



TOWN OF CHARLESTOWN

TOWN OF CHARLESTOWN

Fiscal Year 2018-2019

**TOWN COUNCIL APPROVED BUDGET
ADOPTED JUNE 4, 2018
BY BALLOT REFERENDUM**

Town Council

Virginia Lee, President
Julie A. Carroccia, Vice-President
Denise L. Rhodes
George C. Tremblay
Bonnie Van Slyke

Budget Commission

Richard J. Sartor, Chairman
Linda H. Phillips, Vice-chairman
Daniel Slattery, Secretary
Arthur Haskins
Greg Plunkett

Ex-officio Members

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

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TOWN OF CHARLESTOWN

Account Number	Department	FY 2018 Approved Budget	FY 2019 Requested Amount	Budget Commission Recommended	\$ Change from Prior Year Budget	% Change from Prior Year Budget	Town Council Adopted
410	Town Council	28,450	32,072	29,572	1,122	3.9%	29,572
420	Town Administrator	188,199	192,877	193,297	5,098	2.7%	193,297
430	Board of Canvassers	6,975	30,645	30,645	23,670	339.4%	30,645
440	Treasurer	219,671	235,859	235,859	16,188	7.4%	235,859
450	Tax Assessor	158,494	163,494	160,462	1,968	1.2%	160,462
455	GIS	101,495	107,682	107,682	6,187	6.1%	107,682
460	Tax Collector	121,296	121,902	121,902	3,606	3.0%	121,902
470	Town Clerk	190,930	193,251	193,701	2,771	1.5%	193,701
480	Town Planner	127,393	128,995	128,995	1,602	1.3%	128,995
490	Central Services	304,144	317,187	317,187	13,043	4.3%	317,187
510	Police Department	2,564,484	2,521,391	2,523,581	(40,903)	-1.6%	2,523,581
520	Building Inspector	206,268	223,729	223,623	17,355	8.4%	223,623
530	CEMA	65,739	67,239	67,239	1,500	2.3%	67,239
540	Animal Control	99,293	112,649	99,293	-	0.0%	99,293
560	Public Assistance	5,000	5,000	5,000	-	0.0%	5,000
570	Municipal Court	7,200	7,700	7,700	500	6.9%	7,700
610	DPW Administration	157,066	157,659	158,699	1,633	1.0%	158,699
620	DPW Highway & Roads	1,148,788	1,187,498	1,163,023	14,235	1.2%	1,163,023
630	DPW Building & Grounds	329,538	335,238	336,643	7,105	2.2%	336,643
640	CRCC Mandated Monitoring	12,000	12,000	12,000	-	0.0%	12,000
660	DPW Waste Water Management	127,615	112,060	112,060	(15,555)	-12.2%	112,060
740	Boards & Commissions	27,900	27,500	27,500	(400)	-1.4%	27,500
800	Senior Center/Community Center	135,898	137,060	128,970	(6,928)	-5.1%	128,970
810	Recreation Administration	166,562	170,000	170,000	3,438	2.1%	170,000
815	Recreation Programs	119,963	128,583	130,083	10,120	8.4%	130,083
820	Charlestown Beach	108,690	102,985	103,085	(5,605)	-5.2%	103,085
830	Ninigret Park	40,463	39,001	39,001	(1,462)	-3.6%	39,001
850	Blue Shutters Beach	97,156	94,775	94,775	(2,381)	-2.5%	94,775
900	Debt Service	787,589	766,967	766,967	(20,622)	-2.6%	766,967
920	Employee Benefits	2,221,425	2,350,088	2,300,088	78,663	3.5%	2,300,088
940	Professional Services	419,200	384,200	329,200	(90,000)	-21.5%	329,200
950	Town Insurance	225,000	250,000	250,000	25,000	11.1%	250,000
960	Council Contingency	65,000	165,819	195,525	130,525	200.8%	195,525
990	Capital Improvements	1,458,922	2,017,502	1,836,716	377,794	25.9%	1,836,716
995	Transfers Out	1,125,050	1,225,725	1,225,225	100,175	8.9%	1,225,225
Subtotal Department Budgets		13,165,856	14,125,932	13,825,298	659,442	5.0%	13,825,298
720	Outside Agencies	27,000	13,500	22,900	(4,100)	-15.2%	22,900
730	Local Agencies	410,508	411,326	419,826	9,318	2.3%	419,826
Subtotal Outside Agencies		437,508	424,826	442,726	5,218	1.2%	442,726
Total Municipal Budget		13,603,364	14,550,758	14,268,024	664,660	4.9%	14,268,024
780	Charlho School	14,121,237	14,311,217	14,216,622	95,385	0.7%	14,216,622
Total School Budget		14,121,237	14,311,217	14,216,622	95,385	0.7%	14,216,622
Grand Total Municipal & School		27,724,601	28,861,975	28,484,646	760,045	2.7%	28,484,646

TOWN OF CHARLESTOWN
FISCAL YEAR 2018-2019
Revenue Summary

Description	FY2017 Audited	FY2018 Adopted Budget	FY2018 Actual as of 12/31/2017	FY2019 Dept. Request	FY 2019 Town Admin	FY2019 Budget Comm	FY2019 Town Council
Taxes	24,143,947	24,400,793	15,081,065	24,793,753	24,793,753	24,394,457	24,394,457
State Aid	2,087,615	2,028,977	875,873	2,091,832	2,091,832	2,260,842	2,260,842
Licenses and Fees	397,585	318,200	274,585	323,500	323,500	388,500	388,500
Departmental Revenue	911,420	865,631	587,133	852,847	852,847	852,847	852,847
Other	125,973	111,000	34,619	122,000	122,000	588,000	588,000
Total	27,666,539	27,724,601	16,853,276	28,183,932	28,183,932	28,484,646	28,484,646

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.310.3100.000	Taxes - Current Year	\$23,693,031.60	\$23,813,094	\$14,927,958.86	\$24,226,054	\$24,226,054	\$23,926,758	\$23,926,758.00
01.310.3110.000	Taxes - Prior Year	\$284,123.84	\$400,000	\$95,519.05	\$400,000	\$400,000	\$300,000	\$300,000.00
01.310.3115.000	Interest Prior Yr Tax	\$158,060.24	\$180,000	\$57,587.09	\$160,000	\$160,000	\$160,000	\$160,000.00
01.310.3120.000	DEM Refuge Revenue (In Lieu of Tax)	\$8,731.00	\$7,699	\$0.00	\$7,699	\$7,699	\$7,699	\$7,699.00
		\$24,143,946.68	\$24,400,793	\$15,081,065.00	\$24,793,753	\$24,793,753	\$24,394,457	\$24,394,457.00
01.320.3220.000	State Parking Fees	\$29,099.28	\$18,000	\$24,748.20	\$24,750	\$24,750	\$24,750	\$24,750.00
01.320.3225.000	Beverage/Meals Tax	\$199,815.58	\$177,798	\$118,497.05	\$199,000	\$199,000	\$196,282	\$196,282.00
01.320.3235.000	State Aid Education	\$1,687,921.00	\$1,653,819	\$633,408.00	\$1,653,819	\$1,653,819	\$1,624,182	\$1,624,182.00
01.320.3240.000	Motor Vehicle Tax (In Lieu Phase Out)	\$44,815.34	\$44,097	\$44,815.32	\$60,000	\$60,000	\$243,680	\$243,680.00
01.320.3245.000	Public Service Corp. Tax	\$97,096.90	\$100,263	\$0.00	\$100,263	\$100,263	\$97,097	\$97,097.00
01.320.3250.000	Hotel Tax	\$27,816.29	\$35,000	\$54,404.66	\$54,000	\$54,000	\$74,851	\$74,851.00
01.320.3270.000	Incentive Aid	\$1,050.18	\$0	\$0.00	\$0	\$0	\$0	\$0.00
		\$2,087,614.57	\$2,028,977	\$875,873.23	\$2,091,832	\$2,091,832	\$2,260,842	\$2,260,842.00
01.330.3310.000	Business Licenses	\$18,010.00	\$20,000	\$15,220.00	\$20,000	\$20,000	\$20,000	\$20,000.00
01.330.3320.000	Non-Business License	\$5,497.00	\$5,200	\$3,194.00	\$5,500	\$5,500	\$5,500	\$5,500.00
01.330.3330.000	Probate Fees	\$15,208.15	\$13,000	\$12,123.02	\$13,000	\$13,000	\$13,000	\$13,000.00
01.330.3340.000	Transfer Stamps	\$242,920.82	\$180,000	\$178,885.56	\$185,000	\$185,000	\$215,000	\$215,000.00
01.330.3350.000	Recording Fees	\$115,948.70	\$100,000	\$65,162.70	\$100,000	\$100,000	\$135,000	\$135,000.00
		\$397,584.67	\$318,200	\$274,585.28	\$323,500	\$323,500	\$388,500	\$388,500.00

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
1.340.3300.000	Tax Certificates	\$11,500.00	\$10,000	\$5,175.00	\$11,000	\$11,000	\$11,000	\$11,000.00
1.340.3405.000	Building Inspections	\$225,147.76	\$280,670	\$142,299.78	\$245,000	\$245,000	\$245,000	\$245,000.00
1.340.3415.000	Zoning Board	\$4,925.00	\$5,000	\$1,450.00	\$4,000	\$4,000	\$4,000	\$4,000.00
1.340.3420.000	Planning Fees	\$3,955.00	\$4,000	\$2,005.00	\$4,000	\$4,000	\$4,000	\$4,000.00
1.340.3425.000	Animal Control	\$6,819.00	\$4,000	\$2,178.00	\$4,000	\$4,000	\$4,000	\$4,000.00
1.340.3430.000	Police Department	\$20,529.00	\$15,000	\$8,658.34	\$16,000	\$16,000	\$16,000	\$16,000.00
1.340.3431.000	Police Vehicle Reimbursement	\$28,233.80	\$30,000	\$24,913.33	\$32,000	\$32,000	\$32,000	\$32,000.00
1.340.3435.000	Town Beach Parking	\$147,919.00	\$125,000	\$115,848.00	\$125,000	\$125,000	\$125,000	\$125,000.00
1.340.3436.000	Beach Passes	\$101,138.22	\$90,000	\$13,255.00	\$90,000	\$90,000	\$90,000	\$90,000.00
1.340.3440.000	Recreation	\$99,702.76	\$90,000	\$90,456.00	\$100,000	\$100,000	\$100,000	\$100,000.00
1.340.3445.000	Ninigret Park	\$5,357.00	\$4,000	\$1,833.00	\$4,500	\$4,500	\$4,500	\$4,500.00
1.340.3445.001	Ninigret Gate House Rent	\$6,000.00	\$6,000	\$3,000.00	\$6,000	\$6,000	\$6,000	\$6,000.00
1.340.3451.000	Blue Shutters Concession	\$5,307.00	\$5,307	\$3,001.00	\$5,000	\$5,000	\$5,000	\$5,000.00
1.340.3455.000	Blue Shutters Parking	\$214,663.05	\$165,000	\$155,845.75	\$175,000	\$175,000	\$175,000	\$175,000.00
1.340.3460.000	Town Beach Concession	\$5,307.00	\$5,307	\$6,240.00	\$5,000	\$5,000	\$5,000	\$5,000.00
1.340.3461.000	Senior Center After Hour Rental	\$1,065.00	\$1,500	\$290.00	\$1,500	\$1,500	\$1,500	\$1,500.00
1.340.3462.000	Senior Daily Lunch Program	\$0.00	\$0	(\$46.00)	\$0	\$0	\$0	\$0.00
1.340.3465.000	Senior/Community Center	\$3,847.00	\$3,847	\$0.00	\$3,847	\$3,847	\$3,847	\$3,847.00
1.340.3466.000	Senior Center Programs	\$20,004.10	\$21,000	\$10,731.00	\$21,000	\$21,000	\$21,000	\$21,000.00
		\$911,419.69	\$865,631	\$587,133.20	\$852,847	\$852,847	\$852,847	\$852,847.00
1.350.3515.000	Interest On Investments	\$45,192.90	\$25,000	\$22,041.64	\$45,000	\$45,000	\$45,000	\$45,000.00
1.350.3530.000	Transfer from Fund balance	\$0.00	\$0	\$0.00	\$0	\$0	\$369,565	\$369,565.00
1.350.3540.000	Transfer from Rescue for Ambulance	\$0.00	\$0	\$0.00	\$0	\$0	\$16,000	\$16,000.00
1.350.3545.000	Close out Road Engineering	\$0.00	\$0	\$0.00	\$0	\$0	\$130,435	\$130,435.00
1.350.3546.000	Impact Fee Revenue	\$50,000.00	\$50,000	\$0.00	\$50,000	\$50,000	\$0	\$0.00
1.350.3550.000	Unclassified Revenue	\$8,854.49	\$6,000	\$3,856.47	\$7,000	\$7,000	\$7,000	\$7,000.00
1.350.3750.000	Municipal Court General Revenue	\$21,926	\$30,000	\$8,721.16	\$20,000	\$20,000	\$20,000	\$20,000.00
		\$125,972.92	\$111,000	\$34,619.27	\$122,000	\$122,000	\$588,000	\$588,000.00
	Total	\$27,666,538.53	\$27,724,601	\$16,853,275.98	\$28,183,932	\$28,183,932	\$28,484,646	\$28,484,646.00

**TOWN OF CHARLESTOWN
FISCAL YEAR 2018-2019**

Expenditure Summary

Description	FY2017 Audited	FY2018 Adopted Budget	FY2018 Actual as of 12/31/2017	FY2019 Dept. Request	Town Admin	Budget Comm	Town Council
Town Council	\$24,048	\$28,450	\$10,224	\$32,072	\$32,072	\$29,572	\$29,572
Town Administrator	\$188,462	\$188,199	\$95,817	\$192,877	\$192,877	\$193,297	\$193,297
Board of Canvassers	\$26,008	\$6,975	\$1,149	\$30,645	\$30,645	\$30,645	\$30,645
Treasurer	\$223,007	\$219,671	\$108,580	\$235,859	\$235,859	\$235,859	\$235,859
Tax Assessor	\$156,928	\$158,494	\$78,444	\$163,494	\$158,941	\$160,462	\$160,462
GIS	\$85,511	\$101,495	\$41,900	\$107,682	\$107,682	\$107,682	\$107,682
Tax Collector	\$73,353	\$118,296	\$62,870	\$121,902	\$121,902	\$121,902	\$121,902
Town Clerk	\$211,042	\$190,930	\$93,702	\$193,251	\$193,701	\$193,701	\$193,701
Town Planner	\$117,244	\$127,393	\$59,351	\$128,995	\$128,995	\$128,995	\$128,995
Central Services	\$234,325	\$304,144	\$134,840	\$317,187	\$319,187	\$317,187	\$317,187
Police Department	\$2,350,418	\$2,564,484	\$1,192,084	\$2,521,391	\$2,524,031	\$2,523,581	\$2,523,581
Building Inspector	\$190,495	\$206,268	\$120,449	\$223,729	\$223,623	\$223,623	\$223,623
CEMA	\$53,984	\$65,739	\$29,667	\$67,239	\$67,239	\$67,239	\$67,239
Animal Control	\$90,189	\$99,293	\$44,542	\$112,649	\$112,649	\$99,293	\$99,293
Public Assistance	\$4,716	\$5,000	\$2,475	\$5,000	\$5,000	\$5,000	\$5,000
Municipal Court	\$6,409	\$7,200	\$6,610	\$7,700	\$7,700	\$7,700	\$7,700
DPW Administration	\$150,545	\$157,066	\$75,082	\$157,659	\$158,699	\$158,699	\$158,699
DPW Highway & Roads	\$1,050,141	\$1,148,788	\$357,690	\$1,187,498	\$1,187,498	\$1,163,023	\$1,163,023
DPW Building & Grounds	\$270,694	\$329,538	\$154,327	\$335,238	\$335,238	\$336,643	\$336,643
CRCC Mandated Monitoring	\$11,500	\$12,000	\$3,700	\$12,000	\$12,000	\$12,000	\$12,000
Waste Water Management	\$119,195	\$127,615	\$51,033	\$112,060	\$112,060	\$112,060	\$112,060
Outside Agencies	\$22,450	\$27,000	\$27,000	\$13,500	\$22,900	\$22,900	\$22,900
Local Agencies	\$400,381	\$410,508	\$410,508	\$411,326	\$411,326	\$419,826	\$419,826
Boards and Commissions	\$18,905	\$27,900	\$8,477	\$27,500	\$27,500	\$27,500	\$27,500
Charlho Regional School District	\$14,111,439	\$14,121,237	\$7,766,680	\$14,311,217	\$14,311,217	\$14,216,622	\$14,216,622
Senior Center	\$109,090	\$135,898	\$56,082	\$137,060	\$137,170	\$128,970	\$128,970
Recreation Administration	\$154,197	\$166,562	\$83,806	\$170,000	\$170,000	\$170,000	\$170,000
Recreation Programs	\$121,756	\$119,963	\$86,399	\$128,583	\$130,083	\$130,083	\$130,083
Charlestown Beach	\$95,280	\$108,690	\$72,075	\$102,985	\$103,085	\$103,085	\$103,085
Ninigret Park	\$31,047	\$40,463	\$18,648	\$39,001	\$39,001	\$39,001	\$39,001
Blue Shutters Beach	\$89,509	\$97,156	\$62,226	\$94,775	\$94,775	\$94,775	\$94,775
Debt Service	\$708,461	\$787,589	\$650,113	\$766,967	\$766,967	\$766,967	\$766,967
Employee Benefits	\$2,071,511	\$2,221,425	\$1,141,985	\$2,350,088	\$2,350,088	\$2,300,088	\$2,300,088
Professional Services	\$235,935	\$419,200	\$129,237	\$384,200	\$384,200	\$329,200	\$329,200
Town Insurance	\$215,134	\$225,000	\$238,877	\$250,000	\$250,000	\$250,000	\$250,000
Council Contingency	\$13,964	\$65,000	\$4,997	\$165,919	\$195,525	\$195,525	\$195,525
Capital Improvements	\$492,350	\$1,458,922	\$176,564	\$2,017,502	\$1,790,672	\$1,896,716	\$1,836,716
Transfers Out	\$2,484,838	\$1,125,050	\$1,125,050	\$1,225,225	\$1,225,225	\$1,225,225	\$1,225,225
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$27,024,457	\$27,724,601	\$14,783,262	\$28,861,975	\$28,677,332	\$28,484,646	\$28,484,646

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.410.5005.000	Town Council Salaries	\$12,600.02	\$13,000	\$6,500.00	\$18,000	\$18,000	\$15,500	\$15,500.00
01.410.5015.000	Town Sergeant Wages/Recording	\$461.20	\$4,500	\$550.00	\$2,500	\$2,500	\$2,500	\$2,500.00
01.410.6015.000	Dues & Subscriptions	\$3,129.00	\$3,150	\$3,129.00	\$3,272	\$3,272	\$3,272	\$3,272.00
01.410.6020.000	Operating Supplies	\$53.72	\$900	\$45.18	\$300	\$300	\$300	\$300.00
01.410.6060.000	Printing & Binding	\$7,803.69	\$7,500	\$0.00	\$8,000	\$8,000	\$8,000	\$8,000.00
		\$24,047.63	\$28,450	\$10,224.18	\$32,072	\$32,072	\$29,572	\$29,572.00
01.420.5005.000	Town Administrator Salary	\$116,732.98	\$119,068	\$59,533.76	\$119,068	\$119,068	\$119,068	\$119,068.00
01.420.5005.002	Town Administrator-Longevity	\$0.00	\$0	\$1,816.44	\$2,977	\$2,977	\$2,977	\$2,977.00
01.420.5010.000	Town Admin Secretary Salary	\$49,366.98	\$50,354	\$25,177.23	\$50,354	\$50,354	\$50,354	\$50,354.00
01.420.5010.002	Town Admin Secretary-Longevity	\$3,455.66	\$3,777	\$1,888.25	\$4,028	\$4,028	\$4,028	\$4,028.00
01.420.5020.000	Town Admin Vehicle Stipend	\$7,199.92	\$8,400	\$3,599.96	\$8,400	\$8,400	\$8,820	\$8,820.00
01.420.6015.000	Dues & Subscriptions	\$1,822.55	\$1,500	\$457.00	\$2,000	\$2,000	\$2,000	\$2,000.00
01.420.6020.000	Operating Supplies	\$813.82	\$1,000	\$747.80	\$1,000	\$1,000	\$1,000	\$1,000.00
01.420.6050.000	Professional Development	\$5,081.61	\$4,000	\$2,583.97	\$5,000	\$5,000	\$5,000	\$5,000.00
01.420.6060.000	Pipelines	\$3,972.69	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.420.6070.000	Travel Expense	\$16.00	\$100	\$13.00	\$50	\$50	\$50	\$50.00
		\$188,462.21	\$188,199	\$95,117.41	\$192,877	\$192,877	\$193,297	\$193,297.00
01.430.5005.000	Board of Canvassers Wages	\$9,586.30	\$3,950	\$1,148.80	\$11,000	\$11,000	\$11,000	\$11,000.00
01.430.5025.000	Election Unit	\$90.90	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.430.6020.000	Operating Supplies	\$1,315.12	\$700	\$0.00	\$2,200	\$2,200	\$2,200	\$2,200.00
01.430.6035.000	Miscellaneous	\$9,088.22	\$375	\$0.00	\$2,145	\$2,145	\$2,145	\$2,145.00
01.430.6075.000	Tools & Equipment	\$677.40	\$0	\$0.00	\$750	\$750	\$750	\$750.00
01.430.6095.000	Poll Worker Stipends	\$5,250.00	\$1,950	\$0.00	\$14,550	\$14,550	\$14,550	\$14,550.00
		\$26,007.94	\$6,975	\$1,148.80	\$30,645	\$30,645	\$30,645	\$30,645.00

SUPPLEMENTAL INFORMATION
FY 2018 - 2019

410 - TOWN COUNCIL:

410-5005 - SALARIES - \$15,500

Level funded.

