CHARLESTOWN
BUDGET COMMISSION

Richard J. Sartor, Chairman
Linda Philips Vice-Chairman
Gregory Plunkett, Secretary
Arthur Haskins
Paula Andersen

TOWN OF CHARLESTOWN

CHARLESTOWN TOWN HALL
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March 30, 2020

Dear Councilors:

The Charlestown Budget Commission's recommended budget for Fiscal Year 2021 is presented for your information and review.

The Budget Commission wishes to express its appreciation to the budget preparation team led by Town Administrator Mr. Mark Stankiewicz, with Department heads and Administrative Assistant Michele Voislow continuing to provide excellent support. The new Treasurer, Ms. Julie Goucher, has added a fresh perspective to the Town and to the budget process. Our thanks to them all.

Our deliberations consider and recommend expenditure policies to assess and prepare Charlestown as a resilient community, utilizing existing Fund Balance to establish a financial framework anticipating future needs, preparing the groundwork to keep taxes low, while providing high quality service to residents.

The recommended budget for FY 2021 is $30,538,640. This recommendation reduces the required rate of taxation significantly and is based upon return of funds from the Unassigned Fund Balance and the recently completed revaluation increase of the Grand List.

Based on the recommended budget, the tax rate proposed is $8.20 per thousand dollars of real estate valuation, a reduction of $1.03 from $9.23 last year. This rate is based upon the estimated Statement of Assessed Valuations by the Town Assessor. The estimated net assessment value of the Town's Grand List is $2,836,854,154, and remains subject to the Assessor's finalization and certification.

The Budget Commission recommends a tax levy (total revenue from taxpayers) essentially similar to last year, with most taxpayers receiving a reduction in tax liability based upon revaluation increases, growth and Fund Balance usage.

The proposed FY 2021 General Fund budget is complex in that significant changes in budgetary goals and policies are incorporated in this plan.

- Continues and improves effective and efficient public services to Charlestown's residents.
- Reduces the rate of taxation from $9.23 to approximately $8.20.
- Incorporates the mandated revaluation of the Grand List, dated December 2019. The Grand List valuation increase and growth contribute to the decreased tax rate recommended.
- Unassigned Fund Balance is estimated to be within the past practice guideline, approximately 25% of the General Fund budget, preserving reserve / emergency financial capacity.
- Reduces Charlestown's existing and future liabilities including debt and pension obligations, limiting future expenses and avoiding related tax increases.
- Incorporates fiscal projects and programs recommended to improve the Town's future governance and planning, including:

1. **General Fund Reserve Fund requirements**: Analysis of Charlestown specific General Fund Reserve requirements by the Government Finance Officers Association, to inform the Town Council's Fund Balance policy currently under development, and insure future adequacy of Reserves.
2. **Committee on Climate Impact, Resiliency and Mitigation**: The Budget Commission recommends that the Town Council establish a committee to examine local climate impacts and mitigation of environmental issues within our control. The unique nature of Charlestown requires local action; much of our economy and quality of life depend upon future climate change impacts. Determination of likely impacts, strategies and mitigation activities, in coordination with Federal, State and private entities, preparing Charlestown to preserve its future wellbeing through practical planning and investment.
3. **Environmental Resiliency and Mitigation Fund**: This budget recommends the creation of the Environmental Resiliency and Mitigation Fund to provide Town resources to study and implement the Climate Impact Committee recommendations. Charlestown's future quality of life and financial planning will be informed by this process.
4. **Waste Water Analysis**: A two-year project to examine and test technology, in Charlestown, which significantly improves waste water treatment. A multilayered process exists that may improve treatment and nitrate removal at significantly lower cost than currently approved regulated systems and could result in further flood insurance discounts for taxpayers.
5. **In cooperation with the Friends Group**, renovate the **Animal Control** facility at the CRCC to provide adequate facilities for many years. This includes an addition for quarantined animals and renovations to existing space to maximize utility. The Friends of the Charlestown Animal Shelter have raised nearly one third of the funds required to fund this municipal project.
6. **Information Systems**: Continued implementation of the previously approved Information Systems Plan by the new Information Technology Systems Manager.

Charlestown's tax rate during the current year is the 4th lowest in the State of Rhode Island for Residential and Commercial Real Estate taxes and is the 3rd lowest in the State for Motor Vehicle Taxes. The proposed budget maintains and may improve this favorable position.

Budget Commission's recommendation for FY21 expenditures and comparison with the prior fiscal year:

EXPENDITURES				
	2020	**2021**	**$ Change**	**% Change**
Department Expenditures	$ 11,164,507	$ 11,503,122	$ 338,615	3.03%
Debt Service	$ 821,077	$ 993,554	$ 172,477	21.01%
Chariho School Budget	$ 13,329,321	$ 13,321,706	$ (7,615)	-0.06%
Operating Exp. Before Capital & Transfers	***$ 25,314,905***	***$ 25,818,382***	***$ 503,477***	***1.99%***
Capital Expenditures	$ 1,020,679	$ 1,880,620	$ 859,941	84.25%
Tansfers Out	$ 1,727,936	$ 2,839,638	$ 1,111,702	64.34%
Total Capital and Transfers	*$ 2,748,615*	*$ 4,720,258*	*$ 1,971,643*	*71.73%*
Total General Fund Expenditures	**$ 28,063,520**	**$ 30,538,640**	**$ 2,475,120**	**8.82%**

The Budget Commission's recommendation of revenues for FY 2021 and prior year comparison is presented below:

REVENUES				
	2020	**2021**	**$ Change**	**% Change**
General Fund Tax Revenue - Current Year	22,965,512	23,035,660	70,148	0.31%
General Fund Tax Revenue - Prior Years	275,000	300,000	25,000	9.09%
Interest on Taxes	140,000	140,000	-	0.00%
Payment In Lieu of Tax	7,600	7,600	-	0.00%
State Aid - Education	1,607,264	1,347,895	(259,369)	-16.14%
State Aid - Muncipal	682,971	741,089	58,118	8.51%
Licenses, Permits, Fees	409,000	407,000	(2,000)	-0.49%
Departmental & Other Revenue	1,196,442	1,177,900	(18,542)	-1.55%
Operating Revenue before Transfers	*27,283,789*	*27,157,144*	*(126,645)*	*-0.46%*
Transfer from Fund Balance	-	3,381,496	3,381,496	
Transfer from Reserve Funds	779,731	-	(779,731)	-100.00%
Total Transfers	*779,731*	*3,381,496*	*2,601,765*	*333.67%*
Total General Fund Revenues	**28,063,520**	**30,538,640**	**2,475,120**	**8.82%**

Overall, the proposed budget has increased by $2,475,120. However, the revenue to be raised by taxation is similar to last year due to use of Fund Balance and growth in the Grand List.

Budget Commission recommendations regarding significant Capital Projects for Fiscal Year 2021 include:

Police Department:	Three Replacement Police Vehicles	$ 120,000
	Training Room	$ 30,000
	EOC Furniture Replacement	$ 25,000
	Fuel Management Equipment	$ 21,000
	Public Safety Communications Tower	$ 50,000
Administration	G.F.O.A. Reserve Fund Analysis	$ 50,000
Animal Control	Building Renovation & Addition	$ 400,000
Public Works	Pickup Truck, w/ Dump & Plow	$ 72,403
	Large Dump Truck w/ Plow	$ 123,980
	CRCC Front End Loader	$ 165,000
Recreation	Tennis Courts - Ninigret Park (reconstruct)	$ 200,000
GIS	Aerial Drone w/ Thermal capability	$ 34,000
Waste Water	Denitrification Septic System Prototype	$ 250,000

Budget Recommendations for Enterprise Funds:

• Residential Collection Center (CRCC) recommended budget includes a General Fund subsidy of $16,410.	$216,785
• Recommended Coastal Pond Commission budget to fund operations, including the Harbormaster, mooring fields and navigation aids. The Coastal Pond Commission is funded by mooring fees.	$65,377

In consideration of the current crisis, we understand that the near future consequences posed by the Covid-19 pandemic are very difficult to predict at this time. As an additional protection for the Town we recommend the designated budgeted transfer to the pension fund not be distributed by the Treasurer immediately in the new fiscal year. This action affords the Town the ability to reallocate all or part of this funding should an emergency pandemic or other prudent fiscal measure be necessary.

For the Budget Commission,

Richard J. Sartor

Richard J. Sartor
Chairman

RJS/mbv

TOWN OF CHARLESTOWN

TOWN OF CHARLESTOWN

Fiscal Year 2020-2021

BUDGET COMMISSION
March 30, 2020

Budget Commission Members

Richard J. Sartor, Chairman
Linda Phillips, Vice Chairman
Greg Plunkett, Secretary
Arthur Haskins
Paula Andersen

Ex-officio Members

Julie Carroccia, Town Council Liaison
Mark Stankiewicz, Town Administrator
Julie R. Goucher, Town Treasurer

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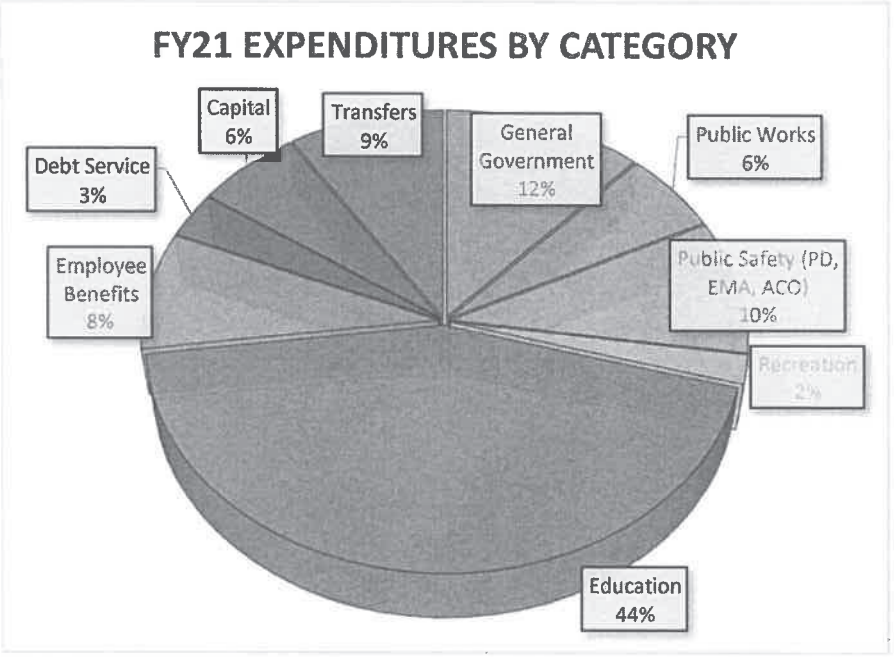
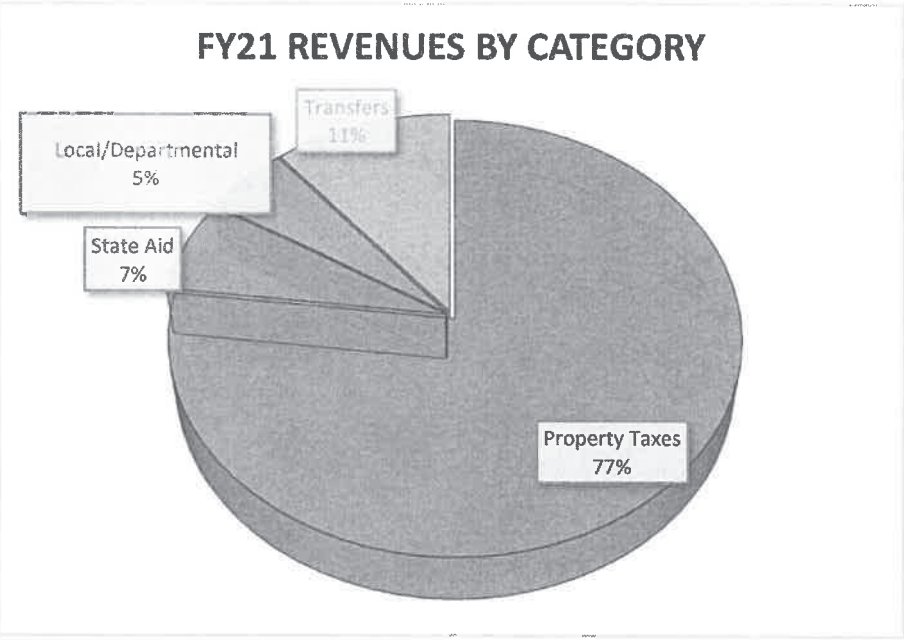
TOWN OF CHARLESTOWN
FISCAL YEAR 2020-2021
DEPARTMENT COMPARISON TO PRIOR YEAR

Dept Number	Department Name	FY 2020 Approved Budget	FY 2021 Requested Amount	Budget Commission Recommended	$ Change from Prior Year Budget	% Change from Prior Year Budget
410	Town Council	32,072	35,253	35,253	3,181	9.9%
420	Town Administrator	204,609	210,229	210,229	5,620	2.7%
430	Board of Canvassers	7,225	31,030	30,280	23,055	319.1%
440	Treasurer	249,142	263,891	263,891	14,749	5.9%
445	Information Technology	236,333	239,428	239,428	3,095	1.3%
450	Tax Assessor	169,849	169,687	169,187	(662)	-0.4%
455	GIS	110,297	115,327	115,327	5,030	4.6%
460	Tax Collector	132,995	136,091	136,091	3,096	2.3%
470	Town Clerk	208,453	216,271	216,271	7,818	3.8%
480	Town Planner	134,031	137,405	137,505	3,474	2.6%
490	Central Services	347,512	384,320	377,980	30,468	8.8%
510	Police Department	2,663,403	2,751,376	2,736,856	73,453	2.8%
520	Building Inspector	289,211	303,651	296,376	7,165	2.5%
530	CEMA	69,148	73,439	73,639	4,491	6.5%
540	Animal Control	104,337	108,615	108,615	4,278	4.1%
560	Public Assistance	6,000	6,020	6,020	20	0.3%
570	Municipal Court	9,900	10,086	10,086	186	1.9%
610	DPW Administration	171,552	178,090	178,290	6,738	3.9%
620	DPW Highway & Roads	1,197,736	1,185,185	1,101,094	(96,642)	-8.1%
630	DPW Building & Grounds	342,795	359,575	340,439	(2,356)	-0.7%
640	CRCC Mandated Monitoring	12,000	12,000	12,000	-	0.0%
660	DPW Waste Water Management	170,516	135,982	145,982	(24,534)	-14.4%
740	Boards & Commissions	27,500	51,200	29,500	2,000	7.3%
800	Senior Center/Community Cente	131,541	135,450	135,450	3,909	3.0%
810	Recreation Administration	186,331	201,935	198,335	12,004	6.4%
815	Recreation Programs	136,348	145,009	150,259	13,911	10.2%
820	Charlestown Beach	115,541	122,280	122,580	7,039	6.1%
830	Ninigret Park	45,018	47,048	47,048	2,030	4.5%

TOWN OF CHARLESTOWN
FISCAL YEAR 2020-2021
DEPARTMENT COMPARISON TO PRIOR YEAR

Dept Number	Department Name	FY 2020 Approved Budget	FY 2021 Requested Amount	Budget Commission Recommended	$ Change from Prior Year Budget	% Change from Prior Year Budget
850	Blue Shutters Beach	103,650	118,116	117,816	14,166	13.7%
900	Debt Service	821,077	789,757	993,554	172,477	21.0%
920	Employee Benefits	2,362,129	2,545,884	2,538,611	176,482	7.5%
940	Professional Services	403,752	333,160	333,160	(70,592)	-17.5%
950	Town Insurance	250,000	260,000	261,123	11,123	4.4%
960	Council Contingency	50,000	50,000	50,000	-	0.0%
Subtotal Department Budgets		**11,502,003**	**11,862,790**	**11,918,275**	**416,272**	**3.6%**
720	Outside Agencies	27,900	27,525	24,500	(3,400)	-12.2%
730	Local Agencies	455,681	688,601	553,901	98,220	21.6%
Subtotal Outside Agencies		**483,581**	**716,126**	**578,401**	**94,820**	**19.6%**
990	Capital Improvements	1,020,679	1,772,850	1,880,620	859,941	84.3%
995	Transfers Out	1,727,936	990,851	2,839,638	1,111,702	64.3%
Subtotal Capital and Transfers Out		**2,748,615**	**2,763,701**	**4,720,258**	**1,971,643**	**71.7%**
Total Municipal Budget		**14,734,199**	**15,342,617**	**17,216,934**	**2,482,735**	**16.9%**
780	Chariho School	13,329,321	13,747,652	13,321,706	(7,615)	-0.1%
Total School Budget		**13,329,321**	**13,747,652**	**13,321,706**	**(7,615)**	**-0.1%**
Grand Total Municipal & School		**28,063,520**	**29,090,269**	**30,538,640**	**2,475,120**	**8.8%**


FY21 EXPENDITURES BY CATEGORY
Capital 6%
Transfers 9%
General Government 12%
Public Works 6%
Debt Service 3%
Employee Benefits 8%
Public Safety (PD, EMA, ACO) 10%
Recreation 2%
Education 44%


FY21 REVENUES BY CATEGORY
Transfers 11%
Local/Departmental 5%
State Aid 7%
Property Taxes 77%

TOWN OF CHARLESTOWN
FISCAL YEAR 2020 - 2021
REVENUE SUMMARY

Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY2020 Actual as of 12/31/2019	FY2021 Dept. Request	FY21 Town Administrator	FY2021 Budget Commission
Taxes	24,255,400	24,629,144	23,388,112	23,388,112	13,860,220	24,102,077	24,102,077	23,483,259
State Aid	2,203,671	2,205,721	2,290,235	2,290,235	936,386	2,035,895	2,035,895	2,088,984
Licenses and Fees	419,753	437,082	409,000	409,000	245,768	407,000	407,000	407,000
Departmental Revenue	949,004	1,158,580	1,009,442	1,009,442	759,501	1,009,900	1,009,900	1,009,900
Other	151,987	682,444	966,731	966,731	735,985	1,535,396	1,562,334	3,549,497
Total	27,979,814	29,112,970	28,063,520	28,063,520	16,537,861	29,090,268	29,117,206	30,538,640

TOWN OF CHARLESTOWN
FISCAL YEAR 2020 -2021
REVENUE DETAIL

Account	Account Type	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.310.3100.000	REVENUE	Taxes - Current Year	$23,830,096	$24,056,882	$22,965,512	$22,965,512	$13,725,419	$23,654,477	$23,654,477	$23,035,659
01.310.3110.000	REVENUE	Taxes - Prior Year	$282,331	$389,546	$275,000	$275,000	$76,728	$300,000	$300,000	$300,000
01.310.3115.000	REVENUE	Interest Prior Yr Tax	$135,869	$174,575	$140,000	$140,000	$58,073	$140,000	$140,000	$140,000
01.310.3120.000	REVENUE	DEM Refuge Revenue (In Lieu of Tax)	$7,104	$8,141	$7,600	$7,600	$0	$7,600	$7,600	$7,600
			$24,255,400	**$24,629,144**	**$23,388,112**	**$23,388,112**	**$13,860,220**	**$24,102,077**	**$24,102,077**	**$23,483,259**
01.320.3220.000	REVENUE	State Parking Fees	$24,748	$25,496	$25,000	$25,000	$28,665	$25,000	$25,000	$27,500
01.320.3225.000	REVENUE	Beverage/Meals Tax	$203,026	$198,442	$193,354	$193,354	$114,890	$195,000	$195,000	$209,800
01.320.3235.000	REVENUE	State Aid Education	$1,660,642	$1,598,581	$1,607,264	$1,607,264	$586,101	$1,347,895	$1,347,895	$1,347,895
01.320.3240.000	REVENUE	Motor Vehicle Tax - State Reimbursement	$166,072	$243,559	$296,996	$296,996	$153,677	$300,000	$300,000	$352,034
01.320.3245.000	REVENUE	Public Service Corp. Tax	$98,143	$97,833	$98,143	$98,143	$0	$98,000	$98,000	$97,833
01.320.3250.000	REVENUE	Hotel Tax	$51,040	$41,811	$69,478	$69,478	$53,054	$70,000	$70,000	$53,922
			$2,203,671	**$2,205,721**	**$2,290,235**	**$2,290,235**	**$936,386**	**$2,035,895**	**$2,035,895**	**$2,088,984**
01.330.3310.000	REVENUE	Business Licenses	$17,470	$17,110	$17,500	$17,500	$17,276	$17,500	$17,500	$17,500
01.330.3320.000	REVENUE	Non-Business License	$5,703	$6,537	$5,500	$5,500	$3,090	$5,500	$5,500	$5,500
01.330.3330.000	REVENUE	Probate Fees	$19,471	$10,599	$16,000	$16,000	$6,266	$14,000	$14,000	$14,000
01.330.3340.000	REVENUE	Transfer Stamps	$258,033	$285,730	$250,000	$250,000	$156,058	$250,000	$250,000	$250,000
01.330.3350.000	REVENUE	Recording Fees	$119,075	$117,106	$120,000	$120,000	$63,079	$120,000	$120,000	$120,000
			$419,753	**$437,082**	**$409,000**	**$409,000**	**$245,768**	**$407,000**	**$407,000**	**$407,000**
01.340.3300.000	REVENUE	Tax Certificates	$10,890	$10,950	$11,000	$11,000	$5,900	$11,000	$11,000	$11,000
01.340.3405.000	REVENUE	Building Inspections	$261,870	$345,152	$364,454	$364,454	$238,992	$345,000	$345,000	$345,000
01.340.3415.000	REVENUE	Zoning Board	$4,225	$4,400	$4,200	$4,200	$1,975	$4,200	$4,200	$4,200
01.340.3420.000	REVENUE	Planning Fees	$5,665	$4,500	$4,000	$4,000	$1,300	$4,000	$4,000	$4,000
01.340.3425.000	REVENUE	Animal Control	$6,669	$6,405	$5,000	$5,000	$1,180	$6,000	$6,000	$6,000
01.340.3430.000	REVENUE	Police Department	$25,164	$40,002	$20,000	$20,000	$16,565	$25,000	$25,000	$25,000
01.340.3431.000	REVENUE	Police Vehicle Reimbursement	$56,805	$73,525	$32,000	$32,000	$18,194	$35,000	$35,000	$35,000
01.340.3435.000	REVENUE	Town Beach Parking	$137,707	$140,098	$130,000	$130,000	$140,216	$130,000	$130,000	$130,000
01.340.3436.000	REVENUE	Beach Passes	$106,561	$103,694	$100,000	$100,000	$11,805	$100,000	$100,000	$100,000
01.340.3440.000	REVENUE	Recreation	$98,300	$155,994	$110,000	$110,000	$103,221	$110,000	$110,000	$110,000
01.340.3445.000	REVENUE	Ninigret Park	$5,557	$4,758	$5,000	$5,000	$1,241	$5,000	$5,000	$5,000
01.340.3445.001	REVENUE	Ninigret Gate House Rent	$6,000	$6,000	$6,000	$6,000	$5,000	$6,000	$6,000	$6,000
01.340.3451.000	REVENUE	Blue Shutters Concession	$3,001	$3,001	$3,240	$3,240	$3,001	$3,000	$3,000	$3,000
01.340.3455.000	REVENUE	Blue Shutters Parking	$189,235	$220,311	$185,000	$185,000	$194,686	$195,000	$195,000	$195,000
01.340.3460.000	REVENUE	Town Beach Concession	$6,240	$6,000	$4,501	$4,501	$4,500	$5,500	$5,500	$5,500
01.340.3461.000	REVENUE	Senior Center After Hour Rental	$605	$725	$200	$200	$0	$200	$200	$200
01.340.3465.000	REVENUE	Senior/Community Center	$4,015	$8,341	$3,847	$3,847	$0	$4,000	$4,000	$4,000
01.340.3466.000	REVENUE	Senior Center Programs	$20,495	$24,724	$21,000	$21,000	$11,724	$21,000	$21,000	$21,000
			$949,004	**$1,158,580**	**$1,009,442**	**$1,009,442**	**$759,501**	**$1,009,900**	**$1,009,900**	**$1,009,900**

TOWN OF CHARLESTOWN
FISCAL YEAR 2020 -2021
REVENUE DETAIL

Account	Account Type	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.350.3515.000	REVENUE	Interest On Investments	$59,585	$104,196	$85,000	$85,000	$46,617	$85,000	$85,000	$85,000
01.350.3530.000	REVENUE	General Fund Balance Transfer	$0	$369,565	$0	$0	$0	$1,367,396	$1,394,334	$3,381,497
01.350.3540.000	REVENUE	Transfer from Rescue for Ambulance	$0	$16,000	$0	$0	$0	$0	$0	$0
01.350.3545.000	REVENUE	Transfer from Road Engineering Fund	$0	$130,435	$75,435	$75,435	$75,435	$0	$0	$0
01.350.3546.000	REVENUE	Impact Fee Revenue	$50,000	$0	$75,000	$75,000	$75,000	$50,000	$50,000	$50,000
01.350.3550.000	REVENUE	Unclassified Revenue	$27,168	$44,009	$7,000	$7,000	$7,655	$15,000	$15,000	$15,000
01.350.3750.000	REVENUE	Municipal Court General Revenue	$15,234	$18,239	$20,000	$20,000	$6,981	$18,000	$18,000	$18,000
01.350.3995.000	REVENUE	Transfer In	$0	$0	$704,296	$704,296	$524,297	$0	$0	$0
			$151,987	**$682,444**	**$966,731**	**$966,731**	**$735,985**	**$1,535,396**	**$1,562,334**	**$3,549,497**
		Total Revenue	**$27,979,814**	**$29,112,970**	**$28,063,520**	**$28,063,520**	**$16,537,861**	**$29,090,268**	**$29,117,206**	**$30,538,640**

