee contributes 15% of the cost.								
12-06 Dues & Fees	13,000.00	13,011.84	12,000.00	2,551.28	14,000.00	0.00	2,000.00	16.67%
Dues and subscriptions for ME Town City Managers Association, ME Town City Clerk Association, ICMA, Maine Municipal Association (MMA), Government Finance Officers Association, and other professional associations. Increased due to MMA fee schedule readjustment statewide.								

Budget Request

02/19/2021

Expense

Dept/Div: 25-01 General Government / Administration CONT'D	2020	2020	2021	2021	2022	Man Req vs"		Man Req vs	
	Budget	Actual	Budget	YTD	Manager	2022	Change \$	Curr Bud	Change %
12-07 Travel & Meetings	10,000.00	9,977.35	8,000.00	4,036.23	9,000.00	0.00	1,000.00		12.50%
Reimbursement account for use of personal vehicles while on town business and for other travel-related expenses including but not limited to meals, lodging, and other means of travel. ICMA = \$2,500 legislation, MMA and other business = \$2,500, and staff trainings including MTCMA, MTCCA, GFOA \$1,500, MTCTA and general travel = \$2,500. Increased to reflect projected participation.									
12-08 Training & Education	4,200.00	4,404.30	4,200.00	1,419.00	3,400.00	0.00	-800.00		-19.05%
Registration fees and tuition for conferences, seminars, training, and professional association schools. Decreased to reflect projected participation.									
12-10 Contingency	5,800.00	2,487.47	13,000.00	12,103.47	6,000.00	0.00	-7,000.00		-53.85%
FY 20 carry forward of \$7,000 to FY 21 budget. Personnel appreciation/incentive account. Includes annual townwide holiday party.									
Utilities									
15-01 Electricity	4,500.00	3,445.00	4,000.00	2,893.39	4,000.00	0.00	0.00		.00%
Electrical costs.									
15-02 Telephone	5,600.00	7,329.88	8,700.00	5,530.24	8,700.00	0.00	0.00		.00%
Telephone expenses for town office and Town Manager cell phone.									

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
25-01 General Government / Administration CONT'D								
15-03 Heating Fuel	4,500.00	3,694.86	2,610.00	2,156.87	3,400.00	0.00	790.00	30.27%
Heating expense for town office - 1,700 gallons @ \$2.00/gallon. Increase due to price and actual projected usage.								
15-05 Water	300.00	268.32	320.00	161.86	320.00	0.00	0.00	.00%
KKWWD charges for water at town office.								
15-06 Internet	1,050.00	2,505.41	3,050.00	1,633.67	3,050.00	0.00	0.00	.00%
Fees for business class Internet service.								
Services								
20-01 Printing	5,500.00	0.00	6,811.00	3,310.81	3,500.00	0.00	-3,311.00	-48.61%
FY 20 carry forward of \$3,311 to FY 21 budget. Printing of Annual Report, business forms, and other miscellaneous printing jobs.								
20-04 Advertising	1,500.00	1,175.16	1,500.00	643.40	1,500.00	0.00	0.00	.00%
Publication costs for recruiting, bid advertisements, and miscellaneous public notices.								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
20-01 General Government / Administration CONT'D								
20-06 Expert/Professional	45,933.00	48,816.00	49,300.00	29,279.56	50,000.00	0.00	700.00	1.42%
Professional, personnel, and engineering services - includes IT services for maintenance and service to computers, servers, and software. IT services \$39,950 (and \$13,067 covered by PD & \$1,000 covered by Sewer, Parks and Recreation, Planning, Public Works, & \$2,000 by Fire); benefit fees \$1,400; sonic wall renewal \$450; backup \$2,040 (\$170/mo.); antivirus \$432 (\$36/mo.); Microsoft 365/emails \$1,632; and other consulting costs \$4,096. Increase due to fee increases from consultants.								
20-07 Audit	14,500.00	12,460.00	15,008.00	12,760.00	15,533.00	0.00	525.00	3.50%
Annual town audit and Comprehensive Annual Financial Report. Increase due to rise in service costs.								
20-08 Data Processing	17,000.00	14,568.79	15,885.00	12,986.88	16,860.00	0.00	975.00	6.14%
Software license, support, maintenance and upgrades through Trio, Microsoft, and other software suppliers. Trio \$15,160; printer/computer replacements \$1,000; printer replacement \$500; and misc. \$200. Increase due to projected increased license fees.								

Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-01 General Government / Administration CONT'D								
20-43 Credit Card Fees	0.00	0.00	30,000.00	3,025.50	6,000.00	0.00	-24,000.00	-80.00%
Decreased to reflect projected credit card fees absorbed by the Town to encourage online transactions during COVID 19.								
Supplies/Equipment								
30-01 Office Supplies	11,000.00	12,066.08	11,000.00	5,490.48	11,000.00	0.00	0.00	.00%
Letterhead, envelopes, copy machine paper, file folders, furniture, file cabinets, newspaper subscriptions (York County Coast Star). Tax Collector's supplies including tax bills, forms = \$3,800. Goose Rocks Beach parking stickers = \$750.								
30-04 Postage	14,000.00	18,731.88	15,000.00	10,058.03	16,000.00	0.00	1,000.00	6.67%
Postage meter rental = \$700: certified mailings (tax liens, boards), bulk mailing permit \$240, tax billing and collections, and PO Box rental. Increased to reflect additional town mailings and costs including accounts receivable.								
30-05 Photocopier	7,000.00	6,119.03	7,000.00	5,162.61	6,500.00	0.00	-500.00	-7.14%
Photocopier leases and maintenance for Planning and Town Office. Decreased to reflect projected actual use.								
30-06 Town Clerk	4,000.00	1,765.70	2,300.00	443.34	2,100.00	0.00	-200.00	-8.70%
Training = \$1,000; office supplies = \$700; and record books = \$400.								

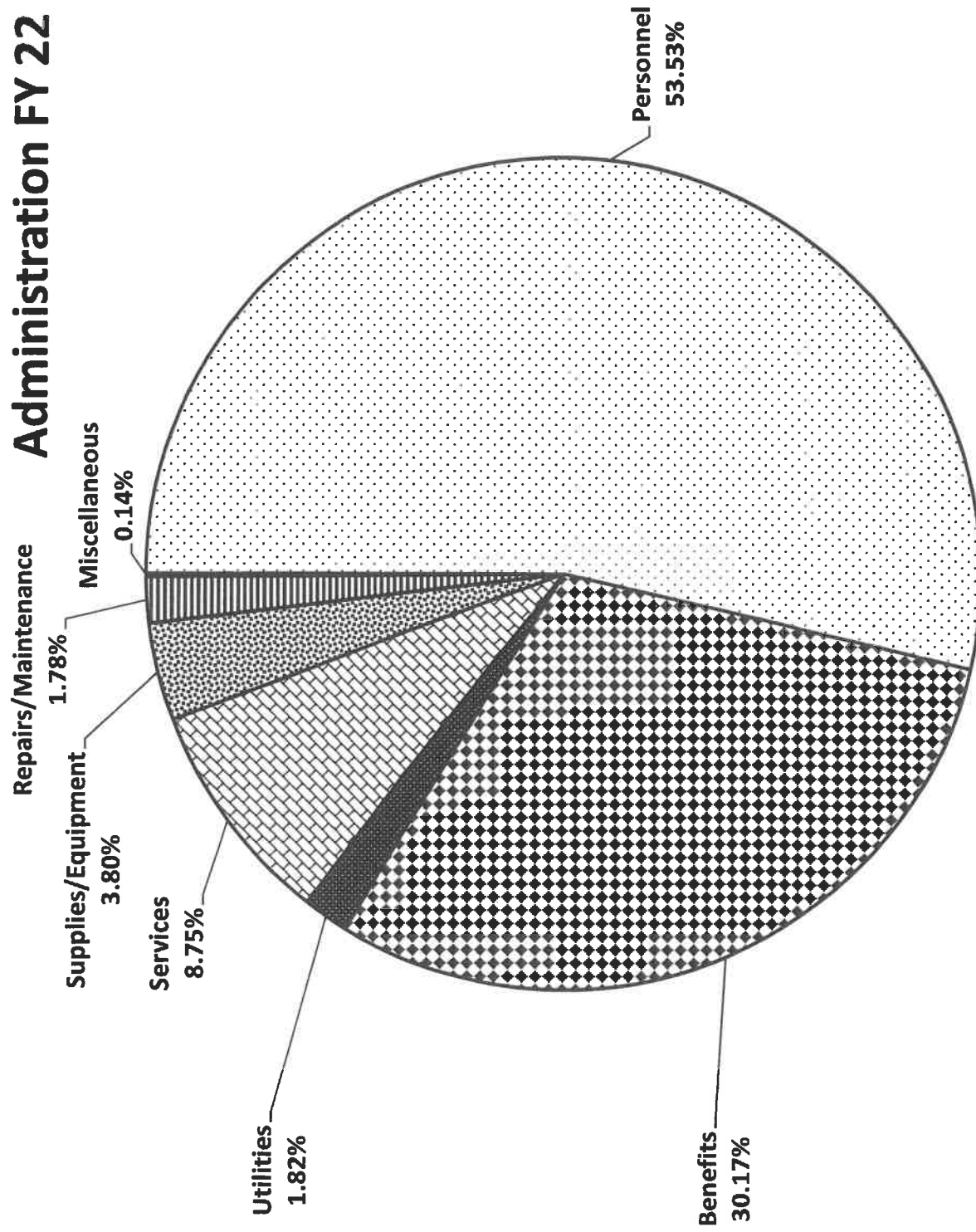
Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
25-01 General Government / Administration CONT'D								
30-26 Ballot Machine	5,000.00	3,000.08	5,900.00	0.00	5,000.00	0.00	-900.00	-15.25%
Ballot printing and coding. Anticipated 2021-2022 elections/town meetings: November 2 - State General Election & Special Town Meeting; May 2022 - RSU 21 District Budget Meeting; June 14 - RSU 21 Budget Validation Election; June 14 - Annual Town Meeting secret ballot vote; June 18 - Annual Town Meeting. Decrease as no additional ballot machine will be needed for elections this year.								
Repairs/Maintenance								
35-01 Buildings	18,000.00	19,537.46	19,000.00	13,138.24	19,000.00	0.00	0.00	.00%
Janitorial services town hall & meeting room at the 32 North St - \$11,000; floor stripping and waxing 2x/yr - \$2,800; paper products for restrooms \$1,800; HVAC service agreement & fire alarm/low temp monitoring - \$1,200; miscellaneous \$2,200.								
Miscellaneous								
50-02 Town Meeting Expenses	1,800.00	994.88	1,677.00	1,641.63	1,500.00	0.00	-177.00	-10.55%
FY 20 carry forward of \$177 to FY 21 budget. Election supplies \$1,000; Newspaper advertising \$500.								
Administration	1,000,725.00	993,911.52	1,091,670.00	651,175.56	1,067,650.00	0.00	-24,020.00	-2.20%

Administration FY 22 Budget



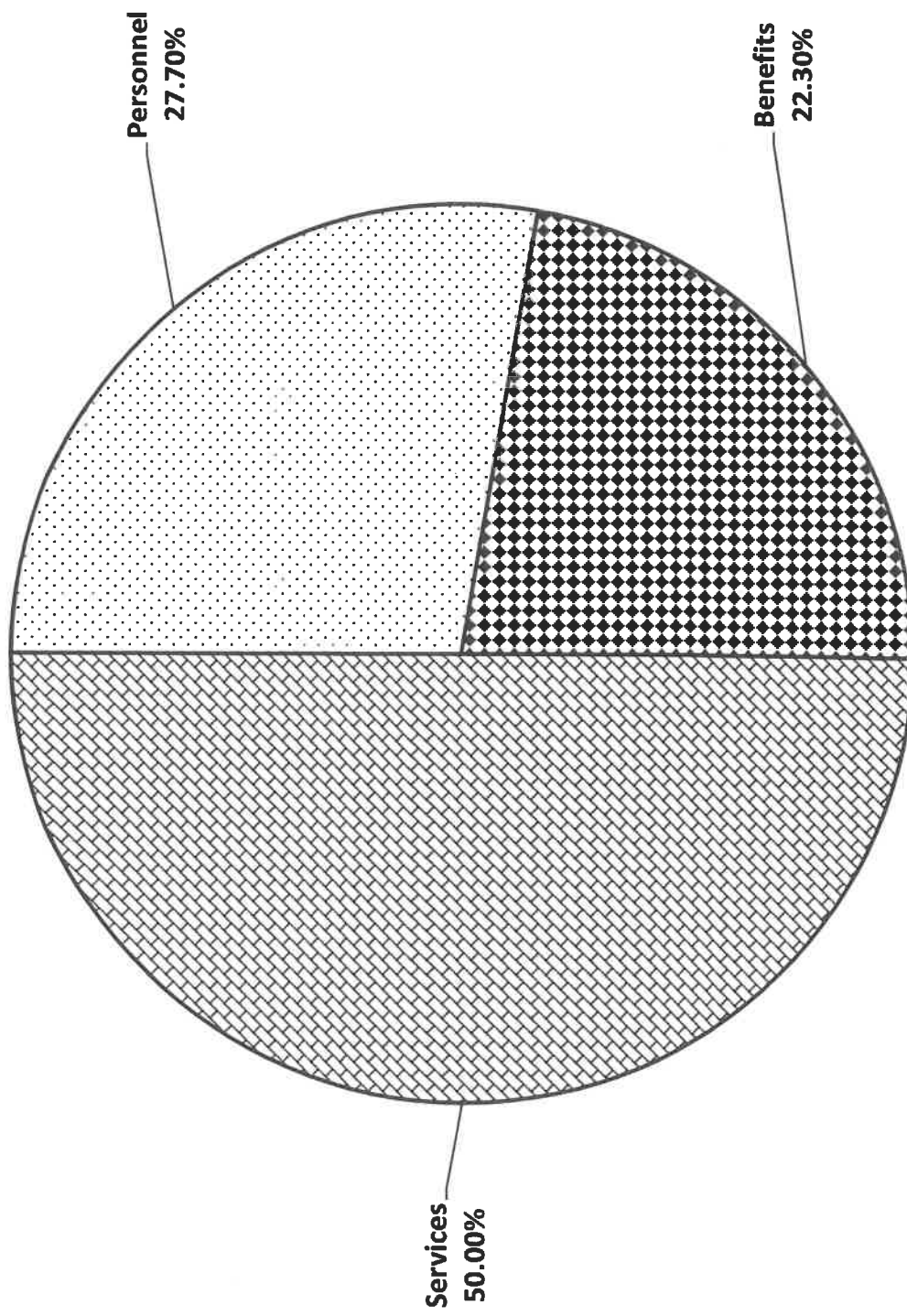
Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-05 General Government / Zoning Board of Appeals								
Personnel								
10-01 Salaries & Wages	0.00	459.12	0.00	295.51	277.00	0.00	277.00	100.00%
Increased to reflect projected actual.								
Benefits								
12-01 FICA	0.00	35.12	0.00	22.60	23.00	0.00	23.00	100.00%
Employer's contribution to FICA (7.65%). Increased to reflect projected actual.								
12-08 Training & Education	200.00	0.00	200.00	0.00	200.00	0.00	0.00	.00%
Member trainings.								
Services								
20-04 Advertising	300.00	473.67	425.00	198.00	500.00	0.00	75.00	17.65%
Legal advertising for ZBA applicants. Increase to reflect projected actual.								
Supplies/Equipment	500.00	967.91	625.00	516.11	1,000.00	0.00	375.00	60.00%
Zoning Board of Appeals								

Zoning Board of Appeals FY 22 Budget



Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-07 General Government / Conservation Commission								
Supplies/Equipment								
30-01 Office Supplies	1,350.00	0.00	1,350.00	0.00	1,350.00	0.00	0.00	.00%
Printing, education, postage, and guest speakers.								
Miscellaneous								
Conservation Commission	1,350.00	0.00	1,350.00	0.00	1,350.00	0.00	0.00	.00%

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Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
General Government / Growth Planning Committee								
Personnel								
10-01 Salaries & Wages	0.00	220.00	0.00	1,048.91	0.00	0.00	0.00	.00%
Benefits								
12-01 FICA	0.00	16.83	0.00	80.22	0.00	0.00	0.00	.00%
Services								
20-06 Expert/Professional	5,000.00	350.00	2,500.00	1,360.00	2,500.00	0.00	0.00	.00%
Expert, professional services, and miscellaneous expenses related to the Growth Planning Committee needs.								
Miscellaneous								
Growth Planning Committee	5,000.00	586.83	2,500.00	2,489.13	2,500.00	0.00	0.00	.00%

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Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
25-09 General Government / Legal Fees								
Services								
20-29 Ordinance Development	10,000.00	540.19	10,000.00	3,552.68	10,000.00	0.00	0.00	.00%
Regular ordinance review and updating by legal counsel. The Land Use and Traffic and Parking Control Ordinances are the two looked at most often.								
20-30 Ordinance Compliance	10,000.00	12,442.49	10,000.00	1,934.86	10,000.00	0.00	0.00	.00%
Legal assistance through advice to town officials on how to best interpret, apply, and enforce the various provisions of our ordinances - Land Use requires the most assistance.								
20-31 Enforcement & Appeals	30,000.00	54,557.24	30,000.00	35,564.50	30,000.00	0.00	0.00	.00%
Legal representation when taking enforcement actions when an ordinance is violated - Land Use requires the most attention and funding.								
20-32 Administration & General Ser	10,000.00	29,083.80	10,000.00	5,617.36	10,000.00	0.00	0.00	.00%
Including but not limited to: writing warrant articles and referendum questions; bankruptcy assistance in the tax collections area; common questions with regard to municipal law when MMA legal is not utilized.								
20-33 Personnel & Union	5,000.00	4,117.36	5,000.00	1,819.49	5,000.00	0.00	0.00	.00%
Legal assistance in the federal and state employment laws and collective bargaining agreements.								

Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-09 General Government / Legal Fees CONT'D								
20-34 Special Proj & Contracts	3,000.00	3,276.09	3,000.00	3,538.19	3,000.00	0.00	0.00	.00%
Issues that rise to the level of requiring more than a few hours of legal assistance, i.e., solid waste contracts, vendor contracts, and others.								
Legal Fees	68,000.00	104,017.17	68,000.00	52,027.08	68,000.00	0.00	0.00	.00%

Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs"		Man Req vs Curr Bud Change %
							Curr Bud Change \$		
Dept/Div: 25-10 General Government / Insurance									
Benefits									
12-04 RHSP	28,900.00	28,957.49	29,980.00	28,196.18	36,975.00	0.00	6,995.00		23.33%
The budgeted amount is an estimate based on prior years and expected time accrued amongst townwide employees. Increased to reflect projected qualifying employees' time.									
12-16 HRA & Fees	52,458.00	36,197.13	56,538.00	22,321.70	58,775.00	0.00	2,237.00		3.96%
The budgeted amount is an estimate based on prior years and anticipated usage. Increased due to employee coverage changes.									
Insurance									
25-02 Workers Comp	100,950.00	73,605.72	81,000.00	50,445.34	84,000.00	0.00	3,000.00		3.70%
Actual premium determined by audit. This account does not include sewer employees. We have estimated the general fund is responsible for 81% of the Workers Compensation premium. Increase due to higher projected premium.									
25-03 Unemployment	10,287.00	2,386.60	8,000.00	0.00	8,000.00	0.00	0.00		.00%
Based on 2020 actual usage (Maine Municipal Association).									
25-05 Liability	43,745.00	43,525.19	45,400.00	36,898.64	34,000.00	0.00	-11,400.00		-25.11%
General liability coverage, including property, boiler coverage, and umbrella coverage. Decreased to reflect actual cost share with Wastewater and Pier.									

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
25-10 General Government / Insurance CONT'D								
25-07 Fleet	24,911.00	22,956.40	22,100.00	21,581.62	22,500.00	0.00	400.00	1.81%
Vehicles and mobile equipment coverage. Increased to reflect actual cost share with Wastewater and Pier.								
25-10 Public Officials	5,251.00	5,453.38	6,750.00	6,075.82	6,100.00	0.00	-650.00	-9.63%
Public officials coverage for Selectmen and town officials. Decreased to reflect actual cost share with Wastewater and Pier.								
Insurance	266,502.00	213,081.91	249,768.00	165,519.30	250,350.00	0.00	582.00	.23%

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
General Government / Community Development								
Personnel								
10-01 Salaries & Wages	6,881.00	10,108.95	6,088.00	10,032.35	12,000.00	0.00	5,912.00	97.11%
Salaries for videographers who broadcast public meetings. Overall increase due to virtual meeting format which requires additional staff at the meetings.								
Benefits								
12-01 FICA	526.00	773.65	542.00	754.17	918.00	0.00	376.00	69.37%
Employer's contribution to FICA (7.65%). Increased to align with taxable wages.								
12-07 Travel & Meetings	100.00	0.00	100.00	78.10	100.00	0.00	0.00	.00%
Reimbursement account for use of personal vehicles while on town business and for other travel-related expenses including but not limited to meals, lodging, and other means of travel.								
Utilities								
15-06 Internet	10,488.00	9,788.44	11,616.00	5,525.59	10,000.00	0.00	-1,616.00	-13.91%
Anti-virus filtering, anti-spam, and virus protection annual software license fee. Annual Internet streaming fees and Internet business class. Decreased to reflect new contract price.								
Services								

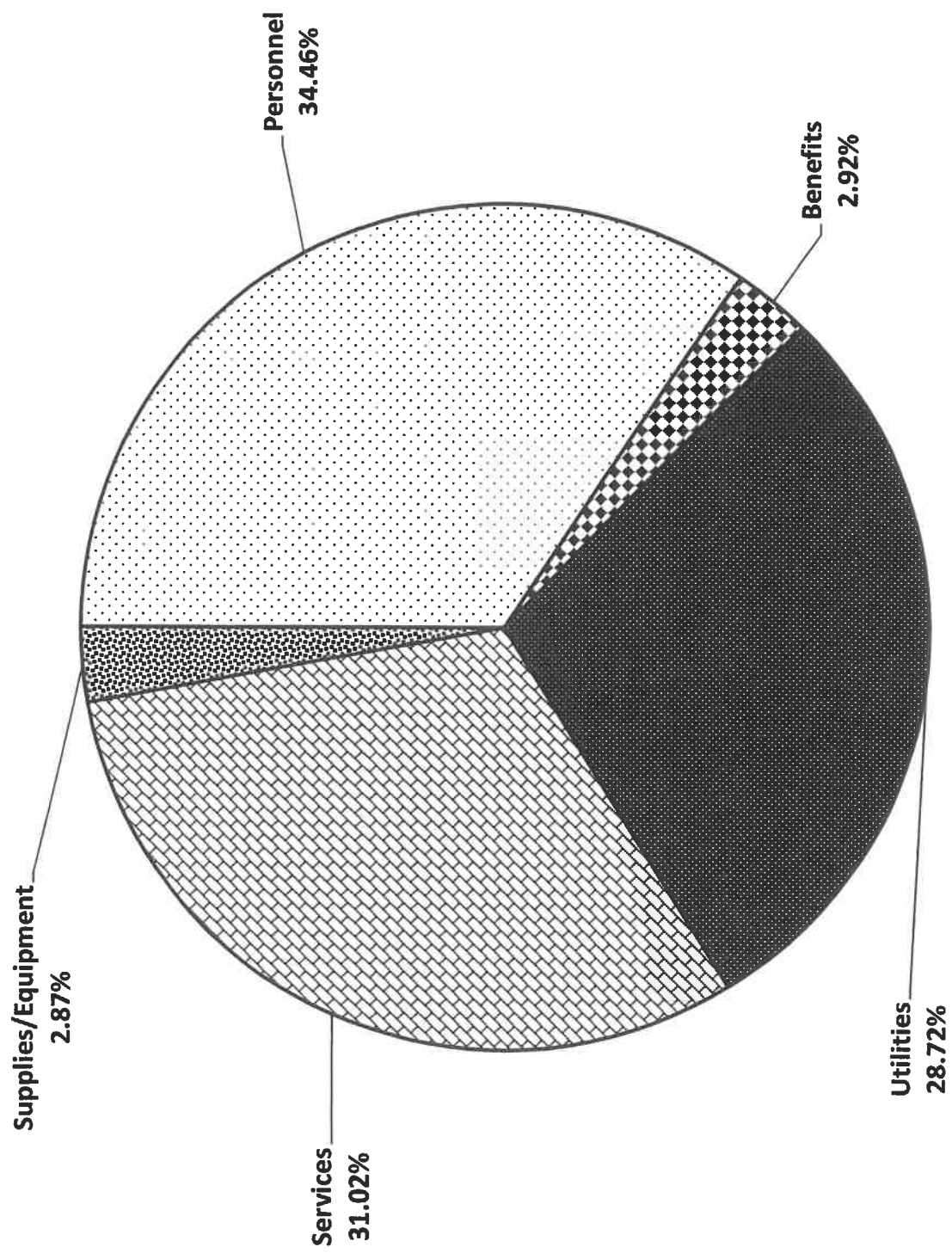
Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-11 General Government / Community Development CONT'D								
20-02 Newsletter	3,500.00	2,690.54	5,600.00	0.00	5,800.00	0.00	200.00	3.57%
Cost for mailing and printing 2 editions of a townwide newsletter. Printing and mailing. Increased due to costs.								
20-05 Website	6,000.00	4,750.00	5,000.00	4,524.00	5,000.00	0.00	0.00	.00%
Municipal website maintenance - authorized staff to maintain and update the website \$4,400; domain name registration and other maintenance changes - \$600.								
Supplies/Equipment								
30-02 Operating Supplies	2,000.00	394.88	1,000.00	521.93	1,000.00	0.00	0.00	.00%
Cable, meeting production, and broadcasting supplies.								
Community Development	29,495.00	28,506.46	29,946.00	21,436.14	34,818.00	0.00	4,872.00	16.27%