Council President \$ 4,000 effective 1/1/19
Four Council Members at \$3,500 each \$14,000

410-5015 - WAGES - \$2,500

Town Sergeant - \$2,500

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 - \$3,272

League of Cities & Towns Dues \$3,272

410-6020 - OPERATING SUPPLIES - \$300

Miscellaneous stationary supplies

410-6060 - PRINTING - \$8,000

Average cost of one Pipeline issue estimated at \$4,000. Budget should support at least 2 issues per year. Pricing for this is from the Westerly Sun.

TOTAL REQUESTED BUDGET - \$29,572

SUPPLEMENTAL INFORMATION
FY 2018 – 2019

420 - TOWN ADMINISTRATOR:

420-5005 - SALARY - \$119,068
Current Salary - \$119,068

420-5005 - LONGEVITY - \$2,977
2018 Longevity – \$2,977

420-5010 - WAGES - \$50,354
2018 Salary - \$50,354

420-5010 - LONGEVITY - \$4,028
2018 Longevity – \$3,777

420-5020 – TOWN ADMINISTRATOR AUTOMOBILE STIPEND - \$8,820
Car stipend in lieu of a Town vehicle, \$600 a month.

420-6015 - DUES & SUBSCRIPTIONS - \$2,000
Rhode Island Manager's Association fees and management journals, etc.

420-6020 – OPERATING SUPPLIES - \$1,000
Office supplies.

420-6050 - PROFESSIONAL DEVELOPMENT - \$5,000
Annual professional and business expenses: registration, materials, meal reimbursement, authorized meetings, and seminars.

420-6070 – TRAVEL EXPENSES - \$50

TOTAL REQUESTED BUDGET- \$193,297

SUPPLEMENTAL INFORMATION

FY 2018 - 2019

430 – ELECTION UNIT:

430-5005 - SALARIES - \$11,000

Charter-required three-member Board of Canvassers. Chairperson: \$14.28 per hour; 2 Members: \$11.22 per hour, to reflect a 2% increase on July 1 as non-union hourly rate employees.

430-6020 - OPERATING SUPPLIES - \$2,200

Supplies unique to the operation of Board of Canvassers, that will be needed for the State Elections: September 2018 Primary and the November 2018 General Election. Also includes use of ballot machine and printing of ballots and poll books for the Charho 2019 District Referendum in April, (may be reimbursed by Charho), the June 2019 local Financial Town Referendum (\$700), amount also includes office supplies needed by the Board.

430-6035 – MISCELLANEOUS – \$2,145

Morning refreshments and dinner for Pollworkers:

State Elections:	Morning refreshments: \$135 in September, \$135 in November = \$270
.....	Dinner: \$600 in September, \$900 in November - \$1500
April Charho DFR:.....	Morning refreshments and dinner: \$125
June FTR:.....	Morning refreshments and dinner: \$125
Special Referendum (if needed):	Morning refreshments and dinner: \$125

430-6075 – TOOLS AND EQUIPMENT - \$750

Rental of "PODS" for secure storage of Election equipment for the September 2018 Primary (from 8/27/18 to 9/17/18) and for the November 2018 General Election (from 10/24/18 to 11/14/18)

SUPPLEMENTAL INFORMATION
FY 2018 - 2019

430 – ELECTION UNIT:

430-6095 - STIPENDS - \$14,550

Election worker wages for the following:

September 2018 Primary: 4 polling locations.....	8 Moderators/Clerks at \$175 = \$1,400
	24 Supervisors at \$150 = \$3,600
November 2018 General Election: 4 polling locations.....	16 Moderators/Clerks at \$175 = \$2,800
	32 Supervisors at \$150 = \$4,800
April 2019 Charlho District Financial Referendum: 1 poll	2 Moderators/Clerks at \$175 = \$350
	2 Supervisors at \$150 = \$300
June 2019 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 REQUESTED BUDGET \$ 30,645

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.440.5005.000	Treasurer Salary	\$88,409.62	\$92,432	\$46,216.17	\$92,432	\$92,432	\$92,432	\$92,432.00
01.440.5005.002	Treasurer Longevity	\$3,094.26	\$3,697	\$1,848.60	\$4,622	\$4,622	\$4,622	\$4,622.00
01.440.5010.000	Treasurer Wages	\$91,795.70	\$82,314	\$40,418.20	\$96,606	\$96,606	\$96,606	\$96,606.00
01.440.5010.003	Treasurer's Emp Longevity	\$5,826.60	\$6,173	\$2,295.35	\$2,264	\$2,264	\$2,264	\$2,264.00
01.440.5025.000	Treasurer Overtime Wages	\$0.00	\$250	\$0.00	\$0	\$0	\$0	\$0.00
01.440.6015.000	Dues & Subscriptions	\$55.00	\$55	\$80.00	\$135	\$135	\$135	\$135.00
01.440.6020.000	Operating Supplies	\$1,985.53	\$2,000	\$829.63	\$2,000	\$2,000	\$2,000	\$2,000.00
01.440.6050.000	Professional Development	\$960.19	\$1,000	\$0.00	\$1,000	\$1,000	\$1,000	\$1,000.00
01.440.6065.000	Purchased Services	\$30,624.60	\$31,450	\$16,892.07	\$36,500	\$36,500	\$36,500	\$36,500.00
01.440.6070.000	Travel Expense	\$15.00	\$100	\$0.00	\$100	\$100	\$100	\$100.00
01.440.6075.000	Tools/Equipment	\$240.00	\$200	\$0.00	\$200	\$200	\$200	\$200.00
		\$223,006.50	\$219,671	\$108,580.02	\$235,859	\$235,859	\$235,859	\$235,859.00
01.450.5005.000	Tax Assessor Salary	\$86,059.06	\$85,299	\$42,649.49	\$85,299	\$85,299	\$85,299	\$85,299.00
01.450.5005.002	Tax Assessor Longevity	\$8,605.88	\$8,530	\$4,341.93	\$8,530	\$8,530	\$8,530	\$8,530.00
01.450.5010.000	Tax Assessor Wages	\$39,526.50	\$39,537	\$19,905.57	\$43,935	\$39,537	\$41,006	\$41,006.00
01.450.5010.003	Tax Assessor Emp Longevity	\$0.00	\$1,186	\$456.20	\$1,538	\$1,383	\$1,435	\$1,435.00
01.450.5015.000	Tax Assessor Part-Time Wages	\$18,605.89	\$18,812	\$9,061.06	\$18,812	\$18,812	\$18,812	\$18,812.00
01.450.5025.000	Tax Assessor Overtime Wages	\$0.00	\$0	\$62.65	\$0	\$0	\$0	\$0.00
01.450.6015.000	Dues & Subscriptions	\$1,211.33	\$1,480	\$148.89	\$1,480	\$1,480	\$1,480	\$1,480.00
01.450.6020.000	Operating Supplies	\$1,853.25	\$1,450	\$568.39	\$1,400	\$1,400	\$1,400	\$1,400.00
01.450.6050.000	Professional Development	\$266.25	\$1,400	\$1,211.28	\$1,700	\$1,700	\$1,700	\$1,700.00
01.450.6055.000	Professional Services	\$800.00	\$500	\$0.00	\$500	\$500	\$500	\$500.00
01.450.6070.000	Travel Expense	\$0.00	\$0	\$0.00	\$100	\$100	\$100	\$100.00
01.450.6075.000	Tools/Equipment	\$0.00	\$300	\$39.00	\$200	\$200	\$200	\$200.00
		\$156,928.16	\$158,494	\$78,444.46	\$163,494	\$158,941	\$160,462	\$160,462.00
01.455.5005.000	GIS Salary	\$70,983.38	\$74,213	\$37,106.55	\$76,068	\$76,068	\$76,068	\$76,068.00
01.455.5005.002	GIS Longevity	\$3,549.26	\$4,082	\$1,883.88	\$4,564	\$4,564	\$4,564	\$4,564.00
01.455.5018.000	Intern	\$12,525.00	\$12,000	\$618.75	\$12,000	\$12,000	\$12,000	\$12,000.00
01.455.6015.000	Dues & Subscriptions	\$195.00	\$200	\$0.00	\$200	\$200	\$200	\$200.00
01.455.6020.000	Operating Supplies	\$3,152.76	\$1,600	\$0.00	\$4,600	\$4,600	\$4,600	\$4,600.00
01.455.6050.000	Professional Development	\$1,036.69	\$1,200	\$485.00	\$1,200	\$1,200	\$1,200	\$1,200.00
01.455.6055.000	Professional Services	\$3,531.92	\$3,500	\$0.00	\$7,350	\$7,350	\$7,350	\$7,350.00
01.455.6070.000	Travel Expense	\$63.72	\$100	\$136.86	\$100	\$100	\$100	\$100.00
01.455.6075.000	Tools/Equipment	\$472.77	\$1,600	\$1,669.18	\$1,600	\$1,600	\$1,600	\$1,600.00
		\$95,510.50	\$101,495	\$41,900.22	\$107,682	\$107,682	\$107,682	\$107,682.00

SUPPLEMENTAL INFORMATION
FY2018 – 2019

440 – TOWN TREASURER:

440-5005 – SALARY \$97,054

Treasurer 2019 Salary: \$92,432
Longevity: \$ 4,622

440-5010 – WAGES \$96,606

Assistant Treasurer 2019 Salary: \$55,449

Treasurer's Assistant 2019 Salary: \$41,157

440-5010 – Longevity \$2,263

Treasurer's Assistant 2019 Longevity: \$ 2,263

440-6015 – DUES & SUBSCRIPTIONS - \$135

RIGFOA – Treasurer and Assistant Treasurer
RI Municipal Purchasing Agents Association

SUPPLEMENTAL INFORMATION
FY2018 – 2019

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

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

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

440-6065 – PURCHASED SERVICES - \$36,500

The average cost for ADP's payroll service is currently \$2,750 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
FY2018 – 2019

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 \$235,859

SUPPLEMENTAL INFORMATION
FY2018-2019

450 - TAX ASSESSOR:

450-5005 SALARY - \$ 93,829

Fiscal Year Salary -	\$	85,299.00	CPMA Grade 6D	
Longevity -		8,530.00	27 years employment - 10%	<i>Per CPMA Employment Agreement</i>
Total	\$	<u>93,829.00</u>		

450-5010 WAGES - \$ 42,441 *

Assessor's Clerk

REQUESTED POSITION UPGRADE

Deputy Assessor - Salary	\$	41,006.00	Teamster Position Grade Upgrade	
Longevity -		1,435.00	7 years employment - 3.5%	<i>* Requested Position Upgrade to Deputy Assessor</i>
Total	\$	<u>42,441.00</u>		

450-5015 PART-TIME WAGES - \$18,812

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 n</i>	
Total	\$	<u>18,812.00</u>		

SUPPLEMENTAL INFORMATION
FY2018-2019

450 - TAX ASSESSOR (cont'd):

450-6015 - DUES & SUBSCRIPTIONS - \$ 1,480

NADA Price Guides	\$250
SketchUP membership upgrade	\$585
IAAO membership	\$200
RIAAO membership	\$35
NRAAO membership	\$50
RI Vehicle Value	\$150
	<u>\$1,480</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 - \$1,400

Printer Toner	\$800
General Office Supplies	\$600
	<u>\$1,400</u>

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

SUPPLEMENTAL INFORMATION
FY2018-2019

450 - TAX ASSESSOR (cont'd):

450-6050 PROFESSIONAL DEVELOPMENT - \$ 1,700

VISION Software Training and Annual User Group Conference \$ 800

Annual training for VISION APPRAISAL Software. This software is the main property valuation software used in the Assessor's office; Vision Appraisal updates their software annually and offers this 2-day conference as the main training event for all users. This request includes overnight accommodations and travel.

Local or National Assessing Officers Conference \$ 900

Various Assessment Organizations (IAAO, NRAAO, RIAAO, MAAO, CAAO) offer local or national seminar and conferences for continuing education of assessment practices. These educational sessions extend from one to three days. This request includes the cost of the educational session, overnight accommodations and travel.

450-6055 - PROFESSIONAL SERVICES - \$ 500

This value is for specific software changes for the Assessment and Tax Administration software.

450-6060 PRINTING & BINDING - \$ 0

The Town Clerk's Office is the only office that requires a printed copy of the Tax Rolls

SUPPLEMENTAL INFORMATION
FY2018-2019

450 - TAX ASSESSOR (cont'd):

450-6070 TRAVEL EXPENSES - \$ 100

Travel reimbursement when municipal vehicle is unavailable or travel is close to employee home.

450-6075 SMALL TOOLS & EQUIPMENT - \$ 200

Replacement Measuring Devices	\$ 50
Replacement Camera/Supplies	\$ 150

TOTAL REQUESTED BUDGET \$ 160,462 *

**Includes position level increase from Senior Clerk to Deputy Assessor*

**SUPPLEMENTAL INFORMATION
FY2018 – 2019**

455 - GIS:

455-5005 SALARY - \$80,632

New Fiscal Year Salary-	\$ 76,068.31	CPMA Grade 5D
Longevity -	\$ 4,564.10	12 years employment – 6%
Total	\$ 80,632.20	

455-5005.002-GIS INTERN – 12,000

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 has 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.

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.460.5005.000	Tax Collector Salary	\$59,804.19	\$64,507	\$32,501.75	\$66,946	\$66,946	\$66,946	\$66,946.00
01.460.5005.002	Tax Collector Longevity	\$5,980.38	\$6,451	\$2,729.10	\$6,695	\$6,695	\$6,695	\$6,695.00
01.460.5010.000	Tax Collector Wages	\$2,216.80	\$36,923	\$18,461.56	\$37,846	\$37,846	\$37,846	\$37,846.00
01.460.6015.000	Dues & Subscriptions	\$115.00	\$115	\$60.00	\$115	\$115	\$115	\$115.00
01.460.6020.000	Operating Supplies	\$5,002.76	\$9,000	\$8,991.96	\$9,000	\$9,000	\$9,000	\$9,000.00
01.460.6050.000	Professional Development	\$202.04	\$1,000	\$76.00	\$1,000	\$1,000	\$1,000	\$1,000.00
01.460.6070.000	Travel Expense	\$11.46	\$200	\$100.00	\$200	\$200	\$200	\$200.00
01.460.6075.000	Tools/Equipment	\$0.00	\$100	\$0.00	\$100	\$100	\$100	\$100.00
		\$73,352.63	\$118,296	\$62,870.37	\$121,902	\$121,902	\$121,902	\$121,902.00
01.470.5005.000	Town Clerk Salary	\$69,866.16	\$71,263	\$35,631.70	\$72,403	\$72,403	\$72,403	\$72,403.00
01.470.5005.002	Town Clerk Longevity	\$5,240.04	\$5,701	\$2,850.51	\$6,154	\$6,154	\$6,154	\$6,154.00
01.470.5010.000	Town Clerk Wages	\$109,873.54	\$87,868	\$44,177.59	\$87,868	\$87,868	\$87,868	\$87,868.00
01.470.5010.003	Town Clerk Emp. Longevity	\$4,295.98	\$4,393	\$2,196.74	\$5,491	\$5,491	\$5,491	\$5,491.00
01.470.5025.000	Town Clerk Overtime Wages	\$0.00	\$1,000	\$0.00	\$1,000	\$1,000	\$1,000	\$1,000.00
01.470.6015.000	Dues & Subscriptions	\$860.00	\$905	\$415.00	\$985	\$985	\$985	\$985.00
01.470.6020.000	Operating Supplies	\$2,110.22	\$2,000	\$1,088.73	\$2,000	\$2,000	\$2,000	\$2,000.00
01.470.6050.000	Professional Development	\$1,513.70	\$1,390	\$1,276.05	\$940	\$1,390	\$1,390	\$1,390.00
01.470.6060.000	Printing & Binding	\$1,010.50	\$960	\$690.00	\$960	\$960	\$960	\$960.00
01.470.6065.000	Purchased Services	\$16,219.79	\$15,000	\$5,375.73	\$15,000	\$15,000	\$15,000	\$15,000.00
01.470.6075.000	Tools/Equipment	\$51.99	\$450	\$0.00	\$450	\$450	\$450	\$450.00
		\$211,041.92	\$190,930	\$93,702.05	\$193,251	\$193,701	\$193,701	\$193,701.00

SUPPLEMENTAL INFORMATION
FY 2018 - 2019

460 - TAX COLLECTOR:

460-5005 - SALARY - \$73,641

Tax Collector

2018 Salary \$ 66,946

Longevity \$ 6,945

\$ 73,641

To conditionally go to 3A on 1/1/2019
Original DOH 8/22/90, FT7/1/1992

460-5010 - WAGES - \$37,846

Tax Collector Clerk DOH 5/30/2017

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). (Membership fees are the same as 2018 Fiscal Year)

SUPPLEMENTAL INFORMATION
FY 2018 – 2019

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 to maintain the \$9,000 from last year because we continue the need to purchase envelopes to put in with the Bills with the Lockbox address on them. We will only put one envelope in with the Tax Bills, same as last year, in an effort to save money and conserve. On the issue of providing envelopes, 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 also will have the additional fees with the software company of providing the PDF copies of the bills online. There is an annual fee of \$1,125 for online PDF Tax Bills and Online Tax Rolls. 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 the many 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 30th Annual Conference that will be held in Rhode Island. I have been unable to attend the past three years due to staffing issues. I hope this year I will be able to attend. I am currently the NRTCTA Vice-President and will need to help with arrangements as well as the actual conference this year. I am not aware of the actual site as of yet. 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. (New receipt printers, etc.)

TOTAL REQUESTED BUDGET - \$121,902

SUPPLEMENTAL INFORMATION
FY2018-2019

470 - PUBLIC RECORDS

470-5005 - SALARY - \$78,557

FY 2018-2019 Base Salary -	\$72,403	(requesting increase from grade 4D to grade 5B)
Longevity -	<u>\$ 6,154</u>	(17 yrs employment)
Total	\$78,557	

470-5010 - WAGES - \$ 93,359

Deputy Town Clerk

FY 2018-2019 Base Salary -	\$43,934	
Longevity -	<u>\$ 4,393</u>	(20 yrs employment)
Total -	\$48,327	

Deputy Town Clerk

FY 2018-2019 Base Salary -	\$43,934	
Longevity -	<u>\$ 1,098</u>	(5 yrs employment)
Total -	\$45,032	

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 - \$985

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 (Carol & Susan) - \$160

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 to verify the legal ads placed for Probate and Council meetings, per Charter requirements

SUPPLEMENTAL INFORMATION
FY2018-2019

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

\$240 is earmarked for 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 15 - 20, 2018 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.

