

Town of Skowhegan

Municipal Budget Fiscal Year 2018



<http://www.skowhegan.org>

Christine Almand
Trisha L. Austin
Joel Cummings
Brent Dickey
Gregory Dore
Randall Gray
Jeffrey Hewett
Shawn Howard
Denise LeBlanc
Cara L. Mason
Gail Pelotte
Bill Van Tuinen

Town Manager/Tax Collector
Finance/Human Resource Director
Police Chief
Pollution Control Director
Road Commissioner
CEO/Building & Plumbing Inspector
Economic & Community Development Director
Fire Chief
Recreation Director
Executive Secretary
Town Clerk/Town Treasurer
Assessor

Board of Selectmen

Donald Skillings, Chairman
Paul York, Vice Chairman
Betty Austin
Darla L. Pickett
Soren Siren

Town Office Phone: 207-474-6900

2017 Budget & Finance Committee Members

Christian Savage, Chairman

Gene Rouse, Vice Chairman

Patrick Dore, Secretary

Michelle Cummings

Ida Earle

John Grohs

David James

Christopher Kruse

Rebekah Shankar

Judi York

TOWN OF SKOWHEGAN OPERATING BUDGET

COMPOSITE

	2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
General Government								
Finance Department pg.1-4	426,970.00	434,053.00	535,524.00	335,502.80	536,313.00	536,313.00	536,313.00	536,313.00
Municipal Building Maintenance pg.5-6	106,044.00	102,519.00	96,130.00	78,388.74	102,817.00	102,817.00	102,817.00	102,817.00
Assessing pg.7-8	102,755.00	105,596.00	106,543.00	69,571.09	107,746.00	107,746.00	107,746.00	107,746.00
Town Manager pg.9-10	150,430.00	151,981.00	153,668.00	127,308.75	157,519.00	157,519.00	157,519.00	157,519.00
Planning & Ordinance Administration pg.11-12	19,320.00	18,383.00	13,383.00	7,541.12	14,383.00	14,383.00	14,383.00	14,383.00
Code Enforcement pg.13-14	141,583.00	150,568.00	154,376.00	128,611.86	158,828.00	158,828.00	158,828.00	158,828.00
Employee Benefits pg.15-16	110,650.00	114,580.00	112,995.00	77,467.00	103,080.00	103,080.00	103,080.00	103,080.00
Town Insurances pg.15-16	94,310.00	101,195.00	110,180.00	105,857.00	120,280.00	120,280.00	120,280.00	120,280.00
Economic & Community Development pg.17-18	155,686.00	145,396.00	140,196.00	121,633.36	146,481.00	146,481.00	146,481.00	146,481.00
ARTICLE 3	1,307,748.00	1,324,271.00	1,422,995.00	1,051,881.72	1,447,447.00	1,447,447.00	1,447,447.00	1,447,447.00
Public Safety								
Police Department pg.19-21	1,146,850.00	1,283,870.00	1,343,400.00	952,502.26	1,380,715.00	1,380,715.00	1,380,715.00	1,380,715.00
ARTICLE 4								
Public Safety								
Fire Department pg.22-24	803,566.00	821,827.00	852,341.00	658,118.38	872,457.00	872,457.00	872,457.00	872,457.00
ARTICLE 5								
Public Safety								
Other Protection pg.25-26	530,856.00	501,502.00	487,004.00	422,966.06	572,604.00	572,604.00	572,604.00	572,604.00
ARTICLE 6								
Health & Human Services								
General Assistance pg.27-28	84,024.00	109,734.00	150,441.00	163,023.09	187,221.00	187,221.00	187,221.00	187,221.00
Health Department pg.30-31	1,292.00	1,292.00	1,292.00	1,076.50	1,292.00	1,292.00	1,292.00	1,292.00
ARTICLE 7	85,316.00	111,026.00	151,733.00	164,099.59	188,513.00	188,513.00	188,513.00	188,513.00
Health & Human Services								
Human Service Agencies pg.29	13,700.00	49,172.15	50,266.00	50,266.00	87,243.50	52,972.00	54,966.00	55,266.00
ARTICLES 37-44								
Waste Water Treatment pg.32-36								
Pollution Control Plant	487,774.00	508,020.00	510,791.00	403,018.94	531,344.00	531,344.00	531,344.00	531,344.00
Pumping Stations	21,700.00	21,250.00	20,700.00	14,620.33	24,150.00	24,150.00	24,150.00	24,150.00
Sewers	22,000.00	22,000.00	22,000.00	14,129.64	22,000.00	22,000.00	22,000.00	22,000.00
ARTICLE 8	531,474.00	551,270.00	553,491.00	431,768.91	577,494.00	577,494.00	577,494.00	577,494.00
Sanitation								
Solid Waste & Recycling pg.37-39	805,419.00	816,065.00	818,163.00	611,700.17	825,085.00	825,085.00	825,085.00	825,085.00
ARTICLE 9								
Public Works pg.40-45								
Summer Roads Maintenance	406,786.00	428,936.00	423,502.00	255,065.18	437,915.00	437,915.00	437,915.00	437,915.00
Winter Roads Maintenance	576,398.00	586,996.00	559,533.00	532,640.10	613,450.00	613,450.00	613,450.00	613,450.00
Vehicle Maintenance	257,000.00	247,000.00	220,000.00	170,349.80	232,000.00	232,000.00	232,000.00	232,000.00
	1,240,184.00	1,262,932.00	1,203,035.00	958,055.08	1,283,365.00	1,283,365.00	1,283,365.00	1,283,365.00
Public Properties								
Cemeteries pg.46-47	81,684.00	83,716.00	83,316.00	70,625.11	84,849.00	84,849.00	84,849.00	84,849.00
ARTICLE 13								
Parks & Recreation								
Recreation pg.48-51	441,315.00	454,971.00	431,347.00	334,770.77	463,425.00	463,425.00	463,425.00	463,425.00
ARTICLE 14								
Community Services								
Service Organizations pg.52	136,867.00	139,367.00	185,452.00	185,452.00	193,275.00	184,452.00	184,452.00	184,452.00
ARTICLES 32-36								
Capital Expenditures								
Debt Retirement pg.54-55	932,373.00	1,802,999.00	1,689,062.00	1,669,056.38	1,667,944.00	1,667,944.00	1,667,944.00	1,667,944.00
Capital Reserve Funds pg.56-63	920,812.00	1,168,236.00	906,984.00	906,884.00	1,166,384.00	1,166,384.00	1,166,384.00	1,166,384.00
ARTICLE 15								
ARTICLES 16-31								
TOTAL	8,978,164.00	10,371,224.15	10,178,589.00	8,468,146.43	10,810,800.50	10,767,706.00	10,769,700.00	10,770,000.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 01-01 General Government / Finance Department									
Personnel Services									
01-01 Regular		190,168.00	195,108.00	190,721.00	163,608.05	197,392.00	197,392.00	197,392.00	197,392.00
01-05 Overtime		1,500.00	1,500.00	1,500.00	649.97	1,500.00	1,500.00	1,500.00	1,500.00
01-06 Wage Adjustment				105,000.00	0.00	90,000.00	90,000.00	90,000.00	90,000.00
	Personnel Services	191,668.00	196,608.00	297,221.00	164,258.02	288,892.00	288,892.00	288,892.00	288,892.00
Employee Costs									
05-01 Travel		700.00	700.00	700.00	214.70	700.00	700.00	700.00	700.00
05-05 Training		1,500.00	1,500.00	1,500.00	505.00	1,500.00	1,500.00	1,500.00	1,500.00
05-15 Dues		14,385.00	13,500.00	13,500.00	12,657.00	13,000.00	13,000.00	13,000.00	13,000.00
05-20 Meals		200.00	200.00	200.00	28.00	200.00	200.00	200.00	200.00
05-65 Substance Abuse Testing		1,650.00	2,000.00	1,500.00	1,551.50	1,750.00	1,750.00	1,750.00	1,750.00
05-70 Pre-Employment Testing		3,000.00	3,000.00	3,000.00	1,838.45	4,500.00	4,500.00	4,500.00	4,500.00
05-75 Respiratory Testing		1,260.00	1,520.00	1,520.00	374.11	1,520.00	1,520.00	1,520.00	1,520.00
	Employee Costs	22,695.00	22,420.00	21,920.00	17,168.76	23,170.00	23,170.00	23,170.00	23,170.00
Benefits									
08-01 Fica/Medicare		14,663.00	15,041.00	14,705.00	11,610.84	15,216.00	15,216.00	15,216.00	15,216.00
08-05 Retirement		8,066.00	9,598.00	10,021.00	6,159.03	11,555.00	11,555.00	11,555.00	11,555.00
08-10 Health		54,262.00	54,408.00	57,748.00	46,230.20	61,654.00	61,654.00	61,654.00	61,654.00
08-15 Dental		2,427.00	2,524.00	2,524.00	2,074.25	2,555.00	2,555.00	2,555.00	2,555.00
	Benefits	79,418.00	81,571.00	84,998.00	66,074.32	90,980.00	90,980.00	90,980.00	90,980.00
Supplies									
10-01 Office		9,000.00	9,000.00	9,000.00	5,358.64	9,000.00	9,000.00	9,000.00	9,000.00
10-05 Postage		6,000.00	6,500.00	6,500.00	3,981.47	6,500.00	6,500.00	6,500.00	6,500.00
10-10 Tax Billing		4,500.00	4,500.00	4,500.00	4,056.22	4,500.00	4,500.00	4,500.00	4,500.00
10-20 Election Expenses		7,000.00	7,000.00	7,000.00	5,053.12	7,600.00	7,600.00	7,600.00	7,600.00
10-25 Advertising		4,000.00	3,000.00	2,500.00	891.41	2,500.00	2,500.00	2,500.00	2,500.00
10-70 Printing Services		3,000.00	3,000.00	3,000.00	0.00	3,000.00	3,000.00	3,000.00	3,000.00
	Supplies	33,500.00	33,000.00	32,500.00	19,340.86	33,100.00	33,100.00	33,100.00	33,100.00
Utilities									
15-15 Telephone		3,114.00	2,900.00	2,900.00	2,618.14	2,900.00	2,900.00	2,900.00	2,900.00
	Utilities	3,114.00	2,900.00	2,900.00	2,618.14	2,900.00	2,900.00	2,900.00	2,900.00
Contract Services									
25-05 Copier Lease		4,700.00	4,700.00	3,000.00	945.63	3,000.00	3,000.00	3,000.00	3,000.00
25-20 Software Support		27,300.00	28,400.00	28,400.00	27,585.95	29,500.00	29,500.00	29,500.00	29,500.00
25-22 Internet			1,900.00	1,900.00	1,499.50	1,900.00	1,900.00	1,900.00	1,900.00
25-23 Web Site Maintenance		4,275.00	4,404.00	4,535.00	4,534.82	4,671.00	4,671.00	4,671.00	4,671.00
25-25 Audit		13,500.00	13,500.00	13,500.00	0.00	13,500.00	13,500.00	13,500.00	13,500.00
25-30 Voting Machine		550.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Contract Services	50,325.00	52,904.00	51,335.00	34,565.90	52,571.00	52,571.00	52,571.00	52,571.00
Repairs & Maintenance									
30-15 Computer		26,000.00	24,000.00	24,000.00	12,288.80	24,000.00	24,000.00	24,000.00	24,000.00
30-23 Copy Machine		4,250.00	4,650.00	4,650.00	4,221.80	4,700.00	4,700.00	4,700.00	4,700.00
	Repairs & Maintenance	30,250.00	28,650.00	28,650.00	16,510.60	28,700.00	28,700.00	28,700.00	28,700.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Miscellaneous Expenses									
60-10 Christmas Decorations		2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
60-15 Legal Services		14,000.00	14,000.00	14,000.00	12,966.20	14,000.00	14,000.00	14,000.00	14,000.00
	Miscellaneous Expenses	16,000.00	16,000.00	16,000.00	14,966.20	16,000.00	16,000.00	16,000.00	16,000.00
	Finance Department	426,970.00	434,053.00	535,524.00	335,502.80	536,313.00	536,313.00	536,313.00	536,313.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Finance Department

Personnel Services	Provides regular/overtime wages and includes the following positions: Finance/Human Resource Director; Town Clerk/Treasurer/Municipal Agent/Deputy Tax Collector; Deputy Clerk/Deputy Treasurer; Deputy Tax Collector/Deputy Municipal Agent; Collections Clerk I (Part Time); Collections Clerk II (Part Time); Board of Registrars. Includes stipends for Elected Officials. Wage increases pending for 4 unions, included in the Wage Adjustment line.
Employee Costs	Provides travel, training, dues, and meals for all personnel listed above. Also includes substance abuse testing for all Town employees, pre-employment testing for Police Department employees and respiratory testing for Fire Department and Pollution Control employees.
Benefits	Includes Fica/Medicare, Retirement, Health and Dental Insurance premiums for above listed full-time employees. 12% increase for health and 5% for dental premiums is estimated and included for 7 months. Town's share for health insurance premiums is 100% for employees and 50% for dependents for the POS-200 plan with a \$200 HRA. The Town share of Maine Public Employees Retirement System (MPERS) contributions is 9.6% if applicable.
Supplies	Provides office supplies, postage, tax billing, election expenses and advertising for administration. Printing services includes Town budget books and Town Reports.
Utilities	Includes telephone for Clerks Office, Finance Director and Voter Registration.
Contract Services	Photo Copier Lease, Software Support, Website Maintenance, Contracts and audit.
Repair & Maintenance	Provides computer hardware maintenance for all Town computers and maintenance on (8) photo copiers located with: Town Manager/Tax Collector, Town Clerk/Treasurer, Police, Fire, Highway, Pollution Control and Recreation Departments.
Miscellaneous	Legal Services, Christmas Decorations and Service Awards.

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Finance Department (continued)

Salaries (Non-Union Employees)	Finance/Human Resources Director	\$51,843.74
	Town Clerk/Treasurer/Municipal Agent/ Deputy Tax Collector	\$52,941.49
	Board of Registrars	\$ 4,393.00
	Board of Selectmen	\$ 6,400.00
	Finance/Deputy Finance	\$ 250.00
	Collections Clerk I (Part Time)	\$14,300.00
	Salaries (Union Employees)	Salaries for union employees have not been determined due to pending union negotiations.
	Overtime	\$ 1,500.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 01-02 General Government / Municipal Building Mainte									
Personnel Services									
01-01 Regular		21,906.00	22,594.00	22,698.00	19,544.83	22,586.00	22,586.00	22,586.00	22,586.00
01-05 Overtime		500.00	500.00	500.00	48.87	500.00	500.00	500.00	500.00
	Personnel Services	22,406.00	23,094.00	23,198.00	19,593.70	23,086.00	23,086.00	23,086.00	23,086.00
Benefits									
08-01 Fica/Medicare		1,715.00	1,767.00	1,775.00	1,084.19	1,767.00	1,767.00	1,767.00	1,767.00
08-05 Retirement		1,492.00	1,791.00	1,958.00	1,642.18	2,201.00	2,201.00	2,201.00	2,201.00
08-10 Health		15,520.00	16,487.00	17,519.00	13,966.80	18,727.00	18,727.00	18,727.00	18,727.00
08-15 Dental		486.00	505.00	505.00	414.85	511.00	511.00	511.00	511.00
	Benefits	19,213.00	20,550.00	21,757.00	17,108.02	23,206.00	23,206.00	23,206.00	23,206.00
Supplies									
10-40 Cleaning		5,500.00	5,500.00	5,500.00	2,888.04	5,500.00	5,500.00	5,500.00	5,500.00
	Supplies	5,500.00	5,500.00	5,500.00	2,888.04	5,500.00	5,500.00	5,500.00	5,500.00
Utilities									
15-01 Electricity		14,000.00	16,000.00	16,000.00	11,492.42	16,000.00	16,000.00	16,000.00	16,000.00
15-05 Heat		27,500.00	20,000.00	13,000.00	12,275.39	17,775.00	17,775.00	17,775.00	17,775.00
15-10 Water		775.00	800.00	800.00	456.38	875.00	875.00	875.00	875.00
	Utilities	42,275.00	36,800.00	29,800.00	24,224.19	34,650.00	34,650.00	34,650.00	34,650.00
Contract Services									
25-92 Sprinkler System		950.00	950.00	950.00	910.00	950.00	950.00	950.00	950.00
25-97 Alarm System		1,200.00	1,200.00	700.00	500.04	700.00	700.00	700.00	700.00
	Contract Services	2,150.00	2,150.00	1,650.00	1,410.04	1,650.00	1,650.00	1,650.00	1,650.00
Repairs & Maintenance									
30-01 General		13,000.00	13,000.00	13,000.00	12,784.25	13,500.00	13,500.00	13,500.00	13,500.00
	Repairs & Maintenance	13,000.00	13,000.00	13,000.00	12,784.25	13,500.00	13,500.00	13,500.00	13,500.00
Purchase									
35-40 Gas & Diesel		100.00	25.00	25.00	0.00	25.00	25.00	25.00	25.00
35-50 Landscaping		700.00	700.00	500.00	0.00	500.00	500.00	500.00	500.00
	Purchase	800.00	725.00	525.00	0.00	525.00	525.00	525.00	525.00
Miscellaneous Expenses									
60-20 Inspections		700.00	700.00	700.00	380.50	700.00	700.00	700.00	700.00
	Miscellaneous Expenses	700.00	700.00	700.00	380.50	700.00	700.00	700.00	700.00
	Municipal Building Maint	106,044.00	102,519.00	96,130.00	78,388.74	102,817.00	102,817.00	102,817.00	102,817.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Municipal Building

