

# Town of Topsham Municipal Budget 2022-2023 (FY23)

---

# Municipal Budget Overview

---

- **Schedule**
- **Process**
- **FY21 Financial Audit** - demonstrated a strong net financial position for the year
  - Excise tax
  - State revenue sharing
  - Sale of tax acquired property
  - Departmental budgets
  - Unassigned fund balance
- **FY21-FY22 Initiatives and Focus Areas**
  - Service to residents, businesses, and employees
  - Communication
  - Road infrastructure and culverts
  - Affordable housing
  - Solar Purchase Power Agreement
  - Business community
  - Capital maintenance

# Municipal Budget Overview (Cont'd)

---

## Goals

- Proactive and responsive service to people (residents, employees)
- Responsible financial management
- Maintain and reinvest in capital infrastructure/assets
- Support community goals
  - Comprehensive Plan
  - Road maintenance and reconstruction
  - Professional delivery of first responder services
  - Commercial areas and public facilities up-to-date/maintained
- Reduce debt service to provide for future budget flexibility and interest savings

## Priorities

- Legally required (ie. TIF/CEAs, contracts)
- Public Safety
- Public Works
- Vehicles/Equipment/Infrastructure
- General Government

# Municipal Budget Overview (Cont'd)

---

## Budget Highlights

**Inflation** (CPI-U, CPI-W Northeast is 6.0 and 6.6% respectively)

### Utilities

- BTWD: 15% increase
- Natural Gas: 12% increase
- Electricity: 15% increase
  - Includes savings from PPA (approx. \$27,000)
- Gas: 130% increase (MDOT contract price expected late spring)

### Wages and Benefits

- COLA – 3% minimum
- Longevity/Step increases
- Wage adjustments
- Health/Dental Insurance – 4% increase for first 6 months of FY22. Expect 8% increase last 6 months.
  - Adjustments in Health Benefits due to vacancy funding and changes to plan enrollments
- MPERS – Slight increase in Town's contribution
- Collective Bargaining Agreements

# Municipal Budget Overview (Cont'd)

---

## Budget Highlights (Cont'd)

### Capital

- Capital Replacement –\$125,000
- Capital Maintenance –\$15,000
- IT/Tech/Comms/Office equipment - \$30,000
- Paving – \$650,000
- Assessing - \$15,000 (\$400K target balance. Current balance is \$128,252.90)
- Municipal Complex Camera/Security System Replacement - \$25,000
- Loader for Solid Waste facility - \$205,000

# Municipal Budget Overview (Cont'd)

---

**Capital:** Vehicle and equipment capital lines for Fire/EMS, Police, and Public Works

- Public Works Vehicle/Equipment \$565K
  - Unit 27 Plow Truck (2003) \$205K
  - Unit 10 3/4-ton (2010) w/ plow & sander \$ 80K
  - Unit 50 Zero Turn Mower (2012) \$ 15K
  - Unit 9 3/4-ton Plow Truck (2013) \$ 60K
  - Unit 2 Plow Truck (2008) \$205K
  
- Fire/EMS Vehicle/Equipment \$155K
  - Side by Side w/ equip \$ 55K
  - Service Truck \$ 85K
  - Skid unit for Brush vehicle #1 \$ 15K
  
- Police Vehicle/Equipment \$100K
  - (2) Hybrid Cruiser w/ equip \$ 50K each

# Municipal Budget Overview (Cont'd)

## Debt Service

- Total debt service remaining: \$4,235,434

BOND	PURPOSE	FY23	FY24	FY25	FY26	FY27	Total Debt Service
BNY Mellon	2012 GO Refund bond (Bond debt)	\$829,625.00	\$794,900.00	\$767,775.00	\$735,875.00	\$0.00	\$3,128,175.00
Gorham Savings	2006 Sidewalk & Muni Complex 2 (50/50)	\$55,000.00	\$53,000.00	\$51,000.00	\$0.00	\$0.00	\$159,000.00
MMBB	2015A equipment	\$81,289.32	\$79,488.94	\$77,576.73	\$75,571.34	\$0.00	\$313,926.33
MMBB	2016C equipment	\$131,230.91	\$129,205.83	\$127,023.59	\$124,684.18	\$122,187.59	\$634,332.10
	FY Year Totals	\$1,097,145.23	\$1,056,594.77	\$1,023,375.32	\$936,130.52	\$122,187.59	\$4,235,433.43

- Town's unassigned fund balance has grown to be healthy but exceeds the 18% threshold established by Select Board policy

Recommendation (included in the budget):

- Pay FY26 2012 BNY Mellon bond payment and the remaining Gorham Savings 2006 Sidewalk & Muni Complex bonds: (\$850K). Interest Savings is \$66K.
- Public Works Unit 2 Plow Truck (2008): (\$205K). This truck is scheduled to be replaced in FY24. The delay in vehicle deliveries elevates this expenditure as a priority.

# Municipal Budget Overview (Cont'd)

## Debt Service (Cont'd)

BOND	PURPOSE	FY23	FY24	FY25	FY26	FY27	Total Debt Service
BNY Mellon	2012 GO Refund bond (Bond debt)	\$829,625.00	\$794,900.00	\$767,775.00	\$735,875.00	\$0.00	\$3,128,175.00
Gorham Savings	2006 Sidewalk & Muni Complex 2 (50/50)	\$55,000.00	\$53,000.00	\$51,000.00	\$0.00	\$0.00	\$159,000.00
MMBB	2015A equipment	\$81,289.32	\$79,488.94	\$77,576.73	\$75,571.34	\$0.00	\$313,926.33
MMBB	2016C equipment	\$131,230.91	\$129,205.83	\$127,023.59	\$124,684.18	\$122,187.59	\$634,332.10
	FY Year Totals	\$1,097,145.23	\$1,056,594.77	\$1,023,375.32	\$936,130.52	\$122,187.59	\$4,235,433.43

### Consideration (budget would be adjusted if chosen):

The following consideration is offered and would depend on the MSAD75 and Sagadahoc County budgets. If both budgets are below this budget's projections, a strong consideration should be given to the following as an alternative to the recommendation.

- Pay off the BNY Mellon Bond - \$2,200,000 + fees approx. \$10,000. The BNY Mellon bond can be paid off but would require bringing the unassigned fund balance between 12-13%. Paying off the BNY Mellon bond would alleviate large debt payments through FY26 and allow for flexibility in future budgets. The total interest savings would be \$131,550. If this option is pursued, the fund balance policy would need to be waived or changed.

# Municipal Budget Overview (Cont'd)

---

## Revenue

- Interest
- Excise Tax
- State Revenue Sharing expected to increase
- Increase of \$9 million in valuation
- Property Taxes – improvement in property tax collections since 2019.
  - Lien notices: 127 to 89
  - Foreclosures: 46 to 24
- Library
- Ambulance transports

# Questions



# Departments 1/2/3: Admin/Municipal Off/Finance

---

## **Administration:**

- Town Manager – Derek Scrapchansky
- Assistant Town Manager – Mark Waltz
- Executive Assistant – Rose Woodd

Moved from Admin – MMA Dues/Memberships/Publications to Central Services

## **Municipal Officers:** No COLA applied per Select Board

- 5 Elected Officials
- 1 Professional Services (Select Board minutes)

## **Finance:**

- Finance Director – Cathy Ricker
- Finance Assistant – Brandi Lohr

Tax Department will merge with the Finance Department on July 1<sup>st</sup>.

# Department 4: Central Services

---

## Expenditures:

- Advertising: Ads (Cryer/Times Record), Public/Legal notices, Job ads
- Dues/Memberships/Pubs: moved from Admin to Central Services
- Professional Development
- Education Tuition
- Leases and Licenses
  - ION Networking (Network, Software, Maint.), Gov Office (Website), Budget Document Technology (Copiers/Print/Service), Dato software, Webinar & Zoom Accts, MUNIS, Vision, Marshall Swift (commercial and agricultural software, Emergency and inspection/maintenance reporting, MyRec, Access Security, HVAC (Trane)

# Questions



# Department 9: Elections/Town Meeting

---

## Challenges /Accomplishments

- Absentee Voting - Continues to increase for each major election / Designated room
- New polling location - MTA gymnasium
- Election workers - Recruited new workers

## Absentees over last five major elections...

### PRESIDENTIAL YEARS

- 2012 - 1495
- 2016 - 2119
- 2020 - 4951

### GUBERNATORIAL YEARS

- 2014 - 1018
- 2018 - 1597
- 2022 - TBD

# Department 9: Elections/Town Meeting (Cont'd)

---

**Expenditures:** Increases in budget lines reflect planning for the gubernatorial election in Nov.

- **Payroll** - November and June elections
- **Fairground Contribution** - Drive- in Town meeting and back up polling location
- **Advertising** - All advertising relating to elections and town meeting
- **Professional Services** - Drive-in Town meeting expenses, programming memory sticks for each election
- **Voting Machine annual lease** - Expense for leasing two voting
- **Supplies** - includes all supplies for processing absentee ballots, and on election
- **Printing ballots** - ballot projection based on approximately 70% of voters, increase in absentee ballots