\$200 is earmarked for the New England City and Town Clerk's Association Annual Conference to be held in Newport, RI in November of 2018. (\$200 - registration. As the conference is being held locally, hotel and mileage reimbursement are not necessary.)

\$500 is earmarked for additional education as opportunities are presented throughout the Budget year. (Athenian Dialogue = \$150 per session)

470-6060 - PRINTING AND BINDING - \$ 960

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

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: \$193,701

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.480.5005.000	Town Planner Salary	\$72,757.88	\$76,068	\$38,034.10	\$76,068	\$76,068	\$76,068	\$76,068.00
01.480.5005.002	Town Planner Longevity	\$0.00	\$0	\$0.00	\$1,902	\$1,902	\$1,902	\$1,902.00
01.480.5010.000	Town Planner Wages	\$38,562.42	\$39,537	\$19,768.71	\$39,537	\$39,537	\$39,537	\$39,537.00
01.480.5010.002	Town Planner Emp Longevity	\$0.00	\$988	\$0.00	\$988	\$988	\$988	\$988.00
01.480.5025.000	Town Planner Overtime Wages	\$1,447.77	\$2,000	\$623.49	\$2,000	\$2,000	\$2,000	\$2,000.00
01.480.6015.000	Dues & Subscriptions	\$3,467.59	\$4,000	\$432.00	\$1,000	\$4,000	\$4,000	\$4,000.00
01.480.6020.000	Operating Supplies	\$181.87	\$900	\$154.46	\$600	\$600	\$600	\$600.00
01.480.6050.000	Professional Development	\$551.24	\$2,000	\$338.32	\$2,000	\$2,000	\$2,000	\$2,000.00
01.480.6055.000	Professional Services	\$0.00	\$0	\$0.00	\$3,000	\$0	\$0	\$0.00
01.480.6065.000	Purchased Services	\$275.00	\$1,800	\$0.00	\$1,800	\$1,800	\$1,800	\$1,800.00
01.480.6075.000	Tools/Equipment	\$0.00	\$100	\$0.00	\$100	\$100	\$100	\$100.00
		\$117,243.77	\$127,993	\$89,951.08	\$128,995	\$128,995	\$128,995	\$128,995.00
01.490.4920.000	Miscellaneous Supplies	\$5,541.49	\$8,000	\$4,572.91	\$8,000	\$8,000	\$8,000	\$8,000.00
01.490.4925.000	Communications	\$39,520.77	\$44,000	\$21,112.11	\$40,000	\$42,000	\$42,000	\$42,000.00
01.490.4935.000	Advertising	\$33,921.71	\$35,000	\$13,841.69	\$35,000	\$35,000	\$35,000	\$35,000.00
01.490.4945.000	Postage	\$15,809.89	\$23,000	\$8,298.42	\$20,000	\$20,000	\$20,000	\$20,000.00
01.490.4950.000	Computer Maint & Upgrades	\$111,837.98	\$118,500	\$58,340.04	\$137,900	\$137,900	\$137,900	\$137,900.00
01.490.4955.000	Pool Vehicle Maintenance	\$11,401.88	\$18,000	\$7,869.34	\$18,000	\$18,000	\$18,000	\$18,000.00
01.490.4970.000	Equipment Rental/Leases	\$13,744.63	\$13,600	\$6,485.89	\$13,750	\$13,750	\$13,750	\$13,750.00
01.490.4980.000	Codification Update	\$2,116.68	\$4,000	\$1,934.67	\$4,000	\$4,000	\$4,000	\$4,000.00
01.490.4985.000	Bank Charges	(\$170.00)	\$400	(\$75.00)	\$0	\$0	\$0	\$0.00
01.490.5010.000	Wages	\$0.00	\$38,644	\$12,459.49	\$39,537	\$39,537	\$39,537	\$39,537.00
01.490.6065.000	Purchased Services	\$600.00	\$1,000	\$0.00	\$1,000	\$1,000	\$1,000	\$1,000.00
		\$234,325.03	\$304,144	\$134,839.56	\$317,187	\$319,187	\$317,187	\$317,187.00

SUPPLEMENTAL INFORMATION
FY 2018 – 2019

480 – TOWN PLANNER:

480-5005 – SALARY \$77,970

FY18 Salary - \$74,273 (CPMA 5D)

FY19 Salary \$76,068
FY19 Longevity \$ 1,902

480-5010 – WAGES \$40,525

FY18 Salary - \$39,537
FY18 Longevity \$ 988

FY19 Salary \$39,537
FY19 Longevity \$ 988

Planning Clerk Wages:

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 in addition to the standard clerical position. The 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 one meeting a month and two meetings scheduled for most months. The overtime requested is to cover the Planning Clerk for 20(+/-) Planning Commission regular meetings and workshop or special 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), and professional journals and research materials for the department (\$550) and membership dues for the Washington County Regional Planning Commission (\$3,000).

SUPPLEMENTAL INFORMATION
FY 2018 – 2019

480 – TOWN PLANNER (cont'd):

480-6020 – OPERATING SUPPLIES - \$600

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 National APA Conference, the APA Southern New England Planning Conference; GrowSmart training sessions; and other various professional development opportunities in the region. 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 - \$128,995

SUPPLEMENTAL INFORMATION
FY 2018- 2019

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 - \$42,000

Monthly telephone expenses for all areas except new police department. Includes pagers, radio communications, repairs to radios, etc.

490-4935 - ADVERTISING - \$35,000

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

490-4945 - POSTAGE - \$20,000

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

SUPPLEMENTAL INFORMATION
FY 2018- 2019

490 - CENTRAL SERVICES (cont'd):

490-4950 - COMPUTERS & MAINTENANCE - \$137,900

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

Computer Hardware:	20,000
Computer Software:	6,500
Consultants:	15,000
Sub-total	<u>41,500</u>
Software Maintenance Agreements	96,400
Total	<u>\$137,900</u>

Department Request

Computer Hardware:

Purchases (Computers & Printers)	5,000	
Maintenance /Upgrades (Equipment)	10,000	
Upgrades (Network)	5,000	
		<u>20,000</u>
		6,500

Consultants:
Software purchases (new):

Various needed software 15,000
 Vision Software Upgrade

Software Maintenance Agreements (Current)
Vision Government Solutions:

CAMA Software (Licensing + Support)	8,000
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	
Unifund - BudgetSense	15,800
Gilbarco, Inc	
Gasboy	250
Avenet	
GovOffice - Town Webpage	700
Town Clerk Software	
Probate, Dog License, Business License	2,000
Boat Mooring	500
Accela / IQM2	
- TC Agenda, Minutes, Video Streaming	10,200
- Planning Agenda, Minutes, Video Streaming	
- Zoning Agenda, Minutes, Video Streaming	
GIS: ESRI ArcGIS & ArcView	4,700

MapInfo	1,000
WebGIS:	
New England Geo Systems	3,500
Emergency Communication Network Inc	
Code	
Red	6,000
CapturePoint	
Parks & Rec Program Attendance software	1,500
Curia Systems:	
Municipal Court	5,600
Computer Network:	
ScaleCare - HC1150z	8,500
ScaleCare - HC1100	4,100
ESTS Antivirus	650
Veeam Backup Support	1,500
GoDaddy webmail SSL certificate	1,000
Barracuda Email Archiver	2,500
Barracuda Spam Filter	2,500
	<hr/>
	96,400
	<hr/>
	\$ 137,900
	<hr/>

SUPPLEMENTAL INFORMATION
FY 2018- 2019

490 - CENTRAL SERVICES (cont'd):

490-4955 - POOL VEHICLE MAINTENANCE - \$16,000

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 - \$13,750

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 - \$0

Monthly investment account fees.

490-5010 - TOWN HALL CLERK

FY 2018-2019 Base Salary	\$39,537
Longevity	\$ 0 (4 yrs employment)
Total	\$39,537

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

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

TOTAL REQUESTED BUDGET \$317,187

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.510.4925.000	Communications	\$25,454.63	\$15,000	\$8,339.28	\$15,000	\$15,000	\$15,000	\$15,000.00
01.510.4945.000	Postage	\$23.30	\$450	\$0.00	\$450	\$450	\$0	\$0.00
01.510.4950.000	Computer Maintenance	\$5,414.39	\$25,000	\$3,905.65	\$25,000	\$25,000	\$25,000	\$25,000.00
01.510.4970.000	Equipment Rental/Leases	\$4,747.98	\$5,100	\$2,214.81	\$5,100	\$5,500	\$5,500	\$5,500.00
01.510.4975.000	Equipment Maint/Contracts	\$39,634.95	\$43,943	\$30,703.39	\$43,203	\$45,443	\$45,443	\$45,443.00
01.510.5000.000	Police Chief Salary	\$90,619.88	\$92,432	\$49,131.34	\$92,432	\$92,432	\$92,432	\$92,432.00
01.510.5000.002	Police Chief Longevity	\$0.00	\$2,311	\$1,155.44	\$2,311	\$2,311	\$2,311	\$2,311.00
01.510.5005.000	Police Salaries	\$1,189,853.19	\$1,312,008	\$595,753.06	\$1,292,961	\$1,292,961	\$1,292,961	\$1,292,961.00
01.510.5005.002	Police Longevity	\$82,713.45	\$94,822	\$40,665.94	\$90,994	\$90,994	\$90,994	\$90,994.00
01.510.5010.000	Dispatch Wages	\$197,352.09	\$180,760	\$84,896.54	\$176,115	\$176,115	\$176,115	\$176,115.00
01.510.5010.001	Police Secretary Wages	\$42,255.97	\$41,157	\$23,539.84	\$41,157	\$41,157	\$41,157	\$41,157.00
01.510.5010.003	Dispatcher Longevity Pay	\$9,619.74	\$10,040	\$5,020.08	\$10,497	\$10,497	\$10,497	\$10,497.00
01.510.5010.006	Police Sec Longevity Wages	\$4,018.30	\$4,116	\$2,057.90	\$4,116	\$4,116	\$4,116	\$4,116.00
01.510.5010.007	Accreditation Admin Assistant	\$11,636.25	\$15,000	\$3,955.06	\$15,000	\$15,000	\$15,000	\$15,000.00
01.510.5012.000	Police Custodians Wages	\$19,429.97	\$31,042	\$11,239.56	\$31,042	\$31,042	\$31,042	\$31,042.00
01.510.5025.000	Police Overtime Wages	\$255,633.94	\$235,000	\$129,292.78	\$220,000	\$220,000	\$220,000	\$220,000.00
01.510.5025.001	Dispatcher Overtime Wages	\$33,230.96	\$15,000	\$12,017.40	\$15,000	\$15,000	\$15,000	\$15,000.00
01.510.5030.000	Police Holiday Pay	\$81,612.20	\$90,540	\$46,841.49	\$89,287	\$89,287	\$89,287	\$89,287.00
01.510.5030.001	Dispatcher Holiday Pay	\$16,388.00	\$12,713	\$10,132.08	\$12,386	\$12,386	\$12,386	\$12,386.00
01.510.5035.000	Police Temporary Pay	\$6,944.82	\$0	\$560.00	\$0	\$0	\$0	\$0.00
01.510.5035.001	Dispatcher Temporary Pay	\$0.00	\$22,000	\$13,987.14	\$22,000	\$22,000	\$22,000	\$22,000.00
01.510.5070.000	Police Uniforms	\$28,753.00	\$29,750	\$12,875.00	\$29,750	\$29,750	\$29,750	\$29,750.00
01.510.5075.000	Police Training	\$1,315.84	\$1,000	\$935.89	\$0	\$0	\$0	\$0.00
01.510.6005.000	Police Training	\$7,321.34	\$11,000	\$10,742.65	\$20,000	\$20,000	\$20,000	\$20,000.00
01.510.6010.000	Police Tuition Reimbursement	\$2,884.30	\$4,000	\$3,963.20	\$12,000	\$12,000	\$12,000	\$12,000.00
01.510.6015.000	Dues & Subscriptions	\$1,634.15	\$1,500	\$506.00	\$1,500	\$1,500	\$1,500	\$1,500.00
01.510.6020.000	Operating Supplies	\$7,100.68	\$11,000	\$5,897.70	\$11,000	\$11,000	\$11,000	\$11,000.00
01.510.6025.000	Operating Supply/Vehicle	\$39,637.88	\$95,200	\$23,391.73	\$90,290	\$90,290	\$90,290	\$90,290.00
01.510.6040.000	Maintenance & Repairs	\$31,012.97	\$35,000	\$9,456.41	\$30,000	\$30,000	\$30,000	\$30,000.00
01.510.6050.000	Professional Development	\$640.35	\$1,000	\$40.71	\$1,000	\$1,000	\$1,000	\$1,000.00
01.510.6052.000	Police Accreditation	\$2,055.03	\$2,000	\$2,000.00	\$2,000	\$2,000	\$2,000	\$2,000.00
01.510.6065.000	Purchased Services	\$22,098.26	\$16,000	\$10,194.56	\$20,200	\$20,200	\$20,200	\$20,200.00
01.510.6070.000	Travel Expense	\$122.00	\$350	\$10.00	\$350	\$350	\$350	\$350.00
01.510.6075.000	Tools/Equipment	\$17,592.34	\$18,000	\$11,062.48	\$18,000	\$18,000	\$18,000	\$18,000.00
01.510.6165.000	Repairs & Maint - Facility	\$12,252.06	\$15,000	\$5,586.22	\$15,000	\$15,000	\$15,000	\$15,000.00
01.510.6195.000	Utilities	\$59,413.48	\$75,250	\$19,813.02	\$66,250	\$66,250	\$66,250	\$66,250.00
		\$2,350,417.69	\$2,564,484	\$1,192,084.95	\$2,521,391	\$2,524,091	\$2,523,581	\$2,523,581.00

**SUPPLEMENTAL INFORMATION
FY 2018-2019**

510 POLICE DEPARTMENT:

510-4925	COMMUNICATIONS	\$15,000	
510-4950	COMPUTER MAINTENANCE Computer licenses, upgrades, maintenance and repairs.	\$25,000	
510-4970	EQUIPMENT RENTAL/LEASE of copy machine and postage meter.	\$ 5,500	Rental
510-4975	EQUIPMENT CONTRACTS / MAINTENANCE	\$45,443	
TrTech	\$ 14,673		
Carousel Telephone	4,010		
Power DMS	5,700		
All Traffic Solutions	1,500		
Higgins ID Cards	450		
Praetorian Digital	2,240		
HVAC	3,950		
Griggs & Browne	380		
Fire Alarm	4,000		
Elevator	3,715		
Acorn Digital Recording	1,325		
Cogent Livescan Fingerprints	3,500		

SUPPLEMENTAL INFORMATION
FY 2018-2019

510-5000 ADMINISTRATION \$94,743

2018 Salary \$92,432
Longevity \$ 2,311

510-5005 Salaries \$1,383,955

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	\$78,310.32	\$7,831.03	\$86,141.35
Sergeant	\$73,435.12	\$7,343.51	\$80,778.63
Sergeant	\$73,435.12	\$6,609.16	\$80,044.28
Sergeant	\$73,435.12	\$6,609.16	\$80,044.28
Sergeant	\$71,325.86	\$7,132.59	\$78,458.45
Detective	\$69,371.46	\$4,856.00	\$74,227.46
Detective	\$68,515.05	\$3,083.18	\$71,598.23
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	\$5,649.02	\$72,108.10
Patrolman	\$66,459.08	\$4,984.43	\$71,443.51
Patrolman	\$66,459.08	\$4,652.14	\$71,111.22
Patrolman	\$65,602.66	\$4,264.17	\$69,866.83
Patrolman	\$65,602.66	\$0.00	\$65,602.66
Patrolman	\$65,602.66	\$0.00	\$65,602.66
Patrolman	\$56,844.84	\$0.00	\$56,844.84
Patrolman	\$52,304.84	\$0.00	\$52,304.84
	\$1,292,960.96	\$90,994.19	\$1,383,955.15

**SUPPLEMENTAL INFORMATION
FY 2018-2019**

510-5030 Holiday Pay:

\$101,673

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)

**SUPPLEMENTAL INFORMATION
FY 2018-2019**

HOLIDAY PAY 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	78,310.32	40.2301	8	321.84	4	1,287.36	60.3452	8	482.76	8	3,862.09	5,149.45
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
Sergeant	71,325.86	36.6420	8	293.14	4	1,172.54	54.9630	8	439.70	8	3,517.63	4,690.18
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	56,844.84	29.2027	8	233.62	4	934.49	43.8041	8	350.43	8	2,803.46	3,737.95
Patrolman	52,304.84	26.8704	8	214.96	4	859.85	40.3056	8	322.44	8	2,579.56	3,439.41
Police Holiday Pay												89,287.36
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	39,204.00	21.5407	8	172.33	4	689.30	32.3110	8	258.49	8	2,067.90	2,757.20
Dispatchers Holiday Pay												12,386.11
Total Holiday Pay												101,673.47

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.

SUPPLEMENTAL INFORMATION
FY 2018-2019

510-5070 Uniforms through Payroll **\$29,750**
Clothing allowance for Police Officers per FOP contract.

510-6005 Training **\$20,000**
This account is for any training expenses that are related. This includes travel and accommodations. The accreditation program requires officers to participate in more training programs.

510-6010 Tuition Reimbursement **\$12,000**
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.

8 @ \$1,500 each \$ 12,000

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.

510-6020 Operating Supplies **\$11,000**

Purchase from this line allows the department to purchase all office supplies necessary for the department operations. The department will continue with the Outreach for Community Policing.

SUPPLEMENTAL INFORMATION
FY 2018-2019

510-6025 Operating Supplies – Vehicles/Generator \$90,290

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. 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.

Number of Tires	Estimated Cos	TOTAL
50	\$ 139.00	\$6,950.00

Supplies: Oil, Washer Fluid, etc \$1,200.00

510-6040 Police Cruiser Maintenance & Repair \$30,000

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

510-6050 Professional Development \$ 1,000

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

SUPPLEMENTAL INFORMATION
FY 2018-2019

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

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

510-6065 Purchased Services **\$20,200**

Dispatcher Uniform Allowance	\$	2,000
Firearms Range	\$	2,500
Police Secretary	\$	700
Uniform Cleaning	\$	8,000
Trash Service	\$	5,000
Professional Services	\$	2,000

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.