Community Development FY 22 Budget



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Budget Request

02/19/2021

Expense

Dept/Div: 25-12 General Government / Planning & Development		2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Personnel									
10-01 Salaries & Wages		281,408.00	273,440.26	293,655.00	170,973.18	376,160.00	0.00	82,505.00	28.10%
Salary and wages for staff. Increased due to scheduled steps/longevity and to include new employee to administer Short Term Rental ordinance and implement Village Parcel Plan, climate change goals, and climate change master plan - see revenue for offset account 06-01-35.									
10-10 Overtime		1,500.00	388.65	1,000.00	19.11	1,000.00	0.00	0.00	.00%
Overtime wages, including time required to provide staff input and support at Planning Board and Board of Selectmen meetings.									
Benefits									
12-01 FICA		25,565.00	21,429.47	25,008.00	14,128.00	30,625.00	0.00	5,617.00	22.46%
Employer's contribution to FICA (7.65%). Increased to align with taxable wages.									
12-02 MSRS		16,998.00	21,260.15	19,078.00	11,397.64	28,015.00	0.00	8,937.00	46.84%
Employer's contribution to Maine State Retirement. Increase to align with employee participation and number of personnel.									
12-03 ICMA		6,649.00	3,147.82	5,776.00	3,602.96	7,588.00	0.00	1,812.00	31.37%
ICMA 457 Deferred Compensation Plan for all eligible employees. Increase to align with employee participation and number of personnel.									

Budget Request

02/19/2021

Expense

Dept/Div: 25-12 General Government / Planning & Development CONT'D	2020	2020	2021	2021	2022	2022	Man Req vs	Man Req vs
	Budget	Actual	Budget	YTD	Manager	Committee	Curr Bud	Change %
12-05 Health	61,566.00	61,776.20	64,692.00	38,173.36	90,085.00	0.00	25,393.00	39.25%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2022. Employee contributes 15% of the cost. Increase to align with employee participation and number of personnel.								
12-06 Dues & Fees	5,135.00	4,910.00	5,257.00	4,947.00	6,057.00	0.00	800.00	15.22%
Dues and subscriptions for professional associations - Southern Maine Regional Planning Commission \$4,207, ESRI GIS \$400 along with an additional license \$800, and misc. professional associations \$650.								
12-07 Travel & Meetings	1,500.00	608.03	1,500.00	0.00	3,600.00	0.00	2,100.00	140.00%
Reimbursement account for use of personal vehicles while on town business and for other travel-related expenses including but not limited to meals, lodging, and other means of travel; Assessing \$1,000; Code Officers \$2,400 and Admin staff \$200. Increased to reflect projected annual travel.								
12-08 Training & Education	2,600.00	1,565.00	1,600.00	190.00	1,600.00	0.00	0.00	.00%
Registration, fees, and tuition for conferences, seminars, computer training, and professional association schools.								
Utilities								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
25-12 General Government / Planning & Development CONT'D								
15-02 Telephone Telephone expense.	2,150.00	2,503.76	2,950.00	2,087.01	2,950.00	0.00	0.00	.00%
Services								
20-04 Advertising Publication of legal notices required by statute and by the Land Use Ordinance.	1,200.00	1,541.65	1,500.00	1,182.20	1,500.00	0.00	0.00	.00%
20-06 Expert/Professional Microsoft 365/email \$1,000; share of IT services \$1,000; Planning services \$8,000; Kport's share of regional sustainability coordinator \$15,000; Host Compliance Short Term Rental tracking software \$50,000. Increased to reflect projected actual and to include the new short term rental software.	13,750.00	5,154.87	22,000.00	16,508.43	75,000.00	0.00	53,000.00	240.91%
20-08 Data Processing Maintenance and software license for "Vision" assessing software \$7,146.	7,065.00	7,374.63	6,496.00	7,902.92	7,146.00	0.00	650.00	10.01%
20-09 GIS/Maps FY 20 carry forward of \$3,530 to FY 21 budget. Annual GIS mapping - updating of digital and paper tax maps \$12,000. CAI annual webhosting of parcel and GIS data \$2,400.	14,400.00	9,929.15	17,930.00	5,930.00	14,400.00	0.00	-3,530.00	-19.69%
20-10 Abstracts Deed abstracts - copies become part of the Town's permanent record. Supplies/Equipment	1,000.00	860.57	1,000.00	1,004.75	1,000.00	0.00	0.00	.00%

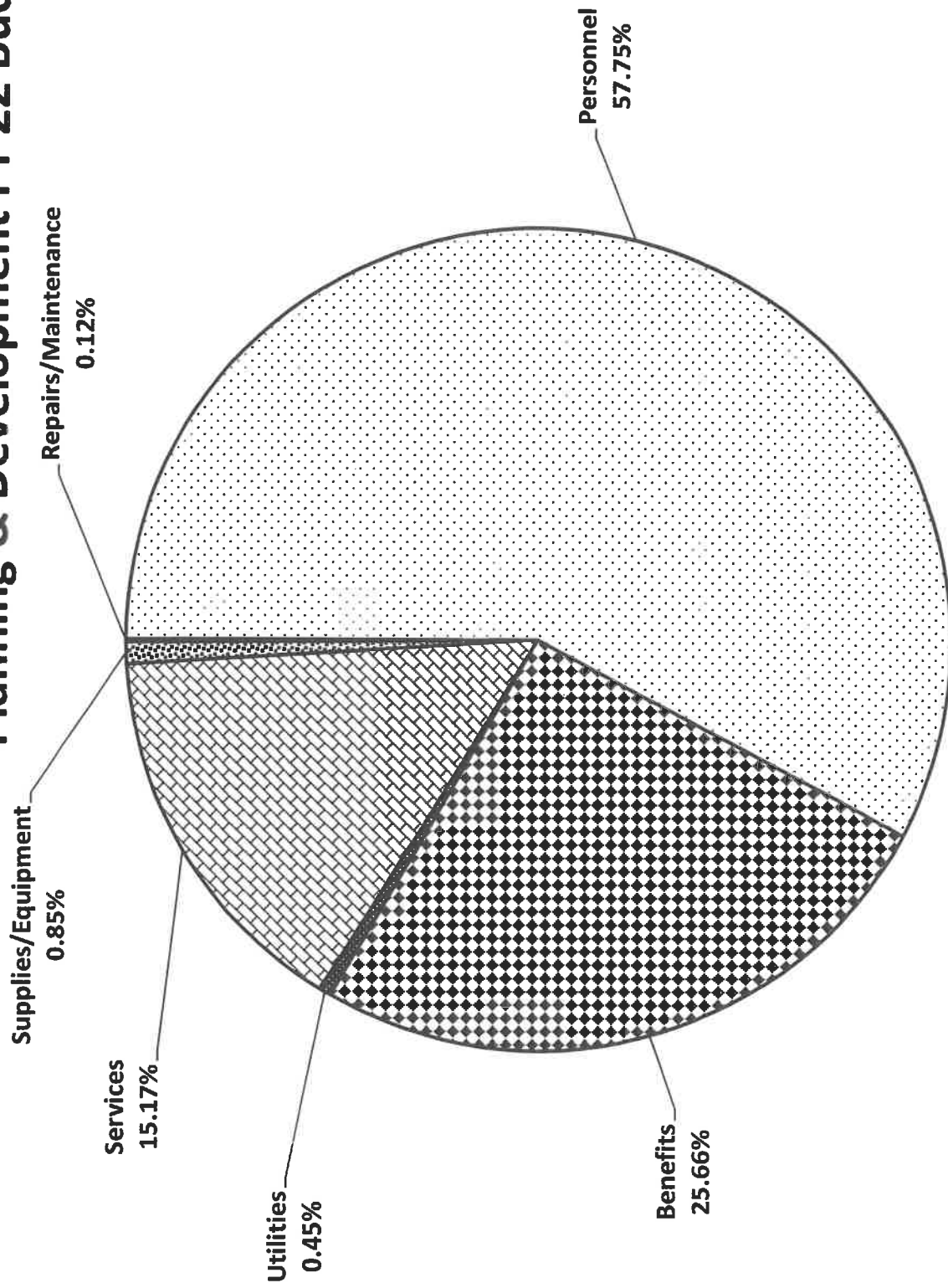
Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-12 General Government / Planning & Development CONT'D								
30-01 Office Supplies	1,500.00	1,511.23	1,500.00	194.90	1,500.00	0.00	0.00	.00%
Stationery, forms, furniture, and miscellaneous supplies.								
30-04 Postage	700.00	230.47	1,200.00	0.00	1,200.00	0.00	0.00	.00%
Cost to mail notices and correspondence for all applicants and planning projects. Applicants reimburse for mailing costs in revenues.								
30-08 Computers	1,100.00	738.36	0.00	0.00	2,300.00	0.00	2,300.00	100.00%
Increased to reflect Short Term Rental and Codes laptops - computer replacement needs.								
30-24 Gas	585.00	643.89	518.00	240.68	575.00	0.00	57.00	11.00%
250 gallons @ \$2.30/gallon. Increase due to price and projected usage.								
Repairs/Maintenance	800.00	53.95	800.00	123.71	800.00	0.00	0.00	.00%
35-03 Vehicles & Equipment								
Covers all maintenance for the CEO vehicle.								
Planning & Development	447,171.00	419,068.11	473,460.00	278,605.85	653,101.00	0.00	179,641.00	37.94%

Planning & Development FY 22 Budget



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Budget Request

02/19/2021

Expense

Dept/Div:	27-01	Public Safety / Police Dept	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Personnel										
10-01 Salaries & Wages			1,022,736.00	1,009,988.19	1,048,622.00	594,497.82	1,060,388.00	0.00	11,766.00	1.12%
Salary and wages for staff. Increase due to scheduled steps/longevity increases and the fulfillment of all three sergeant positions.										
10-06 Summer Salaries			25,896.00	21,380.83	5,541.00	480.00	5,120.00	0.00	-421.00	-7.60%
Funding for training hours for summer officers. Decreased to reflect projected actual.										
10-10 Overtime			70,000.00	65,895.88	82,800.00	34,422.95	74,800.00	0.00	-8,000.00	-9.66%
FY 20 carry forward of \$8,000 to FY 21 budget. Overtime paid to department staff at the rate of time-and-one-half for any hours worked after 40 hours/week.										
Benefits										
12-01 FICA			87,348.00	83,285.65	92,135.00	47,774.40	90,372.00	0.00	-1,763.00	-1.91%
Employer's contribution to FICA (7.65%). Decreased slightly reflecting taxable wages.										
12-02 MSRS			162,620.00	157,055.75	165,768.00	87,032.84	161,293.00	0.00	-4,475.00	-2.70%
Employer's contribution to Maine State Retirement. Decreased due to rate change for employer by .8%.										
12-03 ICMA			23,727.00	20,822.65	24,602.00	13,229.53	25,907.00	0.00	1,305.00	5.30%
ICMA 457 Deferred Compensation Plan for all eligible employees. Increased to align with employee participation.										

Budget Request

02/19/2021

Expense

	2020		2020	2021	2021	2022	Man Req vs"		Man Req vs
	Budget	Actual	Budget	Budget	YTD	Manager	Committee	Change \$	Curr Bud Change %
Dept/Div: 27-01 Public Safety / Police Dept CONT'D									
12-05 Health	279,690.00	270,701.03	277,777.00	157,835.42	310,526.00	0.00		32,749.00	11.79%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2022. Employee contributes 15% of the cost. Increase reflects employee participation.									
12-06 Dues & Fees	2,500.00	2,440.00	2,500.00	1,090.00	2,500.00	0.00		0.00	.00%
Criminal & motor vehicle updates, cross reference directory, Maine & Federal rules of court, MRSA updates, arrest & search and seizure updates, Physicians' Desk Reference, and Law Reviews.									
12-07 Travel & Meetings	1,300.00	924.68	1,300.00	254.94	1,300.00	0.00		0.00	.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel-related expenses including but not limited to meals, lodging, and other means of travel.									

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
12-08 Training & Education	9,500.00	5,823.77	11,000.00	1,345.25	8,500.00	0.00	-2,500.00	-22.73%
FY 20 carry forward of \$2,500 to FY 21 budget. Training for full-time and reserve officers; community service materials; crime prevention; arson; New England State Police Information Network, and International Association of Chiefs of Police memberships, District 1 training assessment & fees, and Maine Criminal Justice Academy on-line training.								
12-11 Vaccine	500.00	0.00	500.00	0.00	500.00	0.00	0.00	.00%
Hepatitis B and C Vaccine and Hepatitis C screening. This budget covers summer officers and new full-time or reserve officers.								
12-12 Uniforms	12,850.00	5,058.06	17,350.00	8,835.32	11,350.00	0.00	-6,000.00	-34.58%
FY 20 carry forward of \$6,000 to FY 21 budget. Uniforms for full-time officers, and summer officers. Yearly goal includes purchasing ballistic vests.								
12-13 Physicals	200.00	0.00	200.00	150.00	200.00	0.00	0.00	.00%
Annual physicals for full-time officers (that portion not picked up under health care), hearing exams for communications officers. Also includes psychological testing for new applicants.								
Utilities								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
27-01 Public Safety / Police Dept CONT'D								
15-02 Telephone	14,150.00	17,540.93	17,590.00	10,835.91	17,590.00	0.00	0.00	.00%
Teletype line charges, telephone and long distance expense, telephone service contracts, cellular telephones and modems, and portions of contracts for maintenance.								
Services								
20-01 Printing	1,000.00	1,051.90	1,000.00	340.73	1,000.00	0.00	0.00	.00%
Warning cards and forms, evidence tags, property receipt forms, envelopes, business cards and letterheads.								
20-04 Advertising	300.00	0.00	300.00	235.33	300.00	0.00	0.00	.00%
Help wanted ads and legal notices.								
20-06 Expert/Professional	2,575.00	2,573.50	2,575.00	1,746.00	2,575.00	0.00	0.00	.00%
Microsoft 365/email.								
Supplies/Equipment								
30-01 Office Supplies	3,000.00	1,741.55	3,000.00	1,674.52	3,000.00	0.00	0.00	.00%
Paper, envelopes, account books, legal pads, computer cartridges, note pads, pens/pencils, file folders, and other office supplies.								
30-02 Operating Supplies	5,450.00	3,026.62	5,450.00	1,053.43	5,450.00	0.00	0.00	.00%
Repair of office equipment, flashlights, recharging fire extinguishers, shipping tape, radar recertification & repair (annually), first aid and OSHA supplies, CPR masks, and bike equipment.								

Budget Request

02/19/2021

Expense

Dept/Div: 27-01 Public Safety / Police Dept CONT'D									
	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %	
30-03 Equipment	6,000.00	11,972.22	6,000.00	1,086.43	6,000.00	0.00	0.00	.00%	
This account includes tires (regular & snow), headlights, oil, filters, strobe and lens replacement, windshield wipers, windshield washer fluid, and other repair and maintenance items.									
30-04 Postage	2,250.00	1,081.50	1,750.00	658.19	1,250.00	0.00	-500.00	-28.57%	
Postage, rental of postage meter, certified mail, UPS/FedEx expenses, parking ticket letters, municipal lot bills, and community policing mailings. Decreased to reflect projected actual.									
30-05 Photocopier	1,697.00	1,008.02	1,697.00	1,048.68	1,697.00	0.00	0.00	.00%	
Photocopier maintenance contract and lease.									
30-07 Ammunition Targets	3,800.00	5,305.60	3,300.00	100.00	3,300.00	0.00	0.00	.00%	
Ammunition for duty use and for qualifications, targets, range supplies, and weapon cleaning supplies.									
30-08 Computers	2,500.00	9,342.17	3,000.00	0.00	3,000.00	0.00	0.00	.00%	
Repairs and maintenance of computers.									
30-24 Gas	20,250.00	25,292.80	17,100.00	7,803.98	20,470.00	0.00	3,370.00	19.71%	
8,900 gallons @ \$.230/gallon. Increase in costs and projected usage.									

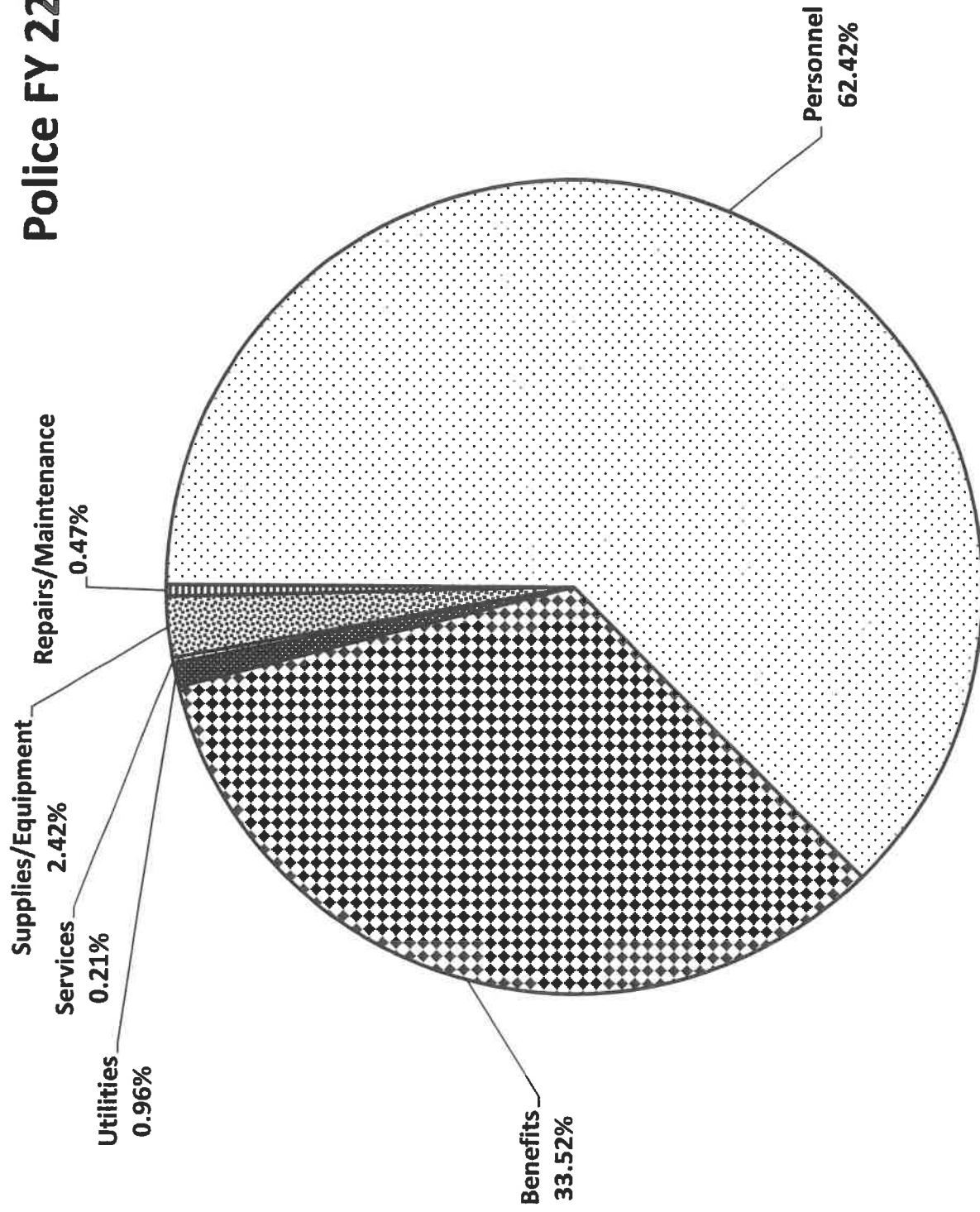
Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-01 Public Safety / Police Dept CONT'D								
35-03 Vehicles & Equipment	7,000.00	14,742.56	7,000.00	3,746.63	8,500.00	0.00	1,500.00	21.43%
Maintenance: body repair, realignment, MV inspections. Increased due to maintaining vehicles with higher mileage.								
Police Dept	1,768,839.00	1,738,055.86	1,799,857.00	977,278.30	1,826,888.00	0.00	27,031.00	1.50%

Police FY 22 Budget



MAINE

Offenses Known to Law Enforcement

by Metropolitan and Nonmetropolitan Counties, 2018

[The data shown in this table do not reflect county totals but are the number of offenses reported by the sheriff's office or county police department.]

Metropolitan/Nonmetropolitan	County	Violent crime	Murder and		Rape ¹	Robbery	Aggravated assault	Property crime	Burglary	Larceny- theft	Motor vehicle theft	Arson
			nonnegligent manslaughter									
Metropolitan Counties	Androscoggin	7	0	2	1	4	113	32	72	9	1	
	Cumberland	24	0	3	3	18	412	110	283	19	1	
	Penobscot	8	0	0	4	4	248	54	182	12	0	
	Sagadahoc	4	0	1	0	3	112	26	83	3	0	
	York	20	0	4	1	15	272	69	189	14	1	
Nonmetropolitan Counties	Aroostook	3	0	0	0	3	59	15	39	5	1	
	Franklin	10	0	6	0	4	38	15	20	3	0	
	Hancock	5	0	1	0	4	79	18	55	6	1	
	Kennebec	13	0	6	0	7	129	35	91	3	0	
	Knox	5	0	0	2	3	158	27	126	5	0	
	Lincoln	31	0	15	4	12	167	24	128	15	0	
	Oxford	16	0	7	1	8	286	84	189	13	1	
	Piscataquis	7	0	0	1	6	52	20	29	3	0	
	Somerset	26	1	11	5	9	334	83	225	26	0	
	Waldo	14	0	4	3	7	96	29	56	11	0	
	Washington	10	0	3	1	6	99	24	64	11	0	

¹ The figures shown in this column for the offense of rape were reported using only the revised Uniform Crime Reporting definition of rape. See the data declaration for further explanation.

