



TOWN OF GORHAM
MUNICIPAL BUDGET
2017 - 18

Submitted to Town Council on April 4, 2017
Public Hearing on June 6, 2017
Approved on June 6, 2017

GORHAM MUNICIPAL BUDGET 2017-18
TABLE OF CONTENTS

	Page #
Administration.....	19
Assessing	26
Baxter Library	57
Baxter Museum	58
Budget Summary	12
Cable TV.....	79
Capital Equip.....	83
Capital Part II Budget	87
Capital Projects.....	85
Cemeteries	55
Central Fire Station.....	42
Code	28
County Tax.....	75
Debt Service-Interest.....	74
Debt Service-Principle.....	73
Economic Development Corporation.....	71
Employee Benefits.....	75
Finance Office	22
Fire and Rescue Department	38
Insurances	76
Letter of Transmittal.....	01
Municipal Center Building.....	30
Other Town Services.....	82
Planning.....	24
Police Station Building	43
Police Department.....	34
Public Agencies	78
Public Safety Contract Services	45
Public Utilities.....	44
Public Works.....	47
Recreation	62
Recreation Facilities.....	63
Revenue Estimates	17
Solid Waste and Recycling	53
Statistical Background information.....	05
Stormwater Compliance	50
Supplemental Requests	91
Technology	21
Welfare.....	31

Town of Gorham

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

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



David O. Cole
Town Manager
dcole@gorham.me.us
Jeri Sheldon
Assistant to the Town
Manager/HR Director
jsheldon@gorham.me.us
Jessica Hughes
Administrative Assistant
jhughes@gorham.me.us

LETTER OF TRANSMITTAL 2017-18 TOWN BUDGET

Attached is the Town's proposed budget, which includes the property tax for Cumberland County, but does not include the School Budget, for the 2017-18 fiscal year beginning July 1, 2017.

The proposed gross budget is \$14,051,668. This is an increase of 3.2% from the current budget of \$13,618,860. The estimated non-property tax revenue is \$6,465,750, or a 4.3% increase. The funds needed from property taxes are \$7,485,832, or an increase of 2.3%. The estimated property tax rate needed to support this budget, based on a local assessed value of \$1,588,086,688, is \$4.71. This is an increase of 7 cents, or 1.6%.

The proposed budget is also \$4,086,660 below the Town's LD 1 property tax limit.

The Cumberland County property tax is \$1,113,546, which is a \$69,123 (6.2%) increase and a 4 cent increase in the property tax rate.

The rate of inflation as measured by the CPI-U for calendar year 2016 was approximately 2.1%.

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

1. Cumberland County Property Tax.

The property tax for Cumberland County increased by \$69,123 or 6.2%.

As Council members know, the Town is obligated to collect the property tax for Cumberland County, and their tax is part of the Town's annual property tax bill. Over the last five years (from the 2011-12 fiscal year to the 2016-17 year), County taxes have increased 31.37% compared to the rate of inflation as measured by the CPI-U from December 2011 to December 2016 of 6.98%. Some of this increase is the result of Gorham growing faster than other communities in Cumberland County. Our share of the County property tax for 2011-12 was 3.52% and grew to 3.77% for 2016-17; however, even taking that into consideration, the increase in the County tax has been significant. This year's increase of 6.2% is also higher than the rate of inflation.

2. METRO Bus.

On October 17, 2016, the Town Council voted to make a three-year commitment to a trial program that would extend METRO Bus service to Gorham Village and with the anticipation that this service would be able to compliment the separate bus service between the USM Gorham and Portland campuses. The estimated annual cost to Gorham was \$162,719; however, the annual cost to Gorham during the three-year trial period is \$33,000. This is located in the Public Agencies account.

3. Debt Service-Principle.

Included in the Debt Service-Principle account is the first principle payment of \$65,000 for the new debt on the two Fire & Rescue vehicles. As a reminder, the first interest payment was in the 2016-17 budget.

4. Stormwater Compliance Account.

As a result of the Federal Clean Water Act, the Town of Gorham, along with 14 other communities in the Portland area, have been obligated to obtain a permit from the Maine Department of Environmental Protection to discharge (allow) stormwater to flow into nearby water bodies like Tannery Brook. This permit, first obtained in 2003, must be renewed every five years (2008, 2013) and will need to be renewed in 2018. Each time the permit has been renewed, the Town has been required to comply with additional regulations.

In March 2015, the Town was audited by the DEP and found to be in violation of its permit which resulted in the Town Council approving a Consent Agreement with the DEP to settle the violation.

In the current 2016-17 budget, the Town significantly increased funding intended to help the Town comply with the obligations imposed by our permit. We have recently participated with the Town of Windham to hire a shared employee. In the 2016-17 budget, the annual cost of this program was in the Public Works Account. In anticipation that the cost of complying with the mandated program will continue to increase, I have set up a separate account to help track our costs in the future.

5. Health Reimbursement Account (HRA).

In June 2015, the Town changed from a POS Health Insurance plan to a PPO deductible Insurance plan and combined it with a health reimbursement account plan in order to provide quality health insurance and slow the overall increase in our costs. Although we have limited history, the first year results are encouraging. I have increased the health insurance premium line by 5.74% and reduced the HRA line by 7.41%.

6. Workers' Compensation Account.

Historically, the Town has experienced an excellent record with our Workers' Compensation Insurance, because our Department Managers have focused on employee safety. A Workers' Compensation modification rate below 1.0 is a good rate, and our rate dropped to 0.7 for the 2015-16 fiscal year. Because of a single incident, our rate jumped to 1.07 for the current (2016-17) fiscal year, which contributed to a 58% increase.

I am happy to advise you that our modification rate for the 2017 calendar year has inched back below 1.0 to a rate of 0.95, resulting in a modest (1.2%) increase in this proposed budget.

7. Fire & Rescue Department Review.

Gorham has operated a Fire & Rescue Department with a combination of professional employees, while relying on the Call Company to fill-in when manpower was needed during a response to an emergency. Over time, the complexity of training and amount of time required for Call Company employees to train has increased, along with the number of calls for emergency help. This is partly the result of being a growing community. More people living in Gorham means more calls for emergency assistance.

Over time, this has resulted in a reduction in the number of Call Company employees who respond to calls.

Because our Fire Department has been very innovative over the years by adopting a program like the Student-live-in program and working cooperatively with other communities, this helped to slow the erosion of support from the Call Company. Nevertheless, even with this extensive effort, the Fire & Rescue Department's annual operating costs have continued to increase, and we may be nearing a point when the Town will either need to rely on more expensive full-time employees, or reduce the level of response time and service provided to the community.

8. Recreation Department Employees.

For years, the Recreation Department has employed temporary (seasonal) employees to assist in the supervision of various programs. Often the same person would assist in one program and then move over to assist in another program. This person was recognized as a program cost and paid for by the program fees.

For better program efficiency and continuity, this budget transitions several separate, temporary positions into a single, regular full-time position and also transfers the corresponding program fees into the operating budget which results in no additional funds needed from property taxes.

9. Revenue Sharing.

This is repeated information from last year's budget, but I believe it is very important to not lose sight of what has happened with Revenue Sharing.

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

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

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

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

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

By law, the Town of Gorham should be receiving approximately \$1.9 million in Revenue Sharing funds. If the State honored the law, the property tax rate in Gorham would have been approximately 75 cents lower. That amounts to an additional cost of \$187.50 for property valued at \$250,000. It is obvious that the State finds it easier to take money that belongs to the Towns to solve their own financial problems than to make more difficult decisions to balance the State budget. Currently, we are budgeting \$750,000 in State Revenue Sharing funds.

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

Sincerely,
David Cole, Gorham Town Manager

BUDGET REQUIREMENTS

TOWN CHARTER:

1. Sec. 501. Fiscal year starts on **July 1**
2. Sec. 502. School must submit their budget to the Town Manager by **April 22** (70 days before the start of the fiscal year).
3. Sec. 503. Town Manager shall submit his budget to the Town Council by **May 2nd** (60 days before the start of the fiscal year).
4. Sec. 504. Upon receipt of the Town Budget from the Town Manager the Town Council shall schedule a public hearing on the budget at least 7 days but not more than 14 day prior to adoption of budget.
 - a. Upon receipt of the budget from the Town Manager, the Council historically schedules two budget workshops in April to review the proposed budget and one in May to review the proposed School Budget before setting a date for the public hearing.

STATE LAW:

5. Citizens must vote on the school budget adopted by the Town Council within 10 days after the Town Council adopts the school budget. This vote is currently scheduled to be on June 10 to coincide with an already existing State election date and avoids the additional cost of a special election or asking citizens to come to the polls and vote two times within a short period of time. The Town Council could incur the additional expense of a special election and set a different date to vote on the School Budget.

TOWN CHARTER:

6. Sec. 504. Town Manager's budget becomes the adopted budget if Town Council fails to adopt a budget by **July 1**.

March 17, 2017

-STATISTICAL INFORMATION-
NEW PUBLIC ROADS HISTORY REPORT

<u>Year Accepted</u>	<u>Number of Roads</u>	<u>Total Miles</u>	<u>5 Year Totals for New Miles</u>
1989	5	1.14	
1990	2	0.26	
1991	2	1.01	
1992	4	0.82	
1993	11	3.13	
1994	4	0.83	6.05 miles (1990-94)-Starting in 1990.
1995	5 plus 1 extension	1.05	
1996	1	0.17	
1997	10	2.67	
1998	0	0.00	
1999	4	0.71	4.60 miles (1995-99)
2000	0	0.00	
2001	13	3.00	
2002	5	2.67	
2003	8	2.52	
2004	3	0.60	8.79 miles (2000-04)
2005	5	1.03	
2006	6	1.58	
2007	6	1.19	
2008	3 plus 1 extension	0.93	
2009	3	0.53	5.26 miles (2005-09)
2010	3	0.86	
2011	6	2.54	
2012	0	0.00	
2013	3	0.57	
2014	1	0.70	= 4.67 Miles (2010-14)
2015	3	0.49	
2016	6	1.10	

Total for period from Jan. 1, 2006 to Dec. 31, 2016: 10.49 miles.

Current total for 2015 & 2016: 1.59 miles

TOTAL from Jan. 1, 1989 through December 2016: 32.10 miles.

-STATISTICAL INFORMATION-

TOWN OF GORHAM

Property Tax

1996 - 2016

Fiscal Year	Assessed Value	Town ¹ Rate	Town Tax	Municipal Total Tax Rate	Total Tax
1996/1997	150,000	5.36	804.00	19.10	2,856.00
1997/1998	150,000	5.45	817.50	19.40	2,910.00
1998/1999	150,000	5.46	819.00	19.80	2,970.00
1999/2000	150,000	5.48	822.00	20.50	3,075.00
2000/2001	150,000	5.32	798.00	21.40	3,210.00
2001/2002	193,500	4.22 ²	816.57	17.40	3,366.90
2002/2003	193,500	4.53	876.56	18.40	3,560.40
2003/2004	193,500	4.62	893.97	19.40	3,753.90
2004/2005	193,500	4.58	886.23	20.00	3,870.00
2005/2006	193,500	5.24 ³	1,013.94	19.50	3,773.25
2006/2007	193,500	5.30	1,025.55	19.40	3,753.90
2007/2008	250,582	4.46 ⁴	1,117.59	16.00	4,009.31
2008/2009	250,582	4.43	1,110.00	16.00	4,009.31
2009/2010	250,582	4.57	1,145.16	15.90	3,984.26
2010/2011	250,582	4.45	1,115.08	15.90	3,984.26
2011/2012	250,582	4.64	1,162.70	16.30	4,084.49
2012/2013	250,582	4.62	1,157.69	16.30	4,084.49
2013/2014	250,582	4.87	1,220.33	17.30	4,335.06
2014/2015	250,582	4.84	1,212.82	17.40	4,360.13
2015/2016	276,066 ⁵	4.59	1,267.14	16.30	4,499.88
2016/2017	276,066	4.64	1,280.95	17.00	4,693.12

¹ Does not include TIF or Overlay.

² Average revaluation adjustment for 2001/02 fiscal year was 29%.

³ State approved Homestead Exemption with only 50% reimbursement for 2005/06.

⁴ Average valuation adjustment for 2007/08 fiscal year was 29.5%

⁵ Average valuation adjustment for the 2015/16 fiscal year was 10.17%

MEMO



To: Town Council
From: David Cole
Date: November 9, 2016
Re: Report on Sewer System

On November 7, 2016, Sharon Laflamme and I met with Ron Miller, Dave Kane and Chris Crovo from the Portland Water District to go over the annual assessment for 2016. The annual assessment is what the PWD charges the Town to operate and maintain our Sewer System. The assessment for next year will be \$1,106,148. That is the same assessment as last 2 years and represents no increase. The sewer system is paid for by the users of the system through their quarterly bills. Property tax payers do not pay for the system.

The Town Council approved a rate increase in January 1995. That increase was sufficient until September 2006 (11.5 years later) when the Council approved a rate increase to help pay for the Little Falls Sewer Conveyance Project. That project closed the small treatment plant in Little Falls and conveyed the sewer to the Portland Water District's Treatment Plant located in Westbrook. At the time we estimated that the rate increase would be good for at least 3 years. I am pleased to advise you that for the 11th straight year, **no rate increase will be needed for 2017.**

Here are the statistics about our capacity and use:

1. PWD Treatment Plant total capacity: 4,540,000 gal/day.
2. PWD Treatment Plant total flow for 2015: 2,539,808 gal/day.
3. Gorham's total flow for 2015: 386,082 gal/day or 15.2% of total flow for the year.
4. Total capacity owned by Gorham: **1,398,320** gal/day or 30.8% of plant capacity.
5. % of Town of Gorham capacity used by Gorham in 2015: 27.6%.
6. Gorham's remaining unused capacity in 2015 was: 1,012,238 gal/day.

As you can see from the numbers, even after moving the flow from the Little Falls plant in 2007 into the PWD plant located in Westbrook, Gorham still has a lot of unused capacity with which to accommodate growth. Attached is a 13-year history of Gorham's flow.

Please let me know if you have any questions.

CC: Sharon Laflamme, Finance Director

MEMO



To: Town Council
From: David Cole
Date: November 10, 2016

Re: History and background of Town's Sewer System

This is intended to provide some background information about the Town's Sewer System. I have also attached the most recent assessment report.

Gorham's sewer system:

Gorham's sewer system was constructed about 1987. It was initially set up as 2 separate systems. The primary system serves Gorham Village and immediately adjacent areas and the 2nd one was a small, stand-alone system located in Little Falls which was shared with the Town of Windham.

In 1989, the Town of Gorham and Portland Water District entered into an agreement where the Town sold the Sewer System to the Portland Water District for \$1.00. PWD became responsible to operate and maintain the system and the Town agreed to compensate the Water District for costs related to the operation and maintenance of the system and to promptly pay all assessments made by the District to the Town.

As of 2016, the Town had 308 hydrants, 5,123,123 inch feet of water main and 15 pump stations. The pump stations have an average quality rating of 3.98 with 1 as the lowest rating and 5 as the best rating. This compares to the quality rating of all pump stations in the PWD system of 3.47 so Gorham's pump stations are, on average, in better condition than the average pump station in the PWD system.

Little Falls Sewer Conveyance Project:

During the early 2000s the Gorham Town Council sought to eliminate the Little Falls Sewer System for several reasons. First, the system was small and therefore, not cost effective to operate. Second, it was near capacity and beginning to become an obstacle to further development in the

Little Fall/South Windham area, and third, because it was near capacity, during high precipitation events, the facility would sometimes have to bypass effluent and allow sewer to flow directly into the Presumpscot River without being treated. That was a violation of the operating license, so the Maine DEP was eager to eliminate that problem.

During 2006 the Town was able come to an agreement with the Town of Windham and conducted a project that closed the Little Falls Sewer System and install sewer lines down Mosher Road (Rt. 237) and conduct the sewer into the treatment plant owned by the Portland Water District located in Westbrook.

The treatment facility in Westbrook has a rated capacity of 4,540,000 gallons/day and Gorham owns 1,398,320 gallons/day (30.8%) of that capacity. Even after adding the sewer from the Little Falls area, Gorham uses about 1/3 of our rated capacity, so we still have plenty of unused capacity for the future.

Sewer Rate History:

In January 1995, the Town Council approved a rate increase. At the time we estimated the increase would be good for 3 years before another rate increase would need to be considered. However, because Gorham continued grow, the sewer rate remained unchanged for next 11 years until September 2006 when the Town Council approved a rate increase. The rate increase in 2006 was necessitated by the Little Falls Sewer Conveyance project which added several million in debt to be paid through the annual assessment. As of November 2016, the Town hasn't needed to raise the sewer rate since the last increase in September 2006.

Town (budget) operation and Sewer System are 2 separate entities:

The cost of the Sewer System is entirely paid for by the users of the sewer system through their user fee (or quarterly bill). Therefore the Town's proposed annual budget does not contain any operational or capital costs associated with the Sewer System nor does it contain any revenue derived from the system.

Should you have any questions, please don't hesitate to contact me.

SUMMARY OF GORHAM SEWER FLOW INTO PWD TREATMENT PLANT LOCATED IN WESTBROOK

Year	Daily Flow	Capacity	Remaining Capacity	% Remaining
2015	386,082	1,398,320	1,012,238	72.4%
2014	470,904	1,398,320	927,416	66.3%
2013	531,387	1,398,320	866,933	61.9%
2012	506,167	1,398,320	892,153	63.8%
2011	407,318	1,398,320	990,682	70.8%
2010	320,142	1,398,000	1,077,858	77.1%
2009	330,467	1,398,000	1,067,533	76.3%
2008	352,405	1,398,000	1,045,595	74.7%
2007	317,944	1,398,000	1,080,056	77.2%
2006	390,990	1,398,000	1,007,010	72.0%
2005	411,085	1,398,000	986,915	70.5%
2004	366,813	1,398,000	1,031,187	73.7%
2003	379,110	1,398,000	1,018,890	72.8%
2002	367,029	1,398,000	1,030,971	73.7%

Note: The Town's daily flow can change from year to year because of growth; more users hooking into the system will produce more flow, or because of more precipitation. So a wetter year will produce more flow than a dry year. Also, new appliances are more water efficient and use less water so as people purchase new clothes washers, dish washers, etc. they will use less water.