Personnel Services	Provides regular/overtime wages for Municipal Building Custodian.
Employee Costs	Provides expenses for Custodian.
Benefits	Includes Fica/Medicare, Retirement, Health and Dental Insurance premiums for above listed full-time employee. 12% increase for health and 5% for dental premiums is estimated and included for 7 months. Town's share for health insurance premiums is 100% for employees and 50% for dependents for the POS-200 plan with a \$200 HRA. The Town share of Maine Public Employees Retirement System (MPERS) contributions is 9.6% if applicable.
Supplies	Provides cleaning supplies for Municipal Building maintenance staff.
Utilities	Provides electricity, heat and water for Municipal Building. Average annual heating oil usage for the Municipal Building is 9,000 gallons. This could be more if we hold more opera house events. Also includes propane usage for the Municipal Building Generator.
Contract Services	Maintenance contract for alarm monitoring system for the Municipal Building including the Police Department alarm and the annual sprinkler system contract.
Repair & Maintenance	Provides general repairs, scheduled repairs, and equipment repairs to Municipal Building.
Purchases	Provides gas for the lawnmower and landscaping the Municipal Building Parking Lot.
Inspections	Provides for annual inspections for the boiler, elevator and back flow inspections and licenses.
Salaries (Union Employees)	Salaries for union employees have not been determined due to pending union negotiations. Overtime \$ 500.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 01-03 General Government / Assessing									
Personnel Services									
01-01 Regular		43,097.00	44,651.00	44,674.00	38,975.80	44,674.00	44,674.00	44,674.00	44,674.00
01-05 Overtime		750.00	750.00	750.00	444.29	750.00	750.00	750.00	750.00
	Personnel Services	43,847.00	45,401.00	45,424.00	39,420.09	45,424.00	45,424.00	45,424.00	45,424.00
Employee Costs									
05-01 Travel		750.00	600.00	600.00	139.08	Consolidated to Training			
05-05 Training		960.00	800.00	800.00	601.00	1,400.00	1,400.00	1,400.00	1,400.00
05-10 Subscriptions		900.00	1,000.00	1,050.00	984.15	1,050.00	1,050.00	1,050.00	1,050.00
05-15 Dues		66.00	66.00	66.00	66.00	66.00	66.00	66.00	66.00
	Employee Costs	2,676.00	2,466.00	2,516.00	1,790.23	2,516.00	2,516.00	2,516.00	2,516.00
Benefits									
08-01 Fica/Medicare		3,355.00	3,474.00	3,475.00	3,015.52	3,475.00	3,475.00	3,475.00	3,475.00
08-05 Retirement		2,659.00	3,218.00	3,504.00	2,981.46	3,956.00	3,956.00	3,956.00	3,956.00
08-10 Health		9,673.00	10,267.00	10,904.00	8,834.30	11,649.00	11,649.00	11,649.00	11,649.00
08-15 Dental		486.00	505.00	505.00	414.85	511.00	511.00	511.00	511.00
	Benefits	16,173.00	17,464.00	18,388.00	15,246.13	19,591.00	19,591.00	19,591.00	19,591.00
Supplies									
10-01 Office		1,000.00	1,000.00	1,000.00	520.07	1,000.00	1,000.00	1,000.00	1,000.00
10-05 Postage		1,550.00	1,550.00	1,500.00	320.57	1,500.00	1,500.00	1,500.00	1,500.00
10-15 Registry of Deeds		500.00	400.00	400.00	305.00	400.00	400.00	400.00	400.00
10-75 Tax Map Upgrades		900.00	900.00	900.00	677.50	900.00	900.00	900.00	900.00
	Supplies	3,950.00	3,850.00	3,800.00	1,823.14	3,800.00	3,800.00	3,800.00	3,800.00
Utilities									
15-15 Telephone		609.00	415.00	415.00	374.00	415.00	415.00	415.00	415.00
	Utilities	609.00	415.00	415.00	374.00	415.00	415.00	415.00	415.00
Contract Services									
25-01 Assessor's Contract		35,500.00	36,000.00	36,000.00	10,917.50	36,000.00	36,000.00	36,000.00	36,000.00
	Contract Services	35,500.00	36,000.00	36,000.00	10,917.50	36,000.00	36,000.00	36,000.00	36,000.00
	Assessing	102,755.00	105,596.00	106,543.00	69,571.09	107,746.00	107,746.00	107,746.00	107,746.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Assessing

Personnel Services	Provides regular/overtime wages for the Assistant Assessor and the Board of Assessors.	
Employee Costs	Provides training and subscription renewals for employees listed above. The travel and training budget lines have been combined to be only a training line item. The amount stayed the same.	
Benefits	Includes Fica/Medicare, Retirement, Health and Dental Insurance premiums for above listed full-time employee. 12% increase for health and 5% for dental premiums is estimated and included for 7 months. Town's share for health insurance premiums is 100% for employees and 50% for dependents for the POS-200 plan with a \$200 HRA. The Town share of Maine Public Employees Retirement System (MPERS) contributions is 9.6% if applicable.	
Supplies	Provides office supplies, postage, registry of deeds expenses and tax map upgrades.	
Utilities	Provides for telephone service for Assistant Assessor and Assessor.	
Assessor's Contract	Contract for the Assessor.	
Salaries (Non-Union Employees)	Board of Assessors	\$ 3,900.00
Salaries (Union Employees)	Salaries for union employees have not been determined due to pending union negotiations.	
	Overtime	\$ 750.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 01-04 General Government / Town Manager									
Personnel Services									
01-01 Regular		100,569.00	101,904.00	100,921.00	87,359.38	101,563.00	101,563.00	101,563.00	101,563.00
01-05 Overtime		1,000.00	1,000.00	1,000.00	701.16	1,200.00	1,200.00	1,200.00	1,200.00
	Personnel Services	101,569.00	102,904.00	101,921.00	88,060.54	102,763.00	102,763.00	102,763.00	102,763.00
Employee Costs									
05-01 Travel		300.00	300.00	300.00	140.60	300.00	300.00	300.00	300.00
05-05 Training		750.00	750.00	750.00	340.91	750.00	750.00	750.00	750.00
05-06 Selectmen Training		500.00	500.00	500.00	85.00	500.00	500.00	500.00	500.00
05-10 Subscriptions		450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05-15 Dues		400.00	250.00	200.00	116.50	200.00	200.00	200.00	200.00
05-20 Meals		300.00	300.00	300.00	294.21	300.00	300.00	300.00	300.00
	Employee Costs	2,700.00	2,100.00	2,050.00	977.22	2,050.00	2,050.00	2,050.00	2,050.00
Benefits									
08-01 Fica/Medicare		7,771.00	7,873.00	7,797.00	6,004.04	7,862.00	7,862.00	7,862.00	7,862.00
08-05 Retirement		4,605.00	4,830.00	5,756.00	4,946.65	6,500.00	6,500.00	6,500.00	6,500.00
08-10 Health		28,164.00	29,914.00	31,784.00	25,510.75	33,972.00	33,972.00	33,972.00	33,972.00
08-15 Dental		971.00	1,010.00	1,010.00	829.70	1,022.00	1,022.00	1,022.00	1,022.00
	Benefits	41,511.00	43,627.00	46,347.00	37,291.14	49,356.00	49,356.00	49,356.00	49,356.00
Supplies									
10-01 Office		2,000.00	2,000.00	2,000.00	890.01	2,000.00	2,000.00	2,000.00	2,000.00
10-05 Postage		400.00	200.00	200.00	71.48	200.00	200.00	200.00	200.00
10-25 Advertising		750.00	200.00	200.00	(321.64)	200.00	200.00	200.00	200.00
	Supplies	3,150.00	2,400.00	2,400.00	639.85	2,400.00	2,400.00	2,400.00	2,400.00
Utilities									
15-15 Telephone		1,000.00	450.00	450.00	340.00	450.00	450.00	450.00	450.00
	Utilities	1,000.00	450.00	450.00	340.00	450.00	450.00	450.00	450.00
Miscellaneous Expenses									
60-05 Planning Expenses		500.00	500.00	500.00	0.00	500.00	500.00	500.00	500.00
	Miscellaneous Expenses	500.00	500.00	500.00	0.00	500.00	500.00	500.00	500.00
	Town Manager	150,430.00	151,981.00	153,668.00	127,308.75	157,519.00	157,519.00	157,519.00	157,519.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Town Manager

Personnel Services	Provides regular/overtime wages for the Town Manager and Executive Secretary. Overtime is for Executive Secretary to attend meetings and mandatory training.
Employee Costs	Provides travel, training, dues and meals for above listed employees and training for the Board of Selectmen.
Benefits	Includes Fica/Medicare, Retirement, Health and Dental Insurance premiums for above listed full-time employees. 12% increase for health and 5% for dental premiums is estimated and included for 7 months. Town's share for health insurance premiums is 100% for employees and 50% for dependents for the POS-200 plan with a \$200 HRA. The Town share of Maine Public Employees Retirement System (MPERS) contributions is 9.6% if applicable.
Supplies	Provides office supplies, postage and advertising costs for the Town Manager's Office.
Utilities	Provides for telephone lines for Town Manager's Department.
Miscellaneous	Provides planning expenses.
Salaries (Non-Union Employee)	Town Manager \$68,199.87 Executive Secretary \$33,362.25 Overtime \$ 1,200.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 01-06 General Government / Planning Ord.									
Personnel Services									
01-01 Regular		1,500.00	750.00	750.00	480.00	750.00	750.00	750.00	750.00
	Personnel Services	1,500.00	750.00	750.00	480.00	750.00	750.00	750.00	750.00
Employee Costs									
05-05 Training		500.00	250.00	250.00	0.00	250.00	250.00	250.00	250.00
05-20 Meals		50.00	75.00	75.00	43.22	75.00	75.00	75.00	75.00
	Employee Costs	550.00	325.00	325.00	43.22	325.00	325.00	325.00	325.00
Benefits									
08-01 Fica/Medicare		115.00	58.00	58.00	36.91	58.00	58.00	58.00	58.00
	Benefits	115.00	58.00	58.00	36.91	58.00	58.00	58.00	58.00
Supplies									
10-01 Office		700.00	1,000.00	1,000.00	694.85	1,000.00	1,000.00	1,000.00	1,000.00
10-05 Postage		500.00	300.00	300.00	108.93	300.00	300.00	300.00	300.00
10-25 Advertising		600.00	600.00	600.00	319.91	600.00	600.00	600.00	600.00
	Supplies	1,800.00	1,900.00	1,900.00	1,123.69	1,900.00	1,900.00	1,900.00	1,900.00
Utilities									
15-15 Telephone		355.00	350.00	350.00	276.00	350.00	350.00	350.00	350.00
	Utilities	355.00	350.00	350.00	276.00	350.00	350.00	350.00	350.00
Contract Services									
25-24 Professional Services		15,000.00	15,000.00	10,000.00	5,581.30	11,000.00	11,000.00	11,000.00	11,000.00
	Contract Services	15,000.00	15,000.00	10,000.00	5,581.30	11,000.00	11,000.00	11,000.00	11,000.00
	Planning Ord.	19,320.00	18,383.00	13,383.00	7,541.12	14,383.00	14,383.00	14,383.00	14,383.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Planning Department

Personnel Services	Provides monthly meeting pay for Planning Board Members.
Employee Costs	Provides training, subscription renewals (Maine Planning & Land Use Laws Annual handbook) and meals (annual joint meeting w/Selectmen) for Planning Board Members.
Benefits	Includes Fica/Medicare.
Supplies	Provide office supplies, postage, advertising supplies for subcontractor and application permits/fees for Planning Department.
Utilities	Provides for one half the telephone expense for the Planning/Code Enforcement Departments.
Contract Services	Professional Planning Services.

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 01-07 General Government / Code Enforcement									
Personnel Services									
01-01 Regular		95,492.00	99,302.00	100,031.00	87,267.62	100,843.00	100,843.00	100,843.00	100,843.00
01-05 Overtime		1,000.00	1,000.00	1,000.00	700.23	1,000.00	1,000.00	1,000.00	1,000.00
	Personnel Services	96,492.00	100,302.00	101,031.00	87,967.85	101,843.00	101,843.00	101,843.00	101,843.00
Employee Costs									
05-01 Travel		300.00	300.00	300.00	188.48	350.00	350.00	350.00	350.00
05-05 Training		600.00	600.00	200.00	189.00	300.00	300.00	300.00	300.00
05-15 Dues		150.00	150.00	200.00	245.00	275.00	275.00	275.00	275.00
05-20 Meals		150.00	100.00	50.00	0.00	50.00	50.00	50.00	50.00
05-25 Lodging		200.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00
	Employee Costs	1,400.00	1,350.00	750.00	622.48	975.00	975.00	975.00	975.00
Benefits									
08-01 Fica/Medicare		7,382.00	7,674.00	7,729.00	6,242.72	7,791.00	7,791.00	7,791.00	7,791.00
08-05 Retirement		6,422.00	7,777.00	8,526.00	7,400.10	9,706.00	9,706.00	9,706.00	9,706.00
08-10 Health		23,211.00	26,855.00	28,530.00	23,087.90	30,491.00	30,491.00	30,491.00	30,491.00
08-15 Dental		971.00	1,010.00	1,010.00	829.70	1,022.00	1,022.00	1,022.00	1,022.00
	Benefits	37,986.00	43,316.00	45,795.00	37,560.42	49,010.00	49,010.00	49,010.00	49,010.00
Supplies									
10-01 Office		600.00	600.00	2,800.00	1099.57	3,000.00	3,000.00	3,000.00	3,000.00
10-05 Postage		150.00	150.00	150.00	44.36	150.00	150.00	150.00	150.00
	Supplies	750.00	750.00	2,950.00	1,143.93	3,150.00	3,150.00	3,150.00	3,150.00
Utilities									
15-15 Telephone		355.00	350.00	350.00	230.00	350.00	350.00	350.00	350.00
	Utilities	355.00	350.00	350.00	230.00	350.00	350.00	350.00	350.00
Contract Services									
25-26 Contracted Code Enforcement		2,500.00	2,500.00	1,500.00	381.78	1,500.00	1,500.00	1,500.00	1,500.00
	Contract Services	2,500.00	2,500.00	1,500.00	381.78	1,500.00	1,500.00	1,500.00	1,500.00
Repairs & Maintenance									
30-05 Vehicle		1,500.00	1,500.00	1,500.00	525.77	1,500.00	1,500.00	1,500.00	1,500.00
	Repairs & Maintenance	1,500.00	1,500.00	1,500.00	525.77	1,500.00	1,500.00	1,500.00	1,500.00
Purchase									
35-40 Gas & Diesel		600.00	500.00	500.00	179.63	500.00	500.00	500.00	500.00
	Purchase	600.00	500.00	500.00	179.63	500.00	500.00	500.00	500.00
	Code Enforcement	141,583.00	150,568.00	154,376.00	128,611.86	158,828.00	158,828.00	158,828.00	158,828.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Code Enforcement Office