<i>York County</i>		<i>January–December 2019</i>										
Contributing Agency	Estimated Population	Crime Rate	Murder	Rape	Robbery	Aggravated Assault	Burglary	Larceny	M/V Theft	Arson	Total Index Crimes	Clearance Rate
York SO	51,106	6.09	—	4	4	12	70	209	12	—	311	41.5
Biddeford*	21,545	31.19	—	24	9	58	53	513	14	1	672	37.1
Kittery*	9,890	10.21	—	7	—	1	12	78	2	1	101	25.7
Old Orchard Beach*	8,946	15.20	1	6	3	16	17	86	4	3	136	20.6
Saco*	19,908	16.17	—	12	1	8	46	234	20	1	322	22.4
Sanford*	21,233	29.34	—	13	9	19	109	456	13	4	623	16.7
Berwick*	7,860	8.27	—	1	1	3	22	35	3	—	65	24.6
Eliot*	6,817	4.40	—	4	1	2	5	17	1	—	30	23.3
Kennebunk*	11,622	4.65	—	4	—	4	2	43	1	—	54	25.9
Kennebunkport*	3,660	8.47	—	1	—	1	5	24	—	—	31	9.7
North Berwick	4,731	4.44	—	—	—	2	3	16	—	—	21	23.8
Ogunquit	931	29.00	—	—	—	—	1	25	1	—	27	29.6
South Berwick	7,564	5.42	—	2	—	2	11	23	3	—	41	19.5
Wells*	10,670	6.09	—	4	2	8	5	44	2	—	65	41.5
York*	13,231	7.71	—	5	2	4	11	74	4	2	102	17.6
Buxton	8,345	6.23	—	3	—	9	4	34	2	—	52	44.2
York County Totals	208,059	12.75	1	90	32	149	376	1,911	82	12	2,653	27.8

<i>Statewide Agencies</i>		<i>January–December 2019</i>										
Contributing Agency	Estimated Population	Crime Rate	Murder	Rape	Robbery	Aggravated Assault	Burglary	Larceny	M/V Theft	Arson	Total Index Crimes	Clearance Rate
Fire Marshal	—	—	—	—	—	3	4	—	1	89	97	41.2
MDEA*	—	—	—	—	—	—	—	—	—	—	—	—
State Police*	—	—	8	76	9	71	215	543	93	1	1,016	36.8
Statewide Agencies Totals	—	—	8	76	9	74	219	543	94	90	1,113	37.2

<i>State Totals</i>												
Grand Total	1,344,212	13.74	22	514	193	815	2,340	13,711	724	145	18,464	39.6

*Agencies marked with an asterisk have submitted enhanced IBR crime statistics in 2019. The statistics have been translated back down to summary data in these tables for comparison against data from agencies that are not yet submitting IBR. For NIBRS reports for these agencies, please see pp. 100–131.

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Budget Request

02/19/2021

Expense

Dept/Div: 27-02 Public Safety / Communications		2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Personnel									
10-01 Salaries & Wages		247,178.00	243,965.46	257,626.00	158,680.72	257,626.00	0.00	0.00	.00%
Salary and wages for staff.									
10-10 Overtime		37,812.00	24,142.96	38,950.00	14,049.39	37,812.00	0.00	-1,138.00	-2.92%
Overtime paid to department staff at the rate of time-and-one-half for any hours worked after 40 hours/week.									
Decreased to reflect projected actual.									
Benefits									
12-01 FICA		23,172.00	19,615.52	23,293.00	12,633.91	23,204.00	0.00	-89.00	-.38%
Employer's contribution to FICA (7.65%). Decreased to align with taxable wages.									
12-02 MSRS		22,874.00	18,187.52	23,647.00	11,570.29	23,998.00	0.00	351.00	1.48%
Employer's contribution to Maine State Retirement. Increased to align with employee participation.									
12-03 ICMA		7,710.00	4,802.09	7,911.00	3,098.90	7,888.00	0.00	-23.00	-.29%
ICMA 457 Deferred Compensation Plan for all eligible employees. Decreased to align with employee participation.									
12-05 Health		59,900.00	55,966.96	63,967.00	33,077.87	63,967.00	0.00	0.00	.00%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2022. Employee contributes 15% of the cost.									

Budget Request

02/19/2021

Expense

Dept/Div: 27-02 Public Safety / Communications CONT'D	2020	2020	2021	2021	2021	2022	2022	Man Req vs"	Man Req vs
	Budget	Actual	Budget	Budget	YTD	Manager	Committee	Curr Bud Change \$	Curr Bud Change %
12-08 Training & Education	1,000.00	122.50	1,000.00	1,000.00	0.00	1,000.00	0.00	0.00	.00%
Dispatcher recertification and other training as necessary.									
12-12 Uniforms	800.00	0.00	800.00	800.00	0.00	800.00	0.00	0.00	.00%
Uniforms (shirts & pants) for dispatchers.									
Utilities									
15-01 Electricity	8,500.00	8,384.20	9,000.00	9,000.00	5,139.81	9,000.00	0.00	0.00	.00%
Electrical costs for the building.									
15-03 Heating Fuel	3,040.00	1,999.90	2,700.00	2,700.00	0.00	2,140.00	0.00	-560.00	-20.74%
Emergency generator fuel and fuel to heat building - 2,700 gallons propane @ \$1.20/gallon. Decreased to reflect \$1,100 share from public health 29-02 15-03.									
15-05 Water	560.00	367.36	595.00	595.00	330.11	595.00	0.00	0.00	.00%
KK&WWWD charges.									
15-06 Internet	2,500.00	2,873.84	3,000.00	3,000.00	1,519.63	3,000.00	0.00	0.00	.00%
Fees for Internet and cable access.									
Services									
20-01 Printing	100.00	0.00	100.00	100.00	0.00	100.00	0.00	0.00	.00%
Forms for dispatchers.									
20-06 Expert/Professional	2,600.00	13,985.04	16,150.00	16,150.00	8,638.24	16,150.00	0.00	0.00	.00%
Computer software/programs - share of IT services \$13,067, Microsoft 365/email \$3,083.									
20-08 Data Processing	1,200.00	1,461.24	1,480.00	1,480.00	842.10	1,480.00	0.00	0.00	.00%
Repair and maintenance for dispatch computers and software.									

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
20-21 Maintenance Contracts	94,742.00	86,457.20	76,959.00	54,927.24	88,264.00	0.00	11,305.00	14.69%
Annual maintenance agreements for:								
Incident Management Center police								
software, i.e., computer-aided								
dispatch, records management								
systems (Incident Management Center								
service, support, and license fees),								
IMC cross agency interface system,								
and the Digital Recorder in dispatch								
\$15,960; per capita payment for								
E-9-1-1 service to York Police								
Department \$63,640; maintenance								
agreements with Stryker for heart								
defibrillators \$1,860; Atlantic Comfort								
for the air conditioning \$700; Trans								
Unions Solutions \$900; and Spectrum								
Business Class. Priority Dispatch for								
Emergency Dispatch Services and								
Code Red \$ 4,110 - a high-speed								
notification system that will allow us to								
record, send, and track emergency								
messages to the public via telephone;								
Sprinkler system \$1,094. Increased								
due to York PD increasing their fees								
for EMD and E 9-1-1 in the new								
three-year contract, IMC maintenance								
support and Trans Unions Solutions.								
Supplies/Equipment	1,000.00	933.37	1,000.00	20.98	1,000.00	0.00	0.00	.00%
30-01 Office Supplies								
Note pads, pens, pencils, message								
pads, fax cartridges, printer cartridges,								
and standard office supplies.								

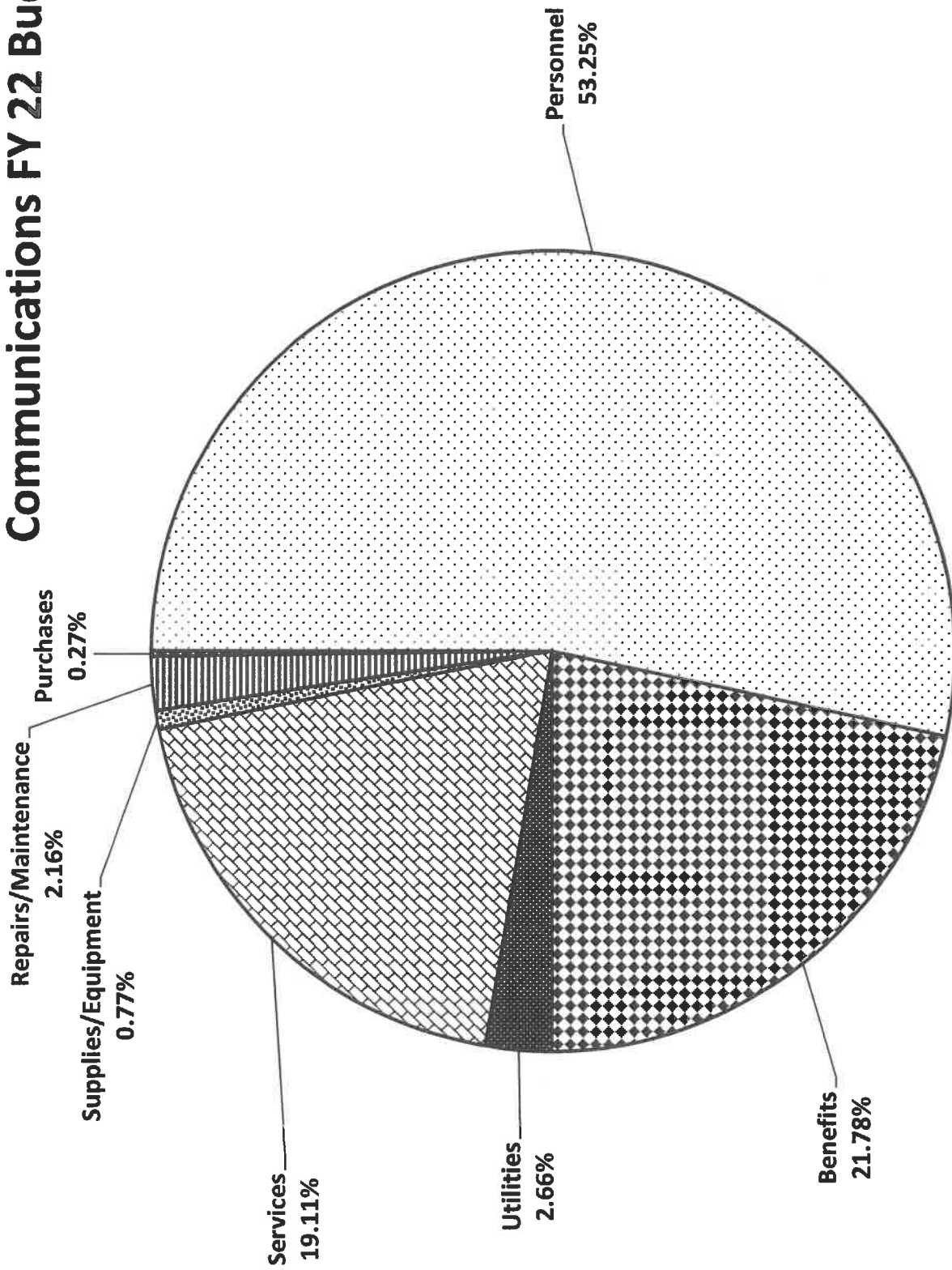
Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
27-02 Public Safety / Communications CONT'D								
30-02 Operating Supplies	1,750.00	1,517.61	750.00	0.00	750.00	0.00	0.00	.00%
Paper towels, toilet paper, exterminator's services, air conditioning service contract, and light bulbs.								
30-08 Computers	2,000.00	2,000.00	2,000.00	1,617.94	2,500.00	0.00	500.00	25.00%
Budget for miscellaneous hardware repairs and replacement. Increased to replace aging printers.								
Repairs/Maintenance								
35-01 Buildings	9,500.00	9,760.45	9,500.00	7,009.84	9,500.00	0.00	0.00	.00%
Normal repair and maintenance of furnace, bathrooms, locks, general cleaning supplies, sprinkler and boiler system inspections, janitorial expense and exterior maintenance.								
35-06 Radio Maintenance	2,500.00	2,500.00	2,500.00	796.00	2,500.00	0.00	0.00	.00%
Repair costs of radios and upgrades, replacement batteries for portable radios, and console repairs.								
Purchases								
60-03 Radio Replacement	1,500.00	1,863.68	1,500.00	0.00	1,500.00	0.00	0.00	.00%
Replacement of radios that would not be cost effective to fix.								
Communications	531,938.00	500,906.90	544,428.00	313,952.97	554,774.00	0.00	10,346.00	1.90%

Communications FY 22 Budget



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Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
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Dept/Div: 27-03 Public Safety / Fire Dept

Personnel

10-01 Salaries & Wages

Salaries for part-time Fire Chief, and full-time Fire Administrator; part-time wages for Station Engineers who conduct regular checks on vehicles, equipment, and stations and who could work as many as 780 hours a year. Wages for firefighters to assist in administrative duties: maintaining fire department data files (as many as 60 hours per year). Part-time wages for firefighters to do dry hydrant inspections, annual hose testing, maintenance, annual in-service pump test, assist in vehicle inspections, and annual ladder testing up to as many as 400 hours per year. Estimated wages reflect a scheduled steps/longevity and projected actual hours performed on assigned tasks. Increase due to reclassifying the Administrative Assistant's total hours to fire and salary adjustment for the Fire Chief. The Fire Chief will act as 911 addressing officer.

122,943.00	117,987.59	126,789.00	74,968.37	136,663.00	0.00	9,874.00	7.79%
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Budget Request

02/19/2021

Expense

	2020				2021		2022		Man Req vs"		Man Req vs
	Budget	Actual	Budget	YTD	Budget	YTD	Manager	Committee	Change \$	Curr Bud	Change %
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D											
10-07 Call Firefighters	90,000.00	86,582.45	100,000.00	56,534.14	100,000.00		100,000.00	0.00	0.00		.00%
Wages: up to 4,000 emergency call hours, training for firefighters, stipends for officers and Duty Officer pay. Training hours for individuals: Firefighter I/II (4 ffs 240 hours per class), in-house driver/pump operator classes (10 ffs 320 hours), annual mandatory training for all ffs 240 hours including SCBA fit-testing, SCBA medical reviews; fall Fire Attack School (as many as 10 ffs @ 16 hours each 160 hours), 12 monthly training drills (22 ffs @ 4 hours [1,056 hours]), Emergency Vehicle Operators Course for drivers' training (up to 10 ffs @ 12 hours each 120 hours), Hazmat Operations Refresher (36 ffs @ 3 hours [108 hours]), National Incident Management system courses (4 ffs [20 hours each 80 hours]), in-house new members' training (up to 10 ffs @ 72 hours [720 hours]).											
Benefits											
12-01 FICA	16,577.00	15,703.93	18,069.00	10,000.14	18,372.00		18,372.00	0.00	303.00		1.68%
Employer's contribution to FICA (7.65%). Increased to align with taxable wages.											
12-03 ICMA	2,995.00	2,683.01	3,085.00	1,445.63	3,494.00		3,494.00	0.00	409.00		13.26%
ICMA 457 Deferred Compensation Plan for all eligible employees. Increased to align with employee participation.											

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
12-05 Health	17,548.00	17,447.51	18,714.00	10,496.92	18,714.00	0.00	0.00	.00%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2022. Employee contributes 15% of the cost.								
12-06 Dues & Fees	700.00	270.00	700.00	410.00	600.00	0.00	-100.00	-14.29%
This line includes the Fire Department, Fire Chief, and firefighter dues payments for various fire service associations. Includes the International Association of Fire Chiefs (includes New England Division), Maine Fire Chiefs (includes 5 members), and National Fire Protection Association (department dues). Decreased to reflect projected actual participation.								
12-07 Travel & Meetings	500.00	138.55	300.00	40.00	300.00	0.00	0.00	.00%
This account includes reimbursement for travel related and attendance fees for members on town business for attending fire service seminars and conferences.								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
12-08 Training & Education	8,000.00	5,675.97	7,000.00	385.75	7,000.00	0.00	0.00	.00%
National Fire Protection Association code subscription service, Firefighter I/II course fees & manuals, firefighter officers course fees, firefighters manual for in-house class, fire instructors course fees & manuals, CPR training and cards, fall Fire Attack School course fees, fire prevention week school handouts & materials, misc. instructor fees, food for in-house training, and the cost of construction of training aids and acquiring new training aids.								
12-11 Vaccine	600.00	102.00	600.00	0.00	500.00	0.00	-100.00	-16.67%
Hepatitis B Vaccine Program or other required inoculations. Decreased to reflect projected actual.								
12-12 Uniforms	1,000.00	471.28	800.00	0.00	500.00	0.00	-300.00	-37.50%
This line is to provide uniforms for the staff. Decreased to reflect projected actual.								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
12-03 Public Safety / Fire Dept CONT'D								
12-13 Physicals	1,500.00	757.00	1,500.00	121.00	1,500.00	0.00	0.00	.00%
General health screening and physicals, including the Bureau of Labor Standards (BLS) mandated entrance physicals and mandated respirator use evaluations. Interior qualified firefighter over 40 years old has to be reviewed annually; 35 to 39 years old every two years; and under 30 years old every 5 years. If the doctor requests more testing, it has to be done at their recommendation.								
12-15 Recognition	5,000.00	270.93	4,500.00	0.00	0.00	0.00	-4,500.00	-100.00%
To provide an annual recognition event when awards, service pins, etc, can be awarded. An opportunity where the Town can show its appreciation for the volunteer firefighters and provide each firefighter with a small gift and to include regional mutual aid barbeque, shared expenses with the four fire companies. No request as FY 21 budgeted amount to carry forward.								
Utilities								
15-01 Electricity	6,500.00	6,595.40	6,500.00	4,196.60	6,700.00	0.00	200.00	3.08%
To purchase electricity for the Village, Wildwood, and Goose Rocks Beach Stations. Increased to reflect projected actual.								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
15-02 Telephone	5,000.00	4,084.84	5,000.00	3,196.96	5,000.00	0.00	0.00	.00%
Telephone service for Goose Rocks, Port Village, cell phones/iPads in 6 trucks @ \$33/mo. x 12, Wildwood, and reimbursements for 2 cell phones.								
15-03 Heating Fuel	21,240.00	13,295.54	11,000.00	5,559.81	13,520.00	0.00	2,520.00	22.91%
To purchase propane for heat for the Village (4,700 gal), Wildwood (1,900 gal) fire stations, and to purchase heating oil for Goose Rocks (2,800) fire station. Projected propane costs at \$1.20 - #2 Heating fuel at \$2.00. Increase due to projected higher prices.								
15-05 Water	460.00	416.20	490.00	300.75	490.00	0.00	0.00	.00%
Sprinkler service for 32 North Street. Domestic metered use at Village & Wildwood.								
15-06 Internet	3,100.00	3,211.80	3,100.00	1,877.63	3,100.00	0.00	0.00	.00%
Fees for Internet access at 32 North Street, Wildes District, and Goose Rocks.								
Services								
20-04 Advertising	50.00	0.00	50.00	0.00	50.00	0.00	0.00	.00%
Publication costs for recruiting and bid advertisements, and any public notices.								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
20-06 Expert/Professional	1,800.00	4,743.51	6,145.00	2,285.09	6,500.00	0.00	355.00	5.78%
Fees for the "I Am Responding" service that we use for notifications. We use this Internet-based program to send out notifications to the members about fire calls, training events, etc. When the dispatchers enter a call for service into the dispatch computer for either the Fire Dept. or KEMS, the computer sends out a message to the members' cell phones and/or email address about the call. The Kennebunkport Emergency Medical Services (KEMS) shares this service with us, so we split the costs with them. Fully Involved software for iPads with Cloud storage - annual fee \$1,600. SonicWall renewal; Antivirus and Microsoft 365/email \$2,500. Share of contracted IT services \$2,000 and miscellaneous services \$400. Increased to reflect projected actual.								
Insurance	2,720.00	2,380.00	2,380.00	2,380.00	2,380.00	0.00	0.00	.00%
25-12 Supplemental Insurance								
Volunteer firefighter blanket accident coverage to provide for firefighter speciality job functions not covered under basic Worker's Comp. Premium is 70 members x \$34 each.								
Supplies/Equipment								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
30-01 Office Supplies	2,500.00	736.34	1,200.00	485.11	1,200.00	0.00	0.00	.00%
Copy paper, inkjet and laser toner cartridges, and miscellaneous office supplies.								
30-03 Equipment	6,000.00	83.75	4,000.00	1,142.13	4,000.00	0.00	0.00	.00%
To purchase miscellaneous hand tools, either replacement or new style tools. Also, to replace miscellaneous hose fittings and adaptors that get lost or broken, fire hose nozzles, tool box, pry bars, sledge hammers, hand lights, eyewash fluid, traffic cones, safety flags, saw blades, hose gaskets, and required equipment for the water craft.								
30-04 Postage	200.00	79.05	200.00	78.50	200.00	0.00	0.00	.00%
Postage cost for correspondences, newsletters, and other mailing charges.								
30-05 Photocopier	585.00	319.78	585.00	320.43	585.00	0.00	0.00	.00%
Photocopier lease & maintenance.								
30-08 Computers	9,000.00	3,766.46	2,300.00	314.47	2,300.00	0.00	0.00	.00%
To purchase computer hardware/software.								
30-21 Hose Replacement	1,106.00	678.75	0.00	0.00	0.00	0.00	0.00	.00%
To replace any hose that gets damaged or will not pass hose testing. Decreased as no replacement hose projected in FY 22.								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
30-22 Dry Hydrants	1,000.00	0.00	0.00	32.23	0.00	0.00	0.00	.00%
Repair and relocate hydrants, painting, pumping/winterizing, and brush control associated with 84 dry hydrants. The current maintenance schedule does not anticipate funds in FY 22.								
30-24 Gas	1,800.00	1,791.47	1,015.00	728.15	1,323.00	0.00	308.00	30.34%
575 gallons at \$2.30/gallon. Increased due to projected higher price.								
30-25 Diesel	2,900.00	1,995.54	2,650.00	811.08	2,613.00	0.00	-37.00	-1.40%
Fuel for diesel-powered fire apparatus. Total of 950 gallons (annual use) at \$2.75/gallon. Decrease in projected usage.								
30-38 Personal Protective Equipment	7,500.00	5,301.93	6,537.00	970.74	6,000.00	0.00	-537.00	-8.21%
FY 20 carry forward of \$537 to FY 21 budget. Personal protective equipment - miscellaneous items not part of a major purchase: gloves, Nomex hoods, gear bags, boots, SCBA masks, SCBA eyeglass insert, safety ropes and bags, firefighter name patches for existing turnout coats, and accountability tags.								
Repairs/Maintenance								

Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs"		Man Req vs Change %
							Curr Bud	Change \$	
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D									
35-01 Buildings	9,000.00	1,765.27	7,000.00	2,484.74	7,000.00	0.00	0.00	0.00	.00%
Maintenance supplies for generator at Village & Wildes District Station.									
Annual hood and duct inspection at Village Station. Alarm monitoring at Village Station. Sprinkler system inspection at Village Station. Supplies (bathroom, bulbs, misc.) at Village & Wildes District Stations. Building maintenance and repairs at Village & Wildes District Stations. Maintenance and inspections of fire extinguisher at all stations & in all vehicles. Boiler inspections at Village & Wildes District Station. Replacement filters for Plymovent exhaust systems and eye wash fluids for each station.									

