



TOWN OF CHARLESTOWN

Fiscal Year 2017-2018

**TENTATIVE BUDGET FOR PRESENTATION AT THE BUDGET PUBLIC HEARING,
ADOPTED BY THE TOWN COUNCIL
April 10, 2017**

**PRESENTED AT THE BUDGET PUBLIC HEARING
May 1, 2017**

**BUDGET FOR PRESENTATION AT THE FINANCIAL TOWN REFERENDUM,
ADOPTED BY THE TOWN COUNCIL
May 8, 2017**

**FINANCIAL TOWN REFERENDUM
June 5, 2017**

TOWN COUNCIL

Virginia Lee, President
Julie A. Carroccia, Vice President
Denise L. Rhodes
Bonnie Van Slyke
Steven J. Williams

BUDGET COMMISSION

Richard J. Sartor, Chair
Linda H. Philips, Vice Chair
Daniel J. Slattery, Secretary
Henry Heminway
Arthur Haskins

EX-OFFICIO MEMBERS

Julie A. Carroccia, Town Council Liaison
Mark S. Stankiewicz, Town Administrator
Patricia A. Anderson, Town Treasurer

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TOWN OF CHARLESTOWN

Account Number	Department	FY 2017 Approved Budget	FY 2017 Requested Amount	Budget Commission Recommended	\$ Change from Prior Year Budget	% Change from Prior Year Budget	Town Council Adopted
410	Town Council	28,950	28,450	28,450	(500)	-1.7%	28,450
420	Town Administrator	183,556	187,199	188,199	4,643	2.5%	188,199
430	Board of Canvassers	22,799	6,975	6,975	(15,824)	-69.4%	6,975
440	Treasurer	207,564	219,671	219,671	12,107	5.8%	219,671
450	Tax Assessor	155,249	163,274	158,494	3,245	2.1%	158,494
455	GIS	95,032	103,295	101,495	6,463	6.8%	101,495
460	Tax Collector	111,355	118,296	118,296	6,941	6.2%	118,296
470	Town Clerk	223,533	229,574	190,930	(32,603)	-14.6%	190,930
480	Youn Planner	122,635	127,393	127,393	4,758	3.9%	127,393
490	Central Services	286,500	270,500	304,144	17,644	6.2%	304,144
510	Police Department	2,494,150	2,571,337	2,564,484	70,334	2.8%	2,564,484
520	Building Inspector	199,622	203,728	206,268	6,646	3.3%	206,268
530	CEMA	63,879	65,739	65,739	1,860	2.9%	65,739
540	Animal Control	94,719	100,793	99,293	4,574	4.8%	99,293
560	Public Assistance	5,000	5,000	5,000	-	0.0%	5,000
570	Municipal Court	6,800	7,200	7,200	400	5.9%	7,200
610	DPW Administration	150,961	156,684	157,066	6,105	4.0%	157,066
620	DPW Highway & Roads	1,148,616	1,164,113	1,148,788	172	0.0%	1,148,788
630	DPW Building & Grounds	325,044	325,738	329,538	4,494	1.4%	329,538
640	CRCC Mandated Monitoring	12,000	12,000	12,000	-	0.0%	12,000
660	DPW Waste Water Management	124,288	127,615	127,615	3,327	2.7%	127,615
740	Boards & Commissions	24,400	27,400	27,900	3,500	14.3%	27,900
800	Senior Center/Community Center	123,586	135,898	135,898	10,332	8.2%	135,898
810	Recreation Administration	156,836	166,562	166,562	9,726	6.2%	166,562
815	Recreation Programs	114,590	130,489	119,963	5,373	4.7%	119,963
820	Charlestown Beach	105,348	115,273	108,690	3,342	3.2%	108,690
830	Nielmret Park	33,106	41,321	40,463	7,357	22.2%	40,463
850	Blue Shuttlers Beach	92,101	102,379	97,156	5,055	5.5%	97,156
900	Debt Service	675,088	787,589	787,589	112,501	16.7%	787,589
920	Employee Benefits	2,142,108	2,194,925	2,221,425	79,317	3.7%	2,221,425
940	Professional Services	347,800	349,200	419,200	71,400	20.5%	419,200
950	Town Insurance	235,000	225,000	225,000	(10,000)	-4.3%	225,000
960	Council Contingency	15,000	15,000	65,000	50,000	333.3%	65,000
990	Capital Improvements	1,743,653	580,022	1,458,922	(284,731)	-16.3%	1,458,922
995	Transfers Out	1,195,650	1,230,050	1,125,050	(70,600)	-5.9%	1,125,050
Subtotal Department Budgets		13,068,498	12,295,682	13,165,856	97,358	0.7%	13,165,856
720	Outside Agencies	22,450	27,846	27,000	4,550	20.3%	27,000
730	Local Agencies	400,381	411,008	430,508	10,127	2.5%	430,508
Subtotal Outside Agencies		422,831	438,854	437,508	14,677	3.5%	437,508
Total Municipal Budget		13,491,329	12,734,536	13,603,364	112,035	0.8%	13,603,364
780	Charlho School	14,111,439	14,318,884	14,121,237	9,798	0.1%	14,121,237
Total School Budget		14,111,439	14,318,884	14,121,237	9,798	0.1%	14,121,237
Grand Total Municipal & School		27,602,768	27,053,420	27,724,601	121,835	0.4%	27,724,601

**TOWN OF CHARLESTOWN
FISCAL YEAR 2016-2018**

Description	FY2016 Audited	FY2017 Adopted Budget	FY2017 Actual as of 12/31/2016	FY2018 Dept. Request	FY 2018 Town Admin	FY2018 Budget Comm	FY2018 Town Council
Taxes	23,855,379	24,148,803	14,155,449	587,699	23,940,255	24,400,793	24,400,793
State Aid	2,090,836	1,999,998	983,379	2,053,500	2,053,500	2,028,977	2,028,977
Licenses and Fees	364,313	318,200	250,749	318,200	318,200	318,200	318,200
Departmental Revenue	964,402	772,267	622,623	865,631	865,631	865,631	865,631
Other	232,769	363,500	85,406	106,000	106,000	111,000	111,000
Total	27,507,700	27,602,768	16,097,606	3,931,030	27,283,586	27,724,601	27,724,601

**TOWN OF CHARLESTOWN
FISCAL YEAR 2018**

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.310.3100.000	Taxes - Current Year	\$23,262,631.92	\$23,547,137.00	\$14,006,967.54		\$23,352,556.00	\$23,813,094.00	\$23,813,094.00
01.310.3110.000	Taxes - Prior Year	\$405,698.98	\$400,000.00	\$88,858.58	\$400,000.00	\$400,000.00	\$400,000.00	\$400,000.00
01.310.3115.000	Interest Prior Yr Tax	\$179,349.50	\$195,000.00	\$59,622.56	\$180,000.00	\$180,000.00	\$180,000.00	\$180,000.00
01.310.3120.000	DEM Refuge Revenue (In Lieu of Tax)	\$7,699.00	\$6,666.00	\$0.00	\$7,699.00	\$7,699.00	\$7,699.00	\$7,699.00
		\$23,855,379.40	\$24,148,803.00	\$14,155,448.68	\$587,699.00	\$23,940,255.00	\$24,400,793.00	\$24,400,793.00
01.320.3220.000	State Parking Fees	\$17,934.88	\$17,000.00	\$0.00	\$18,000.00	\$18,000.00	\$18,000.00	\$18,000.00
01.320.3225.000	Beverage/Meals Tax	\$154,792.52	\$117,928.00	\$147,493.59	\$177,798.00	\$177,798.00	\$177,798.00	\$177,798.00
01.320.3235.000	State Aid Education	\$1,706,421.00	\$1,706,432.00	\$790,623.00	\$1,653,819.00	\$1,653,819.00	\$1,653,819.00	\$1,653,819.00
01.320.3240.000	Motor Vehicle Tax (In Lieu Phase Out)	\$44,097.42	\$42,696.00	\$22,048.70	\$44,097.00	\$44,097.00	\$44,097.00	\$44,097.00
01.320.3245.000	Public Service Corp. Tax	\$100,263.31	\$96,784.00	\$0.00	\$100,263.00	\$100,263.00	\$100,263.00	\$100,263.00
01.320.3250.000	Hotel Tax	\$29,098.91	\$19,158.00	\$23,214.15	\$59,523.00	\$59,523.00	\$35,000.00	\$35,000.00
01.320.3270.000	Incentive Aid	\$38,228.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		\$2,090,836.28	\$1,999,998.00	\$983,379.44	\$2,053,500.00	\$2,053,500.00	\$2,028,977.00	\$2,028,977.00
01.330.3310.000	Business Licenses	\$18,110.00	\$20,000.00	\$14,725.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
01.330.3320.000	Non-Business License	\$4,670.50	\$5,200.00	\$2,727.00	\$5,200.00	\$5,200.00	\$5,200.00	\$5,200.00
01.330.3330.000	Probate Fees	\$15,904.22	\$13,000.00	\$6,394.74	\$13,000.00	\$13,000.00	\$13,000.00	\$13,000.00
01.330.3340.000	Transfer Stamps	\$215,214.07	\$180,000.00	\$161,673.44	\$180,000.00	\$180,000.00	\$180,000.00	\$180,000.00
01.330.3350.000	Recording Fees	\$110,414.15	\$100,000.00	\$65,229.20	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
		\$364,312.94	\$318,200.00	\$250,749.38	\$318,200.00	\$318,200.00	\$318,200.00	\$318,200.00

**TOWN OF CHARLESTOWN
FISCAL YEAR 2018**

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.340.3300.000	Tax Certificates	\$10,300.00	\$9,000.00	\$6,300.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
01.340.3405.000	Building Inspections	\$223,246.75	\$200,000.00	\$128,995.27	\$280,670.00	\$280,670.00	\$280,670.00	\$280,670.00
01.340.3415.000	Zoning Board	\$5,325.00	\$5,000.00	\$2,525.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
01.340.3420.000	Planning Fees	\$4,075.00	\$4,000.00	\$1,715.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
01.340.3425.000	Animal Control	\$6,606.00	\$4,000.00	\$1,348.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
01.340.3430.000	Police Department	\$16,561.75	\$15,000.00	\$9,680.75	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
01.340.3430.005	Municipal Court Police Dept Revenue	\$140.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01.340.3431.000	Police Vehicle Reimbursement	\$37,982.13	\$30,000.00	\$14,278.47	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
01.340.3435.000	Town Beach Parking	\$168,038.90	\$125,000.00	\$131,859.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00
01.340.3436.000	Beach Passes	\$106,030.00	\$90,000.00	\$11,775.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00
01.340.3440.000	Recreation	\$91,822.17	\$80,000.00	\$92,360.96	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00
01.340.3445.000	Ninigret Park	\$4,045.00	\$3,000.00	\$2,306.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
01.340.3445.001	Ninigret Gate House Rent	\$6,000.00	\$6,000.00	\$3,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
01.340.3451.000	Blue Shutters Concession	\$5,107.00	\$5,000.00	\$5,307.00	\$5,307.00	\$5,307.00	\$5,307.00	\$5,307.00
01.340.3455.000	Blue Shutters Parking	\$247,356.00	\$165,000.00	\$194,298.05	\$165,000.00	\$165,000.00	\$165,000.00	\$165,000.00
01.340.3460.000	Town Beach Concession	\$5,507.00	\$5,500.00	\$5,307.00	\$5,307.00	\$5,307.00	\$5,307.00	\$5,307.00
01.340.3461.000	Senior Center After Hour Rental	\$1,160.00	\$1,400.00	\$460.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
01.340.3462.000	Senior Daily Lunch Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01.340.3465.000	Senior/Community Center	\$3,847.00	\$3,847.00	\$0.00	\$3,847.00	\$3,847.00	\$3,847.00	\$3,847.00
01.340.3466.000	Senior Center Programs	\$21,252.00	\$20,520.00	\$11,107.10	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00
		\$964,401.70	\$772,267.00	\$622,622.60	\$865,631.00	\$865,631.00	\$865,631.00	\$865,631.00
01.350.3515.000	Interest On Investments	\$28,419.00	\$8,500.00	\$17,680.15	\$20,000.00	\$20,000.00	\$25,000.00	\$25,000.00
01.350.3530.000	General Fund Balance Transfer	\$0.00	\$275,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01.350.3546.000	Impact Fee Revenue	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
01.350.3550.000	Unclassified Revenue	\$35,633.37	\$5,000.00	\$3,255.39	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
01.350.3565.000	Transportation Aid Refund - Chariho	\$101,223.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
01.350.3750.000	Municipal Court General Revenue	\$17,493.97	\$25,000.00	\$14,470.20	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
		\$232,769.44	\$363,500.00	\$85,405.74	\$106,000.00	\$106,000.00	\$111,000.00	\$111,000.00
		\$27,507,699.76	\$27,602,768.00	\$16,097,605.84	\$3,931,030.00	\$27,283,586.00	\$27,724,601.00	\$27,724,601.00

**TOWN OF CHARLESTOWN
FISCAL YEAR 2016-2018**

Description	FY2016 Audited	FY2017 Adopted Budget	FY2017 Actual as of 12/31/2016	FY2018 Dept. Request	Town Admin	Budget Comm	Town Council
Town Council	25,870	28,950	16,987	28,450	28,450	28,450	28,450
Town Administrator	180,221	183,556	92,954	187,199	187,199	188,199	188,199
Board of Carvassers	10,464	22,799	22,027	6,975	6,975	6,975	6,975
Treasurer	204,641	207,564	117,406	219,671	219,671	219,671	219,671
Tax Assessor	149,070	155,249	75,662	163,274	163,274	158,494	158,494
GIS	86,440	95,032	50,885	103,295	103,295	101,495	101,495
Tax Collector	103,245	111,355	33,787	118,296	118,296	118,296	118,296
Town Clerk	217,313	223,533	101,017	229,574	229,574	190,930	190,930
Town Planner	113,738	122,635	60,555	127,393	127,393	127,393	127,393
Central Services	220,071	286,500	109,608	270,500	270,500	304,144	304,144
Police Department	2,372,991	2,494,150	1,192,764	2,571,337	2,572,184	2,564,484	2,564,484
Building Inspector	183,344	199,622	95,647	203,728	205,468	206,268	206,268
CEMA	54,915	63,879	25,338	65,739	65,739	65,739	65,739
Animal Control	105,641	94,719	43,377	100,793	100,793	99,293	99,293
Public Assistance	3,527	5,000	2,450	5,000	5,000	5,000	5,000
Municipal Court	6,468	6,800	6,337	7,200	7,200	7,200	7,200
DPW Administration	141,965	150,961	72,995	156,684	157,066	157,066	157,066
DPW Highway & Roads	1,013,111	1,148,616	550,448	1,164,113	1,164,113	1,148,788	1,148,788
DPW Building & Grounds	265,315	325,044	138,320	325,738	325,738	329,538	329,538
CRCC Mandated Monitoring	7,800	12,000	7,800	12,000	12,000	12,000	12,000
Waste Water Management	106,720	124,288	50,646	127,615	127,615	127,615	127,615
Outside Agencies	23,500	22,450	20,950	27,846	27,846	27,000	27,000
Local Agencies	393,825	400,381	401,881	411,008	411,008	410,508	410,508
Boards and Commissions	22,558	24,400	8,679	27,400	27,400	27,900	27,900
Charlho Regional School District	14,264,152	14,111,439	6,488,262	14,318,884	14,318,884	14,121,237	14,121,237
Senior Center	107,024	125,566	53,284	135,898	135,898	135,898	135,898
Recreation Administration	117,789	156,836	81,941	166,562	166,562	166,562	166,562
Recreation Programs	107,978	114,590	91,861	130,489	130,489	119,963	119,963
Charlestown Beach	87,272	105,348	80,507	115,273	116,173	108,690	108,690
Ninigret Park	30,448	33,106	20,548	41,321	50,283	40,463	40,463
Blue Shutters Beach	81,524	92,101	74,106	102,379	103,519	97,156	97,156
Debt Service	676,700	675,088	590,358	787,589	787,589	787,589	787,589
Employee Benefits	2,023,461	2,142,108	959,944	2,194,925	2,194,925	2,221,425	2,221,425
Professional Services	216,041	347,800	132,751	349,200	349,200	419,200	419,200
Town Insurance	204,594	235,000	217,967	225,000	225,000	225,000	225,000
Council Contingency	37,250	15,000	10,915	15,000	15,000	65,000	65,000
Capital Improvements	897,597	1,743,653	245,651	576,522	622,522	1,458,922	1,458,922
Transfers Out	1,484,194	1,195,650	1,195,650	1,230,050	1,230,050	1,125,050	1,125,050
Other	(241,445)	-	-	-	-	-	-
Total	26,107,334	27,602,768	13,542,264	27,049,920	27,109,901	27,724,601	27,724,601

TOWN OF CHARLESTOWN
FISCAL YEAR 2018

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.410.5005.000	Town Council Salaries	\$13,000.00	\$13,000.00	\$6,075.83	\$13,000	\$13,000	\$13,000	\$13,000
01.410.5015.000	Town Sergeant Wages	\$1,864.64	\$5,500.00	\$261.20	\$4,500	\$4,500	\$4,500	\$4,500
01.410.6015.000	Dues & Subscriptions	\$3,129.00	\$3,150.00	\$3,129.00	\$3,150	\$3,150	\$3,150	\$3,150
01.410.6020.000	Operating Supplies	\$13.04	\$300.00	\$53.72	\$300	\$300	\$300	\$300
01.410.6060.000	Printing & Binding	\$7,862.94	\$7,000.00	\$7,467.69	\$7,500	\$7,500	\$7,500	\$7,900
		\$25,868.62	\$28,950.00	\$16,987.44	\$28,450	\$28,450	\$28,450	\$28,450
01.420.5005.000	Town Administrator Salary	\$114,443.94	\$116,733.00	\$58,366.43	\$119,068	\$119,068	\$119,068	\$119,068
01.420.5010.000	Town Admin Secretary Salary	\$48,399.00	\$49,367.00	\$24,683.49	\$50,354	\$50,354	\$50,354	\$50,354
01.420.5010.002	Town Admin Secretary-Longevity	\$3,146.00	\$3,456.00	\$1,727.83	\$3,777	\$3,777	\$3,777	\$3,777
01.420.5020.000	Town Admin Vehicle Stipend	\$7,199.92	\$8,400.00	\$3,599.96	\$8,400	\$8,400	\$8,400	\$8,400
01.420.6015.000	Dues & Subscriptions	\$2,877.50	\$1,500.00	\$460.00	\$1,500	\$1,500	\$1,500	\$1,500
01.420.6020.000	Operating Supplies	\$474.59	\$1,000.00	\$495.06	\$1,000	\$1,000	\$1,000	\$1,000
01.420.6050.000	Professional Development	\$3,566.67	\$3,000.00	\$3,621.22	\$3,000	\$3,000	\$4,000	\$4,000
01.420.6070.000	Travel Expense	\$113.15	\$100.00	\$0.00	\$100	\$100	\$100	\$100
		\$180,220.77	\$189,556.00	\$92,954.03	\$187,199	\$187,199	\$188,199	\$188,199
01.430.5005.000	Board of Canvassers Wages	\$4,257.61	\$5,000.00	\$7,786.07	\$3,950	\$3,950	\$3,950	\$3,950
01.430.6020.000	Operating Supplies	\$2,027.86	\$2,200.00	\$777.89	\$700	\$700	\$700	\$700
01.430.6035.000	Miscellaneous	\$2,053.43	\$3,349.00	\$8,885.36	\$375	\$375	\$375	\$375
01.430.6075.000	Tools & Equipment	\$0.00	\$1,200.00	\$677.40	\$0	\$0	\$0	\$0
01.430.6095.000	Poll Worker Stipends	\$2,125.00	\$11,050.00	\$3,900.00	\$1,950	\$1,950	\$1,950	\$1,950
		\$10,463.91	\$22,799.00	\$22,026.72	\$6,975	\$6,975	\$6,975	\$6,975
01.440.5005.000	Treasurer Salary	\$84,562.14	\$88,410.00	\$44,204.81	\$92,432	\$92,432	\$92,432	\$92,432
01.440.5005.002	Treasurer Longevity	\$2,536.82	\$3,094.00	\$1,547.13	\$3,697	\$3,697	\$3,697	\$3,697
01.440.5010.000	Treasurer Wages	\$78,667.84	\$80,364.00	\$51,584.49	\$82,314	\$82,314	\$82,314	\$82,314
01.440.5010.003	Treasurer's Emp Longevity	\$5,483.87	\$5,826.00	\$2,913.30	\$6,173	\$6,173	\$6,173	\$6,173
01.440.5025.000	Treasurer Overtime Wages	\$47.05	\$250.00	\$0.00	\$250	\$250	\$250	\$250
01.440.6015.000	Dues & Subscriptions	\$55.00	\$55.00	\$55.00	\$55	\$55	\$55	\$55
01.440.6020.000	Operating Supplies	\$1,964.79	\$2,000.00	\$1,226.46	\$2,000	\$2,000	\$1,000	\$2,000
01.440.6050.000	Professional Development	\$1,253.40	\$1,000.00	\$960.19	\$1,000	\$1,000	\$1,000	\$1,000
01.440.6065.000	Purchased Services	\$29,639.22	\$26,265.00	\$14,659.81	\$31,450	\$31,450	\$31,450	\$31,450
01.440.6070.000	Travel Expense	\$340.61	\$100.00	\$15.00	\$100	\$100	\$100	\$100
01.440.6075.000	Tools/Equipment	\$90.59	\$200.00	\$240.00	\$200	\$200	\$200	\$200
		\$204,641.99	\$207,564.00	\$117,406.19	\$219,671	\$219,671	\$219,671	\$219,671

SUPPLEMENTAL INFORMATION
FY 2017 - 2018

410 - TOWN COUNCIL:

410-5005 - SALARIES - \$13,000

Level funded.

Council President	\$ 3,000
Four Council Members at \$2,500 each	\$10,000

410-5015 - WAGES - \$4,500

Town Sergeant - \$4,500

Performs duties prescribed by the General Laws of Rhode Island, which also includes assisting the Board of Canvassers and attendance at required Town Council meetings.

410-6015 - DUES, MEETINGS & SUBSCRIPTIONS - \$3,150

League of Cities & Towns Dues	\$3,150
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410-6020 - OPERATING SUPPLIES - \$300

Miscellaneous stationary supplies

410-6060 - PRINTING - \$7,500

Average cost of one Pipeline issue estimated at \$3,750. Budget should support at least 2 issues per year. Pricing for this is from the Westerly Sun.

TOTAL REQUESTED BUDGET - \$28,450

SUPPLEMENTAL INFORMATION
FY 2017 – 2018

420 - TOWN ADMINISTRATOR:

420-5005 - SALARY - \$119,068

Current Salary - \$116,733

420-5010 - WAGES - \$50,354

2017 Salary - \$49,367 2018 Salary - \$50,354

420-5010 - LONGEVITY - \$3,777

2017 Longevity - \$3,456 2018 Longevity - \$3,777

420-5020 – TOWN ADMINISTRATOR AUTOMOBILE STIPEND - \$8,400

Car stipend in lieu of a Town vehicle, \$600 a month.

420-6015 - DUES & SUBSCRIPTIONS - \$1,500

Rhode Island Manager's Association fees and management journals, etc.

420-6020 – OPERATING SUPPLIES - \$1,000

Office supplies.

420-6050 - PROFESSIONAL DEVELOPMENT - \$4,000

Annual professional and business expenses: registration, materials, meal reimbursement, authorized meetings, and seminars.

420-6070 – TRAVEL EXPENSES - \$100

TOTAL REQUESTED BUDGET- \$188,199

SUPPLEMENTAL INFORMATION
FY 2017-2018

430 – ELECTION UNIT:

430-5005 - SALARIES - \$3,950

Charter-required three member Board of Canvassers. Chairperson: \$14.00 per hour; 2 Members: \$11.00 per hour.

430-6020 - OPERATING SUPPLIES - \$700 (same as FY 2015-2016)

Supplies unique to the operation of Board of Canvassers, including use of ballot machine and printing of ballots and poll books for the Chariho 2018 District Referendum in April, (may be reimbursed by Chariho) and the June 2018 local Financial Town Referendum (\$700). Amount also includes office supplies needed by the Board.

430-6035 – MISCELLANEOUS – \$375

Meals for pollworkers

April 2018 Chariho DFR –Moming refreshments and dinner: \$125 (Based on 4 pollworkers @ 1 polling location)

June 2018 FTR –Moming refreshments and dinner: \$125 (Based on 4 pollworkers @ 1 polling location)

Special Referendum (if needed) - Moming refreshments and dinner: \$125

430-6075 – TOOLS AND EQUIPMENT - \$0

430-6095 - STIPENDS - \$1,950

Election worker wages for the following, to include an increase of \$25 per day, per the Board of Canvassers request of December 9, 2016:

April 2018 Chariho District Financial Referendum: 1 poll	2 Moderators/Clerks at \$175 = \$350 2 Supervisors at \$150 = \$300
June 2018 Financial Town Referendum: 1 polling location	2 Moderators/Clerks at \$175 = \$350 2 Supervisors at \$150 = \$300
Special Referendum (if needed): 1 polling location	2 Moderators/Clerks at \$175 = \$350 2 Supervisors at \$150 = \$300

TOTAL BUDGET- \$ 6,975

SUPPLEMENTAL INFORMATION
FY2017 – 2018

440 – TOWN TREASURER:

440-5005 – SALARY \$96,129

Treasurer 2018 Salary: \$92,432
Longevity: \$ 3,697

440-5010 – WAGES \$82,314

Treasurer's Assistant 2018 Salary: \$41,157

Treasurer's Assistant 2018 Salary: \$41,157

440-5010 – Longevity \$6,173

Treasurer's Assistant 2018 Longevity: \$ 4,115

Treasurer's Assistant 2018 Longevity: \$ 2,058

440-5025 – OVERTIME \$ 250

440-6015 – DUES & SUBSCRIPTIONS - \$55

RIGFOA

SUPPLEMENTAL INFORMATION
FY2017 – 2018

440 – TOWN TREASURER – (cont'd):

440-6020 – OPERATING SUPPLIES - \$2,000

This expense covers the following items:

- Laser checks for payables
- Regular and window envelopes
- Printer cartridges
- Folders – storage boxes, etc.
- Four part purchase order/vouchers
- 1099 forms for non-corporate vendors
- Miscellaneous office supplies (pens, pencils, paper, etc.)

440-6050 – PROFESSIONAL DEVELOPMENT - \$1,000

Fees for conferences, seminars, training and Annual New England Government Finance Officers Association.