Personnel Services	Provides regular/overtime wages for the Code Enforcement Officer and Administrative Assistant. Overtime is for the Administrative Assistant to attend meetings.	
Employee Costs	Provides, travel, training, dues, meals and lodging for the Code Enforcement Officer and the Administrative Assistant.	
Benefits	Includes Fica/Medicare, Retirement, Health and Dental Insurance premiums for above listed full-time employees. 12% increase for health and 5% for dental premiums is estimated and included for 7 months. Town's share for health insurance premiums is 100% for employees and 50% for dependents for the POS-200 plan with a \$200 HRA. The Town share of Maine Public Employees Retirement System (MPERS) contributions is 9.6% if applicable.	
Supplies	Provides office supplies and postage for the Code Enforcement Department. Also provides for new IBC, IRC and NFPA Code Books if needed.	
Utilities	Provides for one half of the telephone expense for the Code Enforcement/Planning Departments.	
Contract Services	Provides for back up coverage for the Code Enforcement Officer (Vacations, sick time, etc.).	
Repair/Maintenance	Provides repair/maintenance to the Town-owned vehicle assigned to the Code Enforcement Officer.	
Purchases	Provides gas for the Town-owned vehicle used by the Code Enforcement Officer.	
Salaries (Non-Union Employee)	Code Enforcement Officer/Landfill Supervisor	\$72,716.80
Salaries (Union Employee)	Salaries for union employees have not been determined due to pending union negotiations.	
	Overtime	\$ 1,000.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 01-09 General Government / Employee Benefits									
Benefits									
08-20 Unemployment		5,000.00	4,700.00	10,000.00	9,595.72	10,000.00	10,000.00	10,000.00	10,000.00
08-25 Worker's Comp		102,000.00	107,000.00	100,000.00	65,538.00	90,000.00	90,000.00	90,000.00	90,000.00
08-30 Retiree Life		1,650.00	1,700.00	1,750.00	1,178.28	1,750.00	1,750.00	1,750.00	1,750.00
08-35 OPEB Actuarial		2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08-40 Christmas Bonuses			1,180.00	1,245.00	1,155.00	1,330.00	1,330.00	1,330.00	1,330.00
Benefits		110,650.00	114,580.00	112,995.00	77,467.00	103,080.00	103,080.00	103,080.00	103,080.00
Employee Benefits		110,650.00	114,580.00	112,995.00	77,467.00	103,080.00	103,080.00	103,080.00	103,080.00
Dept/Div: 01-12 General Government / Town Insurances									
Insurances									
20-01 Surety Bond		675.00	900.00	800.00	750.00	800.00	800.00	800.00	800.00
20-05 Boiler Inspections		1,120.00	480.00	480.00	80.00	480.00	480.00	480.00	480.00
20-10 Building/GL		48,000.00	52,000.00	58,000.00	56,556.00	65,000.00	65,000.00	65,000.00	65,000.00
20-15 Vehicle		28,000.00	30,000.00	31,000.00	29,608.00	32,000.00	32,000.00	32,000.00	32,000.00
20-20 Police & Fire Ins.		915.00	915.00	1,000.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00
20-25 Law Enf. Liability		5,900.00	7,100.00	9,100.00	9,122.00	10,000.00	10,000.00	10,000.00	10,000.00
20-30 Public Officials		9,700.00	9,800.00	9,800.00	9,741.00	11,000.00	11,000.00	11,000.00	11,000.00
Insurances		94,310.00	101,195.00	110,180.00	105,857.00	120,280.00	120,280.00	120,280.00	120,280.00
Town Insurances		94,310.00	101,195.00	110,180.00	105,857.00	120,280.00	120,280.00	120,280.00	120,280.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Employee Benefits

Benefits

Provides Unemployment, Worker's Compensation and Retiree Life Insurance for employees.

Town Insurances

Insurances

Provides bond insurance for the Town Clerk/Treasurer and Tax Collector. Provides insurance for boiler inspections for all Town boilers, building and general liability, vehicle accident insurance, insurance for the Police/Fire Department employees, law enforcement liability and public official's liability.

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 01-15 General Government / Economic & Community Dev.									
Personnel Services									
01-01 Regular		85,062.00	79,031.00	78,414.00	69,379.65	81,375.00	81,375.00	81,375.00	81,375.00
01-05 Overtime		300.00	300.00	300.00	268.42	300.00	300.00	300.00	300.00
	Personnel Services	85,362.00	79,331.00	78,714.00	69,648.07	81,675.00	81,675.00	81,675.00	81,675.00
Employee Costs									
05-01 Travel		800.00	700.00	700.00	299.06	700.00	700.00	700.00	700.00
05-05 Training		600.00	500.00	500.00	285.00	500.00	500.00	500.00	500.00
05-10 Subscriptions		150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05-15 Dues		16,715.00	16,781.00	16,700.00	16,419.00	16,219.00	16,219.00	16,219.00	16,219.00
	Employee Costs	18,265.00	17,981.00	17,900.00	17,003.06	17,419.00	17,419.00	17,419.00	17,419.00
Benefits									
08-01 Fica/Medicare		6,531.00	6,069.00	6,022.00	5,330.80	6,249.00	6,249.00	6,249.00	6,249.00
08-05 Retirement		5,681.00	6,151.00	6,643.00	5,876.15	7,784.00	7,784.00	7,784.00	7,784.00
08-10 Health		31,040.00	26,754.00	21,807.00	17,468.60	23,297.00	23,297.00	23,297.00	23,297.00
08-15 Dental		971.00	1,010.00	1,010.00	829.70	1,022.00	1,022.00	1,022.00	1,022.00
	Benefits	44,223.00	39,984.00	35,482.00	29,505.25	38,352.00	38,352.00	38,352.00	38,352.00
Supplies									
10-01 Office		1,100.00	1,100.00	1,100.00	625.23	900.00	900.00	900.00	900.00
10-05 Postage		200.00	200.00	200.00	127.84	250.00	250.00	250.00	250.00
10-25 Advertising		1,083.00	1,400.00	1,400.00	624.91	1,200.00	1,200.00	1,200.00	1,200.00
10-60 GIS Mapping		4,800.00	4,800.00	4,800.00	3,593.00	6,085.00	6,085.00	6,085.00	6,085.00
	Supplies	7,183.00	7,500.00	7,500.00	4,970.98	8,435.00	8,435.00	8,435.00	8,435.00
Utilities									
15-15 Telephone		653.00	600.00	600.00	506.00	600.00	600.00	600.00	600.00
	Utilities	653.00	600.00	600.00	506.00	600.00	600.00	600.00	600.00
	Economic & Community	155,686.00	145,396.00	140,196.00	121,633.36	146,481.00	146,481.00	146,481.00	146,481.00
	General Government	1,307,748.00	1,324,271.00	1,422,995.00	1,051,881.72	1,447,447.00	1,447,447.00	1,447,447.00	1,447,447.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Economic & Community Development

Personnel Services	Provides regular/overtime wages for the Community Development Director and Administrative Assistant. Overtime is for Administrative Assistant to attend meetings.	
Employee Costs	Provides travel, training, subscription renewal and dues for the above employees. Dues cover the cost of joining KVCOG (Kennebec Valley Council of Government) and Membership to EDCM, MCDA, and other organizations. Minor decrease in dues to KVCOG.	
Benefits	Includes Fica/Medicare, Retirement, Health and Dental Insurance premiums for above listed full-time employees. 12% increase for health and 5% for dental premiums is estimated and included for 7 months. Town's share for health insurance premiums is 100% for employees and 50% for dependents for the POS-200 plan with a \$200 HRA. The Town share of Maine Public Employees Retirement System (MPERS) contributions is 9.6% if applicable.	
Supplies	Provides office supplies, postage, advertising for both general and legal notice for grants, creation of promotion items for the web.	
GIS Mapping	Funds were moved from Office Supplies to GIS Mapping. This was to give a better idea of the GIS Mapping costs. Now under GIS Mapping we have an annual fee for arcview, maintenance contract for the plotter, plotter supplies and updating the tax maps.	
Utilities	Provides for telephone service.	
Salaries (Non-Union Employee)	Economic & Community Development Director (offsetting revenues of \$3,295.76)	\$54,870.40
Salaries (Union Employee)	Salaries for union employees have not been determined due to pending union negotiations.	
	Overtime	\$ 300.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 05-01 Public Safety / Police Dept.									
Personnel Services									
01-01 Regular		659,793.00	684,303.00	714,082.00	574,366.97	772,491.00	772,491.00	772,491.00	772,491.00
01-05 Overtime		50,000.00	110,000.00	95,000.00	73,106.28	95,000.00	95,000.00	95,000.00	95,000.00
01-15 Holiday		18,000.00	18,000.00	20,000.00	19,635.98	20,000.00	20,000.00	20,000.00	20,000.00
01-20 Sick		6,000.00	6,000.00	6,000.00	4,093.87	6,000.00	6,000.00	6,000.00	6,000.00
01-25 Vacation		16,000.00	16,000.00	16,000.00	5,130.34	16,000.00	16,000.00	16,000.00	16,000.00
	Personnel Services	749,793.00	834,303.00	851,082.00	676,333.44	909,491.00	909,491.00	909,491.00	909,491.00
Employee Costs									
05-01 Travel		3,400.00	2,000.00	2,000.00	448.31	1,500.00	1,500.00	1,500.00	1,500.00
05-05 Training		8,580.00	8,580.00	4,580.00	3,530.39	8,580.00	8,580.00	8,580.00	8,580.00
05-10 Subscriptions		850.00	850.00	850.00	685.70	850.00	850.00	850.00	850.00
05-15 Dues		500.00	600.00	600.00	200.00	600.00	600.00	600.00	600.00
05-20 Meals		1,150.00	1,150.00	1,150.00	666.98	1,000.00	1,000.00	1,000.00	1,000.00
05-25 Lodging		1,640.00	1,640.00	1,640.00	2219.86	2,000.00	2,000.00	2,000.00	2,000.00
05-85 Uniforms		9,000.00	9,000.00	9,000.00	3,894.35	9,000.00	9,000.00	9,000.00	9,000.00
05-90 Physical Fitness		900.00	2,400.00	2,400.00	300.00	2,400.00	2,400.00	2,400.00	2,400.00
	Employee Costs	26,020.00	26,220.00	22,220.00	11,945.59	25,930.00	25,930.00	25,930.00	25,930.00
Benefits									
08-01 Fica/Medicare		58,613.00	63,825.00	65,108.00	52,324.49	69,577.00	69,577.00	69,577.00	69,577.00
08-05 Retirement		70,224.00	82,185.00	134,982.00	62,912.60	106,590.00	106,590.00	106,590.00	106,590.00
08-10 Health		166,654.00	201,716.00	197,627.00	104,894.14	198,492.00	198,492.00	198,492.00	198,492.00
08-15 Dental		7,281.00	7,571.00	8,581.00	5,594.94	8,685.00	8,685.00	8,685.00	8,685.00
	Benefits	302,772.00	355,297.00	406,298.00	225,726.17	383,344.00	383,344.00	383,344.00	383,344.00
Supplies									
10-01 Office		4,000.00	4,000.00	4,000.00	2,966.71	4,000.00	4,000.00	4,000.00	4,000.00
10-05 Postage		600.00	400.00	400.00	149.59	400.00	400.00	400.00	400.00
10-30 Laboratory Costs		300.00	300.00	300.00	1442.00	1,000.00	1,000.00	1,000.00	1,000.00
10-35 Application/Permits/Fees		550.00	550.00	600.00	106.00	600.00	600.00	600.00	600.00
10-45 Ammunition		4,700.00	4,700.00	5,000.00	1628.89	5,000.00	5,000.00	5,000.00	5,000.00
10-50 Investigative		450.00	450.00	450.00	400.75	900.00	900.00	900.00	900.00
	Supplies	10,600.00	10,400.00	10,750.00	6,693.94	11,900.00	11,900.00	11,900.00	11,900.00
Utilities									
15-15 Telephone		9,015.00	8,500.00	8,500.00	6,214.01	8,500.00	8,500.00	8,500.00	8,500.00
	Utilities	9,015.00	8,500.00	8,500.00	6,214.01	8,500.00	8,500.00	8,500.00	8,500.00
Repairs & Maintenance									
30-01 General		750.00	750.00	750.00	0.00	750.00	750.00	750.00	750.00
30-05 Vehicle		10,000.00	10,000.00	10,000.00	8,188.04	10,000.00	10,000.00	10,000.00	10,000.00
30-20 Equipment		600.00	600.00	600.00	496.16	600.00	600.00	600.00	600.00
30-25 Radios		1,300.00	1,300.00	1,300.00	289.14	1,300.00	1,300.00	1,300.00	1,300.00
	Repairs & Maintenance	12,650.00	12,650.00	12,650.00	8,973.34	12,650.00	12,650.00	12,650.00	12,650.00
Purchase									
35-01 Equipment		600.00	2,000.00	2,400.00	2342.63	2,400.00	2,400.00	2,400.00	2,400.00
35-20 Tires		3,400.00	4,500.00	4,500.00	877.88	4,500.00	4,500.00	4,500.00	4,500.00
35-40 Gas & Diesel		32,000.00	30,000.00	25,000.00	13,395.26	22,000.00	22,000.00	22,000.00	22,000.00
	Purchase	36,000.00	36,500.00	31,900.00	16,615.77	28,900.00	28,900.00	28,900.00	28,900.00
	Police Dept.	1,146,850.00	1,283,870.00	1,343,400.00	952,502.26	1,380,715.00	1,380,715.00	1,380,715.00	1,380,715.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Police Department

Personnel Services	Provides regular/overtime, holiday, sick and vacation wages for the Police Chief, Sergeants, Detectives, Police Officers, Reserve Officers and Administrative Assistant. Union employees have a pay scale based on years of service and rank.	
Employee Costs	Provides, travel, training, subscription renewals, dues, meals, lodging, laundry and uniforms for the above employees.	
Benefits	Includes Fica/Medicare, Retirement, Health and Dental Insurance premiums for above listed full-time employees. 12% increase for health and 5% for dental premiums is estimated and included for 7 months. Town's share for health insurance premiums is 100% for employees and 50% for dependents for the POS-200 plan with a \$200 HRA. The Town share of Maine Public Employees Retirement System (MPERS) contributions is 12.2% or 9.6% where applicable.	
Supplies	Provides for office supplies, postage, laboratory costs, application/permits/fees, ammunition and investigative services.	
Utilities	Provides for the telephone expenses.	
Repair/Maintenance	Provides repair and maintenance for vehicles, equipment and radios and any general repair not listed.	
Purchases	Provides for purchase of equipment, new tires and gas for the police cruisers.	
Salaries (Non-Union Employees)	Police Chief (Vacant)	TBD
	Administrative Assistant	\$24,375.00
	Reserve Officers	\$ 3,383.52

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Police Department (Continued)

Salaries (Union Employees)

Salaries for union employees have not been determined due to pending union negotiations.