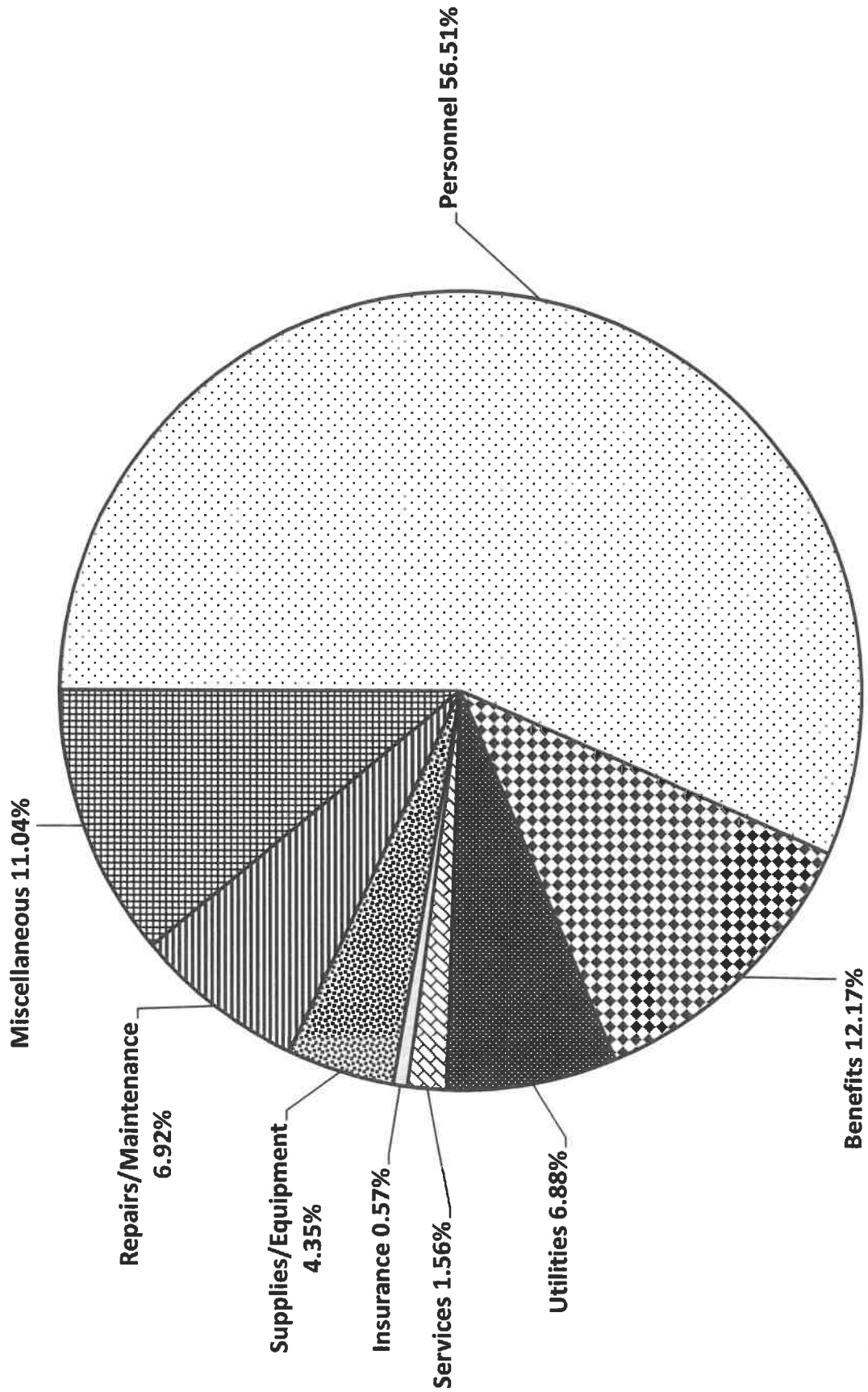
Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
27-03 Public Safety / Fire Dept CONT'D								
35-03 Vehicles & Equipment	22,200.00	14,946.23	23,303.00	7,973.81	22,000.00	0.00	-1,303.00	-5.59%
FY 20 carry forward of \$1,303 to FY 21 budget. Parts and maintenance supplies for fire equipment: pump maintenance and tests for the ladders and engines; aerial ladder testing on the ladder trucks (L4, L34); ground ladder testing on all of the vehicles; preventive maintenance on the aerial ladders (L4, L34); ground ladder maintenance and repairs; outboard motor annual servicing (marine 1 & 2); annual vehicle inspection; miscellaneous unexpected vehicle repairs; and replacement parts and batteries for small equipment items. Vehicle oil changes, vehicle lubrication, and replacement of worn tires.								
Miscellaneous								
50-05 Goose Rocks Fire	24,350.00	24,350.00	24,910.00	24,910.00	25,309.00	0.00	399.00	1.60%
Town's lease payment to the Goose Rocks Beach Fire Station. Increased per lease agreement (CPI 1.6% December 2020).								
50-07 Cape Porpoise Fire	20,125.00	20,125.00	20,588.00	0.00	20,918.00	0.00	330.00	1.60%
Town's lease to the Atlantic Volunteer Engine Station. Increased per lease agreement (CPI 1.6% December 2020).								
Fire Dept	416,499.00	358,757.08	411,010.00	214,450.18	418,831.00	0.00	7,821.00	1.90%

Fire FY 22 Budget



Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-04 Public Safety / KEMS								
Miscellaneous								
50-28 KEMS	175,000.00	175,000.00	165,000.00	165,000.00	175,000.00	0.00	10,000.00	6.06%
Town's contribution to KEMS.								
KEMS	175,000.00	175,000.00	165,000.00	165,000.00	175,000.00	0.00	10,000.00	6.06%

KEMS Budget Worksheet

	Actual FY 20	Current FY 21	Proposed FY 22
Income			
4000 · Earned Income			
4010 · Revenue on Services	233,534.55	300,000.00	350,000.00
4011 · Adjustment to Revenue for Service	(128,046.68)	(150,000.00)	(154,500.00)
4020- Subscriptions	31,600.00	20,000.00	40,000.00
4040 · CPR Income	720.00	1,000.00	-
4060 · Appropriation from Town K'port	175,000.00	165,000.00	175,000.00
Total 4000 · Earned Income	312,807.87	336,000.00	410,500.00
4100 · Gifts and Donations			
4110 · Fund Drive Receipts-Fund Drive	65,888.68	45,000.00	45,000.00
4120 · Gifts	650.00	-	-
Total 4100 · Gifts and Donations	66,538.68	45,000.00	45,000.00
4200 · Interest			
4210 · Interest - Savings KSB	-	45.00	25.00
4220 · Schwab Acct	-	45.00	-
Total 4200 · Interest	-	90.00	25.00
4300 · Dividend Income	-	-	600.00
4320 · unrealized gains/loss on Invest	-	-	-
4400 - Grants	-	-	-
Total Income	379,346.55	381,090.00	456,125.00
Expense			
5000 · Operating Expenses			
5010 · Oxygen	407.92	400.00	450.00
5030 · Licensing Fee	3,773.00	2,000.00	2,000.00
5040 · Vaccine/Employee Safety	17.00	140.00	-
5050 · Operating Assessment Fee	-	2,500.00	2,500.00
5060 · Vehicle Maintenance	2,681.41	3,000.00	3,000.00
5070 · Vehicle Fuel	1,940.23	3,000.00	3,060.00
5075 · Radio Equipment Maintenance	-	1,500.00	1,000.00
5080 · Clothing Expense	3,334.98	2,800.00	3,000.00
5085 · Medical,training equip and main	958.50	2,000.00	1,000.00
5090 · Medical Supplies Expense	3,715.79	5,500.00	5,600.00
Total 5000 · Operating Expenses	16,828.83	22,840.00	21,610.00
5100 · Payroll			
5110 · Salaries - PER DIEM	187,666.75	190,000.00	200,000.00
5120 · Salaries - Officers	30,173.63	30,000.00	38,000.00
5130 · Salaries - Paid Leave PTO	-	-	5,000.00
5140 · Salaries - DRIVER/EMT	119,744.91	123,155.04	130,000.00
5150 · Employer SS tax & Medicare	25,520.80	26,293.77	30,000.00
5160 · Payroll Service Fee	5,094.65	4,742.90	5,500.00
Total	368,200.74	374,191.71	408,500.00

KEMS Budget Worksheet, Continued

	Actual	Current	Proposed
	FY 20	FY 21	FY 22
5200 · Administrative Expenses			
5210 · Telephone House and Cell	2,366.00	3,000.00	3,500.00
5220 · Office Postage	3,255.60	3,500.00	1,000.00
Total 5200 · Administrative Expenses	5,621.60	6,500.00	4,500.00
5300 · Facilities Expenses			
5310 · Rent Expense	-	1,500.00	3,000.00
5320 · Utilities	2,640.16	5,000.00	4,000.00
5330 · Supplies - office & station	261.83	2,000.00	3,500.00
5340. Repairs/maint	-	2,500.00	-
Total 5300 · Facilities Expenses	2,901.99	11,000.00	10,500.00
5400 · Education & Training			
5405 · Education Expense	(1,352.96)	3,500.00	3,500.00
5410 · CPR Expense	150.00	1,400.00	1,000.00
5425 · Recruiting/Retention	606.19	800.00	800.00
Total 5400 · Education & Training	(596.77)	5,700.00	5,300.00
5500 · Business Expenses			
5505 · Legal & Accounting	11,660.00	10,000.00	10,000.00
5515 · Bad Debt Collection	450.00	1,500.00	400.00
5535 · - Medical Reimbursement Fees	5,690.20	8,300.00	10,000.00
5540 · Insurances			
5540-1 · Insurance E&O, GL, WC	-	5,480.00	6,000.00
5540-2 · Insurance workers comp	18,390.46	13,889.00	15,000.00
5540-3 · Insurance Auto	2,572.00	2,375.00	2,750.00
5540-5 Insurance Gen Liability	13,463.00	4,220.00	14,000.00
Total 5540 · Insurances	34,425.46	25,964.00	37,750.00
Total 5500 · Business Expenses	52,225.66	45,764.00	58,150.00
5600 · Other Expenses			
5605 · Meeting Expense	2,890.73	4,500.00	1,000.00
5610 · Gifts	-	300.00	350.00
5615 · Fund Drive	2,282.42	2,400.00	2,500.00
5620 · Dues & Subscription	-	500.00	550.00
5623. Contractors Services [Kelly]	1,600.00	6,000.00	2,000.00
5624 Subscription Expenses	2,465.67	2,400.00	2,500.00
5625 misc. expenses	146.24	-	-
5630 · Meals & Entertainment	43.15	200.00	150.00
5650. Crew Expenses	1,441.00	-	2,000.00
Total 5600 · Other Expenses	10,869.21	16,300.00	11,050.00
Total Income	379,346.55	381,090.00	456,125.00
Total Expense	456,051.26	482,295.71	519,610.00
CONTRIBUTION FROM THE ENDOWMENT	76,704.71	101,205.71	63,485.00
		estimate	
FINAL END OF YEAR BALANCE			-

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Budget Request

02/19/2021

Expense

Dept/Div: 27-05 Public Safety / Emergency Management	2020	2020	2021	2021	2022	2022	Man Req vs"	Man Req vs
	Budget	Actual	Budget	YTD	Manager	Committee	Curr Bud Change \$	Curr Bud Change %
Supplies/Equipment								
30-02 Operating Supplies	1,500.00	1,115.00	1,500.00	0.00	1,500.00	0.00	0.00	.00%
Emergency needs, e.g., food, barricades, etc. Repair and clean-up costs related to storm damage are charged to other accounts or programs. Also includes mileage reimbursement for volunteer staff to attend trainings & meetings, as well as publication costs for Town's Emergency Operations Plan. The Town has established a reserve account with unspent funds for future needs.								
Emergency Management	1,500.00	1,115.00	1,500.00	0.00	1,500.00	0.00	0.00	.00%

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Budget Request

02/19/2021

Expense

		2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-06 Public Safety / Animal Control Officer									
Personnel									
10-01 Salaries & Wages		7,800.00	5,189.70	5,305.00	3,326.71	5,305.00	0.00	0.00	.00%
Salary and wages for staff.									
Benefits									
12-01 FICA		597.00	397.19	406.00	254.40	406.00	0.00	0.00	.00%
Employer's contribution to FICA (7.65%).									
12-07 Travel & Meetings		850.00	143.26	700.00	32.78	700.00	0.00	0.00	.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel-related expenses including but not limited to meals, lodging, and other means of travel.									
Supplies/Equipment									
30-02 Operating Supplies		1,300.00	422.00	600.00	0.00	600.00	0.00	0.00	.00%
Expenses for supplies, doggie dispenser bags, equipment, printing costs, veterinarian costs, and cell phone.									
Miscellaneous									
50-32 Animal Welfare Society		4,829.00	4,828.88	4,829.00	1,207.22	4,829.00	0.00	0.00	.00%
Animal Shelter \$1.39 per capita based on 2010 census - 3,474.									
Animal Control Officer		15,376.00	10,981.03	11,840.00	4,821.11	11,840.00	0.00	0.00	.00%

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Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Personnel								
10-01 Salaries & Wages	0.00	0.00	13,650.00	6,739.17	13,650.00	0.00	0.00	.00%
Salary and wages for staff. The Cape Porpoise Pier Manager also serves as the Cape Harbormaster. Salaries and benefits split - 20% in the general fund and 80% in the Pier fund.								
Benefits								
12-01 FICA	995.00	940.89	1,065.00	450.34	1,065.00	0.00	0.00	.00%
Employer's contribution to FICA (7.65%). Salaries and benefits split - 20% in the general fund and 80% in the Pier fund.								
12-02 MSRS	1,300.00	1,342.00	1,379.00	668.52	1,406.00	0.00	27.00	1.96%
Employer's contribution to Maine State Retirement. Salaries and benefits split - 20% in the general fund and 80% in the Pier fund.								
12-03 ICMA	0.00	268.60	273.00	134.81	273.00	0.00	0.00	.00%
ICMA 457 Deferred Compensation Plan for all eligible employees. Salaries and benefits split - 20% in the general fund and 80% in the Pier fund.								
12-05 Health	4,758.00	4,754.83	5,079.00	2,152.72	5,079.00	0.00	0.00	.00%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2022. Employee contributes 15% of the cost.								
Services								

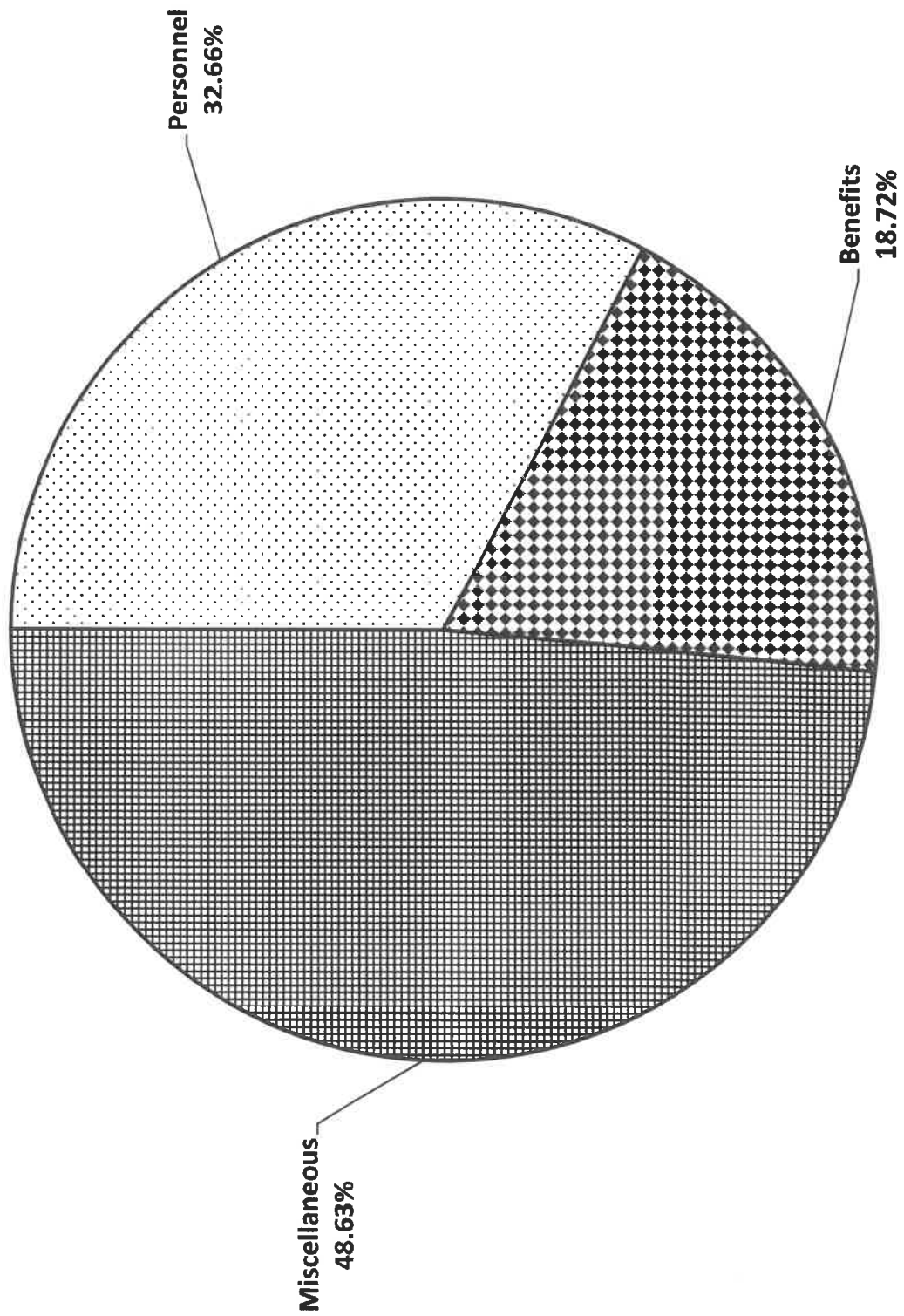
Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-07 Public Safety / Harbormaster CONT'D								
Miscellaneous								
50-24 River Harbormaster	18,785.00	18,785.00	19,986.00	0.00	20,324.00	0.00	338.00	1.69%
Cost sharing for the Towns of Kennebunkport and Kennebunk.								
Increase for the Kennebunk River Harbormaster due to salary and operational budget increase.								
Harbormaster	25,838.00	26,091.32	41,432.00	10,145.56	41,797.00	0.00	365.00	.88%

Harbormaster FY 22 Budget



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Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
29-01 Health & Welfare / Solid Waste								
Personnel								
10-01 Salaries & Wages	200.00	0.00	1,792.00	123.35	1,792.00	0.00	0.00	.00%
Wages for an employee for the Hazardous Waste Day.								
Benefits								
12-01 FICA	15.00	0.00	137.00	9.20	137.00	0.00	0.00	.00%
Employer's contribution to FICA (7.65%).								
Utilities								
15-01 Electricity	250.00	284.40	0.00	87.29	0.00	0.00	0.00	.00%
Services								
20-12 Tipping Fees	223,880.00	218,877.08	221,144.00	134,944.46	224,672.00	0.00	3,528.00	1.60%
Contract with Casella Waste at 2,800 tons of waste @ \$80.24/ton. Increased 1.6% per contract CPI.								
20-19 Curbside Waste	196,944.00	197,062.76	201,450.00	100,395.83	205,479.00	0.00	4,029.00	2.00%
Contracted service. This account also includes picking up barrels and waste containers (dumpsters) at all public buildings and facilities. Increased due to contract adjustments. The current contract expires September 1, 2024.								
20-23 Curbside Recycling	52,653.00	27,691.24	17,000.00	2,032.05	40,000.00	0.00	23,000.00	135.29%
Processing and contamination fees for recycling materials at Ecomaine - 420 tons at \$95 ton. Increased due to higher tonnage for full year of collection.								

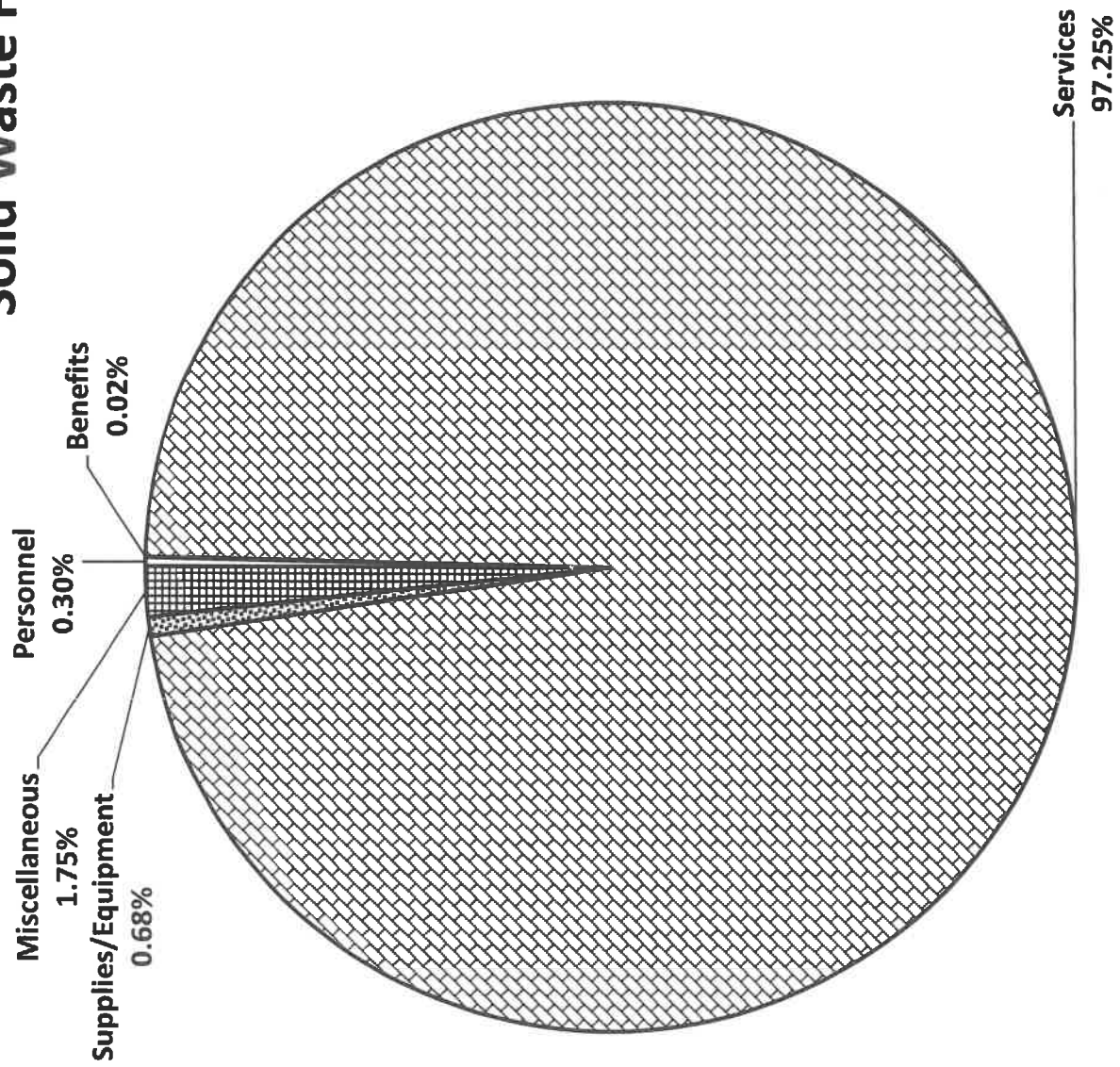
Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
29-01 Health & Welfare / Solid Waste CONT'D								
20-27 Recycling Pickup	0.00	0.00	56,000.00	0.00	103,000.00	0.00	47,000.00	83.93%
Contracted service through Casella. Contract ends September 1, 2024. Increased to reflect for curbside pickup for full year of collection.								
Supplies/Equipment								
30-02 Operating Supplies	4,000.00	300.51	4,000.00	1,312.29	4,000.00	0.00	0.00	.00%
To fund expenses related to recycling educational promotions.								
Miscellaneous								
50-11 Unacceptable Waste	4,000.00	5,812.02	4,000.00	4,563.68	4,000.00	0.00	0.00	.00%
Cost for the collection and disposal of household hazardous waste. Trash bags for all public barrels.								
50-72 Monitoring	6,300.00	3,285.08	7,844.00	1,543.50	6,300.00	0.00	-1,544.00	-19.68%
FY 20 carry forward of \$1,544 to FY 21 budget. Cost for monitoring the closed landfill.								
Solid Waste	488,242.00	453,313.09	513,367.00	245,011.65	589,380.00	0.00	76,013.00	14.81%