# Department 24: General Assistance

---

GA is administered by the Clerk

• <b>Dues/Membership</b>	Annual dues
• <b>Phone</b>	Stipend
• <b>Food</b>	Food vouchers
• <b>Personal Supplies</b>	Costs for items not allowed with food supplement card
• <b>Fuel</b>	Home heating cost
• <b>Rentals</b>	Payments to landlords
• <b>Utilities</b>	Electricity, water and sewer
• <b>Other</b>	Cremation/burial
• <b>Anticipated Revenues</b>	\$5,355   Expenditures reimbursed at 70% by the State
• <b>Heating Assistance Fund</b>	\$15,431   Expended \$400
• <b>Donated Funds</b>	\$ 2,697   \$50

# Questions



# Department 5: Clerk/Tax Collector

---

- Town Clerk
- Deputy Clerk/Assistant Tax
- Deputy Tax Collector
- Assistant Tax Collector/Clerk
- Part Time Assistant Tax Collector/Clerk

## **Expenditures:**

- Staffing level unchanged from last year.
- Lien Costs reduced due to less liens/foreclosure notices, partially offset by increased postal rates

# Department 5: Clerk/Tax Collector (Cont'd)

Revenues:

	Total	Excise
• 2019:	\$23,074,384	\$2,041,023
• 2020:	\$24,477,157	\$2,123,784
• 2021:	\$26,020,909	\$2,260,744

- Property tax collections have remained constant and have actually resulted in fewer properties being lienied over the last two years.
- Miscellaneous revenue, many of which are population driven have also remained consistent.
- Auto Excise was again up for FY 2021 but over the last 5 months has shown the first consistent dip since 2009 (shown here), possibly a result of supply issues.

	2020	2021
Aug	\$ 201,759.24	\$ 193,877.30
Sep	\$ 193,803.65	\$ 184,520.87
Oct	\$ 190,160.88	\$ 161,694.23
Nov	\$ 152,433.52	\$ 152,543.84
Dec	<u>\$ 157,959.58</u>	<u>\$ 133,586.74</u>
	\$ 896,116.87	\$ 826,222.98

- Agent fees to be increased \$2/reg. to bring us in line with the maximum charges allowed by the BMV.

# Questions



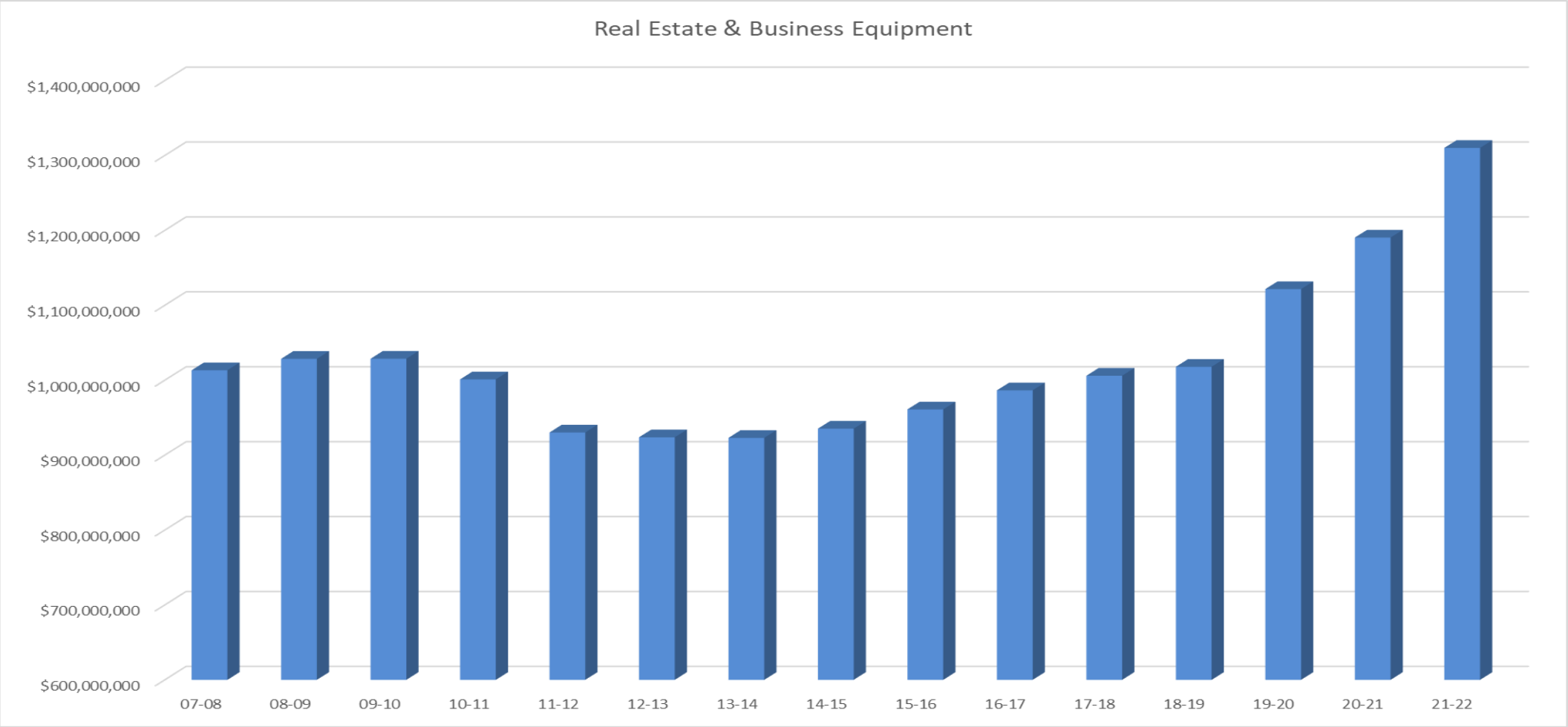
# Department 8: Assessing

---

501005	Payroll	
	• Full Time Payroll - Assessor	\$ Per Contract
	• Part Time Payroll	
	• Seasonal Data Collector – 150 Hours	\$ 3,500
501010	Board of Assessment Review	\$ 300
	• Recording Secretary 3 Meetings @ \$100	
	• Appeal to court is a review of information entered into record at hearing.	
503040	Registry of Deeds	\$ 400
	• Copies of deeds, divorce decrees, foreclosures for maintenance of ownership records.	
504070	Printing	\$ 200
	• Printing and binding of annual commitment book. Permanent retention required by law.	
504090	Mapping	\$ 3,900
	• Annual updates to paper tax maps and digital parcel polygons.	
	• Polygons are also provided to Planning and interested departments for use in GIS.	
	• PDF versions are provided for public access on Town website.	

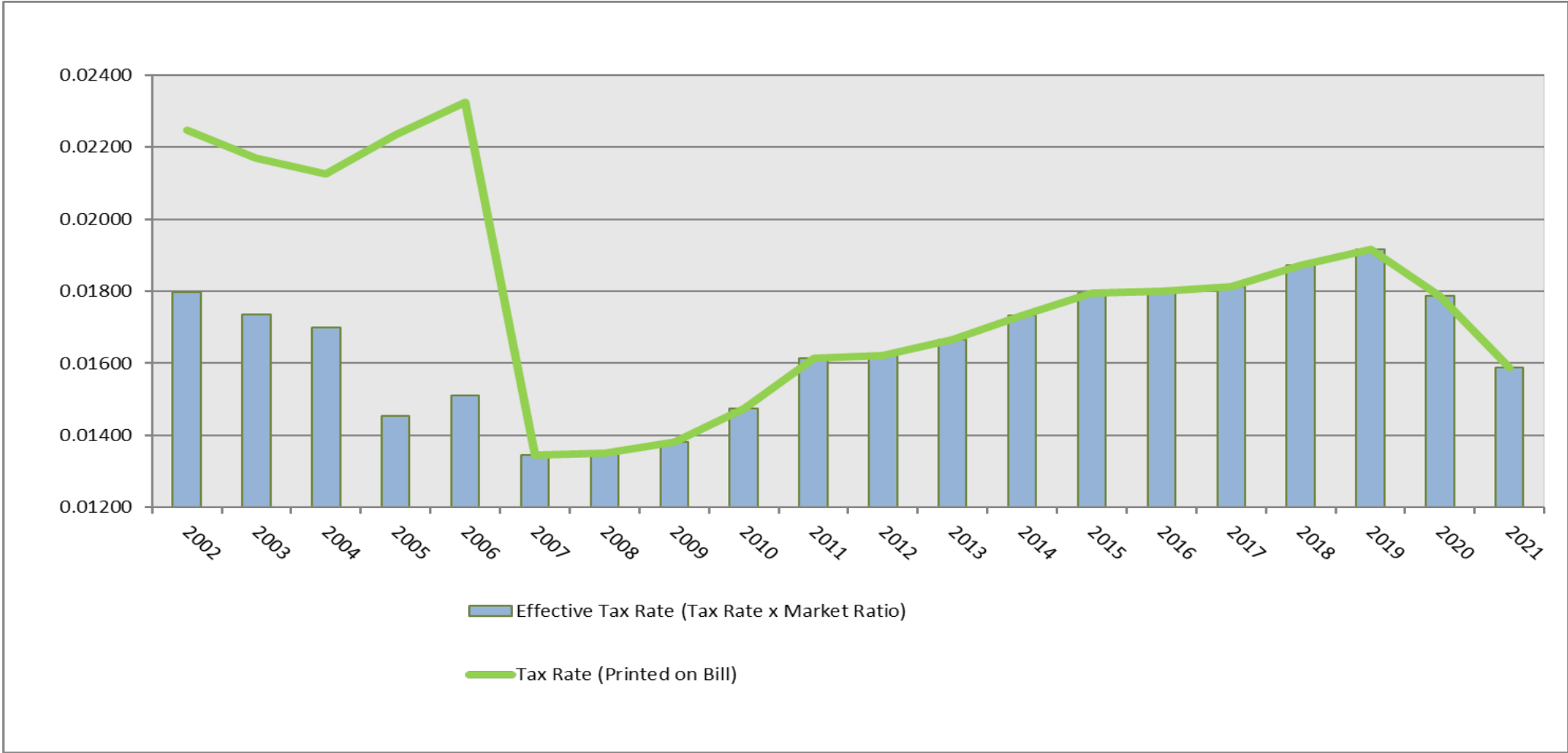
# Department 8: Assessing (cont.)