BUDGET SUMMARY OF ACCOUNTS
FINAL ADOPTED BUDGET
FY 2017 - 2018

Dept	FY 2016-2017	FY 2017-2018	Change	%
Administration	\$ 467,646	\$ 484,450	\$ 16,804	3.6%
Technology Support Services	\$ 109,115	\$ 109,840	\$ 725	0.7%
Town Clerk	\$ 211,162	\$ 214,777	\$ 3,615	1.7%
Planning	\$ 219,059	\$ 219,409	\$ 350	0.2%
Assessing	\$ 141,323	\$ 167,000	\$ 25,677	18.2%
Code Enforcement	\$ 149,761	\$ 149,891	\$ 130	0.1%
Gorham Municipal Center	\$ 219,400	\$ 226,800	\$ 7,400	3.4%
Health and Welfare	\$ 61,100	\$ 60,600	\$ (500)	-0.8%
Police Department	\$ 1,788,027	\$ 1,817,262	\$ 29,235	1.6%
Fire Department	\$ 1,575,770	\$ 1,602,187	\$ 26,417	1.7%
Fire Station	\$ 88,505	\$ 86,900	\$ (1,605)	-1.8%
Police Station	\$ 72,280	\$ 61,600	\$ (10,680)	-14.8%
Public Utilities	\$ 168,025	\$ 173,800	\$ 5,775	3.4%
Public Safety Services	\$ 349,741	\$ 360,500	\$ 10,759	3.1%
Public Works	\$ 1,668,367	\$ 1,689,079	\$ 20,712	1.2%
Stormwater Compliance	\$ 39,000	\$ 47,000	\$ 8,000	20.5%
Solid Waste and Recycling	\$ 788,650	\$ 816,650	\$ 28,000	3.6%
Cemetaries	\$ 26,635	\$ 26,785	\$ 150	0.6%
Baxter Library	\$ 465,709	\$ 469,274	\$ 3,565	0.8%
Baxter Museum	\$ 5,000	\$ 5,000	\$ -	0.0%
Recreation	\$ 312,396	\$ 345,037	\$ 32,641	10.4%
Recreation Facilities	\$ 74,157	\$ 90,028	\$ 15,871	21.4%
Econ Development Corporation	\$ 74,831	\$ 75,866	\$ 1,035	1.4%
Debt Service - Principle	\$ 1,358,125	\$ 1,408,125	\$ 50,000	3.7%
Debt Service - Interest	\$ 481,125	\$ 480,546	\$ (579)	-0.1%
Insurances	\$ 157,000	\$ 157,000	\$ -	0.0%
Employee Benefits	\$ 2,121,535	\$ 2,151,042	\$ 29,507	1.4%
Public Agencies	\$ 43,400	\$ 79,400	\$ 36,000	82.9%
Cable TV	\$ 87,670	\$ 88,115	\$ 445	0.5%
Other Town Services	\$ 135,646	\$ 249,960	\$ 114,314	84.3%
Capital Equipment	\$ 73,700	\$ 81,533	\$ 7,833	10.6%
Capital Projects	\$ 85,000	\$ 85,000	\$ -	0.0%
Municipal Subtotal	\$ 13,618,860	\$ 14,080,456	\$ 461,596	3.4%
School Department	\$ 36,291,178	\$ 37,621,593	\$ 1,330,415	3.7%
Cumberland County Property Tax	\$ 1,044,423	\$ 1,113,546	\$ 69,123	6.6%
Grand Total	\$ 50,954,461	\$ 52,815,595	\$ 1,861,134	3.7%
Capital Budget Part II	\$ 1,344,000	\$ 1,394,848	\$ 50,848	3.8%

**BUDGET SUMMARY
2017 - 2018 BUDGET**

Description	FY2016 - 2017 12 Month Budget	FY2017 - 2018 12 Month Budget	Increase or Decrease	%
Gross Town Appropriation	13,618,860	14,051,668	432,808	3.2%
Less Non Property Tax Revenue**	6,201,550	6,465,750	264,200	4.3%
Less Transfer in from TIF Fund	100,086	124,271	24,185	24.2%
Net Town Appropriation	7,317,224	7,461,647	144,423	2.0%
County Appropriation	1,044,423	1,113,546	69,123	6.6%
Gross Education	36,291,178	37,921,593	1,630,415	4.5%
Less Non Property Tax Revenue	18,647,789	18,808,939	161,150	0.9%
Use of Fund Balance	350,000	350,000	0	0.0%
Net Education	17,293,389	18,762,654	1,469,265	8.5%
Net Town Appropriation	7,317,224	7,461,647	144,423	2.0%
Net Education Appropriation	17,293,389	18,762,654	1,469,265	8.5%
Net County Appropriation	1,044,423	1,113,546	69,123	6.6%
TIF	470,641	470,641	0	0.0%
Overlay	701,797	701,797	0	0.0%
Total Net (Local Tax) Appropriation	26,827,474	27,808,488	981,014	3.7%
Net = Local Property Tax Appropriations				
Total Gross Budget	50,954,461	53,086,807	2,132,346	4.2%
Total Local Valuation	1,578,086,688	1,588,086,688	10,000,000	0.6%
Town's Tax Rate	\$4.64	\$4.70	\$0.06	1.3%
School Tax Rate	\$10.96	\$11.82	\$0.85	7.8%
County Tax Rate	\$0.66	\$0.70	\$0.04	6.2%
TIF Rate	\$0.30	\$0.30	\$0.00	-1.3%
Overlay Rate	\$0.44	\$0.44	\$0.00	-0.7%
	\$17.00	\$17.95	\$0.95	5.6%
Town's Tax Rate (includes TIF & Overlay)	\$5.38	\$5.43	\$0.05	1.2%
School Tax Rate	\$10.96	\$11.82	\$0.85	7.8%
County Tax Rate	\$0.66	\$0.70	\$0.04	6.2%
	\$17.00	\$17.95	\$0.95	5.6%
Town/County	\$5.30	\$5.40	\$0.10	1.9%
School	\$10.96	\$11.82	\$0.85	7.8%
Overlay/TIF	\$0.74	\$0.73	-\$0.01	-0.9%
	\$17.00	\$17.95	\$0.95	5.6%
Estimated Municipal Limit	8,815,674.00	10,822,977.00	2,007,303.00	22.8%
variance	2,247,965.00	4,110,845.47	(over)/under limit	
		<u>4,110,845.47</u>	(over)/under	

** Revenues does not include BETE and Homestead Exemptions since it is part of the Property Tax calculations. The Town Council does not appropriate this revenue.

**BUDGET SUMMARY OF ACCOUNTS
MANAGER'S BUDGET
FY 2017 - 2018**

Dept	FY2016 - 2017	FY2017 - 2018	Change	%
200-05 Administration	467,646.00	484,450.00	16,804.00	3.6%
200-06 Technology Support Services	109,115.00	109,840.00	725.00	0.7%
200-07 Town Clerk	211,162.00	203,926.00	(7,236.00)	-3.4%
200-09 Planning	219,059.00	219,409.00	350.00	0.2%
200-13 Assessing	141,323.00	140,973.00	(350.00)	-0.2%
200-15 Code Enforcement	149,761.00	149,891.00	130.00	0.1%
200-19 Gorham Municipal Center	219,400.00	226,800.00	7,400.00	3.4%
300-03 Health and Welfare	61,100.00	60,600.00	(500.00)	-0.8%
400-01 Police Department	1,788,027.00	1,804,829.00	16,802.00	0.9%
400-03 Fire Department	1,575,770.00	1,602,187.00	26,417.00	1.7%
400-05 Fire Station	88,505.00	86,900.00	(1,605.00)	-1.8%
400-06 Police Station	72,280.00	61,600.00	(10,680.00)	-14.8%
400-07 Public Utilities	188,025.00	170,800.00	2,775.00	1.7%
400-09 Public Safety Services	349,741.00	360,500.00	10,759.00	3.1%
500-01 Public Works	1,668,367.00	1,689,079.00	20,712.00	1.2%
500-05 Stormwater Compliance	39,000.00	47,000.00	8,000.00	20.5%
500-07 Solid Waste and Recycling	788,650.00	816,650.00	28,000.00	3.6%
500-10 Cemeteries	26,635.00	26,785.00	150.00	0.6%
600-01 Baxter Library	465,709.00	469,274.00	3,565.00	0.8%
600-03 Baxter Museum	5,000.00	5,000.00	-	0.0%
600-05 Recreation	312,396.00	345,037.00	32,641.00	10.4%
600-20 Recreation Facilities	74,157.00	90,028.00	15,871.00	21.4%
700-01 Econ Development Corporation	74,831.00	75,866.00	1,035.00	1.4%
800-01 Debt Service - Principle	1,358,125.00	1,408,125.00	50,000.00	3.7%
800-02 Debt Service - Interest	481,125.00	480,546.00	(579.00)	-0.1%
900-01 Insurances	157,000.00	157,000.00	-	0.0%
900-02 Employee Benefits	2,121,535.00	2,186,425.00	64,890.00	3.1%
920-01 Public Agencies	43,400.00	79,400.00	36,000.00	82.9%
950-01 Cable TV	87,670.00	88,115.00	445.00	0.5%
950-02 Other Town Services	135,646.00	238,100.00	102,454.00	75.5%
955-01 Capital Equipment	73,700.00	81,533.00	7,833.00	10.6%
960-01 Capital Projects	85,000.00	85,000.00	-	0.0%
Municipal Subtotal	13,618,860.00	14,051,668.00	432,808.00	3.2%
Less Revenues	(6,301,636.00)	(6,590,021.47)	(288,385.47)	4.6%
Net Municipal Appropriation	7,317,224.00	7,461,646.53	144,422.53	2.0%
Less Homestead Exemptions	(444,242.00)	(444,242.00)	-	0.0%
Less BETE	(305,273.00)	(305,273.00)	-	0.0%
Total Est. Property Tax to be raised	6,567,709.00	6,712,131.53	144,422.53	2.2%
850-01 Cumberland County Property Tax	1,044,423.00	1,113,546.00	69,123.00	6.6%
Valuation	1,578,086,688	1,588,086,688	10,000,000.00	0.6%
Tax Rate (2017/18 Estimated)				
Town	\$4.16	\$4.23	\$0.07	1.7%
County	\$0.66	\$0.70	\$0.04	6.1%
Town/County Tax Rate	\$4.82	\$4.93	\$0.11	2.3%
Total Town & County Appropriation:	14,663,283.00	15,165,214.00	501,931.00	3.4%
Estimated Municipal Limit	8,815,674.00	10,822,977.00	2,007,303.00	22.8% **
variance	2,247,965.00	4,110,845.47	(over)/under limit	

**TOWN OF GORHAM
MANAGER'S BUDGET SUMMARY
FY2017 - 2018**

Acct#	Description	FY 15 - 16 Actual	FY 16 - 17 Budget	FY 16 - 17 Actual as of 2/28/17	FY 17 - 18 Mgr Request	Difference FY17 Vs. Mgr Req	% Diff FY17 Vs. Mgr Req
200-05	ADMINISTRATION	\$ 432,949.47	\$ 467,646.00	\$ 302,021.73	\$ 484,450.00	\$ 16,804.00	3.59%
200-06	TECHNOLOGY	\$ 102,505.27	\$ 109,115.00	\$ 34,699.36	\$ 109,840.00	\$ 725.00	0.66%
200-07	TOWN CLERK	\$ 198,334.61	\$ 211,162.00	\$ 136,034.16	\$ 203,926.00	\$ (7,236.00)	-3.43%
200-09	PLANNING	\$ 209,677.17	\$ 219,059.00	\$ 140,477.59	\$ 219,409.00	\$ 350.00	0.16%
200-13	ASSESSING	\$ 142,124.04	\$ 141,323.00	\$ 87,106.63	\$ 140,973.00	\$ (350.00)	-0.25%
200-15	CODE	\$ 142,406.67	\$ 149,761.00	\$ 96,869.79	\$ 149,891.00	\$ 130.00	0.09%
200-19	MUNICIPAL CENTER BUILDING	\$ 212,512.90	\$ 219,400.00	\$ 133,497.37	\$ 226,800.00	\$ 7,400.00	3.37%
300-03	WELFARE	\$ 52,100.03	\$ 61,100.00	\$ 26,093.11	\$ 60,600.00	\$ (500.00)	-0.82%
400-01	POLICE	\$ 1,721,361.10	\$ 1,788,027.00	\$ 1,124,803.47	\$ 1,804,829.00	\$ 16,802.00	0.94%
400-03	FIRE/RESCUE	\$ 1,552,825.70	\$ 1,575,770.00	\$ 1,004,128.11	\$ 1,602,187.00	\$ 26,417.00	1.68%
400-05	FIRE STATION	\$ 85,897.96	\$ 88,505.00	\$ 42,853.45	\$ 86,900.00	\$ (1,605.00)	-1.81%
400-06	POLICE STATION	\$ 12,931.82	\$ 72,280.00	\$ 23,480.49	\$ 61,600.00	\$ (10,680.00)	-14.78%
400-07	PUBLIC UTILITIES	\$ 159,532.66	\$ 168,025.00	\$ 115,601.45	\$ 170,800.00	\$ 2,775.00	1.65%
400-09	PUBLIC SAFETY CONTRACTED SERVICE	\$ 339,741.80	\$ 349,741.00	\$ 229,060.22	\$ 360,500.00	\$ 10,759.00	3.08%
500-01	PUBLIC WORKS	\$ 1,560,840.25	\$ 1,668,367.00	\$ 1,003,368.93	\$ 1,689,079.00	\$ 20,712.00	1.24%
500-05	STORMWATER COMPLIANCE	\$ 28,922.99	\$ 39,000.00	\$ 17,451.27	\$ 47,000.00	\$ 8,000.00	20.51%
500-07	SOLID WASTE & RECYCLING	\$ 754,893.22	\$ 788,650.00	\$ 453,438.10	\$ 816,650.00	\$ 28,000.00	3.55%
500-10	CEMETARIES	\$ 23,294.21	\$ 26,635.00	\$ 15,521.32	\$ 26,785.00	\$ 150.00	0.56%
600-01	BAXTER MEMORIAL LIBRARY	\$ 452,559.46	\$ 465,709.00	\$ 280,548.90	\$ 469,274.00	\$ 3,565.00	0.77%
600-03	BAXTER MUSEUM	\$ 2,143.71	\$ 5,000.00	\$ 1,518.60	\$ 5,000.00	\$ -	0.00%
600-05	RECREATION	\$ 282,905.17	\$ 312,396.00	\$ 185,478.50	\$ 345,037.00	\$ 32,641.00	10.45%
700-01	RECREATION FACILITIES	\$ 66,776.41	\$ 74,157.00	\$ 42,907.66	\$ 90,028.00	\$ 15,871.00	21.40%
800-01	ECONOMIC DEVELOPMENT	\$ 73,218.30	\$ 74,831.00	\$ 46,613.51	\$ 75,866.00	\$ 1,035.00	1.38%
800-01	DEBT SERVICE - PRINCIPAL	\$ 1,338,125.00	\$ 1,358,125.00	\$ 1,108,125.00	\$ 1,408,125.00	\$ 50,000.00	3.68%
800-02	DEBT SERVICE - INTEREST	\$ 483,878.96	\$ 481,125.00	\$ 310,538.63	\$ 480,546.00	\$ (579.00)	-0.12%
900-01	INSURANCE	\$ 131,277.65	\$ 157,000.00	\$ 134,700.15	\$ 157,000.00	\$ -	0.00%
900-02	EMPLOYEE BENEFITS	\$ 1,852,921.09	\$ 2,121,535.00	\$ 1,148,129.24	\$ 2,186,425.00	\$ 64,890.00	3.06%
920-01	PUBLIC AGENCIES	\$ 43,361.00	\$ 43,400.00	\$ 42,372.93	\$ 79,400.00	\$ 36,000.00	82.95%
950-01	CABLE TV	\$ 81,680.70	\$ 87,570.00	\$ 45,011.76	\$ 88,115.00	\$ 445.00	0.51%

**TOWN OF GORHAM
MANAGER'S BUDGET SUMMARY
FY2017 - 2018**

Acct #	Description	FY 15 - 16 Actual	FY 16 - 17 Budget	FY 16 - 17 Actual as of 2/28/17	FY 17 - 18 Mgr Request	Difference FY17 Vs. Mgr Req	% Diff FY17 Vs. Mgr Req
950-02	OTHER TOWN SERVICES	\$ 89,277.21	\$ 135,646.00	\$ 22,072.38	238,100.00	\$ 102,454.00	75.53%
955-01	CAPITAL EQUIPMENT	\$ 65,410.80	\$ 73,700.00	\$ 71,022.89	81,533.00	\$ 7,833.00	10.63%
960-01	CAPITAL PROJECT	\$ 150,000.00	\$ 85,000.00	\$ 85,000.00	85,000.00	\$ -	0.00%
850-01	COUNTY TAX	\$ 997,969.00	\$ 1,044,423.00	\$ 696,282.00	1,113,546.00	\$ 69,123.00	6.62%
	TRANSFER CAPITAL PART II	\$ 1,130,012.00	\$ -	\$ 1,344,000.00	-	\$ -	n/a
990-99	TRANSFER TO SCHOOL	\$ 16,036,686.00	\$ 17,293,388.00	\$ -	17,293,388.00	\$ -	0.00%
	TOTAL	\$ 31,011,053.93	\$ 31,956,671.00	\$ 10,550,828.70	\$ 32,458,602.00	\$ 501,931.00	1.57%
	MUNICIPAL TOTAL	\$ 12,846,386.93	\$ 13,618,860.00	\$ 8,510,546.70	14,051,668.00	\$ 432,808.00	3.18%
	COUNTY TAX	\$ 997,969.00	\$ 1,044,423.00	\$ 696,282.00	1,113,546.00	\$ 69,123.00	6.62%
	TOTAL MUNICIPAL/COUNTY	\$ 13,844,355.93	\$ 14,663,283.00	\$ 9,206,828.70	\$ 15,165,214.00	\$ 501,931.00	3.42%
		\$ -	\$ -	\$ -	\$ -	\$ -	