Overtime	\$95,000.00
Holiday	\$20,000.00
Sick	\$ 6,000.00
Vacation	\$16,000.00

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TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 05-03 Public Safety / Fire Dept.									
Personnel Services									
01-01 Regular		449,778.00	449,380.00	478,072.00	398,568.81	485,897.00	485,897.00	485,897.00	485,897.00
01-05 Overtime		35,466.00	40,090.00	44,600.00	31,586.07	45,100.00	45,100.00	45,100.00	45,100.00
01-15 Holiday		17,267.00	18,110.00	22,000.00	17,398.56	25,000.00	25,000.00	25,000.00	25,000.00
01-20 Sick		7,095.00	8,909.00	4,510.00	4,279.81	5,000.00	5,000.00	5,000.00	5,000.00
01-25 Vacation		26,295.00	33,809.00	10,000.00	3,239.76	10,000.00	10,000.00	10,000.00	10,000.00
	Personnel Services	535,901.00	550,298.00	559,182.00	455,073.01	570,997.00	570,997.00	570,997.00	570,997.00
Employee Costs									
05-01 Travel		150.00							
05-05 Training		2,500.00	2,500.00	5,500.00	3172.57	5,500.00	5,500.00	5,500.00	5,500.00
05-10 Subscriptions		1,300.00	1,200.00	1,200.00	244.30	600.00	600.00	600.00	600.00
05-15 Dues		300.00	300.00	100.00	117.00	200.00	200.00	200.00	200.00
05-20 Meals		200.00							
05-25 Lodging		200.00							
05-80 Laundry		500.00	500.00	500.00	0.00	500.00	500.00	500.00	500.00
05-85 Uniforms		5,700.00	4,880.00	4,000.00	2,309.43	4,000.00	4,000.00	4,000.00	4,000.00
	Employee Costs	10,850.00	9,380.00	11,300.00	5,843.30	10,800.00	10,800.00	10,800.00	10,800.00
Benefits									
08-01 Fica/Medicare		40,997.00	42,098.00	42,778.00	33,033.37	43,682.00	43,682.00	43,682.00	43,682.00
08-05 Retirement		40,243.00	43,867.00	46,443.00	38,037.15	56,978.00	56,978.00	56,978.00	56,978.00
08-10 Health		106,711.00	107,116.00	131,315.00	90,694.70	122,002.00	122,002.00	122,002.00	122,002.00
08-15 Dental		3,884.00	4,038.00	4,543.00	3,733.65	4,598.00	4,598.00	4,598.00	4,598.00
	Benefits	191,835.00	197,119.00	225,079.00	165,498.87	227,260.00	227,260.00	227,260.00	227,260.00
Supplies									
10-01 Office		1,500.00	2,500.00	2,500.00	1,182.45	2,500.00	2,500.00	2,500.00	2,500.00
10-05 Postage		100.00	100.00	100.00	18.53	100.00	100.00	100.00	100.00
10-40 Cleaning		900.00	900.00	1,000.00	557.06	1,000.00	1,000.00	1,000.00	1,000.00
	Supplies	2,500.00	3,500.00	3,600.00	1,758.04	3,600.00	3,600.00	3,600.00	3,600.00
Utilities									
15-01 Electricity		6,000.00	8,000.00	8,000.00	5,482.65	8,000.00	8,000.00	8,000.00	8,000.00
15-05 Heat		13,000.00	13,250.00	8,000.00	3,696.16	11,000.00	11,000.00	11,000.00	11,000.00
15-10 Water		480.00	480.00	480.00	259.80	600.00	600.00	600.00	600.00
15-15 Telephone		4,500.00	2,500.00	1,200.00	899.68	1,200.00	1,200.00	1,200.00	1,200.00
	Utilities	23,980.00	24,230.00	17,680.00	10,338.29	20,800.00	20,800.00	20,800.00	20,800.00
Repairs & Maintenance									
30-05 Vehicle		10,000.00	10,000.00	10,000.00	4,817.37	10,000.00	10,000.00	10,000.00	10,000.00
30-10 Building		3,500.00	3,500.00	3,500.00	2,396.56	3,500.00	3,500.00	3,500.00	3,500.00
30-20 Equipment		12,500.00	12,500.00	12,500.00	5,467.84	14,000.00	14,000.00	14,000.00	14,000.00
30-25 Radios		3,000.00	3,000.00	2,000.00	1,523.67	2,000.00	2,000.00	2,000.00	2,000.00
	Repairs & Maintenance	29,000.00	29,000.00	28,000.00	14,205.44	29,500.00	29,500.00	29,500.00	29,500.00
Purchase									
35-40 Gas & Diesel		8,000.00	6,800.00	6,000.00	4,165.43	8,000.00	8,000.00	8,000.00	8,000.00
	Purchase	8,000.00	6,800.00	6,000.00	4,165.43	8,000.00	8,000.00	8,000.00	8,000.00
Miscellaneous Expenses									
60-25 Fire Prevent		1,500.00	1,500.00	1,500.00	1,236.00	1,500.00	1,500.00	1,500.00	1,500.00
	Miscellaneous Expenses	1,500.00	1,500.00	1,500.00	1,236.00	1,500.00	1,500.00	1,500.00	1,500.00
	Fire Dept.	803,566.00	821,827.00	852,341.00	658,118.38	872,457.00	872,457.00	872,457.00	872,457.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Fire Department

Personnel Services	Provides regular/overtime, holiday, sick and vacation wages for the Fire Chief, (3) Captains, (3) Firefighters, (2) Utility Firefighters and Call Firefighters. Union employees have a pay scale based on years of service and rank.	
Employee Costs	Provides training, subscriptions, dues, laundry and uniform expenses for above employees.	
Benefits	Includes Fica/Medicare, Retirement, Health and Dental Insurance premiums for above listed full-time employees. 12% increase for health and 5% for dental premiums is estimated and included for 7 months. Town's share for health insurance premiums is 100% for employees and 50% for dependents for the POS-200 plan with a \$200 HRA. The Town share of Maine Public Employees Retirement System (MPERS) contributions is 12.2% if applicable.	
Supplies	Provides office supplies, postage and cleaning supplies for the Fire Department.	
Utilities	Provides electricity, heat, water and telephone service for the Fire Department.	
Repairs/Maintenance	Provides repair and maintenance for the fire trucks, building, equipment and radios.	
Purchases	Provides for the purchase of gas/diesel for the Fire Department's fleet of vehicles.	
Fire Prevention	Provides for the material to do public training pertaining to fire prevention.	
Salaries (Non-Union Employees)	Fire Chief	\$69,671.20
	Call Firefighters	\$50,000.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Fire Department (continued)

Salaries (Union Employees)

Salaries for union employees have not been determined due to pending union negotiations.

Overtime	\$45,100.00
Holiday	\$25,000.00
Sick	\$ 5,000.00
Vacation	\$10,000.00

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TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 05-12 Public Safety / Other Protection									
Personnel Services									
01-01 Regular		5,427.00	5,590.00	6,056.00	4,944.35	6,056.00	6,056.00	6,056.00	6,056.00
	Personnel Services	5,427.00	5,590.00	6,056.00	4,944.35	6,056.00	6,056.00	6,056.00	6,056.00
Employee Costs									
05-01 Travel		3,600.00	3,600.00	3,600.00	2,515.98	4,200.00	4,200.00	4,200.00	4,200.00
	Employee Costs	3,600.00	3,600.00	3,600.00	2,515.98	4,200.00	4,200.00	4,200.00	4,200.00
Benefits									
08-01 Fica/Medicare		416.00	428.00	464.00	377.74	464.00	464.00	464.00	464.00
	Benefits	416.00	428.00	464.00	377.74	464.00	464.00	464.00	464.00
Utilities									
15-01 Electricity		95,000.00	122,000.00	107,000.00	88,258.34	107,000.00	107,000.00	107,000.00	107,000.00
15-10 Water		413,529.00	357,000.00	357,000.00	315,059.72	442,000.00	442,000.00	442,000.00	442,000.00
	Utilities	508,529.00	479,000.00	464,000.00	403,318.06	549,000.00	549,000.00	549,000.00	549,000.00
Contract Services									
25-10 Animal Shelter		12,884.00	12,884.00	12,884.00	11,809.93	12,884.00	12,884.00	12,884.00	12,884.00
	Contract Services	12,884.00	12,884.00	12,884.00	11,809.93	12,884.00	12,884.00	12,884.00	12,884.00
	Other Protection	530,856.00	501,502.00	487,004.00	422,966.06	572,604.00	572,604.00	572,604.00	572,604.00
	Public Safety	2,481,272.00	2,607,199.00	2,682,745.00	2,033,586.70	2,825,776.00	2,825,776.00	2,825,776.00	2,825,776.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Other Protection

Personnel Services	Provides wages for Animal Control Officer.
Employee Costs	Provides travel expenses for Animal Control Officer.
Benefits	Includes Fica/Medicare.
Contract Services	Contract with Somerset Humane Society.
Utilities	Provides Street Lighting and Hydrant Rental for the Town of Skowhegan.

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 10-01 Health & Human Services / General Assistance									
Personnel Services									
01-01 Regular		11,433.00	11,896.00	11,962.00	10,305.34	11,962.00	11,962.00	11,962.00	11,962.00
	Personnel Services	11,433.00	11,896.00	11,962.00	10,305.34	11,962.00	11,962.00	11,962.00	11,962.00
Employee Costs									
05-01 Travel		200.00	100.00	100.00	0.00	100.00	100.00	100.00	100.00
05-05 Training		150.00	150.00	150.00	0.00	150.00	150.00	150.00	150.00
05-15 Dues		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Employee Costs	450.00	250.00	250.00	0.00	250.00	250.00	250.00	250.00
Benefits									
08-01 Fica/Medicare		875.00	911.00	916.00	788.48	916.00	916.00	916.00	916.00
08-05 Retirement		1,631.00	1,977.00	2,163.00	1,855.90	2,443.00	2,443.00	2,443.00	2,443.00
	Benefits	2,506.00	2,888.00	3,079.00	2,644.38	3,359.00	3,359.00	3,359.00	3,359.00
Supplies									
10-01 Office		400.00	300.00	300.00	108.67	300.00	300.00	300.00	300.00
10-05 Postage		85.00	150.00	150.00	64.71	150.00	150.00	150.00	150.00
	Supplies	485.00	450.00	450.00	173.38	450.00	450.00	450.00	450.00
General Assistance									
40-01 Heat		12,000.00	12,000.00	12,000.00	15,840.72	12,000.00	12,000.00	12,000.00	12,000.00
40-05 Food		200.00	200.00	200.00	140.38	200.00	200.00	200.00	200.00
40-10 Rent		45,000.00	70,000.00	100,000.00	109,972.23	130,000.00	130,000.00	130,000.00	130,000.00
40-15 Medicines		250.00	750.00	3,500.00	1,005.75	3,500.00	3,500.00	3,500.00	3,500.00
40-20 Burials		4,000.00	4,000.00	4,000.00	4,172.00	4,000.00	4,000.00	4,000.00	4,000.00
40-25 Personal/Household		4,500.00	4,500.00	12,000.00	14,716.17	17,000.00	17,000.00	17,000.00	17,000.00
40-30 Electricity		2,700.00	2,500.00	2,000.00	2,798.01	3,000.00	3,000.00	3,000.00	3,000.00
40-35 Water		500.00	300.00	1,000.00	1,254.73	1,500.00	1,500.00	1,500.00	1,500.00
	General Assistance	69,150.00	94,250.00	134,700.00	149,899.99	171,200.00	171,200.00	171,200.00	171,200.00
	General Assistance	84,024.00	109,734.00	150,441.00	163,023.09	187,221.00	187,221.00	187,221.00	187,221.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

General Assistance

Personnel Services	Provides regular wages for the Part-Time General Assistance Caseworker.
Employee Costs	Provides travel, training and dues for above employee.
Benefits	Includes Fica/Medicare and Retirement. The Town share of Maine Public Employees Retirement System (MPERS) contributions is 9.6% if applicable.
Supplies	Provides office supplies and postage for the General Assistance Office.
General Assistance	Provides heat, food, rent, medicines, burials, personal/household items, electricity and water for eligible general assistance recipients. State of Maine reimburses the town 70% for these expenses.
Salaries (Union Employees)	Salaries for union employees have not been determined due to pending union negotiations.

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 10-03 Health & Human Services / Human Services									
Community Services									
50-05 Crisis & Counseling Centers		0.00	0.00	0.00	0.00	22,176.00	0.00	0.00	0.00
50-25 KVCAP Transportation Svs		3,700.00	3,700.00	3,700.00	3,700.00	4,000.00	3,700.00	3,700.00	4,000.00
50-30 KVCAP Child Dev. Program		0.00	8,700.00	7,800.00	7,800.00	7,500.00	7,500.00	7,500.00	7,500.00
50-35 Family Violence		0.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
50-40 Kennebec Behavioral Health		0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00
50-45 Spectrum Generations		0.00	7,766.00	7,766.00	7,766.00	7,766.00	7,766.00	7,766.00	7,766.00
50-55 Hospice Volunteers of Somerset Co		0.00	10,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00
50-75 Sexual Assault Crisis & Support Center		0.00	3,006.15	0.00	0.00	3,006.50	3,006.00	0.00	0.00
50-95 Skowhegan Food Cupboard		10,000.00	10,000.00	10,000.00	10,000.00	15,000.00	10,000.00	15,000.00	15,000.00
50-96 Children's Center						4,295.00	0.00	0.00	0.00
Community Services		13,700.00	49,172.15	50,266.00	50,266.00	87,243.50	52,972.00	54,966.00	55,266.00
Human Services		13,700.00	49,172.15	50,266.00	50,266.00	87,243.50	52,972.00	54,966.00	55,266.00

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TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 10-06 Health & Human Services / Health Dept.									
Personnel Services									
01-01 Regular		1,200.00	1,200.00	1,200.00	1,000.00	1,200.00	1,200.00	1,200.00	1,200.00
	Personnel Services	1,200.00	1,200.00	1,200.00	1,000.00	1,200.00	1,200.00	1,200.00	1,200.00
Benefits									
08-01 Fica/Medicare		92.00	92.00	92.00	76.50	92.00	92.00	92.00	92.00
	Benefits	92.00	92.00	92.00	76.50	92.00	92.00	92.00	92.00
	Health Dept.	1,292.00	1,292.00	1,292.00	1,076.50	1,292.00	1,292.00	1,292.00	1,292.00
	Health & Human Services	99,016.00	160,198.15	201,999.00	214,365.59	275,756.50	241,485.00	243,479.00	243,779.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Health Department

Personnel Services

Provides regular wages for Health Officer.

Benefits

Fica/Medicare for the employee listed above.