## Taxable Valuation



# Department 8: Assessing (cont.)

Tax Rate History



# Department 8: Assessing (cont.)

---

## Market Valuation Adjustment

- ▶ ASSESSMENT RATIO = ASSESSED VALUE / SALE VALUE
- ▶ STATE REQUIRES RATIO BETWEEN 70% AND 110%
- ▶ COMPLETE REVALUATION WITH FIELD REVIEW COMPLETED APRIL 2007 FOR \$339,568
- ▶ IN-HOUSE MARKET ADJUSTMENTS COMPLETED APRIL 2010, 2011, 2012, 2013, 2015, 2016, 2017, 2019, 2020, 2021
- ▶ PERIODIC INDEPENDENT REVIEW DESIRABLE.
- ▶ COMMERCIAL MARKET REQUIRES REGIONAL AND NATIONAL SALES INFORMATION NOT READILY AVAILABLE TO LOCAL STAFF.
- ▶ ESTIMATE \$35 PER PARCEL FOR ADJUSTMENT USING EXISTING SOFTWARE, TOTAL \$175,000
- ▶ REQUEST \$15,000 PER YEAR

# Department 8: Assessing (cont.)

---

## Hydro Dam Commercial Appraisal

- ▶ HIGH VALUE SPECIALIZED USE PROPERTY
- ▶ CHANGING ENERGY MARKETS INFLUENCE MARKET VALUE
- ▶ MARKET IS INTERNATIONAL NOT LOCAL
- ▶ LAST INDEPENDENT APPRAISAL WAS COMPLETED IN 2008
- ▶ PERIODIC REVIEW BY QUALIFIED APPRAISER DESIRABLE
- ▶ REQUEST \$1,500 PER YEAR

# Questions



# Department 13: Facilities

---

## Expenditures:

- Utilities
  - > \$30K increase (>\$140K in budget)
- Wages
  - One full time custodian: moved portion of Library's hours (12.5) to Facilities – approx. \$15K
    - Town Hall
    - Library
  - One part-time (18 hrs.) custodian position
    - Public Safety
    - Public Works
- Allocated a portion of PT Maintenance wages to
  - Contracted Services
  - Supplies



# Planning Office Overview

---

## What does the Planning Department do?

The Planning Department works with citizens and community leaders to build a consensus on how Topsham should grow, both in the short and long term. This is accomplished through the coordination of a variety of land planning functions that range from creating a vision for the future (Topsham Comprehensive Plan & area plans), developing strategic implementation plans, reviewing all new development proposals to ensure they reflect the vision. The Planning Department is comprised of the following staff that carries out the services of assisting the Towns Boards, Committees, and Staff.