510-6075 Tools and Equipment **\$18,000**

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
Janitorial Supplies	\$	3,500
Ammunition	\$	10,000

SUPPLEMENTAL INFORMATION
FY 2018-2019

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 **\$66,250**

Electricity	\$ 35,530
No. 2 Fuel Oil (13,000 gal @ \$3.00/gal)	\$ 30,000
Internet (60.00/mo. X 12 months)	\$ 720

TOTAL REQUESTED BUDGET: \$2,523,581

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.520.5005.000	Building Inspector Salary	\$83,155.38	\$85,299	\$42,803.34	\$85,299	\$85,299	\$85,299	\$85,299.00
01.520.5005.002	Building Inspector Longevity	\$2,078.96	\$2,132	\$1,070.10	\$2,132	\$2,132	\$2,132	\$2,132.00
01.520.5010.000	Building Inspector Wages	\$80,588.56	\$82,404	\$59,390.38	\$89,184	\$88,328	\$88,328	\$88,328.00
01.520.5010.003	Building Inspector Emp Longevity	\$5,537.48	\$5,883	\$2,125.29	\$3,954	\$3,954	\$3,954	\$3,954.00
01.520.5015.000	Building Inspector Part-time Field Inspector	\$15,660.20	\$26,000	\$12,830.24	\$38,610	\$38,610	\$38,610	\$38,610.00
01.520.5025.000	Building Inspector Overtime Wages	\$913.64	\$500	\$677.46	\$500	\$1,000	\$1,000	\$1,000.00
01.520.6015.000	Dues & Subscriptions	\$402.99	\$450	\$186.90	\$450	\$450	\$450	\$450.00
01.520.6020.000	Operating Supplies	\$1,193.78	\$1,400	\$569.45	\$1,400	\$1,400	\$1,400	\$1,400.00
01.520.6050.000	Professional Development	\$723.73	\$1,800	\$549.00	\$1,800	\$1,800	\$1,800	\$1,800.00
01.520.6070.000	Travel Expense	\$240.75	\$0	\$247.17	\$0	\$250	\$250	\$250.00
01.520.6075.000	Tools/Equipment	\$0.00	\$400	\$0.00	\$400	\$400	\$400	\$400.00
		\$190,495.47	\$206,268	\$120,449.33	\$223,729	\$223,623	\$223,623	\$223,623.00
01.530.5010.000	CEMA Wages	\$41,998.84	\$42,839	\$21,387.02	\$42,839	\$42,839	\$42,839	\$42,839.00
01.530.6005.000	Training Exercises Cost	\$606.81	\$1,000	\$0.00	\$1,000	\$1,000	\$1,000	\$1,000.00
01.530.6015.000	Dues & Subscriptions	\$250.00	\$250	\$250.00	\$250	\$250	\$250	\$250.00
01.530.6020.000	Operations/Communications & Supplies	\$4,350.56	\$4,950	\$2,169.19	\$4,950	\$4,950	\$4,950	\$4,950.00
01.530.6025.000	Operating Supplies/Vehicle	\$625.35	\$1,500	\$889.61	\$1,500	\$1,500	\$1,500	\$1,500.00
01.530.6040.000	Repairs & Maintenance	\$1,745.55	\$2,500	\$1,759.27	\$2,500	\$2,500	\$2,500	\$2,500.00
01.530.6050.000	Professional Development	\$0.00	\$1,000	\$28.25	\$1,000	\$1,000	\$1,000	\$1,000.00
01.530.6060.000	Printing & Binding	\$0.00	\$500	\$0.00	\$500	\$500	\$500	\$500.00
01.530.6065.000	Purchased Services & Uniforms	\$604.89	\$1,500	\$749.29	\$1,500	\$1,500	\$1,500	\$1,500.00
01.530.6070.000	Travel Expense	\$213.02	\$500	\$86.77	\$500	\$500	\$500	\$500.00
01.530.6073.000	Hazard Mitigation Plan	\$2,364.10	\$2,000	\$615.00	\$2,000	\$2,000	\$2,000	\$2,000.00
01.530.6075.000	Tools & Equipment	\$1,224.46	\$3,200	\$1,737.64	\$4,700	\$4,700	\$4,700	\$4,700.00
01.530.6090.000	Grant Match Funding	\$0.00	\$4,000	\$0.00	\$4,000	\$4,000	\$4,000	\$4,000.00
		\$53,983.58	\$65,739	\$29,667.04	\$67,239	\$67,239	\$67,239	\$67,239.00
01.540.5005.000	ACO Salary	\$43,333.42	\$44,373	\$22,186.71	\$44,373	\$44,373	\$44,373	\$44,373.00
01.540.5005.002	ACO Longevity	\$4,333.42	\$4,437	\$2,218.71	\$4,437	\$4,437	\$4,437	\$4,437.00
01.540.5010.000	ACO Wages	\$20,409.04	\$25,408	\$12,057.80	\$37,264	\$37,264	\$25,408	\$25,408.00
01.540.5025.000	ACO Overtime Wages	\$5,213.02	\$2,575	\$792.00	\$2,575	\$2,575	\$2,575	\$2,575.00
01.540.6020.000	Operating Supplies	\$5,844.59	\$6,500	\$516.86	\$6,500	\$6,500	\$6,500	\$6,500.00
01.540.6040.000	Maintenance & Repairs	\$1,552.68	\$4,500	\$62.87	\$6,000	\$6,000	\$4,500	\$4,500.00
01.540.6050.000	Professional Development	\$35.00	\$700	\$575.00	\$700	\$700	\$700	\$700.00
01.540.6055.000	Professional Services	\$9,934.86	\$10,000	\$6,107.73	\$10,000	\$10,000	\$10,000	\$10,000.00
01.540.6075.000	Tools/Equipment	\$533.00	\$800	\$24.60	\$800	\$800	\$800	\$800.00
		\$90,189.03	\$99,293	\$44,542.28	\$112,649	\$112,649	\$99,293	\$99,293.00
01.560.6096.000	Client Assistance Expense	\$4,716.00	\$5,000	\$2,475.00	\$5,000	\$5,000	\$5,000	\$5,000.00
		\$4,716.00	\$5,000	\$2,475.00	\$5,000	\$5,000	\$5,000	\$5,000.00
01.570.6020.000	Operating Supplies	\$108.94	\$600	\$9.94	\$600	\$600	\$600	\$600.00
01.570.6095.000	Municipal Court Judge Stipend	\$6,300.00	\$6,600	\$6,600.00	\$7,100	\$7,100	\$7,100	\$7,100.00
		\$6,408.94	\$7,200	\$6,609.94	\$7,700	\$7,700	\$7,700	\$7,700.00

SUPPLEMENTAL INFORMATION
FY 2018-2019

520 - BUILDING OFFICIAL:

520-5005 - SALARY - \$87,431

Building Official - Current Salary - \$85,299
Current Longevity - \$2,132

520-5010 - WAGES - \$92,282

Building/Zoning Secretary - Current Salary - \$39,537
Current Longevity - \$3,954

Building/Electrical Inspector - Current Salary - \$48,791
Current Longevity - \$0

520-5015 - PART-TIME INSPECTORS - Current \$38,610

Zoning/Code Enforcement Officer (PT) - Hours/Rate 19.5 hours / week @ \$25.00

Current Salary - \$25,350

2018 Salary - \$25,350

Plumbing/Mechanical Inspector (PT) - Hours/Rate 10 hours / week @ \$25.50

Current Salary - \$13,260

2018 Salary - \$13,260

520-5025 - OVERTIME WAGES - \$1,000

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 2018 – 2019

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.

520-6070 – TRAVEL EXPENSE - \$250

Personal vehicle travel expense.

520-6075 – TOOLS & EQUIPMENT - \$400

Miscellaneous field tools and large office equipment.

TOTAL REQUESTED BUDGET \$223,623

SUPPLEMENTAL INFORMATION
FY 2018 – 2019

530 – EMERGENCY MANAGEMENT

530-5010 – WAGES - \$ 42,839

Director (Includes mileage)

Salary for 2018/2019 @ \$2,216.92/mo. = \$26,603*

Deputy Director/ Special Needs

Salary for 2018/2019 @ \$451.00mo. = \$5,412*

Assistant Director/ Operations Officer

Salary for 2018/2019 @ \$451.00mo. = \$5,412*

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

Salary for 2018/2019 @ \$451.00mo. = \$5,412*

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).

*adjustment pending

SUPPLEMENTAL INFORMATION

FY 2018 – 2019

530 – EMERGENCY MANAGEMENT (cont'd)

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

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)	1,200
	<hr/> 1,500

530-6070- TRAVEL- \$500

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

SUPPLEMENTAL INFORMATION
FY 2018 – 2019

530 – EMERGENCY MANAGEMENT (cont'd)

530-6075 - TOOLS & EQUIPMENT- \$4,700

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/ Example: Blankets)	1,000
Supplies (Expendable/ Example: Disposal Batteries)	1,000
Contingency for emergency purchases and equipment	1,000
	<u>4,700</u>

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

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

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 these funds can only supplement and never replace a budgeted item)

TOTAL 2018-2019 BUDGET- \$67,239

SUPPLEMENTAL INFORMATION
FY 2018 - 2019

540 - ANIMAL CONTROL

540-5005 - SALARY - \$ 48,810

Current Salary -	\$44,373	2019 Salary -	\$
Current Longevity -	\$ 4,437	2019 Longevity -	\$

540-5010 - WAGES - \$37,264

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 Assistants	@ 19 Hrs./Wk. = 19 Hrs. x 52 = 988 Hrs. x \$12.00 =	11,856
Other		
	Total	\$ 25,408

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: (Conf'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.). Additionally this fiscal year, there is a need to install and replace three kennel gate panels (stall fronts), kennel dividers, and chain link covers.

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 is 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 routine 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
FY2018 – 2019

560 – PUBLIC ASSISTANCE

560-5005 – STIPEND: \$0

Office and other supplies.

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
FY2018 – 2019

570 – MUNICIPAL COURT

570-6020 – OPERATING SUPPLIES: \$600

Office and other supplies.

570-6095 –MUNICIPAL COURT JUDGE STIPEND: \$7,100

Municipal Court Judge will receive \$592 per session for 12 sessions.

TOTAL REQUESTED BUDGET \$7,700

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.610.5005.000	DPW Administrator Salary	\$88,409.62	\$92,432	\$46,216.17	\$92,432	\$92,432	\$92,432	\$92,432.00
01.610.5005.002	DPW Administrator Longevity	\$8,841.04	\$9,243	\$3,910.60	\$9,243	\$9,243	\$9,243	\$9,243.00
01.610.5010.000	DPW Secretary Wages	\$38,562.42	\$39,537	\$19,768.71	\$39,537	\$39,537	\$39,537	\$39,537.00
01.610.5010.002	DPW Secretary Longevity	\$1,735.24	\$2,174	\$988.39	\$2,372	\$2,372	\$2,372	\$2,372.00
01.610.5025.000	DPW Overtime Wages	\$31.00	\$0	\$0.00	\$0	\$200	\$200	\$200.00
01.610.6015.000	Dues & Subscriptions	\$1,449.50	\$1,000	\$371.50	\$1,030	\$1,450	\$1,450	\$1,450.00
01.610.6020.000	Operating Supplies	\$918.88	\$710	\$603.22	\$730	\$1,000	\$1,000	\$1,000.00
01.610.6050.000	Professional Development	\$0.00	\$545	\$0.00	\$565	\$565	\$565	\$565.00
01.610.6055.000	Professional Service	\$2,200.00	\$825	\$755.00	\$850	\$1,000	\$1,000	\$1,000.00
01.610.6065.000	Purchased Services	\$6,740.01	\$9,000	\$7,380.47	\$8,900	\$8,900	\$8,900	\$8,900.00
01.610.6065.001	Boots-Bentley, W	\$200.00	\$200	\$0.00	\$200	\$200	\$200	\$200.00
01.610.6065.002	Boots-Black, D	\$192.00	\$200	\$0.00	\$200	\$200	\$200	\$200.00
01.610.6065.003	Boots-Blackwood, J	\$169.95	\$200	\$0.00	\$200	\$200	\$200	\$200.00
01.610.6065.004	Boots-Briggs, J	\$172.80	\$200	\$0.00	\$200	\$200	\$200	\$200.00
01.610.6065.005	Boots-Briggs, W	\$144.00	\$200	\$0.00	\$200	\$200	\$200	\$200.00
01.610.6065.006	Boots-lacuele, P	\$89.74	\$200	\$44.87	\$200	\$200	\$200	\$200.00
01.610.6065.007	Boots-Lambert, J	\$143.46	\$200	\$42.97	\$200	\$200	\$200	\$200.00
01.610.6065.008	Boots-Ellis, H	\$179.99	\$200	\$0.00	\$200	\$200	\$200	\$200.00
01.610.6065.009	Boots-Boisvert, R	\$164.98	\$0	\$0.00	\$200	\$200	\$200	\$200.00
01.610.6065.010	Boots - Ferhmann, C	\$200.00	\$0	\$0.00	\$200	\$200	\$200	\$200.00
		\$150,544.63	\$157,066	\$75,081.90	\$157,659	\$158,699	\$158,699	\$158,699.00
01.620.5010.000	DPW Wages	\$356,331.23	\$367,188	\$176,129.21	\$367,188	\$367,188	\$367,188	\$367,188.00
01.620.5010.005	DPW Employee Longevity	\$32,117.87	\$31,280	\$15,892.34	\$34,566	\$34,566	\$34,566	\$34,566.00
01.620.5025.000	DPW Overtime Wages	\$31,362.45	\$50,000	\$10,424.39	\$58,467	\$58,467	\$50,000	\$50,000.00
01.620.6020.000	Operating Supplies	\$52,577.89	\$60,000	\$20,897.75	\$60,153	\$60,153	\$60,153	\$60,153.00
01.620.6040.000	Maintenance & Repairs	\$86,083.99	\$96,720	\$41,301.09	\$99,600	\$99,600	\$99,600	\$99,600.00
01.620.6045.000	Maintenance Supplies	\$105,430.09	\$150,000	\$43,430.87	\$173,708	\$173,708	\$155,000	\$155,000.00
01.620.6075.000	Tools/Equipment	\$7,001.59	\$4,200	\$1,238.11	\$4,300	\$4,300	\$7,000	\$7,000.00
01.620.6160.000	Road Sealing & Stripping	\$343,579.46	\$355,000	\$39,128.66	\$355,016	\$355,016	\$355,016	\$355,016.00
01.620.6170.000	Rentals	\$0.00	\$3,200	\$1,300.00	\$3,300	\$3,300	\$3,300	\$3,300.00
01.620.6190.000	Street Lighting	\$35,656.54	\$31,200	\$7,947.17	\$31,200	\$31,200	\$31,200	\$31,200.00
		\$1,050,141.11	\$1,148,788	\$357,689.59	\$1,187,498	\$1,187,498	\$1,163,023	\$1,163,023.00

SUPPLEMENTAL INFORMATION
FY 2018-2019

610 - DPW ADMINISTRATION:

610-5005 – SALARY \$101,675

Current Salary - \$92,432

2019 Salary - \$92,432

Current Longevity - \$ 9,243

2019 Longevity - \$ 9,243

610-5010 - WAGES - \$41,909

2019 Salary - \$39,537

2019 Longevity - \$ 2,372

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 twelve years seniority.

610-5025 – OVERTIME WAGES - \$200

Per the union contract.

610-6015 - DUES & SUBSCRIPTIONS - \$1,450

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

610-6020 - OPERATING SUPPLIES - \$1,000

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

610-6050 – PROFESSIONAL DEVELOPMENT - \$565

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

SUPPLEMENTAL INFORMATION
FY 2018-2019

610 - DPW ADMINISTRATION:

610-6055 - PROFESSIONAL SERVICES - \$1,000

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

610-6065 - PURCHASED SERVICES - \$10,900

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 \$158,699

SUPPLEMENTAL INFORMATION
FY2018-2019

620 - HIGHWAY & ROADS

620-5010 - WAGES- \$401,754

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

	2018-2019			Medical Stipend	Total
	Wage	Longevity Amount	Longevity Years		
Foreman	52,302	5,230	37		57,532
Foreman II	47,978	4,798	29		52,776
Driver/Laborers:					-
	43,818	4,382	30		48,200
	43,818	4,382	25		48,200
	43,818	4,382	21		48,200
	43,818	4,382	18		48,200
	43,818	2,629	12		46,447
	43,818	4,382	18		48,200
	<u>363,188</u>	<u>34,586</u>		-	<u>397,754</u>
Classification changes to cover for Foreman					<u>4,000</u>

SUPPLEMENTAL INFORMATION
FY2018-2019

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 - \$60,153

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-17
8,000 gallons diesel @ \$4.15 per gal including fed taxes	3,320	Nov-17
385 gallons motor oil (7 - 55 gallon drums @ \$670/drum)	36,850	Nov-17
110 gallons anti-freeze @ \$10.30 each	1,133	Nov-17
7 cases chassis grease @ \$80/case	560	Nov-17
21 truck tires, tubes and repairs @ \$394/each average	8,274	
4 loader, backhoe, or tractor tires@ \$1,010/each average	4,040	
Filters, grease guns, oxygen aceteleyne, miscellaneous	3,000	
	<u>\$ 60,153</u>	

620-6040 - MAINTENANCE & REPAIRS - \$99,600

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
FY2018-2019**

620 - HIGHWAY & ROADS (cont'd):

620-6045 - MAINTENANCE SUPPLIES \$155,000

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

Items	Quantity	Unit of Measure	Actual Nov-17	Projected Nov 18	Projected Total	
Sand	2700	tons	\$20.04	\$20.04	54,108.00	Nov-17
Salt	750	tons	\$56.25	\$56.25	42,187.50	Nov-17
Gravel	500	tons	\$17.41	\$17.41	8,705.00	Nov-17
Loam	75	tons	\$25.05	\$25.05	1,878.75	Nov-17
Bituminous Mix (cold)	366	tons	\$128.53	\$128.53	47,041.98	Nov-17
Drain tile	3	units	\$2,060.00/ea	\$2,060.00/ea	6,180.00	Nov-17
Stone	200	tons	\$20.21	\$20.21	4,042.00	Nov-17
Street signs	40	each	\$65.00	\$65.00	2,600.00	Nov-17
20 Culvert pipes, 2 basins, 2 grates and cover		each			6,965.00	Nov-17
TOTAL					173,708.23	

620-6075 - TOOLS & EQUIPMENT - \$7,000

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

**SUPPLEMENTAL INFORMATION
FY2018-2019**

620 - HIGHWAY & ROADS (cont'd):

620-6160 - ROAD SEALING - (CONTRACT OPTION) – \$326,016 (WITH STRIPING AND CRACK SEALING) - \$355,016

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.