Salary

Health Officer \$1,200.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 15-01 Waste Water Treatment / Pollution Control									
Personnel Services									
01-01 Regular		176,401.00	183,407.00	184,647.00	157,483.44	185,867.00	185,867.00	185,867.00	185,867.00
01-05 Overtime		12,442.00	12,814.00	10,663.00	8,327.97	10,439.00	10,439.00	10,439.00	10,439.00
	Personnel Services	188,843.00	196,221.00	195,310.00	165,811.41	196,306.00	196,306.00	196,306.00	196,306.00
Employee Costs									
05-05 Training		1,500.00	2,675.00	2,150.00	700.88	2,450.00	2,450.00	2,450.00	2,450.00
05-10 Subscriptions		8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00
05-15 Dues		670.00	700.00	700.00	589.46	700.00	700.00	700.00	700.00
05-85 Uniforms		2,100.00	2,100.00	2,250.00	1,489.50	2,385.00	2,385.00	2,385.00	2,385.00
	Employee Costs	4,278.00	5,483.00	5,108.00	2,787.84	5,543.00	5,543.00	5,543.00	5,543.00
Benefits									
08-01 Fica/Medicare		14,447.00	15,011.00	14,942.00	11,402.22	15,018.00	15,018.00	15,018.00	15,018.00
08-05 Retirement		12,568.00	15,213.00	16,482.00	13,902.07	18,709.00	18,709.00	18,709.00	18,709.00
08-10 Health		53,356.00	56,668.00	60,206.00	48,778.72	67,829.00	67,829.00	67,829.00	67,829.00
08-15 Dental		1,942.00	2,019.00	2,019.00	1,618.53	2,044.00	2,044.00	2,044.00	2,044.00
	Benefits	82,313.00	88,911.00	93,649.00	75,701.54	103,600.00	103,600.00	103,600.00	103,600.00
Supplies									
10-01 Office		500.00	500.00	500.00	151.02	500.00	500.00	500.00	500.00
10-05 Postage		75.00	75.00	75.00	5.16	50.00	50.00	50.00	50.00
10-30 Laboratory Costs		5,800.00	6,100.00	6,270.00	4,279.41	6,000.00	6,000.00	6,000.00	6,000.00
10-35 Application/Permits/Fees		1,750.00	1,750.00	1,800.00	1,673.13	1,750.00	1,750.00	1,750.00	1,750.00
10-40 Cleaning		1,400.00	1,400.00	1,400.00	758.07	1,200.00	1,200.00	1,200.00	1,200.00
10-55 Chemicals		21,750.00	21,100.00	21,350.00	12,160.55	25,900.00	25,900.00	25,900.00	25,900.00
	Supplies	31,275.00	30,925.00	31,395.00	19,027.34	35,400.00	35,400.00	35,400.00	35,400.00
Utilities									
15-01 Electricity		47,400.00	61,200.00	61,200.00	50,360.44	63,550.00	63,550.00	63,550.00	63,550.00
15-05 Heat		19,500.00	12,750.00	8,400.00	6,210.59	11,850.00	11,850.00	11,850.00	11,850.00
15-10 Water		1,550.00	1,600.00	1,600.00	1,019.15	2,050.00	2,050.00	2,050.00	2,050.00
15-15 Telephone		1,565.00	1,385.00	1,235.00	994.24	1,235.00	1,235.00	1,235.00	1,235.00
	Utilities	70,015.00	76,935.00	72,435.00	58,584.42	78,685.00	78,685.00	78,685.00	78,685.00
Contract Services									
25-75 Sludge Disposal		75,000.00	73,565.00	73,265.00	63,400.09	72,465.00	72,465.00	72,465.00	72,465.00
25-85 Special Waste Removal		3,550.00	3,800.00	3,800.00	2,096.67	3,800.00	3,800.00	3,800.00	3,800.00
25-96 Toxicity Testing		600.00	600.00	600.00	0.00	600.00	600.00	600.00	600.00
	Contract Services	79,150.00	77,965.00	77,665.00	65,496.76	76,865.00	76,865.00	76,865.00	76,865.00
Repairs & Maintenance									
30-01 General		1,300.00	1,300.00	1,300.00	485.92	1,300.00	1,300.00	1,300.00	1,300.00
30-05 Vehicle		2,000.00	2,500.00	2,200.00	709.38	2,000.00	2,000.00	2,000.00	2,000.00
30-10 Building		1,000.00	1,000.00	1,200.00	160.62	1,200.00	1,200.00	1,200.00	1,200.00
30-20 Equipment		15,000.00	16,900.00	20,550.00	9,720.81	21,200.00	21,200.00	21,200.00	21,200.00
30-25 Radios		300.00	300.00	300.00	0.00	0.00	0.00	0.00	0.00
	Repairs & Maintenance	19,600.00	22,000.00	25,550.00	11,076.73	25,700.00	25,700.00	25,700.00	25,700.00
Purchase									
35-01 Equipment		2,400.00	2,700.00	3,500.00	1,548.52	3,500.00	3,500.00	3,500.00	3,500.00
35-20 Tires		0.00	0.00	1,200.00	0.00	0.00	0.00	0.00	0.00
35-40 Gas & Diesel		9,400.00	6,380.00	4,579.00	2,758.71	5,345.00	5,345.00	5,345.00	5,345.00
35-45 Safety Equip.		500.00	500.00	400.00	225.67	400.00	400.00	400.00	400.00
	Purchase	12,300.00	9,580.00	9,679.00	4,532.90	9,245.00	9,245.00	9,245.00	9,245.00
	Pollution Control	487,774.00	508,020.00	510,791.00	403,018.94	531,344.00	531,344.00	531,344.00	531,344.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 15-03 Waste Water Treatment / Pumping Stations									
Utilities									
15-01 Electricity		15,000.00	14,550.00	14,000.00	11,197.28	14,875.00	14,875.00	14,875.00	14,875.00
15-10 Water		200.00	200.00	200.00	108.87	275.00	275.00	275.00	275.00
	Utilities	15,200.00	14,750.00	14,200.00	11,306.15	15,150.00	15,150.00	15,150.00	15,150.00
Repairs & Maintenance									
30-01 General		4,200.00	4,200.00	4,200.00	1,335.59	5,000.00	5,000.00	5,000.00	5,000.00
30-20 Equipment		2,300.00	2,300.00	2,300.00	1,978.59	4,000.00	4,000.00	4,000.00	4,000.00
	Repairs & Maintenance	6,500.00	6,500.00	6,500.00	3,314.18	9,000.00	9,000.00	9,000.00	9,000.00
	Pumping Stations	21,700.00	21,250.00	20,700.00	14,620.33	24,150.00	24,150.00	24,150.00	24,150.00
Dept/Div: 15-06 Waste Water Treatment / Sewers									
Repairs & Maintenance									
30-01 General		20,000.00	20,000.00	20,000.00	12,357.27	20,000.00	20,000.00	20,000.00	20,000.00
	Repairs & Maintenance	20,000.00	20,000.00	20,000.00	12,357.27	20,000.00	20,000.00	20,000.00	20,000.00
Purchase									
35-01 Equipment		2,000.00	2,000.00	2,000.00	1,772.37	2,000.00	2,000.00	2,000.00	2,000.00
	Purchase	2,000.00	2,000.00	2,000.00	1,772.37	2,000.00	2,000.00	2,000.00	2,000.00
	Sewers	22,000.00	22,000.00	22,000.00	14,129.64	22,000.00	22,000.00	22,000.00	22,000.00
	Waste Water Treatment	531,474.00	551,270.00	553,491.00	431,768.91	577,494.00	577,494.00	577,494.00	577,494.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Pollution Control Plant

Personnel Services	Provides wages for superintendent and three staff. Includes scheduled overtime (weekends & holidays), call-ins (2-hour minimum) and \$50 weekly pager stipend for hourly employees.
Employee Costs	Provides training and uniforms for employees, subscription to Maine Townsman Magazine and annual dues to Maine Water Environment Association, and the Maine Rural Water Association. Three of four employees are licensed wastewater treatment plant operators. Each licensed employee must complete a minimum of 18 hours of DEP-approved training every 2 years.
Benefits	Includes Fica/Medicare, Retirement, Health and Dental Insurance premiums for above listed full-time employees. 12% increase for health and 5% for dental premiums is estimated and included for 7 months. Town's share for health insurance premiums is 100% for employees and 50% for dependents for the POS-200 plan with a \$200 HRA. The Town share of Maine Public Employees Retirement System (MPERS) contributions is 9.6% if applicable.
Supplies	Provides office supplies, laboratory supplies, routine maintenance and certification of laboratory equipment, analyses performed by commercial labs, DEP waste discharge license annual fee, Hazardous Materials annual inventory fee, cleaning products, waste treatment process chemicals, paper products and other expendable items.
Utilities	Electricity (530,000 kw-hrs), heat (6,000 gallons of #2 fuel oil at \$1.975 per gallon), water (\$140 per month for fire hydrant on site plus \$70 per quarter for domestic water), and telephone (three lines @ \$75/ month, pager service (\$7/month) and two cell phones (\$125.00/ each per year).

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Pollution Control Plant (continued)

Contract Services

Sludge analyses, DEP site fees and report fees, sludge building property lease fee, sawdust for composting, fertilizers for soil nutrient balance, lime for pathogen control, pumping charges for sludge building holding tank, payments to landowners (\$25.00 per acre for permitted land) and payments to site operator (Tim Hewett) for land application and compost preparation. Tim will be paid \$14.00 per yard for land application and \$22.00 per yard for compost preparation and disposal. Tim provides tractor, mixer, fuel and labor. One effluent mercury analysis by a commercial lab at \$100. Anb additional \$500 is budgeted for effluent screening tests in the event of a plant upset.

Repair/Maintenance

Provides for general, vehicle, building and equipment repair and maintenance; instrument calibration, repair and replacement; SCADA maintenance & programming; hoist inspections; fire extinguisher inspections; and lubricants.

Purchases

Provides for tools, equipment, furniture, and consumable safety equipment purchases (gloves, glasses, earplugs, Tyvek suits, etc.) purchases, and gas/diesel for vehicles (1,150 gallons gas @ \$2.09/gallon and 1,100 gallons diesel @ \$2.59/gallon).

Salaries (Non-Union Employee)

Waste Water Treatment Plant Supervisor \$70,150.00

Salaries (Union Employees)

Salaries for union employees have not been determined due to pending union negotiations.
Overtime \$10,875.08

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Waste Water Treatment/Pumping Stations

Utilities

Provides electricity and water for pump stations. Estimated electricity consumption 92,750 kw-hr.

Repairs/Maintenance

Provides for cleaning pump station wetwells, general repairs to structures and grounds. Repairs to pumps, valves, controls, telemetry, etc. at eleven pump stations.

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TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 20-01 Sanitation / Solid Waste & Recycling									
Personnel Services									
01-01 Regular		145,460.00	151,185.00	151,988.00	131,528.28	151,988.00	151,988.00	151,988.00	151,988.00
01-05 Overtime		9,000.00	9,000.00	9,000.00	5,810.17	9,000.00	9,000.00	9,000.00	9,000.00
	Personnel Services	154,460.00	160,185.00	160,988.00	137,338.45	160,988.00	160,988.00	160,988.00	160,988.00
Employee Costs									
05-01 Travel		200.00	100.00	50.00	97.28	115.00	115.00	115.00	115.00
05-05 Training		1,400.00	1,400.00	1,400.00	490.00	1,400.00	1,400.00	1,400.00	1,400.00
05-20 Meals		125.00	125.00	100.00	16.28	100.00	100.00	100.00	100.00
05-25 Lodging		600.00	600.00	600.00	246.00	600.00	600.00	600.00	600.00
05-85 Uniforms		3,650.00	3,650.00	3,650.00	2,495.62	3,650.00	3,650.00	3,650.00	3,650.00
	Employee Costs	5,975.00	5,875.00	5,800.00	3,345.18	5,865.00	5,865.00	5,865.00	5,865.00
Benefits									
08-01 Fica/Medicare		11,817.00	12,255.00	12,316.00	10,160.59	12,316.00	12,316.00	12,316.00	12,316.00
08-05 Retirement		6,481.00	7,820.00	8,556.00	7,022.41	9,662.00	9,662.00	9,662.00	9,662.00
08-10 Health		57,182.00	60,715.00	64,494.00	46,396.37	61,839.00	61,839.00	61,839.00	61,839.00
08-15 Dental		2,427.00	2,524.00	2,524.00	2,074.25	2,555.00	2,555.00	2,555.00	2,555.00
	Benefits	77,907.00	83,314.00	87,890.00	65,653.62	86,372.00	86,372.00	86,372.00	86,372.00
Supplies									
10-05 Postage		150.00	100.00	75.00	25.37	75.00	75.00	75.00	75.00
10-35 Application/Permits/Fees		600.00	700.00	700.00	621.00	750.00	750.00	750.00	750.00
10-99 General		2,800.00	2,800.00	2,800.00	1,473.31	2,800.00	2,800.00	2,800.00	2,800.00
	Supplies	3,550.00	3,600.00	3,575.00	2,119.68	3,625.00	3,625.00	3,625.00	3,625.00
Utilities									
15-01 Electricity		9,000.00	11,000.00	10,000.00	8,011.62	10,000.00	10,000.00	10,000.00	10,000.00
15-05 Heat		3,232.00	2,756.00	1,800.00	0.00	1,975.00	1,975.00	1,975.00	1,975.00
15-10 Water		200.00	200.00	200.00	147.90	235.00	235.00	235.00	235.00
15-15 Telephone		450.00	350.00	350.00	274.45	350.00	350.00	350.00	350.00
	Utilities	12,882.00	14,306.00	12,350.00	8,433.97	12,560.00	12,560.00	12,560.00	12,560.00
Contract Services									
25-46 Disposal Costs		504,450.00	504,450.00	504,450.00	373,237.34	510,000.00	510,000.00	510,000.00	510,000.00
25-50 Tire Removal		1,000.00	1,000.00	1,000.00	572.00	1,350.00	1,350.00	1,350.00	1,350.00
25-55 Chipping		12,000.00	10,000.00	10,000.00	0.00	11,000.00	11,000.00	11,000.00	11,000.00
25-80 Recycling Programs		15,000.00	14,750.00	14,750.00	7,563.60	14,750.00	14,750.00	14,750.00	14,750.00
	Contract Services	532,450.00	530,200.00	530,200.00	381,372.94	537,100.00	537,100.00	537,100.00	537,100.00
Repairs & Maintenance									
30-01 General		8,600.00	8,600.00	8,600.00	5,985.06	8,600.00	8,600.00	8,600.00	8,600.00
30-05 Vehicle		2,800.00	2,800.00	3,000.00	1,817.27	3,000.00	3,000.00	3,000.00	3,000.00
30-75 Pest Control		700.00	740.00	760.00	730.00	775.00	775.00	775.00	775.00
	Repairs & Maintenance	12,100.00	12,140.00	12,360.00	8,532.33	12,375.00	12,375.00	12,375.00	12,375.00
Purchase									
35-40 Gas & Diesel		6,095.00	5,645.00	5,000.00	4,904.00	5,000.00	5,000.00	5,000.00	5,000.00
35-55 Permits & Stickers		0.00	800.00	0.00	0.00	1,200.00	1,200.00	1,200.00	1,200.00
	Purchase	6,095.00	6,445.00	5,000.00	4,904.00	6,200.00	6,200.00	6,200.00	6,200.00
	Solid Waste & Recycling	805,419.00	816,065.00	818,163.00	611,700.17	825,085.00	825,085.00	825,085.00	825,085.00
	Sanitation	805,419.00	816,065.00	818,163.00	611,700.17	825,085.00	825,085.00	825,085.00	825,085.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Solid Waste Management

Personnel Services	Provides regular and overtime wages for five full-time employees.
Employee Costs	Provides travel, training, meals, lodging and uniforms for the above employees.
Benefits	Includes Fica/Medicare, Retirement, Health and Dental Insurance premiums for above listed full-time employees. 12% increase for health and 5% for dental premiums is estimated and included for 7 months. Town's share for health insurance premiums is 100% for employees and 50% for dependents for the POS-200 plan with a \$200 HRA. The Town share of Maine Public Employees Retirement System (MPERS) contributions is 9.6% if applicable.
Supplies	Provides office supplies, postage, applications/permits/fees and general supplies for Solid Waste Management Facility.
Utilities	Provides electricity, water, telephone and 1000 gallons of fuel oil for Solid Waste Management Facility. The amount of waste oil being brought into the facility from taxpayers has decreased over the past couple years.
Contract Services	Provides contracts and services for container rental, hauls, tipping fees, tire removal, chipping and recycling.
Repair/Maintenance	Provides repair and maintenance for vehicles, equipment, radios and the control of rodents at this facility.
Purchases	Provides gas/diesel for the vehicles and purchase of permits and stickers. 2018 will be the beginning of a new sticker year.

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Solid Waste Management (Continued)

Salaries (Union Employees)

Salaries for union employees have not been determined due to pending union negotiations.