440-6065 – PURCHASED SERVICES - \$31,450

The average cost for ADP's payroll service is currently \$2,450 per month including annual W-2's and all tax reporting and InfoLink GL biweekly processing. This also includes processing of retirees payments and direct deposits and accrued leave calculations. ADP has implemented the reporting for the Affordable Care Act in 2015.

SUPPLEMENTAL INFORMATION
FY2017 – 2018

440 – TOWN TREASURER – (cont'd):

440-6070 – TRAVEL - \$100

Business related travel for Treasurer and staff.

440-6075 – TOOLS & EQUIPMENT - \$200

Appropriation for any small equipment that may need to be replaced within the department.

TOTAL REQUESTED BUDGET \$219,671

**TOWN OF CHARLESTOWN
FISCAL YEAR 2018**

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.450.5005.000	Tax Assessor Salary	\$81,986.84	\$83,627.00	\$41,813.33	\$85,299	\$85,299	\$85,299	\$85,299
01.450.5005.002	Tax Assessor Longevity	\$8,198.58	\$8,363.00	\$4,181.32	\$8,530	\$8,530	\$8,530	\$8,530
01.450.5010.000	Tax Assessor Wages	\$37,587.42	\$38,562.00	\$19,281.21	\$43,935	\$43,935	\$39,537	\$39,537
01.450.5010.003	Tax Assessor Emp Longevity	\$0.00	\$964.00	\$482.04	\$1,318	\$1,318	\$1,186	\$1,186
01.450.5015.000	Tax Assessor Part-Time Wages	\$18,381.60	\$18,353.00	\$8,792.28	\$18,812	\$18,812	\$18,812	\$18,812
01.450.5025.000	Tax Assessor Overtime Wages	\$249.75	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.450.6015.000	Dues & Subscriptions	\$844.02	\$1,730.00	\$247.44	\$1,730	\$1,730	\$1,480	\$1,480
01.450.6020.000	Operating Supplies	\$1,128.08	\$1,450.00	\$154.46	\$1,450	\$1,450	\$1,450	\$1,450
01.450.6050.000	Professional Development	\$582.50	\$1,400.00	\$0.00	\$1,400	\$1,400	\$1,400	\$1,400
01.450.6055.000	Professional Services	\$0.00	\$500.00	\$800.00	\$500	\$500	\$500	\$500
01.450.6075.000	Tools/Equipment	\$110.84	\$300.00	\$0.00	\$300	\$300	\$300	\$300
		\$149,069.58	\$185,248.00	\$75,662.08	\$163,274	\$163,274	\$158,494	\$158,494
01.455.5005.000	GIS Salary	\$69,872.73	\$70,989.00	\$35,491.69	\$74,213	\$74,213	\$74,213	\$74,213
01.455.5005.002	GIS Longevity	\$3,082.30	\$3,549.00	\$1,774.63	\$4,082	\$4,082	\$4,082	\$4,082
01.455.5018.000	Intern	\$8,545.00	\$10,500.00	\$6,412.50	\$15,000	\$15,000	\$12,000	\$12,000
01.455.6015.000	Dues & Subscriptions	\$0.00	\$200.00	\$195.00	\$200	\$200	\$200	\$200
01.455.6020.000	Operating Supplies	\$2,687.58	\$3,000.00	\$2,013.00	\$4,600	\$4,600	\$4,600	\$4,600
01.455.6050.000	Professional Development	\$1,036.80	\$1,200.00	\$1,036.69	\$0	\$0	\$1,200	\$1,200
01.455.6055.000	Professional Services	\$99.00	\$3,500.00	\$3,500.00	\$3,500	\$3,500	\$3,500	\$3,500
01.455.6070.000	Travel Expense	\$0.00	\$100.00	\$63.72	\$100	\$100	\$100	\$100
01.455.6075.000	Tools/Equipment	\$1,116.57	\$2,000.00	\$398.00	\$1,600	\$1,600	\$1,600	\$1,600
		\$86,439.98	\$95,032.00	\$50,885.29	\$108,295	\$108,295	\$101,485	\$101,495
01.460.5005.000	Tax Collector Salary	\$58,653.59	\$62,237.00	\$30,615.39	\$64,507	\$64,507	\$64,507	\$64,507
01.460.5005.002	Tax Collector Longevity	\$6,003.14	\$6,224.00	\$3,061.50	\$6,451	\$6,451	\$6,451	\$6,451
01.460.5010.000	Tax Collector Wages	\$33,097.50	\$36,479.00	\$0.00	\$36,923	\$36,923	\$36,923	\$36,923
01.460.5010.003	Tax Collector Emp Longevity	\$863.67	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.460.6015.000	Dues & Subscriptions	\$115.00	\$115.00	\$0.00	\$115	\$115	\$115	\$115
01.460.6020.000	Operating Supplies	\$4,487.23	\$5,000.00	\$22.90	\$9,000	\$9,000	\$9,000	\$9,000
01.460.6050.000	Professional Development	\$25.00	\$1,000.00	\$87.00	\$1,000	\$1,000	\$1,000	\$1,000
01.460.6070.000	Travel Expense	\$0.00	\$200.00	\$0.00	\$200	\$200	\$200	\$200
01.460.6075.000	Tools/Equipment	\$0.00	\$100.00	\$0.00	\$100	\$100	\$100	\$100
		\$108,245.18	\$111,355.00	\$33,786.79	\$118,296	\$118,296	\$118,296	\$118,296

SUPPLEMENTAL INFORMATION
FY2017-2018

450 - TAX ASSESSOR:

450-5005 SALARY - \$ 91,990

Fiscal Year Salary -	\$	85,299.00	CPMA Grade 6D	
Longevity -		8,530.00	26 years employment - 10%	<i>Per CPMA Employment Agreement</i>
Total	\$	<u>93,829.00</u>		

450-5010 WAGES - \$ 45,253 *

Assessor's Clerk				
<i>CURRENT POSITION</i>				
New Fiscal Year Salary -	\$	39,537.00	Teamster Position Grade	
Longevity -		1,186.11	6 years employment - 3%	<i>per Teamsters Agreement</i>
Total	\$	<u>40,723.11</u>		

450-5015 PART-TIME WAGES - \$18,353

Assessor's Part-time Clerk

New Fiscal Year Salary -	\$	18,812.00	Part-time Position - 19.5 hours/wk – <i>Wage increase is equal to Teamster Contract ratification</i>	
Total	\$	<u>18,812.00</u>		

SUPPLEMENTAL INFORMATION
FY2017-2018

450 - TAX ASSESSOR (cont'd):

450-6015 - DUES & SUBSCRIPTIONS - \$ 1,730

RIAAO	\$	175
NRAAO	\$	35
NADA Price Guides	\$	500
SketchUP membership upgrade	\$	600
IAAO membership	\$	200
RIAAO membership	\$	35
NRAAO membership	\$	35
Ri Vehicle Value	\$	150
		<u>\$ 1,730</u>

The cost of dues represents those organizations that the Tax Assessor maintains active membership for the enhancement of professional techniques and assessment administration.

450-6020 OPERATING SUPPLIES - \$1,450

Printer Toner	\$	800
General Office Supplies	\$	600
Repairs & Maintenance	\$	50
		<u>\$ 1,450</u>

This value is based on the cost of materials needed to maintain present equipment and procedures.

SUPPLEMENTAL INFORMATION
FY2017-20118

450 - TAX ASSESSOR (cont'd):

450-6070 TRAVEL EXPENSES - \$ 0

Town vehicle assigned

450-6075 SMALL TOOLS & EQUIPMENT - \$ 300

Replacement Measuring Devices	\$ 50
Replacement Camera/Supplies	250

TOTAL REQUESTED BUDGET - \$ 158,494

**SUPPLEMENTAL INFORMATION
FY2017 – 2018**

455 - GIS:

455-5005 SALARY - \$78,295

New Fiscal Year Salary-	\$ 74,213	CPMA Grade 5C
Longevity -	\$ 4,082	11 years employment – 5.5%
Total	\$ 78,295	

455-5005.002-GIS INTERN – 15,000

To be shared with Wastewater \$12,000

The intern will provide assistance to the GIS Office and Wastewater Office on large projects as well as some in office work. Over the past few years the amount of environmental related projects requested of these two offices have greatly increased. Having interns to provide assistance over past few years has proven to be very helpful and productive.

455-6015 - DUES & SUBSCRIPTIONS - \$ 200

GIS professional license fee \$ 200

The cost of dues represents those organizations that the GIS Professional maintains active membership for the enhancement of professional techniques and GIS administration. The cost related to the subscriptions is to maintain professional status as well as remaining current to the new concepts in the ever changing and improving GIS technology.

455-6020 OPERATING SUPPLIES - \$ 4,600

Plotter Paper Rolls 24", 36" & 42"	\$ 600
Plotter Ink HP T2300	\$ 600
Plotter Ink HP DJ5500	\$ 800
Repairs & Maintenance	\$ 800
GPS and Survey Equipment	\$ 800
Drone software/maintenance & upgrades	\$ 1,000

This value is based on the cost of those materials needed to maintain present equipment and procedures.

**SUPPLEMENTAL INFORMATION
FY2017 – 2018**

455-6050 PROFESSIONAL DEVELOPMENT \$1,200

To attend GIS conference.

455-6055 PROFESSIONAL SERVICE \$3,500

Web-GIS upgrades and enhancements \$ 2,000

GIS requested software enhancements \$ 1,500

455-6070 TRAVEL EXPENSES \$100

Travel Expenses \$ 100

Travel costs for meetings, education sessions and property inspections when not using a Town vehicle.

450-6075 SMALL TOOLS & EQUIPMENT - \$1,600

Measuring Devices \$ 500

Camera/Supplies \$ 300

Misc. Office Equipment \$ 800

TOTAL REQUESTED BUDGET - \$ 101,495

SUPPLEMENTAL INFORMATION
FY 2017 – 2018

460 - TAX COLLECTOR:

460-5005 - SALARY - \$70,958

Tax Collector

2018 Salary \$ 64,507

Longevity \$ 6,451

\$ 70,958

To conditionally fo to 3A on 1/1/2017
Original DOH 8/22/90, FT7/1/1992

460-5010 - WAGES - \$36,923

Tax Collector's Clerk Current Salary \$ 36,479

460-5025 - OVERTIME WAGES - \$0

This will allow for approximately 0 Hrs. of overtime @ \$00.00 per hour, based on Clerk's salary.

460-6015 - DUES/SUBSCRIPTIONS - \$115

Dues and subscription fees for Tax Collector's associations - Northeast Regional Tax Collector's & Treasurer's Association (\$30), RIGFOA \$55) and Rhode Island Tax Collector's Association (\$30).

SUPPLEMENTAL INFORMATION
FY 2017 – 2018

460 - TAX COLLECTOR (cont'd):

460-6020 - OPERATING SUPPLIES - \$9,000

This account is used to purchase the paper and envelopes for the annual Tax Bills. I am asking for a \$4,000 increase this year because we will need to purchase envelopes to put in with the Bills which will have the Lockbox address on them. We are only putting one envelope in with the Tax Bills in an effort to save money and conserve. In discussing the Lockbox issue and the providing of envelopes, I feel if we provide one envelope, it will take care of those bills which are paid in full in the 1st quarter (anything under \$100) as well as those bills where people choose to pay in full. We will also have additional fees with the software company. There is an \$1,185 one-time set up fee. And in an effort to make getting their bills easier, Vision will put a PDF copy of the bill online which will cost \$1,751. We have received many calls from taxpayers and tax services asking for the ability to print the bill so they can include the stub with their payment. Operating Supplies is also used to purchase paper for delinquent notices, letterhead, business cards, folders, storage materials, window and regular #10 envelopes, calculator and computer supplies (paper, toner cartridges, adding machine rolls and ribbon) along with any other miscellaneous office supplies we need to operate on a daily basis.

460-6050 – PROFESSIONAL DEVELOPMENT - \$1,000

Annual Northeast Regional Tax Collectors & Treasurers Association Conference, request includes travel expenses to the 29th Annual Conference will be held in Narragansett, Rhode Island. I have been unable to attend the past two years due to staffing issues. I hope this year I will be able to attend. I did help to arrange the facilities and it is being held so close, it would be a shame to miss out on the opportunities I am sure will be present at the Conference. The site varies in an effort to attract more participants. The conference fees include lodging and meals. The dates are usually in early to mid-September or late August. If unable to attend the NRTCTA Conference, the funds will be used for other professional development, such as Microsoft Office, Vision or any other courses needed for my department.

460-6070 - TRAVEL EXPENSE - \$200

Mileage reimbursement for personal car usage while making bank runs for change, seminars and meetings, as well as conference attendance.

460-6075 - SMALL TOOLS & EQUIPMENT - \$100

This line item provides for filing and organizing as well as other equipment needed by this department.

TOTAL REQUESTED BUDGET - \$118,296

TOWN OF CHARLESTOWN
FISCAL YEAR 2018

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.470.5005.000	Town Clerk Salary	\$68,481.22	\$69,866.00	\$34,933.08	\$71,263	\$71,263	\$71,263	\$71,263
01.470.5005.002	Town Clerk Longevity	\$4,794.66	\$5,240.00	\$2,620.02	\$5,701	\$5,701	\$5,701	\$5,701
01.470.5010.000	Town Clerk Wages	\$117,778.36	\$122,591.00	\$50,583.66	\$126,512	\$126,512	\$87,868	\$87,868
01.470.5010.003	Town Clerk Emp. Longevity	\$3,565.57	\$4,296.00	\$2,147.99	\$4,393	\$4,393	\$4,393	\$4,393
01.470.5025.000	Town Clerk Overtime Wages	\$110.23	\$1,000.00	\$0.00	\$1,000	\$1,000	\$1,000	\$1,000
01.470.6015.000	Dues & Subscriptions	\$753.00	\$800.00	\$490.00	\$905	\$905	\$905	\$905
01.470.6020.000	Operating Supplies	\$2,708.47	\$2,000.00	\$970.51	\$2,000	\$2,000	\$2,000	\$2,000
01.470.6050.000	Professional Development	\$572.25	\$1,390.00	\$1,378.70	\$1,390	\$1,390	\$1,390	\$1,390
01.470.6060.000	Printing & Binding	\$599.70	\$900.00	\$460.00	\$960	\$960	\$960	\$960
01.470.6065.000	Purchased Services	\$17,809.77	\$15,000.00	\$7,383.54	\$15,000	\$15,000	\$15,000	\$15,000
01.470.6075.000	Tools/Equipment	\$139.42	\$450.00	\$49.99	\$450	\$450	\$450	\$450
		\$217,912.65	\$223,533.00	\$101,017.48	\$229,574	\$229,574	\$190,930	\$190,930
01.480.5005.000	Town Planner Salary	\$70,186.69	\$74,273.00	\$36,378.94	\$76,068	\$76,068	\$76,068	\$76,068
01.480.5010.000	Town Planner Wages	\$37,175.22	\$38,562.00	\$19,281.21	\$39,537	\$39,537	\$39,537	\$39,537
01.480.5010.002	Town Planner Emp Longevity	\$0.00	\$0.00	\$0.00	\$988	\$988	\$988	\$988
01.480.5025.000	Town Planner Overtime Wages	\$1,149.63	\$2,000.00	\$605.12	\$2,000	\$2,000	\$2,000	\$2,000
01.480.6015.000	Dues & Subscriptions	\$3,511.90	\$4,000.00	\$3,415.00	\$4,000	\$4,000	\$4,000	\$4,000
01.480.6020.000	Operating Supplies	\$1,258.01	\$1,200.00	\$181.87	\$900	\$900	\$900	\$900
01.480.6050.000	Professional Development	\$456.60	\$2,000.00	\$418.32	\$2,000	\$2,000	\$2,000	\$2,000
01.480.6065.000	Purchased Services	\$0.00	\$500.00	\$275.00	\$1,800	\$1,800	\$1,800	\$1,800
01.480.6075.000	Tools/Equipment	\$0.00	\$100.00	\$0.00	\$100	\$100	\$100	\$100
		\$113,798.05	\$122,835.00	\$60,553.46	\$127,389	\$127,389	\$127,389	\$127,389
01.490.4920.000	Miscellaneous Supplies	\$6,517.58	\$9,000.00	\$3,447.86	\$8,000	\$8,000	\$8,000	\$8,000
01.490.4925.000	Communications	\$41,999.65	\$44,000.00	\$17,798.10	\$44,000	\$44,000	\$44,000	\$44,000
01.490.4935.000	Advertising	\$28,185.32	\$50,000.00	\$10,669.47	\$35,000	\$35,000	\$35,000	\$35,000
01.490.4945.000	Postage	\$23,852.05	\$23,000.00	\$12,737.52	\$23,000	\$23,000	\$23,000	\$23,000
01.490.4950.000	Computer Maint & Upgrades	\$95,039.09	\$118,500.00	\$54,284.71	\$118,500	\$118,500	\$118,500	\$118,500
01.490.4955.000	Pool Vehicle Maintenance	\$9,201.43	\$18,000.00	\$3,677.22	\$18,000	\$18,000	\$18,000	\$18,000
01.490.4970.000	Equipment Rental/Leases	\$12,192.41	\$13,600.00	\$5,599.06	\$13,600	\$13,600	\$13,600	\$13,600
01.490.4980.000	Codification Update	\$1,574.16	\$8,000.00	\$1,668.60	\$8,000	\$8,000	\$4,000	\$4,000
01.490.4985.000	Bank Charges	\$1,266.87	\$1,400.00	(\$275.00)	\$1,400	\$1,400	\$400	\$400
01.490.5010.000	Town Hall Clerk	\$0.00	\$0.00	\$0.00	\$0	\$0	\$38,644	\$38,644
01.490.6065.000	Purchased Services	\$242.00	\$1,000.00	\$0.00	\$1,000	\$1,000	\$1,000	\$1,000
		\$220,070.56	\$286,500.00	\$109,607.54	\$270,300	\$270,300	\$304,144	\$304,144

SUPPLEMENTAL INFORMATION
FY2017-2018

470 - PUBLIC RECORDS

470-5005 - SALARY - \$76,964

FY 2017-2018 Base Salary -	\$71,263	(grade 4D)
Longevity -	<u>\$ 5,701</u>	(15 yrs employment)
Total	\$76,964	

470-5010 - WAGES - \$92,261

Deputy Town Clerk

FY 2017-2018 Base Salary -	\$43,934	
Longevity -	<u>\$ 4,393</u>	(19 yrs employment)
Total -	\$48,327	

Deputy Town Clerk

FY 2017-2018 Base Salary -	\$43,934	
Longevity -	<u>\$ 0</u>	(4 yrs employment)
Total -	\$43,934	

470-5015 - PART TIME WAGES - \$0

SUPPLEMENTAL INFORMATION
FY2017-2018

470-5025 - OVERTIME WAGES - \$1,000

Per the Teamsters Local 251 contract, there is a 4-hour minimum at time and one-half for the full time staff in the bargaining unit. This figure provides for attendance of a Deputy at meetings/workshops and at an election/town financial referendum (We will be holding a minimum of 2 Local Elections during this fiscal year.)

470-6015 – DUES/SUBSCRIPTIONS - \$905

RI City & Town Clerk's Association - \$150

NE Association of City and Town Clerks - \$105

International Institute of Municipal Clerks Association - \$150

Subscription – Westerly Sun - \$420

Notary Public renewal (Tara) - \$80

It is important for the Town Clerk to maintain membership in these professional organizations to enhance practices and procedures in the Town Clerk's Office. The subscription to the Westerly Sun is maintained because the office verifies the legal ads placed for Probate and Council meetings.

470-6020 - OPERATING SUPPLIES - \$2,000

Supplies for the operation of Town Clerk's office: Probate folders, toner cartridges, archival envelopes for plat maps, tape recording cassettes, receipt paper, 3 hole punch archival land evidence paper, binders for Board/Commission minutes, general office supplies.

470-6050 – PROFESSIONAL DEVELOPMENT - \$1,390

Attendance at quarterly Town Clerk meetings and education seminars - both are required for education credit for certification for the Town Clerk as a Master Municipal Clerk (\$30 each for the Town Clerk and 1 Deputy).

In a continued pursuit to obtain "Professional Contribution" points for certification as a Master Municipal Clerk (MMC), I have committed to serve a two year term as a member of the New England Municipal Clerk Institute and Academy Board of Directors, from July 9 – 16, 2017 at Plymouth State University in Plymouth, NH. While a request for registration fees are not necessary in this year's budget, mileage to and from the program are included in the amount of \$250.

\$900 is earmarked for the New England City and Town Clerk's Association Annual Conference to be held in Tolland, CT in November of 2017. (\$200 – registration, \$600 – hotel, \$100 - mileage)

470-6060 - PRINTING AND BINDING - \$ 960

Purchase of Council Minutes Book - \$400, and Tax Books - \$460, letterhead, receipt books \$100

SUPPLEMENTAL INFORMATION
FY2017-2018

470-6065 - PURCHASED SERVICES - \$ 15,000

Processing of Land Evidence records and plat maps. Microfilming of Probates, Town Council Minutes, and Honorable Discharges. This amount is offset by the revenues taken in by land evidence recording and probates.

470-6075 - TOOLS AND EQUIPMENT - \$ 450

Miscellaneous office equipment upgrades and/or repairs.

TOTAL REQUESTED BUDGET: \$190,930

SUPPLEMENTAL INFORMATION
FY 2017– 2018

480 – TOWN PLANNER:

<u>480-5005 – SALARIES - \$76,068</u>	(CPMA 5D)
FY17 Salary - \$72,757	(CPMA 5C)

480-5010 – WAGES - \$40,525

Planning Clerk Wages:

FY18 Salary -	\$39,537
FY18 Longevity	988

FY17 Salary -	\$38,562
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The Planning Department Clerk serves as primary support for the Town Planner as well as the Planning Commission. The clerical position for the Planning Department has a set of responsibilities that are additional to the standard clerical position. The Planning Department Clerk is responsible for the collection and assembly of all material that is provided to the Planning Commission for their meetings, and for proper notice and advertisement as required by local and state regulations relating to land development. The Clerk is also required to attend those meetings and create and manage the minutes.

480-5025 – OVERTIME WAGES - \$2,000

The Planning Commission sets the number of meetings. There is a minimum of two meetings scheduled a month. The overtime requested is to cover the Planning Clerk for 24(+/-) Planning Commission regular meetings and workshop meetings. There is always the possibility that a large application or time consuming project will come before the Commission, or the Clerk will be asked to support another board or ad-hoc committee's meetings, in which case additional time will be required.

480-6015 – DUES & SUBSCRIPTIONS - \$4,000

American Planning Association National and Rhode Island Chapter dues and membership dues for the American Institute of Certified Planners (AICP) (\$450); professional journals; Planning Advisory Service/research materials for the department (\$550); and membership dues for the Washington County Regional Planning Commission (\$3,000).

SUPPLEMENTAL INFORMATION
FY 2017 – 2018

480 – TOWN PLANNER (cont'd):

480-6020 – OPERATING SUPPLIES - \$900

Stationary, paper and labels; binders, notebooks and filing supplies; highlighters, pens and pencils; dvds and tapes; boxes for storage; and other miscellaneous office equipment used by the Planning Department.

480-6050 – PROFESSIONAL DEVELOPMENT - \$2,000

Conference attendance fees and training sessions including the APA Southern New England Planning Conference; GrowSmart training sessions (including attendance by Planning Commission members); and other various professional development opportunities in Rhode Island and the New England area. Ongoing professional development is necessary in the community planning field and representation at various professional events in the region is an asset to the Town of Charlestown.

480-6065 – PURCHASED SERVICES - \$1,800

Procurement of stenographic services and professional consultant review services, principally for subdivision and land development applications under review by the Planning Commission. The stenographer's appearance fee is covered by the Planning Department. There may be related expenses such as purchasing the transcripts created, or there may be a need for professional services related to a Town or Planning Department project. It is assumed that a stenographer will be required at about six regular meetings at an expense of \$275 per meeting.

480-6075 – TOOLS and EQUIPMENT - \$100

Miscellaneous small tools and equipment such as batteries, as well as repairs to existing office equipment and purchase of equipment and software which may need to be replaced within the department.

TOTAL REQUESTED BUDGET - \$127,393

SUPPLEMENTAL INFORMATION
FY 2017- 2018

490- CENTRAL SERVICES:

490-4920 - MISCELLANEOUS SUPPLIES - \$8,000

Purchase paper for all copiers in Town Hall, as well as toner and all other miscellaneous items pertaining to copy machines. Fax machine paper, toner, and printer cartridges for municipal purposes. Also covers cost of water for all Town facilities.

490-4925 – COMMUNICATIONS - \$44,000

Monthly telephone expenses for all areas except new police department. Includes pagers, radio communications, repairs to radios, etc. Increased Internet Bandwidth from 10/2 MB (upload/download) to 25/15 MB, at the Town Hall and Police Station. This increase speed will allow greater functionality for daily use and enhanced speed and productivity with nightly cross-platform back-ups and data exchanges from the Town Hall and Police Station.

490-4935 - ADVERTISING - \$35,000

Expenses related to all legal advertising, job applicants, probate advertising, bid advertising, etc. Due to the recent charter amendments, the town will be required to go out to bid for services and equipment over \$5,000.

490-4945 - POSTAGE - \$23,000

Cost for all postage inclusive of the mailing of tax bills (includes delinquent notices).

SUPPLEMENTAL INFORMATION
FY 2017- 2018

490 - CENTRAL SERVICES (cont'd):

490-4950 - COMPUTERS & MAINTENANCE - \$118,500

Purchase of computer hardware purchases, upgrades and maintenance along with software maintenance contracts for all departments (except for police computer maintenance is budgeted separately).

Computer Hardware	20,000
Consultants	9,000
Software Purchases	6,500
Software Maintenance Agreements	
Vision Government Software:	
CAMA Software (Licensing & Support)	7,200
CAMA GIS Online Modeling	2,000
CAMA Data Web Hosting	4,000
Tax Admin	3,600
Tax Collection	3,600
Building Official	2,700
Tyler Technologies	15,800
Gilbarco - Gasboy	250
Avenet - GovOffice - Town Webpage	700

Town Clerk Software

8G

Probate, Dog License, Business License	2,000
Boat Mooring	500
Accela / IQM2 GIS	10,200
ESRI ArcGIS & ArcView	4,700
MapInfo	1,000
WebGIS	3,500
Emergency Communications Network Inc	6,000
CapturePoint	1,500
Curia Systems Computer Networks	5,600
ESTS Antivirus	650
Veeva Backup Support	1,500
GoDaddy webmail SSL certificate	1,000
Barracuda Email Archiver	2,500
Barracuda Spam Filter	2,500
	<hr/>
	83,000
Total	<u><u>118,500</u></u>

SUPPLEMENTAL INFORMATION
FY 2017- 2018

490 - CENTRAL SERVICES (cont'd):

490-4955 - POOL VEHICLE MAINTENANCE - \$18,000

Gasoline usage and general repairs for six vehicles used by Town Hall staff, including Recreation, Tax Assessor, Building Official, Town Planner and Animal Control Officer.