Solid Waste FY 22 Budget



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Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
29-02 Health & Welfare / Health Personnel								
10-01 Salaries & Wages	125,904.00	111,510.93	122,211.00	57,037.22	122,487.00	0.00	276.00	.23%
FY 20 carry forward of \$6,178 to FY 21 budget. Salary and wages for staff. Increase due to scheduled steps/longevity increases and additional time for the per diem nurses from 18 hours to 24 hours per week.								
Benefits								
12-01 FICA	9,814.00	8,581.25	9,447.00	5,591.00	9,941.00	0.00	494.00	5.23%
Employer's contribution to FICA (7.65%). Increased to align with taxable wages.								
12-02 MSRS	12,590.00	11,091.10	11,719.00	5,200.89	12,616.00	0.00	897.00	7.65%
Employer's contribution to Maine State Retirement. Increased to align with participation.								
12-03 ICMA	2,387.00	2,404.64	2,458.00	1,544.24	2,464.00	0.00	6.00	.24%
ICMA 457 Deferred Compensation Plan for all eligible employees. Increased to align with employee participation.								
12-05 Health	22,548.00	16,529.32	5,000.00	3,333.36	5,000.00	0.00	0.00	.00%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2022. Employee contributes 15% of the cost.								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
29-02 Health & Welfare / Health CONT'D								
12-07 Travel & Meetings	5,000.00	4,237.03	5,000.00	1,589.64	500.00	0.00	-4,500.00	-90.00%
Reimbursement account for use of personal vehicles while on town business and for other travel-related expenses including but not limited to meals, lodging, and other means of travel. Decreased due to new electric vehicle.								
12-08 Training & Education	600.00	150.00	600.00	155.00	600.00	0.00	0.00	.00%
American Nurses Association, Maine Public Health Association, workshops and seminars.								
12-09 Wellness	300.00	257.00	300.00	0.00	300.00	0.00	0.00	.00%
To promote employee health and wellness.								
Utilities								
15-01 Electricity	750.00	418.18	750.00	319.97	750.00	0.00	0.00	.00%
Electrical costs.								
15-02 Telephone	900.00	1,183.83	1,400.00	1,115.04	1,400.00	0.00	0.00	.00%
Telephone and fax line.								
15-03 Heating Fuel	1,100.00	1,100.00	1,100.00	0.00	1,100.00	0.00	0.00	.00%
Share of heating fuel costs of the building. Shared with the Police Department.								
Services								
20-06 Expert/Professional	775.00	780.44	775.00	319.50	775.00	0.00	0.00	.00%
SonicWall \$475; Microsoft 365/email \$300								
Supplies/Equipment								

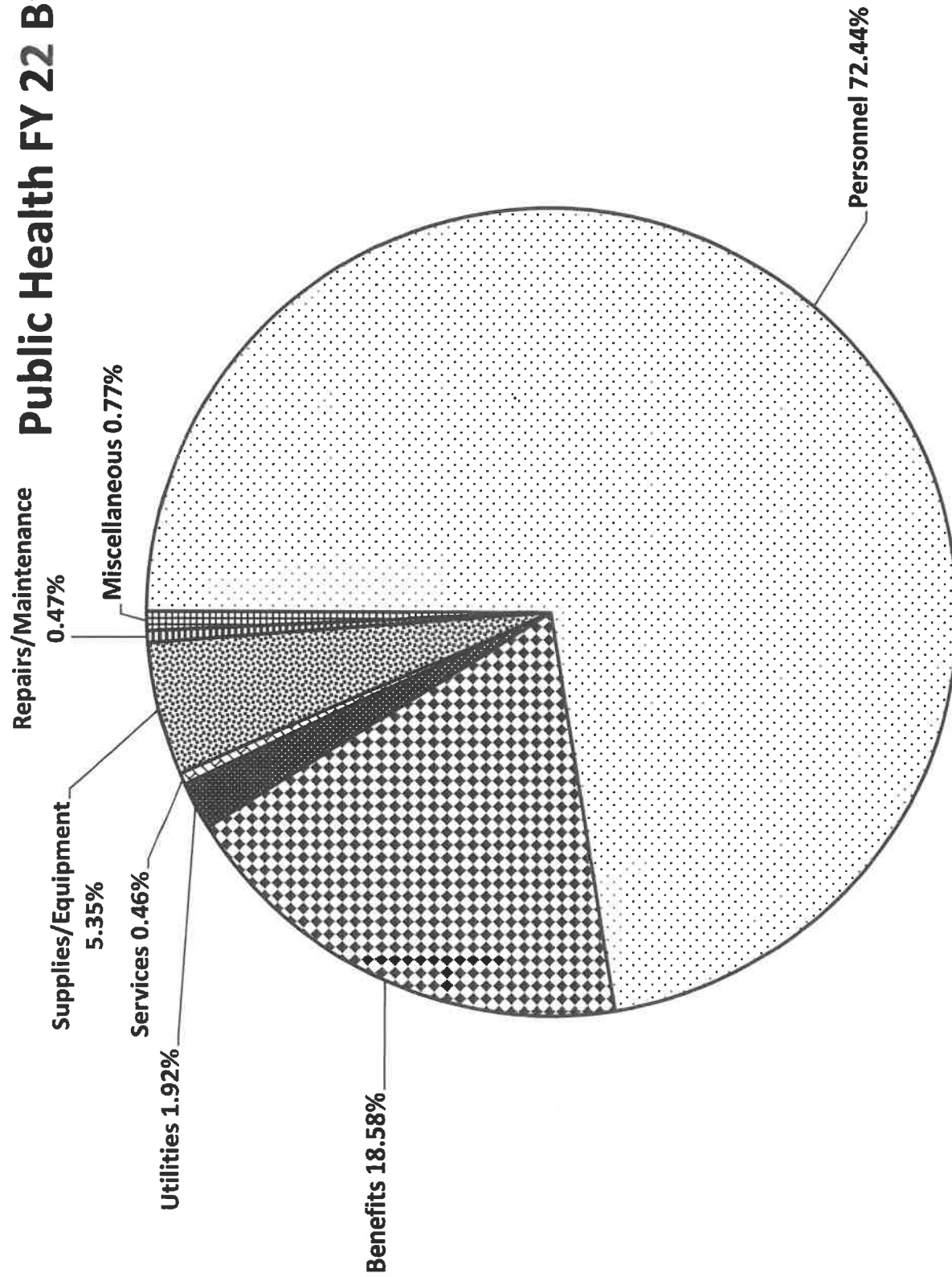
Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
29-02 Health & Welfare / Health CONT'D								
30-01 Office Supplies	1,000.00	404.38	5,636.00	217.19	1,000.00	0.00	-4,636.00	-82.26%
FY 20 carry forward of \$3,636 to FY 21 budget. Miscellaneous office supplies. Decreased due to laptop purchased in FY 21.								
30-02 Operating Supplies	1,500.00	1,121.50	1,500.00	506.71	7,500.00	0.00	6,000.00	400.00%
Syringes, dressings, medical kits, alcohol, tape, etc. Increased by \$5,000 to purchase Abbott test kits and supplies for COVID testing.								
30-04 Postage	75.00	0.00	75.00	0.00	75.00	0.00	0.00	.00%
Postage.								
30-05 Photocopier	468.00	274.87	468.00	278.55	468.00	0.00	0.00	.00%
Photocopier maintenance.								
Repairs/Maintenance								
35-01 Buildings	800.00	0.00	1,600.00	0.00	800.00	0.00	-800.00	-50.00%
FY 20 carry forward of \$800 to FY 21 budget. Weekly cleaning, twice a year professional floor stripping, window washing, and cleaning supplies.								
Miscellaneous								
50-11 Unacceptable Waste	800.00	250.00	800.00	275.00	800.00	0.00	0.00	.00%
Medical waste disposal with Maine Bio Specialist (3 pickups per year).								
50-85 Water Quality	500.00	408.39	500.00	0.00	500.00	0.00	0.00	.00%
Funding for water testing staff, additional testing when necessary, trainings, and outreach.								
Health	187,811.00	160,702.86	171,339.00	77,483.31	169,076.00	0.00	-2,263.00	-1.32%

Public Health FY 22 Budget



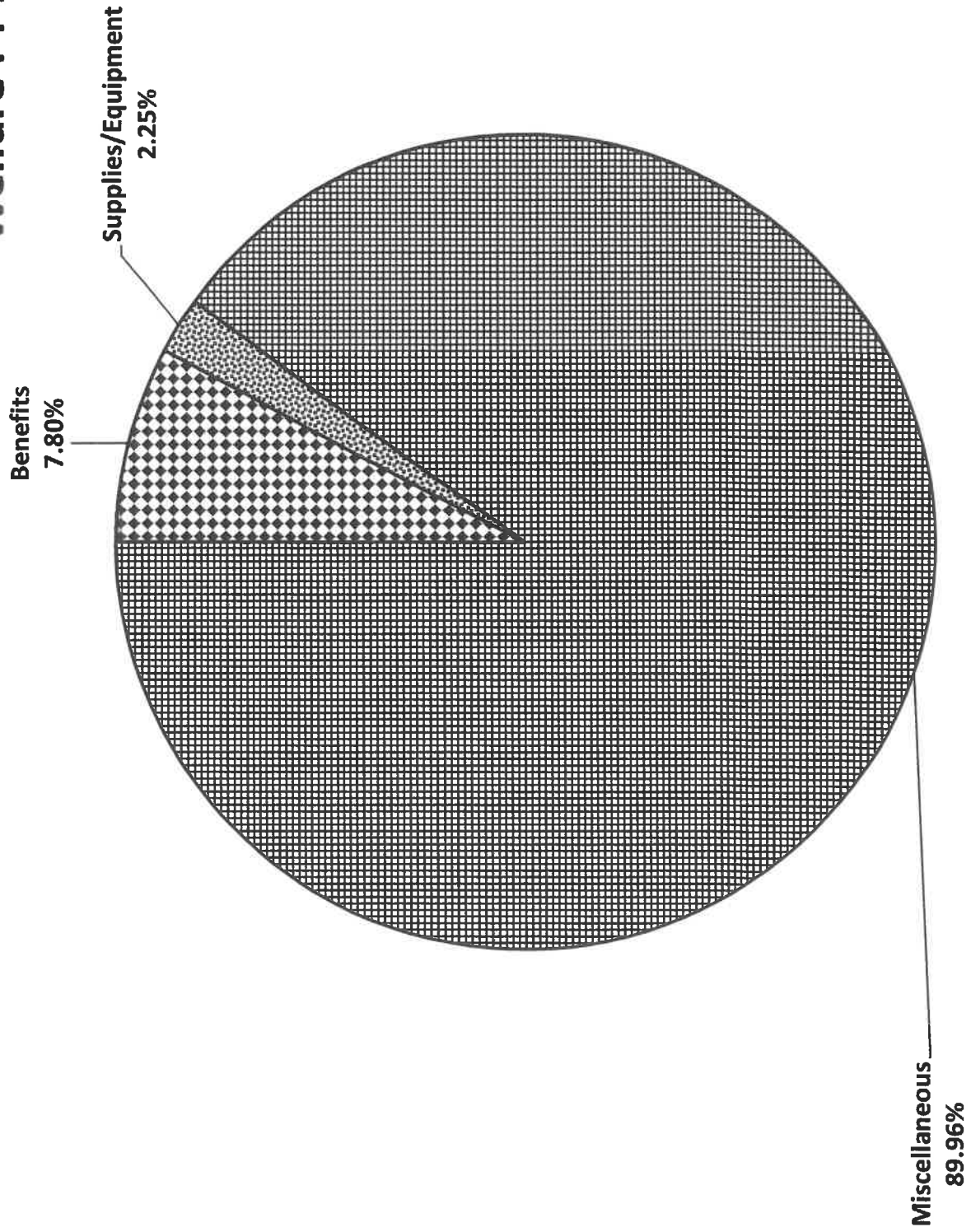
Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-03 Health & Welfare / Welfare								
Benefits								
12-08 Training & Education	260.00	160.00	260.00	0.00	260.00	0.00	0.00	.00%
MMA and DHHS training for welfare administrators.								
Supplies/Equipment								
30-01 Office Supplies	75.00	86.53	75.00	0.00	75.00	0.00	0.00	.00%
Special forms not found at MMA.								
Miscellaneous								
50-12 Welfare	3,000.00	977.00	3,000.00	0.00	3,000.00	0.00	0.00	.00%
Expense of food, shelter, and other basic needs for those who face emergency financial needs or who meet income eligibility requirements. These expenses are reimbursed by the State at 50% of actual expenditures - see revenues.								
Welfare	3,335.00	1,223.53	3,335.00	0.00	3,335.00	0.00	0.00	.00%

Welfare FY 22 Budget



Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
29-04 Health & Welfare / Social Services								
Social Services								
55-01 YC Community Action	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00	0.00	.00%
This agency provides an outreach worker to the Town to advise residents of various state and federal assistance programs, manages enrollment in the Fuel Assistance (HEAP) program, and advises the Town staff about difficult local problems related to General Assistance. Last year, 62 residents were served.								
55-02 Day One	750.00	750.00	750.00	0.00	0.00	0.00	-750.00	-100.00%
Adolescent substance abuse treatment and prevention services. No request for funding received for FY 22.								
55-03 Caring Unlimited	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	0.00	0.00	.00%
A domestic violence center. Last year, 7 residents were served.								
55-04 ME Behavioral Healthcare	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	0.00	0.00	.00%
This agency is a comprehensive mental health center. Last year, 117 residents were served, totaling 2,620 hours of outpatient services.								
55-05 Kids Free to Grow	750.00	750.00	750.00	750.00	750.00	0.00	0.00	.00%
This agency addresses the problems of child abuse and neglect. It provides programs to the Consolidated, middle and high schools, and served 62 residents.								

Budget Request

02/19/2021

Expense

	2020		2021	2021	2022	Man Req vs"		Man Req vs Curr Bud Change %
	Budget	Actual	Budget	YTD	Manager	Committee	Curr Bud Change \$	
Dept/Div: 29-04 Health & Welfare / Social Services CONT'D								
55-07 So ME Agency on Aging This agency assists senior citizens with Meals on Wheels, insurance and benefit counseling, and caregiver support to name a few. Last year, 156 unduplicated residents were served.	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	.00%
55-10 American Red Cross This agency provides critical disaster relief services.	500.00	500.00	500.00	500.00	500.00	0.00	0.00	.00%
55-11 YC Shelters This agency provides shelter and food for the homeless. Last year, no residents were served.	4,400.00	4,400.00	5,000.00	5,000.00	5,000.00	0.00	0.00	.00%
55-13 Sexual Assault Response Service This agency provides services to survivors of sexual assual. Lat year, there were 8 confirmed Kennebunkport residents.	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	.00%
55-14 Church Community Outreach Serv This agency has served residents approximately 1,455 times with core pantry and produce pantry operations.	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.00	.00%
55-16 Lifeflight This agency provides life saving air transportation. They have served 25 Kennebunkport residents since 1998.	0.00	0.00	868.00	868.00	868.00	0.00	0.00	.00%
55-20 MaineHealth Care at Home This agency provides home health nursing, physical, occupational, and speech therapies. They served 117 residents including visits and tests.	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	.00%

Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-04 Health & Welfare / Social Services CONT'D	22,400.00	22,400.00	23,868.00	23,118.00	23,118.00	0.00	-750.00	-3.14%
Social Services								

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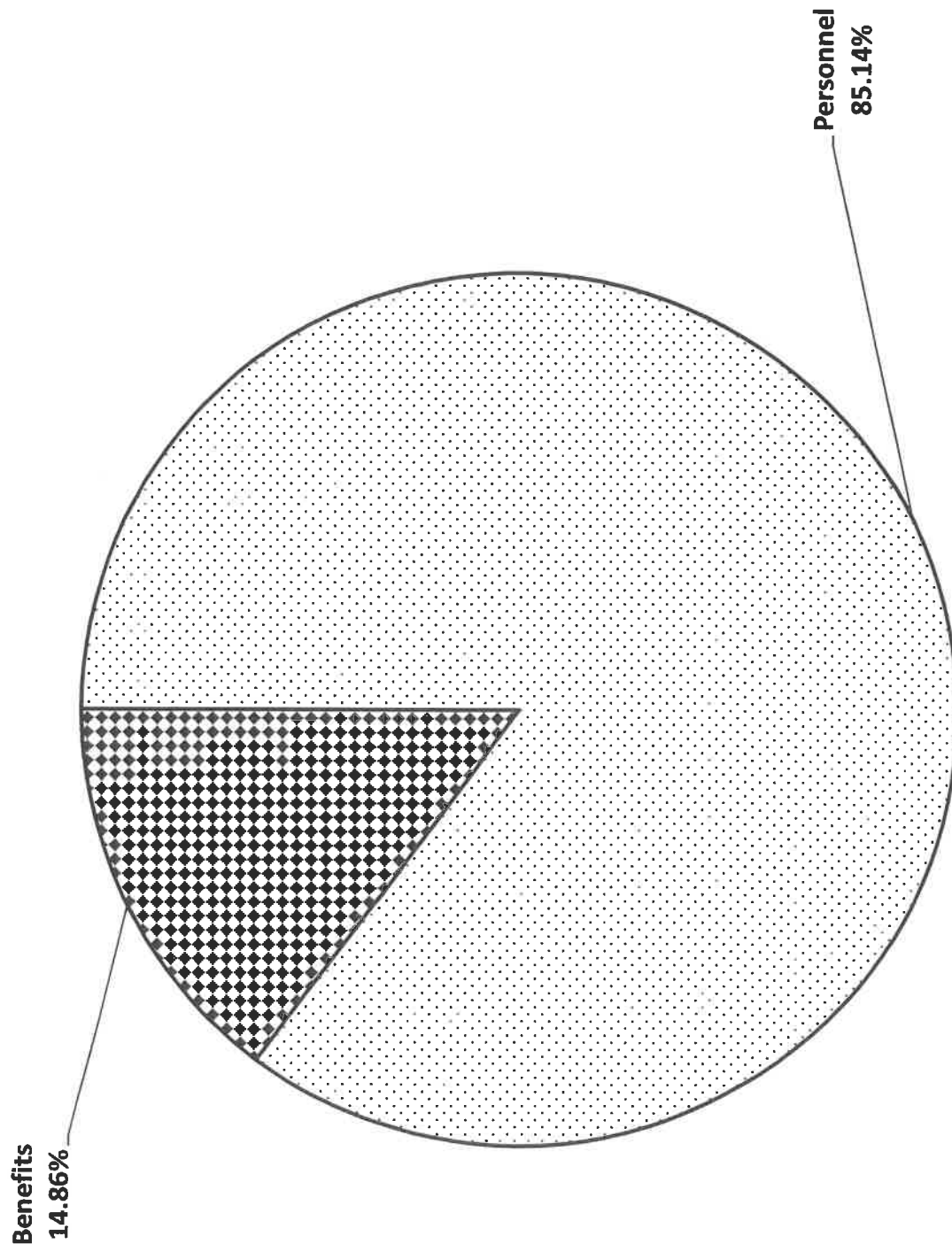
Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-07 Health & Welfare / Shellfish Conservation								
Personnel								
10-01 Salaries & Wages	2,481.00	2,481.00	2,556.00	1,278.00	2,556.00	0.00	0.00	.00%
Salary and wages for staff.								
Benefits								
12-01 FICA	190.00	189.80	196.00	97.77	196.00	0.00	0.00	.00%
Employer's contribution to FICA (7.65%).								
12-07 Travel & Meetings	500.00	0.00	250.00	0.00	250.00	0.00	0.00	.00%
Reimbursement account for use of personal vehicles while on town business and for other travel-related expenses including but not limited to meals, lodging, and other means of travel.								
Supplies/Equipment								
30-02 Operating Supplies	500.00	902.00	0.00	0.00	0.00	0.00	0.00	.00%
Seedlings. No funding in FY 22 as access to seedlings is difficult.								
Shellfish Conservation	3,671.00	3,572.80	3,002.00	1,375.77	3,002.00	0.00	0.00	.00%

Shellfish Conservation FY 22 Budget



Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-10 Health & Welfare / Public Restrooms								
Miscellaneous								
50-21 Dock Square Restrooms	30,000.00	21,338.39	30,000.00	17,594.86	30,000.00	0.00	0.00	.00%
Cleaning service, electricity, water, paper products, heat, maintenance, and all other expenses related to the upkeep of the restrooms.								
50-68 Public Facility Upgrade	2,500.00	4,748.77	4,000.00	5,265.72	4,000.00	0.00	0.00	.00%
Rental of port-a-potties.								
Public Restrooms	32,500.00	26,087.16	34,000.00	22,860.58	34,000.00	0.00	0.00	.00%

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Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Public Works / Highway Dept								
Personnel								
10-01 Salaries & Wages	440,850.00	430,874.57	453,201.00	270,691.64	480,371.00	0.00	27,170.00	6.00%
Salary and wages for staff. Increase due to scheduled steps/longevity increases and 25% of Wastewater engineer salary.								
10-10 Overtime	42,500.00	34,448.75	43,775.00	19,377.05	42,500.00	0.00	-1,275.00	-2.91%
Overtime wages paid to full-time employees for any hours worked after 40 hours/week. Decreased to reflect projected actual.								
10-20 Part-Time	11,520.00	5,193.00	8,640.00	2,872.00	8,640.00	0.00	0.00	.00%
Salary for a part-time public space maintenance position: 15 weeks @ 32 hrs per week @ \$18.00 per hour.								
Benefits								
12-01 FICA	39,736.00	35,846.11	40,398.00	22,056.02	42,034.00	0.00	1,636.00	4.05%
Employer's contribution to FICA (7.65%). Increased to align with taxable wages.								
12-02 MSRS	39,647.00	37,376.95	41,057.00	23,832.23	46,734.00	0.00	5,677.00	13.83%
Employer's contribution to Maine State Retirement. Increased to align with employee participation.								
12-03 ICMA	9,206.00	9,313.00	11,221.00	6,486.97	11,710.00	0.00	489.00	4.36%
ICMA 457 Deferred Compensation Plan for all eligible employees. Increased to align with employee participation.								