Overtime \$ 9,000.00

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TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 25-01 Public Works / Summer Roads									
Personnel Services									
01-01 Regular		168,417.00	174,377.00	175,312.00	117,373.47	176,479.00	176,479.00	176,479.00	176,479.00
01-05 Overtime		6,860.00	7,094.00	7,080.00	3,962.51	7,074.00	7,074.00	7,074.00	7,074.00
	Personnel Services	175,277.00	181,471.00	182,392.00	121,335.98	183,553.00	183,553.00	183,553.00	183,553.00
Employee Costs									
05-01 Travel		500.00	500.00	500.00	0.00	500.00	500.00	500.00	500.00
05-05 Training		1,000.00	1,000.00	1,000.00	305.00	1,000.00	1,000.00	1,000.00	1,000.00
05-15 Dues		250.00	250.00	275.00	259.00	275.00	275.00	275.00	275.00
05-20 Meals		300.00	300.00	300.00	314.80	500.00	500.00	500.00	500.00
05-25 Lodging		500.00	500.00	500.00	0.00	500.00	500.00	500.00	500.00
05-85 Uniforms		8,000.00	8,000.00	8,000.00	4,091.18	8,500.00	8,500.00	8,500.00	8,500.00
	Employee Costs	10,550.00	10,550.00	10,575.00	4,969.98	11,275.00	11,275.00	11,275.00	11,275.00
Benefits									
08-01 Fica/Medicare		14,428.00	13,883.00	13,953.00	8,994.18	14,042.00	14,042.00	14,042.00	14,042.00
08-05 Retirement		11,646.00	14,070.00	13,149.00	8,402.51	14,961.00	14,961.00	14,961.00	14,961.00
08-10 Health		54,087.00	68,068.00	56,240.00	31,917.60	58,041.00	58,041.00	58,041.00	58,041.00
08-15 Dental		2,398.00	2,494.00	2,493.00	1,440.29	2,543.00	2,543.00	2,543.00	2,543.00
	Benefits	82,559.00	98,515.00	85,835.00	50,754.58	89,587.00	89,587.00	89,587.00	89,587.00
Supplies									
10-01 Office		1,000.00	1,200.00	1,200.00	1181.99	1,200.00	1,200.00	1,200.00	1,200.00
10-05 Postage		100.00	100.00	100.00	128.01	100.00	100.00	100.00	100.00
10-35 Application/Permits/Fees		300.00	200.00	200.00	0.00	200.00	200.00	200.00	200.00
10-40 Cleaning		1,800.00	1,500.00	1,800.00	1440.97	2,000.00	2,000.00	2,000.00	2,000.00
10-65 Safety Equip		2,500.00	3,000.00	3,000.00	2,894.96	3,000.00	3,000.00	3,000.00	3,000.00
	Supplies	5,700.00	6,000.00	6,300.00	5,645.93	6,500.00	6,500.00	6,500.00	6,500.00
Utilities									
15-01 Electricity		5,000.00	5,000.00	5,000.00	3,951.97	5,500.00	5,500.00	5,500.00	5,500.00
15-05 Heat		11,500.00	10,000.00	6,000.00	5,482.27	7,500.00	7,500.00	7,500.00	7,500.00
15-10 Water		1,600.00	1,600.00	1,600.00	1120.03	2,000.00	2,000.00	2,000.00	2,000.00
15-15 Telephone		1,600.00	1,000.00	1,000.00	759.03	1,000.00	1,000.00	1,000.00	1,000.00
	Utilities	19,700.00	17,600.00	13,600.00	11,313.30	16,000.00	16,000.00	16,000.00	16,000.00
Contract Services									
25-60 Hired Equipment		9,000.00	9,000.00	9,000.00	7,800.00	9,000.00	9,000.00	9,000.00	9,000.00
25-65 Street Painting		18,000.00	18,000.00	25,000.00	3,280.25	25,000.00	25,000.00	25,000.00	25,000.00
	Contract Services	27,000.00	27,000.00	34,000.00	11,080.25	34,000.00	34,000.00	34,000.00	34,000.00
Repairs & Maintenance									
30-10 Building		3,000.00	2,500.00	2,500.00	2,130.02	4,000.00	4,000.00	4,000.00	4,000.00
30-25 Radios		500.00	500.00	500.00	84.54	500.00	500.00	500.00	500.00
30-50 Street/Traffic Signs		4,500.00	4,500.00	5,000.00	3,488.60	5,000.00	5,000.00	5,000.00	5,000.00
30-60 Tree Cutting		4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
30-85 Road Maint		55,000.00	57,300.00	57,300.00	36,653.55	62,000.00	62,000.00	62,000.00	62,000.00
30-90 Bridges		2,500.00	2,500.00	2,500.00	2,366.95	2,500.00	2,500.00	2,500.00	2,500.00
	Repairs & Maintenance	69,500.00	71,300.00	71,800.00	48,723.66	78,000.00	78,000.00	78,000.00	78,000.00
Purchase									
35-30 Gravel & Sand		9,000.00	9,000.00	10,000.00	1,241.50	10,000.00	10,000.00	10,000.00	10,000.00
35-35 Culverts		7,500.00	7,500.00	9,000.00	0.00	9,000.00	9,000.00	9,000.00	9,000.00
	Purchase	16,500.00	16,500.00	19,000.00	1,241.50	19,000.00	19,000.00	19,000.00	19,000.00
	Summer Roads	406,786.00	428,936.00	423,502.00	255,065.18	437,915.00	437,915.00	437,915.00	437,915.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 25-03 Public Works / Winter Roads									
Personnel Services									
01-01 Regular		219,697.00	226,755.00	227,539.00	214,124.30	230,012.00	230,012.00	230,012.00	230,012.00
01-05 Overtime		46,469.00	48,068.00	47,990.00	53,491.96	48,141.00	48,141.00	48,141.00	48,141.00
	Personnel Services	266,166.00	274,823.00	275,529.00	267,616.26	278,153.00	278,153.00	278,153.00	278,153.00
Benefits									
08-01 Fica/Medicare		20,362.00	21,024.00	21,078.00	20,089.52	21,279.00	21,279.00	21,279.00	21,279.00
08-05 Retirement		12,713.00	16,674.00	15,961.00	14,752.28	18,139.00	18,139.00	18,139.00	18,139.00
08-10 Health		58,700.00	71,920.00	59,410.00	48,621.88	61,312.00	61,312.00	61,312.00	61,312.00
08-15 Dental		2,457.00	2,555.00	2,555.00	2,167.06	2,567.00	2,567.00	2,567.00	2,567.00
	Benefits	94,232.00	112,173.00	99,004.00	85,630.74	103,297.00	103,297.00	103,297.00	103,297.00
Purchase									
35-25 Sand/Salt /CP		216,000.00	200,000.00	185,000.00	179,393.10	232,000.00	232,000.00	232,000.00	232,000.00
	Purchase	216,000.00	200,000.00	185,000.00	179,393.10	232,000.00	232,000.00	232,000.00	232,000.00
	Winter Roads	576,398.00	586,996.00	559,533.00	532,640.10	613,450.00	613,450.00	613,450.00	613,450.00
Dept/Div: 25-06 Public Works / Vehicle Maintenance									
Repairs & Maintenance									
30-08 Vehicle & Equipment		125,000.00	125,000.00	125,000.00	118,911.88	125,000.00	125,000.00	125,000.00	125,000.00
	Repairs & Maintenance	125,000.00	125,000.00	125,000.00	118,911.88	125,000.00	125,000.00	125,000.00	125,000.00
Purchase									
35-20 Tires		12,000.00	12,000.00	10,000.00	4624.58	12,000.00	12,000.00	12,000.00	12,000.00
35-40 Gas & Diesel		120,000.00	110,000.00	85,000.00	46,813.34	95,000.00	95,000.00	95,000.00	95,000.00
	Purchase	132,000.00	122,000.00	95,000.00	51,437.92	107,000.00	107,000.00	107,000.00	107,000.00
	Vehicle Maintenance	257,000.00	247,000.00	220,000.00	170,349.80	232,000.00	232,000.00	232,000.00	232,000.00
	Public Works	1,240,184.00	1,262,932.00	1,203,035.00	958,055.08	1,283,365.00	1,283,365.00	1,283,365.00	1,283,365.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Public Works – Summer Roads Maintenance

Personnel Services	Provides regular and overtime wages for the Road Commissioner and nine full-time employees for 26 weeks beginning the first week in May. Our Department currently is responsible for road maintenance, sewer line maintenance and bridge maintenance.
Employee Costs	Provides travel, training, dues, meals, lodging and uniforms for above employees. I have increased the meals line to cover the increase we have realized over the past several years.
Benefits	Includes Fica/Medicare, Retirement, Health and Dental Insurance premiums for above listed full-time employees. 12% increase for health and 5% for dental premiums is estimated and included for 7 months. Town's share for health insurance premiums is 100% for employees and 50% for dependents for the POS-200 plan with a \$200 HRA. The Town share of Maine Public Employees Retirement System (MPERS) contributions is 9.6% if applicable.
Supplies	Provides for office supplies, postage, application/permits/fees, cleaning supplies and safety equipment for Public Works Department. The increase in cleaning supplies is expected due to a 20 hour/ week custodian from the National ABLE program.
Utilities	Provides electricity, heat, water and telephone for Public Works Department. We average about 5,000 kilowatts per year at both locations expected to increase approximately \$500, and water consumption has an expected increase of about \$400 and the sprinkler system has increased to a little more than \$20 per month. We use approximately 3,500 gallons of heating oil each year that we expect to purchase at \$1.975 per gallon. The total increase is \$1,500 for the year.
Contract Services	Provides contracts for hired equipment such as street sweeper in the spring, excavator for ditching and street painting.
Repair/Maintenance	Provides repair and maintenance for vehicles, building, equipment, radios, street and traffic signs, tree cutting/planting, roads, bridges, sidewalks and road resurfacing. I have increased this line to keep up with projected increases in the cost of asphalt and work load.

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Public Works – Summer Roads Maintenance (Continued)

Purchases	Provides for the purchase of, gravel, sand and culverts.	
Salaries (Non-Union Employee)	Road Commissioner	\$36,358.40 (26 weeks)
Salaries (Union Employees)	Salaries for union employees have not been determined due to pending union negotiations.	
	Overtime (35 hours per employee)	\$ 7,073.39

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Public Works – Winter Roads Maintenance

Personnel Services

Provides regular/overtime wages for the Road Commissioner, nine full-time and four seasonal employees for 26 weeks beginning the first week of November.

Benefits

Includes Fica/Medicare, Retirement, Health and Dental Insurance premiums for above listed full-time employees. 12% increase for health and 5% for dental premiums is estimated and included for 7 months. Town's share for health insurance premiums is 100% for employees and 50% for dependents for the POS-200 plan with a \$200 HRA. The Town share of Maine Public Employees Retirement System (MPERS) contributions is 9.6% if applicable.

Purchases

Provides for the purchase of sand, salt, and cold patch. Projected purchase of 4,500 cubic yards of winter sand at \$7 per cubic yard, 2,500 ton of bulk salt at \$75 per ton (this price includes 7 gallons pretreatment of ice-b-gone) and 100 cubic yards of cold patch at \$135 per ton in this year's budget. I increased the estimate purchase of bulk salt from 2,200 to 2,500 ton. We have depleted our reserve and will need to restore it.

Salaries (Non-Union Employees)

Road Commissioner	\$36,358.40 (26 weeks)
Seasonal Employees (4 @ 40 hours per week)	\$53,532.81
Overtime (100 hours per seasonal employee)	\$ 7,721.08

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Public Works – Winter Roads Maintenance (Continued)

(Union Employees)

Salaries for union employees have not been determined due to pending union negotiations.

Overtime \$40,419.39

(200 hours per full-time employee)

Public Works / Vehicle Maintenance

Repairs & Maintenance

Provides for the purchase of parts, cutting edges for plows, routine maintenance of equipment and miscellaneous items such as nuts and bolts, shovels and other hand tools. We are hoping the purchase of new equipment will help keep within the budget.

Purchases

Provides for tires, gasoline and diesel. I have budgeted for \$2.09 per gallon for gasoline and \$2.59 for diesel, and we consume approximately 28,000 gallons a year in diesel and 7,000 in gasoline. I use the short-term energy outlook page on the energy Information Administration web site to predict our cost for gasoline and diesel. I will need to purchase an additional load of diesel during this budget period due to the shortage created from the severe winter we had. The expected increased cost will be \$25,000.

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 30-01 Public Properties / Cemeteries									
Utilities									
15-01 Electricity		225.00	225.00	225.00	150.12	225.00	225.00	225.00	225.00
15-10 Water		1,200.00	1,200.00	800.00	257.48	800.00	800.00	800.00	800.00
	Utilities	1,425.00	1,425.00	1,025.00	407.60	1,025.00	1,025.00	1,025.00	1,025.00
Contract Services									
25-23 Web Site Maintenance		2,000.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
25-90 Sexton		74,409.00	76,641.00	76,641.00	67,060.91	78,174.00	78,174.00	78,174.00	78,174.00
25-95 Cemetery - Catholic Cemetery		600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00
	Contract Services	77,009.00	79,041.00	79,041.00	69,460.91	80,574.00	80,574.00	80,574.00	80,574.00
Repairs & Maintenance									
30-60 Tree Cutting		1,250.00	1,250.00	1,250.00	0.00	1,250.00	1,250.00	1,250.00	1,250.00
30-96 Cemeteries		2,000.00	2,000.00	2,000.00	756.60	2,000.00	2,000.00	2,000.00	2,000.00
	Repairs & Maintenance	3,250.00	3,250.00	3,250.00	756.60	3,250.00	3,250.00	3,250.00	3,250.00
	Cemeteries	81,684.00	83,716.00	83,316.00	70,625.11	84,849.00	84,849.00	84,849.00	84,849.00
	Public Properties	81,684.00	83,716.00	83,316.00	70,625.11	84,849.00	84,849.00	84,849.00	84,849.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Cemeteries

Utilities	Provides water to the cemeteries and electricity to the Southside Cemetery.
Contract Services	Provides contract for the Cemetery Sexton. (Includes 2% increase) Stipend paid to Catholic Cemetery for lot maintenance. Website Maintenance for CemeteryFind.com.
Repair/Maintenance	Provides for tree cutting in the cemeteries and repair/maintenance of the cemeteries.

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 35-01 Parks & Recreation / Recreation									
Personnel Services									
01-01 Regular		194,649.00	189,474.00	182,801.00	157,684.85	202,249.00	202,249.00	202,249.00	202,249.00
01-05 Overtime		1,000.00	750.00	1,000.00	874.69	1,000.00	1,000.00	1,000.00	1,000.00
	Personnel Services	195,649.00	190,224.00	183,801.00	158,559.54	203,249.00	203,249.00	203,249.00	203,249.00
Employee Costs									
05-01 Travel		1,000.00	1,000.00	1,500.00	654.36	1,750.00	1,750.00	1,750.00	1,750.00
05-05 Training		900.00	900.00	1,100.00	1089.00	1,100.00	1,100.00	1,100.00	1,100.00
05-15 Dues		300.00	300.00	365.00	365.00	365.00	365.00	365.00	365.00
05-25 Lodging		700.00	700.00	1,100.00	704.50	1,100.00	1,100.00	1,100.00	1,100.00
	Employee Costs	2,900.00	2,900.00	4,065.00	2,812.86	4,315.00	4,315.00	4,315.00	4,315.00
Benefits									
08-01 Fica/Medicare		14,968.00	14,553.00	14,061.00	12,871.87	15,549.00	15,549.00	15,549.00	15,549.00
08-05 Retirement		7,521.00	8,055.00	8,361.00	7,693.46	10,364.00	10,364.00	10,364.00	10,364.00
08-10 Health		44,633.00	63,775.00	54,517.00	43,371.50	58,242.00	58,242.00	58,242.00	58,242.00
08-15 Dental		1,942.00	2,524.00	2,524.00	2,074.25	2,555.00	2,555.00	2,555.00	2,555.00
	Benefits	69,064.00	88,907.00	79,463.00	66,011.08	86,710.00	86,710.00	86,710.00	86,710.00
Supplies									
10-01 Office		1,500.00	1,500.00	1,500.00	777.85	1,500.00	1,500.00	1,500.00	1,500.00
10-05 Postage		250.00	250.00	200.00	77.04	200.00	200.00	200.00	200.00
10-25 Advertising		1,500.00	1,500.00	1,200.00	990.00	1,200.00	1,200.00	1,200.00	1,200.00
10-40 Cleaning		5,400.00	5,400.00	5,400.00	2,211.68	5,400.00	5,400.00	5,400.00	5,400.00
	Supplies	8,650.00	8,650.00	8,300.00	4,056.57	8,300.00	8,300.00	8,300.00	8,300.00
Utilities									
15-01 Electricity		15,000.00	17,000.00	17,200.00	15,195.53	17,200.00	17,200.00	17,200.00	17,200.00
15-05 Heat		26,500.00	25,000.00	16,000.00	12,122.71	20,000.00	20,000.00	20,000.00	20,000.00
15-10 Water		3,500.00	3,500.00	3,500.00	2,117.07	3,900.00	3,900.00	3,900.00	3,900.00
15-15 Telephone		3,200.00	3,000.00	4,000.00	2,428.50	4,000.00	4,000.00	4,000.00	4,000.00
	Utilities	48,200.00	48,500.00	40,700.00	31,863.81	45,100.00	45,100.00	45,100.00	45,100.00
Contract Services									
25-15 Portable Toilet Rental		2,500.00	2,500.00	2,500.00	1,170.00	2,500.00	2,500.00	2,500.00	2,500.00
25-35 Container Rental		480.00	550.00	550.00	392.98	550.00	550.00	550.00	550.00
	Contract Services	2,980.00	3,050.00	3,050.00	1,562.98	3,050.00	3,050.00	3,050.00	3,050.00
Repairs & Maintenance									
30-01 General		6,750.00	6,750.00	6,750.00	3,897.61	7,000.00	7,000.00	7,000.00	7,000.00
30-05 Vehicle		650.00	650.00	650.00	38.58	650.00	650.00	650.00	650.00
30-10 Building		4,435.00	4,435.00	4,435.00	3,048.36	4,000.00	4,000.00	4,000.00	4,000.00
30-20 Equipment		1,925.00	1,925.00	1,925.00	488.00	1,925.00	1,925.00	1,925.00	1,925.00
30-30 Lawns		8,000.00	8,000.00	8,000.00	1,969.84	8,000.00	8,000.00	8,000.00	8,000.00
30-35 Alarm		612.00	580.00	608.00	597.00	626.00	626.00	626.00	626.00
30-45 Multi-Purpose Room Floor		2,000.00	1,500.00	1,500.00	0.00	1,500.00	1,500.00	1,500.00	1,500.00
	Repairs & Maintenance	24,372.00	23,840.00	23,868.00	10,039.39	23,701.00	23,701.00	23,701.00	23,701.00
Purchase									
35-40 Gas & Diesel		4,000.00	3,400.00	2,600.00	1,172.62	3,000.00	3,000.00	3,000.00	3,000.00
	Purchase	4,000.00	3,400.00	2,600.00	1,172.62	3,000.00	3,000.00	3,000.00	3,000.00
Community Services									
50-65 Water Safety		4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00	4,200.00
50-70 Recreation Dept Programs		80,500.00	80,500.00	80,500.00	54,171.92	80,500.00	80,500.00	80,500.00	80,500.00
	Community Services	84,700.00	84,700.00	84,700.00	58,371.92	84,700.00	84,700.00	84,700.00	84,700.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Miscellaneous Expenses									
60-20 Inspections		800.00	800.00	800.00	320.00	1,300.00	1,300.00	1,300.00	1,300.00
	Miscellaneous Expenses	800.00	800.00	800.00	320.00	1,300.00	1,300.00	1,300.00	1,300.00
	Recreation	441,315.00	454,971.00	431,347.00	334,770.77	463,425.00	463,425.00	463,425.00	463,425.00
	Parks & Recreation	441,315.00	454,971.00	431,347.00	334,770.77	463,425.00	463,425.00	463,425.00	463,425.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Parks & Recreation

Personnel Services	Provides regular/overtime wages for the Director, Maintenance Supervisor, Program Assistant, (2) Staff Assistants, Part-time employees that include Seasonal Employees; Ref, Timers, Scorers, Program Coordinators, Community Events/Office Fill-In, Ice Rink Attendant and Summer Maintenance Employees.
Employee Costs	Provides travel, training, and dues for director and staff.
Benefits	Includes Fica/Medicare, Retirement, Health and Dental Insurance premiums for above listed full-time employees. 12% increase for health and 5% for dental premiums is estimated and included for 7 months. Town's share for health insurance premiums is 100% for employees and 50% for dependents for the POS-200 plan with a \$200 HRA. The Town share of Maine Public Employees Retirement System (MPERS) contributions is 9.6% if applicable.
Supplies	Provides office supplies, postage, advertising of programs and cleaning supplies.
Utilities	Provides Electricity – Estimated usage for the Community Center, Tennis Courts and the Ice Rink. Provides Heat – Estimated usage for the Community Center (9,000 gal.) and Maintenance Garage (500 gal.) @ \$1.975 per gal. Estimated propane usage for the Community Center Kitchen (100 gal.) and the Ice Rink (600 gal.) @ \$1.959 per gal. Provides Water – Estimated usage for the Community Center, Maintenance Garage, Fire Protection and all outside facilities. Provides Telephone – 4 phone lines at the Community Center.
Contract Services	Provides contracts services for portable toilet rentals at public facilities for programs and public use and container rental for garbage disposal at the Community Center.