APPROVED FY2017-2018 REVENUE ESTIMATES

	Revenue			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 100-01 Rev - General Fund / General Taxes					
40000 RE Tax Commitment	0.00	24,855,768.50	0.00	0.00	.00%
40001 PP Tax Commitment	0.00	802,452.70	0.00	0.00	.00%
40002 RE Supplemental Taxes	0.00	32,351.16	0.00	0.00	.00%
40003 PP Supplemental Taxes	0.00	3,879.40	0.00	0.00	.00%
40004 Abatements	0.00	-57,667.06	0.00	0.00	.00%
40015 Costs Interest on Taxes	70,000.00	70,125.30	70,000.00	0.00	.00%
40020 Auto Excise	2,980,000.00	3,322,958.62	3,200,000.00	220,000.00	7.38%
40021 Boat Excise	16,000.00	17,823.20	16,000.00	0.00	.00%
General Taxes	3,066,000.00	29,047,691.82	3,286,000.00	220,000.00	7.18%
Dept/Div: 100-10 Rev - General Fund / License & Permits					
40110 Building Permit	240,000.00	358,025.54	250,000.00	10,000.00	4.17%
40112 Cable Franchise Fee	190,000.00	176,707.57	185,000.00	-5,000.00	-2.63%
40114 Plumbing Fee	16,000.00	27,891.50	20,000.00	4,000.00	25.00%
40115 Electrical Fee	9,000.00	12,322.50	10,000.00	1,000.00	11.11%
40120 Victualer	1,900.00	1,950.00	2,000.00	100.00	5.26%
40130 Dog Agent Revenue	5,000.00	5,005.00	5,000.00	0.00	.00%
40131 Dog ACO Revenue	4,500.00	3,492.00	4,500.00	0.00	.00%
40132 Dog Late Revenue	7,000.00	8,825.00	7,000.00	0.00	.00%
40140 Clerk Fee - License - Cert	14,000.00	17,332.70	15,000.00	1,000.00	7.14%
40160 MV Agent Fee	44,000.00	45,873.00	45,000.00	1,000.00	2.27%
40170 Clerk Fee - MH/Camper Park	1,000.00	545.00	1,000.00	0.00	.00%
40171 Special Amusement License	200.00	100.00	200.00	0.00	.00%
40173 Massage Parlor Licenses	800.00	823.00	500.00	-300.00	-37.50%
40174 Ck-Burial	16,000.00	9,525.00	12,000.00	-4,000.00	-25.00%
40175 Weapons Prmt	500.00	646.00	500.00	0.00	.00%
40176 CEO-Gravel	3,000.00	3,100.00	3,000.00	0.00	.00%
40177 CEO-Junkyard	450.00	300.00	450.00	0.00	.00%
40179 CEO-Driveway	1,000.00	2,110.00	1,000.00	0.00	.00%
40180 CEO-Appeals	300.00	1,175.00	300.00	0.00	.00%
40181 CEO-Application/Dep Port Sign	600.00	1,064.00	600.00	0.00	.00%
40182 CEO-Zoning Fines	500.00	2,000.00	500.00	0.00	.00%
40183 Post Rd Prmt	500.00	0.00	500.00	0.00	.00%
40184 Excavator License	1,800.00	900.00	1,800.00	0.00	.00%
40185 Street Excavation Fee	1,000.00	2,400.00	1,000.00	0.00	.00%
License & Permits	559,050.00	682,112.81	566,850.00	7,800.00	1.40%
Dept/Div: 100-20 Rev - General Fund / Intergovernmental					
40226 State Revenue Sharing	750,000.00	649,314.25	750,000.00	0.00	.00%
40227 URIP	225,000.00	227,656.00	225,000.00	0.00	.00%
40228 GA Reimbursement	15,000.00	7,178.21	15,000.00	0.00	.00%
40230 Homestead	444,242.00	325,412.00	444,242.00	0.00	.00%
40231 BETE Reimbursement	305,273.00	305,366.00	305,273.00	0.00	.00%
40232 Tree Growth	28,000.00	27,130.33	27,000.00	-1,000.00	-3.57%
40233 Veterans Reimbursement	8,000.00	8,331.00	8,000.00	0.00	.00%
40234 Snowmobile Reimbursement	4,000.00	3,323.24	4,000.00	0.00	.00%
40252 Standish Fire Reimbursement	3,500.00	1,895.78	3,000.00	-500.00	-14.29%
40253 USM Fire Assist/Reimbursement	12,500.00	12,500.00	12,500.00	0.00	.00%
40255 Westbrook Rescue Billing Fees	37,000.00	39,150.00	40,000.00	3,000.00	8.11%
Intergovernmental	1,832,515.00	1,607,256.81	1,834,015.00	1,500.00	.08%
Dept/Div: 100-30 Rev - General Fund / Charge for Services					
40300 Police-Witness/Court Fees	13,000.00	6,720.10	13,000.00	0.00	.00%
40303 PWD-Street Sign Reimbursement	0.00	565.08	0.00	0.00	.00%
40311 Fire-Rescue Fee	635,000.00	508,902.28	600,000.00	-35,000.00	-5.51%
40312 Police-Annual Alarm Svc Fee	2,000.00	930.00	2,000.00	0.00	.00%
40315 Fire-Alarm Fees	0.00	800.00	1,000.00	1,000.00	100.00%
40316 Police-Parking Violations	1,500.00	897.50	1,000.00	-500.00	-33.33%
40318 Fire-Sprinkler Insp Fee	400.00	825.00	400.00	0.00	.00%
40319 Fire-Fire Code Violations	400.00	2,141.05	400.00	0.00	.00%
40322 Sale of Bags	450,000.00	477,792.35	450,000.00	0.00	.00%

APPROVED FY2017-2018 REVENUE ESTIMATES

	Revenue			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 100-30 Rev - General Fund / Charge for Services CONT'D					
40323 CEO-Sewer Inspect Fees	4,000.00	6,192.50	5,000.00	1,000.00	25.00%
40324 PWD-Solid Waste User Fee	500.00	0.00	500.00	0.00	.00%
40325 Waste Hauler License Fee	4,200.00	7,700.00	4,200.00	0.00	.00%
40326 PWD-Scrap Metals	1,500.00	1,249.20	1,200.00	-300.00	-20.00%
40327 CEO-Stormwater Fee	0.00	100.00	0.00	0.00	.00%
40331 DHS Inspections	800.00	900.00	800.00	0.00	.00%
40350 Recreation Dept Fees	130,000.00	119,166.64	183,100.00	53,100.00	40.85%
40351 Athletic Field Access Fees	6,750.00	7,155.00	6,750.00	0.00	.00%
40355 Robie Gym Rentals	1,500.00	2,179.00	1,500.00	0.00	.00%
40356 Robie School Fee	11,000.00	16,309.55	12,000.00	1,000.00	9.09%
40422 Pilot-York Cumberland Hsg	41,800.00	41,720.50	41,700.00	-100.00	-.24%
40423 Pilot-Portland Water Dist	2,250.00	2,250.00	2,250.00	0.00	.00%
40431 Assess-Data Sales	0.00	66.41	0.00	0.00	.00%
43011 PLN-Subdivision Appl Fee	12,000.00	14,850.00	12,000.00	0.00	.00%
43012 PLN-Site Plan Application	10,000.00	15,886.25	10,000.00	0.00	.00%
43013 PLN-Private Way Application	1,000.00	700.00	1,000.00	0.00	.00%
43014 PLN-Land Use/Development Fees	100.00	3,200.00	100.00	0.00	.00%
43019 Street Applications Fees	1,400.00	1,000.00	1,400.00	0.00	.00%
43020 Code - Copies/Notary/Misc	400.00	97.50	400.00	0.00	.00%
43021 Police - Notary/Misc Fees	800.00	1,420.00	800.00	0.00	.00%
43022 Police-Report Copies	3,500.00	5,997.50	3,500.00	0.00	.00%
43023 Fire-Fire/Rescue Report Fee	200.00	248.65	200.00	0.00	.00%
43024 Planning Copies/Notary Fee	1,000.00	1,315.00	1,000.00	0.00	.00%
43025 Snogoer Trail Map Revenues	0.00	31.00	0.00	0.00	.00%
Charge for Services	1,337,000.00	1,249,308.06	1,357,200.00	20,200.00	1.51%
Dept/Div: 100-40 Rev - General Fund / Other					
40405 PWD-Eastern Cemetary	2,500.00	2,658.20	2,000.00	-500.00	-20.00%
Reimburse					
40406 PWD-Other Cemetary Reimburse	4,000.00	2,416.33	3,500.00	-500.00	-12.50%
40410 Interest from Investments	10,000.00	74,373.73	25,000.00	15,000.00	150.00%
40411 Recreation Building Rent	6,000.00	5,337.21	6,700.00	700.00	11.67%
40412 Space Reimb-Municipal Ctr	90,000.00	90,000.00	90,000.00	0.00	.00%
40440 Insurance Claims/Reimb	6,000.00	12,929.00	10,000.00	4,000.00	66.67%
40441 Legal Settlements	0.00	5,939.05	0.00	0.00	.00%
40450 Senlor Citizens Mealsite	8,000.00	8,863.10	8,000.00	0.00	.00%
40452 Misc Revenues	5,000.00	464.50	1,000.00	-4,000.00	-80.00%
40453 Cash Over/Short	0.00	24.84	0.00	0.00	.00%
Other	131,500.00	203,005.96	146,200.00	14,700.00	11.18%
Dept/Div: 100-50 Rev - General Fund / Other Finance Resources					
40501 Xfer in TIF	100,086.00	0.00	124,271.00	24,185.00	24.16%
40502 Xfer in Capital Projects	25,000.00	113,050.94	25,000.00	0.00	.00%
Other Finance	125,086.00	113,050.94	149,271.00	24,185.00	19.33%
Resources					
Rev - General Fund	7,051,151.00	32,902,426.40	7,339,536.00	288,385.00	4.09%
Revenue Totals:	7,051,151.00	32,902,426.40	7,339,536.00	288,385.00	4.09%

DEPARTMENT PROFILE

2017-18

Name of Department: **ADMINISTRATION**

Services Provided:

- General Management of the operations of the Town departments.
- Administrative support to the Town Council and Council subcommittees.
- Budget preparation.
- Revenue and expense control reporting.
- Preparation and coordination of financial reporting for annual audit.
- Administrative support to the Town Manager.
- Management of all aspects of the human resource function including recruitment and hiring, employee benefits program, orientation and onboarding programs, employee engagement and wellness, and training.
- Oversight of compliance with Federal and State employment laws.
- Management of requests under the Freedom of Access Act.
- Management of the Town's workers' compensation, property and casualty, and safety programs.
- Financial management (accounts payable, accounts receivable, general ledger, payroll, cash management and fixed asset management).
- Tax collections (real estate personal property) and oversight of the lien and foreclosure process.
- Management of cash investments of Town funds and cash flow analysis.

Employees:

- Town Manager (1)
- Finance Director (1)
- HR Director and Assistant to the Town Manager (1)
- Assistant Finance Director (1)
- Administrative Assistant for the Town Manager and HR (1)

Major Equipment Costing \$10,000 or more:

- New financial software installed January 2011
- Postage Machine installed January 2013
- Administration color photocopier installed 2015

Major Changes:

Major Changes from Prior Budget Year, if any:

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 200-05 General Government / Admin					
Dept Head Salaries					
50101-01 Town Mgr	119,673.00	115,068.85	119,673.00	0.00	.00%
50101-02 Finance Dir	82,602.00	79,425.01	82,602.00	0.00	.00%
Supervisory Salaries					
50102-01 Asst/HR Dir	65,541.00	63,020.00	65,541.00	0.00	.00%
Non-Supervisory Salaries					
50103-01 Assistant Finance Director	43,459.00	46,496.30	54,600.00	11,141.00	25.64%
Clerical					
50104-01 Admin Asst for the TM & HR Council	34,056.00	25,831.42	34,769.00	713.00	2.09%
50107-01 Council	16,400.00	18,100.00	19,900.00	3,500.00	21.34%
Materials & Supplies					
50301-01 Materials & Supplies-Admin	5,000.00	4,677.21	5,000.00	0.00	.00%
Computer Supplies					
50304-01 Computer Supplies	5,030.00	5,172.08	5,130.00	100.00	1.99%
Postage					
50306-01 Postage-Administration	8,500.00	7,508.57	8,500.00	0.00	.00%
Training					
50401-01 Training	1,500.00	1,093.44	1,500.00	0.00	.00%
Dues & Subscriptions					
50402-01 Dues & Subscriptions-Admin	3,500.00	2,565.63	3,750.00	250.00	7.14%
Reimbursed Expenses					
50410-01 Reimbursed Expenses-Admin	6,320.00	6,645.46	7,320.00	1,000.00	15.82%
Collection Charges					
50429-01 Collection Charges	0.00	132.14	0.00	0.00	.00%
Lien Charges					
Music/Performance License Fees					
50431-01 Music/Performance License Fees	700.00	683.00	700.00	0.00	.00%
Legal Services					
50450-01 Legal Services	53,000.00	72,714.45	51,400.00	-1,600.00	-3.02%
Audit Services					
50452-01 Audit Services	17,200.00	19,100.00	18,500.00	1,300.00	7.56%
Equipment Rent/Lease					
50534-01 Equipment Rent/Lease	825.00	865.89	825.00	0.00	.00%
Office Equipment Maintenance					
50540-01 Office Equipment Maintenance	1,740.00	1,659.80	1,740.00	0.00	.00%
Advertising					
50620-01 Advertising	2,600.00	2,711.48	3,000.00	400.00	15.38%
Transfer to Reserve					
50999-01 Transfer to Reserve-Admin	0.00	-3,500.00	0.00	0.00	.00%
	467,646.00	469,970.73	484,450.00	16,804.00	3.59%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 200-06 General Government / Technology					
Materials & Supples					
50301-02 Materials & Supplies-Tech	800.00	779.69	800.00	0.00	.00%
Website Maintenance					
50425-02 Website	12,540.00	11,895.00	12,540.00	0.00	.00%
Maintenance-Technology					
Computer					
50426-02 Computer Hardware	3,000.00	97.55	3,000.00	0.00	.00%
Repairs-Tech					
Contract Services					
50451-02 Contracted	69,575.00	53,509.80	70,100.00	525.00	.75%
Services-Technology					
Computer - Software					
50533-02 Computer -	23,200.00	23,174.26	23,400.00	200.00	.86%
Software-Technology					
Transfer to Reserve					
Technology	109,115.00	89,456.30	109,840.00	725.00	.66%

DEPARTMENT PROFILE
2017-18

Name of Department: **Town Clerk's Office/Finance Office**

Services Provided:

The Town Clerk's Office provides the following services; Clerk of the Council, Clerk of the Board of Appeals, Custodian of all official Town Records, coordinates and oversees all State and Local Elections, Certifies petitions, and oversees and administers the Tax Lien and Foreclosure process. The Finance Office processes Recreational and Motor Vehicle Registrations, Fishing and Hunting Licenses, Property and Excise Tax Collection, accepts accounts payable payments, accepts Senior Meal-site payments, Sno-goer map sales, Dog Licenses, Marriage Licenses and performs Marriage Ceremonies, Certified copies of birth, death, and marriage records, notary service, dedimus justice service, Town trash bag and curbside disposal tag sales, sells cemetery plots and schedules burials for several cemeteries in Town. The following licenses and permits are processed through the Town Clerk's/Finance Department; Massage Therapist/Establishments Licenses, Victual's (Food Establishment) License, Liquor Licenses (including one day licenses) Junkyard/Automobile Graveyard Licenses, Trash Hauler Licenses, Mobile Home Park/Campground Licenses, mobile vending unit licenses and Sole Proprietor/Partnership Certificates.

Employees:

Town Clerk/Registrar of Voters/ Department Manager/Assistant Tax Collector/Motor Vehicle Agent
3 Deputy Town Clerks/Deputy Registrar/Finance Department Clerks (25 hrs./wk.)
1 Assistant Town Clerk/Finance Department Clerk (24 hrs./wk.)
60 Election Workers

Major Equipment Costing \$10,000 or more:

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

Major Changes from Prior Budget Year, if any:

I would like to request that the 3 Deputy Town Clerks hours be increased to 29 hours per week with the savings of \$14,476 that is available from the Office Manager line. That would be an increase of \$3617 per clerk per year for a total of \$10851. In prior years, they were listed as Customer Service Clerks. They are now Deputy Town Clerks/Deputy Registrars.

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 200-07 General Government / Finance Office					
Dept Head Salaries					
50101-03 Twn Clerk	44,000.00	43,356.19	54,600.00	10,600.00	24.09%
50101-08 Office Manager	14,476.00	7,799.26	0.00	-14,476.00	-100.00%
Clerical					
50104-02 Registrar/Dep Clk	3,200.00	4,722.38	80,628.00	77,428.00	2419.62%
50104-03 CS Clk	87,721.00	92,238.81	17,944.00	-69,777.00	-79.54%
Part Time					
50130-03 Depty Registrars	1,296.00	1,525.25	2,981.00	1,685.00	130.02%
Election Hrs					
50160-03 Poll Clerks	15,489.00	12,540.20	14,909.00	-580.00	-3.74%
Materials & Supplies					
50301-03 Materials & Supplies-TC	5,716.00	3,492.87	6,600.00	884.00	15.47%
Postage					
50306-03 Postage-Town Clerk	9,000.00	5,991.93	8,500.00	-500.00	-5.56%
Training					
50401-03 Training-Town Clerk	1,400.00	1,377.93	1,300.00	-100.00	-7.14%
Dues & Subscriptions					
50402-03 Dues & Subscriptions-Town Clk	350.00	335.00	300.00	-50.00	-14.29%
Reimbursed Expenses					
50410-03 Reimbursed Expenses-Town Clk	900.00	753.62	900.00	0.00	.00%
Programming					
50420-03 Programming-Town Clerk	3,980.00	2,484.00	5,660.00	1,680.00	42.21%
Lien Charges					
50430-03 Lien Charges	9,000.00	9,310.00	10,000.00	1,000.00	11.11%
Equipment Rent/Lease					
50534-03 Voting Machine Lease	6,050.00	4,488.00	5,655.00	-395.00	-6.53%
Office Equipment Maintenance					
50540-03 Equipment Maintenance-Town Clk	1,384.00	1,122.50	500.00	-884.00	-63.87%
Advertising					
50620-03 Advertising-Town Clerk	300.00	222.00	300.00	0.00	.00%
Ballots					
50622-03 Ballots-Town Clerk	6,900.00	2,102.76	4,000.00	-2,900.00	-42.03%
Finance Office	211,162.00	193,862.70	214,777.00	3,615.00	1.71%

DEPARTMENT PROFILE
2017-18

Name of Department:

Planning

Services Provided:

The Planning Department is responsible for the review of all applications, special planning studies and updates to the Comprehensive Plan and the Gorham Land Use and Development Code. The Planning Department works closely with our other municipal departments, State and local agencies, community groups, the Portland Water District and the Gorham Economic Development Corporation (GEDC) to ensure a coordinated approach to the planning and build-out of the Town. Planning staff provides professional and technical advice to elected officials, appointed committees, other town departments, and citizens; and works with those who require assistance with the planning and development process, the Gorham Land Use and Development Code, and applicable standards and policies. The Planning Department processes all land use development applications for Planning Board review. Depending on the required review threshold, some projects can be reviewed administratively by staff while the more complex development projects must be reviewed by the Planning Board. The Planning Department is charged with protecting and improving the community's environment, infrastructure and economy through the establishment of land use policies and ordinances. The Department also works closely with the Town Manager's Office and the Gorham Economic Development Corporation (GEDC) to work with existing and prospective businesses to assist them with any land use and / or permitting issues. The Department also applies for various State and Federal grants and administers them when awarded. The Planning Department represents the Town of Gorham in various local and regional committees such as the Gorham Conservation Commission, Portland Area Comprehensive Transportation System (PACTS), East-West Corridor Commission, and the Municipal Oversight Committee (MOC) of Cumberland County Community Development Program.