TOWN OF CHARLESTOWN
FISCAL YEAR 2020 - 2021
EXPENDITURE SUMMARY

Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
Town Council	$18,579	$27,832	$32,072	$32,072	$17,837	$35,253	$35,253	$35,253
Town Administrator	$189,976	$199,133	$204,609	$204,609	$113,275	$210,229	$210,229	$210,229
Election Unit	$5,850	$25,634	$7,225	$7,225	$3,834	$31,030	$31,030	$30,280
Treasurer	$220,971	$239,810	$249,142	$249,142	$131,630	$263,891	$263,891	$263,891
Information Technology	$0	$0	$236,333	$236,333	$14,721	$239,428	$239,428	$239,428
Tax Assessor	$156,437	$161,145	$169,849	$169,849	$84,956	$169,687	$169,187	$169,187
GIS	$86,946	$104,530	$110,297	$110,297	$57,815	$115,327	$115,327	$115,327
Tax Collector	$119,589	$126,206	$132,995	$132,995	$75,689	$136,091	$136,091	$136,091
Town Clerk	$191,109	$196,478	$208,453	$208,453	$112,624	$216,271	$216,271	$216,271
Town Planner	$121,695	$127,247	$134,031	$134,031	$71,319	$137,405	$137,705	$137,505
Central Services	$287,893	$320,974	$347,512	$347,512	$149,370	$384,320	$384,320	$377,980
Police Department	$2,397,402	$2,584,644	$2,663,403	$2,663,403	$1,460,805	$2,751,376	$2,732,006	$2,736,856
Building Inspector	$233,898	$231,537	$289,211	$289,211	$144,290	$303,651	$305,477	$296,376
CEMA	$59,564	$63,598	$69,148	$69,148	$37,127	$73,439	$73,639	$73,639
Animal Control	$93,275	$91,241	$104,337	$104,337	$45,621	$108,615	$108,615	$108,615
Public Assistance	$4,705	$4,421	$6,000	$6,000	$2,807	$6,020	$6,020	$6,020
Municipal Court	$6,696	$7,100	$9,900	$9,900	$4,744	$10,086	$10,086	$10,086
DPW Administration	$157,182	$163,170	$171,552	$171,552	$91,338	$178,090	$178,290	$178,290
DPW Highway & Roads	$897,254	$857,484	$1,197,736	$1,197,736	$348,559	$1,185,185	$1,219,982	$1,101,094
DPW Building & Grounds	$305,560	$306,874	$342,795	$342,795	$154,984	$359,575	$358,887	$340,439
CRCC Mandated Monitoring	$3,700	$7,650	$12,000	$12,000	$7,915	$12,000	$12,000	$12,000
Waste Water Management	$106,873	$109,131	$170,516	$170,516	$60,986	$135,982	$135,982	$145,982
Outside Agencies	$27,000	$22,900	$27,900	$27,900	$14,200	$27,525	$27,525	$24,500
Local Agencies	$410,508	$419,826	$455,681	$455,681	$226,843	$688,601	$688,601	$553,901
Boards and Commissions	$21,480	$28,034	$27,500	$27,500	$15,186	$51,200	$51,200	$29,500
Chariho Regional School District	$14,121,237	$14,216,622	$13,329,321	$13,329,321	$7,331,127	$13,747,652	$13,747,652	$13,321,706
Senior Center	$119,169	$122,375	$131,541	$131,541	$63,012	$135,450	$135,450	$135,450

TOWN OF CHARLESTOWN
FISCAL YEAR 2020 - 2021
EXPENDITURE SUMMARY

Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
Recreation Administration	$162,115	$175,842	$186,331	$186,331	$106,423	$201,935	$201,935	$198,335
Recreation Programs	$117,457	$144,045	$136,348	$136,348	$103,224	$145,009	$146,259	$150,259
Charlestown Beach	$92,030	$112,636	$115,541	$115,541	$103,936	$122,280	$122,580	$122,580
Ninigret Park	$28,309	$34,361	$45,018	$45,018	$20,029	$47,048	$47,048	$47,048
Blue Shutters Beach	$79,228	$92,617	$103,650	$103,650	$88,230	$118,116	$117,816	$117,816
Debt Service	$786,960	$767,543	$821,077	$821,077	$642,863	$789,757	$789,757	$993,554
Employee Benefits	$2,104,148	$2,252,513	$2,362,129	$2,362,129	$1,247,964	$2,545,884	$2,551,797	$2,538,611
Professional Services	$302,750	$206,544	$403,752	$403,752	$108,091	$333,160	$333,160	$333,160
Town Insurance	$243,350	$227,902	$250,000	$250,000	$243,744	$260,000	$260,000	$261,123
Council Contingency	$16,442	$33,762	$50,000	$50,000	$830	$50,000	$50,000	$50,000
Capital Improvements	$984,083	$422,055	$1,020,679	$1,020,679	$181,425	$1,772,850	$1,772,850	$1,880,620
Transfers Out	$1,698,663	$2,512,865	$1,727,936	$1,727,936	$883,502	$990,851	$993,861	$2,839,638
Total	$26,980,082	$27,748,282	$28,063,520	$28,063,520	$14,572,876	$29,090,269	$29,117,207	$30,538,640

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.410.5005.000	Town Council Salaries	$9,493	$15,500	$18,000	$18,000	$9,000	$19,250	$19,250	$19,250
01.410.5015.000	Town Sergeant/Recording Wages	$1,418	$698	$2,500	$2,500	$604	$2,500	$2,500	$2,500
01.410.6015.000	Dues & Subscriptions	$3,129	$3,272	$3,272	$3,272	$3,435	$3,607	$3,607	$3,607
01.410.6020.000	Operating Supplies	$177	$199	$300	$300	$0	$300	$300	$300
01.410.6060.000	Printing & Binding	$4,363	$8,163	$8,000	$8,000	$4,798	$9,596	$9,596	$9,596
		$18,579	**$27,832**	**$32,072**	**$32,072**	**$17,837**	**$35,253**	**$35,253**	**$35,253**
01.420.5005.000	Town Administrator Salary	$119,068	$122,640	$126,319	$126,319	$70,447	$128,845	$128,845	$128,845
01.420.5005.002	Town Administrator-Longevity	$3,305	$3,066	$3,158	$3,158	$1,761	$3,221	$3,221	$3,221
01.420.5010.000	Town Admin Secretary Salary	$50,354	$51,865	$53,421	$53,421	$28,765	$54,489	$54,489	$54,489
01.420.5010.002	Town Admin Secretary-Longevity	$3,777	$4,149	$4,541	$4,541	$2,445	$4,904	$4,904	$4,904
01.420.5020.000	Town Admin Vehicle Stipend	$7,200	$8,820	$8,820	$8,820	$5,395	$10,020	$10,020	$10,020
01.420.6015.000	Dues & Subscriptions	$2,134	$2,482	$2,200	$2,200	$1,105	$2,500	$2,500	$2,500
01.420.6020.000	Operating Supplies	$1,139	$1,168	$1,100	$1,100	$151	$1,200	$1,200	$1,200
01.420.6050.000	Professional Development	$2,984	$4,936	$5,000	$5,000	$3,126	$5,000	$5,000	$5,000
01.420.6070.000	Travel Expense	$17	$8	$50	$50	$80	$50	$50	$50
		$189,976	**$199,133**	**$204,609**	**$204,609**	**$113,275**	**$210,229**	**$210,229**	**$210,229**
01.430.5005.000	Board of Canvassers Wages	$3,314	$10,415	$4,200	$4,200	$1,699	$11,385	$11,385	$11,385
01.430.6020.000	Operating Supplies	$535	$2,410	$700	$700	$1,025	$2,200	$2,200	$2,200
01.430.6035.000	Miscellaneous	$1,202	$1,964	$375	$375	$160	$2,145	$2,145	$2,145
01.430.6075.000	Tools & Equipment	$0	$370	$0	$0	$0	$750	$750	$0
01.430.6095.000	Poll Worker Stipends	$800	$10,475	$1,950	$1,950	$950	$14,550	$14,550	$14,550
		$5,850	**$25,634**	**$7,225**	**$7,225**	**$3,834**	**$31,030**	**$31,030**	**$30,280**
01.440.5005.000	Treasurer Salary	$92,432	$95,205	$98,041	$98,041	$53,575	$100,023	$100,023	$100,023
01.440.5005.002	Treasurer Longevity	$3,697	$4,760	$5,393	$5,393	$1,886	$2,501	$2,501	$2,501
01.440.5010.000	Treasurer Wages	$86,174	$99,384	$104,193	$104,193	$58,379	$114,111	$114,111	$114,111
01.440.5010.003	Treasurer's Emp Longevity	$3,324	$1,262	$0	$0	$0	$0	$0	$0
01.440.5025.000	Treasurer Overtime Wages	$0	$191	$0	$0	$712	$500	$500	$500
01.440.6015.000	Dues & Subscriptions	$80	$80	$135	$135	$80	$480	$480	$480
01.440.6020.000	Operating Supplies	$1,971	$1,956	$2,000	$2,000	$371	$2,000	$2,000	$2,000
01.440.6050.000	Professional Development	$165	$1,169	$1,000	$1,000	$370	$4,000	$4,000	$4,000
01.440.6065.000	Purchased Services	$33,128	$35,614	$37,980	$37,980	$16,182	$39,876	$39,876	$39,876
01.440.6070.000	Travel Expense	$0	$190	$200	$200	$75	$200	$200	$200
01.440.6075.000	Tools/Equipment	$0	$0	$200	$200	$0	$200	$200	$200
		$220,971	**$239,810**	**$249,142**	**$249,142**	**$131,630**	**$263,891**	**$263,891**	**$263,891**

SUPPLEMENTAL INFORMATION
FY 2020 - 2021

410 - TOWN COUNCIL:

410-5005 - SALARIES - $19,250

Council President	$ 4,250
Four Council Members at $3,750 each	$15,000

*Increase of $500 per year per Council Member recommended. Budget assumes effective date of January 1, 2021.

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 - $3,607

League of Cities & Towns Dues	$3,607

410-6020 - OPERATING SUPPLIES - $300

Miscellaneous stationary supplies

410-6060 - PRINTING - $9,596

Average cost of one Pipeline issue (printing and mailing) estimated at $4,798. Budget should support at least 2 issues per year. Pricing for this is from the Westerly Sun.

Town Council TOTAL REQUESTED BUDGET - $35,253

SUPPLEMENTAL INFORMATION
FY 2020 – 2021

420 - TOWN ADMINISTRATOR:

420-5005 - SALARY - $132,066

FY2021 Salary:	$128,845
Longevity:	$ 3,221

420-5010 - Salary - $59,393

FY2020 Salary:	$54,489
Longevity:	$ 4,904

420-5020 – TOWN ADMINISTRATOR AUTOMOBILE STIPEND - $10,020
Car stipend in lieu of a Town vehicle, $835 per month.

420-6015 - DUES & SUBSCRIPTIONS - $2,500
Rhode Island Manager's Association fees and management journals, etc.

420-6020 – OPERATING SUPPLIES - $1,200
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

Town Administrator TOTAL REQUESTED BUDGET- $210,229

SUPPLEMENTAL INFORMATION
FY 2020 - 2021

430 – BOARD OF CANVASSERS:

430-5005 - SALARIES - $11,385
Charter-required three-member Board of Canvassers. Chairperson: $15.23 per hour; 2 Members: $11.97 per hour, to reflect a 3.5% 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 2020 Primary and the November 2020 General Election. And also include use of ballot machine and printing of ballots and poll books for the Chariho 2021 District Referendum in April, (may be reimbursed by Chariho), the June 2021 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 Chariho 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 2020 Primary (from 8/19/2020 to 9/15/2020) and for the November 2020 General Election (from 10/14/20 to 11/10/20)

430 – BOARD OF CANVASSERS (cont'd):

430-6095 - STIPENDS - $14,550

Election worker wages for the following:

September 2020 Primary: 4 polling locations	8 Moderators/Clerks at $175 = $1,400 24 Supervisors at $150 = $3,600
November 2020 General Election: 4 polling locations	16 Moderators/Clerks at $175 = $2,800 32 Supervisors at $150 = $4,800
April 2021 Chariho District Financial Referendum: 1 poll	2 Moderators/Clerks at $175 = $350 2 Supervisors at $150 = $300
June 2021 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

Board of Canvassers TOTAL REQUESTED BUDGET $31,030

SUPPLEMENTAL INFORMATION
FY2020 – 2021

440 – TOWN TREASURER:

440-5005 – SALARY $102,524

Treasurer	2021 Salary:	$100,023
	Longevity:	$ 2,501

440-5010 – WAGES $114,111

Assistant Treasurer FY20 Salary: $62,553 FY21 Salary: $65,400

FY21 salary includes a 2% contractual increase as well as an increase from Grade B to Grade C.

Treasurer's Assistant FY20 Salary: $44,089 FY21 Salary: $48,711

FY21 salary includes a reclassification to include increased responsibilities with vendor relationships, processing and purchasing.

440-5025 – TREASURER OVERTIME WAGES - $500

440-6015 – DUES & SUBSCRIPTIONS - $480

National GFOA – Treasurer
CPA License Renewal (Biennial) - Treasurer
RIGFOA – Treasurer and Assistants
RI Municipal Purchasing Agents Association – Treasurer's Assistant

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 – TOWN TREASURER – (cont'd):

440-6050 – PROFESSIONAL DEVELOPMENT - $4,000

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

440-6065 – PURCHASED SERVICES - $39,876

The average cost for ADP's payroll service is anticipated to be approximately $3,323 per month including annual W-2's and all tax reporting and InfoLink GL biweekly processing. This includes processing retirees payments, direct deposits, accrued leave calculations and all Affordable Care Act reporting.

440-6070 – TRAVEL - $200

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.

Treasurer TOTAL REQUESTED BUDGET- $263,891

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.445.5005.000	IT Salary	$0	$0	$86,133	$86,133	$10,601	$89,228	$89,228	$89,228
01.445.6015.000	Dues & Subscriptions	$0	$0	$1,000	$1,000	$0	$1,000	$1,000	$1,000
01.445.6020.000	Operating Supplies	$0	$0	$2,500	$2,500	$120	$2,500	$2,500	$2,500
01.445.6050.000	Professional Development	$0	$0	$3,000	$3,000	$0	$3,000	$3,000	$3,000
01.445.6065.000	Purchase Services	$0	$0	$143,000	$143,000	$4,000	$143,000	$143,000	$143,000
01.445.6070.000	Travel Expense	$0	$0	$200	$200	$0	$200	$200	$200
01.445.6075.000	Tools & Equipment	$0	$0	$500	$500	$0	$500	$500	$500
		$0	**$0**	**$236,333**	**$236,333**	**$14,721**	**$239,428**	**$239,428**	**$239,428**
01.450.5005.000	Tax Assessor Salary	$85,299	$87,858	$90,494	$90,494	$50,468	$92,304	$92,304	$92,304
01.450.5005.002	Tax Assessor Longevity	$8,607	$8,786	$9,050	$9,050	$5,047	$9,230	$9,230	$9,230
01.450.5010.000	Tax Assessor Wages	$39,674	$41,681	$44,437	$44,437	$18,286	$40,937	$40,937	$40,937
01.450.5010.003	Tax Assessor Emp Longevity	$1,049	$1,085	$1,111	$1,111	$422	$0	$0	$0
01.450.5015.000	Tax Assessor Part-Time Wages	$17,959	$18,085	$19,377	$19,377	$10,356	$20,036	$20,036	$20,036
01.450.5025.000	Tax Assessor Overtime Wages	$63	$251	$0	$0	$0	$0	$0	$0
01.450.6015.000	Dues & Subscriptions	$1,212	$523	$1,480	$1,480	$0	$1,480	$1,480	$1,480
01.450.6020.000	Operating Supplies	$1,187	$1,450	$1,400	$1,400	$0	$2,000	$2,000	$2,000
01.450.6050.000	Professional Development	$1,211	$1,020	$1,700	$1,700	$201	$2,300	$2,300	$2,300
01.450.6055.000	Professional Services	$0	$0	$500	$500	$0	$1,000	$500	$500
01.450.6070.000	Travel Expense	$0	$308	$100	$100	$0	$100	$100	$100
01.450.6075.000	Tools/Equipment	$176	$96	$200	$200	$176	$300	$300	$300
		$156,437	**$161,145**	**$169,849**	**$169,849**	**$84,956**	**$169,687**	**$169,187**	**$169,187**
01.455.5005.000	GIS Salary	$74,213	$81,364	$80,701	$80,701	$45,006	$82,315	$82,315	$82,315
01.455.5005.002	GIS Longevity	$3,925	$4,882	$5,246	$5,246	$2,925	$5,762	$5,762	$5,762
01.455.5018.000	Intern	$38	$9,005	$12,000	$12,000	$3,128	$12,000	$12,000	$12,000
01.455.6015.000	Dues & Subscriptions	$209	$235	$250	$250	$0	$400	$400	$400
01.455.6020.000	Operating Supplies	$2,502	$3,330	$3,800	$3,800	$925	$3,800	$3,800	$3,800
01.455.6050.000	Professional Development	$485	-($176)	$1,200	$1,200	$0	$1,200	$1,200	$1,200
01.455.6055.000	Professional Services	$3,768	$4,681	$5,400	$5,400	$5,500	$7,350	$7,350	$7,350
01.455.6070.000	Travel Expense	$137	$0	$100	$100	$0	$100	$100	$100
01.455.6075.000	Tools/Equipment	$1,669	$1,209	$1,600	$1,600	$330	$2,400	$2,400	$2,400
		$86,946	**$104,530**	**$110,297**	**$110,297**	**$57,815**	**$115,327**	**$115,327**	**$115,327**
01.460.5005.000	Tax Collector Salary	$65,500	$68,889	$72,799	$72,799	$40,098	$75,172	$75,172	$75,172
01.460.5005.002	Tax Collector Longevity	$6,029	$6,889	$7,280	$7,280	$4,009	$7,517	$7,517	$7,517
01.460.5010.000	Tax Collector Wages	$36,989	$39,164	$41,451	$41,451	$22,291	$40,937	$40,937	$40,937
01.460.6015.000	Dues & Subscriptions	$115	$60	$115	$115	$209	$115	$115	$115
01.460.6020.000	Operating Supplies	$10,628	$9,528	$10,000	$10,000	$8,266	$11,000	$11,000	$11,000
01.460.6050.000	Professional Development	$82	$1,120	$1,000	$1,000	$671	$1,000	$1,000	$1,000
01.460.6070.000	Travel Expense	$247	$385	$200	$200	$145	$200	$200	$200
01.460.6075.000	Tools/Equipment	$0	$170	$150	$150	$0	$150	$150	$150
		$119,589	**$126,206**	**$132,995**	**$132,995**	**$75,689**	**$136,091**	**$136,091**	**$136,091**

SUPPLEMENTAL INFORMATION
FY2020 – 2021

445 – INFORMATION TECHNOLOGY:

445-5005 – SALARY - $89,228

IT Director 2021 Salary: $89,228

445-6015 – DUES & SUBSCRIPTIONS - $1,000

445-6020 – OPERATING SUPPLIES - $2,500

This expense would cover any supplies that would be needed to start an office.

445-6050 – PROFESSIONAL DEVELOPMENT - $3,000

Fees for conferences, seminars, training.

445-6065 – PURCHASED SERVICES - $143,000

Server Relocation/Equip Housing		10,000	Office/Server site set-up
Backup and Recovery – Developing		15,000	Backup/Disaster Recovery Policy/Solution
IQM2-Video Enhancement		7,500	New Camera/ Sever Backend
Email Security (Development)		20,000	Phishing/Archiving/Spam Filtering/Backup
End point Security Plan		12,500	Security for End User Devices/Servers/Laptops
Wide Area Network Enhancement Project		20,000	OSHEAN Hardware Cost/Construction
Wireless Project		10,000	Design/Scope of work
Wireless Network technology Cost		18,000	Hardware/Licensing Cost
New Police Server(s) + Licensing		30,000	Server Upgrade/Licensing Cost for 2 New Servers
		143,000	

445 – INFORMATION TECHNOLOGY (cont'd):

445-6070 – TRAVEL - $200

445-6075 – TOOLS & EQUIPMENT - $500
Appropriation for any small equipment that may need in the department.

Information Technology TOTAL REQUESTED BUDGET: $239,428

SUPPLEMENTAL INFORMATION
FY2020-2021

450 - TAX ASSESSOR:

450-5005 SALARY - $101,534

Fiscal Year Salary -		$92,304	CPMA Grade 6D	
Longevity -		$9,230	30 years employment - 10%	***Per CPMA Employment Agreement***
	Total	$101,534		

450-5010 WAGES - $ 40,937

Assessor's Clerk

New Fiscal Year Salary -		$40,937	Teamster Position Grade	
Longevity -		$0	0 years employment - 0%	***per Teamster Contract***
	Total	$40,937		

450-5015 PART-TIME WAGES - $20,036

Assessor's Part-time Clerk

New Fiscal Year Salary -		$	19,286	Part-time Position - 19.5 hours/wk -- **Wage increase 3.5%**
			750	Additional Hours as Needed
	Total	$	20,036	

450 - TAX ASSESSOR (cont'd):

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

RIAAO	$ 175
NRAAO	$ 35
NADA Price Guides	$ 250
SketchUP membership upgrades	$ 585
IAAO membership	$ 200
RIAAO membership	$ 35
NRAAO membership	$ 50
RI Vehicle Value	$ 150
	$ 1,480

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 - $2,000

Printer Toner	$1,000
General Office Supplies	$1,000
	$2,000

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

450 - TAX ASSESSOR (cont'd):

450-6050 PROFESSIONAL DEVELOPMENT - $ 2,300

New Employee Training $ 500

Software training workshops and seminars for new Tax Assessment Clerk

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 - $ 1,000

This value is for specific professional assistance with software/data modifications of the Assessment and Tax Administration software. New software conversion of old reports.

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 - $ 300

Replacement Measuring Devices	$ 50
Replacement Camera/Supplies	$ 250

Assessor TOTAL REQUESTED BUDGET $169,687

SUPPLEMENTAL INFORMATION
FY2020 – 2021

455 - GIS:

455-5005 SALARY - $88,077

New Fiscal Year Salary-		$ 82,315	CPMA Grade 5D
Longevity -		$ 5,762	14 years employment – 7%
	Total	$ 88,077	

455-5005.002-GIS INTERN – $12,000

Shared with Wastewater	$12,000

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

455-6015 - DUES & SUBSCRIPTIONS - $ 400

GIS professional license fee	$ 200
Drone Pilot 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.
Drone Pilot License is required By FAA Part 107 to legally fly and insure the Drone.

455-6020 OPERATING SUPPLIES - $ 3,800

Plotter Paper Rolls 24", 36" & 42"	$ 600
Plotter Ink HP T2300	$ 600
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.

455 – GIS (cont'd):

455-6050 PROFESSIONAL DEVELOPMENT - $ 1,200

North East ARC Users Group Meeting (NEARC)	$1,200

This GIS conference contains training designed for local GIS technicians to work through various presentations of technology and project implementation. This is a three day conference in the northeast; request includes the cost of the conference, overnight accommodations and travel.

455-6055 PROFESSIONAL SERVICE - $7,350

Web-GIS upgrades and enhancements	$ 2,000
GIS requested software enhancements	$ 1,500
Tide Gauge Software and Web Services	$ 1,200
Tide Gauge Cellular Package	$ 150
Tide Gauge Maintenance	$ 2,500

455-6070 TRAVEL EXPENSES - $100

Travel Expenses	$ 100

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

450-6075 SMALL TOOLS & EQUIPMENT - $2,400

Boat Maintenance/ Fuel	$ 500
Boat winterization	$ 800
Measuring Devices	$ 300
Misc. Office Equipment	$ 800

GIS TOTAL REQUESTED BUDGET $ 115,327

SUPPLEMENTAL INFORMATION
FY 2020-2021

460 - TAX COLLECTOR:

460-5005 - SALARY - $82,689

Tax Collector		
Salary	$ 75,172	
Longevity	$ 7,517	Original DOH 8/22/90, FT 7/1/92
Total	$ 82,689	

460-5010 - WAGES - $40,937

Tax Collector's Clerk		
Salary	$ 40,937	

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 2020 Fiscal Year)

460-6020 - OPERATING SUPPLIES - $11,000

This account is used to purchase paper and envelopes for the annual Tax Bills as well as our general office supplies, such as 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 function on a daily basis. I am again asking for an increase of $1,000 from last year because the cost of printing the Tax Bills is approximately $10,150. We received a credit on 2019 Tax Bills because of a printing issue on the 2018 Tax Bills. The preceding figure includes additional paper to print Bank Bills and Tax Bills in house for pre-paid accounts and new owners, etc. As you can see, at last year's figure, that would leave us with NO funding for office supplies throughout the year or we would end up moving money from another account to cover expenses. We need to purchase these additional supplies to keep the office operating efficiently.