Rod Melanson – Director of Planning, Codes and Development

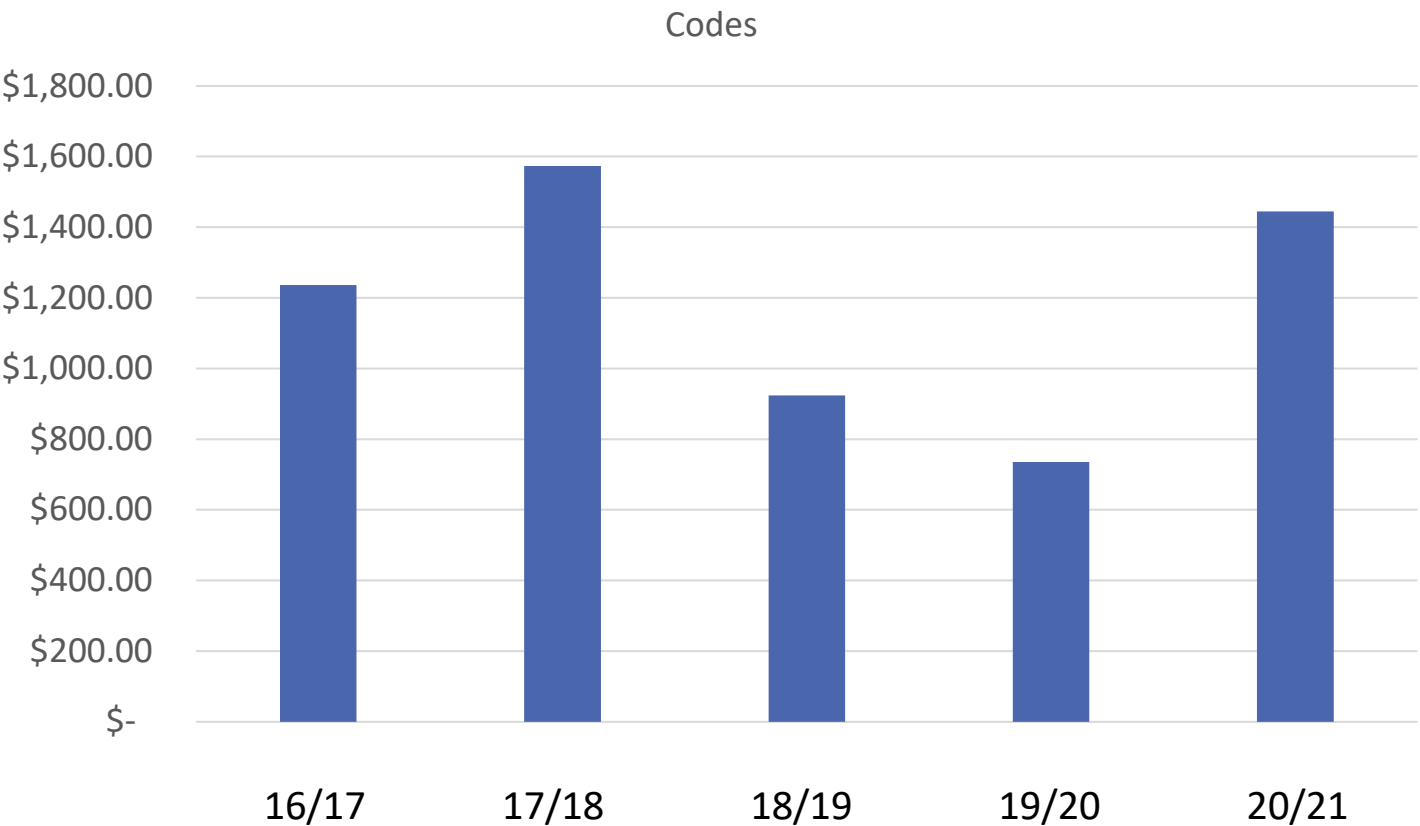
Tom Lister – Codes Enforcement Officer

Kate Burch – Assistant Planner – New hire as of mid February

Irene Dubreuil - Administrative

# Department 07: Codes Office

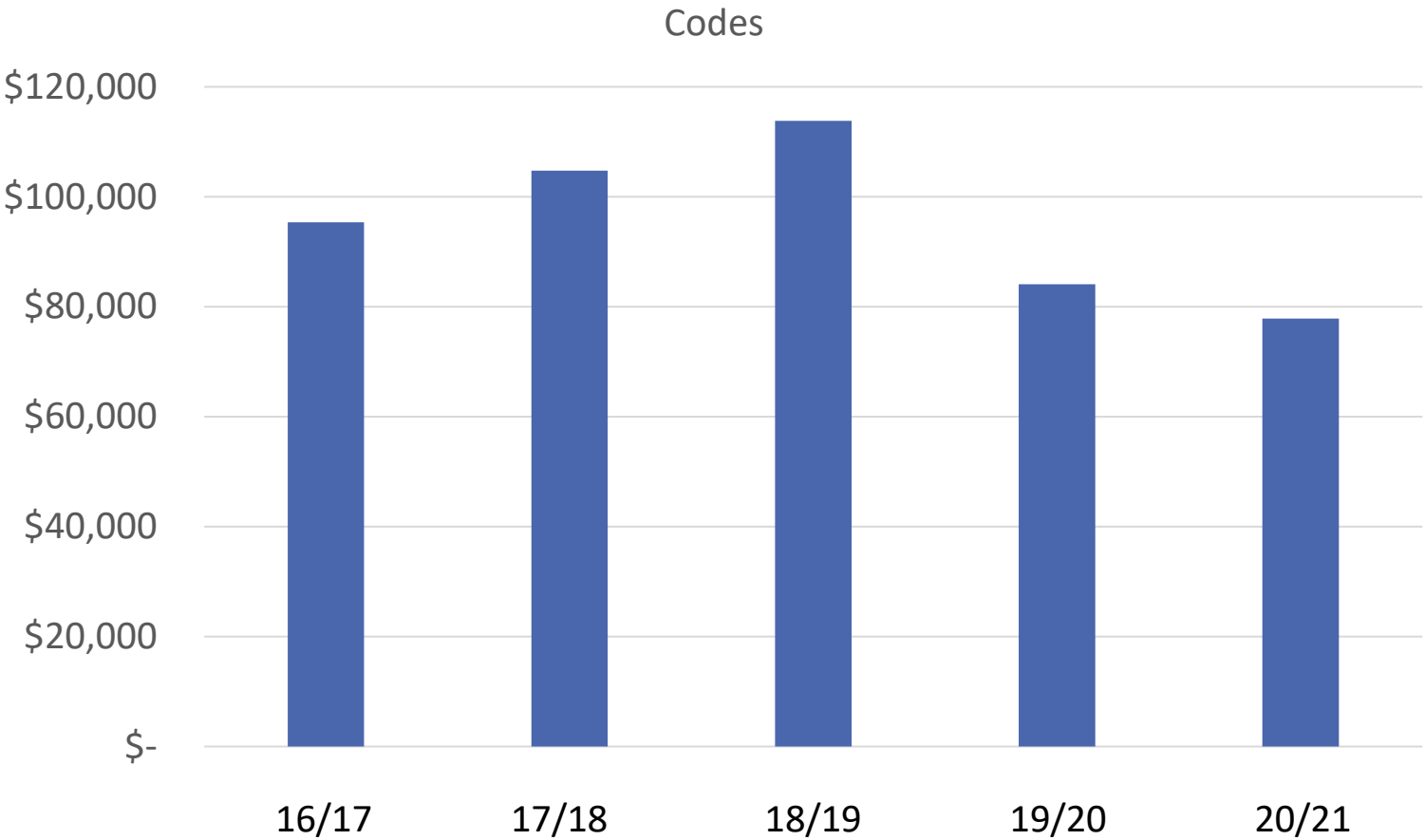
Actual Expenditures:



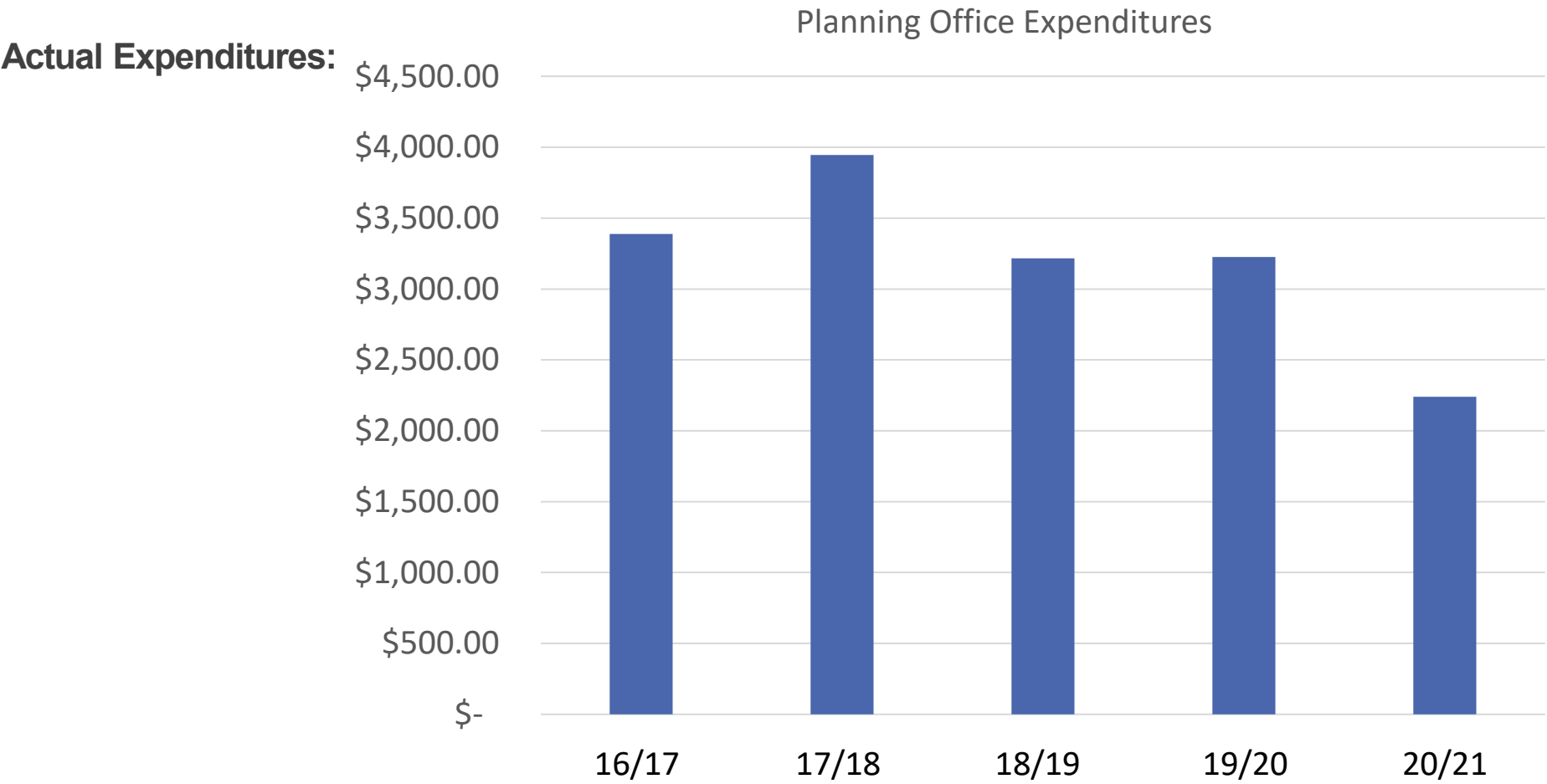
# Department 07: Codes Office

---

Revenues:

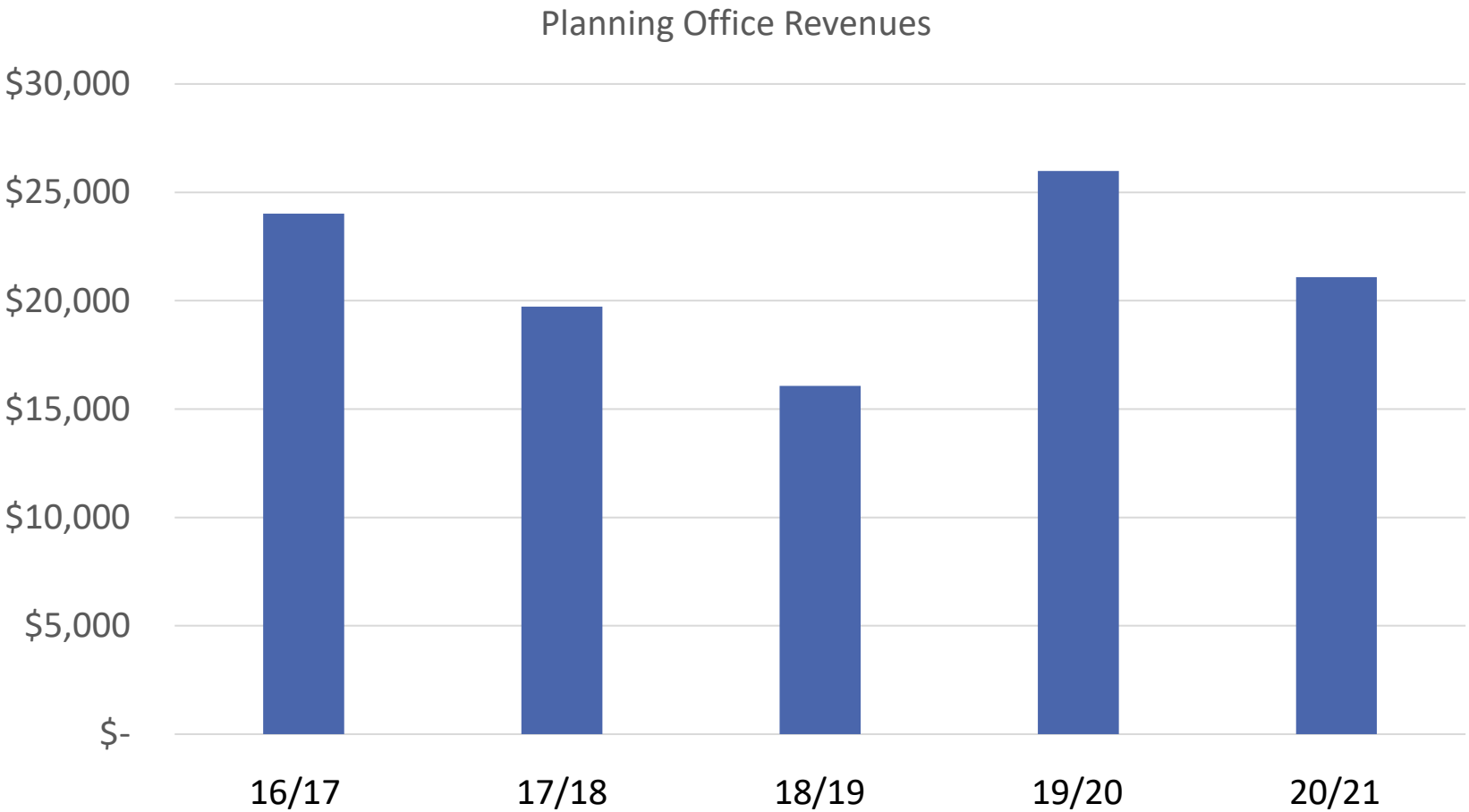


# Department 11: Town Planner

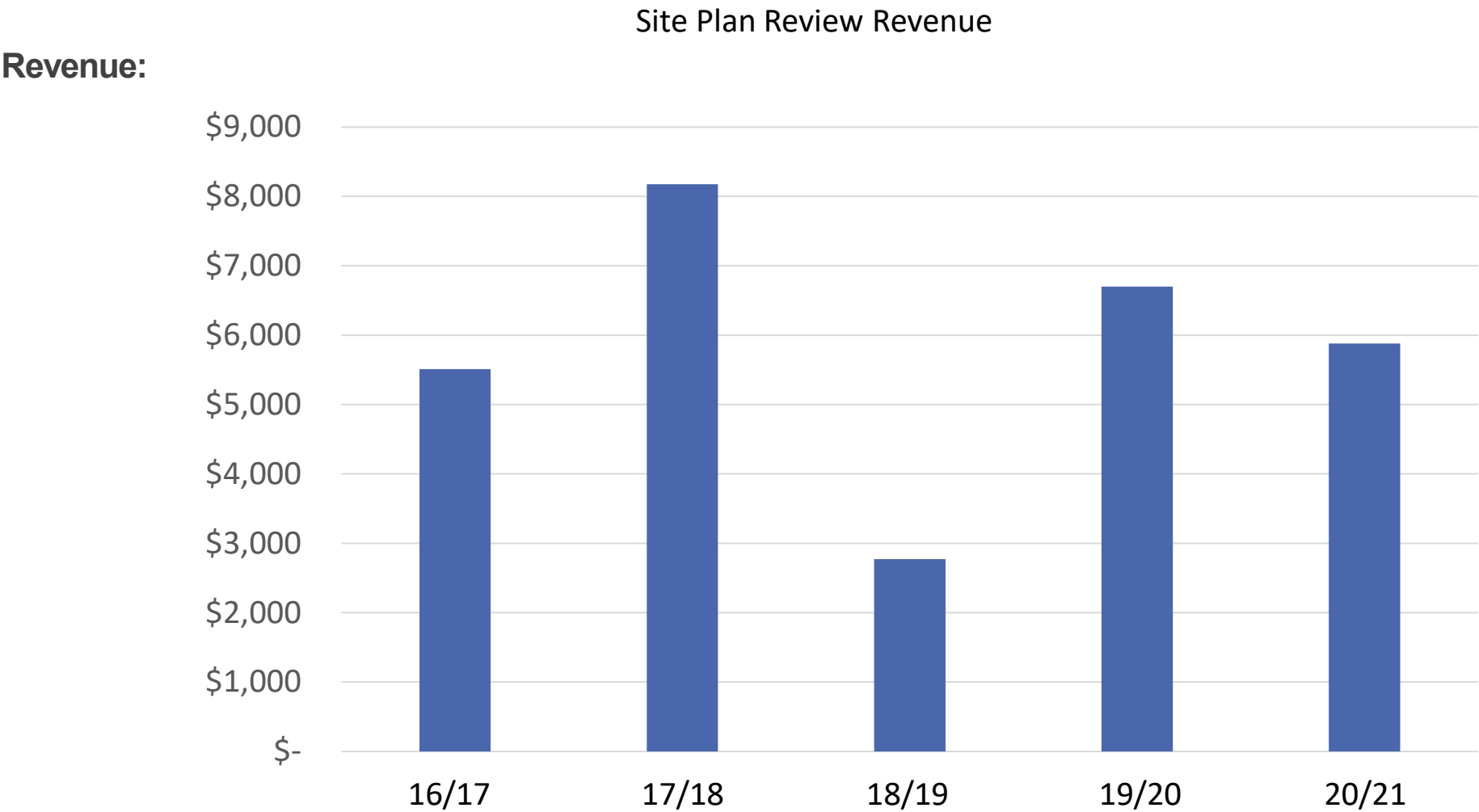


# Department 11: Town Planner

Revenue:

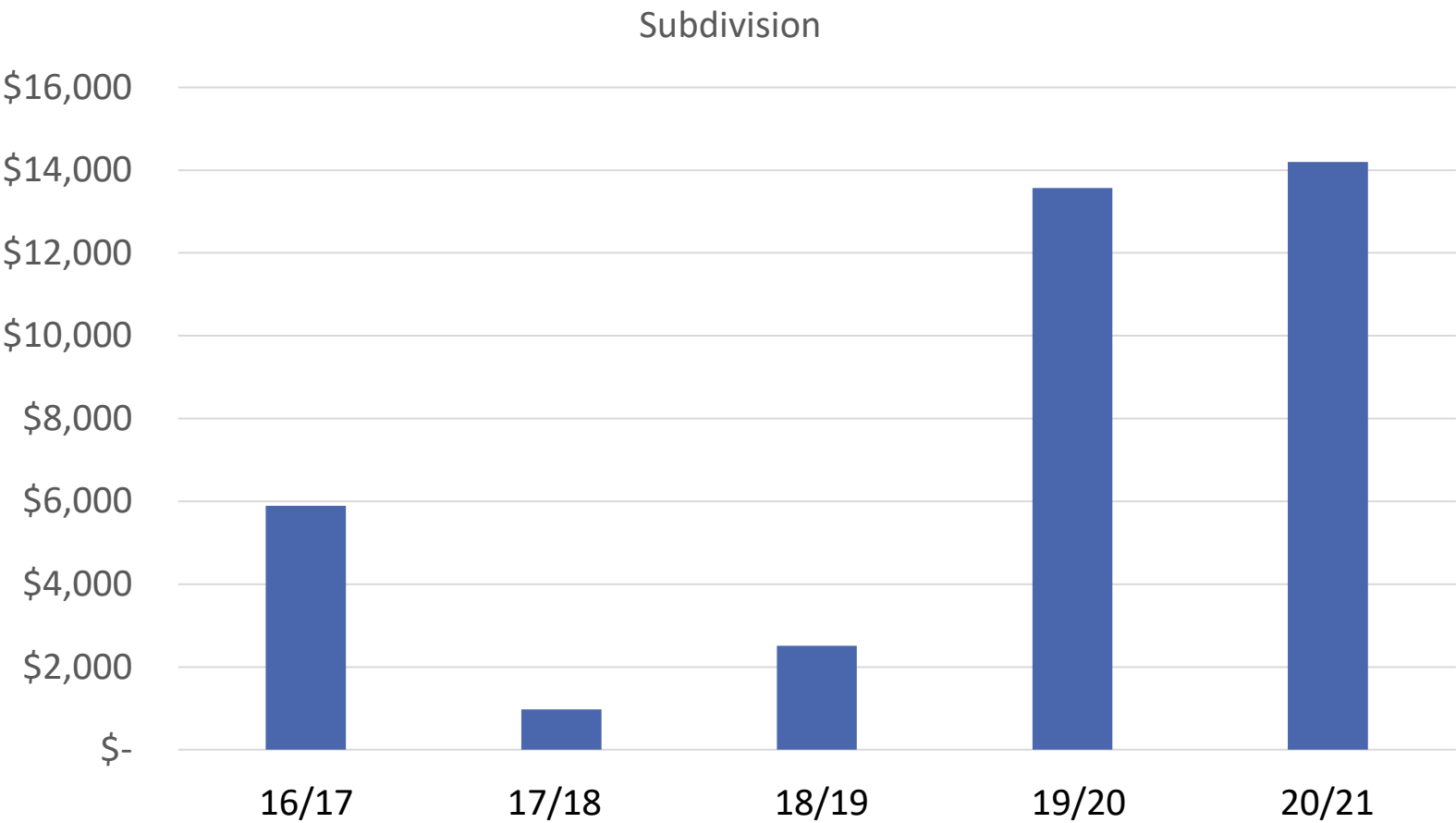


# Department 11: Town Planner



# Department 11: Town Planner

Revenue:



# Department 25: Contractual Services

---

- Funded Via Sheltered TIF Revenues
- Provides Flexibility As Opportunities Arise – Grants, Economic Development, Etc.
- Historically Used Primarily For Planning Efforts Or Other Economic Development Related Projects
  - Grant matches
  - GIS software expenses (maintenance/ upgrades)
  - Planning and ordinance development (comp plan implementation)
  - Capital Project Planning and Implementation
- \$50,000
  - Natural resource mapping updates and planning
  - Capital project engineering/ planning
  - Grant matching

# Department 25: Contractual Services (Cont'd)

---

## **Legal: \$45K**

- PPA, Personnel, COVID-19, THA (reimbursed), TIF, Town Meeting, other
- FY23 Anticipated
  - Union Negotiations, Charter Commission, Debt Service, ReCode, Personnel

**Charter Commission: \$5K** Consulting, Legal, Advertising

**Audit: \$35K** Financial Audit \$25K and Single Audit \$10K

**Coastal Humane Society:** Increase \$1,200

# Questions



# Department 12 - Economic & Community Development (ECD)

---

## COMMITTEES AND BOARDS

### TOWN OF TOPSHAM:

- **Topsham Development, Inc:** Lead staff support, non-voting

### REGIONAL:

- **Midcoast Economic Development District:** Director & Exec Committee
- **Southern Maine Midcoast Chamber of Commerce:** Topsham Community Liaison
- **Cathance River Educational Alliance:** Director, Vice Chair & Marketing Committee

# Department 12 – ECD (Cont'd)

---

## FY 2022-2023 Budget Overview

- Renewed focus on strengthening relationships with existing Topsham businesses
  - Topsham Small Business Expo
  - Connections through website, social media, Cryer
  - TDI
- ALL department surpluses are transferred to non-lapsing, reserve account to conduct qualified economic development activities
- Municipal TIF revenues are sheltered *only* for qualified Economic Development activities.

# Questions



# Department 15: Public Works

---

## Personnel

- Public Works Director
- Foreman
- Administrative Assistant
- Mechanic/Driver
- Drivers/Laborers

# Department 15: Public Works (Cont'd)

---

## Last Year's highlights

- Constructed a new sidewalk along the west side of Main Street from the Compact Line to Union Park Road. (2,600 feet) This work included storm drainage changes & repairs as well.
- Realigned the Canam Drive and Main Street intersection, including sidewalk repair and storm drain work.
- Changed & restriped the layout of upper Main Street to include bicycle lanes and turning lanes.
- Repaired many storm drains throughout Town
- Assisted other Town Departments including the Library, Recreation Dept. and Solid Waste
- Purchased a new plow truck and forklift truck
- Paved: Main Street, Cleave Street, Townsend Way & part of Merrymeeting Drive.

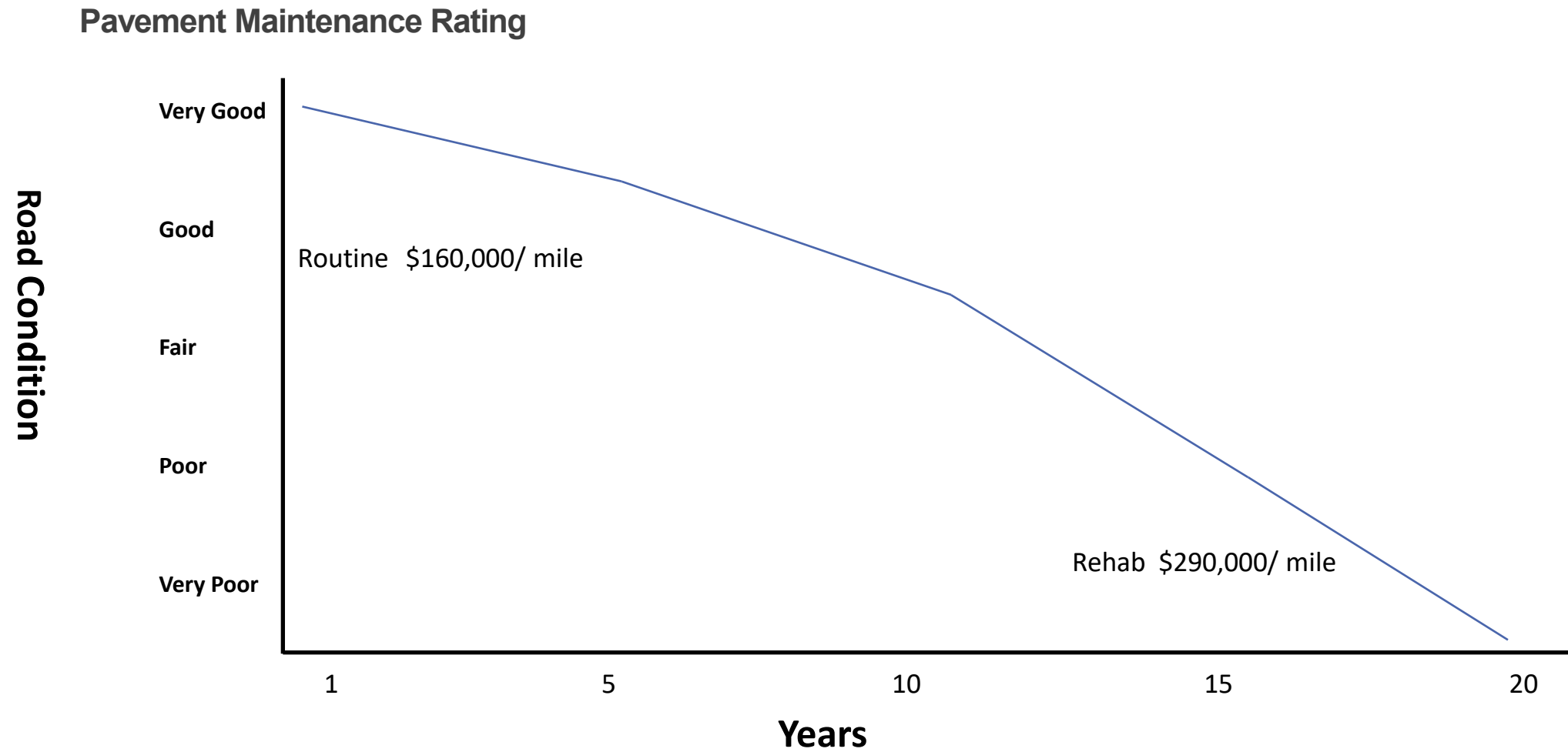
# Department 15: Public Works (Cont'd)

---

## Proposed Budget Changes:

- 13315 504530 Safety Equipment + \$500 new employees requiring initial safety equipment
- 13315 506050 Electricity + \$2,149 because of rate increase
- 13315 508225 Sweeping eliminate line and move funds to Vehicle Maintenance 508310
- 13315 508240 Storm Drain + \$14,000 increase because of cost increase for cast iron rings & covers, plastic piping cost increased and basin matl's
- 13315 508245 Salt + \$10,000 increase due to product cost increase  
this is salt used in the winter for road maintenance
- 13315 508310 Vehicle Maintenance + \$2,000 amount transferred from "sweeping"
- 13315 508330 Gas + \$5,000 increase due to product cost increase (3,500 gals.)