Employees:

Three (3) Full-Time (FT) and one (1) Part-Time (PT)

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

Major Equipment Costing \$10,000 or more:

None

Major Changes from Prior Budget Year, if any:

None

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 200-09 General Government / Planning					
Dept Head Salaries					
50101-04 Zng Admin	75,582.00	72,597.48	75,582.00	0.00	.00%
Supervisory Salaries					
50102-04 Planner	65,191.00	62,438.37	65,191.00	0.00	.00%
Clerical					
50104-04 Administrative Assistant	35,803.00	34,425.04	35,803.00	0.00	.00%
Part Time					
50130-04 PT Planning	23,283.00	19,718.95	23,283.00	0.00	.00%
Materials & Supplies					
50301-04 Materials & Supplies-Plan	2,300.00	1,837.83	2,300.00	0.00	.00%
Postage					
50306-04 Postage-Planning	2,000.00	2,462.72	2,000.00	0.00	.00%
Training					
50401-04 Training-Planning	1,400.00	275.00	1,750.00	350.00	25.00%
Dues & Subscriptions					
50402-04 Dues & Subscriptions-Planning	600.00	369.00	600.00	0.00	.00%
Reimbursed Expenses					
50410-04 Reimbursed Expenses-Planning	1,000.00	801.45	1,000.00	0.00	.00%
Consultant					
50454-04 Consultant-Planning	5,000.00	8,597.80	5,000.00	0.00	.00%
Office Equipment Maintenance					
50540-04 Office Equip Maintenance-Plan	3,500.00	2,364.59	3,500.00	0.00	.00%
Advertising					
50620-04 Advertising-Planning	2,800.00	2,829.38	2,800.00	0.00	.00%
Printing					
50621-04 Printing-Planning	600.00	301.75	600.00	0.00	.00%
Transfer to Reserve					
50999-04 Transfer to Reserve-Planning	0.00	-2,500.00	0.00	0.00	.00%
Planning	219,059.00	206,519.36	219,409.00	350.00	.16%

DEPARTMENT PROFILE 2017-18 Municipal Budget

Name of Department: Assessing Department

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

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

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

Total employees: 2.5

Major Equipment Costing \$10,000 or more:

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

Major Changes from Prior Budget Year, if any:

Beginning in July of 2011 and ending in early 2015 the Assessing Department completed a multi-year real estate property inspection project with the goal of updating our records to include the most accurate property information possible. From early 2015 through midsummer, based on sale prices and property information, property tax values were updated to more accurately reflect market values. The tax value updates kept Gorham in compliance with state law and goals and helped ensure that property owners are paying their fair share of property tax based on value. Throughout both the listing project and the property value update Gorham property owners were most helpful in assisting us to obtain the most accurate information. As real estate values evolve over time this process will at some point need to be repeated with the goal of maintaining tax values that reflect market value.

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017	2017	2018	Curr Bud	Curr Bud
	Budget	YTD	Approved	Change \$	Change %
Dept/Div: 200-13 General Government / Assessing					
Dept Head Salaries					
50101-05 Assessor	67,138.00	64,556.38	0.00	-67,138.00	-100.00%
Non-Supervisory Salaries					
50103-05 Assistant Assessor	43,115.00	33,092.85	0.00	-43,115.00	-100.00%
Clerical					
50104-05 Administrative Asst (Shared)	17,320.00	16,409.69	17,320.00	0.00	.00%
Materials & Supplies					
50301-05 Materials & Supplles-Assess	1,000.00	609.40	1,000.00	0.00	.00%
Postage					
50306-05 Postage-Assessing	600.00	292.29	0.00	-600.00	-100.00%
Gas & Oil					
50371-05 Gas & Oil-Assessing	400.00	73.30	0.00	-400.00	-100.00%
Training					
50401-05 Training-Assessing	1,000.00	887.00	0.00	-1,000.00	-100.00%
Dues & Subscriptions					
50402-05 Dues &	500.00	340.00	0.00	-500.00	-100.00%
Subscriptions-Assessing					
Reimbursed Expenses					
50410-05 Reimbursed	600.00	337.97	0.00	-600.00	-100.00%
Expenses-Assessing					
Contract Services					
50451-05 Contracted Services-Assessing	0.00	0.00	138,500.00	138,500.00	100.00%
Map Revisions					
50453-05 Map Revisions-Assessing	6,500.00	260.00	5,800.00	-700.00	-10.77%
Deed Transfers					
50470-05 Deed Transfers	1,600.00	1,287.00	1,600.00	0.00	.00%
Vehicle Maintenance					
50501-05 Vehicle Maintenance-Assessing	300.00	137.41	0.00	-300.00	-100.00%
Cellular Telephone					
50513-05 Cellular Telephone-Assessing	250.00	160.08	0.00	-250.00	-100.00%
Office Equipment Maintenance					
50540-05 Office Equip Maintenance-Assr	1,000.00	1,239.61	1,500.00	500.00	50.00%
Contingency					
50640-05 Assessing Contingency	0.00	0.00	1,280.00	1,280.00	100.00%
Assessing	141,323.00	119,682.98	167,000.00	25,677.00	18.17%

DEPARTMENT PROFILE

2017-18

Name of Department:

Code Enforcement

Services Provided:

The Code Enforcement Department encompasses the plan review and permit issuance of new construction and property reuse and redevelopment. The Department also conducts inspections of all building projects to ensure that the construction is in conformance with issued building permits, Codes and Ordinances. The Code Enforcement Officer is also designated as the Town's Health Inspector. The Code Enforcement Officers provide review, interpretation, inspection and enforcement of the Gorham Land Use and Development Code, the 2015 International Residential Code (IRC), 2015 International Building Code (IBC), 2009 International Energy Conservation Code (IECC), 2014 National Electrical Code (NEC), *2000 Uniform Plumbing Code, *2011 Subsurface Waste Water Disposal Rules, the 2007 ASHRAE Energy Code, the 2007 ASHRAE Ventilation and Indoor Quality Code, the 2015 International Existing Building Code (IEBC) and the State of Maine Life Safety Code NFPA101. The Code Office further reviews development applications regarding Shoreland Zoning, Flood Plain and applications for appeals to be heard by the Zoning Board of Appeals. The Code Officers perform plan review as members of the Development Review Team and Project Review Group. They also conduct site inspections on minor site plan developments and stormwater best management practices (BMP's) and are compliance officers for Planning Board approved projects.

*NOTE: The Code Office and State of Maine are currently using the 2000 Uniform Plumbing Code, 2011 Subsurface Waste Water Disposal rules. In 2017 (date to be determined) the entire State will be switching to the 2015 versions of the above codes.

Employees:

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

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

Major Equipment Costing \$10,000 or more:

Inspection Vehicles - 2:

<u>Vehicle Year</u>	<u>Vehicle Model</u>	<u>Miles</u>
2008	Crown Victoria (C-1)	124,900+ miles
2010	Crown Victoria (C-2)	122,500+ miles

Major Changes from Prior Budget Year, if any:

None

Gorham
4:25 PM

APPROVED FY2017-2018 BUDGET

06/20/2017

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 200-15 General Government / Code Enforcement					
Supervisory Salaries					
50102-06 Code Enforcement Officer	57,935.00	55,706.36	57,935.00	0.00	.00%
Non-Supervisory Salaries					
50103-06 Asst Code Enforcement Officer	45,989.00	44,220.02	45,989.00	0.00	.00%
Clerical					
50104-06 Admin Assistant	39,137.00	37,250.09	39,137.00	0.00	.00%
Materials & Supplies					
50301-06 Materials & Supplies-Code	1,250.00	1,375.41	1,250.00	0.00	.00%
Postage					
50306-06 Postage-Code	150.00	102.06	150.00	0.00	.00%
Gas & Oil					
50371-06 Gas & Oil-Code	1,800.00	882.57	1,800.00	0.00	.00%
Training					
50401-06 Training-Code	800.00	175.00	800.00	0.00	.00%
Dues & Subscriptions					
50402-06 Dues & Subscriptions-Code	450.00	284.40	450.00	0.00	.00%
Reimbursed Expenses					
50410-06 Reimbursed Expenses-Code	200.00	365.41	330.00	130.00	65.00%
Vehicle Maintenance					
50501-06 Vehicle Maintenance-Code	500.00	544.37	650.00	150.00	30.00%
Cellular Telephone					
50513-06 Cellular Telephone-Code	950.00	554.76	800.00	-150.00	-15.79%
Appeals Board					
50632-06 Appeals Board	600.00	198.00	600.00	0.00	.00%
Code Enforcement	149,761.00	141,658.45	149,891.00	130.00	.09%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 200-19 General Government / Municipal Center Building					
Custodial Supplies					
50320-07 Custodial Supplies-Mun Ctr	5,000.00	1,985.63	5,000.00	0.00	.00%
Natural Gas					
50342-07 Natural Gas-Mun Ctr	39,000.00	33,551.35	37,000.00	-2,000.00	-5.13%
Contract Services					
50451-07 Contracted Services-Mun Ctr	71,000.00	59,420.93	73,200.00	2,200.00	3.10%
Electricity					
50510-07 Electricity-Municipal Center	52,000.00	49,194.16	52,000.00	0.00	.00%
Water					
50511-07 Water-Municipal Center	1,400.00	1,661.89	1,600.00	200.00	14.29%
Telephone					
50512-07 Telephone-Municipal Bldg	5,800.00	4,130.37	5,800.00	0.00	.00%
Waste Water					
50514-07 Waste Water-Municipal Ctr	1,200.00	1,510.97	1,200.00	0.00	.00%
Building Maintenance					
50520-07 Building Maintenance-Mun Ctr	12,500.00	21,300.91	12,500.00	0.00	.00%
Ground Maintenance					
50521-07 Ground Maintenance-Mun Ctr	1,500.00	1,147.02	1,500.00	0.00	.00%
Old Recreation Building					
50529-07 Old Recreation Building	1,000.00	0.00	1,000.00	0.00	.00%
Old Town Hall					
50530-07 Old Town Hall	0.00	381.78	0.00	0.00	.00%
Boiler Service					
50542-07 Boiler Service-Municipal Ctr	21,000.00	16,984.61	28,000.00	7,000.00	33.33%
Emergency Generator Maint					
50543-07 Emergency Generator	3,000.00	0.00	3,000.00	0.00	.00%
Maint-Mun					
Internet Access					
50905-07 Internet Access-Mun Ctr	5,000.00	3,862.87	5,000.00	0.00	.00%
Municipal Center Building	219,400.00	195,132.49	226,800.00	7,400.00	3.37%

**2017/18 BUDGET
DEPARTMENT PROFILE**

Name of Department: **WELFARE**

Services Provided:

- Interviewing general assistance applicants
- File maintenance and verification for approval
- Providing financial assistance for basic necessities & emergencies- coordination with landlords, utilities, heating companies, etc.
- Budget counseling to clients
- Referrals to other agencies
- Monthly reports to DHS
- Work with Salvation Army Unit Manager to distribute vouchers for Emergency assistance not available through General Assistance

Employees:

The Welfare duties are now fulfilled by the Town of Windham's General Assistance Office. The Town of Windham shares their General Assistance Office with Town of Gorham and the Town of Scarborough.

Major Equipment:

Major Changes:

APPROVED FY2017-2018 BUDGET

		Expense				
		2017	2017	2018	App Amt vs	App Amt vs
		Budget	YTD	Approved	Curr Bud	Curr Bud
				Change \$		Change %
Dept/Div: 300-03 Health & Welfare / Health & Welfare						
General Assistance						
50440-08	General Assistance-Welfare	30,000.00	15,938.22	28,000.00	-2,000.00	-6.67%
Health Officer						
50445-08	Health Officer-Welfare	500.00	0.00	0.00	-500.00	-100.00%
Contract Services						
50451-08	Contract with	30,000.00	20,800.00	32,000.00	2,000.00	6.67%
Windham-Welfare						
Gorham Hlth Council						
50912-08	Gorham Health	600.00	600.00	600.00	0.00	.00%
Council-Welfare						
	Health & Welfare	61,100.00	37,338.22	60,600.00	-500.00	-.82%

**Social Service Agency Requests
2017-18**

1. Sexual Assault Response Services (SARSSM)	Asked for Donation
2. Red Cross	\$250
3. Leavitt's Mill Health Center	\$750

Major Equipment Costing \$10,000 or more:

Cruisers

- 9 Marked Cruisers
- 8 Unmarked Cruisers
- 1 VIPS Cruiser
- 1 Animal Control Vehicle

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

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

Networked Computer System

The Police Department has 20 desktop workstations and 15 laptop computers/tablets that are able to connect to the server located at the Cumberland County Regional Communications Center.

Video Surveillance/Security System

There are cameras installed inside and outside at the Public Safety building as well as panic buttons in some work areas. The marked cruisers are equipped with Watch Guard video systems.

Portable Video Surveillance System

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

Portable Radios

The Police Department has 25 portable radios that are issued out to the officers.

Duty Weapons

The Police Department issues each officer a duty weapon.

Major Changes from Prior Budget Year, if any:

The Police Department appointed a Deputy Police Chief in July of 2016. The Deputy Police Chief will assist with strategic planning for the department, assist with budgeting, assist with hiring, review & write policies, department training coordinator, conduct internal affairs investigations, and serve as the Gorham Police Department public information officer. The Deputy Police Chief directly supervises the Lieutenant/Patrol Commander, Detective Sergeant, Detective Office Assistant and Administrative Assistant. The Police Department appointed a new Lieutenant/Patrol Commander in October of 2016. The Lieutenant is responsible for scheduling/overtime, grant writing, uniform crime reporting, report review, conduct internal affairs investigations, managing video systems and cruiser maintenance.

The Lieutenant directly supervises 4 Patrol Sergeants, 2 School Resource Officers and 1 Part Time Animal Control Officer.

APPROVED FY2017-2018 BUDGET

Dept/Div:	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
400-01 Public Safety / Police					
Dept Head Salaries					
50101-09 Police Chief	88,109.00	84,720.00	88,109.00	0.00	.00%
Supervisory Salaries					
50102-08 Deputy Police Chief	75,981.00	67,511.20	75,981.00	0.00	.00%
50102-09 PD Lieutenant	68,931.00	53,641.60	71,635.00	2,704.00	3.92%
Clerical					
50104-09 Secretary	70,902.00	68,077.23	70,902.00	0.00	.00%
Sargeants					
50105-09 Sargeants	307,818.00	280,329.93	312,354.00	4,536.00	1.47%
School Reserve Office					
50106-09 School Reserve Officer	39,749.00	41,306.13	40,525.00	776.00	1.95%
Detective					
50110-09 Detective	117,894.00	114,979.86	120,224.00	2,330.00	1.98%
Patrolman					
50111-09 Patrolman	628,392.00	579,816.86	633,049.00	4,657.00	.74%
Animal Ctrl/Traffic Enforcemnt					
50112-09 Animal Ctrl/Traffic Enfcmnt	18,304.00	17,632.96	26,541.00	8,237.00	45.00%
Physical Agililty Stipend					
50116-09 Physical Agililty Stipend	1,500.00	0.00	0.00	-1,500.00	-100.00%
Overtime					
50150-09 PD Overtime	78,642.00	108,571.83	78,642.00	0.00	.00%
OT - Holiday					
50151-09 PD OT-Holiday	78,642.00	72,680.32	78,542.00	-100.00	-.13%
OT- Court					
50152-09 PD OT-Court	29,169.00	20,569.05	29,169.00	0.00	.00%
OT - Training					
50153-09 PD OT-Training	18,134.00	9,334.31	18,134.00	0.00	.00%
Medical Services					
50240-09 Med Srvc-Police	600.00	459.00	600.00	0.00	.00%
K-9 Unit					
50300-09 K-9 Unit	1,750.00	908.71	1,750.00	0.00	.00%
Materials & Supplies					
50301-09 Materials & Supplies-Police	10,464.00	13,661.06	12,850.00	2,386.00	22.80%
Computer Supplies					
50304-09 Computer Supplies-Police	0.00	43.68	0.00	0.00	.00%
Postage					
50306-09 Postage-Police	500.00	241.37	500.00	0.00	.00%
Gas & Oil					
50371-09 Gas & Oil-Police	56,665.00	26,978.85	56,665.00	0.00	.00%
Tires					
50372-09 Tires-Police	8,530.00	6,460.20	8,530.00	0.00	.00%
Uniforms					
50380-09 Uniforms-Police	17,499.00	24,375.48	22,096.00	4,597.00	26.27%
Ammunition					
50382-09 Ammunition-Police	5,737.00	5,033.78	6,865.00	1,128.00	19.66%
Training					
50401-09 Training-Police	15,450.00	11,732.65	16,600.00	1,150.00	7.44%
Dues & Subscriptions					
50402-09 Dues & Subscriptions-Police	1,600.00	956.61	1,000.00	-600.00	-37.50%
Reimbursed Expenses					
50410-09 Reimbursed Expenses-Police	500.00	580.00	500.00	0.00	.00%
Computer					
50426-09 Computer Hardware	300.00	0.00	300.00	0.00	.00%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 400-01 Public Safety / Police CONT'D					
Consultant					
50454-09 Consultant-Police	2,946.00	2,615.97	2,500.00	-446.00	-15.14%
Vehicle Maintenance					
50501-09 Vehicle Maintenance-Police	16,060.00	4,525.84	16,060.00	0.00	.00%
Cellular Telephone					
50513-09 Cellular-Telephone-Police	5,760.00	4,582.15	5,760.00	0.00	.00%
Cellphone Cards					
50515-09 Wireless Fees-Laptops-Police	5,000.00	4,549.28	5,000.00	0.00	.00%
Computer - Software					
50533-09 Computer - Software-Police	9,279.00	9,240.01	9,279.00	0.00	.00%
Office Equipment Maintenance					
50540-09 Office Equip Maintenance-PD	4,000.00	4,548.53	4,000.00	0.00	.00%
Radio Maintenance					
50544-09 Radio Maintenance-Police	1,500.00	474.35	1,000.00	-500.00	-33.33%
Radar Maintenance					
50545-09 Radar Maintenance-Police	1,120.00	1,539.85	1,000.00	-120.00	-10.71%
Office Equipment					
50710-09 Office Equipment-Police	600.00	324.85	600.00	0.00	.00%
Police	1,788,027.00	1,643,003.50	1,817,262.00	29,235.00	1.64%

DEPARTMENT PROFILE
2017-18 Municipal Budget

Name of Department: **Gorham Fire Department**

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

The Department also does Code Enforcement of all local and State Fire Codes including the review of building plans, sprinkler plans and the installation of fire suppression systems and alarm systems. We conduct inspections of all businesses, multi-family homes, and daycare centers. We also provide Fire Prevention Education throughout the Community. The Fire Inspection Division had over 900 Fire Prevention activities this past year including inspections, plans review, and sprinkler inspections, a full report is provided with the write up of that budget line.

Employees: 11 Full time Staff

- 1 Chief
- 1 Deputy Chief
- 2 Secretaries/Billing Clerks
- 2 Firefighter/EMT
- 4 Firefighter/EMT Intermediates
- 4 Firefighter/Paramedics

Call Company Personnel

- 2 Deputy Chiefs 6 Captains
- 13 Lieutenants 2 Safety Officers/Captains
- 92 Firefighters
- 15 Fire Police 20 Junior Firefighters

- 3 Special Services

Total Call Fire Personnel 149

Major Equipment Costing \$10,000 or more:

- 6 Engines
- 1 Ladder
- 1 Quint (pumper/ladder combination)
- 2 Tank Trucks
- 1 Squad Truck (Heavy Rescue)
- 1 Hazardous Materials Truck
- 1 Fire Prevention Training Trailer
- 1 Live Fire Training Trailer
- 1 Smoke Maze/Confined Space Training Trailer
- 3 Station Generators
- 1 Brush Truck
- 2 Rescues
- 2 Life Pack 12 heart monitors

- 60 Air Packs
- 5 Thermal Imaging Cameras
- 1 Air Compressor and Fill Station
- 1 Jaws of Life Tool Set
- 1 Van (Mechanic's Service Vehicle)
- 1 Tractor (shared with Rec. Dept)
- 1 Mechanics Service Truck
- 3 SUVs (Chief, Deputy, Fire Inspector)
- 1 Pickup Truck 4X4
- 1 Water Rescue Vehicle

- 1 Decon/Rehab Bus
- 6 Auto defibrillators

Major Changes from Prior Budget Year, if any:

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

The Department will be taking delivery of a new Engine & a new Rescue in March and a new Ladder Truck in May or June.