SUPPLEMENTAL INFORMATION
FY 2020-2021

460 - TAX COLLECTOR (cont'd):

460-6050 – PROFESSIONAL DEVELOPMENT - $1,000

Attendance to the annual Northeast Regional Tax Collectors & Treasurers Association Conference, request includes travel expenses to the 32nd Annual Conference. As of today, I am unsure of its location. I am currently the NRTCTA Vice-President and will continue to be required to help with arrangements as well at the actual conference. The site varies in an effort to attract more participants. The conference fees include lodging and most 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 (Word, Excel), Vision (Collection software) 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, if needed, seminars and meetings, as well as conference attendance.

460-6075 - SMALL TOOLS & EQUIPMENT - $150

This line item provides for filing and organizing as well as other equipment needed by this department. This past year we had to replace one of the bar code scanners for the office and it was more than the $150. (New receipt printers, bar code scanners, etc.)

Tax Collector TOTAL REQUESTED BUDGET - $136,091

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.470.5005.000	Town Clerk Salary	$71,263	$74,575	$78,732	$78,732	$43,909	$82,315	$82,315	$82,315
01.470.5005.002	Town Clerk Longevity	$5,701	$6,339	$7,086	$7,086	$3,952	$7,820	$7,820	$7,820
01.470.5010.000	Town Clerk Wages	$88,112	$90,944	$94,127	$94,127	$50,684	$97,422	$97,422	$97,422
01.470.5010.003	Town Clerk Emp. Longevity	$4,393	$5,684	$5,883	$5,883	$3,168	$6,089	$6,089	$6,089
01.470.5025.000	Town Clerk Overtime Wages	$0	$0	$1,000	$1,000	$0	$1,000	$1,000	$1,000
01.470.6015.000	Dues & Subscriptions	$951	$610	$825	$825	$150	$825	$825	$825
01.470.6020.000	Operating Supplies	$2,242	$2,029	$2,000	$2,000	$1,254	$2,000	$2,000	$2,000
01.470.6050.000	Professional Development	$1,390	$237	$1,390	$1,390	$907	$1,390	$1,390	$1,390
01.470.6060.000	Printing & Binding	$1,054	$603	$960	$960	$0	$960	$960	$960
01.470.6065.000	Purchased Services	$16,002	$15,185	$16,000	$16,000	$8,380	$16,000	$16,000	$16,000
01.470.6075.000	Tools/Equipment	$0	$273	$450	$450	$220	$450	$450	$450
		$191,109	**$196,478**	**$208,453**	**$208,453**	**$112,624**	**$216,271**	**$216,271**	**$216,271**
01.480.5005.000	Town Planner Salary	$76,068	$78,350	$80,701	$80,701	$43,454	$82,315	$82,315	$82,315
01.480.5005.002	Town Planner Longevity	$0	$1,958	$2,018	$2,018	$1,086	$2,058	$2,058	$2,058
01.480.5010.000	Town Planner Wages	$39,537	$41,061	$42,353	$42,353	$22,891	$43,836	$43,836	$43,836
01.480.5010.002	Town Planner Emp Longevity	$988	$1,023	$1,059	$1,059	$570	$1,096	$1,096	$1,096
01.480.5025.000	Town Planner Overtime Wages	$1,746	$2,796	$2,400	$2,400	$1,469	$2,400	$2,800	$2,800
01.480.6015.000	Dues & Subscriptions	$432	$648	$1,000	$1,000	$447	$1,000	$1,000	$800
01.480.6020.000	Operating Supplies	$309	$505	$600	$600	$572	$900	$800	$800
01.480.6050.000	Professional Development	$2,615	$359	$2,000	$2,000	$785	$2,000	$2,000	$2,000
01.480.6065.000	Purchased Services	$0	$547	$1,800	$1,800	$45	$1,800	$1,800	$1,800
01.480.6075.000	Tools/Equipment	$0	$0	$100	$100	$0	$0	$0	$0
		$121,695	**$127,247**	**$134,031**	**$134,031**	**$71,319**	**$137,405**	**$137,705**	**$137,505**
01.490.4920.000	Miscellaneous Supplies	$8,514	$8,968	$8,500	$8,500	$4,044	$9,000	$9,000	$9,000
01.490.4925.000	Communications	$42,827	$42,316	$42,000	$42,000	$22,937	$45,000	$45,000	$45,000
01.490.4935.000	Advertising	$51,945	$48,369	$35,000	$35,000	$24,363	$48,000	$48,000	$48,000
01.490.4945.000	Postage	$21,442	$19,245	$21,000	$21,000	$10,850	$21,000	$21,000	$21,000
01.490.4950.000	Computer Maint & Upgrades	$105,576	$142,389	$162,850	$162,850	$71,929	$175,944	$175,944	$175,944
01.490.4955.000	Pool Vehicle Maintenance	$13,792	$11,647	$16,000	$16,000	$4,771	$14,000	$14,000	$12,000
01.490.4970.000	Equipment Rental/Leases	$14,370	$14,987	$13,750	$13,750	$6,857	$22,340	$22,340	$18,000
01.490.4980.000	Codification Update	$4,188	$3,313	$4,000	$4,000	$1,742	$4,000	$4,000	$4,000
01.490.5010.000	Wages	$25,238	$28,750	$42,353	$42,353	$0	$43,836	$43,836	$43,836
01.490.5010.003	Longevity	$0	$0	$1,059	$1,059	$0	$0	$0	$0
01.490.6065.000	Purchased Services	$0	$989	$1,000	$1,000	$1,877	$1,200	$1,200	$1,200
		$287,893	**$320,974**	**$347,512**	**$347,512**	**$149,370**	**$384,320**	**$384,320**	**$377,980**

SUPPLEMENTAL INFORMATION
FY2020-2021

470 – TOWN CLERK:

470-5005 - SALARY - $90,135

FY 2020-2021 Base Salary -	$82,315	(Contractual step increase from 5C to 5D)
Longevity -	$ 7,820	(18 yrs employment)
Total -	$90,135	

470-5010 - WAGES - $103,511

Deputy Town Clerk

FY 2020-2021 Base Salary -	$48,711
Longevity -	$ 4,871 (22 yrs employment)
Total -	$53,582

Deputy Town Clerk

FY 2020-2021 Base Salary -	$48,711
Longevity -	$ 1,218(7 yrs employment)
Total -	$49,929

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 - $825

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
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.

470 – TOWN CLERK (cont'd):

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, 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).

$900 is earmarked for the New England City and Town Clerks' Association Annual Conference to be held in Maine in November of 2019. ($200 – registration; $600 – hotel; $100 - mileage)

$250 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 - $ 16,000
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.

Town Clerk TOTAL REQUESTED BUDGET: $216,271

SUPPLEMENTAL INFORMATION
FY 2020 – 2021

480 – TOWN PLANNER:

480-5005 – SALARY		$84,373
FY 21	Salary	$82,315
FY 21	Longevity	$ 2,058

480-5010 – WAGES		$44,932
FY 21	Salary	$43,836
FY 21	Longevity	$ 1,096

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. The Planning Clerk also manages the department webpage, is responsible for completing CDBG applications and is the Town's 9-1-1 liaison.

480-5025 – OVERTIME WAGES - $2,400
The Planning Commission has a regular meeting typically on the fourth Wednesday of every month, and a workshop or special meeting on the second Wednesday of every month. There is a minimum of one meeting a month and two meetings scheduled for most months, with the exception of a summer month and a holiday month. The overtime requested is to cover the Clerk for 22 (+/-) 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 attend a site walk meeting or support another board or ad-hoc committee's meeting, in which case additional time will be required.

480-6015 – DUES & SUBSCRIPTIONS - $1,000
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).

480 – TOWN PLANNER (cont'd):

480-6020 – OPERATING SUPPLIES - $900
Stationary, paper and labels; binders, notebooks and filing supplies; highlighters, pens and pencils; dvds and tapes; boxes for storage; and other miscellaneous office equipment used by the Planning Department.

480-6050 – PROFESSIONAL DEVELOPMENT - $2,000
Conference attendance fees and training sessions including the 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.

480-6050 – PURCHASED SERVICES - $1,800
Procurement of professional consultant review services, to provide technical expertise to the Planning Commission on an as-needed basis.

Town Planner TOTAL REQUESTED BUDGET – $137,405

SUPPLEMENTAL INFORMATION
FY 2020-2021

490- CENTRAL SERVICES:

490-4920 - MISCELLANEOUS SUPPLIES - $9,000

Includes copy paper, printing supplies and general office supplies for use in Town Hall as well as check stock and bank deposit slips. Also includes purchase of bottled water for all Town facilities.

490-4925 – COMMUNICATIONS - $45,000

Includes Town cell phones, Mifi and Air Cards (Verizon Wireless), Verizon Fios internet at Town Hall, Verizon Public Assistance and Ninigret office lines, Cox internet and phone at Animal Control, and Cox internet, phone and cable at Town Hall. FY21 is projected to increase due to the addition of wifi for Town cameras, credit cards systems, and computer equipment at Town-owned properties.

490-4935 - ADVERTISING - $48,000

Expenses related to all print and internet advertising for legal, job applicants, probate, and 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 - $21,000

Cost for Department postage needs, including tax bills, notices and Town Pipeline distribution.

490-4950 - COMPUTERS & MAINTENANCE - $175,944

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

Computer Hardware:	$	25,000
Computer Software:	$	6,500
Consultants:	$	15,000
Sub-total	*$*	*46,500*
Software Maintenance Agreements	$	129,444
Total	**$**	**175,944**

SUPPLEMENTAL INFORMATION
FY 2020-2021

490 - CENTRAL SERVICES (cont'd):

Software Maintenance Agreements (Current)			
Vision Government Solutions:			
	CAMA Software (Licensing & Support)	$	8,384
	CAMA GIS Online Modeling	$	3,717
	CAMA Software Cloud Hosting	$	7,210
	Tax Admin.	$	4,389
	Tax Collection	$	4,389
	Building Official	$	2,060
Tyler Technologies:			
	Unifund - BudetSense	$	24,045
Gilbarco, Inc.:			
	Gasboy	$	250
Avenet:			
	GovOffice - Town Webpage	$	850
Town Clerk Software:			
	Probate, Dog License, Business License	$	1,880
Accela / IQM2:			
	TC Agenda, Minutes, Video Streaming	$	12,075
	Planning Agenda, Minutes, Video Streaming		
	Zoning Agenda, Minutes, Video Streaming		
GIS:			
	ESRI - ArcGIS & ArcView	$	4,700
	Mapinfo	$	1,000
WebGIS:			
	New England Geo Systems	$	5,500
	sub total	*$*	*80,449*

490 - CENTRAL SERVICES (cont'd):

Emergency Comm. Network Inc.			
	Code Red	$	6,000
MyRec			
	Parks & Rec Program Attendance Software	$	3,395
Curia Systems:			
	Municipal Court	$	6,000
MS Office 365			
	Town-wide Licensing	$	12,000
Computer Network:			
	ScaleCare - HC1150z	$	9,500
	ScaleCare - HC1100	$	5,000
	ESTS Antivirus	$	1,100
	GoDaddy webmail SSL certificate	$	1,000
	Barracuda Email Archiver	$	2,500
	Barracuda Spam Filter	$	2,500
	sub total	*$*	*48,995*
	Total	**$**	**129,444**

490-4955 - POOL VEHICLE MAINTENANCE - $14,000

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

490-4970 - EQUIPMENT LEASE/RENTAL - $22,340

Postage Machine Rental – Police Station:	$ 880
Postage Machine Rental – Town HallPolice Station:	720
Postage Machine Maintenance – Town Hall:	3,120
Copy Machine-Town Hall (Administration):	11,220
Copy Machine-Town Hall (Administration):	6,400
Total	**$22,340**

SUPPLEMENTAL INFORMATION
FY 2020-2021

490 - CENTRAL SERVICES (cont'd):

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.

490-5010 – TOWN HALL CLERK - $43,836

FY21Wages: $43,836
5/30/17 date of hire - transfer from Tax Collection

490-6065- PURCHASED SERVICES - $1,200
This line item funds document shredding expense for municipal departments.

Central Services TOTAL REQUESTED BUDGET $384,320

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.510.4925.000	Police Communications	$16,022	$17,110	$16,000	$16,000	$9,060	$17,000	$17,000	$17,000
01.510.4945.000	Postage	$62	$200	$200	$200	$0	$200	$200	$200
01.510.4950.000	Computer Maintenance	$39,719	$49,946	$30,000	$30,000	$8,733	$30,000	$30,000	$30,000
01.510.4970.000	Equipment Rental/Leases	$5,533	$5,030	$5,800	$5,800	$1,901	$5,800	$5,800	$5,800
01.510.4975.000	Equipment Maint/Contracts	$43,306	$43,024	$48,500	$48,500	$36,772	$58,000	$58,000	$58,000
01.510.5000.000	Police Chief Salary	$93,736	$100,442	$98,061	$98,061	$56,536	$100,023	$100,023	$100,023
01.510.5000.002	Police Chief Longevity	$4,028	$9,520	$9,806	$9,806	$5,280	$10,002	$10,002	$10,002
01.510.5005.000	Police Salaries	$1,174,144	$1,315,002	$1,386,844	$1,386,844	$719,473	$1,422,828	$1,422,828	$1,422,828
01.510.5005.002	Police Longevity	$73,088	$70,908	$77,734	$77,734	$37,410	$75,513	$75,513	$75,513
01.510.5010.000	Dispatch Wages	$164,733	$172,610	$188,899	$188,899	$58,975	$195,326	$195,326	$195,326
01.510.5010.001	Police Secretary Wages	$51,653	$44,597	$44,089	$44,089	$32,512	$45,632	$45,632	$45,632
01.510.5010.003	Dispatcher Longevity Pay	$9,830	$10,033	$11,753	$11,753	$6,328	$12,406	$12,406	$12,406
01.510.5010.006	Police Sec Longevity Wages	$4,116	$4,260	$4,409	$4,409	$2,374	$4,563	$4,563	$4,563
01.510.5010.007	Accreditation Admin Assistant	$3,955	$13,790	$17,784	$17,784	$0	$18,276	$18,276	$18,276
01.510.5012.000	Police Custodians Wages	$26,453	$26,456	$35,568	$35,568	$16,502	$36,872	$36,872	$36,872
01.510.5025.000	Police Overtime Wages	$262,638	$242,599	$220,000	$220,000	$181,433	$230,000	$230,000	$230,000
01.510.5025.001	Dispatcher Overtime Wages	$26,488	$33,896	$15,000	$15,000	$20,442	$20,000	$20,000	$20,000
01.510.5030.000	Police Holiday Pay	$78,047	$84,807	$95,721	$95,721	$56,251	$98,177	$98,177	$98,177
01.510.5030.001	Dispatcher Holiday Pay	$20,192	$15,567	$13,285	$13,285	$10,315	$13,737	$13,737	$13,737
01.510.5035.000	Police Temporary Pay	$20,342	$24,789	$22,000	$22,000	$0	$25,000	$25,000	$25,000
01.510.5040.000	Police Detail Pay	$7,714	$9,956	$0	$0	$57,523	$0	$0	$0
01.510.5070.000	Police Uniforms	$27,193	$29,630	$29,750	$29,750	$14,961	$29,750	$29,750	$39,750
01.510.6005.000	Police Training	$19,526	$16,853	$20,000	$20,000	$7,225	$20,000	$20,000	$20,000
01.510.6010.000	Police Tuition Reimbursement	$19,019	$18,693	$20,000	$20,000	$11,231	$20,000	$20,000	$20,000
01.510.6015.000	Dues & Subscriptions	$741	$615	$1,500	$1,500	$726	$1,500	$1,500	$1,500
01.510.6020.000	Operating Supplies	$10,123	$9,605	$11,000	$11,000	$6,376	$12,000	$12,000	$12,000
01.510.6025.000	Operating Supply/Vehicle	$49,976	$59,090	$80,000	$80,000	$25,474	$85,180	$66,400	$66,400
01.510.6040.000	Maintenance & Repairs	$28,756	$35,517	$30,000	$30,000	$23,415	$32,000	$32,000	$32,000
01.510.6050.000	Professional Development	$335	$1,162	$3,000	$3,000	$100	$3,000	$3,000	$3,000
01.510.6052.000	Police Accredidation	$1,500	-($400)	$2,000	$2,000	$0	$2,000	$2,000	$2,000
01.510.6055.000	Professional Services	$6,304	$180	$0	$0	$1,050	$4,800	$4,800	$4,800
01.510.6065.000	Purchased Services	$24,033	$24,892	$20,200	$20,200	$8,506	$15,200	$15,200	$15,200
01.510.6070.000	Travel Expense	$238	$635	$350	$350	$24	$350	$350	$350
01.510.6075.000	Tools/Equipment	$19,249	$19,693	$19,000	$19,000	$12,928	$20,000	$20,000	$20,000
01.510.6165.000	Repairs & Maint - Facility	$15,762	$17,245	$15,000	$15,000	$6,815	$15,500	$15,500	$15,500
01.510.6195.000	Utilities	$48,850	$56,692	$70,150	$70,150	$24,155	$70,740	$70,150	$65,000
		$2,397,402	**$2,584,644**	**$2,663,403**	**$2,663,403**	**$1,460,805**	**$2,751,376**	**$2,732,006**	**$2,736,856**

SUPPLEMENTAL INFORMATION
FY 2020 - 2021

510 POLICE DEPARTMENT:

510-4925 COMMUNICATIONS **$17,000**

Police telecommunications services for emergency dispatching center and department offices.

510-4945 POSTAGE **$200**

510-4950 COMPUTER MAINTENANCE **$30,000**

Computer licensing and software, hardware and necessary upgrades to desktops, laptops and mobile data terminals. Building security devices, IT technical services, maintenance and repairs. Includes facility surveillance technology, CCTV system and proximity security system maintenance.

510-4970 EQUIPMENT RENTAL/LEASE **$ 5,800**

Rental of main copy machine and electronic postage meter expenses.

510-4975 EQUIPMENT CONTRACTS / MAINTENANCE **$58,000**

Tri-Tech RMS System	$ 16,850
Carousel Telephone Recordings	4,200
Power DMS (Training / Accreditation)	6,200
All Traffic Solutions (Remote Services)	2,000
Higgins ID Card Device PM	475
Praetorian Digital (Police-One)	2,500
HVAC Quarterly PM	5,000
Griggs & Browne	450
Fire Alarm Inspections	4,100
Elevator Inspections	3,900
Acorn Digital Recording System	1,800
Cogent Live-scan Fingerprinting	3,500
Lexis Nexis (Accurint)	825
Guardian Tracking	2,800
Cellebrite Investigative Software	3,400
Total	**$58,000**

SUPPLEMENTAL INFORMATION
FY 2020 - 2021

510 POLICE DEPARTMENT (cont'd):

510-5000 ADMINISTRATION **$110,025**

2020 Salary	$100,023
Longevity	$ 10,002

510-5005 SALARIES **$1,498,341**

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

Rank	Salary	Longevity	TOTAL WAGES
Lieutenant	$87,878	$8,788	$96,666
Lieutenant	$87,878	$8,788	$96,666
Sergeant	$80,245	$6,821	$87,065
Sergeant	$80,245	$6,420	$86,664
Sergeant	$80,245	$5,216	$85,460
Sergeant	$80,245	$4,413	$84,658
Detective	$75,804	$7,580	$83,384
Detective	$75,804	$6,064	$81,868
Patrolman	$72,622	$7,262	$79,884
Patrolman	$72,622	$7,262	$79,884
Patrolman	$72,622	$5,084	$77,705
Patrolman	$72,622	$1,816	$74,437
Patrolman	$71,567	$0	$71,567
Patrolman	$70,942	$0	$70,942
Patrolman	$70,894	$0	$70,894
Patrolman	$70,365	$0	$70,365
Patrolman	$69,165	$0	$69,165
Patrolman	$68,013	$0	$68,013
Patrolman	$63,053	$0	$63,053
	$1,422,828	**$75,513**	**$1,498,341**

SUPPLEMENTAL INFORMATION
FY 2020 - 2021

510 POLICE DEPARTMENT (cont'd):

510-5010 WAGES (DISPATCH AND SECRETARY) **$276,203**

		Wages	Longevity	Total
Secretary	**Teamsters' Union**	$ 45,632	$ 4,563	$ 50,195
Dispatcher	**Laborers' Union**	$ 50,637	$ 5,064	$ 55,701
Dispatcher	"	$ 50,637	$ 4,810	$ 55,447
Dispatcher	"	$ 50,637	$ 2,532	$ 53,169
Dispatcher	"	$ 43,415		$ 43,415
				$ 207,732
Accreditation and Training Admin. Ass't ($18.66/hr. x 38 hrs./26 pays)				$ 18,276
	TOTAL			**$ 276,203**

510-5012 CUSTODIAN WAGE: **$36,872**

Custodian / Building Maintenance, two (2) staff paid $18.66/hour each

	per hour	#of hours	26 Pays	Total
Maintenance	$18.66	38	$36,872.16	$36,872.16

510-5025 OVERTIME: **$250,000**

Overtime is used to cover sworn officer absences caused by the use of vacation, sick and/or personal leave, officer injuries and minimum staffing requirements. The overtime line also covers mandatory dispatcher backfills and agency court attendance needs. Agency overtime needs may fluctuate with unanticipated staffing shortages and increased seasonal demands on public safety services in any given fiscal year.

510 POLICE DEPARTMENT (cont'd):

510-5030 HOLIDAY PAY: **$111,915**

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)

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	100,022.63	48.0878	8	384.70	12	4,616.43	72.1317	-	-	8	-	4,616.43
Lieutenant	87,877.94	45.1453	8	361.16	4	1,444.65	67.7179	8	541.74	8	4,333.94	5,778.59
Lieutenant	87,877.94	45.1453	8	361.16	4	1,444.65	67.7179	8	541.74	8	4,333.94	5,778.59
Sergeant	80,244.55	41.2238	8	329.79	4	1,319.16	61.8357	8	494.69	8	3,957.48	5,276.64
Sergeant	80,244.55	41.2238	8	329.79	4	1,319.16	61.8357	8	494.69	8	3,957.48	5,276.64
Sergeant	80,244.55	41.2238	8	329.79	4	1,319.16	61.8357	8	494.69	8	3,957.48	5,276.64
Sergeant	80,244.55	41.2238	8	329.79	4	1,319.16	61.8357	8	494.69	8	3,957.48	5,276.64
Detective	75,804.07	38.9426	8	311.54	4	1,246.16	58.4139	8	467.31	8	3,738.49	4,984.65
Detective	75,804.07	38.9426	8	311.54	4	1,246.16	58.4139	8	467.31	8	3,738.49	4,984.65
Patrolman	72,621.63	37.3077	8	298.46	4	1,193.85	55.9615	8	447.69	8	3,581.54	4,775.38
Patrolman	72,621.63	37.3077	8	298.46	4	1,193.85	55.9615	8	447.69	8	3,581.54	4,775.38
Patrolman	72,621.63	37.3077	8	298.46	4	1,193.85	55.9615	8	447.69	8	3,581.54	4,775.38
Patrolman	72,621.63	37.3077	8	298.46	4	1,193.85	55.9615	8	447.69	8	3,581.54	4,775.38
Patrolman	71,567.05	36.7659	8	294.13	4	1,176.51	55.1489	8	441.19	8	3,529.53	4,706.04
Patrolman	70,942.08	36.4448	8	291.56	4	1,166.24	54.6673	8	437.34	8	3,498.71	4,664.94
Patrolman	70,893.99	36.4201	8	291.36	4	1,165.44	54.6302	8	437.04	8	3,496.33	4,661.78
Patrolman	70,364.89	36.1483	8	289.19	4	1,156.75	54.2225	8	433.78	8	3,470.24	4,626.99
Patrolman	69,165.02	35.5319	8	284.26	4	1,137.02	53.2979	8	426.38	8	3,411.06	4,548.09
Patrolman	68,013.25	34.9402	8	279.52	4	1,118.09	52.4103	8	419.28	8	3,354.26	4,472.35
Patrolman	63,052.66	32.3918	8	259.13	4	1,036.54	48.5878	8	388.70	8	3,109.62	4,146.16
									Police Holiday Pay			98,177.35
Dispatchers												
Dispatchers	50,637.26	27.8227	8	222.58	4	890.33	41.7340	8	333.87	8	2,670.98	3,561.30
Dispatchers	50,637.26	27.8227	8	222.58	4	890.33	41.7340	8	333.87	8	2,670.98	3,561.30
Dispatchers	50,637.26	27.8227	8	222.58	4	890.33	41.7340	8	333.87	8	2,670.98	3,561.30
Dispatchers	43,415.12	23.8545	8	190.84	4	763.34	35.7817	8	286.25	8	2,290.03	3,053.37
									Dispatchers Holiday Pay			13,737.28
									Total Holiday Pay			111,914.62

510 POLICE DEPARTMENT (cont'd):

510-5035 TEMPORARY STAFF PAY **$25,000**
This line is used to pay for part-time emergency services employees to include; part-time Dispatchers, Special Police Officers and Traffic Constables when working directly for the town.

