



Administrative Assistant to the Selectmen

Stu Marckoon
606 Douglas Hwy
Lamoine, ME 04605
(207) 667-2242

town@lamoine-me.gov

Administration Budget Proposal 2020/2021

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Please note this is the first draft of the administration budget. The Board of Selectmen will discuss this proposal on November 7, 2019. The Budget Committee may discuss this in draft form on November 6, 2019 at their organizational meeting. The budget is subject to further editing.

ADMINISTRATION SALARIES

The salary section makes up the bulk of the Administration Budget. The salaries of the elected officials are proposed to remain the same as they have for many years. These are set by town meeting. The source of information of the other salaries are as follows:

Administrative Assistant – I am under contract through June 2021 and the \$72,000 is the salary for the final year of the 3-year agreement.

Benefits – Looking back at 2018/19 the guess was pretty close (only \$95.06 off). Maine Municipal Health Trust has not yet set the rates for the upcoming year, which will be for half of the budgeted fiscal year. A \$1,400 increase is proposed as a best guess. One employee is covered by MMHT (the town clerk) while the town reimburses me up to the cost of the town clerk's coverage, but I purchase health insurance through my wife's employer, at a lower cost and a little better coverage than the town plan.

Clerk/Tax Collector – Jennifer is also under contract, but through June 2022. He contracted salary is \$40,000 for FY 20/21.

Assistant Clerk/Tax Collector – We've not utilized this position very often as generally the clerk and administrative assistant cover each other during vacations. The option is there and the proposed budget is down a bit. This will cover a little more than 70-hours to cover for vacations.

Health Officer – The state minimum for the required position is \$100.00. No change is proposed.

Facilities Maintenance Director – Our very talented director is leaving shortly, and we are advertising for this position. The current director (and presumably the replacement) pretty much set their own hours. The costs are distributed into other accounts and budgets as well (parks) depending on what activity the person is performing. No change to the budget is proposed at this time.

Election Workers – We pay our ballot clerks \$15/hour. The polls are mandated to be open from 8am to 8pm. Generally the counting, if using a machine takes about an hour. We anticipate the following elections:

Presidential Election – November 2020
Town Meeting Election (non-machine) March 2021
Potential State Election – June 2021

3 Elections at 2 ballot clerks each at \$15.00/hour times 13 hours - \$1,080.
Add another hour for town meeting = \$30.00
Moderator – March Election & 2 hour open town meeting \$240
Ballot Clerks – Open Town Meeting \$60.
Total: \$1,410, rounded up to \$1,500.00

Total Salaries – The \$5,310 increase, or 3.5% is a result of contracted salaries and potential health insurance benefit increases.

ADMINISTRATIVE EXPENSES

Electricity – We've seen some savings since having LED lights installed at the town office. For a while, this should offset rate increases from the utility, so the proposed \$2,800 is down from the current budget by \$200.

Machine Maintenance – We purchased a new photocopier last spring as it was clear the old copier (which was free) was not going to last much longer. The maintenance contract is a little less expensive than the previous model. A \$50 is proposed.

Travel/Education – A decrease is proposed in this line. A major reason is that our bank moved a mile closer to the town office, so the reimbursement for running cash deposits to the bank is a down by 25%. The mileage reimbursement rate did rise by one cent this fiscal year.

Postage – We have no idea what postage rates are going to do. A \$100 increase in postage is proposed.

Office Supplies – The actual amount spent for FY 2018/19 was much higher than budgeted. There are several reasons. We set aside \$1,000 at the end of the fiscal year for printing new comprehensive plans, a new ergonomically correct chair was purchased, and printing during the last fiscal year for the comp plan was charged partially to office supplies. No change from the current fiscal year budget is proposed at this time.

Advertising – About the only time we use the advertising line is to take out a newspaper ad (not cheap any more) if we have to hire someone. No change is proposed in this line.

Telephone – Three phone lines are in this budget, the main phone (Time Warner @ \$50/month), the fax line (Consolidated Communications @ \$45/month) and the cell phone (Verizon Wireless) @ \$50/month. Rounded up that is \$1,750. We could discuss

adding a magic jack line (VOIP) for the Code Enforcement Office. That's roughly \$50/year and could be wired into a 2nd line on the town office phones.

Lien Costs – No change is proposed. All lien costs are reimbursed by those on whom we place liens. A corresponding revenue line will be added for the same amount. Costs were pretty high last year, but the offsetting revenue was even higher.

