

TOWN OF KENNEBUNKPORT, MAINE

— INCORPORATED 1653 —

FY23 Proposed Budget

PREPARED & PRESENTED BY:

LAURIE SMITH, TOWN MANAGER
& DEPARTMENT DIRECTORS

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TOWN OF KENNEBUNKPORT

February 25, 2022

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

INTRODUCTION TO THE FY23 BUDGET

Kennebunkport is blessed in many ways. Most people would note our coastal beauty and oceanfront location as one of our most obvious strengths. In the early years, the access to the ocean supplied fertile fishing grounds and the islands and harbors provided safe anchorage. Kennebunkport's lengthy coastline was an asset for trade, transportation, and security.

The railroad brought a new understanding to the value of coastal property. According to our Comprehensive Plan, "In 1870, four men from Arlington, Massachusetts conceived the idea of developing a vacation community. They chose for their investment the beautiful rocky shores of Kennebunkport. The land they wished to develop was considered to be nearly worthless by its local owners. It offered no safe havens for fishing boats, and it had no value for pastureland or farming." The assets changed as the new visitors valued scenic beauty and the rural areas to "rusticate". Now over a century later, the economy of the "summer visitor" has become the economic engine in Kennebunkport as it has throughout Maine, and our coastal location has secured that designation.

Although our physical resources have not changed much over time, the values associated with those assets has evolved. The economic and cultural changes from fishing, to shipbuilding, and tourism had a long-lasting impact on our community. It has changed Kennebunkport from a year-round residential community to one with greater population fluctuations between the seasons. It has created more commercial opportunities and greater amenities available for both residents and visitors. It has attracted more retirees as visitors and seasonal residents have selected Kennebunkport as their forever home. These new citizens bring with them time and talent from previous careers which they employ in many volunteer opportunities – whether through contributing time on committees and boards or through financial support of community goals.

It's important to understand one's past and present to prepare for one's future. As I always say, what is your strength is your weakness. Kennebunkport's beautiful coastline is a challenge as we experience higher tides and increased flooding, most often witnessed in Dock Square, Ocean Avenue, Cape Porpoise and Goose Rocks Beach. Kennebunkport's attractive scenery and friendly nature has created a demand for housing that has almost extinguished the possibility of affordable housing for year-round residents, as 45% of our property owners reside outside the town. Kennebunkport's appeal as a retirement destination has created a demographic tilt where almost 40% of the population is over the age of 60.

One of the challenges of being a seasonal community is measuring the impacts of change around us. According to the census, our year-round population is about 3,700 people. Using available data, our regional planning commission has estimated that our seasonal population exceeds 12,000. If one were to judge our changes based on census data, it appears that we are standing still. But according to other numbers, growth in Kennebunkport is intensifying. Staff can measure the growth over the past decade through the number of new residential growth permits, voter registrations, and wastewater flows. This data shows:

- 10% increase in homes
- 20% growth in voters
- 22% growth in wastewater flows



The first step in addressing future needs is recognizing the type of community we are today, rather than living with the memory of a town from a former time. Kennebunkport is evolving with the world around it, and we must balance the desire to live in the past with the necessity to prepare for Kennebunkport's future. These matters have drawn our attention over the past few years, as their impacts have become more evident. The future will require us to invest not only financially, but also through the exercise of appropriate land use modeling, environmentally conscious practices, and strategic planning.

Unfortunately, one can only postpone the future for so long before it becomes the present. The FY23 proposed budget works to balance the needs of the here and now with the next 20 years. The budget before you addresses what I, as the Town Manager, see are our most pressing issues. This 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 \$0.11 for municipal operations. Municipal expenditures are \$11.7 million up by \$1,402,619 or 13.5%. Operations are up \$447,246 or 5.66%; whereas capital is increasing by \$681,500 or 45.4%, and debt service has increased by \$273,873. **Once the revenues and transfers have been taken into account, the total tax rate increase is projected at \$0.31 or a 3.19% increase.** Appreciating that the consumer price index increased by 6.8% in December 2021, this budget is well under the current fiscal climate.

Expenses:

The expenses in the budget are up \$1,402,619. The following items are driving that increase.

Account	\$ Amount
Fuel Lines	\$ 12,247
KEMS Request	\$ 25,000
Public Works/Vehicle Repairs	\$ 28,000
Public Works/Buildings & Grounds Position	\$ 55,204
Solid Waste/Landfill Monitoring	\$ 65,000
Wages	\$ 162,350
Capital & Debt	\$ 955,373
Total:	\$1,303,174

The increases in fuel lines are attributable to the cost of heating fuel (oil and propane) and gas and diesel. In FY22 we budgeted \$2.00 per gallon for oil, \$1.20 per gallon for propane, \$2.30 per gallon for gas, and \$2.75 per gallon for diesel. The proposed budget has estimated oil prices at \$2.75 per gallon, propane at \$1.75 per gallon, gasoline at \$2.75 per gallon and diesel at \$3.00 per gallon.

KEMS has requested an additional \$25,000 to support emergency medical services. Their organization depends on paramedic level service, and they are competing with other emergency services for the same pool of employees. Much of this increase is related to the labor costs of their service.

Public Works/Vehicle Repairs shows a \$28,000 increase due to the increased need and cost of parts and supplies. The department is responsible for an extensive array of equipment including nine trucks, a loader, a backhoe, two trackless tractors, a sweeper, town wide fuel system, and various other pieces of apparatus. The department has, in recent history, expended approximately \$60,000 annually maintaining this aging fleet, although we previously budgeted \$35,000.

The Public Works/Buildings and Ground position will be utilized throughout all departments but operate out of Public Works. The position will maintain facilities across 12 sites under town ownership and provide consistency in maintenance for public and staff spaces. The cost in the general fund is \$55,204, while 11% is budgeted in the Dock Square parking lot account.

The \$65,000 increase in Solid Waste/Landfill Monitoring is due to a Department of Environmental Protection requirement to monitor private wells abutting the town's landfill for PFAS chemicals. PFAS (Per- and Polyfluoroalkyl Substances) are widely used, long lasting chemicals, components of which break down very slowly over time. Scientific studies have shown that exposure to some PFAS in the environment may be linked to harmful health effects in humans and animals.

PFAS was found in the monitoring wells at the landfill. The town is required to test the abutting wells on a quarterly basis over the next year.

Wages have increased by \$162,350 across all general fund departments. These expenses account for both contractual cost of living adjustments as well as market increases to stay current with demanding wage scales in a tight municipal labor market.

The capital and debt 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 FY23 budget invests in roads, sidewalks, vehicles, infrastructure, and planning.

The debt service increase is due to the first payment of the new \$1.0 million bond to finance the radio tower project and the start of payments for the \$2.0 million wastewater bond. The Town authorized the bond radio tower bond in 2021 in order to keep pace with escalating costs for the necessary public safety response tools.

The increase in capital expenditures, \$681,500, and debt service, \$273,873 is being offset by both the use of American Rescue Plan Act (ARPA) funds and a transfer from the capital reserve fund. I am pleased the Town is in a position to pursue this level of investment in its future without negatively impacting the tax rate.

Revenues:

FY23 nonproperty tax revenues are projected to increase by \$1,074,198 or 31.2%. These types of revenues account for just over 18% 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 over the past few years. The revenues have been adjusted to reflect our best estimates considering current economic activity, the proposed State budget, and recent history. We have increased revenue numbers significantly from our more conservative approach during the pandemic. This is due to the continued growth in economic activity and State revenue sharing.

Intergovernmental revenue has increased by almost \$63,000 as the State has returned their contribution from revenue sharing to 5% of sales taxes. This will increase Kennebunkport's share by \$75,000. Although the States return to the statutory sharing of sales tax revenue is positive, there is an anticipated decrease in the homestead exemption reimbursement. The State reimburses municipalities 73% of each \$25,000 exemption for residents who qualify for the homestead exemption. The exemption total is then multiplied by the municipal

tax rate to determine the value of property taxes “lost” by the exemption. Due to the ongoing sales market analysis, it is anticipated that the tax rate will decrease as the valuation increases. The result will be a lower reimbursement as the formula changes.

The building permit and short-term rental accounts are both experiencing a significant increase in FY23. The Town continues to see a boom in building and renovation projects and the revenue line is anticipated to increase by \$185,000. This growth has had an impact on the number of inspections, reviews, and communication from staff. Should this type of development continue it may cause a need for additional staff and resources to keep pace with development. FY22 was the first year of short-term rental licenses and staff had estimated the probable fees. As of this time the Town has licensed almost 400 properties which have generated approximately \$162,000 in revenues or \$47,000 over estimates. These fees assist in compensating for regulation costs including software licensing and staff time.

In May of 2021, the federal government passed the American Rescue Plan Act (ARPA), which contained significant funding for state and local governments. Kennebunkport was allocated \$385,600 of this assistance and received the first half of the funding in October of 2021. The Town will receive the second half in the fall of 2022. The funds need to be spent in accordance with federal requirements, and the Town is responsible for reporting and justifying the use of the funds. Misuse of the funds will require the repayment of the funds to the federal government. The funds must be used for costs incurred on or after March 3, 2021. Further, funds must be obligated by December 31, 2024, and expended by December 31, 2026. Under the guidance of federal regulations, staff has recommended using the funds for capital expenditures in FY23, using the allowed standard revenue deduction. This deduction provides the least administrative oversight and funds future capital needs for vital government services. The Board of Selectmen approved the use on capital expenditures at their meeting on February 10, 2022. This revenue along with the transfer from the capital reserve fund balance compensates for the increase in capital and debt service payments in FY23.

Over the past six 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. 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. To meet the budget goal of a flat tax rate in FY21, the town authorized a \$600,000 Fund Balance contribution toward the budget. Last year we reduced the contribution back to \$225,000, and I have recommended another reduction to \$200,000 this fiscal year.

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.

Due to conservative budgeting during the start of the pandemic and revenues exceeding expectations, the Selectmen were able to transfer \$1.2 million to this account, which currently has a balance of \$1.4 million. I am recommending a transfer of \$700,000 to offset the needed capital projects and the increase in debt service brought on by the new radio tower replacement bond. This bond increased our debt payments by about \$273,000. This, along with the additional \$681,500 in capital expense, equates to almost \$1 million in long term planning and investment.

Debt Service:

The Debt Service account is seeing an increase in FY23 of \$273,873. The reason for this increase is the addition of the bond for the radio tower project. As the cost increases were outpacing our ability to save in a reserve fund, the town decided last year to bond for the project - \$1.0 million – for five years. This increase is \$273,873. In FY 24 the debt payments will increase as we finalize the \$6.0 million wastewater bond.

The Town's 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 refinancing all or a portion of the debt. The current plan is to refinance it over 15 years. The next debt retirement will be in 2024 when the \$1.0 million wastewater bond retires.

Debt Service Schedule General Fund

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	858,584.22	403,223.47	1,261,807.69
2024	1,049,774.78	433,745.65	1,483,520.44
2025	7,976,557.17	285,165.77	8,261,722.94
2026	697,528.56	144,170.06	841,698.62 *
2027	698,513.97	121,460.29	819,974.26
2028	454,330.89	98,002.38	552,333.27
2029	409,330.89	85,003.73	494,334.63
2030	304,330.89	75,355.77	379,686.66
2031	304,330.89	68,982.79	373,313.68
2032	304,330.89	63,259.81	367,590.70

2033	304,330.89	57,536.83	361,867.72
2034	304,330.89	51,813.86	356,144.75
2035	304,330.89	46,090.88	350,421.78
2036	304,330.89	40,367.91	344,698.80
2037	304,330.89	34,644.94	338,975.83
2038	304,330.89	28,921.96	333,252.85
2039	304,330.89	23,198.99	327,529.88
2040	304,330.89	17,476.01	321,806.91
2041	239,330.89	12,728.03	252,058.93
2042	180,000.00	6,300.00	186,300.00
2043	180,000.00	3,150.00	183,150.00
	16,091,591.20	2,100,599.14	18,192,190.33

* Balloon payment due unless funded

This schedule includes the following:

2003 \$1,000,000 Wastewater maturing in 2024
2016 \$400,000 Police Building maturing in 2027
2018 \$450,000 Parks & Recreation Building maturing in 2028
2020 \$955,000 Ocean Ave maturing in 2029
2020 \$1,300,000 Village Parcel (exempt) maturing in 2040
2020 \$8,500,000 Village Parcel (taxable) maturing in 2025
2021 Wastewater maturing in 2041
2022 Radio Tower maturing in 2027
2024 Wastewater maturing in 2043

What is new in the budget?

- The addition of a buildings and ground position will support staffs' efforts to address the needs in the twelve facilities owned by the Town. These include:
 - ✓ Town Hall
 - ✓ Police and Communications
 - ✓ Public Health
 - ✓ Village Fire Station
 - ✓ Wildwood Fire Station
 - ✓ Recreation Building
 - ✓ Highway Garage
 - ✓ Wastewater Facility
 - ✓ Chowder House building
 - ✓ Cape Porpoise Pier bait shed and Harbormaster office
 - ✓ Government Wharf facility
 - ✓ Dock Square Restrooms

The Town has previously used contracted services and town staff to perform custodial duties. This has resulted in a minimal level of care in all facilities and very little, if any, preventative maintenance. The position would be housed in the Public Works Department and supervised by the Operations Manager. The employee's responsibilities would include the custodial duties for the twelve facilities listed above in partnership with departmental employees and light grounds maintenance.

Currently, the Town uses a private contractor to minimally clean a few of these facilities. These services have never been exceptional in nature but rather a stop gap measure. In the past year, with the challenges in the labor market, we have seen a reduction in the quality of service. The lack of ownership in the buildings' appearance and condition has, and will continue, to lead to a deterioration in facilities. By taking over the joint ownership and control of town assets, the return on investment in this position should become apparent over the next year.

- PFAS chemical are a new area of concern at the federal, state, and local level. PFAS chemicals are known as "forever chemicals" because of their tendency to not break down and stay in the body. Recently, the Town was contacted by the Department of Environmental Protection to undertake testing in our landfill. PFAS chemicals were found in our monitoring wells, and now the Town is testing private wells near the landfill site to see if PFAS chemicals are present outside of the landfill limits. Even if PFAS is not found in any wells, the Town will still need to monitor the wells on quarterly basis. Should PFAS be detected, the Town will partner with DEP to install water filtration systems in the affected homes.
- The Public Health budget contains 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 FY21 budget. I am requesting a restoration of two hours per week to bring the per diem hours from 24 to 26 hours weekly.
- The capital plan includes not only funding for physical capital assets but \$730,000 in planning for our future. Planning is often given a backseat to "doing", but it imperative for the foundation of future investment. In FY23, I have set aside a sizeable portion of the capital plan to address needs that have been sitting on the back burner for far too long.

This includes acting on the over 20-year dormant town hall project and laying the groundwork for needed renovations at the Village Fire station, with \$400,000 for design and engineering. The need to prepare for the reconstruction of the Pier Road causeway, in order to maintain access to the town's commercial access to the ocean, is \$200,000. A request of \$35,000 to assist in the development of appropriate zoning of the Village

Parcel to build on the Towns investment of two years ago. Proposing a \$45,000 public parks master plan process to determine how

the recreation needs of the community can be best met as we enter the third decade of the 21st century. Lastly, a proposal to study the infrastructure and property impacts of sea level rise and potential engineering solutions to be considered at the cost of \$50,000.

Commitment:

The current commitment worksheet for FY23 includes an estimated increase of 3.0% for the County and 5% 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 \$27,000,000 increase in value. I have estimated a valuation increase of \$30,000,000 or 1.5% for FY23. The sales market analysis that was originally planned to be in effect for the commitment for FY22 was postponed due to COVID-19. The valuation change is anticipated to be in effect for FY23. The Town needs to evaluate assessed values as our ratio has dropped to 78%, 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.

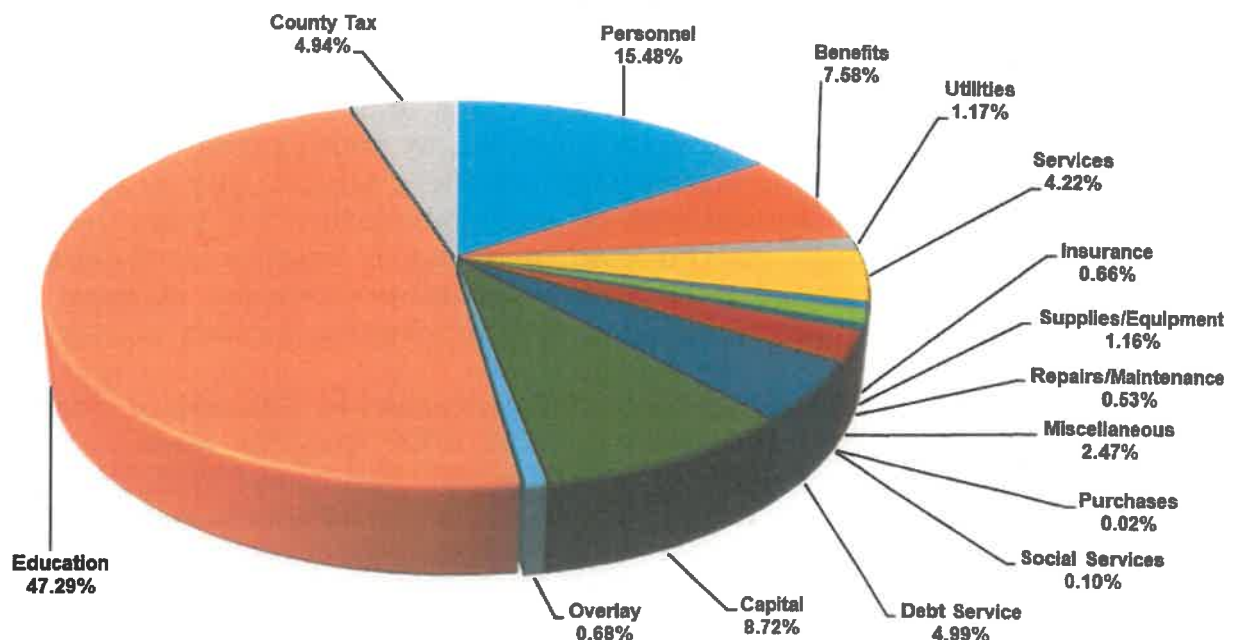
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FY23 Budget

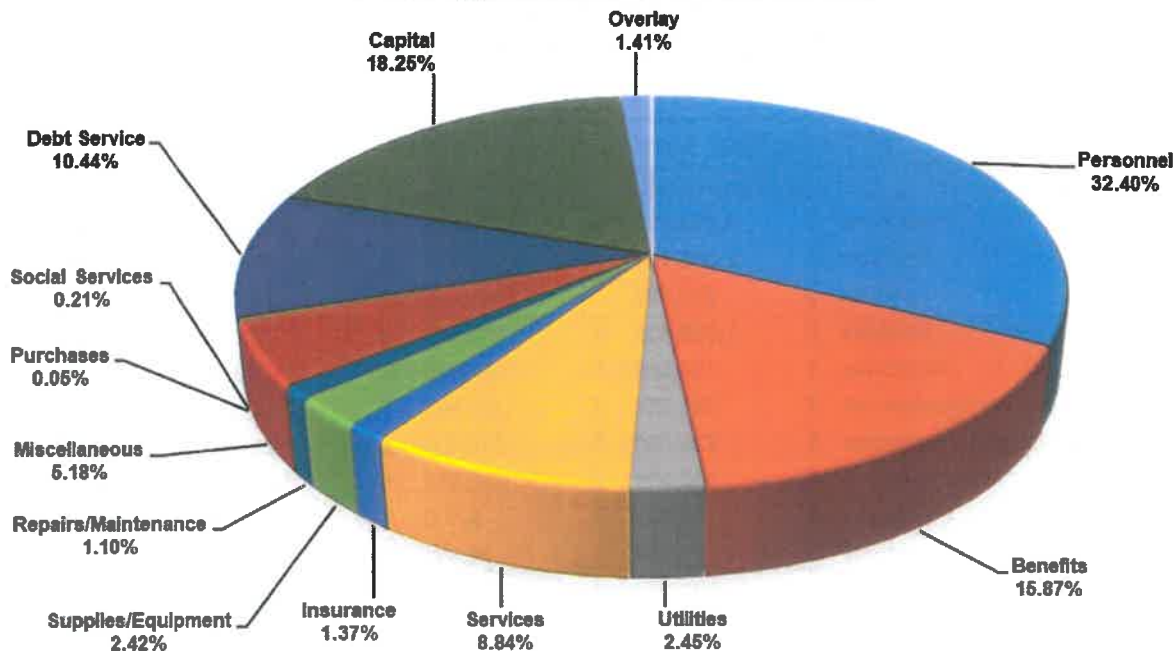
Analysis of Expenditures

FY23 Budget Summary by Category					
Category		FY22 Approved	FY23 Proposed	\$ Change	% Change
	Personnel	\$ 3,653,271	\$ 3,870,825	\$ 217,554	6.0%
	Benefits	\$ 1,815,724	\$ 1,895,525	\$ 79,801	4.4%
	Utilities	\$ 277,908	\$ 292,433	\$ 14,525	5.2%
	Services	\$ 1,058,635	\$ 1,056,536	\$ (2,099)	-0.2%
	Insurance	\$ 156,980	\$ 164,080	\$ 7,100	4.5%
	Supplies/Equipment	\$ 291,351	\$ 289,095	\$ (2,256)	-0.8%
	Repairs/Maintenance	\$ 110,950	\$ 132,000	\$ 21,050	19.0%
	Miscellaneous	\$ 510,630	\$ 618,612	\$ 107,982	21.1%
	Purchases	\$ 1,500	\$ 5,500	\$ 4,000	266.7%
	Social Services	\$ 25,368	\$ 24,957	\$ (411)	-1.6%
OPERATING BUDGET SUBTOTAL		\$ 7,902,317	\$ 8,349,563	\$ 447,246	5.7%
	DEBT SERVICE	\$ 973,058	\$ 1,246,931	\$ 273,873	28.1%
	CAPITAL	\$ 1,498,800	\$ 2,180,300	\$ 681,500	45.5%
TOWN BUDGET TOTAL		\$ 10,374,175	\$ 11,776,794	\$ 1,402,619	13.5%
	OVERLAY	\$ 168,972	\$ 168,972	\$ -	0.0%
	EDUCATION ASSESSMENT	\$ 11,264,353	\$ 11,827,571	\$ 563,218	5.0%
	COUNTY ASSESSMENT	\$ 1,199,997	\$ 1,235,997	\$ 36,000	3.0%
GRAND TOTAL BUDGET		\$ 23,007,497	\$ 25,009,334	\$ 2,001,837	8.70%
PROJECTED REVENUE		\$ (23,007,497)	\$ (25,009,334)	\$ (2,001,837)	8.70%
Deficit		\$ -	\$ -	\$ -	

FY23 EXPENSES BY CATEGORY



FY23 MUNICIPAL OPERATIONS



Personnel: The town is a service delivery organization, and hence, almost half of our budget is for salaries and benefits. Salaries have increased by approximately \$217,554 or 6%. The largest contributors to this increase are cost of living adjustment for all employees, the addition of a buildings and grounds position, and market adjustments in a tight labor market. The new position in Public Works will allow the Town to maintain its 12 facilities in a more proactive manner. The investment in these buildings needs to be maintained through regular custodial cleaning and maintenance. The cost of this position is minimal in comparison to the millions of dollars in assets spread throughout town.

Benefits: This category is increasing by 4.4%, or \$79,801, 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. The Town experienced a 2% health insurance premium increase in 2022, however; the budget contains a projected 10% increase for January of 2023.

The benefit lines in the Public Works budget increased by \$23,559 in recognition of the new buildings and ground 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 \$14,525, or 5.2%, this is attributable mostly to the increased price of heating fuel and a projected 4% rate hike in water rates. For budgeting purposes heating oil is estimated at \$2.75 per gallon and propane at \$1.75 per gallon.

Services: This cost center is showing a (\$2,099) decrease, or .2% reduction. Although this is a minimal change overall, one of the most dramatic differences across the entire budget is the decrease in funding for the host compliance short term rental software (\$20,000 reduction). The other changes include the addition of a technology account line across all departments and the movements of some expenses from purchases to services. These expenses include computer replacements and consultant information technology services.

Insurance: These line items are showing an increase of \$7,100 or 4.5%. This is due to the reclassification of insurance expenses between the general fund and the Wastewater budget. The Town also has new assets under our policy that contributes to an increase in premiums as well as normal annual premium adjustments. The good news is that 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, .85 in 2021, and now .77 in 2022. The modification rate is based upon your last three years of claim experience.

Supplies/Equipment: This cost center has a .8%, or (\$2,256), decrease. There are a variety of reasons for the change in this budget year. There are decreases in several departments in computer replacements as they have been moved to the service category. There are also increases in office supplies, election expense, and vehicle fuel costs that offset the decreases.

Repairs/Maintenance: These accounts are seeing a \$21,050 or 19% increase in FY23. The largest driver is a \$28,000 increase in the Highway Department vehicle repair account. The department is responsible for an extensive array of equipment including nine trucks, a loader, a backhoe, two trackless tractors, a sweeper, town wide fuel system, and various other pieces of apparatus. The department has, in recent history, expended approximately \$60,000 annually maintaining this aging fleet.

Miscellaneous: This category shows an increase of \$107,982, or 21.1%. There are a wide variety of expenses included in this account with increases and decreases in across some. The largest changes are the funding for Kennebunkport Emergency Medical Services (KEMS) with a \$25,000 increase and a \$65,000 increase in the Solid Waste landfill monitoring line item. KEMS has requested additional monies to support the wages of emergency medical providers; whereas the landfill monitoring account has is higher due to the requirement for quarterly testing of private wells abutting the landfill to monitor for PFAS chemicals.

Social Services: This category decreased by \$411 due to a reduction in Caring Unlimited's request for FY23.

Debt Service: The Debt Service account is seeing an increase of \$273,873, or 28.1%. This is due to the new \$1.0 million bond the town authorized in 2021 to complete the radio tower project, as well as 60% of the new \$2.0 million wastewater bond.

Capital Outlay: Due to significant and necessary investments in the next five years, I have increased capital funding in FY23 by approximately \$681,500. Focus areas will be the Cape Porpoise Pier, maintaining our road and sidewalk investment, design and engineering plans for longstanding projects such as Town Hall and Pier Road, and the cyclical replacement of the Town's fleet of vehicles and equipment. The total proposed capital budget is \$2,180,300.

Capital funding includes \$406,500 for administration, \$92,800 for a police vehicle and equipment, \$77,000 for building maintenance, \$295,000 for fire apparatus and equipment reserves, \$284,000 for public works vehicles, \$782,000 for road, sidewalks, and parking lots, \$130,000 for future planning, and \$113,000 for the Cape Porpoise Pier reserve.

FY 23 Analysis of Costs by Department

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

Administration: Increase +8.44%. +\$91,857

- Salaries and related payroll items increase of \$70,765. The largest portion of this increase is due to the change in accounting for wages and benefits for a shared position with Public Works. Previously the position was 30% highway, 30% wastewater, and 40% administration. Due to the increased human resource responsibilities the position is now 15% highway, 15% wastewater and 70% administration. Other increases are for contractual longevity wage increases, and market rate adjustments in a tight labor pool.
- Dues and Fees increase of \$2,500 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 higher participation levels and anticipated travel for trainings for staff in 2022-2023.
- Training and education increase of \$3,225 due to accounting transfer of training funds from the Town clerk budget to the administrative training line. There is a similar decrease in the town clerk line.
- Contingency increase of \$2,000 to reflect actual costs for employee recognition throughout the year.
- Phone and internet charges have been consolidated to one line item. The town receives both services from Consolidated Communications. The new contract includes increased band width for internet and a contract to include maintenance of the phone system. This line also includes cell phone reimbursements for the Town Clerk, Finance Director, and Town Manager.
- Heating Fuel increase of \$725, to reflect anticipated price of \$2.75 per gallon.
- Water cost increase of \$100 to reflect rate increase of 4% from Kennebunk, Kennebunkport, Wells Water District.
- Internet decrease of (\$3,050) as expense moved to Phone/Internet account.
- Audit increase of \$1,967 due to fee increases and the addition of a single audit for the receipt of federal funds.

- The technology cost center line used to be known as data processing. The account shows an increase of \$14,885. Half of the increase is due to the purchase of a new server for Town Hall, as the current machine is at the end of its life cycle. The increase of \$4,900 includes the replacement of two laptops and two desktops as part of our cyclical replacement plan. This year the new fees to update the Town's code (or digital ordinances) is estimated at \$2,000.
- Credit card fee decrease of (\$1,000). This was a new account in FY21 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.
- Office supplies increase of \$1,500 which is a transfer from the Town Clerk account line.
- Photocopier increase of \$2,040 to reflect actual costs for photocopier maintenance and copy volume.
- Town Clerk decrease of (\$2,100) to show the accounting transfers to administrative training and office supplies.
- Ballot machine increase of \$2,500 for the additional rental of a ballot machine for elections.
- Repairs/Building decrease of (\$9,000) due to the hiring of a full-time buildings and ground maintenance position. The Town currently contracts for janitorial service with an independent contractor. The challenge is that it covers the bare minimum of maintenance. This decrease shows that for $\frac{3}{4}$ of the year the contract will not be needed.

Zoning Board of Appeals: Increase +2.5%, +\$25

- Salary & Wages increase of \$25 to account for cost to document minutes of meetings.

Conservation Commission: Flat 0%, \$0.

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

Legal Fees: Flat 0%, \$0.

Insurance: Decrease -6.89%, (\$17,252)

- RHSP (Retirement Health Savings Plan) decrease of (\$27,848) due to implementing a new accrued sick leave payout formula in accordance with the union contract and personnel policy. This has reduced the anticipated funding necessary for FY23.
- HRA (Health Reimbursement Account) fees increase of \$3,496 due to employee coverage changes and anticipated use in FY23.
- Reduction in Worker's Compensation premiums of (\$2,000) due to an improved modification rate.
- Unemployment insurance decrease of (\$4,000) to place the account in alignment with more recent years' experience.
- Liability insurance increase of \$8,500 due to additional assets covered under the policy causing a premium increase.
- Fleet insurance increase of \$4,650 to reflect a more accurate cost share with Wastewater and Cape Porpoise Pier.
- Public Official's liability decreases of (\$50) for anticipated premiums.

Community Development: Increase +27.52%, \$9,583.

- Salaries and benefits are increasing by \$5,383 due to the need for additional staff hours in the virtual meeting format. A virtual or hybrid meeting format requires one staff member to record and broadcast the meeting through the cable access portal while another one moderates the meeting. The town also desires more access to public meetings.
- The internet line decrease of (\$800) is due to the new contract with Consolidated Communications. This line item accounts for costs related to streaming and broadcasting public meetings at the Village Fire Station, including virus and spam protection.
- The website account increase of \$5,000 is for the planned redevelopment of the town website to make it more accessible to citizens and visitors.

Planning and Development: Decrease -.59%, (\$3,957).

- Salaries, wages and benefits increased by \$9,291. Wage increases due to planned market adjustments for staff and regular cost of living adjustments. Benefit adjustments reflect employee participation and required employer contributions.
- Dues and fees increase of \$127 due to increase in association fees.
- Travel and meetings increased by \$600 due to training requirements to meet educational and certification needs for six staff members.
- Training and education of increase of \$1,100 to cover costs for certifications for three code officers, one assessor, one planner and an administrative assistant.
- Phone/Internet increase of \$1,150 to reflect new contract with consolidated communications, the addition of a data plan for the new tablet, and cell phone reimbursement for the Director.
- Advertising increase of \$1,600 for the required publication of legal notices related to the planning board process. The Town is reimbursed for these expenses; however, the reimbursement is deposited in the revenue accounts.
- Expert and Professional line decreased by (\$20,140) as the host compliance short term rental software licensing fee was lower than first estimated.
- The technology line (formerly data processing) is increased by \$4,515 to reflect the purchase of a replacement laptop and desktop as well as licensing fees for assessing software.
- The postage line increased by \$100 to reflect actual costs.
- The computer line expenses were moved to the technology line.

Police: Increase +2.5%, +\$46,762

- Salary and benefits have increased by \$40,245 due to wage increases for FY22 and FY23. We also have \$12,500 in bonus payments for three current officers and one vacant position. 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.

- The uniform account line has decreased by (\$850) due to a reduction in anticipated need.
- Phone/Internet line has increased by \$5,235 for the contract with Consolidated Communications, cell phones with Version, and GPS (Global Positioning System) for vehicles.
- The Technology line has increased by \$3,000 due to the cyclical replacement of computers for the department.
- Postage line decrease of (\$250) to reflect actual costs in mailings.
- Ammunition/Target decrease of (\$300) to reflect anticipated costs for ammunition and the supplies for the range training.
- Computer line decrease of (\$3,000) as the funds were moved to the technology line.
- Gas line increase of \$2,905 to reflect 8,500 gallons at the projected fuel cost of \$2.75/gallon.

Communications: Increase +2.17%, \$12,281.

- Salary and benefits increase of \$11,497 due to wage increases and change in personnel as the department experiences retirements.
- Phone/Internet increase of \$2,640 change in contract with Consolidated communications to include all maintenance on new system. This line now includes internet which was previously charged in a separate line.
- Heating fuel increase of \$1,360 to reflect pricing of \$1.75 per gallon for propane, estimated at 2,000 gallons.
- Internet decrease of (\$3,000) as it was moved to Phone/Internet line.
- Expert/professional decrease of (\$1,225) due to contract apportionment correction.
- Technology line increase of \$4,380 as the state fee for accessing motor vehicle records increased to \$3,360. This account also includes computer replacements for \$2,500, previously budgeted in another line item.
- Maintenance Contract increase of \$2,629 due to contractual increase for York PD dispatch center.
- Computer decrease of (\$2,500) as funds were moved to Technology line item.

- Repairs/building decrease of (\$500) due to new buildings and grounds position.
- Radio maintenance decrease of (\$2,000) due to radio replacement project maintenance should be minimal during the warranty period.
- Radio replacement decrease of (\$1,000) due to radio replacement project staff should not need to replace radios.

Fire: Increase +4.36%, \$18,930.

- Salary and benefits increase of \$9,417, due to a market rate adjustment for the Fire Chief, a cost-of-living adjustment for staff, and changes in health insurance and retirement program participation.
- Training and education decrease of (\$1,000) due to projected actual participation in programs.
- Recognition increase of \$4,500. In FY 22 the recognition event didn't occur because of COVID, the plan is to bring it back for FY 23.
- Electricity increase of \$206 to reflect historical usage and current costs.
- Phone/Internet increase of \$4,120 to reflect the combined costs of phone and internet. Previously internet was covered in a separate line item.
- Heating fuel increase of \$3,330 to reflect projected price for propane at \$1.75 per gallon and heating fuel price at \$2.75 per gallon.
- Technology increase of \$4,100 to cover costs to replace an iPad and desktop as well as iPad storage in the cloud.
- Internet decrease of (\$3,100) as the funds were transferred to the Phone/Internet line.
- Expert/professional decrease of (\$5,504) to reflect the transfer of expenses to the Technology and Phone/Internet lines.
- Office supplies increase of \$300 to cover increased supply costs.
- Equipment increase of \$1,700 to purchase a replacement snowblower for the Village Fire Station.

- Computers decrease of (\$2,300) as the expenses have been moved to the technology line.
- Gas and diesel increase of \$714 due to projected fuel cost of \$2.75 per gallon for gas and \$3.00 per gallon for diesel
- Repairs-building increase of \$500 due to maintenance contracts for building.
- Repairs-vehicle increase of \$500 for increased cost in parts.
- Goose Rocks Fire/Cape Porpoise Fire increases based on scheduled CPI of \$759 and \$628.

KEMS: Increase +14.29%, + \$25,000.

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

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

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

Harbormaster: Increase +22.73%, + \$9,613.

- Salary and benefits are paid to the Cape Porpoise Harbormaster. The Cape Porpoise Pier Manager also serves as the Harbormaster. The increase of \$643 in salary and benefit reflect the cost-of-living increase and adjustment in health insurance premiums.
- The River Harbormaster is the shared costs for the Kennebunk River Harbormaster split with the Town of Kennebunk. The increase of \$8,970 is reflective of increases in pay and hours for appropriate coverage in the river.

Solid Waste: Increase +7.47%, +\$44,056

- Tipping fee decrease of (\$24,672) is based on an estimated 2500 tons of waste and contracted tipping fee price increase of 1%.
- Curbside waste increase of \$4,110 for waste pickup based upon current contractual increase with Casella.
- Recycle processing fee decrease of (\$2,500) based on 375 tons at \$100 per ton.

- Recycling pickup increase of \$2,060 for recycling pick up through Casella with built in contractual increase.
- Operating supplies decrease of (\$3,000) as the startup for recycling has ended.
- Unacceptable waste increase of \$3,000 due to the additional products collected during the annual hazardous waste collection day.
- Monitoring fee increase of \$65,000 which reflects the need for additional well monitoring at properties near the closed landfill. The new monitoring requirements include quarterly testing of private wells for PFAS chemicals.

Health: Increase +3.09%, \$5,358.

- Salaries and benefit increase of \$3,892 due to an increase in the per diem nurse hours from 24 to 26 hours per week, plus cost-of-living adjustments for all three nurse positions. Benefit adjustments relate to pay increases and employee participation.
- Travel and meetings increase of \$500 due to the need to reimburse employees for mileage when the department's electric vehicle is not available.
- Phone/Internet increase of \$370 for the new Consolidated Communications contract which includes maintenance for all phones.
- Heating fuel increase of \$213 for the projected cost of \$1.75 per gallon of propane.
- Expert/professional decrease of (\$217) as expense funds were moved to the Phone/Internet and technology lines.
- Technology increase of \$1,200 to replace a laptop.
- Operating supply line decrease of (\$6,000) for the removal of COVID-19 test kits from this line and the movement of those expenses to the COVID account.
- Repairs-building increase of \$200 for cleaning supplies.
- Vehicles and equipment increase of \$200 for inspections.
- COVID new line of \$5,000 for purchase of COVID supplies.

Welfare: Decrease (29.99%), (\$1,000).

- Decrease in welfare expenditures as most residents are not eligible under the guidelines. The Public Health Department assists people in need with donated funds.

Social Services: Decrease of (1.78%), (\$411)

- Manager submitted recommendations of the Budget Board Social Services Subcommittee. Decrease is because Caring Unlimited requested a reduction in funding.

Shellfish Conservation: Increase +2.72%, +\$84.

- Increase in salary and wages to reflect cost of living adjustment.

Public Restrooms: Increase +5.88%, +\$2,000.

- Increase in cost of port-a-potty rentals of \$2,000 for public spaces.

Public Works/Highway: Increase +13.39%, +\$141,914.

- Salaries and benefits increase of \$101,796, to include longevity increases for staff and market adjustments. The largest portion of the increase, \$55,204, is the addition of a new buildings and grounds position to maintain all town buildings and to support town facilities.

The salaries for Public Works administration are split between highway and wastewater. The Public Works Director is split 50/50 with wastewater and highway. The Engineer position is 30% public works and 70% wastewater. The Operations Manager is 70% public works and 30% wastewater. The admin assistant position is shared with administration and the public works department shares 30% of the cost (15% for highway and 15% for wastewater).

- Phone/Internet increase of \$160 reflecting projected actual costs with the new Consolidated Communications contract.
- Advertising increase of \$500 to cover costs necessary for bidding, employment, and legal notices.
- Expert/professional decrease of (\$2,752) as costs have been moved to the Phone/Internet and Technology expense lines.

- Technology new line of \$4,010, for costs that were previously in other expense lines.
- Street marking increase of \$800 due to increased bid pricing and replacement parts for sprayer.
- Office supplies increase of \$200 due to inflation.
- Equipment decrease of (\$100) to reflect projected needs.
- Culverts line increase of \$1,000 as culvert prices have increased.
- Liquid road treatment increase of \$900 to reflect cost of \$1.50 per gallon.
- Patch increase of \$200 for sealing cost increases.
- Tool account increase of \$500 for needed tool supplies for crew.
- Gas line increase of \$1,935 reflects the \$2.75/gallon projected price.
- Diesel line increase of \$1,125 reflecting the \$3.00/gallon projected price.
- Parks & Open Space supplies increase of \$1,000 as anticipated expenses are needed for park repairs.
- Building repair increase of \$2,700 due to needed roof repairs.
- Vehicles and Equipment repairs of \$28,000 due to an aging fleet and price increases in parts. Historically this line item has been expended at this level in order to cover the needs of a wide variety of equipment.

Utilities: Increase +2.36%, +\$3,324.

- Fire hydrants increase due to rate increase from Kennebunk, Kennebunkport, Wells, Water District.

Public Works Shade Tree: Increase +4.89%, \$1,944.

- Shade Tree Warden salary increase of \$19 cost of living adjustment.
- Expert/Professional increase of \$425 due to additional support from Arborist.
- Tree treatment increase of \$2,000 due to number of trees needing treatment and price increases.

- Miscellaneous account decrease of (\$500) to reflect actual costs.

Streetlights: Decrease -25%, (\$8,000).

- Electricity cost decrease of (\$9,000) to energize the 280 active lights throughout town. This accounts for a full year of electricity use at the new reduced cost since the town acquired all streetlight fixtures.
- Operating supply increase of \$1,000 for the replacement of LED streetlights bulbs.

Cemetery: Increase, 1.23%, \$181.

- Increase of \$181 for wages and benefits reflecting the cost-of-living adjustment.

Recreation: Increase +12.06%, \$38,255.

- Salaries and benefit increase of \$33,675. Wage modifications in a tight labor market and cost of living adjustments for staff. Benefit changes reflect actual participation by employees.
- Dues and fees increase of \$800 to reflect participation in professional associations.
- Training and education increase of \$2,460 due to increased participation amongst new department employees in training opportunities.
- Uniform increase of \$200 for staff shirts.
- Phone/Internet increase of \$4,055 for the combined Consolidated Communications contract. There is a reduction of \$2,208 in the internet expense line.
- Water decrease of (\$105) to reflect actual usage.
- Internet expense decrease of (\$2,208) as expenses moved to Phone/Internet line.
- Expert/Professional line decrease of (\$2,247) as expenses moved to the Phone/Internet line.
- Technology is a new line. \$1,200 is for the cyclical replacement of a laptop.

- Vehicles and Equipment increase of \$450 for the maintenance of vehicles and equipment. Historically, the expenses have amounted to \$1,000 or more.

Graves Library: Flat 0%, \$0.

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

Parsons Way: Increase: Flat 0%, \$0.

Goose Rocks Beach: Increase +5.23%, +\$2,573.

- 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 FY22, along with the costs projected in FY23.
- Wage and FICA increase of \$2,573 to meet labor market adjustments to attract seasonal personnel.

Contingency: Increase 44.45%, +22,001.

- Salaries and wages include \$15,000 for labor market adjustments throughout all departments during the year if required.
- Fuel increase of \$5,000 to allow for fluctuations in the oil market.

Miscellaneous Agencies: Increase +64.96%, +\$4,125

- Increase of \$4,125 to reflect the cost of shared 4th of July fireworks with Kennebunk. FY22 did not include funding as the FY21 show never occurred due to COVID-19. The funds were carried to FY22; hence the funds were not budgeted last year.

Debt Service: Increase +28.15%, +\$273,873.

- The largest increase in this account is the addition of the bond for the radio tower project. As the cost increases were outpacing our ability to save in a reserve fund, the town decided last year to bond for the project - \$1.0 million – for five years. This increase is approximately \$275,000.
- There is also the addition of a new wastewater bond payment.

Summary Budget Request

02/23/2022

Expense

	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 25 General Government					
01 - Administration	1,067,650.00	687,599.79	1,180,039.00	112,389.00	10.53%
05 - Zoning Board of Appeals	1,000.00	43.69	1,025.00	25.00	2.50%
07 - Conservation Commission	1,350.00	125.00	1,350.00	0.00	.00%
08 - Growth Planning Committee	2,500.00	0.00	2,500.00	0.00	.00%
09 - Legal Fees	68,000.00	44,792.39	68,000.00	0.00	.00%
10 - Insurance	250,350.00	161,158.62	233,098.00	-17,252.00	-6.89%
11 - Community Development	34,818.00	22,934.17	44,401.00	9,583.00	27.52%
12 - Planning & Development	653,101.00	357,974.57	662,230.00	9,129.00	1.40%
General Government	2,078,769.00	1,274,628.23	2,192,643.00	113,874.00	5.48%

Summary Budget Request

02/23/2022

Expense

	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 27 Public Safety					
01 - Police Dept	1,826,888.00	1,098,215.94	1,914,669.00	87,781.00	4.80%
02 - Communications	554,774.00	361,024.91	578,305.00	23,531.00	4.24%
03 - Fire Dept	418,831.00	226,653.24	452,958.00	34,127.00	8.15%
04 - KEMS	175,000.00	175,000.00	200,000.00	25,000.00	14.29%
05 - Emergency Management	1,500.00	0.00	1,500.00	0.00	.00%
06 - Animal Control Officer	11,840.00	7,668.07	12,011.00	171.00	1.44%
07 - Harbormaster Public Safety	41,797.00 3,030,630.00	13,521.73 1,882,083.89	51,900.00 3,211,343.00	10,103.00 180,713.00	24.17% 5.96%

Summary Budget Request

02/23/2022

Expense

	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 29 Health & Welfare					
01 - Solid Waste	589,380.00	335,052.72	633,436.00	44,056.00	7.47%
02 - Health	169,076.00	110,870.09	178,862.00	9,786.00	5.79%
03 - Welfare	3,335.00	40.00	2,335.00	-1,000.00	-29.99%
04 - Social Services	23,118.00	23,118.00	22,707.00	-411.00	-1.78%
07 - Shellfish Conservation	3,002.00	1,417.04	3,169.00	167.00	5.56%
10 - Public Restrooms	34,000.00	20,175.27	36,000.00	2,000.00	5.88%
Health & Welfare	821,911.00	490,673.12	876,509.00	54,598.00	6.64%

Summary Budget Request

02/23/2022

Expense

	2022 Budget	2022 YTD	2023 Manager	Man Req vs"		Man Req vs Curr Bud Change %
				Curr Bud	Change \$	
Dept: 31 Public Works						
01 - Highway Dept	1,039,500.00	626,639.37	1,201,700.00	162,200.00		15.60%
03 - Utilities-Hydrants	141,000.00	92,515.68	144,324.00	3,324.00		2.36%
04 - Shade Tree	39,718.00	23,606.08	41,681.00	1,963.00		4.94%
05 - Street Lights	32,000.00	13,093.30	24,000.00	-8,000.00		-25.00%
06 - Cemetery Public Works	14,599.00 1,266,817.00	6,705.24 762,559.67	14,955.00 1,426,660.00	356.00 159,843.00		2.44% 12.62%

Summary Budget Request

02/23/2022

Expense

	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 33 Recreation & Culture					
01 - Recreation	297,143.00	196,719.94	341,845.00	44,702.00	15.04%
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	3,800.00	0.00	3,800.00	0.00	.00%
05 - GRB Advisory Reserve	49,165.00	29,247.31	51,738.00	2,573.00	5.23%
Recreation & Culture	519,658.00	395,517.25	566,933.00	47,275.00	9.10%

Summary Budget Request

02/23/2022

Expense

	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 35 Local Circuit Breaker					
01 - Local Circuit Breaker	0.00	2,392.50	0.00	0.00	.00%
Local Circuit Breaker	0.00	2,392.50	0.00	0.00	.00%

Summary Budget Request

02/23/2022

Expense

	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 36 Overlay	168,972.00	1,326.72	168,972.00	0.00	.00%
01 - Overlay	168,972.00	1,326.72	168,972.00	0.00	.00%
Overlay					

Summary Budget Request

02/23/2022

Expense

	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
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Dept: 37 Unclassified

07 - Contingency
Unclassified

178,182.00	36,704.89	65,000.00	-113,182.00	-63.52%
178,182.00	36,704.89	65,000.00	-113,182.00	-63.52%

Summary Budget Request

		Expense				Man Req vs		Man Req vs	
		2022	2022	2023	2023	Man Req vs	Man Req vs	Man Req vs	Man Req vs
		Budget	YTD	Manager	Change \$	Change %	Change \$	Change %	Change %
Dept: 38 Miscellaneous Agencies									
01 - Miscellaneous Agencies		6,350.00	3,553.74	10,475.00	4,125.00	64.96%			
Miscellaneous Agencies		6,350.00	3,553.74	10,475.00	4,125.00	64.96%			

Summary Budget Request

02/23/2022

Expense

	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept: 39 Capital Outlay					
01 - Administration	5,000.00	5,000.00	406,500.00	401,500.00	8030.00%
02 - Police	48,800.00	48,800.00	92,800.00	44,000.00	90.16%
03 - Communications	250,000.00	250,000.00	37,000.00	-213,000.00	-85.20%
04 - Fire Reserve	210,000.00	210,000.00	295,000.00	85,000.00	40.48%
06 - Highway	116,000.00	116,000.00	284,000.00	168,000.00	144.83%
09 - Road Improvement	414,000.00	414,000.00	472,000.00	58,000.00	14.01%
11 - Sidewalk Construction	105,000.00	105,250.47	80,000.00	-25,000.00	-23.81%
13 - Recreation	0.00	0.00	75,000.00	75,000.00	100.00%
20 - Special Projects	50,000.00	50,000.00	285,000.00	235,000.00	470.00%
39 - Piers Capital Outlay	300,000.00 1,498,800.00	300,000.00 1,499,050.47	153,000.00 2,180,300.00	-147,000.00 681,500.00	-49.00% 45.47%

Summary Budget Request

02/23/2022

Expense

	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
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Dept: 41 Debt Service

01 - Debt Service
Debt Service

973,058.00	792,891.25	1,246,931.00	273,873.00	28.15%
973,058.00	792,891.25	1,246,931.00	273,873.00	28.15%

Summary Budget Request

02/23/2022

Expense

	2022 Budget	2022 YTD	2023 Manager	Man Req vs"		Man Req vs Curr Bud Change %
				Curr Bud	Change \$	
Dept: 50 Assessment						
01 - Education	11,264,353.00	7,509,568.24	11,827,571.00	563,218.00		5.00%
02 - County Assessment	1,199,997.00 12,464,350.00	1,199,996.46 8,709,564.70	1,235,997.00 13,063,568.00	36,000.00 599,218.00		3.00% 4.81%
Expense Totals:	23,007,497.00	15,850,946.43	25,009,334.00	2,001,837.00		8.70%

Capital Costs Analysis

The Town Manager's budget submittal includes a five-year capital improvement program from FY23 to FY27. There are a few large projects in the near future. These include the Cape Porpoise Pier, fire equipment, highway equipment, road improvements, fire station renovations, and a town hall project. The largest challenge in capital improvement plans right now is the increasing cost of equipment and supplies. These prices are being driven by labor shortages, wages, transportation costs, and market demand.

