

04/15/2022

To: Waterboro Board of Selectmen & Waterboro Residents
From: Matt Bors

RE: Annual Budget Memo for FY Starting July 1, 2022 and ending June 30, 2023

This memo is my note to the board and public on the details of the FY 22/23 budget. Over the past nine weeks the four member budget committee and I met with multiple departments and reviewed funding requests. Some items were changed throughout the process in an attempt to reduce the overall requests. The proposed municipal budget (without school costs) is 8,294,856 which is an increase of \$695,736 from the FY 21/22 budget. This increase is \$192,642 less than the original Department requests. As a reminder \$275,244 of this increase was allocated previously for wage adjustments using the American Rescue Plan (ARPA). This memo discusses budget increases or decreases and reasons for such changes in the budget document, additionally we used guidelines offered by the board to calculate cost of living for employees at 3%. The estimated inflation rate is around 7.5%. We continue to see unprecedented costs for labor, goods and other services.

Budget page 1 - General Government Section - The most significant impact within this section includes the addition of a fulltime Finance/HR employee. Currently we have estimated this position for 9 months @ 60,000 which would be about 36-38.00 per hour. If approved we would advertise and recruit someone within 3 months hopefully. Obviously for the following FY years we would need to adjust based on the full years' salary.

Page 2 - Leases/Debt Services Line 44 Debt services covers all prior approved debt services, specifically this year we added the cost of our new DPW Loader/backhoe and the Fire Department's Chevy Tahoe truck. Page 2 shows principle and interest, specifically this year we added the cost of our new DPW Loader/backhoe and the Fire Department's Chevy Tahoe truck. Overall this section increased by 24K.

Page 3 Section 15 Insurance and Benefits - This section has several changes and includes additional costs for the proposed Finance/HR position. Estimates for health insurance costs have also increased slightly and we increased the accumulated vacation/sick time buyout fund.

Page 3 & 4 Town Clerk, Treasurer and IT - These sections increased primarily with ARPA wage adjustments.

Page 5 Municipal Buildings - This section shows an increase to provide some much needed TLC to our buildings, fuel costs and electricity cost increase. Overall this has increased by 16,500.

Page 5 Tax Assessor - This section increase slightly with some additional clerical work, training for Georgia Hall and annual tax map updates.

Page 5 & 6 Code Enforcement - This section increased with ARPA adjustments, supplies, computer software and overtime for CEO.

Page 7 & 8 Recreation - This section has increased with additional program payroll and program expenses.

Page 8 & 9 Planning Department - This section had limited changes and only anticipated a P/T Planner.

Pages 9 & 10 Fire Department/EMS - This budget increased largely by ARPA payroll adjustments, Overtime for career callback and backfilling of shifts. Essential corrosion repairs to our pumper for 30k and continued increase costs of fuel, electricity and services.

Pages 11 & 12 Health and Sanitation (Transfer Station) - This budget increased with ARPA adjustments, much needed building repairs, increased costs to dispose of waste product and significant increase with OBW/RC TIP Fees.

Pages 13 & 14 Public Works - We tried to evaluate all lines of this section after our previous DPW Director left over a month ago. Several sections increased, again with the continued costs of products, material, and contractors we have made our suggestion to increase several lines.

Pages 14 & 15 General Assistance - This section was relatively unchanged from prior FY.

Pages 15 Capital Improvement Plan (CIP) - These purchases and project totals were \$188,500K less than the previous year. You can see these proposed costs in lines 496 through 509. Some CIP details are as follows:

Equipment:

- Replacement cruiser for one of the contract deputies. Current car is a 2013 with a fair amount of corrosion.
- Proposal to purchase a plow for our FD pickup truck. This would be used for medical calls, dry hydrants and cisterns.
- DPW Trackless sidewalk machine- this would include a snow blower and mowing attachment. The current Gehl skid steer does not meet our needs within DPW and will be used by the Transfer Station.
- Replacement of our SCBA. Current packs were purchased in 2007. This equipment has had multiple NFPA revisions and is currently 15 years old. This equipment is essential PPE/life safety.
- Our current compactor is 30 years old. The unit proposed will help us meet the demand from residents using the transfer station.

Buildings/Facilities:

- Replacement of Town Hall flooring (Lobby, Hallway, Customer Service and Some Offices)
- Replacement of the worn out counter tops in customer service area
- Install adequate lighting at transfer station (need to safely light the area or close at night)
- Repair of building at the transfer station
- Town Hall Parking lot Seal Coat & Restripe
- Old Town Hall Parking lot Paving

While we did not include any funding request for the DPW building, you should know that the current facility is in poor condition. This should be considered as a priority in the near future.

Page 17 Unclassified section - Line 527 shows our two contract deputies the estimate provide by York County was much higher, however historically we have only paid about 190k...with potential increases I used 200k for this budget year. Lines 542 through 553 show similar historical funding to area agencies.

Page 21 Old Home Day - Funding has been included for FY 2022-2023 for the OHD.

I truly appreciate all of the help our budget committee has provided. Thank you!

Please call me with any questions...247-6166 ext. 100 or email me administrator@waterboro-me.gov.

Respectfully

Matt Bors, Interim Town Administrator