Heating Oil – No change is proposed to this line. We pre-purchase propane for the town office and got a very good deal this year (\$0.80/gallon). Who knows what the price will be like in the next fiscal year.

Dues & Memberships – The proposed amount is based on the actual cost for the previous fiscal year. Maine Municipal Association dues rose sharply (unexpected), so the proposal is \$3,600 which might be a tad low.

Banking Costs – The service charge for the checking account topped \$100 last year, so a \$50 increase (50 %!) is proposed.

Tax Maps – no change is proposed from the current year budget.

Books & Publications – The biggest components of this line are subscriptions to on-line excise tax “books”. These are quite necessary to collect excise taxes and the expense has increased markedly in the past couple of years. No increase is proposed.

Records Preservation – It's been a while since we've sent out records for preservation, and we've got to bind the tax commitment books for the past few years. Though we budget for this each year, it is a bit of a hassle to actually get it done. Perhaps that'll be a winter project this year

Legal Fees – A \$1,000 increase is proposed for the next fiscal year, based on the five year average (and rounding down).

Other Election Costs – This is the line used to feed the ballot clerks on Election night. It's money well spent.

Audit – We have a 3-year contract that expires in 2022. The figure represents the audit contract.

Assessing – Appraisal – The town utilizes RJD Appraisal which sends an appraiser to look over new construction annually. The proposed budget is up \$1,000. They charge a daily rate, and the amount really depends on how much work has been done that needs to be entered by the appraiser. We were short in the budget last year.

Town Report - No change is proposed to this budget.

Miscellaneous – No change is proposed to this budget. This has been used for employee recognition, citizen of the year and the like.

Newsletter – This represents the printing cost by the Ellsworth American for the Lamoine Quarterly. That cost is currently about \$265 per issue. The budget is up \$50 from the current year.

Sales Tax – We pay sales tax on photocopy sales. No change is proposed. We are also paying sales tax for Lamoine 150! Items, but that is collected from the customer at the time of sale and booked as a payable instead of an expense.

Total Expenses – This is proposed to increase \$2,500 in total – Legal Fees and Appraisal work are the largest components of the increase.

GENERAL ASSISTANCE – No change is proposed for this line. This amount has been more than adequate for several years.

INSURANCE

FICA – Town Share – This figure will change as more salaries are entered into the budget. It's based on the percentage the town has to match for Social Security.

Medicare -Town Share – this is the same concept as the FICA line.

Property and Casualty – For the past several years, Maine Municipal Risk Management has combined the property and casualty with the public officials' liability insurance. We've booked it separately, but for the coming fiscal year, we're combining the budget. Between the two insurances, the budget is up \$100.00

Workers Compensation – A \$100 increase is proposed for this budget. It's not known what rates are going to do in a year and a half.

Volunteer Coverage – A \$25 increase is proposed for this budget which covers board appointees if something happens to them at or traveling to and from a meeting.

Unemployment – A \$100-decrease is proposed in this budget. The town generally gets a dividend which is booked as a "negative expense". The \$500 should be adequate.

Deductible Fund – Another \$500 contribution to the fund is proposed. As I write, the fund stands at \$9,700 and change. If we don't have to use the fund for the next couple of years, the \$500 addition would give us over \$10,000, which I feel is adequate.

Total Insurance – Until all the salary lines are populated, this will express low due to the FICA and Medicare Lines. Excluding those, the other insurance lines are pretty much the same as the current fiscal year.

Equipment – The computer in the Administrative Assistant's office is due to be replaced in FY 20/21. This line is up sharply, too as the Accounting Software requires an annual subscription, and it will likely be time to purchase updated database software. The computers and software work fairly well here, so long as they all are working on the same Windows update version. This line is up \$1,300.

Other Equipment – No change is proposed to this line. Occasionally some piece of equipment malfunctions (we bought a spare fax machine at the end of last year as the in service one was showing bad signs, but it's functioning well right now).

Maintenance – No change from the current fiscal year is proposed. Last year's budget saw a couple of projects funded beyond what was planned thanks to some opportunities. The lighting line was over expended to convert the town hall for LED lighting for which Efficiency Maine paid 75%. We encumbered \$3,000 for repairs to the cupola which is leaking badly, and also encumbered \$2,000 for new seating at the town hall (the seats in which you are going to be parked). Two ergonomic chairs were partly funded by our insurance carrier.

Total Administration Budget – The overall budget shows a very modest increase – salaries and equipment are the biggest change. The full bottom line won't be clear until all proposed salaries are plugged in.

Respectfully submitted,

Stu Marckoon, Adm. Asst. to the Selectmen