Budget Request

02/19/2021

Expense

	2020		2020	2021	2021	2022	Man Req vs"		Man Req vs Curr Bud Change %
	Budget	Actual	Budget	YTD	Manager	Committee	Curr Bud Change \$		
Dept/Div: 31-01 Public Works / Highway Dept CONT'D									
12-05 Health	141,279.00	134,615.17	149,861.00	89,295.22	171,836.00	0.00	21,975.00	14.66%	
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2022. Employee contributes 15% of the cost. Increased to reflect employee participation and 25% of Wastewater engineer benefits.									
12-12 Uniforms	5,590.00	5,185.21	4,590.00	3,060.21	5,220.00	0.00	630.00	13.73%	
Uniform service per union contract and one pair of boots per person. Boots: 6 pairs at \$250/pair (\$1,500); and uniforms: 5 employees at \$55/week (\$2,860), mechanic at \$10.92/week (\$568), shop rags at \$5/week (\$260), delivery charges at \$6/week (\$312). Increased to reflect projected actual.									
Utilities									
15-01 Electricity	5,200.00	4,646.55	5,200.00	1,852.65	5,200.00	0.00	0.00	.00%	
Electricity costs.									
15-02 Telephone	4,750.00	3,885.56	4,750.00	1,926.91	4,750.00	0.00	0.00	.00%	
Telephone, fax, cell phones, and General Services Administration truck tracking.									
15-03 Heating Fuel	3,600.00	2,408.09	1,600.00	641.97	2,160.00	0.00	560.00	35.00%	
Cost for propane fuel for the garage (1,800 gallons at \$1.20/gallon). Increase due to projected usage.									
Services									
20-04 Advertising	0.00	0.00	0.00	99.00	0.00	0.00	0.00	.00%	

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
20-01 Public Works / Highway Dept CONT'D								
20-06 Expert/Professional	7,875.00	9,551.06	10,000.00	4,477.10	10,000.00	0.00	0.00	.00%
Surveying work as needed (e.g., to determine easements, rights-of-way, etc., and to provide assistance on drainage or road projects), engineering assistance as necessary, and alcohol/drug testing services to meet federal requirements for drivers. Cut tree limbs on town roads where an arborist and bucket truck are necessary. SonicWall renewal \$200; Antivirus \$75/year; share of IT services \$1,000; Microsoft 365/email \$600.								
20-14 Rentals	7,600.00	2,420.00	7,600.00	0.00	7,600.00	0.00	0.00	.00%
McCabe property lease for snow storage (\$2,000), rental of tree trimming equipment (\$2,800), catch basin rental for cleanup (\$2,800).								
20-15 Street Marking	7,500.00	9,062.33	15,405.00	7,404.98	8,700.00	0.00	-6,705.00	-43.52%
FY 20 carry forward of \$7,405 to FY 21 budget. Centerline and fog/edge line painting by contractor for a cost of \$7,400. Handwork such as parking stalls and crosswalks will be done by the Town crew - \$1,000 for materials. Crosswalks are painted twice each year. Includes replacement parts for sprayer - \$300.								
20-25 Alarms	200.00	300.00	300.00	300.00	300.00	0.00	0.00	.00%
Fire alarms. Supplies/Equipment								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
31-01 Public Works / Highway Dept CONT'D								
30-01 Office Supplies	400.00	504.53	400.00	1,168.71	400.00	0.00	0.00	.00%
Miscellaneous office supplies.								
30-02 Operating Supplies	5,000.00	9,070.41	5,000.00	2,478.32	6,000.00	0.00	1,000.00	20.00%
Flagging, stakes, maps, film, photocopier paper, Occupational Safety and Health Administration testing, miscellaneous shop and field supplies, first aid supplies, and drinking water. Increased due to additional cleaning supplies and reclassification of hardware supplies from tools to operating supplies.								
30-03 Equipment	6,100.00	1,241.37	8,959.00	419.98	6,100.00	0.00	-2,859.00	-31.91%
FY 20 carry forward of \$4,859 to FY 21 budget. Small equipment purchases, steel, etc. Includes replacement of tire machine.								
30-05 Photocopier	380.00	198.87	380.00	198.23	380.00	0.00	0.00	.00%
Photocopier lease and maintenance.								
30-10 Culverts	4,000.00	0.00	2,000.00	0.00	1,000.00	0.00	-1,000.00	-50.00%
Culvert account used for emergency road repairs. Decreased due to capital account funds used for road storm drain replacement.								
30-12 Gravel	4,000.00	1,379.35	2,000.00	0.00	2,000.00	0.00	0.00	.00%
Gravel for resurfacing unpaved roads, shoulder projects, trench work, and other miscellaneous projects not budgeted in the capital expense.								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
31-01 Public Works / Highway Dept CONT'D								
30-13 Salt	75,000.00	72,694.48	78,906.00	18,035.85	70,000.00	0.00	-8,906.00	-11.29%
FY 20 carry forward of \$8,906 to FY 21 budget. Estimated 1,200+ tons 5 year average \$57.73/ton - used for deicing during winter storms.								
30-14 Sand	2,184.00	0.00	1,184.00	0.00	0.00	0.00	-1,184.00	-100.00%
Decrease to reflect full sand stockpile.								
30-15 Liquid Road Treatment	12,000.00	11,610.00	12,000.00	5,821.20	12,000.00	0.00	0.00	.00%
Winter application for deicing and summer application for unpaved road dust control. Use of liquid deicing in winter allows us to use less salt during periods of very cold temperatures.								
30-16 Patch	4,800.00	1,661.76	4,800.00	330.48	4,800.00	0.00	0.00	.00%
Material to repair potholes and trenches, and crack seal.								
30-17 Signs	6,000.00	6,530.52	6,000.00	1,827.08	6,000.00	0.00	0.00	.00%
Installation of new or damaged traffic control signs (stop, no parking, etc.) at \$3,000; and to improve parking signs at \$3,000. The Town continues to receive numerous requests for signs.								
30-19 Tools	3,000.00	291.70	2,000.00	1,315.41	2,000.00	0.00	0.00	.00%
This account is used to purchase tools to be owned by the Town.								
30-24 Gas	13,500.00	-3,682.04	9,450.00	3,449.16	9,890.00	0.00	440.00	4.66%
Gasoline for trucks and equipment (estimated 4,300 gallons annual consumption at \$2.30/gallon). Increased due to higher costs.								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
30-25 Diesel	27,550.00	17,182.32	27,825.00	7,557.93	28,875.00	0.00	1,050.00	3.77%
Diesel fuel for trucks and equipment (estimated 10,500 gallon annual consumption at \$2.75/gallon). Increased due to higher costs.								
30-31 Safety Equipment	1,000.00	720.43	1,000.00	203.42	1,000.00	0.00	0.00	.00%
Goggles, gloves, safety vests, respirators for maintenance painting, chainsaw safety gear, and other safety equipment.								
30-40 Parks & Open Space Supplies	6,000.00	3,180.12	6,000.00	1,568.37	3,000.00	0.00	-3,000.00	-50.00%
For parks and open space maintenance and supplies. Decreased to reflect anticipated expenses with associated special projects.								
Repairs/Maintenance	3,300.00	2,942.34	3,300.00	0.00	3,300.00	0.00	0.00	.00%
35-01 Buildings								
Routine maintenance, crane inspection, auto lift inspection, fuel island, and fire extinguisher inspections.								

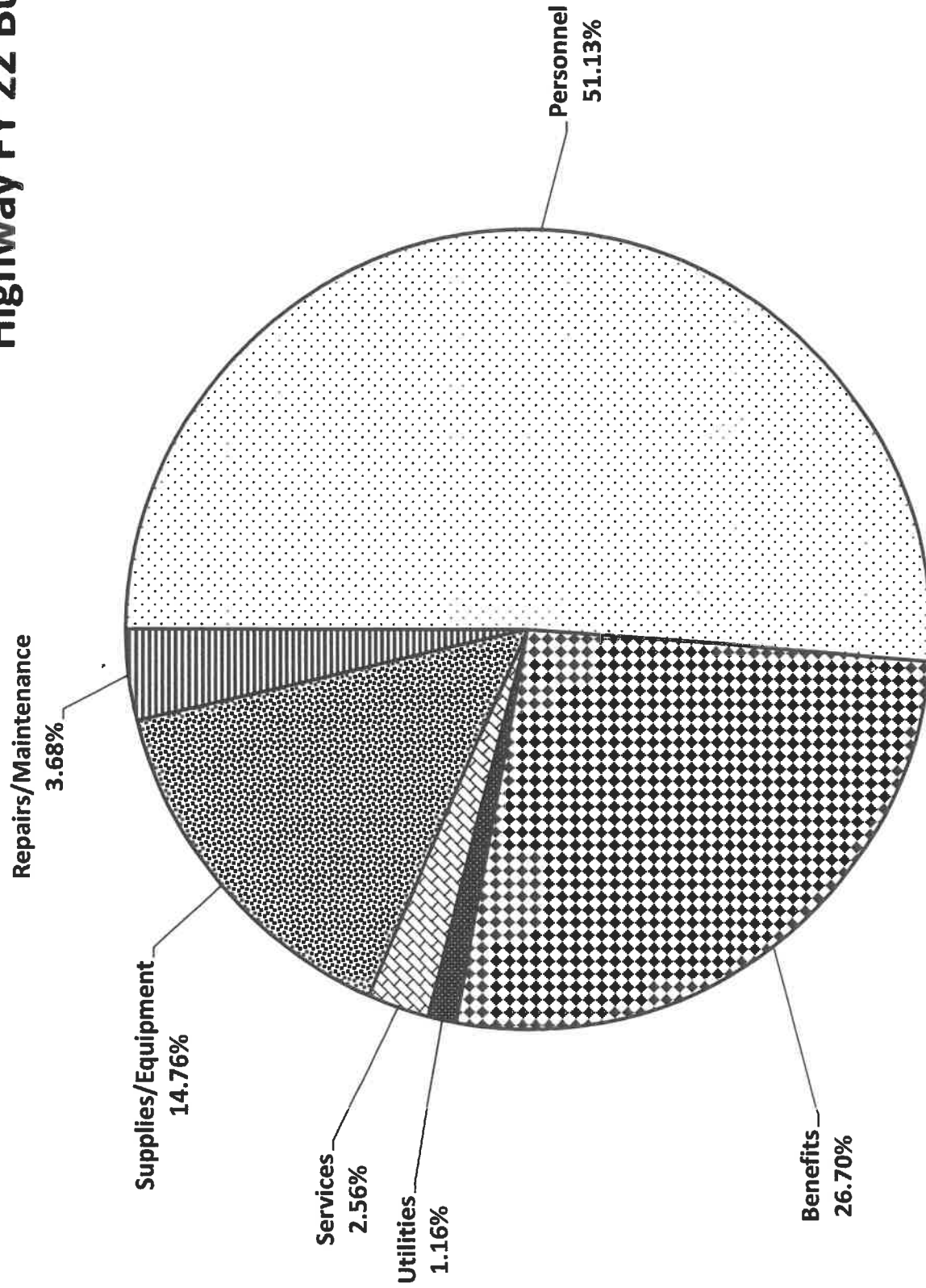
Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs"		Man Req vs Curr Bud Change %
							Curr Bud	Change \$	
35-03 Vehicles & Equipment	35,000.00	68,170.85	35,000.00	33,394.76	35,000.00	0.00		0.00	.00%
Parts and supplies for the department's vehicles. The following vehicles and equipment are included in this account: truck 1 (2020 Ford F350 4x4), truck 2 (2016 International), truck 3 (2012 International), truck 4 (2015 International), truck 5 (2011 International), truck 7 (2004 International Wheeler), truck 8 (2003 International), truck 9 (2017 Ford F350 4x4), truck 10 (2006 Ford F-350 4x4), truck 11 (2003 Ford F250 4x4), loader (2013 John Deere), Trackless (2007 MT5; 2018 MT7), backhoe (2018 Case 580SM), sweeper (2016 Tymco 435), mowing tractor (2005 John Deere F687), paint sprayer (2018 Graco), snowplows (various ages and makes), pavement saw (2001 Stihl TG400), equipment trailer (1969 Tagalong), air compressor (1987 Smith 100CFM), utility trailer (2002 Big Tex), generator (2005 Cat 45kw), Vermeer (1997 Brush Chipper), compactator (2010 Webber MT CR5HD), various miscellaneous equipment.									
Miscellaneous	976,267.00	918,823.36	1,003,802.00	532,142.85	1,039,500.00	0.00		35,698.00	3.56%
Highway Dept									

Highway FY 22 Budget



Budget Request

02/19/2021

Expense

		2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-03 Public Works / Utilities-Hydrants									
Utilities									
15-07 Fire Hydrants		137,790.00	133,327.78	146,000.00	80,951.22	141,000.00	0.00	-5,000.00	-3.42%
KKWWD charges for 121 hydrants. Decreased to reflect projected actual, no planned new hydrants.									
Utilities-Hydrants		137,790.00	133,327.78	146,000.00	80,951.22	141,000.00	0.00	-5,000.00	-3.42%

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Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Public Works / Shade Tree								
Personnel								
10-11 Shade Tree Warden	579.00	579.00	597.00	298.50	597.00	0.00	0.00	.00%
Salary and wages for staff.								
Benefits								
12-01 FICA	44.00	44.30	46.00	22.84	46.00	0.00	0.00	.00%
Employer's contribution to FICA (7.65%).								
Services								
20-06 Expert/Professional	2,000.00	753.90	2,075.00	48.00	2,075.00	0.00	0.00	.00%
Arborist's consulting services; additional services on hazardous tree issues; email.								
20-16 Planting	2,500.00	0.00	1,500.00	0.00	2,000.00	0.00	500.00	33.33%
Costs associated with new or replacement trees. Increased to reflect planned plantings - 8 Jefferson elm trees, 1 honey locust and 1 sugar maple.								
20-17 Tree Treatment	21,000.00	1,688.00	33,818.00	13,520.00	21,000.00	0.00	-12,818.00	-37.90%
FY 20 carry forward of \$12,818 to FY 21 budget. Elm and ash maintenance program including injection materials, injection labor, trimming, and removals.								
20-18 Cutting & Pruning	10,000.00	7,925.00	10,400.00	2,030.00	10,000.00	0.00	-400.00	-3.85%
FY 20 carry forward of \$400 to FY 21 budget. Safety removal program.								

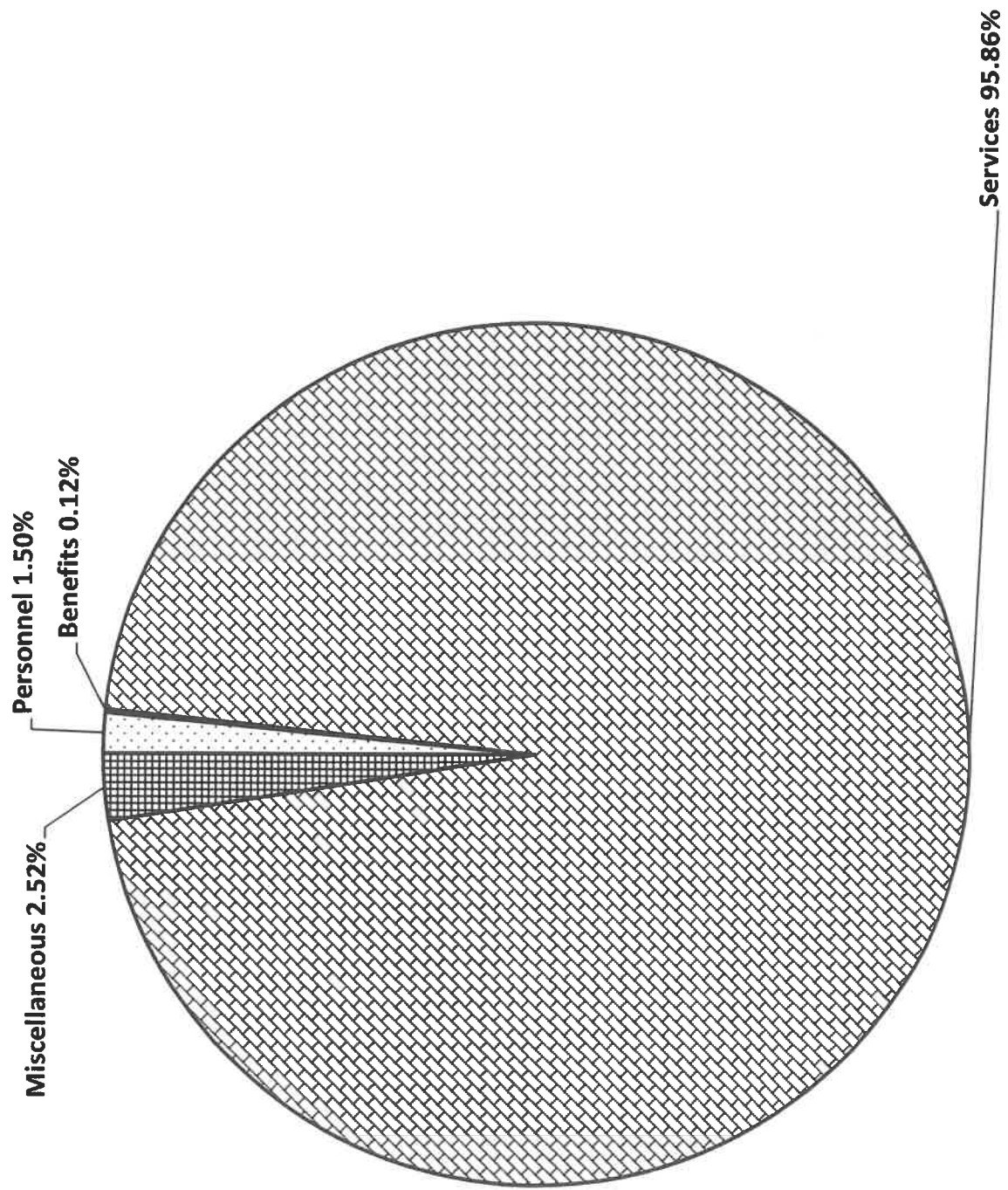
Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-04 Public Works / Shade Tree CONT'D								
20-37 Fertilizing	4,000.00	0.00	3,000.00	0.00	3,000.00	0.00	0.00	.00%
Fertilization for mature trees that may have the potential to decline, as well as young trees just getting started. The injections will improve the health and longevity of the trees. The fertilization program will also include the use of biological stimulants that will replace fungi and bacteria normally found on the forest floor but not in developed areas. Often, trees in developed areas are under stress without the natural nutrients of a natural forested area.								
Supplies/Equipment								
Miscellaneous	2,000.00	487.64	1,000.00	79.20	1,000.00	0.00	0.00	.00%
50-01 Miscellaneous								
Recording fees, wireless charges, and other uncategorized items.								
Shade Tree	42,123.00	11,477.84	52,436.00	15,998.54	39,718.00	0.00	-12,718.00	-24.25%

Shade Tree FY 22 Budget



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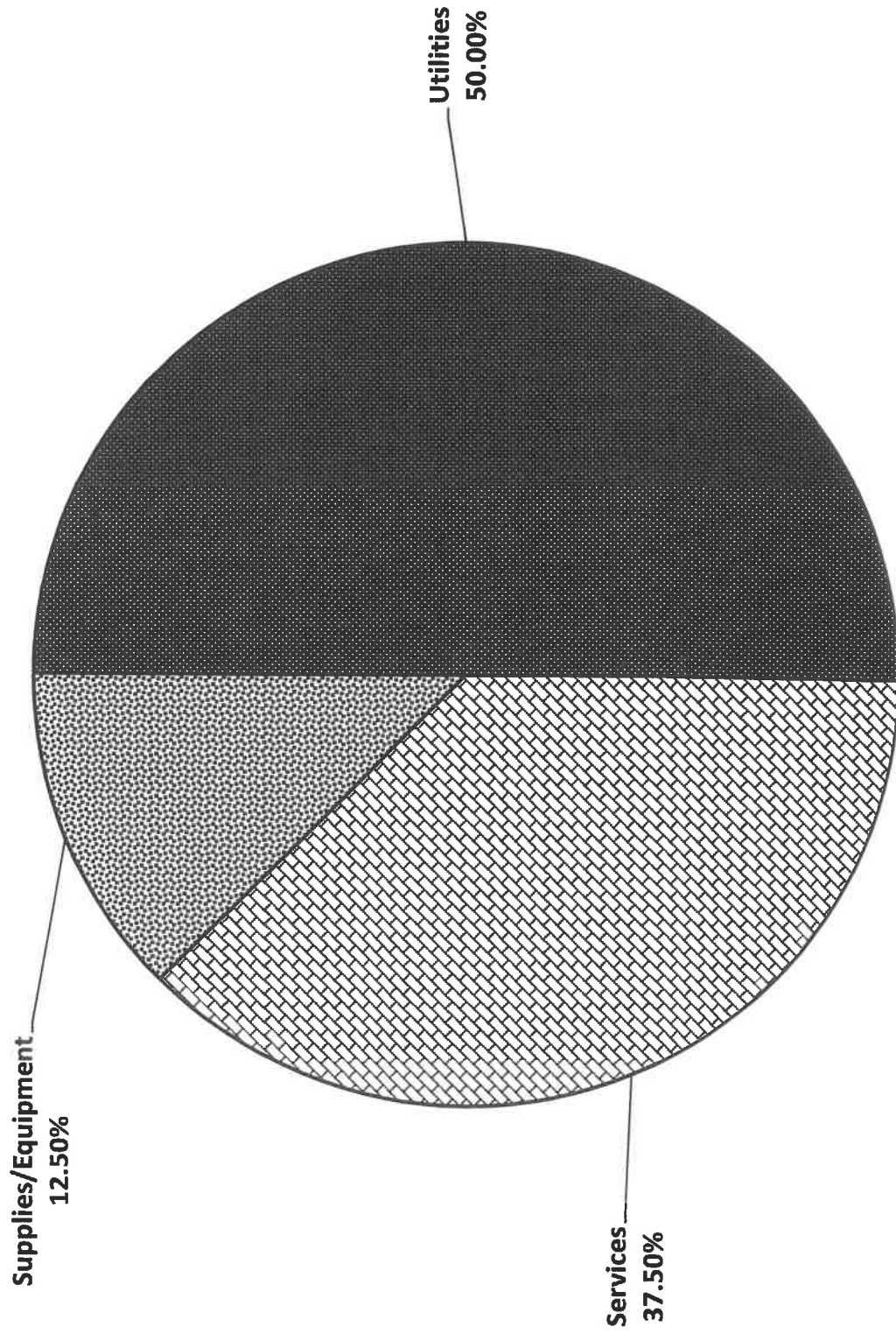
Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Utilities								
15-01 Electricity	0.00	0.00	3,500.00	24,397.82	16,000.00	0.00	12,500.00	357.14%
There are 280 active lights throughout town. Contracted cost for energy supply and delivery service cost based on PUC rate for energy distribution. Increased to reflect projected.								
Services								
20-06 Expert/Professional	0.00	0.00	24,000.00	7,941.00	12,000.00	0.00	-12,000.00	-50.00%
Contract maintenance for town-owned street lights. Engineering work on street light replacement program. Decreased due to reflect projected actual needs.								
20-14 Rentals	0.00	0.00	8,000.00	0.00	0.00	0.00	-8,000.00	-100.00%
There are 280 active lights throughout town. Decreased to reflect the one time Town payment for 1 month of rental street light service in July of 2020.								
Supplies/Equipment								
30-02 Operating Supplies	0.00	0.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00%
New account for replacement LED street lights.								
Street Lights	0.00	0.00	35,500.00	32,338.82	32,000.00	0.00	-3,500.00	-9.86%