# Department 15: Public Works (Cont'd)



# Department 15: Public Works (Cont'd)

---

## **Proposed Street Paving Schedule    \$650,000 (includes shim and overlay)**

- Bay Park Area
  - Goldeneye Dr.
  - Eider Ln.
  - Merganser Ln.
  - Loon Dr.
  - Coot Ln.
  - Teal Rd.
  - Hunter Ln.
- Topsham Fair Mall Road
  - Smitty's Entrance to 196

# Department 15: Public Works (Cont'd)

---

## Capital:

- Unit 27 (2003) plow truck: **\$205,000**  
This will include a sander, and all new snow plowing equipment
- Truck 10 Crew Cab 3500 (2010): **\$ 80,000**
- Truck 9 3/4-ton Plow Truck (2013): **\$ 60,000**
- Unit 50 Zero Turn Mower (2012) **\$ 15,000**
- Unit 2 Plow Truck (2008) **\$205,000**

# Questions



# Department 16: Solid Waste

---

## **Personnel**

- Solid Waste Director
- 2 full time transfer station operators
- 2 part time attendants

## **Equipment**

- 1 2005 JCB Loader
- 1 1997 Daewoo Forklift
- 1 2000 Chevy S10 pickup
- 1 1983 Down Stroke Baler
- 2 1992 Trash Compactor
- 2 1992 Trash Compactors
- 11 Assorted Roll Off Containers

# Department 16: Solid Waste

---

## Expenditures:

- The Bag and coupon line increase due to need for more bags, usually at the end of the year, it's hard to judge exactly what may be used. This year COVID-19 drove up the numbers.
- Landfill Closure has increased because of a long-term Point-of-Entry Treatment (POET) System Agreement on Townsend Way. The Town is required to service and maintain their water filter systems per order of the DEP. One replacement system is budgeted but is not expected.
- Increase in Contracts due to increase in tipping fees
  - Waste disposal (Waste Energy plant)
  - Demo debris (Grimmels)
  - Zero Sort (Pine Tree)
- Increase in contracted Transfer Hauling Costs (shingles, trash, demo)

# Department 16: Solid Waste (Cont'd)

---

## Revenue

- We are dependent on the Tokens and Bags along with what we bring in with the Returnable bottles and Scrap metal for revenues.
- As soon as the bank is ready The Town will initiate a new payment system that will take electronic payments for a small fee.
- We are separating the precious metals such as Copper, Brass and Wire along with led acid batteries these are still paying well.
- Recycling is improving in the Markets, the last three months have shown a much better improvement.
- We are baling OCC which is back to a worth while price

## 2022 as of 1/5/22

• Recycling Revenue	\$28,951.82
• Coupons and bags	\$73,418.00
• Landfill use	\$ 6,325.25
• Tokens	\$18,921.00

# Department 16: Solid Waste (Cont'd)

---

## Capital:

- New Loader: **\$205,000**
  - To replace 2005 JCB Loader

# Questions



# Department 18: Police

---

## Staffing:

### **16 Sworn law enforcement personnel**

- Police Chief (1)
- Lieutenant (1)
- Sergeants (2)
- Detective (1)
- School Resource Officer (1)
- Traffic Safety/Animal Control Officer (1)
- Patrol Officers (8)
- Canine unit (1) Officer with K-9 Jobe

### **3 Non-sworn personnel**

- Full-time Records Clerk (1)
- Part-time Records Clerk (1)
- Part-time Crossing Guard (1)

# Department 18: Police (Cont'd)

---

## Expenditures

- **Roughly 91% of budget is personnel wages, benefits, other contractual items.**
- **Professional equipment: \$17,000**
  - This line item covers all new equipment
  - Tasers: \$2,505 for 5-year contract
  - Taser training cartridges: \$1,700 annually (\$56 per cartridge)
  - Radar unit calibration: \$700 annually
  - Criminal Investigations equipment/supplies
  - Less lethal equipment for shotguns: \$900
  - Storage boxes for cruisers: \$2,200
  - All canine unit costs to include insurance, veterinary bills, bordering
  - \$2,500 increase from previous budget. Had cut \$3,700 last year.

# Department 18: Police (Cont'd)

---

- **Uniforms and Equipment: \$27,900**
  - \$850 per officer per contract x 16 = \$13,600
  - Roughly \$4,400 per new LEO = \$13,200
  - \$300 miscellaneous
  - \$1,750 increase from previous budget due to increased costs
- **Vehicle Maintenance: \$21,000**
  - 11 vehicles (8 fully marked)
  - \$4,000 increase from previous budget (cut \$5,000 last year)
  - Patrol cruisers average roughly 3,000 miles per month
  - Use local business for cruiser maintenance when possible to save costs
  - Maintenance costs could increase with hybrid vehicles
- **Fuel: \$58,000**
  - \$29,700 increase from previous budget
  - Estimating 14,500 gallons for the year
  - \$4.00 per gallon vs. \$1.70 last year

# Department 18: Police (Cont'd)

---

- **Training: \$17,000**

- We use a “Risk Management Approach” to our training. We attempt to look into the future and ask “what can go wrong?”. We then attempt to provide training to our personnel to prevent the issue from occurring (Active shooter situations, Defensive tactics training, Less-lethal munitions, Mental Health and Domestic Violence).
- Maine Criminal Justice Academy 18-week program: \$3,000 per cadet (\$9,000 budgeted)
- Dirigo Safety: \$1,000. On-line training program to meet State mandated training
- Daigle Law Group: \$600 On-line training provides weekly updates reference pertinent case law.
- Remainder towards individualized officer mandated and requested training.

- **Medical: \$8,000**

- Maine Department of Labor mandated hearing and respirator testing (\$45 each).
- New-hire physicals (\$100 each)
- Psychological and polygraph examinations for new-hires (\$600 each).
- Drug test kits and blood/urine tests (\$155 - \$225 per test).
- Hepatitis B vaccinations (\$324 for entire series, \$48 for titer).

# Department 18: Police (Cont'd)

---

## Capital Expenditures

- **2 fully marked Ford Explorers: \$100,000**

- Hybrid cruiser prices ranged \$35,000 to \$43,000
- Hybrid cruisers add approximately \$3,000 to cost
- New cruiser equipment, lettering, labor costs roughly \$12,000

- **Facility camera system: \$18,000**

- Monitors and records PD lobby, jail cell/booking, sally-port, cruiser parking areas.
- Allows Sagadahoc Regional Communication Center to monitor cell/booking area.

- **In-Car/Body-Worn Camera Systems: \$20,831**

The system allows for documentation of interactions between the police and the public, while also offering training opportunities through review of interactions and, allows direct supervision that is not available without camera systems.

# Questions



# Department 21: Fire/EMS

---

- Fire Chief
- Deputy Fire Chief
- 4 full time Fire/EMS personnel
- 40 Per Diem/Call
- 4 SMCC College Students (When school is in session)

## **Call Volume:**

**2019:** Fire 496, EMS, 1187 **Total: 1683**

**2020:** Fire 590, EMS, 1214 **Total: 1804**

**2021:** Fire 529, EMS, 1280 **Total: 1809**

# Department 21: Fire/EMS (Cont'd)

---

## Revenues:

- Revenues continue to rise
  - Can credit this to the EMS billing company, increased in our rates, and accurate report writing.
  - Call volume increase also increases this line. On average \$400-\$500 per call.
  - Northeast Contract – \$32,900 (July 21 – Dec. 21)
- Actual Revenues (Fiscal year ending)
  - 2017: \$363,274
  - 2018: \$423,509
  - 2019: \$421,233
  - 2020: \$540,381
  - 2021: \$429,892 (wrote off old bad debt of \$125,977.40) We will do this yearly going forward.
- Recommended Revenue 2022-2023: \$445,000
  - 2022: Through 02/1/22 \$271,157

# Department 21: Fire/EMS (Cont'd)

---

## Expenditures:

- Overtime – Continue to adjust payroll expenditures to meet appropriate lines. OT used to come out of the part-time line and now comes out of overtime. Part time line went down as we shifted money to the overtime line. COVID has increased our overtime. 5 and 10-day quarantine requirements, employees limiting exposure, and last minute call outs all result in overtime.
- Part-Time – \$2 an hour increase for all part timers. Brings basic EMT's to \$17, advanced to \$19.50 and medics to \$23.
- Gas: Increased due to prices and new rescue is gas.
- Radios: Decreased due to purchasing new radios last year.

# Department 21: Fire/EMS (Cont'd)

## Capital:

### Squad 1 Replacement – Utility Truck

- Squad 1 was originally designed as our primary extrication vehicle. (Jaws of Life) It also carried all of our emergency response equipment such as, road signs, cones, and extra tools. Truck was used as a first out apparatus for motor vehicles accidents.
- With the addition of the two new engines the squad became a utility vehicle and not an extrication vehicle. We do still have a spare set of extrication equipment on it but this is not it's primary focus.
- It is not operationally, or fiscally smart to replace the squad with the same vehicle at a cost of \$275,000.
  - Squad was quoted by Greenwood in 2019 “1 F550 squad with XRT system (\$275,000)”
- The department has different needs than it did when this vehicle was purchased.



# Department 21: Fire/EMS (Cont'd)

---

## Utility Truck

- Recommendation is to replace squad 1 with a utility truck capable of hauling all of the equipment the squad carries at a much lower cost. Also recommending replacing the existing 2 four wheelers with 1 UTV.
- Police Department would also get use of the UTV, and have approved this project.
  - Chief McLaughlin is an ATV instructor and can train both PD and FD departments.
- Utility truck will still serve the purpose of our current squad at a much lower cost.



# Department 21: Fire/EMS (Cont'd)

---

## UTV Replacement

- We currently two 2 ATV's. Shared with PD.
  - Do not provide roll protection
  - Do not have seat belts
  - Aging and not always in service
  - Never used because they do not provide what is needed.
  - Never seen them used in my 4 years in Topsham
  - Not capable of hauling equipment
  - Not capable of hauling multiple people
  - Not capable of hauling an injured person
  - Needed for remote access to fires and EMS
  - Needed for the additional outdoor recreational trails
  - Can be used at events such as the fair and highland games
  - We have tried for two grants to purchase this without success.
  - ATC accident this fall. Victim drove out with broken collar bone, broken ribs, head injury
  - Used a private pickup to get a shot hunter out of the woods.
  - Privately owned UTV's by Dept. members have been used in the past.