510-5070 UNIFORMS THROUGH PAYROLL **$29,750**
Uniform clothing allowances for full-time Police Officers per FOP 40 contract.
*Budget Commission recommended budget includes $10,000 in line 510-5070 for dress blouse coats, originally requested in the Capital Budget.

510-6005 TRAINING **$20,000**
This line item funds the agency's program of continual training of personnel in all high liability areas of law enforcement and emergency services. Training in many disciplines is required by state law, in addition training is necessary in order to maintain compliance with industry best practices. This line includes travel and/or accommodations where necessary. Maintenance of the agency's RIPAC accreditation requires sworn officers and civilian staff to participate in an increasing number of industry related trainings, certification and recertification annually and bi-annually.

510-6010 TUITION REIMBURSEMENT **$20,000**
This line item is used to pay or reimburse officers for eligible college courses expenses in the area of; administration of justice or criminal justice related programs as provided for under the RI 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 in these job specific areas. The investment in continuing education of CPD's law enforcement officers increases the agency's overall professionalism while reducing municipal liability.

10 Courses @ $2,000 each $ 20,000

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 - POLICING PROGRAMS **$12,000**
The line item is used to purchase and maintain agency office supplies necessary for effective and efficient departmental operations. In addition, this line funds the agency's ever increasing participation and involvement in *community policing and our community policing initiatives.*

510 POLICE DEPARTMENT (cont'd):

510-6025 OPERATING SUPPLIES – VEHICLES/GENERATOR **$85,180**

This line item is used for the purchase of such items as gasoline, diesel fuel, tires, etc. The department uses on average 1,500 gallons of gas per month, as well as approximately 100 gallons of diesel. Prices could change with current world oil market fluctuation. Approximate usages.

Type	Per month	#of months	Price / gal	Total
Gas	1500	12	$4.00	$72,000
Diesel	100	12	$4.15	$4,980

The police cruisers and administrative vehicle use an average of two (2) sets of tires per year. The department benefits from government pricing in the purchase of tires. In addition, this line covers the cost of incidental fleet related fluids and cleaning supplies.

Number of Tires	Estimated Cost	TOTAL
50	$ 140.00	$7,000
Supplies: Oil, Washer Fluid, etc.		$1,200

510-6040 POLICE CRUISER MAINTENANCE & REPAIR **$32,000**

This line is used for the repair, maintenance and replacement of all motor vehicle related equipment for the department.

510-6050 PROFESSIONAL DEVELOPMENT **$3,000**

This line is used for the Chief of Police to attend a program of continuing education in management, leadership and executive development. The line also cover the cost of travel and attendance to IACP and RICPA conferences.

510-6052 POLICE ACCREDITATION **$2,000**

This line is used to pay annual dues to the Rhode Island Police Accreditation Commission (RIPAC) in order to maintain the agency's accreditation credentials.

510 POLICE DEPARTMENT (cont'd):

510-6055 PROFESSIONAL SERVICES **$4,800**

This line is for costs associated with pre-employment testing which may include written examinations, background investigation costs, and psychological examinations. It covers costs associated with maintaining the agency's professional standards in cases where employees may requirefitness for duty examinations, drug screening and other related services. This line is also used for equipment startup costs associated with new officers.

510-6065 PURCHASED SERVICES **$15,200**

Dispatcher Uniform Allowance	$	2,000
Firearms Range Fees	$	2,500
Police Secretary Clothing	$	700
Uniform Cleaning	$	8,000
Trash Service	$	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.

510-6075 TOOLS AND EQUIPMENT **$20,000**

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	$	2,500
Patrol Gear and Equipment	$	4,000
Janitorial Supplies	$	3,500
Ammuition	$	10,000

510 POLICE DEPARTMENT (cont'd):

510-6165 REPAIRS & MAINTENANCE **$15,500**

Estimated expenses for anticipated preventative maintenance at the police facility:

Septic Cleaning	$ 300
Generator	$ 1,200
Heating/Cooling System	$ 14,000

510-6195 UTILITIES **$70,740**

Electricity	$ 36,000
No. 2 Fuel Oil (13,000 gal @ $3.00/gal)	$ 30,000
Verizon FiOS 1GB Data service	$ 3,900
Internet (70.00/mo. X 12 months)	$ 840

Charlestown Police Department TOTAL REQUESTED BUDGET - $2,751,376

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.520.5005.000	Building Inspector Salary	$85,453	$85,027	$90,494	$90,494	$50,468	$92,304	$92,304	$95,203
01.520.5005.002	Building Inspector Longevity	$2,136	$2,206	$2,263	$2,263	$1,262	$4,615	$4,615	$4,615
01.520.5010.000	Building Inspector Wages	$122,734	$91,417	$145,705	$145,705	$76,546	$155,058	$155,058	$155,058
01.520.5010.003	Building Inspector Emp Longevity	$2,734	$0	$0	$0	$0	$0	$0	$0
01.520.5015.000	Building Inspector Part-time Field Inspector	$16,343	$47,856	$14,149	$14,149	$5,832	$14,274	$15,600	$15,600
01.520.5025.000	Building Inspector Overtime Wages	$1,301	$274	$2,000	$2,000	$2,295	$3,000	$3,000	$3,000
01.520.6015.000	Dues & Subscriptions	$493	$894	$500	$500	$180	$800	$800	$800
01.520.6020.000	Operating Supplies	$1,244	$1,344	$1,400	$1,400	$624	$1,400	$1,400	$1,400
01.520.6050.000	Professional Development	$679	$1,840	$1,800	$1,800	$929	$1,800	$1,800	$1,800
01.520.6065.000	Purchased Services	$0	$0	$30,000	$30,000	$5,720	$30,000	$30,000	$18,000
01.520.6070.000	Travel Expense	$617	$679	$500	$500	$434	$0	$500	$500
01.520.6075.000	Tools/Equipment	$164	$0	$400	$400	$0	$400	$400	$400
		$233,898	**$231,537**	**$289,211**	**$289,211**	**$144,290**	**$303,651**	**$305,477**	**$296,376**
01.530.5010.000	CEMA Wages	$42,806	$44,124	$45,448	$45,448	$24,472	$47,039	$47,039	$47,039
01.530.6005.000	Training Exercises Cost	$635	$1,051	$1,000	$1,000	$1,030	$1,000	$1,200	$1,200
01.530.6015.000	Dues & Subscriptions	$250	$250	$250	$250	$250	$250	$250	$250
01.530.6020.000	Operations/Communications & Supplies	$4,332	$4,710	$4,950	$4,950	$2,024	$5,150	$5,150	$5,150
01.530.6025.000	Operating Supplies/Vehicle	$1,628	$1,441	$1,500	$1,500	$1,389	$2,000	$2,000	$2,000
01.530.6040.000	Repairs & Maintenance	$2,336	$2,752	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500
01.530.6050.000	Professional Development	$53	$44	$1,000	$1,000	$169	$1,000	$1,000	$1,000
01.530.6060.000	Printing & Binding	$0	$74	$500	$500	$0	$400	$400	$400
01.530.6065.000	Purchased Services & Uniforms	$1,288	$1,168	$1,500	$1,500	$275	$1,600	$1,600	$1,600
01.530.6070.000	Travel Expense	$87	$52	$500	$500	$92	$500	$500	$500
01.530.6073.000	Hazard Mitigation Plan	$1,450	$1,986	$2,500	$2,500	$153	$2,500	$2,500	$2,500
01.530.6075.000	Tools & Equipment	$3,481	$3,196	$5,000	$5,000	$4,750	$5,500	$5,500	$5,500
01.530.6090.000	Grant Match Funding	$1,218	$2,750	$2,500	$2,500	$23	$4,000	$4,000	$4,000
		$59,564	**$63,598**	**$69,148**	**$69,148**	**$37,127**	**$73,439**	**$73,639**	**$73,639**
01.540.5005.000	ACO Salary	$44,373	$45,926	$47,534	$47,534	$25,595	$49,198	$49,198	$49,198
01.540.5005.002	ACO Longevity	$4,437	$4,593	$4,753	$4,753	$2,559	$4,919	$4,919	$4,919
01.540.5010.000	ACO Wages	$23,941	$21,153	$26,975	$26,975	$13,466	$27,923	$27,923	$27,923
01.540.5025.000	ACO Overtime Wages	$1,566	$1,330	$2,575	$2,575	$265	$2,575	$2,575	$2,575
01.540.6020.000	Operating Supplies	$3,140	$5,028	$6,500	$6,500	$1,939	$6,500	$6,500	$6,500
01.540.6040.000	Maintenance & Repairs	$421	$3,292	$4,500	$4,500	$47	$6,000	$6,000	$6,000
01.540.6050.000	Professional Development	$625	$50	$700	$700	$0	$700	$700	$700
01.540.6055.000	Professional Services	$9,224	$9,582	$10,000	$10,000	$1,750	$10,000	$10,000	$10,000
01.540.6075.000	Tools/Equipment	$5,547	$288	$800	$800	$0	$800	$800	$800
		$93,275	**$91,241**	**$104,337**	**$104,337**	**$45,621**	**$108,615**	**$108,615**	**$108,615**

SUPPLEMENTAL INFORMATION
FY 2020-2021

520 - BUILDING OFFICIAL:

520-5005 - SALARY - $96,919
Building Official –
FY2021 Salary $92,304
Longevity $ 4,615

520-5010 - WAGES - $155,058
Building/Zoning Clerk –
FY2021 Salary $42,041

Building/Electrical Inspector –
FY2021 Salary - $57,656

Zoning/Code Enforcement Officer –
FY2021 Salary - $55,361

520-5015 – PART-TIME INSPECTORS – $14,274
Plumbing/Mechanical Inspector –
FY2021 Salary - $14,274
(PT 10 hours / week @ $27.45)

520-5025 - OVERTIME WAGES - $3,000
Building/Zoning Clerk and Zoning/Code Enforcement Officer for 12 plus or minus Zoning Board meetings based on Teamster's Local 251 contract.

520-6015 - DUES & SUBSCRIPTIONS - $800
RIBOA Membership Dues, RIFMA Conference & Dues, ASFPM Membership Dues, Building Code & Commentary Books, Building & Zoning Journals.

520 – BUILDING OFFICIAL (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.

520-6065 – PURCHASED SERVICES - $30,000
Outside services when demand is high.

520-6070 – TRAVEL EXPENSE - $0
Personal vehicle travel expense.

520-6075 – TOOLS & EQUIPMENT - $400
Miscellaneous field tools and large office equipment.

Building Official TOTAL REQUESTED BUDGET $303,651

SUPPLEMENTAL INFORMATION
FY 2020 – 2021

530 – EMERGENCY MANAGEMENT:

530-5010 – WAGES - $ 47,039

Director (Includes mileage)
Salary for 2020/2021 @ $2,434.18/mo. = $29,210

Deputy Director/ Special Needs
Salary for 2020/2021 @ $495.23/mo. = $5,943

Assistant Director/ Operations Officer
Salary for 2020/2021 @ $495.23/mo. = $5,943

Assistant Director /MEDS (Support for local portion of Federal Medical Emergency Distribution System/MEDS program)
Salary for 2020/2021 @ $495.23/mo. = $5,943

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

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

530-6015 - DUES AND SUBSCRIPTIONS - $250

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

530-6020 – OPERATING SUPPLIES - $5,150

Postage	$ 100	Office Supplies	$250
Vehicle lighting permits	$ 30	Task Force Expense	$380
Verizon Air Card/MiFi Service ($40 per month x3)	$1,440	Shelter Manager Pager	$190
Sprint Phone service (Director, Deputy, MEDS & Comm. Officer)	$2,760		
		Total	$5,150

530-6025- OPERATING SUPPLIES (VEHICLE) - $2,000

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.

SUPPLEMENTAL INFORMATION
FY 2020 – 2021

530 – EMERGENCY MANAGEMENT (cont'd)

530-6040- REPAIRS & 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 - $400

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

530-6065- PURCHASED SERVICES & UNIFORMS - $1,600

Uniforms/Shirts-Miscellaneous costs for ID Windbreakers, Jackets, and Polo Shirts for ID and Team-making purposes	$400
Static IP Line into EOC (Non-Comingled w/NCIC per Federal Regulations) $100 per month x 12 months (EM Discount)	$1,200
	$1,600

530-6070- TRAVEL- $500

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

530-6073 – HAZARD MITIGATION PLAN - $2,500

On-going support to prepare and update the Hazard Mitigation Plan.
A current, approved plan is necessary for FEMA Post Disaster Mitigation Project(s) Funding and for Federal Community Rating System/CRS Flood Insurance Points.)

530 – EMERGENCY MANAGEMENT (cont'd)

530-6075 – TOOLS & EQUIPMENT - $5,500

Emergency Operating Center/HRT (Ham Radio) support equipment	$	500
Charlestown MEDS Team (Alternate Budget Funded)	$	-
CERT/Community Emergency Response Team support equipment	$	500
Charlestown Emergency Shelter Team support equipment	$	500
"Special Needs" required products	$	500
Supplies (Stored goods, i.e. blankets, etc.)	$	1,000
Supplies (Expendable goods, i.e. radio & flashlight batteries)	$	1,000
Contingency for emergency purchases and equipment	$	1,000
Warming/Cooling Center supplies	$	500
Total	**$**	**5,500**

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.

Emergency Management TOTAL REQUESTED BUDGET - $73,439

SUPPLEMENTAL INFORMATON
FY2020 - 2021

540 - ANIMAL CONTROL:

540-5005 - SALARY - $54,117

2021 Salary - $49,198
2021 Longevity - $ 4,919

540-5010 - WAGES - $27,923

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	$15.70 =	$ 9,797
12 Holidays	@	4 Hrs./Day =	4 Hrs. x 12 =	48 Hrs. x	$15.70 =	754
18 Sick Days	@	8 Hrs./Day =	8 Hrs. x 18 =	144 Hrs. x	$15.70 =	2,261
4 Personal Days	@	8 Hrs./Day =	8 Hrs. x 4 =	32 Hrs. x	$15.70 =	502
15 Vacation Days	@	8 Hrs./Day =	8 Hrs. x 15 =	120 Hrs. x	$15.70 =	1,884
Weekday Assistant (1)	@	19 Hrs./Wk. =	19 Hrs. x 52 =	988 Hrs. x	$12.88 =	12,725
Other						
				Total		$ 27,923

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 INFORMATON
FY2020 - 2021

540 - ANIMAL CONTROL: (Cont'd)

540-6040 - MAINTENANCE & REPAIRS - $6,000
Anything necessary to maintain structure and upkeep of the shelter and to keep things in a proper working order including the replacement of such items (e.g., kennels, fencing, cages, catch poles, painting, appliances, windows, doors, lighting, locks, flooring, septic system, heating and cooling systems, floors, drains, etc.). Additional this fiscal year, there is a need to install 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.).

Animal Control TOTAL REQUESTED BUDGET $108,615

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.560.5005.000	Public Assistance Stipend	$0	$0	$1,000	$1,000	$538	$1,020	$1,020	$1,020
01.560.6096.000	Client Assistance Expense	$4,705	$4,421	$5,000	$5,000	$2,269	$5,000	$5,000	$5,000
		$4,705	**$4,421**	**$6,000**	**$6,000**	**$2,807**	**$6,020**	**$6,020**	**$6,020**
01.570.5010.000	Municipal Court Administrative Wages	$0	$0	$2,000	$2,000	$1,077	$2,040	$2,040	$2,040
01.570.6020.000	Operating Supplies	$96	$0	$600	$600	$17	$600	$600	$600
01.570.6095.000	Municipal Court Judge Stipend	$6,600	$7,100	$7,300	$7,300	$3,650	$7,446	$7,446	$7,446
		$6,696	**$7,100**	**$9,900**	**$9,900**	**$4,744**	**$10,086**	**$10,086**	**$10,086**
01.610.5005.000	DPW Administrator Salary	$92,432	$95,205	$98,061	$98,061	$54,688	$100,023	$100,023	$100,023
01.610.5005.002	DPW Administrator Longevity	$8,532	$9,520	$9,806	$9,806	$5,469	$10,002	$10,002	$10,002
01.610.5010.000	DPW Secretary Wages	$39,537	$41,681	$44,437	$44,437	$23,653	$47,061	$47,061	$47,061
01.610.5010.002	DPW Secretary Longevity	$1,977	$2,607	$2,888	$2,888	$1,537	$3,294	$3,294	$3,294
01.610.5025.000	DPW Overtime Wages	$0	$133	$210	$210	$0	$210	$210	$210
01.610.6015.000	Dues & Subscriptions	$827	$927	$1,500	$1,500	$556	$1,600	$1,500	$1,500
01.610.6020.000	Operating Supplies	$2,976	$435	$1,050	$1,050	$1,576	$1,100	$1,500	$1,500
01.610.6050.000	Professional Development	$0	$169	$600	$600	$0	$700	$600	$600
01.610.6055.000	Professional Service	$3,355	$2,883	$3,000	$3,000	$743	$3,100	$3,100	$3,100
01.610.6065.000	Purchased Services	$7,546	$9,609	$10,000	$10,000	$3,116	$11,000	$11,000	$11,000
		$157,182	**$163,170**	**$171,552**	**$171,552**	**$91,338**	**$178,090**	**$178,290**	**$178,290**
01.620.5010.000	DPW Wages	$363,136	$363,028	$393,057	$393,057	$211,526	$406,675	$444,797	$406,675
01.620.5010.005	DPW Employee Longevity	$32,240	$31,871	$37,263	$37,263	$17,989	$35,167	$35,167	$35,167
01.620.5025.000	DPW Overtime Wages	$38,817	$32,153	$50,000	$50,000	$6,887	$50,000	$50,000	$42,500
01.620.6020.000	Operating Supplies	$49,177	$50,541	$55,000	$55,000	$26,437	$59,046	$50,302	$50,302
01.620.6040.000	Maintenance & Repairs	$78,977	$96,688	$102,600	$102,600	$55,946	$105,700	$105,700	$105,700
01.620.6045.000	Maintenance Supplies	$120,500	$86,282	$162,000	$162,000	$24,970	$155,766	$155,766	$135,000
01.620.6065.000	Purchased Services-Trails & Fields Maint.	$315	$0	$0	$0	$0	$0	$0	$5,000
01.620.6075.000	Tools/Equipment	$7,175	$3,950	$7,250	$7,250	$1,750	$7,500	$7,250	$7,250
01.620.6160.000	Road Sealing & Striping	$189,405	$181,424	$355,016	$355,016	$0	$355,016	$350,000	$300,000
01.620.6170.000	Rentals	$5,996	$5,138	$3,400	$3,400	$2,821	$3,500	$6,000	$6,000
01.620.6190.000	Street Lighting	$11,517	$6,409	$32,150	$32,150	$233	$6,815	$15,000	$7,500
		$897,254	**$857,484**	**$1,197,736**	**$1,197,736**	**$348,559**	**$1,185,185**	**$1,219,982**	**$1,101,094**

560 – CLIENT ASSISTANCE:

560-5010 – Salary: $1,020
Salary to disburse the funds.

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.

Client Assistance TOTAL REQUESTED BUDGET $6,020

SUPPLEMENTAL INFORMATION
FY2020 – 2021

570 – MUNICIPAL COURT:

570-5010 – SALARY - $2,040
Salary for the Municipal Court Clerk

570-6020 – OPERATING SUPPLIES: $600
Office and other supplies.

570-6095 –MUNICIPAL COURT JUDGE STIPEND: $7,446
Municipal Court Judge will receive $1,861.50 per quarter (12 sessions).

Municipal Court TOTAL REQUESTED BUDGET $10,086

SUPPLEMENTAL INFORMATION
FY 2020-2021

610 - DPW ADMINISTRATION:

610-5005 – SALARY - $110,025
2021 Salary - $100,023
2021 Longevity - $10,002

610-5010 - WAGES - $50,355
2021 Salary - $47,061
2021 Longevity - $3,294
Administrative Assistant 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 fourteen years seniority.

610-5025 –OVERTIME WAGES - $210
Per the union contract.

610-6015 - DUES & SUBSCRIPTIONS - $1,600
Covers costs to obtain professional licenses and training, literature, etc. for all DPW division employees per collective bargaining agreement.

610-6020 - OPERATING SUPPLIES - $1,100
Provides basic office supplies, printer supplies and specialized drawing supplies.

610-6050 – PROFESSIONAL DEVELOPMENT - $700
Advanced computer educational seminars to include DPW Director and Administrative Assistant. State sponsored DPW seminars and Driver Safety class for driver/laborer positions.

610-6055 - PROFESSIONAL SERVICES - $3,100
Provides funds for special and emergency engineering studies, property line disputes, Town Council projects, etc.

610 - DPW ADMINISTRATION (Cont'd):

610-6065 – PURCHASED SERVICES - $11,000
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 CRCC foreman and periodic drug testing for DPW drivers as required by the State of RI.

DPW Administration TOTAL REQUESTED BUDGET $178,090

SUPPLEMENTAL INFORMATION
FY2020-2021

620 - HIGHWAY & ROADS:

620-5010 - WAGES- $441,842

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

	2020-2021				
	Wage	Longevity Amount	Longevity Years	Medical Stipend	Total
Foreman	57,989	5,799	39		63,788
Foreman II	53,194	5,319	20		58,513
Driver/Laborers:					-
	48,582	4,858	32		53,440
	48,582	4,858	28		53,440
	48,582	4,858	23		53,440
	48,582	3,401	14		51,983
	48,582	4,858	20		53,440
	48,582	1,215	6		49,797
	402,675	35,167			437,842
Classification changes to cover for Foreman					4,000
Total					441,842

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 $23.90 avg wage x 1.5 (time and one-half) x 11 men (9 DPW, 2 CRCC) = $60,335

SUPPLEMENTAL INFORMATION
FY2020-2021

620 - HIGHWAY & ROADS (cont'd):

620-6020 - OPERATING SUPPLIES - $59,046

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
8,000 gallons diesel @ $4.00 per gal including fed taxes	32,000
385 gallons motor oil (7 - 55 gallon drums @ $700/drum)	4,900
110 gallons anti-freeze @ $12.00 each	1,320
7 cases chassis grease @ $89.00/case	650
21 truck tires, tubes and repairs @ $400/each average	8,400
4 loader, backhoe, or tractor tires@ $1000/each average	4,000
Filters, grease guns, oxygen aceteleyne, miscellaneous	3,900
5 (55 gal ea) Oil drums/Urea	900
	$ 59,046

620-6040 - MAINTENANCE & REPAIRS - $105,700

This covers the projected costs for heavy equipment maintenance and repairs.

620-6045 - MAINTENANCE SUPPLIES $155,766

Cost of supplies for summer and winter highway maintenance reflects materials cost increases per 2019-2020 bid.

Items	Quantity	Unit of Measure	Actual Nov-19	Projected Nov 20	Projected Total	
Sand	2550	tons	$16.25	$16.73	41,437.50	Nov-19
Salt	725	tons	$56.25	$57.93	40,781.25	Nov-19
Gravel	450	tons	$16.37	$16.86	7,366.50	Nov-19
Loam	75	tons	$22.06	$22.72	1,654.50	Nov-19
Bituminous Mix (cold)	340	tons	$135.90	$139.97	46,206.00	Nov-19
Drain tile	3	units	$2,060.00/ea	$2,060.00/ea	6,180.00	Nov-19
Stone	175	tons	$20.23	$20.83	3,540.25	Nov-19
Street signs	40	each	$65.00	$66.95	2,600.00	Nov-19
20 Culvert pipes, 2 basins, 2 grates and cover		each			6,000.00	Nov-19
TOTAL					155,766.00	

SUPPLEMENTAL INFORMATION
FY2020-2021

620 - HIGHWAY & ROADS (cont'd):

620-6075 - TOOLS & EQUIPMENT - $7,500
Provides funds for shovels, chain saws, rakes, gloves, safety cones, barricades, personal safety equipment, etc.

620-6160 - ROAD SEALING - (CONTRACT OPTION) – $313,858 (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.**

2020-2021	Projected cost for nine miles of contracted sealing for 2020-2021 with Town hot patch per mile	$34,500
	14,080 sq yds @ $2.45/sq yd + $1,724 (patch)	$1,724
		$36,224
	(miles of road)	X 9
2019-2020	Total cost for contracted sealing/ maintenance and restoration	$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

620-6170 – RENTALS AND CONTRACT SERVICE - $3,500
Provides funds for Town Road grading and materials at $1,000 x 2 and contracted ledge blasting, concrete cutting etc.

620 - HIGHWAY & ROADS (cont'd):

620-6190 - STREET LIGHTING - $6,815

Provides for annual maintenance of Town-owned streetlights.