Street Lights FY 22 Budget



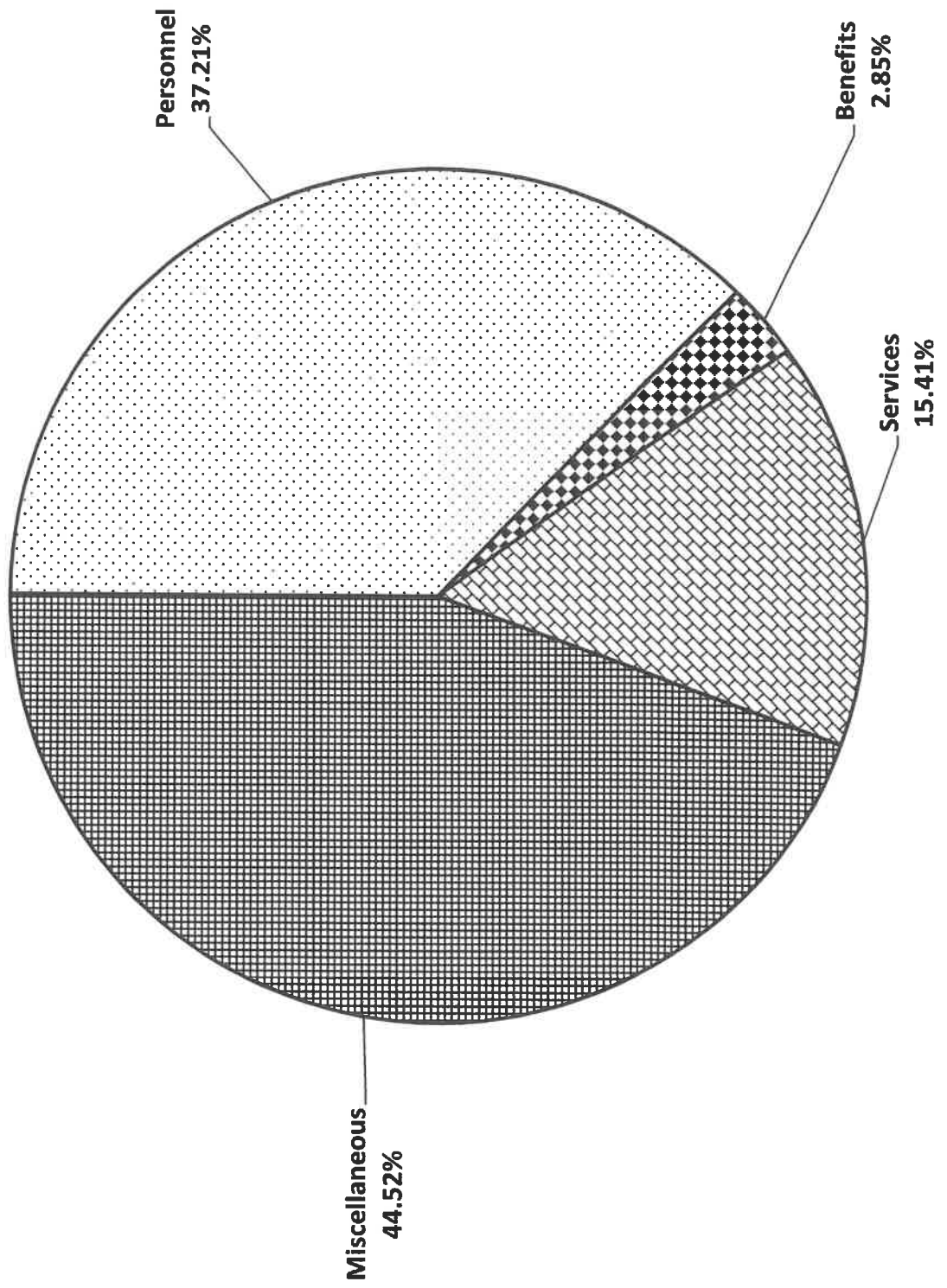
Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-06 Public Works / Cemetery								
Personnel								
10-01 Salaries & Wages	5,121.00	4,591.10	5,433.00	2,675.13	5,433.00	0.00	0.00	.00%
Salary and wages for staff.								
Benefits								
12-01 FICA	392.00	351.17	416.00	204.63	416.00	0.00	0.00	.00%
Employer's contribution to FICA (7.65%).								
Services								
20-18 Cutting & Pruning	2,500.00	400.00	2,250.00	2,300.00	2,250.00	0.00	0.00	.00%
Tree and brush cutting - pruning and removal.								
Miscellaneous								
50-01 Miscellaneous	2,400.00	1,400.00	2,400.00	211.20	2,400.00	0.00	0.00	.00%
Replacement and repairs of headstones, fences, etc.								
50-31 Arundel Cemetery	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00	0.00	0.00	.00%
Maintenance of veterans' graves with no perpetual care.								
Cemetery	14,513.00	10,842.27	14,599.00	9,490.96	14,599.00	0.00	0.00	.00%

Cemetery FY 22 Budget



Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
33-01 Recreation & Culture / Recreation								
Personnel								
10-01 Salaries & Wages	168,022.00	172,428.54	179,341.00	100,502.69	176,883.00	0.00	-2,458.00	-1.37%
FY 20 carry forward of \$2,000 to FY 21 budget. Salary and wages for staff. Decreased to reflect staffing changes.								
Benefits								
12-01 FICA	13,108.00	12,834.82	13,944.00	7,465.48	13,863.00	0.00	-81.00	-.58%
Employer's contribution to FICA (7.65%). Decreased to align with taxable wages.								
12-02 MSRS	16,802.00	17,247.22	18,063.00	10,330.44	18,219.00	0.00	156.00	.86%
Employer's contribution to Maine State Retirement. Increased to align with employee participation.								
12-03 ICMA	3,321.00	3,344.02	3,450.00	2,128.24	4,335.00	0.00	885.00	25.65%
ICMA 457 Deferred Compensation Plan for all eligible employees. Increased to align with employee participation.								
12-05 Health	57,167.00	56,497.66	61,358.00	29,449.39	61,979.00	0.00	621.00	1.01%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 8% increase beginning in calendar year 2022. Employee contributes 15% of the cost.								
12-06 Dues & Fees	170.00	170.00	170.00	191.08	170.00	0.00	0.00	.00%
Dues and subscriptions to professional associations; United States Tennis Association \$35, Maine Recreation and Parks Association 3 @ \$45 = \$135.								

Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-01 Recreation & Culture / Recreation CONT'D								
12-07 Travel & Meetings	700.00	837.28	700.00	250.26	1,000.00	0.00	300.00	42.86%
Reimbursement account for use of personal vehicles while on town business and for other travel-related expenses including but not limited to meals, lodging, and other means of travel. Increased due to projected participation in trainings.								
12-08 Training & Education	1,000.00	1,116.95	1,200.00	90.00	1,200.00	0.00	0.00	.00%
Registration, fees, and tuition of conferences, seminars, computer training, and professional association schools for all staff.								
12-12 Uniforms	100.00	214.14	100.00	0.00	100.00	0.00	0.00	.00%
Personal protective equipment.								
Utilities								
15-01 Electricity	8,000.00	2,441.64	3,000.00	1,295.57	3,500.00	0.00	500.00	16.67%
Electrical costs, including heating and cooling the new building. Increased due to having to ventilate the building because of COVID 19.								
15-02 Telephone	720.00	797.67	720.00	663.39	720.00	0.00	0.00	.00%
Office telephone and cell phone for the Department Director.								
15-03 Heating Fuel	180.00	84.35	100.00	0.00	120.00	0.00	20.00	20.00%
Propane for the kitchen (100 gal @ \$1.20). Increase due to higher costs.								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
33-01 Recreation & Culture / Recreation CONT'D								
15-05 Water	512.00	319.87	445.00	166.86	445.00	0.00	0.00	.00%
KKWWD charges for water needs at new recreation building and Parsons Field.								
15-06 Internet	960.00	1,087.19	960.00	792.46	2,208.00	0.00	1,248.00	130.00%
Internet service at the new building 12 mos @ \$184. Increased to reflect projected actual.								
Services								
20-04 Advertising	0.00	119.40	0.00	136.33	0.00	0.00	0.00	.00%
20-06 Expert/Professional	7,495.00	2,966.37	11,475.00	2,215.45	6,326.00	0.00	-5,149.00	-44.87%
FY 20 carry forward of \$5,700 to FY 21 budget. Antivirus \$75/year; Microsoft 365/email \$450; share of IT services \$1,000; turf maintenance at Parsons Field & Cape Porpoise Park \$3,000, tick control at the parks \$500, and background checks 15 @ \$50 = \$750, fire extinguisher and hood certifications \$551. Increased to reflect certifications.								
Supplies/Equipment								
30-01 Office Supplies	1,350.00	1,229.73	1,350.00	40.09	1,350.00	0.00	0.00	.00%
Paper, computer supplies, pens, etc.								
30-02 Operating Supplies	2,000.00	8,580.40	2,000.00	165.46	2,000.00	0.00	0.00	.00%
Lumber/paint, rental equipment, building cleaning supplies and equipment, and miscellaneous program equipment supplies.								

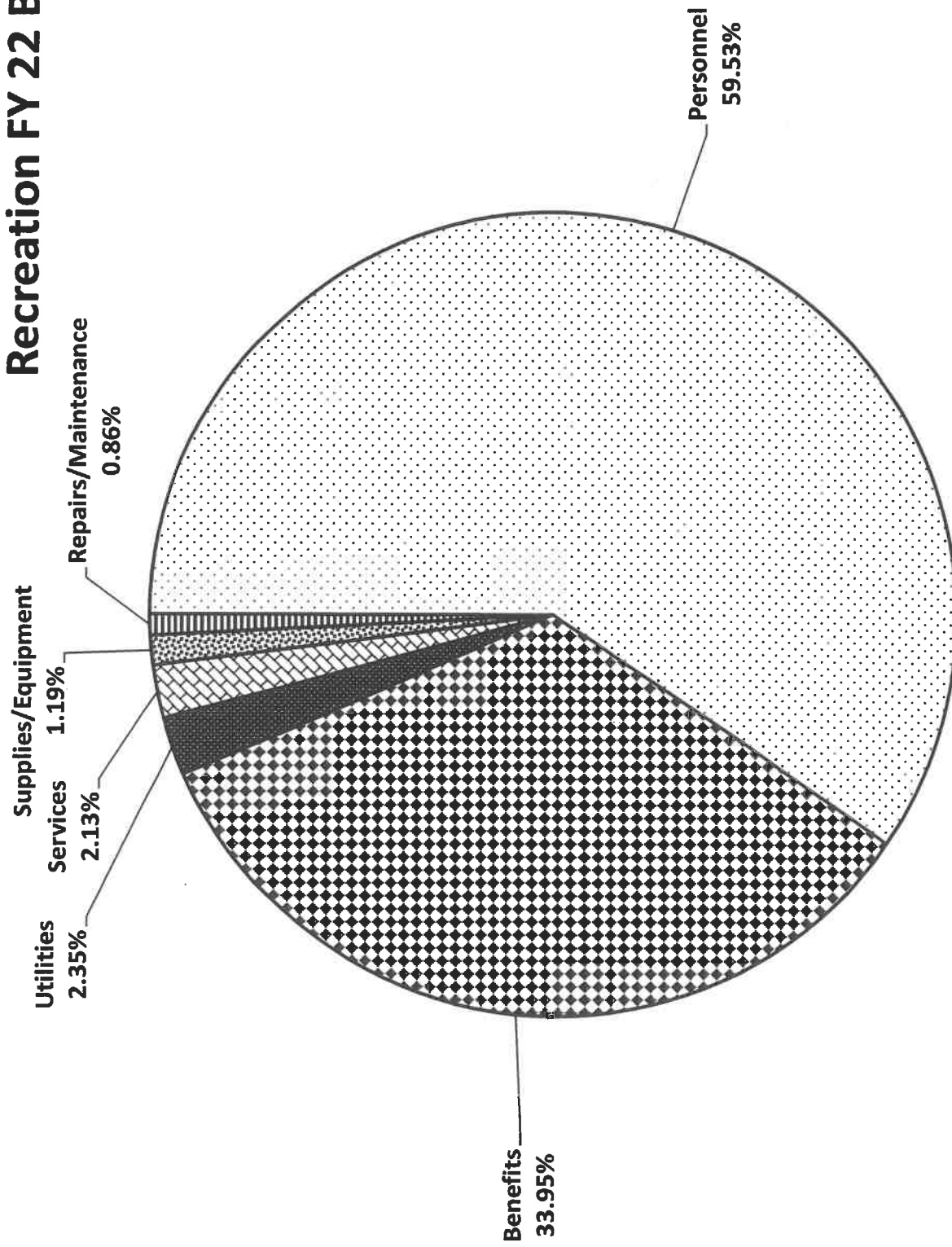
Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-01 Recreation & Culture / Recreation CONT'D								
30-04 Postage	75.00	0.00	75.00	0.00	75.00	0.00	0.00	.00%
Mailing expenses.								
30-05 Photocopier	0.00	103.67	100.00	83.90	100.00	0.00	0.00	.00%
Photocopier lease and maintenance.								
Repairs/Maintenance								
35-01 Buildings	0.00	0.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00%
Increased for general wear and tear; repairs and maintenance.								
35-03 Vehicles & Equipment	550.00	534.27	550.00	28.24	550.00	0.00	0.00	.00%
Routine maintenance on lawn mowers, tractors and micro bus.								
Recreation	282,232.00	282,955.19	299,101.00	155,995.33	297,143.00	0.00	-1,958.00	-.65%

Recreation FY 22 Budget



Special Revenue		
Recreation		
FY 22 Budget		
	Revenues	
10-33-22	Fees	162,735.33
10-33-05	Concessions	1,000.00
	Total Revenues	163,735.33
	Expenses	
43-33 10-06	Summer Salaries	37,961.04
43-33 10-08	After School Salaries	15,120.00
43-33 10-12	Program Events	1,526.00
43-33 12-01	FICA	4,177.44
43-33 30-24	Gas	1,150.00
43-33 30-25	Deisel	1,083.00
43-33 50-14	Program Events	41,953.33
	Total Expenses	102,970.81
	Net Budget	60,764.52
43-33 50-23	Transfer Out to General Fund	(60,000.00)
	Balance	764.52

Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-02 Recreation & Culture / Graves Library								
Miscellaneous								
50-15 Library	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	0.00	0.00	.00%
The Town's contrribution to the Louis T. Graves Memorial Library.								
Graves Library	155,000.00	155,000.00	155,000.00	155,000.00	155,000.00	0.00	0.00	.00%



December 29, 2020

Laurie Smith, Town Manager
Town of Kennebunkport
P.O. Box 566
Kennebunkport, ME 04046

RE: Louis T. Graves Memorial Public Library – Proposed Budget 2021-2022

Dear Laurie:

Attached, you will find our financial request for the next fiscal cycle. Although, this has been one of the most difficult years that any of us have ever imagined and endured, we are pleased to file a budget with no additional increases for the third year in a row.

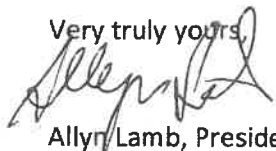
Due to the various **one-time** grants offered through the federal and state governments in 2020, we were fortunate to secure funds to continue to pay our employees without any layoffs and recoup some of our fundraising efforts that did not occur during the summer. The kindness of patrons and friends, through our Annual Appeal, has been a Godsend and we are thankful that folks were able to donate, especially this year.

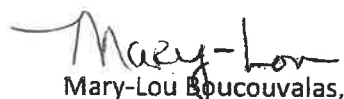
As you know, we were closed from March 16 through June 29. Because of board members being able to act as greeters throughout the summer and fall, we felt confident enough to open to the public four days per week. We have since closed again but continue to work, plan, and offer a variety of services to our community. The porch fills up every day with orders to be picked up by eager readers.

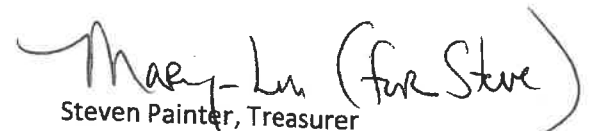
We all look forward to that time when it is safe to gather, dance and sing in person at story time, have our taxes prepared, watch a feature film at movie night, and enjoy a visit with a guest at our monthly Pasco Lectures. Until then, we will do our best to help our residents in the safest ways possible.

We appreciate your review, your guidance, and look forward to the opportunity to meet with you soon to discuss any and all questions you may have regarding this submission.

Very truly yours,


Allyn Lamb, President


Mary-Lou Boucouvalas, Director


Steven Painter, Treasurer

Louis T. Graves Memorial Public Library			
Town of Kennebunkport-Funding Request Submitted January 2021			
	Submitted Fiscal 2020	Submitted Fiscal 2021	Proposed Fiscal 2022
	7/1/19-6/30/20	7/1/20-6/30/21	7/1/2021-6/30/22
Revenues			
Annual Fund Drive	40,000	50,000	60,000
Special Event Fund Raising	30,000	35,000	25,000
Book Sales	20,000	20,000	15,000
Rental Income	3,000	3,000	-
General Revenues-Fines, Etc.	10,000	10,000	10,000
Funds Raised Directly	103,000	118,000	110,000
Endowment Contribution-(Max allowed by By-Law)	79,000	79,000	79,000
Unfunded Capital Reserve	27,000	12,500	-
Total Funds Generated by Library	209,000	\$ 209,500	189,000
Requested Municipal Funding	155,000	155,000	155,000
Total Revenues	364,000	\$ 364,500	\$ 344,000
Town Contribution as a Percent of Total	42.6%	42.5%	45.1%
Expenses			
Books/Periodicals/DVDs/Newspapers	28,000	32,000	28,000
Fund Drive Expenses	4,000	6,000	6,000
Capital Repairs/Building/Equip/Computers	19,000	30,000	20,000
Insurance (Prop/D&O/Workers Comp)	9,500	9,500	10,000
Wages	175,000	180,000	190,000
Payroll Taxes/IRA Expenses	26,000	27,000	17,000
Medical Insurance Coverage	17,000	17,000	15,000
Library Program Expenses/Assoc. Dues/Etc.	7,000	7,000	7,000
Accounting/Prof. Expenses	9,000	10,000	10,000
Loan Interest	3,000	-	-
Postage/Printing	4,500	4,000	3,000
Services (Maintenance/Security/Plowing, Etc.)	29,000	20,000	11,000
Supplies (Janitorial, Etc.)	13,000	10,000	10,000
Utilities (Power/Water/Sewer/Fuel/Telephone)	20,000	12,000	12,000
Other			5,000
Total Expenses	364,000	\$ 364,500	\$ 344,000

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Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-03 Recreation & Culture / Cape Porpoise Library								
Miscellaneous								
50-15 Library	13,950.00	13,950.00	14,550.00	14,550.00	14,550.00	0.00	0.00	.00%
The Town's contribution to the operating expenses of the Cape Porpoise.								
Cape Porpoise Library	13,950.00	13,950.00	14,550.00	14,550.00	14,550.00	0.00	0.00	.00%



**Cape Porpoise Library
173 Main Street
Cape Porpoise, ME 04014**

December 14, 2020

Laurie Smith, Town Manager
Kennebunkport, Maine 04046

Dear Laurie:

Please accept the attached funding request for the Cape Porpoise Library 2021/2022 fiscal year. You may note that requested funding for operating expenses is held at the same figure that was requested and granted by the voters last year.

It would be an understatement to note that 2020 has been a challenging year. Based on our then-recent success in fundraising and donations, Cape Porpoise Library projected a greater level of self-funding than ever before when compiling the request for Town funding support for the 2020/2021 final year. Although many of our donors remained supportive, in-person book sales and other group participation fundraising options were closed to us. Fortunately, we received a PPP grant of \$2,000 which, with reduced expenses due to COVID closure, helped us off-set the pre-empted fundraising opportunity.

The requested funding for 2021/2022 again accepts that same higher-than-ever challenge of self-funding and will enable us maintain a high level of service to both patrons who visit the library and deliveries to those regulars who are shut-ins.

Thank you for your consideration of this request and for your ongoing support of the Cape Porpoise Library.

Sincerely,

Richard L. Smith
Treasurer

CAPE PORPOISE LIBRARY
173 MAIN STREET
CAPE PORPOISE, ME 04014
Tel: 207-967-1357

BUDGET PROPOSAL FY 2021/2022

Computer Internet / E-mail*Wireless Accessibility*FAX*Copier*Handicap Facilities
Tues, Thurs 1 – 4pm; Fri, Sat 9 am – noon
Days / hours subject to change during pandemic

	07/01/19 – 06/30/20 EXPENSES	07/01/21 – 06/30/22 PROPOSED BUDGET
ADMINISTRATION	160	200
BUILDING & EQUIPMENT MAINTENANCE	1,175	1,250
INSURANCE	878	1,000
LENDING MATERIAL – books, audios, DVDs	4,170	4,250
UTILITIES & HEAT	1,292	1,700
MISC SUPPLIES	1,302	1,400
MAILINGS	352	500
EQUIPMENT UPGRADES	70	100
WAGES & TAXES	8,169	12,000
TOTAL	17,568	22,400

FUNDING REQUEST: \$14,550.00

Please note:

- * Payroll and Utilities expenses under-ran budgeted plan because Library was closed to the public as COVID precaution 3/13/20 to 6/3/20. Proposed budget anticipates pre-pandemic operating pattern.
- * 2020/2021 Funding request anticipated 5% greater level of self-funding than any prior year.
Fortunately, a Federal PPP grant reduced the margin of loss from pre-empted fund-raising options.
- * 2021/2022 Funding request remains at last year level and represents the same challenge of the increased level of self-funding.