We saw this phenomenon during the FY22 budget process. We had been reserving \$250,000 per year towards the \$1.4 million replacement and upgrade radio tower project. We anticipated that we would be ready within 5 years. Unfortunately, we found that in one year's time, the project had increased by 10% or \$140,000. The decision was made to bond \$1.0 million to match the \$500,000 we had in reserves to get the project completed while it was still "affordable". As we were finalizing contractual documents in December, we were notified of a 12% increase that would take effect in 2022 – that is almost \$350,000 in additional expense in two short years. We have seen this same scenario play out in all capital purchasing whether it is our Town Hall (\$1.0 million increase), a dump truck (\$30,000 increase), or the preservation of our historical records (\$1,500 increase).

Due to significant and necessary investments in the next five years, I have increased capital funding in FY23 by approximately \$681,500. If one were to include the cost of bonding the radio tower project, the additional \$275,000 of principal and interest would put that number at close to a million.

The total proposed capital budget is \$2,180,300. I am proposing the Town transfer \$700,000 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 19	FY 20	FY 21	FY 22	FY 23
Capital Budget	\$1,423,100	\$1,301,100	\$1,196,914	\$1,498,800	\$2,180,300

Below is the analysis of FY 23 capital budget requests by department.

Administration: \$406,500.

- Historic Preservation: \$6,500 allocation for ongoing preservation of historical documents at town hall.
- Special Projects: \$400,000 allocation for the design and construction plans for a new town hall and public meeting space. The development of a new Town Hall began over 20 years ago with the design for a combined Fire

Station and Town Hall on North Street. Based on the program and space study completed by David Graham in 2020, the Town Hall would encompass approximately 8,000 sq ft. The current town hall is about 5,000 sq ft. Due to cost increases in construction, we are estimating a cost of \$4.5 million; however, final design will give us a clearer picture. The first step in the process would be the final design and engineering. This would allow for completion in 2025.

Police: \$92,800.

- Equipment: Request of \$6,800 for a patrol computer in vehicle as part of a cyclical replacement plan.
- Vehicles: Request of \$86,000 to replace the Chief's Explorer and one of our Dodge Chargers with a hybrid Ford Explorer and a gas Ford Explorer. The Department maintains seven total vehicles.

Communication: \$37,000.

- Special Projects: Request of \$12,000 for a sprinkler upgrade and \$25,000 to replace the HVAC system in the Police Department Building.

The federal fire regulations changed requiring the removal all glycol chemicals from all wet fire suppression systems. This rule change goes into effect October 1, 2022.

The HVAC system is original to the building and was built for the size of the original structure. The building has had additions since that time and the current system is at the end of its life cycle.

Fire: \$295,000

- Equipment Reserve: \$35,000, 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 to stay on target for our replacement timeline in 2027.
- Vehicles Reserve: \$65,000 for the replacement of our 1980 and 1984 brush truck which are both beyond their life cycle. We will replace these two trucks with one.
- Fire Apparatus Reserve: Request of \$175,000 to replace a ladder truck in FY24. 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 previous strategy was budgeting \$130,000 per year; however due to price increases we need to budget \$175,000 to stay on target.

- Firefighter PPE: \$20,000 request to replace needed personal protective equipment (PPE) for fire ground operations. For the past couple of years, we didn't need reserve funds as we used our available surplus reserve funds. Our plan is to replace 7-8 sets of gear per year. Our goal is to ensure that we change out interior qualified firefighters' gear every 10 years.

Highway: \$284,000.

- Vehicles: request of \$284,000 to replace the 2011 International (\$236,000) and the 2009 F350 (\$70,000). Although this totals \$306,000, we plan to offset these costs by taking \$22,000 from the reserve account.

Road and Sidewalk Improvements: \$552,000.

- Road Improvement request of \$472,000 for Old Cape Road, Stone Road, Belgrade Avenue, Beachwood Avenue (half), and Oak Ridge Road (half).
- Sidewalk Improvement request of \$80,000 for Pearl Street, and Ocean Avenue (from Seagrass to Green St.)

Recreation: \$75,000.

- Park Improvements: \$45,000 request for a parks master plan and \$30,000 for paving of Firefighter's Park.

The Parks and Recreation department oversees a variety of parks in partnership with the Public Works Department. The goal of the department has been to create neighborhood recreation areas for all residents to enjoy. The most heavily used areas are Parson's field, located next to the Recreation building, and Rotary Park adjacent to the Public Works garage. Firefighter's Park in Cape Porpoise has traditionally been a little league field for youth, but with the addition of other regional sports fields and the change in resident needs, the field has fallen into disrepair.

As Rotary Park has been built out to its maximum use, staff's focus is on the future of Parson's field and Firefighter's Park. Before the Town invests in new playgrounds, fields, trails, or pickleball courts, staff is recommending a master planning process that will be a public engagement process to gather feedback on the future of parks and recreation in the neighborhoods of Kennebunkport.

Since Firefighter's Park has become the home to Cape Porpoise mail delivery, the increased traffic in the driveway and parking lot has left ruts and unsafe driving conditions. Staff are recommending that the area be paved to meet the current needs of the park traffic.

Special Projects: \$285,000.

- Miscellaneous: request of \$200,000 for engineering and design of Pier Road upgrades, \$35,000 for Village Parcel zoning overlay, and \$50,000 for Sea Level Rise impacts analysis.

Pier Road has experienced more and more flooding during high tide events in the area of the causeway. Staff originally received an engineering estimate in 2013 for the cost to widen the road from 25' to 30' (in order to allow pedestrian access), and to increase the height of the road by four feet to elevation 11. The original cost estimate was \$975,000, but the Town didn't take action at that time. Over the past few years, we have seen expanded flooding at the causeway making access to the Pier impossible at times. Staff requested a review of the 2013 estimate and proposed elevation. The new proposal from Woodard Curran Engineers is a six-foot road height increase to elevation 13, for a total cost of \$2,277,714. Staff is recommending that the Town fund the design and engineering of the improvements with hopes to access climate change grant funds from the new federal infrastructure funds.

The Town acquired the Village Parcel in 2018 to plan for the Town's future needs. In July of 2020, the Village Parcel Visioning Plan was completed after an extensive public process. Through the development of this plan, it was recognized that the current zoning doesn't allow for the type of development envisioned in the plan and displayed in the village neighborhood abutting the parcel. Before the Town can secure development opportunities, whether public or private, staff recommends the creation of an overlay zone that will mimic village development and overlap the current village residential and free enterprise zone. The estimated cost for a consultant to assist with this process is \$35,000.

The sea level rise impact analysis, budgeted at \$50,000, is a planned consultant and staff led public exercise to begin to examine the impacts of sea level rise. Staff are recommending that we begin at three of Kennebunkport's valued asset areas – Dock Square, Cape Porpoise, and Goose Rocks Beach. Although staff and residents agree that storm surge and tide escalation are causing flooding and access issues, the question remains, what options are available to address these concerns. By using the expertise of engineers, climate change science, and public input, staff

plan to drive future capital investment by marrying the best solutions with the direction of community support.

Piers: \$153,000.

- The Pier Reserve request includes \$100,000 for the replacement of Cape Porpoise Pier, \$40,000 for needed repairs to the Chowder House, \$4,500 for the replacement of the Harbormaster's fuel tank, \$5,500 for a new hoist, and \$3,000 for a replacement dinghy.

The Cape Porpoise Pier project includes the replacement of the bait shed, the addition of a Harbormaster office, replacement of fuel tanks and fuel system, expansion of the pier, and a new float system for recreational boats, and a pump out station. Staff applied for both Maine DOT Small Harbor Improvement (SHIP) funds and Economic Development Administration (EDA) funding for the \$3.0 million project. We have been notified that we qualify for \$500,000 in SHIP funds (\$250,000 in 2022 and \$250,000 in 2023). Staff is awaiting the award of a \$1.9 million EDA grant which would allow the project to move forward. Due to the necessary grant matching and cost increases anticipated in supplies and construction, I am requesting an additional \$100,000 for the reserve account.

The Harbormaster boat currently runs off a 12 gallon above deck tank which allows for 3 hours of run time. The \$4,500 request will allow for two 45 gallons below deck tanks will allow longer run time to monitor issues in the Harbor without needing to refuel as frequently.

The current spare hoist is an 8-foot per minute hoist which is extremely slow. A proper speed replacement, estimated at \$5,500, would allow full functionality even when a primary hoist goes down. Periodic replacement of hoists is necessary due to wear from the harsh environment.

The request of \$3,000 would purchase of a small outboard skiff to replace the 8-foot plastic rowboat used to work around the pier and to access the Harbormaster boat on its mooring. This will provide a safer and more practical means of transport for pier work and mooring access.

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Capital Improvement Program

Administration	Type	Funding	FY23	FY 24	FY 25	FY 26	FY27	Future
Records Preservation	Admin	Budget	\$ 5,000					
Town Hall Design	Admin	Budget	\$ 400,000					
Records Preservation	Admin	Budget		\$ 5,000				
Town Hall Construction	Bldg/Facilities	Bond		\$ 4,500,000				
Records Preservation	Admin	Budget		\$	5,000			
Records Preservation	Admin	Budget			\$	5,000		
Records Preservation	Admin	Budget				\$	5,000	
Replace 2017 Codes Vehicle	Equipment	Budget						\$ 30,000
Records Preservation	Admin	Budget						\$ 200,000
Totals			\$ 405,000	\$ 4,505,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 230,000
Fire	Type	Funding	FY23	FY 24	FY 25	FY 26	FY27	Future
Rigid Inflatable Boat/engine/trailer - GRB - new 2003	Equipment	Reserve	\$ 18,000					
Firefighter PPE	Equipment	Budget	\$ 20,000					
Replace Brush 35 1980 GMC	Equipment	Reserve	\$ 65,000					
Replace Engine 12 - 1997 PV REPLACE IN 2024	Equipment	Trust		\$ 635,000				
Firefighter PPE	Equipment	Budget		\$ 22,000				
Replace Ladder 34 - GRB new 1999 - Replace 2024	Equipment	Reserve		\$ 1,150,000				
Village Fire Station Design	Admin	Budget		\$ 150,000				
Firefighter PPE	Equipment	Budget		\$ 22,000				
Village Fire Station	Bldg/Facilities	Bond		\$ 1,500,000				
Firefighter PPE	Equipment	Budget						
Replace Car 1 - 2015 Ford F-150 (2026)	Equipment	Budget		\$ 22,000				
Firefighter PPE	Equipment	Budget		\$ 67,000			\$ 24,000	
SCBA Air Packs (45) (2027)	Equipment	Reserve					\$ 300,000	
Rigid Inflatable Boat/engine/trailer - CP - New 2008 (2028)	Equipment	Reserve						\$ 30,000
Replace Squad 11 2006 REPLACE IN 2031	Equipment	Reserve						\$ 400,000
Replace Tank 1 -GRB new 2008 Replace 2038	Equipment	Reserve						\$ 500,000
Engine 23 WW REPLACE IN 2039	Equipment	Reserve						\$ 900,000
Generator - WD	Equipment	Budget						\$ 10,000
Generator - Village	Equipment	Budget						\$ 35,000
Hydraulic rescue tool	Equipment	Budget						\$ 80,000
Engine 33 GRB - new 2017 (2042)	Equipment	Reserve						\$ 900,000
Totals			\$ 103,000	\$ 1,957,000	\$ 1,522,000	\$ 89,000	\$ 324,000	\$ 2,855,000

Capital Improvement Program

		Funding	FY23	FY 24	FY 25	FY 26	FY27	Future
Parks & Recreation								
Zero Turn Mower replacement	Equipment	Reserve	\$ 15,000					
Parks Master Plan	Admin	Budget	\$ 75,000					
Firefighters Park Paving	Infrastructure	Budget	\$ 30,000					
Park Amenities Phase 1	Infrastructure	Budget/Grant		\$ 75,000				
Park Amenities Phase 2	Infrastructure	Budget/Grant			\$ 75,000			
Replace 2015 Bus	Equipment	Budget						
Park Amenities Phase 3	Infrastructure	Budget/Grant				\$ 75,000		
Village Parcel Trails	Infrastructure	Budget						
Public Boat Access	Infrastructure	Budget/Grant					\$50,000	
Totals			\$ 120,000	\$ 75,000	\$ 150,000	\$ 75,000	\$ 50,000	\$ 500,000
Piers								
Harbormaster Boat (Fuel Tank Replacement)	Equipment	Budget	\$ 4,500					
Spare hoist replacement	Equipment	Budget	\$ 5,500					
Cape Porpoise Pier Replacement and Bait Shed	Bldg/Facilities	Reserve/Grant	\$ 2,735,000					
Harbormaster Dinghy Replacement	Equipment	Budget	\$ 3,000					
Chowder House Repairs	Bldg/Facilities	Budget	\$ 40,000					
#1 Hoist Replacement	Equipment	Budget		\$ 5,500				
#2 Hoist Replacement	Equipment	Budget						
Harbormaster Boat	Equipment	Reserve						
Totals			\$ 2,788,000	\$ 5,500	\$ -	\$ 5,500	\$ -	\$ 30,000
Police								
Replace Cruiser Computers	Equipment	Budget	\$ 6,800					
Replace 2017 Cruisers (2)	Equipment	Budget	\$ 86,000					
Sprinkler Upgrade	Bldg/Facilities	Budget	\$ 12,000					
HVAC Replacement	Bldg/Facilities	Budget	\$ 25,000					
Replace Cruiser Computers	Equipment	Budget		\$ 6,800				
Replace 2018 Cruiser	Equipment	Budget		\$ 47,000				
Weapon Replacement	Equipment	Trust			\$ 25,000			
Replace 2019 Cruiser	Equipment	Budget			\$ 47,000			
Replace 2020 and 2021 Cruisers (2)	Equipment	Budget				\$ 87,000		
Central Square Records Management Software Replacement	Equipment	Budget					\$ 75,000	
Replace 2XXX Cruiser	Equipment	Budget					\$ 47,000	
Replace 2XXX Cruiser (2)	Equipment	Budget						\$ 87,000
Totals			\$ 129,800	\$ 53,800	\$ 72,000	\$ 87,000	\$ 122,000	\$ 87,000

\$50K Budget
\$25K Grant
Phases 1, 2 & 3

\$700K is Town Funds
\$1.9M EDA Grant
\$500K in SHIP Grant (FY22 & FY23)

Capital Improvement Program

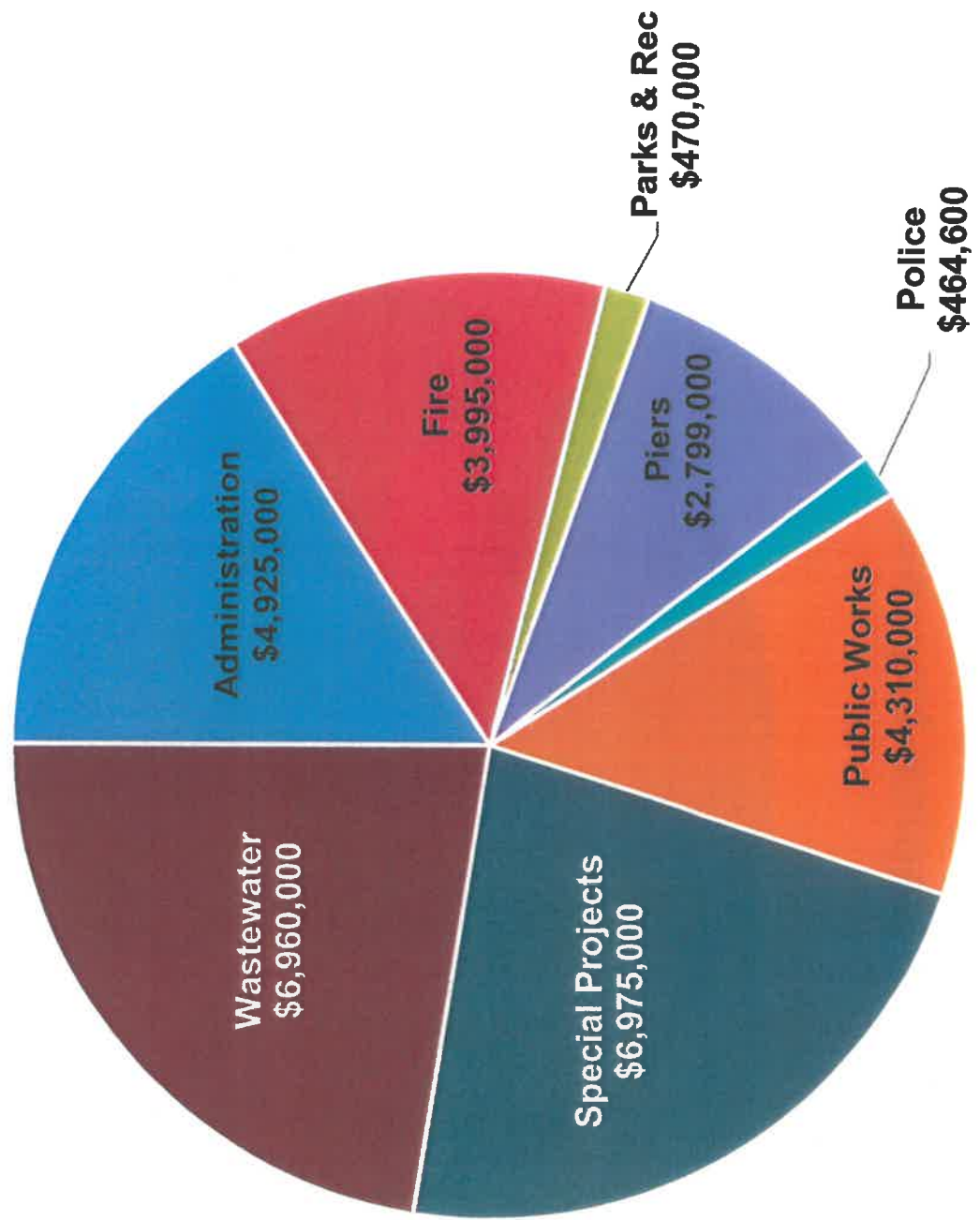
	Type	Funding	FY23	FY 24	FY 25	FY 26	FY27	Future
Public Works								
Repair and reconstruct roads	Infrastructure	Budget	\$ 472,000					
Repair and construct sidewalks	Infrastructure	Budget	\$ 80,000					
Replace 2011 International	Equipment	Budget	\$ 236,000					
Replace 2009 F-350 2X4 Dual Rear	Equipment	Budget	\$ 70,000					
Repair and reconstruct roads	Infrastructure	Budget		\$ 533,000				
Repair and construct sidewalks	Infrastructure	Budget		\$ 90,000				
Replace 2012 International	Equipment	Budget		\$ 240,000				
Replace 2006 F-350 4X4	Equipment	Budget		\$ 60,000				
Repair and reconstruct roads	Infrastructure	Budget			\$ 781,000			
Repair and construct sidewalks	Infrastructure	Budget			\$ 95,000			
Replace 2007 Trackless	Equipment	Budget			\$ 235,000			
Repair and reconstruct roads	Infrastructure	Budget				\$ 440,000		
Repair and construct sidewalks	Infrastructure	Budget				\$ 100,000		
Replace 2013 JD Loader	Equipment	Budget				\$ 190,000		
Repair and reconstruct roads	Infrastructure	Budget					\$ 338,000	
Repair and construct sidewalks	Infrastructure	Budget					\$ 105,000	
Replace 2015 International	Equipment	Budget					\$ 245,000	
Replace 2016 International	Equipment	Budget						\$ 250,000
Replace 2016 Ford F350 4X4 Dual Rear	Equipment	Budget						\$ 75,000
Replace 2016 Tymo 435	Equipment	Budget						\$ 160,000
Replace 2017 Graco Line Striper	Equipment	Budget						\$ 12,000
Replace 2018 Case 580 T4F Backhoe	Equipment	Budget						\$ 170,000
Replace 2018 Trackless MT7	Equipment	Budget						\$ 245,000
Replace 2020 Ford F350 4X4	Equipment	Budget						\$ 65,000
Replace 2018 Fuel Pumps	Equipment	Budget						\$ 15,000
Replace 2020 FuelMaster Fuel Controller	Equipment	Budget						\$ 15,000
Replace 2021 Western Star	Equipment	Budget						\$ 250,000
Replace 2021 Mower	Equipment	Budget						\$ 20,000
Totals			\$ 858,000	\$ 923,000	\$ 1,111,000	\$ 730,000	\$ 688,000	\$ 1,277,000
Special Projects								
Pier Road & Sidewalks Planning & Engineering	Admin	Budget	\$ 200,000					
Village Parcel Zoning Policy	Admin	Budget	\$ 75,000					
Comp Plan Development	Admin	Budget	\$ 20,000					
Sea Level Rise Planning	Admin	Budget	\$ 50,000					
Pier Road Reconstruction & Sidewalks	Infrastructure	Grant/Bond		\$ 2,280,000				
Acquisition of Automated Waste Collection Bins	Equipment	Budget		\$ 250,000				
Purchase of LED Streetlight Fixtures	Infrastructure	Budget		\$ 100,000				
Village Parcel Infrastructure-Town Hall	Infrastructure	Bond		\$ 500,000				
Village Parcel Infrastructure Phase 1	Infrastructure	Private				\$ 3,500,000		
Village Parcel Infrastructure Phase 2	Infrastructure	Private						
Totals			\$ 345,000	\$ 3,130,000	\$ -	\$ 3,500,000	\$ -	\$ 3,500,000

50% Grant
50% Bond

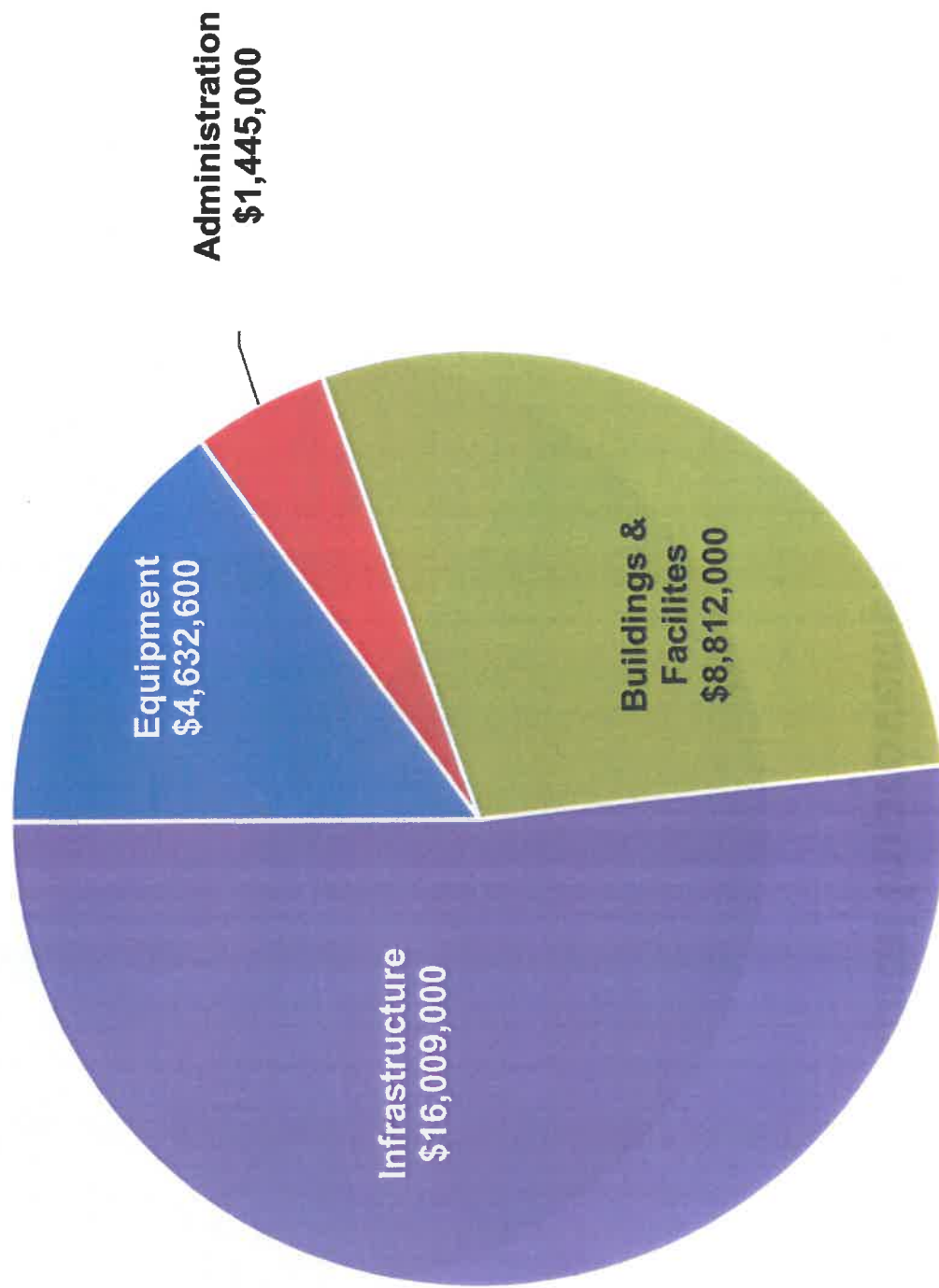
Capital Improvement Program

Wastewater	Type	Funding	FY23	FY 24	FY 25	FY 26	FY27	Future
Replace Ocean Ave. Pump Station #6-Engineering	Admin	Bond	\$ 50,000					
Replace Turbat's Creek Pump Station-Engineering	Admin	Bond	\$ 50,000					
Replace South Main St. Pump Station #5-Engineering	Admin	Bond	\$ 50,000					
Replace Mixers in Aeration Tanks	Infrastructure	Budget	\$					
Replace Ocean Ave. Pump Station #6	Infrastructure	Bond		\$ 800,000				
Replace Turbat's Creek Pump Station	Infrastructure	Bond		\$ 800,000				
Replace South Main St. Pump Station #5	Infrastructure	Bond		\$ 400,000				
Replace Mills Lane Pump Station #2-Engineering	Admin	Bond		\$ 50,000				
Replace Mills Rd. Pump Station #11-Engineering	Admin	Bond		\$ 50,000				
Replace Mills Lane Pump Station #2	Infrastructure	Bond			\$ 800,000			
Replace Mills Rd. Pump Station #11	Infrastructure	Bond			\$ 800,000			
Replace 2013 Service Truck	Equipment	Budget			\$ 100,000			
Replace Kings Highway Pump Station #14-Engineering	Admin	Bond			\$ 50,000			
Replace Kings Lane Pump Station #13-Engineering	Admin	Bond			\$ 50,000			
Replace Kings Highway Pump Station #14	Infrastructure	Bond			\$ 820,000			
Replace Kings Lane Pump Station #13	Infrastructure	Bond			\$ 820,000			
Replace 2006 Jetter	Equipment	Budget			\$ 120,000			
Replace Kings Highway Pump Station #12-Engineering	Admin	Bond			\$ 100,000		\$ 1,000,000	
Replace Kings Highway Pump Station #12	Infrastructure	Bond						\$ 300,000
Replace Ocean Ave Gravity Main (Nonantum to Bridge)	Infrastructure	Bond						\$ 71,000
Replace Submersible Mixer	Equipment	Budget						\$ 85,000
Replace Axial Flow Pumps (2)	Equipment	Budget						\$ 125,000
Huber fine screen #101 2011	Equipment	Budget						\$ 125,000
Huber fine screen #102 2011	Equipment	Budget						\$ 100,000
Grinder Pump Replacement	Equipment	Budget						\$ 300,000
Replace Prescott Drive Pump Station #15	Infrastructure	Bond						\$ 300,000
Replace Washington Court Pump Station #16	Infrastructure	Bond						\$ 300,000
Replace Wakefield Pasture Pump Station #17	Infrastructure	Bond						\$ 2,100,000
Replace 6.5 miles 1972 Sewer Lines	Infrastructure	Bond						\$ 3,806,000
Totals			\$ 200,000	\$ 2,100,000	\$ 1,800,000	\$ 1,860,000	\$ 1,000,000	\$
GRAND TOTAL			\$ 4,948,800	\$ 12,749,300	\$ 4,660,000	\$ 6,351,500	\$ 2,189,000	\$ 12,285,000

FY23-27 Capital Improvements by Department



FY23-27 Capital Improvements by Type

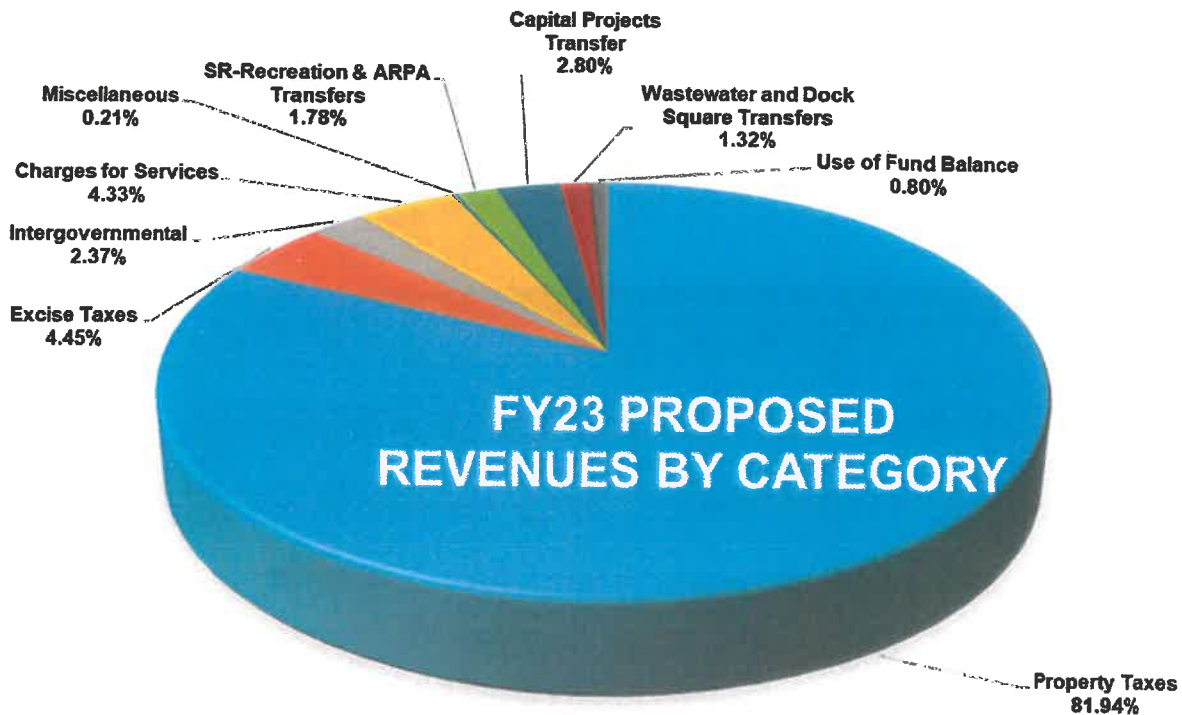


FY 23 Nonproperty Tax Revenues Analysis

FY 23 nonproperty tax revenues are projected to increase by \$1,074,198 or 31.2%. These types of revenues account for just over 18% of the total budget, the rest is accounted for in property taxes. In the State of Maine, local governments are dependent on the 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), 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 we are fortunate to have an influx of nonproperty revenues. The largest increases are the use of American Rescue Plan Act (ARPA) dollars and a transfer from the capital projects fund balance.

FY23 Revenue Summary by Category					
Category	FY22 Approved	FY23 Proposed	\$ Change	% Change	
Property Taxes	\$ 19,565,377	\$ 20,493,016	\$ 927,639	4.74%	
Excise Taxes	\$ 1,064,000	\$ 1,114,000	\$ 50,000	4.70%	
Intergovernmental	\$ 529,020	\$ 591,918	\$ 62,898	11.89%	
Charges for Services	\$ 806,600	\$ 1,082,400	\$ 275,800	34.19%	
Miscellaneous	\$ 107,500	\$ 52,000	\$ (55,500)	-51.63%	
SR-Recreation & ARPA Transfers	\$ 60,000	\$ 445,000	\$ 385,000	641.67%	
Capital Projects Transfer	\$ 325,000	\$ 700,000	\$ 375,000	115.38%	
Wastewater and Dock Square Transfers	\$ 325,000	\$ 331,000	\$ 6,000	1.85%	
Use of Fund Balance	\$ 225,000	\$ 200,000	\$ (25,000)	-11.11%	
GRAND TOTAL BUDGET	\$ 23,007,497	\$ 25,009,334	\$ 2,001,837	8.70%	



In May of 2021, the federal government passed the American Rescue Plan Act (ARPA), which contained significant funding for state and local governments. The \$350 billion for state, local, territorial, and tribal governments were authorized to respond to the COVID-19 emergency and lead a strong economic recovery. Kennebunkport was allocated \$385,600 of this assistance and received the first half of the funding in October of 2021. The Town will receive the second half in the fall of 2022.

There are four key eligible use categories:

- Public Sector Revenues - Providing government services up to the amount of revenue loss due to the pandemic
- Public Health & Economic Response - Responding to COVID-19's public health impact, along with its economic harms
- Premium Pay for Essential Workers - Offering additional support to workers who bear the greatest health risks because of their service in critical sectors
- Water, Sewer & Broadband Infrastructure - Providing funding to critical water and sewer projects, along with high-speed broadband infrastructure.

The Public Sector Revenues category allows recipients the simplest form of reimbursement through the \$10 million revenue loss standard allowance. Recipients may use the funds to provide government services such as:

- Construction of schools and hospitals
- Road building and maintenance, and other infrastructure
- Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)

The funds need to be spent in accordance with federal requirements, and the Town is responsible for reporting and justifying the use of the funds. Misuse of the funds will require the repayment of the funds to the federal government. The funds must be used for costs incurred on or after March 3, 2021. Further, funds must be obligated by December 31, 2024, and expended by December 31, 2026.

The allowed standard revenue loss deduction provides the least administrative oversight and funds future capital needs for vital government services. The Board of Selectmen approved the use on the following capital items at their meeting on February 10, 2022.

Department	Capital Project	Cost
Police	Purchase 2 Police Cruisers	\$ 68,000
Public Works	Purchase 5-ton Dump Truck	\$ 236,000
Public Works	Purchase F-350 1-ton Dump Truck	\$ 70,000
Town Hall	Update Town Website	\$ 5,000
Town Hall	New Server	\$ 7,000

Over the years, we have strived to decrease our dependence on fund balance due to the impact it has on current budgetary operations. During the height of COVID, we did use \$600,000 in fund balance to offset other reductions in revenue. This year we hope to bring the fund balance contribution back to the normal \$200,000 level.

The FY23 budget also contains a transfer from the capital reserve fund balance to assist with the many capital needs proposed in the budget document. The FY21 budget was finalized in the beginning of the COVID pandemic and was, therefore, a very conservative budget. The Town was fortunate to bring FY21 to a successful financial conclusion which included reduced expenditures (thanks to the hard work of department directors) and higher than anticipated revenues. This allowed for a transfer in January of 2022 (once the audit for FY 21 was complete) to the capital reserve account of \$1.2 million, bringing the balance to \$1.4 million. This transfer was done in accordance with the Town's fund balance policy.

The largest increases and decreases in revenues include the following:

Revenue	Reason	Increase
Excise Tax	Back to pre-covid activity level	\$ 50,000
State Revenue Sharing	State funding back to 5% of sales tax	\$ 75,000
Homestead Exemption	Town tax rate anticipated to decrease due to sales market adjustment which impacts reimbursement	(\$ 20,000)
Building Permits	Continued increase in construction	\$185,000
Parking Violations	Suggested increase in fees	\$ 10,000
GRB Stickers	Back to pre-covid activity level	\$ 30,000
Short-term Rental Fees	Based on actual license activity	\$ 45,000
Investment Income	Due to lower interest rates	(\$ 30,000)
Use of Fund Balance	Back to pre-covid level of use	(\$ 25,000)
Sale of Town Property	No planned sales in FY 23	(\$ 25,000)
Use of Capital Reserve Fund Balance	Due to increased expenditure in capital planning	\$ 375,000
American Rescue Plan Act Funds	One time federal revenue to assist in capital expenditures	\$ 385,000

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Budget Request

02/23/2022

Revenue

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 01-01 Property Taxes / Property Tax							
01 Current Taxes	19,004,109.00	19,054,738.85	19,565,377.00	19,567,880.49	20,493,016.00	927,639.00	4.74%
Estimated current property tax to balance the budget.							
03 Supplements	0.00	3,828.20	0.00	2,017.92	0.00	0.00	.00%
Property Tax	19,004,109.00	19,058,567.05	19,565,377.00	19,569,898.41	20,493,016.00	927,639.00	4.74%

Budget Request

02/23/2022

Revenue

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 02-01 Excise Taxes / Excise							
01 Auto Excise	948,000.00	1,154,932.28	1,050,000.00	730,841.90	1,100,000.00	50,000.00	4.76%
Motor vehicle excise tax collections.							
Excise Tax grows with vehicle values.							
Reduction reflective of historical data.							
02 Boat Excise	14,600.00	14,488.30	14,000.00	3,614.10	14,000.00	0.00	.00%
Boat excise tax collections.							
Excise	962,600.00	1,169,420.58	1,064,000.00	734,456.00	1,114,000.00	50,000.00	4.70%

Budget Request

02/23/2022

		Revenue				Man Req vs"		Man Req vs	
		2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Curr Bud	Change %
Dept/Div: 04-01 Intergovernmental / Intergovernmental									
01 State Revenue Sharing	By State statute, 5% of the State's sales tax revenues are to be shared with municipalities in return for performing many State functions. In FY22, the State funded 4.5% of the collected revenue. After many years, the second year of the State's biennial budget (FY23) calls for a restored 5%.	75,000.00	149,009.16	110,000.00	129,732.81	185,000.00	75,000.00		68.18%
02 Homestead Exemption	The State reimburses 70% of the \$25,000 exemption (after being adjusted by the Town's certified ratio, currently at 85%) given the primary residences @ 780.	123,386.00	123,462.00	120,000.00	84,599.00	100,000.00	-20,000.00		-16.67%
03 Local Road Assistance	Financial assistance from Maine Department of Transportation to be used toward capital improvements on local roads and bridges.	42,000.00	40,528.00	42,000.00	43,460.00	40,000.00	-2,000.00		-4.76%
04 Tree Growth	A State reimbursement assistance program for reduced per acre rate of forested land which results in a property tax reduction.	6,000.00	6,243.85	6,000.00	8,169.80	6,000.00	0.00		.00%
05 Snowmobile		0.00	456.78	0.00	529.60	0.00	0.00		.00%
06 Veterans Exemption	State reimbursement for veterans' property tax relief, which the municipality is responsible for exempting in value.	2,300.00	2,322.00	2,300.00	0.00	2,300.00	0.00		.00%

Budget Request

02/23/2022

Revenue

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 04-01 Intergovernmental / Intergovernmental CONT'D							
07 General Assistance	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	.00%
State reimbursement toward expenses related to General Assistance. Currently set at 50% of total expenditures.							
11 Miscellaneous	0.00	307.00	0.00	0.00	0.00	0.00	.00%
12 BETE Reimbursement	7,417.00	7,465.00	7,000.00	5,846.00	5,000.00	-2,000.00	-28.57%
The State's reimbursement for a portion of the value exempted through the Business Equipment Tax Exempt Program. Decreased due to anticipated participation.							
14 FEMA Reimbursement	0.00	21,466.53	0.00	0.00	0.00	0.00	.00%
15 Rachel Carson Wildlife	3,500.00	3,384.00	3,500.00	0.00	3,500.00	0.00	.00%
Payment in lieu of taxes. The Federal government each year apportions the amount to be appropriated.							
19 COVID grant	0.00	86,882.89	0.00	0.00	0.00	0.00	.00%
24 RSU COPS Share	223,485.00	211,636.25	237,220.00	130,360.53	249,118.00	11,898.00	5.02%
RSU 21's share (75%) of 3 officers assigned to the schools: Consolidated, Mildred Day, and Middle School. Increased to reflect contractual obligations.							
Intergovernmental	484,088.00	653,163.46	529,020.00	402,697.74	591,918.00	62,898.00	11.89%

Budget Request

02/23/2022

Revenue

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 06-01 Charges for Services / Charges for Services							
01 Interest on Taxes	35,000.00	41,206.01	40,000.00	8,414.22	40,000.00	0.00	.00%
Interest received from delinquent property tax accounts.							
02 Lien Costs	0.00	2,227.31	0.00	1.40	0.00	0.00	.00%
03 Town Clerk Fees	9,000.00	8,983.60	9,000.00	6,875.60	9,000.00	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	4,000.00	2,792.00	4,000.00	3,409.00	2,800.00	-1,200.00	-30.00%
Dogs are licensed in accordance with State law. This represents the Town's share of dog license fees.							
05 Agent Fees	13,000.00	15,756.75	13,000.00	8,863.75	15,000.00	2,000.00	15.38%
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	250,000.00	541,930.00	365,000.00	409,756.00	550,000.00	185,000.00	50.68%
Fees for building permits. Increased to reflect projected building demand.							
07 Plumbing Permits	15,000.00	23,502.50	18,000.00	16,500.00	20,000.00	2,000.00	11.11%
Town's portion of fees for plumbing permits as agent of the State of Maine. Increased to reflect projected activity level.							
10 Board of Appeals	700.00	1,740.60	500.00	250.00	500.00	0.00	.00%
Fees received for Zoning Board of Appeals applications.							

Budget Request

02/23/2022

Revenue

	2021		2021	2022	2022	2023	Man Req vs"		Man Req vs
	Budget	Actual	Budget	YTD	Manager	Change \$	Curr Bud	Change %	
Dept/Div: 06-01 Charges for Services / Charges for Services CONT'D									
11 Planning Board	10,000.00	22,798.70	12,000.00	10,745.46	15,000.00	3,000.00		25.00%	
Fees received from Planning Board applicants. Increased to reflect projected actual number of applicants.									
12 Liquor License	4,450.00	4,350.00	5,000.00	3,250.00	5,000.00	0.00		.00%	
Fees received for liquor license applications.									
13 Victualers Licenses	5,000.00	5,700.00	5,000.00	100.00	5,000.00	0.00		.00%	
Fees received for victualers license applications.									
17 Parking Violations	25,000.00	56,236.44	40,000.00	32,700.82	50,000.00	10,000.00		25.00%	
Fines received for violation of Parking and Traffic Control Ordinance. Increase in fee schedule.									
18 Police Special Detail	4,000.00	156.51	4,000.00	4,560.01	4,000.00	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	0.00	5,000.00	0.00		.00%	
Fees received for dispatching services for the district.									
20 Goose Rocks Beach Sticker	112,500.00	226,118.51	170,000.00	147,691.11	200,000.00	30,000.00		17.65%	
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	3,840.00	200.00	12,599.00	200.00	0.00		.00%	
Fees and donations received for nursing services.									
23 Shellfish Licenses	900.00	1,275.00	900.00	0.00	900.00	0.00		.00%	
Fees received from shellfish licenses.									

Budget Request

02/23/2022

Revenue

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 06-01 Charges for Services / Charges for Services CONT'D							
31 Fire/Miscellaneous Revenue	0.00	1,205.00	0.00	72.00	0.00	0.00	.00%
33 Condo Conversion Fees	0.00	750.00	0.00	0.00	0.00	0.00	.00%
35 Short Term Rental License	0.00	0.00	115,000.00	162,229.96	160,000.00	45,000.00	39.13%
Short term rental license fees. Increased to reflect anticipated projections.							
Charges for Services	493,750.00	965,568.93	806,600.00	828,018.33	1,082,400.00	275,800.00	34.19%

Budget Request

02/23/2022

Revenue

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
18 Police Miscellaneous	2,500.00	1,755.00	2,500.00	1,205.00	2,000.00	-500.00	-20.00%
Revenue received for sale of unclaimed property and other miscellaneous revenues.							
19 Investment Income	30,000.00	70,343.83	60,000.00	16,686.68	30,000.00	-30,000.00	-50.00%
General fund investment income, which varies with available earning rates. Decreased due to continued low interest rates.							
20 Miscellaneous Income	10,000.00	9,676.32	10,000.00	3,244.46	10,000.00	0.00	.00%
Unanticipated miscellaneous revenues.							
21 Use of UFB	600,000.00	0.00	225,000.00	0.00	200,000.00	-25,000.00	-11.11%
Use of undesignated fund balance to reduce the amount needed to be raised by property taxation.							
26 Dock Square Transfer	225,000.00	225,000.00	265,000.00	265,000.00	265,000.00	0.00	.00%
Transfer of funds from the Dock Square Parking Lot fund. The transfer offsets general fund expenditures that support Dock Square operations. \$40K for part of road improvements in area.							
27 Conservation Donation	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	0.00	.00%
Payment in lieu of taxes by the Kennebunk Conservation Trust.							
29 Sewer Transfer	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	.00%
Transfer of funds from the Wastewater department to offset administrative services.							
34 Sale of Town Property	0.00	507.25	25,000.00	21,920.00	0.00	-25,000.00	-100.00%
39 Nurses Donation	0.00	14,875.00	0.00	14,650.00	0.00	0.00	.00%

Budget Request

02/23/2022

Revenue

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 08-01 Miscellaneous / Miscellaneous CONT'D							
50 GA Donations	0.00	4,840.00	0.00	1,300.00	0.00	0.00	.00%
56 Police Donations	0.00	500.00	0.00	0.00	0.00	0.00	.00%
57 Nurses Foot Care	0.00	0.00	0.00	315.00	0.00	0.00	.00%
58 GA Fuel Donations	0.00	5,686.67	0.00	4,000.00	0.00	0.00	.00%
59 GA Food Donations	0.00	6,500.00	0.00	5,000.00	0.00	0.00	.00%
65 Transfer In - Capital Projects	325,000.00	325,000.00	325,000.00	325,000.00	700,000.00	375,000.00	115.38%
Transfer in from General Capital Projects to assist in funding capital items.							
66 Transfer In - SR/Recreation	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	0.00	.00%
Transfer in from Special Revenue Fund for the fixed costs of the Recreation Department.							
67 Transfer In - SR/ARPA Funds	0.00	0.00	0.00	0.00	385,000.00	385,000.00	100.00%
Transfer of ARPA frund to the general fund to offset capital expenditure costs.							
Miscellaneous	1,292,500.00	764,684.07	1,012,500.00	758,321.14	1,692,000.00	679,500.00	67.11%

Budget Request

02/23/2022

Revenue

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	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	36,000.00	6,000.00	20.00%
Transfer of funds from Dock Square Parking Lot to support the restrooms in Dock Square and Goose Rocks Beach.							
D S Restrooms - Transfer DS PL	30,000.00	30,000.00	30,000.00	30,000.00	36,000.00	6,000.00	20.00%
Revenue Totals:	22,267,047.00	22,641,404.09	23,007,497.00	22,323,391.62	25,009,334.00	2,001,837.00	8.70%

FY23 Tax Commitment

	FY20	FY21	FY22	FY23	\$ Diff	% Diff
Municipal						
Operations	7,334,404	7,379,584	7,902,317	8,349,563	447,246	5.66%
Capital	1,301,100	1,196,914	1,498,800	2,180,300	681,500	45.47%
Debt	627,662	977,466	973,058	1,246,931	273,873	28.15%
Education Assessment	11,249,250	11,447,719	11,264,353	11,827,571	563,218	5.00%
County Assessment	1,143,776	1,150,725	1,199,997	1,235,997	36,000	3.00%
Overlay	77,014	114,639	168,972	168,972	0	0.00%
Total Expenditures	21,733,206	22,267,047	23,007,497	25,009,334	2,001,837	8.70%
Non Property Tax Revenue	2,352,386	2,022,938	2,537,120	2,870,318	333,198	13.13%
TI - Dock Square	255,000	255,000	295,000	301,000	6,000	2.03%
General Use of Fund Balance	200,000	600,000	225,000	200,000	(25,000)	-11.11%
TI - ARPA Funds				385,000		
Capital Projects Use of Fund Balance	100,000	325,000	325,000	700,000	375,000	115.38%
TI- Special Revenue-Recreation	80,000	60,000	60,000	60,000	0	0.00%
TI - Trust Picavet	800	0		0	0	0.00%
Special Funding Use of Fund Balance					0	
Total Non-Property Tax Rev	2,988,186	3,262,938	3,442,120	4,516,318	689,198	20.02%
Net Municipal Commitment	6,351,994	6,405,665	7,101,027	7,429,448	328,421	4.62%
Net Total Commitment	18,745,020	19,004,109	19,565,377	20,493,016	927,639	4.74%
Valuation	1,983,600,020	2,011,016,700	2,038,685,040	2,069,265,316	30,580,276	1.50%
Mil Rate	9.45	9.45	9.60	9.90	0.31	3.19%
Municipal portion of mil rate	3.20	3.19	3.48	3.59	0.11	3.1%
Education portion of mil rate	5.67	5.69	5.53	5.72	0.19	3.4%
County portion of mil rate	0.58	0.57	0.59	0.60	0.01	1.5%

* Education numbers are estimated as of 4/1/21 draft budget. We currently do not have final budget numbers for these entities.
 " County numbers are estimated as of 4/1/21 draft budget. We currently do not have final budget numbers for these entities.

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Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs"	
						Curr Bud Change \$	Change %
Dept/Div: 25-01 General Government / Administration							
Personnel							
10-01 Salaries & Wages	546,860.00	558,048.25	565,120.00	370,164.37	623,106.00	57,986.00	10.26%
Salary and wages for staff in Finance, Town Manager, and Town Clerk's office includes 5% of Assessor Agent's time and 70% of Public Works Admin/Human Resource Coordinator. Increase due to scheduled steps, longevity increases, pay adjustments and changing cost share percentages from 40% to 70% for the Human Resource Coordinator/Public Works Admin duties.							
10-02 Selectmen	15,663.00	17,219.61	16,135.00	8,067.50	16,620.00	485.00	3.01%
Salary and annual wages for Selectmen, up to reflect the 3% cost of living increase.							
10-09 Town Meeting	4,961.00	1,632.54	5,194.00	639.73	5,350.00	156.00	3.00%
Salary and wages for staff that assist with town meetings and elections. Moderator (3 meetings @ \$100/mtg); Warden (3 meetings, 46 hrs. @ \$13.75/hr); and Ballot Clerk (325 hrs. @ \$12.75/hr.).							
10-10 Overtime	1,000.00	901.57	2,000.00	343.21	2,000.00	0.00	.00%
Overtime wages for Administration staff.							
Benefits							

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-01 General Government / Administration CONT'D							
12-01 FICA	45,174.00	41,652.71	46,873.00	27,534.97	51,715.00	4,842.00	10.33%
Employer's contribution to FICA (7.65%). Increased to align with taxable wages.							
12-02 MSRS	55,068.00	56,322.09	58,414.00	37,408.85	63,761.00	5,347.00	9.15%
Employer's contribution to Maine State Retirement. Increase to align with employee participation.							
12-03 ICMA	18,945.00	20,499.08	22,441.00	13,982.96	21,138.00	-1,303.00	-5.81%
ICMA 457 Deferred Compensation Plan for all eligible employees. Increased to align with employee participation.							
12-05 Health	165,218.00	153,353.71	165,642.00	89,762.17	168,894.00	3,252.00	1.96%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 10% increase beginning in calendar year 2023. Employee contributes 15% of the cost.							
12-06 Dues & Fees	12,000.00	14,505.14	14,000.00	14,565.73	16,500.00	2,500.00	17.86%
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. Increase due to MMA's recalculation of membership formula.							