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

Highway & Roads TOTAL REQUESTED BUDGET - $1,185,185

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.630.5010.000	Building & Grounds Wages	$111,570	$114,102	$122,944	$122,944	$65,537	$127,906	$127,906	$127,906
01.630.5010.002	Buildings & Grounds Longevity	$7,107	$6,505	$7,176	$7,176	$3,741	$7,417	$7,417	$7,417
01.630.5015.000	Building & Grounds Seasonal Wages	$11,573	$5,626	$13,500	$13,500	$8,498	$13,500	$14,464	$14,464
01.630.5025.000	Building & Grounds Overtime Wages	$10,639	$5,082	$7,750	$7,750	$1,411	$7,750	$7,750	$7,750
01.630.6040.000	Maintenance & Repairs	$24,072	$36,870	$26,525	$26,525	$12,507	$27,350	$27,350	$27,350
01.630.6045.000	Maintenance Supplies	$10,903	$10,894	$15,000	$15,000	$6,781	$15,000	$15,000	$15,000
01.630.6065.000	Purchased Services	$34,327	$35,080	$35,000	$35,000	$14,760	$35,302	$46,202	$40,202
01.630.6165.000	Repair & Maintenance -Facility	$15,451	$13,434	$14,900	$14,900	$5,353	$15,350	$15,350	$15,350
01.630.6195.000	Utilities	$79,918	$79,282	$100,000	$100,000	$36,397	$110,000	$97,448	$85,000
		$305,560	**$306,874**	**$342,795**	**$342,795**	**$154,984**	**$359,575**	**$358,887**	**$340,439**
01.640.6001.000	Monitoring Closed Landfill	**$3,700**	**$7,650**	**$12,000**	**$12,000**	**$7,915**	**$12,000**	**$12,000**	**$12,000**
01.660.5005.000	WasteWater Salary	$73,238	$77,321	$80,701	$80,701	$45,006	$82,315	$82,315	$82,315
01.660.5005.002	Longevity	$3,662	$4,253	$4,842	$4,842	$2,700	$5,350	$5,350	$5,350
01.660.5010.000	WasteWater Wages	$22,519	$20,841	$22,219	$22,219	$12,321	$23,531	$23,531	$23,531
01.660.5010.002	WasteWater Longevity	$0	$521	$556	$556	$296	$588	$588	$588
01.660.6015.000	Dues & Subscriptions	$1,247	$1,188	$1,248	$1,248	$594	$1,248	$1,248	$1,248
01.660.6020.000	Operating Supplies	$660	$1,801	$4,050	$4,050	$58	$4,050	$4,050	$4,050
01.660.6050.000	Professional Development	$2,279	$0	$2,500	$2,500	$0	$4,500	$4,500	$4,500
01.660.6055.000	Professional Services	$2,347	$1,458	$54,400	$54,400	$0	$14,400	$14,400	$14,400
01.660.6065.000	Purchased Services	$920	$1,749	$0	$0	$11	$0	$0	$10,000
		$106,873	**$109,131**	**$170,516**	**$170,516**	**$60,986**	**$135,982**	**$135,982**	**$145,982**

SUPPLEMENTAL INFORMATION
FY 2020-2021

630 – BUILDINGS & GROUNDS:

630-5010 - WAGES - $135,323

*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

	2020-2021			
	Wage	Longevity Amount	Longevity Years	Total
Landfill Foreman (50% B&G, 50% CRCC)	28,994	2,899	41	31,893
Landfill Laborer (20% B&G, 80% CRCC)	9,049	226	6	9,275
Laborer II	46,945	-	3	46,945
Custodian	42,918	4,292	31	47,210
	127,906	7,417		**$ 135,323**

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.

630-5025 - OVERTIME - $7,750

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

630 – BUILDINGS & GROUNDS (cont'd):

630-6040 – MAINTENANCE & REPAIRS - $27,350

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 - $15,000

Provides restroom supplies, towels, light bulbs, cleaning and disinfectant supplies for Town Hall, New work space, and DPW.

630-6065 - PURCHASED SERVICES - $35,302

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

Inspect/Pump Septic Tanks (14 @ 250.00 each)	$4,685
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	$7,102
RI Water Licenses	$1,800
Landscaping details (trees and shrubs)	$2,800
Restroom and trash pick up for Ninigret and beaches	$8,500
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	$2,000
	$35,302

630 – BUILDINGS & GROUNDS (cont'd):

630-6165 - REPAIRS & MAINTENANCE - FACILITIES - $15,350
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.

630-6195 - UTILITIES - $110,000
Covers costs of gas, electricity and heat for all municipal buildings, parks, beaches, CRCC and dog pound.

No. 2 fuel - 12,552 gallons @ 4.00/ gallon	$50,208
Propane gas - 1,370 gallons @ 3.20/ gallon	$4,384
Narragansett Electric (expected cost reduction)	$55,408
	$110,000

Buildings and Grounds TOTAL REQUESTED BUDGET - $359,575

SUPPLEMENTAL INFORMATION
FY2020-2021

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.

CRCC Mandated Monitoring TOTAL REQUESTED BUDGET $12,000

SUPPLEMENT INFORMATION
FY 2020-2021

660 DPW WASTEWATER MANAGEMENT:

660-5005 – SALARY - $87,665

Salary-	$ 82,315	CPMA Grade D
Longevity -	$ 5,350	13 years employment – 6.5%
Total	$87,665	

660-5010 – WAGES – $24,119

Salary -	$ 23,531
Longevity -	$ 588
Total	$24,119

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

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

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

660-6020 – OPERATING SUPPLIES - $4,050

Basic office supplies including labels, highlighters, 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 outreach as OWTS notifications are sent.

Printer/Toner	$ 500
General Administative Office supplies	$ 850
Required Forms and Public Outrach Materials	$ 500
Letterhead and cardstock	$ 200
Wastewater/Stormwater Field Sampling Equipment, reference materials, and reagents, tools, gloves and personal protective equipment	$ 2,000
Total	**$ 4,050**

660 DPW WASTEWATER MANAGEMENT (cont'd):

660-6050 PROFESSIONAL DEVELOPMENT - $4,500

5 Seminars for WW Manager (required for licensing continuing ed) and/or Wastewater Management Commissioners at the New England On-Site Wastewater Training Facility at URI, @ $200 each	$	1,000
2019 Non-Poiknt Source National On site Wastewater Recycling Association Annual conference.	$	1,500
RWU Masters program courses	$	2,000
Total	**$**	**4,500**

660-6055 PROFESSIONAL SERVICES - $14,400

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 densly 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 60 private wells and conduct laboratory analysis of major cations and anions and bacteria. ($230/sample) $13,800

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 2020 and May and June 2021 $ 600

DPW Wastewater Mgt. TOTAL REQUESTED BUDGET $135,982

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.720.7205.000	South County Home Heath	$2,000	$2,000	$2,000	$2,000	$1,000	$2,000	$2,000	$2,000
01.720.7210.000	Gateway Healthcare, Inc.	$3,500	$0	$3,500	$3,500	$1,750	$0	$0	$0
01.720.7215.000	Wood River Health	$5,000	$5,000	$5,000	$5,000	$2,500	$5,000	$5,000	$5,000
01.720.7245.000	Thundermist Hlth Ctr So County	$2,500	$3,500	$3,500	$3,500	$1,750	$3,500	$3,500	$3,500
01.720.7250.000	The Samaritans	$500	$500	$500	$500	$500	$500	$500	$500
01.720.7260.000	WARM Shelter	$1,000	$1,000	$1,000	$1,000	$500	$1,000	$1,000	$1,000
01.720.7270.000	Southern RI Volunteers	$1,500	$1,500	$1,500	$1,500	$750	$1,500	$1,500	$1,500
01.720.7300.000	RI CAN	$4,500	$4,500	$4,500	$4,500	$2,250	$4,500	$4,500	$4,500
01.720.7322.000	WA County Coalition Children	$1,000	$1,000	$1,000	$1,000	$500	$1,000	$1,000	$1,000
01.720.7332.000	Neighbors helping Neighbors	$2,000	$2,000	$2,000	$2,000	$1,000	$2,000	$2,000	$2,000
01.720.7341.000	Community 2000 Education Foundation	$2,000	$1,900	$1,900	$1,900	$950	$2,000	$2,000	$2,000
01.720.7342.000	Wildlife Rehabilitators of Rhode Island	$1,500	$0	$1,500	$1,500	$750	$2,525	$2,525	$1,500
01.720.7344.000	Jonnycake Center of Westerly	$0	$0	$0	$0	$0	$2,000	$2,000	$0
		$27,000	**$22,900**	**$27,900**	**$27,900**	**$14,200**	**$27,525**	**$27,525**	**$24,500**
01.730.7306.000	Chariho Little League	$0	$0	$1,000	$1,000	$1,000	$0	$0	$0
01.730.7309.000	Memorial Day Parade	$500	$500	$500	$500	$0	$800	$800	$600
01.730.7310.000	Charlestown Ambulance	$166,800	$166,800	$184,000	$184,000	$92,000	$300,000	$300,000	$268,000
01.730.7311.000	Charlestown Memorial Parade	$5,000	$5,000	$7,500	$7,500	$2,000	$10,000	$10,000	$10,000
01.730.7320.000	Chamber Of Commerce	$3,000	$3,000	$11,000	$11,000	$5,500	$13,500	$13,500	$13,500
01.730.7330.000	Cross Mills Library	$232,708	$238,526	$245,681	$245,681	$122,843	$253,051	$253,051	$253,051
01.730.7331.000	Charlestown Historical Society	$2,500	$5,000	$5,000	$5,000	$2,500	$5,000	$5,000	$5,000
01.730.7336.000	Naval Airfield Memorial	$0	$1,000	$1,000	$1,000	$1,000	$1,250	$1,250	$1,250
01.730.7338.000	Dunn's Corner Fire District	$0	$0	$0	$0	$0	$5,000	$5,000	$2,500
01.730.7339.000	Charlestown Land Trust	$0	$0	$0	$0	$0	$100,000	$100,000	$0
		$410,508	**$419,826**	**$455,681**	**$455,681**	**$226,843**	**$688,601**	**$688,601**	**$553,901**
01.740.5020.000	Conservation Commission	$468	$3,025	$4,600	$4,600	$227	$27,600	$27,600	$4,600
01.740.5040.000	Senior Citizens Commission	$0	$100	$100	$100	$0	$100	$100	$100
01.740.5050.000	Planning Commission	$5,546	$7,525	$5,000	$5,000	$2,964	$5,000	$5,000	$6,500
01.740.5060.000	Zoning Board	$5,640	$7,970	$7,500	$7,500	$6,244	$8,200	$8,200	$8,200
01.740.5065.000	Affordable Housing Comm	$0	$0	$300	$300	$0	$300	$300	$100
01.740.5075.000	Economic Improvement Comm	$2,459	$2,426	$2,500	$2,500	$1,215	$2,500	$2,500	$2,500
01.740.5076.000	Charter Review Commission	$0	$409	$0	$0	$0	$0	$0	$0
01.740.5085.000	Mosquito Abatement Council	$7,367	$6,579	$7,500	$7,500	$4,536	$7,500	$7,500	$7,500
		$21,480	**$28,034**	**$27,500**	**$27,500**	**$15,186**	**$51,200**	**$51,200**	**$29,500**
01.780.7880.000	Chariho Regional School District	**$14,121,237**	**$14,216,622**	**$13,329,321**	**$13,329,321**	**$7,331,127**	**$13,747,652**	**$13,747,652**	**$13,321,706**

Line Item #	Agency Name	19/20 Request	19/20 FUNDED	20/21 Request	% Requested from previous year's funding	20/21 FUNDED
720-	#720 OUTSIDE AGENCIES					
7205	South County Home Health *(formerly VNS Home Health Services)*	$ 2,000	$ 2,000	$ 2,000	100%	$ 2,000
7210	Gateway Healthcare	$ 3,500	$ 3,500	$ -	0%	$ -
7215	Wood River Health Services	$ 5,000	$ 5,000	$ 5,000	100%	$ 5,000
7245	Thundermist Health Center (admin. office)	$ 3,500	$ 3,500	$ 3,500	100%	$ 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 *(formerly 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*)	$ 4,500	$ 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)	$ 2,000	$ 2,000	$ 2,000	100%	$ 2,000
7341	Community 2000 Education Foundation	$ 1,900	$ 1,900	$ 2,000	105%	$ 2,000
7342	Wildlife Rehabilitators of Rhode Island	$ 2,251	$ 1,500	$ 2,525	168%	$ 1,500
7306	Jonnycake Center of Westerly	$ -	$ -	$ 2,000	#DIV/0!	$ -
	OUTSIDE AGENCIES SUB-TOTAL	$ 28,651	$ 27,900	$ 27,525	99%	$ 24,500

Line Item #	Agency Name	19/20 Request	19/20 FUNDED	20/21 Request	% Requested from previous year's funding	20/21 FUNDED
730-	#730 LOCAL AGENCIES					
7306	Chariho Little League	$ 4,000	$ 1,000	$ -	0%	$ -
7309	Memorial Day Parade (Carolina - American Legion)	$ 500	$ 500	$ 800	160%	$ 600
7310	Charlestown Ambulance Rescue Service, Inc.	$ 200,000	$ 184,000	$ 300,000	163%	$ 268,000
7311	Charlestown Memorial Day Parade Committee (Chamber of Commerce)	$ 10,000	$ 7,500	$ 10,000	133%	$ 10,000
7320	Charlestown Chamber of Commerce	$ 13,500	$ 11,000	$ 13,500	123%	$ 13,500
7330	Cross Mills Public Library	$ 245,681	$ 245,681	$ 253,051	103%	$ 253,051
7331	Charlestown Historical Society	$ 5,000	$ 5,000	$ 5,000	100%	$ 5,000
7336	Ninigret Naval Air Memorial	$ 1,000	$ 1,000	$ 1,250	125%	$ 1,250
7338	Dunn's Corners Fire District (Quonnie Grange)	$ -	$ -	$ 5,000	#DIV/0!	$ 2,500
7339	Charlestown Land Trust	$ -	$ -	$ 100,000	#DIV/0!	$ -
	LOCAL AGENCIES SUB-TOTAL TO DATE	$ 479,681	$ 455,681	$ 688,601	151%	$ 553,901
	GRAND TOTALS TO DATE	$ 508,332	$ 483,581	$ 716,126	148%	$ 578,401

SUPPLEMENTAL INFORMATION
FY2020 – 2021

740 – BOARDS & COMMISSIONS:

740-5020 – CONSERVATION COMMISSION $27,600

Brush Cutting of woodland trails on preserves	$ 25,000
Sprague Preserve – second entrance for equipment	1,100
South Farm barn security	500
Equipment, repairs, and supplies	500
Printing of maps & brochures	300
Arbor Day Commemoration	200
	$ 27,600

740-5040 – SENIOR CITIZENS COMMISSION $100

740-5050 – PLANNING COMMISSION $5,000

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

Budget covers stationary, record storage, meeting tapes, postage, mandatory legal advertising, Planning Commission's Journal subscription, technical or professional consulting services to Commission and travel reimbursement.

SUPPLEMENTAL INFORMATION
FY2020 – 2021

740 – BOARDS & COMMISSIONS (cont'd):

740-5060 – ZONING BOARD - $8,200

Advertising	$ 2,800	Based on 14 meetings per year at $200 per meeting
Office supplies	200	General operating supplies. Recording tapes, paper, file folders, etc.
Stenography	4,200	Based on 14 meetings per year @ $300 per meeting
Transcript costs	1,000	Cost of transcripts from public hearing meetings.
	$ 8,200	

740-5065 – AFFORDABLE HOUSING COMMISSION $300

Printing of brochures and pamphlets for education purposes	$300

740-5075 - ECONOMIC IMPROVEMENT COMMISSION $2,500

Business Forum Initatives	$ 500
Business Forum/Survey	$ 500
Support Town Activities	$1,500

740 – BOARDS & COMMISSIONS (cont'd):

740-5085 – MOSQUITO ABATEMENT COUNCIL $7,500

Outside vendor contract for surveillance and larvacide treatment of mosquito larvae on salt marshes	$ 6,500
Purchase of larvacide pesticide materials	1,000
	$ 7,500

Boards & Commissions TOTAL REQUESTED BUDGET - $51,200

780 – CHARIHO REGIONAL SCHOOL DISTRICT (CRSD):

780-7880 – CRSD OPERATING BUDGET- $13,321,706

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.

CHARIHO Regional School District TOTAL REQUESTED BUDGET - $13,321,706

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.800.5005.000	Senior Center Coordinator's Salary	$34,252	$37,700	$38,831	$38,831	$20,909	$40,190	$40,190	$40,190
01.800.5010.000	Senior Center Wages	$30,711	$31,699	$36,000	$36,000	$17,003	$36,000	$36,000	$36,000
01.800.6015.000	Dues & Subscriptions	$30	$30	$30	$30	$0	$30	$30	$30
01.800.6020.000	Operating Supplies	$593	$441	$650	$650	$206	$650	$650	$650
01.800.6040.000	Maintenance & Repairs	$2,356	$858	$2,000	$2,000	$143	$2,000	$2,000	$2,000
01.800.6045.000	Maintenance Supplies	$1,150	$1,444	$1,500	$1,500	$709	$1,500	$1,500	$1,500
01.800.6050.000	Professional Development	$200	$159	$400	$400	$99	$400	$400	$400
01.800.6065.000	Purchased Service	$9,554	$9,230	$10,655	$10,655	$3,400	$10,705	$10,705	$10,705
01.800.6070.000	Travel Expense	$381	$306	$375	$375	$0	$375	$375	$375
01.800.6075.000	Tools/Equipment	$0	$270	$500	$500	$228	$500	$500	$500
01.800.6195.000	Utilities	$11,050	$11,712	$11,000	$11,000	$4,810	$12,000	$12,000	$12,000
01.800.8035.000	Senior/Community Center Programs	$28,891	$28,525	$29,600	$29,600	$15,505	$31,100	$31,100	$31,100
		$119,169	**$122,375**	**$131,541**	**$131,541**	**$63,012**	**$135,450**	**$135,450**	**$135,450**
01.810.5005.000	Recreation Director Salary	$73,935	$78,056	$80,701	$80,701	$45,006	$82,315	$82,315	$82,315
01.810.5005.002	Recreation Director Longevity	$1,848	$1,951	$2,018	$2,018	$1,125	$4,116	$4,116	$4,116
01.810.5010.000	Recreation Assistant Director Wages	$48,157	$50,791	$53,421	$53,421	$29,792	$54,489	$54,489	$54,489
01.810.5010.001	Recreation Assistant Directory Longevity	$0	$0	$0	$0	$0	$1,362	$1,362	$1,362
01.810.5010.002	Recreation Secretary Longevity	$0	$265	$0	$0	$296	$0	$0	$0
01.810.5015.000	Recreation Secretary Wages	$19,769	$20,841	$22,219	$22,219	$11,827	$23,531	$23,531	$23,531
01.810.5015.002	Recreation Secretary Longevity	$0	$256	$556	$556	$0	$588	$588	$588
01.810.5020.000	Recreation Wages	$11,445	$15,830	$19,440	$19,440	$9,714	$19,440	$19,440	$19,440
01.810.5025.000	Recreation O T Wages	$1,216	$913	$2,000	$2,000	$459	$2,000	$2,000	$1,500
01.810.6015.000	Dues & Subscriptions	$0	$0	$368	$368	$278	$450	$450	$450
01.810.6020.000	Operating Supplies	$2,900	$3,010	$3,500	$3,500	$2,494	$7,600	$7,600	$4,500
01.810.6040.000	Maintenance & Repair	$59	$78	$100	$100	$0	$0	$0	$0
01.810.6050.000	Professional Development	$2,787	$2,226	$1,708	$1,708	$4,310	$4,456	$4,456	$4,456
01.810.6065.000	Purchased Services	$0	$1,188	$100	$100	$1,122	$1,188	$1,188	$1,188
01.810.6070.000	Travel Expense	$0	$437	$100	$100	$0	$400	$400	$400
01.810.6075.000	Tools/Equipment	$0	$0	$100	$100	$0	$0	$0	$0
		$162,115	**$175,842**	**$186,331**	**$186,331**	**$106,423**	**$201,935**	**$201,935**	**$198,335**

SUPPLEMENTAL INFORMATION
FY 2020 - 2021

800 - CHARLESTOWN SENIOR/COMMUNITY CENTER:

800-5005 – COORDINATOR'S SALARY $40,190
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. This amount reflects 3.5% increase.

800-5010 - WAGES: Part-Time (2 persons) $36,000

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. This amount reflects adequate funds for 3.5% increase.

Administrative Assist/Program Director: $18,000
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 person assists the Kitchen Manager with coordination of volunteers, serving from time to time and with clean up of programs materials, tables etc. This amount reflects adequate funds for 3.5% increase.

Custodian:
*Custodial services handled by contract under purchased services.

800-5020- AFTER HOURS RENTAL $0
Costs are off-set by rental fee.

800-6015 – DUES & SUBSCRIPTIONS $30
State Senior Directors Association (annual dues)

800-6020 - OPERATING SUPPLIES $650
Office Supplies, including postage

800-6040 - MAINTENANCE & REPAIRS $2,000

Building Maintenance	$1,000
Equipment Maintenance	$1,000

SUPPLEMENTAL INFORMATION
FY 2020 - 2021

CHARLESTOWN SENIOR/COMMUNITY CENTER (cont'd):

800-6045 – MAINTENANCE SUPPLIES $1,500

Kitchen Supplies	$750
Janitorial Supplies	$750

800-6050 – PROFESSIONAL DEVELOPMENT $400

800-6065 – PURCHASED SERVICES $10,705

Pest Control	$480 ($120 quarterly)
Bldg Security	$250 (annually)
Fire Extinguisher and Ansil System Inspections	$1,000 (yearly contract)
AED Life Support Systems	$300
Custodial Services (reflects 2019 Bid extension)	$7,800
Generator Maintenance	$875

800-6070 - TRAVEL REIMBURSEMENT $375

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 $12,000

Cox Communications ($200/mo. Phone, internet, cable)	$2,400
National Grid	$2,800
Propane Gas	$2,500
Oil	$4,300

CHARLESTOWN SENIOR/COMMUNITY CENTER (cont'd):

800-8035 – SENIOR/COMMUNITY PROGRAMS $31,100

Yoga 4x/week	$ 9,650
Exercise 3x/week	$ 6,500
Tai Chi 2x/week	$ 3,400
Zumba 2x/week	$ 3,500
Core Fusions (Pilates) 2x/week	$ 4,000
Arts	$ 2,750
Crafts/Classes	$ 800
Supplies	$ 500

Revenues generated will be placed in general fund.

Charlestown Senior/Community Center TOTAL REQUESTED BUDGET $135,450

SUPPLEMENTAL INFORMATION
FY 2020-2021

810 – RECREATION ADMINISTRATION:

810-5005 –Director Salary- $86,431
Salary $82,315
Longevity $4,116

810-5010 – Assistant Director Salary - $55,851
Salary $54,489
Longevity $1,362

810-5015 SECRETARY – Half-Time Parks and Recreation - $24,119
Salary $23,531
Longevity $588

810-5020 – SUMMER ASSISTANT - $19,440

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 20 hr./week x $20.hr = $5,040 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 40hr. /week. x $20. hr. = $14,400 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 – Please note these wages are for the Secretary. *

810-6015 - DUES & SUBSCRIPTIONS - $450
This line includes dues to Rhode Island Parks and Recreation Association for Director and Assistant Director. It also includes two memberships to the National Recreation and Parks Association.

810 – RECREATION ADMINISTRATION (cont'd):

810-6020 - OPERATING SUPPLIES - $7,600
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. Please not any tools, equipment and maintenance supplies are included in this line.

Newsletters– Twice a year $2,200 x 2 = $4,400. This newsletter will be distributed through the schools and local businesses for all special events and programs. This year a better much quality newsletter was produced. Sponsors are being sought for ads in the newsletter.

810-6050 – PROFESSIONAL DEVELOPMENT - $4,456
Connecticut Parks and Recreation Conference Total: $570
Northern New England Conference Total: $776
National Parks and Recreation Total: $3,110

810-6065 - PURCHASED SERVICES - $1,188
Columbia Heights – portable toilets
Wicklund Field – portable toilets
Computer Training (training for assistant and or secretary), computer service, printer service. Continue with training for this fiscal year.