490-4970 - EQUIPMENT LEASE/RENTAL - \$13,600

Lease payments for postage machine and meter and two copy machines (excludes police copy machine). Increase due to average historical costs and allowable contractual rate increases up to 10% annually.

490-4980 - CODIFICATION UPDATE - \$4,000

Ordinances approved by Council and sent to General Code for inclusion in the Town Code of Ordinances and Planning records.

490-4985 - BANK CHARGES - \$400

Monthly investment account fees.

490-5010 - TOWN HALL CLERK

FY 2017-2018 Base Salary	\$38,644
Longevity	\$ 0 (4 yrs employment)
Total	\$38,644

490-6065- PURCHASED SERVICES - \$1,000

This line item funds document shredding expense for municipal departments last done in FY2016.

TOTAL REQUESTED BUDGET \$304,144

TOWN OF CHARLESTOWN
FISCAL YEAR 2018

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.510.4925.000	Communications	\$15,467.68	\$15,000.00	\$7,379.26	\$15,000	\$15,000	\$15,000	\$15,000
01.510.4945.000	Postage	\$192.00	\$450.00	\$0.00	\$450	\$450	\$450	\$450
01.510.4950.000	Computer Maintenance	\$36,870.00	\$25,000.00	\$3,106.67	\$25,000	\$25,000	\$25,000	\$25,000
01.510.4970.000	Equipment Rental/Leases	\$5,200.12	\$5,100.00	\$2,093.79	\$5,100	\$5,100	\$5,100	\$5,100
01.510.4975.000	Equipment Maint/Contracts	\$23,944.92	\$40,848.00	\$33,973.99	\$43,096	\$43,943	\$43,943	\$43,943
01.510.5000.000	Police Chief Salary	\$88,843.04	\$90,620.00	\$45,309.94	\$92,432	\$92,432	\$92,432	\$92,432
01.510.5000.002	Police Chief Longevity	\$0.00	\$0.00	\$0.00	\$2,311	\$2,311	\$2,311	\$2,311
01.510.5005.000	Police Salaries	\$1,236,406.27	\$1,284,438.00	\$607,006.70	\$1,312,008	\$1,312,008	\$1,312,008	\$1,312,008
01.510.5005.002	Police Longevity	\$84,058.86	\$94,324.00	\$42,169.57	\$94,822	\$94,822	\$94,822	\$94,822
01.510.5010.000	Dispatch Wages	\$151,243.64	\$173,021.00	\$95,472.13	\$180,760	\$180,760	\$180,760	\$180,760
01.510.5010.001	Police Secretary Wages	\$40,143.94	\$40,182.00	\$20,091.11	\$41,157	\$41,157	\$41,157	\$41,157
01.510.5010.002	Dispatch Non-Pension Wages	\$3,754.89	\$0.00	\$1,400.63	\$0	\$0	\$0	\$0
01.510.5010.003	Dispatcher Longevity Pay	\$8,434.63	\$9,843.00	\$4,809.87	\$10,040	\$10,040	\$10,040	\$10,040
01.510.5010.006	Police Sec Longevity Wages	\$3,917.05	\$4,018.00	\$2,009.15	\$4,216	\$4,216	\$4,216	\$4,216
01.510.5010.007	Accreditation Admin Assistant	\$10,648.70	\$14,280.00	\$6,817.50	\$15,000	\$15,000	\$15,000	\$15,000
01.510.5012.000	Police Custodians Wages	\$19,718.92	\$30,430.00	\$7,521.92	\$31,042	\$31,042	\$31,042	\$31,042
01.510.5025.000	Police Overtime Wages	\$247,761.37	\$235,000.00	\$131,413.88	\$235,000	\$235,000	\$235,000	\$235,000
01.510.5025.001	Dispatcher Overtime Wages	\$29,105.77	\$15,000.00	\$16,647.85	\$15,000	\$15,000	\$15,000	\$15,000
01.510.5025.002	Police Sec Overtime Wages	\$597.15	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.510.5030.000	Police Holiday Pay	\$74,584.43	\$88,977.00	\$46,990.20	\$90,540	\$90,540	\$90,540	\$90,540
01.510.5030.001	Dispatcher Holiday Pay	\$15,596.68	\$12,169.00	\$8,686.49	\$12,713	\$12,713	\$12,713	\$12,713
01.510.5035.000	Police Temporary Pay	\$910.00	\$0.00	\$6,647.32	\$0	\$0	\$0	\$0
01.510.5035.001	Dispatcher Temporary Pay	\$26,560.63	\$22,000.00	\$0.00	\$22,000	\$22,000	\$22,000	\$22,000
01.510.5040.000	Police Detail Pay	\$530.10	\$0.00	\$6,277.50	\$0	\$0	\$0	\$0
01.510.5040.001	Police Detail Reserves-W/Comp	\$14,059.96	\$0.00	(\$13,880.70)	\$0	\$0	\$0	\$0
01.510.5060.000	Police Court Time	\$2,118.18	\$0.00	\$1,265.87	\$0	\$0	\$0	\$0
01.510.5070.000	Police Uniforms	\$29,099.00	\$29,750.00	\$15,628.00	\$29,750	\$29,750	\$29,750	\$29,750
01.510.5075.000	Police Training	\$1,128.66	\$1,000.00	\$987.83	\$1,000	\$1,000	\$1,000	\$1,000
01.510.6005.000	Police Training	\$9,146.26	\$11,000.00	\$1,910.52	\$11,000	\$11,000	\$11,000	\$11,000
01.510.6010.000	Police Tuition Reimbursement	\$3,895.95	\$4,000.00	\$0.00	\$4,000	\$4,000	\$4,000	\$4,000
01.510.6015.000	Dues & Subscriptions	\$1,885.95	\$1,500.00	\$556.20	\$1,500	\$1,500	\$1,500	\$1,500
01.510.6020.000	Operating Supplies	\$7,292.62	\$10,000.00	\$3,647.50	\$11,000	\$11,000	\$11,000	\$11,000
01.510.6025.000	Operating Supply/Vehicle	\$48,915.12	\$70,000.00	\$16,112.44	\$95,200	\$95,200	\$95,200	\$95,200
01.510.6040.000	Maintenance & Repairs	\$29,392.08	\$44,000.00	\$12,828.00	\$44,000	\$44,000	\$35,000	\$35,000
01.510.6045.000	Police Maintenance Supplies	\$3,641.34	\$3,500.00	\$1,740.11	\$3,500	\$3,500	\$3,500	\$3,500
01.510.6050.000	Professional Development	\$279.35	\$1,000.00	\$425.14	\$1,000	\$1,000	\$1,000	\$1,000
01.510.6052.000	Police Accreditation	\$1,500.00	\$2,000.00	\$2,000.00	\$2,000	\$2,000	\$2,000	\$2,000
01.510.6055.000	Professional Services	\$4,206.40	\$0.00	\$1,156.00	\$0	\$0	\$0	\$0
01.510.6065.000	Purchased Services	\$15,194.09	\$14,700.00	\$5,972.94	\$14,700	\$14,700	\$16,000	\$16,000
01.510.6065.006	Police Trash Removal	\$4,549.96	\$0.00	\$1,788.96	\$0	\$0	\$0	\$0
01.510.6070.000	Travel Expense	\$10.00	\$500.00	\$85.00	\$350	\$350	\$350	\$350
01.510.6075.000	Tools/Equipment	\$10,407.10	\$14,500.00	\$6,272.96	\$14,500	\$14,500	\$14,500	\$14,500
01.510.6155.000	Repairs & Maint - Facility	\$16,147.97	\$14,000.00	\$7,001.73	\$15,000	\$15,000	\$15,000	\$15,000
01.510.6195.000	Utilities	\$45,850.65	\$72,000.00	\$31,830.14	\$75,250	\$75,250	\$75,250	\$75,250
		\$2,372,981.43	\$2,494,150.00	\$1,192,764.07	\$2,571,837	\$2,572,184	\$2,564,484	\$2,564,484

SUPPLEMENTAL INFORMATION
FY 2017-2018

510-5000	ADMINISTRATION	\$94,743
2018 Salary	\$92,432	
Longevity	\$ 2,311	

510-5005 Salaries **\$1,406,830**

The Police Department is made up of both sworn and civilian personnel. The salaries of the police officers, dispatchers and the police are all set by collective bargaining agreements.

<u>Rank</u>	<u>Salary</u>	<u>Longevity</u>	<u>TOTAL WAGES</u>
Lieutenant	\$80,420.77	\$8,042.08	\$88,462.85
Lieutenant	\$80,420.77	\$8,042.08	\$88,462.85
Sergeant	\$73,435.12	\$6,978.34	\$80,411.46
Sergeant	\$73,435.12	\$6,809.16	\$80,044.28
Sergeant	\$73,435.12	\$6,241.99	\$79,677.11
Detective	\$69,371.46	\$6,937.15	\$76,308.61
Detective	\$69,371.46	\$4,509.14	\$73,880.60
Detective	\$68,515.05	\$2,740.60	\$71,255.65
Patrolman	\$66,459.08	\$6,645.91	\$73,104.99
Patrolman	\$66,459.08	\$6,645.91	\$73,104.99
Patrolman	\$66,459.08	\$6,645.91	\$73,104.99
Patrolman	\$66,459.08	\$5,316.73	\$71,775.81
Patrolman	\$66,459.08	\$4,652.14	\$71,111.22
Patrolman	\$66,459.08	\$4,319.84	\$70,778.92
Patrolman	\$65,602.66	\$3,936.16	\$69,538.82
Patrolman	\$65,602.66	\$3,280.13	\$68,882.79
Patrolman	\$65,602.66	\$3,280.13	\$68,882.79
Patrolman	\$65,602.66	\$0.00	\$65,602.66
Patrolman	\$62,438.17	\$0.00	\$62,438.17
	\$1,312,008.16	\$94,821.38	\$1,406,829.54

SUPPLEMENTAL INFORMATION
FY 2017-2018

510-5030 Holiday Pay:

\$103,253

All Police Department personnel receive holiday pay in addition to their regular pay for each of 12 contract holidays with the exception of the Dispatchers who receive 13. If an officer is scheduled to work they get time and one half, in addition to their regular day's pay. If they are on a scheduled day off they get an extra day's pay. Based on the 4 days on/two days off work schedule they work on the average 2 out of every 3 holidays. This would make for 8 holidays at time and one half and 4 at straight time. (See Chart)

Police Rank	Salary	Hourly Rate	Daily Hours	Daily Rate	Holidays	Reg Holiday Rate	OT Rate	Daily Hours	Daily Rate	Holidays Work Days	OT Holiday Pay	Total Holiday Pay
Chief	92,432.00	44.4385	8	355.51	12	4,266.09	66.6577			8		4,266.09
Lieutenant	80,420.77	41.3143	8	330.51	4	1,322.06	61.9715	8	495.77	8	3,966.17	5,288.23
Lieutenant	80,420.77	41.3143	8	330.51	4	1,322.06	61.9715	8	495.77	8	3,966.17	5,288.23
Sergeant	73,435.12	37.7256	8	301.80	4	1,207.22	56.5884	8	452.71	8	3,621.66	4,828.88
Sergeant	73,435.12	37.7256	8	301.80	4	1,207.22	56.5884	8	452.71	8	3,621.66	4,828.88
Sergeant	73,435.12	37.7256	8	301.80	4	1,207.22	56.5884	8	452.71	8	3,621.66	4,828.88
Detective	69,371.46	35.6380	8	285.10	4	1,140.42	53.4570	8	427.66	8	3,421.25	4,561.66
Detective	69,371.46	35.6380	8	285.10	4	1,140.42	53.4570	8	427.66	8	3,421.25	4,561.66
Detective	68,515.05	35.1980	8	281.58	4	1,126.34	52.7970	8	422.38	8	3,379.01	4,505.35
Patrolman	66,459.08	34.1418	8	273.13	4	1,092.54	51.2127	8	409.70	8	3,277.61	4,370.15
Patrolman	66,459.08	34.1418	8	273.13	4	1,092.54	51.2127	8	409.70	8	3,277.61	4,370.15
Patrolman	66,459.08	34.1418	8	273.13	4	1,092.54	51.2127	8	409.70	8	3,277.61	4,370.15
Patrolman	66,459.08	34.1418	8	273.13	4	1,092.54	51.2127	8	409.70	8	3,277.61	4,370.15
Patrolman	66,459.08	34.1418	8	273.13	4	1,092.54	51.2127	8	409.70	8	3,277.61	4,370.15
Patrolman	66,459.08	34.1418	8	273.13	4	1,092.54	51.2127	8	409.70	8	3,277.61	4,370.15
Patrolman	65,602.66	33.7018	8	269.61	4	1,078.46	50.5528	8	404.42	8	3,235.38	4,313.84
Patrolman	65,602.66	33.7018	8	269.61	4	1,078.46	50.5528	8	404.42	8	3,235.38	4,313.84
Patrolman	65,602.66	33.7018	8	269.61	4	1,078.46	50.5528	8	404.42	8	3,235.38	4,313.84
Patrolman	65,602.66	33.7018	8	269.61	4	1,078.46	50.5528	8	404.42	8	3,235.38	4,313.84
Patrolman	62,438.17	32.0762	8	256.61	4	1,026.44	48.1142	8	384.91	8	3,079.31	4,105.75
Police Holiday Pay												90,539.85
Dispatchers												
Dispatchers	45,637.00	25.0753	8	200.60	4	802.41	37.6129	8	300.90	8	2,407.23	3,209.64
Dispatchers	45,637.00	25.0753	8	200.60	4	802.41	37.6129	8	300.90	8	2,407.23	3,209.64
Dispatchers	45,637.00	25.0753	8	200.60	4	802.41	37.6129	8	300.90	8	2,407.23	3,209.64
Dispatchers	43,849.00	24.0929	8	192.74	4	770.97	36.1393	8	289.11	8	2,312.91	3,083.89
Dispatchers Holiday Pay												12,712.79
Total Holiday Pay												<u>103,252.64</u>

SUPPLEMENTAL INFORMATION
FY 2017-2018

Dispatchers

510-5035 Temporary Pay **\$22,000**

This account is used to pay for part-time employees, to include part-time dispatchers and reserve officers.

510-5070 Uniforms through Payroll **\$29,750**

Clothing allowance for Police Officers per FOP contract.

510-5075 Training **\$1,000**

The Department has historically had an aggressive training program. Because of the nature of this Department, officers are continually trained in many different avenues of law enforcement. Having a small department, officers need to have job skills and proficiencies in many different areas. There are also mandatory training blocks required by both state and federal statute. Training also helps to reduce the potential liability of the Department in a lawsuit for inadequate or insufficient training. This account is for any salary related expenses.

510-6005 Training **\$11,000**

This account is for any training expenses that are non-salary related.

510-6010 Tuition Reimbursement **\$4,000**

This line item is used to reimburse officers for eligible college courses in Administration of Justice programs as provided for under the Police Officers Incentive Program. Rhode Island General Law 42-28.1-3 mandates that cities or towns reimburse for tuition and expenses for college courses.

1 Under graduate \$ 4,000

510-6015 Dues & Subscriptions **\$1,500**

This item is used for the payment of dues for department members to belong to professional organizations and associations as well as for the payment of professional journals, newsletters, manuals and law enforcement publications.

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

510-6020 Operating Supplies \$11,000

Purchase from this line allows the department to purchase all office supplies necessary for the department operations. New this year is the Outreach for Community Policing.

510-6025 Operating Supplies – Vehicles/Generator \$95,200

This line item is used for the purchase of such items as gasoline, diesel, tires, etc. The department used on average 1,400 gallons of gas per month, as well as approximately 300 gallons of diesel. Prices could change with current world oil market fluctuation.

Type	Per month	#of months	Price / gal	Total
Gas	1400	12	\$4.00	\$67,200
Diesel	300	12	\$4.15	\$14,940

The cruisers use an average of three sets of tires per year. They also use a set of snow tires. The department piggybacks the government price on tires and obtains them at half the normal price. The price is below what wholesalers pay for the product.

#of Cruiser Tires / Car	Total Tires	Est \$/tire	TOTAL
12	10	120	\$99.00 \$11,880.00

Supplies: Oil, Washer Fluid, etc \$1,180.00

510-6040 Police Cruiser Maintenance & Repair \$35,000

This item is used for the repair, maintenance and replacement of all of the vehicle equipment used by the department.

SUPPLEMENTAL INFORMATION
FY 2017-2018

510-6045 Maintenance Supplies **\$ 3,500**

This line is to be used for cleaning supplies and maintenance.

510-6050 Professional Development **\$ 1,000**

This line would be used for the Chief to attend a seminar presented by The Chiefs Association.

510-6052 Police Accreditation **\$ 2,000**

This item is to be used to gain accreditation for the police department.

510-6065 Purchased Services **\$16,000**

Dispatcher Uniform Allowance	\$	2,000
Police Secretary	\$	700
Uniform Cleaning	\$	8,000
Trash Service	\$	2,500
Professional Services	\$	1,500

510-6070 Travel **\$ 350**

This line is for the costs associated with Department members traveling to obtain training and/or continued education, which may not be available in the local area. Level funding is requested.

SUPPLEMENTAL INFORMATION
FY 2017-2018

510-6075 Tools and Equipment **\$14,500**

This line item allows the Department to purchase any equipment that it may need to function in the coming year.

Detective replacement/new updated equipment	\$ 2,250
Patrol Gear and Equipment	\$ 2,250
Ammunition	\$ 10,000

510-6165 Repairs & Maintenance **\$15,000**

Estimated expenses for the building:

Septic Cleaning	\$ 250
Generator	\$ 1,150
Heating/Cooling System	\$ 13,600

510-6195 Utilities **\$75,250**

Electricity	\$ 35,530
No. 2 Fuel Oil (13,000 gal @ \$3.00/gal)	\$ 39,000
Cable (60.00/mo. X 12 months)	\$ 720

TOTAL REQUESTED BUDGET: \$2,564,484

**TOWN OF CHARLESTOWN
FISCAL YEAR 2018**

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.520.5005.000	Building Inspector Salary	\$78,035.88	\$81,587.00	\$43,309.54	\$85,299	\$85,299	\$85,299	\$85,299
01.520.5005.002	Building Inspector Longevity	\$1,950.78	\$2,000.00	\$1,082.65	\$2,132	\$2,132	\$2,132	\$2,132
01.520.5010.000	Building Inspector Wages	\$78,789.66	\$80,588.00	\$40,294.28	\$80,739	\$82,404	\$82,404	\$82,404
01.520.5010.003	Building Inspector Emp Longevity	\$4,838.33	\$5,957.00	\$2,768.74	\$5,808	\$5,883	\$5,883	\$5,883
01.520.5015.000	Building Inspector Part-Time Field Inspector	\$15,212.57	\$26,000.00	\$7,183.63	\$26,000	\$26,000	\$26,000	\$26,000
01.520.5025.000	Building Inspector Overtime Wages	\$627.40	\$500.00	\$130.52	\$500	\$500	\$500	\$500
01.520.6015.000	Dues & Subscriptions	\$550.90	\$450.00	\$230.00	\$450	\$450	\$450	\$450
01.520.6020.000	Operating Supplies	\$1,089.93	\$1,400.00	\$653.65	\$1,400	\$1,400	\$1,400	\$1,400
01.520.6050.000	Professional Development	\$865.29	\$1,000.00	\$0.00	\$1,000	\$1,000	\$1,800	\$1,800
01.520.6070.000	Travel Expense	\$1,375.40	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.520.6075.000	Tools/Equipment	\$8.00	\$100.00	\$0.00	\$400	\$400	\$400	\$400
		\$183,844.14	\$199,622.00	\$95,647.01	\$208,728	\$208,468	\$206,268	\$208,268
01.530.5010.000	CFMA Wages	\$41,175.42	\$41,999.00	\$20,999.42	\$42,839	\$42,839	\$42,839	\$42,839
01.530.6005.000	Training Exercises Cost	\$940.10	\$1,000.00	\$73.85	\$1,000	\$1,000	\$1,000	\$1,000
01.530.6015.000	Dues & Subscriptions	\$250.00	\$250.00	\$150.00	\$250	\$250	\$250	\$250
01.530.6020.000	Operations/Communications & Supplies	\$4,120.73	\$4,930.00	\$2,191.61	\$4,950	\$4,950	\$4,950	\$4,950
01.530.6025.000	Operating Supplies/Vehicle	\$486.97	\$1,500.00	\$83.43	\$1,500	\$1,500	\$1,500	\$1,500
01.530.6040.000	Repairs & Maintenance	\$1,543.06	\$1,500.00	\$432.50	\$2,500	\$2,500	\$2,500	\$2,500
01.530.6050.000	Professional Development	\$0.00	\$1,000.00	\$0.00	\$1,000	\$1,000	\$1,000	\$1,000
01.530.6060.000	Printing & Binding	\$89.52	\$500.00	\$0.00	\$500	\$500	\$500	\$500
01.530.6065.000	Purchased Services & Uniforms	\$928.44	\$1,500.00	\$274.95	\$1,500	\$1,500	\$1,500	\$1,500
01.530.6070.000	Travel Expense	\$629.61	\$500.00	\$104.95	\$500	\$500	\$500	\$500
01.530.6073.000	Hazard Mitigation Plan	\$0.00	\$2,000.00	\$0.00	\$2,000	\$2,000	\$2,000	\$2,000
01.530.6075.000	Tools & Equipment	\$2,785.77	\$3,200.00	\$1,027.35	\$3,200	\$3,200	\$3,200	\$3,200
01.530.6082.000	EMA Special Project	\$1,965.51	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.530.6090.000	Grant Match Funding	\$0.00	\$4,000.00	\$0.00	\$4,000	\$4,000	\$4,000	\$4,000
		\$54,915.13	\$63,079.00	\$23,338.08	\$65,739	\$65,739	\$65,739	\$65,739
01.540.5005.000	ACO Salary	\$42,293.42	\$43,333.00	\$21,666.71	\$44,373	\$44,373	\$44,373	\$44,373
01.540.5005.002	ACO Longevity	\$4,225.42	\$4,333.00	\$2,166.71	\$4,437	\$4,437	\$4,437	\$4,437
01.540.5010.000	ACO Wages	\$24,718.16	\$22,978.00	\$9,735.72	\$25,408	\$25,408	\$25,408	\$25,408
01.540.5025.000	ACO Overtime Wages	\$9,025.21	\$2,575.00	\$3,970.33	\$2,575	\$2,575	\$2,575	\$2,575
01.540.6020.000	Operating Supplies	\$5,618.92	\$6,500.00	\$1,323.82	\$6,500	\$6,500	\$6,500	\$6,500
01.540.6040.000	Maintenance & Repairs	\$4,340.15	\$3,500.00	\$1,137.34	\$6,000	\$6,000	\$4,500	\$4,500
01.540.6050.000	Professional Development	\$1,060.00	\$700.00	\$0.00	\$700	\$700	\$700	\$700
01.540.6055.000	Professional Services	\$13,769.03	\$10,000.00	\$3,376.08	\$10,000	\$10,000	\$10,000	\$10,000
01.540.6075.000	Tools/Equipment	\$590.62	\$800.00	\$0.00	\$800	\$800	\$800	\$800
		\$105,640.95	\$94,718.00	\$43,376.71	\$100,798	\$100,798	\$99,293	\$99,293
01.560.6096.000	Client Assistance Expense	\$3,527.20	\$5,000.00	\$2,450.00	\$5,000	\$5,000	\$5,000	\$5,000
		\$3,527.20	\$5,000.00	\$2,450.00	\$5,000	\$5,000	\$5,000	\$5,000
01.570.6020.000	Operating Supplies	\$168.29	\$500.00	\$36.81	\$600	\$600	\$600	\$600
01.570.6095.000	Municipal Court Judge Stipend	\$6,300.00	\$6,300.00	\$6,300.00	\$6,600	\$6,600	\$6,600	\$6,600
		\$6,468.29	\$6,800.00	\$6,336.81	\$7,200	\$7,200	\$7,200	\$7,200

SUPPLEMENTAL INFORMATION
FY 2017-2018

520 - BUILDING INSPECTOR:

520-5005 - SALARY - \$88,580

Building Official -	Current Salary - \$81,587	2017 Salary - \$85,299
	Current Longevity - \$2,040	2017 Longevity - \$2,132

520-5010 - WAGES - \$88,287

Building/Zoning Secretary -	Current Salary - \$38,562	2017 Salary - \$39,537
	Current Longevity - \$3,856	2017 Longevity -- \$3,954

Alternate Building Official -	Current Salary - \$42,026	2017 Salary - \$42,867
	Current Longevity - \$2,101	2017 Longevity - \$1,929

520-5015 – PART-TIME INSPECTORS – Current \$26,000

Electrical/Min. Housing Inspector (PT) – Hours/Rate 10 hours / week @ \$25.00	2017 Salary - \$13,000
Plumbing/Mechanical Inspector (PT) – Hours/Rate 10 hours / week @ \$25.00	2017 Salary - \$13,000

520-5025 - OVERTIME WAGES - \$500

Building/Zoning Clerk for 12 plus or minus Zoning Board meetings based on Teamster's Local 251 contract.

520-6015 - DUES & SUBSCRIPTIONS - \$450

RIBOA Membership Dues, RIFMA Conference & Dues, ASFPM Membership Dues, Building Code & Commentary Books, Building & Zoning Journals.

SUPPLEMENTAL INFORMATION
FY 2017 – 2018

520 – BUILDING INSPECTOR (CONT'D)

520-6020 - OPERATING SUPPLIES - \$1,400

Additional code books, code supplements and updates, inspection supplies, general office supplies, repairs of office equipment and small office equipment.

520-6050 - PROFESSIONAL DEVELOPMENT - \$1,800

Building Official / Floodplain Manager Professional Development & Continuing Education as required by State Law for continued certification.

520-6075 – TOOLS & EQUIPMENT - \$400

Miscellaneous field tools and large office equipment.

TOTAL REQUESTED BUDGET \$206,268

SUPPLEMENTAL INFORMATION
FY 2017 – 2018

530 – EMERGENCY MANAGEMENT

530-5010 – WAGES - \$ 42,839

Director (Includes mileage)

Salary for 2017/2018 @ \$2,216.92/mo. = \$26,603

Salary for 2016/2017 @ \$2,173.42/mo. = \$26,081

Deputy Director/ Special Needs

Salary for 2017/2018 @ \$451.00mo. = \$5,412

Salary for 2016/2017 @ \$442.18mo. = \$5,306

Assistant Director/ Operations Officer

Salary for 2017/2018 @ \$451.00mo. = \$5,412

Salary for 2016/2017 @ \$442.18mo. = \$5,306

Assistant Director /Training (For Volunteers, Staff & MEDS program)

Salary for 2017/2018 @ \$451.00mo. = \$5,412

Salary for 2016/2017 @ \$442.18mo. = \$5,306

530-6005 - TRAINING EXERCISE COSTS - \$1,000

RIEMA has advised local communities that federal grant monies for training exercises will be competitive on a state basis and most likely on a local basis according to risk and vulnerability. Accordingly, local communities should make budget provisions for their training and exercise programs.