2018-2019	Projected cost for nine miles of contracted sealing for 2018-2019 with Town hot patch per mile 14,080 sq yds @ \$2.45/sq yd + \$1,724 (patch)	\$34,500 \$1,724 <hr/> \$36,224
	(miles of road)	<hr/> X 9
2017-2018	Total cost for contracted sealing/ maintenance and restoration	<hr/> \$326,016

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
FY2018-2019

620 - HIGHWAY & ROADS (cont'd):

620-6170 – RENTALS AND CONTRACT SERVICE - \$3,300

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 - \$1,163,023

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.630.5010.000	Building & Grounds Wages	\$104,075.66	\$109,859	\$56,830.54	\$105,265	\$105,265	\$110,487	\$110,487.00
01.630.5010.002	Buildings & Grounds Longevity	\$6,329.96	\$5,179	\$3,768.09	\$5,049	\$5,049	\$6,486	\$6,486.00
01.630.5015.000	Building & Grounds Seasonal Wages	\$10,058.68	\$12,000	\$11,363.44	\$13,500	\$13,500	\$13,500	\$13,500.00
01.630.5025.000	Building & Grounds Overtime Wages	\$3,251.61	\$7,500	\$4,657.21	\$7,500	\$7,500	\$7,500	\$7,500.00
01.630.6040.000	Maintenance & Repairs	\$24,434.76	\$25,000	\$10,455.69	\$25,750	\$25,750	\$25,750	\$25,750.00
01.630.6045.000	Maintenance Supplies	\$13,436.52	\$14,000	\$5,812.78	\$14,500	\$14,500	\$14,500	\$14,500.00
01.630.6065.000	Purchased Services	\$28,983.74	\$32,000	\$17,358.19	\$35,302	\$35,302	\$34,000	\$34,000.00
01.630.6075.000	Tools & Equipment	\$859.15	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.630.6165.000	Repair & Maintenance -Facility	\$8,083.06	\$14,000	\$4,405.51	\$14,420	\$14,420	\$14,420	\$14,420.00
01.630.6195.000	Utilities	\$71,180.61	\$110,000	\$39,675.52	\$113,952	\$113,952	\$110,000	\$110,000.00
		\$270,693.75	\$329,538	\$154,326.97	\$335,238	\$335,238	\$336,643	\$336,643.00
01.640.6001.000	Monitoring Closed Landfill	\$11,500.00	\$12,000	\$3,700.00	\$12,000	\$12,000	\$12,000	\$12,000.00
		\$11,500.00	\$12,000	\$3,700.00	\$12,000	\$12,000	\$12,000	\$12,000.00
01.660.5005.000	WasteWater Salary	\$70,424.77	\$73,308	\$36,201.49	\$75,141	\$75,141	\$75,141	\$75,141.00
01.660.5005.002	Longevity	\$3,169.14	\$3,665	\$1,810.12	\$4,133	\$4,133	\$4,133	\$4,133.00
01.660.5010.000	WasteWater Wages	\$19,181.63	\$19,769	\$10,484.42	\$19,769	\$19,769	\$19,769	\$19,769.00
01.660.5010.002	WasteWater Longevity	\$0.00	\$0	\$0.00	\$494	\$494	\$494	\$494.00
01.660.5025.000	Waste Water O T Wages	\$0.00	\$0	\$121.66	\$0	\$0	\$0	\$0.00
01.660.6015.000	Dues & Subscriptions	\$1,188.00	\$1,248	\$594.00	\$1,248	\$1,248	\$1,248	\$1,248.00
01.660.6020.000	Operating Supplies	\$2,006.88	\$3,050	\$619.71	\$3,050	\$3,050	\$3,050	\$3,050.00
01.660.6050.000	Professional Development	\$0.00	\$0	\$101.10	\$0	\$1,500	\$1,500	\$1,500.00
01.660.6055.000	Professional Services	\$23,225.00	\$25,575	\$1,100.00	\$7,100	\$5,600	\$5,600	\$5,600.00
01.660.6065.000	Purchased Services	\$0.00	\$1,000	\$0.00	\$1,125	\$1,125	\$1,125	\$1,125.00
		\$119,195.42	\$127,615	\$51,032.50	\$112,060	\$112,060	\$112,060	\$112,060.00
01.720.7205.000	South County Home Health	\$2,000.00	\$2,000	\$2,000.00	\$0	\$2,000	\$2,000	\$2,000.00
01.720.7210.000	Gateway Healthcare, Inc.	\$3,500.00	\$3,500	\$3,500.00	\$0	\$0	\$0	\$0.00
01.720.7215.000	Wood River Health	\$4,000.00	\$5,000	\$5,000.00	\$5,000	\$5,000	\$5,000	\$5,000.00
01.720.7245.000	Thundermist Hlth Ctr So County	\$2,000.00	\$2,500	\$2,500.00	\$0	\$3,500	\$3,500	\$3,500.00
01.720.7250.000	The Samaritans	\$0.00	\$500	\$500.00	\$500	\$500	\$500	\$500.00
01.720.7260.000	WARM Shelter	\$1,000.00	\$1,000	\$1,000.00	\$0	\$1,000	\$1,000	\$1,000.00
01.720.7270.000	Southern RI Volunteers	\$1,500.00	\$1,500	\$1,500.00	\$1,500	\$1,500	\$1,500	\$1,500.00
01.720.7300.000	RI CAN	\$3,500.00	\$4,500	\$4,500.00	\$4,500	\$4,500	\$4,500	\$4,500.00
01.720.7322.000	WA County Coalition Children	\$1,000.00	\$1,000	\$1,000.00	\$0	\$1,000	\$1,000	\$1,000.00
01.720.7332.000	Neighbors helping Neighbors	\$1,500.00	\$2,000	\$2,000.00	\$2,000	\$2,000	\$2,000	\$2,000.00
01.720.7341.000	Community 2000 Education Foundation	\$1,700.00	\$2,000	\$2,000.00	\$0	\$1,900	\$1,900	\$1,900.00
01.720.7342.000	Wildlife Rehabilitators of Rhode Island	\$750.00	\$1,500	\$1,500.00	\$0	\$0	\$0	\$0.00
		\$27,450.00	\$27,000	\$27,000.00	\$13,500	\$22,900	\$22,900	\$22,900.00

SUPPLEMENTAL INFORMATION
FY 2018-2019

630 – BUILDINGS & GROUNDS

630-5010 - WAGES - \$116,973

*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

	2018-2019					Total
	Wage	Longevity Amount	Longevity Years	Medical Stipend	Shift Differential	
Landfill Foreman (50% B&G, 50% CRCC)	26,151	2,615	39			\$ 28,766
Landfill Operator (20% B&G, 80% CRCC)	8,318	-	4			8,318
Laborer II	36,788					36,788
Custodian	38,710	3,871	29		520	43,101
	109,967	6,486		-	520	\$ 116,973

630-5015 – PART TIME FACILITIES MAINTENANCE WAGES – (Shared with Parks and Recreation) – \$13,500

This provides for seasonal workers for the summer season. Employment would be from June 1 through September 15, thirty two (32) hours per week at \$14.00/hour for two employees.

SUPPLEMENTAL INFORMATION
FY 2018-2019

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 - \$25,750

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 - \$14,500

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 2018-2019

630 – BUILDINGS & GROUNDS (cont'd):

630-6065 - PURCHASED SERVICES - \$34,000

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	\$600
Fire extinguisher service	\$820
Security protection, alarm system monitoring and inspection	\$1,600
Fuel tank and piping tightness tests	\$1,000
Radon testing - State mandated	\$800
State mandated drinking water tests & water system contract	\$7,100
RI Water Licenses	1,800
Landscaping details (trees and shrubs)	\$2,800
Restroom and trash pickup for Ninigret and beaches	\$8,385
Incidental medical supplies for DPW, Town Hall, and vehicle first aid kits	\$300
Inspection of Fire suppression system at the DPW fueling depot	\$250
Burner Cleaning for Town Hall, Senior Center and Gate House	\$1,250
AED Service at Town Hall – annual contract	\$295
MS 4 Stormwater Engineering Services	<u>\$2,000</u>
	<u>34,000</u>

630-6165 - REPAIRS & MAINTENANCE - FACILITIES - \$14,420

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 2018-2019

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 animal shelter.

No. 2 fuel - 12,552 gallons @ 4.00/ gallon	\$50,208
Propane gas - 1,370 gallons @ 3.20/ gallon	\$4,384
Narragansett Electric	\$55,408
	<u>\$110,000</u>

TOTAL REQUESTED BUDGET - \$336,643

SUPPLEMENTAL INFORMATION
FY2018-2019

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

**SUPPLEMENTARY INFORMATION
FY 2018-2019**

660 DPW WASTEWATER MANAGEMENT:

660-5005 – SALARY - \$79,274

Salary-	\$75,141	CPMA Grade 5D as of 1/1/19
Longevity -	\$4,133	11 years employment – 5.5%
Total	\$79,274	

660-5010 – WAGES – \$20,263

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

660-6015 – DUES & SUBSCRIPTIONS - \$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

**SUPPLEMENT INFORMATION
FY 2018-2019**

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

660-6055 PROFESSIONAL SERVICES - \$7,100

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

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)	\$ 5,000
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	\$ 600

SUPPLEMENT INFORMATION
FY 2018-2019

660-6055 PROFESSIONAL SERVICES - (CTD)

2018 Non-Point Source/National Onsite Wastewater Recycling Association Annual Conference	\$1,500
Total	\$7,100

660-6065 PURCHASED SERVICES - \$1,125

5 Seminars for WW Manager / Staff (required for licensing continuing ed) and/or Wastewater Management Commissioners at the New England On-Site Wastewater Training Facility at URI, @ \$225 each	\$ 1,125
Total	\$ 1,125

TOTAL REQUESTED BUDGET \$112,060

LOCAL AND OUTSIDE AGENCY FUNDING REQUESTS
FY 2018/2019

3/16/2018

Line Item #	Agency	17/18 \$ Request	17/18 BC Funded	18/19 \$ Request	↑↓	% Requested from previous year's FUNDING	18/19 BC Funded	Notes
720-	#720 OUTSIDE AGENCIES							
7205	South County Home Health (formally VNS Home Health Services)	\$ 2,000	\$ 2,000	\$ 2,000	—	100%	\$ 2,000	
7210	Gateway Healthcare, Inc (formally South Shore Mental Health Center)	\$ 3,500	\$ 3,500			0%		No request received
7215	Wood River Health Services	\$ 5,000	\$ 5,000	\$ 5,000	—	100%	\$ 5,000	
7245	Thundermist Health Center (admin. office)	\$ 3,500	\$ 2,500	\$ 3,500	↑	140%	\$ 3,500	
7250	The Samaritans	\$ 500	\$ 500	\$ 500	—	100%	\$ 500	
7260	W.A.R.M.	\$ 1,000	\$ 1,000	\$ 1,000	—	100%	\$ 1,000	
7270	Southern RI Volunteers (formally Seniors Helping Others)	\$ 1,500	\$ 1,500	\$ 1,500	—	100%	\$ 1,500	
7300	R.I. CAN (formerly St. Mary's/St. James Community Food Pantry)	\$ 3,500	\$ 4,500	\$ 4,500	—	100%	\$ 4,500	
7322	Washington County Coalition for Children	\$ 1,000	\$ 1,000	\$ 1,000	—	100%	\$ 1,000	
7332	Neighbors Helping Neighbors RI (NHNRI)	\$ 1,500	\$ 2,000	\$ 2,000	—	100%	\$ 1,900	
7341	Community 2000 Education Foundation	\$ 1,800	\$ 2,000	\$ 1,900	↓	95%	\$ 2,000	
7342	Wildlife Rehabilitators of Rhode Island	\$ 3,046	\$ 1,500			0%		No request received
	OUTSIDE AGENCIES SUB-TOTAL TO DATE	\$ 27,846	\$ 27,000	\$ 22,900	↓	85%	\$ 22,900	

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.730.7309.000	Memorial Day Parade	\$500.00	\$500	\$500.00	\$500	\$500	\$500	\$500.00
01.730.7310.000	Charlestown Ambulance	\$166,800.00	\$166,800	\$166,800.00	\$166,800	\$166,800	\$166,800	\$166,800.00
01.730.7311.000	Charlestown Memorial Parade	\$2,500.00	\$5,000	\$5,000.00	\$0	\$0	\$5,000	\$5,000.00
01.730.7320.000	Chamber Of Commerce	\$3,000.00	\$3,000	\$3,000.00	\$3,000	\$3,000	\$3,000	\$3,000.00
01.730.7330.000	Cross Mills Library	\$225,081.00	\$232,708	\$232,708.00	\$238,526	\$238,526	\$238,526	\$238,526.00
01.730.7331.000	Charlestown Historical Society	\$2,500.00	\$2,500	\$2,500.00	\$2,500	\$2,500	\$5,000	\$5,000.00
01.730.7336.000	Naval Airfield Memorial	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,000.00
		\$400,381.00	\$410,508	\$410,508.00	\$411,326	\$411,326	\$419,826	\$419,826.00
01.740.5020.000	Conservation Commission	\$2,686.51	\$4,600	\$63.76	\$4,600	\$4,600	\$4,600	\$4,600.00
01.740.5040.000	Senior Citizens Commission	\$0.00	\$100	\$0.00	\$100	\$100	\$100	\$100.00
01.740.5050.000	Planning Commission	\$3,110.96	\$5,000	\$1,661.30	\$5,000	\$5,000	\$5,000	\$5,000.00
01.740.5060.000	Zoning Board	\$6,560.88	\$7,500	\$2,073.49	\$7,500	\$7,500	\$7,500	\$7,500.00
01.740.5065.000	Affordable Housing Comm	\$0.00	\$300	\$0.00	\$300	\$300	\$300	\$300.00
01.740.5075.000	Economic Improvement Comm	\$1,965.25	\$2,500	\$24.89	\$2,500	\$2,500	\$2,500	\$2,500.00
01.740.5085.000	Mosquito Abatement Council	\$4,581.04	\$7,900	\$4,653.90	\$7,500	\$7,500	\$7,500	\$7,500.00
		\$18,904.64	\$27,900	\$8,477.34	\$27,500	\$27,500	\$27,500	\$27,500.00
01.780.7880.000	Charlho Regional School District	\$14,111,439.00	\$14,121,237	\$7,766,680.10	\$14,311,217	\$14,311,217	\$14,216,622	\$14,216,622.00
		\$14,111,439.00	\$14,121,237	\$7,766,680.10	\$14,311,217	\$14,311,217	\$14,216,622	\$14,216,622.00
01.800.5005.000	Senior Center Coordinator's Salary	\$33,606.04	\$34,278	\$17,113.22	\$37,700	\$37,700	\$37,700	\$37,700.00
01.800.5010.000	Senior Center Wages	\$29,933.34	\$37,000	\$15,400.45	\$37,000	\$37,000	\$37,000	\$37,000.00
01.800.5020.000	Sr Ctr After Hour Rental Wages	\$407.12	\$700	\$120.00	\$700	\$700	\$700	\$700.00
01.800.6015.000	Dues & Subscriptions	\$30.00	\$30	\$30.00	\$30	\$30	\$30	\$30.00
01.800.6020.000	Operating Supplies	\$541.52	\$710	\$413.72	\$600	\$710	\$710	\$710.00
01.800.6040.000	Maintenance & Repairs	\$1,485.94	\$2,000	\$1,105.63	\$2,000	\$2,000	\$2,000	\$2,000.00
01.800.6045.000	Maintenance Supplies	\$1,206.63	\$1,750	\$297.15	\$1,750	\$1,750	\$1,750	\$1,750.00
01.800.6050.000	Professional Development	\$165.00	\$400	\$0.00	\$400	\$400	\$400	\$400.00
01.800.6065.000	Purchased Service	\$9,624.95	\$10,530	\$3,372.00	\$10,580	\$10,580	\$10,580	\$10,580.00
01.800.6070.000	Travel Expense	\$323.59	\$300	\$119.84	\$300	\$300	\$300	\$300.00
01.800.6075.000	Tools/Equipment	\$499.00	\$500	\$0.00	\$500	\$500	\$500	\$500.00
01.800.6195.000	Utilities	\$8,040.18	\$10,000	\$4,661.52	\$9,300	\$9,300	\$9,300	\$9,300.00
01.800.8035.000	Senior/Community Center Programs	\$2,276.64	\$37,700	\$938.80	\$36,200	\$36,200	\$28,000	\$28,000.00
01.800.8035.001	Tai Chi	\$1,800.00	\$0	\$765.00	\$0	\$0	\$0	\$0.00
01.800.8035.002	Yoga	\$11,780.00	\$0	\$4,860.00	\$0	\$0	\$0	\$0.00
01.800.8035.003	Strength & Stability	\$7,370.00	\$0	\$3,610.00	\$0	\$0	\$0	\$0.00
01.800.8035.004	Zumba	\$0.00	\$0	\$850.00	\$0	\$0	\$0	\$0.00
01.800.8035.005	Pilates	\$0.00	\$0	\$2,425.00	\$0	\$0	\$0	\$0.00
		\$109,089.95	\$135,898	\$56,082.33	\$137,060	\$137,170	\$128,970	\$128,970.00

LOCAL AND OUTSIDE AGENCY FUNDING REQUESTS
 FY 2018/2019

3/16/2018

	OUTSIDE AGENCIES SUB-TOTAL TO DATE	\$ 27,846	\$ 27,000	\$ 22,900	↓	85%	\$ 22,900	
730-	#730 LOCAL AGENCIES							
7309	Memorial Day Parade (Carolina - Amer. Legion)	\$ 500	\$ 500	\$ 500	—	100%	\$ 500	
7310	Charlestown Ambulance Rescue Service, Inc.	\$ 166,800	\$ 166,800	\$ 166,800	—	100%	\$ 166,800	
7311	Charlestown Memorial Day Parade Committee	\$ 5,000	\$ 5,000	\$ 5,000	—	100%	\$ 5,000	Late
7320	Charlestown Chamber of Commerce	\$ 3,000	\$ 3,000	\$ 3,000	—	100%	\$ 3,000	
7330	Cross Mills Public Library	\$ 230,708	\$ 232,708	\$ 238,526	↑	103%	\$ 238,526	
7331	Charlestown Historical Society	\$ 5,000	\$ 2,500	\$ 5,000	—	200%	\$ 5,000	
7336	Naval Air Memorial			\$ 1,000			\$ 1,000	New
	LOCAL AGENCIES SUB-TOTAL TO DATE	\$ 411,008	\$ 410,508	\$ 419,826			\$ 419,826	
	TO DATE TOTALS	\$ 438,854	\$ 437,508	\$ 442,726		101%	\$ 442,726	

SUPPLEMENTAL INFORMATION
FY2018 – 2019

740 – BOARDS & COMMISSIONS:

740-5020 – CONSERVATION COMMISSION \$4,600

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

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>\$ 5,000</u>

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
FY2018 – 2019

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

Annual Business Forum	\$ 500
Update Business Survey	\$ 500
Contribution to assist with Chamber in the Chamber and updating of a flexible Website platform to promote business activities, events and points of interest (centralized depository and calendar)	\$1,500

SUPPLEMENTAL INFORMATION
FY2018 – 2019

740 – BOARDS & COMMISSIONS:

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

Outside vendor contract for surveillance, larvacide treatment of mosquito larvae on salt marshes	\$ 6,100
Outside vendor contract for surveillance and larvacide treatment of mosquito larvae on salt marshes	1,000
Purchase of larvacide pesticide materials	400
Propane and other supplies for 2 traps for Charlestown Beach for approximately 3 weeks (4 fills)	<u>7,500</u>
	\$ 7,500

TOTAL REQUESTED BUDGET \$27,500

SUPPLEMENTAL INFORMATION
FY2018 – 2019

780 – CHARIHO REGIONAL SCHOOL DISTRICT (CRSD):

780-7880 – CRSD OPERATING BUDGET- \$14,216,646

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 - \$14,216,622

SUPPLEMENTAL INFORMATION
FY 2018/2019

800 - CHARLESTOWN SENIOR/COMMUNITY CENTER:

800-5005 – COORDINATOR'S SALARY \$37,700

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
FY2018 – 2019

CHARLESTOWN SENIOR/COMMUNITY CENTER: (cont'd)

800-6020 - OPERATING SUPPLIES \$710

Office Supplies, including postage	\$600
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 \$10,580

Pest Control	\$480 (\$120 quarterly)
Bldg Security	\$250 (annually)
Fire Extinguisher and Ansil System Inspections	\$950 (yearly contract)
AED Life Support Systems	\$300
Custodial Services (reflects 2017 Bid)	\$7,800
Generator Maintenance	\$800

SUPPLEMENTAL INFORMATION
FY2018 – 2019

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

800-6195 – UTILITIES \$9,300

Cox Communications (\$200/mo. Phone, internet, cable)	\$2,400
National Grid	\$2,640 (\$220/month)
Propane Gas	\$1,000
Oil	\$3,300 (\$275/month)

SUPPLEMENTAL INFORMATION
FY2018 – 2019

CHARLESTOWN SENIOR/COMMUNITY CENTER: (cont'd)

800-8035 – SENIOR/COMMUNITY PROGRAMS \$28,000

Yoga 4x/week	\$ 9,650
Exercise 3x/week	\$ 6,500
Tai Chi 1x/week	\$ 1,800
Zumba 1x/week	\$ 2,000
Core Fusions (Pilates) 2x/week	\$ 4,000
Arts	\$ 2,750
Crafts/Classes	\$ 800
Supplies	\$ 500

Revenues generated will be placed in general fund.