The Department saw the completion of the rebuilding of Central Station as well as the completion of a new shared station at South Windham. We will also complete the rebuilding of the hose Tower by the end of the present budget cycle.

The Department placed in service 8 new air packs, and 8 the previous year.

The following are a list of incidents by type that we responded to during 2016.

Nature of Incident	Total Incidents
Assault - Simple	1
Assist at Fire	1
FI Accident	215
FI Alarms	214
FI Assist EMS	1
FI Assist Law	24
FI Citizen Asst	55
FI Confine Spac	3
FI Desk Box Oth	16
FI Elect Haz	66
FI Elevator	6
FI Fuel Spill	11
FI Gas Leak	32
FI HAZMAT	7
FI Medical Emer	1607
FI Mutual Aid	413
FI Outside Fire	65
FI Pmed intrcpt	53
FI Port Big Box	4
FI Portland 3rd	2
FI PVHMT	1
FI Smoke Invest	22
FI Structure Fi	72
FI Vehicle Fire	7
FI Water Rescue	3
FI Wilderness	3
Information Report	1
Total Incidents for This Report:	2905

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs Curr Bud Change \$	App Amt vs Curr Bud Change %
	2017 Budget	2017 YTD	2018 Approved		
Dept/Div: 400-03 Public Safety / Fire/Rescue					
Dept Head Salaries					
50101-10 Fire Chief	89,427.00	85,993.50	89,427.00	0.00	.00%
Supervisory Salaries					
50102-10 Depty Fire Chief	70,893.00	68,166.00	70,893.00	0.00	.00%
Clerical					
50104-10 Secretary	70,649.00	66,696.86	70,649.00	0.00	.00%
Call Deputy Chiefs					
50108-10 Call Deputy Chiefs	4,900.00	4,300.00	4,900.00	0.00	.00%
FF/EMTS/Paramedics					
50120-10 FF/EMTS	93,958.00	175,697.13	93,958.00	0.00	.00%
50120-11 Paramedics	216,047.00	187,716.91	206,831.00	-9,216.00	-4.27%
50120-12 FF/Intermediate	180,704.00	85,024.89	180,704.00	0.00	.00%
Fire Inspect					
50121-10 Fire Inspect	35,890.00	34,238.85	35,890.00	0.00	.00%
Mechanic Hrs					
50143-10 FD Mechanic	23,587.00	24,406.68	23,587.00	0.00	.00%
Overtime					
50150-10 FD Overtime	62,421.00	49,399.00	62,780.00	359.00	.58%
OT - Holiday					
50151-10 FD OT-Holiday	26,329.00	18,748.78	26,585.00	256.00	.97%
Call Force Wages					
50154-01 FD Call	200,000.00	243,964.82	200,000.00	0.00	.00%
50154-02 Scarborough Per Diem	44,789.00	47,281.78	64,345.00	19,556.00	43.66%
50154-03 Student Live In	8,000.00	7,765.00	8,000.00	0.00	.00%
50154-04 Rescue Call	37,593.00	36,699.28	37,593.00	0.00	.00%
50154-05 Rescue PT	11,978.00	26,892.47	11,978.00	0.00	.00%
50154-06 Standby	26,067.00	19,526.15	26,067.00	0.00	.00%
Medical Services					
50240-10 Med Srvc-Fire/Rescue	15,000.00	16,317.87	15,000.00	0.00	.00%
Materials & Supplies					
50301-10 Materials & Supplies-F/R	12,000.00	7,614.28	11,000.00	-1,000.00	-8.33%
Postage					
50306-10 Postage-Fire/Rescue	5,000.00	3,271.91	5,000.00	0.00	.00%
Custodial Supplies					
50320-10 Custodial Supplies-Fire/Rescue	1,000.00	344.80	1,000.00	0.00	.00%
Propane					
50343-10 Propane-Substations	15,500.00	8,008.75	15,500.00	0.00	.00%
Diesel					
50370-10 Diesel-Fire/Rescue	37,620.00	19,895.51	37,620.00	0.00	.00%
Gas & Oil					
50371-10 Gas & Oil-Fire/Rescue	10,000.00	3,938.80	10,000.00	0.00	.00%
Uniforms					
50380-10 Uniforms-Fire/Rescue	6,000.00	5,929.25	6,000.00	0.00	.00%
Fire Fighter Supplies					
50384-10 Fire Fighter Supplies-Fire/Res	18,500.00	17,208.41	18,500.00	0.00	.00%
Food Supplies					
50385-10 Food Supplies-Fire/Rescue	1,000.00	900.26	1,000.00	0.00	.00%
Medical Supplies					
50386-10 Medical Supplies-Fire/Rescue	20,000.00	27,073.55	33,000.00	13,000.00	65.00%
Training					
50401-10 Training-Fire	15,000.00	13,094.54	15,000.00	0.00	.00%
50401-11 Training-Rescue	15,000.00	12,103.51	15,000.00	0.00	.00%
Dues & Subscriptions					
50402-10 Dues & Subscriptions-Fire/Resc	6,035.00	5,798.95	6,500.00	465.00	7.71%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 400-03 Public Safety / Fire/Rescue CONT'D					
Reimbursed Expenses					
50410-10 Reimbursed	5,000.00	3,440.90	5,000.00	0.00	.00%
Expenses-Fire/Rescu					
Computer					
50426-10 Computer Hardware	13,500.00	14,935.03	14,500.00	1,000.00	7.41%
Repairs-FR					
Contract Services					
50451-10 Outside Rescue Fees-FR	7,000.00	14,400.00	10,000.00	3,000.00	42.86%
Fire Prevention					
50480-10 Fire Prevention-Fire/Rescue	1,500.00	1,469.45	1,500.00	0.00	.00%
Vehicle Maintenance					
50501-10 Vehicle	86,000.00	67,795.22	86,000.00	0.00	.00%
Maintenance-Fire/Rescu					
Electricity					
50510-10 Electricity-Fire/Rescue	7,800.00	7,007.45	8,000.00	200.00	2.56%
Telephone					
50512-10 Telephone-Fire/Rescue	2,100.00	1,926.58	2,100.00	0.00	.00%
Cellular Telephone					
50513-10 Cellular-Telephon-Fire/Rescue	4,800.00	4,528.26	4,800.00	0.00	.00%
Building Maintenance					
50520-10 Building	9,703.00	2,712.63	10,000.00	297.00	3.06%
Maintenance-Fire/Resc					
Equipment Rent/Lease					
50534-10 Equipment	5,800.00	4,721.41	5,800.00	0.00	.00%
Rent/Lease-Fire/Resc					
Office Equipment Maintenance					
50540-10 Office Equip Maintenance-F/R	26,500.00	16,349.05	26,000.00	-500.00	-1.89%
Emergency Generator Maint					
50543-10 Emergency Generator	1,500.00	407.32	1,500.00	0.00	.00%
Maint-FR					
Radio Maintenance					
50544-10 Radio	5,500.00	6,887.98	5,500.00	0.00	.00%
Maintenance-Fire/Rescue					
Fire & Safety Equipment					
50715-10 Fire & Safety Equipment	14,800.00	10,849.75	13,800.00	-1,000.00	-6.76%
Internet Access					
50905-10 Internet Access-Fire/Rescue	3,380.00	2,999.64	3,380.00	0.00	.00%
Fire/Rescue	1,575,770.00	1,484,449.16	1,602,187.00	26,417.00	1.68%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 400-05 Public Safety / Central Fire Station					
Custodial Supplies					
50320-12 Custodial Supplies-Public Safe	6,300.00	4,234.44	6,300.00	0.00	.00%
Natural Gas					
50342-12 Natural Gas-PS Building	20,000.00	9,952.09	18,000.00	-2,000.00	-10.00%
Propane					
50343-12 Propane-PS Building	0.00	8.27	0.00	0.00	.00%
Contract Services					
50451-12 Contracted Services-Cent. Fire	7,905.00	10,450.00	12,000.00	4,095.00	51.80%
Electricity					
50510-12 Electricity-PS Building	16,000.00	15,509.86	15,500.00	-500.00	-3.12%
Water					
50511-12 Water-PS Building	2,000.00	923.29	1,800.00	-200.00	-10.00%
Telephone					
50512-12 Telephone-PS Building	6,500.00	2,738.68	6,500.00	0.00	.00%
Waste Water					
50514-12 Waste Water-PS Building	3,000.00	1,432.05	2,600.00	-400.00	-13.33%
Building Maintenance					
50520-12 Building Maintenance-Public Sa	5,000.00	14,061.96	5,000.00	0.00	.00%
Office Equipment Maintenance					
50540-12 Equipment Maintenance-PS	3,000.00	1,001.00	3,000.00	0.00	.00%
Bldg					
Boiler Service					
50542-12 Boiler Service-PS Building	5,000.00	1,515.00	5,000.00	0.00	.00%
Emergency Generator Maint					
50543-12 Emergency Generator	1,000.00	497.49	1,000.00	0.00	.00%
Maint-PS B					
Building Improvements					
50706-12 Public Safety Building	9,000.00	3,708.79	7,000.00	-2,000.00	-22.22%
Internet Access					
50905-12 Internet Access-PS Building	3,800.00	2,535.77	3,200.00	-600.00	-15.79%
Central Fire Station	88,505.00	68,568.69	86,900.00	-1,605.00	-1.81%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 400-06 Public Safety / Police Station					
Custodial Supplies					
50320-30 Custodial Supplies-Police Bldg	6,000.00	1,693.44	6,000.00	0.00	.00%
Natural Gas					
50342-30 Natural Gas-Police Building	15,000.00	5,741.80	12,000.00	-3,000.00	-20.00%
Contract Services					
50451-30 Contracted Services-Pol. Stati	12,480.00	10,800.00	13,000.00	520.00	4.17%
Electricity					
50510-30 Electricity-Police Building	15,000.00	10,727.25	14,500.00	-500.00	-3.33%
Water					
50511-30 Water-Police Building	2,000.00	711.37	1,600.00	-400.00	-20.00%
Telephone					
50512-30 Telephone-Police Building	3,000.00	2,248.08	2,500.00	-500.00	-16.67%
Waste Water					
50514-30 Waste Water-Police Building	3,000.00	322.13	500.00	-2,500.00	-83.33%
Building Maintenance					
50520-30 Building Maintenance-PD Bldg	4,000.00	3,097.53	3,500.00	-500.00	-12.50%
Office Equipment Maintenance					
50540-30 Office Equipment Maintenance	3,000.00	422.34	3,000.00	0.00	.00%
Boiler Service					
50542-30 Boiler Service-Police Building	5,000.00	0.00	5,000.00	0.00	.00%
Internet Access					
50905-30 Internet Access-PD Bldg	3,800.00	0.00	0.00	-3,800.00	-100.00%
Police Station	72,280.00	35,763.94	61,600.00	-10,680.00	-14.78%

Gorham
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APPROVED FY2017-2018 BUDGET

06/20/2017

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 400-07 Public Safety / Public Utilities					
Fire Ponds/Hydrants					
50522-13 Fire Ponds/Hydrants-Public Uti	2,000.00	1,333.79	2,000.00	0.00	.00%
Street Lights					
50523-13 Street Lights-Public Utilities	69,500.00	70,001.39	69,500.00	0.00	.00%
Traffic Lights					
50524-13 Traffic Lights-Public Utilitie	4,600.00	5,088.87	4,600.00	0.00	.00%
Signal Maintenance					
50525-13 Signal Maintenance-Public Util	6,225.00	3,000.00	9,000.00	2,775.00	44.58%
Holiday Lights					
50526-13 Holiday Lights-Public Utility	2,700.00	726.48	1,500.00	-1,200.00	-44.44%
Street Light Maint					
50527-13 Street Light Maint-Public Util	3,000.00	3,465.19	4,200.00	1,200.00	40.00%
Hydrant Rental					
50535-13 Hydrant Rental-Public Utility	80,000.00	73,762.08	83,000.00	3,000.00	3.75%
Public Utilities	168,025.00	157,377.80	173,800.00	5,775.00	3.44%

Gorham
4:25 PM

APPROVED FY2017-2018 BUDGET

06/20/2017

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 400-09 Public Safety / Animal Shelter					
Contract Services					
50451-14 Animal Shelter	23,105.00	17,372.07	23,434.00	329.00	1.42%
Animal Shelter	23,105.00	17,372.07	23,434.00	329.00	1.42%

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APPROVED FY2017-2018 BUDGET

06/20/2017

		Expense			App Amt vs	App Amt vs
		2017	2017	2018	Curr Bud	Curr Bud
		Budget	YTD	Approved	Change \$	Change %
<hr/>						
Dept/Div: 400-30 Public Safety / Dispatching						
Contract Services						
50451-15 Dispatching	Contracted Svcs	326,636.00	326,636.00	337,066.00	10,430.00	3.19%
	Dispatching	326,636.00	326,636.00	337,066.00	10,430.00	3.19%

DEPARTMENT PROFILE 2017-18 Municipal Budget

Name of Department: Public Works Department

Services Provided: The Public Works Department in the Town of Gorham is primarily responsible for the maintenance of over 148 miles of Town roads and 12.57 miles of State MDOT arterial roads. This road maintenance work includes, but is not limited to, the maintenance of pavement (summer and winter), markings and striping, signage, bridges, culverts, ditches, traffic lights, trees, picking up dead animals and trash in the roadway, mowing of grass within the roadway, cleaning of catch basins, street sweeping. In addition to roadway maintenance, Public Works also conducts capital road improvement projects, building, cemetery and facility maintenance, cemetery burials, mowing and trimming of Town-owned grounds, and is involved with the oversight of the curbside collection "Pay-Per-Bag" and recycling program. Public Works assists with development plan review and construction, and is responsible for the MDEP NPDES stormwater license for the Town. Public Works also assists every other Town Department and the School System in a variety of capacities when needed.

Employees: 20 Full Time

1	Public Works Director	1	Deputy Public Works Director
1	Road Foreman	2	Driver Operator II's
9	Driver Operators	1	Shop Foreman
1	Lead Bus Mechanic	3	Mechanics
1	Administrative Assistant	4-5	Part-Time Employees
1	Stormwater Compliance Coordinator (shared with Town of Windham)		

Major Equipment Costing \$10,000 or more:

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

Roads:

Number	Dead Ends	Thru Roads	MDOT Arterial (Miles)	MDOT	Town
	Turning Circles			14.98	12.57
300	159	133	MDOT Collector Summer(Miles)	6.95	11.92
			MDOT Collector Winter(Miles)	0	18.87
			Local (Miles)	0	116.61
			Total Summer(Miles)	21.93	141.10
			Total Winter (Miles)	14.98	148.05

Plow Routes:

Number	Average Length	Average Time to Complete
13	12.3 miles	4 Hours

Sidewalks

18.1 Miles Total (estimated)

8.53 Miles plowed in winter

Traffic Signals

5 Traffic Signals

4 Traffic Control Beacons

Cemeteries

30.12 Acres of cemeteries maintained

Public Areas

143 Acres of public areas mowed/maintained

Dow Road Cemetery	1.51	Baxter Library, Museum & Gorham Times	0.25
Eastern Cemetery	10.31	Fort Hill Park	5
Fort Hill Cemetery	1.42	Gorham Middle School	4
Little Falls Cemetery	0.21	Little Falls Recreational Area	12.01
North Street Cemetery	2.85	Little Falls School	6.09
Sapling Hill Cemetery	1.76	Public Safety & Narragansett School	26.53
Shaws Mill Cemetery	0.13	North Gorham Fire Station	0.29
South Gorham Cemetery	2.09	Phinney Park	0.41
South Street Cemetery	0.82	Robie Gym	0.54
Hillside Cemetery	8.82	New Gorham Municipal Center	0.25
Huston Cemetery	0.1	Village School	10.6
Smith Cemetery	0.1	West Gorham Fire Station	0.31
		White Rock Fire Station	0.45
		White Rock School	8.56
		Public Works & Landfill	37.8
		Fuel Depot	0.1
		High School Parking Lot & Grounds	3.86
		Robie Park	4.10
		Robie School	1.00
		Shaw Park	6.00
		MDOT Park & Ride	1.50
		Middle School Grounds & MultiPurpose Field	9.00
		Great Falls School Grounds & Fields	16.0

Major Changes from Prior Budget Year, if any:

- 1) Addition of new Mechanic position
- 2) Addition of shared Stormwater Compliance Coordinator with Windham
- 3) Addition of Loader with plow gear
- 4) Continued construction of new multi-purpose field at Little Falls Recreational Area
- 5) Addition of Police building at Public Safety with additional parking area to maintain In the winter.

