

**2023
BUDGET
WORKSHOP
NOV. 9, 2022
6:30 pm**

**BACKGROUND
MATERIALS**

Pittsfield Public Library Budget Modification Proposal

November 4, 2022

Submitted by Library Director, Holly Williams

Golden Option A) Increase materials budget by 11% (\$1650) & increase part-time staffing by 6 hours (estimated staffing cost of an additional \$5000 & additional energy costs of \$948): Total \$7598

Additional energy costs--\$693 (electricity) and \$255 (heating oil). Explanation: Currently, after 9 months, we spent \$9660.79 on electricity. Let's say, we take that number and divide it by 272 (number of days) which is 35.5, then divide that number by 8 for hours open on a regular library day, which is 4.44, resulting in \$4.44 per hour. If you take that number and multiply by 3 for the additional 3 hours per week and then by 52 for weeks in a year, that would be an additional \$693. Our heat source is both heat pumps and oil, so the \$255 is actually from what we've budgeted for the entire year for heating oil for this past year--\$4770, then divided by 365 and went on from there to get the hourly.

Prices of books have increased 11% since 2000, hence the increase.

Silver Option B) Increase materials budget by 11% (\$1650). We won't increase staffing, but we'll juggle a few hours and try out a different Saturday and evening schedule for 2023. Will re-evaluate before the next budget season.

Bronze Option C) Eliminate the computer budget of \$1,000 and move it to the Books budget. We'll still try juggling the schedule. Will re-evaluate before the next budget season.

For 11/09/2022 Budget Workshop

General Assistance Historical Review 2010 – 2021

Budget Line Item: E-30-05-65-18

Assistance for residents who cannot provide for themselves as they do not have enough funds for heat, electricity, rent, food, personal care and household items; supplement for households with children under 5 years old; and/or assistance with burial/cremation. These are the major categories, however, the Town assists with other items if considered an emergency and a necessity.

Year	Expenditures as of 12/31	Projection with incr. since 2014*
2010	\$ 6,046.76	
2011	\$10,133.66	
2012	\$12,714.65	
2013	TRIO Year will not allow access. As of 09/30/2013 spent \$8,614.78, prorate to \$11,486.37 for EOY.	
2014	\$ 7,610.04	\$11,285.69
2015	\$10,276.99	\$15,240.78
2016	\$ 7,079.92	\$10,499.52
2017	\$ 3,581.99	\$ 5,312.09
2018	\$ 3,636.23	\$ 5,392.53
2019	\$12,395.53	\$18,382.57
2020	\$ 2,351.90	\$ 3,487.87
2021	\$ 804.90	\$ 1,193.67
2022	\$ 1,269.66 bills through 09/30/2022	

In 2022, the Town also spent \$2,030.48 on fuel for seniors from the Neighbors Warm Program through 05/10/2022 from the generous donations of citizens and businesses.

*Comparing the General Assistance Chart in 2014 vs. 2022, averaging the increases over the categories results in at least a 48.3% increase in costs.

ACCOUNT 05-15

FIRE DEPARTMENT

2023

(01-15)	Part-time Employment; Pay Schedule by training	\$	39,000
(01-39)	Emergency Management	\$	3,750
(01-40)	FICA	\$	3,270
(05-15)	Workers Compensation	\$	9,045
(05-20)	Travel (Training)	\$	2,000
(05-25)	Training and Conferences	\$	2,600
(05-30)	Membership and Dues	\$	500
	Maine Fire Chief's Association; International Fire Chief's Association; NFPA		
(05-35)	Uniforms	\$	2,000
	Gloves, Boots, Turnout Gear		
(10-05)	General Supplies	\$	2,000
	Chemicals, Foam, Batteries, Extinguisher Refills, Tank Saver		
(10-10)	Cleaning Supplies	\$	150
(10-15)	Gasoline	\$	250
(10-20)	Diesel	\$	2,600
(10-70)	PPE Equipment	\$	7,000
	Turnouts (pants, coat, boots, helmet, hood, gloves)		
(15-05)	Motor Vehicle Maintenance	\$	7,000
	Annual Inspections, Annual Maintenance		
(15-10)	Equipment - Non Vehicle Maintenance	\$	3,500
	Radios, Pagers, Portable Pumps, SCBA, Saws, Generators, Hydraulic Tools, Extinguishers		
(15-15)	Building Maintenance	\$	-
(20-05)	Equipment	\$	6,000
(25-05)	Contractual	\$	6,000
	Annual Pump, SCBA, Compressor, Physicals, Ladder Testing, Hep B Vaccine, Hydro Testing of SCBA Bottles, NFPA Standard Subscription		
(30-15)	Telephones	\$	700
	Two phone lines		
(65-18)	Miscellaneous	\$	-