# Department 21: Fire/EMS (Cont'd)

---



## UTV Replacement

- Will have use in all seasons to include winter
- Will have space for EMS equipment and patients
- Will have small forestry pump for hard-to-reach areas
- Will have heated 4-door cab
- PD can utilize UTV for their needs as well
- Will be trailered in the station and ready to go at all times

# Department 21: Fire/EMS (Cont'd)

---

## Goal

- Goal is to replace the squad with something that can be used while being fiscally responsible. This capital plan saves money than originally budgeted while providing equipment that has multiple uses across different departments within the town. With proper training other departments can utilize the vehicle. (Parades, ice fishing derby, sporting events, large community gatherings). This project greatly increases our service capabilities and would benefit town residents.
  - Squad 1 as is Replacement Cost: \$275,000
  - Utility Truck/Tools/UTV: \$135,000

# Questions



# Department 22: Parks and Recreation

---

Director –  
Pam LeDuc  
(40 Hours)

Program Coordinator  
Kelly LaFountain  
(37.5)

Program Assistants –  
Dominic Vermette Gerry  
Ouellette  
(25 together)

Parks Maintenance –  
Ray Hanson  
Barry Craig  
(40 hours each)

# Department 22: Parks and Recreation (Cont'd)

---

## Program and Facility Improvements

### PROGRAM IMPROVEMENTS:

- Fall Little Kickers Soccer
- Added 3<sup>rd</sup> & 4<sup>th</sup> Grade Girls and Boys Lacrosse Teams
- Purchased Pickleball set to use at Foreside
- Made Coaches/Referees Training more accessible by adding Zoom Sessions through Seasons.
- Ran a successful Programs/Special Events despite Covid ups and downs
- Partnered with the USTA for Tennis Lessons

### FACILITY IMPROVEMENTS:

- Re-shingled Dug Outs on Foreside
- Re-placed Doors on Concession Stand
- Made Improvements on Ice Making
- Purchased Portable Mound for Foreside Field
- Increased Parking at Mountain Biking Area
- Able to “Rest” Hillside to reseed and fertilize in fall 2021



# Department 22: Parks and Recreation (Cont'd)

---

## **Fiscal Year 2022 – 23**

### Expenditures: (Increases)

- Payroll – COLA
- Insurance, Retirement, Worker's Comp – formula driven
- General Programs - \$3,000 – Increase of programs being offered at different levels (Revenue increase will off set)
- Gasoline - \$2,435 – based on contract from state
- Special Programs - \$700 – Planning outside Food Truck Event

### Expenditures: (Decreases)

- Electricity - \$800
- Ski Programs - \$2,000 no longer offered (COVID only)
- Equipment and Maintenance - \$4,000 (aerator)

# Department 22: Parks and Recreation (Cont'd)

---

## Revenues:

<u>PARKS&amp;REC</u>	<u>\$ 105,400</u>
01 - Baseball & Softball	\$ 8,000
02 - Basketball	\$ 14,000
04 - Lacross	\$ 8,000
05 - Misc Camps	\$ 10,000
06 - Misc General	\$ 22,000
08 - Running Programs	\$ 7,000
10 - Ski Programs	\$ 1,000
11 - Soccer	\$ 35,000
12 - Tennis	\$ 400

# Questions



# Department 23: Topsham Public Library

---



# Department 23: Topsham Public Library (Cont'd)

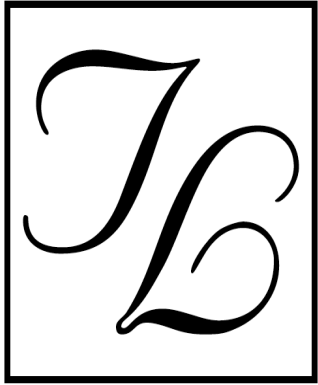
## Monday openings:

*Despite the pandemic, Mondays are a success.*

	Average Patron Count :				
		2020	2021	2022	
	Monday	150	86	124	
	Friday	170	111	119	
		-20	-25	-5	

## Department 23: Topsham Public Library (Cont'd)

---



Municipal Budget FY22: \$ 776,038

Municipal Budget Request FY23: \$ 812,632

**Budget to Budget Increase= 4.7%: \$ 36,594**

**This budget maintains  
the 85%-15% agreement  
between the town and the library**

# Department 23: Topsham Public Library (Cont'd)

## Budget Changes for FY23

Budget Area:	Change:	Reason:
❖ Personnel	increase \$15,875	COLA
❖ Benefits	increase \$10,009	changes per Town
❖ Outside Services	<i><b>no increase</b></i>	changed in FY22
❖ Supplies	increase \$150	increase due to inflation
❖ Library Materials	increase \$660	announced increases per vendors
❖ Utilities	increase \$6,700	changes per Town
❖ Insurance	<i><b>no increase</b></i>	HRA admin costs
❖ Building Repairs	increase \$1,000	exterior window cleaning

# Questions



# Department 26: Capital Programs

---

## Establish Vehicle/Equipment Capital Accounts for Public Works, Fire/EMS, and Police

- Mitigates risk of purchases due to:
  - Inflation and price volatility
  - Supply and demand
  - Delivery schedules
- Provides flexibility and reprioritization if specific equipment is not available
- Current purchasing policy and Select Board approval remains
  
- Public Works - \$565,000
  - Unit 27 Plow Truck (2003) \$205K
  - Unit 10 3/4-ton (2010) w/ plow & sander \$ 80K
  - Unit 50 Zero Turn Mower (2012) \$ 15K
  - Unit 9 3/4-ton Plow Truck (2013) \$ 60K
  - Unit 2 Plow Truck (2008) \$205K

# Department 26: Capital Programs

---

- Fire/EMS - \$155,000
  - Side by Side w/ equip \$55K
  - Service Truck \$85K
  - Skid unit for Brush vehicle #1 \$15K
  
- Police - \$100,000
  - Hybrid Cruiser \$50K
  - Hybrid Cruiser \$50K

## Solid Waste Facility Loader - \$205,000

- Replace 2005 JCB Loader

# Department 26: Capital Programs

---

- Capital Replacement –\$125,000
- Capital Maintenance –\$15,000
- IT/Tech/Comms/Office equipment - \$30,000
- Paving –\$650,000
- Assessing - \$15,000 (\$400K target balance. Current balance is \$128,252.90)
- Municipal Complex Camera/Security System Replacement - \$25,000

# Department 27: Public Utilities

---

- Streetlights –based on actuals and current expenditures
- Traffic Signals and Maintenance - based on actuals and current expenditures
- Hydrant Rentals – 15% increase due to operational cost increases and debt service on the water districts new facility

# Department 28: Insurance

---

## HRA

- Adjusted to average usage percentage

## Unfunded liability/Payroll adjustment

- Wage and Benefit changes
- Compensated absence/employment termination/retirement

# Department 30: Intergovernmental Assessments

---

- Sagadahoc County Government: Planning on 5% increase (not yet known)
- SAD#75: Planning on 5% increase (not yet known)
- Overlay

# Department 32: Debt Service

- Town's remaining Debt Service is \$4,235,434
- Budget includes paying the last year (FY26) BNY Mellon payment and the remaining Gorham Savings Bond. Total interest savings is approximately \$66,000.

BOND	PURPOSE	FY23	FY24	FY25	FY26	FY27	Total Debt Service
BNY Mellon	2012 GO Refund bond (Bond debt)	\$829,625.00	\$794,900.00	\$767,775.00	\$735,875.00	\$0.00	\$3,128,175.00
Gorham Savings	2006 Sidewalk & Muni Complex 2 (50/50)	\$55,000.00	\$53,000.00	\$51,000.00	\$0.00	\$0.00	\$159,000.00
MMBB	2015A equipment	\$81,289.32	\$79,488.94	\$77,576.73	\$75,571.34	\$0.00	\$313,926.33
MMBB	2016C equipment	\$131,230.91	\$129,205.83	\$127,023.59	\$124,684.18	\$122,187.59	\$634,332.10
	FY Year Totals	\$1,097,145.23	\$1,056,594.77	\$1,023,375.32	\$936,130.52	\$122,187.59	\$4,235,433.43

# Department 34: Topsham Community Fund

---

- No meetings in several years
- Recommend no funding until TCF committee resumes meetings

# Department 40: TIF Accounts

---

Currently have 8 active TIF programs, six of which are Credit Enhancement TIFs.

- In the current budget, approximately \$1,200,000 (based on last year’s valuations) will be reimbursed to our TIF partners.
- Approximately, \$1,2 mil is allocated to authorized expenditures/projects
  - Operations                      \$342,771
  - Capital                            \$147,400
  - Debt Service                    \$631,443

This represents expenses that we would generally have incurred regardless of TIF, and the corresponding valuation is sheltered from consideration in future year School Funding and County Assessments, a potential savings to the Topsham taxpayer.

# Questions