TOTAL REQUESTED BUDGET \$128,970

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.810.5005.000	Recreation Director Salary	\$70,728.54	\$74,062	\$36,828.07	\$75,604	\$75,604	\$75,604	\$75,604.00
01.810.5005.002	Recreation Director Longevity	\$1,768.19	\$1,852	\$920.72	\$1,890	\$1,890	\$1,890	\$1,890.00
01.810.5010.000	Recreation Assistant Director Wages	\$45,974.40	\$48,926	\$24,008.15	\$49,331	\$49,331	\$49,331	\$49,331.00
01.810.5015.000	Recreation Secretary Wages	\$19,181.55	\$19,769	\$9,884.29	\$19,769	\$19,769	\$19,769	\$19,769.00
01.810.5015.002	Recreation Secretary Longevity	\$0.00	\$0	\$0.00	\$494	\$494	\$494	\$494.00
01.810.5020.000	Recreation Wages	\$12,578.85	\$15,040	\$8,590.15	\$15,040	\$15,040	\$15,040	\$15,040.00
01.810.5025.000	Recreation O T Wages	\$2,461.61	\$1,500	\$987.54	\$2,000	\$2,000	\$2,000	\$2,000.00
01.810.6015.000	Dues & Subscriptions	\$0.00	\$140	\$0.00	\$368	\$368	\$368	\$368.00
01.810.6020.000	Operating Supplies	\$917.25	\$3,000	\$1,283.03	\$3,500	\$3,500	\$3,500	\$3,500.00
01.810.6040.000	Maintenance & Repair	\$0.00	\$100	\$0.00	\$100	\$100	\$100	\$100.00
01.810.6050.000	Professional Development	\$586.75	\$1,873	\$1,303.89	\$1,604	\$1,604	\$1,604	\$1,604.00
01.810.6065.000	Purchased Services	\$0.00	\$100	\$0.00	\$100	\$100	\$100	\$100.00
01.810.6070.000	Travel Expense	\$0.00	\$100	\$0.00	\$100	\$100	\$100	\$100.00
01.810.6075.000	Tools/Equipment	\$0.00	\$100	\$0.00	\$100	\$100	\$100	\$100.00
		\$154,197.14	\$166,562	\$83,805.84	\$170,000	\$170,000	\$170,000	\$170,000.00
01.815.4985.000	Bank Charges	\$347.00	\$0	\$420.21	\$0	\$500	\$500	\$500.00
01.815.5010.000	Misc Recreation Wages	\$8,716.39	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.815.5015.000	Seasonal Playground Wages	\$30,255.43	\$42,000	\$43,933.82	\$42,000	\$44,000	\$44,000	\$44,000.00
01.815.5025.000	Recreation OT	\$1,232.63	\$0	\$2,360.97	\$2,000	\$2,000	\$2,000	\$2,000.00
01.815.5030.000	Recreation Swimming Lesson Wages	\$1,230.00	\$1,300	\$1,817.50	\$1,300	\$1,300	\$1,300	\$1,300.00
01.815.8005.000	Camp Ninjabret	\$17,294.91	\$15,648	\$10,562.02	\$15,648	\$15,648	\$15,648	\$15,648.00
01.815.8020.000	Basketball Program	\$11,947.21	\$13,735	\$4,856.10	\$13,735	\$13,735	\$13,735	\$13,735.00
01.815.8025.000	Winter Programs	\$11,035.66	\$11,125	\$6,019.99	\$17,300	\$16,300	\$16,300	\$16,300.00
01.815.8030.000	Spring/Summer Programs	\$7,022.84	\$6,490	\$2,685.00	\$8,900	\$8,900	\$8,900	\$8,900.00
01.815.8035.000	New & Continuing Programs	\$13,340.65	\$9,660	\$7,491.14	\$7,700	\$7,700	\$7,700	\$7,700.00
01.815.8040.000	Tennis Program	\$10,678.38	\$10,905	\$5,350.00	\$10,900	\$10,900	\$10,900	\$10,900.00
01.815.8045.000	Swim Lessons - Equipment	\$0.00	\$200	\$0.00	\$200	\$200	\$200	\$200.00
01.815.8050.000	Summer Concert	\$8,655.15	\$8,900	\$5,902.06	\$8,900	\$8,900	\$8,900	\$8,900.00
		\$121,756.25	\$119,963	\$86,398.81	\$128,583	\$130,083	\$130,083	\$130,083.00
01.820.5015.000	Town Beach Wages	\$67,438.52	\$78,385	\$53,270.11	\$78,385	\$78,385	\$78,385	\$78,385.00
01.820.5025.000	Town Beach O T Wages	\$1,902.17	\$2,000	\$3,616.60	\$2,000	\$2,000	\$2,000	\$2,000.00
01.820.6020.000	Town Beach Operating Supplies	\$1,389.21	\$2,000	\$973.28	\$2,000	\$2,000	\$2,000	\$2,000.00
01.820.6035.000	Uniforms & Training	\$899.32	\$750	\$0.00	\$900	\$900	\$900	\$900.00
01.820.6040.000	Maintenance & Repairs	\$1,338.24	\$1,000	\$347.79	\$1,000	\$1,000	\$1,000	\$1,000.00
01.820.6045.000	Maintenance Supplies	\$337.18	\$500	\$131.80	\$500	\$500	\$500	\$500.00
01.820.6060.000	Printing & Binding	\$1,118.88	\$883	\$0.00	\$1,000	\$1,000	\$1,000	\$1,000.00
01.820.6065.000	Purchased Services	\$9,041.62	\$11,072	\$3,911.34	\$6,000	\$6,000	\$6,000	\$6,000.00
01.820.6075.000	Tools/Equipment	\$1,329.67	\$1,900	\$1,301.31	\$1,000	\$1,000	\$1,000	\$1,000.00
01.820.6095.000	Beach Cleaning	\$6,766.25	\$6,500	\$4,750.00	\$6,500	\$6,500	\$6,500	\$6,500.00
01.820.6100.000	Property Taxes	\$3,718.81	\$3,700	\$3,772.46	\$3,700	\$3,800	\$3,800	\$3,800.00
		\$95,279.87	\$108,690	\$72,074.69	\$102,985	\$103,085	\$103,085	\$103,085.00

**SUPPLEMENTAL INFORMATION
FY 2018-2019**

810 – RECREATION ADMINISTRATION:

810-5005 - SALARY - \$77,494

Salary \$75,604
Longevity \$1,890

810-5010 – Salary - \$49,331

Assistant Director
Salary \$49,331

810-5015 SECRETARY – Half-Time Parks and Recreation - \$20,263

Salary \$19,769
Longevity \$494

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.

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 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 - \$2,000

810-6015 - DUES & SUBSCRIPTIONS - \$368

This line includes dues and banquet attendance to Rhode Island Parks and Recreation Association for Director and Assistant Director. It also includes two memberships to the National Recreation and Parks Association.

**SUPPLEMENTAL INFORMATION
FY 2018-2019**

810 – RECREATION ADMINISTRATION

810-6020 - OPERATING SUPPLIES - \$3,500

Department supplies needed throughout the year other than central supply items. Supplies used include colored paper for seasonal flyers for outreach to schools and local businesses, 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 - \$1,604

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.

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 - \$170,000

**SUPPLEMENTAL INFORMATION
FY 2018-2019**

815 – RECREATION PROGRAMS:

815-4985 – BANK FEES - \$500

The will cover the cost of any fees associated with the on-line registrations for recreation programs.

815-5015 - SEASONAL WAGES/CAMP NINIGRET – \$44,000

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 two 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 and raising the non-resident fee to \$350.

Wages vary from year to year due to increase in camper registrations and staff pay rates adjusted for longevity.

**2017 Rate of pay was \$10.00 per hour for Junlor Counselors and first year Counselors.

Position	
Director (1)	
Counselors (10)	
Jr Counselor (4)	
CIT/Leadership Director (1)	
CIT/Leadership Counselor (1)	
Total	\$44,000

815-5025- RECREATION OVERTIME -\$2,000

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

This line pays for swimming lessons instructors. The swimming lessons take place at Little Nini pond and runs from the beginning of July to middle of August.

**SUPPLEMENTAL INFORMATION
FY 2018-2019**

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

Camp Ninigret. The total reflects equipment, camper and staff shirts, field trips, bussing, performers and Leadership speakers. Registration fees are deposited in the general fund. The campers pay an extra fee per field trip to help cover costs.

Scholarship money for camp	\$1,300
Equipment, T-Shirts, arts and crafts supplies	\$1,631
Performers and events	\$1,750
Camp Ninigret Trips / Transportation	\$9,526
CIT Trips	\$1,441
Total	\$15,648

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 2016-2017 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. The Summer Basketball League will cost \$60 per registration to cover costs. This line covers jerseys, referees, trophies, first aid, league staff, staff shirts, equipment, and end of season banquet.

*Note: a portion of program costs are offset by registration fees and sponsorships from local businesses for the 2016-2017 season we received \$1000 in sponsorship money. (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 2018-2019**

815-8025 –FALL/ WINTER PROGRAMS - \$16,300 – Includes Fall Fun Fest event, Trunk or Treat, Pumpkin Walk and the Town Hall Trick or Treating. The tree lighting, Gingerbread House contest and New Year's bonfire. Annual trips taken in the fall and winter get refunded by ticket sales. The increase is due to the accurate cost of the bus and tickets for the Boston Celtics trip and the growth in the Trunk or Treat event. The Trunk or Treat event we need more candy, portable lights and better signage. We are looking for sponsors for the event to help cover new costs.

Fall Fest	\$3,000
Tree Lighting	\$1,700
New Years Eve Bon Fire	\$1,000
Trips	
Salem Massachusetts	\$2,000
New York City	\$4,000
Boston Celtics Game	\$3,600
Teen Dances	\$1,000
Total	\$16,300

**SUPPLEMENTAL INFORMATION
FY 2018-2019**

815-8030 - SPRING/SUMMER PROGRAMS - \$8,900

This line is for annual programs and events in the spring and summer including the Easter Egg Hunt, Schools Out Dance, Fishing Derby, Columbia Heights Park Block Party and spring or summer trip which varies from year to year. The Block Party, Babysitting Class, Golf Lessons, and the Bike Safety day have all been moved to spring and summer programs because they are recurring programs that have shown success.

Schools Out Dance	\$350
Easter Egg Hunt	\$1,900
Fishing Derby	\$650
Trips	\$3,500
Golf Lessons	\$500
Babysitting Class	\$400
Bike Safety Day	\$600
Block Party	\$1,000
Total	\$8,900

815-8035 – NEW/ONGOING PROGRAMS - \$ 7,700

This line item includes new and ongoing programming such as Adult Flag Football, Pickle Ball, and new programs held at Pawaget Park. New programs such as Adult Basketball, Spring Flag Football and the Deerfoot 5K. Several programs were moved to the Fall/Winter and spring/ summer lines because of the programs continued success.

Adult Basketball League	\$3,000
Flag Football (Fall)	\$3,000
Pickleball	\$200
Deerfoot 5K	\$1,000
Pawaget Park Programs	\$500
Total	\$7,700

**SUPPLEMENTAL INFORMATION
FY 2018-2019**

815-8040- TENNIS PROGRAM – \$ 10,900

Reflects costs for yearlong tennis program wages that take place at Ninigret Park and Richmond Elementary School.

	Total Pay
Summer	\$7,000
Fall	\$1,200
Winter	\$1,700
Spring	\$1,000
	\$10,900

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

Equipment needed for swimming lessons at Little Nini pond.

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

The movie and concert cost are offset by sponsor's donations.

Five summer concerts. Movie Series will include four movies in the park. Underwriting only, as these programs have been supported by the business community in the past.

TOTAL REQUESTED BUDGET - \$130,083

**SUPPLEMENTAL INFORMATION
FY 2018-2019**

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, 2018 through June 30, 2019. 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 \$10.50/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 2018-2019**

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

	Lifeguard Total	\$51,610.00
	Beach Attendant Total	\$22,680.00
	Beach Manager Total	\$9,945.00
	Beach Patrol	\$966.00
	Subtotal	\$85,201.00
	Less 8% rain reduction	\$6,816.00
	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 2018-2019**

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 - \$900

Uniform Reimbursement:

6 Uniforms at \$50 per uniform	\$300.00
Beach Manager, Beach Attendant and Supervisor	\$100.00
Lifeguard Sweatshirts	\$200.00
Lifeguard swimsuits	\$300.00
Total	\$900.00

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

Miscellaneous maintenance and repairs at beach as needed including maintenance parts and replacement items for pavilion and rinsing stations. The two (2) Town Beach lifeguard chairs require refurbishing, the rain garden will require maintenance, and continuous 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

Repair, replace and /or rebuild parking lot signage as needed.

**SUPPLEMENTAL INFORMATION
FY 2018-2019**

820 - CHARLESTOWN BEACH (cont'd)

820-6060 - PRINTING & BINDING - \$1,000

Printing of resident beach passes	\$1,000.00
Printing of cottage passes	\$50.00
Printing of daily receipts	\$950.00
Total printing costs *	\$2,000.00
(*total is divided by 2 for both beaches)	\$1,000.00

820-6065 - PURCHASED SERVICES - \$6,000

Portable Toilet Facility: six (6) times at \$415 per month and emergency pump outs	\$2,490.00
Ocean Testing as mandated by the State of Rhode Island	\$400.00
Medical Supplies	\$210.00
Water Service	\$100.00
Clivus Inspections and Winterization	\$1,500.00
Close facilities: plumber/wells	\$300.00
Pavilion Urine Tank Pumpouts	\$1,000.00
	\$6,000.00

820-6075 - TOOLS & EQUIPMENT- \$1,000

AED unit and battery updates. Purchase of replacement buoys, weights and lines as needed.

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 - \$3,800

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

TOTAL REQUESTED BUDGET- \$103,085

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.830.5015.000	Ninigret Park Wages	\$13,898.83	\$17,486	\$6,512.52	\$17,524	\$17,524	\$17,524	\$17,524.00
01.830.5025.000	Ninigret Park O T Wages	\$753.51	\$1,000	\$381.19	\$1,000	\$1,000	\$1,000	\$1,000.00
01.830.6020.000	Operating Supplies	\$806.39	\$1,700	\$348.56	\$1,700	\$1,700	\$1,700	\$1,700.00
01.830.6040.000	Maintenance & Repairs	\$1,138.95	\$2,500	\$239.75	\$2,500	\$2,500	\$2,500	\$2,500.00
01.830.6065.000	Purchased Services	\$13,993.70	\$13,747	\$8,469.17	\$13,747	\$13,747	\$13,747	\$13,747.00
01.830.6075.000	Tools/Equipment	\$455.32	\$4,030	\$2,697.19	\$2,530	\$2,530	\$2,530	\$2,530.00
		\$31,046.70	\$40,463	\$18,648.38	\$39,001	\$39,001	\$39,001	\$39,001.00
01.850.5015.000	Blue Shutters Wages	\$64,960.79	\$69,575	\$47,626.60	\$69,575	\$69,575	\$69,575	\$69,575.00
01.850.5025.000	Blue Shutters O T Wages	\$3,311.95	\$3,400	\$2,917.53	\$3,400	\$3,400	\$3,400	\$3,400.00
01.850.6020.000	Blue Shutters Operating Sup	\$1,397.51	\$1,500	\$973.31	\$1,500	\$1,500	\$1,500	\$1,500.00
01.850.6035.000	Uniforms & Training	\$899.33	\$1,000	\$0.00	\$1,000	\$1,000	\$1,000	\$1,000.00
01.850.6040.000	Maintenance & Repairs	\$476.45	\$2,252	\$370.55	\$1,100	\$1,100	\$1,100	\$1,100.00
01.850.6045.000	Maintenance Supplies	\$337.19	\$500	\$103.52	\$500	\$500	\$500	\$500.00
01.850.6060.000	Printing & Binding	\$942.42	\$883	\$0.00	\$1,000	\$1,000	\$1,000	\$1,000.00
01.850.6065.000	Purchased Services	\$9,212.78	\$10,946	\$4,273.64	\$9,000	\$9,000	\$9,000	\$9,000.00
01.850.6075.000	Tools/Equipment	\$1,204.38	\$600	\$1,210.62	\$1,200	\$1,200	\$1,200	\$1,200.00
01.850.6095.000	Beach Cleaning	\$6,766.25	\$6,500	\$4,750.00	\$6,500	\$6,500	\$6,500	\$6,500.00
		\$89,509.05	\$97,156	\$62,225.77	\$94,775	\$94,775	\$94,775	\$94,775.00
01.900.9005.000	Open Space 2013 Principle	\$185,000.00	\$190,000	\$190,000.00	\$195,000	\$195,000	\$195,000	\$195,000.00
01.900.9006.000	Beach Pavilion Principle	\$46,187.21	\$48,904	\$48,904.11	\$48,904	\$48,904	\$48,904	\$48,904.00
01.900.9007.000	Affordable Housing 2013 Principle	\$38,812.79	\$41,096	\$41,095.89	\$41,096	\$41,096	\$41,096	\$41,096.00
01.900.9008.000	Recreation Bond Principle \$1M	\$0.00	\$90,000	\$90,000.00	\$90,000	\$90,000	\$90,000	\$90,000.00
01.900.9021.000	Open Space Bond Principle 3M	\$160,000.00	\$155,000	\$155,000.00	\$150,000	\$150,000	\$150,000	\$150,000.00
01.900.9026.000	Open Space Interest 3M	\$29,200.00	\$26,050	\$26,050.00	\$23,000	\$23,000	\$23,000	\$23,000.00
01.900.9029.000	Affordable Housing Interest	\$31,984.83	\$31,187	\$31,187.22	\$30,314	\$30,314	\$30,314	\$30,314.00
01.900.9031.000	Open Space 2013 Interest	\$37,141.20	\$33,110	\$17,576.28	\$28,971	\$28,971	\$28,971	\$28,971.00
01.900.9032.000	Beach Pavilion Interest	\$38,065.17	\$37,113	\$37,112.78	\$36,074	\$36,074	\$36,074	\$36,074.00
01.900.9033.000	Recreation Bond Interest	\$12,398.33	\$24,991	\$13,186.67	\$21,637	\$22,637	\$22,637	\$21,637.00
01.900.9045.000	DPW Dump Truck 2016	\$0.00	\$20,735	\$0.00	\$20,735	\$20,735	\$20,735	\$20,735.00
01.900.9055.000	DPW Sweeper All Vac/Catch 2016	\$38,244.04	\$38,244	\$0.00	\$38,244	\$38,244	\$38,244	\$38,244.00
01.900.9075.000	DPW Dump Truck W/Plow (7 L/P)	\$20,725.59	\$21,000	\$0.00	\$21,372	\$21,372	\$21,372	\$21,372.00
01.900.9080.000	John Deere Tractor 2012	\$23,706.28	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.900.9096.000	DPW Heavy Duty Dump Truck	\$20,619.87	\$20,620	\$0.00	\$20,620	\$20,620	\$20,620	\$20,620.00
01.900.9098.000	DPW F-350 HD (5YR L/P)	\$8,538.96	\$8,539	\$0.00	\$0	\$0	\$0	\$0.00
01.900.9105.000	DPW Heavy Duty Dump 2011	\$17,836.37	\$0	\$0.00	\$0	\$0	\$0	\$0.00
		\$708,460.64	\$787,589	\$650,112.95	\$766,967	\$766,967	\$766,967	\$766,967.00

**SUPPLEMENTAL INFORMATION
FY 2018-2019**

830-NINIGRET PARK

830-5015 - SEASONAL WAGES - \$17,524

A. Lifeguards

This line will cover expenses for the period of July 1, 2018 through June 30, 2019. 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	46	\$9,568.00
Weekends	\$13.00	2	9	28	\$6,552.00
Holidays	\$19.50	2	9	4	\$1,404.00
				Total	\$17,524.00

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 2018-2019**

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	\$1,700.00

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

Multi-use trail maintenance	\$1,000.00
Miscellaneous maintenance and repairs to facilities and buildings/grounds as needed,	\$500.00
Add chips to playground area play surface, yearly maintenance	\$500.00
Basketball court maintenance	\$500.00
	\$2,500.00

**SUPPLEMENTAL INFORMATION
FY 2018-2019**

830-NINIGRET PARK (con't)

830-6065 - PURCHASED SERVICES - \$13,747 – Additional Pumpouts 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, Lin' 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 - \$2,530

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
Purchase of outdoor AED and cabinet	\$1,000
Total	\$2,530

TOTAL REQUESTED BUDGET- \$39,001

**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, 2018 through June 30, 2019. 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 \$10.50/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	\$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

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

**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, 2018 through June 30, 2019. 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 \$10.50/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	\$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

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

**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-imburement 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	<u>\$1,000</u>

850-6040 - MAINTENANCE & REPAIRS – \$1,100

Miscellaneous maintenance and repairs at beach as needed - \$300. Lifeguard chairs refurbished x 2 chairs x \$400 for materials = \$800. Rain garden maintenance, continuous repairs to structures on site as needed, replace plant materials yearly, mulch etc. Repair of locks and security system as needed.

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

Lifeguard chairs refurbished x 2 chairs x \$400 for materials

	\$ 300.00
	<u>\$ 800.00</u>
Total	\$ 1,100.00

**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 - \$1,000

Printing of resident beach passes	\$1,000.00
Printing of cottage passes	\$50.00
Printing of daily receipts	\$950.00
Total printing costs *	\$2,000.00
(*total is divided by 2 for both beaches)	\$1,000.00

850-6065 - PURCHASED SERVICES - \$9,000

Portable Toilet Facility: (2) for six (6) months at \$415 per month and emergency pumouts	\$5,000.00
Ocean Testing as Mandated by State of Rhode Island	\$700.00
Medical Supplies	\$200.00
Water Service	\$200.00
Clivus Composter Tank and System Inspections	\$1,000.00
Close facilities: plumber/wells	\$400.00
Pavilion Urine Tank Pump outs	\$1,500.00
Total	\$9,000.00

850-6075 - TOOLS & EQUIPMENT - \$1,200

Replace pads for AED, service contract total \$600. Purchase of replacement buoys, weights and lines as needed.