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs Curr Bud Change \$	App Amt vs Curr Bud Change %
	2017 Budget	2017 YTD	2018 Approved		
Dept/Div: 500-01 Public Works / Public Works					
Dept Head Salaries					
50101-16 PW Dir	93,625.00	89,880.00	93,625.00	0.00	.00%
Supervisory Salaries					
50102-16 Depty PW Director	73,928.00	71,046.48	73,928.00	0.00	.00%
50102-17 Road Foreman	52,961.00	50,780.05	52,961.00	0.00	.00%
Clerical					
50104-16 Administrative Assistant	34,819.00	29,204.55	37,086.00	2,267.00	6.51%
Part Time					
50130-16 PT Public Works	31,976.00	42,114.40	31,976.00	0.00	.00%
Regular Hrs					
50141-16 Regular Hrs	630,404.00	553,363.36	630,404.00	0.00	.00%
Overtime					
50150-16 PW Overtime	69,724.00	98,379.76	69,724.00	0.00	.00%
Medical Services					
50240-16 Med Svc-Public Works	500.00	175.00	500.00	0.00	.00%
Testing					
50241-16 Testing	1,200.00	410.00	1,200.00	0.00	.00%
Materials & Supplies					
50301-16 Materials & Supplies-PW	5,000.00	3,625.97	5,000.00	0.00	.00%
Postage					
50306-16 Postage-Public Works	120.00	44.02	120.00	0.00	.00%
Sand					
50310-16 Sand-Public Works	42,000.00	0.00	42,000.00	0.00	.00%
Liquid Calcium					
50311-16 Liquid Calcium-Public Works	1,000.00	0.00	1,000.00	0.00	.00%
Gravel					
50312-16 Gravel-Public Works	24,000.00	12,918.64	24,000.00	0.00	.00%
Salt					
50330-16 Salt-Public Works	93,055.00	141,274.63	119,500.00	26,445.00	28.42%
Asphalt Patching					
50331-16 Asphalt Patching-Public Works	30,000.00	9,990.55	30,000.00	0.00	.00%
Signs & Hardware					
50333-16 Signs & Hardware-Public	7,000.00	6,485.71	7,000.00	0.00	.00%
Works					
Culverts					
50334-16 Culverts-Public Works	20,000.00	-240.00	20,000.00	0.00	.00%
Fuel Oil					
50340-16 Fuel Oil-Public Works	4,000.00	3,636.79	4,000.00	0.00	.00%
Lubricants					
50341-16 Lubricants-Public Works	6,000.00	3,700.29	6,000.00	0.00	.00%
Propane					
50343-16 Propane-Public Works	20,000.00	10,242.78	20,000.00	0.00	.00%
Mechanics Tools					
50350-16 Mechanics Tools-Public Works	6,000.00	3,607.78	6,000.00	0.00	.00%
Equipment Parts					
50360-16 Equipment Parts-Public Works	98,500.00	117,140.48	98,500.00	0.00	.00%
Guard Rails					
50363-16 Guard Rails-Public Works	500.00	18.32	500.00	0.00	.00%
Cutting Edge					
50364-16 Cutting Edge-Public Works	12,500.00	11,424.32	12,500.00	0.00	.00%
Diesel					
50370-16 Diesel-Public Works	60,000.00	50,580.37	60,000.00	0.00	.00%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs Curr Bud Change \$	App Amt vs Curr Bud Change %
	2017 Budget	2017 YTD	2018 Approved		
Dept/Div: 500-01 Public Works / Public Works CONT'D					
Gas & Oil					
50371-16 Gas & Oil-Public Works	21,000.00	19,933.64	21,000.00	0.00	.00%
Tires					
50372-16 Tires-Public Works	12,000.00	7,892.00	12,000.00	0.00	.00%
Uniforms					
50380-16 Uniforms-Public Works	9,000.00	7,547.51	9,000.00	0.00	.00%
Misc Hardware					
50390-16 Misc Hardware-Public Works	12,800.00	9,334.57	12,800.00	0.00	.00%
Misc Paving					
50391-16 Misc Paving-Public Works	17,000.00	6,734.23	17,000.00	0.00	.00%
Bridge Material					
50392-16 Bridge Material-Public Works	500.00	0.00	500.00	0.00	.00%
Sidewalk Maintenance					
50393-16 Sidewalk Maintenance-Pub Works	4,000.00	1,102.20	4,000.00	0.00	.00%
Drainage					
50394-16 Drainage-Public Works	32,000.00	17,961.96	32,000.00	0.00	.00%
Training					
50401-16 Training-Public Works	3,500.00	457.56	3,500.00	0.00	.00%
Dues & Subscriptions					
50402-16 Dues & Subscriptions-Pub Works	600.00	345.00	600.00	0.00	.00%
Reimbursed Expenses					
50410-16 Reimbursed Expenses-Pub Works	700.00	450.00	700.00	0.00	.00%
Contract Services					
50451-16 Contracted Services-Pub Works	3,900.00	3,662.50	5,200.00	1,300.00	33.33%
Vehicle Maintenance					
50501-16 Vehicle Maintenance-Pub Works	20,000.00	28,959.56	20,000.00	0.00	.00%
Electricity					
50510-16 Electricity-Public Works	20,175.00	15,168.84	20,175.00	0.00	.00%
Water					
50511-16 Water-Public Works	2,000.00	3,156.15	2,000.00	0.00	.00%
Telephone					
50512-16 Telephone-Public Works	2,280.00	2,272.58	2,280.00	0.00	.00%
Cellular Telephone					
50513-16 Cellular Telephone-Public Work	3,500.00	3,767.64	3,500.00	0.00	.00%
Waste Water					
50514-16 Waste Water Disposal-PW Build	8,000.00	0.00	0.00	-8,000.00	-100.00%
Building Maintenance					
50520-16 Building Maintenance-Pub Works	4,708.00	13,795.32	3,408.00	-1,300.00	-27.61%
Equipment Rent/Lease					
50534-16 Hired Equipment-Public Works	20,000.00	13,723.99	20,000.00	0.00	.00%
Office Equipment Maintenance					
50540-16 Office Equip Maintenance-PW	1,400.00	1,517.19	1,400.00	0.00	.00%
Emergency Generator Maint					
50543-16 Emergency Generator Maint-PW	1,100.00	1,045.58	1,100.00	0.00	.00%
Radio Maintenance					
50544-16 Radio Maintenance-Public Works	2,000.00	622.76	2,000.00	0.00	.00%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 500-01 Public Works / Public Works CONT'D					
Tree Work					
50546-16 Tree Work-Public Works	3,500.00	1,440.00	3,500.00	0.00	.00%
Street Striping					
50560-16 Street Striping-Public Works	33,000.00	28,033.16	33,000.00	0.00	.00%
Maint - Rec & School					
50574-16 Maint - Rec & School-PW	7,000.00	654.00	7,000.00	0.00	.00%
Advertising					
50620-16 Advertising-Public Works	500.00	2,397.50	500.00	0.00	.00%
Office Equipment					
50710-16 Office Equipment-Public Works	2,000.00	162.27	2,000.00	0.00	.00%
Internet Access					
50905-16 Internet Access-Public Works	1,392.00	1,043.55	1,392.00	0.00	.00%
Public Works	1,668,367.00	1,502,985.51	1,689,079.00	20,712.00	1.24%

APPROVED FY2017-2018 BUDGET

		Expense			App Amt vs	App Amt vs
		2017	2017	2018	Curr Bud	Curr Bud
		Budget	YTD	Approved	Change \$	Change %
Dept/Div: 500-05 Public Works / Storm Compliance						
Materials & Supplies						
50301-32 Materials & Supplies-Storm		0.00	2,744.63	1,000.00	1,000.00	100.00%
Com						
Dues & Subscriptions						
50402-32 Dues & Subscriptions-Storm		10,000.00	10,100.00	10,500.00	500.00	5.00%
Com						
Permits						
50404-32 Stormwater Permit		500.00	360.00	500.00	0.00	.00%
Contract Services						
50451-32 Contracted Services-Storm		28,500.00	17,746.37	35,000.00	6,500.00	22.81%
Comp						
	Storm Compliance	39,000.00	30,951.00	47,000.00	8,000.00	20.51%

DEPARTMENT PROFILE

2017-18 Municipal Budget

Name of Department: Solid Waste and Recycling

Services Provided:

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

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

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

Pay-Per-Bag and Tag Program – administer the pay-per-bag and tag curbside collection of solid waste and recyclable material program including the contract for collection. Over 2,600 tons of trash and 1,200 tons of recyclables are hauled to Ecomaine annually. 96,250 large trash bags and 198,000 small trash bags were sold in FY2016. The new trash bag tag program implemented in February of 2016 sold 2,405 large bag tags and 3,130 small bag tag in the five months of FY2016.

Employees:

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

Major Equipment Costing \$10,000 or more:

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

Major Changes from Prior Budget Year, if any:

The bag tag program was initiated in February of 2016. This allows residents the option of using tags placed on their privately purchased trash bags to be collected by the curbside contractor. The tags are for 15 gallon and 33 gallon trash bags.

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs Curr Bud Change \$	App Amt vs Curr Bud Change %
	2017 Budget	2017 YTD	2018 Approved		
Dept/Div: 500-07 Public Works / Solid Waste & Recycling					
Overtime					
50150-17 SW Overtime	1,400.00	428.42	1,400.00	0.00	.00%
Trash Bags					
50302-17 Trash Bags-Solid Waste	37,000.00	33,980.48	41,000.00	4,000.00	10.81%
Well Testing					
50460-17 Well Testing-Solid Waste	12,000.00	1,200.00	12,500.00	500.00	4.17%
Electricity					
50510-17 Electricity-Solid Waste	600.00	604.08	600.00	0.00	.00%
Building Maintenance					
50520-17 Building Maintenance-Solid Wst	3,000.00	288.97	3,000.00	0.00	.00%
Recycling					
50549-17 Recycling	0.00	0.00	8,000.00	8,000.00	100.00%
Solid Waste/Tipping Fees					
50550-17 Tipping Fees-Solid Waste	208,750.00	189,860.86	208,750.00	0.00	.00%
Contract Services					
50551-17 Curb Collection-Solid Waste	500,000.00	438,119.95	515,000.00	15,000.00	3.00%
Silver Bullets					
50552-17 Silver Bullets-Solid Waste	23,000.00	19,778.97	23,500.00	500.00	2.17%
Waste Disposal					
50553-17 Waste Disposal-Solid Waste	1,900.00	240.45	1,900.00	0.00	.00%
Landfill Site Maintenance					
50554-17 Landfill Site Maintenance-SW Solid Waste & Recycling	1,000.00 788,650.00	0.00 684,502.18	1,000.00 816,650.00	0.00 28,000.00	.00% 3.55%

DEPARTMENT PROFILE

2017-18 Municipal Budget

Name of Department: **Cemeteries**

Services Provided:

The Public Works Department provides various site specific services such as mowing or occasional site maintenance at the various Town-owned and managed cemeteries including:

- Dow Road Cemetery
- Eastern Cemetery
- Files Cemetery
- Fort Hill Cemetery
- Hillside Cemetery
- Huston Cemetery
- Little Falls Cemetery
- North Gorham Cemetery
- North Street Cemetery
- Sapling Hill Cemetery
- Shaws Mill Cemetery
- Smith Cemetery
- South Gorham Cemetery
- South Street Cemetery
- White Rock Cemetery

Employees:

The cemeteries are mowed and maintained by part-time and full-time Public Works employees

Major Equipment Costing \$10,000 or more:

Major Changes from Prior Budget Year, if any:

A part-time employee was used to update Hillside Cemetery and Eastern Cemetery records into GIS (geographical information system).

Gorham
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APPROVED FY2017-2018 BUDGET

06/20/2017

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 500-10 Public Works / Cemeteries					
Part Time					
50130-17 PT Burials	3,045.00	2,263.03	3,045.00	0.00	.00%
50130-18 PT Cemetery Maintenance Cemetery	16,000.00	8,717.78	16,000.00	0.00	.00%
50570-18 Stone Repairs Maint - Hillside Cemetery	3,000.00	0.00	3,000.00	0.00	.00%
50571-01 Maint - Hillside Cemetery Eastern & So St Cemetery	1,000.00	2,293.72	1,150.00	150.00	15.00%
50572-01 Eastern Cemetery	1,590.00	851.83	1,590.00	0.00	.00%
50572-02 South Street Cemetery	500.00	0.00	500.00	0.00	.00%
Other Town Cemeteries					
50573-01 Sapling Hill	1,500.00	5.00	1,500.00	0.00	.00%
50573-03 North Street	0.00	170.00	0.00	0.00	.00%
50573-04 South Gorham	0.00	2,853.45	0.00	0.00	.00%
50573-07 Fort Hill	0.00	55.00	0.00	0.00	.00%
Cemeteries	26,635.00	17,209.81	26,785.00	150.00	.56%

**DEPARTMENT PROFILE
2017-18**

Name of Department: Baxter Memorial Library

Services Provided:

The Baxter Memorial Library serves our community as a welcoming and accessible gathering place for information, lifelong learning, and enjoyment while striving to foster the exchange of ideas, values, traditions, and conversations.

The library circulates books, magazines, audio-books and movies. Through a reciprocal agreement with USM Libraries, our patrons may use their library cards for free at the Gorham campus and USM students may use their ID cards for free at Baxter Memorial; an important collaborative effort between two Gorham institutions. In addition to locally held collections, our participation in the Minerva Library Consortium gives patrons access to items throughout the state. Interlibrary loan remains one of the library's most popular services, with nearly 23,000 items circulated last year, accounting for over 20% of our total circulation of 109,048 in FY 2016.

In keeping with our role as a community center, the library offers a variety of programs for all ages including story times and activities for children, our new Graphic Grotto room for young adults, and book clubs and author events for adults and children alike. We have 10 computers for public use, WiFi available 24/7, and offer various printing, scanning, and fax services for a fee. We provide patrons with assistance in navigating the internet, searching for and applying to employment opportunities online, using their personal electronic devices and much more. More information on library services and programs can be found at www.baxterlibrary.org, in our newsletter, or on our Facebook page, which currently has over 1,200 followers.

Employees:

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

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

Total Regular Staff	11
Library Substitutes on call	7
Volunteers	75

Major Equipment Costing \$10,000 or more:

While no single piece of equipment at the library costs \$10,000 or more, we do have many smaller pieces of equipment, specifically computers, which collectively reach this total. The library currently has 26 computers, all of which were purchased refurbished. 10 of these were purchased by The Friends of Baxter Memorial Library in 2014 to replace outdated computers.

Major Changes from Prior Budget Year, if any: With the end of FY17, we will see the first full year with our open hours expanded to 48 hours per week. These additional hours did not directly affect the budget but should result in an increase in circulation and attendance.

Relevant Statistics:

HOURS OPEN TO THE PUBLIC PER WEEK

FY09	47	FY13	43
FY10	43	FY14	43
FY11	43	FY15	43
FY12	43	FY16	43*

* On June 6, 2016 our hours were increased to 48/wk. No additional staff was added. Coming at the end of FY16, any effect this change has on statistics won't be seen until FY17.

STAFF HOURS

FY09	368	FY13	335
FY10	349	FY14	335
FY11	335	FY15	335
FY12	335	FY16	335

This total includes 20 Custodian hours and 20 Administrative Assistant hours.

CIRCULATION

FY09	116,050	FY13	116,987
FY10	114,309	FY14	115,477
FY11	114,159	FY15	110,239
FY12	115,848	FY16	109,048

Note: Loan periods were changed in November 2009 and again in July 2014. Our ebook service was eliminated at the end of FY14.

LIBRARY PROGRAM ATTENDANCE

FY09	5,200	FY13	6,460
FY10	4,905	FY14	7,129
FY11	4,996	FY15	7,890
FY12	4,815	FY16	8,152

Respectfully Submitted
James Rathbun, Library Director
2/5/16

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 600-01 Culture & Recreation / Library					
Dept Head Salaries					
50101-19 Lib Dir	61,446.00	59,081.38	61,446.00	0.00	.00%
Supervisory Salaries					
50102-19 Youth Librarian	41,867.00	40,210.59	41,867.00	0.00	.00%
50102-20 Tech Service Librarian	51,480.00	37,645.61	51,480.00	0.00	.00%
50102-21 Public Service Librarian	41,867.00	39,783.80	41,867.00	0.00	.00%
Non-Supervisory Salaries					
50103-19 Senior Library Assistant	72,755.00	67,366.93	72,755.00	0.00	.00%
Part Time					
50130-09 PT Subs	5,807.00	7,029.46	6,402.00	595.00	10.25%
50130-19 PT Admin Assistant	25,203.00	23,206.95	25,203.00	0.00	.00%
50130-20 PT Library Assistant	59,235.00	57,638.68	59,235.00	0.00	.00%
Maint Hours					
50140-19 Library Custodian	17,361.00	15,660.00	17,361.00	0.00	.00%
Medical Services					
50240-19 Med Srvcs-Library	158.00	0.00	158.00	0.00	.00%
Materials & Supplies					
50301-19 Materials & Supplies-Library	6,800.00	5,650.57	6,800.00	0.00	.00%
Computer Supplies					
50304-19 Computer Supplies-Library	4,250.00	4,274.89	4,500.00	250.00	5.88%
Books					
50305-19 Books-Library	16,450.00	15,494.26	17,000.00	550.00	3.34%
Postage					
50306-19 Postage-Library	3,750.00	2,659.75	3,750.00	0.00	.00%
e-Book Services					
50307-19 e-Book Services	0.00	0.00	1,200.00	1,200.00	100.00%
Non Print & Magazines					
50308-19 Non Print & Magazines-Library	5,250.00	5,498.93	5,685.00	435.00	8.29%
Custodial Supplies					
50320-19 Custodial Supplies-Library	4,000.00	1,699.83	3,750.00	-250.00	-6.25%
Natural Gas					
50342-19 Natural Gas-Library	7,140.00	5,715.58	6,800.00	-340.00	-4.76%
Programs					
50381-19 Programs-Library	450.00	977.00	900.00	450.00	100.00%
Training					
50401-19 Professional Development-Lib	2,500.00	1,354.62	2,900.00	400.00	16.00%
Dues & Subscriptions					
50402-19 Dues & Subscriptions-Library	350.00	550.00	350.00	0.00	.00%
Maine Infonet Access Fee					
50403-19 Maine Infonet Access Fee	4,200.00	4,200.00	4,200.00	0.00	.00%
Reimbursed Expenses					
50410-19 Reimbursed Expenses-Library	1,250.00	1,006.78	1,250.00	0.00	.00%
Contract Services					
50451-19 Contracted Services-Library	5,410.00	4,243.72	5,410.00	0.00	.00%
Security Alarm Monitoring					
50482-19 Security Alarm Monitoring-Lib	330.00	330.00	330.00	0.00	.00%
Electricity					
50510-19 Electricity-Library	15,500.00	14,899.50	15,500.00	0.00	.00%
Water					
50511-19 Water-Library	1,075.00	997.31	1,075.00	0.00	.00%
Telephone					
50512-19 Telephone-Library	1,500.00	1,421.38	1,500.00	0.00	.00%
Waste Water					
50514-19 Waste Water-Library	600.00	543.62	600.00	0.00	.00%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 600-01 Culture & Recreation / Library CONT'D					
Building Maintenance					
50520-19 Building Maintenance-Library	6,225.00	6,418.69	6,500.00	275.00	4.42%
Office Equipment Maintenance					
50540-19 Office Equip Maintenance-Lib	500.00	438.38	500.00	0.00	.00%
Internet Access					
50905-19 Maine Infonet Access Fee	1,000.00	1,000.00	1,000.00	0.00	.00%
Library	465,709.00	426,998.21	469,274.00	3,565.00	.77%

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APPROVED FY2017-2018 BUDGET

06/20/2017

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 600-03 Culture & Recreation / Museum					
Part Time					
50130-21 PT Museum	1,300.00	850.00	1,300.00	0.00	.00%
Materials & Supplies					
50301-21 Materials & Supplies-Museum	700.00	121.60	700.00	0.00	.00%
Programs					
50381-21 Programs-Museum	400.00	647.00	400.00	0.00	.00%
Building Maintenance					
50520-21 Building Maintenance-Museum	1,800.00	75.00	1,800.00	0.00	.00%
Materials Preservation					
50528-21 Materials Preservation-Museum	800.00	0.00	800.00	0.00	.00%
Museum	5,000.00	1,693.60	5,000.00	0.00	.00%

DEPARTMENT PROFILE

2017/2018 Budget

Name of Department: Gorham Recreation Department

Services Provided:

- More than 75 self-funded programs for residents of all ages.
- Over 20 million “program hours” of community activities.
- Last year, we recorded over **7,000 participants** in Gorham Recreation activities.