530-6015 - DUES AND SUBSCRIPTIONS - \$250

Charlestown EMA is an official voting member of the Southern League (\$100) and the RI State Association of Emergency Managers (\$150).

530-6020 - OPERATING SUPPLIES - \$4,950

Postage	\$ 100	Office Supplies	\$250
Vehicle lighting permits	\$ 30	Task Force Expense	\$380
Verizon Air Card Service (\$50 per month x2)*	\$1,200	Shelter Manager Pager	\$190
Sprint Phone service (Director, Deputy, MEDS & Comm. Officer)	\$2,760		
		Total	\$4,950

SUPPLEMENTAL INFORMATION
FY 2017 – 2018

530 – EMERGENCY MANAGEMENT (cont'd)

530-6025- Operating Supplies (Vehicle) - \$1,500

Line to support 2012 Ford Expedition 4x4, 1993 EMA HMMWV and 2009 Haulmark Trailer but not limited to Fuel, Wiper blades, Lube/Oil/Filters and Tires.

530-6040- Repairs and Maintenance (Vehicle) – \$2,500

Line to support 2012 Ford Expedition 4x4, 1993 EMA HMMWV and 2009 Haulmark Trailer for large scale scheduled service and repair contingency.

530-6050- Professional Development & Seminar(s) - \$1,000

Continuing Education related to the Emergency Management Profession	\$500.
Charlestown share of regional meeting support	\$500

530-6060- PRINTING & BINDING - \$500

Miscellaneous printing costs for copies of state/regional plans and binders for documents.

530-6065- Purchased Services - \$1,500

Uniforms/Shirts -Miscellaneous costs for ID Windbreakers, Jackets, and Polo Shirts for ID and Team-making purposes.	300
Static IP Line into EOC (Non-Comingled w/NCIC per Federal Regulations) \$100 per month x 12 months (EM Discount)	<u>1,200</u>
	1,500

530-6070- TRAVEL- \$500

Miscellaneous travel reimbursements for staff (Other than Director) to Seminars, Mandatory Training and Meetings.

530-6073 – Hazard Mitigation Plan - \$2,000

On-going support to prepare and update the Hazard Mitigation Plan.

SUPPLEMENTAL INFORMATION
FY 2017 – 2018

530 – EMERGENCY MANAGEMENT (cont'd)

530-6075 - TOOLS & EQUIPMENT- \$3,200

Emergency Operating Center/HRT (Ham Radio) support equipment	500
Charlestown MEDS Team (Alternate Budget Funded)	0
CERT/Community Emergency Response Team support equipment	500
Charlestown Emergency Shelter Team support equipment	500
"Special Needs" required products.	200
Supplies (Stored Ex: Blankets)	500
Supplies (Expendable Ex: Batteries)	500
Contingency for emergency purchases and equipment	<u>500</u>
	<u>3,200</u>

530-6090- Grant Match Funding (for Public Projects) - \$4,000

Throughout each year, Targeted Grant opportunities arise from RIEMA, FEMA, DHS and other various sources which require a dollar match of dedicated, non-comingled, tax-payer approved funds that may reduce the purchase total(s) 50/50, 75/25 and sometimes even 90/10 per each town dollar. (Non-Supplanting regulations mean this funds can only supplement and never replace a budgeted item)

TOTAL 2017-2018 BUDGET- \$65,739

SUPPLEMENTAL INFORMATION
FY 2017 - 2018

540 - ANIMAL CONTROL

540-5005 - SALARY - \$ 48,810

Current Salary -	\$43,333	2018 Salary -	\$ 44,373
Current Longevity -	\$ 4,333	2018 Longevity -	\$ 4,437

540-5010 - WAGES - \$25,408

Weekend/holiday shelter assistant covers weekends, holidays, and if available, provides coverage in the absence of the ACO (sick, personal and vacation days). The weekend/holiday rate is available for whoever provides this coverage.

Weekday Assistant is for part-time shelter worker to provide assistance, on a part time basis, to allow the ACO to complete other animal control and shelter responsibilities, and neighborhood patrols.

52 Weekends (Sat. Sun.)	@ 6 Hrs./Day = 12 Hrs. x 52 = 624 Hrs. x \$14.00 =	\$ 8,736
12 Holidays	@ 4 Hrs./Day = 4 Hrs. x 12 = 48 Hrs. x \$14.00 =	672
18 Sick Days	@ 8 Hrs./Day = 8 Hrs. x 18 = 144 Hrs. x \$14.00 =	2,016
4 Personal Days	@ 8 Hrs./Day = 8 Hrs. x 4 = 32 Hrs. x \$14.00 =	448
15 Vacation Days	@ 8 Hrs./Day = 8 Hrs. x 15 = 120 Hrs. x \$14.00 =	1,680
Weekday Assistant	@ 19 Hrs./Wk. = 19 Hrs. x 52 = 988 Hrs. x \$12.00 =	11,856
Other		
	Total	<u>\$ 25,408</u>

540-5025 - OVERTIME PAY - \$2,575

To provide coverage for calls coming in after regular hours and provide emergency coverage in case the Police Department is unavailable.

540-6020 - OPERATING SUPPLIES - \$6,500

Anything needed to operate the Animal Control Department in a professional, sanitary, and up-to-date manner (e.g., animal feed and supplies, cleaning supplies, printing costs, office supplies, computer, and equipment, professional dues and subscriptions, license tags, traps, cages, advertising, repairs, and uniforms, etc.). This is one of the largest and most used line item, therefore, maintaining this level of funding is a reasonable request.

SUPPLEMENTAL INFORMATION

FY 2017 - 2018

540 - ANIMAL CONTROL: (Cont'd)

540-6040 - MAINTENANCE & REPAIRS - \$4,500

Anything necessary to maintain structure and upkeep of the shelter and to keep things in a proper working order including the replacement of such items (e.g., kennels, fencing, cages, catch poles, painting, appliances, windows, doors, lighting, locks, flooring, septic system, heating and cooling systems, floors, drains, etc.). Additional this fiscal year, there is a need to install safety/security lighting at the Shelter to make a safe and secure environment for the ACO, Shelter workers, and the public during the hours of dusk and darkness. These security lights are requisite for the ACO and Police Department when they are called back to the Shelter after hours, at all times during the night.

540-6050 - PROFESSIONAL DEVELOPMENT - \$700

This account is for personnel and volunteers to attend training and seminars (e.g., national/regional animal control association conferences) to keep current with newest training procedures, laws, and regulations pertaining to state licensed facilities. This includes dog training classes, membership fees, publications, registration fees, and travel expenses (meals, lodging). Attending these training seminars and conferences would be an excellent opportunity to learn about new approaches and programs nationally and from around New England, to network with animal control officers and animal professionals, to provide training, and to attend educational sessions on a variety of subjects from leading industry speakers.

540-6055 - PROFESSIONAL SERVICES - \$10,000

Pays for emergency care and treatment of animals (e.g. veterinarian fees for animals struck by cars or for those that arrive at the shelter sick or injured). Emergency care often requires the use of a 24-hour emergency hospital. Other fees include euthanasia and disposal costs, leukemia/aids and heartworm testing and medical treatments, medications, etc. Also used to assist with the Spay/Neuter Program. This is a reasonable request since this line item includes fees for veterinarian services which are increasing each year. The budgeted amount is just keeping up with annual expenses and will vary from year to year depending on the number of emergency fees and kinds of medical treatment needed.

540-6075 - TOOLS & EQUIPMENT - \$800

Anything needed to maintain or upgrade necessary equipment to provide proper handling and restraint of animals (e.g., catch poles, traps, cages, carriers, kennel beds, gloves, etc.).

TOTAL REQUESTED BUDGET \$ 99,293

SUPPLEMENTAL INFORMATION
FY2017 – 2018

560 – PUBLIC ASSISTANCE

560-5005 - STIPEND \$0

560-6070 – TRAVEL EXPENSE \$0

560-6096 – CLIENT ASSISTANCE EXPENSES \$5,000

Funds shall be disbursed to meet (but are not limited to) the following needs:

Food, clothing, prescription and medical assistance, utility assistance, housing shelter assistance, transportation assistance.

TOTAL REQUESTED BUDGET \$5,000

SUPPLEMENTAL INFORMATION
FY2017 – 2018

570 – MUNICIPAL COURT

570-6020 – OPERATING SUPPLIES - \$600

Office and other supplies.

570-6095 – MUNICIPAL COURT JUDGE STIPEND - \$6,600

Municipal Court Judge will receive \$550 per session for 12 sessions.

TOTAL REQUESTED BUDGET \$7,200

**TOWN OF CHARLESTOWN
FISCAL YEAR 2018**

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.610.5005.000	DPW Administrator Salary	\$84,362.14	\$88,410.00	\$44,204.81	\$92,432	\$92,432	\$92,432	\$92,432
01.610.5005.002	DPW Administrator Longevity	\$8,456.24	\$8,841.00	\$4,420.52	\$9,243	\$9,243	\$9,243	\$9,243
01.610.5010.000	DPW Secretary Wages	\$37,587.42	\$38,562.00	\$19,281.21	\$39,537	\$39,537	\$39,537	\$39,537
01.610.5010.002	DPW Secretary Longevity	\$1,502.00	\$1,928.00	\$867.62	\$2,174	\$2,174	\$2,174	\$2,174
01.610.5025.000	DPW Overtime Wages	\$0.00	\$0.00	\$31.00	\$0	\$0	\$0	\$0
01.610.6015.000	Dues & Subscriptions	\$817.42	\$600.00	\$1,141.50	\$618	\$1,000	\$1,000	\$1,000
01.610.6020.000	Operating Supplies	\$663.38	\$690.00	\$351.23	\$710	\$710	\$710	\$710
01.610.6050.000	Professional Development	\$0.00	\$530.00	\$0.00	\$545	\$545	\$545	\$545
01.610.6055.000	Professional Service	\$1,400.00	\$800.00	\$0.00	\$825	\$825	\$825	\$825
01.610.6065.000	Purchased Services	\$5,488.16	\$8,800.00	\$2,223.51	\$8,600	\$8,600	\$8,600	\$8,600
01.610.6065.001	Boots-Bentley, W	\$169.95	\$200.00	\$200.00	\$200	\$200	\$200	\$200
01.610.6065.002	Boots-Black, D	\$199.95	\$200.00	\$0.00	\$200	\$200	\$200	\$200
01.610.6065.003	Boots-Blackwood, J	\$79.73	\$200.00	\$169.95	\$200	\$200	\$200	\$200
01.610.6065.004	Boots-Briggs, J	\$200.00	\$200.00	\$0.00	\$200	\$200	\$200	\$200
01.610.6065.005	Boots-Briggs, W	\$200.00	\$200.00	\$0.00	\$200	\$200	\$200	\$200
01.610.6065.006	Boots-lacuele, P	\$189.26	\$200.00	\$0.00	\$200	\$200	\$200	\$200
01.610.6065.007	Boots-Lambert, J	\$92.80	\$200.00	\$103.99	\$200	\$200	\$200	\$200
01.610.6065.008	Boots-Elis, H	\$200.00	\$200.00	\$0.00	\$200	\$200	\$200	\$200
01.610.6065.009	Boots-Bolsvert, R	\$156.80	\$200.00	\$0.00	\$200	\$200	\$200	\$200
01.610.6065.010	Boots - Ferhmann, C	\$0.00	\$0.00	\$0.00	\$200	\$200	\$200	\$200
		\$141,965.99	\$150,961.00	\$72,995.34	\$156,684	\$157,066	\$157,066	\$157,066
01.620.5010.000	DPW Wages	\$351,691.09	\$358,868.00	\$177,155.18	\$367,188	\$367,188	\$367,188	\$367,188
01.620.5010.005	DPW Employee Longevity	\$29,908.25	\$30,567.00	\$16,647.19	\$31,280	\$31,280	\$31,280	\$31,280
01.620.5025.000	DPW Overtime Wages	\$26,947.42	\$51,000.00	\$6,388.85	\$58,467	\$58,467	\$50,000	\$50,000
01.620.6020.000	Operating Supplies	\$61,405.08	\$60,000.00	\$22,033.02	\$60,000	\$60,000	\$60,000	\$60,000
01.620.6040.000	Maintenance & Repairs	\$121,264.23	\$84,000.00	\$49,468.53	\$96,720	\$96,720	\$96,720	\$96,720
01.620.6045.000	Maintenance Supplies	\$95,305.23	\$182,000.00	\$36,864.72	\$170,000	\$170,000	\$150,000	\$150,000
01.620.6065.000	Purchased Services	\$133.25	\$0.00	\$600.00	\$0	\$0	\$0	\$0
01.620.6075.000	Tools/Equipment	\$7,211.43	\$4,178.00	\$3,679.85	\$4,200	\$4,200	\$4,200	\$4,200
01.620.6160.000	Road Sealing & Striping	\$278,607.94	\$841,858.00	\$217,426.94	\$341,858	\$341,858	\$355,000	\$355,000
01.620.6170.000	Rentals	\$3,400.00	\$3,185.00	\$0.00	\$3,200	\$3,200	\$3,200	\$3,200
01.620.6190.000	Street Lighting	\$37,237.49	\$32,960.00	\$20,184.17	\$31,200	\$31,200	\$31,200	\$31,200
		\$1,013,111.41	\$1,148,616.00	\$550,448.45	\$1,184,113	\$1,184,113	\$1,148,788	\$1,148,788
01.630.5010.000	Building & Grounds Wages	\$62,169.11	\$105,265.00	\$51,270.41	\$109,859	\$109,859	\$109,859	\$109,859
01.630.5010.002	Buildings & Grounds Longevity	\$6,157.96	\$5,049.00	\$3,424.98	\$5,179	\$5,179	\$5,179	\$5,179
01.630.5015.000	Building & Grounds Seasonal Wages	\$31,623.83	\$12,000.00	\$8,848.50	\$12,000	\$12,000	\$12,000	\$12,000
01.630.5025.000	Building & Grounds Overtime Wages	\$5,001.48	\$7,500.00	\$2,686.86	\$7,500	\$7,500	\$7,500	\$7,500
01.630.6040.000	Maintenance & Repairs	\$28,860.68	\$25,000.00	\$9,965.38	\$25,000	\$25,000	\$25,000	\$25,000
01.630.6045.000	Maintenance Supplies	\$16,268.65	\$12,730.00	\$6,456.30	\$10,200	\$10,200	\$14,000	\$14,000
01.630.6065.000	Purchased Services	\$28,704.34	\$33,500.00	\$11,763.50	\$32,000	\$32,000	\$32,000	\$32,000
01.630.6165.000	Repair & Maintenance -Facility	\$10,980.88	\$14,000.00	\$6,771.81	\$14,000	\$14,000	\$14,000	\$14,000
01.630.6195.000	Utilities	\$75,548.40	\$110,000.00	\$37,121.79	\$110,000	\$110,000	\$110,000	\$110,000
		\$266,815.99	\$825,044.00	\$338,319.54	\$825,738	\$825,738	\$829,538	\$829,538

SUPPLEMENTAL INFORMATION
FY 2017-2018

610 - DPW ADMINISTRATION:

610-5005 – SALARY \$101,675

Current Salary - \$88,410

Current Longevity - \$ 8,841

2018 Salary - \$92,432

2018 Longevity - \$ 9,243

610-5010 - WAGES - \$ 41,711

2018 Salary - \$39,537

2018 Longevity - \$ 2,174

Secretarial staff position funded at 37.5 hours/week per Teamster's Local 251 Collective Bargaining Agreement, Position reflects expanded responsibilities and includes potential use, in a limited role, providing clerical support for other DPW divisions. Longevity based on eleven years seniority.

610-6015 - DUES & SUBSCRIPTIONS - \$1,000

Covers costs to obtain professional licenses and training, literature, etc. for all DPW division employees per collective bargaining agreement.

610-6020 - OPERATING SUPPLIES - \$710

Provides basic office supplies, printer supplies and specialized drawing supplies.

610-6050 – PROFESSIONAL DEVELOPMENT - \$545

Advanced computer educational seminars to include DPW Director and secretary. State sponsored DPW seminars and Driver Safety class for driver/laborer positions.

610-8055 - PROFESSIONAL SERVICES - \$825

Provides funds for special and emergency engineering studies, property line disputes, Town Council projects, etc.

SUPPLEMENTAL INFORMATION
FY 2017-2018

610 - DPW ADMINISTRATION:

610-6065 – PURCHASED SERVICES - \$10,600

Reflects costs to provide twelve (12) public works employees uniforms and protective clothing, per collective bargaining agreement, plus costs for limited rug cleaning, extermination and phased air duct cleaning to remove mold spores and allergens. Includes cost to provide cell phone to DPW foreman and periodic drug testing for DPW drivers as required by the State of RI.

TOTAL REQUESTED BUDGET \$ 157,066

SUPPLEMENTAL INFORMATION
FY2017-2018

620 - HIGHWAY & ROADS

620-5010 - WAGES- \$ 398,468

*Wage rates and yearly totals shown at the levels based on the Teamster's Local 251 Collective Bargaining Agreement.

	2017-2018				Total
	Wage	Longevity Amount	Longevity Years	Medical Stipend	
Foreman	52,302	5,230	36		57,532
Foreman II	47,978	4,798	28		52,776
Driver/Laborers:					
	43,818	4,382	29		48,200
	43,818	4,382	24		48,200
	43,818	3,944	20		47,762
	43,818	3,286	17		47,104
	43,818	1,972	11		45,790
	43,818	3,286	17		47,104
	<u>363,188</u>	<u>31,280</u>			<u>394,468</u>
Classification changes to cover for Foreman					<u>4,000</u>

SUPPLEMENTAL INFORMATION
FY2017-2018

620 - HIGHWAY & ROADS (cont'd):

620-5025 - OVERTIME - \$ 50,000

The average overtime per employee each year is 153 hours. This budget more accurately reflects costs, as employees are shifted from the CRCC labor pool to work storms, providing faster and more complete service. Although this relates primarily to snow storms, it also covers hurricane/natural disaster response and weekend absenteeism at the CRCC. While this budgeted amount will not cover all costs related to a difficult winter season or numerous heavy storms, the "average" is budgeted as follows:

153 hours per year per man x \$23.16 avg wage x 1.5 (time and one-half) x 11 men (9 DPW, 2 CRCC) = \$58,467

620-6020 - OPERATING SUPPLIES - \$60,000

Increases primarily due to rises in petroleum and shipping costs. Budgeted to provide diesel fuel, oil, gasoline, filters, tires and associated items:

744 gallons gas (62 gal/mth) @ \$4.00 per gal	\$ 2,976	Nov-16
8,000 gallons diesel @ \$4.15 per gal including fed taxes	33,200	Nov-16
385 gallons motor oil (7 - 55 gallon drums @ \$650/drum)	4,550	Nov-16
110 gallons anti-freeze @ \$10.30 each	1,133	Nov-16
7 cases chassis grease @ \$80/case	560	Nov-16
21 truck tires, tubes and repairs @ \$383/each average	8,043	
4 loader, backhoe, or tractor tires @ \$978/each average	3,912	
Filters, grease guns, oxygen acetylene, miscellaneous	3,000	
	<u>\$ 57,374</u>	

620-6040 - MAINTENANCE & REPAIRS - \$96,720

This covers the projected costs for heavy equipment maintenance and repairs. This line has been under-funded in past years, and average costs in FY 2016/2017 have been noted as high as \$8,060/ month (based on a 6 month average).

SUPPLEMENTAL INFORMATION
FY2017-2018

620 - HIGHWAY & ROADS (cont'd):

620-6045 - MAINTENANCE SUPPLIES \$150,000

Cost of supplies for summer and winter highway maintenance reflects materials cost increases per 2016-2017 bid.

Items	Quantity	Unit of Measure	Actual Nov-16	Projected Nov-17	Projected Total	
Sand	2700	tons	\$17.78	\$18.31	49,437.00	Nov-16
Salt	750	tons	\$56.25	\$57.93	43,447.50	Nov-16
Gravel	500	tons	\$15.27	\$15.72	7,860.00	Nov-16
Loam	75	tons	\$23.11	\$23.80	1,785.00	Nov-16
Bituminous Mix (cold)	366	tons	\$124.33	\$128.05	46,866.30	Nov-16
Drain tile	3	units	\$2,060.00/ea	\$2,060.00/ea	6,180.00	Nov-16
Stone	200	tons	\$18.60	\$19.15	3,830.00	Nov-16
Street signs	40	each	\$65.00	\$65.00	2,600.00	Nov-16
20 Culvert pipes, 2 basins, 2 grates and cover		each			6,965.00	Nov-16
TOTAL					168,970.80	

620-6075 - TOOLS & EQUIPMENT - \$4,200

Provides funds for shovels, chain saws, rakes, gloves, safety cones, barricades, personal safety equipment, etc.

SUPPLEMENTAL INFORMATION
FY2017-2018

620 - HIGHWAY & ROADS (cont'd):

620-6160 - ROAD SEALING - (CONTRACT OPTION) – \$313,858 (WITH STRIPING AND CRACK SEALING) - \$355,000

This account is comprised of three components and is designed to prepare and stone/seal nine miles of road per year, thereby completely sealing all non-original bituminous highways in a seven year schedule. CHARLESTOWN DOES THIS WORK AT APPROXIMATELY 70% THE COST/MILE THAT OTHER COMMUNITIES SPEND! Projected costs for 1 mile of patch and stone seal coat 24' wide (14,080 sq. yards). THIS PROCEDURE REQUIRES THE FULL HIGHWAY DEPARTMENT STAFF, AND WILL ONLY BE USED AS TOWN EMPLOYEE AND EQUIPMENT RESOURCES ARE AVAILABLE. IN OTHER CASES, THE LOWEST RESPONSIBLE, CONTRACTUAL BIDDER WILL PROVIDE THIS SERVICE.

2017-2018	Projected cost for nine miles of contracted sealing for 2017-2018 with Town hot patch per mile 14,080 sq yds @ \$2.45/sq yd + \$1,724 (patch)	\$34,500 <u>\$1,724</u> \$36,224
	(miles of road)	<u>X 9</u>
2016-2017	Total cost for contracted sealing/ maintenance and restoration	<u>\$326,016</u>

Stone seal: \$326,016 / Pavement Marking: \$18,000 / Crack-sealing: \$10,000 = \$354,016 + 1,000 (swale maintenance) = \$355,016

NOTE: Eighteen linear-miles of Town road, including eight linear-miles of white sideline are typically applied annually as part of a regional road striping bid. Historically the annual cost for this work is \$18,000, which is included in the road sealing budget line. Hot rubberized asphalt crack sealing, which protects hot-mix asphalt pavement, is projected at an additional expenditure of \$10,000.
Drainage swale sediment and removal maintenance: \$1,000

SUPPLEMENTAL INFORMATION
FY2017-2018

620 - HIGHWAY & ROADS (cont'd):

620-6170 -- RENTALS AND CONTRACT SERVICE - \$3,200

Provides funds for Town Road grading and materials at \$1,000 x 2 and contracted ledge blasting, concrete cutting etc. May also be used to fund limited improvements of roads not funded for full repair in the Capital budget (Burdickville, Old Mill).

620-6190 - STREET LIGHTING - \$31,200

Increased lighting requests and rate changes have resulted in an escalation of lighting costs. Continuing the National Grid option to change to H.P.S. and L.E.D. in 2017-2018 will limit cost increases somewhat for the current number of lights. New "free market" rate schedules and energy price rises are uncertain at this time, and the presented projection represents present monthly expenses @ \$2,600.

Street Lighting Inventory:

26	1,000	Lumen Incandescent
78	4,000	Lumen Mercury Vapor
11	8,000	Lumen Mercury Vapor
2	5,800	Lumen Sodium Vapor
2	9,600	Lumen Sodium Vapor
2	50,000	Lumen Sodium Vapor
2	10,000	Lumen Sodium Vapor
2	27,000	Lumen Sodium Vapor
144	4,000	Lumen Sodium Vapor

TOTAL REQUESTED BUDGET - \$ 1,148,788

SUPPLEMENTAL INFORMATION
FY 2017-2018

630 – BUILDINGS & GROUNDS

630-5010 - WAGES - \$ 115,038

*Wage rates and yearly totals shown at the levels based on the anticipated Teamster's Local 251 Collective Bargaining Agreement Provides a maintenance person for carpentry, painting, detailed cleaning, maintenance and improvements to Town Hall, Blue Shutters Kitchen/Bathhouse, Charlestown Beach Bathhouse, Office Shed, Ninigret Park Gatehouse, Summer Office, Tennis Bathroom, Ninigret Pond Bathroom, Two Storage Garages, and Two Roofed Picnic Shelters

	2017-2018				Total
	Wage	Longevity Amount	Longevity Years	Shift Differential	
Landfill Foreman (50% B&G, 50% CRCC)	26,151	1,308	38		\$ 27,459
Landfill Operator (20% B&G, 80% CRCC)	8,511	-	3		8,511
Laborer II	35,967		2		35,967
Custodian	38,710	3,871	28	520	43,101
	<u>109,339</u>	<u>5,179</u>		<u>520</u>	<u>\$ 115,038</u>

630-5015 – PART TIME FACILITIES MAINTENANCE WAGES – (Shared with Parks and Recreation) – \$12,000

This provides for seasonal workers for the summer season.

SUPPLEMENTAL INFORMATION
FY 2017-2018

630 -- BUILDINGS & GROUNDS, cont'd

630-5025 - OVERTIME - \$7,500

Provides special or emergency janitorial services and vacation replacements at the contracted wage scale for the present custodian.

630-6040 -- MAINTENANCE & REPAIRS - \$25,000

Covers costs to purchase and repair cleaning equipment, licensed, professional plumbers, licensed electricians, professional repair of overhead doors (10), HVAC repairs and municipal building maintenance. Proposed funding reflects increase to clean HVAC ductwork at Town Hall (4 zones) in alternating years (\$2,000). Also includes \$500 to pay for mowing and maintenance of historical cemeteries. If reduced, line item over expenditure may be expected. This also includes \$1,000 for miscellaneous services at Ninigret Park.

630-6045 - MAINTENANCE SUPPLIES - \$14,000

Provides restroom supplies, towels, light bulbs, cleaning and disinfectant supplies for Town Hall, New work space, and DPW. Average costs have been \$850/month (based on a 6 month average).