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-01 General Government / Administration CONT'D							
12-07 Travel & Meetings	8,000.00	6,095.12	9,000.00	7,287.36	10,000.00	1,000.00	11.11%
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), MMA and other business (\$3,000), and staff trainings including MTCMA, MTCCA, GFOA, MTCTA (\$2,000) and general travel (\$2,500). Increased to reflect projected participation.							
12-08 Training & Education	4,200.00	1,584.00	3,400.00	3,202.38	6,625.00	3,225.00	94.85%
Registration fees and tuition for conferences, seminars, training, and professional association schools. Moved (\$2,225) from Town Clerk 30-06 to this account.							
12-10 Contingency	-1,000.00	13,408.97	6,000.00	10,332.82	8,000.00	2,000.00	33.33%
Personnel appreciation/incentive account. Includes annual townwide holiday party. Increased to reflect rising prices in recognition gifts and events.							
Utilities							
15-01 Electricity	4,000.00	4,078.62	4,000.00	2,827.12	4,000.00	0.00	.00%
Electrical costs for town hall.							

Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
25-01 General Government / Administration CONT'D							
15-02 Phone/Internet	8,700.00	9,650.22	8,700.00	5,622.35	12,500.00	3,800.00	43.68%
Telephone and internet expenses for town office (\$10,100) and Town Manager, City Clerk, and Finance Director cell phone reimbursements (\$2,400). Increase due to expenses moved from 15-06.							
15-03 Heating Fuel	2,610.00	3,330.41	3,400.00	2,825.40	4,125.00	725.00	21.32%
Heating expense for town office (1,500 gallons @ \$2.75/gallon). Increase due to price and actual projected usage.							
15-05 Water	320.00	301.57	320.00	206.20	420.00	100.00	31.25%
KKWWD charges for water at town office with anticipated 4% rate increase.							
15-06 Internet	3,050.00	2,805.87	3,050.00	1,641.08	0.00	-3,050.00	-100.00%
Moved to 15-02							
Services							
20-01 Printing	189.00	8,133.53	3,500.00	0.00	3,500.00	0.00	.00%
Printing of Annual Report, business forms, and other miscellaneous printing jobs.							
20-04 Advertising	1,500.00	1,134.64	1,500.00	0.00	1,500.00	0.00	.00%
Publication costs for recruiting, bid advertisements, and miscellaneous public notices.							

Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
20-01 General Government / Administration CONT'D							
20-06 Expert/Professional	49,300.00	43,713.29	50,000.00	26,440.57	50,000.00	0.00	.00%
Professional, personnel, and engineering services - includes IT services for maintenance and service to computers, servers, and software. IT services (\$44,492) that include sonic wall, backup, antivirus, and Microsoft 365/emails; and other consulting costs (\$5,508).							
20-07 Audit	15,008.00	12,760.00	15,533.00	13,460.00	17,500.00	1,967.00	12.66%
Annual audit (\$18,500 plus federal single audit \$2,500). \$3,500 paid by Wastewater and \$500 by Pier. Annual Financial Report fee \$500.							
20-08 Technology	15,885.00	13,506.70	16,860.00	14,021.56	31,745.00	14,885.00	88.29%
Software license, support, maintenance and upgrades through Trio (\$16,250) and Adobe Pro for Clerk (\$200). Replacement of two laptops and two desktops (\$4,900); and misc. (\$200). New costs for electronic codification software: annual maintenance fee (\$1,195) annual updates (\$2,000), and a new server (\$7,000).							
20-43 Credit Card Fees	30,000.00	3,573.30	6,000.00	2,345.93	5,000.00	-1,000.00	-16.67%
Credit card fees absorbed by the Town for online transactions. Reduction due to anticipated use.							
Supplies/Equipment							

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-01 General Government / Administration CONT'D							
30-01 Office Supplies	11,000.00	10,264.41	11,000.00	7,021.93	12,500.00	1,500.00	13.64%
Letterhead, envelopes, copy paper, furniture & file cabinets, and newspaper subscriptions. Tax collector supplies including tax bills and forms, as well as Goose Rocks Beach parking stickers (\$750). Moved (\$1,500) from Town Clerk 30-06 to this account							
(office supplies, commitment book, and new election manuals).							
30-04 Postage	15,000.00	14,112.52	16,000.00	6,809.99	16,000.00	0.00	.00%
Postage meter rental (\$700), certified mailings (tax liens, boards), bulk mailing permit (\$240), tax billing and collections, and PO Box rental.							
30-05 Photocopier	7,000.00	5,433.80	6,500.00	5,210.21	8,540.00	2,040.00	31.38%
Photocopier lease (\$6,540) and maintenance for Planning and Town Office (\$2,000). Increase due to copy volume.							
30-06 Town Clerk	2,300.00	1,069.61	2,100.00	2,603.75	0.00	-2,100.00	-100.00%
Moved to General Gov training and office supplies.							

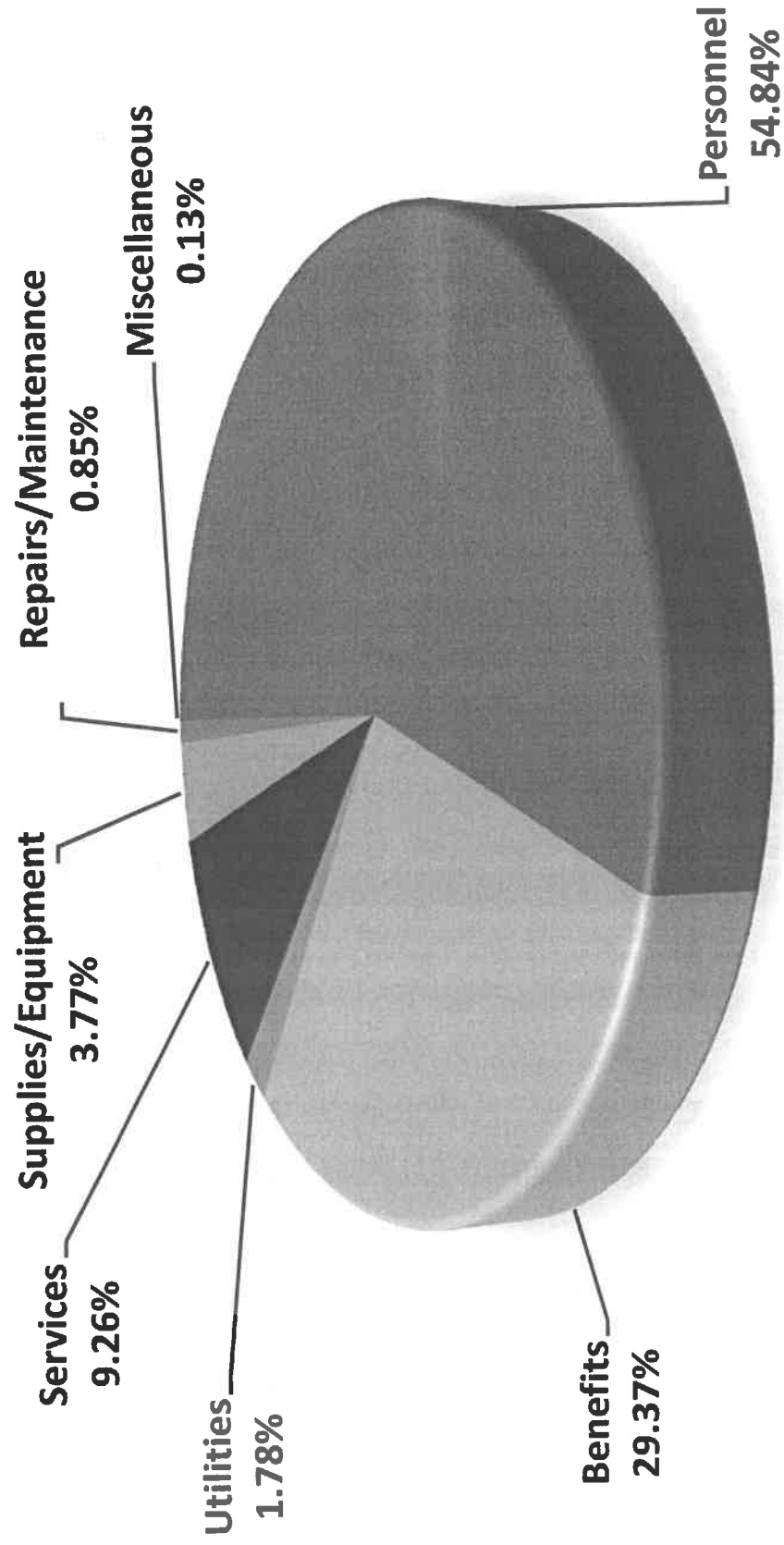
Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-01 General Government / Administration CONT'D							
30-26 Ballot Machine	5,900.00	1,247.19	5,000.00	1,000.00	7,500.00	2,500.00	50.00%
Ballot printing and coding. Anticipated FY23 elections/town meetings: Nov. 8 - State General Election & Special Town Meeting; May 2023 - RSU21 District Budget Meeting; June 13 - RSU21 Budget Validation Election; June 13 - Annual Town Meeting secret ballot vote; June 17 - Annual Town Meeting. Increase for one additional ballot machine needed.							
Repairs/Maintenance							
35-01 Buildings	19,000.00	18,894.26	19,000.00	11,949.05	10,000.00	-9,000.00	-47.37%
Janitorial supplies for town hall (\$1,800), paper products for restrooms (\$1,800), HVAC service agreement & fire alarm/low temp monitoring (\$1,200), and miscellaneous (\$2,200). 1/4 year with John's Maintenance (\$3,000). This account was reduced due to the budget of a new building and grounds maintenance position.							
Miscellaneous							
50-02 Town Meeting Expenses	1,323.00	1,719.03	1,500.00	322.60	1,500.00	0.00	.00%
Election supplies (\$1,000) and newspaper advertising (\$500).							
Administration	1,068,174.00	1,040,951.76	1,088,182.00	687,599.79	1,180,039.00	91,857.00	8.44%

ADMINISTRATION



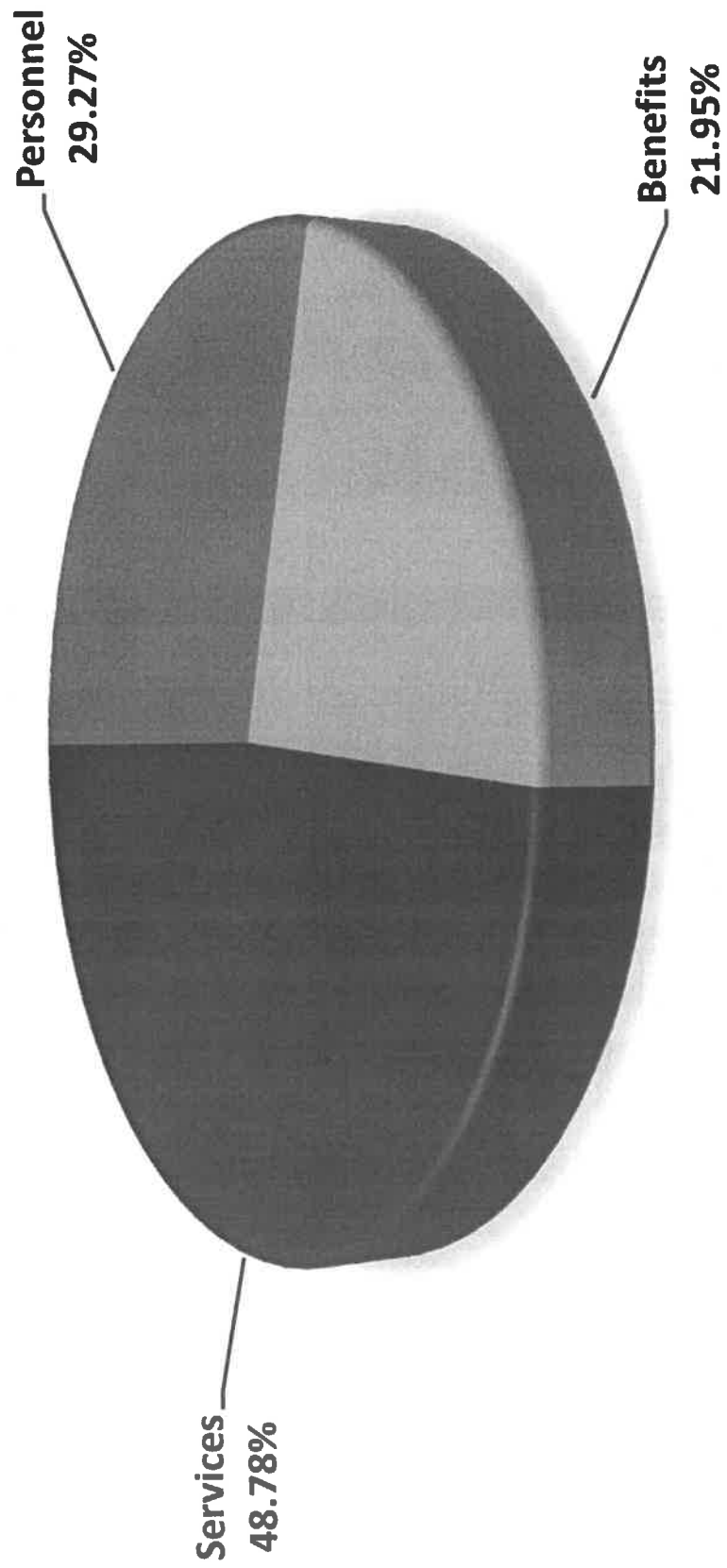
Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	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	295.51	277.00	40.58	300.00	23.00	8.30%
Wages for secretary to record meetings.							
Benefits							
12-01 FICA	0.00	22.60	23.00	3.11	25.00	2.00	8.70%
12-08 Training & Education	200.00	0.00	200.00	0.00	200.00	0.00	.00%
Member trainings.							
Services							
20-04 Advertising	425.00	198.00	500.00	0.00	500.00	0.00	.00%
Legal advertising for ZBA applicants.							
Zoning Board of Appeals	625.00	516.11	1,000.00	43.69	1,025.00	25.00	2.50%

ZONING



Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	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	125.00	1,350.00	0.00	.00%
Printing, education, postage, and guest speakers.							
Conservation Commission	1,350.00	0.00	1,350.00	125.00	1,350.00	0.00	.00%

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Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-08 General Government / Growth Planning Committee							
Services							
20-06 Expert/Professional	2,500.00	1,360.00	2,500.00	0.00	2,500.00	0.00	.00%
Expert, professional services, and miscellaneous expenses related to the Growth Planning Committee needs.							
Growth Planning Committee	2,500.00	1,360.00	2,500.00	0.00	2,500.00	0.00	.00%

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Budget Request

02/23/2022

Expense

Dept/Div: 25-09 General Government / Legal Fees Services	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
20-29 Ordinance Development Regular ordinance review and updating by legal counsel. The Land Use Traffic and Parking Control Ordinances are the two looked at the most often.	10,000.00	12,443.38	10,000.00	2,346.10	10,000.00	0.00	.00%
20-30 Ordinance Compliance 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.	10,000.00	3,586.72	10,000.00	6,599.50	10,000.00	0.00	.00%
20-31 Enforcement & Appeals Legal representation when taking enforcement actions when an ordinance is violated. Land Use requires the most attention and funding.	30,000.00	43,723.17	30,000.00	16,465.61	30,000.00	0.00	.00%
20-32 Administration & General Ser 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.	10,000.00	13,193.01	10,000.00	15,109.28	10,000.00	0.00	.00%
20-33 Personnel & Union Legal assistance in the federal and state employment laws and collective bargaining agreements.	5,000.00	9,460.90	5,000.00	41.00	5,000.00	0.00	.00%

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	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	6,750.90	3,000.00	4,230.90	3,000.00	0.00	.00%
Issues that rise to the level of requiring more than a few hours of legal assistance; such as solid waste contracts, vendor contracts, and others.							
Legal Fees	68,000.00	89,158.08	68,000.00	44,792.39	68,000.00	0.00	.00%

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs"		Man Req vs Curr Bud Change %
						Curr Bud	Change \$	
Dept/Div: 25-10 General Government / Insurance								
Benefits								
12-04 RHSP	29,980.00	28,196.18	36,975.00	5,305.98	9,127.00	-27,848.00		-75.32%
Retirement Health Savings Plan (RHSP) - This is the account used for the cashout of accrued time and shows a significant decrease due to implementing the approved formula per the union contract and personnel policy.								
12-16 HRA & Fees	56,538.00	49,251.50	58,775.00	23,125.94	62,271.00	3,496.00		5.95%
Health Reimbursement Account (HRA) - This account is used for employee's annual deductibles and coinsurance and is an estimate based on prior years and anticipated usage. Increase due to employee coverage changes.								
Insurance								
25-02 Workers Comp	81,000.00	74,986.96	84,000.00	57,646.69	82,000.00	-2,000.00		-2.38%
Actual premium determined by audit. This account does not include wastewater employees. Reduction in premiums due to an improved modification rate.								
25-03 Unemployment	8,000.00	2,851.79	8,000.00	1,425.89	4,000.00	-4,000.00		-50.00%
Based on historical usage, which is trending at half the previous amount budgeted.								

Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
25-10 General Government / Insurance CONT'D							
25-05 Liability	45,400.00	36,898.64	34,000.00	41,423.28	42,500.00	8,500.00	25.00%
General liability coverage, including property, boiler coverage, and umbrella coverage (\$37,250). This account includes medical liability insurance (\$5,250). Increase due to additional assets on the policy creating a premium increase.							
25-07 Fleet	22,100.00	21,581.62	22,500.00	26,359.08	27,150.00	4,650.00	20.67%
Vehicle and mobile equipment coverage. Increased to reflect a more accurate cost share with Wastewater and Pier.							
25-10 Public Officials	6,750.00	7,083.16	6,100.00	5,871.76	6,050.00	-50.00	-82%
Public officials coverage for Selectmen and town officials.							
Insurance	249,768.00	220,849.85	250,350.00	161,158.62	233,098.00	-17,252.00	-6.89%

Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs"		Man Req vs Curr Bud Change %
						Curr Bud Change \$		
Dept/Div: 25-11 General Government / Community Development								
Personnel								
10-01 Salaries & Wages	6,088.00	16,626.10	12,000.00	10,248.56	17,000.00	5,000.00		41.67%
Salaries for videographers who broadcast public meetings. Increase due to virtual meeting format which requires additional staff at the meetings.								
Benefits								
12-01 FICA	542.00	1,258.70	918.00	784.04	1,301.00	383.00		41.72%
Employer's contribution to FICA (7.65%). Increased to align with taxable wages.								
12-07 Travel & Meetings	100.00	78.10	100.00	0.00	100.00	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	11,616.00	8,872.44	10,000.00	5,525.59	9,200.00	-800.00		-8.00%
Fees for business class internet service (\$5,000), City Manager reimbursement (\$1,200), and Town Hall streaming (\$3,000).								
Services								
20-02 Newsletter	5,600.00	0.00	5,800.00	1,286.26	5,800.00	0.00		.00%
Costs for mailing and printing 2 editions of a townwide newsletter.								

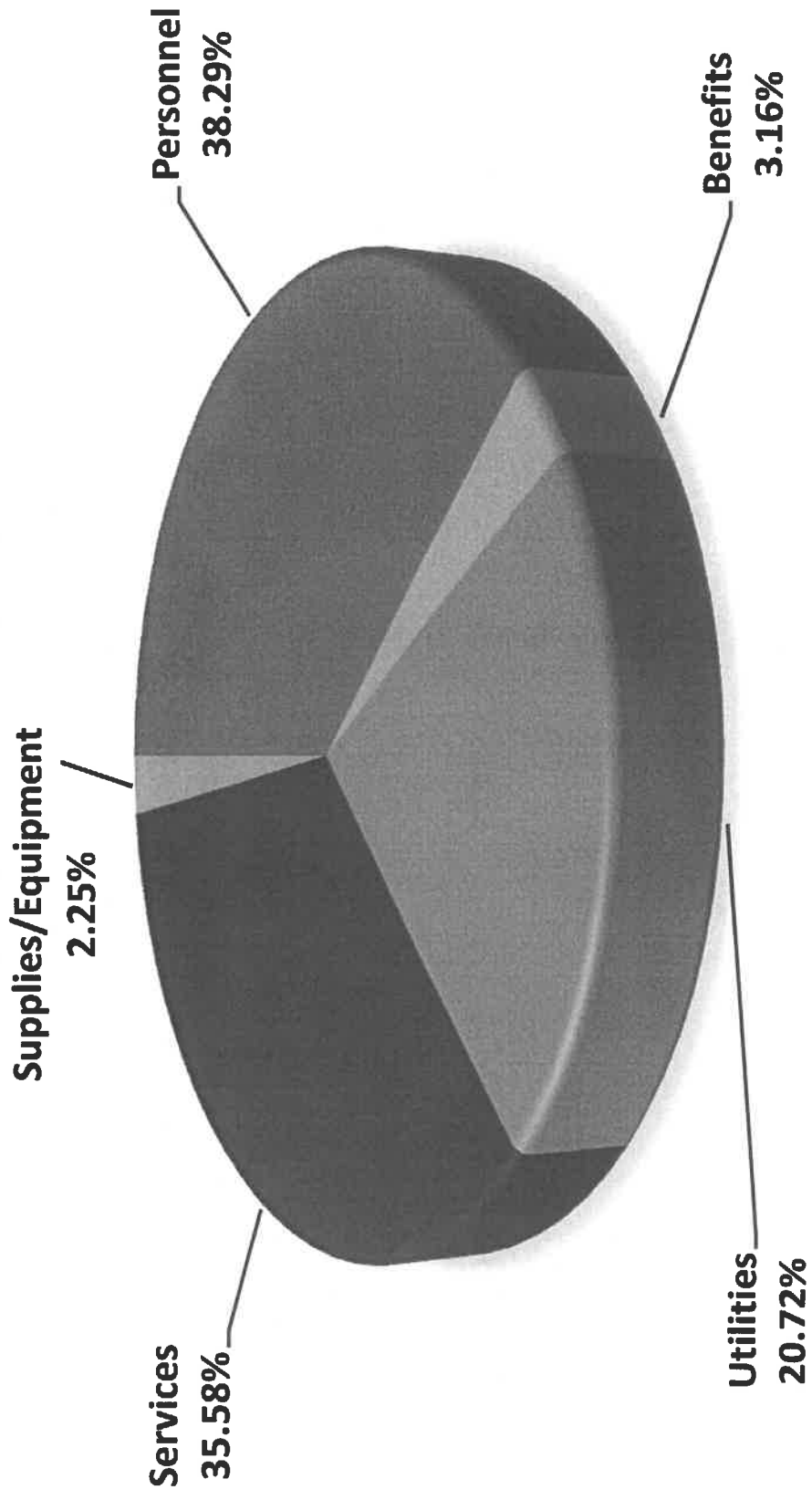
Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-11 General Government / Community Development CONT'D							
20-05 Website	5,000.00	4,924.00	5,000.00	4,704.96	10,000.00	5,000.00	100.00%
Municipal website maintenance (\$4,400) and domain name registration and other maintenance charges (\$600). Additional \$5,000 to update the Town's website.							
Supplies/Equipment							
30-01 Office Supplies	0.00	45.27	0.00	0.00	0.00	0.00	.00%
30-02 Operating Supplies	1,000.00	983.69	1,000.00	384.76	1,000.00	0.00	.00%
Cable, meeting production, and broadcasting supplies.							
Community Development	29,946.00	32,788.30	34,818.00	22,934.17	44,401.00	9,583.00	27.52%

COMMUNITY DEVELOPMENT



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Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
25-12 General Government / Planning & Development							
Personnel							
10-01 Salaries & Wages	293,655.00	280,329.40	387,323.00	213,304.15	404,111.00	16,788.00	4.33%
Salary and wages for staff. Increased due to planned market adjustments, and scheduled steps/longevity and pay adjustments.							
10-10 Overtime	1,000.00	19.11	1,000.00	170.87	1,000.00	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	25,008.00	22,657.68	31,496.00	16,273.23	32,193.00	697.00	2.21%
Employer's contribution to FICA (7.65%). Increase to align with taxable wages.							
12-02 MSRS	19,078.00	18,637.85	28,839.00	15,032.73	29,071.00	232.00	.80%
Employer's contribution of Maine State Retirement. Increase to align with employee participation.							
12-03 ICMA	5,776.00	5,777.90	7,816.00	4,116.12	7,928.00	112.00	1.43%
ICMA 457 Deferred Compensation Plan for all eligible employees.							

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-12 General Government / Planning & Development CONT'D							
12-05 Health	64,692.00	63,216.83	90,085.00	41,830.53	81,547.00	-8,538.00	-9.48%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 10% increase beginning in calendar year 2023. Employee contributes 15% of the cost. Decrease due to employees opting for single coverage instead of family coverage.							
12-06 Dues & Fees	5,257.00	5,027.00	6,057.00	4,997.00	6,184.00	127.00	2.10%
Dues and subscriptions for professional associations: Southern Maine Regional Planning Commission (\$4,334), ESRI GIS (\$1,200), and misc. professional associations (\$650).							
12-07 Travel & Meetings	1,500.00	1.50	3,600.00	150.00	4,200.00	600.00	16.67%
Reimbursement account for use of personal vehicles while on town business and for other travel related expenses including meals, lodging, and other means of travel; Assessing (\$1,000); Code Officers (\$2,400); and Admin staff (\$200). Increase to reflect anticipated travel for training in post-COVID world.							
12-08 Training & Education	1,600.00	205.00	1,600.00	552.50	2,700.00	1,100.00	68.75%
Registration, fees, and tuition for conferences, seminars, computer training and professional association schools for six staff. Increase due higher pricing. Utilities							

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 25-12 General Government / Planning & Development CONT'D							
15-02 Phone/Internet	2,950.00	3,530.73	2,950.00	1,974.63	4,100.00	1,150.00	38.98%
Telephone and internet expenses (\$3,000), tablet data (\$500) and cell phone reimbursement for director (\$600).							
Services							
20-04 Advertising	1,500.00	3,055.20	1,500.00	1,757.26	3,100.00	1,600.00	106.67%
Publication of legal notices required by statute and by the Land Use Ordinance.							
20-06 Expert/Professional	22,000.00	17,129.67	75,000.00	38,880.26	54,860.00	-20,140.00	-26.85%
Professional, personnel, and engineering services. IT services (\$1,860) that include antivirus, and Microsoft 365/emails; Planning services (\$8,000); Kport's share of regional sustainability coordinator (\$15,000); Host Compliance Short Term Rental tracking software (\$35,000); and floodplain mapping (\$5,000).							
20-08 Technology	6,496.00	7,902.92	7,146.00	8,630.30	11,661.00	4,515.00	63.18%
Maintenance and software license for Vision assessing software (\$7,861), Adobe Pro (\$800), and replacement of laptop and tablet for field work (\$3,000). Computer replacement moved from 30-08.							

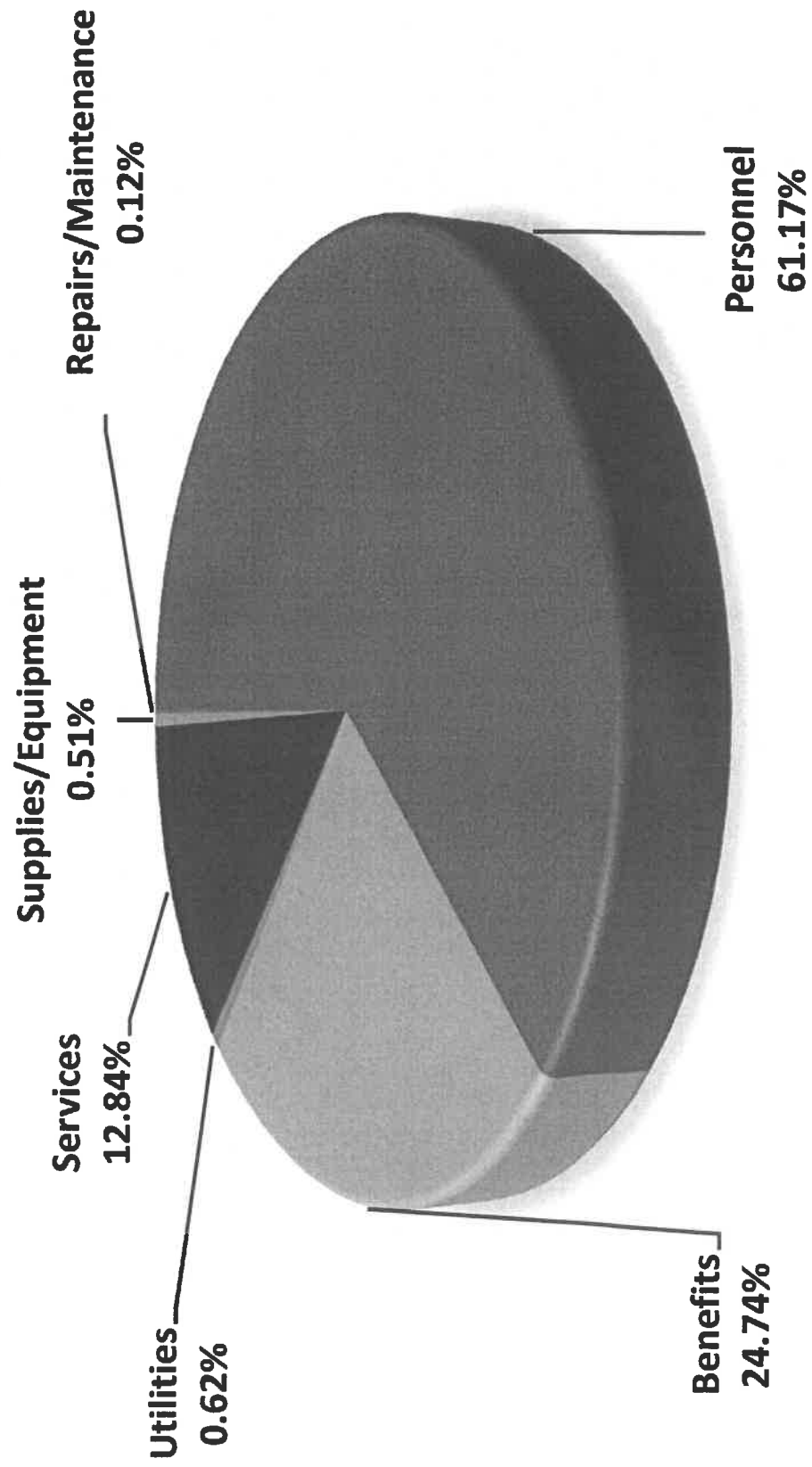
Budget Request

02/23/2022

Expense

	2021	2021	2022	2022	2023	Man Req vs"	Man Req vs
	Budget	Actual	Budget	YTD	Manager	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 25-12 General Government / Planning & Development CONT'D							
20-09 GIS/Maps	10,870.00	9,178.20	14,400.00	2,400.00	14,400.00	0.00	.00%
Annual GIS mapping - updating of digital and paper tax maps (\$12,000) and CAI annual webhosting of parcel and GIS data (\$2,400).							
20-10 Abstracts	1,000.00	1,403.65	1,000.00	481.10	1,000.00	0.00	.00%
Deed abstracts - copies become part of the Town's permanent record.							
Supplies/Equipment							
30-01 Office Supplies	1,500.00	2,394.13	1,500.00	831.11	1,500.00	0.00	.00%
Stationery, forms, furniture, and miscellaneous supplies.							
30-04 Postage	1,200.00	1,198.00	1,200.00	1,861.16	1,300.00	100.00	8.33%
Cost to mail notices and correspondence for all applicants and planning projects.							
30-08 Computers	0.00	0.00	2,300.00	4,010.42	0.00	-2,300.00	-100.00%
Moved to 20-08.							
30-24 Gas	518.00	374.87	575.00	157.21	575.00	0.00	.00%
Repairs/Maintenance							
35-03 Vehicles & Equipment	800.00	627.11	800.00	563.99	800.00	0.00	.00%
Covers all maintenance for the CEO vehicles.							
Planning & Development	466,400.00	442,666.75	666,187.00	357,974.57	662,230.00	-3,957.00	-.59%

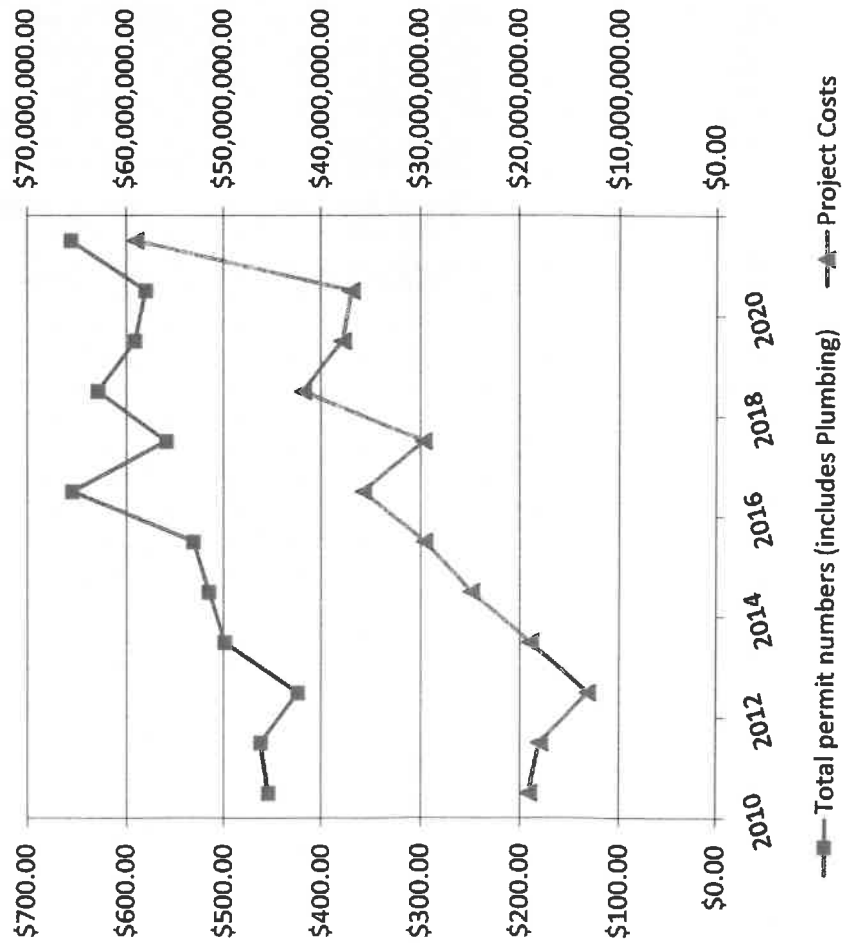
PLANNING & DEVELOPMENT





2010-2021 Project Costs and Permits Issued

2010-2021 Project Costs & Permits Issued



Year	Total permit numbers (includes Plumbing)	Project Costs
2010	454	\$19,097,798.00
2011	462	\$18,047,600.00
2012	424	\$13,162,047.00
2013	499	\$18,938,560.00
2014	515	\$24,851,433.00
2015	531	\$29,576,937.00
2016	655	\$35,709,639.00
2017	559	\$29,642,721.00
2018	629	\$41,852,888.00
2019	591	\$37,770,863.00
2020	580	\$36,895,911.00
2021	656	\$59,032,179.00

Budget Request

02/23/2022

Expense

2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
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Dept/Div: 27-01 Public Safety / Police Dept

Personnel

10-01 Salaries & Wages	1,048,622.00	938,222.30	1,091,147.00	651,596.93	1,129,922.00	38,775.00	3.55%
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Salary and wages for staff. Increase due to scheduled steps/longevity increases and added signing bonuses.

10-06 Summer Salaries	5,541.00	512.00	5,120.00	0.00	5,440.00	320.00	6.25%
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Funding for training hours for summer officers.

10-10 Overtime	66,800.00	61,939.72	77,044.00	56,125.77	74,205.00	-2,839.00	-3.68%
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Overtime paid to department staff.

Benefits

12-01 FICA	92,135.00	75,602.56	92,955.00	52,864.56	95,089.00	2,134.00	2.30%
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Employer's contribution to FICA (7.65%).

12-02 MSRS	165,768.00	140,082.21	165,970.00	96,339.87	167,851.00	1,881.00	1.13%
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Employer's contribution to Maine State Retirement.

12-03 ICMA	24,602.00	20,931.94	26,663.00	14,029.60	26,101.00	-562.00	-2.11%
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ICMA 457 Deferred Compensation Plan for all eligible employees.

12-05 Health	277,777.00	270,879.96	310,526.00	176,679.46	311,062.00	536.00	.17%
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Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 10% increase beginning in calendar year 2023. Employee contributes 15% of the cost.

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs"		Man Req vs Curr Bud Change %
						Curr Bud Change \$		
Dept/Div: 27-01 Public Safety / Police Dept CONT'D								
12-06 Dues & Fees	2,500.00	1,690.00	2,500.00	710.00	2,500.00	0.00		.00%
Criminal and motor vehicle updates, cross reference directory, Maine and Federal rules of court, MRSA updates, arrest and search & seizure updates, Physicians Desk Reference, and Law Reviews.								
12-07 Travel & Meetings	1,300.00	362.59	1,300.00	630.43	1,300.00	0.00		.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses such as meals, lodging, and other means of travel.								
12-08 Training & Education	6,000.00	4,270.25	8,500.00	10,392.67	8,500.00	0.00		.00%
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		.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	5,350.00	26,077.01	11,350.00	6,027.82	10,500.00	-850.00		-7.49%
Uniforms for full-time officers, and summer officers.								

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-01 Public Safety / Police Dept CONT'D							
12-13 Physicals	200.00	233.00	200.00	313.00	200.00	0.00	.00%
Annual physicals for full-time officers, hearing exams for communications officers, and psychological testing for new applicants.							
Utilities							
15-02 Phone/Internet	17,590.00	20,267.43	17,590.00	10,935.56	22,825.00	5,235.00	29.76%
Telephone and internet expenses (\$15,505), cell phones (\$6,300), and GPS (\$1,020).							
Services							
20-01 Printing	1,000.00	704.58	1,000.00	248.30	1,000.00	0.00	.00%
Warning cards and forms, evidence tags, property receipt forms, envelopes, business cards and letterhead.							
20-04 Advertising	300.00	235.33	300.00	0.00	300.00	0.00	.00%
Recruitment ads and legal notices.							
20-06 Expert/Professional	2,575.00	3,740.30	2,575.00	1,783.25	2,352.00	-223.00	-8.66%
IT consultant services that include antivirus software and Microsoft 365/emails.							
20-08 Technology	0.00	0.00	0.00	0.00	3,000.00	3,000.00	100.00%
For the cyclical replacement of computers for the department. Moved from 30-08.							
Supplies/Equipment							

Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs"		Man Req vs Curr Bud Change %
						Curr Bud Change \$		
Dept/Div: 27-01 Public Safety / Police Dept CONT'D								
30-01 Office Supplies	3,000.00	3,571.80	3,000.00	846.74	3,000.00	0.00		.00%
Paper, envelopes, account books, legal and note pads, file folders, and other office supplies.								
30-02 Operating Supplies	5,450.00	5,327.88	5,450.00	3,116.76	5,450.00	0.00		.00%
Repair of office equipment, flashlights, shipping tape, radar recertification and repair, first aid and OSHA supplies, CPR masks, and bike equipment.								
30-03 Equipment	6,000.00	2,235.66	6,000.00	2,758.34	6,000.00	0.00		.00%
This account includes tires (regular and snow), headlights, oil, filters, strobe and lens replacement, windshield wipers and fluid, and other repair and maintenance items.								
30-04 Postage	1,750.00	978.88	1,250.00	547.64	1,000.00	-250.00		-20.00%
Postage, rental of postage meter, certified mail, UPS/FedEx expenses, parking ticket letters, municipal lot bills, and community policing mailings.								
30-05 Photocopier	1,697.00	962.79	1,697.00	1,052.90	1,697.00	0.00		.00%
Copier maintenance contract and lease.								
30-07 Ammunition Targets	3,300.00	3,572.00	3,300.00	309.00	3,000.00	-300.00		-9.09%
Ammunition for duty use and for qualifications, targets, range supplies, and weapon cleaning supplies.								
30-08 Computers	3,000.00	2,084.12	3,000.00	0.00	0.00	-3,000.00		-100.00%
Moved to 20-08.								

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-01 Public Safety / Police Dept CONT'D							
30-24 Gas	17,100.00	15,224.98	20,470.00	13,716.44	23,375.00	2,905.00	14.19%
8,500 gallons @ \$2.75/gallon.							
Repairs/Maintenance							
35-03 Vehicles & Equipment	7,000.00	11,074.00	8,500.00	2,040.90	8,500.00	0.00	.00%
Maintenance: body repair, realignment, and MV inspections.							
Miscellaneous							
50-01 Miscellaneous	0.00	5,000.00	0.00	-4,850.00	0.00	0.00	.00%
Police Dept	1,766,857.00	1,615,783.29	1,867,907.00	1,098,215.94	1,914,669.00	46,762.00	2.50%

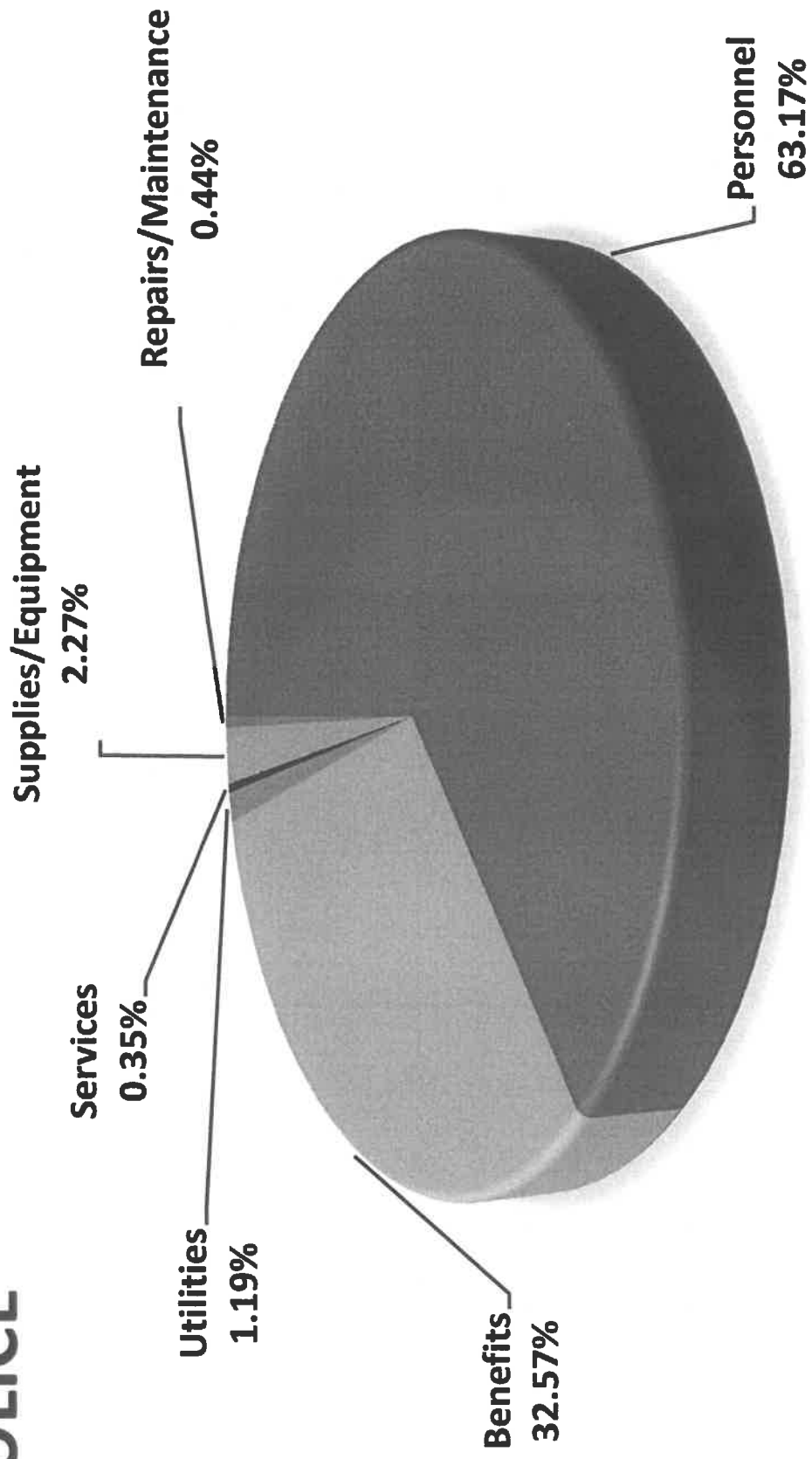
York County							January–December 2020					
Contributing Agency	Estimated Population	Crime Rate	Murder	Rape	Robbery	Aggravated Assault	Burglary	Larceny	M/V Theft	Arson	Total Index Crimes	Clearance Rate
York SO*	51,455	5.75	—	10	1	7	56	202	20	—	296	17.6
Biddeford*	21,530	22.16	—	16	3	32	37	366	19	4	477	25.4
Kittery*	9,855	9.34	—	5	—	1	4	79	3	—	92	32.6
Old Orchard Beach*	9,061	13.02	—	12	—	10	13	73	10	—	118	28.8
Saco*	20,133	16.29	—	7	1	16	45	231	26	2	328	22.0
Sanford*	21,272	28.54	—	11	7	17	62	484	20	6	607	18.9
Berwick*	7,944	8.18	—	—	—	2	12	46	4	1	65	29.2
Eliot*	6,990	4.01	—	1	1	—	5	19	2	—	28	25.0
Kennebunk*	11,719	4.52	—	—	—	—	—	49	4	—	53	26.4
Kennebunkport*	3,671	6.27	—	2	—	1	1	19	—	—	23	21.7
North Berwick*	4,744	7.59	—	2	—	1	4	26	3	—	36	25.0
Ogunquit	932	25.75	—	—	—	2	3	19	—	—	24	25.0
South Berwick*	7,605	6.18	—	—	2	2	4	36	3	—	47	19.1
Wells*	10,803	8.42	—	6	—	1	5	73	6	—	91	24.2
York*	13,377	7.63	—	3	3	1	9	83	3	—	102	20.6
Buxton	8,360	9.93	—	—	4	12	9	52	5	1	83	41.0
York County Totals	209,451	11.79	—	75	22	105	269	1,857	128	14	2,470	23.1

Statewide Agencies												January–December 2020	
Contributing Agency	Estimated Population	Crime Rate	Murder	Rape	Robbery	Aggravated Assault	Burglary	Larceny	M/V Theft	Arson	Total Index Crimes	Clearance Rate	
Fire Marshal*	—	—	—	—	—	1	2	1	—	107	111	40.5	
MDEA*	—	—	—	—	—	—	1	—	—	—	1	100.0	
State Police*	—	—	7	63	2	52	209	547	71	2	953	41.8	
Statewide Agencies Totals	—	—	7	63	2	53	212	548	71	109	1,065	41.7	

<i>State Totals</i>												
Grand Total	1,350,141	12.85	22	489	171	790	2,019	12,820	857	179	17,347	36.0

*Agencies marked with an asterisk have submitted enhanced IBR crime statistics in 2020. 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. 100–156.

POLICE



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Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-02 Public Safety / Communications							
Personnel	257,626.00	249,898.89	264,765.00	186,178.75	263,068.00	-1,697.00	-.64%
10-01 Salaries & Wages							
Salary and wages for staff. Wages have not increased at the same rate as other departments due to the retirement of a long-term employee.							
10-10 Overtime	38,950.00	23,638.51	40,120.00	21,932.79	41,324.00	1,204.00	3.00%
Overtime paid to department staff.							
Benefits							
12-01 FICA	23,293.00	19,997.72	23,946.00	15,252.04	23,651.00	-295.00	-1.23%
Employer's contribution to FICA (7.65%).							
12-02 MSRS	23,647.00	18,797.98	24,806.00	14,824.88	23,948.00	-858.00	-3.46%
Employer's contribution to Maine State Retirement.							
12-03 ICMA	7,911.00	4,988.27	8,141.00	2,927.65	4,779.00	-3,362.00	-41.30%
ICMA 457 Deferred Compensation Plan for all eligible employees. Decrease due to employee participation.							
12-05 Health	63,967.00	56,715.56	63,967.00	34,838.03	80,472.00	16,505.00	25.80%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 10% increase beginning in calendar year 2023. Employee contributes 15% of the cost. Increase is due to change in family plan coverage.							

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs"	
						Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-02 Public Safety / Communications CONT'D							
12-08 Training & Education	1,000.00	300.00	1,000.00	968.24	1,000.00	0.00	.00%
Dispatcher recertification and other training as necessary.							
12-12 Uniforms	800.00	450.77	800.00	0.00	800.00	0.00	.00%
Uniforms for dispatchers.							
Utilities							
15-01 Electricity	9,000.00	7,084.17	9,000.00	5,266.39	9,000.00	0.00	.00%
Electrical costs for the building.							
15-02 Phone/Internet	0.00	0.00	0.00	0.00	2,640.00	2,640.00	100.00%
Cable services for emergency operations and dispatch centers.							
15-03 Heating Fuel	2,700.00	1,466.69	2,140.00	622.52	3,500.00	1,360.00	63.55%
Emergency generator fuel and fuel to heat the building. 2,000 gallons of propane @ \$1.75/gallon.							
15-05 Water	595.00	424.90	595.00	251.10	595.00	0.00	.00%
KKWWD charges for water with an anticipated 4% rate increase.							
15-06 Internet	3,000.00	2,605.88	3,000.00	1,520.75	0.00	-3,000.00	-100.00%
Moved to 15-02							
Services							
20-01 Printing	100.00	75.00	100.00	0.00	100.00	0.00	.00%
Forms for dispatchers.							
20-06 Expert/Professional	16,150.00	12,957.36	16,150.00	7,558.46	14,925.00	-1,225.00	-7.59%
IT consultant services that include antivirus software and Microsoft 365/emails.							