Employees:

- Recreation Director
- Programs and Sports Director
- Before & After School/Camps Director
- Office Manager/Programmer
- Facilities Manager/Programmer
- Part time and Seasonal support staff

Volunteers:

Volunteers of all ages throughout every season share their time, talent and genuine interest in our community by volunteering to assist with the following activities:

- Athletic Field and Facility Maintenance, including mowing, lining, raking, trash pickup, sweeping, weed whacking, trimming, pick up of “blow downs”, watering, seeding and fertilizing.
- Equipment installation and take down for baseball, softball, soccer, tennis and open spaces, including Robie Park, Little Falls Recreation Area, Village School fields, Robie Field, Great Falls School fields and playing courts, Narragansett “Chick Property” fields, playing courts, Little Falls Activity Center, fields and Pickleball court, Shaw Gym and Robie Gym.

Programs:

- Youth Sports: Soccer, basketball, soft/baseball, t-ball, golf, downhill skiing and tennis instruction.
- Youth Enrichment Programs: Summer Day Camps, After School, Teen Camp, Holiday and Vacation activities, American Red Cross certification courses, Toddler Open Gyms, Karate instruction and Downhill Ski.
- Adult Enrichment: Tennis instruction, Golf instruction, Karate, Men’s and Women’s Open Gym Basketball, Yoga, Zumba, Personal Fitness Classes, Luncheons, Trips and “Outings” for Community Senior Citizens.

Cooperative Community Efforts and Special Events:

- Gorham Marketplace Tradeshow, Summer Gazebo Concerts, Christmas Tree Lighting, Thanksgiving "Burn Off The Turkey 5K" Foot Race, USM Athletic Department "Gorham Night" and Halloween Party at Hill Gym and Memorial Day Parade.

Recreation Director Responsibilities:

- Supervision of local community access television personnel and budget.
- Scheduling athletic fields for community, Recreation Department and some school sports at various locations, including Village, Little Falls Recreation Area, Narragansett, Great Falls School and Robie Park Fields.

Major Equipment Costing \$10,000 or more:

- 1993 John Deere 970
- 2000 GMC 15 Passenger Van
- 2006 diesel 14 passenger Mini Bus
- 2015 ¾ Ton GMC Pick Up Truck
- 2015 gas 14 passenger Mini Bus

Major Changes from prior budget year:

- Little Falls Recreation Area major multipurpose playing field constructed, 1 field completed to open Fall 2017
- Little Falls Recreation Area major multipurpose playing field constructed, 2nd field drainage installed, irrigation installed with plans to over seed and fertilize, open Fall 2017

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 600-05 Culture & Recreation / Recreation					
Dept Head Salaries					
50101-22 Rec Dir	78,250.00	74,487.63	78,250.00	0.00	.00%
Supervisory Salaries					
50102-22 Program Director	45,272.00	31,172.83	45,989.00	717.00	1.58%
Non-Supervisory Salaries					
50103-22 BAS Director	47,362.00	45,551.41	47,362.00	0.00	.00%
50103-23 Programmer	0.00	0.00	30,930.00	30,930.00	100.00%
Clerical					
50104-22 Administrative Assistant	45,989.00	44,247.64	45,989.00	0.00	.00%
Maint Hours					
50140-22 Field/Building Maintenance	45,802.00	44,040.02	45,802.00	0.00	.00%
Materials & Supplies					
50301-22 Materials & Supplies-Recreatio	2,181.00	2,039.65	2,051.00	-130.00	-5.96%
Ground Supplies					
50303-22 Ground Supplies-Recreation	8,706.00	8,635.88	9,100.00	394.00	4.53%
Postage					
50306-22 Postage-Recreation	700.00	270.09	500.00	-200.00	-28.57%
Custodial Supplies					
50320-22 Custodial Supplies-Recreation	1,000.00	1,072.74	1,000.00	0.00	.00%
Mechanics Tools					
50350-22 Tools-Recreation	500.00	94.04	500.00	0.00	.00%
Athletic Supplies					
50361-22 Athletic Supplies-Recreation	8,555.00	7,244.46	8,555.00	0.00	.00%
Gas & Oil					
50371-22 Gas & Oil-Recreation	3,709.00	1,552.80	3,709.00	0.00	.00%
Tires					
50372-22 Tires-Recreation	500.00	0.00	500.00	0.00	.00%
Dues & Subscriptions					
50402-22 Dues & Subscriptions-Recreatio	800.00	768.00	900.00	100.00	12.50%
Reimbursed Expenses					
50410-22 Reimbursed Expenses-Recreation	1,950.00	1,947.27	1,950.00	0.00	.00%
Vehicle Maintenance					
50501-22 Vehicle Maintenance-Recreation	4,850.00	580.06	4,450.00	-400.00	-8.25%
Water					
50511-22 Water-Recreation	2,670.00	3,386.54	4,000.00	1,330.00	49.81%
Telephone					
50512-22 Telephone-Recreation	500.00	375.47	400.00	-100.00	-20.00%
Building Maintenance					
50520-22 Building Maintenance-Recreatio	500.00	1,846.25	500.00	0.00	.00%
Office Equipment Maintenance					
50540-22 Office Equip Maintenance-Rec	1,500.00	878.07	1,500.00	0.00	.00%
Transportation					
50610-22 Transportation-Recreation	1,000.00	0.00	1,000.00	0.00	.00%
Advertising					
50620-22 Advertising-Recreation	700.00	472.00	700.00	0.00	.00%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 600-05 Culture & Recreation / Recreation CONT'D					
Printing					
50621-22 Printing-Recreation	3,900.00	2,301.26	3,900.00	0.00	.00%
Special Programs					
50638-22 Special Events-Recreation	5,500.00	5,443.49	5,500.00	0.00	.00%
Grounds Equipment					
50702-22 Ground Equipment-Recreation	0.00	71.07	0.00	0.00	.00%
Recreation	312,396.00	278,478.67	345,037.00	32,641.00	10.45%

APPROVED FY2017-2018 BUDGET

		Expense			App Amt vs	App Amt vs
		2017	2017	2018	Curr Bud	Curr Bud
		Budget	YTD	Approved	Change \$	Change %
Dept/Div: 600-06 Culture & Recreation / MS Multi Purpose Field						
Ground Supplies						
50303-23	Ground Supplies-Middle Sch	6,240.00	2,550.00	9,000.00	2,760.00	44.23%
Ath						
	MS Multi Purpose Field	6,240.00	2,550.00	9,000.00	2,760.00	44.23%

NOTE: Travel soccer, youth lacrosse, and youth baseball/softball are billed \$2,250 for a total anticipated revenues of \$6,750 that goes towards maintenance on multiple athletic fields.

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 600-07 Culture & Recreation / LF Recreation Area					
Contract Services					
50451-31 Contracted Services-LF Rec	5,100.00	1,025.00	7,350.00	2,250.00	44.12%
Electricity					
50510-31 Electricity-LF Rec Area	500.00	0.00	500.00	0.00	.00%
Water					
50511-31 Water-LF Rec Area	3,000.00	5,937.07	9,000.00	6,000.00	200.00%
Building Maintenance					
50520-31 Building Maintenance-LF Rec	500.00	120.07	500.00	0.00	.00%
LF Recreation Area	9,100.00	7,082.14	17,350.00	8,250.00	90.66%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs Curr Bud Change \$	App Amt vs Curr Bud Change %
	2017 Budget	2017 YTD	2018 Approved		
Dept/Div: 600-20 Culture & Recreation / Old Robie School					
Fuel Oil					
50340-24 Fuel Oil-Old Robie School	7,500.00	4,933.64	7,500.00	0.00	.00%
Propane					
50343-24 Propane-Old Robie School	100.00	0.00	100.00	0.00	.00%
Contract Services					
50451-24 Contracted Services-Old Robie	0.00	5,675.00	6,500.00	6,500.00	100.00%
Electricity					
50510-24 Electricity-Old Robie School	1,950.00	1,705.36	1,950.00	0.00	.00%
Water					
50511-24 Water-Old Robie School	275.00	350.25	325.00	50.00	18.18%
Building Maintenance					
50520-24 Building Maintenance-Old Robie	1,783.00	302.76	1,982.00	199.00	11.16%
Waste Disposal					
50553-24 Waste Disposal-Old Robie Sch	100.00	0.00	100.00	0.00	.00%
Internet Access					
50905-24 Internet Access-Old Robie	760.00	755.40	760.00	0.00	.00%
Old Robie School	12,468.00	13,722.41	19,217.00	6,749.00	54.13%

NOTE: Revenues in the FY18 budget is \$12,000.

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 600-21 Culture & Recreation / Little Falls Activity Center					
Natural Gas					
50342-25 Natural Gas-Little Falls Sch	13,000.00	6,587.23	11,000.00	-2,000.00	-15.38%
Contract Services					
Electricity					
50510-25 Electricity-Little Falls	6,250.00	3,955.16	6,000.00	-250.00	-4.00%
Water					
50511-25 Water-Little Falls	775.00	584.29	775.00	0.00	.00%
Telephone					
50512-25 Telephone/Security-Little Fall	2,200.00	1,455.99	2,200.00	0.00	.00%
Waste Water					
50514-25 Waste Water-Little Falls	170.00	164.88	170.00	0.00	.00%
Building Maintenance					
50520-25 Building Maintenance-Little Fa	9,600.00	12,538.12	10,000.00	400.00	4.17%
Waste Disposal					
50553-25 Waste Disposal-Little Falls	200.00	16.51	200.00	0.00	.00%
Internet Access					
50905-25 Internet Access-LF Activity Ct	3,575.00	1,979.88	3,575.00	0.00	.00%
Little Falls Activity Center	35,770.00	27,282.06	33,920.00	-1,850.00	-5.17%

APPROVED FY2017-2018 BUDGET

		Expense			App Amt vs	App Amt vs
		2017	2017	2018	Curr Bud	Curr Bud
		Budget	YTD	Approved	Change \$	Change %
Dept/Div: 600-23 Culture & Recreation / Robie Gym						
Natural Gas						
	50342-26 Natural Gas-Robie Gym	4,600.00	3,889.94	4,400.00	-200.00	-4.35%
Electricity						
	50510-26 Electricity-Robie Gym	1,300.00	919.64	1,250.00	-50.00	-3.85%
Water						
	50511-26 Water-Robie Gym	180.00	167.93	180.00	0.00	.00%
Waste Water						
	50514-26 Waste Water-Robie Gym	200.00	171.17	200.00	0.00	.00%
Building Maintenance						
	50520-26 Building Maintenance-Robie	4,299.00	3,859.46	4,511.00	212.00	4.93%
	Gym					
	Robie Gym	10,579.00	9,008.14	10,541.00	-38.00	-.36%

NOTE: Revenues in the FY18 budget is \$1,500.

DEPARTMENT PROFILE
2017-18 Municipal Budget

Name of Department:

Gorham Economic Development Corporation

Services Provided:

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

Employees:

1 Part Time (25 hrs/week)

Major Equipment Costing \$10,000 or more:

None

Major Changes from Prior Budget Year, if any:

None

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 700-01 Economic Development / Economic Development					
Non-Supervisory Salaries					
50103-27 EDC President	51,106.00	49,140.00	51,106.00	0.00	.00%
Benefits					
50260-27 Benefits-Economic Development	16,940.00	15,871.18	17,700.00	760.00	4.49%
Materials & Supplies					
50301-27 Materials & Supplies-Economic	600.00	518.38	600.00	0.00	.00%
Training					
50401-27 Training-Economic Dev	100.00	0.00	100.00	0.00	.00%
Dues & Subscriptions					
50402-27 Dues & Subscriptions-Economic	1,525.00	1,655.00	1,540.00	15.00	.98%
Reimbursed Expenses					
50410-27 Reimbursed Expenses-Economic D	0.00	105.50	0.00	0.00	.00%
Website Maintenance					
50425-27 Website Maintenance-Economic D	400.00	109.45	350.00	-50.00	-12.50%
Contract Services					
Telephone					
50512-27 Telephone-Economic Development	500.00	540.41	560.00	60.00	12.00%
Ground Maintenance					
50521-27 Ground Maintenance-Economic De	1,500.00	495.50	1,800.00	300.00	20.00%
Multi-Peril Insurance					
50601-27 Multi-Peril Insurance-Econ Dev	850.00	678.00	800.00	-50.00	-5.88%
Public Liability Insurance					
50602-27 Public Liability-Economic Dev	1,250.00	1,250.00	1,250.00	0.00	.00%
Internet Access					
50905-27 Internet Access-Econ Dev	60.00	59.40	60.00	0.00	.00%
Economic Development	74,831.00	70,422.82	75,866.00	1,035.00	1.38%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 800-01 Debt / Principal					
CIP Bond					
50800-07 2010 CIP Bond	205,000.00	205,000.00	205,000.00	0.00	.00%
50800-08 2011 Refinance 2000 Bond	73,125.00	73,125.00	73,125.00	0.00	.00%
50800-09 2012 Refinance 2002-2008	715,000.00	715,000.00	700,000.00	-15,000.00	-2.10%
Bonds					
50800-10 2013 Fire Truck Bond	60,000.00	60,000.00	60,000.00	0.00	.00%
50800-11 2013 Little Falls Bond	25,000.00	25,000.00	25,000.00	0.00	.00%
50800-12 2015 Public Safety Bond	250,000.00	250,000.00	250,000.00	0.00	.00%
50800-13 2016 Main Street Bond	30,000.00	30,000.00	30,000.00	0.00	.00%
50800-14 2016 Fire Truck Bond	0.00	0.00	65,000.00	65,000.00	100.00%
Principal	1,358,125.00	1,358,125.00	1,408,125.00	50,000.00	3.68%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 800-02 Debt / Interest					
Bond Interest					
50805-07 2010 CIP Bond Interest	63,488.00	41,737.50	15,888.00	-47,600.00	-74.97%
50805-08 2011 Refinance 2000 Bond Int	2,883.00	2,882.96	914.00	-1,969.00	-68.30%
50805-09 2012 Refinance 02-08 Bond Int	165,038.00	165,037.50	150,888.00	-14,150.00	-8.57%
50805-10 2014 Fire Truck Bond	21,750.00	21,750.00	20,550.00	-1,200.00	-5.52%
50805-11 2014 Little Falls Bond-\$500K	14,000.00	14,000.00	13,500.00	-500.00	-3.57%
50805-12 2015 Public Safety Bond	127,175.00	127,175.00	122,175.00	-5,000.00	-3.93%
50805-13 2016 Main Street Bond Int	17,091.00	17,090.63	13,012.00	-4,079.00	-23.87%
50805-14 2016 Fire Truck Bond Int	30,000.00	17,667.12	35,081.00	5,081.00	16.94%
50805-15 2016 Refinance 2010 Bond	0.00	24,246.32	49,038.00	49,038.00	100.00%
Bond Costs					
50810-01 Bond Costs	37,000.00	84,050.98	57,000.00	20,000.00	54.05%
Agent Fees					
50811-01 Agent Fees	2,700.00	4,000.00	2,500.00	-200.00	-7.41%
Interest	481,125.00	519,638.01	480,546.00	-579.00	-.12%

APPROVED FY2017-2018 BUDGET

		Expense			App Amt vs	App Amt vs
		2017	2017	2018	Curr Bud	Curr Bud
		Budget	YTD	Approved	Change \$	Change %
<hr/>						
Dept/Div: 850-01 Intergovernmental / County Tax						
County Tax						
50920-01	County Tax	1,044,423.00	1,044,423.00	1,113,546.00	69,123.00	6.62%
	County Tax	1,044,423.00	1,044,423.00	1,113,546.00	69,123.00	6.62%

Gorham
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APPROVED FY2017-2018 BUDGET

06/20/2017

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 900-01 Insurances / Insurances					
Multi-Peril Insurance					
50601-01 Multi-Peril Policy	145,000.00	129,201.15	145,000.00	0.00	.00%
Public Liability Insurance					
50602-01 Public Liability	11,500.00	9,999.00	11,500.00	0.00	.00%
Additional Multi-Peril Insur.					
50603-01 Holiday Lights	500.00	500.00	500.00	0.00	.00%
Insurances	157,000.00	139,700.15	157,000.00	0.00	.00%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 900-02 Insurances / Employee Benefits					
UIC Contingency					
50201-01 UIC Contingency	8,000.00	14,101.42	8,000.00	0.00	.00%
Workers Comp					
50202-01 Workers Comp	172,261.00	112,523.56	174,505.00	2,244.00	1.30%
Retirement					
50210-01 Retirement	330,242.00	294,175.36	345,300.00	15,058.00	4.56%
Health Insurance					
50220-01 Health Insurance	914,000.00	756,388.51	950,500.00	36,500.00	3.99%
50220-02 HRA Expenses	270,000.00	135,817.85	236,000.00	-34,000.00	-12.59%
FICA/Med					
50230-01 FICA	344,957.00	336,443.86	353,058.00	8,101.00	2.35%
50230-02 Medicare	80,675.00	79,348.73	82,279.00	1,604.00	1.99%
Group Life					
50265-01 Group Life	1,400.00	1,076.93	1,400.00	0.00	.00%
Employee Benefits	2,121,535.00	1,729,876.22	2,151,042.00	29,507.00	1.39%

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 920-01 Public Agencies / Town Committees					
Committees					
50633-01 Conservation Commission	2,000.00	794.05	2,000.00	0.00	.00%
Public Agencies					
50910-01 Greater Portland COG	16,400.00	16,381.00	16,400.00	0.00	.00%
50910-02 Maine Municipal Association	14,000.00	14,460.00	15,000.00	1,000.00	7.14%
50910-04 P.A.C.T.S.	0.00	427.88	0.00	0.00	.00%
50910-06 North Gorham Library	11,000.00	11,000.00	11,000.00	0.00	.00%
50910-07 Metro	0.00	0.00	35,000.00	35,000.00	100.00%
Town Committees	43,400.00	43,062.93	79,400.00	36,000.00	82.95%

Gorham Access Television & Technology
GGETV Channel 3 (Government/Education) – www.gorham-me.org
GOCAT Channel 2 (Community Access) – www.gocat.org

Mission Statement:

To be a communication resource for use by the Town and its citizens.

Gorham Access staff maintains the broadcast and technical functions for two PEG (Public/Educational/Government) TV stations. Management of streaming video system and other on-line video content is also handled by staff. Production studio and office is located at the Gorham Municipal Center.

Channel 3 (GGETV) – the government and education station is staffed by GOCAT and records and programs for broadcast of municipal and school meetings, as well as information provided by county and state departments. We provide official information pertinent to citizens regarding their government.

School and Town events are well documented through the efforts of the staff in recording and editing. GOCAT is present 24 hours a day on the Time Warner Broadcast System and over the internet. Our on-line activities continue to grow and we are devoting more hours in this area.

Other duties that support the Town & School Departments include: requests for informational productions, media support, audio/video support, designing presentations, video edits, and media duplication. The Station Manager maintains technical operations and repairs for the TV Studio and broadcast functions for both channels.

Channel 2 (GOCAT) – the community access station provides assistance to residents wishing to create their own media presentations. GOCAT also works with many local non-profit organizations to bring timely information concerning services and events to the town. Gorham GOCAT Studio houses the production suite and multiple computer workstations that provide a range of technology related software.