SUPPLEMENTAL INFORMATION
FY 2017-2018

630 – BUILDINGS & GROUNDS (cont'd):

630-6065 - PURCHASED SERVICES - \$32,000

Provides funds to cover costs for extermination, water tests, dumpsters, etc.

Inspect/Pump Septic Tanks (14 @ 250.00 each)	\$3,500
Professional carpet cleaning	\$1,500
Professional extermination service contract	\$500
Fire extinguisher service	\$820
Security protection, alarm system monitoring and inspection	\$1,500
Fuel tank and piping tightness tests	\$700
Radon testing - State mandated	\$800
State mandated drinking water tests & water system contract	\$7,102
RI Water Licenses	1,800
Landscaping details (trees and shrubs)	\$2,800
Restroom and trash pick up for Ninigret and beaches	\$8,000
Incidental medical supplies for DPW, Town Hall, and vehicle first aid kits	\$300
Inspection of Fire suppression system at the DPW fueling depot	\$250
Bumer Cleaning for Town Hall, Senior Center and Gate House	\$1,250
AED Service at Town Hall – annual contract	\$295
	<u>31,117.00</u>

630-6165 - REPAIRS & MAINTENANCE - FACILITIES - \$14,000

Costs anticipated for repairs associated with all continuing Park & Recreation maintenance responsibilities, as well as the opening of all facilities for seasonal use. Recommend increased funding to cover additional Grounds Maintenance Equipment, and Equipment Repair, as Town properties, which require maintenance, multiply and expectation for regular maintenance increases accordingly. It also includes \$600 to rebuild the ticket booth at town beach and the dumpster at both beaches and Ninigret Park. It is present policy to request organized users of recreation fields to provide fertilization at the end of each season.

SUPPLEMENTAL INFORMATION
FY 2017-2018

630 – BUILDINGS & GROUNDS (cont'd):

630-6195 - UTILITIES - \$110,000

Covers costs of gas, electricity and heat for all municipal buildings, parks, beaches, CRCC and dog pound.

No. 2 fuel - 12,552 gallons @ 4.00/ gallon	\$50,208
Propane gas - 1,370 gallons @ 3.20/ gallon	\$4,384
Narragansett Electric (expected cost reduction)	<u>\$59,360</u>
	\$113,952

TOTAL REQUESTED BUDGET - \$ 329,538

TOWN OF CHARLESTOWN
FISCAL YEAR 2018

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.640.6001.000	Monitoring Closed Landfill	\$7,800.00	\$12,000.00	\$7,800.00	\$12,000	\$12,000	\$12,000	\$12,000
		\$7,800.00	\$12,000.00	\$7,800.00	\$12,000	\$12,000	\$12,000	\$12,000
01.660.5005.000	WasteWater Salary	\$68,496.22	\$70,425.00	\$34,933.08	\$73,308	\$73,308	\$73,308	\$73,308
01.660.5005.002	Longevity	\$2,739.88	\$3,169.00	\$1,571.96	\$3,665	\$3,665	\$3,665	\$3,665
01.660.5010.000	WasteWater Wages	\$18,156.26	\$19,281.00	\$9,541.00	\$19,769	\$19,769	\$19,769	\$19,769
01.660.5025.000	Waste Water O T Wages	\$169.36	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.660.6015.000	Dues & Subscriptions	\$1,188.00	\$1,248.00	\$693.00	\$1,248	\$1,248	\$1,248	\$1,248
01.660.6020.000	Operating Supplies	\$3,142.18	\$3,050.00	\$881.54	\$3,050	\$3,050	\$3,050	\$3,050
01.660.6055.000	Professional Services	\$10,485.74	\$26,115.00	\$3,225.00	\$25,575	\$25,575	\$25,575	\$25,575
01.660.6065.000	Purchased Services	\$2,342.25	\$1,000.00	\$0.00	\$1,000	\$1,000	\$1,000	\$1,000
		\$106,719.89	\$124,288.00	\$50,645.58	\$127,615	\$127,615	\$127,615	\$127,615
01.720.7205.000	South County Home Health	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000	\$2,000	\$2,000	\$2,000
01.720.7210.000	Gateway Healthcare, Inc.	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500	\$3,500	\$3,500	\$3,500
01.720.7215.000	Wood River Health	\$4,000.00	\$4,000.00	\$4,000.00	\$5,000	\$5,000	\$5,000	\$5,000
01.720.7235.000	Domestic Violence Center	\$2,000.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.720.7245.000	Thunderbolt Hlth Ctr So County	\$3,500.00	\$2,000.00	\$2,000.00	\$3,500	\$3,500	\$2,500	\$2,500
01.720.7250.000	The Samaritans	\$500.00	\$0.00	\$0.00	\$500	\$500	\$500	\$500
01.720.7260.000	WARM Shelter	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000	\$1,000	\$1,000	\$1,000
01.720.7270.000	Southern RI Volunteers	\$1,000.00	\$1,500.00	\$1,500.00	\$1,500	\$1,500	\$1,500	\$1,500
01.720.7300.000	RI CAN	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500	\$3,500	\$4,500	\$4,500
01.720.7322.000	WA County Coalition Children	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000	\$1,000	\$1,000	\$1,000
01.720.7332.000	Neighbors helping Neighbors	\$1,500.00	\$1,500.00	\$0.00	\$1,500	\$1,500	\$2,000	\$2,000
01.720.7341.000	Community 2000 Education Foundation	\$0.00	\$1,700.00	\$1,700.00	\$1,800	\$1,800	\$2,000	\$1,000
01.720.7342.000	Wildlife Rehabilitators of Rhode Island	\$0.00	\$750.00	\$750.00	\$3,046	\$3,046	\$1,500	\$1,500
		\$23,900.00	\$22,450.00	\$20,950.00	\$27,846	\$27,846	\$27,000	\$27,000
01.730.7309.000	Memorial Day Parade	\$500.00	\$500.00	\$500.00	\$500	\$500	\$500	\$500
01.730.7310.000	Charlestown Ambulance	\$166,800.00	\$166,800.00	\$166,800.00	\$166,800	\$166,800	\$166,800	\$166,800
01.730.7311.000	Charlestown Memorial Parade	\$2,500.00	\$2,500.00	\$2,500.00	\$5,000	\$5,000	\$5,000	\$5,000
01.730.7320.000	Chamber Of Commerce	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000	\$3,000	\$3,000	\$3,000
01.730.7330.000	Cross Mills Library	\$218,525.00	\$225,081.00	\$225,081.00	\$230,708	\$230,708	\$232,708	\$232,708
01.730.7331.000	Charlestown Historical Society	\$2,500.00	\$2,500.00	\$2,500.00	\$5,000	\$5,000	\$2,500	\$2,500
01.730.7332.000	Neighbors Helping Neighbors RI	\$0.00	\$0.00	\$1,500.00	\$0	\$0	\$0	\$0
		\$393,825.00	\$400,381.00	\$401,881.00	\$411,008	\$411,008	\$410,508	\$410,508
01.740.5020.000	Conservation Commission	\$1,372.18	\$2,000.00	\$2,000.00	\$4,600	\$4,600	\$4,600	\$4,600
01.740.5040.000	Senior Citizens Commission	\$0.00	\$100.00	\$0.00	\$100	\$100	\$100	\$100
01.740.5050.000	Planning Commission	\$3,252.49	\$5,000.00	\$675.24	\$5,000	\$5,000	\$5,000	\$5,000
01.740.5060.000	Zoning Board	\$7,810.29	\$7,500.00	\$3,422.44	\$7,500	\$7,500	\$7,500	\$7,500
01.740.5062.000	Bicycle Pathway Ad Hoc Committee	\$0.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.740.5065.000	Affordable Housing Comm	\$0.00	\$300.00	\$0.00	\$300	\$300	\$300	\$300
01.740.5075.000	Economic Improvement Comm	\$1,805.00	\$2,000.00	\$0.00	\$2,000	\$2,000	\$2,500	\$2,500
01.740.5085.000	Mosquito Abatement Council	\$8,317.95	\$7,500.00	\$2,581.04	\$7,900	\$7,900	\$7,900	\$7,900
		\$22,597.91	\$24,400.00	\$8,678.72	\$27,400	\$27,400	\$27,900	\$27,900
01.780.7880.000	Charltn Regional School District	\$14,264,152.00	\$14,111,439.00	\$6,488,261.94	\$14,318,884	\$14,318,884	\$14,121,237	\$14,121,237
		\$14,264,152.00	\$14,111,439.00	\$6,488,261.94	\$14,318,884	\$14,318,884	\$14,121,237	\$14,121,237

SUPPLEMENTAL INFORMATION
FY2017-2018

640 – CRCC MANDATED MONITORING:

640-6001 – CRCC MANDATED MONITORING FOR 30 YEARS (FUNDED BY GENERAL FUND) \$12,000

Mandated CRCC monitoring required by the State after landfill closing in 2000.

TOTAL REQUESTED BUDGET \$12,000

SUPPLEMENT INFORMATION
FY 2017-2018

660 DPW WASTEWATER MANAGEMENT:

660-5005 – SALARY - \$76,973

Salary-	\$ 73,308	CPMA Grade 5C
Longevity -	\$ 3,665	10 years employment – 5%
Total	\$ 76,973	

660-5010 – WAGES – \$19,769

Shared secretarial staff position with Parks and Recreation funded in accordance with Teamsters Local Union No.251 Collective Bargaining Agreement.

660-6015 – DUES & SUBSCRIPTONS - \$1,248

Carmody RIWIS Users Agreement \$99/month (\$1,188)
National On-site Wastewater Recycling Association Membership (Regulator Membership) \$60

660-6020 – OPERATING SUPPLIES - \$3,050

Basic office supplies including labels, highlights, film, misc. consumables such as binders, mailing tape, paper, pens, pencils, cartridges and other miscellaneous supplies unique to operation of the department and associated printing costs. Expenses attributed to increased outreach as OWTS notifications are sent.

Printer/Toner	\$ 500	
General Administrative Office supplies	\$ 850	
Required Forms and Public Outreach Materials	\$ 500	
Letterhead and cardstock	\$ 200	
Wastewater/Stormwater Field Sampling Equipment and reagents, tools, gloves and personal protective equipment	\$ 1,000	
Total	\$ 3,050	

660-6030 – ADVERTISING & POSTAGE - \$0

Notice to homeowners regarding inspection, notification, enforcement of septic system requirements. Notice/contact with Service Providers regarding inspection reports and status in Town.

Notices to property owners, approximately 2,000 @ \$0.48	\$ 960
Notices of Violation and other Certified Mailings, 500 @ \$6.58	\$ 3,290
Total (not included as a Department Budget Line Item)	\$ 4,250

SUPPLEMENT INFORMATION
FY 2017-2018

860-8055 PROFESSIONAL SERVICES - \$25,575

Provides funds for special and engineering technical assistance and data collection in regard to septic and water associated public health related issues.

<p>Analysis of potable groundwater quality relating to bacteria and nutrients and OWTS in densely developed areas. Nutrient concentrations in our watersheds are of considerable concern and the flux of nutrients from the groundwater system is a critical component in understanding and managing those inputs. Increased development, along with conversion of seasonal homes to permanent residences, is increasing the withdrawal of ground water in many areas, thereby increasing the potential for drinking water contamination from OWTS and saltwater intrusion. Obtain access for the sampling of 30 private wells and conduct laboratory analysis of major cations and anions and bacteria. (\$166/sample)</p>	<p>\$ 5,000</p>			
<p>Stormwater Sampling: Required sampling under State MS4 Permit for nutrients and bacteria in surface water flows into the Allen's Cove of Green Hill Pond includes sampling analysis of nitrate, ammonium, phosphorus, fecal coliform, e coli, and field sampling for temperature, specific conductivity, pH, resistivity. Sampling May through October \$600. Budget for July through October 2017 and May and June 2018</p>	<p>\$ 600</p>			

SUPPLEMENT INFORMATION
FY 2017-2018

660-6055 PROFESSIONAL SERVICES - (CTD)

Coastal Salt Pond nutrient management and remediation. Includes studies and implementation costs. Will include continued an additional modeling of shallow aquifer Nitrogen impacts and out-welling of nutrient laden groundwater into the ponds. Projects to be conducted concurrently with GIS office.	\$ 20,000			
Total	\$ 25,600			

660-6065 PURCHASED SERVICES - \$1,000

5 Seminars for WW Manager (required for licensing continuing ed) and/or Wastewater Management Commissioners at the New England On-Site Wastewater Training Facility at URI, @ \$200 each	\$ 1,000
Total	\$ 1,000

TOTAL REQUESTED BUDGET \$ 127,815

TOWN OF CHARLESTOWN
FISCAL YEAR 2018
LOCAL AND OUTSIDE AGENCY FUNDING REQUEST

Mailed Letter	Date Rec'vd. Request from Agency	Line Item #	Agency	16/17 Request	16/17 Funded	17/18 Request	% Requested +/- from previous year's FUNDING	17/18 Funded
	Dec. 30 deadline	720-	OUTSIDE AGENCIES					
21-Nov	29-Dec	7205	VNS Home Health Services	\$ 4,000	\$ 2,000	\$ 2,000	100%	\$ 2,000
21-Nov	1-Nov	7210	Gateway Healthcare, Inc (formally South Shore Mental Health Center)	\$ 5,000	\$ 3,500	\$ 3,500	100%	\$ 3,500
21-Nov	3-Jan	7215	Wood River Health Services		\$ 4,000	\$ 5,000	80%	\$ 5,000
21-Nov	3-Jan	7245	Thundermist Health Center (admin. office)	\$ 500	\$ 2,000	\$ 3,500	57%	\$ 2,500
21-Nov	30-Dec	7250	The Samaritans	\$ 1,000	\$ -	\$ 500	0%	\$ 500
21-Nov	29-Dec	7260	W.A.R.M.	\$ 2,000	\$ 1,000	\$ 1,000	100%	\$ 1,000
21-Nov	27-Dec	7270	Southern RI Volunteers (formally San. Helping Others)		\$ 1,500	\$ 1,500	100%	\$ 1,500
21-Nov	27-Dec	7300	R.I. CAN (formally St. Mary's/St. James Community Food Pantry)	\$ 1,000	\$ 3,500	\$ 3,500	100%	\$ 4,500
21-Nov	28-Dec	7322	Washington County Coalition for Children		\$ 1,000	\$ 1,000	100%	\$ 1,000
21-Nov	30-Dec	7341	Community 2000 Education Foundation	\$ 1,500	\$ 1,700	\$ 1,800	84%	\$ 2,000
21-Nov	29-Dec	7332	Neighbors Helping Neighbors RI (NHNRI)	\$ 750	\$ 1,500	\$ 1,500	100%	\$ 2,000
21-Nov	3-Jan	7342	Wildlife Rehabilitators of Rhode Island		\$ -	\$ 3,048	0%	\$ 1,500
			OUTSIDE AGENCIES SUB-TOTAL		\$ 21,700	\$ 27,848		\$ 27,000
		730-	LOCAL AGENCIES					
21-Nov	13-Dec	7309	Memorial Day Parade (Carolina - Amer. Legion)	\$ 166,800	\$ 500	\$ 500	100%	\$ 500
21-Nov	28-Dec	7310	Charlestown Ambulance Rescue Service, Inc.	\$ 3,000	\$ 166,800	\$ 166,800	100%	\$ 166,800
21-Nov	29-Dec	7311	Charlestown Memorial Day Parade Committee	\$ 3,000	\$ 3,000	\$ 5,000	60%	\$ 5,000
21-Nov	1-Dec	7320	Charlestown Chamber of Commerce	\$ 225,081	\$ 3,000	\$ 3,000	100%	\$ 3,000
21-Nov	30-Dec	7330	Cross Mills Public Library	\$ 4,000	\$ 225,081	\$ 230,708	98%	\$ 232,708
21-Nov	19-Dec	7331	Charlestown Historical Society		\$ 2,500	\$ 5,000	50%	\$ 2,500
			LOCAL AGENCIES SUB-TOTAL	\$ 428,131	\$ 400,881	\$ 411,008		\$ 410,508
			TOTAL		\$ 422,581	\$ 438,854		\$ 437,508

SUPPLEMENTAL INFORMATION
FY2017 – 2018

740 – BOARDS & COMMISSIONS:

740-5020 – CONSERVATION COMMISSION \$4,600

Brush Cutting 5.5 miles of woodland trails on preserves	\$ 1,000
Split rail fence for Sprague Preserve	700
Printing of maps & brochures for kiosk at 5 preserves	300
Arbor Day Commemoration	200
Kiosk for Sprague Preserve	2,400
	<u>2,400</u>
	\$ 4,600

740-5040 – SENIOR CITIZENS COMMISSION \$100

740-5050 – PLANNING COMMISSION \$5,000

Stationary and toner	\$ 400
Professional Development	1,000
Postage and advertisements	2,500
Planning Commission's journal	100
Miscellaneous	1,000
	<u>1,000</u>
	\$ 5,000

Budget covers stationary, record storage, meeting tapes, postage, mandatory legal advertising, Planning Commission's Journal subscription, technical or professional consulting services to Commission and travel reimbursement. The increase in professional services is due to currently pending applications, professional stenographer services and transcripts necessary for multiple meetings and Comprehensive Permit proceedings. The Commission members have expressed an interest in attending GrowSmart Workshops regularly.

SUPPLEMENTAL INFORMATION
FY2017 – 2018

740 – BOARDS & COMMISSIONS:

740-5060 – ZONING BOARD - \$7,500

Advertising	\$ 1,700	Based on 17 meetings per year at \$200 per meeting
Office supplies	300	General operating supplies. Recording tapes, paper, file folders, etc.
Stenography	3,700	Based on 17 meetings per year @ \$275 per meeting
Third party engineer	1,000	
Transcript costs	500	Cost of transcripts from public hearing meetings.
Postage	300	
	<u>\$ 7,500</u>	

740-5065 – AFFORDABLE HOUSING COMMISSION \$300

300 Printing of brochures and pamphlets for education purposes.

740-5075 - ECONOMIC IMPROVEMENT COMMISSION \$2,500

BUSINESS FORUM – Printing for invitations/postage/refreshments
DEVELOP ARTS STROLL – (HOP-ARTS type event) Printing for map/advertising/location signage
ECO – TOURISM – Brochure/marketing
LANDSCAPE ARCHITECT/FIRESTATION MEMORIAL PARK – Visual proposal for artist co-op and park

SUPPLEMENTAL INFORMATION
FY2017 – 2018

740 – BOARDS & COMMISSIONS:

740-5085 – MOSQUITO ABATEMENT COUNCIL \$7,500

Outside vendor contract for surveillance and larvacide treatment of mosquito larvae on salt marshes	\$ 6,500
Purchase of larvacide pesticide materials	1,000
Propane and other supplies for 2 traps for Charlestown Beach for approximately 3 weeks (4 fills)	400
	<u>\$ 7,900</u>

TOTAL REQUESTED BUDGET \$27,900

SUPPLEMENTAL INFORMATION
FY2017 – 2018

780 – CHARIHO REGIONAL SCHOOL DISTRICT (CRSD):

780-7880 – CRSD OPERATING BUDGET- \$14,211,237

Funds the contractual obligation for Charlestown students attending the regional school district. This amount is based on the number of students in the CRSD from Charlestown.

TOTAL REQUESTED BUDGET - \$14,121,237

TOWN OF CHARLESTOWN
FISCAL YEAR 2018

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.800.5005.000	Senior Center Coordinator's Salary	\$34,122.76	\$33,606.00	\$16,803.02	\$34,278	\$34,278	\$34,278	\$34,278
01.800.5010.000	Senior Center Wages	\$30,292.13	\$36,400.00	\$15,208.57	\$37,000	\$37,000	\$37,000	\$37,000
01.800.5020.000	Sr Ctr After Hour Rental Wages	\$502.50	\$700.00	\$217.82	\$700	\$700	\$700	\$700
01.800.6015.000	Dues & Subscriptions	\$30.00	\$30.00	\$30.00	\$30	\$30	\$30	\$30
01.800.6020.000	Operating Supplies	\$429.84	\$600.00	\$188.82	\$600	\$600	\$600	\$600
01.800.6035.000	Miscellaneous	\$0.00	\$110.00	\$50.00	\$110	\$110	\$110	\$110
01.800.6040.000	Maintenance & Repairs	\$1,170.47	\$2,000.00	\$900.11	\$2,000	\$2,000	\$2,000	\$2,000
01.800.6045.000	Maintenance Supplies	\$1,396.59	\$1,750.00	\$603.13	\$1,750	\$1,750	\$1,750	\$1,750
01.800.6050.000	Professional Development	\$0.00	\$400.00	\$0.00	\$400	\$400	\$400	\$400
01.800.6065.000	Purchased Service	\$9,899.50	\$10,530.00	\$3,994.00	\$10,530	\$10,530	\$10,530	\$10,530
01.800.6070.000	Travel Expense	\$214.80	\$300.00	\$174.96	\$300	\$300	\$300	\$300
01.800.6075.000	Tools/Equipment	\$0.00	\$500.00	\$0.00	\$500	\$500	\$500	\$500
01.800.6195.000	Utilities	\$6,987.61	\$11,040.00	\$3,450.35	\$10,000	\$10,000	\$10,000	\$10,000
01.800.8035.000	Senior/Community Center Programs	\$1,237.61	\$27,600.00	\$1,207.89	\$37,700	\$37,700	\$37,700	\$37,700
01.800.8035.001	Tai Chi	\$2,100.00	\$0.00	\$900.00	\$0	\$0	\$0	\$0
01.800.8035.002	Yoga	\$12,050.00	\$0.00	\$5,760.00	\$0	\$0	\$0	\$0
01.800.8035.003	Strength & Stability	\$4,650.00	\$0.00	\$3,793.00	\$0	\$0	\$0	\$0
		\$107,023.81	\$125,566.00	\$53,283.67	\$135,898	\$135,898	\$135,898	\$135,898
01.810.5005.000	Recreation Director Salary	\$61,662.18	\$70,767.00	\$35,236.85	\$74,062	\$74,062	\$74,062	\$74,062
01.810.5005.002	Recreation Director Longevity	\$1,541.50	\$1,769.00	\$880.94	\$1,852	\$1,852	\$1,852	\$1,852
01.810.5010.000	Recreation Assistant Director Wages	\$14,802.08	\$45,842.00	\$22,921.08	\$48,926	\$48,926	\$48,926	\$48,926
01.810.5010.002	Recreation Secretary Longevity	\$186.16	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.810.5015.000	Recreation Secretary Wages	\$18,343.70	\$19,281.00	\$9,540.96	\$19,769	\$19,769	\$19,769	\$19,769
01.810.5020.000	Recreation Wages	\$16,783.75	\$14,970.00	\$10,828.69	\$15,040	\$15,040	\$15,040	\$15,040
01.810.5025.000	Recreation O T Wages	\$2,725.25	\$1,500.00	\$1,561.77	\$1,500	\$1,500	\$1,500	\$1,500
01.810.6015.000	Dues & Subscriptions	\$5.00	\$140.00	\$0.00	\$140	\$140	\$140	\$140
01.810.6020.000	Operating Supplies	\$998.25	\$1,000.00	\$176.75	\$3,000	\$3,000	\$3,000	\$3,000
01.810.6040.000	Maintenance & Repair	\$0.00	\$100.00	\$0.00	\$100	\$100	\$100	\$100
01.810.6050.000	Professional Development	\$1,241.00	\$1,167.00	\$794.25	\$1,873	\$1,873	\$1,873	\$1,873
01.810.6065.000	Purchased Services	\$0.00	\$100.00	\$0.00	\$100	\$100	\$100	\$100
01.810.6070.000	Travel Expense	\$0.00	\$100.00	\$0.00	\$100	\$100	\$100	\$100
01.810.6075.000	Tools/Equipment	\$0.00	\$100.00	\$0.00	\$100	\$100	\$100	\$100
		\$117,788.87	\$156,836.00	\$81,941.29	\$166,562	\$166,562	\$166,562	\$166,562

SUPPLEMENTAL INFORMATION
FY 2017/2018

800 - CHARLESTOWN SENIOR/COMMUNITY CENTER:

800-5005 -- COORDINATOR'S SALARY \$34,278

Coordinator—Funds requested for the Part Time Director Position at 29 hours per week. Director is responsible for the day to day administration of the Community/Senior Center.

800-5010 - WAGES: Part-Time (2 persons) \$37,000

Kitchen Manager: \$18,000

Manage kitchen to include handling delivery of meals from caterer and distribution of meals for in-house dining and meals-on wheels clients, supervise kitchen and dining room volunteers, and insure cleanliness and proper operation of kitchen.

Administrative Assist/Program Director: \$19,000

Clerical assistant for Director and Center, plan, develop, and implement programs and activities for the community as well as for seniors. Develop and implement an intensive PR marketing and advertising plan. This position is an active professional position that requires a unique set of skills crossing skill sets such as secretarial and programming oversight, coordination, security, safety coordination and planning. This person assists the Kitchen Manager with coordination of volunteers, serving from time to time and with clean up of programs materials, tables etc. This person reports directly to the Coordinator but often works with the Director of Parks and Recreation relative to the identification of maintenance issues, programming conflicts and disputes among users.

Custodian:

*Custodial services handled by contract under purchased services.

800-5020- AFTER HOURS RENTAL \$700

Costs are off-set by rental fee. \$700

800-6015 -- DUES & SUBSCRIPTIONS \$30

State Senior Directors Association (annual dues) \$30

SUPPLEMENTAL INFORMATION
FY2017 – 2018

CHARLESTOWN SENIOR/COMMUNITY CENTER: (cont'd)

800-6020 - OPERATING SUPPLIES \$600

Office Supplies, including postage \$600

800-6035 - MISCELLANEOUS \$110

Food Dept. License \$60

Other Miscellaneous \$50

800-6040 - MAINTENANCE & REPAIRS \$2,000

Building Maintenance \$1,000

Equipment Maintenance \$1,000

800-6045 - MAINTENANCE SUPPLIES \$1,750

Kitchen Supplies \$750

Janitorial Supplies \$750

Supplies for Community service projects \$250

800-6050 - PROFESSIONAL DEVELOPMENT \$400

800-6065 - PURCHASED SERVICES \$10,530

Pest Control \$480 (\$120 quarterly)

Bldg Security \$250 (annually)

Fire Extinguisher and Ansil System Inspections \$900 (yearly contract)

AED Life Support Systems \$300

Custodial Services (reflects 2017 Bid) \$7,800

Generator Maintenance \$800

SUPPLEMENTAL INFORMATION
FY2017 – 2018

CHARLESTOWN SENIOR/COMMUNITY CENTER: (cont'd)

800-6070 - TRAVEL REIMBURSEMENT \$300

In-state mileage reimbursement to attend meetings and conduct work-related tasks.