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-02 Public Safety / Communications CONT'D							
20-08 Technology	1,480.00	1,293.22	1,480.00	812.02	5,860.00	4,380.00	295.95%
State fee for processing METRO \$3,360, and hardware repairs and replacement \$2,500 (moved from 30-08). Increase due to State fee for accessing motor vehicle records.							
20-21 Maintenance Contracts	76,959.00	84,825.83	88,264.00	54,581.46	90,893.00	2,629.00	2.98%
Annual maintenance agreements for: Incident Management Center police software service, support and license fees (\$15,962); per capita payment for E911 service to York Police Department (\$66,062); 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 (\$4,315); and sprinkler system (\$1,094).							
Supplies/Equipment							
30-01 Office Supplies	1,000.00	251.93	1,000.00	838.60	1,000.00	0.00	.00%
Note & message pads, printer cartridges, and standard office supplies.							
30-02 Operating Supplies	750.00	652.75	750.00	309.30	750.00	0.00	.00%
Paper products, air conditioning service contract, and light bulbs.							

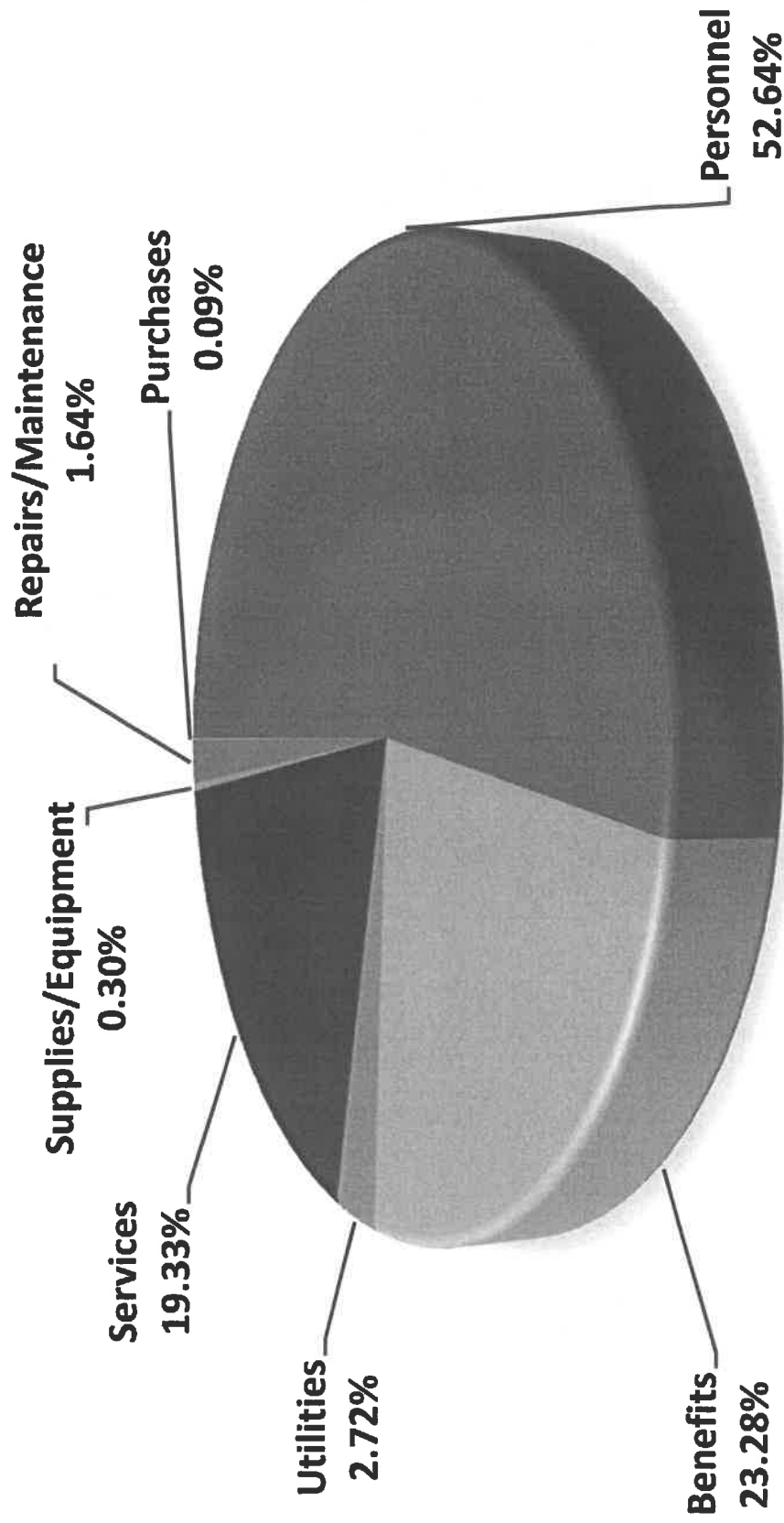
Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-02 Public Safety / Communications CONT'D							
30-08 Computers	2,000.00	1,617.94	2,500.00	1,950.00	0.00	-2,500.00	-100.00%
Moved to 20-08.							
Repairs/Maintenance							
35-01 Buildings	9,500.00	9,384.94	9,500.00	8,096.31	9,000.00	-500.00	-5.26%
Normal repair and maintenance of furnace, bathrooms, locks, general cleaning supplies, sprinkler and boiler system inspections, janitorial expense and exterior maintenance. Reduced for 3/4 year with new buildings and grounds position.							
35-06 Radio Maintenance	2,500.00	2,935.98	2,500.00	0.00	500.00	-2,000.00	-80.00%
Repair costs of radios and upgrades, replacement batteries for portable radios, and console repairs. Due to radio upgrades, repair costs will be down.							
Purchases							
60-03 Radio Replacement	1,500.00	0.00	1,500.00	2,295.62	500.00	-1,000.00	-66.67%
Replacement of radios that would not be cost effective to fix. Due to radio upgrades, repair costs will be down. Communications							
	544,428.00	500,364.29	566,024.00	361,024.91	578,305.00	12,281.00	2.17%

COMMUNICATIONS



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Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
27-03 Public Safety / Fire Dept							
Personnel							
10-01 Salaries & Wages	126,789.00	120,551.39	140,681.00	79,457.70	151,936.00	11,255.00	8.00%
Salaries for Fire Chief and Fire Administrator. Part-time wages for: Station Engineers who conduct regular checks on vehicles, equipment, and stations; firefighters to assist in maintaining data files, dry hydrant inspections, annual hose testing, and annual in-service pump testing, and annual ladder testing. Increase is due to a market rate adjustment for Fire Chief and cost of living adjustment for staff.							
10-07 Call Firefighters	100,000.00	98,433.65	110,000.00	51,352.16	100,000.00	-10,000.00	-9.09%
Wages for up to 4,000 emergency call hours, training, and stipends for officers and Duty Officer pay.							
Benefits							
12-01 FICA	18,069.00	16,680.29	19,452.00	9,940.74	19,589.00	137.00	.70%
Employer's contribution to FICA (7.65%).							
12-02 MSRS	0.00	0.00	0.00	1,969.75	3,436.00	3,436.00	100.00%
Employer's contribution to Maine State Retirement due to Fire Chief eligibility.							
12-03 ICMA	3,085.00	2,753.82	3,593.00	1,902.79	4,123.00	530.00	14.75%
ICMA 457 Deferred Compensation Plan for all eligible employees.							

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D							
12-05 Health	18,714.00	17,997.38	18,714.00	12,340.93	22,773.00	4,059.00	21.69%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 10% increase beginning in calendar year 2023. Employee contributes 15% of the cost. Increase due to employee participation.							
12-06 Dues & Fees	700.00	410.00	600.00	270.00	600.00	0.00	.00%
This line includes dues payments for International Association of Fire Chiefs, Maine Fire Chiefs, York County Chief's Association, and National Fire Protection Association.							
12-07 Travel & Meetings	300.00	40.00	300.00	40.00	300.00	0.00	.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses such as meals, lodging, and other means of travel.							

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D							
12-08 Training & Education	7,000.00	2,364.75	7,000.00	2,248.95	6,000.00	-1,000.00	-14.29%
National Fire Protection Association code subscription service, Firefighter I/II course fees and materials, fire officer course fees, firefighters manual for in-house class, fire instructors course fees and manuals, CPR training and cards, fall Fire Attack School course fees, fire prevention week school handouts and materials, food for in-house training, and the cost of construction of training aids and acquiring new training aids. Decrease due to anticipated staff participation.							
12-11 Vaccine	600.00	155.00	500.00	0.00	500.00	0.00	.00%
Hepatitis B Vaccine Program							
12-12 Uniforms	800.00	0.00	500.00	212.00	500.00	0.00	.00%
This line is to provide uniforms for the staff.							
12-13 Physicals	1,500.00	518.00	1,500.00	22.00	1,500.00	0.00	.00%
Health screenings and physicals for entrance physicals and respirator evaluations.							

Budget Request

02/23/2022

Expense

	2021	2021	2022	2022	2023	Man Req vs"		Man Req vs	
	Budget	Actual	Budget	YTD	Manager	Curr Bud	Change \$	Curr Bud	Change %
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D									
12-15 Recognition	4,500.00	0.00	0.00	0.00	4,500.00	4,500.00		100.00%	
To provide an annual recognition event when awards and service pins can be awarded. This is an opportunity for the Town to show its appreciation for the volunteer firefighters. This account also supports a Mutual Aid Barbeque with the four Fire Companies sharing the expense. In FY22 the recognition did not happen due to COVID, however, funding is requested for FY23.									
Utilities									
15-01 Electricity	6,500.00	6,273.70	6,700.00	4,040.53	6,906.00	206.00		3.07%	
This pays for electricity at the Village, Wildwood, and Goose Rocks Beach Stations.									
15-02 Phone/Internet	5,000.00	5,358.80	5,000.00	2,806.90	9,120.00	4,120.00		82.40%	
Telephone and internet service for Goose Rocks and Port Village (\$5,900), cable (\$540), iPad data in 6 trucks (\$1,440), data for tablet (\$400), and cell phone reimbursements (\$840). Increase is due to the movement of this expense from 15-06 and new Consolidated Communications contract.									

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
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Dept/Div: 27-03 Public Safety / Fire Dept CONT'D

15-03 Heating Fuel

11,000.00

9,632.45

13,520.00

7,152.20

16,850.00

3,330.00

24.63%

To purchase propane for Village (4,500 gal), Wildwood (1,200 gal) fire stations, and to purchase heating oil for Goose Rocks (2,500) fire station. Projected propane costs are \$1.75/gallon and \$2.75/gallon for heating fuel.

15-05 Water

490.00

485.02

490.00

224.01

550.00

60.00

12.24%

Sprinkler service for 32 North Street and water for Village and Wildwood. KKWWD charges for water with an anticipated 4% rate increase.

15-06 Internet

3,100.00

3,369.23

3,100.00

2,075.77

0.00

-3,100.00

-100.00%

Moved to 15-02

Services

20-04 Advertising

50.00

0.00

50.00

0.00

50.00

0.00

.00%

Publication costs for recruiting and bid advertisements; as well as any public notices.

20-06 Expert/Professional

6,145.00

3,510.09

6,500.00

3,773.48

996.00

-5,504.00

-84.68%

IT consultant services that include antivirus software and Microsoft 365/emails. Decrease due to moving some items to Technology account 20-08.

Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs"		Man Req vs Curr Bud Change %
						Curr Bud	Change \$	
20-08 Technology	0.00	0.00	0.00	0.00	4,100.00	4,100.00		100.00%
Desktop and iPad replacement (\$1,500), Firewall (\$700), "I am Responding" software (\$300), and iPad storage and cloud (\$1,600). Increase due to the transfer of services from Expert/Professional 20-06.								
Insurance								
25-12 Supplemental Insurance	2,380.00	2,380.00	2,380.00	2,380.00	2,380.00	0.00		.00%
Volunteer firefighter accident coverage, which is not covered under the basic Workers Comp.								
Supplies/Equipment								
30-01 Office Supplies	1,200.00	133.65	1,200.00	391.27	1,500.00	300.00		25.00%
Copy paper, ink cartridges, and miscellaneous office supplies.								
30-03 Equipment	4,000.00	3,997.82	4,000.00	1,940.81	5,700.00	1,700.00		42.50%
To purchase hand tools, hose fittings adapters and nozzles, traffic cones, safety flags, and water craft equipment. Added \$1,700 for a snowblower.								
30-04 Postage	200.00	190.90	200.00	75.60	200.00	0.00		.00%
Postage for correspondences, newsletters, and other mailing charges.								
30-05 Photocopier	585.00	314.93	585.00	320.87	585.00	0.00		.00%
Copier lease and maintenance.								

Budget Request

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D							
30-08 Computers	2,300.00	1,914.47	2,300.00	0.00	0.00	-2,300.00	-100.00%
Moved to 20-08.							
30-22 Dry Hydrants	0.00	32.23	0.00	840.77	0.00	0.00	.00%
Repair and relocate hydrants, painting, pumping/winterizing, and brush control associated with 84 dry hydrants.							
30-24 Gas	1,015.00	1,109.75	1,323.00	819.13	1,650.00	327.00	24.72%
600 gallons @ \$.275/gallon.							
30-25 Diesel	2,650.00	1,672.40	2,613.00	1,542.21	3,000.00	387.00	14.81%
1,000 gallons @ \$.300/gallon.							
30-38 Personal Protective Equipment	5,463.00	1,954.69	6,000.00	-29.80	6,000.00	0.00	.00%
Personal protective equipment such as gloves, gear bags, boots, SCBA masks, safety ropes and bags, and accountability tags.							
Repairs/Maintenance							
35-01 Buildings	7,000.00	5,489.24	7,000.00	4,071.18	7,500.00	500.00	7.14%
Maintenance for building and generators at Village & Wildes District Station, alarm monitoring at Village Station, annual hood inspection at Village Station, and alarm boiler and sprinkler system inspections, fire extinguisher inspections. This account also funds bathroom supplies.							

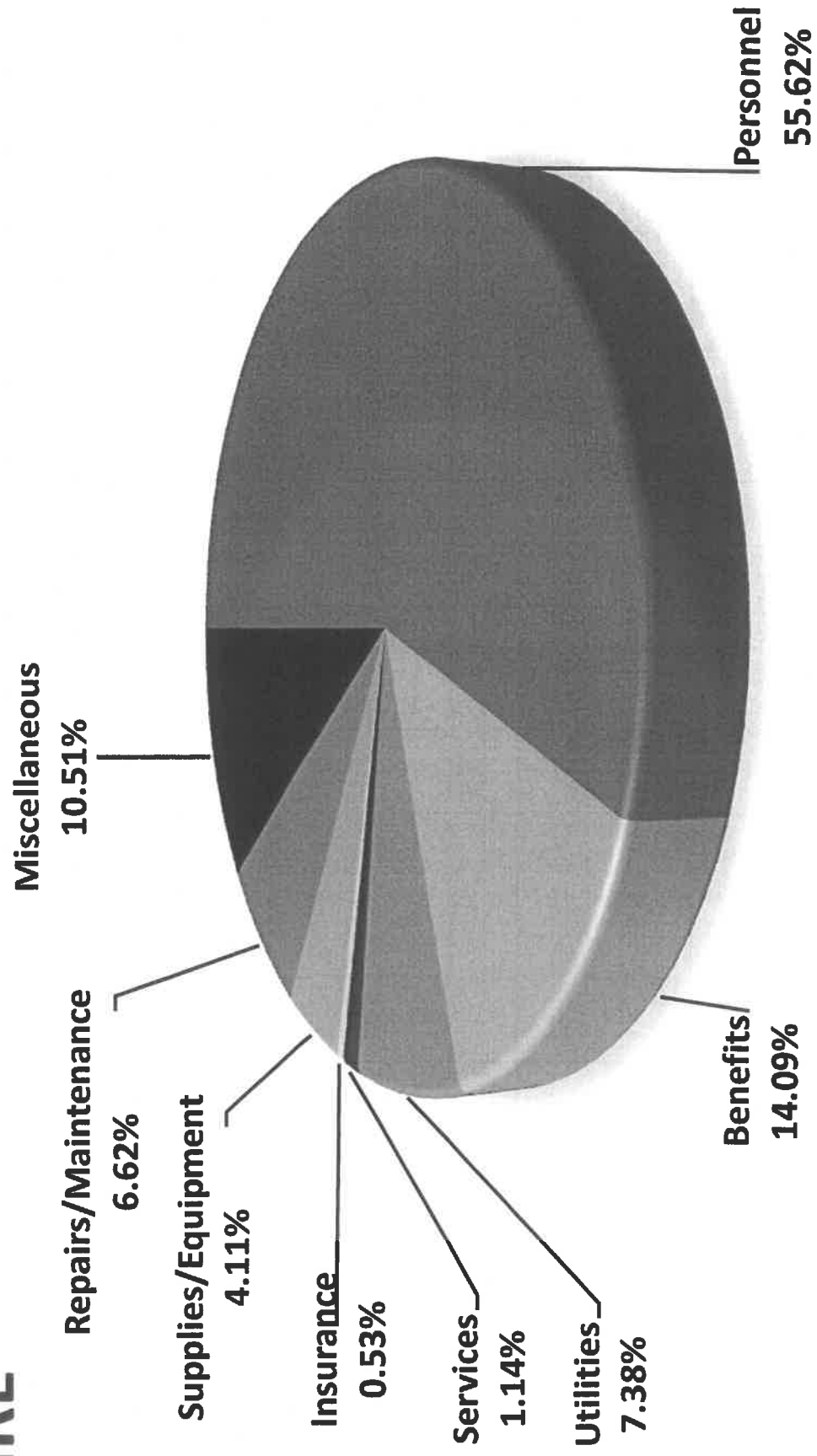
Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-03 Public Safety / Fire Dept CONT'D							
35-03 Vehicles & Equipment	20,697.00	23,509.78	22,000.00	9,561.29	22,500.00	500.00	2.27%
Parts and maintenance supplies for fire equipment: pump maintenance and tests for the ladders and engines; aerial ladder testing on the ladder truck; ground ladder testing on all of the vehicles; preventive maintenance on the aerial ladders; ground ladder maintenance and repairs; outboard motor annual servicing; and annual vehicle inspection. This account also funds vehicle repairs, oil changes, and replacement of worn tires.							
Miscellaneous							
50-05 Goose Rocks Fire	24,910.00	24,910.00	25,309.00	24,910.00	26,068.00	759.00	3.00%
Lease payment to Goose Rocks Beach Fire Station. Increased 3% (max) per lease agreement (CPI 6.8%).							
50-07 Cape Porpoise Fire	20,588.00	20,588.00	20,918.00	0.00	21,546.00	628.00	3.00%
Lease payment to Atlantic Volunteer Fire Station. Increased 3% (max) per lease agreement (CPI 6.8%).							
Fire Dept	407,330.00	376,731.43	434,028.00	226,653.24	452,958.00	18,930.00	4.36%

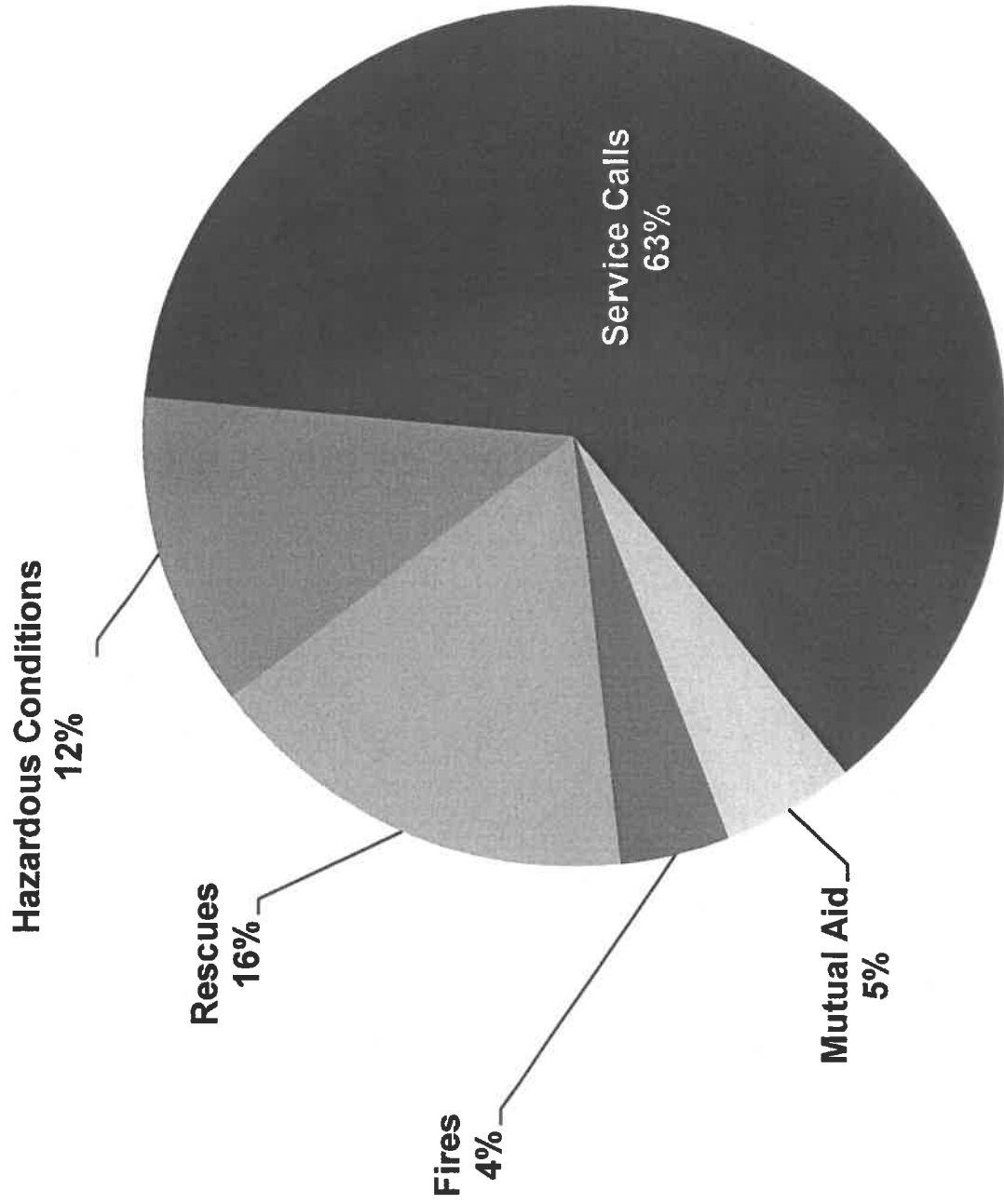
FIRE



Kennebunkport Fire Department Monthly Call Report Jan-Dec 2021

Calls by Month	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	YTD
Fires													
Structure Fire			1				1		1	1		1	5
Chimney Fire		1											1
Brush Fire		1		1									2
Vehicle Fire								1					1
Misc. Fire													0
Rescues													
Assist to KEMS		1	1	1	5	1	4	4	1	1	1	1	21
Boat Call						1							1
Missing Person						1	1						2
Motor Vehicle Crash	1			1		1	3	1	2	3			12
Other Rescue													0
Hazardous Cond.													
Trees/Wires Down			13	2			1	2	1	1	2	2	24
Flammable Release										2			2
Service Calls													
Water Problem				1			3			11	1		16
CO Alarm Activation	2		2	1			1	1	3			3	13
Fire Alarm Activation	6	6	10	4	10	2	14	13	9	6	7	4	91
Gas Alarm Activation												1	1
Odor Investigation	1	1	1			1	1		1	1	1	2	10
Smoke Investigation					2	1				1			4
Assist to PD													0
Public Assist								1	1			1	3
Mutual Aid Calls													
Arundel					1								1
Biddeford				2	1		1	1			1	1	7
Kennebunk			2			1							3
Wells													0
CALL TOTALS	10	10	30	13	19	9	30	24	19	27	13	16	220

Fire Calls for Service 2021



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Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-04 Public Safety / KEMS							
Miscellaneous							
50-28 KEMS	165,000.00	165,000.00	175,000.00	175,000.00	200,000.00	25,000.00	14.29%
Town's contribution to KEMS.							
KEMS	165,000.00	165,000.00	175,000.00	175,000.00	200,000.00	25,000.00	14.29%

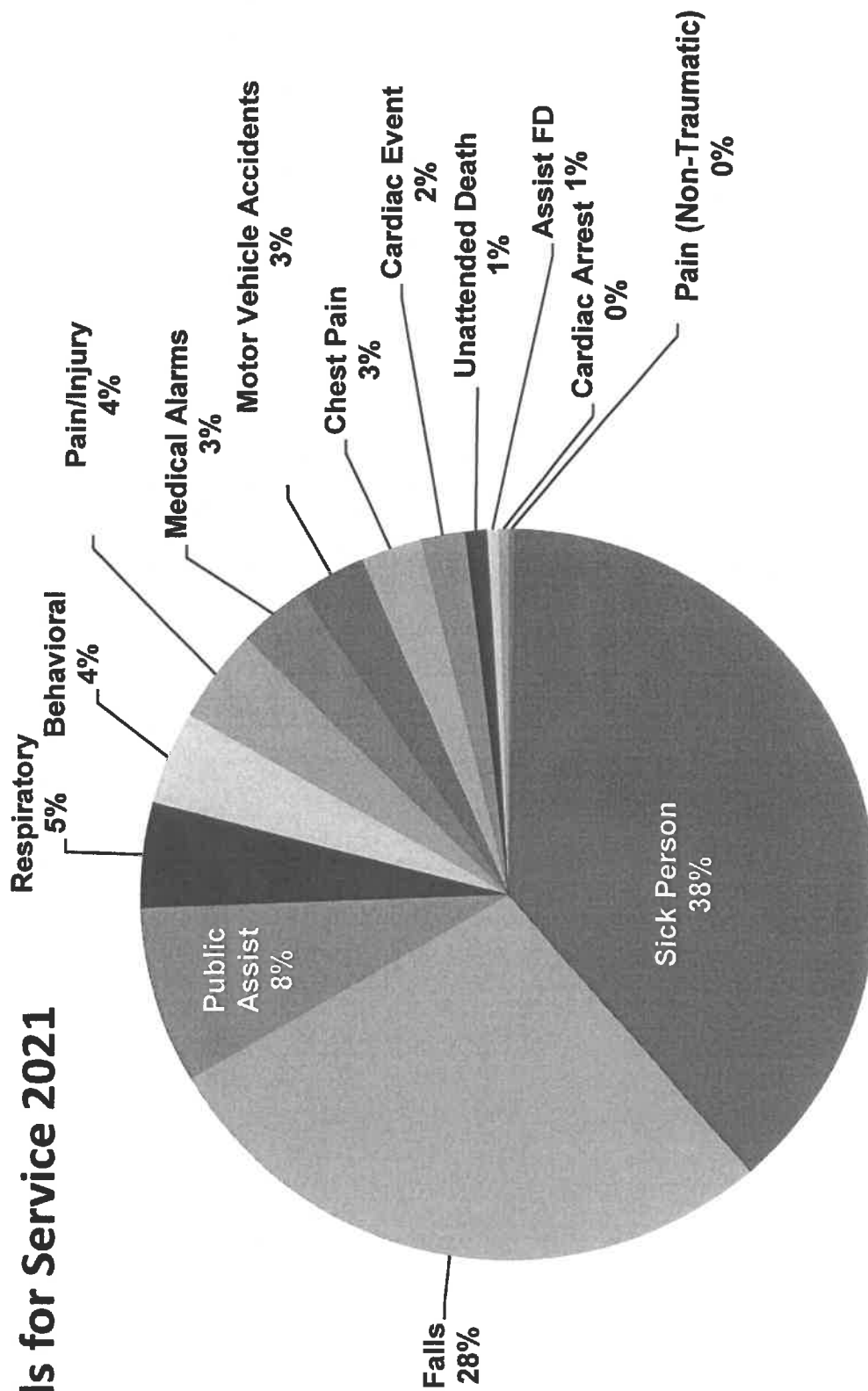
	A	B	C	D	E	F
1				ACTUAL FY 21 [2020-2021]	CURRENT FY 22 [2021-2022]	PROPOSED FY 23 [2022-2023]
2	INCOME	4000 · Earned Income				
3			4010 · Revenue on Services	\$ 272,765.47	\$ 350,000.00	\$ 350,000.00
4			4011 · Adjustment to Revenue for Service	\$ (162,636.61)	\$ (154,500.00)	\$ (159,135.00)
5			4020 · Subscriptions	\$ 34,350.00	\$ 40,000.00	\$ 40,000.00
6			4040 · CPR Income	\$ -	\$ -	\$ -
7			4060 · Appropriation from Town K'port	\$ 165,000.00	\$ 175,000.00	\$ 200,000.00
8		Total 4000 · Earned Income		\$ 309,478.86	\$ 410,500.00	\$ 430,865.00
9		4100 · Gifts and Donations				
10			4110 · Fund Drive Receipts	\$ 61,894.15	\$ 45,000.00	\$ 45,000.00
11			4120 · Gifts	\$ -	\$ -	\$ -
12			4121 · Remberance	\$ -	\$ -	\$ -
13			4123 · Unrestricted	\$ -	\$ -	\$ -
14		Total 4100 · Gifts and Donations		\$ 61,894.15	\$ 45,000.00	\$ 45,000.00
15		4200 · Interest				
16			4210 · Interest - Savings KSB		\$ -	\$ -
17			4220 · Schwab Acct		\$ -	\$ -
18		Total 4200 · Interest			\$ -	
19		4300 · Dividend Income			\$ -	\$ -
20		400 Grants				
21	Total Income	total Income		\$371,373.01	\$ 455,500.00	\$ 475,865.00
22	EXPENSES	5000 · Operating Expenses				
23			5010 · Oxygen	\$ 264.00	\$ 450.00	\$ 450.00
24			5030 · Licensing Fee	\$ 4,031.35	\$ 2,000.00	\$ 2,000.00
25			5040 · Vaccine/Employee Safety	\$ -	\$ -	\$ -
26			5050 · Operating Assessment Fee	\$ -	\$ 2,500.00	\$ 2,500.00
27			5060 · Vehicle Maintenance	\$ 705.19	\$ 3,000.00	\$ 3,000.00
28			5070 · Vehicle Fuel	\$ 1,594.88	\$ 3,060.00	\$ 5,000.00
29			5075 · Radio Equipment Maintenance	\$ -	\$ 1,000.00	\$ 1,000.00
30			5080 · Clothing Expense	\$ 1,769.44	\$ 3,000.00	\$ 3,000.00
31			5085 · Medical,training equip and main	\$ 6,728.28	\$ 1,000.00	\$ 3,000.00
32			5090 · Medical Supplies Expense	\$ 3,125.79	\$ 5,600.00	\$ 5,600.00
33		Total 5000 · Operating Expenses		\$ 18,218.93	\$ 21,610.00	\$ 25,550.00
34		5100 · Payroll				
35			5110 · Salaries - PER DIEM	\$ 206,706.29	\$ 200,000.00	\$ 250,000.00
36			5120 · Salaries - Officers	\$ 36,499.83	\$ 38,000.00	\$ 45,000.00
37			5130 · Salaries - Paid Leave PTO		\$ 5,000.00	\$ 7,000.00
38			5140 · Salaries - DRIVER/EMT	\$ 124,986.00	\$ 130,000.00	\$ 135,000.00
39			5150 · Employer SS tax & Medicare	\$ 28,167.32	\$ 30,000.00	\$ 31,000.00
40			5160 · Payroll Service Fee	\$ 5,642.00	\$ 5,500.00	\$ 5,500.00
41		Total 5100 · Payroll		\$ 402,001.44	\$ 408,500.00	\$ 473,500.00
42		5200 · Administrative Expenses				
43			5210 · Telephone House and Cell	\$ 2,300.06	\$ 3,500.00	\$ 3,500.00
44			5220 · Office Postage	\$ 1,354.05	\$ 1,000.00	\$ 3,500.00
45		Total 5200 · Administrative Expenses		\$ 3,654.11	\$ 4,500.00	\$ 7,000.00
46		5300 · Facilities Expenses				
47			5310 · Rent Expense	\$ -	\$ 3,000.00	\$ 3,000.00
48			5320 · Utilities	\$ -	\$ 4,000.00	\$ 4,000.00
49			5330 · Supplies - office & station	\$ 125.66	\$ 3,500.00	\$ 3,500.00
50			5340. Repairs/maint	\$ 44.52	\$ -	\$ -

	A	B	C	D	E	F
1				ACTUAL FY 21 [2020-2021]	CURRENT FY 22 [2021-2022]	PROPOSED FY 23 [2022-2023]
51		Total 5300 · Facilities Expenses		\$ 170.18	\$ 10,500.00	\$ 10,500.00
52						
53		5400 · Education & Training				
54			5405 · Education Expense	\$ 608.09	\$ 3,500.00	\$ 3,500.00
55			5410 · CPR Expense	\$ -	\$ 1,000.00	\$ 1,000.00
56			5415 · Training Expense - In House			\$ -
57			5425 · Recruiting/Retention	\$ 270.84	\$ 800.00	\$ 800.00
58			5400 · Education & Training - Other			
59		Total 5400 · Education & Training		\$ 878.93	\$ 5,300.00	\$ 5,300.00
60		5500 · Business Expenses				
61			5505 · Legal & Accounting	\$ 9,226.00	\$ 10,000.00	\$ 2,500.00
62			5515 · Bad Debt Collection	\$ -	\$ 400.00	\$ 400.00
63			5520 · Bank Service Charges	\$ 15.00	\$ -	\$ -
64			5534 · 5534 - Paypal Fees	\$ -	\$ -	\$ -
65			5535 · - Medical Reimbursement Fees	\$ 5,438.15	\$ 10,000.00	\$ 10,000.00
66			5536 · - Interest Expense			
67			5540 · Insurances			
68			5540-1 · Insurance E&O, GL, WC	\$ -	\$ 6,000.00	\$ 6,600.00
69			5540-2 · Insurance workers comp	\$ 8,658.26	\$ 15,000.00	\$ 15,000.00
70			5540-3 · Insurance Auto	\$ 2,803.00	\$ 2,750.00	\$ 2,750.00
71			5540-5 Insurance Gen Liability	\$ 12,742.00	\$ 14,000.00	\$ 14,000.00
72			Total 5540 · Insurances	\$ 24,203.26	\$ 37,750.00	\$ 38,350.00
73						
74		Total 5500 · Business Expenses		\$ 38,867.41	\$ 58,150.00	\$ 51,250.00
75		5600 · Other Expenses				
76			5605 · Meeting Expense	\$ 121.49	\$ 1,000.00	\$ 1,000.00
77			5610 · Gifts	\$ -	\$ 350.00	\$ 350.00
78			5615 · Fund Drive Expenses	\$ 1,977.44	\$ 2,500.00	\$ 1,000.00
79			5620 · Dues & Subscription	\$ -	\$ 550.00	\$ 550.00
80			5623. Contractors Services [Bookkeeper]	\$ 2,995.00	\$ 2,000.00	\$ 3,000.00
81			5624 Subscription Expenses	\$ 2,571.79	\$ 2,500.00	\$ 2,600.00
82			5625 Misc. expenses	\$ 34.00	\$ -	\$ 2,000.00
83			5630 · Meals & Entertainment	\$ 55.71	\$ 150.00	\$ 150.00
84			5650. Crew Expenses	\$ 2,014.79	\$ 2,000.00	\$ 3,000.00
85		Total 5600 · Other Expenses		\$ 9,770.22	\$ 11,050.00	\$ 13,650.00
86						
87	Total Income		Income	\$ 372,042.51	\$ 455,550.00	\$ 476,490.00
88	Total Expense		Expense	\$ 473,561.22	\$ 519,610.00	\$ 586,750.00
89						
90			CONTRIBUTION FROM THE ENDOWMENT	\$ 101,518.71	\$ 64,060.00	\$ 110,260.00
91						
92			FINAL END OF YEAR BALANCE	\$0.00	\$0.00	\$0.00
93						
94			RECAP TOWN APPROPRIATION	\$165,000.00	\$175,000.00	\$200,000.00
95						
96			359 calls			

KEMS Calls for Service vs. Billable Calls

	<u>2021</u>	<u>%</u>	<u>2020</u>	<u>%</u>
<u>January</u>				
Calls for service	27		13	
Billable calls	16	56%	9	69%
<u>February</u>				
Calls for service	28		17	
Billable calls	13	46%	10	58%
<u>March</u>				
Calls for service	28		23	
Billable calls	17	63%	13	56%
<u>April</u>				
Calls for service	37		17	
Billable calls	23	62%	11	65%
<u>May</u>				
Calls for service	35		28	
Billable calls	19	54%	19	68%
<u>June</u>				
Calls for service	34		39	
Billable calls	22	65%	22	56%
<u>July</u>				
Calls for service	45		33	
Billable calls	30	67%	20	61%
<u>August</u>				
Calls for service	31		35	
Billable calls	23	74%	14	40%
<u>September</u>				
Calls for service	34		21	
Billable calls	24	71%	10	48%
<u>October</u>				
Calls for service	52		22	
Billable calls	28	54%	7	32%
<u>November</u>				
Calls for service	25		31	
Billable calls	11	44%	15	48%
<u>December</u>				
Calls for service	34		30	
Billable calls	22	65%	16	53%
<u>Year 2021 Totals</u>				
Calls for service	410		309	
Billable calls	248	60%	166	54%

KEMS Calls for Service 2021



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Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-05 Public Safety / Emergency Management							
Supplies/Equipment							
30-02 Operating Supplies	1,500.00	0.00	1,500.00	0.00	1,500.00	0.00	.00%
Emergency needs such as food, barricades, etc. Repair and clean-up costs related to storm damage are charged to other accounts and programs. Also includes mileage reimbursement for volunteer staff to attend trainings and 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	0.00	1,500.00	0.00	1,500.00	0.00	.00%

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Budget Request

02/23/2022
J

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
27-06 Public Safety / Animal Control Officer							
Personnel							
10-01 Salaries & Wages	5,305.00	5,326.10	5,464.00	3,305.13	5,464.00	0.00	.00%
Salary and wages for staff.							
Benefits							
12-01 FICA	406.00	407.28	418.00	252.72	418.00	0.00	.00%
Employer's contribution to FICA (7.65%).							
12-07 Travel & Meetings	700.00	77.58	700.00	49.56	700.00	0.00	.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses such as meals, lodging, and other means of travel.							
Supplies/Equipment							
30-02 Operating Supplies	600.00	439.00	600.00	439.00	600.00	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	3,621.66	4,829.00	0.00	.00%
Animal Shelter \$1.39 per capita based on 2010 census (3,474).							
Animal Control Officer	11,840.00	11,078.84	12,011.00	7,668.07	12,011.00	0.00	.00%

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Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
27-07 Public Safety / Harbormaster Personnel							
10-01 Salaries & Wages	13,650.00	13,596.46	14,058.00	8,915.86	14,481.00	423.00	3.01%
Salary and wages for staff. The Cape Porpoise Pier Manager also serves as the Harbormaster. Salaries and benefits are split 20% general fund and 80% Pier fund.							
Benefits							
12-01 FICA	1,065.00	943.74	1,097.00	626.82	1,130.00	33.00	3.01%
Employer's contribution to FICA (7.65%).							
12-02 MSRS	1,379.00	1,401.05	1,448.00	936.07	1,477.00	29.00	2.00%
Employer's contribution to Maine State Retirement.							
12-03 ICMA	273.00	279.96	281.00	178.41	290.00	9.00	3.20%
ICMA 457 Deferred Compensation Plan for all eligible employees.							
12-05 Health	5,079.00	2,503.22	5,079.00	2,864.57	5,228.00	149.00	2.93%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 10% increase beginning in calendar year 2023. Employee contributes 15% of the cost.							
Services							
Miscellaneous							

Budget Request

02/23/2022

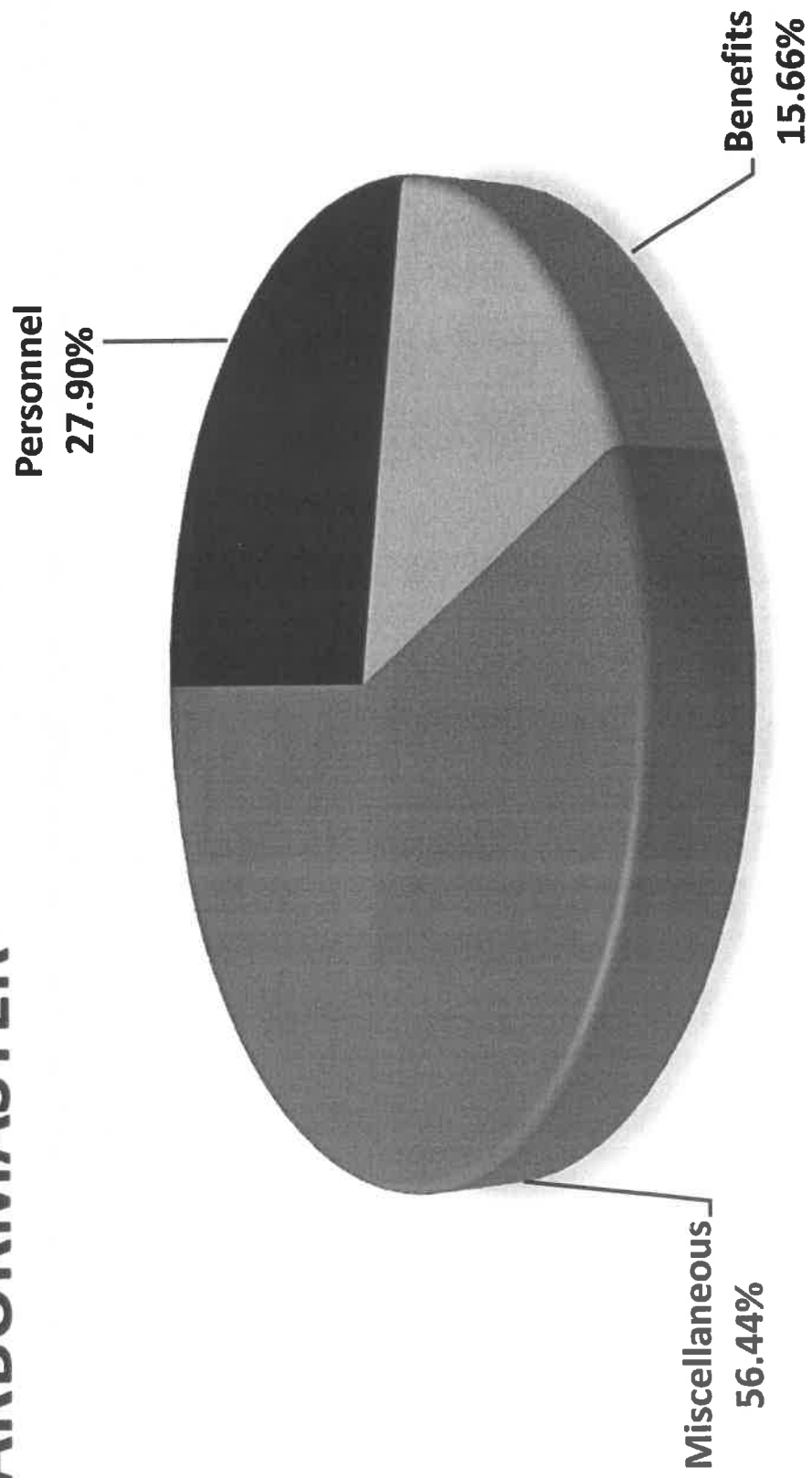
Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 27-07 Public Safety / Harbormaster CONT'D							
50-24 River Harbormaster	19,986.00	19,986.00	20,324.00	0.00	29,294.00	8,970.00	44.14%
Cost sharing for the Towns of Kennebunkport and Kennebunk. The increase is reflective of increases in pay and hours for appropriate coverage in the river.							
Harbormaster	41,432.00	38,710.43	42,287.00	13,521.73	51,900.00	9,613.00	22.73%

**Town Of Kennebunk & Kenne
River Committee
Harbormaster - 17750-51032**

	FY20-21 Actual	FY20-21 BUDGET	FY21-22 Actual	FY21-22 BUDGET	FY22-23 BUDGET
	6/30/2021 Prelim				
	9/14/2021				
Payroll	12,102.81	19,383	7,512.02	19,771	35,500
	10,054.25	Kport - C Mayo			
FICA/Medicare	925.86	1,483	574.67	1,512	2,716
Worker's Comp/Jones Act	786.68	1,260	488.28	1,285	2,308
Unemployment Comp	69.47	164	69.47	164	164
					0
					0.0%
P&I, Marina and Tender Insur	6,787.00	6,757	7,350.00	6,991	7,000
Education/Dues	160.00	500		500	500
Equipment/Supplies Expense	2,409.58	525	459.47	525	500
Travel	187.39	150		150	150
					0
Cell phone	222.37	750		750	750
Postage		100		100	100
Misc/Contingent		275		275	275
Fuel/Gas	253.49	250	29.45	250	250
Harbormaster Software	2,308.00	1,875		1,875	1,875
					0
					0.0%
Boat Expense		3,000		3,000	3,000
Dockage & Storage	3,939.71	3,500	3,210.00	3,500	3,500
					0
					0.0%
	40,206.62	39,972	19,693.36	40,648	58,587
	28,370.35	6.4%	18,560.94		
		Kbk		20,324	29,294
		Kport		20,324	29,294
					8,970
					44.1%

HARBORMASTER



Budget Request

02/23/2022

Expense

Dept/Div: 29-01 Health & Welfare / Solid Waste	2021	2021	2022	2022	2023	Man Req vs"	Man Req vs
	Budget	Actual	Budget	YTD	Manager	Curr Bud Change \$	Curr Bud Change %
Personnel							
10-01 Salaries & Wages	1,792.00	123.35	1,792.00	0.00	1,846.00	54.00	3.01%
Wages for an employee for the Hazardous Waste Day.							
Benefits							
12-01 FICA	137.00	9.20	137.00	0.00	141.00	4.00	2.92%
Employer's contribution for FICA (7.65%).							
Services							
20-12 Tipping Fees	221,144.00	200,475.78	224,672.00	126,557.62	200,000.00	-24,672.00	-10.98%
Contract with Casella Waste for 2,500 tons of waste @ \$80/ton. Decrease due to historical tonnage.							
20-19 Curbside Waste	201,450.00	184,333.33	205,479.00	119,583.90	209,589.00	4,110.00	2.00%
Contract service with Casella which includes picking up barrels and waste containers at all public buildings and facilities.							
20-23 Curbside Recycling	17,000.00	25,750.40	40,000.00	19,966.59	37,500.00	-2,500.00	-6.25%
Processing and contamination fees for recycling materials at Ecomaine (375 tons @ \$100/ton).							
20-27 Recycling Pickup	56,000.00	35,573.20	103,000.00	62,253.10	105,060.00	2,060.00	2.00%
Contracted service with Casella.							
Supplies/Equipment							
30-02 Operating Supplies	4,000.00	5,863.54	4,000.00	178.20	1,000.00	-3,000.00	-75.00%
To fund expenses related to recycling educational promotions. Decrease in expenditure as the start-up for recycling has ended.							

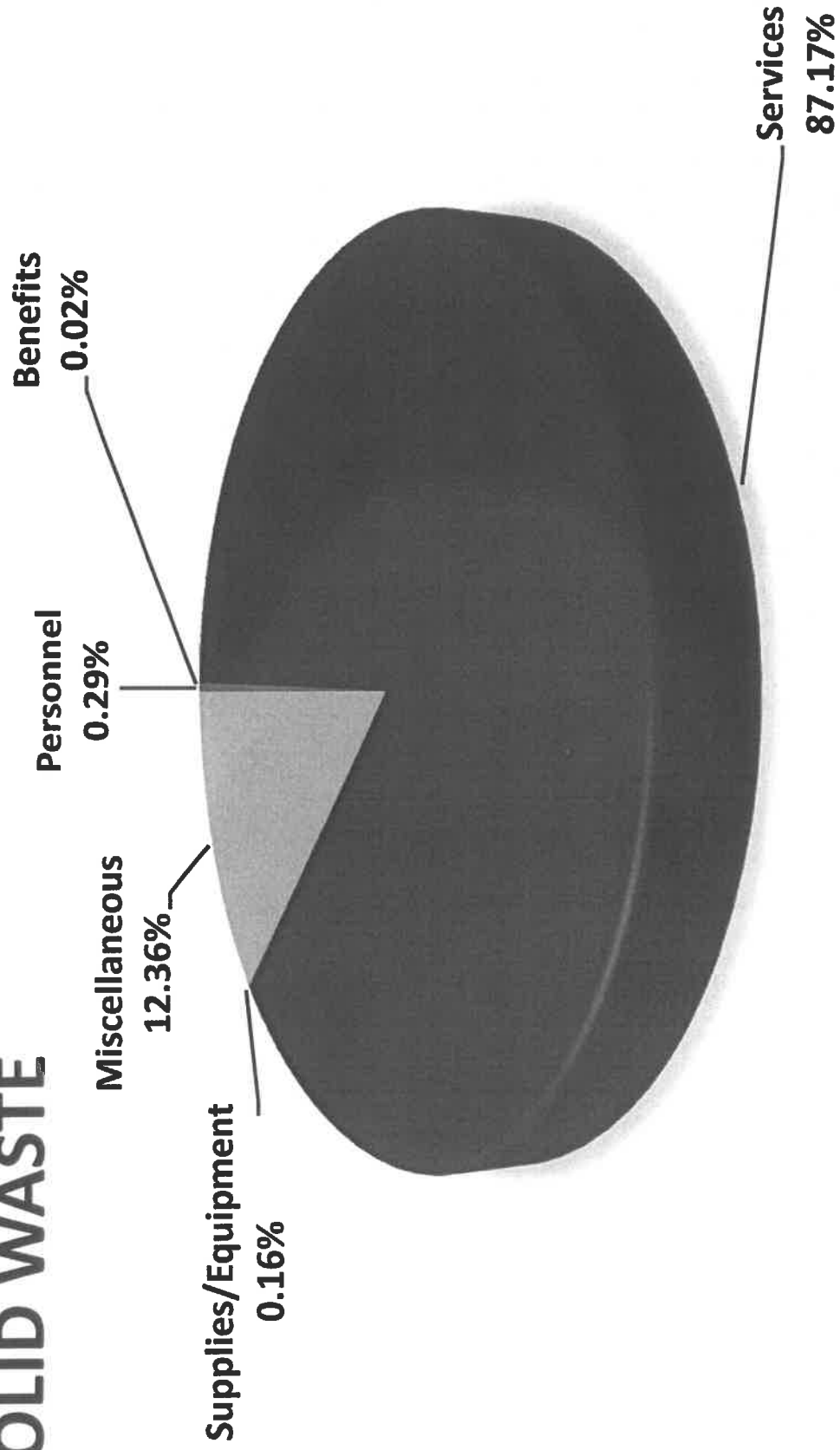
Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs"		Man Req vs Curr Bud Change %
						Curr Bud	Change \$	
Dept/Div: 29-01 Health & Welfare / Solid Waste CONT'D								
Miscellaneous								
50-11 Unacceptable Waste	4,000.00	4,686.18	4,000.00	6,446.81	7,000.00		3,000.00	75.00%
Cost for the collection and disposal of household hazardous waste. Trash bags for the public barrels. Increase due to the collection of additional products during hazardous waste day.								
50-72 Monitoring	4,756.00	5,914.35	6,300.00	66.50	71,300.00		65,000.00	1031.75%
Increased landfill monitoring costs due to the suspected presence of PFAS in wells near the landfill site. Town is required to monitor on a quarterly basis.								
Solid Waste	510,279.00	462,729.33	589,380.00	335,052.72	633,436.00		44,056.00	7.47%

SOLID WASTE



Solid Waste & Recycling Tonnage 2021

Month	Pine Tree/Casella	EcoMaine	Total
<i>January</i>	143.33	21.39	164.72
<i>February</i>	109.70	19.34	129.04
<i>March</i>	122.20	22.19	144.39
<i>April</i>	162.07	22.39	184.46
<i>May</i>	186.92	26.61	213.53
<i>June</i>	261.66	35.90	297.56
<i>July</i>	353.68	52.45	406.13
<i>August</i>	244.16	42.02	286.18
<i>September</i>	259.48	32.39	291.87
<i>October</i>	202.90	26.57	229.47
<i>November</i>	176.37	29.55	205.92
<i>December</i>	166.39	37.79	204.18
Total	2388.86	368.59	2757.45



Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
29-02 Health & Welfare / Health Personnel							
10-01 Salaries & Wages	109,855.00	98,656.60	126,173.00	75,304.42	133,526.00	7,353.00	5.83%
Salary and wages for staff. Increase due annual cost of living increase as well as moving per diems from 24 hours per week to 26 hours week.							
Benefits							
12-01 FICA	9,447.00	8,987.59	10,229.00	6,123.71	10,797.00	568.00	5.55%
Employer's contribution for FICA (7.65%).							
12-02 MSRS	11,719.00	8,332.93	12,996.00	5,428.95	8,890.00	-4,106.00	-31.59%
Employer's contribution to Maine State Retirement. Decrease due to employee participation.							
12-03 ICMA	2,458.00	2,473.08	2,538.00	1,581.17	2,615.00	77.00	3.03%
ICMA 457 Deferred Compensation Plan for all eligible employees.							
12-05 Health	5,000.00	5,000.04	5,000.00	3,333.36	5,000.00	0.00	.00%
In lieu of insurance, as Health Director does not need the Town's health insurance.							
12-07 Travel & Meetings	5,000.00	2,076.04	500.00	542.81	1,000.00	500.00	100.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses such as meals, lodging, and other means of travel.							

Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
12-02 Health & Welfare / Health CONT'D							
12-08 Training & Education	600.00	155.00	600.00	0.00	600.00	0.00	.00%
American Nurses Association, Maine Public Health Association, and workshops/seminars.							
12-09 Wellness	300.00	0.00	300.00	0.00	300.00	0.00	.00%
To promote employee health and wellness.							
Utilities							
15-01 Electricity	750.00	471.22	750.00	325.75	750.00	0.00	.00%
Electrical costs.							
15-02 Phone/Internet	1,400.00	2,033.73	1,400.00	1,209.70	1,770.00	370.00	26.43%
Telephone and internet costs (\$1,170) and cell phone reimbursement (\$600).							
15-03 Heating Fuel	1,100.00	1,100.00	1,100.00	622.51	1,313.00	213.00	19.36%
Cost share of heating fuel costs of building. Shared with Police Department. 750 gallons of propane @ \$1.75/gallon.							
Services							
20-06 Expert/Professional	775.00	485.50	775.00	540.50	558.00	-217.00	-28.00%
IT services that include antivirus and Microsoft 365/emails.							
20-08 Technology	0.00	0.00	0.00	0.00	1,200.00	1,200.00	100.00%
Laptop replacement.							
Supplies/Equipment							
30-01 Office Supplies	-1,636.00	1,109.91	1,000.00	14,534.06	1,000.00	0.00	.00%
Miscellaneous office supplies.							

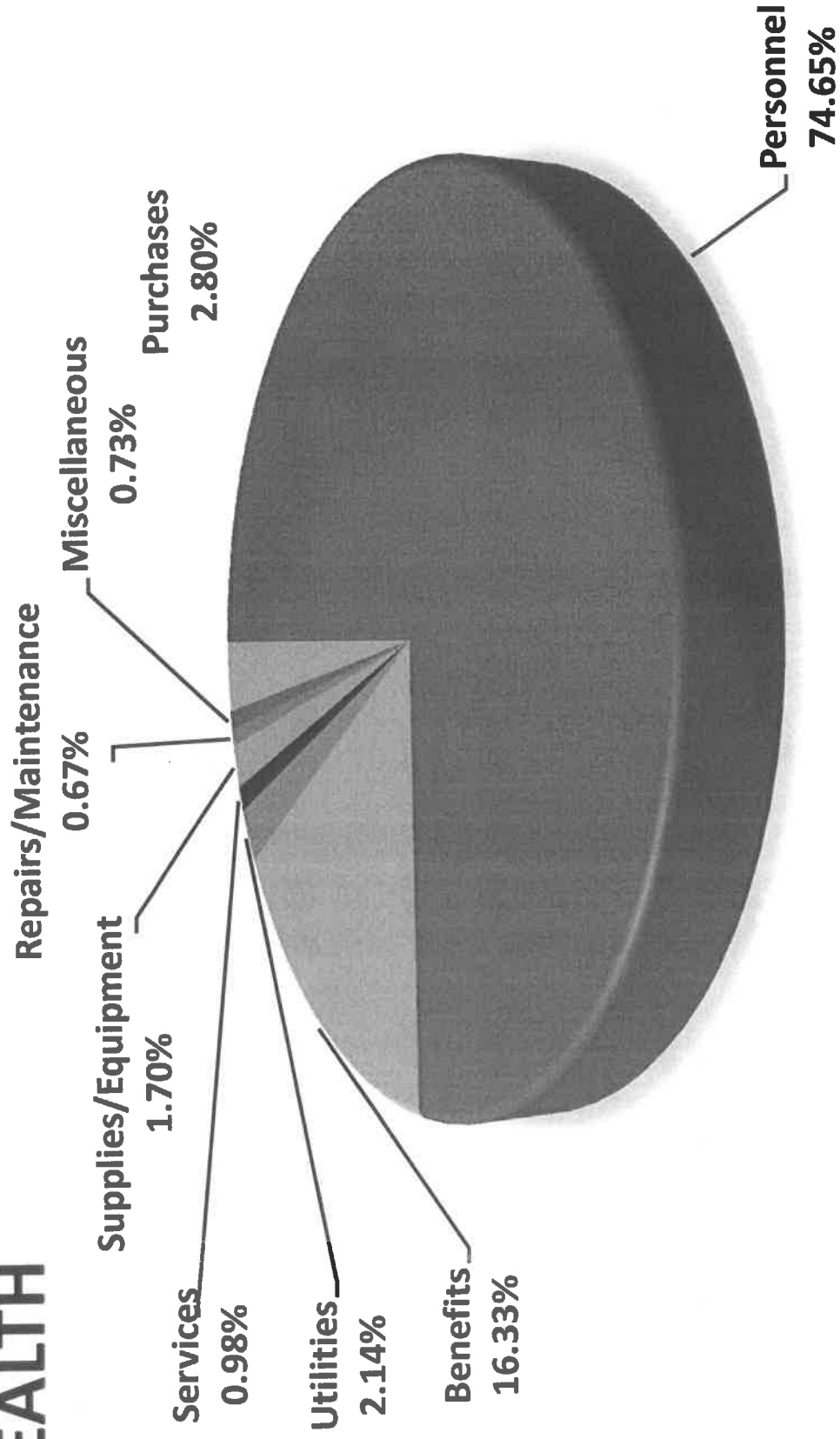
Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
29-02 Health & Welfare / Health CONT'D							
30-02 Operating Supplies	1,500.00	1,058.14	7,500.00	458.66	1,500.00	-6,000.00	-80.00%
Syringes, dressings, medical kits, tape, etc. Decrease due to moving COVID test kits to other line.							
30-04 Postage	75.00	75.00	75.00	0.00	75.00	0.00	.00%
Postage							
30-05 Photocopier	468.00	299.10	468.00	279.49	468.00	0.00	.00%
Copier maintenance.							
Repairs/Maintenance							
35-01 Buildings	0.00	56.11	800.00	0.00	1,000.00	200.00	25.00%
Weekly cleaning, twice a year professional floor stripping, window washing, and cleaning supplies.							
35-03 Vehicles & Equipment	0.00	0.00	0.00	560.00	200.00	200.00	100.00%
Vehicle inspection and fluids.							
Miscellaneous							
50-11 Unacceptable Waste	800.00	525.00	800.00	25.00	800.00	0.00	.00%
Medical waste disposal with Maine Bio Specialist (3 pickups per year).							
50-85 Water Quality	500.00	0.00	500.00	0.00	500.00	0.00	.00%
Funding for water testing, trainings, and outreach.							
Purchases							
60-09 COVID	0.00	0.00	0.00	0.00	5,000.00	5,000.00	100.00%
Town's share of COVID testing supplies.							
Health	150,111.00	132,894.99	173,504.00	110,870.09	178,862.00	5,358.00	3.09%

HEALTH



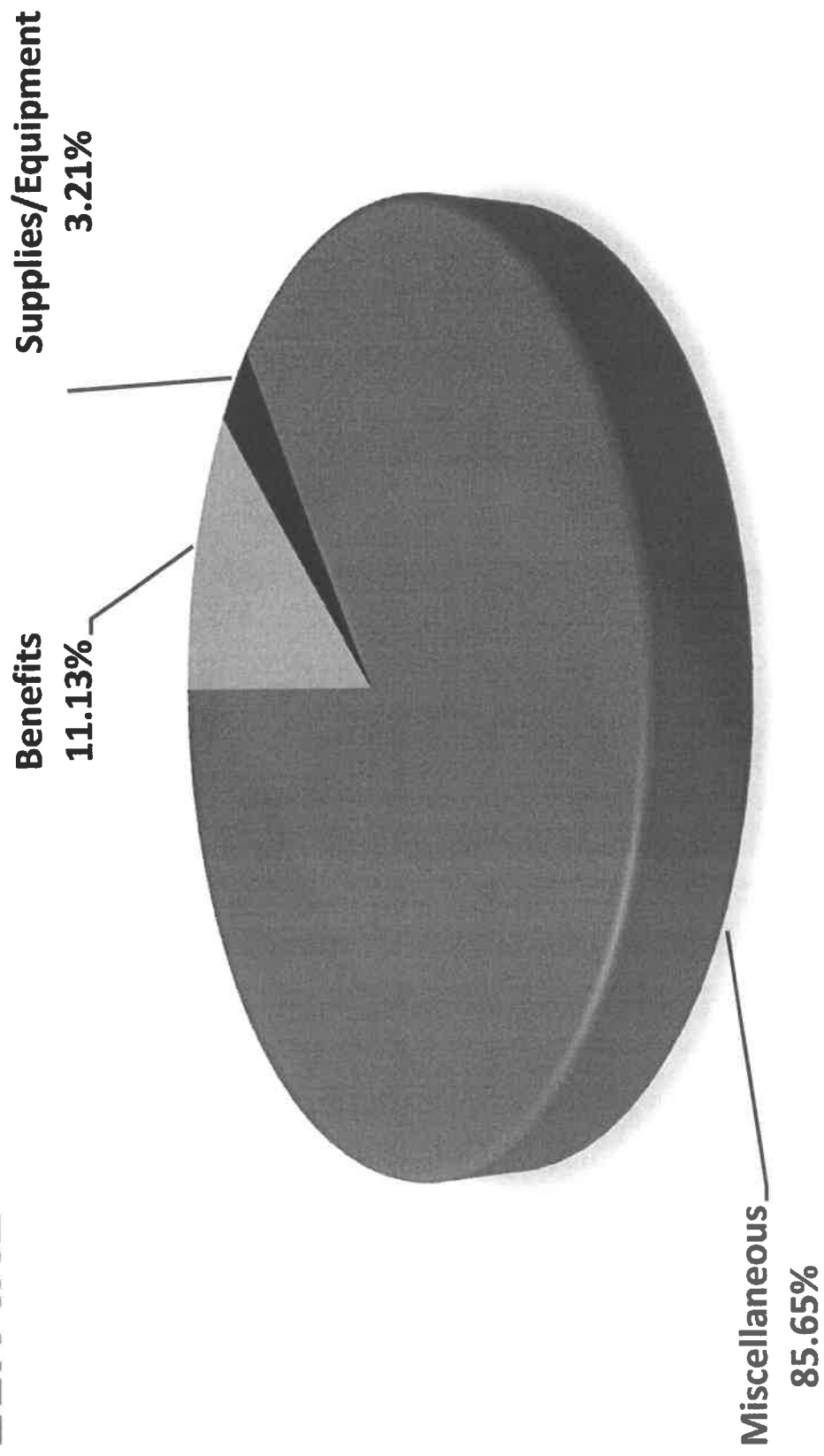
Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	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	25.00	260.00	40.00	260.00	0.00	.00%
MMA and DHHS training for welfare administrator.							
Supplies/Equipment							
30-01 Office Supplies	75.00	0.00	75.00	0.00	75.00	0.00	.00%
Special forms not found at MMA.							
Miscellaneous							
50-12 Welfare	3,000.00	0.00	3,000.00	0.00	2,000.00	-1,000.00	-33.33%
Expense of food, shelter, and other basic needs for those who face emergency financial needs or who meet income eligibility requirements. These costs are reimbursed by the State at 50% of actual expenditures. Reduction due to historical usage.							
Welfare	3,335.00	25.00	3,335.00	40.00	2,335.00	-1,000.00	-29.99%

WELFARE



Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Social Services							
55-01 YC Community Action	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	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.							
55-03 Caring Unlimited	1,500.00	1,500.00	1,500.00	1,500.00	1,089.00	-411.00	-27.40%
A domestic violence center.							
55-04 ME Behavioral Healthcare	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	0.00	.00%
This agency is a comprehensive mental health center.							
55-05 Kids Free to Grow	750.00	750.00	750.00	750.00	750.00	0.00	.00%
This agency addresses the problems of child abuse and neglect.							
55-07 So ME Agency on Aging	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	.00%
This agency assists senior citizens with Meals on Wheels, insurance and benefit counseling, and caregiver support.							
55-10 American Red Cross	500.00	500.00	500.00	500.00	500.00	0.00	.00%
This agency provides critical disaster relief services.							
55-11 YC Shelters	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	0.00	.00%
This agency provides shelter and food for the homeless.							

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 29-04 Health & Welfare / Social Services CONT'D							
55-13 Sexual Assault Response Servic	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	.00%
This agency provides services to survivors of sexual assault.							
55-14 Church Community Outreach Serv	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00	.00%
This agency serves residents with core pantry and produce pantry operations.							
55-16 Lifeflight	868.00	868.00	868.00	868.00	868.00	0.00	.00%
This agency provides life saving air transportation.							
55-20 MaineHealth Care at Home	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	.00%
This agency provides home health nursing, physical, occupational, and speech therapies.							
Social Services	23,118.00	23,118.00	23,118.00	23,118.00	22,707.00	-411.00	-1.78%

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	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	2,556.00	2,555.95	2,633.00	1,316.34	2,712.00	79.00	3.00%
Salary and wages for staff.							
Benefits							
12-01 FICA	196.00	195.53	202.00	100.70	207.00	5.00	2.48%
Employer's contribution for FICA (7.65%).							
12-07 Travel & Meetings	250.00	0.00	250.00	0.00	250.00	0.00	.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses such as meals, lodging, and other means of travel.							
Shellfish Conservation	3,002.00	2,751.48	3,085.00	1,417.04	3,169.00	84.00	2.72%

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Budget Request

02/23/2022
12:02 PM

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	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	23,568.12	30,000.00	14,571.55	30,000.00	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	4,000.00	5,265.72	4,000.00	5,603.72	6,000.00	2,000.00	50.00%
Increase in costs for port-a-potty rentals.							
Public Restrooms	34,000.00	28,833.84	34,000.00	20,175.27	36,000.00	2,000.00	5.88%

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Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
31-01 Public Works / Highway Dept							
Personnel							
10-01 Salaries & Wages	453,201.00	441,653.63	494,818.00	300,813.19	551,269.00	56,451.00	11.41%
Salary and wages for staff. Increase due to scheduled steps/longevity and adding a Building and Grounds maintenance worker to clean all facilities. This position will be paid for 89% in the general fund and 11% in the dock square enterprise fund. The amount in this budget represents 3/4 of a year, as we do not anticipate being able to hire until October. This position hire will increase the benefit lines as well. The administrative salaries for public works are split between Highway and Wastewater. The Public Works Director is split 50/50, the Engineer position is 30% Highway, and the Operations Manager is 70% Highway.							
10-10 Overtime	43,775.00	24,305.91	45,088.00	28,236.60	46,441.00	1,353.00	3.00%
Overtime wages.							
10-20 Part-Time	8,640.00	4,257.50	8,640.00	0.00	10,240.00	1,600.00	18.52%
Salary for a part-time public space maintenance position (shared with Wastewater). Increase due to market rate adjustment.							

Benefits

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-01 Public Works / Highway Dept CONT'D							
12-01 FICA	40,398.00	35,009.61	43,366.00	23,443.60	48,099.00	4,733.00	10.91%
Employer's contribution for FICA (7.65%). Increase due to added position.							
12-02 MSRS	41,057.00	38,263.35	48,274.00	29,120.23	58,154.00	9,880.00	20.47%
Employer's contribution to Maine State Retirement. Increase due to added buildings and grounds position.							
12-03 ICMA	11,221.00	10,456.62	12,089.00	7,021.32	11,608.00	-481.00	-3.98%
ICMA 457 Deferred Compensation Plan for all eligible employees. Slight decrease due to employee participation.							
12-05 Health	149,861.00	156,747.39	171,836.00	96,315.12	200,096.00	28,260.00	16.45%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 10% increase beginning in calendar year 2023. Employee contributes 15% of the cost. Increase due to employee participation. Increase due to added position.							
12-07 Travel & Meetings	0.00	40.00	0.00	120.00	0.00	0.00	.00%
12-12 Uniforms	4,590.00	4,574.87	5,220.00	3,128.39	5,220.00	0.00	.00%
Uniform service per union contract and one pair of boots per person.							
Utilities							
15-01 Electricity	5,200.00	3,572.52	5,200.00	3,304.83	5,200.00	0.00	.00%
Electricity costs.							

Budget Request

02/23/2022
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Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs"		Man Req vs Curr Bud Change %
						Curr Bud	Change \$	
Dept/Div: 31-01 Public Works / Highway Dept CONT'D								
15-02 Phone/Internet	4,750.00	4,037.50	4,750.00	2,330.61	4,910.00	160.00		3.37%
Telephone and internet service (\$1,370), GPS (\$2,340) and cell phone reimbursements (\$1,200).								
15-03 Heating Fuel	1,600.00	1,352.61	2,160.00	1,439.03	2,100.00	-60.00		-2.78%
Costs for propane fuel for the garage (1,200 gallons @ \$1.75/gallon).								
Services								
20-04 Advertising	0.00	199.00	0.00	0.00	500.00	500.00		100.00%
20-06 Expert/Professional	10,000.00	9,937.34	10,000.00	2,742.91	7,248.00	-2,752.00		-27.52%
IT consultant services that include antivirus and Microsoft 365/emails (\$1,248), random drug testing (\$1,000), and survey work as needed (\$5,000). Decrease is due to the movement of expenses to 20-08.								
20-08 Technology	0.00	0.00	0.00	0.00	4,010.00	4,010.00		100.00%
Firewall (\$700), ESRI services (\$2,850) and General Services Administration truck tracking (\$460). Increase due to the movement of expenses from 20-06 and the new Firewall fee.								
20-14 Rentals	7,600.00	180.00	7,600.00	4,499.48	7,600.00	0.00		.00%
McCabe property lease for snow storage (\$2,000), rental of tree trimming equipment (\$2,800), and catch basin rental for cleanout (\$2,800).								

Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
31-01 Public Works / Highway Dept CONT'D							
20-15 Street Marking	595.00	8,846.78	8,700.00	8,529.87	9,500.00	800.00	9.20%
Centerline and fog/edge line painting by contractor. Crosswalks and parking spots are done by the Town crew.							
20-25 Alarms	300.00	300.00	300.00	300.00	300.00	0.00	.00%
Fire alarms.							
Supplies/Equipment							
30-01 Office Supplies	400.00	1,823.99	400.00	600.52	600.00	200.00	50.00%
Miscellaneous office supplies.							
30-02 Operating Supplies	5,000.00	5,525.52	6,000.00	2,696.65	6,000.00	0.00	.00%
Flagging, stakes, maps, paper, Occupational Safety and Health Administration testing, shop and field supplies, first aid supplies, and drinking water.							
30-03 Equipment	-759.00	980.91	6,100.00	8,054.82	6,000.00	-100.00	-1.64%
Small equipment purchases such as steel.							
30-05 Photocopier	380.00	197.26	380.00	198.25	380.00	0.00	.00%
Copier lease and maintenance.							
30-10 Culverts	2,000.00	130.00	1,000.00	0.00	2,000.00	1,000.00	100.00%
Used for emergency road repairs. Increase due to cost of pipe.							
30-12 Gravel	2,000.00	696.30	2,000.00	2,610.58	2,000.00	0.00	.00%
Gravel for resurfacing unpaved roads, shoulder projects, and trench work.							
30-13 Salt	61,094.00	45,573.29	70,000.00	41,698.77	70,000.00	0.00	.00%
Approx 1,100 tons @ 63/ton.							

Budget Request

02/23/2022
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Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
31-01 Public Works / Highway Dept CONT'D							
30-14 Sand	1,184.00	0.00	0.00	0.00	0.00	0.00	.00%
None needed at this time due to stockpile.							
30-15 Liquid Road Treatment	12,000.00	11,657.25	12,000.00	0.00	12,900.00	900.00	7.50%
Winter application for deicing and summer application for unpaved road dust control. 8,600 gallons @ \$1.50/gallon.							
30-16 Patch	4,800.00	464.40	4,800.00	459.00	5,000.00	200.00	4.17%
Material to repair potholes and trenches.							
30-17 Signs	6,000.00	4,674.15	6,000.00	2,214.93	6,000.00	0.00	.00%
Installation of new or damaged traffic control signs (\$3,000) and to improve parking signs (\$3,000). The Town continues to receive numerous requests for signs.							
30-19 Tools	2,000.00	2,426.25	2,000.00	1,327.12	2,500.00	500.00	25.00%
This account is used to purchase tools that are owned by the Town.							
30-24 Gas	9,450.00	2,475.52	9,890.00	5,624.28	11,825.00	1,935.00	19.57%
4,300 gallons @ \$2.75/gallon.							
30-25 Diesel	27,825.00	11,605.15	28,875.00	10,705.88	30,000.00	1,125.00	3.90%
10,000 gallons @ \$3.00/gallon.							
30-31 Safety Equipment	1,000.00	367.60	1,000.00	713.83	1,000.00	0.00	.00%
Goggles, gloves, safety vests, respirators for painting, and chainsaw safety gear.							

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-01 Public Works / Highway Dept CONT'D							
30-40 Parks & Open Space Supplies	6,000.00	3,898.44	3,000.00	3,977.25	4,000.00	1,000.00	33.33%
For parks and open space maintenance and supplies.							
Repairs/Maintenance							
35-01 Buildings	3,300.00	375.00	3,300.00	4,122.50	6,000.00	2,700.00	81.82%
Routine maintenance, and crane lift and fire extinguisher inspections. Increase due to roof repair needs.							

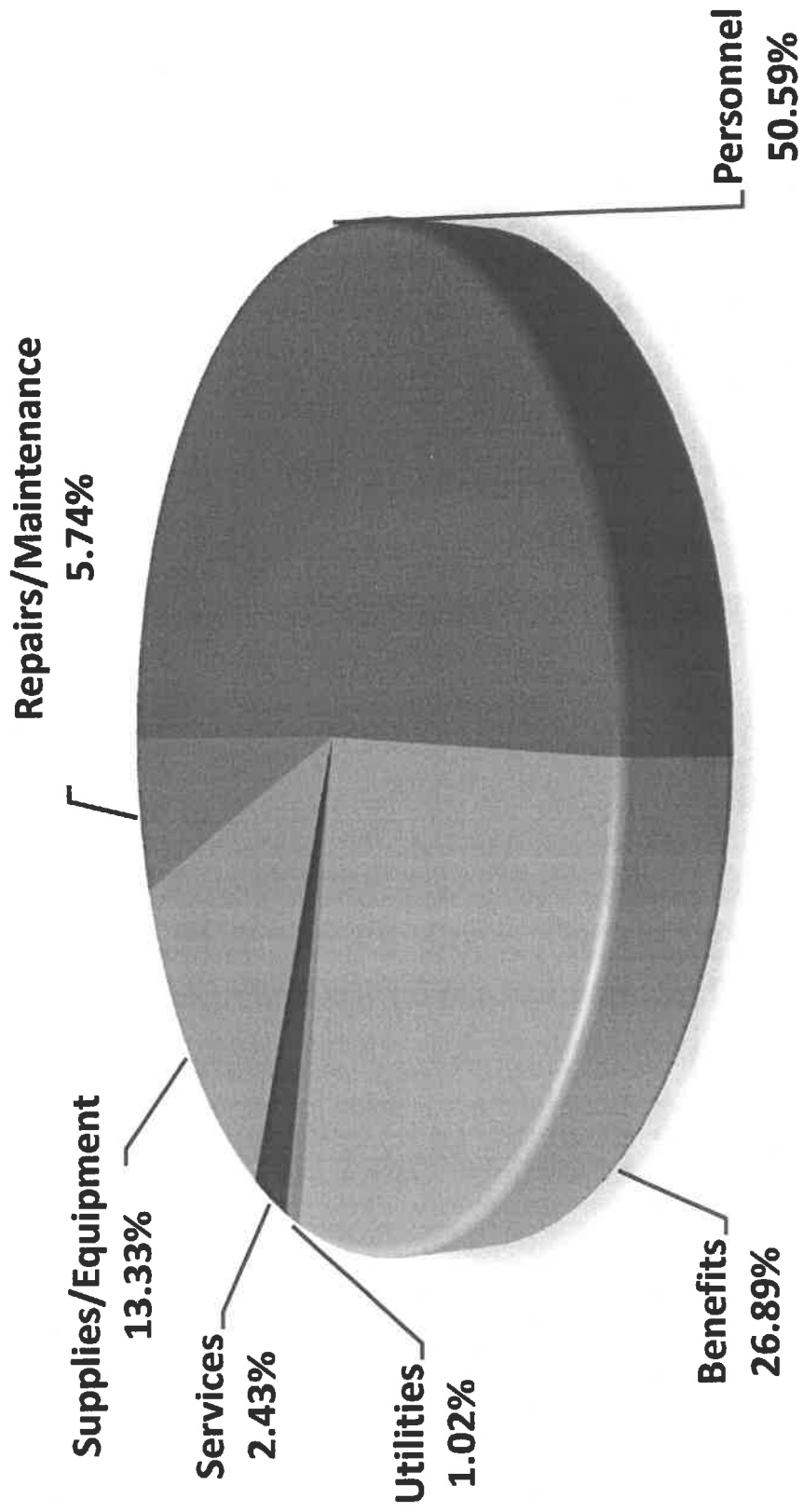
Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs"		Man Req vs Change %
						Curr Bud	Change \$	
Dept/Div: 31-01 Public Works / Highway Dept CONT'D								
35-03 Vehicles & Equipment	35,000.00	66,347.81	35,000.00	30,289.81	63,000.00		28,000.00	80.00%
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 6 (2009 F350 DRW 2x4), truck 7 (2020 Western Star tandem axle), truck 8 (2003 International 4300), truck 9 (2017 Ford F350 4x4), truck 10 (2006 Ford F-350 4x4), loader (2013 John Deere), Trackless (2007 MT5; 2018 MT7), backhoe (2018 Case 580SM), sweeper (2016 Tymo 435), mowing tractor (2005 John Deere F687), 2021 Walker T27I mower, 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), compactor (2010 Webber MT CR5HD), various miscellaneous equipment. Major increase due to reflecting actual historical expenses and maintaining an aging fleet.								
Highway Dept	961,462.00	902,953.47	1,059,786.00	626,639.37	1,201,700.00		141,914.00	13.39%

HIGHWAY



Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	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	146,000.00	138,773.52	141,000.00	92,515.68	144,324.00	3,324.00	2.36%
KKWWD charges for 121 hydrants. 4% rate increase.							
Utilities-Hydrants	146,000.00	138,773.52	141,000.00	92,515.68	144,324.00	3,324.00	2.36%

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Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
31-04 Public Works / Shade Tree							
Personnel							
10-11 Shade Tree Warden	597.00	596.69	615.00	307.46	633.00	18.00	2.93%
Salary and wages for staff.							
Benefits							
12-01 FICA	46.00	45.65	47.00	23.52	48.00	1.00	2.13%
Employer's contribution for FICA (7.65%).							
Services							
20-06 Expert/Professional	2,075.00	72.00	2,075.00	42.00	2,500.00	425.00	20.48%
Arborist consulting service.							
20-16 Planting	1,500.00	2,215.91	2,000.00	-642.50	2,000.00	0.00	.00%
Costs associated with new or replacement trees.							
20-17 Tree Treatment	8,182.00	17,970.00	21,000.00	22,528.00	23,000.00	2,000.00	9.52%
Maintenance program including injection materials, labor, trimming, and removals. Increase due to number of trees needing treatment and price increases.							
20-18 Cutting & Pruning	9,600.00	4,115.00	10,000.00	1,125.00	10,000.00	0.00	.00%
Safety removal program.							

Budget Request

02/23/2022

Expense

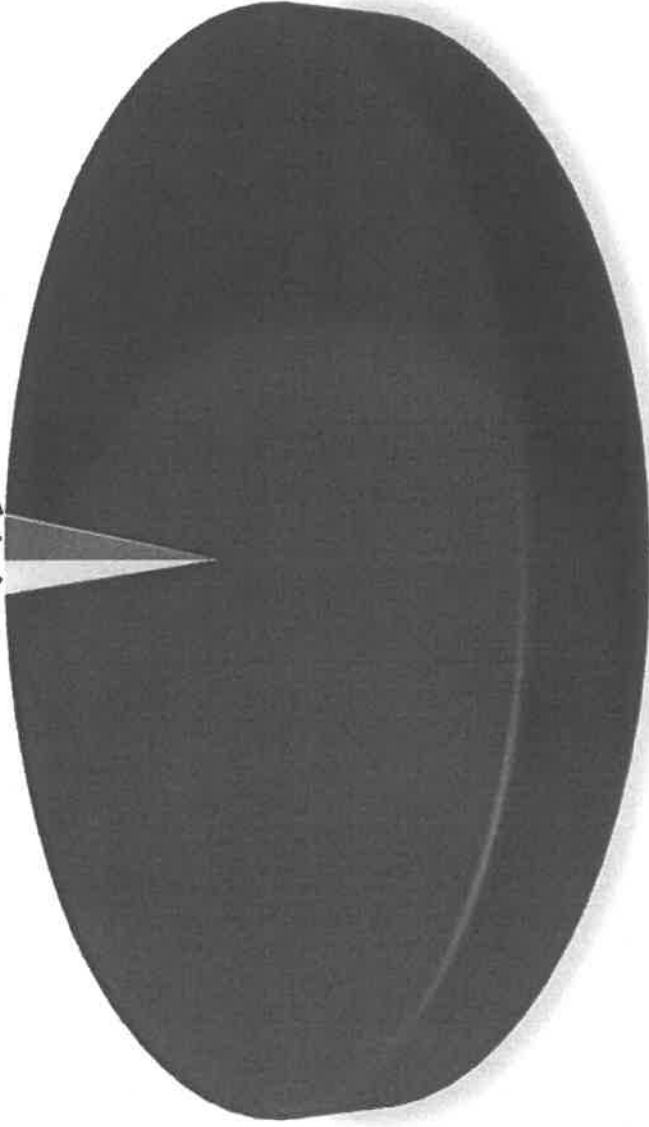
	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs"		Man Req vs Curr Bud Change %
						Curr Bud	Change \$	
Dept/Div: 31-04 Public Works / Shade Tree CONT'D								
20-37 Fertilizing	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00	0.00	.00%
Fertilization for mature trees that may have the potential to decline, as well as young trees just getting started. The injections 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	1,000.00	283.10	1,000.00	222.60	500.00	-500.00	-500.00	-50.00%
50-01 Miscellaneous								
Recording fees and other uncategorized items.								
Shade Tree	26,000.00	25,298.35	39,737.00	23,606.08	41,681.00	1,944.00	1,944.00	4.89%

SHADE TREE

Miscellaneous
1.20%

Personnel
1.52%

Benefits
0.12%



Services
97.17%

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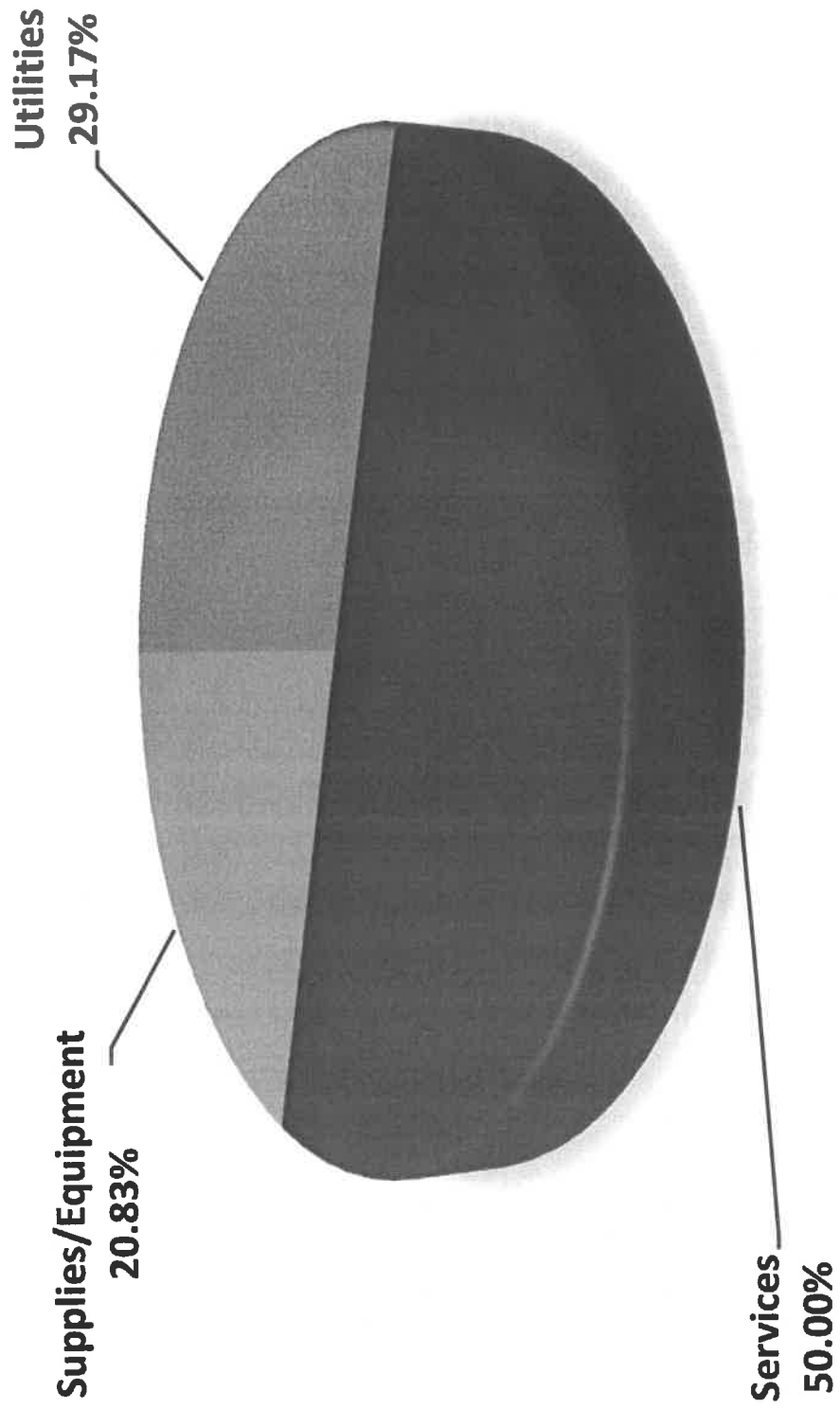
Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
31-05 Public Works / Street Lights							
Utilities							
15-01 Electricity	3,500.00	22,304.01	16,000.00	4,747.37	7,000.00	-9,000.00	-56.25%
There are 280 active lights throughout town. Contracted cost for energy supply and delivery service cost based on the PUC rate for energy distribution. The reduction in expense was due to the Town now owning all street light fixtures.							
Services							
20-06 Expert/Professional	24,000.00	10,302.53	12,000.00	5,215.22	12,000.00	0.00	.00%
Contract maintenance for town owned street lights and engineering work on street light replacement program.							
20-14 Rentals	8,000.00	0.00	0.00	0.00	0.00	0.00	.00%
Supplies/Equipment							
30-02 Operating Supplies	0.00	1,735.29	4,000.00	3,130.71	5,000.00	1,000.00	25.00%
Replacement of LED street lights.							
Street Lights	35,500.00	34,341.83	32,000.00	13,093.30	24,000.00	-8,000.00	-25.00%

STREET LIGHTS



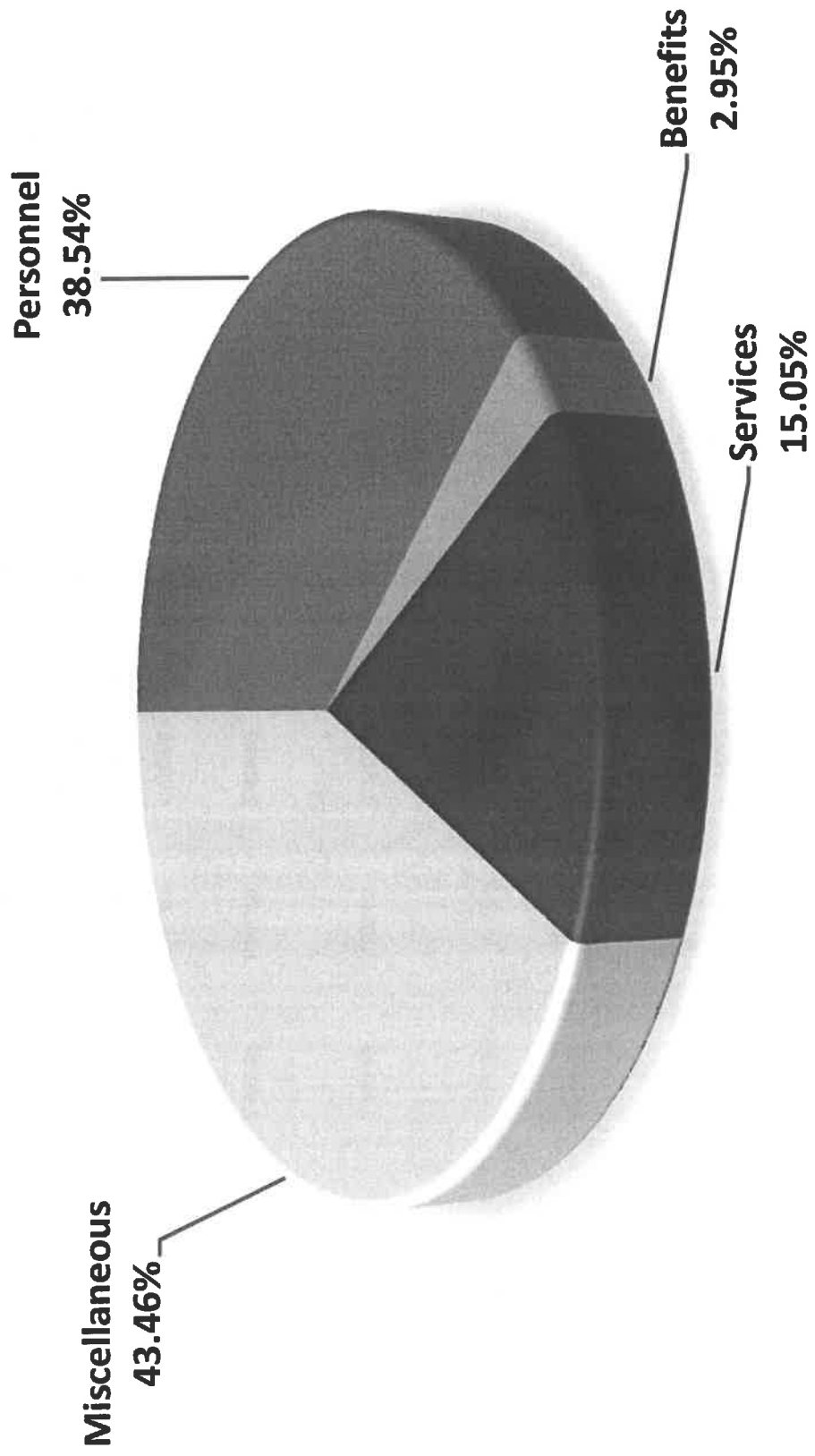
Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 31-06 Public Works / Cemetery							
Personnel							
10-01 Salaries & Wages	5,433.00	4,638.67	5,596.00	2,420.10	5,764.00	168.00	3.00%
Salary and wages for staff.							
Benefits							
12-01 FICA	416.00	354.85	428.00	185.14	441.00	13.00	3.04%
Employer's contribution for FICA (7.65%).							
Services							
20-18 Cutting & Pruning	2,250.00	2,300.00	2,250.00	0.00	2,250.00	0.00	.00%
Tree and brush cutting, pruning, and removal.							
Miscellaneous							
50-01 Miscellaneous	2,400.00	2,191.20	2,400.00	0.00	2,400.00	0.00	.00%
Replacement and repairs of headstones and fences.							
50-31 Arundel Cemetery	4,100.00	4,100.00	4,100.00	4,100.00	4,100.00	0.00	.00%
Maintenance of veterans' graves with no perpetual care.							
Cemetery	14,599.00	13,584.72	14,774.00	6,705.24	14,955.00	181.00	1.23%

CEMETERY



Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
33-01 Recreation & Culture / Recreation Personnel							
10-01 Salaries & Wages	175,341.00	149,356.81	182,229.00	113,726.93	195,437.00	13,208.00	7.25%
Salary and wages for staff. Increase due to market and cost of living adjustments for staff.							
10-10 Overtime	0.00	2,074.47	0.00	1,391.54	2,000.00	2,000.00	100.00%
Added for actual.							
Benefits							
12-01 FICA	13,944.00	10,971.84	14,282.00	8,938.96	15,468.00	1,186.00	8.30%
Employer's contribution for FICA (7.65%).							
12-02 MSRS	18,063.00	15,327.19	18,770.00	12,717.65	20,141.00	1,371.00	7.30%
Employer's contribution to Maine State Retirement.							
12-03 ICMA	3,450.00	2,938.05	4,466.00	1,775.79	4,798.00	332.00	7.43%
ICMA 457 Deferred Compensation Plan for all eligible employees.							
12-05 Health	61,358.00	48,116.68	61,979.00	34,720.52	77,557.00	15,578.00	25.13%
Health insurance coverage - PPO 500. Premium rates are set each calendar year. This budget includes an estimated 10% increase beginning in calendar year 2023. Employee contributes 15% of the cost. Increase due to employee going from single plan to family plan.							

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs"		Man Req vs Curr Bud Change %
						Curr Bud Change \$		
Dept/Div: 33-01 Recreation & Culture / Recreation CONT'D								
12-06 Dues & Fees	170.00	386.08	170.00	950.00	970.00	800.00		470.59%
Dues and subscriptions to professional associations such as Maine Recreation and Parks Association, NEPR, NRPA, and Rotary membership.								
12-07 Travel & Meetings	700.00	389.86	1,000.00	164.80	2,500.00	1,500.00		150.00%
This account includes reimbursement for use of personal vehicles while on town business. Also includes reimbursement for other travel related expenses such as meals, lodging, and other means of travel.								
12-08 Training & Education	1,200.00	2,003.00	1,200.00	3,102.00	2,160.00	960.00		80.00%
Registration, fees, and tuition of conferences and seminars. Increase due to employee participation amongst new department staff.								
12-12 Uniforms	100.00	0.00	100.00	25.94	300.00	200.00		200.00%
Utilities								
15-01 Electricity	3,000.00	2,715.78	3,500.00	1,421.22	3,500.00	0.00		.00%
Electrical costs, including heating and cooling of the building.								
15-02 Phone/Internet	720.00	1,143.59	720.00	740.11	4,775.00	4,055.00		563.19%
Telephone and internet service (\$4,175) and cell phone reimbursements (\$600). Increase due to moving expenses from 15-02 and 20-06.								
15-03 Heating Fuel	100.00	0.00	120.00	0.00	120.00	0.00		.00%
Propane for the kitchen.								

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-01 Recreation & Culture / Recreation CONT'D							
15-05 Water	445.00	292.64	445.00	146.56	340.00	-105.00	-23.60%
KKWWD charges for water and Parsons Field, with anticipated 4% rate increase.							
15-06 Internet	960.00	1,714.56	2,208.00	1,290.94	0.00	-2,208.00	-100.00%
Moved to 15-02							
Services							
20-04 Advertising	0.00	136.33	0.00	0.00	0.00	0.00	.00%
20-06 Expert/Professional	75.00	4,370.10	6,326.00	6,255.07	4,079.00	-2,247.00	-35.52%
IT contracted services that include antivirus and Microsoft 365/emails (\$1,194), tick control (\$500), background checks (\$750), fire extinguisher and hood certifications (\$835), and party-a-potty rental at Rotary Park (\$800). Decrease due to moving some expenses to 15-02.							
20-08 Technology	0.00	0.00	0.00	.00	1,200.00	1,200.00	100.00%
Laptop replacement for staff.							
Supplies/Equipment							
30-01 Office Supplies	1,350.00	1,609.51	1,350.00	765.20	1,350.00	0.00	.00%
Miscellaneous office supplies.							
30-02 Operating Supplies	2,000.00	1,092.76	2,000.00	6,969.87	2,000.00	0.00	.00%
Rental equipment and building cleaning supplies and equipment.							
30-04 Postage	75.00	75.00	75.00	0.00	50.00	-25.00	-33.33%
Mailing expenses.							
30-05 Photocopier	100.00	121.90	100.00	84.06	100.00	0.00	.00%
Copier lease and maintenance. Repairs/Maintenance							

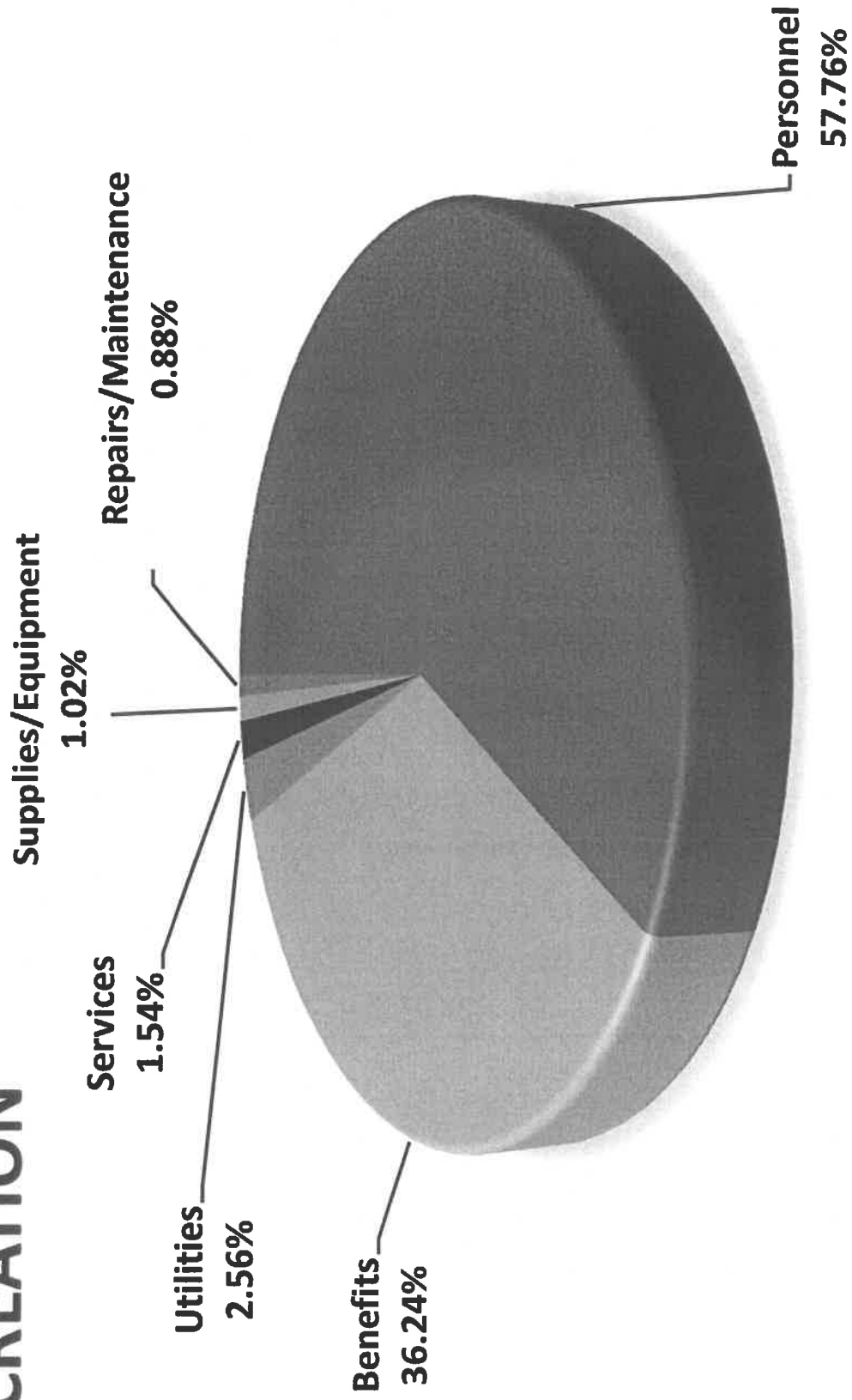
Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-01 Recreation & Culture / Recreation CONT'D							
35-01 Buildings	0.00	108.73	2,000.00	0.00	2,000.00	0.00	.00%
\$2,000 for general repairs and maintenance.							
35-03 Vehicles & Equipment	550.00	10,177.08	550.00	1,532.78	1,000.00	450.00	81.82%
Routine maintenance of lawn mowers, tractors, and bus.							
Recreation	283,701.00	255,121.96	303,590.00	196,719.94	341,845.00	38,255.00	12.60%

RECREATION



Special Revenue Recreation FY23 Budget

Programs

After School Programs	26,691
Rentals	677
Special Events	9,265
Camps	30,123
Preschool & Youth	6,804
Adults & Seniors	2,288
Sports & Fitness	25,128
Tournaments	6,762
Scholarships	0
Net Program Income	<u>107,738</u>

Expenses

Dues	(1,305)
Custodian	(4,870)
Turf Maintenance	(3,885)
Software	(4,395)
General Expenses	<u>(14,455)</u>

Net Budget	<u>93,283</u>
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Transfer Out to General Fund	<u>(60,000)</u>
Balance	<u><u>33,283</u></u>

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	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	.00%
The Town's contribution 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	.00%



December 17, 2021

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

RE: Louis T. Graves Memorial Public Library – Proposed Budget 2022-2023

Dear Laurie:

Attached, you will find our financial request for the next fiscal cycle. Although this has been another difficult year, we are filing a budget with no additional increases for the fourth year in a row.