810-6070 – TRAVEL EXPENSE - $400

Parks and Recreation Administration TOTAL REQUESTED BUDGET - $201,935

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.815.4985.000	Bank Charges	$226	$383	$500	$500	-($2,062)	$0	$250	$250
01.815.5015.000	Seasonal Playground Wages	$46,450	$52,292	$44,000	$44,000	$48,202	$50,000	$50,000	$54,000
01.815.5025.000	Recreation OT	$2,361	$2,970	$2,000	$2,000	$1,559	$2,000	$3,000	$3,000
01.815.5030.000	Recreation Swimming Lesson Wages	$1,818	$940	$1,300	$1,300	$1,070	$1,300	$1,300	$1,300
01.815.8005.000	Camp Ninigret	$14,325	$19,335	$15,648	$15,648	$14,478	$16,000	$16,000	$16,000
01.815.8020.000	Basketball Program	$8,779	$12,917	$13,735	$13,735	$5,780	$16,235	$16,235	$16,235
01.815.8025.000	Winter Programs	$9,590	$14,959	$17,115	$17,115	$10,529	$16,570	$16,570	$16,570
01.815.8030.000	Spring/Summer Programs	$5,585	$6,063	$9,150	$9,150	$0	$9,150	$9,150	$9,150
01.815.8035.000	New & Continuing Programs	$10,642	$15,176	$12,900	$12,900	$8,943	$12,900	$12,900	$12,900
01.815.8040.000	Tennis Program	$7,926	$11,755	$10,900	$10,900	$6,988	$11,754	$11,754	$11,754
01.815.8045.000	Swim Lessons - Equipment	$0	$0	$200	$200	$0	$200	$200	$200
01.815.8050.000	Summer Concert	$9,755	$7,255	$8,900	$8,900	$7,739	$8,900	$8,900	$8,900
		$117,457	**$144,045**	**$136,348**	**$136,348**	**$103,224**	**$145,009**	**$146,259**	**$150,259**
01.820.5015.000	Town Beach Wages	$65,129	$91,751	$88,091	$88,091	$85,285	$92,642	$92,642	$92,642
01.820.5025.000	Town Beach O T Wages	$3,617	$1,158	$2,000	$2,000	$2,817	$2,000	$2,000	$2,000
01.820.6020.000	Town Beach Operating Supplies	$1,772	$1,059	$2,000	$2,000	$339	$2,000	$2,000	$2,000
01.820.6035.000	Uniforms & Training	$880	$838	$2,000	$2,000	$1,020	$2,000	$2,000	$2,000
01.820.6040.000	Maintenance & Repairs	$1,407	$1,109	$1,500	$1,500	$48	$1,500	$1,500	$1,500
01.820.6045.000	Maintenance Supplies	$357	$349	$500	$500	$0	$500	$500	$500
01.820.6060.000	Printing & Binding	$882	$1,063	$1,050	$1,050	$0	$1,138	$1,138	$1,138
01.820.6065.000	Purchased Services	$5,745	$5,067	$6,000	$6,000	$4,858	$8,300	$8,300	$8,300
01.820.6075.000	Tools/Equipment	$1,969	$881	$2,000	$2,000	$1,044	$2,000	$2,000	$2,000
01.820.6095.000	Beach Cleaning	$6,500	$5,500	$6,500	$6,500	$4,750	$6,500	$6,500	$6,500
01.820.6100.000	Property Taxes	$3,772	$3,861	$3,900	$3,900	$3,775	$3,700	$4,000	$4,000
		$92,030	**$112,636**	**$115,541**	**$115,541**	**$103,936**	**$122,280**	**$122,580**	**$122,580**
01.830.5015.000	Ninigret Park Wages	$6,673	$11,745	$21,930	$21,930	$7,686	$21,930	$21,930	$21,930
01.830.5025.000	Ninigret Park O T Wages	$221	$177	$1,000	$1,000	$3,132	$1,000	$1,000	$1,000
01.830.6020.000	Operating Supplies	$1,070	$1,267	$1,000	$1,000	$367	$1,700	$1,700	$1,700
01.830.6040.000	Maintenance & Repairs	$1,563	$2,359	$3,820	$3,820	$154	$3,820	$3,820	$3,820
01.830.6065.000	Purchased Services	$15,478	$18,587	$14,002	$14,002	$8,295	$15,332	$15,332	$15,332
01.830.6075.000	Tools/Equipment	$3,303	$227	$3,266	$3,266	$393	$3,266	$3,266	$3,266
		$28,309	**$34,361**	**$45,018**	**$45,018**	**$20,029**	**$47,048**	**$47,048**	**$47,048**

SUPPLEMENTAL INFORMATION
FY 2020-2021

815 – RECREATION PROGRAMS:

815-5015 - SEASONAL WAGES/CAMP NINIGRET – $50,000
This line item includes seasonal wages for the Camp Ninigret program. Camp Ninigret is open to children ages 5 to 12 and runs from 9:00 AM to 4:00 PM. Also, we will continue to offer our Counselor **in Training/Leadership Camp** for those 13 and over. Those who successfully completed last year's leadership program will be allowed to volunteer within the camp or be offered a Jr. Counselor position upon recommendation from their director. The base program includes five (5) weeks with additional two extended weeks. Extended hours are offered 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 $400.
Wages vary from year to year due to increase in camper registrations and staff pay rates adjusted for longevity.
**2019 Rate of pay was $10.50 per hour for Junior Counselors and first year Counselors.
Minimum wage in RI is increasing $11.50 in January of 2020 which will affect the rate of pay for new and returning staff pay rates

815-5025 - RECREATION SUMMER BEACH ASSISTANT OT - $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. The lifeguards teach these lessons, and depending on enrollment numbers determines how many guards are needed.

815-8005 - CAMP NINIGRET - $16,000
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, the trips are optional and children can remain supervised at camp if they do not want to go on a trip.

815-8020 – BASKETBALL (YOUTH) - $16,235
Town operated youth basketball league. Registration fees are deposited in the general fund. Program runs for 15 weeks; dates are dependent upon gym availability. The fee is $50 per participant with a $15 jersey fee, with family tiered pricing of $45 for the second child, $40 for the third. There were 100 registrants this past season. This covers jerseys, referees, trophies, first aid, league staff, staff shirts, equipment, and banquet.

SUPPLEMENTAL INFORMATION
FY 2020-2021

815 – RECREATION PROGRAMS (cont'd):

*Note: a portion of program costs are offset by registration fees and sponsorships from local businesses for the past season we received $1000 in sponsorship money. The Hall Monitor was added as a stipulation mandated by the Board of Education. ***The added $2,500 for basketball is due to the mandated Chariho maintenance employee that must be present at all weekend and holiday hours program is in operation at a Chariho School and the cost of this staff can vary from $18.00 - $40.00 per hour. ***

815-8025 –FALL/ WINTER PROGRAMS -$16,570

Included in this line are: the fall fun fest event, trunk or treat, town hall trick or treating, the tree lighting, gingerbread house contest and New Year's bonfire. Trips are meant to cover their cost. The increase of cost is due to the accurate cost of the bus and tickets for the Boston Celtics trip and the need for additional safety items, such as rented lighting for the Trunk or Treat event. Our teen dances have also grown with around over 100 participants each dance and a registration fee of $10 the programs seem to generally produce revenue.

Fall Fest	$3,000
Tree Lighting	$1,500
New Year's Eve Bon Fire	$750
Trips:	
New York City Trip	$3,200
Boston Celtics Game	$5,020
Teen Dances	$1,600
Deerfoot 5K	$1,500
Total	**$16,570**

815 – RECREATION PROGRAMS (cont'd):

815-8030 - SPRING/SUMMER PROGRAMS - $9,150

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, bike safety day. 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 are successful.

Schools Out Dance	$800
Easter egg Hunt	$1,900
Fishing Derby	$650
Golf Lessons	$500
Babysitting Class	$400
Bike Safety Day	$600
Block Party	$2,000
Earth Day	$2,300
Total	**$9,150**

SUPPLEMENTAL INFORMATION
FY 2020-2021

815 – RECREATION PROGRAMS (cont'd):

815-8035 – NEW/ONGOING PROGRAMS - $ 12,900
This line item includes new and ongoing programming such as adult flag football, pickle ball, and new programs held at trails and at the other parks in Charlestown. Both Fall and Spring Flag Football proven successful the past seasons and had an increase of teams which adds games and expenses. All Flag Football expenses are covered by the $650 registration per team. Several programs were moved to the Fall/Winter and spring/ summer lines because of the programs became permanent seasonal programs.

This past season Flag Football was sponsored by Stedman and Co. Plumbing and Heating ($650.00) to cover any extra costs

Spring Flag Football	$6,100
Fall Flag Football	$6,100
Park Programming- town areas, trails & parks other then Ninigret Park	$500
Pickleball	$200
Total	**$12,900**

815-8040- TENNIS PROGRAM - $ 11,754
Reflects costs for yearlong tennis program wages that take place at Ninigret Park and Richmond Elementary School.

815-8045 SWIM LESSONS (YOUTH) - $200
Equipment needed for swimming lessons at Little Nini pond.

815 – RECREATION PROGRAMS (cont'd):

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.

Recreation Programs TOTAL REQUESTED BUDGET - $145,009

SUPPLEMENTAL INFORMATION
FY 2020-2021

820 - CHARLESTOWN BEACH:

820-5015 - SEASONAL WAGES - $92,642

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, 2020 through June 30, 2021. It is proposed that the salary remain $15/ hour for "new guards". This has proven to be effective in attracting new lifeguards to our program. This will enable our department to be competitive in hiring lifeguards for the summer. 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, $15.00/hour will be used.

Lifeguards	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	$15.00	5	8	56	$33,600
Weekends	$15.00	6	9	27	$21,870
Holidays	$22.50	6	9	4	$4,860
				Total	**$60,330**

B. Beach Attendants

Three (3) attendants on weekdays and three (3) attendants on weekends and holidays are required at the Charlestown Town Beach. For budgeting purposes $11.50/hour will be used.

Beach Attendants	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	$11.50	3	8.25	56	$15,939
Weekends	$11.50	3	9.25	27	$8,616
Holidays	$17.25	3	9.25	4	$1,915
				Total	**$26,470**

C. Charlestown Town Beach Manager

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

Beach Manager	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	$15.00	1	8.5	56	$7,140
Weekend	$15.00	1	9.5	34	$4,845
Holidays	$22.50	1	9.5	4	$855
				Total	**$12,840**

820 - CHARLESTOWN BEACH (cont'd)

820-5015 - SEASONAL WAGES (cont'd)

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
$11.50	1	8	10	$920
Holiday	1	8	1	$138
$17.25			**Total**	**$1,058**

Lifeguard Total	$60,330
Beach Attendant Total	$26,470
Beach Manager Total	$12,840
Beach Patrol	$1,058
Subtotal	**$100,698**
Less 8% rain reduction	$8,056
Total Town Beach Wages	**$92,642**

820-5025 TOWN BEACH OVERTIME WAGES - $2,000
Lifeguards out sick, short staffed end of year.

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, approximately $580.00 for the supply at each beach.

820 - CHARLESTOWN BEACH (cont'd)

820-6035 – UNIFORMS, TRAINING AND CERTIFICATIONS - $2,000

Uniform Reimbursement and Re-certification for returning guards. Also, a spring Lifeguard Certification class, along with First Aid, CPR, and AED training for the entire summer staff.

6 Uniforms at $50 per uniform	$300
Beach Manager, Beach Attendant and Supervis	$100
Lifeguard Sweatshirts	$200
Lifeguard swimsuits	$300
Lifeguard Training and Recertification	$1,100
Total	**$2,000**

820-6040 - MAINTENANCE & REPAIRS - $1,500

Miscellaneous maintenance and repairs at beach as needed including maintenance parts and replacement items for pavilion and rinsing stations. 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.

820-6060 - PRINTING & BINDING - $1,138

Printing of resident beach passes	$1,095
Printing of cottage passes	$55
Printing of daily receipts	$1,125
Total printing costs *	$2,275
(*total is divided by 2 for both beaches)	**$1,138**

820 - CHARLESTOWN BEACH (cont'd)

820-6065 - PURCHASED SERVICES - $8,300

Portable Toilet Facility: six (6) times at $415 per month and emergency pump outs	$2,490
Ocean Testing as mandated by the State of Rhode Island	$400
Medical Supplies	$210
Water Service	$100
Clivus Inspections and Winterization	$1,500
Close facilities: plumber/wells	$300
Pavilion Urine Tank Pumpouts	$1,000
Post Season Open and Close Beach Pavilion. One person for 5 hours per day for 23 days (the month of September)	$2,300
	$8,300

820-6075 - TOOLS & EQUIPMENT- $2,000
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 - $3,700
Payment to South Kingstown for town-owned beach property located within South Kingstown.

Charlestown Beach TOTAL REQUESTED BUDGET- $122,280

SUPPLEMENTAL INFORMATION
FY 2020-2021

830-NINIGRET PARK:

830-5015 - SEASONAL WAGES - $21,930

A. Lifeguards

This line will cover expenses for the period of July 1, 2020 through June 30, 2021. 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 $15.00/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	$15.00	2	8	52	$12,480
Weekends	$15.00	2	9	29	$7,830
Holidays	$22.50	2	9	4	$1,620
				Total	**$21,930**

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.

830-6020 - OPERATING SUPPLIES - $1,700

Restroom supplies (toilet paper, paper towels, etc.)	$900
Cleaning supplies (floor cleaner, disinfectants,	$800
Total	**$1,700**

SUPPLEMENTAL INFORMATION
FY 2020-2021

830-NINIGRET PARK (cont'd):

830-6040 - MAINTENANCE & REPAIRS - $3,820

Multi-use trail maintenance and signs as needed	$1,000
Miscellaneous maintenance and repairs to facilities and buildings/grounds as needed,	$1,000
Add chips to playground area play surface, yearly maintenance	$700
Basketball replacement nets	$100
Basketball replacement pads - $170 per pad X 6	$1,020
Total	**$3,820**

830-6065 - PURCHASED SERVICES - $15,332. – Additional Pump outs for (2) Additional Clivus Units

Close Facility (plumber/well expertise required)	$300
AED replacement	$1,000
Bi Weekly Coliform Test	$600
Medical Supplies	$400
Restroom Cleaning Tennis Court, Lil' Nini' 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
Water Service	$450
Pest Control	$500
Clivus Service	$2,000
Six Composting Toilets Urine Tank Pumpouts Twice Yearly	$900
Total	**$15,332**

SUPPLEMENTAL INFORMATION
FY 2020-2021

830-NINIGRET PARK (cont'd):

830-6075 - TOOLS & EQUIPMENT - $3,266

Wheelbarrows, rakes, shovels	$400
AED Battery service contract, replace pads etc.	$200
Replacement of outdated AED case for beach	$1,736
Pickleball Tape for old courts	$60
Tennis Benches (2)	$800
Seamless roller for tennis courts	$70
Total	**$3,266**

Ninigret Park TOTAL REQUESTED BUDGET- $47,048

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.850.5015.000	Blue Shutters Wages	$56,531	$74,096	$77,000	$77,000	$69,671	$90,678	$90,678	$90,678
01.850.5025.000	Blue Shutters O T Wages	$2,918	$1,160	$3,400	$3,400	$6,468	$3,400	$3,400	$3,400
01.850.6020.000	Blue Shutters Operating Sup	$1,763	$1,624	$1,700	$1,700	$308	$2,000	$2,000	$2,000
01.850.6035.000	Uniforms & Training	$1,136	$1,045	$2,200	$2,200	$924	$2,100	$2,100	$2,100
01.850.6040.000	Maintenance & Repairs	$1,278	$1,094	$1,100	$1,100	$65	$1,500	$1,200	$1,200
01.850.6045.000	Maintenance Supplies	$314	$290	$500	$500	$0	$500	$500	$500
01.850.6060.000	Printing & Binding	$882	$1,063	$1,050	$1,050	$0	$1,138	$1,138	$1,138
01.850.6065.000	Purchased Services	$6,107	$5,744	$9,000	$9,000	$4,959	$8,300	$8,300	$8,300
01.850.6075.000	Tools/Equipment	$1,801	$1,002	$1,200	$1,200	$1,086	$2,000	$2,000	$2,000
01.850.6095.000	Beach Cleaning	$6,500	$5,500	$6,500	$6,500	$4,750	$6,500	$6,500	$6,500
		$79,228	**$92,617**	**$103,650**	**$103,650**	**$88,230**	**$118,116**	**$117,816**	**$117,816**
01.900.9005.000	Open Space 2013 Principal	$190,000	$195,000	$200,000	$200,000	$200,000	$200,000	$200,000	$200,000
01.900.9006.000	Beach Pavilion Principal	$48,904	$48,904	$48,904	$48,904	$48,904	$51,621	$51,621	$51,621
01.900.9007.000	Affordable Housing 2013 Principal	$41,096	$41,096	$41,096	$41,096	$41,096	$43,379	$43,379	$43,379
01.900.9008.000	Recreation Bond Principal $1M	$90,000	$90,000	$95,000	$95,000	$95,000	$95,000	$95,000	$95,000
01.900.9021.000	Open Space Bond Principal 3M	$155,000	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000	$150,000
01.900.9026.000	Open Space Interest 3M	$26,050	$23,000	$19,250	$19,250	$19,250	$15,125	$15,125	$15,125
01.900.9029.000	Affordable Housing Interest	$31,187	$30,313	$29,389	$29,389	$29,389	$28,330	$28,330	$28,330
01.900.9031.000	Open Space 2013 Interest	$33,110	$28,971	$24,725	$24,725	$13,438	$20,425	$20,425	$20,425
01.900.9032.000	Beach Pavilion Interest	$37,113	$36,074	$34,973	$34,973	$34,973	$33,713	$33,713	$33,713
01.900.9033.000	Recreation Bond Interest	$24,991	$23,214	$20,269	$20,269	$10,813	$17,732	$17,732	$17,732
01.900.9045.000	DPW Dump Truck 2016	$20,735	$20,735	$20,735	$20,735	$0	$20,735	$20,735	$40,517
01.900.9050.000	Ambulance L/P Amb Corp (2012)	$0	$0	$56,500	$56,500	$0	$54,081	$54,081	$160,303
01.900.9055.000	DPW Sweeper All Vac/Catch 2016	$38,244	$38,244	$38,244	$38,244	$0	$38,244	$38,244	$75,902
01.900.9075.000	DPW Dump Truck W/Plow (7 L/P)	$21,372	$21,372	$21,372	$21,372	$0	$21,372	$21,372	$61,507
01.900.9096.000	DPW Heavy Duty Dump Truck	$20,620	$20,620	$20,620	$20,620	$0	$0	$0	$0
01.900.9098.000	DPW F-350 HD (5YR L/P)	$8,539	$0	$0	$0	$0	$0	$0	$0
		$786,960	**$767,543**	**$821,077**	**$821,077**	**$642,863**	**$789,757**	**$789,757**	**$993,554**

SUPPLEMENTAL INFORMATION
FY 2020-2021

850 – BLUE SHUTTERS BEACH:

850-5015 - SEASONAL WAGES – $90,678

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, 2020 through June 30, 2021. Those guards who return from the previous year will be given a .50 per hour increase from their previous year's salary. The base salary for the lifeguards will begin at $15/hr. 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	$15.00	5	8	56	$33,600
Weekends	$15.00	6	9	27	$21,870
Holidays	$22.50	6	9	4	$4,860
				Total	**$60,330**

B. Beach Attendants

Three full-time and three 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 $11.50/hour will be used.

Beach Attendants	Rate of Pay	Number of Participants	Hours	Number of Days	Total Pay
Weekdays	$11.50	3	8.25	52	$14,801
Weekends	$11.50	3	9.25	27	$8,616
Holidays	$17.25	3	9.25	4	$1,915
				Total	**$25,332**

C. Blue Shutters Beach Manager

The beach manager is responsible for daily collection, instructing beach attendants on any new equipment for 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
Weekdays	$15.00	1	8.5	56	$7,140
Weekend	$15.00	1	9.5	27	$3,848
Holidays	$22.50	1	9.5	4	$855
				Total	**$11,843**

850 – BLUE SHUTTERS BEACH (cont'd)

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
$11.50	1	8	10	$920
Holiday $17.25	1	8	1	$138
			Total	**$1,058**

Lifeguard Total	$60,330
Beach Attendant Total	$25,332
Beach Manager Total	$11,843
Beach Patrol	$1,058
Subtotal	$98,563
Less 8% Rain Reduction	$7,885
Total Blue Shutters Wages	**$90,678**

850-5025 BLUE SHUTTERS OVERTIME WAGES - $3,400
Lifeguards out sick, short staffed end of year issues.

850-6020 – OPERATING SUPPLIES - $2,000
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 – BLUE SHUTTERS BEACH (cont'd)

850-6035 – UNIFORMS, TRAINING AND CERTIFICATIONS - $2,100

Total cost of the re-imbursement program will be divided equally between the 2 Town beach budgets (Charlestown Beach and Blue Shutters Beach). Also to include pre-season re-certifications for senior lifeguards, CPR, First Aid training for beach attendants and managers.

8 x $50 per uniform	$400
Beach Manager, Beach Attendant, Beach Patrol and Supervisor Uniforms	$100
Lifeguard Swimsuits	$300
Lifeguard Sweatshirts	$300
Training and Certifications	$1,000
Total	**$2,100**

850-6040 - MAINTENANCE & REPAIRS – $1,500

Miscellaneous maintenance and repairs at beach as needed including maintenance parts and replacement items for pavilion and rinsing stations. Lifeguard chairs require refurbishing and continuous repairs to structures on site as needed. Repair of locks and system as needed.

850-6045 - MAINTENANCE SUPPLIES - $500

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

850-6060 - PRINTING & BINDING - $1,138

Printing of resident beach passes	$1,095
Printing of cottage passes	$50
Printing of daily receipts	$55
Total printing costs *	$2,275
(*total is divided by 2 for both beaches)	**$1,138**

850 – BLUE SHUTTERS BEACH (cont'd)

850-6065 – PURCHASED SERVICES - $8,300

Portable Toilet Facility: (2) for six (6) months at $415 per month and emergency pumpouts (50%)	$2,490
Ocean Testing as Mandated by State of Rhode Island	$400
Medical Supplies	$210
Water Service	$100
Clivus Composter Tank and System Inspections	$1,500
Close facilities: plumber/wells	$300
Pavilion Urine Tank Pumpouts	$1,000
Post Season Open and Close Pavilion. One person for 5 hrs. end of Sept.	$2,300
Total	**$8,300**

850-6075 - TOOLS & EQUIPMENT - $2,000

Replace pads for AED, service contract total $600. Purchase of replacement buoys, weights and lines as needed. New portable radios, the ones we have are outdated, $500 for 6.

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.

Blue Shutters Beach TOTAL REQUESTED BUDGET - Total: $118,116

900 - DEBT SERVICE:

900-9005 – $2M OPEN SPACE BOND 2015 PRINCIPAL - $200,000
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 - $51,621
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 - $43,379
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 – $95,000
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 - $15,125
Open space bond interest payable for fiscal year 2020.

900-9029 – $1M AFFORDABLE HOUSING INTEREST - $28,330
Affordable Housing bond interest payable for fiscal year 2020.

900-9031 – $2M OPEN SPACE INTEREST - $20,425
Open space bond interest payable for fiscal year 2020.

900 - DEBT SERVICE (cont'd):

900-9032 – $1.19M BEACH PAVILION INTEREST - $33,713
Beach Pavilions bond interest payable for fiscal year 2020.

900-9033 - $1M RECREATION BOND INTEREST – $17,732
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, amount to pay loan in full would be $40,517.

900-9050 – AMBULANCE – 2019 - $54,081
Annual payment on a five- year lease for an Ambulance for the Charlestown Rescue. Charlestown Rescue will share on the cost. FY2023 is the final year of the lease, amount to pay loan in full would be $160,303.

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, amount to pay loan in full would be $75,902.

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, amount to pay loan in full would be $61,507.

Debt Service TOTAL REQUESTED BUDGET - $789,757

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.920.5005.000	In Lieu Health Insurance	$15,243	$14,769	$15,000	$15,000	$6,283	$15,000	$15,000	$12,565
01.920.5010.000	Town Funded Retiree Pensions	$10,960	$11,250	$11,762	$11,762	$6,240	$13,041	$13,041	$13,041
01.920.5015.000	Vacation Payments	$21,617	$19,755	$25,332	$25,332	$0	$26,043	$26,043	$26,043
01.920.9205.000	FICA Tax	$354,311	$366,511	$400,100	$400,100	$218,423	$423,428	$426,344	$426,344
01.920.9210.000	Health Insurance	$1,090,691	$1,124,021	$1,060,000	$1,060,000	$622,355	$1,144,800	$1,144,800	$1,153,320
01.920.9210.008	OPEB Trust Fee	$12,538	$16,737	$17,500	$17,500	$7,759	$17,500	$17,500	$17,500
01.920.9215.000	Delta Dental	$61,819	$61,052	$67,000	$67,000	$26,540	$70,350	$70,350	$51,879
01.920.9220.000	Life Insurance	$16,369	$16,376	$16,750	$16,750	$5,742	$16,750	$16,750	$16,750
01.920.9225.000	Employer Pension Contr -	$519,099	$617,159	$731,885	$731,885	$352,250	$802,172	$805,169	$805,169
01.920.9240.000	Unemployment Expenses	$0	$3,082	$15,000	$15,000	$573	$15,000	$15,000	$15,000
01.920.9250.000	Employee Asst Program	$1,500	$1,800	$1,800	$1,800	$1,800	$1,800	$1,800	$1,000
		$2,104,148	**$2,252,513**	**$2,362,129**	**$2,362,129**	**$1,247,964**	**$2,545,884**	**$2,551,797**	**$2,538,611**
01.940.9435.000	Auditing Service	$52,308	$39,635	$42,000	$42,000	$13,075	$42,000	$42,000	$42,000
01.940.9440.000	Town Solicitor	$133,000	$128,870	$127,200	$127,200	$59,293	$131,160	$131,160	$131,160
01.940.9445.000	Special Service/Legal	$17,941	$6,920	$60,000	$60,000	$15,673	$60,000	$60,000	$60,000
01.940.9450.000	Miscellaneous Legal	$65,741	$28,429	$100,000	$100,000	$14,370	$100,000	$100,000	$50,000
01.940.9455.000	Risk Assessment Study-FB Reserve	$0	$0	$0	$0	$0	$0	$0	$50,000
01.940.9475.000	Finance/IT/Administration Study	$33,760	$2,690	$0	$0	$0	$0	$0	$0
01.940.9480.000	Town-Wide Survey	$0	$0	$74,552	$74,552	$5,680	$0	$0	$0
		$302,750	**$206,544**	**$403,752**	**$403,752**	**$108,091**	**$333,160**	**$333,160**	**$333,160**
01.950.9550.000	Town Insurance	**$243,350**	**$227,902**	**$250,000**	**$250,000**	**$243,744**	**$260,000**	**$260,000**	**$261,123**
01.960.9625.000	Council Contingency Fund	**$16,442**	**$33,762**	**$50,000**	**$50,000**	**$830**	**$50,000**	**$50,000**	**$50,000**

920 - EMPLOYEE BENEFITS:

920-5005 - IN LIEU OF HEALTH INSURANCE - $15,000
Employee option payment for non-participation in health coverage. Currently includes six municipal employees.