**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: \$94,775

SUPPLEMENTAL INFORMATION
FY2018 - 2019

900 - DEBT SERVICE:

900-9005 – \$2M OPEN SPACE BOND 2015 PRINCIPAL - \$195,000

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 - \$150,000

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 - \$23,000

Open space bond interest payable for fiscal year 2019.

900-9029 – \$1M AFFORDABLE HOUSING INTEREST - \$30,314

Affordable Housing bond interest payable for fiscal year 2019.

900-9031 – \$2M OPEN SPACE INTEREST - \$28,971

Open space bond interest payable for fiscal year 2019.

SUPPLEMENTAL INFORMATION
FY2017 - 2018

900 - DEBT SERVICE (cont'd):

900-9032 – \$1.19M BEACH PAVILION INTEREST - \$36,074

Beach Pavilions bond interest payable for fiscal year 2019.

900-9033 - \$1M RECREATION BOND INTEREST – \$22,637

Recreation bond interest payable for fiscal year 2019.

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) - \$21,372

Annual lease payment for new International Dump Truck. FY2023 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.

TOTAL REQUESTED BUDGET - \$766,967

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.920.5005.000	In Lieu Health Insurance	\$9,615.00	\$10,000	\$7,108.49	\$12,500	\$12,500	\$12,500	\$12,500.00
01.920.5010.000	Town Funded Retiree Pensions	\$10,604.62	\$10,920	\$5,488.53	\$11,250	\$11,250	\$11,250	\$11,250.00
01.920.5015.000	Vacation Payments	\$18,259.98	\$21,295	\$21,617.21	\$23,386	\$23,386	\$23,386	\$23,386.00
01.920.9205.000	FICA Tax	\$338,207.10	\$371,350	\$185,827.04	\$373,742	\$373,742	\$373,742	\$373,742.00
01.920.9210.000	Health Insurance	\$1,038,628.10	\$1,100,000	\$656,260.17	\$1,192,500	\$1,192,500	\$1,142,500	\$1,142,500.00
01.920.9210.008	OPEB Trust Fee	\$12,248.05	\$10,000	\$6,055.64	\$13,000	\$13,000	\$13,000	\$13,000.00
01.920.9215.000	Delta Dental	\$58,600.33	\$72,000	\$27,350.37	\$67,000	\$67,000	\$67,000	\$67,000.00
01.920.9220.000	Life Insurance	\$16,450.32	\$16,750	\$8,294.06	\$16,750	\$16,750	\$16,750	\$16,750.00
01.920.9225.000	Employer Pension Contr -	\$549,797.27	\$592,610	\$223,973.58	\$623,460	\$623,460	\$623,460	\$623,460.00
01.920.9240.000	Unemployment Expenses	\$17,600.00	\$15,000	\$0.00	\$15,000	\$15,000	\$15,000	\$15,000.00
01.920.9250.000	Employee Asst Program	\$1,500.00	\$1,500	\$0.00	\$1,500	\$1,500	\$1,500	\$1,500.00
		\$2,071,510.77	\$2,221,425	\$1,141,985.09	\$2,350,088	\$2,350,088	\$2,300,088	\$2,300,088
01.940.9435.000	Auditing Service	\$38,360.00	\$42,000	\$36,795.00	\$42,000	\$42,000	\$42,000	\$42,000.00
01.940.9440.000	Town Solicitor	\$120,828.00	\$127,200	\$43,000.00	\$127,200	\$127,200	\$127,200	\$127,200.00
01.940.9445.000	Special Service/Legal	\$13,146.00	\$80,000	\$6,345.50	\$80,000	\$80,000	\$60,000	-\$60,000.00
01.940.9450.000	Miscellaneous Legal	\$63,400.93	\$135,000	\$43,096.87	\$135,000	\$135,000	\$100,000	\$100,000.00
01.940.9475.000	Finance/IT/Administration Study	\$0.00	\$35,000	\$0.00	\$0	\$0	\$0	\$0.00
		\$235,934.93	\$419,200	\$129,237.37	\$384,200	\$384,200	\$329,200	\$329,200.00
01.950.9550.000	Town Insurance	\$215,133.93	\$225,000	\$238,876.82	\$250,000	\$250,000	\$250,000	\$250,000.00
		\$215,133.93	\$225,000	\$238,876.82	\$250,000	\$250,000	\$250,000	\$250,000.00
01.960.5015.000	Hazard Mitigation Project	\$2,500.00	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.960.9625.000	Council Contingency Fund	\$11,463.71	\$65,000	\$4,996.56	\$25,000	\$50,000	\$50,000	\$50,000.00
01.960.9625.002	Contingency for pay Increases	\$0.00	\$0	\$0.00	\$107,960	\$107,960	\$107,960	\$107,960.00
01.960.9625.003	Contingency for longevity Increases	\$0.00	\$0	\$0.00	\$6,670	\$6,670	\$6,670	\$6,670.00
01.960.9625.004	Contingency for FICA	\$0.00	\$0	\$0.00	\$8,770	\$8,770	\$8,770	\$8,770.00
01.960.9625.005	Contingency for RIRS	\$0.00	\$0	\$0.00	\$17,520	\$17,520	\$17,520	\$17,520.00
01.960.9625.006	Contingency for Position Change	\$0.00	\$0	\$0.00	\$0	\$4,605	\$4,605	\$4,605.00
		\$13,963.71	\$65,000	\$4,996.56	\$165,919	\$185,525	\$195,525	\$195,525.00

SUPPLEMENTAL INFORMATION
FY2018- 2019

920 - EMPLOYEE BENEFITS:

920-5005 - IN LIEU OF HEALTH INSURANCE - \$12,500

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

920-5010 - RETIREES' SALARIES - \$11,250

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 - \$23,386

CPMA agreement allows the buyout of one week of vacation.

920-9205 - FICA TAX EXPENSE - \$373,742

Calculated @ 7.65% of estimated total payroll.

920-9210 - HEALTH INSURANCE - \$1,142,500

The health insurance calculation is funded with a projected rate increase of 6.0% 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 12 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 - \$13,000

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. FY17 was the first year The Trust managed the OPEB Trust. The fees were much lower and the Trust earned a higher rate of investment income.

SUPPLEMENTAL INFORMATION
FY2018- 2019

920 - EMPLOYEE BENEFITS (cont'd):

920-9215 - DENTAL INSURANCE - \$67,000

Dental premiums for all full-time employees and two retirees @ an increase of 2% above the FY18 rates

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

Premiums for insurance coverage per Union and Municipal Management Agreements.

920-9225 - RETIREMENT - \$623,460

Cost to the Town for participation in the Rhode Island Employees' Retirement System for municipal and police personnel. FY 2018 municipal rate calculated @ 7.51% for the Defined Benefit Plan and 1% 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 @ 27.74 %, for the Defined Benefit plan. FY17 rates were 7.36% for Municipal and 24.46% for Police.

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 \$2,300,088

SUPPLEMENTAL INFORMATION
FY2018 – 2019

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, 2019. The annual fee is based on the annual cost for FY2017. 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 2020.

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)	<u>\$24,000</u>	Narragansett Indian Tribe
	\$127,200	

940-9945 – SPECIAL LEGAL SERVICES - \$60,000

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 - \$100,000

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 - \$329,200

SUPPLEMENTAL INFORMATION
FY2018 - 2019

950 - TOWN INSURANCE:

950-9550 – TOWN INSURANCE - \$250,000

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 2019.

TOTAL REQUESTED BUDGET \$250,000

960 – COUNCIL CONTINGENCY:

960-9625 – TOWN COUNCIL CONTINGENCY - \$50,000

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

960-9625 – CONTINGENCY FOR CONTRACT NEGOTIAONS - \$145,525

TOTAL REQUESTED BUDGET \$195,525

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.990.9901.000	Police Cruisers	\$70,469.99	\$39,100	\$38,400.80	\$72,002	\$72,002	\$37,172	\$37,172.00
01.990.9902.000	Police Admin Car	\$0.00	\$77,578	\$67,181.96	\$0	\$0	\$34,829	\$34,829.00
01.990.9907.000	Fitness Room Expansion	\$0.00	\$0	\$0.00	\$20,000	\$0	\$0	\$0.00
01.990.9908.000	Cruiser Security Storage Lockers	\$0.00	\$7,625	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9909.000	Radar Upgrade & Replacement	\$11,894.00	\$11,894	\$11,894.00	\$0	\$0	\$0	\$0.00
01.990.9911.000	DPW Dump Truck w/Plow frame & Plow Control	\$0.00	\$67,300	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9913.000	Old Mill Road Engineering	\$0.00	\$126,500	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9914.000	DPW Burdickville RD Improvements	\$1,612.50	\$160,000	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9915.000	Police Message Board	\$0.00	\$0	\$0.00	\$13,405	\$16,575	\$16,575	\$16,575.00
01.990.9917.000	GIS - GPS Trimble	\$0.00	\$0	\$0.00	\$10,000	\$10,000	\$0	\$0.00
01.990.9918.000	Police - Telephone System	\$12,669.05	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9919.000	Equipment Tilt Trailer	\$0.00	\$7,500	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9920.000	Police Pickup	\$36,523.00	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9922.000	Tasar Replacement	\$9,593.28	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9923.000	Old Mill Road Construction	\$0.00	\$0	\$0.00	\$1,006,740	\$1,006,740	\$1,006,740	\$1,006,740.00
01.990.9924.000	Town Hall Generator Design & Plan	\$0.00	\$0	\$0.00	\$175,000	\$175,000	\$175,000	\$175,000.00
01.990.9925.000	Police Floor Scrubber	\$5,690.65	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9928.000	Police - Evidence Room Processing Equipment	\$0.00	\$3,600	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9929.000	Police - Rifle/Shotgun	\$7,367.46	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9934.000	Wing Mower	\$0.00	\$0	\$0.00	\$18,000	\$18,000	\$18,000	\$18,000.00
01.990.9935.000	External Fuel Tanks - CRCC Garage	\$0.00	\$0	\$0.00	\$15,000	\$15,000	\$15,000	\$15,000.00
01.990.9936.000	Window at CRCC Welcome Shed	\$2,811.00	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9938.000	Overhead Door at CRCC	\$0.00	\$11,505	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9939.000	Zip Krooz, Grill & Picnic Table @ Columbia Heights	\$0.00	\$0	\$0.00	\$24,400	\$24,400	\$24,400	\$24,400.00
01.990.9945.000	Senior Center Flooring	\$0.00	\$0	\$0.00	\$18,000	\$18,000	\$18,000	\$18,000.00
01.990.9950.000	Renovation - Tennis Cts @ Wicklund	\$0.00	\$200,000	\$0.00	\$200,000	\$0	\$0	\$0.00
01.990.9951.000	Police - Upgrade Furniture	\$0.00	\$0	\$0.00	\$6,000	\$6,000	\$6,000	\$6,000.00
01.990.9953.000	Police - ATV	\$0.00	\$8,500	\$0.00	\$9,000	\$9,000	\$9,000	\$9,000.00
01.990.9959.000	REC Basketball Court Reconstruction	\$58,920.00	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9960.000	Ambulance						\$56,000	\$56,000.00
01.990.9961.000	DPW Asphalt Resurfacing	\$137,563.60	\$250,000	\$0.00	\$119,955	\$119,955	\$120,000	\$120,000.00
01.990.9963.000	DPW Vacuum Sweeper/Catch Basin (7YR L/P)	\$0.00	\$268,000	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9964.000	DPW Dump Truck With Plow (7 Yr L/P)	\$21,085.00	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9965.000	REC Basketball Court Reconstruct @ Columbia Heights				\$35,000	\$35,000	\$35,000	\$35,000.00
01.990.9966.000	Renovation - Softball Field @ Wicklund	\$0.00	\$12,000	\$104.93	\$10,000	\$10,000	\$10,000	\$10,000.00
01.990.9970.000	Rec - Recycling/Trash Stations	\$0.00	\$10,000	\$86.38	\$0	\$0	\$0	\$0.00
01.990.9974.000	Rec - Picnic Tables at Ninigret Park	\$0.00	\$18,820	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9975.000	Summer Cottage Generator	\$0.00	\$0	\$0.00	\$5,000	\$5,000	\$5,000	\$5,000.00
01.990.9979.000	Kings Factory Rd Box Culvert	\$11,491.25	\$120,000	\$0.00	\$250,000	\$250,000	\$250,000	\$250,000.00
01.990.9985.000	EMA Hurricane Protection - Police Station	\$19,655.50	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9991.000	Town Vehicles	\$29,430.00	\$64,000	\$58,946.40	\$0	\$0	\$0	\$0.00
01.990.9993.000	Columbia Heights Playground	\$40,780.00	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9995.000	Rec - Backstop at Pulchaski Field	\$5,675.00	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9996.000	REC Gate @ Soccer Field	\$9,119.00	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.990.9998.000	RREC Programmable Message Sign for Beaches	\$0.00	\$0	\$0.00	\$10,000	\$0	\$0	\$0.00
		\$497,350.28	\$1,458,922	\$176,564.47	\$2,017,502	\$1,790,672	\$1,836,716	\$1,836,716.00

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
FY 2019 - FY 2023

Department	Description	FY2019	FY2020	FY2021	FY2022	FY2023
Parks and Recreation	Renovations - Tennis Courts @ Wicklund					
	Renovations - Softball Field @ Wicklund	10,000				
	Picnic Tables @ Ninigret Park					
	Recycling/Trash Stations					
	Zip Krooz, Grill and Picnic Table	24,400				
	Basketball Court @ Columbia Heights	35,000				
	Sub-total	69,400				
Community/Senior Ctr	Stove & Dishwasher - Senior Center		15,000			
	Flooring in Dining Hall	18,000				
	Sub-total	18,000	15,000			
EMA	Generator @ Summer Cottage	5,000				
	Sub-total	5,000				
Animal Control						
	Sub-total					
GIS	Desktop Computer					7,000
	Trimble GEO XH		10,000			
	Sonarmite BT Upgrade					
	Sub-total		10,000			7,000
Ambulance		56,000				
	Sub-total	56,000				
	Grand Total	1,588,716	1,172,546	2,397,716	2,216,716	199,948

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
FY 2019 - FY 2023

Department	Description	FY2019	FY2020	FY2021	FY2022	FY2023
Public Works	Dump Truck W/Plow					
	Small Dump Truck 1-ton		14,070	14,070	14,070	14,070
	Backhoe Loader		18,509	18,509	15,509	18,509
	Snow Plow		9,500			
	Mobile Brush Cutting Tractor		15,414	15,414	15,414	15,414
	Large Area Field Mower		56,000			
	2 Med. H-D Mowers		42,800			
	Tow-Behind Mower for CRCC		15,000			
	Asphalt Resurfacing	120,000	114,723	114,723	114,723	119,955
	Old Mill Rd Construction (*Bonded)	1,006,740				
	Vacuum Sweeper					
	Replacement Waste Compactor		24,500			
	CRCC Loader Tires (replacement)		12,000			
	Kings Factory Rd Box Culvert	250,000				
	Replacement of Wing Mower for Parks & Rec	18,000				
	Town Hall Generator	175,000				
	External Fuel Tanks - CRCC Garage	15,000				
	Sub-total		1,596,749	322,536	262,716	156,716
Police	Police Cruisers	37,172	75,000	75,000	75,000	75,000
	Administrative Car	34,829				
	Furniture -Lieutenants offices	6,000				
	Message Board	16,575				
	All-terrain Vehicles	9,000				
	Sub-total		103,576	75,000	75,000	75,000



TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/2017	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
01.995.9911.000	Transfer to Asphalt Resurfacing	\$112,436.00	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.995.9915.000	Revaluation	\$65,000.00	\$50,000	\$50,000.00	\$65,000	\$65,000	\$65,000	\$65,000.00
01.995.9930.000	Open Space Acquisition	\$19,156.64	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.995.9935.000	DPW Burdickville Rd Improvement	\$1,038,787.00	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.995.9940.000	Town Hall Generator	\$92,000.00	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.995.9960.000	CRCC Enterprise Transfer	\$25,000.00	\$25,000	\$25,000.00	\$25,000	\$25,000	\$25,000	\$25,000.00
01.995.9965.000	Employee Severance Benefit	\$150,000.00	\$150,000	\$150,000.00	\$150,000	\$150,000	\$150,000	\$150,000.00
01.995.9966.000	Kings Factory Road Culvert	\$45,965.00	\$0	\$0.00	\$0	\$0	\$0	\$0.00
01.995.9985.000	Transfer to Pond & Beach Preservation	\$250,000.00	\$250,000	\$250,000.00	\$250,000	\$250,000	\$250,000	\$250,000.00
01.995.9990.000	Health Care Rev Fund (OPEB's)	\$450,000.00	\$450,000	\$450,000.00	\$450,000	\$450,000	\$450,000	\$450,000.00
01.995.9993.000	Transfer to Legal Reserve	\$21,493.00	\$130,050	\$130,050.00	\$110,225	\$110,225	\$110,225	\$110,225.00
01.995.9997.000	Transfer to Landfill Monitoring	\$15,000.00	\$20,000	\$20,000.00	\$25,000	\$25,000	\$25,000	\$25,000.00
01.995.9999.000	Town Capital Maintenance Fund	\$200,000.00	\$50,000	\$50,000.00	\$150,000	\$150,000	\$150,000	\$150,000.00
		\$2,484,837.64	\$1,125,050	\$1,125,050.00	\$1,225,225	\$1,225,225	\$1,225,225	\$1,225,225.00
		\$27,024,457.41	\$27,724,601	\$14,783,261.57	\$28,861,975	\$28,677,332	\$28,484,646	\$28,484,646.00

SUPPLEMENTAL INFORMATION
FY2018 - 2019

995 -TRANSFERS OUT:

995-9915 TAX ASSESSOR - REVALUATION - \$ 65,000

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 2018-2019 = \$ 65,000.00

SUPPLEMENTAL INFORMATION
FY2018 - 2019

995 – TRANSFERS 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 07/01/17 was \$712,518._____

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 07/01/17 was \$1,200,000.

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

Funding of other post-employment benefit liability for retiree healthcare estimated as of 6/30/17 at \$7.75 million. Fund balance at 07/01/17 was \$5,761,870.

995-9993 – TRANSFER TO LEGAL RESERVE - \$110,225

Fund balance as of 7/1/17 was \$255,663.

SUPPLEMENTAL INFORMATION
FY2018 - 2019

995 – TRANSFEERS OUT (cont.)

995-9996 – CHARIHO RESERVE - \$0

Funding of future Chariho Initiatives. Fund balance at 07/01/17 at \$250,000.

995-9997 – LANDFILL MONITORING - \$25,000

Funding of expenditures to monitor the landfill closure. This was a new fund for FY17. Fund balance at 07/01/17 was \$17,654.

995-9999 – TOWN CAPITAL MAINTENANCE FUND - \$150,000

Funds for town-wide capital maintenance, projects and renovations. Fund balance at 07/01/17 was \$195,406.