DEPARTMENT TOTAL:

\$97,365

ACCOUNT 05-10

POLICE DEPARTMENT

2023

(01-05)	Personnel Services Chief \$80,811; Sgt. \$65,079.14; One Officer at \$60,730.49; One Officer at \$57,996.43; One Officer at \$56,511.00; One Officer at \$61,634.66; and One Officer at \$61,634.66; Admin Assistant for Police Chief \$50,232 SRO 2 months \$0	\$	494,630
(01-10)	Overtime Holiday; Vacations; Sick Leave; Events; Details; Drills, Callouts, Patrol, DV, Investigations	\$	60,000
(01-15)	Part-Time Employment Reserve Officers; covering shifts; call outs; major felonies, expand program, \$3,000 Cadet Program; adding and training new Reserves	\$	31,050
(01-40)	FICA	\$	44,805
(05-05)	MMEHT (Health Insurance)	\$	102,550
(05-10)	Unemployment	\$	1,765
(05-15)	Workers Compensation	\$	47,773
(05-20)	Travel Mileage for Court; provide additional travel money for trainings	\$	2,000
(05-25)	Training and Conferences - Academy/ MCJA Academy; MCIA Phase I & II; Qualifications; Dirigo Safety/Power \$4,380; Specialized Training; MCGA, FBINAA	\$	9,000
(05-30)	Membership and Dues Maine Chiefs Associ; National Assoc. of Chiefs; New of Chiefs; New England State Police Network	\$	2,000
(05-35)	Uniforms BPVest Carriers; Academy Program Gear; New Officers; General Needs	\$	20,498
(10-05)	General Supplies Ammunition; Mace; Drug Kits; Batteries; Fingerprinting; Office Supplies; Form Printing	\$	9,750
(10-15)	Gasoline	\$	17,000
(15-05)	Motor Vehicle Maintenance Tires; Tune-ups; Preventive Maintenance; Other Repairs; Car Washing; Tires (8 plus mounting)	\$	10,000
(15-10)	Equipment - Non Vehicle Maintenance	\$	3,500
(15-15)	Building Maintenance - Floors	\$	450
(20-05)	Equipment Pistols & Magazines for Dept.; Lights & Holsters; Holsters; Tasers Annual Contract; Bolowraps	\$	18,169
(20-10)	Comp/Sof Pur Laptops and software for cruisers; PC and Software; Printer	\$	2,850
(20-15)	Equipment Rental Yearly Taser Cost (Lease-Purchase)	\$	1,500

(25-05)	Contractual IMC Software/Main. Fees; IMC Software; Fire Extinguishers; Reference Books; Radar; Dirigo Safety; Liability Insurance; IT Contract; Comm-CAD Upgrade Pro Suit Pittsfield Share 2023 \$27,911; Other Miscell. Services	\$	59,687
(25-10)	Printing Forms Police Services forms; business cards; etc.	\$	1,500
(25-30)	Advertising	\$	200
(25-45)	Community Services	\$	2,500
(30-15)	Telephones	\$	2,640
(65-18)	Miscellaneous	\$	-
(66-36)	School Resource Officer Program (10 months)	\$	-
	DEPARTMENT TOTAL:		\$945,817

ACCOUNT 05-25

ANIMAL CONTROL

2023

(01-15)	Part-Time Employment 10 hours a week for ACO Services Pay is under Contractual	\$	-
(01-40)	FICA	\$	-
(05-15)	Workers Compensation	\$	-
(05-20)	Travel	\$	-
(05-25)	Training and Conferences	\$	-
(10-05)	General Supplies Supplies for animal control Hiring F/T Officer/ACO	\$	-
(25-05)	Contractual Animal Shelter Services = \$10,000 P/T ACO Services \$350/week X \$52 = \$18,200 Plus mileage (paid for miles traveled at town rate 3900 miles X .50/mile = \$1,950 Delete Patrol Officer/ACO Plan for 2021	\$	30,150
(25-10)	Printing Forms 2 and 3 part forms requiring outsourcing	\$	500
(25-30)	Advertising	\$	<u>300</u>

DEPARTMENT TOTAL:

\$30,950

Acct# 70-05 WATER ENTERPRISE FUND 2023

01-20 Salaries - (Supply Operations is under Contract)	\$	-
01-25 Salaries - (Supply Maintaince is under Contract)	\$	-
01-30 Salaries - (Distribution Maintenance is under Contract)	\$	-
01-35 Salaries - (Customer Accounts 50% Finance Work \$20,280)	\$	20,280
01-40 Employee Benefits - FICA	\$	1,552
05-05 Employee Benefits - (MMEHT is under Contract)	\$	-
05-10 Insurance - (Unemployment is under Contract)	\$	-
05-15 Insurance - (Workers Compensation is under Contract)	\$	-
05-25 Mandatory Training And Conferences	\$	-
05-30 Membership & Dues (Maine Rural Water Association)	\$	1,500
05-35 Uniforms (Safety Supplies is undere Contract)	\$	-
10-15 Gasoline (2 Trucks)	\$	4,800
10-20 Diesel (Backhoe/Excavator)	\$	500
10-30 Chemicals-Supply	\$	25,000
10-35 Chemicals-Treatment	\$	4,000
10-40 Materials & Supplies-Supply	\$	3,000
10-45 Maintenance-Supply (Exterior building maint., pump stations, 1/2 garage)	\$	3,000
10-50 Materials & Supplies - Treatment; Repairs	\$	1,000
10-55 Materials & Supplies Distribution (Increased Repairs for the System including pipes, fittings, curb boxes, valves, hydrants)	\$	20,000
10-60 Materials & Supplies - Customer Accounts (Meters, computers, meter reading laptop; postage; liens; copies; miscell.)	\$	10,000
10-65 Materials & Supplies - Admin (Office Supplies only)	\$	1,000
15-10 Maintenance - Equipment	\$	1,500
15-15 Building/Plant - Blower installation; isolation valves at treatment plant; building sump pump	\$	2,000
15-20 Maintenance-Treatment (\$10,000 for VFD Replacment)	\$	10,000
15-25 Maintenance Distribution (Pipe thawing, non vehicle maintenance, permits, and \$10,000 for Tank Inspections)	\$	13,000
15-30 Transportation Maintenance (Tires, bodywork/repairs/parts/maint., backhoe)	\$	5,000
15-40 Supply (Well Maintenance)	\$	15,000
20-05 Miscell. Equipment/Equipment Purchase (Hand Tools, Pipe Cutters, Safety)	\$	5,000
20-15 Equipment Rental - Distribution (As needed)	\$	2,000
25-30 Advertising	\$	500
25-35 Contractual - Engineering (Water testing, meter testing, engineering for tank/hydrant bids and other projects)	\$	5,000
25-40 Contractual - Accounting (Admin. space, legal, software license 1/2- \$273, computer maintenance; water billing maintenance contract \$500; 1/2 of TRIO Utility Billing \$675; Audit \$2,500)	\$	7,000
25-50 Utility Contract Operations (\$7,500/month X 12 = \$90,000)	\$	90,000
30-10 Heating	\$	6,500
30-15 Telephones (Water \$800, 1/2 cell phones and pagers)	\$	1,500
30-20 Water & Sewer	\$	500
35-05 Insurances (Commercial General Liability, Business Auto, etc.)	\$	7,900
45-15 Debt-Interest	\$	-

45-25 Debt-Principal/Interest Bonds/Notes - to be determined	\$	-
45-30 Debt-Principal/Interest (Bonds/Notes \$900,000 Grove Hill & Water Treatment Plant - Refinanced to \$645,055 in 2012) - Transfer Principal	\$	45,805
45-50 Debt-Principal/Interest (Bonds/Notes \$888,649 North Main Bond) 2016 -Transfer Principal	\$	49,018
45-55 Debt-Principal/Interest (Bonds/Notes \$103,000 Water Pump) 2009 - Transfer Principal	\$	3,786
45-61 Debt-Principal/Interest (New Bond for Project with Rate Increase) Birchwood	\$	95,837
45-62 Debt-Principal/Interest (New Bond for Project with Rate Increase) Hunnewell and Peltoma	\$	199,305
45-65 Debt-Principal/Interest (Bonds/Notes \$483,075 Waverly Bond) 2011 - Transfer Principal	\$	27,518
45-70 Equipment Lease/Purchase - Excavator 1/3 (shared with Sewer/Hway	\$	-
45-70 Truck Lease/Purchase - 2020 Chevy Truck 1/2 (shared with Sewer)	\$	4,582
60-60 Grove Hill Standpipe Reserve	\$	7,000
60-65 Phillips Corner Standpipe Reserve	\$	7,000
60-70 Capital Expenses, Breaks/Problems during the year due to aging	\$	20,000
65-21 Purchased Power Supply - Pump Stations	\$	30,000
65-24 Purchased Power - Misc (House, meter shop, 1/2 garage)	\$	1,500
65-27 Regulatory Commission Expenses (PAO; PUC, DHS DWP Primacy)	\$	3,500
65-30 Sales Tax (Budgeted as expense and revenue)	\$	1,840
65-33 Property Tax (2021 Burnham \$866 and Detroit \$296, estimate 5% incr)	\$	1,220
65-35 Depreciation/Capital Reserve	\$	63,411
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DEPARTMENT TOTAL (Rate increase or other funds \$215,530 for \$613,824 Budget		\$829,354