920-5010 - RETIREES' SALARIES - $13,041
Covers one employee and the spouse of an employee who retired with Town pensions prior to the Town's participation in State system. (increases for FICA and a COLA of 3% each July – spouse of former Chief of Police).

920-5015 – VACATION BUYOUT - $26,043
CPMA agreement allows the buyout of one week of vacation.

920-9205 - FICA TAX EXPENSE - $423,428
Calculated @ 7.65% of estimated total payroll.

920-9210 - HEALTH INSURANCE - $1,144,800
The health insurance calculation is funded with a projected rate increase of 8% 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 32 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 5 former municipal employees and 9 former police officers. Of these, 11 individuals are on Plan 65. There are 6 former police officers and one municipal employee who pay between 15 and 20% for their health insurance. An eyeglass/contact lens benefit at $150 per year per employee is also funded in this account for full time employees.

920-9210 OPEB TRUST FEE - $17,500
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 manage 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.

920 - EMPLOYEE BENEFITS (cont'd):

920-9215 - DENTAL INSURANCE - $70,350
Dental premiums for all full-time employees and two retirees is projected at an increase of 5% above the FY20 rates.

920-9220 - LIFE INSURANCE - $16,750
Premiums for insurance coverage per Union and Municipal Management Agreements.

920-9225 - RETIREMENT - $802,172
Cost to the Town for participation in the Rhode Island Employees' Retirement System for municipal and police personnel. FY 2021 municipal rate calculated @ 6.86% for the Defined Benefit Plan and 1% for the Defined Contribution Plan, 9.25% for employees with 20 years of service as of 6/30/21 for the Defined Benefit Plan, and Police rate calculated @ 35.77%, for the Defined Benefit plan. FY19 rates were 7.73% for Municipal and 31.73% for Police. Also included is a 2% contribution for the Town Administrator into the Town ICMA Defined Contribution plan.

920-9240 - UNEMPLOYMENT - $15,000
Costs incurred by the Town for seasonal employees' unemployment benefits and severed employees.

920-9250 - EMPLOYEE ASSISTANCE PROGRAM - $1,800
Crisis referral service designed for persons in need of counseling. This is the yearly fee for up to 70 employees.

Employee Benefits TOTAL REQUESTED BUDGET - $2,545,884

SUPPLEMENTAL INFORMATION
FY2020 – 2021

940 - PROFESSIONAL SERVICES:

940-9435 – AUDITING SERVICE - $42,000

Estimated cost for preparation of annual audit and professional services for fiscal year ending June 30, 2021. Additional costs incurred during the audit are estimated based on historical costs. The Town will bid out auditing services in the Spring of 2020.

940-9440 – TOWN SOLICITORS - $131,160

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

Town Solicitor Peter Ruggiero (per contract effective 12/12/16)	$83,160	Town Council, Planning, Zoning
Town Solicitor Robert E. Craven (per contract effective 12/8/14)	$24,000	Probate, Prosecution
Asst. Solicitor Joseph Larisa (per contract effective 12/8/14)	$24,000	Narragansett Indian Tribe
	$131,160	

940-9445 – 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

Professional Service TOTAL REQUESTED BUDGET - $333,160

950 - TOWN INSURANCE:

950-9550 – TOWN INSURANCE - $260,000
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 2021.

Town Insurance TOTAL REQUESTED BUDGET - $260,000

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.

Council Contingency TOTAL REQUESTED BUDGET -$50,000

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.990.9901.000	Police Cruisers (3)	$38,401	$31,384	$67,053	$67,053	$70,523	$120,000	$120,000	$120,000
01.990.9902.000	Police Admin Car	$67,132	$35,700	$0	$0	$0	$0	$0	$0
01.990.9904.000	Police Bullet Proof Vests	$0	$0	$16,900	$16,900	$17,897	$0	$0	$0
01.990.9906.000	Police Computers & Mobile Data Terminals	$0	$0	$60,000	$60,000	$0	$0	$0	$0
01.990.9908.000	Cruiser Security Storage Lockers	$3,893	$0	$0	$0	$0	$0	$0	$0
01.990.9909.000	Radar Upgrade & Repacement	$11,894	$0	$0	$0	$0	$0	$0	$0
01.990.9910.000	DPW Highway Sanders (2)	$0	$0	$0	$0	$0	$14,500	$14,500	$7,250
01.990.9911.000	DPW Pick-up Truck w/Dump & Plow	$70,193	$0	$0	$0	$0	$72,403	$72,403	$72,403
01.990.9913.000	Old Mill Road Engineering	$40,050	$0	$0	$0	$0	$0	$0	$0
01.990.9915.000	Police Message Board	$0	$16,575	$0	$0	$0	$0	$0	$0
01.990.9916.000	DPW Dump/Plow (2)	$0	$0	$157,380	$157,380	$0	$247,960	$247,960	$123,980
01.990.9917.000	GIS Trimble R8s GPS	$0	$0	$0	$0	$0	$18,000	$18,000	$18,000
01.990.9919.000	Equipment Tilt Trailer	$8,599	$0	$0	$0	$0	$0	$0	$0
01.990.9921.000	Town Security System	$0	$0	$40,000	$40,000	$0	$0	$0	$0
01.990.9924.000	Town Hall Generator Design & Plan	$0	$84,265	$0	$0	$0	$0	$0	$0
01.990.9926.000	Animal Shelter Building Repairs	$0	$0	$0	$0	$0	$260,000	$260,000	$400,000
01.990.9927.000	Police Station Physical Training & Fitness Room	$0	$0	$0	$0	$0	$30,000	$30,000	$30,000
01.990.9928.000	Police - Evidence Room Processing Equipment	$3,258	$0	$0	$0	$0	$0	$0	$0
01.990.9930.000	Animal Shelter - Septic System	$0	$0	$40,000	$40,000	$900	$0	$0	$0
01.990.9932.000	Little Nini Beach Stairs	$0	$0	$17,000	$17,000	$0	$0	$0	$0
01.990.9933.000	DPW Open Top Container - CRCC	$0	$0	$13,650	$13,650	$0	$14,730	$14,730	$14,730
01.990.9934.000	Wing Mower	$0	$14,500	$0	$0	$0	$0	$0	$0
01.990.9937.000	DPW - Backhoe Loader	$0	$0	$180,600	$180,600	$0	$0	$0	$0
01.990.9938.000	Overhead Door at CRCC	$13,737	$0	$0	$0	$0	$0	$0	$0
01.990.9940.000	Tennis Courts - Ninigret Park	$0	$0	$0	$0	$0	$200,000	$200,000	$200,000
01.990.9942.000	CRCC-Front End Loader	$0	$0	$0	$0	$0	$165,000	$165,000	$165,000
01.990.9943.000	GIS Wide Format Scanner	$0	$0	$0	$0	$0	$9,500	$9,500	$9,500
01.990.9944.000	GIS Large Format Printer	$0	$0	$0	$0	$0	$6,000	$6,000	$6,000
01.990.9946.000	GIS Aerial Drone & Thermal Camera	$0	$0	$0	$0	$0	$34,000	$34,000	$34,000
01.990.9948.000	2015 Carolina Skiff	$0	$0	$0	$0	$13,800	$0	$0	$0
01.990.9948.000	Town Dock Improvements	$0	$0	$0	$0	$0	$75,000	$75,000	$75,000
01.990.9950.000	Renovation - Tennis Cts @ Wicklund	$164,002	$0	$0	$0	$0	$0	$0	$0
01.990.9951.000	Police - Upgrade Furniture (EOC)	$0	$6,896	$0	$0	$0	$25,000	$25,000	$25,000
01.990.9953.000	Police - ATV	$9,074	$8,134	$0	$0	$0	$0	$0	$0
01.990.9954.000	Charlestown Town Beach Parking Lot	$0	$0	$120,000	$120,000	$0	$0	$0	$0
01.990.9958.000	Police Fuel Management Pedestal	$0	$0	$0	$0	$0	$21,000	$21,000	$21,000
01.990.9960.000	Ambulance	$0	$56,000	$0	$0	$0	$0	$0	$0
01.990.9961.000	DPW Asphalt Resurfacing	$188,441	$145,723	$120,000	$120,000	$0	$123,555	$123,555	$123,555
01.990.9963.000	DPW Vacuum Sweeper/Catch Basin (7YR L/P)	$279,149	$0	$0	$0	$0	$0	$0	$0
01.990.9965.000	REC Basketball Court Reconstruct @ Columbia Height	$0	$21,300	$0	$0	$0	$0	$0	$0
01.990.9966.000	Renovation - Softball Field @ Wicklund	$105	$1,579	$0	$0	$0	$0	$0	$0
01.990.9966.000	Wicklund Park Baseball Backstop Removal/Replacement	$0	$0	$0	$0	$0	$10,000	$10,000	$10,000

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.990.9967.000	CEMA Building - Exterior Paint	$0	$0	$0	$0	$0	$11,000	$11,000	$11,000
01.990.9970.000	Rec - Recycling/Trash Stations	$8,265	$0	$0	$0	$0	$0	$0	$0
01.990.9971.000	CEMA Tesla Power Wall Battery (2)	$0	$0	$0	$0	$0	$16,000	$16,000	$0
01.990.9974.000	Rec - Picnic Tables at Ninigret Park	$18,686	$0	$0	$0	$0	$0	$0	$0
01.990.9977.000	Police Dress Blouse Coats	$0	$0	$0	$0	$0	$10,000	$10,000	$0
01.990.9983.000	Blue Shutters Beach Pavilion Repairs	$0	$0	$0	$0	$0	$10,000	$10,000	$10,000
01.990.9984.000	Waterfront Property Survey	$0	$0	$0	$0	$0	$50,000	$50,000	$50,000
01.990.9990.000	Recreation Passenger Van Replacement	$0	$0	$0	$0	$0	$35,000	$35,000	$35,000
01.990.9991.000	Town Vehicles	$59,203	$0	$108,096	$108,096	$0	$0	$0	$0
01.990.9992.000	Police Station Communication Tower	$0	$0	$80,000	$80,000	$78,305	$50,000	$50,000	$50,000
01.990.9997.000	Denitrification Septic System Prototype	$0	$0	$0	$0	$0	$125,000	$125,000	$250,000
01.990.9998.000	Columbia Heights Playground Equipment	$0	$0	$0	$0	$0	$19,202	$19,202	$19,202
		$984,083	**$422,055**	**$1,020,679**	**$1,020,679**	**$181,425**	**$1,772,850**	**$1,772,850**	**$1,880,620**

TOWN OF CHARLESTOWN

Five Year Capital Improvement Plan

General Worksheet

Five Year Capital Plan (FY2021 - FY2025)

Department	Description	FY2021	FY2022	FY2023	FY2024	FY2025
Ambulance	***Vehicles & Equipment***					
	Ambulance			325,000		
Subtotal		0	0	325,000	0	0
Animal Control	***Buildings***					
	Animal Shelter Building	260,000				
	Exterior					5,000
	Roof					
	HVAC					
	Electrical					
	Parking Lot Paving & Landscaping		25,000			
	Kennel Storage Shed					5,000
	On Site Waste Water (Septic System)					
	On Site Water Supply (Public Well)					
	Vehicles & Equipment					
	2019 Ford Van					
Subtotal		260,000	25,000	0	0	10,000
Building Official	***Vehicles & Equipment***					
	2016 Ford Explorer					
	2017 Ford Explorer					
	2020					
Subtotal		0	0	0	0	0
Conservation Commission	South Farm Sheep Shed					
	Wayfinding Signs		5,000		5,000	
Subtotal		0	5,000	0	5,000	0
Emergency Management	***Buildings***					
	Ninigret Park - Summer Office					
	Exterior Painting	11,000				
	Roof				15,000	
	HVAC			5,000		
	Electrical				5,000	
	Parking Lot Paving & Landscaping		10,000			
	On Site Waste Water (Septic System)					
	On Site Water Supply (Public Well)					

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
Five Year Capital Plan (FY2021 - FY2025)

Department	Description	FY2021	FY2022	FY2023	FY2024	FY2025
Emergency Management continued	***Vehicles & Equipment***					
	2012 Ford Expedition Replacement		30,000			
	1993 Humvee					50,000
	2009 Haulmark Trailer				6,000	
	Police Station EOC Furniture Replacement (table and chairs)	25,000				
	Tesla Power Wall Battery (EOC and Summer Office)	16,000		20,000		
Subtotal		52,000	40,000	25,000	26,000	50,000
Environmental Resilience & Adaptation	Risk Assessment				30,000	
	Buildings					
	Design/Engineering		50,000	25,000	25,000	25,000
	Construction			100,000	100,000	100,000
	Infrastructure					
	Design/Engineering		50,000	50,000	50,000	50,000
	Shumankanuc Hill Road - Drainage					
	Ridgewood Road - Drainage					
	Mohawk Trail - Drainage					
	Charlestown Beach Road		25,000	25,000	25,000	25,000
	Ladyslipper & Old Coach Rd					
	Construction		100,000	100,000	100,000	100,000
	Charlestown Beach Road					
	Maintenance					
	Damaged Tree Removal		50,000	50,000	50,000	50,000
	Waterfront Property Survey	50,000				
Subtotal		50,000	275,000	350,000	380,000	350,000
Geographic Information Service	***Vehicles & Equipment***					
	2017 Ford Interceptor					
	2016 Carolina Skiff					
	2016 Boat Trailer					
	Large Format Printer	6,000				
	Wide Format Scanner	9,500				
	Aerial Drone & Thermal Camera	34,000				
	Trimble RTK-GPS	18,000				
Subtotal		67,500	0	0	0	0

TOWN OF CHARLESTOWN

Five Year Capital Improvement Plan

General Worksheet

Five Year Capital Plan (FY2021 - FY2025)

Department	Description	FY2021	FY2022	FY2023	FY2024	FY2025
Harbor Master/Coastal Ponds	***Public Access***					
	Town Dock/ Town Dock Road Access Parking	75,000				
	Boat Garage		100,000			
	Vehicles					
	2010 Ford F150			45,000		
	Boats and Trailers					
	1985 14' McKee Craft Boat				7,000	
	2009 Shore Land'r Trailer				3,500	
	2012 14' Starcraft Aluminum Skiff					
	2013 Sea Lion Boat Trailer					
	1990 22' Boston Whaler Boat		18,000			
	2014 Venture Boat Trailer					
	2014 20' Pioneer 197LE Boat					
	2014 WESCO Trailer					
	Equipment					
	Mobile Computers			6,000		
	Portable 2-Way Radios		17,000			
	Mobile 2-Way Radios		18,000	9,000		
	Coastal Ponds Camera Systems				40,000	
Subtotal		75,000	153,000	60,000	50,500	0
Parks and Recreation	***Buildings/Structures - Ninigret Park***					
	Ninigret Park Basketball Courts		8,000			
	Ninigret Park Concession					
	Ninigret Park Criterion Course - Paving		100,000			
	Ninigret Park Garage			5,000		
	Ninigret Park Horse Barn - removal and replacement					50,000
	Ninigret Park Judge's Stand		3,000			
	Ninigret Park Multi-Purpose Bike Path - Resurfacing					
	Ninigret Park Pavilion					
	Ninigret Park Playground		10,000		10,000	
	Ninigret Park Residence			5,000		5,000

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
Five Year Capital Plan (FY2021 - FY2025)

Department	Description	FY2021	FY2022	FY2023	FY2024	FY2025
Parks and Recreation continued	Ninigret Park Restrooms				10,000	
	Ninigret Park Scoreboard/Fence Removal		7,000			
	On Site Waste Water (Septic System)				5,000	
	On Site Water Supply (Public Well)			5,000		
	Ninigret Park Storage Building					25,000
	Ninigret Park Dog Park Shed					
	Ninigret Park Tennis Courts (4)					
	Ninigret Park-Tennis Courts (4)	200,000				
	Buildings - Charlestown Beach					
	Charlestown Beach Pavilion					
	Exterior		10,000		5,000	
	Roof					
	HVAC					
	Electrical			5,000		
	Parking Lot Paving & Landscaping					
	On Site Waste Water (Septic System)					
	On Site Water Supply (Public Well)					
	Charlestown Beach Ticket Booth					5,000
	Buildings - Sam Ferretti Blue Shutters Beach					
	Blue Shutters Beach Pavilion					
	Exterior	10,000		5,000		5,000
	Roof					
	HVAC					
	Electrical				5,000	
	Parking & Landscaping					25,000
	On Site Waste Water (Septic System)					
	On Site Water Supply (Public Well)					

TOWN OF CHARLESTOWN

Five Year Capital Improvement Plan

General Worksheet

Five Year Capital Plan (FY2021 - FY2025)

Department	Description	FY2021	FY2022	FY2023	FY2024	FY2025
Parks and Recreation continued	***Buildings - Community/Senior Center***					
	Senior/Community Center Building					
	Exterior		5,000		5,000	
	Roof					
	HVAC					
	Electrical			5,000		
	Parking Lot Paving & Landscaping			75,000		
	On Site Waste Water (Septic System)					
	On Site Water Supply (Public Well)					
	Senior Center Garage					5,000
	Vehicles & Equipment					
	Stove & Dishwasher - Senior Center			15,000		
	Automatic Floor Scrubber					3,000
	Freezer				3,000	
	Refrigerator					
	Wicklund Field Tennis Courts					
	Wicklund Park-Baseball Backstop Removal	10,000				
	Wicklund Park Benches/Field Maintenance		5,000		5,000	
	Columbia Heights Playground					
	Columbia Heights Playground Equipment	19,202		5,000		5,000
	Columbia Heights 1/2 Basketball Court Resurfacing					8,000
	Buildings - Pawaget Park					
	Park Shed					
	Exterior		5,000			5,000
	Roof					
	Electrical					
	Parking Lot & Landscaping			5,000		5,000
	On Site Water Supply (Public Well)					
	Vehicles & Equipment					
	2020 Passenger Van (replace 2010 Chevrolet HHR 1LT)	35,000				
	2010 Chevrolet HHR 1LT					25,000
	2010 Chevrolet HHR 1LT					
	2020 Ford Explorer					

TOWN OF CHARLESTOWN

Five Year Capital Improvement Plan

General Worksheet

Five Year Capital Plan (FY2021 - FY2025)

Department	Description	FY2021	FY2022	FY2023	FY2024	FY2025
Subtotal		274,202	153,000	130,000	48,000	171,000
Police	Building					
	Exterior			10,000		10,000
	Roof					75,000
	HVAC					100,000
	Electrical		25,000			
	Parking Paving & Landscape				150,000	
	On Site Waste Water (Septic System)					
	On Site Water Supply (Public Well)					
	Police Station Communication Tower	50,000				
	Fitness and Training Room	30,000				
	Fuel Management System (Pedestal / Pumps)	21,000				
	Dispatch Center			100,000		
	Emergency Generator					
	Vehicles & Equipment					
	Police Dress Blouse Coats	10,000				
	Radio Replacement (Portables / Mobiles)		25,000	25,000		
	Administrative Car			35,000		
	1992 Humvee		40,000			
	1995 Humvee				40,000	
	2003 Karavan Trailer					3,000
	2005 Freightliner MT-45		150,000			
	2009 Traffic Speed Trailer FD306 ATS5 White			10,000		
	2010 Ford Taurus		30,000			
	2014 Ford Explorer			35,000		
	2014 Ford Police Interceptor	40,000	40,000			
	2014 Ford Police Interceptor	40,000	40,000			
	2014 Ford Taurus				35,000	
	2015 ATS Speed Trailer					10,000
	2016 Ford Interceptor	40,000				40,000

TOWN OF CHARLESTOWN
Five Year Capital Improvement Plan
General Worksheet
Five Year Capital Plan (FY2021 - FY2025)

Department	Description	FY2021	FY2022	FY2023	FY2024	FY2025
Police continued	2016 Ford Interceptor					40,000
	2017 Ford 113 Explorer Police AWD 4DR			40,000		
	2017 Ford 113 Explorer Police AWD 4DR			40,000		
	2017 Ford Explorer					40,000
	2017 Ford Explorer			40,000		
	2017 Ford Explorer				40,000	
	2017 Ford F150				30,000	
	2018 Ford Explorer					
	2018 n/a ATS Speed Trailer					
	2018 Polaris ATV-18					5,000
	2018 Polaris ATV-18					
	2019 Ford Explorer				40,000	
	2019 Ford Explorer					
	2019 Ford Explorer					
	Police Ferris-Z Lawn Mower			10,000		
Subtotal		231,000	350,000	345,000	335,000	323,000
Public Works	Front End Loader -CRCC	165,000				
	Asphalt Resurfacing	123,555	125,000	125,000	125,000	125,000
	Dump Truck with Plow	247,960	125,000	125,000	125,000	125,000
	Fuel Management Pedestal		21,000			
	Heavy Duty Pick-up (4 whl drive, dump with plow)	72,403		75,000		75,000
	Highway Sander	14,500		15,000		15,000
	Landfill - Scale Office					10,000
	Landfill Assessment Monitoring		12,000	12,000	12,000	12,000
	Landfill Garage			5,000		5,000
	Landfill Shed				10,000	
	Open Top Container - CRCC	14,730		15,000		15,000
	Salt Barn			5,000		5,000
	1978 Ingersoll-Rand Air Compressor		25,000			
	1988 John Deere Tractor (Ninigret Park Large Filelds)				66,000	
	1989 Covey					
	1996 Rogers Trailer					

TOWN OF CHARLESTOWN

Five Year Capital Improvement Plan

General Worksheet

Five Year Capital Plan (FY2021 - FY2025)

Department	Description	FY2021	FY2022	FY2023	FY2024	FY2025
Public Works continued	1999 Komatsu WA320-3MC					
	2000 Eagle Utility Trailer					
	2000 Ingersoll-Rand/P18 Air Compressor					
	2001 HSL Trailer					
	2001 John Deere Tractor w/Loader & Mower (CRCC)					
	2006 International 7400 Dump Truck (Truck #8)					
	2006 John Deere 710G Backhoe Loader					
	2007 Ingersoll Rand DD-24 Asphalt Roller					
	2007 Vermeer BC1800XL Brush Chipper					
	2008 International 7400 Dump Truck (Truck #2)		124,000			
	2008 John Deere Tractor					
	2008 Toyota Tacoma		33,113			
	2010 Honda 3" Trash Pump Model #WT30XK3A					
	2011 International 7400 Dump Truck (Truck #6)			124,000		
	2012 Ford F450					
	2012 International Truck (Truck #3)				124,000	
	2012 John Deere Backhoe loader 710J				133,600	
	2012 John Deere Tractor-Mounted Brush Mower					128,933
	2014 Ford F-350			37,400		
	2014 International 7400 Dump (Truck #5)					124,000
	2015 Vermeer Brush Chipper					
	2015 Ford F450 Dump Truck		70,200			
	2015 GMC Savana Van		25,800			
	2016 Freightliner M2 VAC with Sweeper				275,150	
	2016 International 7400SBA with Plow (Truck #4)					
	2016 n/a Tidewater Boat Trailer					
	2016 Toyota Tacoma			33,113		
	2017 International 7400 Dump Truck (Truck #7)					
	2018 CAM 8CAM19STTP					
	2018 Ford F450					70,200
	2019 Freightliner M2 106 - Vac-All Sweeper					
Subtotal		638,148	561,113	571,513	870,750	710,133

TOWN OF CHARLESTOWN

Five Year Capital Improvement Plan

General Worksheet

Five Year Capital Plan (FY2021 - FY2025)

Department	Description	FY2021	FY2022	FY2023	FY2024	FY2025
Tax Assessor	***Vehicles & Equipment***					
	2017 Ford Explorer					35,000
Subtotal		0	0	0	0	35,000
Town Hall						
	Town Hall Building (Old Police Station)					
	Town Hall Annex / Garage					
	Town Hall Building					
	Exterior		10,000		5,000	
	Roof					87,200
	HVAC					200,000
	Electrical			10,000		
	Parking Lot Paving & Landscaping				100,000	
	On Site Waste Water (Septic System)					
	On Site Water Supply (Public Well)					
	Town Hall Communications Tower					
	Emergency Generator					
Subtotal		0	10,000	10,000	105,000	287,200
Wastewater Management	Denitrification Septic System Prototype ('layer cake')	125,000	125,000			
Subtotal		125,000	125,000	0	0	0
GRAND TOTAL		**1,772,850**	**1,697,113**	**1,816,513**	**1,820,250**	**1,936,333**

TOWN OF CHARLESTOWN
Fiscal Year 2020 - 2021

Account	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
01.995.8931.000	Transfer In - GIS Project Revenue	$0	$5,300	$0	$0	$0	$0	$0	$0
01.995.9910.000	Transfer to External Fuel Tank - CRCC	$0	$15,000	$0	$0	$0	$0	$0	$0
01.995.9911.000	Transfer to Asphalt Resurfacing	$186,558	$0	$0	$0	$0	$0	$0	$0
01.995.9913.000	DPW Road Engineering	$86,475	$250,000	$0	$0	$0	$0	$0	$0
01.995.9915.000	Revaluation	$50,000	$65,000	$65,000	$65,000	$65,000	$65,000	$65,000	$65,000
01.995.9916.000	Transfer to Police Pension	$0	$0	$0	$0	$0	$0	$0	$1,000,000
01.995.9919.000	Transfer to Open Space Bond Fund	$0	$0	$0	$0	$0	$0	$0	$533,577
01.995.9920.000	Transfer to Environmental Resilience & Adaptation	$0	$0	$0	$0	$0	$0	$0	$100,000
01.995.9921.000	Transfer to Affordable Housing - Inititives	$0	$0	$5,736	$5,736	$5,736	$0	$0	$0
01.995.9926.000	Webbed Based GIS	$0	$0	$2,000	$2,000	$2,000	$0	$0	$0
01.995.9930.000	Burdickville Rd Improvement	$160,000	$0	$0	$0	$0	$0	$0	$0
01.995.9934.000	Transfer to EMA Tree Removal	$0	$0	$35,000	$35,000	$35,000	$50,000	$50,000	$50,000
01.995.9954.000	General Fund Budgeted Surplus	$0	$0	$845,000	$845,000	$0	$0	$0	$0
01.995.9958.000	Transfer to Waste Water Testing	$20,580	$5,600	$10,000	$10,000	$10,000	$10,000	$10,000	$0
01.995.9960.000	CRCC Enterprise Transfer	$25,000	$25,000	$25,000	$25,000	$25,000	$16,200	$19,210	$16,410
01.995.9965.000	Employee Severance Benefit	$150,000	$150,000	$50,000	$50,000	$50,000	$50,000	$50,000	$50,000
01.995.9966.000	Transfer to Old Mill Road	$120,000	$1,006,740	$0	$0	$0	$0	$0	$0
01.995.9983.000	Facility Maint Spec Account	$0	$5,000	$0	$0	$0	$0	$0	$0
01.995.9985.000	Transfer to Pond & Beach Preservation	$250,000	$250,000	$250,000	$250,000	$250,000	$250,000	$250,000	$400,000
01.995.9990.000	Health Care Rsv Fund (OPEB's)	$450,000	$450,000	$250,000	$250,000	$250,000	$250,000	$250,000	$325,000
01.995.9993.000	Transfer to Legal Reserve	$130,050	$110,225	$15,200	$15,200	$15,200	$124,651	$124,651	$124,651
01.995.9997.000	Transfer to Landfill Monitoring	$20,000	$25,000	$25,000	$25,000	$25,000	$25,000	$25,000	$25,000
01.995.9999.000	Town Capital Maintenance Fund	$50,000	$150,000	$150,000	$150,000	$150,566	$150,000	$150,000	$150,000
		$1,698,663	**$2,512,865**	**$1,727,936**	**$1,727,936**	**$883,502**	**$990,851**	**$993,861**	**$2,839,638**
	Total Expenditures	**$26,980,082**	**$27,748,282**	**$28,063,520**	**$28,063,520**	**$14,572,876**	**$29,090,269**	**$29,117,207**	**$30,538,640**

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 2022, 2025 and 2028.