TOTAL REQUESTED BUDGET - \$1,225,225

TOWN OF CHARLESTOWN
FISCAL YEAR 2019

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/17	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
05.000.3520.000	Interest Income	\$378.75	\$225.00	\$187.78	\$225.00	\$225.00	\$225.00	\$225.00
05.000.3530.000	Bag Tag Revenue	\$48,580.00	\$55,000.00	\$28,502.50	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00
05.000.3540.000	General CRCC Revenue	\$66,770.88	\$70,000.00	\$33,586.54	\$70,000.00	\$70,000.00	\$70,000.00	\$70,000.00
05.000.3543.000	Recyclable Revenue	\$7,633.10	\$9,000.00	\$3,796.00	\$9,000.00	\$4,000.00	\$4,000.00	\$4,000.00
05.000.3550.000	Unclassified Revenue	\$75.00	\$150.00	\$50.10	\$150.00	\$150.00	\$150.00	\$150.00
05.000.3560.000	General Fund Subsidy	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
05.000.3565.000	CRCC Stickers	\$33,840.00	\$36,000.00	\$8,230.00	\$36,000.00	\$34,000.00	\$34,000.00	\$34,000.00
05.000.3575.000	Retained Earnings Transfer	\$0.00	\$4,439.00	\$0.00	\$6,482.00	\$11,382.00	\$15,952.00	\$15,952.00
		\$182,277.73	\$199,814.00	\$99,352.92	\$201,857.00	\$199,757.00	\$204,327.00	\$204,327.00
05.000.5010.000	CRCC Wages	\$57,526.04	\$61,289.00	\$30,030.37	\$54,907.00	\$54,907.00	\$59,425.00	\$59,425.00
05.000.5010.001	CRCC Non-Pension Wages	\$1,491.15	\$0.00	\$322.45	\$0.00	\$0.00	\$0.00	\$0.00
05.000.5010.004	CRCC Longevity Wages	\$2,616.00	\$0.00	\$1,206.96	\$2,563.00	\$2,563.00	\$2,615.00	\$2,615.00
05.000.5010.006	DPW CRCC Longevity	\$0.00	\$0.00	\$100.58	\$0.00	\$0.00	\$0.00	\$0.00
05.000.5015.000	CRCC Seasonal Wages	\$7,227.72	\$10,800.00	\$5,824.00	\$11,520.00	\$11,520.00	\$11,520.00	\$11,520.00
05.000.5025.000	CRCC Overtime Wages	\$325.32	\$2,500.00	\$417.12	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
05.000.5025.003	DPW CRCC OT Wages	\$297.88	\$0.00	\$606.21	\$0.00	\$0.00	\$0.00	\$0.00
05.000.6020.000	Operating Supplies	\$1,255.63	\$3,800.00	\$1,188.11	\$3,900.00	\$3,800.00	\$3,800.00	\$3,800.00
05.000.6020.001	Water, Landfill	\$46.66	\$0.00	\$44.64	\$0.00	\$0.00	\$0.00	\$0.00
05.000.6040.000	Maintenance & Repairs	\$11,494.07	\$7,825.00	\$2,959.24	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
05.000.6045.000	Uniforms, Boots, Safety Items	\$717.08	\$950.00	\$276.25	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
05.000.6045.001	Boot Allowance Steadman, J	\$186.71	\$200.00	\$59.76	\$200.00	\$200.00	\$200.00	\$200.00
05.000.6045.002	Boot Allowance Martin, C	\$186.23	\$200.00	\$89.99	\$200.00	\$200.00	\$200.00	\$200.00
05.000.6046.000	Utilities	\$11,060.63	\$13,500.00	\$4,446.60	\$16,500.00	\$14,500.00	\$14,500.00	\$14,500.00
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	\$36,169.91	\$42,000.00	\$19,184.30	\$42,000.00	\$42,000.00	\$42,000.00	\$42,000.00
05.000.6060.000	Waste Management Recycle	\$21,644.67	\$21,000.00	\$10,695.62	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00
05.000.6075.000	Tools & Equipment	\$990.82	\$850.00	\$176.38	\$875.00	\$875.00	\$875.00	\$875.00
05.000.9205.000	FICA Tax	\$5,117.72	\$5,700.00	\$2,865.94	\$5,200.00	\$5,200.00	\$5,200.00	\$5,200.00
05.000.9210.000	Health Insurance	\$11,644.35	\$14,000.00	\$7,530.83	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00
05.000.9215.000	Dental Insurance	\$815.04	\$1,500.00	\$432.06	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
05.000.9220.000	Life Insurance	\$347.88	\$350.00	\$173.94	\$350.00	\$350.00	\$350.00	\$350.00
05.000.9225.000	Employer Pension Contr -	\$5,373.48	\$8,000.00	\$2,073.51	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
05.000.9625.000	Contingency for Wage Increase	\$0.00	\$0.00	\$0.00	\$1,292.00	\$1,292.00	\$1,292.00	\$1,292.00
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	\$1,733.82	\$2,000.00	\$848.83	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
05.000.9999.000	Depreciation	\$414.58	\$420.00	\$0.00	\$420.00	\$420.00	\$420.00	\$420.00
		\$179,683.39	\$199,814.00	\$91,553.69	\$201,857.00	\$199,757.00	\$204,327.00	\$204,327.00

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2018-2019

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 \$4,000

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 \$34,000

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

3575 – Retained Earning Transfer \$15,952

REQUESTED REVENUE \$204,327

**CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2018-2019**

EXPENDITURES:

5005 – WAGES \$62,040

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.

2018-2019						
	Wage	Longevity Amount	Longevity Years	Medical Stipend	Shift Differential	Total
Landfill Foreman (50% B&G, 50% CRCC)	26,151	2,615	39	-	-	\$ 28,766
Landfill Operator (20% B&G, 80% CRCC)	33,274	-	2	-	-	33,274
	59,425	2,615				\$ 62,040

5015 – SEASONAL WAGES \$11,520

Seasonal full-time employee (32 hours) at \$15.00/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
FY2018-2019

EXPENDITURES (cont'd)

6040 – MAINTENANCE & REPAIRS \$8,000

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

6045 – UNIFORMS, BOOTS & SAFETY ITEMS \$1,400

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

6046 – UTILITIES \$14,500

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 \$22,000

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 \$875

Small miscellaneous tools needed for CRCC operations.

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2018-2019

EXPENDITURES (cont'd)

9205 – FICA TAX \$5,200

7.65% of proposed payroll.

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.

9625 – CONTINGENCY FOR WAGE INCREASE \$1,292

Current contract set to expire 6/30/2018.

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.

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC)
SUPPLEMENTAL INFORMATION
FY2018-2019

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 \$204,327

**TOWN OF CHARLESTOWN
FISCAL YEAR 2019**

Account	Description	FY17 Audited	FY18 Adopted	FY18 Actual as of 12/31/17	FY19 Dept Request	FY19 Town Admin	FY19 Bud Comm	FY19 Town Council
06.000.3525.000	Mooring Waiting List Application Fee	\$165.00	\$0.00	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00
06.000.3535.000	Mooring Revenue	\$54,910.00	\$56,625.00	\$1,375.00	\$58,665.00	\$58,665.00	\$58,665.00	\$58,665.00
06.000.3536.000	Interest Income	\$193.41	\$200.00	\$97.02	\$200.00	\$200.00	\$200.00	\$200.00
06.000.3550.000	Miscellaneous Revenue	\$950.00	\$0.00	\$175.00	\$0.00	\$0.00	\$0.00	\$0.00
06.000.3555.000	Retained Earnings Transfer	\$0.00	\$6,075.00	\$0.00	\$5,716.00	\$5,716.00	\$5,716.00	\$5,716.00
		\$56,218.41	\$62,900.00	\$1,822.02	\$64,581.00	\$64,581.00	\$64,581.00	\$64,581.00
06.000.5015.000	Harbor Master Wages	\$28,023.98	\$35,464.00	\$15,499.28	\$36,163.00	\$35,464.00	\$35,464.00	\$35,464.00
06.000.5025.000	Harbor Master Overtime Wages	\$965.46	\$1,313.00	\$457.83	\$1,339.00	\$1,313.00	\$1,313.00	\$1,313.00
06.000.6015.000	Dues & Subscriptions	\$93.65	\$100.00	\$25.00	\$100.00	\$100.00	\$100.00	\$100.00
06.000.6020.000	Operating Supplies	\$3,458.92	\$3,156.00	\$1,432.55	\$3,156.00	\$3,156.00	\$3,156.00	\$3,156.00
06.000.6030.000	Mooring Software fee	\$2,369.00	\$2,574.00	\$168.00	\$2,574.00	\$2,574.00	\$2,574.00	\$2,574.00
06.000.6035.000	Fuel & Oil	\$2,763.92	\$2,740.00	\$1,526.27	\$2,740.00	\$2,740.00	\$2,740.00	\$2,740.00
06.000.6040.000	Maintenance & Repairs	\$3,640.16	\$3,200.00	\$693.90	\$3,200.00	\$3,200.00	\$3,200.00	\$3,200.00
06.000.6050.000	Professional Development	\$197.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
06.000.6075.000	Tools & Equipment	\$4,370.75	\$1,000.00	\$472.76	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
06.000.6120.000	Vehicle Maintenance/Repairs	\$1,437.50	\$2,000.00	\$1,274.85	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
06.000.6130.000	Navigational Aids	\$1,835.50	\$1,500.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
06.000.6140.000	Harbor Management Plan Review	\$174.25	\$500.00	\$180.25	\$500.00	\$500.00	\$500.00	\$500.00
06.000.9205.000	FICA Tax	\$2,305.10	\$2,813.00	\$1,314.81	\$2,869.00	\$2,813.00	\$2,813.00	\$2,813.00
06.000.9996.000	Worker's Compensation Ins	\$1,486.59	\$1,100.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
06.000.9999.000	Depreciation Expense	\$5,440.00	\$5,440.00	\$0.00	\$5,440.00	\$5,440.00	\$5,440.00	\$5,440.00
	Contingency for salary increase	\$0.00	\$0.00	\$0.00	\$0.00	\$781.00	\$781.00	\$781.00
		\$58,562.10	\$62,900.00	\$23,045.50	\$64,581.00	\$64,581.00	\$64,581.00	\$64,581.00

Coastal Ponds / Harbormaster

Operating Budget Proposal FY 2018-2019

Prepared By: Justin Vall, Harbormaster
12/2/2017

Overview

The following budget proposal will outline the projected income and expenses for the Fiscal Year 2018-2019. 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;

- 295 Private Recreational Mooring Permits
- 128 Waterfront Recreational Mooring Permits
- 6 Commercial Mooring Permits

Mooring Permit Fee;

- | | |
|--|-------|
| • Private Recreational Mooring Permit | \$135 |
| • Waterfront Recreational Mooring Permit | \$135 |
| • Commercial Mooring Permit | \$260 |

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
- "Navigational Aids" –Increase for replacement/addition of Channel Marking Buoys
- "Workers Comp Insurance" – Increase as a result of the FY 2016-2017 audited expense

Total projected income from collected mooring fees and the anticipated interest for FY 2018-2019 is \$58,865. Total projected operating expenses for FY 2017-2018 is \$64,581, resulting in a difference of \$5,716. To balance the budget, a transfer of \$5,716 from retained earnings is proposed to operating budget for FY 2018-2019. A mooring fee increase of ten (\$10) dollars is proposed for all private, waterfront, and commercial mooring permits. The proposed mooring fee increase will be from one-hundred, twenty-five dollars (\$125) per season, to one-hundred thirty-five dollars (\$135) for Private and Waterfront mooring permits, and from two-hundred, fifty dollars (\$250) to two-hundred sixty (\$260) dollars per season for Commercial mooring permits.

Also proposed for FY 2018-2019, is a request of \$250,000 to be transferred in to the "Pond and Beach Preservation" from the general fund to go towards future proposed dredging and beach restoration projects.

Income

Mooring Permit Revenue

Projected Mooring Fees FY 2017-2018	\$56,625	(Approved Budget FY 2017-2018 \$56,625)
Projected Fees FY 2018-2019	\$58,665	
Change	\$2,040	

Increase is the result of the collected mooring fee income from the proposed mooring permit fee increase of ten dollars for each mooring permit.

Interest Income

Approved FY 2017-2018	\$200
Requested FY 2018-2019	\$200
Change	\$0

No increase is proposed.

Retained Earnings Transfer (Balance Budget)

Approved FY 2017-2018	\$5,444
Requested FY 2018-2019	\$5,716

Change \$272

Transfer from retained earnings to balance operating budget.

General Fund Subsidy

Approved FY 2017-2018 \$0

Requested FY 2018-2019 \$0

Change \$0

No increase proposed.

Expenses

Harbormaster Wages

Approved FY 2017-2018	\$35,464
Requested FY 2018-2019	\$36,163
Change	\$699

Increase proposed as a result of a 2% pay increase. This would increase the current hourly rate of \$20.81/Hr to \$21.22/Hr for the Harbormaster and \$15.67/hr to \$15.98/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 2017-2018	\$1,313
Requested FY 2018-2019	\$1,339
Change	\$26

Increase proposed 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 2017-2018	\$100
Requested FY 2018-2019	\$100
Change	\$0

No increase proposed.

Operating Supplies

- Normal Operating Expenses***
- Office supplies***
- Postage***
- Phone/Data Plans***
- Mooring Permit Stickers***

Approved FY 2017-2018	\$3,156
Requested FY 2018-2019	\$3,156
Change	\$0

No increase proposed.

Online Mooring

-Service fee per processed mooring permit.

Approved FY 2017-2018	\$2,574
Requested FY 2018-2019	\$2,574
Change	\$0

The Online Mooring service fee, per permit will remain at six dollars (\$6) at a projection of 429 mooring permits for the 2018 Mooring Season. No increase is proposed.

Fuel and Oil

- Boat Fuel*
- Boat two-stroke oil*
- Boat fuel stabilizers, conditioners, and treatment*
- Vehicle Fuel at PD Fuel Pumps*

Approved FY 2017-2018	\$2,740
Requested FY 2018-2019	\$2,740
Change	\$0

No increase is proposed.

Maintenance and Repairs

- Routine Maintenance
- Wintertization
- Repairs

Approved FY 2017-2018	\$3,200
Requested FY 2018-2019	\$3,200
Change	\$0

No increase is proposed.

Boat Improvements

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

Approved FY 2017-2018	\$0
Requested FY 2018-2019	\$0
Change	\$0

No increase is proposed.

Tools and Equipment

- Boat Equipment
- Harbormaster Equipment
- Tools

Approved FY 2017-2018	\$1,000
Requested FY 2018-2019	\$1,000
Change	\$0

No increase is proposed.

Vehicle Maintenance

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

Approved FY 2017-2018	\$2,000
Requested FY 2018-2019	\$2,000
Change	\$0

No increase is proposed.

Navigational Aids

- Buoys, anchors, chain, and hardware
- Signage and mapping

Approved FY 2017-2018	\$1,500
Requested FY 2018-2019	\$2,000
Change	\$500

Increase proposed for the addition/replacement of navigational buoys for channel marking, and no-wake zones of the Coastal Ponds.

Harbor Management Plan Review

- Town Harbor Management Plan updating and advertising

Approved FY 2017-2018	\$500
Requested FY 2018-2019	\$500
Change	\$0

No increase is proposed.

FICA Tax

Approved FY 2017-2018	\$2,813
Requested FY 2018-2019	\$2,869
Change	\$56

Increase proposed as a result of a change in Harbormaster and Assistant Harbormaster hourly rate.

Worker's Compensation Insurance

Approved FY 2017-2018	\$1,100
Requested FY 2018-2019	\$1,500
Change	\$400

Increase proposed as a result of the audited expense amount for FY 2016-2017.

Depreciation Expense

- Boat, trailers, and other vehicle equipment depreciation.
- 10 Years on boat, 5 years on trailer

Approved FY 2017-2018	\$5,440.00
Requested FY 2018-2019	\$5,440.00

Change \$0

Pond and Beach Preservation Fund

The intended purpose of the "Pond and Beach Preservation" fund is to provide a mean of funding future proposed projects to remove sedimentation collected by basins which have been formed to combat the "choking" of the channels, which would result in inadequate tidal flow and flushing of the coastal ponds necessary to maintain and improve the water quality. At the same time, sedimentation that is removed is utilized to restore the beach fronts that have been eroded as a result of tides, currents, and storms.

Approved FY 2017-2018 \$250,000
Requested FY 2018-2019 \$250,000

Change \$0

Coastal Ponds/Harbor Department Budget Proposal FY 2018-2019

Income

3535	Mooring Fees	\$58,665
3538	Interest Income	\$200
3540	Retained Earnings Transfer <i>(To Balance Budget)</i>	\$5,716
3560	General Fund Subsidy	\$0
	Total Income	\$64,581

Expenses

5015	Harbor Master Wages	\$36,163
5025	Overtime Wages/Holidays	\$1,339
6015	Dues and Subscriptions	\$100
6020	Operating Supplies	\$3,156
6030	Mooring Software Fee	\$2,574
6035	Fuel and Oil	\$2,740
6040	Maintenance and Repairs	\$3,200
6042	Boat Improvements	\$0
6075	Tools and Equipment	\$1,000
6120	Vehicle Maintenance/Repairs	\$2,000
6130	Navigational Aids	\$2,000
6140	Harbor Management Plan Review	\$500
9025	FICA Tax	\$2,869
9996	Worker's Comp Insurance	\$1,500
9999	Depreciation	\$5,440
	Total Expenses	\$64,581
	Difference	\$0

Coastal Ponds/Harbor Department Budget Proposal FY 2018-2019

Income

Recreational Moorings Permits

Number of Permits	295
Fee	\$135
Total	\$39,825.00

Waterfront Recreational Moorings Permits

Number of Permits	128
Fee	\$135
Total	\$17,280

Commercial Mooring Permits

Number of Permits	6
Fee	\$260
Total	\$1,560

Total Permits 429

Total Mooring Permit Income \$58,665

Interest Income \$200

Total Mooring Income \$58,865

Retained Earnings Transfer To balance Budget \$5,716

General Fund Subsidy \$0

Total Income after Retained Earnings Transfer, and any General Fund Subsidy \$64,581

Coastal Ponds/Harbor Department Budget Proposal FY 2018-2019

Expenses

Harbor Master Wages

Harbor Master

July 1 2018 - June 30th 2019

Rate \$21.22

Total Hours 1168

Wages \$24,785

Asst. Harbor Master (2)

May 21st 2018 - Sept 9th 2019

Rate \$15.98

Total Hours 712

\$11,378

Total Wages \$36,163

Overtime Wages/Holiday

	<u>Harbor Master</u>	<u>Asst. Harbor Master</u>
Memorial Day	\$254.64	\$191.76
Independence Day	\$254.64	\$191.76
Labor Day	\$254.64	\$191.76
Total Overtime/Holiday	\$1,339	

Dues and Subscriptions #6015

Harbor Master Association Membership	\$65.00		
Other Subscriptions and Memberships	\$35.00		

Total Dues and Subscriptions	\$100		
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Operating Supplies #6020

Envelopes	\$150.00	Mooring Permit Stickers	\$100.00
Postage	\$410.00	Office Supplies	\$200.00
Verizon			
	May-October	November-April	
Phone Service	\$782.64	\$383.88	
Data Service	\$904.68	\$424.56	

Total Operating Supplies	\$3,156		
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Online Mooring #6030

	Number of Permits
Recreational Mooring Permits	295
Waterfront Recreational Mooring Permits	128
Commercial Mooring Permits	6
Total Permits	429
Online Mooring Processing Fee (Per Issued Permit)	\$6.00
Total Online Mooring	\$2,574

Fuel and Oil #6035

	<u>Gallons</u>	<u>Price Per Gallon (Projected)</u>	<u>Cost</u>		
Boats	500	\$3.50	\$1,750.00		
Vehicle	400	\$2.10	\$840.00		
Total		\$2,590.00			
2-Stroke Oil (Gals)	5	Pice Per Gallon (Projected)	\$30.00	Total	\$150.00
		Total Fuel/Oil	\$2,740		

Maintenance and Repairs #6040

Total Maintenance and Repairs \$3,200

Boat Improvements #6042

Total Boat Improvements \$0.00

Tools and Equipment #6075

Tools and Safety Equipment \$1,000.00

Total Tools and Equipment \$1,000

Vehicle Maintenance/Repairs #6120

Total Vehicle Maintenance \$2,000

Navigational Aids #6130

Navigational Buoys and Safety Markings \$2,000.00

Total Navigational Aids \$2,000

Harbor Management Plan Review #6140

Total Harbor Management Plan Review \$500

FICA Tax #9205

Percentage of Total Payrol 7.65%

Total Payroll \$37,501.92

Total FICA Tax \$2,869

Worker's Compensation Insurance #9996

Total Worker's Compensations Insurance \$1,500

Depreciation Expense #9999

Total Depreciation Expense \$5,440