Due to the various **one-time** grants offered through the federal and state governments in 2020 and 2021 and hosting a variety of fundraisers, we were fortunate to secure funds to continue to pay our employees, buy books, and offer a variety of important community services. We are also grateful to the residents of Kennebunkport for believing and supporting our mission for over 100 years.

Similar to last year, we are looking forward to that time when it is safe to gather, celebrate story time and after school programs, offer tax preparation, watch a movie or host an author or special guest. Until then, we will find ways to share readings and discussions on social media and Channel 1301, host small groups (yoga and book discussions), and provide assistance with technology.

We appreciate your review, your guidance, and we 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,


Mary-Lou Boucouvalas, Director

Louis T. Graves Memorial Public Library - FY 2022 Budget

Submitted Fiscal 2020	Submitted Fiscal 2021	Submitted Fiscal 2022	Proposed Fiscal 2023
7/1/19- 6/30/20	7/1/20- 6/30/21	7/1/2021- 6/30/22	7/1/22- 6/30/23

Revenues

Annual Fund Drive	40,000	50,000	60,000	75,000
Special Event Fundraising	30,000	35,000	25,000	35,000
Book Sales	20,000	20,000	15,000	17,000
Rental Income	3,000	3,000	-	2,000
General Revenues-Fines, Etc.	10,000	10,000	10,000	12,000
Funds Raised Directly	103,000	118,000	110,000	141,000
Endowment Contribution-(Max allowed by By-Laws)	79,000	79,000	79,000	80,000
Liquid Reserves	-	-	-	28,000
Unfunded Capital Reserve	27,000	12,500	-	-
Total Funds Generated by Library	209,000	209,500	189,000	249,000
Requested Municipal Funding	155,000	155,000	155,000	155,000

Total Revenues

364,000	364,500	344,000	404,000
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Town Contribution as a Percent of Total

42.6%

42.5%

45.1%

38.4%

Expenses

Books/Periodicals/DVDs/Newspapers	28,000	32,000	28,000	30,000
Fund Drive Expenses	4,000	6,000	6,000	11,000
Capital Repairs/Building/Equip/Computers	19,000	30,000	20,000	27,000
Insurance (Prop/D&O/Workers Comp)	9,500	9,500	10,000	11,000
Wages	175,000	180,000	190,000	236,000
Payroll Taxes/IRA Expenses	26,000	27,000	17,000	22,000
Medical Insurance Coverage	17,000	17,000	15,000	17,000
Library Program Expenses/Assoc. Dues/Etc.	7,000	7,000	7,000	3,000
Accounting/Prof. Expenses	9,000	10,000	10,000	10,000
Loan Interest	3,000	-	-	-
Postage/Printing	4,500	4,000	3,000	2,000
Services (Maintenance/Security/Plowing, Etc.)	29,000	20,000	11,000	8,000
Supplies (Janitorial, Etc.)	13,000	10,000	10,000	9,000
Utilities (Power/Water/Sewer/Fuel/Telephone)	20,000	12,000	12,000	11,000
			5,000	7,000

Total Expenses

364,000	364,500	344,000	404,000
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Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	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	14,550.00	14,550.00	14,550.00	14,550.00	14,550.00	0.00	.00%
The Town's contribution to the operating expenses of the Cape Porpoise Library.							
Cape Porpoise Library	14,550.00	14,550.00	14,550.00	14,550.00	14,550.00	0.00	.00%



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

December 14, 2021

Laurie Smith, Town Manager
Kennebunkport, Maine 04046

Dear Laurie:

Please accept the attached funding request for the Cape Porpoise Library 2022/2023 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.

The past year has truly been challenging and unusual for us all. In the budget and funding request submitted last year, we anticipated that our world would return to normalcy and budgeted our expenditures according. That did not happen. With Covid-driven closures and reticence to hold extra-curricula library events, the compensated hours of our staff were far fewer than planned on. A winter of light snowfall allowed us to under-run our maintenance allocation and supply chain interruptions led to a reduction in delivery of ordered books. That said, we did spend the full amount that the town allocated us last year but have a reserve of self-funding monies that we will apply to the coming year.

The operating budget for FY 2022/2023 is increased by \$3,300 over prior year as it anticipates full calendar of compensated hours and increased pay rates that stay slightly ahead of required minimum wage. It also anticipates increases in cost of both electricity and fuel oil. By applying the reserve that resulted from under-running prior year budget, we are pleased to be able to submit a request for Town funding that represents no increase from the amount granted for the prior three years. This request represents a 56.6% level of Town support (compared to mid-70's just 5 years ago) which will unfortunately not be a sustainable metric in future years.

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 2022/2023

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

	07/01/20 – 06/30/21 EXPENSES	07/01/22 – 06/30/23 PROPOSED BUDGET
ADMINISTRATION	239	250
BUILDING & EQUIPMENT MAINTENANCE	627	1,200
INSURANCE	930	1,000
LENDING MATERIAL – books, audios, DVDs	3,345	4,000
UTILITIES & HEAT	1,335	2,000
MISC SUPPLIES	756	1,000
MAILINGS	352	400
EQUIPMENT UPGRADES	0	100
WAGES & TAXES	6,993	15,250
TOTAL	14,477	25,700

FUNDING REQUEST: \$14,550.00

Please Note:

- * Payroll and maintenance significantly under-ran 7/1/20 - 6/30/21 budgeted plan due to Covid-related library closure.
- * Pay rates were raised effective Dec 2021 in anticipation of increase in state minimum wage in 2022
- * Proposed budget anticipates utility increases of 8% for electricity and 20% oil.
- * Total budgeted expenditures are + \$3,300 over prior year budget yet requested town funding same for fourth consecutive year.



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Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-04 Recreation & Culture / Parsons Way							
Services							
20-18 Cutting & Pruning	3,500.00	3,715.00	3,800.00	0.00	3,800.00	0.00	.00%
Continued eradication of bittersweet, poison ivy, and phragmites.							
Parsons Way	3,500.00	3,715.00	3,800.00	0.00	3,800.00	0.00	.00%

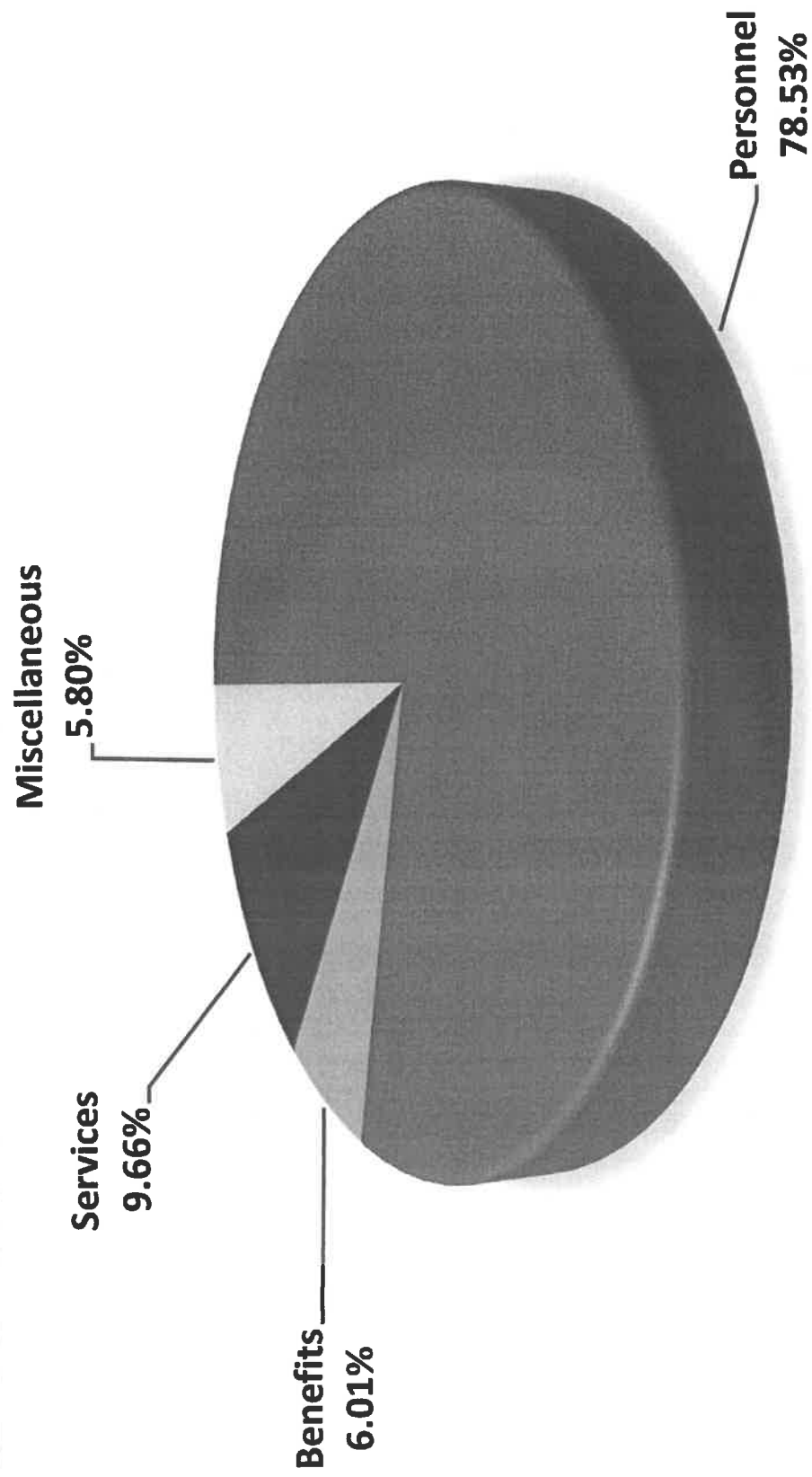
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Budget Request

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 33-05 Recreation & Culture / GRB Advisory Reserve							
Personnel							
10-01 Salaries & Wages	29,726.00	11,657.91	38,240.00	22,786.43	40,630.00	2,390.00	6.25%
Salaries to fund the Goose Rocks Beach summer beach patrol in accordance with the Beach Use Agreement.							
Benefits							
12-01 FICA	2,274.00	2,182.10	2,925.00	1,868.64	3,108.00	183.00	6.26%
Employer's contribution to FICA (7.65%).							
Services							
20-06 Expert/Professional	2,000.00	7,090.00	5,000.00	1,671.48	5,000.00	0.00	.00%
Water quality testing in partnership with Maine Healthy Beaches.							
Miscellaneous							
50-01 Miscellaneous	9,000.00	11,048.76	0.00	1,161.76	0.00	0.00	.00%
50-30 GRB Advisory Expenses	3,000.00	2,619.29	3,000.00	1,759.00	3,000.00	0.00	.00%
Brochures and signage.							
GRB Advisory Reserve	46,000.00	34,598.06	49,165.00	29,247.31	51,738.00	2,573.00	5.23%

GRB ADVISORY



Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 35-01 Local Circuit Breaker / Local Circuit Breaker							
Miscellaneous							
50-01 Miscellaneous	0.00	3,781.00	0.00	2,392.50	0.00	0.00	.00%
Expenses are paid from a reserve account which requires no budgetary funding.							
Local Circuit Breaker	0.00	3,781.00	0.00	2,392.50	0.00	0.00	.00%

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Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
36-01 Overlay / Overlay							
Miscellaneous							
50-01 Miscellaneous	114,639.00	0.00	168,972.00	0.00	168,972.00	0.00	.00%
Projected							
50-03 Abatements	0.00	3,362.32	0.00	1,326.72	0.00	0.00	.00%
Overlay	114,639.00	3,362.32	168,972.00	1,326.72	168,972.00	0.00	.00%

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Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
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Dept/Div: 37-07 Unclassified / Contingency

Personnel

10-01 Salaries & Wages

FY22 included funding for cost of living adjustments, as the union contract was not finalized.

10-19 Accrued Liabilities

Accrued liability for departing employees. The balance goes to the reserve account.

13-01 Benefits

12-01 FICA

FY22 included funding for cost of living adjustments, as the union contract was not finalized.

12-02 MSRS

FY22 included funding for cost of living adjustments, as the union contract was not finalized.

12-03 ICMA

FY22 included funding for cost of living adjustments, as the union contract was not finalized.

12-08 Training & Education

Utilities

15-04 Fuel

To accommodate for fluctuations in the volatile petroleum product markets.

Miscellaneous

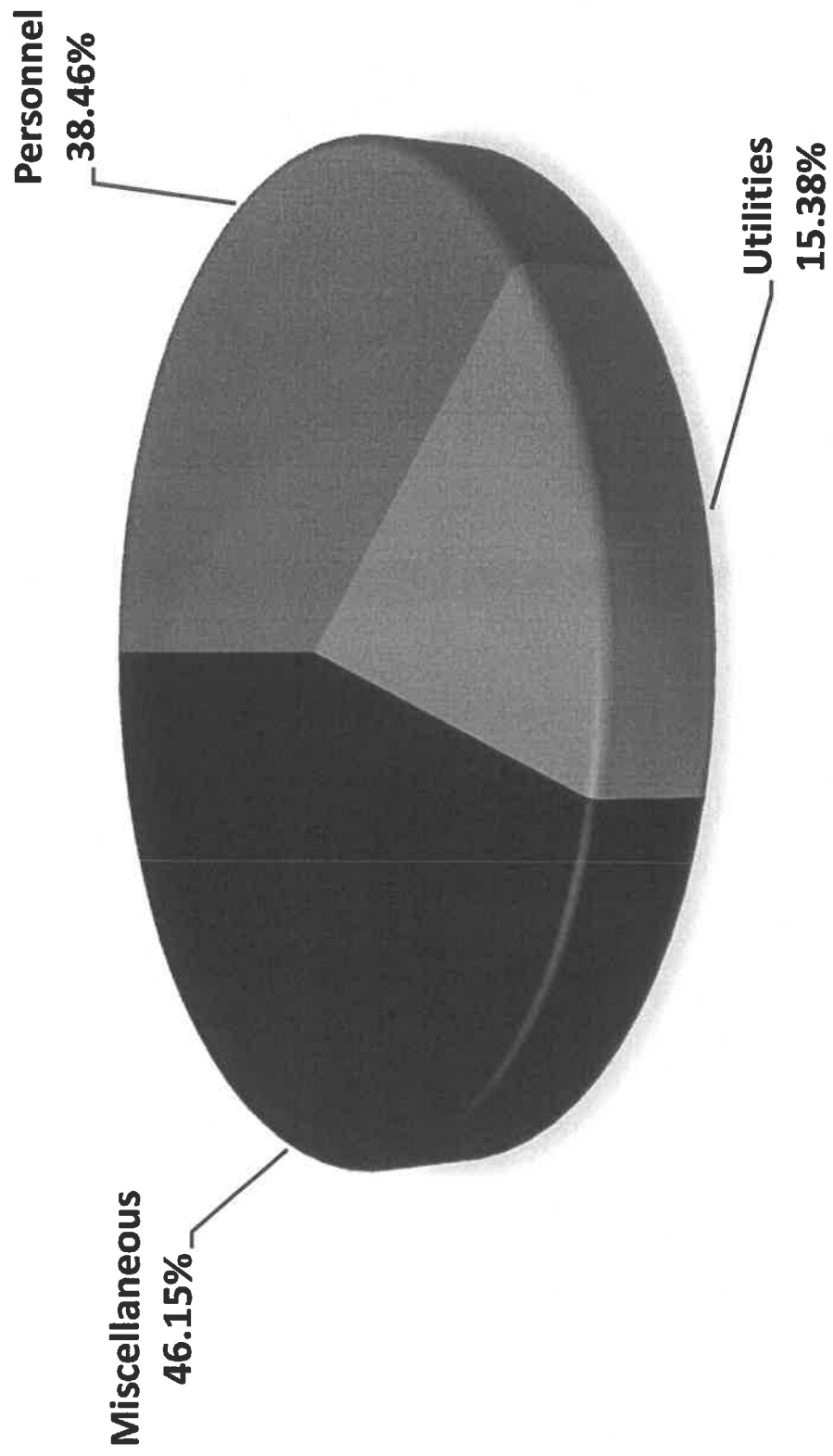
Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 37-07 Unclassified / Contingency CONT'D							
50-01 Miscellaneous	0.00	10,433.80	30,000.00	35,946.25	30,000.00	0.00	.00%
To cover the cost of unanticipated expenses.							
Contingency	5,000.00	26,370.09	44,999.00	36,704.89	65,000.00	20,001.00	44.45%

CONTINGENCY



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Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	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	.00%
Contribution to the American Legion for the Memorial Day Parade.							
50-17 Dock Square Monument	2,000.00	1,681.40	2,000.00	803.74	2,000.00	0.00	.00%
Plantings for the Dock Square monument provided and maintained by the Seacoast Garden Club.							
50-18 4th of July	4,313.00	0.00	0.00	0.00	4,125.00	4,125.00	100.00%
Kennebunkport's share of the fireworks (split with Kennebunk). The pandemic required that the FY21 fireworks being cancelled. Hence, those funds were carried forward to FY22.							
50-88 So ME Veteran's Memorial	500.00	500.00	500.00	500.00	500.00	0.00	.00%
Beautification projects for the veterans cemetery. There are 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	.00%
This agency provides various programs and services for local senior citizens.							
Miscellaneous Agencies	10,663.00	6,031.40	6,350.00	3,553.74	10,475.00	4,125.00	64.96%

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Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-01 Capital Outlay / Administration							
Miscellaneous							
50-20 Historical Preservation	0.00	0.00	5,000.00	0.00	6,500.00	1,500.00	30.00%
Ongoing preservation of records. Price increases have required additional funding.							
50-23 Transfer Out	0.00	0.00	0.00	5,000.00	0.00	0.00	.00%
50-86 Special Projects	0.00	0.00	0.00	0.00	400,000.00	400,000.00	100.00%
Town Hall design and construction documents.							
Administration	0.00	0.00	5,000.00	5,000.00	406,500.00	401,500.00	8030.00%

Town Office Building				
2/3/2020				
Town of Kennebunkport KENNEBUNKPORT, ME CONCEPTUAL OPINION OF PROBABLE CONSTRUCTION COST				
ITEM	QUANTITY	UNIT	UNIT PRICE	PROBABLE COST
NEW TOWN OFFICE BUILDING				
Architecture and Engineering fees	1	LS	\$ 130,000.00	\$130,000
Sitework (pavement, loam & seed)	1	LS	\$ 120,000.00	\$120,000
Sitework Road and Utilities	290	LF	\$ 600.00	\$174,000
New Building Construction	8,240	SF	\$ 325.00	\$2,678,000
Furniture and Fixtures	1	EST	\$ 35,000.00	\$35,000
SUBTOTAL				\$3,137,000
Contingency - 5%				\$157,000
TOTAL PROBABLE CONSTRUCTION COST				\$3,294,000

$\times 30\% = \$4,282,200$

Village Fire Station Renovation				
2/3/2020				
Town of Kennebunkport KENNEBUNKPORT, ME CONCEPTUAL OPINION OF PROBABLE CONSTRUCTION COST				
ITEM	QUANTITY	UNIT	UNIT PRICE	PROBABLE COST
VILLAGE FIRE STATION				
Architecture and Engineering fees	1	LS	\$ 35,000.00	\$35,000
Sitework (pavement, loam & seed)	1	LS	\$ 15,000.00	\$15,000
New Building Construction	2,170	SF	\$ 250.00	\$543,000
Renovated Construction Costs	992	SF	\$ 200.00	\$198,000
Furniture and Fixtures	1	EST	\$ 8,000.00	\$8,000
SUBTOTAL				\$799,000
Contingency - 5%				\$40,000
TOTAL PROBABLE CONSTRUCTION COST				\$839,000

$\times 30\% = \$1,090,700$

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-02 Capital Outlay / Police							
Supplies/Equipment							
30-03 Equipment	13,314.00	0.00	6,800.00	0.00	6,800.00	0.00	.00%
Replacement for cruiser computer.							
30-09 Vehicles/Reserve	31,000.00	0.00	42,000.00	0.00	86,000.00	44,000.00	104.76%
Replacement of one Dodge Cruiser and one Ford Explorer.							
Miscellaneous							
50-23 Transfer Out	0.00	44,314.00	0.00	48,800.00	0.00	0.00	.00%
Police	44,314.00	44,314.00	48,800.00	48,800.00	92,800.00	44,000.00	90.16%

Budget Request

02/23/2022
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Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-03 Capital Outlay / Communications							
Miscellaneous							
50-23 Transfer Out	0.00	250,000.00	0.00	250,000.00	0.00	0.00	.00%
50-86 Special Projects	250,000.00	0.00	250,000.00	0.00	37,000.00	-213,000.00	-85.20%
Sprinkler upgrade (\$12,000) and HVAC replacement (\$25,000) in the police and public health building.							
Communications	250,000.00	250,000.00	250,000.00	250,000.00	37,000.00	-213,000.00	-85.20%

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-04 Capital Outlay / Fire Reserve							
Supplies/Equipment							
30-03 Equipment	20,000.00	0.00	50,000.00	0.00	35,000.00	-15,000.00	-30.00%
Replacement program for SCBAs.							
30-09 Vehicles/Reserve	0.00	0.00	0.00	0.00	65,000.00	65,000.00	100.00%
Replacement of brush truck.							
Miscellaneous							
50-23 Transfer Out	0.00	120,000.00	0.00	210,000.00	0.00	0.00	.00%
50-51 Apparatus Reserve	100,000.00	0.00	160,000.00	0.00	175,000.00	15,000.00	9.38%
Funding for replacement of apparatus.							
50-67 Firefighter PPE	0.00	0.00	0.00	0.00	20,000.00	20,000.00	100.00%
Annual personal protective equipment (PPE) replacement for staff.							
Fire Reserve	120,000.00	120,000.00	210,000.00	210,000.00	295,000.00	85,000.00	40.48%

Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
39-06 Capital Outlay / Highway							
Supplies/Equipment							
30-03 Equipment	15,000.00	0.00	0.00	0.00	0.00	0.00	.00%
30-09 Vehicles/Reserve	109,000.00	0.00	116,000.00	0.00	284,000.00	168,000.00	144.83%
Replace 2011 International (\$236,000) and 2009 F-350 (\$70,000). These costs are offset by \$22,000 in reserve account.							
Miscellaneous	0.00	124,000.00	0.00	116,000.00	0.00	0.00	.00%
50-23 Transfer Out	124,000.00	124,000.00	116,000.00	116,000.00	284,000.00	168,000.00	144.83%
Highway							

Public Works Equipment

Replace FY	ID	Year	Mfr	Type	Projected Cost	Trade or Sale \$	Budget Cost
2023	6	2009	FORD	F-350 2X4 Dual Rear	\$ 70,000	\$ -	\$ 70,000
2023	5	2011	INT	Workstar SA	\$ 236,000	\$ 15,000	\$ 221,000
2024	3	2012	INT	Workstar SA	\$ 240,000	\$ 15,000	\$ 225,000
2024	10	2006	FORD	F350 4X4	\$ 60,000	\$ 2,000	\$ 58,000
2025	21	2007	Trackless	MT5T	\$ 235,000	\$ 2,000	\$ 233,000
2026	20	2013	JD	544K Loader	\$ 190,000	\$ 25,000	\$ 165,000
2027	4	2015	INT	Workstar SA	\$ 245,000	\$ 15,000	\$ 230,000
2028		2018	Trackless	MT7	\$ 245,000	\$ 20,000	\$ 225,000
2028	23	2016	Tymco	435	\$ 160,000	\$ -	\$ 160,000
2028		2021	Walker	Zero Turn	\$ 20,000	\$ 2,000	\$ 18,000
2029		2017	Graco	Line Striper	\$ 12,000	\$ -	\$ 12,000
2029	2	2016	INT	Workstar SA	\$ 250,000	\$ 15,000	\$ 235,000
2030	9	2016	FORD	F350 4X4 Dual Rear	\$ 75,000	\$ 2,500	\$ 72,500
2031	22	2018	Case	580 T4F	\$ 170,000	\$ 20,000	\$ 150,000
2032	1	2020	Ford	F350 4x4	\$ 65,000	\$ 2,000	\$ 63,000
2033	7	2021	Western Star		\$250,000	\$ 20,000	\$ 230,000
2033		2018	Wayne Reliance	Fuel Pumps	\$ 15,000	\$ -	\$ 15,000
2035		2020	Fuelmaster	Fuel Controller	\$ 15,000		\$ 15,000
Reserve	38	2001	TITAN 5000 PLR	Line Striper	\$ -	\$ -	\$ -
Reserve	8	2003	INT	4300 SA	\$ -	\$ -	\$ -

This budget proposes to replace a 2011 five-ton truck
and a 2009 F-350 2WD truck with a F-350 4WD one-ton dump truck.

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	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	230,100.00	0.00	414,000.00	0.00	0.00	.00%
50-47 Road Improvements	230,100.00	0.00	414,000.00	0.00	472,000.00	58,000.00	14.01%
Continuation of road rehabilitation program to include Old Cape Road, Stone Road, Belgrade Avenue, Beachwood Avenue (half), and Oak Ridge Road (half).							
Road Improvement	230,100.00	230,100.00	414,000.00	414,000.00	472,000.00	58,000.00	14.01%

Budget Request

02/23/2022
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Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
39-11 Capital Outlay / Sidewalk Construction							
Miscellaneous							
50-01 Miscellaneous	70,000.00	0.00	105,000.00	250.47	80,000.00	-25,000.00	-23.81%
Continuation of sidewalk improvements to include Pearl Street and Ocean Avenue (from Seagrass to Green Street).							
50-23 Transfer Out	0.00	70,000.00	0.00	105,000.00	0.00	0.00	.00%
Sidewalk Construction	70,000.00	70,000.00	105,000.00	105,250.47	80,000.00	-25,000.00	-23.81%

List of Proposed Road Work

✓ FY23 Roads

- Old Cape Road
- Stone Road
- Belgrade Avenue
- Beachwood Avenue (half)
- Oak Ridge Road (half)

✓ FY23 Sidewalks

- Pearl Street
- Ocean Avenue (from Seagrass to Green St)

FY24	
Norwood Lane	
Pier Road	
Sherwood Drive	
Spring Street	
Wakefield Pasture Road	
Wildes District Road (half)	
FY25	
Acacia Road	
Arundel Road (North to GRB)	
Bartlett Avenue	
Pearl Street	
Wildes District Road (half)	
South Street	
Squier Lane	
FY26	
Fairfield Hill Road	
Gravelly Brook Road	
High Point Drive	
Guinea Road (Biddeford to Whitten Hill Road)	
Saddle Way	
Westmore Circle	
Whitten Hill Road	
Winslow Lane	
FY27	
Arundel Road (River Road to North Street)	
Belair Avenue	
School Street	
Turbats Creek Road	

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-13 Capital Outlay / Recreation							
Miscellaneous							
50-77 Rec & Park Improvements	0.00	0.00	0.00	0.00	75,000.00	75,000.00	100.00%
Parks master plan (\$45,000) and paving of Firefighters Park (\$30,000).							
Recreation	0.00	0.00	0.00	0.00	75,000.00	75,000.00	100.00%

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 39-20 Capital Outlay / Special Projects							
Miscellaneous							
50-01 Miscellaneous	58,500.00	0.00	50,000.00	0.00	285,000.00	235,000.00	470.00%
Pier Road & Sidewalk Planning and Engineering (\$200,000), Village Parcel Zoning Policy (\$35,000), and Sea Level Rise Planning (\$50,000).							
50-23 Transfer Out	0.00	58,500.00	0.00	50,000.00	0.00	0.00	.00%
Special Projects	58,500.00	58,500.00	50,000.00	50,000.00	285,000.00	235,000.00	470.00%



COMMITMENT & INTEGRITY DRIVE RESULTS

41 HUTCHINS DRIVE
PORTLAND, MAINE 04102
TEL.(207)774-2112

CLIENT Town of Kennebunkport

PROJECT Pier Road Reconstruction

DESIGNED BY	HKS	DATE	1/7/2022
CHECKED BY	BSS	DATE	1/7/2022
PROJECT NO.	P203806	SHEET NO.	1 of 1

Engineer's Conceptual Opinion of Probable Project Cost - Pier Road

Project Description: Approximately 450 feet of Pier Road will be reconstructed. This reconstruction will allow the road elevation to be raised approximately six feet to elevation 13, and widened from 25-feet to 30-feet to accommodate paved shoulder on one side for bike/pedestrians. The reconstruction will be primarily located over the causeway to Bickford Island. Reconstruction includes need to raise driveways at 72 and 74 Pier Road.

	Qty.	Unit	Unit Price ⁵	Price	Assumptions
General Conditions					
Mobilization and Demobilization	1	LS	\$ 75,000	\$ 75,000	Includes temporary facilities, testing, etc.
Construction Survey/Staking	1	LS	\$ 5,000	\$ 5,000	Includes construction survey control, resetting pins
Temporary Erosion & Sedimentation Control	1	LS	\$ 5,000	\$ 5,000	
Dust Control	1	LS	\$ 2,500	\$ 2,500	
Traffic Control	1	LS	\$ 75,000	\$ 75,000	Includes consideration for maintaining 1-lane
Demolition					
Demolish Bituminous Pavement	1,520	SY	\$ 7	\$ 10,640	
Road/Sidewalk					
12.5 MM HMA Surface Pavement	140	TON	\$ 152	\$ 21,280	1.25" at roads, driveways, and parking areas
19.0 MM HMA Base Pavement	190	TON	\$ 145	\$ 27,550	1.75" at roads, driveways, and parking areas
Type "A" Base Gravel	170	CY	\$ 85	\$ 14,450	3" Deep Layer of Base Gravel
Type "D" Subbase Gravel	840	CY	\$ 70	\$ 58,800	15" of Subbase at roads, driveways, and sidewalks
Granular Borrow	1,220	CY	\$ 55	\$ 67,100	Required for road widening/causeway reconstruction
Sidewalk	0	SY	\$ -	\$ -	- Assumes paved shoulder, but no raised sidewalk
Crushed Stone (MDOT 703.31)	400	CY	\$ 85	\$ 34,000	6" layer above rock sandwich
Stone for Rock Sandwich (D50=6")	5,800	CY	\$ 125	\$ 725,000	24" layer of large stone for rock sandwich areas
Non-Woven Filter Fabric	22,630	SY	\$ 5	\$ 113,150	above and below all rock sandwich areas
Rebuild Rip Rap Embankment	1,000	CY	\$ 150	\$ 150,000	Remove & reset rock stabilization
Curbing	100	LF	\$ 25	\$ 2,500	Type 3 curbing
Coffer Dams Allowance	1	LS	\$ 65,000	\$ 65,000	
Stormwater Allowance	1	LS	\$ 35,000	\$ 35,000	
Additional Items					
Abutting Properties Landscaping Restoration	1	LS	\$ 50,000	\$ 50,000	
Driveway Apron Repair Cobblestones	17	SY	\$ 15	\$ 252	
Driveway Apron Repair Dry-Sand Cement	0.5	CY	\$ 100	\$ 47	
Driveway Apron Repair Type "B" Base Gravel	6	CY	\$ 85	\$ 476	Unit price based on Type A and Type D pricing
Loam & Seed	1	LS	\$ 5,000	\$ 5,000	revegetation disturbed property at ends of causeway
Pavement Markings	1,350	LF	\$ 1	\$ 1,350	
Remove & reset fence	50	LF	\$ 90	\$ 4,500	
Signage Allowance	1	LS	\$ 2,500	\$ 2,500	
New Guardrail	900	LF	\$ 90	\$ 81,000	
Adjust MH/Water Valve to grade	5	EA	\$ 700	\$ 3,500	
Project Subtotal				\$ 1,635,594	
Contingency				\$ 327,120	20% of Construction Cost
Construction Subtotal				\$ 1,962,714	
Survey, Wetland Delineation, & Geotechnical				\$ 30,000	
Engineering				\$ 114,000	7% of Construction Cost (pre-contingency)
State & Federal Natural Resources Protection Act Permitting				\$ 49,000	3% of Construction Cost (pre-contingency)
Natural Resources In-lieu Compensation Allowance				\$ 57,000	See Note 4
Construction Admin Engineering Services				\$ 65,000	4% of Construction Cost (pre-contingency)
Total Cost				\$ 2,277,714	

Notes:

- The cost opinion is based upon a FEMA Flood Elevation of 11, per FEMA FIRM Map Panel 230170 0007B; existing road elevation is approximately 7 feet
- Existing road elevations have been approximated using Sewer System Extension Record Drawings provided by the Town of Kennebunkport, prepared by environmental engineers, inc. dated Dec 1979.
- Cost opinion has been produced for project planning and budgeting purposes, and is conceptual in nature.
- The Maine DEP maps indicate that the project is located within the Tidal Wading Bird and Waterfowl Habitat (TWWH)
This estimate assumes that no compensation will be applied for TWWH, since the habitat is directly next to the existing road
(A similar determination was made by the DEP for King Highway Reconstruction Project). Budgeted Allowance for In-lieu compensation applies to assumed direct wetland impacts only. The budget assumes that approximately 12 feet of resource along the length of the causeway (each side) will be impacted.
- Quantities and Unit Prices updated from Feb 5, 2013 and Jan 14, 2019 estimates, utilizing recent MaineDOT bid tabulations where available and ENR CCI as necessary. Costs assume FY2023 design and FY2024 construction.
- ENR CCI Feb 2013 (9453) to Jan 2019 (11206) to Dec 2021 (12481)
- Estimated Future Annual Escalation Rate beyond FY 2024 equal to 0.04% per year

Budget Request

02/23/2022

Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	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	300,000.00	0.00	300,000.00	0.00	0.00	.00%
50-48 Reserve	300,000.00	0.00	300,000.00	0.00	153,000.00	-147,000.00	-49.00%
Future capital repairs Cape Porpoise Pier (\$100,000), Chowder House (\$40,000), Fuel Tank (\$4,500), Hoist (\$5,500), and Dinghy (\$3,000). Piers	300,000.00	300,000.00	300,000.00	300,000.00	153,000.00	-147,000.00	-49.00%

Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	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 MMBB: \$1,000,000/20 yrs @ 2.25%. This reflects 60% of the total debt service expense, with the remaining 40% paid by sewer users (maturity in FY24).	33,125.00	0.00	33,591.00	0.00	33,882.00	291.00	.87%
45-07 Interest Sewer Bond 2003 MMBB: \$1,000,000/20 yrs @ 2.25%. This reflects 60% of the total debt service expense, with the remaining 40% paid by sewer users (maturity in FY24).	2,402.00	0.00	1,951.00	0.00	1,605.00	-346.00	-17.73%
45-11 Police Bldg 2017 \$400,000/10 yrs @ 2.25% (maturity in FY27).	38,573.00	38,533.90	39,471.00	39,468.74	40,372.00	901.00	2.28%
45-12 Sewer 2021 MMBB: \$2,000,000/20 yrs @ 1%. This reflects 60% of the total debt service expense, with the remaining 40% paid by sewer users (maturity in FY41).	0.00	0.00	4,832.00	0.00	59,331.00	54,499.00	1127.88%
45-13 P&R Bldg 2018 \$450,000/10 yrs @ 3.27% (maturity in FY28).	45,000.00	45,000.00	45,000.00	45,000.00	45,000.00	0.00	.00%
45-14 Radio Tower 2022 \$1,000,000/5 yrs @ 4% placeholder.	0.00	0.00	0.00	0.00	200,000.00	200,000.00	100.00%
45-15 Principal Ocean Ave Seawall \$955,000/10 yrs @ 5% (maturity in FY29).	110,000.00	110,000.00	110,000.00	110,000.00	105,000.00	-5,000.00	-4.55%

Budget Request

02/23/2022

Expense

Dept/Div:	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
41-01 Debt Service / Debt Service CONT'D							
45-17 Prin Village Parcel	355,000.00	355,000.00	365,000.00	365,000.00	375,000.00	10,000.00	2.74%
\$1,300,000/20 yrs @ 4% (maturity in FY40) and \$8,500,000/5 yrs @ 3.85% (maturity in FY25 with \$7,280,000 balloon payment).							
45-21 Interest PD Bldg 2017	6,619.00	6,657.14	5,721.00	5,722.30	4,820.00	-901.00	-15.75%
\$400,000/10 yrs @ 2.25% (maturity in FY27).							
45-22 Interest Sewer 2021	0.00	0.00	2,766.00	0.00	14,492.00	11,726.00	423.93%
MMBB: \$2,000,000/20 yrs @ 1%. This reflects 60% of the total debt service expense, with the remaining 40% paid by sewer users (maturity in FY41).							
45-23 Interest P&R Bldg 2018	11,772.00	11,297.85	10,301.00	9,773.21	8,829.00	-1,472.00	-14.29%
\$450,000/10 yrs @ 3.27% (maturity in FY28).							
45-24 Interest Radio Tower 2022	0.00	0.00	0.00	0.00	25,000.00	25,000.00	100.00%
\$1,000,000/5 yrs @ 4% placeholder.							
45-25 Interest Ocean Ave Seawall	45,000.00	45,000.00	39,500.00	21,125.00	34,125.00	-5,375.00	-13.61%
\$955,000/10 yrs @ 5% (maturity in FY29).							
45-27 Interest Village Parcel	329,975.00	329,975.00	314,925.00	161,275.00	299,475.00	-15,450.00	-4.91%
\$1,300,000/20 yrs @ 4% (maturity in FY40) and \$8,500,000/5 yrs @ 3.85% (maturity in FY25 with \$7,280,000 balloon payment).							
Miscellaneous							
50-23 Transfer Out	0.00	35,527.00	0.00	35,527.00	0.00	0.00	.00%
Debt Service	977,466.00	976,990.89	973,058.00	792,891.25	1,246,931.00	273,873.00	28.15%

Debt Service Schedule General Fund

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	858,584.22	403,223.47	1,261,807.69
2024	1,049,774.78	433,745.65	1,483,520.44
2025	7,976,557.17	285,165.77	8,261,722.94
2026	697,528.56	144,170.06	841,698.62 *
2027	698,513.97	121,460.29	819,974.26
2028	454,330.89	98,002.38	552,333.27
2029	409,330.89	85,003.73	494,334.63
2030	304,330.89	75,355.77	379,686.66
2031	304,330.89	68,982.79	373,313.68
2032	304,330.89	63,259.81	367,590.70
2033	304,330.89	57,536.83	361,867.72
2034	304,330.89	51,813.86	356,144.75
2035	304,330.89	46,090.88	350,421.78
2036	304,330.89	40,367.91	344,698.80
2037	304,330.89	34,644.94	338,975.83
2038	304,330.89	28,921.96	333,252.85
2039	304,330.89	23,198.99	327,529.88
2040	304,330.89	17,476.01	321,806.91
2041	239,330.89	12,728.03	252,058.93
2042	180,000.00	6,300.00	186,300.00
2043	180,000.00	3,150.00	183,150.00
	<u>16,091,591.20</u>	<u>2,100,599.14</u>	<u>18,192,190.33</u>

* Balloon payment due unless funded

This schedule includes the following:

2003 \$1,000,000 Wastewater maturing in 2024
 2016 \$400,000 Police Building maturing in 2027
 2018 \$450,000 Parks & Recreation Building maturing in 2028
 2020 \$955,000 Ocean Ave maturing in 2029
 2020 \$1,300,000 Village Parcel (exempt) maturing in 2040
 2020 \$8,500,000 Village Parcel (taxable) maturing in 2025
 2021 Wastewater maturing in 2041
 2022 Radio Tower maturing in 2027
 2024 Wastewater maturing in 2043

Debt Service Schedule General Fund

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	858,584.22	403,223.47	1,261,807.69
2024	1,049,774.78	433,745.65	1,483,520.44
2025	1,186,557.18	286,865.77	1,473,422.95
2026	1,182,528.56	264,170.06	1,446,698.62
2027	1,183,513.97	241,460.29	1,424,974.26
2028	939,330.89	218,002.38	1,157,333.27
2029	894,330.89	205,003.73	1,099,334.63
2030	789,330.89	195,355.77	984,686.66
2031	789,330.89	188,982.79	978,313.68
2032	789,330.89	183,259.81	972,590.70
2033	789,330.89	177,536.83	966,867.72
2034	789,330.89	171,813.86	961,144.75
2035	789,330.89	166,090.88	955,421.78
2036	789,330.89	160,367.91	949,698.80
2037	789,330.89	154,644.94	943,975.83
2038	789,330.89	148,921.96	938,252.85
2039	789,330.89	143,198.99	932,529.88
2040	304,330.89	17,476.01	321,806.91
2041	239,330.89	12,728.03	252,058.93
2042	180,000.00	6,300.00	186,300.00
2043	180,000.00	3,150.00	183,150.00
	<u>16,091,591.20</u>	<u>3,782,299.14</u>	<u>19,873,890.34</u>

**This shows the debt service with the
balloon payment amortized over 15 years**

Budget Request

02/23/2022
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Expense

	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Dept/Div: 50-01 Assessment / Education							
Miscellaneous							
50-01 Miscellaneous	11,447,719.00	11,447,719.00	11,264,353.00	7,509,568.24	11,827,571.00	563,218.00	5.00%
RSU Assessment - These are projected amounts only (5% increase).							
Education	11,447,719.00	11,447,719.00	11,264,353.00	7,509,568.24	11,827,571.00	563,218.00	5.00%

FY 23 Budget Development
Superintendent's Recommended Budget

FY23 PREK-12 Operating Increase: 1.99%. Projected Increase with Capital Reserve:
2.03%

FY2 PROPOSED DISTRICT BUDGET				
	FY22 BUDGET	FY23 PROPOSED	\$ INC(DEC)	% INC(DEC)
ATHLETICS TOTAL	\$ 1,027,751	\$ 1,047,103	\$ 19,352	1.88%
SCHOOL BOARD TOTAL	\$ 335,061	\$ 299,811	\$ (35,250)	-10.52%
CONTINGENCY TOTAL	\$ 200,000	\$ 200,000	\$ -	0.00%
CURRICULUM TOTAL	\$ 528,694	\$ 503,546	\$ (25,147)	-4.76%
DEBT SERVICE TOTAL	\$ 6,043,736	\$ 5,095,280	\$ (948,456)	-15.69%
COMMUNITY RELATIONS TOTAL	\$ 49,600	\$ 49,600	\$ -	0.00%
ELL TOTAL	\$ 96,342	\$ 200,903	\$ 104,561	108.53%
FISCAL SERVICE TOTAL	\$ 394,549	\$ 413,841	\$ 19,292	4.89%
FOOD SERVICE TOTAL	\$ 196,332	\$ 200,000	\$ 3,668	1.87%
GIFTED & TALENTED TOTAL	\$ 290,938	\$ 290,659	\$ (279)	-0.10%
HEALTH TOTAL	\$ 509,782	\$ 554,298	\$ 44,516	8.73%
HR TOTAL	\$ 326,414	\$ 534,098	\$ 207,684	63.63%
PROF DEVELOPMENT DIST TOTAL	\$ 101,226	\$ 101,271	\$ 46	0.04%
FACILITIES TOTAL	\$ 5,375,346	\$ 5,658,945	\$ 283,599	5.28%
SPED ADMINISTRATION TOTAL	\$ 499,992	\$ 512,045	\$ 12,053	2.41%
SPED INSTRUCTIONAL TOTAL	\$ 8,655,299	\$ 8,939,675	\$ 284,376	3.29%
SPED PROF DEVELOPMENT TOTAL	\$ 56,416	\$ 48,640	\$ (7,776)	-13.78%
SUPERINTENDENT TOTAL	\$ 405,501	\$ 419,099	\$ 13,598	3.35%
TECHNOLOGY TOTAL	\$ 969,525	\$ 1,207,108	\$ 237,582	24.51%
ACADEMIC ASSESSMENT TOTAL	\$ 103,451	\$ 103,451	\$ -	0.00%
TRANSPORTATION TOTAL	\$ 3,073,016	\$ 2,987,596	\$ (85,421)	-2.78%
TUITION TOTAL	\$ 2,004,475	\$ 1,849,700	\$ (154,775)	-7.72%
CONSOLIDATED TOTAL	\$ 1,650,723	\$ 1,892,827	\$ 242,104	14.67%
SEA ROAD SCHOOL TOTAL	\$ 2,602,390	\$ 2,683,802	\$ 81,412	3.13%
KENNEBUNK ELEMENTARY TOTAL	\$ 3,627,505	\$ 3,728,203	\$ 100,698	2.78%
MILDRED L DAY SCHOOL TOTAL	\$ 1,926,757	\$ 2,231,762	\$ 305,005	15.83%
MIDDLE SCHOOL TOTAL	\$ 4,971,839	\$ 5,023,601	\$ 51,762	1.04%
KENNEBUNK HIGH SCHOOL TOTAL	\$ 6,716,224	\$ 7,010,733	\$ 294,509	4.39%
OPERATING BUDGET	\$ 52,738,886	\$ 53,787,596	\$ 1,048,710	1.99%
CAPITAL RESERVE	\$ 172,000	\$ 200,000	\$ 28,000	16.28%
GRAND TOTAL	\$ 52,910,886	\$ 53,987,596	\$ 1,076,710	2.03%

Budget Request

02/23/2022

Expense

Dept/Div: 50-02 Assessment / County	2021 Budget	2021 Actual	2022 Budget	2022 YTD	2023 Manager	Man Req vs" Curr Bud Change \$	Man Req vs Curr Bud Change %
Miscellaneous							
50-01 Miscellaneous	1,150,725.00	1,150,724.32	1,199,997.00	1,199,996.46	1,235,997.00	36,000.00	3.00%
County Taxes - These are projected amounts only (3% increase).							
County	1,150,725.00	1,150,724.32	1,199,997.00	1,199,996.46	1,235,997.00	36,000.00	3.00%
Expense Totals:	22,138,433.00	21,576,141.70	23,007,497.00	15,850,946.43	25,009,334.00	2,001,837.00	8.70%

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Fiscal Year 2023 Non-Profit Social Service Agency Requests and Recommendations

<u>FY 2022 Applications</u>		<u>Agency</u>	<u>FY 2022</u>		<u>FY 2022</u>	<u>FY-2023</u>	<u>FY 2023</u>	<u>Comments</u>
		<u>Type*</u>	<u>Requested</u>	<u>Approved</u>	<u>Requested</u>	<u>Requested</u>	<u>Recommended</u>	
<u>Social Service Agencies</u>								
American Red Cross	A	\$	500.0	\$500	\$500	\$500	\$500	Same as last year
Caring Unlimited	A	\$	1,500.0	\$1,500	\$1,089	\$1,089	\$1,089	\$411 less than last year
Church Comm. Outreach	A	\$	5,000.0	\$3,000	\$3,000	\$3,000	\$3,000	Same as last year
Day One	A	\$	-	\$0	\$0	\$0	\$0	No Funding Requested
Maine Health Care at Home	A	\$	1,000.0	\$1,000	\$2,500	\$2,500	\$1,000	\$1500 more than last year
Kids Free to Grow	A	\$	750.0	\$750	\$850	\$850	\$750	\$100 more than last year
Maine Behavioral Health Care (CSI)	A	\$	3,500.0	\$3,500	\$5,000	\$5,000	\$3,500	\$1500 more than last year
Sexual Response Services	A	\$	1,000.0	\$1,000	\$1,000	\$1,000	\$1,000	Same as last year
Southern Maine Agency on Aging	A	\$	3,000.0	\$2,000	\$2,500	\$2,500	\$2,000	\$500 more than last year
York County Community Action	A	\$	4,000.0	\$4,000	\$4,000	\$4,000	\$4,000	Same as last year
York County Shelter	A	\$	5,000.0	\$5,000	\$5,000	\$5,000	\$5,000	"
The Lifeflight Foundation	A	\$	868.0	\$868	\$868	\$868	\$868	"
Total of Social Service Agencies		\$	26,118.0	\$23,118	\$26,307	\$26,307	\$22,707	\$411 reduction from last year
<u>Miscellaneous Other Agencies</u>								
The Center @ Lower Village	B	\$	2,250.0	\$2,250	\$2,250	\$2,250	\$2,250	Same as last year
So. Maine Veterans Memorial	B	\$	500.0	\$500	\$500	\$500	\$500	"
Total of Miscellaneous Agencies		\$	2,750.0	\$2,750	\$2,750	\$2,750	\$2,750	"
Total Social Service / Miscel Agencies		\$	28,868.0	\$25,868	\$29,057	\$29,057	\$25,457	\$411 reduction from last year

* Type A: Provide services essential to life-support.

Type B: Provide services that may enhance quality of life but are not essential to life support.

** Bold numbers Indicate requests for increased funding level

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Recommendations of the Kennebunkport Municipal Social Services Review Sub-Committee for Fiscal Year 2023

(Submitted: December 28, 2021)

In the fall of 2021, standardized application forms for requesting Municipal Financial Support from the Town of Kennebunkport to social service agencies who previously had requested support from Kennebunkport, were mailed to twelve Non-Profit Social Service Agencies and two Miscellaneous Agencies.

The deadline for receipt was November 31, 2021. Completed applications, along with supporting documentation, was received from eleven of the Social Service Agencies and two of the Miscellaneous Agencies.

Day One did not submit a request for the second year in a row. Repeated attempts last year to solicit a response resulted in no action. The Sub-Committee suggests dropping this agency from future consideration.

The Social Services Review Sub-Committee has completed its review and made its recommendations for the FY-2023 budget. All current members were present.

The attached spreadsheet summarizes those Social Service Agencies requesting support, the amount requested and the Sub-Committee's recommendations for funding each of them for Fiscal Year 2023. Requested and approved amounts for FY 2022 are included in the spread sheet for reference. Specific comments follow.

Although the Review Sub-Committee has not been charged with evaluating requests from the two Miscellaneous Agencies, we offer our recommendations for consideration by the Budget Board and the Board of Selectmen, as an addendum to this report.

For fiscal year 2023, the Sub-Committee recommends a funding level of \$22,707 for the eleven Non Profit Social Service agencies requesting support. This is a \$411 decrease from the amount approved for FY 2022, due to a request for a slightly reduced amount from Caring Unlimited.

The Review Sub-Committee is unanimous in its agreement on the recommended funding levels for all eleven of the Social Service Agencies for fiscal year 2023.

- 1. Six of the Non-Profit Social Service agencies have requested the same funding level as approved for FY 2022. The Sub-Committee supports funding of the following six agencies at the requested level for FY 2023, as follows:**

American Red Cross requests \$500.

Church Community Outreach requests \$3000

Sexual Response Services requests \$1000.