Historical Revaluation Contract Costs:

	Contract Cost	+	Internal Materials Costs	=	Total Reval Cost	Parcel Count +-	Cost /Parcel
2019 Statistical Revaluation	$80,000 + *		$2,000.00		$82,000 + *	6,400	$12.81 + *
(* Reval Contract was priced with Assessor's office completeing data entry and Informal Hearing - but Hearings will be re-directed to Contractor)							
(NOTE: Assessor's Office assisted with limited data input +							
2016 Statistical Revaluation	$143,682.00		$1,000.00		$144,682.00	6,400	$22.61
(NOTE: Assessor's Office assisted with limited data input +							
Pictometry oblique included)							
2013 Town-wide Revaluation	$275,000.00		$8,000.00		$283,000.00	6,400	$44.22
(NOTE: Assessor's Office assisted with limited data input +							
Pictometry oblique included)							
2010 Statistical Revaluation	$99,200.00		$500.00		$99,700.00	6,400	$15.58
(NOTE: Assessor's Office assisted with data input)							
2007 Statistical Revaluation	$130,600.00		$1,000.00		$131,600.00	6,400	$20.56
(NOTE: Assessor's Office had added employees from Vision Appraisal to assist with some data input)							
2004 Full Town-wide Revaluation	$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.

SUPPLEMENTAL INFORMATION
FY2020 - 2021

995 – TRANSFEFRS OUT (cont'd):

995-9934 – TRANSFER TO EMA TREE REMOVAL - $50,000
To set aside funds for the removal of dead trees on Charlestown town property.

995-9958 – WASTE-WATER TESTING - $10,000
Transfer to allow testing of water throughout the Town. Fund balance as of 7/1/19 was $12,232.

995-9960 – CRCC SUBSIDY - $16,200
Transfer to offset operating expenditures and capital improvements at the collection center.

995-9965 – EMPLOYEE SEVERANCE BENEFIT FUND - $50,000
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 07/01/19 was $711,398.

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 07/01/19 was $339,894.

995-9990 – HEALTH CARE RESERVE FUND - $250,000
Funding of other post-employment benefit liability for retiree healthcare. As of June 30, 2019, the total OPEB liability was $8,620,871, the fund balance was $7,180,483, and the fiduciary net position as a percent of the total liability for 98.47% for CPMA was 82.02% for Police.

995-9993 – TRANSFER TO LEGAL RESERVE - $124,651
Fund balance as of 7/1/19 was $381,088. Remaining funds from Special and Legal Services in FY19 were $124,651.

995-9997 – LANDFILL MONITORING - $25,000
Funding of expenditures to monitor the landfill closure. This was a new fund in FY17. Fund balance at 07/01/19 was $39,854.

995-9999 – TOWN CAPITAL MAINTENANCE FUND - $150,000
Funds for town-wide capital maintenance, projects and renovations. Fund balance at 07/01/19 was $193,396.

Transfers Out TOTAL REQUESTED BUDGET - $990,851

TOWN OF CHARLESTOWN

Fiscal Year 2020 - 2021

Account	Account Type	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
05.000.3520.000	REVENUE	Interest Income	$448	$396	$90	$90	$104	$225	$225	$225
05.000.3530.000	REVENUE	Bag Tag Revenue	$57,216	$71,055	$65,000	$65,000	$33,735	$90,000	$80,000	$70,000
05.000.3540.000	REVENUE	General CRCC Revenue	$73,842	$102,352	$75,000	$75,000	$45,396	$70,000	$80,000	$90,000
05.000.3543.000	REVENUE	Recyclable Revenue	$10,795	$5,328	$8,000	$8,000	$1,756	$4,000	$4,000	$4,000
05.000.3550.000	REVENUE	Unclassified Revenue	$70	$75	$100	$100	$0	$150	$150	$150
05.000.3560.000	REVENUE	General Fund Subsidy	$25,000	$25,000	$25,000	$25,000	$25,000	$16,200	$19,210	$16,410
05.000.3565.000	REVENUE	CRCC Stickers	$35,673	$35,055	$36,000	$36,000	$9,870	$36,000	$36,000	$36,000
			$203,043	**$239,261**	**$209,190**	**$209,190**	**$115,861**	**$216,575**	**$219,585**	**$216,785**

Account	Account Type	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
05.000.4985.000	EXPENDITURE	Bank Charges	$100	$16	$0	$0	$0	$0	$100	$100
05.000.5010.000	EXPENDITURE	CRCC Wages	$65,274	$69,931	$64,482	$64,482	$34,347	$65,192	$65,192	$65,192
05.000.5010.001	EXPENDITURE	CRCC Non-Pension Wages	$322	$0	$0	$0	$0	$0	$0	$0
05.000.5010.004	EXPENDITURE	CRCC Longevity Wages	$2,615	$2,707	$3,713	$3,713	$1,508	$3,804	$3,804	$3,804
05.000.5015.000	EXPENDITURE	CRCC Seasonal Wages	$10,387	$10,162	$11,520	$11,520	$5,280	$11,520	$11,520	$11,520
05.000.5025.000	EXPENDITURE	CRCC Overtime Wages	$2,047	$2,756	$2,500	$2,500	$661	$2,500	$2,700	$2,700
05.000.6020.000	EXPENDITURE	Operating Supplies	$1,599	$2,329	$4,000	$4,000	$661	$4,100	$4,000	$2,700
05.000.6040.000	EXPENDITURE	Maintenance & Repairs	$4,181	$4,763	$8,250	$8,250	$3,877	$8,500	$8,500	$7,000
05.000.6045.000	EXPENDITURE	Uniforms, Boots, Safety Items	$582	$632	$1,050	$1,050	$0	$1,100	$1,100	$1,100
05.000.6045.001	EXPENDITURE	Boot Allowance Steadman, J	$200	$155	$200	$200	$0	$200	$200	$200
05.000.6045.002	EXPENDITURE	Boot Allowance Nate Kearsch	$140	$200	$200	$200	$274	$200	$200	$200
05.000.6046.000	EXPENDITURE	Utilities	$14,187	$13,700	$15,000	$15,000	$5,339	$15,000	$15,000	$15,000
05.000.6050.000	EXPENDITURE	CRCC Licensing	$1,000	$1,000	$1,000	$1,000	$2,800	$4,000	$4,000	$4,000
05.000.6055.000	EXPENDITURE	Waste Management	$41,708	$48,161	$42,000	$42,000	$22,972	$43,260	$48,000	$48,000
05.000.6060.000	EXPENDITURE	Waste Management Recycle	$21,911	$23,893	$22,000	$22,000	$9,987	$22,660	$22,660	$22,660
05.000.6075.000	EXPENDITURE	Tools & Equipment	$176	$73	$925	$925	$0	$980	$980	$980
05.000.9205.000	EXPENDITURE	FICA Tax	$5,505	$6,450	$5,600	$5,600	$3,141	$6,351	$6,351	$6,351
05.000.9210.000	EXPENDITURE	Health Insurance	$12,470	$12,423	$14,000	$14,000	$6,714	$15,120	$15,120	$15,120
05.000.9215.000	EXPENDITURE	Dental Insurance	$864	$854	$900	$900	$370	$945	$945	$945
05.000.9220.000	EXPENDITURE	Life Insurance	$348	$348	$350	$350	$145	$350	$350	$350
05.000.9225.000	EXPENDITURE	Employer Pension Contr -	$4,851	$5,674	$7,000	$7,000	$2,147	$5,620	$5,620	$5,620
05.000.9952.000	EXPENDITURE	Roll Off Container 5YR LP	$0	$0	$1,930	$1,930	$0	$1,930	$0	$0
05.000.9996.000	EXPENDITURE	Workers Comp Insurance	$2,128	$2,514	$2,150	$2,150	$0	$2,823	$2,823	$2,823
05.000.9999.000	EXPENDITURE	Depreciation	$415	$104	$420	$420	$0	$420	$420	$420
			$193,011	**$208,843**	**$209,190**	**$209,190**	**$100,224**	**$216,575**	**$219,585**	**$216,785**
		NET	$10,033	$30,418	$0	$0	$15,638	$0	$0	$0

SUPPLEMENTAL INFORMATION
FY2020-2021

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC):

REVENUES:

3520 – INTEREST INCOME $225
Interest income earned on average daily checking and investment account balances.

3530 – BAG TAG REVENUE $90,000
Revenue derived from the sale of bags tags estimated at 30,000 bag tags at $3.00 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 $16,200
Subsidy from the General Fund used to offset the costs of recycling and general operations. Any net income earned in this enterprise fund is specifically targeted to reduce the existing debt originated from net losses incurred in prior years.

3565 – CRCC PERMITS $36,000
Revenue derived from the sale of annual CRCC entry stickers estimated at 1,800 stickers at $20.00 each.

CRCC BUDGETED REVENUE $216,575

SUPPLEMENTAL INFORMATION
FY2020-2021

CHARLESTOWN RESIDENTIAL COLLECTION CENTER (CRCC) (cont'd):

CRCC EXPENDITURES:

5005 – WAGES $68,996

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.

	2020-2021			
	Wage	Longevity Amount	Longevity Years	Total
Landfill Foreman (50% B&G, 50% CRCC)	28,994	2,899	41	$ 31,893
Landfill Laborer (20% B&G, 80% CRCC)	36,198	905	6	37,103
	65,192	3,804		$ 68,996

5015 – SEASONAL WAGES $11,520
Seasonal full-time employee (32 hours) at $15.00/hour for 24 weeks ($11,520).

5025 – OVERTIME WAGES $2,500
Level funded with the prior year.

6020 – OPERATING SUPPLIES $4,100
Fuel, lubricating oil, grease, etc.

6040 – MAINTENANCE & REPAIRS $8,500
Funds to repair and maintain compactors, general repairs, miscellaneous tools and annual scale calibration.

CRCC EXPENDITURES (cont'd):

6045 – UNIFORMS, BOOTS & SAFETY ITEMS $1,500
Uniforms, boots and other supplies for employees per their labor contract.

6046 – UTILITIES $15,000
Telephone, heat and lights for the CRCC.

6050 – CRCC LICENSING – $4,000
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 2021). This account also provides funds for annual Compost Sampling at CRCC as required by RIDEM.

6055 – WASTE MANAGEMENT $43,260
Cost to haul and dispose of municipal waste at the RIRRC landfill in Johnston, RI. The 2019 contracted haul cost is $180/haul, plus $47/ton disposal fee and the 2020 contracted haul cost is $180/haul, plus $47/ton disposal fee.

6060 – WASTE MANAGEMENT RECYCLING $22,660
Cost to haul recyclables to Johnston, RI estimated at 100 hauls at $180 per haul for FY 2020 and FY 2021. Disposal of recyclables is presently available at no cost per RIRRC contract.

6075 – TOOLS & EQUIPMENT $980
Small miscellaneous tools needed for CRCC operations.

9205 – FICA TAX $6,351
7.65% of proposed payroll.

9210 – HEALTH INSURANCE $15,120
50% of premiums for Foreman and 80% of premiums for Operator.

SUPPLEMENTAL INFORMATION
FY2020-2021

CRCC EXPENDITURES (cont'd):

9215 – DENTAL INSURANCE $945
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 $5,620
50% of ER contribution for Foreman and 80% of ER contribution for Operator.

9952 – ROLL-OFF CONTAINER (capital improvement) $1,930
Cost to lease purchase a 50 cubic yard roll-off container used to store and haul waste. Total estimated lease expense is $7,325 ($6.6k principal + $700 interest) over 5 years.

9996 – WORKERS COMPENSATION INSURANCE $2,823
Calculated at 4.33% of wages.

9997 – DEPRECIATION $420
Based fixed asset database projection for depreciation.

CRCC REQUESTED EXPENDITURES $216,575

TOWN OF CHARLESTOWN

Fiscal Year 2020 - 2021

Account	Account Type	Description	FY2018 Audited	FY2019 Audited	FY2020 Adopted	FY2020 Adjusted	FY20 Actual as of Dec 31, 2019	FY21 Dept. Request	FY21 Town Administrator	FY21 Budget Commission
06.000.3525.000	REVENUE	Mooring Waiting List Application Fee	$275	$426	$0	$0	$500	$0	$0	$0
06.000.3535.000	REVENUE	Mooring Revenue	$58,015	$56,663	$58,665	$58,665	$1,467	$59,330	$59,330	$59,330
06.000.3536.000	REVENUE	Interest Income	$231	$201	$225	$225	$49	$200	$200	$200
06.000.3550.000	REVENUE	Miscellaneous Revenue	$1,850	$450	$325	$325	$50	$0	$0	$0
06.000.3555.000	REVENUE	Retained Earnings Transfer	$0	$0	$5,794	$5,794	$0	$5,372	$5,847	$5,847
			$60,371	**$57,740**	**$65,009**	**$65,009**	**$2,066**	**$64,902**	**$65,377**	**$65,377**
06.000.5015.000	EXPENDITURE	Harbor Master Wages	$25,933	$23,135	$30,285	$30,285	$13,596	$33,689	$33,689	$33,689
06.000.5025.000	EXPENDITURE	Harbor Master Overtime Wages	$708	$1,066	$1,988	$1,988	$579	$2,094	$2,094	$2,094
06.000.6015.000	EXPENDITURE	Dues & Subscriptions	$25	$0	$100	$100	$0	$100	$100	$100
06.000.6020.000	EXPENDITURE	Operating Supplies	$4,139	$9,435	$3,518	$3,518	$2,045	$2,799	$3,274	$3,274
06.000.6030.000	EXPENDITURE	Mooring Software fee	$2,411	$2,802	$2,574	$2,574	$174	$2,598	$2,598	$2,598
06.000.6035.000	EXPENDITURE	Fuel & Oil	$2,645	$2,041	$2,895	$2,895	$1,329	$2,895	$2,895	$2,895
06.000.6040.000	EXPENDITURE	Maintenance & Repairs	$4,029	$3,386	$6,163	$6,163	$3,522	$3,200	$3,200	$3,200
06.000.6050.000	EXPENDITURE	Professional Development	$0	$0	$100	$100	$0	$100	$100	$100
06.000.6075.000	EXPENDITURE	Tools & Equipment	$1,500	$847	$2,000	$2,000	$1,435	$2,000	$2,000	$2,000
06.000.6091.000	EXPENDITURE	Public Education & Outreach	$0	$0	$1,000	$1,000	$0	$1,000	$1,000	$1,000
06.000.6120.000	EXPENDITURE	Vehicle Maintenance/Repairs	$4,160	$1,803	$2,000	$2,000	$1,427	$2,000	$2,000	$2,000
06.000.6130.000	EXPENDITURE	Navigational Aids	$1,493	$2,342	$2,000	$2,000	$0	$2,000	$2,000	$2,000
06.000.6140.000	EXPENDITURE	Harbor Management Plan Review	$180	$77	$250	$250	$0	$250	$250	$250
06.000.6170.000	EXPENDITURE	Maintenance of Town Dock	$293	$485	$500	$500	$0	$500	$500	$500
06.000.9205.000	EXPENDITURE	FICA Tax	$2,132	$1,851	$2,696	$2,696	$1,084	$2,737	$2,737	$2,737
06.000.9996.000	EXPENDITURE	Worker's Compensation Ins	$1,424	$1,346	$1,500	$1,500	$0	$1,500	$1,500	$1,500
06.000.9999.000	EXPENDITURE	Depreciation Expense	$5,439	$5,439	$5,440	$5,440	$0	$5,440	$5,440	$5,440
			$56,511	**$56,057**	**$65,009**	**$65,009**	**$25,192**	**$64,902**	**$65,377**	**$65,377**
		NET	$3,861	$1,684	$0	$0	-($23,126)	$0	$0	**$0**

SUPPLEMENTAL INFORMATION
FY 2020-2021

HARBOR MASTER / COASTAL PONDS:

REVENUES:

3535 - MOORNG PERMIT REVENUE - $59,330

Recreational Mooring Permits	
Number of Permits	293
Fee	$ 135
Total	**$ 39,555**
Waterfront Recreational Mooring Permits	
Number of Permits	133
Fee	$ 135
Total	**$ 17,955**
Commerical Mooring Permits	
Number of Permits	7
Fee	260
Total	**$ 1,820**
TOTAL PERMITS	**433**
Total Projected Mooring Permit Fee Revenue	**$ 59,330**

3536 - INTEREST INCOME - $200

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

3555 - RETAINED EARNINGS TRANSFER - $5,847

Transfer from Coastal Ponds Enterprise Fund to offset operating expenditures of the Harbor Department

TOAL PROJECTED REVENUE FROM MOORING FEES AND TRANSFERS IN - $65,377

SUPPLEMENTAL INFORMATION
FY 2020-2021

EXPENDITURES:

5015 – HARBORMASTER WAGES - $33,689

Wage rates for Harbormaster and two (2) Assistant Harbormasters. The Harbormaster and 1st Assistant Harbormaster are year round, part-time positions. The 2nd Assistant Harbormaster is a seasonal, part-time position from Memorial Day through the Labor Day week. Hourly rate for the Harbormaster and both Assistant Harbormasters reflects a 3.5% increase for FY 2020-2021.

Harbor Master		1st Asst. Harbor Master		2nd Asst. Harbor Master	
July 1 - June 30th		July 1 - June 30th		May 26 - September 7th	
Rate	$22.85	Rate	$18.12	Rate	$17.20
Hours	850	**Hours**	550	**Hours**	250
Wages	**$19,423**	**Wages**	**$9,966**	**Wages**	**$4,300**

Total Wages **$33,689**

5025 – HARBORMASTER OVERTIME WAGES - $2,094

Overtime and Holiday Wages for Harbor personnel at one and one-half (1 ½) times base hourly rate at a maximum of eight (8) hours for Memorial Day, Independence Day, and Labor Day.

	Harbor Master	Asst. Harbor Master	2nd Asst. Harbor Master
Memorial Day	$274	$217	$206
Independence Day	$274	$217	$206
Labor Day	$274	$217	$206

Total Overtime/Holiday **$2,094**

SUPPLEMENTAL INFORMATION
FY 2020-2021

EXPENDITURES (Cont'd):

6015 – DUES AND SUBSCRIPTIONS - $100

State Harbormaster Association membership dues.

Harbor Master Association Membership	$65
Other Subscriptions and Memberships	$35
Total Dues and Subscriptions	**$100**

6020 – OPERATING SUPPLIES - $3,274

Harbor department normal operating expenses to include office supplies, postage, wireless cellular/data plans, and mooring permit supplies.

Envelopes	$ 150
Postage	$ 250
Printing Supplies	$ 400
Mooring Permit Stickers	$ 100
Misc. Office Supplies	$ 200
Verizon Phone Service	$ 479
Verizon Data Service	$1,220
Cell Phone Use Stipend-$25/mo per employee	$ 475
Total Operating Supplies	**$3,274**

SUPPLEMENTAL INFORMATION
FY 2020-2021

EXPENDITURES (Cont'd):

6030 – MOORING SOFTWARE FEE - $2,598

Online Mooring Service processing fee of six (6) dollars per processed new and renewal mooring permit applications on all mooring permit types. This total is based off a projected total of four-hundred and thirty-three (433) mooring permits.

Recreational Mooring Permits	293
Waterfront Recreational Mooring Permits	133
Commercial Mooring Permits	7
Total Permits	**433**
Online Mooing Processing Fee ***(Per Issued Permit)***	**$6.00**

Total Online Mooring Fees **$2,598**

6035 – FUEL AND OIL - $2,895

Fuel and two-stroke oil needed for patrol vessels, and fuel for Harbor Department vehicle from police department fleet fuel pump.

	Gallons	Price Per Gallon *(Projected)*		Cost
Boats	500	$3.65		$1,825.00
Vehicle	400	$2.30		$920.00
			Total	**$2,745.00**
2-Stroke Oil *(Gals)*		5		
Price Per Gallon *(Projected)*		$30	**Total**	**$150**

Total Fuel/Oil **$2,895**

SUPPLEMENTAL INFORMATION
FY 2020-2021

EXPENDITURES (Cont'd):

6040 – MAINTENANCE AND REPAIRS - $3,200
Seasonal maintenance and repairs to Harbor department patrol vessels. Includes spring commissioning for season, winterizing for storage in off season, and required maintenance and repairs to maintain in-service status.

6050 – PROFESSIONAL DEVELOPMENT - $100
Training and seminars.

6075 – TOOLS AND EQUIPMENT - $2,000
Tools for completing harbor related mooring duties, navigation safety markings, and vessel maintenance and repairs. Addition, replacement, or sustainment of patrol vessel safety equipment and electronic navigation equipment as required. Addition, replacement, or sustainment of computer equipment.

6091 – PUBLIC EDUCATION AND OUTREACH - $1,000
Public boating safety education and outreach via social media, publications, and seminars.

6120 – VEHICLE MAINTENACE AND REPAIRS - $2,000
Maintenance and repairs to Harbor Department pickup as required.

6130 – NAVIGATIONAL AIDS - $2,000
Addition, replacement, and sustainment of navigational buoys and hardware for marking of the Charlestown and Quononchontaug breachways channels identifying the recommended navigational routes in and out of the ponds when entering and exiting the through the breachways. Navigational and regulatory buoys within Ninigret and Quonochontaug Ponds marking potential hazards to navigation and speed controlled no-wake zones. Hardware includes an anchor, chain, and shackles for securing buoys in a fixed location.

6140 – HARBOR MANAGEMENT PLAN REVIEW - $250
Review, changes/amendments, and public notice advertisement costs associated with the towns approved Harbor Management Plan.

6170 – TOWN DOCK MAINTENANCE - $500
Maintenance and repairs to Town Dock.

SUPPLEMENTAL INFORMATION
FY 2020-2021

EXPENDITURES (Cont'd):

9025 – FICA TAX - $2,737
7.65% of proposed total payroll.

FICA Tax #9205

Percentage of Total Payroll	7.65%
Total Payroll	$35,783
Total FICA Tax	**$2,737**

9996 – WORKERS COMPENSATION INSURANCE - $1,500

9999 – DEPRECIATION - $5,440
Based fixed asset database projection for depreciation. Year seven (6) of projected ten (10) year depreciation of 20' Pioneer Harbor Patrol Vessel, motor, and trailer.

Expenditures TOTAL REQUESTED EXPENDITURES $65,377