Acct# 75-05 SEWER ENTERPRISE FUND 2023

01-05 Personnel Services - (50% Finance Work \$20,280, Other work covered under Contract)	\$	20,280
01-10 Overtime and Stand-By - (Covered under Contract)	\$	-
01-40 F.I.C.A.	\$	1,552
05-05 MMEHT - (Covered under Contract)	\$	-
05-10 Unemployment Compensation - (Covered under Contract)	\$	-
05-15 Workers Compensation - (Covered under Contract)	\$	-
05-25 Mandatory Training & Conferences (Alcohol/Drug Testing, DEP licensure under Contract)	\$	-
05-30 Memberships and Dues (State Annual Fee \$602; Wastewater Discharge Permit \$2,018)	\$	2,620
05-35 Uniforms - (Covered under Contract)	\$	-
10-05 General Supplies (Office supplies, postage, copies, computer supplies, pipe fittings, paper products, manhole risers, additional lab supplies for plant; etc.)	\$	5,000
10-15 Gasoline	\$	500
15-05 Motor Vehicle Maintenance (Routine Maint/Repairs/Parts/tires)	\$	2,000
15-10 Equipment Maintenance	\$	2,000
15-15 Maintenance of Plant (mowing, grounds, painting, plant roof, road, berm and discharge gate)	\$	10,000
20-05 Equipment: Sewer Maintenance Equip \$4,000; Control Room \$1,000; Hand tools; pipe cutters; and replacement of other equipment	\$	5,000
25-05 Contractual (Computer/telemetry \$3,000, Office/Admin \$4,434, Audit \$2,500, Trio Maint. \$676; Computer. Maint. \$600; Road Opening Permits \$900; 1/2 TRIO Utility Billing \$640; Flushing/Maintenance Plan \$9,000; Sewer Maintenance/Manhole Raising \$14,000; Other)	\$	35,750
25-10 Printing and Forms	\$	500
25-30 Advertising	\$	200
25-35 Engineering (Misc Sewer Line Projects \$4,000)	\$	4,000
25-50 Utility Contract Operations (\$7,500/month X 12 = \$90,000)	\$	90,000
30-05 Electricity (Treatment Plant, Pump Stations, Garage)	\$	1,500
30-10 Heating	\$	3,500
30-15 Telephones (Phones only, no pagers/cells)	\$	1,000
30-20 Water and Sewer (Water Only)	\$	500
35-35 Insurance-General Liability/Property	\$	1,900
45-45 Debt-Principal/Interest (Bond 2016 \$149,929 North Main Project) - Transfer Principal; Debt Payment is \$8,724 for 2022)	\$	8,724
(Bond 2015 \$445,000 CWSRF Peltoma) - Transfer Principal; Debt Payment is \$23,733	\$	23,733
(Bond 2008 \$208,875 Sewer Rehab Project - Refinanced to \$169,331 in 2012) - Paid off	\$	-
45-60 Debt-Principal/Interest on \$1.9 million dollar sludge/sewer payment	\$	97,622
45-61 Debt-Principal/Interest - New Project with Debt Service - Birchwood*	\$	99,235
45-62 Debt-Principal/Interest - New Project with Debt Service - Hunnewell	\$	63,412
45-70 Equipment Lease/Purchase - Excavator 1/3 (2020 Purchase Shared with Water/Hwy) - paid off in 2022; Equipment Lease/Purchase - Truck 1/2 (2020 Purchase Chevy Pickup Shared with Water; Lease/Purchase Payment is \$4,582	\$	4,582
60-66 Sludge Removal Reserve	\$	-
60-70 Capital Expenses, Breaks/Problems due to aging; increase sewer improvements)	\$	40,000
65-18 Miscellaneous (Record Liens; miscell.)	\$	2,000
65-35 Depreciation	\$	73,475
DEPARTMENT TOTAL: Use \$99,235 in Sewer Funds; resulting in \$501,350 Budget		\$600,585