

GENERAL FUND BUDGET FY 2019/2020

	2018 Actual Expense	2019 Adopted Budget	2019 Amended Budget	2020 Dept Head Requested	2020 Bd Selectmen Proposed	2020 Bd Finance Proposed	Adopted	Amended
113 - Maintenance of Town Buildings								
100 Personnel Services								
311 Custodians	208,461	188,382	212,588	209,235	209,235	209,235	11.07%	-1.58%
314 Overtime	3,292	6,000	6,000	4,000	4,000	4,000	-33.33%	-33.33%
316 Longevity	650	950	950	700	700	700	-26.32%	-26.32%
317 Uniform Allowance	1,250	1,250	1,250	1,000	1,000	1,000	-20.00%	-20.00%
Personnel Services Total	213,653	196,582	220,788	214,935	214,935	214,935	9.34%	-2.65%
200 Services - Contracted/Operations								
216 Service Contracts	49,498	49,500	49,500	49,500	49,500	49,500	0.00%	0.00%
222 Building Maintenance	30,894	39,900	39,900	39,900	39,900	39,900	0.00%	0.00%
295 Fire Protection - Town	35,618	39,180	39,180	43,098	43,098	43,098	10.00%	10.00%
Services Contracted/Operations Total	116,010	128,580	128,580	132,498	132,498	132,498	3.05%	3.05%
300 Operating Expenses - Supplies/Fuels								
201 Telephone	17,423	22,250	22,250	19,500	19,500	19,500	-12.36%	-12.36%
317 Custodial Supplies	23,966	16,050	16,050	16,050	16,050	16,050	0.00%	0.00%
320 Misc Supplies	1,408	1,800	1,800	1,800	1,800	1,800	0.00%	0.00%
Operating Expenses Total	42,797	40,100	40,100	37,350	37,350	37,350	-6.86%	-6.86%
400 Utilities								
210 Electricity	226,522	219,000	219,000	222,500	222,500	222,500	1.60%	1.60%
212 Water & Sewer	10,550	11,340	11,340	11,340	11,340	11,340	0.00%	0.00%
213 Heating Oil/Propane	120,914	85,258	85,258	85,258	85,258	85,258	0.00%	0.00%
Operating Expenses Total	357,986	315,598	315,598	319,098	319,098	319,098	1.11%	1.11%
Maintenance of Town Buildings Total	730,446	680,860	705,066	703,881	703,881	703,881	3.38%	-0.17%
					Revenue Net Budget	703,881		

4/29/2019

TOWN OF EAST LYME

FY 2019/2020

Dept No. 113

Budget Input

Dept Maint of Town Bldgs

29-Apr-19

Acct.	Account Description	19/20 Budget	Supporting Description of Activity
100 Personnel Services			
311	Custodians	209,235	This line consists of the following; 1 - 40 hr/wk FT Buildings & Grounds Supervisor, 2 - 40 hr/wk FT custodians , 1 - 32 hr FT and 1 - 19 hr PT employee. We currently have one FT custodian at the Town Hall that works 2-10:30pm (Mon-Fri), two full time custodians at the ELCC (one that works from 6am-2:30pm Mon-Thurs (32 hrs) and another that works 2-10:30pm Mon-Fri (40 hrs)) and one part time 19 hr a week employee that works at the ELCC Fri 7am-2:30pm and Sat for 8 hrs & Sun for 4 hrs while the ELCC is being used by the library, Parks & Rec and Senior Services. The night ELCC custodian cleans the FSB as part of her shift,the town hall custodian cleans the Police Station and Probate as part of his shift, and the day time custodian at the ELCC cleans the Em. Mgt building on a regular basis. The weekend ELCC part time hours are included in this budget and scheduled we do receive approximately \$4,500 reimbursement for outside users of the facility.
314	Overtime	4,000	This overtime covers after hour call ins, emergencies, when town meetings run after regular building close times and other situations that come up throughout the year. We reduced this line item by \$2k as we try to limit custodian OT unless we have emergencies. All building maintenance scheduled OT at the ELCC is supposed to be reimbursed from the fees that are charged for building usage.
316	Longevity	700	Time in service pay earned by employees per contract.
317	Uniform Allowance	1,000	Each union employee receives a \$250 uniform allowance per contract so with 4 FT employees this amounts to \$1,000.
Personnel Services Total		214,935	

200 Services - Contracted/Operations

216	Service contracts	49,500	Building maintenance service contracts for the Town Hall, Community Center, Police station, Emergency Management Center and Public Works Garage. These service contracts include HVAC, security (fire and burgular alarm monitoring and servicing), sprinklers at the Community Center and FSB, servicing of fire extinguishers and pest control throughout all the buidlings
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Acct.	Account Description	19/20 Budget	Supporting Description of Activity
222	Building Maintenance	39,900	Coverage for emergency repairs, general building maintenance and repair contractors. This account also includes necessary building improvements to stairs, lighting, carpets, window, etc. that are not included as capitol projects.
295	Fire Protection - Town	43,098	This line items has been increasing by 10% per year per the request of the W&S commission
Services/Contract/Oper Total		132,498	
300 Operating Expenses - Supplies/Fuels			
201	Telephones	19,500	This includes the main phone charges for phone and networking communication at the town hall and the community center, as well most of the Town cell phones. We continue to restructure our phone and cell phone bills which has allowed us to save alot of money over the last 2 years.
317	Custodial Supplies	16,050	This is the line item to purchase cleaning supplies for the town hall, police station, FSB, the emergency management building and the community center.
320	Misc Supplies	1,800	This line item covers safety shoes, training, mileage for staff using non town vehicles and any other misc items needed to do their jobs
Services/Contract/Oper Total		37,350	
400 Utilities			
210	Electricity	222,500	We needed an increase as the current year projection for electricity is about \$222.5k
212	Water & Sewer	11,340	This covers water and sewer charges for the following facilities. Town Hall, the PD, FSB, Smith Harris House, NFD Main Station, NFD Sta 2, Flanders Fire Dept, 12 Roxbury Rd Garage, the ELCC and Emergency Dispatch.

Acct.	Account Description	19/20 Budget	Supporting Description of Activity
213	Heating Oil/Propane	85,258	We try to best gauge what this line will be but it is tough to determine how warm or cold the winter will be. Therefore, we are carrying the same amount as last fiscal year.
Services/Contract/Oper Total		<u>319,098</u>	
Maint of Town Buildings Total		<u>703,881</u>	