York County Community Action requests \$4000.

York County Shelter requests \$5000

The Lifeflight Foundation request \$868.

All of the above agencies continue to provide a generous and adequate level of support to Kennebunkport residents and the Review Sub-Committee unanimously supports these requests.

2. **Four agencies requested an increase over and above the FY 2022 requested and approved amounts. The Sub-Committee does not support any of these four increases for the FY 2023 budget.**

Maine Health Care at Home requests \$2500 for FY 2023, an increase of \$1500 over what was requested and approved for FY 2022. The Sub-Committee does not support this request and recommends a support level of \$1000, the same amount as last year. Because the Town has its own nursing department, we don't feel a need to increase funding for this agency, particularly in a very tight budget year.

Kids Free to Grow requests \$850, an increase of \$100 over what was requested and approved for FY 2022. The Sub-Committee believes that even though the previous year's amount is sufficient to support what we understand is one class a year, there is little evidence of their work in Kennebunkport.

Maine Behavioral Health Care (CSI) requests \$5000, an increase of \$1500 over what was requested and approved for FY 2022. The Sub-Committee believes that the current level of funding at \$3500 is more than adequate, considering the level of services provided to Kennebunkport.

Southern Maine Agency on Aging requests \$2500 for FY 2023, an increase of \$500 over what was requested and approved for FY 2022. The Sub-Committee does not support this request and recommends a support level of \$2000, the same amount as last year. The board unanimously believes that this level of support is adequate. And, although the agency provides much support to Kennebunkport residents, much of it is through the use of the Towns' Park & Recreational facilities as well as Graves Public Library.

3. **Caring Unlimited** requests \$1089 for FY 2023, a decrease of \$411 from what was requested and approved for FY 2022. Although the Sub-Committee considered applying this reduction to increase a requested amount by another agency, we concluded that doing so would be confusing and decided to simply accept it as a reduction in the FY 2023 budget.

ADDENDUM:

Finally, with regard to the Miscellaneous Agencies, the Sub-Committee offers the following comments for consideration by the Board of Selectmen.

Two Miscellaneous Agencies were contacted by the Town. The agencies responding are as follows:

The Center in Lower Village requests \$2250 from Kennebunkport for FY 2023, the same amount as requested and approved for FY 2022. The Sub-Committee unanimously supports this request.

Southern Maine Veterans' Memorial Cemetery Association requests \$500 from Kennebunkport for FY 2023, the same amount as requested and approved for FY 2022. The Sub-Committee unanimously supports this request.

The Sub-Committee will be happy to answer any questions the Budget Board, the Board of Selectmen or the Town Manager may have.

The combined amount of \$22,707 for the social service agencies and \$2,750 for the miscellaneous agencies recommended by the Sub-Committee for FY 2023 totals \$25,457 compared to the approved amount of \$25,868 in FY 2022.

Respectfully Submitted,

Dan Beard, David James, Alison Kenneway & Ki Leffler

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Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2023**

Please complete the following application and return a hardcopy or PDF file with required information, to the Town of Kennebunkport. The deadline to be considered for FY 2023 funding is **November 12, 2021**. Application packets that are not legible and complete will not be considered.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

- ◆ Applicant Agency Name: American Red Cross
- ◆ Principal Address: 2401 Congress St.
Portland, ME 04102
- ◆ Executive Director: Ronda Ferreira
- ◆ Contact Person/Phone #/ E-mail & Web Site URL: Rachel Zellem 802-391-6499
supportnne@redcross.org
www.redcross.org/nne

Total Agency Budget for FY 2022: \$7,825,302

Amount received from Kennebunkport for FY 2022: \$0.00

Amount requested from Kennebunkport for FY 2023: \$500.00

What % of your annual budget does this request equal? >.01%

SECTION II. PROGRAM DESCRIPTION

- ♦ **Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life?**

The American Red Cross provides disaster response support, after people experience things like home fires. We provide people with the food, shelter, and financial assistance that they need as they begin the journey to recovery.

- ♦ **How is that need determined or measured?**

One of our primary measures for success is that we continue to respond to 100% of the calls we receive.

- ♦ **How is your program attempting to meet that need, describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible)**

We work to establish trust in the communities we serve, we build relationships with emergency responders, and we recruit local volunteers. It is our hope that individuals, families, and emergency response teams know to call the Red Cross any time there is a disaster such as a home fire so that we may respond. Once we are on the ground, we canteen for firefighters and offer an array of supportive services, such as shelter, financial aid, referrals, and emotional support, to the victims of the disaster.

- ♦ **What process does your agency undertake annually to evaluate the effectiveness of your program(s)?**

The national headquarters of the American Red Cross reviews our performance to ensure that we are meeting appropriate goals, but we know that disasters are unpredictable by nature and so it's difficult to establish those goals. We also look very closely at client surveys to ensure that the service provided by our staff and volunteers is of the highest quality.

- ♦ **What are the client eligibility criteria?**

Our services are available to anyone who needs them regardless of any demographic status.

- ♦ **Describe the Fee for Service Structure if one exists:**

N/A

- ♦ **What accommodations are made to those applicants unable to pay for service?**

N/A

- ♦ **Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and days and hours of operation available.**

We do not have an office building in Kennebunkport, but our mission is delivered in the field. We have 2 volunteers who live in Kennebunkport, and many more who live in the surrounding areas who are prepared to respond in Kennebunkport at a moment's notice.

- ◆ **Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.**

While we do partner with other nonprofits for referrals, the scope of our work is very specific and therefore our mission delivery is not something we can outsource. We maximize our donor dollar by mobilizing a staff of over 650 volunteers throughout the state of Maine.

- ◆ **How often are your financial records audited by an accounting firm or third party?**
Annually. These records are maintained and audited at the national level.

- ◆ **Long-range objectives and plans:**

We hope to continue to serve our communities as we have for more than 100 years.

- ◆ **Cutbacks or additions to last year's program:**
N/A

SECTION III. INCOME & EXPENSES (Estimated for FY 2023)

INCOME:

Fees from clients:	\$0
Contributions:	\$2,170,631
Government Funding:	
Federal:	\$0
State:	\$0
Towns & Cities:	\$209,223
Endowments:	\$98,445
Grants:	\$350,000
Other:	\$4,997,003
TOTAL INCOME:	\$7,825,302

EXPENSES:

Salaries, benefits & employee taxes:	\$5,118,715
Rent or mortgage:	\$98,058
Insurance:	\$56,587

Office supplies, postage, telephone:	\$179,444
Heat & electricity:	\$46,665
Travel costs:	\$141,237
Cost of services delivered:	\$1,039,279
Administrative expenses:	<hr/>
Contingencies or depreciation:	\$202,758
Other:	\$942,559
TOTAL EXPENSES:	\$7,825,302

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 218 Disaster Responses in Region

Total number of individuals served (unduplicated)* 880 Clients Served

Total number of Kennebunkport residents served: 0

Percent of total client count that are Kennebunkport residents: 0%

* If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- **Agencies REQUIRED to file yearly audits—Include a copy of last audited financial statement.**
- **What is the average % salary increase for your employees anticipated for FY 2023?** FY23 is not yet budgeted.
- **Has your 501 C-3 status been revoked within the past five years for any reason? No** If yes, explain.
- **Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application.** No

****IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM.** Only documented non-profit agencies will be considered to receive funding from the Town of Kennebunkport.

I, Rachel Zellem, of
(name)

American Red Cross
(name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in my capacity as Development Specialist.
(title)



Signed/Title

November 11, 2021
Date

Before submitting your request packet, please make sure that you have included the following documents. Only complete submissions received by 4 pm November 12, 2021, will be considered.

1. Brief cover letter
2. Completed application

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Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2023**

Please complete the following application and return a hardcopy *or* PDF file with required information, to the Town of Kennebunkport. The deadline to be considered for FY 2023 funding is **November 12, 2021**. Application packets that are not legible and complete will not be considered.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

♦ Applicant Agency Name:	Caring Unlimited
♦ Principal Address:	PO Box 590
	965 Main St.
	Sanford, ME 04073
♦ Executive Director:	Susan Giambalvo
♦ Contact Person/Phone #/ E-mail & Web Site URL	Emily Gormley/ 207-490-3227x107 egormley@caring-unlimited.org www.caring-unlimited.org
Total Agency Budget for FY 2022:	2,193,672
Amount received from Kennebunkport for FY 2022:	1500
Amount requested from Kennebunkport for FY 2023:	1089
What % of your annual budget does this request equal?	< 1%

SECTION II. PROGRAM DESCRIPTION

- ◆ Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life?

Caring Unlimited provides critical direct support and safety planning services to anyone experiencing domestic abuse and violence. Services include life support needs, particularly in the case of our 18-bed emergency shelter which serves as a safe haven for anyone made homeless because of domestic violence and/or fleeing from violence in their home. Other direct support services provided include support for immediate and emergency needs resulting from the effects of domestic violence such as: food, gas, and changing locks. All services are provided in the free of charge and are designed to increase safety.

- ◆ How is that need determined or measured?

Individuals experiencing domestic abuse and violence can access Caring Unlimited's programs and services 24 hours a day via the 24 hour helpline. All services are provided free of charge to the individual, and are low-barrier in that there is no specific set of criteria which an individual must meet. Anyone experiencing domestic abuse and violence is eligible to access the full range of Caring Unlimited services.

- ◆ How is your program attempting to meet that need, describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible)

Caring Unlimited offers a number of direct service programs including: 24-hour helpline, online chat/ text services, emergency shelter, individual and group support and education, transitional housing, and legal assistance and court advocacy. Support provided to an individual is tailored to meet that person's specific and unique needs, with the goal of all programs and servicing being to increase safety. Caring Unlimited's overall goal is ending domestic violence in our community.

- ◆ What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

Caring Unlimited uses qualitative and quantitative methods to evaluate program effectiveness. Effectiveness and client satisfaction are monitored through a variety of program specific outcome measures including exit/outcome surveys as well as through ongoing feedback from the people we serve.

Formal program evaluation occurs through a quarterly site visit audit from the Maine Coalition to End Domestic Violence, an annual site visit from MaineHousing Authority, and internally through an annual Program Review conducted by Caring Unlimited's Board of Directors as well as an annual financial and compliance audit from the Independent Public Accounting firm Runyon Kersteen Ouellette.

- ◆ What are the client eligibility criteria?

Direct support services are provided to people of all demographics whose lives have been affected by domestic abuse and intimate partner violence as well as stalking and sex trafficking. Community education, training, and consultation services are widely provided to schools, health care providers, other organizations, businesses and community groups.

Particular programs may have specific criteria for example: emergency shelter residents are homeless or at risk of becoming homeless due to domestic violence. Legal Program clients have a civil legal matter where domestic violence is a factor. Clients in support groups agree to strict confidentiality standards in accordance with all of our program operations.

- ♦ Describe the Fee for Service Structure if one exists:

N/A

- ♦ What accommodations are made to those applicants unable to pay for service?

All services are provided free of charge to the individual.

- ♦ Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and days and hours of operation available.

Caring Unlimited does not maintain a facility in Kennebunkport. Caring Unlimited provides services to all of York County 24 hours a day via our 24-hour helpline. Services are designed to be low-barrier and easily accessible so residents of Kennebunkport can connect with Caring Unlimited via the Helpline or online chat. Kennebunkport residents can attend weekly support and education groups at the determined locations or, currently, online.

- ♦ Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

Caring Unlimited regularly collaborates with numerous other agencies throughout York County and the state including law enforcement, York County Community Action, Maine State Housing, Maine Behavioral Health, Sexual Assault Response Services of Southern Maine (SARSSM), Child Protective Services, and the Women's Independence Scholarship Program (WISP) to enhance services to victims.

Other collaborations include: the York County Coordinated Community Response Team, a multidisciplinary group including law enforcement, justice system partners, and other social service providers focused on improving systems' responses to domestic violence; and the High Risk Response Team, a collaboration between advocates, law enforcement, and others dedicated to crafting a specific and coordinated response to increase victim safety in high risk cases.

- ♦ How often are your financial records audited by an accounting firm or third party?

Caring Unlimited conducts an annual financial and compliance audit from the Independent Public Accounting firm Runyon Kersteen Ouellette.

- ♦ Long-range objectives and plans:

As outlined in our cover letter, we are working towards our goal of expanding our reach and increasing accessibility of our programming throughout our community.

- **Our youth educator is returning in person to many classrooms across York County to provide education on dating abuse prevention for middle and high school students. Teachers still have access to video toolkits with lesson plans developed**

by Caring Unlimited to incorporate critical dating abuse prevention education if in person presentations are not possible.

- We will improve our mobile advocacy services by ensuring all of our advocates are equipped with the necessary technology (laptops, cellphones) to provide high quality confidential services whether in our offices or in other community spaces like the court house.
- Our Coordinated Community Response and High Risk Response Teams; both multidisciplinary collaborations led by Caring Unlimited and including law enforcement and justice systems partners, as well as other community partners, are working together to build community-wide responses that increase victim safety and hold offenders of domestic violence accountable.
- Our confidential chat/text line to allow clients to connect with an advocate when a phone call is not possible.

♦ Cutbacks or additions to last year's program:

We were recently selected as one of only 15 groups nationwide to receive a youth prevention grant from the federal Office on Violence Against Women. This grant supports a community needs assessment and implementation plan to respond to and prevent dating violence among youth. It will increase capacity for direct services for youth and for prevention programming at schools and other youth serving organizations and will increase collaborations among providers.

SECTION III. INCOME & EXPENSES (Estimated for FY 2023)

INCOME:

Fees from clients:	0	_____
Contributions:	155,000	_____
Government Funding:		
Federal:	1,380,940	_____
State:	364,022	_____
Towns & Cities:	35,000	_____
Endowments:	0	_____
Grants:	150,000	_____
Other:	269,314	_____ (Fundraising Events, In Kind Volunteer Contributions, Program Income: rental income and professional education training fees)

TOTAL INCOME:	\$2,354,276	_____

EXPENSES:

Salaries, benefits & employee taxes: 1,939,500

Rent or mortgage: _____

Insurance: _____

Office supplies, postage, telephone: _____

Heat & electricity: _____

Travel costs: _____

Cost of services delivered: _____

Administrative expenses: 362,276* *note, Caring Unlimited's budget is not broken out as listed above so the amount provided here is the total operating expense minus depreciation which is broken out below. _____

Contingencies or depreciation: 52,500 _____

Other: _____

TOTAL EXPENSES: 2,354,276

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 20,068 client contacts

Total number of individuals served (unduplicated)* 1643

Total number of Kennebunkport residents served: 2

Percent of total client count that are Kennebunkport residents: < 1%

* If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- Agencies REQUIRED to file yearly audits—Include a copy of last audited financial statement.
- What is the average % salary increase for your employees anticipated for FY 2023?
3.5%
- Has your 501 C-3 status been revoked within the past five years for any reason?
No
If yes, explain.
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application.

N/A

****IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. Only documented non-profit agencies will be considered to receive funding from the Town of Kennebunkport.**

I, Emily Gormley, of Caring Unlimited
(name) (name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in my capacity as Director of Development and Community Engagement.
(title)

Emily Gormley Director of Development and Community Engagement 11/9/2021
Signed/Title Date

Before submitting your request packet, please make sure that you have included the following documents. Only complete submissions received by 4 pm November 12, 2021, will be considered.

1. Brief cover letter
2. Completed application

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Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2023**

Please complete the following application and return a hardcopy *or* PDF file with required information, to the Town of Kennebunkport. The deadline to be considered for FY 2023 funding is **November 12, 2021**. Application packets that are not legible and complete will not be considered.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

◆ Applicant Agency Name:	Community Outreach Services
◆ Principal Address:	PO Box 1175
	Kennebunk ME 04046
◆ Executive Director:	Mark D. Jago
◆ Contact Person/Phone #/ E-mail & Web Site URL	Michael S. Burd (Treasurer)/ 207-604-0445 / info@coskennebunks.org / www.coskennebunks.org

Total Agency Budget for FY 2022: \$224,684

Amount received from
Kennebunkport for FY 2022: \$3,000

Amount requested from
Kennebunkport for FY 2022: \$3,000

What % of your annual budget does
this request equal? 1.3%

SECTION II. PROGRAM DESCRIPTION

- ◆ Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life?

Our largest program, addressing hunger through (i) our food pantry, (ii) holiday food baskets, (iii) the school snack program and (iv) the summer free lunch program, addresses life support needs, as does our fuel assistance program. Our third program ("specific needs") addresses a mix of life support and quality of life needs; it encompasses small grants to cover, among other things, car payments, rent, medical/dental/eye care, camperships for children, etc. – in each case for our neighbors who find themselves unable to cover such items.

- ◆ How is that need determined or measured?

For the fuel assistance and specific needs programs, we rely (in almost all cases) on the general assistance officers (GA's) of the three towns (Kennebunk, Kennebunkport, Arundel) to screen and refer people to us; neighbors in need are also referred to us by pastors, school nurses and social workers. For the food programs, while many referrals come from the GA officers and other caring people, we increasingly are seeing neighbors approaching us directly. While we are careful with any aid provided, we are also committed to a compassionate stance *vis a vis* neighbors in need.

- ◆ How is your program attempting to meet that need, describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible).

Our food pantry distributes a 3-day supply of food (one unit), with the amount dependent on the number of persons in the household served. The expected outcome is to alleviate hunger. Our fuel program provides 100 gallons of heating oil (or equivalent) (one unit), with a limit of three units per winter. The expected outcome is to prevent pipes from freezing and to keep a family warm. The specific needs program provides up to \$500 per year in aid to each client (each grant equals one unit). The targeted needs are car repairs, car insurance, rent, utility bills, medical/dental expenses and camperships for children. The expected outcomes include prevented eviction, preventing the loss of the vehicle or its use, better health, and giving children a place to go during school vacations while parents are working.

- ◆ What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

Our board annually reviews all programs, basing our evaluations on feedback from the GA and public health officers, the clients, and the many volunteers working for the various programs. We regularly review and adjust program components for effectiveness, economic efficiency and community impact.

- ◆ What are the client eligibility criteria?

Clients must be residents of either Kennebunkport, Kennebunk or Arundel. They are typically screened by a GA officer on introduction, and thereafter by our Executive Director, Mark Jago. We also serve numerous clients who are needy but not necessarily eligible for state programs, in line with our mission statement.

- ◆ Describe the Fee for Service Structure if one exists:

N/A. We charge no fees for service.

- ◆ What accommodations are made to those applicants unable to pay for service?

N/A. We charge no fees for service.

- ◆ Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and days and hours of operation available.

We do not maintain a facility in Kennebunkport; our sole facility is our food pantry operation, at 19 Park Street in Kennebunk, which is open Mondays from 12-3, Tuesdays from 3-5, Thursdays from 3-5 and Fridays from 9-12. In addition, for those unable to come to the food pantry, we provide deliveries of food on a weekly basis. Our smaller food programs all bring the food to the neighbor, either at home or at school. Our other (non-food) services typically entail funding a need, for which we typically pay a vendor directly, so no in-person presence is required.

- ◆ Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? Yes. If yes, please explain.

We are members of Good Shepherd Food Bank, a statewide organization that provides us with food at low or no cost. We collaborate with Community Harvest (and town GA officers) to help clients of our specific needs program.

- ◆ How often are your financial records audited by an accounting firm or third party?

Our financial records are not audited.

- ◆ Long-range objectives and plans:

Now that we have, for the first time, a "place of our own," a major focus has been on drilling deeper to assess the specific needs of our clients, and to add more support to what has until now largely been strictly financial help. Our executive director is moving to full-time status later this year with (among others) an objective of adding more care to our specific needs efforts.

- ◆ Cutbacks or additions to last year's program:

No cutbacks, although COVID and enhanced governmental support have curtailed our summer lunch efforts. A major addition over the last year has been the move to four days a week operation of our food pantry, as well as enabling neighbors to have an experience with significantly enhanced dignity, as we now are able to offer more of a "shopping" experience to food pantry clients, at no cost to them.

SECTION III. INCOME & EXPENSES (Estimated for FY 2023)

INCOME:

Fees from clients:	<u>0</u>
Contributions:	<u>\$273,000</u>
Government Funding:	
Federal:	<u>0</u>
State:	<u>0</u>
Towns & Cities:	<u>\$16,500</u>
Endowments:	<u>0</u>
Grants:	<u>0</u>
Other:	<u>\$10,000 (fundraising events)</u>
TOTAL INCOME:	<u>\$299,500</u>

EXPENSES:

Salaries, benefits & employee taxes:	<u>\$127,000</u>
Rent or mortgage:	<u>0</u>
Insurance:	<u>\$500</u>
Office supplies, postage, telephone:	<u>\$2,000</u>
Heat & electricity:	<u>\$15,000</u>
Travel costs:	<u>0</u>
Cost of services delivered:	<u>\$120,000</u>
Administrative expenses:	<u>\$30,000</u>
Contingencies or depreciation:	<u>0</u>
Other:	<u>\$5,000 (fundraising)</u>
TOTAL EXPENSES:	<u>\$299,500</u>

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 3800

Total number of individuals served (unduplicated)* 500

Total number of Kennebunkport residents served: 100

Percent of total client count that are Kennebunkport residents: 20%

* If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- Agencies REQUIRED to file yearly audits—Include a copy of last audited financial statement.
- What is the average % salary increase for your employees anticipated for FY 2023? 2%
- Has your 501 C-3 status been revoked within the past five years for any reason? NO
If yes, explain.
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application? NO

****IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM.** Only documented non-profit agencies will be considered to receive funding from the Town of Kennebunkport.

I, Michael Burd, of Community Outreach Services acknowledge the foregoing document to be true and accurate and signed the same in my capacity as Treasurer.

Signed/Title

November 9, 2021
Date

Before submitting your request packet, please make sure that you have included the following documents. Only complete submissions received by 4 pm November 12, 2021, will be considered.

1. Brief cover letter
2. Completed application
3. Agency's Mission Statement
4. Copy of last audited financial statement
5. Copy of your 501C3 form.

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Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2023**

Please complete the following application and return a hardcopy or PDF file with required information, to the Town of Kennebunkport. The deadline to be considered for FY 2023 funding is November 12, 2021. Application packets that are not legible and complete will not be considered.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

♦ Applicant Agency Name:	MaineHealth Care at Home
♦ Principal Address:	15 Industrial Park Rd
♦ Executive Director:	Randee Reynolds, Interim President
♦ Contact Person/Phone #/ E-mail & Web Site URL	Roy Garland/207-391-6513 Rgarland1@mhcah.org homehealth.org

Total Agency Budget for FY 2022:

\$37,332,218

**Amount received from
Kennebunkport for FY 2022:**

\$2,500

**Amount requested from
Kennebunkport for FY 2022:**

\$2,500

**What % of your annual budget does
this request equal?**

~0.006%

SECTION II. PROGRAM DESCRIPTION

- ◆ **Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life?**

Our program addresses the medical needs of individuals through the home health care, a mode of health care that allows patients to receive the treatment that they require where they want to be- in the comfort of home and family. Within the lives of older adults, specifically, the necessity for admission to nursing homes, hospitals, and long-term care facilities often grows as conditions worsen and medical needs cannot be met by caretakers. We provide nursing services, rehabilitation therapies, social work, and other support services that are integrated into the patient's larger care plan, and this mode of care is absolutely essential to a safe, livable, and healthy environment and, ultimately, patient.

It is our commitment to ensure that all individuals have access to quality home health care regardless of their financial resources. Toward this commitment, our Compassionate Care program was instituted, and this program supports these patients. The program benefits from a variety of funding sources to keep it functioning, including municipal support from towns like Kennebunkport, donations, the United Way, etc. We view these services as essential to the lives of the patients that are affected and wholeheartedly believe that these services offer significant benefit to the most vulnerable of families in our communities.

Overall, we seek to address the health needs the disadvantages members of our communities.

- ◆ **How is that need determined or measured?**

Visiting nurses have been a staple of the nursing and greater health care infrastructure for centuries, and the need for these services has only increased as our ability to meet the demands of an aging populations, particularly here in Maine, has grown steadily. Home health services are provided under physician order and monitored through the care plan. Patients receive an initial assessment to determine the level of need, and federally-mandated tools track assessment and payment categorization.

To determine financial need, we utilize a Fee Assessment tool based on 175% of the Federal Poverty Level. Of note, roughly 50% of children admitted to Skilled Pediatrics are on Mainecare.

- ◆ **How is your program attempting to meet that need, describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible)**

We seek to meet the need for these services through an assurance of access to our home-based medical services. Skilled services are secured through a centralized intake department that operates 7 days per week.

We provide the following services:

-Nursing Care - Nurses provide medical assessment, monitoring, wound care, pain management, education, infusion, palliative care, cardiac care and Telehealth.

-Rehabilitative Therapy - Physical, speech and occupational therapists help patients who have experienced major trauma or illness gain strength and skills to promote independent living

-Counseling and Emotional Support- social workers help patients address the emotional aspects of illness, injury or major life change.

-Telehealth - Web-based technology offering vital sign monitoring, assessment and health education

-Population Health - nurse-led public clinics that offer health education, screening, and immunizations. Additionally, we offer specialty services, including cardio-pulmonary nursing and monitoring, stroke care, post-operative care, palliative care, infusion therapy, wound care, and Phillips Lifeline.

In pediatrics, the need for affordable services is often met by individuals through our Maternal and Child Health (MCH) program. A state-funded program, MCH services are available to all new and expecting mothers in the state of Maine. MHCAH has been a contracted agency under the state permitting our administration of these services for residents in the counties of York and Cumberland. Although this program is not supported by the *Compassionate Care* program, as all services are free, it is important to distinguish our commitment to affordable, available care for all segments of our population.

Outcomes of our Home Health Services

Outcome 1: Individuals will continue to have access to quality health care

This is achieved through the coordinated efforts of physicians, patients, caregivers, and our staff which result in a patient achieving their health goals and, ultimately, improving their life.

Outcome 2: Individuals will improve health and safety

Our agency provides direct care to patients, allowing them to live with improved health and safety in the comfort of home.

Outcome 3: Individuals avoid unnecessary hospitalization and emergent care use

Our services benefit the community at large by easing the burden on other care providers, emergency responders, and others by applying skilled care to patients, tracking their condition(s), and implementing care interventions that mitigate the risk of costly measures.

Unit of Service:

- One skilled nursing, therapy, or social work visit in our home health program
- One test, foot care service or counseling session in our Community Health Program

We have the capability to report on number of patients who receive services, number of patients who receive charity care, and the quality measures related to hospitalization rates and other key measures of quality as reported by HomeHealth Compare.

In FY21, our clinicians and staff supported the following accomplishments:

- 10,883 patients benefitted from over 147,000 home visits from our team of registered nurses, rehabilitative therapists, social workers, home health aides, and nutritionists.
- 481 newborns and mothers in-home nursing services, at no charge, through the state-funded Maternal and Child Health Grant.
- 427 hospice patients received comprehensive and holistic services to aid in their comfort through the end-of-life process.
- 109 hospice patients and their families found peace, dignity, and a supportive environment through a stay at the Sussman House.
- 4,124 individuals improved their health and wellness through foot care, screenings, and education services supported by innovative telehealth technology at public clinics throughout the region.

♦ **What process does your agency undertake annually to evaluate the effectiveness of your program(s)?**

Our home health program is evaluated through a robust and continuous quality improvement program that incorporates focused medical audits, internal monitoring, process improvement plan, and oversight from our Quality Assessment & Performance Improvement Program, which brings together our leadership team with other members of the community to evaluate our agency. In addition, MHCAH is mandated to submit data to the Centers for Medicare and Medicaid service for public reporting, utilizing a comprehensive and federally-mandated standard assessment tool for patients covered by these two government payers. This data is also used to guide quality and performance improvement efforts.

Annually, our leaders convene to strategize the implementation of a detailed improvement plan that features targeted, patient-centered goals to meet or exceed selected pertaining to quality and patient experience. Patient-focused measures are central to success as our clinical teams consistently review patient progress and numerous individualized care plan goals in a monthly inter-disciplinary team meeting. We also survey patient experience through NRC Picker—a national survey and benchmarking vendor. Survey questions are standardized through CMS and are publically reported. MHCAH submits surveys for both adult and pediatric patients.

In pediatrics, we consistently incorporate assessment, inquiry, screening, nursing interventions, referral, and documentation as methods to measure performance. Source for all data in the patient's clinical record.

♦ **What are the client eligibility criteria?**

Eligibility for payment via the *Compassionate Care* program is determined by the patient's financial status as it relates to the Federal Poverty Level. Our sliding fee structure is based on 175% of the Federal Poverty Level, and patients receive care at no charge, or at a reduced rate, and no patient in need of home health care is denied services on the basis of their ability to pay. This is standard policy across the MaineHealth system.

♦ **Describe the Fee for Service Structure if one exists:**

Although our agency has a published Charge Schedule, services are either reimbursed by third party payers, subject to the sliding fee program, or allocated to our Charity Care.

♦ **What accommodations are made to those applicants unable to pay for service?**

For patients without the resources or coverage to afford care, we offer a sliding fee structure that allows them to receive care at no charge, or a reduced rate. As stated, no patient is turned away from services as a result of their inability to pay.

♦ **Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and days and hours of operation available.**

Our main administrative office is located on Industrial Park Rd in Saco, with a collection of other offices in Portland, Springvale, Kennebunk, Bridgton, Rockland, Belfast, and Waldo. As a home health agency, the bulk of our services are delivered through our staff of clinicians that travel to the homes of our patients, and this allows us to reach patients across a vast service area spanning 7 counties. Our Kennebunk office regularly hosts community health clinics.

◆ **Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.**

Our agency develops and implements numerous community health and nursing initiatives in support of patients, with the help of funding from a variety of sources. Notably, our telehealth program has been the beneficiary of numerous grant awards that improve the capability of the technology, increase the availability of services, and supplement the current offering with condition-specific content and other services for socio-economically disadvantaged patients. Many of these projects directly impact patients receiving Charity Care services, as partnering foundations and philanthropic organizations generally prioritize these members of our communities. Directly, no other non-profit organizations are involved with funding support that receive from municipalities.

◆ **How often are your financial records audited by an accounting firm or third party?**

Audits are performed annually by BerryDunn.

◆ **Long-range objectives and plans:**

As we look to transition into 2022, we are faced with a challenge seen across health systems in America—an increase in retirement-age clinicians and, specifically, a nursing shortage. Across MaineHealth, there are more than 450 job openings for registered nurses, and this shortage has requires our agency to look to traveling nurses to supplement our staff. Additionally, significant sign-on bonuses have been offered to help attract qualified nurses.

In response to this shortage, we have developed a New Grad program that works to transition newly-graduated RNs into a position where they can use these nursing skills at our agency. So far, we have attracted and employed two strong nurses who recently graduated from area schools, and we look forward to furthering this program by educating young nurses on the professional possibilities that lie within the home health care industry.

Along with this program for nurses, we have also integrated our internship program with MaineHealth's, to allow those looking for work experience to spend the summer working for our agency. Interns are brought through the onboarding process and given a first-hand look at the work that is done at the system level, at the member level (MHCAH), and, ultimately, in the department in which they are interning. We are proud to be expanding this program for this coming summer and greatly look forward to building on our relationships with students and colleges alike.

Our long-range objectives and plans also rely on a continued expansion of our telehealth program. We have been leaders in the region since 2001 in the implementation of such a service within the home health continuum, and we are looking to integrate the service into the care plans of a greater proportion of our patients in the coming years.

◆ **Cutbacks or additions to last year's program:**

COVID-19 has significantly impacted our organization since the beginning of this year. A majority of our referrals come from hospitals, specifically Maine Medical Center, Southern Maine Healthcare, Pen Bay Medical Center, and Waldo County General Hospital. These facilities have seen significant reduction to their censuses, and subsequent decreases in home health referrals, as a direct result of a number of factors, including: restrictions/regulations on capacity; unwillingness from patients to go in to a brick-and-mortar facility; discharged patients that seek to mitigate risk of transmission by refusing further care; and others. This has had a significant impact on our patient case load and, thus, our finances.

We have not cut any programs and are proud to have served hundreds of COVID-positive patients since the onset of the pandemic. It is our intention to maintain all of our programs and we are proud to be introducing more services over the next year.

SECTION III. INCOME & EXPENSES (Estimated for FY 2022)

INCOME:

Fees from clients:	<u>4,000,000</u>
Contributions:	<u>35,000</u>
Government Funding:	
Federal:	<u>30,000,000</u>
State:	<u>2,200,000</u>
Towns & Cities:	<u>65,000</u>
Endowments:	-
Grants:	<u>800,000</u>
Other:	<u>400,000</u>
TOTAL INCOME:	<u>37,500,000</u>

EXPENSES:

Salaries, benefits & employee taxes: 27,000,000

Rent or mortgage:	<u>2,380,000</u>
Insurance:	<u>40,000</u>
Office supplies, postage, telephone:	<u>1,300,000</u>
Heat & electricity:	<u>50,000</u>
Travel costs:	<u>(built in to salary for visiting clinicians)</u>
Cost of services delivered:	<u>6,030,000</u>
Administrative expenses:	-
Contingencies or depreciation:	550,000
Other:	-
TOTAL EXPENSES:	<u>37,350,000</u>

SEVTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 165,331

Total number of individuals served (unduplicated)* 11,788

Total number of Kennebunkport residents served: 89

Percent of total client count that are Kennebunkport residents: 0.75%

* If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- **Agencies REQUIRED to file yearly audits**—Include a copy of last audited financial statement.
- **What is the average % salary increase for your employees anticipated for FY 2022?**
~2% (average of merit and market adjustments)
- **Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain.** NO
- **Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application.** NO

**IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. ONLY DOCUMENTED
NONPROFIT AGENCIES WILL BE CONSIDERED TO RECEIVE FUNDING FROM THE
MUNICIPALITY OF KENNEBUNKPORT**

I, Roy Garland, of MaineHealth Care at Home
(name) (name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in my

capacity as Development & Marketing Coordinator.
(title)



Signed/Title

11/8/2021

Date

Before submitting your request packet, please make sure that you have included the following documents. Only complete submissions received by 4 pm November 12, 2021, will be considered.

1. Brief cover letter - Attached at front
2. Completed application
3. Agency's Mission Statement - *Helping people to be as healthy as possible, at home and in the community*
4. Copy of last audited financial statement - Attached
5. Copy of your 501C3 form. - Attached

Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2023**

Please complete the following application and return a hardcopy or PDF file with required information, to the Town of Kennebunkport. The deadline to be considered for FY 2023 funding is **November 12, 2021**. Application packets that are not legible and complete will not be considered.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

Mission to Prevent Child abuse & neglect
by empowering children & families
in York County.

♦ Applicant Agency Name:

Kids Free to Grow

♦ Principal Address:

57 Portland Rd Unit #4

Kennebunk, ME

04043

♦ Executive Director:

Genevieve Gardner

♦ Contact Person/Phone #/

207 985 5975

E-mail & Web Site URL

Genevieve@connectorsfor
Kids.org

Total Agency Budget for FY 2022:

295,425.00

Amount received from Kennebunkport
for FY 2022:

\$750-

Amount requested from
Kennebunkport for FY 2023:

\$850-

What % of your annual budget does
this request equal?

>2%

SECTION II. PROGRAM DESCRIPTION

- ♦ Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life?

Kids Free to Grow is the Child abuse and neglect prevention Council for York County. Providing prevention education to children parent/caregivers and professional trainings

- ♦ How is that need determined or measured?

The need is determined by data received annually from CCPS, Community Requests & Referrals. It is measured by # of unduplicated individuals served in York County

- ♦ How is your program attempting to meet that need, describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible)

Prevention Education for child abuse and neglect is provided to children at Kennelunkport Consolidated School as requested by School Guidance grades PreK through 5th grade. Unit of Service is 1 unduplicated individual for service delivery. and there is no fee for our services. Our mission is to prevent child abuse and neglect by empowering children and families in York Co.

- ♦ What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

Kids Free to Grow has annual and continuing evaluation through our funders The Maine's Children's Trust, United Way and ongoing evaluation of Standard of Quality Family Strength & Support National Network.

- ♦ What are the client eligibility criteria?

York County Resident

- ♦ Describe the Fee for Service Structure if one exists:

There are no Fee for any Service

- ♦ What accommodations are made to those applicants unable to pay for service?

N/A

- ♦ Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and days and hours of operation available.

Services are provided by community need and request. Our office is open 5 days a week and occasional weekends on an as needed basis. We offer in person and virtual supports to consumers.

- ♦ Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

Kids Free to Grow partners with Schools Municipalities and other local non for profits to best support children in the community.

- ♦ How often are your financial records audited by an accounting firm or third party?

Annually

- ♦ Long-range objectives and plans:

Objectives long range are to reduce occurrences of Child Abuse and neglect in York County through the positive parenting programs for parents and caregivers

- ♦ Cutbacks or additions to last year's program:

We have expanded our services by adding one additional full time employee in Cumberland County. All programs are offered in person and through Zoom.

SECTION III. INCOME & EXPENSES (Estimated for FY 2023)

INCOME:

Fees from clients:

0

Contributions:

18,000 --

Government Funding:

Federal:

0

State:

256,000

Towns & Cities:

7,000

Endowments:

0

Grants:

14,425 -

Other:

TOTAL INCOME:

295,425

Combine total

EXPENSES:

Salaries, benefits & employee taxes:

224,422

Rent or mortgage:

15,650

Insurance:

7,500

Office supplies, postage, telephone:

13,598

Heat & electricity: *Conferences*

1,250

Travel costs:

4,000

Cost of services delivered:

0

Administrative expenses:

20,750

Contingencies or depreciation:

0

Other: *printing & publication fees*

7,070.00
385

TOTAL EXPENSES:

295,425.00

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided:

over 3,000

Total number of individuals served (unduplicated)*

over 3,000

Total number of Kennebunkport residents served:

113

Percent of total client count that are Kennebunkport residents:

75%

* If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- Agencies REQUIRED to file yearly audits—Include a copy of last audited financial statement.
- What is the average % salary increase for your employees anticipated for FY 2023? N/A
- Has your 501 C-3 status been revoked within the past five years for any reason? NO
If yes, explain.
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application? N/A

****IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. Only documented non-profit agencies will be considered to receive funding from the Town of Kennebunkport.**

I, Patrice Leamy Perry, of Kids True to Grow
(name) (name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in my

capacity as Director
(title)

Patrice Leamy Perry
Signed/Title

11/5/2021
Date

Before submitting your request packet, please make sure that you have included the following documents. Only complete submissions received by 4 pm November 12, 2021, will be considered.

1. Brief cover letter
2. Completed application
3. Agency's Mission Statement
4. Copy of last audited financial statement
5. Copy of your 501C3 form.

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Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2023**

Please complete the following application and return a hardcopy or PDF file with required information, to the Town of Kennebunkport. The deadline to be considered for FY 2023 funding is **November 12, 2021**. Application packets that are not legible and complete will not be considered.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

◆ Applicant Agency Name:	Maine Behavioral Healthcare
◆ Principal Address:	78 Atlantic Place
	South Portland, ME 04106
◆ Executive Director:	Kelly Barton, MPH, FACHE President
◆ Contact Person/Phone #/ E-mail & Web Site URL	Megan Bagdasarian / 207-661-6046 / mbagdasari@mainebbehavioralhealthcare.org / https://mainehealth.org/maine-behavioral-healthcare

Total Agency Budget for FY 2022:	SEE ATTACHED MOST RECENT AUDITED FINANCIAL STATEMENT
Amount received from Kennebunkport for FY 2022:	<u>\$3,500</u>
Amount requested from Kennebunkport for FY 2023:	<u>\$5,000</u>
What % of your annual budget does this request equal?	<u>Less than 1%</u>

SECTION II. PROGRAM DESCRIPTION

- ◆ Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life?

Maine Behavioral Healthcare provides a comprehensive array of high quality mental health, substance abuse, and crisis and support services. We operate clinical office buildings in Biddeford and Springvale, two peer support centers in Biddeford and Sanford, and long-and short-term residential programs in Biddeford, Berwick, Saco, Sanford, and York. Other services include, but are not limited to, community support services, outpatient mental health and substance abuse counseling, psychiatric services, medication management, case management services, managed care services, an independent living skills program, and complementary therapies.

- ◆ How is that need determined or measured?

Each individual's need for services is determined during the intake and assessment process.

- ◆ How is your program attempting to meet that need, describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible)

We offer a wide range of comprehensive mental health, substance abuse and recovery-oriented support services with the goal of crisis stabilization, hospital diversion and improved quality of life for our clients. Our "unit of service" is defined by hour of service. Expected outcomes are highly dependent on the individual diagnosis, ranging from immediate crisis stabilization to long-term recovery from substance abuse.

- ◆ What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

Program evaluation is ongoing and includes client satisfaction surveys and record reviews. We are also subject to state and federal licensing and accreditation requirements.

- ◆ What are the client eligibility criteria?

Maine Behavioral Healthcare serves clients of all ages and socioeconomic backgrounds, regardless of ability to pay. The majority of our clients are low-income individuals who are MaineCare-eligible.

- ◆ Describe the Fee for Service Structure if one exists:

Our fees are calculated based on units of service and service provided.

- ◆ What accommodations are made to those applicants unable to pay for service?

Maine Behavioral Healthcare provides mental health services regardless of an individual's ability to pay. We serve a high percentage of individuals with incomes that fall well below state and federal poverty guidelines, and many who are uninsured or under-insured. We have long-term collaborative relationships with state, federal, municipal, and other social service agencies. With these connections in place, we are able to leverage affordable resources for our clients. Additionally, grants and fundraising help us provide services to those who could not otherwise afford it.

- ◆ Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and days and hours of operation available.

We do not maintain a facility in Kennebunkport; however we offer numerous services within a thirty-minute radius of the town.

- ◆ Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

Yes, MBH works closely with local hospitals, local police and other human service agencies in dealing with mental health crisis situations.

- ◆ How often are your financial records audited by an accounting firm or third party?

Annually.

- ◆ Long-range objectives and plans:

MBH has a five year strategic plan which includes:

- Behavioral health service line integration throughout the MaineHealth system, including a hub-and-spoke system of opioid use disorder treatment;
- Clinical excellence, including evidence-based care that leads to measurable improvements in patients' well-being;

- Population health, including establishing and growing collaborations with other providers, organizations and community agencies to help achieve partnerships to improve the health of the communities we serve;
- Create a culture of engagement that attracts top talent, improves retention and fosters a supportive environment for all employees;
- Financial excellence, including meeting revenue and expense targets.

◆ Cutbacks or additions to last year's program:

Due to increased demand, we have expanded our opioid disorder treatment programs in Southern Maine. We have also embedded crisis workers in emergency departments in order to more quickly and safely move patients into more appropriate care settings. Additionally, we completed the \$14.7 million building project for the Glickman Lauder Center of Excellence in Autism and Developmental Disorders and opened for new patients in August 2021, a new state of the art 28,000 sq ft facility.

SECTION III. INCOME & EXPENSES (Estimated for FY 2023)

SEE ATTACHED MOST RECENT AUDITED FINANCIAL STATEMENT

INCOME:

Fees from clients: _____

Contributions: _____

Government Funding:

Federal: _____

State: _____

Towns & Cities: _____

Endowments: _____

Grants: _____

Other: _____

TOTAL INCOME: _____

EXPENSES:

Salaries, benefits & employee taxes: _____

Rent or mortgage: _____

Insurance:

Office supplies, postage, telephone:

Heat & electricity:

Travel costs:

Cost of services delivered:

Administrative expenses:

Contingencies or depreciation:

Other:

TOTAL EXPENSES:

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 2,364 (Kennebunkport)

Total number of individuals served (unduplicated)* 11,200

Total number of Kennebunkport residents served: 41

Percent of total client count that are Kennebunkport residents: 0.37%

* If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- Agencies REQUIRED to file yearly audits—Include a copy of last audited financial statement.
- What is the average % salary increase for your employees anticipated for FY 2023?
Due to the ongoing impact of the current pandemic, we have not yet determined whether we will be able to implement salary increases for FY2023 and plan to reassess if merit increases will be possible in January 2022.
- Has your 501 C-3 status been revoked within the past five years for any reason?
If yes, explain.
In January 2019 we merged with MaineHealth and are now operating under the MaineHealth 501(c)(3) EIN 01-0238552.
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application. NO

****IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. Only documented non-profit agencies will be considered to receive funding from the Town of Kennebunkport.**

I, Megan Bagdasarian , of Maine Behavioral Healthcare
(name) (name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in my
capacity as Development Coordinator.
(title)

Megan Bagdasarian Development
Signed/Title Coordinator

11/12/2021
Date

Before submitting your request packet, please make sure that you have included the following documents. Only complete submissions received by 4 pm November 12, 2021, will be considered.

1. Brief cover letter
2. Completed application
3. Agency's Mission Statement
4. Copy of last audited financial statement
5. Copy of your 501C3 form.

MAINEHEALTH SYSTEM
(MaineHealth Services and Subsidiaries)

CONSOLIDATED STATEMENTS OF OPERATIONS

Years Ended September 30, 2020 and 2019
(In thousands)

	<u>2020</u>	<u>2019</u>
Revenue:		
Patient service revenue	\$2,474,304	\$2,465,108
Direct research revenue	17,832	19,789
Indirect research revenue	4,676	4,544
Other revenue	<u>388,047</u>	<u>227,896</u>
Total revenue and other support	2,884,859	2,717,337
Expenses:		
Salaries	1,469,471	1,304,999
Employee benefits	370,734	348,845
Supplies	462,461	422,193
Professional fees and purchased services	261,541	260,761
Facility and other costs	119,133	107,138
State taxes	50,431	41,604
Interest	17,720	13,981
Depreciation and amortization	<u>153,600</u>	<u>134,993</u>
Total expenses	<u>2,905,091</u>	<u>2,634,514</u>
(Loss) income from operations	(20,232)	82,823
Nonoperating gains (losses):		
Gifts and donations – net of related expenses	2,860	1,686
Interest and dividends	15,794	22,199
Recognized loss on cash flow hedge instruments	(2,499)	(6,483)
Nonservice periodic pension costs	(19,639)	–
Equity in earnings of joint ventures	6,983	5,362
Increase in fair value of investments	63,655	15,288
Contribution of net assets from acquired affiliates	157,646	–
Other	<u>(728)</u>	<u>(1,758)</u>
Total nonoperating gains - net	<u>224,072</u>	<u>36,294</u>
Excess of revenue over expenses	203,840	119,117
Net assets released from restrictions for property, plant and equipment	11,494	9,834
Retirement benefit plan adjustments	<u>17,092</u>	<u>(132,636)</u>
Increase (decrease) in net assets without donor restriction	\$ <u>232,426</u>	\$ <u>(3,685)</u>

See accompanying notes to consolidated financial statements.

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Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2023**

Please complete the following application and return a hardcopy *or* PDF file with required information, to the Town of Kennebunkport. The deadline to be considered for FY 2023 funding is **November 12, 2021**. Application packets that are not legible and complete will not be considered.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

♦ Applicant Agency Name:	Sexual Assault Response Services of Southern Maine
♦ Principal Address:	P.O. Box 1371 Portland, ME 04104
♦ Executive Director:	Gina Capra
♦ Contact Person/Phone #/ E-mail & Web Site URL	Molly Louison / (781) 414-1003 molly@sarsonline.org / sarssm.org

Total Agency Budget for FY 2022: \$ 1,423,534.03

**Amount received from
Kennebunkport for FY 2022:** \$1,000

**Amount requested from
Kennebunkport for FY 2023:** \$1,000

**What % of your annual budget does
this request equal?** .01%

SECTION II. PROGRAM DESCRIPTION

- ♦ **Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life?**

SARSSM provides free prevention and intervention services for anyone impacted by sexual violence in Cumberland and York Counties. We provide prevention education in schools and the community, ongoing advocacy and accompaniment for survivors and their families, a 24-hour helpline staffed by trained advocates, and York County's first Children's Advocacy Center to assist in child abuse investigations.

- ♦ **How is that need determined or measured?**

1 in 5 Mainers will experience sexual violence in their lifetime, totaling over 14,000 survivors per year. York county consistently has the highest rates of reported child abuse in the state, and Cumberland County is always in the top five counties.

- ♦ **How is your program attempting to meet that need, describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible)**

In FY 2022, SARSSM served

- 805 clients with support through our 24-hour helpline or ongoing advocacy services, totaling 5,571 sessions of support
- 51 clients with accompaniments to Sexual Assault Forensic Exams or Police Departments to make reports
- 195 children at our Children's Advocacy Center of York County with Forensic Interviews and advocacy for their families

In-person Prevention Education was largely suspended due to COVID-19 but in the past year, SARSSM has created a variety of online curriculums for educators to use in classrooms.

- ♦ **What process does your agency undertake annually to evaluate the effectiveness of your program(s)?**

SARSSM is a member center of the Maine Coalition Against Sexual Assault (MECASA) who conducts yearly audits of our programming, service provision, and data tracking. MECASA's Quality Assurance Standards are also guided by our grant funders. The Children's Advocacy Center of York County is separately nationally accredited by the National Children's Alliance. This certifies that the CAC meets ten best practice standards and provides comprehensive services. Each program also has anonymous and non-anonymous mechanisms in place to survey clients and providers we serve on the effectiveness of our services.

- ♦ **What are the client eligibility criteria?**

Anyone impacted by sexual violence in Cumberland and York Counties is eligible for our services, including survivors, their loved ones, or concerned others. Additionally, we regularly work with professionals dealing with these issues, from educators to social workers.

♦ **Describe the Fee for Service Structure if one exists:**

All SARSSM services are free of charge.

♦ **What accommodations are made to those applicants unable to pay for service?**

All services are free.

♦ **Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and days and hours of operation available.**

We do not have a facility in Kennebunkport. Kennebunkport citizens wishing to access our services can call our help line 24 hours a day, 7 days a week to be linked with an advocate for phone support or accompaniments to the hospital, court, or to make a police report. The Children's Advocacy Center of York County has a signed Memorandum of Understanding with the Kennebunkport Police Department who make referrals for children involved in sexual abuse investigations.

♦ **Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.**

Our agency collaborates with many other non-profits. We coordinate to run support groups and make warm referrals of clients with domestic violence services providers Through These Doors and Caring Unlimited. We regularly refer clients to Pine Tree Legal Aid, local mental health providers, and other community services. Our Children's Advocacy Center is guided by a multidisciplinary advisory board including non-profits such as Spurwink, Pine Tree Legal Aid, Preble Street, and others. All of our sexual assault advocates on staff are trained in the local resources we can refer clients to and we maintain positive relationships with non-profit providers across both counties.

♦ **How often are your financial records audited by an accounting firm or third party?**

We are audited by an independent auditing firm yearly.

♦ **Long-range objectives and plans:**

Some of SARSSM's long-range goals are to maintain free services 24/7, explore new partnerships to reach specific client populations such as those with substance use issues, incarcerated clients, and others, as well as to add staffing so our programs can expand capacity.

♦ **Cutbacks or additions to last year's program:**

In December 2020, we hired an Associate Director to more closely oversee client services. We have also added a prevention educator, bringing our team to two staff and a manager. We have recently suspended two managerial positions to divert funding elsewhere.