Respectfully submitted,



Richard L. Smith, Treasurer

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Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Services								
20-18 Cutting & Pruning	4,000.00	3,715.00	3,500.00	0.00	3,800.00	0.00	300.00	8.57%
Continue eradication of bittersweet, poison ivy, and phragmites. Increased to reflect projected actual.								
Parsons Way	4,000.00	3,715.00	3,500.00	0.00	3,800.00	0.00	300.00	8.57%

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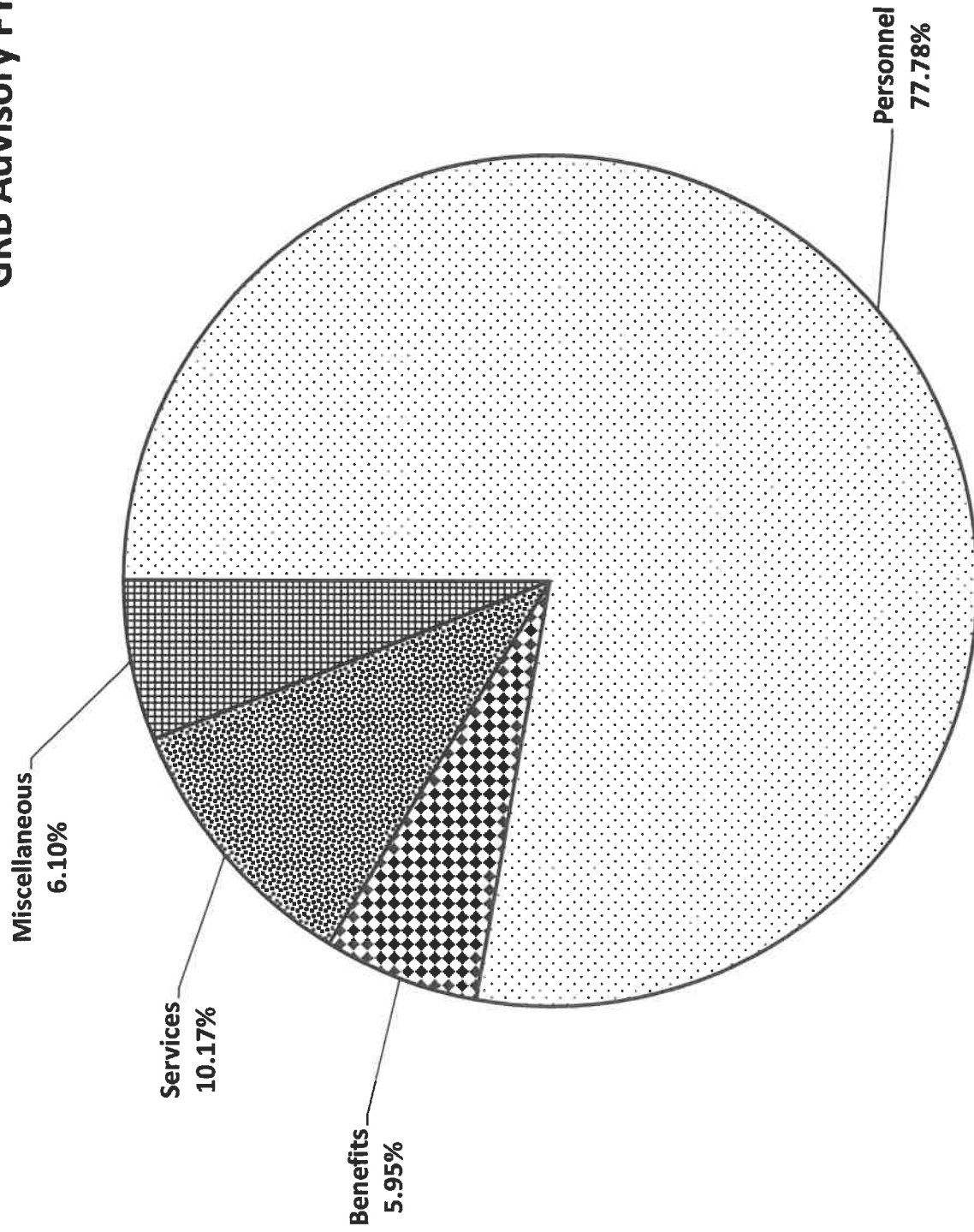
Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
33-05 Recreation & Culture / GRB Advisory Reserve								
Personnel								
10-01 Salaries & Wages	29,726.00	24,164.67	29,726.00	5,087.96	38,240.00	0.00	8,514.00	28.64%
Salaries to fund the Goose Rocks Beach summer beach patrol in accordance with the Beach Use Agreement. Increased due to additional time on patrol.								
Benefits								
12-01 FICA	2,274.00	1,877.91	2,274.00	1,741.55	2,925.00	0.00	651.00	28.63%
Employer's contribution to FICA (7.65%). Increased to align with taxable wages.								
Services								
20-06 Expert/Professional	4,000.00	3,970.00	2,000.00	6,090.00	5,000.00	0.00	3,000.00	150.00%
Water quality testing funding in partnership with Maine Healthy Beaches. Increased due to cost of services.								
Miscellaneous								
50-01 Miscellaneous	0.00	347.59	9,000.00	3,624.29	0.00	0.00	-9,000.00	-100.00%
No funding needed in FY 22 to balance the Goose Rocks reserve account.								
50-30 GRB Advisory Expenses	8,000.00	5,780.99	3,000.00	962.10	3,000.00	0.00	0.00	.00%
New brochures and signage.								
GRB Advisory Reserve	44,000.00	36,141.16	46,000.00	17,505.90	49,165.00	0.00	3,165.00	6.88%

GRB Advisory FY 22 Budget



Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 36-01 Overlay / Overlay								
Miscellaneous								
50-01 Miscellaneous	77,014.00	0.00	114,639.00	0.00	114,639.00	0.00	0.00	.00%
These are projected amounts only - not actual.								
50-03 Abatements	0.00	0.00	0.00	3,362.32	0.00	0.00	0.00	.00%
Overlay	77,014.00	0.00	114,639.00	3,362.32	114,639.00	0.00	0.00	.00%

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Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
37-07 Unclassified / Contingency								
Personnel								
10-01 Salaries & Wages	10,000.00	0.00	10,000.00	0.00	111,407.00	0.00	101,407.00	1014.07%
FY 20 carry forward of \$10,000 to FY 21 budget. Budgeted amounts to allow the Board of Selectmen to negotiate new contract - the existing contract expires 6/30/21.								
10-19 Accrued Liabilities	20,000.00	20,000.00	10,000.00	11,426.09	10,000.00	0.00	0.00	.00%
Accrued liabilities for departing employees. The balance goes to a reserve fund.								
Benefits								
12-01 FICA	0.00	0.00	0.00	1,256.59	8,684.00	0.00	8,684.00	100.00%
Budgeted amounts to allow the Board of Selectmen to negotiate new contract - the existing contract expires 6/30/21.								
12-02 MSRS	0.00	0.00	0.00	1,154.03	10,511.00	0.00	10,511.00	100.00%
Budgeted amounts to allow the Board of Selectmen to negotiate new contract - the existing contract expires 6/30/21.								
12-03 ICMA	0.00	0.00	0.00	342.78	2,580.00	0.00	2,580.00	100.00%
Budgeted amounts to allow the Board of Selectmen to negotiate new contract - the existing contract expires 6/30/21.								
Utilities								
15-04 Fuel	5,000.00	0.00	5,000.00	0.00	5,000.00	0.00	0.00	.00%
To accomodate for fluctuations in the volatile petroleum product markets.								

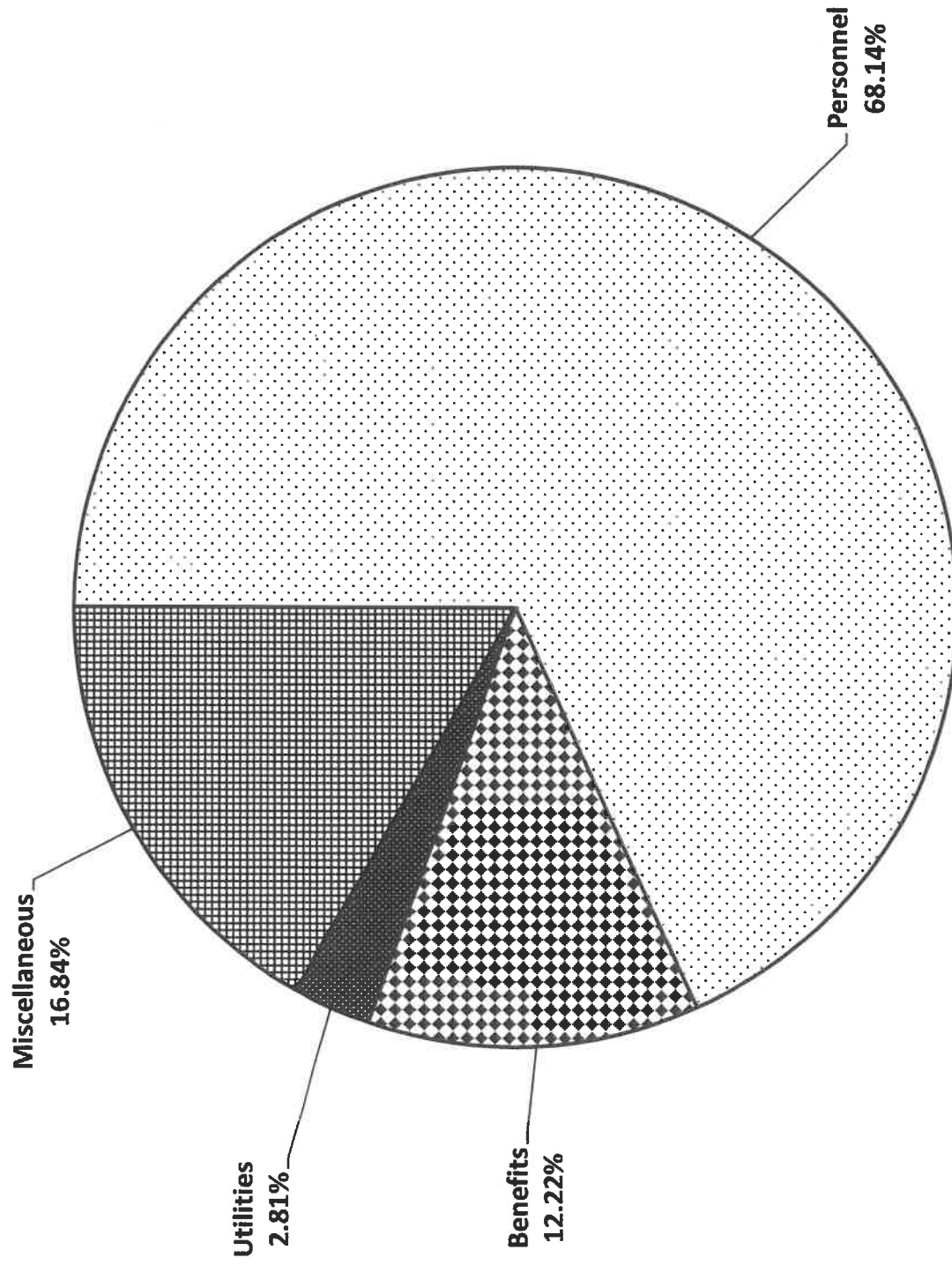
Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 37-07 Unclassified / Contingency CONT'D								
Miscellaneous								
50-01 Miscellaneous	30,000.00	83,122.75	60,000.00	7,759.20	30,000.00	0.00	-30,000.00	-50.00%
FY 20 carry forward of \$30,000 to FY 21 budget. To cover the cost of unanticipated expenses.								
Contingency	65,000.00	103,122.75	85,000.00	21,938.69	178,182.00	0.00	93,182.00	109.63%

Contingency FY 22 Budget



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Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 38-01 Miscellaneous Agencies / Miscellaneous Agencies								
Miscellaneous								
50-16 Memorial Day	1,600.00	1,600.00	1,600.00	0.00	1,600.00	0.00	0.00	.00%
Contribution to the American Legion for the Memorial Day parade.								
50-17 Dock Square Monument	1,700.00	1,568.33	2,000.00	645.77	2,000.00	0.00	0.00	.00%
Plantings for the Dock Square monument provided and maintained by the Seacoast Garden Club.								
50-18 4th of July	3,750.00	3,750.00	4,313.00	0.00	0.00	0.00	-4,313.00	-100.00%
Kennebunkport's share of the fireworks - split with Kennebunk. No budget amount as FY 21 fireworks were cancelled - carry forward amount.								
50-88 So ME Veteran's Memorial	500.00	500.00	500.00	500.00	500.00	0.00	0.00	.00%
Beautification projects for the veterans cemetery. Currently, 21 veterans and/or spouses from Kennebunkport laid to rest in the cemetery.								
Social Services								
55-08 Senior Center Lower Villa	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	0.00	0.00	.00%
This agency provides various programs and services for local senior citizens. Last year, 124 residents were served.								
Miscellaneous Agencies	9,800.00	9,668.33	10,663.00	3,395.77	6,350.00	0.00	-4,313.00	-40.45%

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Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
39-01 Capital Outlay / Administration								
Miscellaneous								
50-20 Historical Preservation	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00%
Ongoing preservation of records.								
50-23 Transfer Out	0.00	130,000.00	0.00	0.00	0.00	0.00	0.00	.00%
To record transfer out to Capital Projects Fund.								
50-86 Special Projects	125,000.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
To set up a reserve for a town hall.								
Administration	130,000.00	130,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00%

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
39-02 Capital Outlay / Police Supplies/Equipment								
30-03 Equipment	0.00	0.00	13,314.00	0.00	6,800.00	0.00	-6,514.00	-48.93%
Replacement for cruiser with Patrol PC Computer \$ 6,800.								
30-09 Vehicles/Reserve	30,000.00	0.00	31,000.00	0.00	42,000.00	0.00	11,000.00	35.48%
Cruise replacement program. Option #2 replace with a hybrid Ford Explorer (purchase price \$39,000-trade in \$3,000-Efficiency ME rebate \$6,000+equipment change over \$12,000= \$42,000)								
Police	30,000.00	0.00	44,314.00	0.00	48,800.00	0.00	4,486.00	10.12%

Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-03 Capital Outlay / Communications								
Miscellaneous								
50-86 Special Projects	0.00	0.00	250,000.00	0.00	250,000.00	0.00	0.00	.00%
Radio system replacement 3-5 year project. Second request.								
Communications	0.00	0.00	250,000.00	0.00	250,000.00	0.00	0.00	.00%

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
39-04 Capital Outlay / Fire Reserve								
Supplies/Equipment								
30-03 Equipment	35,000.00	0.00	20,000.00	0.00	50,000.00	0.00	30,000.00	150.00%
Replacement program for SCBAs - year 3 of 8. Increased to include shortage from FY 21.								
Miscellaneous								
50-23 Transfer Out	0.00	188,500.00	0.00	120,000.00	0.00	0.00	0.00	.00%
To record transfer out to Capital Projects Fund.								
50-51 Apparatus Reserve	130,000.00	0.00	100,000.00	0.00	160,000.00	0.00	60,000.00	60.00%
Funding for replacement of vehicles per the capital improvement plan. The next replacement is scheduled in 2023 to include a ladder truck. Increased to include shortage from FY 21.								
50-67 Firefighter PPE	18,500.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
Decreased to reflect current need, funds are available in reserves to cover this year.								
Fire Reserve	183,500.00	188,500.00	120,000.00	120,000.00	210,000.00	0.00	90,000.00	75.00%

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
39-06 Capital Outlay / Highway								
Supplies/Equipment								
30-03 Equipment	0.00	0.00	15,000.00	0.00	0.00	0.00	-15,000.00	-100.00%
30-09 Vehicles/Reserve	6,000.00	0.00	109,000.00	0.00	116,000.00	0.00	7,000.00	6.42%
Replace 2004 International 7400 Tandem Axle with a 2022 Truck. Increased to reflect projected actual price.								
Miscellaneous								
50-23 Transfer Out	0.00	6,000.00	0.00	124,000.00	0.00	0.00	0.00	.00%
Highway	6,000.00	6,000.00	124,000.00	124,000.00	116,000.00	0.00	-8,000.00	-6.45%

Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-09 Capital Outlay / Road Improvement								
Miscellaneous								
50-23 Transfer Out	0.00	587,600.00	0.00	230,100.00	0.00	0.00	0.00	.00%
50-47 Road Improvements	587,600.00	0.00	230,100.00	0.00	414,000.00	0.00	183,900.00	79.92%
Continuation of road rehabilitation program. Shim overlay on Maine Street, \$40,000 - to be transferred in from Dock Square Parking Lot see revenues account 08-01-26; shim overlay on Fishers Lane, \$12,000; shim overlay on Walkers Lane, \$33,000; drainage improvements/maintenance shim on Wildes District Road, \$20,000; drainage on School Street, \$20,000; shim overlay on South Main Street, \$75,000; mill/fill .5 mile on Ocean Avenue, \$93,000; mill/fill .5 mile on Union Street, \$9,000; shim overlay on Oak Ridge Road, \$81,000; shim overlay on Elm Street, \$11,000; shim overlay on Dorrance Road, Edgewood Avenue, Broadway, \$20,000.								
Increased due to planned projects.								
Road Improvement	587,600.00	587,600.00	230,100.00	230,100.00	414,000.00	0.00	183,900.00	79.92%

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
39-11 Capital Outlay / Sidewalk Construction								
Miscellaneous								
50-01 Miscellaneous	90,000.00	0.00	70,000.00	0.00	105,000.00	0.00	35,000.00	50.00%
Additional improvements of pedestrian, sidewalks, and bicycle lanes. Wildes District Road (Maine Street to Turbats Creek Road) - survey, engineering for sidewalk/road construction, \$40,000; Ocean Avenue sidewalk (Green Street to Sea Grass Lane) - mill/fill, \$25,000; Ocean Ave sidewalk by Breakwater \$40,000. Increased due to planned projects.								
50-23 Transfer Out	0.00	90,000.00	0.00	70,000.00	0.00	0.00	0.00	.00%
Sidewalk Construction	90,000.00	90,000.00	70,000.00	70,000.00	105,000.00	0.00	35,000.00	50.00%

PROPOSED FY-22 SIDEWALK, SHOULDER, DRAINAGE AND ROAD REHABILITATION NEEDS

Road	Start Date	Reconstruct/OL	Roads Cost	Sidewalks Cost	Comments
School Street	Summer 2022	Drainage	\$ 20,000		
Ocean Avenue (Kings Highway to Chicks Creek)	Spring 2023	Mill and Fill	\$ 93,000		
Wildes District Road Drainage & Maintenance Paving	Fall 2022	Shim and Drainage	\$ 20,000		
Broadway - Edgewood - Dorrance	Fall 2022	Shim and Overlay	\$ 20,000		
Elm Street	Spring 2023	Shim and Overlay	\$ 11,000		
Fishers Lane	Fall 2022	Shim and Overlay	\$ 12,000		
Maine Street (Elm St to Green St)	Fall 2022	Shim and Overlay	\$ 40,000		
Oak Ridge Road	Summer 2022	Shim and Overlay	\$ 81,000		
South Main Street	Spring 2023	Shim and Overlay	\$ 75,000		
Union Street	Spring 2023	Shim and Overlay	\$ 9,000		
Walkers Lane	Summer 2022	Shim and Overlay	\$ 33,000		
Wildes District Road (Turbats Creek Rd to Main St)	Fall 2022	Survey/Engineering		\$ 40,000	
Ocean Avenue Sidewalk (Sea Grass to Green Street)	Fall 2022	Mill and Fill		\$ 25,000	
Ocean Avenue Seawall at River Club	Fall 2023	Reconstruct		\$ 40,000	

Total Spending for Town Meeting Warrant		\$	414,000.00	\$105,000	\$ 519,000.00
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PROPOSED FY-22 HIGHWAY CAPITAL EQUIPMENT NEEDS

Replace 2004 Tandem Axle Plow Truck	Spring 2023	Projected Cost \$250,000	Trade In \$25,000	Town Meeting Spending Amount \$225,000
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Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-13 Capital Outlay / Recreation								
Miscellaneous								
50-23 Transfer Out	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	.00%
50-77 Rec & Park Improvements	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	.00%
Recreation	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	.00%

Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-19 Capital Outlay / Revaluation								
Miscellaneous								
50-23 Transfer Out	0.00	67,000.00	0.00	0.00	0.00	0.00	0.00	.00%
Revaluation	0.00	67,000.00	0.00	0.00	0.00	0.00	0.00	.00%

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
39-20 Capital Outlay / Special Projects								
Miscellaneous								
50-01 Miscellaneous	0.00	0.00	58,500.00	0.00	50,000.00	0.00	-8,500.00	-14.53%
Funding for the Climate Change Master Plan.								
50-23 Transfer Out	0.00	0.00	0.00	58,500.00	0.00	0.00	0.00	.00%
Special Projects	0.00	0.00	58,500.00	58,500.00	50,000.00	0.00	-8,500.00	-14.53%

Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-39 Capital Outlay / Piers								
Miscellaneous								
50-23 Transfer Out	0.00	200,000.00	0.00	300,000.00	0.00	0.00	0.00	.00%
To record transfer out to Special Revenue Fund.								
50-48 Reserve	200,000.00	0.00	300,000.00	0.00	200,000.00	0.00	-100,000.00	-33.33%
Future capital repairs Cape Porpoise Pier. Decrease in funding request.								
Piers	200,000.00	200,000.00	300,000.00	300,000.00	200,000.00	0.00	-100,000.00	-33.33%

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
41-01 Debt Service / Debt Service								
Debt Service								
45-03 Sewer Bond 2003	32,521.00	0.00	33,125.00	0.00	33,591.00	0.00	466.00	1.41%
Maine Municipal Bond Bank: \$1,000,000/20 yrs @ 2.25%. This reflects 60% of the total debt service expense, with the remaining 40% to be paid by sewer users (Maturity in FY 2024.). Increase in principal as maturity approaches.								
45-07 Interest Sewer Bond 2003	3,121.00	0.00	2,402.00	0.00	1,951.00	0.00	-451.00	-18.78%
Maine Municipal Bond Bank: \$1,000,000/20 yrs @ 2.25%. This reflects 60% of the total debt service expense, with the remaining 40% to be paid by sewer users (Maturity in FY 2024.). Decrease in interest as maturity approaches.								
45-11 Police Bldg 2017	37,731.00	37,695.20	38,573.00	38,533.90	39,471.00	0.00	898.00	2.33%
Expansion at the police station. 10 year bond @ 2.39%. Maturity date: September 2, 2026. Increase in principal as maturity approaches.								
45-12 Sewer 2021	0.00	0.00	0.00	0.00	4,832.00	0.00	4,832.00	100.00%
FY 22 payment will be from FY 19 budgeted but not expended funds plus the difference of actual.								
45-13 P&R Bldg 2018	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	0.00	0.00	.00%
Parks and Recreation building - \$450,000 for 10 years @ 3.62%. Maturity July 20, 2027.								

Budget Request

02/19/2021

Expense

Dept/Div:	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
41-01 Debt Service / Debt Service CONT'D								
45-15 Principal Ocean Ave - Seawall	100,000.00	0.00	110,000.00	110,000.00	110,000.00	0.00	0.00	.00%
Bond \$1,000,000/10 yrs @ 3.62%. (Maturity in FY 29)								
45-17 Prin Village Parcel	0.00	0.00	355,000.00	355,000.00	365,000.00	0.00	10,000.00	2.82%
Village Parcel - Municipal bonds - varying rates - Maturity in FY 40. Increase in principal as maturity approaches.								
45-21 Interest PD Bldg 2017	7,461.00	7,495.84	6,619.00	6,657.14	5,721.00	0.00	-898.00	-13.57%
Expansion at the police station. 10 year bond @ 2.39%. Decrease in interest as maturity approaches.								
45-22 Interest Sewer 2021	0.00	0.00	0.00	0.00	2,766.00	0.00	2,766.00	100.00%
FY 22 payment will be from FY 19 budgeted but not expended funds plus the difference of actual.								
45-23 Interest P&R Bldg 2018	13,243.00	11,964.11	11,772.00	11,297.85	10,301.00	0.00	-1,471.00	-12.50%
Parks and Recreation building - \$450,000 for 10 years @ 3.62%. Decrease in interest as bond matures.								
45-25 Interest Ocean Ave Seawall	27,585.00	43,770.83	45,000.00	23,875.00	39,500.00	0.00	-5,500.00	-12.22%
Bond \$1,000,000/10 yrs @ 3.0%. (Maturity in FY 30) Decrease in interest as maturity approaches.								
45-27 Interest Village Parcel	361,000.00	309,283.35	329,975.00	168,700.00	314,925.00	0.00	-15,050.00	-4.56%
Village Parcel - Municipal bonds - varying rates - Maturity in FY 40. Decrease in interest as maturity approaches.								
Miscellaneous								

Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 41-01 Debt Service / Debt Service CONT'D								
50-23 Transfer Out	0.00	35,642.00	0.00	35,527.00	0.00	0.00	0.00	.00%
Debt Service	627,662.00	490,851.33	977,466.00	794,590.89	973,058.00	0.00	-4,408.00	-.45%

Budget Request

02/19/2021

Expense

	2020 Budget	2020 Actual	2021 Budget	2021 YTD	2022 Manager	2022 Committee	Man Req vs"		Man Req vs Curr Bud Change %
							Curr Bud	Change \$	
Dept/Div: 50-01 Assessment / Education									
Miscellaneous									
50-01 Miscellaneous	11,249,250.00	11,249,250.00	11,447,719.00	7,631,812.68	11,905,628.00	0.00	457,909.00		4.00%
RSU assessment - These are projected amounts only - not actual - shown with a 4% increase.									
Education	11,249,250.00	11,249,250.00	11,447,719.00	7,631,812.68	11,905,628.00	0.00	457,909.00		4.00%