***800-6075 -TOOLS AND EQUIPMENT \$500**

Misc. tools/equipment (as necessary)	\$500
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800-6195 – UTILITIES \$10,000

Cox Communications (\$200/mo. Phone, internet, cable)	\$2,400
National Grid	\$2,640 (\$220/month)
Propane Gas	\$1,800 (\$150/month)
Oil	\$3,300 (\$275/month)

SUPPLEMENTAL INFORMATION
FY2017 -- 2018

CHARLESTOWN SENIOR/COMMUNITY CENTER: (cont'd)

800-8035 – SENIOR/COMMUNITY PROGRAMS \$37,700

Yoga 4x/week	\$13,500
Exercise 3x/week	\$ 8,500
Tai Chi 1x/week	\$ 2,300
Zumba 1x/week	\$ 2,600
Core Fusions (Pilates) 2x/week	\$ 5,200
Arts	\$ 3,600
Crafts	\$ 1,500
Supplies	\$ 500

Revenues generated will be placed in general fund.

TOTAL REQUESTED BUDGET \$135,898

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

810 – RECREATION ADMINISTRATION:

810-5005 - SALARY - \$ 75,914

Salary \$ 74,062

Longevity \$ 1,852

810-5010 – Salary - \$ 48,926

Assistant Director

Salary \$ 48,926

810-5015 SECRETARY – Half-Time Parks and Recreation - \$ 19,769

810-5020 – SUMMER ASSISTANT - \$15,040

Summer Assistant serves the Director of Parks and Recreation principally at the three beach operations providing daily oversight of staff administration, financial security and accountability, scheduling and response to emergency. Additionally, the Summer Assistant represents the Parks and Recreation Department when the Parks and Recreation Director is not available at special events at the park, oversees events, secures facilities during events. This line item covers two people, one at 40 hours per week and one at 20 hours per week from May 13th – September 8th.

14 weeks x 20hr/wk x \$14.50/hr = \$4,060 Summer Assistant Part –Time Seasonal, works, Monday, Tuesday, half day Wednesday as operations manager and remains accountable for daily receipts at both surf beach operations.

18 weeks (May 1st- September 16th) x 40 hr./wk. x \$15.25/hr. = \$10,980.00 Summer Assistant Full-Time Seasonal, in charge of entire operation, oversees his assistant, scheduling, management of staff, safety management, financial security and oversight. Reports to Director daily and works in conjunction with the Director.

810-5025 RECREATION OVERTIME WAGES - \$1,500

810-6015 - DUES & SUBSCRIPTIONS - \$140

This line includes dues and Banquet to Rhode Island Parks and Recreation Association for Director and Assistant Director.

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

810 – RECREATION ADMINISTRATION

810-6020 - OPERATING SUPPLIES - \$3,000

Department supplies needed throughout the year other than central supply items. Supplies such as colored paper for seasonal flyers, computer paper, printer cartridges, as well as other various department items needed for operations. Miscellaneous items related to Town Hall events, promotion etc.

Newsletter -- Twice a year -- 1,000 per newsletter - \$2,000. This newsletter will be distributed through the schools and local businesses for all special events and programs.

810-6040 - MAINTENANCE & REPAIRS - \$100

Repairs of Technical Office Equipment

810-6050 – PROFESSIONAL DEVELOPMENT - \$1,873

Provides for professional development for Parks and Recreation Director and Assistant Director to attend the Connecticut Parks and Recreation annual symposium and convention, \$300 x 2. Director of Parks and Recreation to attend Annual Northern New England Convention Includes "Member" registration fee, \$548, two nights in host hotel \$280 x 2. National Recreation and Parks Association annual membership dues of \$165.

810-6065 - PURCHASED SERVICES - \$100

Computer Training (training for assistant and or secretary), computer service, printer service. Continue with training for this fiscal year.

810-6070 – TRAVEL EXPENSE - \$100

810-6075 - TOOLS & EQUIPMENT - \$100

Miscellaneous tools & equipment as needed i.e. computer tools

TOTAL REQUESTED BUDGET - \$ 166,562

TOWN OF CHARLESTOWN
FISCAL YEAR 2018

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.815.4985.000	Bank Charges	\$2,228.76	\$0.00	\$517.53	\$0	\$0	\$0	\$0
01.815.5010.000	Misc Recreation Wages	\$1,858.00	\$0.00	\$3,503.38	\$0	\$0	\$0	\$0
01.815.5015.000	Seasonal Playground Wages	\$34,052.89	\$40,465.00	\$33,169.43	\$45,665	\$45,665	\$42,000	\$42,000
01.815.5025.000	Recreation OT	\$153.38	\$0.00	\$1,232.63	\$0	\$0	\$0	\$0
01.815.5025.001	Playground OT Wages	\$590.91	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.815.5030.000	Recreation Swimming Lesson Wages	\$1,075.00	\$2,500.00	\$1,280.00	\$2,430	\$2,430	\$1,300	\$1,300
01.815.8005.000	Camp Ninigret	\$17,215.84	\$16,148.00	\$12,391.71	\$16,075	\$16,075	\$15,648	\$15,648
01.815.8020.000	Basketball Program	\$5,442.69	\$12,100.00	\$5,169.78	\$15,822	\$15,822	\$13,735	\$13,735
01.815.8025.000	Winter Programs	\$8,686.47	\$10,418.00	\$7,767.21	\$13,068	\$13,068	\$11,125	\$11,125
01.815.8030.000	Spring/Summer Programs	\$5,296.68	\$4,000.00	\$5,545.00	\$10,800	\$10,800	\$6,490	\$6,490
01.815.8035.000	New & Continuing Programs	\$10,575.63	\$9,830.00	\$7,484.83	\$9,750	\$9,750	\$9,660	\$9,660
01.815.8040.000	Tennis Program	\$11,574.33	\$8,370.00	\$7,726.41	\$8,370	\$8,370	\$10,905	\$10,905
01.815.8045.000	Swim Lessons - Equipment	\$113.91	\$2,450.00	\$0.00	\$200	\$200	\$200	\$200
01.815.8050.000	Summer Concert	\$9,113.60	\$8,309.00	\$6,123.00	\$8,309	\$8,309	\$8,900	\$8,900
		\$107,978.09	\$114,590.00	\$91,860.66	\$130,489	\$130,489	\$118,968	\$118,968
01.820.5015.000	Town Beach Wages	\$64,808.41	\$80,023.00	\$60,913.68	\$80,940	\$80,940	\$78,385	\$78,385
01.820.5025.000	Town Beach O T Wages	\$1,944.88	\$1,200.00	\$1,902.17	\$2,700	\$2,700	\$2,000	\$2,000
01.820.6020.000	Town Beach Operating Supplies	\$1,841.53	\$1,900.00	\$875.43	\$1,900	\$2,000	\$2,000	\$2,000
01.820.6035.000	Uniforms & Training	\$694.90	\$1,000.00	\$511.32	\$1,000	\$1,000	\$750	\$750
01.820.6040.000	Maintenance & Repairs	\$476.05	\$650.00	\$1,230.29	\$1,000	\$1,000	\$1,000	\$1,000
01.820.6045.000	Maintenance Supplies	\$113.94	\$500.00	\$3.16	\$500	\$500	\$500	\$500
01.820.6060.000	Printing & Binding	\$873.13	\$875.00	\$148.88	\$883	\$883	\$883	\$883
01.820.6065.000	Purchased Services	\$6,582.19	\$8,500.00	\$6,658.90	\$14,250	\$15,050	\$11,072	\$11,072
01.820.6075.000	Tools/Equipment	\$453.58	\$1,500.00	\$44.38	\$1,900	\$1,900	\$1,900	\$1,900
01.820.6095.000	Beach Cleaning	\$6,000.00	\$5,500.00	\$4,500.00	\$6,500	\$6,500	\$6,500	\$6,500
01.820.6100.000	Property Taxes	\$3,483.36	\$3,700.00	\$3,718.81	\$3,700	\$3,700	\$3,700	\$3,700
		\$87,271.97	\$105,948.00	\$80,507.02	\$115,273	\$116,173	\$108,690	\$108,690
01.830.5015.000	Ninigret Park Wages	\$13,682.07	\$19,006.00	\$11,700.88	\$19,006	\$19,006	\$17,486	\$17,486
01.830.5025.000	Ninigret Park O T Wages	\$405.38	\$500.00	\$753.51	\$1,500	\$1,500	\$1,000	\$1,000
01.830.6020.000	Operating Supplies	\$1,139.39	\$1,500.00	\$186.19	\$1,700	\$1,700	\$1,700	\$1,700
01.830.6040.000	Maintenance & Repairs	\$670.40	\$1,600.00	\$771.77	\$3,820	\$3,820	\$2,500	\$2,500
01.830.6065.000	Purchased Services	\$13,356.33	\$9,500.00	\$7,115.79	\$11,265	\$20,227	\$13,747	\$13,747
01.830.6075.000	Tools/Equipment	\$1,194.64	\$1,000.00	\$20.00	\$4,030	\$4,030	\$4,030	\$4,030
		\$86,448.21	\$93,106.00	\$28,548.14	\$41,321	\$60,288	\$40,463	\$40,463

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

815 – RECREATION PROGRAMS:

815-5015 - SEASONAL WAGES/CAMP NINIGRET – \$42,000 - Increase of \$4,000 to reflect the wages for the two new Jr Counselors for 2017

This line item includes seasonal wages to pay staff for the Camp Ninigret program. Also, a Counselor in Training/Leadership Camp will continue to be offered for those 13 and over. Camp Ninigret is open to children ages 5 to 12 and runs from 9:00 AM to 4:00 PM. Those who successfully completed last year's Leadership Program will be allowed to volunteer within the camp. The base program includes five (5) weeks with additional extended weeks optional for families. Extended hours provide opportunities for working families to benefit from an early start to the program, 8:00 AM to 9:00 AM and 4:00 PM to 5:00 PM. There is an expectation of an increase in revenue, due to increases in numbers of campers enrolled in the CIT Camp/Program. Camp fees will be \$300 for residents and \$325 for non-residents.

Adding two Jr Counselor positions for the 2017 camp season for 5 weeks at \$10.00 per hour

Camp Ninigret: Summer Day Camp

Position	Rate of Pay	Number of Hours Per Day	Number of Days	Number of Weeks	Total Pay
Director	\$15.00	9	5.00	9	\$ 6,075
					\$ 1,575
At times the Director must stay after 5:00 PM while waiting for children to be picked-up by their parents.					
Counselors (10)	\$10.00	8	5.00	5	\$ 20,000
Counselors (4) for 2 weeks extended camp	\$10.00	8	5.00	2	\$ 3,200
Junior Counselors (4)	\$10.00	8	5.00	5	\$ 8,000
CIT Camp/Leadership Program					
Director	\$13.00	8	5.00	7	\$ 3,640
Counselor	\$10.00	8	5.00	7	\$ 2,800
CPR and First Aid Certification for all Counselors. Increased to reflect actual cost.					\$ 375
Total					<u>\$ 45,665</u>

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

815- RECREATION PROGRAMS (cont'd):

815-5030 RECREATION SWIMMING LESSONS WAGES -- \$1,300

Position	Rate of Pay	Hours	Number of Weeks	Total Pay
Head Swim Instructor (1)	\$30	3	9	\$810
Swim Instructors (3) at Little Nini Pond	\$20	3	9	\$1,620
			Total:	\$2,430

815-8005 - CAMP NINIGRET - \$15,648

Ninigret Park Camp Ninigret. The total reflects equipment and other necessary items for the program. Program runs 5 days a week for 5 weeks with 2 supplemental weeks extending program. Registration fees are deposited in the general fund.

Scholarship money for camp	\$1,200
Equipment, T-Shirts, arts and crafts supplies	\$3,000
Special Events, i.e. Storyteller, Mini Golf	\$2,500
Camp Ninigret Trips	\$8,500
Art Program Additional Cost of \$25 per child in 2016	\$875
	\$16,075

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

815- RECREATION PROGRAMS (cont'd):

815-8020 – BASKETBALL (YOUTH) - \$13,735

Town operated youth basketball leagues. Registration fees are deposited in the general fund. Program runs for 15 weeks dates are dependent upon gym availability. In 2016 the fee was \$45 per participant with a \$15 Jersey fee, with family tiered pricing of \$40 for the second child, \$35 for the third. There were 124 registrants for the 2015-2016 season. The increase in budget reflects referee fees and associated equipment fees for the summer basketball league. Summer basketball program runs for 8 weeks and takes place at the Ninigret Park court. The registration fee is \$60 which includes a reversible jersey. The program is for 9-11 year olds and is league play.

Trophies and Plaques	\$1,000
Reversible Jerseys for 150 pcs	\$2,000
Referees for all games	\$3,060
First Aid	\$150
Medals and Trophies	\$900
Volunteer Coach shirts	\$1,440
Scorer @ 10 per hour	\$680
Equipment: rims, scorebooks, Balls, scoreboard lights, nets, whistles for referees, misc.	\$500
Supervisor @ 11.50 per hr	\$1,288
Supervisor @ 11.50 per hr (will monitor practices and game day)	\$2,093
Summer Basketball	\$2,711
Total	\$15,822

*Note: a portion of program costs are offset by registration fees and sponsorships from local businesses. (Recommended for enterprise fund account) The Hall Monitor was added as a stipulation mandated by the Board of Education for facility use for an adult to oversee each program run in a Charlho school facility.

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

815- RECREATION PROGRAMS (cont'd):

815-8025 -FALL/ WINTER PROGRAMS - \$11,125

Salem Witch Museum Trip	\$1,900
Town Hall Trick or Treating	\$200
Fall Fun Fest	\$1,300
New York City Bus Trip	\$3,600
Haunted Hayride	\$800
Holiday Tree Lighting	\$300
Town Hall Holiday Decorations	\$500
Tree Lighting: Rideable Walking Animals Rental	\$1,300
Town Hall Tree Lights	\$400
Bonfire	\$300
Teen Dances: DJ at \$250 for 2 dances	\$500
Friday Night Out Teen Program:	
Instructors (2) at \$13 per hour for 3 hours for 16 weeks	\$1,248
Instructor (1) at \$15 per hour for 3 hours for 16 weeks	\$720
Total:	\$13,068

815-8030 - SPRING/SUMMER PROGRAMS - \$8,490

Egg Hunt	\$2,000
Spring Trip: Boston, Mass.	\$1,800
Boston Red Sox Tickets	\$4,000
Fishing Derby	\$200
Bronx Zoo Bus	\$1,800
Bronx Zoo Tickets	\$1,000
Total:	\$10,800

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

815- RECREATION PROGRAMS (cont'd):

815-8035 – NEW/ONGOING PROGRAMS - \$9,660

This line item includes new and ongoing programming such as Teen Trips, flag football, pickle ball, and nature programs. These programs are maintained to be level funded.

Fall Flag Football	\$3,000
Spring Flag Football	\$3,000
Teen Trips	\$1,500
Frisbee Disc Golf	\$500
Bike Safety Day	\$600
Pickleball	\$200
Nature Programs	\$300
Babysitting Class	\$650
Total	\$9,750

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

815- RECREATION PROGRAMS (cont'd):

815-8040- TENNIS PROGRAM (YOUTH) - \$ 10,905

Summer - Per Lesson	Position	Rate of Pay	Hours	Number of Weeks	Total Pay
4 hours for 3 days p/week for 6 weeks	Supervisor	\$30	4	6	\$2,160
3 hours for 3 days p/week for 6 weeks	Instructors (3)	\$15	3	6	\$2,430
Summer Tournament 2 hours for 2 days p/week for 6 weeks	Instructor (1)	\$15	2	6	\$360
Total Summer Pay					\$4,950
Fall					
3 hours for 1 day p/week for 8 weeks	Supervisor	\$30	3	8	\$720
Total Fall Pay					\$720
Winter					
2 hours for 1 day per week for 8 weeks	Supervisor	\$30	1	8	\$480
2 hours for 1 day per week for 8 weeks	Instructors (2)	\$15	1	8	\$480
Total Winter Pay					\$960
Spring					
3 hours for 1 day p/week for 8 weeks	Supervisor	\$30		8	\$720
3 hours for 1 day p/week for 8 weeks	Instructors (2)	\$15		8	\$720
Total Spring Pay					\$1,440
Supplies and Equipment i.e. prizes, awards, nets, racquets, balls					\$300
Total for Tennis Programs					\$8,370

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

815- RECREATION PROGRAMS (cont'd):

815-8045 SWIM LESSONS (YOUTH) - \$200

Equipment	\$200
Total	<u>\$200</u>

815-8050 SUMMER CONCERT/MOVIE SERIES UNDERWRITING - \$8,900

Screen Rental	Per Movie	\$593.00	For 3 movies	\$1,779
Copyright per movie	Per Movie	\$286.00	For 3 movies	\$858
Promotional Materials	Per Movie	\$24.00	For 3 movies	\$72
	Subtotal	\$903.00	Subtotal for 3 movies	<u>\$2,709</u>

Summer Concert Series

Concerts (4)	Per Concert	\$1,000.00	For 4 concerts	\$4,000
Promotional Materials	Per Concert	\$400.00	For 4 concerts	\$1,600
	Subtotal	\$1,400.00	Subtotal for 4 concerts	<u>\$5,600</u>

Movie Subtotal	\$2,709
Concert Subtotal	\$5,600
Total	<u>\$8,309</u>

Four summer concerts to follow our successful summer series of previous years. Movie Series will include three movies in the park. Underwriting only, as these programs have been supported by the business community in the past.

TOTAL REQUESTED BUDGET - \$119,963

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

820 - CHARLESTOWN BEACH:

820-5015 - SEASONAL WAGES - \$78,385

Total seasonal wages for Town Beach lifeguards, beach attendants, beach patrol and beach manager.

A. Lifeguards

This line will cover expenses for the period of July 1, 2017 through June 30, 2018. This period represents a total of 85 days. It is proposed that the salary for "new" guards begins at \$13/ hour. Those guards who return from the previous year will be given a .50 per hour increase from their previous year's salary. For budgeting purposes, \$13.00/hour will be used.

Lifeguards	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$13.00	5	8	52	\$27,040.00
Weekends	\$13.00	6	9	29	\$20,358.00
Holidays	\$19.50	6	9	4	\$4,212.00
Total					\$51,610.00

B. Beach Attendants

Two and one-half (2.5) attendants on weekdays and (3.5) attendants on weekends and holidays are required at the Charlestown Town Beach. For budgeting purposes \$10.00/hour will be used.

Beach Attendants	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$10.50	2	8	52	\$8,736.00
Weekdays	\$10.50	1	4	52	\$2,184.00
Weekends	\$10.50	3	9	29	\$8,221.50
Weekends	\$10.50	1	5	29	\$1,522.50
Holidays	\$15.75	3	9	4	\$1,701.00
Holidays	\$15.75	1	5	4	\$315.00
Total					\$22,680.00

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

820-5015 - SEASONAL WAGES (cont'd)

C. Charlestown Town Beach Manager

The beach manager is responsible for daily collection, accounting, scheduling, deposits, and overall operation of the facility.

	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Beach Manager	13.00	1	8.5	90	\$9,945.00
				Total	\$9,945.00

D. Beach Patrol

A staff member will work designated weekends in the summer to monitor the beaches and assist the lifeguards with patrons.

Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
\$10.50	1	8	10	\$840.00
Holiday 15.75	1	8	1	\$126.00
			Total	\$966.00

Beach Attendant Total	\$22,680.00
Beach Manager Total	\$9,945.00
Beach Patrol	\$966.00
Subtotal	\$85,201.00
Less 8% rain reduction	\$6,816.08
Total Town Beach Wages	\$78,384.92

820-5025 TOWN BEACH OVERTIME WAGES - \$2,000

Lifeguards out sick, short staffed end of year.

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

820 - CHARLESTOWN BEACH (cont'd)

820-6020 – OPERATING SUPPLIES - \$2,000

Paper products, soaps for restrooms, supplies for pavilion restroom maintenance, office and first aid supplies for first aid room. Composter technology requires use of a special "Neponol" soap that serves as the conduit in the replacement of flushing. The vendor that supplied the composting toilet units provided a two year supply of the product. No other type of soap works in this situation but the soap is very expensive, apx. \$580.00 for the supply at each beach.

820-6035 – UNIFORMS - \$750

Uniform Reimbursement:

3 Uniforms at \$50 per uniform	\$150.00
Beach Manager, Beach Attendant and Supervisor	\$100.00
Lifeguard Sweatshirts	\$200.00
Lifeguard swimsuits	\$300.00
Total	<u>\$750.00</u>

820-6040 - MAINTENANCE & REPAIRS - \$1,000

Miscellaneous maintenance and repairs at beach as needed. Tow (2) Lifeguard chairs refurbished, rain garden further development, repairs to structures on site as needed, replace plant materials yearly, mulch etc. Repair of locks and security system as needed.

820-6045 - MAINTENANCE SUPPLIES - \$500

Build signage to assist in guiding people to property and for parking lot signs to assist in identifying areas for smoking.

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

820 - CHARLESTOWN BEACH (cont'd)

820-6060 - PRINTING & BINDING - \$883

Printing of resident beach passes	\$762.00
Printing of cottage passes	\$53.00
Printing of daily receipts	\$950.00
Total printing costs *	\$1,765.00
(*total is divided by 2 for both beaches)	\$883.00

820-6065 - PURCHASED SERVICES - \$11,072

Portable Toilet Facility: (2) Handicapped for six (6) months at \$300 per month	\$3,600.00
Police Detail per FICA	\$3,240.00
Ocean Testing as mandated by the State of Rhode Island	\$525.00
Medical Supplies	\$150.00
Water Service	\$200.00
Clivus Inspections and Winterization	\$1,500.00
Close facilities: plumber/wells	\$357.00
Pavillion Urine Tank Pumpouts	\$1,500.00
	\$11,072.00

820-6075 - TOOLS & EQUIPMENT- \$1,900

AED unit and battery updates. Beach wagon to replace inadequate wagon - \$1,000.

820-6095 BEACH CLEANING SERVICES - \$6,500

Twice weekly, beach cleaning services for Charlestown beach to maintain safe beaches free of debris.

820-6100 - TAXES - \$3,700

Payment to South Kingstown for town-owned beach property located within South Kingstown.

TOTAL REQUESTED BUDGET- \$108,690

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

830-NINIGRET PARK

830-5015 - SEASONAL WAGES - \$17,486

A. Lifeguards

This line will cover expenses for the period of July 1, 2017 through June 30, 2018. This period represents a total of 85 days. Those guards who return from the previous year will be given a .50 per hour increase from their previous year's salary. For budgeting purposes \$13.00/hour will be used. *Note- holiday rate of pay = time +1/2 paid to lifeguards.

Lifeguards	Rate of Pay	Number of Positions	Hours	Number of Days	Total Pay
Weekdays	\$13.00	2	8	52	\$10,816.00
Weekends	\$13.00	2	9	29	\$6,786.00
Holidays	\$19.50	2	9	4	\$1,404.00
			17485.52	Total	\$19,006.00

Please note: There is no deduction for rain due to the fact that guards usually remain on duty for camp related lifeguard safety duties, picnic and other small gatherings which often occur during inclement weather.

830-5025 NINIGRET PARK OVERTIME WAGES - \$1,000

Lifeguards out sick, short staffed end of year.