SECTION III. INCOME & EXPENSES (Estimated for FY 2022)

INCOME:

Fees from clients:	\$0
Contributions:	\$65,000
Government Funding:	
Federal:	\$130,000
State:	\$934,112
Towns & Cities:	\$12,000
Endowments:	\$0
Grants:	\$84,000
Other:	\$103,555
TOTAL INCOME:	\$1,328,667.00

EXPENSES:

Salaries, benefits & employee taxes:	\$1,038,499.00
Rent or mortgage:	\$58,200
Insurance:	\$9,854
Office supplies, postage, telephone:	\$23,500
Heat & electricity:	\$4,545
Travel costs:	\$16,164

Cost of services delivered: _____

Administrative expenses:	8%
Contingencies or depreciation:	\$9,000
Other:	\$168,905
TOTAL EXPENSES:	\$1,328,667.00

SEVTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 5,571 (14 services provided)

Total number of individuals served (unduplicated)* 805

Total number of Kennebunkport residents served: 3 confirmed clients, full number unknown due to client confidentiality and many seeking help anonymously

Percent of total client count that are Kennebunkport residents: Unknown due to client confidentiality

- * **If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.**

SECTION V. AGENCY CERTIFICATION

• **Agencies REQUIRED to file yearly audits**—Include a copy of last audited financial statement.

- **What is the average % salary increase for your employees anticipated for FY 2022?**

3%

- **Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain.**

No


- **Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application.**

No

**IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. ONLY DOCUMENTED
NONPROFIT AGENCIES WILL BE CONSIDERED TO RECEIVE FUNDING FROM THE
MUNICIPALITY OF KENNEBUNKPORT**

I, Molly Louison, of Sexual Assault Response Services of Southern Maine
(name) (name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in my
capacity as Associate Director.
(title)


Signed/Title ASSOCIATE
DIRECTOR

11/12/21
Date

Before submitting your request packet, please make sure that you have included the following documents. Only complete submissions received by 4 pm November 12, 2021, will be considered.

1. Brief cover letter
2. Completed application
3. Agency's Mission Statement
4. Copy of last audited financial statement
5. Copy of your 501C3 form.

Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2023**

Please complete the following application and return a hardcopy or PDF file with required information, to the Town of Kennebunkport. The deadline to be considered for FY 2023 funding is **November 12, 2021**. Application packets that are not legible and complete will not be considered.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

♦ Applicant Agency Name:	Southern Maine Agency on Aging
♦ Principal Address:	30 Barra Road
	Biddeford ME 04005
♦ Executive Director:	Megan Walton, CEO
♦ Contact Person/Phone #/ E-mail & Web Site URL	Carolyn Pruiksma 207-396-6590 cpruiksma@smaaa.org

Total Agency Budget for FY 2022:	\$5,367,073
Amount received from Kennebunkport for FY 2022:	\$2,000
Amount requested from Kennebunkport for FY 2023:	\$2,500
What % of your annual budget does this request equal?	<1%

Commented [MW1]: We are close to \$5 mill – I believe Meg has shared FY22 budget figures with you...

SECTION II. PROGRAM DESCRIPTION

- ♦ **Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life?**

The COVID-19 crisis has exposed and magnified many of the challenges older adults face in our communities every day – access to food, social isolation, mobility issues, and access to medications and healthcare. Thousands of older Mainers continue to be confined to their homes and suddenly in more dire need of guidance, advocacy, and home-based supports and services.

SMAA is hearing from older adults who continue to live food insecure and in anxiety and fear over the risk of COVID, overburdened caregivers who no longer have important respite services, and individuals and families in need of compassionate help and guidance through these difficult times.

SMAA staff have adapted quickly and effectively during the pandemic to continue helping clients with questions about available housing, understanding and enrolling in Medicare, transportation options, heating assistance, and other challenges related to their most basic human needs.

SMAA's many programs are designed to help address these concerns and the following health and human service needs:

Rising rates of food insecurity: Sadly, we have seen referral rates to SMAA's nutrition programs double in the last year. Food security is a top priority for older adults and their families as we navigate the persistent challenges of COVID-19, social distancing, and the continued threat of the virus.

Caregiving challenges: Caregiving takes a toll on individuals' finances, emotional and physical well-being and social life. Many caregivers are leaving jobs early and/or turning down promotions due to the added stress. COVID has stripped many family caregivers of their respite resources, and

Alzheimer's disease and related dementia: Alzheimer's disease is the 6th leading cause of death in the U.S. Currently 5.8 million Americans are living with the disease, but by 2050, that number is projected to rise to nearly 14 million. Towns, and their residents, are not prepared for the long-term toll this disease will have on their communities.

Financial exploitation: Financial exploitation is a fast-growing form of abuse of seniors and adults with disabilities. Financial exploitation commonly involves trusted persons in the life of vulnerable adults.

Health challenges: Additionally, 80% of Maine seniors have at least one chronic disease, and 77% have at least two. Just four chronic diseases—heart disease, cancer, stroke and diabetes—cause two thirds of all deaths each year. One-in-four seniors will experience a fall every year. Every time an older adult falls, they become less confident and are significantly more likely to fall again, often resulting in a spiraling decline in mobility and health.

♦ **How is that need determined or measured?**

SMAA staff track national and international trends using resources such as the National Association of Area Agencies on Aging, authorized research organizations, the Centers for Disease Control, and the National Institute on Aging, to stay up-to-date on trends and issues impacting our older population. Regionally, SMAA works with and gathers information from other community-based organizations, the Tri-State Learning Collaborative on Aging, local hospitals and healthcare entities, and through collaboration with other Area Agencies on Aging to track trends and evolving needs of Maine seniors.

SMAA also consults client surveys and analyses trends in client demographics and program growth. Staff use local tools such as regional Age-Friendly Community Surveys to help determine community-level needs and to help guide strategies for addressing those needs.

♦ **How is your program attempting to meet that need, describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible)**

Since its founding in 1973, SMAA has provided residents of York and Cumberland counties of Maine with resources and assistance to address the issues and concerns of aging. The programs and services at SMAA are designed to foster independence, reduce the burden on families and caregivers and promote an active and healthy lifestyle for individuals as they age.

SMAA addresses the basic human need of hunger through congregate meal programs and Meals on Wheels. During COVID-19, Meals on Wheels referrals have doubled. SMAA continues to respond to the growing need while high-risk seniors remain homebound and food-insecure.

SMAA helps caregivers develop skills and coping strategies, as well as an Adult Day Center that provides therapeutic programming and care during the day for vulnerable adults living with dementia, and respite for caregivers. SMAA has moved to online platforms to offer caregiver support groups and classes and although Sam L. Cohen Adult Day Center closed temporarily due to COVID, it has now reopened.

SMAA's Information and Resources department is staffed by Social Workers who continue to work with clients over the phone and via Zoom and other web platforms to conduct benefits screenings and connect them to helpful resources at SMAA and throughout the community.

Last year, 137 Kennebunkport residents received support and assistance from SMAA valued at \$8,560. The following is data summarizing the specific programs and services offered to Kennebunkport residents last year:

- 43 Kennebunkport residents received assistance through the Agency's Information and Resources program - staffed by Resources Specialists and Social Workers who work with seniors and their families by phone or in-person to provide information and support, and to increase access to available benefits. Those residents experienced 84 contacts with SMAA staff;

- 20 residents received Medicare and other insurance counseling. In addition to helping choose the best coverage for each individual, Agency volunteers assisted in saving participants hundreds and often thousands of dollars on yearly insurance and prescription costs;

- 3 Kennebunkport residents received guidance, participated in classes and/or support groups to help better understand and manage their caregiving role through the Family Caregiver Support Programs.

- 27 residents participated in SMAA's Community Café and/or "As You Like It" congregate dining programs through which they received 149 affordable and nutritious meals, and socialized, helping to reduce their risk of isolation and loneliness. Many congregate dining locations have pivoted to offer takeout or other alternatives due to COVID-19, and SMAA has introduced several "meals to-go" events in the community;

- 10 Kennebunkport residents participated in a total of 113 Agewell Program classes designed to help people reduce their risk and fear of falls. Currently SMAA is not holding in-person group classes, but we continue to offer wellness opportunities online and to connect with clients virtually;

- 1 resident who is a caregiver received 25 hours of valuable respite through the Caregiver Respite Program;

- and 47 Kennebunkport residents, who are temporarily or permanently homebound and cannot shop for or prepare meals on their own, received 777 home-delivered meals, safety checks, and vital socialization through the Meals on Wheels and Simply Delivered for ME programs.

♦ **What process does your agency undertake annually to evaluate the effectiveness of your program(s)?**

For many programs, SMAA conducts yearly client surveys to collect feedback regarding client satisfaction, volunteer performance, suggestions for program improvement, and demographic information. Using a sophisticated database and software system, SMAA tracks the number of people served and the units of services provided for each program as well as trends and changes in participation levels.

Participation data and client survey information is regularly reviewed by program staff, the Agency's Board of Directors and Advisory Council. All groups meet monthly or more to ensure programs are working effectively and are progressing towards the performance measures identified in the Agency's strategic plan.

SMAA's area and strategic plans, and overall performance are closely evaluated by the State of Maine's Office of Aging and Disability Services (OADS) throughout the year.

♦ **What are the client eligibility criteria?**

SMAA's Money Minders program requires participants to live below a certain income level, and to have the mental capacity to direct their financial decisions. Participants of SMAA's traditional Meals on Wheels program must be 60 and older, and temporarily or permanently homebound and/or unable to prepare regular meals for themselves. Similarly, many of the services SMAA is connecting clients to through our Information and Resources department have mandated eligibility criteria such as age, income and/or asset level, and/or place of residence. Otherwise, as an Aging and Disability Resource Center, SMAA offers its services to all caregivers, adults 60 and older, and to people 60 and younger who are disabled in York and Cumberland counties of Maine.

♦ **Describe the Fee for Service Structure if one exists:**

SMAA's Sam L. Cohen Adult Day Center in Biddeford has an hourly participation fee of \$19. The majority of members who attend the Center access subsidies that help them cover that cost.

As is mandated under the rules of the Older American's Act (OAA), SMAA is prohibited to charge for services it provides using OAA funds. We are however required to request a donation from all clients who receive services that are supported using OAA funding. No person is refused services based on their inability to contribute a donation.

♦ **What accommodations are made to those applicants unable to pay for service?**

The Agency's Adult Day Center requires participants to pay an hourly fee. In many cases, these payments are subsidized through programs such as the Veterans Association and MaineCare. Adult Day Center staff are trained and skilled to uncover potential funding sources, and work to distribute available funding to as many members as possible in order to maximize participation at the Center. All other SMAA programs are offered to individuals at no cost, and/or for a suggested donation.

♦ **Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and days and hours of operation available.**

SMAA staff work hard to ensure its programs and services are available to seniors across all of York and Cumberland counties. Typically, Kennebunkport residents can access information and advice from an Agency Resource Specialist either in their home, on the phone, or at the Biddeford office by appointment. SMAA also offers many of its services at convenient locations in Kennebunkport and surrounding communities including the Kennebunkport Parks and Rec Building, the Kennebunkport Recreation Center, and The Center in Kennebunk. (?)

During COVID, SMAA is working with local partners to guarantee the safety of the community, SMAA volunteers, clients, and staff. Many localized program delivery sites remain closed, or operating at lower capacity, but SMAA has worked tirelessly to adapt its programs for remote delivery.

♦ **Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.**

Last year, SMAA made 12,788 total referrals to more than 800 community programs and organizations in order to provide needed wrap-around assistance, and greater depth of services, for our clients.

Some of the most referred to partners/collaborators include: Legal Services for the Elderly; AlphaOne; Catholic Charities Maine; Maine Senior FarmShare; Home Care Assistance; DHHS; Opportunity Alliance Senior Companions program; Adult Protective Services; Social Security Office; local food pantries; and Salvation Army.

SMAA also uses its resource database of thousands of community partners to generate helpful "Resource Lists" for clients and families that summarize regional transportation services, affordable housing, home non-medical care resources, legal assistance, assisted living options, dental care, and independent housing options.

SMAA operates the Retired and Senior Volunteer Program (RSVP) in southern Maine which connects older adults with volunteer opportunities of their interest at non-profit organizations, including SMAA, throughout York and Cumberland counties. SMAA works with those organizations to help recruit and select volunteers that help them further their missions. Collaborations with other area non-profits enable SMAA and local community-based organizations to increase the depth and quality of assistance provided, while also avoiding duplication of services.

♦ **How often are your financial records audited by an accounting firm or third party?**
Yearly.

♦ **Long-range objectives and plans:**

SMAA's 2021-2024 Strategic Plan includes five major objectives that will ensure the organization is meeting its mission of improving the quality of life for older adults, adults with disabilities, and the people who care for them: 1. Advance SMAA's work with diverse communities 2. Expand SMAA's role as a catalyst and convener for social connection for older adults in the community 3. Put the client at the center 4. Build community awareness and support 5. Grow SMAA's organizational capacity

♦ **Cutbacks or additions to last year's program:**

SMAA did have to close programming as part of its Adult Day Center for a number of months due to COVID restrictions. The program has been back up and running since August of this year.

SECTION III. INCOME & EXPENSES (Estimated for FY 2023)

INCOME:

Fees from clients:	<u>\$350,000</u>
Contributions:	<u>\$550,000</u>
Government Funding:	
Federal:	<u>\$3,400,000</u>
State:	<u>\$400,000</u>
Towns & Cities:	<u>\$100,000</u>
Endowments:	
Grants:	<u>\$250,000</u>
Other:	<u>\$100,000</u>
TOTAL INCOME:	<u>\$5,325,000</u>

EXPENSES:

Salaries, benefits & employee taxes:	<u>\$2,600,000</u>
Rent or mortgage:	<u>\$50,000</u>
Insurance:	<u>\$45,000</u>
Office supplies, postage, telephone:	<u>\$1,500,000 (including food)</u>
Heat & electricity:	<u>\$45,000</u>
Travel costs:	<u>\$65,000</u>
Cost of services delivered:	<u>\$400,000</u>
Administrative expenses:	<u>\$300,000</u>

Contingencies or depreciation:	<u>\$200,000</u>
Other:	<u>\$120,000</u>
TOTAL EXPENSES:	<u>\$5,325,000</u>

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 20,176

Total number of individuals served (unduplicated)* 20,176

Total number of Kennebunkport residents served: 137

Percent of total client count that are Kennebunkport residents: <1%

* If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

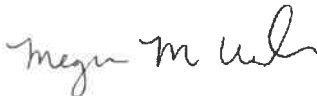
- Agencies REQUIRED to file yearly audits—Include a copy of last audited financial statement.
- What is the average % salary increase for your employees anticipated for FY 2023? 5%
- Has your 501 C-3 status been revoked within the past five years for any reason? No
If yes, explain.
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application.

****IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. Only documented non-profit agencies will be considered to receive funding from the Town of Kennebunkport.**

I, Megan Walton, of Southern Maine Agency on Aging
(name) (name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in my

capacity as Chief Executive Officer
(title)



Signed/Title

11/5/2021
Date

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Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2023**

Please complete the following application and return a hardcopy or PDF file with required information, to the Town of Kennebunkport. The deadline to be considered for FY 2023 funding is **November 12, 2021**. Application packets that are not legible and complete will not be considered.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

♦ Applicant Agency Name:	York County Community Action Corp.
♦ Principal Address:	6 Spruce Street
	P.O. Box 72
	Sanford, ME 04073
♦ Executive Director:	Barbara Crider
♦ Contact Person/Phone #/ E-mail & Web Site URL	Brad Bohon (207) 408-5625 BradB@yccac.org www.yccac.org

Total Agency Budget for FY 2022:

\$34,604,859

Amount received from Kennebunkport
for FY 2022:

\$4,000

Amount requested from
Kennebunkport for FY 2023:

\$4,000

What % of your annual budget does
this request equal?

0.01155%

SECTION II. PROGRAM DESCRIPTION

- ♦ **Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life?**

York County Community Action Corporation (YCCAC) programs—which include WIC (Women, Infant & Children), Children's Services (Head Start and Early Head Start), Transportation Services, the Economic Opportunity Department (Community Outreach, York County CA\$H, Free Tax Preparation Services, and Housing Services: Homebuyer Education, Housing Counseling Services, and Foreclosure Prevention)—serve critical immediate needs, while delivering clients and patients with services to help them become healthy, financially stable, and productive members of their communities.

Nasson Health Care has been on the frontline of the fight against the COVID-19 pandemic since March of 2020. As noted in this report last year, Nasson closed its dental services from March to June of 2020, but continued providing medical and behavioral care to York County residents without service disruption. We opened one of the county's first **COVID-19 Swab and Test Sites**. When the COVID-19 vaccines were approved for use by the FDA, in late February of this year, we began scheduling appointments and administering the life-saving medicines at our health facility in Springvale. (We have, through the past summer and into the fall, worked with the Maine Community Action Agency—MECAP—to bring both **Swab & Test and Vaccinations Sites** to a number of York County towns and cities, including Sanford, Biddeford, Saco, Arundel, and Od Orchard Beach.) In just the past two weeks, after FDA and CDC approval, we began scheduling appointments for and administering **COVID-19 booster shots**.

Our medical team, in addition to work on the COVID-19 front, provide services that include preventive care as well as treatment for acute and chronic conditions, such as asthma, diabetes and hepatitis C. Nasson also offers health education, care management, and referrals to specialists and other services.

Our **Energy Services** program provided home heating assistance (HEAP—Home Energy Assistance Program) to **9,303** York County households in 2021. Over half of these households include “at risk” family members (persons susceptible to hypothermia: over age 60 or children under age 4). We also operate an emergency fuel assistance program: Emergency Crisis Intervention Program, or ECIP. HEAP eligible households can get emergency fuel delivery when their tank contains 1/8 or less fuel. Heating assistance is vital to many York County households, and ensures that these residents are safe during the coldest months of the year.

Both Nasson Health Care and the YCCAC Energy Services program provide life support for many, if not most, of the clients/patients they serve.

♦ **How is that need determined or measured?**

YCCAC regularly conducts community needs assessments. Several YCCAC programs also conduct independent needs assessments—these programs include Children's Services (Head Start and Early Head Start), the Economic Opportunity Department, and Nasson Health Care.

♦ **How is your program attempting to meet that need, describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible)**

YCCAC programs provide a range of services, including early education through Head Start and Early Head Start; nutrition, breastfeeding, pregnancy and infant/child check-ups, through WIC; access to school, job training, work sites, health appointments, and shopping, through Transportation Services; home heating, emergency heating assistance, furnace repair and weatherization services, through Energy Services; and Community Outreach (individual and/or family counseling and referral services), Free Tax Preparation, Housing Services, Foreclosure Prevention and Counseling, and Access to subsidized housing, through our Economic Opportunity Department—to name but a handful.

This past year, we have worked with families struggling to pay rent due to job loss from the COVID-19 pandemic. In just over 12-month, we have administered more than \$14,000,000 in rent payments. These services meet the needs of underserved and vulnerable residents of York County. The outcome we aim to achieve in all our work is distinguished by its goals, which are twofold: to assist with an immediate need, which could be as simple as getting a person to work or school, to a medical or dental appointment, or to a grocery store for shopping, or helping to obtain heating fuel for a client's home; our secondary goal, which is not less important, is to provide the tools and resources for the client(s) to become financially stable, self-sufficient, and no longer in need of our services or programs. Please see attachment, YCCAC Programs and Services 2020, for description of our services.

♦ **What process does your agency undertake annually to evaluate the effectiveness of your program(s)?**

Each program undergoes a rigid evaluation process annually, and reports findings to their respective funding sources, as well as to the YCCAC Board of Directors.

♦ **What are the client eligibility criteria?**

Client eligibility for most YCCAC programs is income-based and determined by HHS Federal Poverty Guidelines.

♦ **Describe the Fee for Service Structure if one exists:**

There are no fees for YCCAC Program services, with the exception of Nasson Health Care. Our Health Care Program offers a sliding-scale fee for low-income clients and those without insurance, based on household income. Clients/patients are provided services regardless of ability to pay. No one in need is turned away.

♦ **What accommodations are made to those applicants unable to pay for service?**

All YCCAC programs and services are designed to assist those with low or no income. There are no fees for YCCAC services, with the exception of Health Services. For those with no income, a sliding-scale fee is available.

♦ **Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and days and hours of operation available.**

York County Community Action Corporation maintains office sites in Sanford, Biddeford and Kittery. Kennebunkport residents in need of YCCAC services are generally served through the Biddeford office. Homebound residents are eligible for visits from staff from all YCCAC office sites. Most YCCAC programs operate Monday through Friday, 8:00 a.m. to 5:00 p.m. There are evening hours for WIC, Homebuyer Education, and Nasson Health Care. Homebuyer education offers some weekend classes. The Transportation's WAVE program operates year-round and 7 days a week.

♦ **Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.**

YCCAC is proud to work in close partnership with more than a dozen non-profit and faith-based organizations in York County. These include: Maine Behavioral Health, Center for Grieving Children, Red Cross, Caring Unlimited, Maine State Housing, United Way of Southern Maine (formerly York County United Way), Day One, Kids Free to Grow, Maine Legal Services for the Elderly, Pine Tree Legal Services, York County Shelter Programs, and Southern Maine Agency on the Aging.

♦ **How often are your financial records audited by an accounting firm or third party?**

York County Community Action Corporation undergoes a full financial audit every year.

♦ **Long-range objectives and plans:**

Some goals are consistent with the changes now taking place in our communities as a result of COVID-19. We serve as administrator of the **Rental Relief Program** for families

who have lost jobs due to the COVID pandemic. Our Energy Services program staff, in which Rental Relief is housed, has grown to process and deliver these funds.)

The cost of home heating fuel is on the rise and has begun to impact families throughout our communities. Many households are not eligible for HEAP fuel assistance, but are still struggling to pay their heating bills. We are in the first stages of putting together a program to address this problem.

We are now in the 4th year of a 5-year Strategic Plan, and we are proud of the accomplishments we have achieved. **Integrating services**, one primary initiative to address the totality of a client's or patient's needs, has led to positive outcomes for all. (For YCCAC staff, efficiencies have emerged; for many of our clients and patients, stability—in health and finances—has been achieved.) This work will continue, and will likely expand, over the next 12 to 18 months.

Another goal detailed in our 5-year Strategic Plan is **Biddeford Ready!**, a community-wide effort to help the youngest members of the Biddeford community – from birth to age 5 – get the resources they need to enter kindergarten prepared to thrive in school and beyond. Biddeford Ready! is a community-wide effort including dozens of partners representing all sectors of the Biddeford community. We work together, share resources, and align efforts to help the youngest members of the Biddeford community – from birth to age 5 – get the resources they need to be ready to enter kindergarten. Biddeford Ready! continues to be an important goal for our organization, and our community.

♦ Cutbacks or additions to last year's program:

As noted above, our Energy Services program has expanded to deliver Rental Relief assistance. Children's Services has slightly contracted due to lack of qualified teaching and support staff (we expect this to be temporary). Other YCCAC Programs—Nasson Health Care, Transportation, WIC, Economic Opportunity—are fairly unchanged.

SECTION III. INCOME & EXPENSES (Estimated for FY 2023)

INCOME:

Fees from clients:	\$5,249,626
Contributions:	\$4,182,412
Government Funding:	
Federal:	\$22,145,057
State:	\$1,809,834
Towns & Cities:	\$218,114
Endowments:	\$0
Grants:	\$504,867
Other:	\$494,949
TOTAL INCOME:	\$34,604,859

EXPENSES:

Salaries, benefits & employee taxes:	\$19,517,989
Rent or mortgage:	\$1,693,163
Insurance:	\$357,153
Office supplies, postage, telephone:	\$378,047
Heat & electricity:	\$0 (included in Rent & Mortgage)
Travel costs:	\$375,061 (includes client-related travel)
Cost of services delivered:	\$5,508,422
Administrative expenses:	\$3,041,450
Contingencies or depreciation:	\$98,684
Other:	\$3,634,890
TOTAL EXPENSES:	\$34,604,859

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: N/A/ (See "Define a unit of service provided.)

Total number of individuals served (unduplicated)* 31,359

Total number of Kennebunkport residents served: 197

Percent of total client count that are Kennebunkport residents: 0.628

* If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION


- Agencies REQUIRED to file yearly audits—Include a copy of last audited financial statement.
- What is the average % salary increase for your employees anticipated for FY 2023? 5%
- Has your 501 C-3 status been revoked within the past five years for any reason? If yes, explain. **Our 501C3 status has never been revoked.**
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application. **There is no conflict of interest.**

****IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM.** Only documented non-profit agencies will be considered to receive funding from the Town of Kennebunkport.

I, Brad Bohon,
(name)

of York County Community Action Corporation
(name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in my capacity as Community Relations Manager.
(title)


Signed/Title

11-10-21
Date

Before submitting your request packet, please make sure that you have included the following documents. Only complete submissions received by 4 pm November 12, 2021, will be considered.

1. Brief cover letter
2. Completed application
3. Agency's Mission Statement
4. Copy of last audited financial statement
5. Copy of your 501C3 form.

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Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2023**

Please complete the following application and return a hardcopy or PDF file with required information, to the Town of Kennebunkport. The deadline to be considered for FY 2023 funding is **November 12, 2021**. Application packets that are not legible and complete will not be considered.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

♦ Applicant Agency Name:	York County Shelter Programs
♦ Principal Address:	24 George Rd
	Alfred, ME 04002
♦ Executive Director:	Megan Gendron
♦ Contact Person/Phone #/ E-mail & Web Site URL	<u>MeganG@ycspi.org</u> WesP@ycspi.org

Total Agency Budget for FY 2022: \$4,100,392.00

Amount received from Kennebunkport
for FY 2022: \$5,000.00

Amount requested from
Kennebunkport for FY 2023: \$5,000.00

What % of your annual budget does
this request equal? .0012%

SECTION II. PROGRAM DESCRIPTION

- ◆ **Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life?**

Please see attached mission statement.

- ◆ **How is that need determined or measured?**

We maintain a call log of who and why people need services and how those needs are met. Once a person is admitted to the shelter or a program of YCSPI, we have electronic systems that track outcomes and collect data for documenting information for reports. We also track food boxes distributed, meals served, and occupancy levels in all our programs and housing.

- ◆ **How is your program attempting to meet that need, describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible)**

Please see attached document.

- ◆ **What process does your agency undertake annually to evaluate the effectiveness of your program(s)?**

Leadership reviews YCSPI's data each fiscal year to discuss and analyze. YCSPI has also implemented contract compliance packets that are reviewed quarterly. Client satisfaction and suggestion surveys are conducted periodically.

- ◆ **What are the client eligibility criteria?**

YCSPI is a low barrier agency. Payer sources is not needed. If someone is homeless or struggling with addiction or mental health issues we want to help them. However, if someone is actively using substances or alcohol they need to go through detox and cannot be housed until they are medically cleared for admission. We are unable to house people with a sex offender background but can assist them in the community.

- **Describe the Fee for Service Structure if one exists:**

YCSPI assists people who meet the criteria of Homelessness and addictions without and regardless of ability to pay. If someone has the ability to pay we do have a client fee. We ask all members of the YCSPI community to contribute in some way to the community by carrying out chores such as cleaning, helping in food services, campus grounds work such as raking, beautification projects, vegetable gardens, working with chickens, shoveling snow and sanding walking paths and areas. They can volunteer at the Food Pantry or with the Maintenance team. They can help with thank you letters.

- **What accommodations are made to those applicants unable to pay for service?**

YCSPI does not require people to pay for services that had a zero income. Through Targeted Case Management and jobs training we assist people to become independent and gain not only resources but skills to self-sustain.

- ◆ **Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and days and hours of operation available.**

YCSPI does not have locations in Kennebunkport. We do offer all programs and services at this agency to citizens of Kennebunkport and welcome referrals from the municipalities, social service departments, and law enforcement agencies.

- ◆ **Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.**

Yes, we collaborate with multiple agencies including the United Way that supports our programs and helps our Food Pantry. York County Community Action provided Healthcare to our clients. We maintain a positive working relationship with community Housing Authorities, General Assistance Programs, Caring Unlimited, countless other Human Service agencies. Area churches are wonderful partners contributing time, Volunteers, and donations particularly through the Holiday Seasons.

- ◆ **How often are your financial records audited by an accounting firm or third party?**

Annually.

- ◆ **Long-range objectives and plans:**

YCSPI continually looks at the most effective ways and best practices in treatment for addictions and mental health. We continually look at ways to meet the challenge of Homelessness in York County and beyond. We have a substance use disorder treatment program called Layman's Way Recovery Center that works to help clients with addictions and rehabilitation. We work closely with the County of York Government and the Criminal Justice Community in operating this much needed program.

- ◆ **Cutbacks or additions to last year's program:**

YCSPI continues to look at ways to effectively deliver services while maintaining an efficient cost effective streamlined approach to running our programs. We are looking at ways to better help people attain transportation throughout York County to access our services.

SECTION III. INCOME & EXPENSES (Estimated for FY 2023)

INCOME:

Fees from clients:	_____ \$30,000.00 _____
Contributions:	_____ \$430,000.00 _____
Government Funding:	
Federal:	_____ \$50,000.00 _____
State:	_____ \$2,413,800.00 _____
Towns & Cities:	_____ \$32,000.00 _____
Endowments:	_____
Grants:	_____ \$460,000.00 _____
Other:	_____ \$684,482.00 _____
TOTAL INCOME:	_____ \$4,100,282.00 _____

EXPENSES:

Salaries, benefits & employee taxes:	_____ \$2,434,392.00 _____
Rent or mortgage:	_____ \$240,000.00 _____
Insurance:	_____ \$286,060.00 _____
Office supplies, postage, telephone:	_____ \$195,778.00 _____
Heat & electricity:	_____ \$297,385.00 _____
Travel costs:	_____ \$3,795.00 _____
Cost of services delivered:	_____ \$215,617.00 _____
Administrative expenses:	_____ \$191,255.00 _____
Contingencies or depreciation:	_____ \$236,000.00 _____
Other:	_____ \$240 _____
TOTAL EXPENSES:	_____ \$4,100,282.00 _____

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided:

~~10,885.00~~ 10,885.00

Total number of individuals served (unduplicated)*

182

Total number of Kennebunkport residents served:

0

Percent of total client count that are Kennebunkport residents:

0

* If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- Agencies REQUIRED to file yearly audits—Include a copy of last audited financial statement.
- What is the average % salary increase for your employees anticipated for FY 2023?
- Has your 501 C-3 status been revoked within the past five years for any reason? No
If yes, explain.
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application.

****IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. Only documented non-profit agencies will be considered to receive funding from the Town of Kennebunkport.**

I, Megan Gian - Gendron, of York County Shelter Programs
(name) (name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in my capacity as Executive Director.
(title)

M. Gendron / Executive Director
Signed/Title

11/12/2021
Date

Before submitting your request packet, please make sure that you have included the following documents. Only complete submissions received by 4 pm November 12, 2021, will be considered.

1. Brief cover letter
2. Completed application
3. Agency's Mission Statement
4. Copy of last audited financial statement
5. Copy of your 501C3 form.

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Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2023**

Please complete the following application and return a hardcopy or PDF file with required information, to the Town of Kennebunkport. The deadline to be considered for FY 2023 funding is **November 12, 2021**. Application packets that are not legible and complete will not be considered.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

- ◆ Applicant Agency Name: The LifeFlight Foundation
- ◆ Principal Address: PO Box 899
Camden, ME 04843
- ◆ Executive Director: Kate O'Halloran
- ◆ Contact Person/Phone #/
E-mail & Web Site URL Ashley MacMillan, Director of Annual Giving
(207) 300-5832, amacmillan@lifeflightmaine.org
<https://www.lifeflightmaine.org/>

Total Agency Budget for FY 2022:

See enclosed

Amount received from Kennebunkport
for FY 2022:

\$868

Amount requested from
Kennebunkport for FY 2023:

\$868

What % of your annual budget does
this request equal?

.02%

SECTION II. PROGRAM DESCRIPTION

- ◆ Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life?

LifeFlight of Maine is the primary provider of critical care air and ground transportation services throughout the State of Maine. Critical care services are supplied directly to patients at emergency scene calls in support of local EMS and public safety crews, and also within hospital emergency departments and critical care units. These services are provided regardless of insurance status or the ability to pay. The LifeFlight Foundation is a separate 501(c)3 that solely raises funds for LifeFlight of Maine, and handles public relations, events, and education.

- ◆ How is that need determined or measured?

EMS, Fire/Rescue personnel, or Police Department on scene; ER Doctors or physician specialists in a hospital, make the decision to call LifeFlight for a patient needing critical care or transport to a trauma center.

- ◆ How is your program attempting to meet that need, describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible)

LifeFlight of Maine is the only statewide emergency medical transport service. We care for anyone in need, regardless of income or location. We also train medical providers around the state in trauma diagnosis and treatment. More than 30,000 patients have been transported and cared for by LifeFlight of Maine since our inception in 1998.

In Fiscal Year 2021 we completed 2,303 missions, with patients from 136 hometowns throughout the state. We partner with local EMS, Fire, Police, and hospitals to provide critical care and transport for all of Maine.

- ◆ What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

The clinical performance at LifeFlight of Maine is reviewed monthly by an internal team led by our medical directors. We also measure productivity by evaluating the following: call types, completed calls, distances traveled, locations, and duration of missions. We then compare that data to industry standards.

- ◆ What are the client eligibility criteria?

LifeFlight cares for patients of all ages, regardless of financial resources or ability to pay. LifeFlight services are only used at the request of EMS or Fire/Rescue providers, Police Departments, and hospital physicians. LifeFlight uses strict medical utilization criteria to make sure every flight is medically necessary.

LIFELIGHT FOUNDATION
FY 22 BUDGET - FINAL

REVENUE

Unrestricted Donations-Ind/Trustees	1,000,000
Revenue-LifeFlight of Maine	816,841
Merchandise Sales (includes coffee & calendars)	7,500
Sub-Total Unrestricted Revenue	\$ 1,824,341
Project Restricted Donations-Aircraft Fund 1	5,450,000
Project Restricted Donations-Medical Equipment	250,000
Project Restricted Donations-Infrastructure	88,300
Project Restricted Donations-Clinical Education	35,000
Sub-Total Restricted Revenue	\$ 5,823,300
Total Revenue	\$ 7,647,641

EXPENSES

Salaries & Benefits Expense	\$ 816,841
COGS-Merchandise, Events & Other	60,000
Office Supplies-Outside Vendors	3,400
Meetings, Conferences & Education	30,000
Printing Expenses	65,000
Graphics /Webdesign	20,000
Postage Expense	22,000
Publications/Outreach Expense	\$ 200,400
Travel Expense	\$ 25,000
Financial Services	7,500
Professional Fees (contracts etc.)	90,000
Accounting & Audit	42,500
Legal Expenses	2,000
Professional Fees Expense	\$ 142,000
Advertising	30,000
Office Rent Expense	50,000
Storage	1,000
Insurance Expense	3,394
Building Repairs & Maintenance (Inc. waste disposal)	1,250
Software Support Contracts / Lease on copier	10,876
Deprec. Expense-Equipment/Lease Improvement	1,077
Telephone Expense	4,100
Utilities	1,825
Taxes & Licenses	200
Cleaning / Housekeeping	2,500
Database Maint & License	25,000
Membership Dues & Subscriptions	3,000
Bank Service Charges	25,000
Operation Expenses	\$159,221
Bad Debt Expense	-
Sub-Total Operating Expenses	\$ 1,343,462
Restricted Expenses	
Aircraft Fund: Complete The Fleet	-
Medical Equipment	354,000
Aviation Infrastructure/Communications	143,000
Clinical Education	165,000
Third Helicopter Including start up L4 (Sanford)	450,000
Sub-Total Restricted Expenses	\$ 1,112,000
Total Expenses	\$ 2,455,462
Income (Loss) from Operations	\$5,192,179
Investment Income & Other Net	\$15,000
Projected Net Income (Loss)	\$5,207,179

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Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2023**

Please complete the following application and return a hardcopy *or* PDF file with required information, to the Town of Kennebunkport. The deadline to be considered for FY 2023 funding is **November 12, 2021**. Application packets that are not legible and complete will not be considered.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

♦ Applicant Agency Name:	The Center
♦ Principal Address:	175 Port Rd
	Kennebunk, ME 04043
♦ Executive Director:	Kate Jollie
♦ Contact Person/Phone #/ E-mail & Web Site URL	207-967-8514 director@seniorcenterkennebunk.org www.seniorcenterkennebunk.org

Total Agency Budget for FY 2022:

\$204,000

Amount received from Kennebunkport
for FY 2022:

\$2,250

Amount requested from
Kennebunkport for FY 2023:

\$2,250

What % of your annual budget does
this request equal?

Approximately 1%

175 Port Road, Kennebunk, ME 04043
(207) 967-8514 | www.seniorcenterkennebunk.org

SECTION II. PROGRAM DESCRIPTION

- ◆ **Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life?**

The Center provides a wide array of services to the 50+ community. We believe our greatest value to the seniors across our communities is providing a place for them to meet, learn, grow and share their life experiences. We provide programs that help keep our community mentally, physically and socially active. Our goal is to enable participants to do what they know and love, as well as explore new interests.

We introduced virtual programming in 2020 during the pandemic and continue to use it today. We believe it is an important part of current and future offerings. Our in-person programming participation grew as the vaccine rollout took hold and the state government refined their recommendations for in-door public gatherings. We resumed all in-person programming and continue to offer some classes using a hybrid model (both virtual and in-person participation).

Our legal consultation and Medicare information sessions returned to in-person events this year. We worked with Southern Maine Agency on Aging (SMAA) to provide presentations on their care-giver support options and will look to do more with them as their services return.

Our members are looking to be as active as they can throughout their lifetime. We enable that through providing programs and services focused on wellness, social interaction and continuing education.

One of our most notable programs is our FISH program, matching volunteer drivers with community members requesting rides to medical appointments as far south as Portsmouth and as far north as Portland. The people we serve with this program do not need to be members of the Center, but they do need to reside in the three primary communities we serve (Kennebunkport, Kennebunk and Arundel).

Our Grief Counseling program is also provided to the communities at large – Center membership is not required. People find us through our website and our connections with the social services organization in each of our towns. Our group meets weekly and provides a much needed connection for people at different levels of the grieving process.

In addition to the FISH and Grief Counseling programs, one of our most popular programs from a volunteerism perspective is our Elder Elves program. Working with contacts from the Social Services organizations in Kennebunkport, Kennebunk and Arundel, as well as visiting nursing organizations and first responders, we create holiday gift bags for senior members of our community in need and isolated from their families. We provide 70 gift bags to residents of our communities. We provide a wide range of purchased and home-made gifts created by some talented Center members, in addition to Hannaford gift cards, stationery and stamps to help the recipients stay connected to important people in their lives.

◆ **How is that need determined or measured?**

We survey our membership on a regular basis to understand the types of programming they are looking for and ask for feedback on the current offerings. We have a Membership Committee comprised of representatives from the membership and staff to solicit feedback and suggestions. We take that input and determine which aspects of our offerings need to be refined, expanded, or condensed depending on the current and future needs of the membership and communities at large.

From a measurement perspective, we track program and facility utilization. We communicate with representatives from the social services area of the communities we serve to help us understand the needs of the community at large as well. We are often contacted by each of our towns and social services organizations from as far away as Portland who have constituents here in Kennebunkport, Kennebunk or Arundel who are interested in our Grief Counseling program, our FISH program for rides to medical appointments or our wellness check calls (Tender Loving Calls).

◆ **How is your program attempting to meet that need, describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible)**

Our programming is designed to meet the mental, physical and social needs of our membership and the community at large. The introduction of virtual programming has enabled us to connect our members regardless of their location. We found that as we helped participants increase their comfort level with technology to attend sessions with us, it helped them stay in touch with friends and family!

We have provided over 50 medical appointment rides through our FISH program since it restarted earlier this year. We provide Grief Counseling sessions on a weekly basis throughout the year, which has resulted in more than 350 visits to date. We have also provided more than 250 wellness check calls through our Tender Loving Call service. We are often contacted by family members who live outside the area but who are trying to help provide more consistent and local contact for their family members here in communities we serve.

Our curbside luncheons have been very popular this year and have transitioned to a combined eat-in or take-out event. Our programming, both virtual and in-person, is on target to end the year with 4000 visits. We see this as a very positive outcome during a year of rebuilding.

◆ **What process does your agency undertake annually to evaluate the effectiveness of your program(s)?**

We survey our membership on a regular basis to understand the type of programming they are looking for and ask for feedback on the current offerings. We have a Membership Committee to solicit feedback and suggestions on what we should focus on. We take that input and determine which aspects of our offerings need to be refined, expanded, or condensed depending on the current and future needs of the membership and communities at large. We have sign-up processes for our programming to help us track the utilization of the services.

175 Port Road, Kennebunk, ME 04043
(207) 967-8514 | www.seniorcenterkennebunk.org

♦ **What are the client eligibility criteria?**

Our goal is to provide services to residents of Kennebunkport, Kennebunk and Arundel. We provide services for full and part-time residents, and our virtual programming options allow part-time residents the opportunity to continue to participate all year.

♦ **Describe the Fee for Service Structure if one exists:**

Our annual membership fee is \$5 per month, \$60 on an annual basis.

♦ **What accommodations are made to those applicants unable to pay for service?**

If a member is unable to pay their annual fees due to financial challenges, we can and do waive fees on a case by case basis. Often the people who are experiencing financial challenges are the people who need access to our programming and opportunities for socialization and community.

♦ **Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and days and hours of operation available.**

The Center is located at 175 Port Rd in Kennebunk, in the heart of the Lower Village. We are a block from the junction of Kennebunkport and Kennebunk in Dock Square. We provide our programming Monday through Friday from 8:30 AM to 4PM. We added additional hours on Fridays to allow more flexibility and opportunities for folks to gather.

♦ **Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.**

We work with Southern Maine Agency on Aging, the Chamber of Commerce, the Seashore Trolley Museum, the social services organization teams from Kennebunkport, Kennebunk and Arundel and more to help us provide programming and events in as cost effective manner as possible to maximize funding we receive. We also work closely with other organizations such as Atria, Huntington Common, Avita of Wells, Reform Physical Therapy, Bergen & Parkinson, LLC and Senior Planning to help us provide effective and informative programming. We will continue to look for grant opportunities to support the Center and the programs we provide.

♦ **How often are your financial records audited by an accounting firm or third party?**

Our organization uses outside resources to complete and file our taxes on an annual basis and periodically contracts with an outside firm to complete financial reviews.

♦ **Long-range objectives and plans:**

We have been serving our seniors for 31 years. We are committed to continuing to provide a wide range of services to our members and the communities we serve. Our plans for the expansion of the Center with additional space at 29 Western Ave in Kennebunk have been impacted by the pandemic. We continue to plan for a new building on the land providing a more flexible footprint for our programming and services. The anticipated Capital Campaign to fund this project will be a multi-year effort.

♦ **Cutbacks or additions to last year's program:**

We have not planned for the cutback of any programs or services.

We have continued and will continue to use virtual access to some of our programming, which is seen as a positive option for our members who are part-time residents and local residents who may not want to journey out in bad weather. We will continue to monitor the utilization of all programming and adjust as determined by the needs of the membership. We expect the needs for our outreach programs such as FISH, Grief Counseling, Tender Loving Calls, and our Elder Elves program to continue to expand in the coming year.

In our planning process, we anticipated 2021 would still be impacted by the pandemic and that did indeed come to fruition. We saw a decline in membership in 2020-2021. We have focused on membership retention and growth in 2021 and are seeing a slow return to our pre-pandemic levels. Vaccine rollout and the ability to return to safe in-person programming have been major factors in our recovery. The major portion of our operating budget is funded by our fundraising events. The pandemic caused us to cancel the three major events in 2020. The 2021 Road Race was held as a virtual event, which impacted the proceeds. In addition, with the emergence of the Delta variant and the subsequent rise in Maine's case counts, we were forced to cancel the 2021 Coastal Kitchen Tour. Despite these challenges, we are encouraged by the return of members to in-person and virtual programming. We continue to look for opportunities to diversify our program offerings to encourage new members as well as member retention.

SECTION III. INCOME & EXPENSES (Estimated for FY 2023)

INCOME:

Fees from clients:	\$21,000
Contributions:	\$37,000
Government Funding:	
Federal:	None
State:	None
Towns & Cities:	\$4,750
Endowments:	\$56,000
Grants:	None - investigating but not currently in plan
Other Fundraising Net Income:	\$62,500
Other: Programming Net Income:	\$ 3,400
Other: Sponsors	\$20,000
TOTAL INCOME:	\$204,700

EXPENSES:

Salaries, benefits & employee taxes:	\$139,580
Rent or mortgage:	\$9,700
Insurance:	\$6,000
Office supplies, postage, org dues:	\$4,100
Heat & electricity all utilities:	\$11,000
Travel costs:	Not Applicable
Cost of services delivered:	\$10,000
Administrative expenses:	\$9850
Contingencies or depreciation:	Not Applicable
Other: Maintenance	\$6,250
TOTAL EXPENSES:	\$196,750

175 Port Road, Kennebunk, ME 04043
(207) 967-8514 | www.seniorcenterkennebunk.org

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided: 4000 visits/year

Total number of individuals served (unduplicated)* 366 members + 100 served by community programs

Total number of Kennebunkport residents served: 90

Percent of total client count that are Kennebunkport residents: 21%

* If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- Agencies REQUIRED to file yearly audits—Include a copy of last audited financial statement. – N/A
- What is the average % salary increase for your employees anticipated for FY 2023?
Forecasting a salary increase of up to 3%.
- Has your 501 C-3 status been revoked within the past five years for any reason?
NO
If yes, explain.
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application.
No

****IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. Only documented non-profit agencies will be considered to receive funding from the Town of Kennebunkport.**

I, Kate Jollie, of The Center
(name) (name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in my
capacity as Executive Director.
(title)



Executive Director
Signed/Title

Nov 12, 2021
Date

175 Port Road, Kennebunk, ME 04043
(207) 967-8514 | www.seniorcenterkennebunk.org

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Town of Kennebunkport
6 Elm Street
PO Box 566
Kennebunkport, ME 04046

**APPLICATION FOR FINANCIAL ASSISTANCE
FY 2023**

Please complete the following application and return a hardcopy or PDF file with required information, to the Town of Kennebunkport. The deadline to be considered for FY 2023 funding is **November 12, 2021**. Application packets that are not legible and complete will not be considered.

A copy of your agency's mission statement must be included with the application.

SECTION I. AGENCY INFORMATION

♦ Applicant Agency Name: Southern Maine Veterans
Memorials Cemetery Asso.
SMVMCA

♦ Principal Address: 83 Stanley Rd.
Springvale
Maine 04083

♦ Executive Director: Richard Langlais

♦ Contact Person/Phone #/
E-mail & Web Site URL Angela Le Blanc
404-862-8182
SMVMCA198@gmail.com
SEASCAPES333@ " " "

Total Agency Budget for FY 2022: \$15,000.00 to complete POW/MIA Monument
\$30,000.00 to \$50,000.00 for
committal shelter

Amount received from Kennebunkport
for FY 2022: \$500.00

Amount requested from
Kennebunkport for FY 2023: \$500.00

What % of your annual budget does
this request equal? Less than 1%

SECTION II. PROGRAM DESCRIPTION

- ◆ Describe the health or human service needs that your program addresses. Define whether these are actual life support needs such as food, shelter, medical, etc. or are aids to enhance quality of life?

NA

- ◆ How is that need determined or measured?

NA

- ◆ How is your program attempting to meet that need, describe the services provided, define a unit of service provided and what the outcome is that you expect to achieve? (Please be as specific as possible)

NA

- ◆ What process does your agency undertake annually to evaluate the effectiveness of your program(s)?

NA

- ◆ What are the client eligibility criteria?

NA

- ◆ Describe the Fee for Service Structure if one exists:

NA

- ◆ What accommodations are made to those applicants unable to pay for service?

NA

- ◆ Does your organization maintain a facility in the Municipality of Kennebunkport? If not, please explain how you provide services for the residents of the municipality and days and hours of operation available.

The veterans and/or qualifying spouses from your community may be interred in the veterans cemetery.

- ◆ Does your agency collaborate with any other non-profit organizations to maximize the use of the funds you receive? If yes, please explain.

We work with veterans clubs and non-profit groups.

We use student volunteer help from the Sanford Regional Technical Center.

- ◆ How often are your financial records audited by an accounting firm or third party?

Quarterly audit by trustees following protocol set up by bonding company.

- ◆ Long-range objectives and plans:

Raise \$30,000.00 to remodel committal shelter

- ◆ Cutbacks or additions to last year's program:

SECTION III. INCOME & EXPENSES (Estimated for FY 2023)**INCOME:**

Fees from clients:	_____
Contributions:	<u>\$6,000.00</u>
Government Funding:	
Federal:	_____
State:	_____
Towns & Cities:	<u>\$12,000.00</u>
Endowments:	_____
Grants:	<u>\$2,500.00</u>
Other:	<u>\$5,000.00</u>
TOTAL INCOME:	<u>\$25,500.00</u>

EXPENSES:

Salaries, benefits & employee taxes:	_____
Rent or mortgage:	_____
Insurance:	<u>\$147.00</u>
Office supplies, postage, telephone:	<u>\$325.00</u>
Heat & electricity:	_____
Travel costs:	_____
Cost of services delivered:	_____
Administrative expenses:	<u>\$480.00</u>
Contingencies or depreciation:	_____
Other: Remodel Committal Shelter	<u>\$30,000.00</u>
TOTAL EXPENSES:	<u>\$30,952.00</u>

SECTION IV. INDIVIDUALS SERVICED

Total number of service units provided:

unlimited

Total number of individuals served (unduplicated)*

1800 +

Total number of Kennebunkport residents served:

18

Percent of total client count that are Kennebunkport residents:

- * If possible, please count people served only once regardless of the number of times your agency may have provided service to any one individual. Otherwise, count the total number of services provided.

SECTION V. AGENCY CERTIFICATION

- Agencies **REQUIRED** to file yearly audits—Include a copy of last audited financial statement.
- What is the average % salary increase for your employees anticipated for FY 2023? NA
- Has your 501 C-3 status been revoked within the past five years for any reason? NO
If yes, explain.
- Are there any conflicts of interest with respect to your application with Kennebunkport public officials who exercise a decision-making function in connection with your application.

****IMPORTANT: INCLUDE A COPY OF YOUR 501 C-3 FORM. Only documented non-profit agencies will be considered to receive funding from the Town of Kennebunkport.**

I, _____, of _____
(name) (name of agency)

acknowledge the foregoing document to be true and accurate and signed the same in my capacity as _____
(title)

Signed/Title

Date

Before submitting your request packet, please make sure that you have included the following documents. Only complete submissions received by 4 pm November 12, 2021, will be considered.

1. Brief cover letter
2. Completed application
3. Agency's Mission Statement
4. Copy of last audited financial statement
5. Copy of your 501C3 form.

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