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Parks & Recreation (Continued)

Repair/Maintenance	Provides for vehicle, building, equipment, lawns, fire & security alarm monitoring, multi-purpose floor maintenance, general repairs and supplies; unscheduled and/or scheduled.	
Purchases	Gasoline & diesel for the truck, lawn equipment, snow blower, ice rink tractor/zamboni, and all other outdoor maintenance equipment. Average use of gasoline is 1300 gallons @ \$2.09 per gallon and diesel 115 gallons @ \$2.59 per gallon.	
Community Services	Provides funding for the Water Safety program at Lake George \$4,200.00 and all Recreation Department programs \$40,500.00 with budgeted program revenue of \$40,000.00.	
Miscellaneous	Provides for annual inspection of elevator, fire extinguishers, kitchen hood system, alarm tests, sprinklers and the air handler system.	
Salaries (Non-Union Employees)	Recreation Director	\$56,180.00
	Maintenance Supervisor	\$32,656.00
	Program Assistant	\$29,072.80
	Staff Assistant I	\$22,214.40
	Staff Assistant II	\$23,804.80
	Seasonal Program Part-Timers	\$16,000.00
	3 Summer Crew (16 wks)	\$17,280.00
	Ice Rink Attendant (12 wks)	\$ 5,040.00
	Overtime	\$ 1,000.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 40-01 Community Services / Service Organizations									
Community Services									
50-01 Skowhegan Free Public Lib		97,867.00	97,867.00	103,952.00	103,952.00	107,775.00	103,952.00	103,952.00	103,952.00
50-10 Coburn Park Commission		10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00
50-15 Skowhegan History House		5,000.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00	7,500.00
50-53 Main Street Skowhegan		0.00	0.00	40,000.00	40,000.00	45,000.00	40,000.00	40,000.00	40,000.00
50-60 Chamber of Commerce		24,000.00	24,000.00	24,000.00	24,000.00	23,000.00	23,000.00	23,000.00	23,000.00
Community Services		136,867.00	139,367.00	185,452.00	185,452.00	193,275.00	184,452.00	184,452.00	184,452.00
Service Organizations		136,867.00	139,367.00	185,452.00	185,452.00	193,275.00	184,452.00	184,452.00	184,452.00
Community Services		136,867.00	139,367.00	185,452.00	185,452.00	193,275.00	184,452.00	184,452.00	184,452.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 45-01 Tax Assessments / Education									
Unclassified									
45-03 School Tax		9,731,088.00	9,470,013.00	9,249,350.00	7,707,791.70				
	Unclassified	9,731,088.00	9,470,013.00	9,249,350.00	7,707,791.70	0.00	0.00	0.00	0.00
	Education	9,731,088.00	9,470,013.00	9,249,350.00	7,707,791.70	0.00	0.00	0.00	0.00
Dept/Div: 45-03 Tax Assessments / County									
Unclassified									
45-01 County Tax		2,373,279.18	2,549,341.30	2,535,990.46	2,535,990.46				
	Unclassified	2,373,279.18	2,549,341.30	2,535,990.46	2,535,990.46	0.00	0.00	0.00	0.00
	County	2,373,279.18	2,549,341.30	2,535,990.46	2,535,990.46	0.00	0.00	0.00	0.00
	Tax Assessments	12,104,367.18	12,019,354.30	11,785,340.46	10,243,782.16	0.00	0.00	0.00	0.00

TOWN OF SKOWHEGAN OPERATING BUDGET

		2015 Budget	2016 Budget	2017 Budget	2017 Expenses YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 50-01 Capital Expenditures / Debt Retirement									
Long Term Debt									
55-10 Combined Sewer Overflow P		275,724.00	272,992.00	270,260.00	270,259.20	267,527.00	267,527.00	267,527.00	267,527.00
55-15 TAN		20,000.00	20,000.00	20,000.00	0.00	20,000.00	20,000.00	20,000.00	20,000.00
55-25 Combined Sewer Overflow II		428,157.00	422,323.00	416,488.00	416,487.31	410,653.00	410,653.00	410,653.00	410,653.00
55-40 Highway Obligation Loan		135,916.00	132,376.00	128,865.00	128,863.14	125,296.00	125,296.00	125,296.00	125,296.00
55-45 Highway Loader		23,275.00	23,275.00	23,275.00	23,274.86	23,275.00	23,275.00	23,275.00	23,275.00
55-50 Highway Grader		20,737.00	20,737.00	20,737.00	20,736.44	20,737.00	20,737.00	20,737.00	20,737.00
55-55 Highway Tandem Axle Truck		28,564.00	28,564.00	28,564.00	28,563.03	28,564.00	28,564.00	28,564.00	28,564.00
55-60 Combine Sewer Overflow III		0.00	882,732.00	780,873.00	780,872.40	771,892.00	771,892.00	771,892.00	771,892.00
Long Term Debt		932,373.00	1,802,999.00	1,689,062.00	1,669,056.38	1,667,944.00	1,667,944.00	1,667,944.00	1,667,944.00
Debt Retirement		932,373.00	1,802,999.00	1,689,062.00	1,669,056.38	1,667,944.00	1,667,944.00	1,667,944.00	1,667,944.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Capital Expenditures – Debt Retirement

Pay To	Purpose	Date Paid In Full	Interest Rate
Maine Municipal Bond Bank	CSO Phase I	04/01/2024	1.1%
Maine Municipal Bond Bank	CSO Phase II	10/01/2027	1.67%
Skowhegan Savings Bank	Highway Obligation Loan	08/08/2018	2.95%
Bank of the West	Highway Loader	12/01/2018	3.05%
Caterpillar Financial	Highway Grader	04/01/2023	3.2%
Androscoggin Bank	Highway Tandem Axle Truck	02/14/2020	2.86%
Maine Municipal Bond Bank	CSO Phase III	10/01/2033	1.44%

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Capital Reserve Funds

Pollution Control Plant

Department Request \$101,000

\$5,000 Building Maintenance and Improvement. For repairs, improvements and energy efficiency.

\$12,500 Equipment Maintenance and Repair. For routine maintenance in excess of \$5,000 and unanticipated repairs in excess of \$1,000.

\$17,500 Equipment Replacement. For replacement of process equipment that has reached the end of its service life.

\$2,000 Information Technology Improvements. Repair and replacement of computers, network components, control system and software.

\$6,000 New Equipment. For purchase and installation of new equipment to improve process control.

\$15,000 Pump Station Upgrades. For future upgrades to our eleven pump stations.

\$3,000 Sewer System Master Plan. Combined Sewer Overflow Master Plan updates are required by Maine DEP every five years. The cost of the updates since 1993 has ranged from \$25,000 to over \$50,000. The next update for DEP is due in 2018 at an estimated cost of \$25,000 and will be paid from this CSO Bond. This appropriation will begin to fund the 2023 update.

\$30,000 Sewer Collection System Upgrades. This appropriation is intended for emergency or spot repairs only. The final phase of sewer rehabilitation projects funded by the \$11,880,000 State Revolving Loan Fund Combined Sewer Overflow bond will be completed this year.

\$10,000 Vehicle Replacement. Service truck replacement planned in 2024 at estimated cost of \$50,000 with trade. Dump truck replacement planned in 2028 at estimated cost of \$100,000 with trade.

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Capital Reserve Funds (Continued)

Recreation Department

Department Request \$60,000

\$35,000 Ball field Compound. For the continuation of the multi-use ball field complex at the Community Center.

\$5,000 Building. Repairs of the building as well as any unexpected or emergency repairs at the Community Center.

\$3,000 Tennis Courts. Refurbishing of the Tennis Court surface over a period of time.

\$2,000 Grounds Equipment. Funding for the replacement of equipment to maintain and keep all outside facilities safe.

\$15,000 External Facilities. Funding for repairs and replacement of all outside facilities, including fencing, bleachers, dugouts, trails, playgrounds, fields, parks as needed.

Municipal Building

Department Request \$37,500

\$15,000 Interior Repairs. This money will go towards replacing the main hallway carpeting with new TOLI flooring.

\$10,000 Exterior Repairs. This money will go towards repairs on the exterior of the west side of the Municipal Building.

\$5,000 Heating System. This money will go towards any necessary repairs to the existing heating system.

\$7,500 Roofing. This money is for unpredictable roof leak and/or replacement.

Solid Waste

Department Request \$12,000

\$12,000 Paving. This money will go towards replacing the pavement on the back side of the recycling building.

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Capital Reserve Funds (Continued)

Police Department

Department Request \$50,400

\$43,000 Cruiser Replacement. To purchase a new cruiser, with up-fitting.

\$5,000 Camera System. Upgrade of NVR and camera system in the Police Department and the Municipal Building.

\$2,400 Protective Vests. This is half of the cost for new vests, and we apply for a grant to cover the rest.

Public Works

Department Request for Equipment \$175,000

This account is used to maintain and replace our equipment. We presently own \$2,419,000 worth of equipment at today's price and it is depreciating at more than \$165,000 per year. The cost to bring our fleet up to date this year would be \$731,500. The account presently has approximately \$45,086. Last year we replaced the 1999 Chevrolet Kodiak single axle dump truck a 2017 Western Star single axle truck with side dump. This year I would like to replace the 2003 Sterling single axle dump truck. The replacement cost for this truck will be approximately \$145,000. I am hoping that we will be able to receive at least \$8,500 in trade for the existing truck. I am also planning to replace the 2008 Trackless with plow and snow blower. I am hoping we could do a three-year lease in order to keep our annual expenditures down. The annual expense will be approximately \$45,000 per year. A three-year lease at the present rate of 3.437% would be \$44,681 per year.

Department Request for Streets and Sidewalks \$300,000

We will use \$300,000 to fund this year's paving program, \$5,000 will go into Bridges and \$5,000 into sidewalks. We currently have \$204,979.19 in our Road Resurfacing, \$7,824.78 in the Bridge Improvements and \$9,070.79 in Sidewalks.

Our paving plan for the 2017 season includes the following: Work planned for Dartmouth Street, Dennis Street, South Factory Street, Jones Street and Union Street. Our rural roads will be the final mile of the Back Road, 1 ½" surface coat and a 2 ½" overlay on Swain Hill Road. The work will be funded by \$300,000 from taxation and \$12,301.30 from the reserve.

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Capital Reserve Funds (Continued)

**Public Works
(Continued)**

Department Projection for Urban Renewal Improvement Program Funds \$141,984

These are state funds paid to the town for capital improvement to town roads. These funds will be used to fund the paving program.

Our paving plan for 2017 season includes the following:

	Width	Length	Depth	Other work	Tonnage	Misc. work	Price per ton	Project total
Union Street	22	1500	2	\$2,500.00	403	\$3,059.76	\$76.00	\$36,157.36
Dartmouth Street	22	1600	1.5	\$2,500.00	322	\$2,447.81	\$76.00	\$29,425.89
Dennis Street	21	1350	1.5	\$0.00	259	\$1,971.46	\$76.00	\$21,686.05
Spring Street	24	1300	1.5	\$6,000.00	285	\$2,169.65	\$76.00	\$29,866.13
South Factory Street	22	3100	1.5	\$0.00	624	\$4,742.63	\$76.00	\$52,168.91
Jones Street	22	950	1.5	\$50.00	191	\$1,453.39	\$76.00	\$16,037.25
Swain Hill	22	5500	2.5	\$0.00	1845	\$22,143.00	\$76.00	\$162,382.00
Back Road	24	5500	1.50	\$1,000.00	1208	\$13,768.92	\$76.00	\$106,561.72
		4			5138			\$454,285.30
Sewer Bond								
Madison Ave	Winter St	Leavitt St						
North Ave	Water St	East St					CIP Amount	\$12,301.30
							URIP Funds	\$141,984.00
							Taxation	\$300,000.00

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Capital Reserve Funds (Continued)

**Public Works
(Continued)**

The following is our priority list for sidewalks for the next ten years:

Priority	Name	Length	Paving year
2	Willow Street Greenwood	900	2017
5	Ave Greenwood	850	2018
5	Ave	800	2019
2	Bridge	370	2020
5	East Chandler	400	2020
6	Spring Street	600	2021
7	Olive Street	550	2022
9	French Street	1,000	2023
9	French Street	1,060	2024
1	Main Street	1,000	2025
1	Main Street	1,000	2026

Fire Department

Department Request \$224,500

\$150,000 Fire Truck Replacement. Estimated amount required to continue the implementation of our Fire Truck Replacement Plan.

\$60,000 Fire Station Building Improvement. This account is used to pay for maintenance and improvements to the building that are more than the traditional daily up keep to the building. This is an increase of \$50,000 for engineering costs for a new Public Safety Building.

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Capital Reserve Funds (Continued)

**Fire Department
(Continued)**

\$2,500 SCBA Replacement. The anticipated cost to replace our SCBA is \$170,000. Our SCBA are now 5 years old. NFPA recommends a 15-year maximum life cycle.

\$10,000 Protective Equipment. This account pays for Structural Firefighter Turnout Gear. Each set costs \$2,000 - \$2500. The life expectancy of a set is 5 - 10 years. All gear must be taken out of service after 10 years.

\$2,000 Fire Hose replacement. Each year 400' – 500' of Fire Hose fails its' yearly service test or is damaged in a fire. Replacement cost runs anywhere from \$4 - \$6 per foot.

Emergency Management

Department Request \$5,000

\$5,000 To do necessary repairs to the communication system and replace items as needed.

Administration

Department Request \$15,000

\$15,000 Information Technology Improvements. This is used to purchase new computers and equipment as needed.

Econ. & Comm. Dev.

Department Request \$2,000

\$2,000 For future replacement of mapping computer and plotter.

Cemeteries

Department Request \$15,000

\$15,000 Cemeteries. Headstone cleaning and repairs. Road Maintenance in Southside Cemetery.

**TOWN OF SKOWHEGAN OPERATING BUDGET
NARRATIVES**

Capital Reserve Funds (Continued)

Planning/Code Dept.

Department Request \$2,000

\$1,000 The Skowhegan Conservation Commission would like to continue to do water quality testing on certain Skowhegan bodies of water. They would also like to continue to increase their efforts in informing the townspeople of Skowhegan of outdoor activities happening in town. This would include hosting additional events at the Yankee Wood Lot and other trail cleanup days in town.

\$1,000 The Skowhegan Heritage Council would like to complete the interior of the Dudley Corner Schoolhouse now that the exterior has been completed other than the door. This is an ongoing project. They would also like to purchase additional supplies for Abner Coburn Day events.

Public Works Bldgs.