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

830-NINIGRET PARK (con't)

830-6020 - OPERATING SUPPLIES - \$1,700 - additional supplies for (2) new composting toilets

Restroom supplies (toilet paper, paper towels, etc.)	\$800.00
Cleaning supplies (floor cleaner, disinfectants,	\$900.00
Total	<u>\$1,700.00</u>

830-6040 - MAINTENANCE & REPAIRS - \$2,500

Multi-use trail maintenance	\$1,000.00
Miscellaneous maintenance and repairs to facilities and buildings/grounds as needed,	\$1,000.00
Add chips to playground area play surface, yearly maintenance	\$700.00
Basketball replacement nets	\$100.00
Basketball replacement pads - \$170/pad x 6	<u>\$1,020.00</u>
	<u>\$3,820.00</u>

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

830-NINIGRET PARK (con't)

830-6065 - PURCHASED SERVICES - \$13,747 – Additional Pump outs for (2) Additional Clivus Units

Close Facility (plumber/well expertise required)	\$285.00
Bi Weekly Coliform Test	\$500.00
Medical Supplies	\$150.00
Restroom Cleaning Tennis Court, Lil' Nin' and six (6) composting toilets twice (2) weekly by an outside agency \$8,610 for the season plus (2) new Clivus toilet units for year round use \$572	\$9,182.00
Belmont Springs Water Service	\$400.00
Pest Control	\$480.00
Clivus Service	\$2,000.00
Six Composting Toilets Urine Tank Pumpouts Twice Yearly	\$750.00
	\$13,747.00

830-6075 - TOOLS & EQUIPMENT - \$4,030

Wheelbarrows, rakes, shovels	\$400
AED Battery service contract, replace pads etc.	\$200
Pickleball Tape for old courts	\$60
Tennis Benches (2)	\$800
Seamless roller for tennis courts	\$70
Basketball court spectator benches	\$2,500
Total	\$4,030

TOTAL REQUESTED BUDGET- \$40,463

TOWN OF CHARLESTOWN
FISCAL YEAR 2018

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.850.5015.000	Blue Shutters Wages	\$58,137.77	\$70,926.00	\$57,454.91	\$71,844	\$71,844	\$69,575	\$69,575
01.850.5025.000	Blue Shutters O T Wages	\$3,879.23	\$1,500.00	\$3,311.95	\$3,400	\$3,400	\$3,400	\$3,400
01.850.6020.000	Blue Shutters Operating Sup	\$2,455.75	\$1,400.00	\$875.41	\$1,400	\$1,500	\$1,500	\$1,500
01.850.6035.000	Uniforms & Training	\$1,204.90	\$1,000.00	\$511.33	\$1,000	\$1,000	\$1,000	\$1,000
01.850.6040.000	Maintenance & Repairs	\$356.82	\$300.00	\$357.55	\$2,252	\$2,252	\$2,252	\$2,252
01.850.6045.000	Maintenance Supplies	\$483.52	\$500.00	\$3.16	\$500	\$500	\$500	\$500
01.850.6060.000	Printing & Binding	\$764.58	\$875.00	\$148.87	\$883	\$883	\$883	\$883
01.850.6065.000	Purchased Services	\$7,593.26	\$9,500.00	\$6,898.76	\$14,000	\$15,050	\$10,946	\$10,946
01.850.6075.000	Tools/Equipment	\$648.63	\$400.00	\$44.38	\$600	\$600	\$600	\$600
01.850.6095.000	Beach Cleaning	\$6,000.00	\$5,500.00	\$4,500.00	\$6,500	\$6,500	\$6,500	\$6,500
		\$81,524.46	\$92,101.00	\$74,106.32	\$102,379	\$103,529	\$97,156	\$97,156
01.900.9005.000	Open Space 2013 Principal	\$180,000.00	\$185,000.00	\$185,000.00	\$190,000	\$190,000	\$190,000	\$190,000
01.900.9006.000	Beach Pavilion Principal	\$46,187.21	\$46,187.00	\$46,187.21	\$48,904	\$48,904	\$48,904	\$48,904
01.900.9007.000	Affordable Housing 2013 Principal	\$38,812.79	\$38,813.00	\$38,812.79	\$41,096	\$41,096	\$41,096	\$41,096
01.900.9008.000	\$1M Recreation Bond Principal	\$0.00	\$0.00	\$0.00	\$90,000	\$90,000	\$90,000	\$90,000
01.900.9021.000	Open Space Bond Principal 3M	\$160,000.00	\$160,000.00	\$160,000.00	\$155,000	\$155,000	\$155,000	\$155,000
01.900.9026.000	Open Space Interest 3M	\$32,400.00	\$29,200.00	\$29,200.00	\$26,050	\$26,050	\$26,050	\$26,050
01.900.9029.000	Affordable Housing Interest	\$32,763.00	\$31,986.00	\$16,186.47	\$31,187	\$31,187	\$31,187	\$31,187
01.900.9031.000	Open Space 2013 Interest	\$41,043.50	\$37,141.00	\$35,363.36	\$33,110	\$33,110	\$33,110	\$33,110
01.900.9032.000	Beach Pavilion Interest	\$38,987.00	\$38,064.00	\$38,065.17	\$37,113	\$37,113	\$37,113	\$37,113
01.900.9033.000	Recreation Bond Interest	\$0.00	\$0.00	\$0.00	\$24,991	\$24,991	\$24,991	\$24,991
01.900.9045.000	DPW Dump Truck 2016	\$0.00	\$0.00	\$0.00	\$20,735	\$20,735	\$20,735	\$20,735
01.900.9050.000	Ambulance L/P Amb Corp (2012)	\$35,805.21	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.900.9055.000	DPW Sweeper All Vac/Catch 2016	\$0.00	\$37,996.00	\$0.00	\$38,244	\$38,244	\$38,244	\$38,244
01.900.9075.000	DPW Dump Truck W/Plow (7 L/P)	\$0.00	\$0.00	\$0.00	\$22,000	\$22,000	\$22,000	\$22,000
01.900.9080.000	John Deere Tractor 2012	\$23,706.28	\$23,706.00	\$23,706.28	\$0	\$0	\$0	\$0
01.900.9096.000	DPW Heavy Duty Dump Truck	\$20,619.87	\$20,620.00	\$0.00	\$20,620	\$20,620	\$20,620	\$20,620
01.900.9098.000	DPW F-350 HO (5YR L/P)	\$8,538.96	\$8,539.00	\$0.00	\$8,539	\$8,539	\$8,539	\$8,539
01.900.9105.000	DPW Heavy Duty Dump 2011	\$17,836.37	\$17,836.00	\$17,836.37	\$0	\$0	\$0	\$0
		\$676,780.19	\$675,088.00	\$590,357.65	\$787,589	\$787,589	\$787,589	\$787,589
01.920.5005.000	In Lieu Health Insurance	\$9,528.40	\$12,500.00	\$4,867.50	\$12,500	\$12,500	\$10,000	\$10,000
01.920.5010.000	Town Funded Retiree Pensions	\$10,295.74	\$10,300.00	\$4,486.57	\$10,920	\$10,920	\$10,920	\$10,920
01.920.5015.000	Vacation Payments	\$17,408.75	\$20,875.00	\$18,259.98	\$21,295	\$21,295	\$21,295	\$21,295
01.920.9205.000	FICA Tax	\$336,304.53	\$360,343.00	\$175,643.42	\$371,350	\$371,350	\$371,350	\$371,350
01.920.9210.000	Health Insurance	\$988,838.76	\$1,020,000.00	\$585,932.55	\$1,071,000	\$1,071,000	\$1,100,000	\$1,100,000
01.920.9210.008	OPEB Fees	\$13,519.14	\$17,000.00	\$4,841.83	\$10,000	\$10,000	\$10,000	\$10,000
01.920.9215.000	Delta Dental	\$62,209.87	\$72,000.00	\$23,568.45	\$72,000	\$72,000	\$72,000	\$72,000
01.920.9220.000	Life Insurance	\$16,413.60	\$16,750.00	\$8,009.76	\$16,750	\$16,750	\$16,750	\$16,750
01.920.9225.000	Employer Pension Contr -	\$560,337.05	\$595,840.00	\$197,173.88	\$592,610	\$592,610	\$592,610	\$592,610
01.920.9240.000	Unemployment Expenses	\$7,104.00	\$15,000.00	\$15,720.00	\$15,000	\$15,000	\$15,000	\$15,000
01.920.9250.000	Employee Asst Program	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500	\$1,500	\$1,500	\$1,500
		\$2,023,460.84	\$2,142,108.00	\$959,948.94	\$2,194,925	\$2,194,925	\$2,221,425	\$2,221,425

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

850 – BLUE SHUTTERS BEACH:

850-5015 - SEASONAL WAGES - \$69,575

Total seasonal wages for Blue Shutters Beach lifeguards, beach attendants, beach patrol and beach manager:

A. Lifeguards

This line will cover expenses for the period of July 1, 2017 through June 30, 2018, a period of 85 days. Those guards who return from the previous year will be given a .50 per hour increase from their previous year's salary. Note - holiday rate of pay = time +1/2 paid for lifeguards.

Lifeguards	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$13.00	4	8	52	\$21,632.00
Weekends	\$13.00	4	9	29	\$13,572.00
Holidays	\$19.50	4	9	4	\$2,808.00
				Total	\$38,012.00

B. Beach Attendants

Two full-time and two half-time attendants on weekdays and three full-time and two half-time attendants on weekends and holidays are required at the Blue Shutters Beach. For budgeting purposes \$10.00/hour will be used.

Beach Attendants	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	\$10.50	2	8	52	\$8,736.00
Weekdays	\$10.50	2	4	52	\$4,368.00
Weekends	\$10.50	3	9	29	\$8,222.00
Weekends	\$10.50	2	5	29	\$3,045.00
Holidays	\$15.75	3	9	4	\$1,701.00
Holidays	\$15.75	2	5	4	\$630.00
				Total	\$26,702.00

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

850 – BLUE SHUTTERS BEACH (cont'd)

C. Blue Shutters Beach Manager

The beach manager is responsible for daily collection, accounting, scheduling, deposits, and overall operation of the facility. This line item is also used for the training of staffing of all positions.

Beach Manager	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
	\$13.00	1	8.5	90	\$9,945.00
				Total	<u>\$9,945.00</u>

D. Beach Patrol

A staff member will work designated weekends in the summer to monitor the beaches and assist the lifeguards with patrons.

Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
\$10.50	1	8	10	\$840.00
Holiday 15.75	1	8	1	\$126.00
			Total	<u>\$966.00</u>

Lifeguard Total	\$38,012.00
Beach Attendant Total	\$26,702.00
Beach Manager Total	\$9,945.00
Beach Patrol	\$966.00
Subtotal	<u>\$75,625.00</u>
Less 8% Rain Reduction	\$6,050.00
Total Blue Shutters Wages	<u>\$69,575.00</u>

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

850 -- BLUE SHUTTERS BEACH (cont'd)

850-5025 BLUE SHUTTERS OVERTIME WAGES - \$3,400

Lifeguards out sick, short staffed end of year issues.

850-6020 -- OPERATING SUPPLIES - \$1,500

Paper products, soaps for restrooms, cleaning supplies, Nepanol foaming product for Clivus composting toilets for \$580 per beach, at pavilion office space requires supplies and new first aid room, replacement flag/s, miscellaneous .Purchase sawdust for composting toilet units yearly.

850-6035 - UNIFORMS-LIFEGUARDS AND STAFF - \$1,000

Total cost of the re-imbursement program will be divided equally between the 2 Town beach budgets. (Charlestown Beach and Blue Shutters Beach)

Uniform Reimbursement:

8 x \$50 per uniform	\$400
Beach Manager, Beach Attendant, Beach Patrol and Supervisor Uniforms	\$100
Lifeguard Swimsuits	\$200
Lifeguard Sweatshirts	\$300
Total	\$1,000

850-6040 - MAINTENANCE & REPAIRS -- \$2,252

Miscellaneous maintenance and repairs at beach as needed - \$300. Lifeguard chairs refurbished x 2 chairs x \$400 for materials = \$800. Rain garden further development, repairs to structures on site as needed, replace plant materials yearly, mulch etc. Repair of locks and security system as needed. Snow fencing to protect the dunes -- 650 ft is needed (fencing comes in 50/ft rolls, \$64/roll x 13 rolls - \$832, plus stakes -- 1 every 8 ft, 80 x \$4 = \$320) Total for fencing - \$1152.

Miscellaneous maintenance and repairs at beach as needed. Rain garden further development, repairs to structures on site as needed, replace plant materials yearly, mulch etc. Repair of locks and security system as needed	\$ 300.00
Lifeguard chairs refurbished x 2 chairs x \$400 for materials	\$ 800.00
Snow fencing to protect the dunes, 650 ft is needed - fencing comes in 50/ft rolls, \$64/roll x 13 rolls	\$ 832.00
Snow fencing stakes, 1 stake every 8ft X 80Ft X \$4	\$ 320.00
Total	\$ 2,252.00

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

850 – BLUE SHUTTERS BEACH (cont'd)

850-6045 - MAINTENANCE SUPPLIES - \$500

Replace signage as is necessary, paper products, paper supplies, towels etc. for \$500

850-6060 - PRINTING & BINDING - \$883

Printing of resident beach passes	\$762.00
Printing of cottage passes	\$53.00
Printing of daily receipts	\$950.00
Total printing costs *	\$1,765.00
(*total is divided by 2 for both beaches)	\$883.00

850-6065 – PURCHASED SERVICES - \$10,946

Portable toilet facility (2) for six (6) months at \$300 per month from May 1, 2017 to October 31, 2017	\$3,600.00
Police Detail Per FICA	\$3,564.00
Ocean Testing as Mandated by State of Rhode Island	\$525.00
Medical Supplies	\$150.00
Water Service	\$200.00
Clivus Composter Tank and System Inspections	\$1,500.00
Close facilities: plumber/wells	\$357.00
Pavillion Urine Tank Pumpouts	\$1,050.00
Total	\$10,946.00

850-6075 - TOOLS & EQUIPMENT - \$600

Replace pads for AED, service contract total \$600

**SUPPLEMENTAL INFORMATION
FY 2017-2018**

850 – BLUE SHUTTERS BEACH (cont'd)

850-6095 - BEACH CLEANING - \$6,500

Twice weekly, beach cleaning services for Blue Shutters beach to maintain safe beaches free of debris. Must be cleaned 26 times this season at a cost of \$250 each cleaning.

TOTAL REQUESTED BUDGET - Total: \$97,158

SUPPLEMENTAL INFORMATION
FY2017 - 2018

900 - DEBT SERVICE:

900-9005 – \$2M OPEN SPACE BOND 2015 PRINCIPAL - \$190,000

Principal payment on Open Space Bonds was issued in summer 2014. Authority given in fiscal year 2004 for \$2 million. The bond will be payable from 2014 to 2025.

900-9006 – \$1.19M BEACH PAVILION BOND 2015 PRINCIPAL - \$48,904

Principal payment on 20 year bond for Beach Pavilions. Authority given in fiscal year 2011 for \$1.19 million. The bond will be payable from 2014 to 2034.

900-9007 – \$1M AFFORDABLE HOUSING BOND 2015 PRINCIPAL - \$41,096

Principal payment on 20 year bond for Affordable Housing. Authority given in fiscal year 2006 for \$1 million. The bond will be payable from 2014 to 2034.

900-9008 - \$1M RECREATION BOND PRINCIPAL – \$90,000

Principal payment on 10 year bond for Recreation issued November 2016. Authority given June 2015. The bond will be payable from 2017 to 2027..

900-9021 – \$3M OPEN SPACE BOND PRINCIPAL - \$155,000

Principal payment on Series A Open Space Bonds issued in February 2004. Authority given in fiscal year 2000 for \$2 million and in year 2002 for \$1 million. The bond is payable from February 2005 to February 2024.

900-9026 – \$3M OPEN SPACE BOND INTEREST - \$26,050

Open space bond interest payable for fiscal year 2018.

900-9029 – \$1M AFFORDABLE HOUSING INTEREST - \$31,187

Affordable Housing bond interest payable for fiscal year 2018.

900-9031 – \$2M OPEN SPACE INTEREST - \$33,110

Open space bond interest payable for fiscal year 2018.

SUPPLEMENTAL INFORMATION
FY2017 - 2018

900 - DEBT SERVICE (cont'd):

900-9032 – \$1.19M BEACH PAVILION INTEREST - \$37,113

Beach Pavilions bond interest payable for fiscal year 2018.

900-9033 - \$1M RECREATION BOND INTEREST – \$24,991

Recreation bond interest payable for fiscal year 2018.

900-9045 – DPW INTERNATIONAL DUMP - \$20,735

Annual payment on a seven-year lease for a heavy duty dump truck for DPW. FY2022 is the final year of the lease,

900-9055 – Vacuum Sweeper – 2016 - \$38,244

Annual payment on a seven-year lease purchase for a vacuum sweeper. FY2022 will be the final year of the lease. This is an estimated amount as the lease has not been finalized.

900-9075 DPW HEAVY DUTY/DUMP TRUCK (7YR L/P) - \$22,000

Annual lease payment for new International Dump Truck. FY2023 is final year of lease.

900-9080 – DPW John Deere Tractor (5YR L/P) - \$0

Annual lease payment for new tractor. FY2017 is final year of lease

900-9096 – DPW HEAVY DUTY DUMP TRUCK - \$20,620

Annual payment on a seven year lease for purchase of a Heavy Duty Dump Truck. FY2019 is the final year of the lease.

900-9098 – DPW HEAVY DUTY F-350 - \$8,539

Annual lease payment on a 7 year lease to purchase a heavy duty F-350. FY2018 is final year of lease.

TOTAL REQUESTED BUDGET - \$787,589

SUPPLEMENTAL INFORMATION
FY2017- 2018

920 - EMPLOYEE BENEFITS:

920-5005 - IN LIEU OF HEALTH INSURANCE - \$10,000

Employee option payment for non-participation in health coverage. Currently includes four municipal employee, and the Town Administrator.

920-5010 - RETIREES' SALARIES - \$10,920

Covers one employee and the spouse of an employee who retired with Town pensions prior to the Town's participation in State system. (increases @ 3% each July – spouse of former Chief of Police).

920-5015 – VACATION BUYOUT - \$21,295

CPMA agreement allows the buyout of one week of vacation in December.

920-9205 - FICA TAX EXPENSE - \$371,350

Calculated @ 7.65% of estimated total payroll.

920-9210 - HEALTH INSURANCE - \$1,100,000

The health insurance calculation is funded with a projected rate increase of 8.0% over the current year actual costs for all employees. In FY 2009, the Town became a member of the Governmental Health Group of Rhode Island. This group provides health insurance to approximately 30 Rhode Island cities, towns and school districts on a self-funded basis. Full-time employees are required to co-pay 20% of their health insurance premium. Retirees covered with health benefits with no co-pay include 7 former municipal employees and 9 former police officers. Of these, 9 individuals are on Plan 65. An eyeglass/contact lens benefit at \$150 per year per employee is also funded in this account.

920-9210 OPEB TRUST FEE - \$10,000

The Town has joined the RI Interlocal Trust OPEB funding Program. The Plan is managed by Vanguard and because other municipalities will be pooling their funds together, the fees to manager the trust will be much lower.

SUPPLEMENTAL INFORMATION
FY2017- 2018

920 - EMPLOYEE BENEFITS (cont'd):

920-9215 - DENTAL INSURANCE - \$72,000

Dental premiums for all full-time employees and two retirees @ an increase of 2% below the FY17 rates

920-9220 - LIFE INSURANCE - \$16,750

Premiums for insurance coverage per Union and Municipal Management Agreements.

920-9225 - RETIREMENT - \$592,610

Cost to the Town for participation in the Rhode Island Employees' Retirement System for municipal and police personnel. FY 2018 municipal rate calculated @ 7.36% for the Defined Benefit Plan and 2% for the Defined Contribution Plan, 9.25% for employees with 20 years of service as of 6/30/12 for the Defined Benefit Plan, and Police rate calculated @ 24.46 %, for the Defined Benefit plan.

920-9240 - UNEMPLOYMENT - \$15,000

Costs incurred by the Town for seasonal employees' unemployment benefits and severed employees.

920-9250 - EMPLOYEE ASSISTANCE PROGRAM - \$1,500

Crisis referral service designed for persons in need of counseling. This is the yearly fee for up to 70 employees.

TOTAL REQUESTED BUDGET \$2,221,425

TOWN OF CHARLESTOWN
FISCAL YEAR 2018

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.940.9435.000	Auditing Service	\$38,291.00	\$40,000.00	\$32,475.00	\$42,000	\$42,000	\$42,000	\$42,000
01.940.9440.000	Town Solicitor	\$126,800.00	\$127,800.00	\$48,428.00	\$127,200	\$127,200	\$127,200	\$127,200
01.940.9445.000	Special Service/Legal	\$24,287.38	\$80,000.00	\$646.00	\$80,000	\$80,000	\$80,000	\$80,000
01.940.9445.001	Special Services Legal/NIT	\$6,167.00	\$0.00	\$7,411.00	\$0	\$0	\$0	\$0
01.940.9450.000	Miscellaneous Legal	\$20,994.49	\$100,000.00	\$43,790.90	\$100,000	\$100,000	\$135,000	\$135,000
01.940.9475.000	Finance/IT/Administration	\$0.00	\$0.00	\$0.00	\$0	\$0	\$35,000	\$35,000
		\$216,040.87	\$347,800.00	\$132,750.90	\$349,200	\$349,200	\$419,200	\$419,200
01.950.9550.000	Town Insurance	\$204,594.42	\$235,000.00	\$217,967.14	\$225,000	\$225,000	\$225,000	\$225,000
		\$204,594.42	\$235,000.00	\$217,967.14	\$225,000	\$225,000	\$225,000	\$225,000
01.960.5015.000	Hazard Mitigation Project	\$0.00	\$0.00	\$2,500.00	\$0	\$0	\$0	\$0
01.960.5015.001	Hazard Mitigation Project	\$9,415.51	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.960.9625.000	Council Contingency Fund	\$27,834.71	\$15,000.00	\$8,414.90	\$15,000	\$15,000	\$65,000	\$65,000
		\$37,250.22	\$15,000.00	\$10,914.90	\$15,000	\$15,000	\$65,000	\$65,000

SUPPLEMENTAL INFORMATION
FY2017 – 2018

940 - PROFESSIONAL SERVICES:

940-9435 – AUDITING SERVICE - \$42,000

Estimated cost for preparation of annual audit and side fund trial balances for fiscal year ending June 30, 2017. The annual fee is based on the annual cost for FY2016. Additional costs incurred during the audit are estimated based on historical costs. The Town will need to go out to bid for auditing services in the Spring of 2017.

940-9440 – TOWN SOLICITORS - \$127,200

Legal services required by the Town in the normal course of business:

Town Solicitor Peter Ruggiero (per contract effective 12/12/16)	\$79,200	Town Council, Planning, Zoning
Town Solicitor Robert E. Craven (per contract effective 12/8/14)	\$24,000	Probate, Prosecution
Asst. Solicitor Joseph Larisa (per contract effective 12/8/14)	\$24,000	Narragansett Indian Tribe
	\$127,200	

940-9945 – SPECIAL LEGAL SERVICES - \$80,000

Legal services rendered by the Solicitor or special counsel authorized on a case-by-case basis by the Town Council related to litigation.

940-9450 – MISCELLANEOUS LEGAL COSTS - \$135,000

Premiums for insurance coverage per Union and Municipal Management Agreements.

Labor Matters

Arbitration Costs

Transcriptions

Stenographers

RI Manager's Retainer of Labor Counsel

TOTAL REQUESTED BUDGET - \$384,200

SUPPLEMENTAL INFORMATION
FY2017 - 2018

950 - TOWN INSURANCE:

950-9550 – TOWN INSURANCE - \$225,000

Premiums for property, liability and worker's compensation coverage. This also includes flood insurance for the two beach pavilions. Liability insurance maintained at \$5 million for budget year 2018.

TOTAL REQUESTED BUDGET \$225,000

960 – COUNCIL CONTINGENCY:

960-9625 – TOWN COUNCIL CONTINGENCY - \$65,000

Funds set aside for emergencies and items not budgeted. Money expended with Town Council approval.

TOTAL REQUESTED BUDGET \$65,000

**TOWN OF CHARLESTOWN
FISCAL YEAR 2018**

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.990.9100.000	Capital Leases	\$241,445.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9901.000	Police Cruisers	\$99,877.00	\$70,000.00	\$74,269.99	\$39,073	\$39,073	\$39,100	\$39,100
01.990.9902.000	Administrative Cars	\$0.00	\$0.00	\$0.00	\$72,578	\$72,578	\$72,578	\$72,578
01.990.9907.000	Police - Fitness Room Expansion	\$0.00	\$0.00	\$0.00	\$20,000	\$20,000	\$0	\$0
01.990.9908.000	Cruiser Security Storage Lockers	\$0.00	\$0.00	\$0.00	\$6,100	\$6,100	\$7,625	\$7,625
01.990.9909.000	Radar Upgrade & Replacement	\$0.00	\$12,000.00	\$11,894.00	\$11,894	\$11,894	\$11,894	\$11,894
01.990.9911.000	DPW Dump Truck w/Plow frame & Plow Control	\$20,743.59	\$0.00	\$0.00	\$67,300	\$67,300	\$67,300	\$67,300
01.990.9912.000	DPW 4 WD Pickup	\$32,893.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9913.000	Old Mill Road Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$126,500	\$126,500
01.990.9914.000	DPW Burdickville RD Improvements	\$0.00	\$1,040,400.00	\$1,612.50	\$0	\$0	\$160,000	\$160,000
01.990.9918.000	Police - Telephone System	\$0.00	\$11,518.00	\$12,969.05	\$0	\$0	\$0	\$0
01.990.9919.000	DPW - Equipment Tilt Trailer	\$0.00	\$0.00	\$0.00	\$7,500	\$7,500	\$7,500	\$7,500
01.990.9920.000	Police Pickup	\$0.00	\$34,895.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9922.000	Taser Replacement	\$0.00	\$9,600.00	\$9,593.28	\$0	\$0	\$0	\$0
01.990.9924.000	Town Hall Generator Design & Plan	\$0.00	\$110,000.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9925.000	Police Floor Scrubber	\$0.00	\$5,900.00	\$5,027.80	\$0	\$0	\$0	\$0
01.990.9926.000	ACO - Extended Roof	\$0.00	\$0.00	\$0.00	\$8,000	\$8,000	\$0	\$0
01.990.9927.000	Police - Recording Platform	\$11,315.19	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9928.000	Police - Evidence Room Processing Equipment	\$0.00	\$0.00	\$0.00	\$7,544	\$7,544	\$3,600	\$3,600
01.990.9929.000	Police - Rifle/Shotgun	\$0.00	\$6,400.00	\$5,198.16	\$0	\$0	\$0	\$0
01.990.9932.000	DPW Blue Shutters/ Town Beach Maint	\$0.00	\$0.00	\$0.00	\$12,000	\$0	\$0	\$0
01.990.9936.000	Window at CRCC Welcome Shed	\$0.00	\$6,000.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9937.000	CRCC Loader Refurbish	\$16,700.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9938.000	Overhead Door at CRCC	\$0.00	\$0.00	\$0.00	\$11,505	\$11,505	\$11,505	\$11,505
01.990.9947.000	Police - Accreditation Program	\$8,264.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9949.000	Landfill Monitoring	\$0.00	\$0.00	\$0.00	\$12,000	\$0	\$0	\$0
01.990.9950.000	Renovation Tennis Ctr @Wicklund	\$0.00	\$0.00	\$0.00	\$0	\$0	\$200,000	\$200,000
01.990.9951.000	Police - Upgrade Furniture	\$18,285.10	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9952.000	Dark Sky Compliant Lights	\$13,703.66	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9953.000	Police - ATV	\$0.00	\$0.00	\$0.00	\$8,500	\$8,500	\$8,500	\$8,500
01.990.9955.000	Police - Upgrade Telecomm Center	\$56,238.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9956.000	Police - HVAC Upgrades	\$14,810.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9959.000	REC Basketball Court Reconstruction	\$1,000.00	\$0.00	\$58,920.00	\$0	\$0	\$0	\$0
01.990.9961.000	DPW Asphalt Resurfacing	\$130,212.20	\$250,000.00	\$0.00	\$114,723	\$114,723	\$250,000	\$250,000
01.990.9962.000	DPW Mobile Brush Chipper	\$74,682.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9963.000	DPW Vacuum Sweeper/Catch Basin (7Yr L/P)	\$38,244.04	\$0.00	\$0.00	\$38,985	\$38,985	\$268,000	\$268,000
01.990.9964.000	DPW Dump Truck With Plow (7 Yr L/P)	\$0.00	\$21,885.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9966.000	Renovation Softball Field@Wicklund	\$0.00	\$0.00	\$0.00	\$0	\$0	\$12,000	\$12,000
01.990.9970.000	Rec - Recycling/Trash Stations	\$41,508.00	\$0.00	\$0.00	\$0	\$10,000	\$10,000	\$10,000
01.990.9974.000	Rec - Picnic Tables at Ninkret Park	\$0.00	\$0.00	\$0.00	\$18,820	\$18,820	\$18,820	\$18,820
01.990.9979.000	Kings Factory Rd Box Culvert	\$0.00	\$70,000.00	\$11,491.25	\$120,000	\$120,000	\$120,000	\$120,000
01.990.9980.000	Burdickville Rd Survey & Engineering	\$23,200.00	\$0.00	\$1,505.00	\$0	\$0	\$0	\$0
01.990.9985.000	EMA Hurricane Protection - Police Station	\$0.00	\$20,000.00	\$19,655.50	\$0	\$0	\$0	\$0
01.990.9987.000	EMA - Commination Project	\$4,885.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9988.000	GIS - Sonarmitte BT Upgrade	\$4,800.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.990.9991.000	Town Vehicles	\$31,223.00	\$30,000.00	\$0.00	\$0	\$60,000	\$64,000	\$64,000
01.990.9993.000	Columbia Heights Playground	\$0.00	\$40,855.00	\$19,020.00	\$0	\$0	\$0	\$0
01.990.9995.000	Rec - Backstop at Pulchaski Field	\$0.00	\$5,000.00	\$5,675.00	\$0	\$0	\$0	\$0
01.990.9996.000	REC Gate @ Soccer Field	\$0.00	\$0.00	\$9,119.00	\$0	\$0	\$0	\$0
01.990.9998.000	REC Programmable Message Sign for Beaches	\$13,568.56	\$0.00	\$0.00	\$0	\$0	\$0	\$0
		\$897,587.34	\$1,743,653.00	\$245,650.59	\$576,522	\$622,522	\$1,458,922	\$1,458,922

TOWN OF CHARLESTOWN
FISCAL YEAR 2018

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual as of 12/31/2016	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
01.995.9913.000	DPW Road Engineering	\$96,000.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.995.9915.000	Revaluation	\$55,000.00	\$65,000.00	\$65,000.00	\$50,000	\$50,000	\$50,000	\$50,000
01.995.9930.000	Open Space Acquisitions	\$14,846.45	\$19,157.00	\$19,156.64	\$0	\$0	\$0	\$0
01.995.9947.000	Comprehensive Plan Update	\$27,000.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.995.9960.000	CRCC Enterprise Transfer	\$15,000.00	\$25,000.00	\$25,000.00	\$25,000	\$25,000	\$25,000	\$25,000
01.995.9965.000	Employee Severance Benefit	\$150,000.00	\$150,000.00	\$150,000.00	\$150,000	\$150,000	\$150,000	\$150,000
01.995.9982.000	Transfer to Klondike Rd	\$26,727.99	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.995.9985.000	Transfer to Pond & Beach Preservation	\$175,000.00	\$250,000.00	\$250,000.00	\$250,000	\$250,000	\$250,000	\$250,000
01.995.9990.000	Health Care Rev Fund (OPER's)	\$350,000.00	\$450,000.00	\$450,000.00	\$450,000	\$450,000	\$450,000	\$450,000
01.995.9993.000	Transfer to Legal Reserve	\$104,120.00	\$21,493.00	\$21,493.00	\$130,050	\$130,050	\$130,050	\$130,050
01.995.9995.000	Transfer to RI DEM Grant	\$47,516.24	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.995.9996.000	Chartho Reserve	\$250,000.00	\$0.00	\$0.00	\$0	\$0	\$0	\$0
01.995.9997.000	Transfer to Landfill Monitoring	\$0.00	\$15,000.00	\$15,000.00	\$25,000	\$25,000	\$20,000	\$20,000
01.995.9999.000	Town Capital Maintenance Fund	\$172,983.00	\$200,000.00	\$200,000.00	\$150,000	\$150,000	\$50,000	\$50,000
		\$1,484,193.68	\$1,195,650.00	\$1,195,649.64	\$1,290,050	\$1,290,050	\$1,125,050	\$1,125,050
01.999.9999.000	Proceeds from Capital Leases	(\$241,445.00)	\$0.00	\$0.00	\$0	\$0	\$0	\$0
		(\$241,445.00)	\$0.00	\$0.00	\$0	\$0	\$0	\$0
		\$26,107,333.54	\$27,602,768.00	\$13,542,264.04	\$27,049,920	\$27,109,901	\$27,724,601	\$27,724,601

SUPPLEMENTAL INFORMATION
FY2016 - 2017

995 - TRANSFERS OUT:

995-9915 - TAX ASSESSOR - REVALUATION - \$50,000

To continue to set aside funds that will be needed to complete future Full and Statistical Revaluations in 2019, 2022 and 2025.