Programming Priorities:

- GGETV – local meetings/ State and Federal government agencies/health programs
- GOCAT resident produced/local non-government/shared programs from GGETV/alternative programming from other access TV stations

Approximate Monthly Production Hours for recorded local events:

- Town meetings: 20 to 30 hours
- School & other agencies: 20 hours
- Miscellaneous local productions/edits: 60 hours

Programming on Cable TV

Broadcasting 24 hours a day on 2 PEG Channels
Program replay block is 15 hours a day from 8 am – 11pm
Community Bulletin Board runs between program gaps
Approximately 40 % of broadcast hours are of local origination – produced by staff

Programming Statistics Earth Channel Stream

On-demand and live video stream views – 1/01/16 – 12/31/16
This is the video provided though the Towns website- mostly Government viewers
2515 views

Programming Statistics YouTube.com/gorhamtimes/GOCAT

Streaming video available through the Internet:
1/01/16 – 12/31/16
3,267 views

Other Social Media

Vimeo – better video quality where we post community programs.
Facebook – Using this platform to develop more community awareness
and deliver local video productions.

Staff:

- 1 full time -Station & Video Systems Manager
- ½ time -Media Specialist
- Auxiliary/On call –Videographers / Production Assistants
- Volunteers

Major Equipment:

- *Equipment:* Digital video and still cameras, Non-Linear Edit Systems, Remote Camera Systems and field production system.
- *Computers:* 2 Apple/6 PC, variety of production and graphics software, public address system, microphones, audio mixers, theatre light system, video servers, character generator for text and graphics.

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 950-01 Other / Cable TV					
Supervisory Salaries					
50102-28 Studio Manager	46,747.00	46,591.58	46,747.00	0.00	.00%
Part Time					
50130-28 PT Cable TV	18,673.00	8,015.50	19,118.00	445.00	2.38%
Materials & Supplies					
50301-28 Materials & Supplies-Cable TV	4,000.00	1,965.21	4,000.00	0.00	.00%
Postage					
50306-28 Postage-Cable TV	50.00	25.00	50.00	0.00	.00%
Training					
50401-28 Training-Cable TV	800.00	1,399.54	800.00	0.00	.00%
Dues & Subscriptions					
50402-28 Dues & Subscriptions-Cable TV	750.00	449.00	750.00	0.00	.00%
Computer					
50426-28 Computer Hardware	2,894.00	1,533.50	2,894.00	0.00	.00%
Repairs-CTV					
Contract Services					
50451-28 Contracted Services-Cable TV	5,225.00	1,326.09	5,225.00	0.00	.00%
Computer - Software					
50533-28 Computer - Software-Cable TV	1,000.00	1,553.98	1,000.00	0.00	.00%
Office Equipment Maintenance					
50540-28 Office Equipment Maintenance	4,500.00	1,320.96	4,500.00	0.00	.00%
Internet Access					
50905-28 Internet Access-Cable TV	3,031.00	2,847.27	3,031.00	0.00	.00%
Cable TV	87,670.00	67,027.63	88,115.00	445.00	.51%

APPROVED FY2017-2018 BUDGET

Dept/Div:	Expense			App Amt vs	
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
950-02 Other / Other Town Services					
Part Time					
50130-29 PT Mealsite	5,500.00	7,541.88	8,000.00	2,500.00	45.45%
Food Supplies					
50385-29 Mealsite Food Supplies	13,190.00	7,357.16	13,000.00	-190.00	-1.44%
Special Programs					
50638-01 Memorial Day	2,200.00	2,273.70	2,200.00	0.00	.00%
50638-02 Founders Festival	5,000.00	0.00	5,000.00	0.00	.00%
50638-03 New Years Gorham	6,000.00	6,000.00	6,000.00	0.00	.00%
Contingency					
50640-01 Contingency	40,000.00	30,909.59	40,000.00	0.00	.00%
Town Clock Maintenance					
50641-01 Town Clock Maintenance	800.00	800.00	900.00	100.00	12.50%
Lions Club Flags					
50642-01 Lions Club Flags	0.00	0.00	800.00	800.00	100.00%
Benefit Adjustment					
50645-01 Benefit Adjustment	30,000.00	5.66	30,000.00	0.00	.00%
50645-02 Wage Adjustment	29,956.00	0.00	133,760.00	103,804.00	346.52%
Public Agencies					
50910-05 Gorham Sno-Goers	3,000.00	3,000.00	3,000.00	0.00	.00%
50910-08 Happy Healthy Gorham	0.00	0.00	7,300.00	7,300.00	100.00%
Other Town Services	135,646.00	57,887.99	249,960.00	114,314.00	84.27%

**CAPITAL EQUIPMENT
2017 - 2018**

1. Police Cruisers - \$84,533 **Net Amount is: \$ 54,533**

This line would replace two existing police cruisers with two 2018 Ford Police Utility AWD vehicles. The budgeted amount includes all equipment set-up (light bar, lettering, console, etc.). The total purchase price of these two Police Cruisers is \$84,533. The Town's DEA Account is where the Town receives its share of funds from drug related law enforcement cases that result in convictions and forfeiture of assets. Because the Town had an Officer that participated in the Drug Unit, the Town is entitled to a share of those assets. Thirty-Thousand dollars (\$30,000) from the DEA Account is credited towards the purchase of these cruisers, leaving a net cost of \$54,533.

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

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

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 955-01 Capital Equipment / Capital Equipment					
Vehicles					
50720-01 Police Cruisers	46,700.00	43,545.29	54,533.00	7,833.00	16.77%
Equipment					
50721-01 PW Equipment - Lease Pymt	27,000.00	26,431.00	27,000.00	0.00	.00%
Capital Equipment	73,700.00	69,976.29	81,533.00	7,833.00	10.63%

NOTE: Police Cruisers: The intent is to purchase 2 police cruisers for \$84,533. A \$30,000 credit is applied from Drug Enforcement Agency (DEA) account against the purchase leaving a net amount of \$54,533.

**CAPITAL PROJECTS
2017-2018**

1. Road Projects:

\$85,000

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

I have also supplemented this account by budgeting an additional \$600,000 in funds from the Capital Part 2 budget, bringing the total available for road work to \$685,000.

The list below contains a partial list of prioritized projects. This list is not intended to be a complete list of all potential road projects, and the list could change based on road conditions, operational efficiency, or some other unanticipated need.

<u>Road Name</u>	<u>Length/Project Category</u>	<u>Project Type</u>	<u>Estimated Cost</u>	<u>Cumulative Cost</u>
New Portland Road	2.18/Average	Shim & Overlay	\$ 329,197.44	\$ 329,197.44
Files Road	1.43/Average	Shim & Overlay	\$ 215,941.44	\$ 545,138.88
Huston Road Ext.	0.34/Major	Rebuild	\$ 78,988.80	\$ 624,127.68
Tow Path Road	0.27/Average	Shim & Overlay	\$ 40,772.16	\$ 664,899.84
Parker Hill Road	0.17/Average	Shim & Overlay	\$ 25,671.36	\$ 690,571.20
Whipple Road	0.19/Average	Shim & Overlay	\$ 28,691.52	\$ 719,262.72
Robert Circle	0.20/Average	Shim & Overlay	\$ 30,201.60	\$ 749,464.32
Richard Road	0.07/Average	Shim & Overlay	\$ 10,570.56	\$ 760,034.88
White Rock Drive	0.30/Average	Shim & Overlay	\$ 45,302.40	\$ 805,337.28
Wood Road	1.35/Average	Rebuild	\$ 470,448.00	\$ 1,275,785.28

3/21/17

APPROVED FY2017-2018 BUDGET

	Expense			App Amt vs	App Amt vs
	2017 Budget	2017 YTD	2018 Approved	Curr Bud Change \$	Curr Bud Change %
Dept/Div: 960-01 Capital Projects / Capital Projects					
Road Projects					
50765-01 Road Projects	85,000.00	85,000.00	85,000.00	0.00	.00%
Capital Projects	85,000.00	85,000.00	85,000.00	0.00	.00%

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

CAPITAL BUDGET – Part 2 2017-18

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

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

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

Funds available: \$1,394,848

1. Supplemental Funds for Road Work: \$830,000

These funds would be used to supplement the \$85,000 available in the Capital Project Account to provide total funding of \$915,000 for road work (See Capital Project Account for more details).

2. Replace 7 Air Pack Breathing Units: \$ 49,000

This would be the 4th year of a 10 year program to replace 7 units per year. The Fire Department currently has 47 Air Packs, ranging from 11 years old to over 25 years old, which are obsolete and need to be replaced. These units are used on a majority of fire calls.

The last two years, the Town submitted an application for a Federal Grant to replace all remaining obsolete Air Packs. Neither of those grants received funding. The Town has submitted another application for this year to replace the 47 units. If approved, there would be a local funding requirement of \$20,733 needed to match a grant of \$414,662, for a total cost of \$435,395.

3. Repair & Upgrade Fuel Depot \$ 62,000

The Town is required by Federal Law to have our fuel tanks inspected every 20 years. The tanks were inspected in August 2015. The report indicated that structural repairs are needed to the tanks and the secondary containment area needs to be repaired. This project would also replace the roof and replace the outdated fuel management system. The estimated costs are:

1. Tanks & Containment repairs:	\$ 51,000
2. Roof Replacement:	\$ 6,000
3. Fuel Management System:	\$ 25,000
Estimated Total =	\$ 82,000

On March 10, 2017, the Fuel pumps failed to work, because of an apparent failure in the electronic components of the fuel pumps. Public Works had to scramble to find temporary options to fuel School Buses, Police Cars and Public Works Vehicles, that continued through a 20-inch snow storm that arrived on March 14th.

I am recommending that **\$20,000** be appropriated from the Fuel Depot Reserve Account, leaving an estimated balance of \$62,000.

4. Replace Pipe Arch Culvert on Buck Street \$ 60,000

There is a 44' long Pipe Arch Culvert on Buck Street that is rusted out at the bottom and in very poor condition. It could fail in the next few years impacting 36 year-round homes. This culvert is approximately 40 years old and has been overlapped (by water) in 1996, 2007 and 2010. The Arch Culvert would be replaced with a concrete box culvert. The estimated cost of this project is \$155,000. The Town has applied for a \$95,000 grant. If the Town receives this grant, the remaining cost would be \$60,000. If the Town does not receive the grant, these funds would remain in a reserve fund for the replacement of the culvert.

5. Replace Corrugated Metal Pipe Culvert on Dingley Spring Road \$ 54,000

There are several 50' long corrugated metal pipe culverts stacked together on Dingley Spring Road that need to be replaced. These culverts are over 40 years old and the Town has applied for a \$95,000 grant to replace the culverts with a concrete box culvert. The estimated cost of the project is \$149,000. If the Town is successful with the grant, our local share of the cost would be \$54,000. If the Town is not successful with the grant, these funds would be placed in a Reserve Account towards a replacement of this culvert in the future.

6. Replace 6-Wheel Plow Truck \$144,000

This would systematically replace T-26, a 2004 International 6-wheel dump truck. This truck is currently used on a regular plow route. The systematic replacement ensures that we have a reliable vehicle in the fleet and will assist in keeping maintenance costs lower.

7. Consultant to Evaluate/Negotiate New Cable TV Franchise Agreement \$ 18,000

The Town's current Cable T.V. Franchise Agreement began on February 2, 1993. It will expire on February 2, 2019 and the Town will need to negotiate a new agreement. To do this well, the Town will need more expertise to understand the changing technology and the legal environment to obtain the best agreement for our citizens.

8. Shaw Park: Replace Fence & Guard Rail/Extend Electricity \$ 8,500

This work consists of two projects described as follows:

1. Original fences at Shaw Park have deteriorated to the point where the rotted posts need to come out and the entrance gate is in need of replacement. A swing gate down near the river access point has been requested for some time by Fire/Rescue, should there be a need to get a rescue vehicle closer to the river or shore. Estimated cost is \$4,500.
2. Expanding electricity to the lower parking lot area would be a step toward the eventual construction of a Picnic Shelter to be used as a rental venue for reunions, weddings, anniversaries, company picnics, and more. It would enhance the ability to host activities on the overall field that could require electricity. A power source would be installed in that area with a portable power panel to be operated from that source as needed. Estimated cost is \$4,000.

9. Update Cemetery Information \$ 12,000

Many of the records for the Cemeteries that the Town is responsible for administering are incomplete and sometimes unreliable, and in some instances, people have been buried in the wrong location. We are in the process of updating those records and developing a more reliable G.I.S. database. These funds would allow us to continue this work.

10. Pedestrian Trail from New Portland Road to Libby Avenue \$ 25,000

The Town recently acquired two parcels of land from Shaw Brothers, that were under consideration for development of a 12-lot Subdivision, with the intention of transferring property restrictions acquired through an old Land & Water Conservation Fund (LWCF) grant from the Old White Rock School property and Gorham High School property onto this newly acquired property and subsequently constructing a pedestrian trail. The pedestrian trail must be constructed within three years once the Town receives approval. These funds would be used to towards this project.

11. Stormwater Data Collection Compliance Program \$ 10,000

These funds would be used to purchase computer hardware and software to upgrade our ability to collect, record and maintain data to provide and develop additional training and provide consulting needed to support our Stormwater Management and Compliance program.

12. Extend Fiber Optic line to Public Works \$117,000

This project would complete our internal high speed communication network by extending our Fiber Optic network to the Public Works facilities. It would also connect the South Windham Fire Station, The County (Dispatch) Communications Center, Great Falls Elementary School, Little Falls Activity Center, Old Robie

School and the School Department's Transportation building located behind Public Works. Since this is an internal high speed line, it would be a safe and secure line during an emergency. Although this isn't the primary reason for the line, one additional benefit is to eliminate the cost of separate telephone service to our buildings.

**SUPPLEMENTAL REQUESTS
2017-2018**

The amount of funds available from one budget to the next can vary considerably. Critical needs are often not funded because of the lack of funds. As part of the budgeting process, Department Managers were advised that they may submit up to 10 supplemental requests for additional funds. Each Department Manager has prioritized their requests from 1-10, with 1, the higher priority.

Depending on available funding, this provides an opportunity to compare funding requests in one area with requests for funding in another area. Below are the supplemental requests submitted from Department Managers and are in the order in which the Department Manager prioritized them. I have indicated by the notation "Cap 2", those requests included in the proposed Capital Part 2 Budget. I have indicated with a "RF" notation, those requests that I have authorized the Department Manager to purchase from the Department's Reserve Account. A "Budget" indication means that it has been included, in whole or in part, in the proposed 2017-18 Budget.

SOLID WASTE & RECYCLING

1. Fuel Depot Repairs Upgrade	\$ 82,000.00	CAP 2 & RF
2. Contract billing & logistics of Pay-Per-Bag Program	<u>\$ 30,000.00</u>	
Subtotal	\$ 112,000.00	

PUBLIC WORKS

1. More road salt	\$ 30,000.00	BUDGET
2. Rubber canvas sand shed	\$ 230,000.00	CAP 2
3. Additional Fundraising for Workplace Safety Training	\$	
4. Purchase 6-Wheel Plow Truck	\$ 144,000.00	CAP 2
5. Purchase Roadside Mower Tractor with Flail Mower	\$ 48,000.00	
6. Pave lower Public Works yard	\$ 60,000.00	
7. Purchase Zero Turn Mower	\$ 19,500.00	
8. Purchase Small Pavement Roller	\$ 33,124.00	
9. Purchase Box Sweeper Attachment	\$ 15,000.00	
10. Additional Funding for Rental Equipment	<u>\$ 15,000.00</u>	
Subtotal	\$ 594,624.00	

CEMETERIES

1. Contract Service to update records for Cemeteries	<u>\$ 15,000.00</u>	CAP 2
Subtotal	\$ 15,000.00	

POLICE

1. Add 9-hours/week for Animal Control Officer	\$ 16,939.40	
2. Purchase New Photo Copier	\$ 5,950.00	RF
3. Purchase 5 Tasers	\$ 5,171.82	RF
4. Contract I.7. Service for Police and Fire	\$ 50,356.00	
5. Purchase Breaking Kit and Ballistic Shield	\$ 3,163.89	RF
6. Lease (or Purchase) Motorcycle	<u>\$ 11,958.12</u>	12/mo lease
Subtotal	\$ 93,539.23	

BAXTER MEMORIAL LIBRARY

1. Add downloadable e-book service	\$ 1,200.00	BUDGET
2. Install Automatic door at main entrance	\$ 4,000.00	RF
3. Replace fluorescent lights with LED	<u>\$ 10,600.00</u>	RF
Subtotal	\$ 15,800.00	

CODE ENFORCEMENT

1. Add Personal Protective Uniform allowance	<u>\$ 700.00</u>
Subtotal	\$ 700.00

RECREATION

1. Convert several Temporary positions to regular Full Time positions covered by program fees	\$ 20,909.90	BUDGET
2. Shaw Park fencing/guard rail replacement/electrical	\$ 8,500.00	CAP 2
3. Repair and replace roofs at Robie Field	\$ 5,000.00	
4. Install Cabinet Heaters at Old Robie School	\$ 6,940.00	
5. Install irrigation at Village School Field	\$ 14,000.00	
6. Replace light and pole at Little Falls Basketball and Tennis Courts	\$ 7,500.00	
7. Install new parts, backboard and repair Basketball Court at Robie Park	\$ 80,000.00	
8. Install lights on new multi-purpose field at Little Falls Recreation Area	\$ 110,000.00	
9. New Building for storage, restrooms and concessions at Robie Park	\$ 100,000.00	
10. New Building for storage, restrooms and concessions At Little Falls Recreation Area	<u>\$ 100,000.00</u>	
Subtotal	\$ 452,849.90	

FINANCE (FORMERLY TOWN CLERK OFFICE)

1. Add 4 additional hours/week for 3 Department Clerks (for a total of 12 hrs/week)	<u>\$ 3,907.00</u>
Subtotal	\$ 3,907.00

ADMINISTRATION

1. Fire King locking cabinet	\$ 2,941.00	RF
2. Additional funding for Professional Development	<u>\$ 1,200.00</u>	
Subtotal	\$ 4,141.00	

FIRE AND RESCUE DEPARTMENT

1. Funds for additional Medical Supplies	\$ 10,000.00	BUDGET
2. Replace 54 Air Packs	\$ 376,920.00	CAP 2
3. Increase Fire Inspector Position to Full Time	\$ 33,742.00	
4. Add 12 hrs/week for Per diem slot at North Scarborough	\$ 67,631.00	BUDGET
5. Replace Rescue 2	\$ 248,000.00	
6. 2 additional FF/EMT	\$ 123,654.00	
7. 44 additional FF/Paramedics	\$ 258,656.00	
8. Replace Marine 4 (Vehicle)	\$ 45,000.00	
9. Replace Mechanics Service Truck	\$ 22,500.00	
10. Replace 10 sets of Protective Clothing	\$ <u>16,000.00</u>	
	Subtotal	\$ 1,202,103.00

Total Supplemental Requests: \$ 2,494,691.13

2/16/2017