Department Request \$10,000

We need to replace several doors on the highway garage building and would like to continue on with redoing the floors in the hallway and bathrooms. There is approximately \$19,145.58 in this account. The request this year will be designated as follows: \$2,000 for garage office floors and \$5,000 for the salt building and \$3,000 building repairs. The money for building repairs will be to replace the last four exterior doors. We will continue to set a portion of this money aside to eventually construct a shed just for salt.

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TOWN OF SKOWHEGAN OPERATIONAL REVENUES

	2015 Budget	2016 Budget	2017 Budget	2017 Revenues YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 01-01 General Government / Finance Department								
04 Interest on Taxes	15,000.00	15,000.00	15,000.00	14,537.42	15,000.00	15,000.00	15,000.00	15,000.00
05 Interest on Liens	30,000.00	30,000.00	30,000.00	30,967.38	30,000.00	30,000.00	30,000.00	30,000.00
06 Interest on Investments	1,000.00	1,000.00	750.00	20,097.63	5,000.00	5,000.00	5,000.00	5,000.00
07 Excise-BMV	1,050,000.00	1,100,000.00	1,200,000.00	1,281,711.40	1,300,000.00	1,300,000.00	1,300,000.00	1,300,000.00
08 Excise-IFW	5,000.00	5,000.00	5,000.00	3,219.60	5,000.00	5,000.00	5,000.00	5,000.00
10 Clerk Fees	5,000.00	4,500.00	4,500.00	4,003.75	4,500.00	4,500.00	4,500.00	4,500.00
11 Agent Fees	20,000.00	24,000.00	24,000.00	21,896.00	24,000.00	24,000.00	24,000.00	24,000.00
12 Benefit Reimb.	7,000.00	7,000.00	7,000.00	8,358.40	7,000.00	7,000.00	7,000.00	7,000.00
14 Photo Copies	5.00	5.00	10.00	0.00	0.00	0.00	0.00	0.00
15 Returned Check Charge	350.00	350.00	200.00	280.00	200.00	200.00	200.00	200.00
17 Certified Copies	15,000.00	17,000.00	17,000.00	14,311.00	16,000.00	16,000.00	16,000.00	16,000.00
18 Burial Permits	2,000.00	3,500.00	3,500.00	5,096.00	4,000.00	4,000.00	4,000.00	4,000.00
20 Victualers Licenses	1,200.00	1,500.00	1,500.00	1,650.00	1,500.00	1,500.00	1,500.00	1,500.00
21 Amusement Permits	175.00	175.00	175.00	240.00	200.00	200.00	200.00	200.00
23 Business Names	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00
26 Non-Resident Notary Fees	100.00	200.00	200.00	420.00	200.00	200.00	200.00	200.00
29 Passport Fee	8,000.00	7,500.00	8,000.00	7,906.10	8,000.00	8,000.00	8,000.00	8,000.00
35 Ordinance Fines	800.00	800.00	800.00	900.00	800.00	800.00	800.00	800.00
37 Election Reimb.	200.00	200.00	200.00	330.83	200.00	200.00	200.00	200.00
Finance Department	1,160,880.00	1,217,780.00	1,317,885.00	1,415,975.51	1,421,650.00	1,421,650.00	1,421,650.00	1,421,650.00
Dept/Div: 01-02 General Government / Municipal Building Mainte								
01 Opera House Charge For Svs.	2,000.00	2,000.00	2,000.00	396.70	2,000.00	2,000.00	2,000.00	2,000.00
Municipal Building Main	2,000.00	2,000.00	2,000.00	396.70	2,000.00	2,000.00	2,000.00	2,000.00
Dept/Div: 01-03 General Government / Assessing								
01 Veteran Reimb.	6,000.00	6,000.00	6,000.00	7,543.00	6,000.00	6,000.00	6,000.00	6,000.00
02 Tree Growth Reimb	17,000.00	19,000.00	9,000.00	28,727.91	23,000.00	23,000.00	23,000.00	23,000.00
Assessing	23,000.00	25,000.00	15,000.00	36,270.91	29,000.00	29,000.00	29,000.00	29,000.00
Dept/Div: 01-06 General Government / Planning Ord.								
01 Flood Planning Permit	100.00	100.00	100.00	50.00	100.00	100.00	100.00	100.00
02 Site Plan Review	300.00	300.00	300.00	1,500.00	500.00	500.00	500.00	500.00
03 Subdivision Permits	150.00	300.00	300.00	325.00	300.00	300.00	300.00	300.00
Planning Ord.	550.00	700.00	700.00	1,875.00	900.00	900.00	900.00	900.00
Dept/Div: 01-07 General Government / Code Enforcement								
01 Plumbing Insp. Fees	4,500.00	4,500.00	4,800.00	5,601.25	4,800.00	4,800.00	4,800.00	4,800.00
02 Junkyard Licenses	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00
04 Shore Land Zoning App. Fees	600.00	600.00	800.00	1,100.00	1,000.00	1,000.00	1,000.00	1,000.00
05 Building Permit Fees	9,000.00	10,000.00	12,000.00	11,199.55	12,000.00	12,000.00	12,000.00	12,000.00
Code Enforcement	14,400.00	15,400.00	17,900.00	18,200.80	18,100.00	18,100.00	18,100.00	18,100.00

TOWN OF SKOWHEGAN OPERATIONAL REVENUES

		2015 Budget	2016 Budget	2017 Budget	2017 Revenues YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 01-15 General Government / Economic & Community Dev.									
01 Salary		3,295.00	3,295.00	3,295.00	2,725.34	3,295.00	3,295.00	3,295.00	3,295.00
02 Fica/Medicare		252.00	252.00	252.00	208.45	252.00	252.00	252.00	252.00
03 Worker's Comp.		125.00	125.00	125.00	103.53	125.00	125.00	125.00	125.00
04 MSRS		92.00	92.00	92.00	76.31	92.00	92.00	92.00	92.00
05 Grant Admin Fees		400.00	400.00	400.00	0.00	600.00	600.00	600.00	600.00
Economic & Community		4,164.00	4,164.00	4,164.00	3,113.63	4,364.00	4,364.00	4,364.00	4,364.00
General Government		1,204,994.00	1,265,044.00	1,357,649.00	1,475,832.55	1,476,014.00	1,476,014.00	1,476,014.00	1,476,014.00
Dept/Div: 05-01 Public Safety / Police Dept.									
01 Gun Permits		800.00	800.00	200.00	323.00	200.00	200.00	200.00	200.00
02 Parking Fines		2,000.00	1,000.00	0.00	25.00	0.00	0.00	0.00	0.00
03 Restitution		600.00	0.00	0.00	244.45	0.00	0.00	0.00	0.00
04 Accident Reports		2,600.00	2,500.00	2,500.00	2,360.00	2,500.00	2,500.00	2,500.00	2,500.00
05 Taxi Permits		1,150.00	1,400.00	1,400.00	921.00	900.00	900.00	900.00	900.00
06 Animal Control		5,000.00	5,000.00	5,000.00	8,286.00	5,000.00	5,000.00	5,000.00	5,000.00
07 SRO		27,398.00	27,398.00	32,890.00	21,537.76	32,890.00	32,890.00	32,890.00	32,890.00
08 Fica/Medicare		2,095.00	2,095.00	2,517.00	1640.64	2,517.00	2,517.00	2,517.00	2,517.00
09 Health		9,503.00	10,110.00	10,754.00	6,161.06	9,337.00	9,337.00	9,337.00	9,337.00
10 Dental		314.00	326.00	327.00	226.32	337.00	337.00	337.00	337.00
11 MSRS		3,013.00	3,123.00	3,750.00	2,444.88	3,750.00	3,750.00	3,750.00	3,750.00
12 Worker's Comp		832.00	832.00	1,000.00	649.82	1,000.00	1,000.00	1,000.00	1,000.00
13 Unemployment		273.00	273.00	329.00	214.46	329.00	329.00	329.00	329.00
14 Witness Fees		1,500.00	500.00	500.00	12.00	200.00	200.00	200.00	200.00
15 Sex Offense Registry		150.00	50.00	50.00	35.00	50.00	50.00	50.00	50.00
20 MDEA Agent		46,030.00	48,568.00	52,084.00	33,261.25	51,792.00	51,792.00	51,792.00	51,792.00
21 FICA/Medicare		3,521.00	3,715.00	3,985.00	2,544.49	3,963.00	3,963.00	3,963.00	3,963.00
22 Health		11,567.00	12,305.00	13,089.00	7,162.88	10,644.00	10,644.00	10,644.00	10,644.00
23 Dental		471.00	490.00	491.00	264.04	506.00	506.00	506.00	506.00
24 MSRS		5,063.00	5,536.00	5,938.00	3791.78	5,905.00	5,905.00	5,905.00	5,905.00
25 Workers Comp		1,399.00	1,476.00	1,584.00	1007.82	1,575.00	1,575.00	1,575.00	1,575.00
26 Unemployment		450.00	485.00	521.00	332.61	518.00	518.00	518.00	518.00
27 Liability Ins		229.00	229.00	230.00	123.40	230.00	230.00	230.00	230.00
28 Fingerprint Fees		25.00	0.00	0.00	48.00	0.00	0.00	0.00	0.00
30 HRO		0.00	0.00	34,508.00	27,155.56	34,508.00	34,508.00	34,508.00	34,508.00
31 FICA/Medicare		0.00	0.00	2,640.00	850.45	2,640.00	2,640.00	2,640.00	2,640.00
32 Health		0.00	0.00	9,948.00	2,748.21	10,644.00	10,644.00	10,644.00	10,644.00
33 Dental		0.00	0.00	491.00	132.02	506.00	506.00	506.00	506.00
34 MSRS		0.00	0.00	3,934.00	1,267.35	3,934.00	3,934.00	3,934.00	3,934.00
35 Workers Comp		0.00	0.00	1,050.00	336.84	1,050.00	1,050.00	1,050.00	1,050.00
36 Unemployment		0.00	0.00	346.00	111.17	346.00	346.00	346.00	346.00
37 Liability Ins		0.00	0.00	230.00	61.74	230.00	230.00	230.00	230.00
Police Dept.		125,983.00	128,211.00	192,286.00	126,281.00	188,001.00	188,001.00	188,001.00	188,001.00

TOWN OF SKOWHEGAN OPERATIONAL REVENUES

	2015 Budget	2016 Budget	2017 Budget	2017 Revenues YTD (5/11/2017)	2018 Initial Department Requests	2018 Manager Approved	2018 Budget Committee	2018 Selectmen
Dept/Div: 05-03 Public Safety / Fire Dept.								
01 Fire Reports	10.00	0.00	10.00	30.00	10.00	10.00	10.00	10.00
Fire Dept.	10.00	0.00	10.00	30.00	10.00	10.00	10.00	10.00
Public Safety	125,993.00	128,211.00	192,296.00	126,311.00	188,011.00	188,011.00	188,011.00	188,011.00
Dept/Div: 10-01 Health & Human Services / General Assistance								
01 GA State Reimb	20,000.00	47,000.00	94,000.00	55,312.39	119,000.00	119,000.00	119,000.00	119,000.00
General Assistance	20,000.00	47,000.00	94,000.00	55,312.39	119,000.00	119,000.00	119,000.00	119,000.00
Health & Human Serv	20,000.00	47,000.00	94,000.00	55,312.39	119,000.00	119,000.00	119,000.00	119,000.00
Dept/Div: 20-01 Sanitation / Solid Waste & Recycling								
01 Charge for Svs.- Landfill	10,000.00	10,000.00	9,500.00	6,437.00	9,500.00	9,500.00	9,500.00	9,500.00
02 Sale Recyclable Materials	60,000.00	50,000.00	50,000.00	46,313.71	50,000.00	50,000.00	50,000.00	50,000.00
03 Landfill Permit Fees	6,000.00	8,000.00	5,500.00	4,515.00	18,000.00	18,000.00	18,000.00	18,000.00
04 Comm Haulers Licenses	2,000.00	2,000.00	2,000.00	2,100.00	2,000.00	2,000.00	2,000.00	2,000.00
Solid Waste & Recycling	78,000.00	70,000.00	67,000.00	59,365.71	79,500.00	79,500.00	79,500.00	79,500.00
Sanitation	78,000.00	70,000.00	67,000.00	59,365.71	79,500.00	79,500.00	79,500.00	79,500.00
Dept/Div: 25-01 Public Works / Summer Roads								
01 Road Opening Permits	2,000.00	2,500.00	2,500.00	9,912.60	2,500.00	2,500.00	2,500.00	2,500.00
02 Sewer Permits	250.00	250.00	250.00	0.00	250.00	250.00	250.00	250.00
03 Block Grant	153,012.00	140,236.00	141,984.00	141,884.00	141,984.00	141,984.00	141,984.00	141,984.00
Summer Roads	155,262.00	142,986.00	144,734.00	151,796.60	144,734.00	144,734.00	144,734.00	144,734.00
Public Works	155,262.00	142,986.00	144,734.00	151,796.60	144,734.00	144,734.00	144,734.00	144,734.00
Dept/Div: 30-01 Public Properties / Cemeteries								
01 Sale of Cemetery Lots	100.00	100.00	100.00	60.00	100.00	100.00	100.00	100.00
05 Burial Fees	5,000.00	7,500.00	7,500.00	3,500.00	7,500.00	7,500.00	7,500.00	7,500.00
10 Perpetual Care Income	14,500.00	13,500.00	13,000.00	18,657.60	17,500.00	17,500.00	17,500.00	17,500.00
Cemeteries	19,600.00	21,100.00	20,600.00	22,217.60	25,100.00	25,100.00	25,100.00	25,100.00
Public Properties	19,600.00	21,100.00	20,600.00	22,217.60	25,100.00	25,100.00	25,100.00	25,100.00
Dept/Div: 35-01 Parks & Recreation / Recreation								
01 Charge for Svs.- Communit	25,000.00	25,000.00	25,000.00	19,140.35	25,000.00	25,000.00	25,000.00	25,000.00
04 Programs	40,000.00	40,000.00	40,000.00	22,757.46	40,000.00	40,000.00	40,000.00	40,000.00
Recreation	65,000.00	65,000.00	65,000.00	41,897.81	65,000.00	65,000.00	65,000.00	65,000.00
Parks & Recreation	65,000.00	65,000.00	65,000.00	41,897.81	65,000.00	65,000.00	65,000.00	65,000.00
Revenue Totals:	1,668,849.00	1,739,341.00	1,941,279.00	1,932,733.66	2,097,359.00	2,097,359.00	2,097,359.00	2,097,359.00

TOWN OF SKOWHEGAN

**Town Meeting Warrant Article 46
Undesignated Fund Balance**

To see if the town will vote to appropriate an amount from undesignated fund balance, not to exceed \$750,000 in total, toward one or more of the following purposes:

- a. to reduce the tax commitment;
- b. to appropriate funds to the Public Works Roads & Sidewalks Reserve account;
- c. to establish, pursuant to 30-A MRSA § 5801, and appropriate funds to a new Public Safety Building Reserve account; and/or
- d. to appropriate funds to the Parks & Recreation Reserve account – Ballfield Compound Designation.

Recommendation:	Town Manager	Board of Selectmen	Budget Committee
<p>To reduce taxes (mill rate) This year’s presented budget could result in an increase of \$472,906.80 to the property tax levy limit (LD 1). Any amount used from the undesignated fund balance would reduce and potentially eliminate the LD1 override.</p>	\$ 750,000	\$ 500,000	\$ 0
<p>For Roads & Sidewalks \$150,000 of additional funding for roads would be used to leverage up to \$180,000 additional funding from the Municipal Partnership Initiative, which combined would be used to pave Fairview Avenue. \$200,000 of additional funding for roads would include the above work and would also fund a 2” mill and overlay of McClellan Street and a portion of Willow Street.</p>	\$ 0	\$ 150,000	\$ 200,000
<p>For a Public Safety Building These funds would establish a reserve account for the planning and construction of a new Public Safety Building that would house the Police and Fire Departments.</p>	\$ 0	\$ 100,000	\$ 500,000
<p>For the Ballfield Compound The \$50,000 would be used for Phase 2 of the project, Route 2 Improvements per the 2006 DEP Application and Permit. This would include constructing a left lane from Kyes Motel to the connection of the High School left lane which is required due to the heavy pattern of traffic flow currently & for the future expansion of the ballfield complex. In order to keep the 2006 permit viable construction must be consistent on a yearly basis.</p>	\$ 0	\$ 0	\$ 50,000