Historical Revaluation Contract Costs:

	<u>Contract Cost</u>	+	<u>Internal Materials Costs</u>	=	<u>Total Reval Cost</u>	<u>Parcel Count</u> ±	<u>Cost /Parcel</u>
2016 Statistical Revaluation (NOTE: Assessor's Office assisted with limited data input + Pictometry oblique included)	\$143,682.00		\$1,000.00		\$144,682.00	6,400	\$22.61
2013 Town-wide Revaluation (NOTE: Assessor's Office assisted with limited data input + Pictometry oblique included)	\$275,000.00		\$8,000.00		\$283,000.00	6,400	\$44.22
2010 Statistical Revaluation (NOTE: Assessor's Office assisted with data input)	\$99,200.00		\$500.00		\$99,700.00	6,400	\$15.58
2007 Statistical Revaluation (NOTE: Assessor's Office had added employees from Vision Appraisal to assist with some data input)	\$130,600.00		\$1,000.00		\$131,600.00	6,400	\$20.56
2004 Full Town-wide Revaluation (NOTE: Assessor's Office had added employees to assist with data collection and input)	\$170,000.00		\$10,000.00		\$180,000.00	6,400	\$28.13

Full Town-wide Revaluations are being bid at \$45.00 to \$50.00 per parcel, and a Statistical Revaluation at \$16.00 to \$30.00 per parcel, with no internal Assessor's office assistance or use of Pictometry oblique imagery.

The current Rhode Island General Law requires tri-annual revaluations.

Budget Request:

Budget amount for FY 2017-2018 = \$ 50,000.00

Fund Balance as of 7/1/2016 is \$213,971.

SUPPLEMENTAL INFORMATION
FY2016 - 2017

995 – TRANSFER OUT (cont.)

995-9947 – Comprehensive Planning - \$0

This fund currently contains \$33,491 for the purpose of the required updating to the Town's Comprehensive Plan. The town is conducting a statistical update of the current 2006 5-Year Update of the plan, as required by the State. The Town will be required to conduct a complete rewrite of the Comprehensive Plan to comply with the new State Law by June of 2016. The Planning Department will lead that rewrite with the Planning Commission. It will require the hiring of a consultant and a tremendous amount of community outreach and participation. The total cost is anticipated to be \$65,000.

995-9960 – CRCC SUBSIDY - \$25,000

Transfer to offset operating expenditures and capital improvements at the collection center.

995-9965 – EMPLOYEE SEVERANCE BENEFIT FUND - \$150,000

Funds set-aside in a non-lapsing, non-transferable reserve account to be utilized when employees retire to offset costs of accumulated vacation, sick, and personal time per recommendation of auditors. Level funded with the prior year. Fund balance at 07/01/16 at \$459,563.

995-9985 – Pond & Beach Preservation - \$250,000

Funds to support projects that will improve the water quality of the three coastal salt ponds. Fund balance at 07/01/16 at \$700,000.

995-9990 – HEALTH CARE RESERVE FUND - \$450,000

Funding of other post-employment benefit liability for retiree healthcare estimated as of 7/1/16 at \$5.579 million. Fund balance at 07/01/16 at \$4,280,951.

995-9993 – TRANSFER TO LEGAL RESERVE - \$130,050

Fund balance as of 7/1/16 - \$104,120.

SUPPLEMENTAL INFORMATION
FY2016 - 2017

995 – TRANSFER OUT (cont.)

995-9996 – CHARHO RESERVE - \$0

Funding of future Charho initiatives. Fund balance as of 7/1/16 - \$250,000.

995-9997 – LANDFILL MONITORING - \$20,000

Funding of expenditures to monitor the landfill closure. New fund for FY17. As of 12/31/16 the total expenditures as \$14,546.

995-9999 – TOWN CAPITAL MAINTENANCE FUND - \$50,000

Funds for town-wide capital maintenance, projects and renovations. Fund balance at 07/01/16 at \$137,081.

TOTAL REQUESTED BUDGET - \$1,125,050

**TOWN OF CHARLESTOWN
FISCAL YEAR 2018
CHARLESTOWN RESIDENTIAL COLLECTION CENTER**

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
05.000.3520.000	Interest Income	\$360.32	\$225.00	\$182.31	\$225.00	\$225.00	\$225.00	\$225.00
05.000.3530.000	Bag Tag Revenue	\$46,470.00	\$55,000.00	\$24,190.00	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00
05.000.3540.000	General CRCC Revenue	\$69,624.91	\$70,000.00	\$30,893.30	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00
05.000.3543.000	Recyclable Revenue	\$5,694.05	\$9,000.00	\$2,645.85	\$9,000.00	\$9,000.00	\$9,000.00	\$9,000.00
05.000.3544.000	CRCC Contractor Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05.000.3545.000	CRCC Hauler Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05.000.3550.000	Unclassified Revenue	\$50.40	\$150.00	\$25.00	\$150.00	\$150.00	\$150.00	\$150.00
05.000.3555.000	State Grant Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
05.000.3560.000	General Fund Subsidy	\$15,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
05.000.3565.000	CRCC Stickers	\$32,780.00	\$36,000.00	\$8,230.00	\$36,000.00	\$36,000.00	\$36,000.00	\$36,000.00
05.000.3575.000	Retained Earnings Transfer	\$0.00	\$10,250.00	\$0.00	\$9,389.00	\$9,389.00	\$4,439.00	\$4,439.00
		\$169,979.68	\$205,625.00	\$91,166.46	\$204,764.00	\$204,764.00	\$199,814.00	\$199,814.00
05.000.5010.000	CRCC Wages	\$58,922.06	\$57,470.00	\$30,908.68	\$61,289.00	\$61,289.00	\$61,289.00	\$61,289.00
05.000.5015.000	CRCC Seasonal Wages	\$9,614.91	\$10,800.00	\$6,968.00	\$10,800.00	\$10,800.00	\$10,800.00	\$10,800.00
05.000.5025.000	CRCC Overtime Wages	\$683.20	\$2,500.00	\$623.20	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
05.000.6020.000	Operating Supplies	\$4,479.62	\$3,700.00	\$835.48	\$3,800.00	\$3,800.00	\$3,800.00	\$3,800.00
05.000.6040.000	Maintenance & Repairs	\$11,103.18	\$7,600.00	\$3,367.09	\$7,825.00	\$7,825.00	\$7,825.00	\$7,825.00
05.000.6045.000	Uniforms, Boots, Safety Items	\$669.48	\$900.00	\$200.77	\$950.00	\$950.00	\$950.00	\$950.00
05.000.6045.001	Boot Allowance Steadman, J	\$77.93	\$200.00	\$186.71	\$200.00	\$200.00	\$200.00	\$200.00
05.000.6045.002	Boot Allowance Martin, C	\$194.38	\$200.00	\$86.24	\$200.00	\$200.00	\$200.00	\$200.00
05.000.6046.000	Utilities	\$11,070.66	\$16,500.00	\$3,395.11	\$16,500.00	\$16,500.00	\$13,500.00	\$13,500.00
05.000.6050.000	CRCC Licensing	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
05.000.6055.000	Waste Management	\$38,429.92	\$42,000.00	\$14,969.72	\$42,000.00	\$42,000.00	\$42,000.00	\$42,000.00
05.000.6060.000	Waste Management Recycle	\$20,910.00	\$21,000.00	\$10,637.22	\$21,000.00	\$21,000.00	\$21,000.00	\$21,000.00
05.000.6075.000	Tools & Equipment	\$254.70	\$825.00	\$913.07	\$850.00	\$850.00	\$850.00	\$850.00
05.000.9205.000	FICA Tax	\$4,968.78	\$5,200.00	\$2,845.20	\$5,700.00	\$5,700.00	\$5,700.00	\$5,700.00
05.000.9210.000	Health Insurance	\$11,197.77	\$16,000.00	\$5,712.67	\$16,000.00	\$16,000.00	\$14,000.00	\$14,000.00
05.000.9215.000	Dental Insurance	\$829.92	\$1,500.00	\$339.60	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
05.000.9220.000	Life Insurance	\$342.16	\$300.00	\$173.94	\$300.00	\$300.00	\$350.00	\$350.00
05.000.9225.000	Employer Pension Contr -	\$7,897.53	\$6,000.00	\$2,492.87	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
05.000.9952.000	Roll Off Container 5YR LP	\$0.00	\$1,930.00	\$0.00	\$1,930.00	\$1,930.00	\$1,930.00	\$1,930.00
05.000.9996.000	Workers Comp Insurance	\$1,643.81	\$2,000.00	\$1,064.87	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
05.000.9999.000	Depreciation	\$414.58	\$8,000.00	\$0.00	\$420.00	\$420.00	\$420.00	\$420.00
		\$184,704.59	\$205,625.00	\$85,720.44	\$204,764.00	\$204,764.00	\$199,814.00	\$199,814.00

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2017-2018

REVENUES:

3520 – INTEREST INCOME \$225

Interest income earned on average daily checking and investment account balances.

3530 – BAG TAG REVENUE \$55,000

Revenue derived from the sale of bags tags estimated at 30,000 bag tags at \$2.00 each.

3540 – GENERAL CRCC REVENUE \$70,000

Income realized from the disposal of white goods and demolition materials at the CRCC.

3543 – CRCC RECYCLABLE REVENUE \$9,000

Income realized from recyclable material deposited at the CRCC.

3553 – UNCLASSIFIED REVENUE - \$150

Miscellaneous revenues.

3560 – GENERAL FUND SUBSIDY \$25,000

Subsidy from the General Fund used to offset the costs of recycling and general operations. Any net income earned in this enterprise fund is specifically targeted to reduce the existing debt originated from net losses incurred in prior years.

3565 – CRCC PERMITS \$36,000

Revenue derived from the sale of annual CRCC entry stickers estimated at 1,800 stickers at \$20.00 each.

3575 – Retained Earning Transfer \$4,439

REQUESTED REVENUE \$199,814

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2017-2018

EXPENDITURES:

5010 – WAGES \$61,289

Wage rates and longevity amounts are based on the anticipated Teamsters Local 251 Collective Bargaining Agreement. Wages are currently provided for 4 days of CRCC operation: Monday, Thursday, Friday and Saturday.

	2017-2018			
	Wage	Longevity Amount	Longevity Years	Total
Landfill Foreman (50% B&G, 50% CRCC)	26,151	2,615	38	\$ 28,766
Landfill Operator (20% B&G, 80% CRCC)	32,523	-	3	32,523
	58,674	2,615		\$ 61,289

5015 – SEASONAL WAGES \$10,800

Seasonal full-time employee (32 hours) at \$14.00/hour for 24 weeks (\$10,752); or two (2) half-time seasonal employees funded at \$13.00/hour.

5025 – OVERTIME WAGES \$2,500

Level funded with the prior year.

6020 – OPERATING SUPPLIES \$3,800

Fuel, lubricating oil, grease, etc.

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2017-2018

EXPENDITURES (cont'd)

6040 – MAINTENANCE & REPAIRS \$7,825

Funds to repair and maintain compactors, general repairs, miscellaneous tools and annual scale calibration.

6045 – UNIFORMS, BOOTS & SAFETY ITEMS \$1,350

Uniforms, boots and other supplies for employees per their labor contract.

6046 – UTILITIES \$13,500

Telephone, heat and lights for the CRCC.

6050 – CRCC LICENSING – \$1,000

This account provides funds for the Licensing renewal of the transfer station/collection station and for the Leaf and Yard Waste Composting Facility License renewal. Renewals are due every 3 years (due June 2018).

6055 – WASTE MANAGEMENT \$42,000

Cost to haul and dispose of municipal waste at the RIRRC landfill in Johnston, RI. The 2017 contracted haul cost is \$175/haul, plus \$32/ton disposal fee and the 2018 contracted haul cost is \$180/haul, plus \$32/ton disposal fee.

6060 – WASTE MANAGEMENT RECYCLING \$21,000

Cost to haul recyclables to Johnston, RI estimated at 100 hauls at \$175 per haul for FY 2017, increasing to \$180 for FY 2018. Disposal of recyclables is presently available at no cost per RIRRC contract.

6075 – TOOLS & EQUIPMENT \$850

Small miscellaneous tools needed for CRCC operations.

9205 – FICA TAX \$5,700

7.65% of proposed payroll.

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (GRCC)
SUPPLEMENTAL INFORMATION
FY2017-2018

EXPENDITURES (cont'd)

9210 – HEALTH INSURANCE \$14,000

50% of premiums for Foreman and 80% of premiums for Operator.

9215 – DENTAL INSURANCE \$1,500

50% of premiums for Foreman and 80% of premiums for Operator.

9220 – LIFE INSURANCE \$350

50% of premium for Foreman and 80% of premium for Operator.

9225 – EMPLOYEE RETIREMENT \$8,000

50% of ER contribution for Foreman and 80% of ER contribution for Operator.

9952 – ROLL-OFF CONTAINER (capital improvement) \$1,930

Cost to lease purchase a 50 cubic yard roll-off container used to store and haul waste. Total estimated lease expense is \$7,325 (\$6.6k principal + \$700 interest) over 5 years.

9996 – WORKERS COMPENSATION INSURANCE \$2,000

Calculated at 4.33% of total straight-time wages plus 2/3 of overtime wages.

9997 – DEPRECIATION \$420

Based fixed asset database projection for depreciation.

REQUESTED EXPENDITURES \$199,814

**TOWN OF CHARLESTOWN
FISCAL YEAR 2018
CHARLESTOWN COASTAL PONDS**

Account	Description	FY 16 Audited	FY 17 Adopted	FY 17 Actual	FY Dept Req	FY 18 Town Admin	FY 18 Budget Comm	FY 18 Town Council
06.000.3520.000	Interest On Checking	\$12.34	\$0	\$0.00	\$0	\$0	\$0	\$0
06.000.3525.000	Mooring Waiting List Application Fee	\$225.00	\$0	\$140.00	\$0	\$0	\$0	\$0
06.000.3535.000	Mooring Revenue	\$55,275.00	\$56,250	\$1,160.00	\$56,625	\$56,625	\$56,625	\$56,625
06.000.3536.000	Interest Income	\$187.73	\$200	\$92.28	\$200	\$200	\$200	\$200
06.000.3550.000	Miscellaneous Revenue	\$1,225.00	\$0	\$50.00	\$0	\$0	\$0	\$0
06.000.3555.000	Retained Earnings Transfer	\$0.00	\$5,444	\$0.00	\$6,075	\$6,075	\$6,075	\$6,075
		\$56,925.07	\$61,894	\$1,442.28	\$62,900	\$62,900	\$62,900	\$62,900
06.000.5015.000	Harbor Master Wages	\$26,211.11	\$34,764	\$16,817.93	\$35,464	\$35,464	\$35,464	\$35,464
06.000.5025.000	Harbor Master Overtime Wages	\$919.86	\$1,262	\$965.46	\$1,313	\$1,313	\$1,313	\$1,313
06.000.6015.000	Dues & Subscriptions	\$0.00	\$100	\$93.65	\$100	\$100	\$100	\$100
06.000.6020.000	Operating Supplies	\$2,954.52	\$2,937	\$1,477.15	\$3,156	\$3,156	\$3,156	\$3,156
06.000.6030.000	Mooring Software fee	\$2,210.00	\$2,550	\$25.00	\$2,574	\$2,574	\$2,574	\$2,574
06.000.6035.000	Fuel & Oil	\$2,829.35	\$2,785	\$1,945.11	\$2,740	\$2,740	\$2,740	\$2,740
06.000.6040.000	Maintenance & Repairs	\$2,991.49	\$3,200	\$241.32	\$3,200	\$3,200	\$3,200	\$3,200
06.000.6050.000	Professional Development	\$252.95	\$0	\$0.00	\$0	\$0	\$0	\$0
06.000.6075.000	Tools & Equipment	\$5,628.48	\$1,000	\$980.57	\$1,000	\$1,000	\$1,000	\$1,000
06.000.6120.000	Vehicle Maintenance/Repairs	\$1,759.71	\$2,000	\$577.42	\$2,000	\$2,000	\$2,000	\$2,000
06.000.6130.000	Navigational Aids	\$1,517.47	\$1,500	\$0.00	\$1,500	\$1,500	\$1,500	\$1,500
06.000.6140.000	Harbor Management Plan Review	\$2,709.78	\$500	\$0.00	\$500	\$500	\$500	\$500
06.000.9205.000	FICA Tax	\$2,153.41	\$2,756	\$1,403.44	\$2,813	\$2,813	\$2,813	\$2,813
06.000.9996.000	Worker's Compensation Ins	\$1,218.50	\$1,100	\$905.48	\$1,100	\$1,100	\$1,100	\$1,100
06.000.9999.000	Depreciation Expense	\$5,440.00	\$5,440	\$0.00	\$5,440	\$5,440	\$5,440	\$5,440
		\$58,796.63	\$61,894	\$25,432.53	\$62,900	\$62,900	\$62,900	\$62,900

Overview

The following budget proposal will outline the projected income and expenses for the Fiscal Year 2017-2018. Income will be based on collected mooring fees realized from 429 issued mooring permits in total. Total mooring permits are broken down in the following categories;

- 287 Public Recreational Mooring Permits
- 118 Waterfront Recreational Mooring Permits
- 24 Commercial Mooring Permits

Mooring Permit Fee;

- | | |
|--|-------|
| • Public Recreational Mooring Permit | \$125 |
| • Waterfront Recreational Mooring Permit | \$125 |
| • Commercial Mooring Permit | \$250 |

Below are proposed budget expense increase requests for FY 2017-2018

- "Harbormaster Wages"- 2% pay raise Town wide
- "Harbormaster Overtime Wages"- Adjustment from 2% pay raise
- "Operating Supplies"- Increase in Operating Expenses projected for 2017-2018
- "Mooring Software Fee" – Four additional mooring permits for renewal in 2018 Season
- "Tools and Equipment" – Purchase of a Storage Container for equipment

Total projected income from collected mooring fees and anticipated interest for FY 2017-2018 is **\$56,825**. Total projected operating expenses for FY 2017-2018 is **\$62,899.55**, resulting in a difference of **\$6,074.55**. To balance the budget, a transfer of **\$5,440.00** from retained earnings will balance out the matching depreciation expense of **\$5,440.00** for equipment purchased in 2014, and a request of **\$634.55** from the General Fund to balance the operating budget as a result of proposed expense increases and equipment purchase for FY 2017-2018. The mooring fee schedule shall remain the same.

Income

Mooring Permit Revenue

Projected Mooring Fees FY 2016-2017	\$56,250	<i>(Approved Budget FY 2016-2017 \$56,250)</i>
Projected Fees FY 2017-2018	\$56,625	
Change	\$375	

Difference in fees collected is from the total issued mooring permits, or a change in mooring permit classification from previous fiscal year.

Interest Income

Approved FY 2016-2017	\$200
Requested FY 2017-2018	\$200
Change	\$0

No increase requested

Retained Earnings Transfer (Balance Budget)

Approved FY 2016-2017	\$5,444.00
Requested FY 2017-2018	\$5,440.00
Change	\$0

No increase requested

General Fund Subsidy

Approved FY 2016-2017	\$0
Requested FY 2017-2018	\$634.55
Change	\$634.55

Transfer requested to assist in balancing the operating expenses as a result in requested/proposed increases and equipment purchase.

Expenses

Harbormaster Wages

Approved FY 2016-2017	\$34,764.00
Requested FY 2017-2018	\$35,463.12
Change	\$699.60

Increase requested as a result of a 2% pay increase. This would increase the current hourly rate of \$20.40/hr to \$20.81/hr for the Harbormaster and \$15.36/hr to \$15.67/hr for Assistant Harbormasters.

Holiday/Overtime Wages

*-Time and a half Hourly Rate, on duty up to 8 Hours for;
Memorial Day
Independence Day
Labor Day*

Approved FY 2016-2017	\$1,262.00
Requested FY 2017-2018	\$1,313.28
Change	\$51.28

Increase requested as a result of a 2% pay increase, changing the hour rates for Harbormaster, and Assistant Harbormasters.

Dues and Subscriptions

-State Harbormaster Association Dues

Approved FY 2016-2017	\$100.00
Requested FY 2017-2018	\$100.00
Change	\$0

No increase requested.

Operating Supplies

-Normal Operating Expenses

-Office supplies

-Postage

-Phone/Data Plans

-Mooring Permit Stickers

Approved FY 2016-2017 \$2,937.00

Requested FY 2017-2018 \$3,155.76

Change \$218.76

Increase requested expense increase of phone and data plans for 2017-2018.

Online Mooring

-Service fee per processed mooring permit.

Approved FY 2016-2017 \$2,550.00

Requested FY 2017-2018 \$2,574.00

Change \$24

Increase request is the result of an additional four (4) mooring permits approved in the 2016 mooring season, and to be renewed in the 2017 mooring season. This brings the total of mooring permits expected to be renewed to 429 for the 2018 mooring season. The Online Mooring service fee, per permit will remain a \$6 for the 2018 Mooring Season.

Fuel and Oil

- Boat Fuel
- Boat two-stroke oil
- Boat fuel stabilizers, conditioners, and treatment
- Vehicle Fuel

Approved FY 2016-2017	\$2,785.00
Requested FY 2017-2018	\$2,740.00
Change	\$-45

There is an increase in total projected gallons for use in Harbormaster Vehicles realized from past FY fuel use reports; however there is lower cost per gallon utilizing PD fuel pumps as opposed to fuel cost at Marinas. Also, a decrease in projected gallons of two stroke oil for boat motor use is expected from previous seasons. Overall a slight decrease is proposed for 2017-2018.

Maintenance and Repairs

- Routine Maintenance
- Winterization
- Repairs

Approved FY 2016-2017	\$3,200.00
Requested FY 2017-2018	\$3,200.00
Change	\$0

No increase requested

Boat Improvements

-Major improvements and repairs to boats to expand capabilities and extend in service life.

Approved FY 2016-2017	\$0
Requested FY 2017-2018	\$0
Change	\$0

No increase requested

Tools and Equipment

*-Boat Equipment
-Harbormaster Equipment
-Tools*

Approved FY 2016-2017	\$1,000.00
Requested FY 2017-2018	\$1,000.00
Change	\$0

No increase Requested

Vehicle Maintenance

-Maintenance and repairs to town Harbormaster Vehicle(s) and trailers

Approved FY 2016-2017 \$2,000.00

Requested FY 2017-2018 \$2,000.00

Change \$0

No increase requested.

Navigational Aids

-Buoys, anchors, chain, and hardware

-Signage and mapping

Approved FY 2016-2017 \$1,500.00

Requested FY 2017-2018 \$1,500.00

Change \$0

No increase requested

Harbor Management Plan Review

-Town Harbor Management Plan updating and advertising

Approved FY 2016-2017 \$500

Requested FY 2017-2018 \$500

Change \$0

No increase requested.

FICA Tax

Approved FY 2016-2017	\$2,756.00
Requested FY 2017-2018	\$2,813.39

Change	\$57.39
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Increase requested as a result of a change in Harbormaster and Assistant Harbormaster hourly rate.

Worker's Compensation Insurance

Approved FY 2016-2017	\$1,100.00
Requested FY 2017-2018	\$1,100.00

Change	\$0
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No increase requested

Depreciation Expense

-Boat, trailers, and other vehicle equipment depreciation.

-10 Years on boat, 5 years on trailer

Approved FY 2016-2017	\$5,440.00
Requested FY 2017-2018	\$5,440.00

Change	\$0
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