

# GENERAL FUND BUDGET FY 2020/2021

	2019 Actual Expense	2020 Adopted Budget	2020 Amended Budget	2021 Dept Head Requested	2021 Bd Selectmen Proposed	2021 Bd Finance Proposed	Adopted
<b>113 - Maintenance of Town Buildings</b>							
<b>100 Personnel Services</b>							
311 Custodians	212,769	209,235	209,235	206,790	206,790	206,790	-1.17%
314 Overtime	3,487	4,000	4,000	3,000	3,000	3,000	-25.00%
316 Longevity	950	700	700	700	700	700	0.00%
317 Uniform Allowance	1,125	1,000	1,000	1,000	1,000	1,000	0.00%
<b>Personnel Services Total</b>	<b>218,331</b>	<b>214,935</b>	<b>214,935</b>	<b>211,490</b>	<b>211,490</b>	<b>211,490</b>	-1.60%
<b>200 Services - Contracted/Operations</b>							
216 Service Contracts	44,817	49,500	49,500	49,500	49,500	49,500	0.00%
222 Building Maintenance	35,561	39,900	39,900	39,900	39,900	39,900	0.00%
295 Fire Protection - Town	39,180	43,098	43,098	47,408	47,408	47,408	10.00%
<b>Services Contracted/Operations Total</b>	<b>119,558</b>	<b>132,498</b>	<b>132,498</b>	<b>136,808</b>	<b>136,808</b>	<b>136,808</b>	3.25%
<b>300 Operating Expenses - Supplies/Fuels</b>							
201 Telephone	18,442	19,500	19,500	19,500	19,500	19,500	0.00%
317 Custodial Supplies	13,392	16,050	16,050	16,050	16,050	16,050	0.00%
320 Misc Supplies	1,763	1,800	1,800	1,800	1,800	1,800	0.00%
<b>Operating Expenses Total</b>	<b>33,597</b>	<b>37,350</b>	<b>37,350</b>	<b>37,350</b>	<b>37,350</b>	<b>37,350</b>	0.00%
<b>400 Utilities</b>							
210 Electricity	224,391	222,500	222,500	222,500	222,500	222,500	0.00%
212 Water & Sewer	11,173	11,340	11,340	13,000	13,000	13,000	14.64%
213 Heating Oil/Propane	78,183	85,258	85,258	85,258	85,258	80,258	-5.86%
<b>Operating Expenses Total</b>	<b>313,747</b>	<b>319,098</b>	<b>319,098</b>	<b>320,758</b>	<b>320,758</b>	<b>315,758</b>	-1.05%
<b>Maintenance of Town Buildings Total</b>	<b>685,233</b>	<b>703,881</b>	<b>703,881</b>	<b>706,406</b>	<b>706,406</b>	<b>701,406</b>	-0.35%
					<b>Revenue</b>	<b>8,130</b>	OTI Probate
					<b>Net Budget</b>	<b>698,276</b>	

5/14/2020

# TOWN OF EAST LYME

**FY 2020/2021**

Dept No. 113  
 Dept Maint of Town Bldgs

Budget Input  
 14-May-20

Acct.	Account Description	20/21 Budget	Supporting Description of Activity
<b>100 Personnel Services</b>			
311	Custodians	206,790	This line consists of the following; 1 - 40 hr/wk FT Buildings & Grounds Supervisor who oversees all the buildings and custodians and coordinates and participates in building maintenance, 2 - 40 hr/wk FT custodians , 1 - 32 hr FT and 1 - 8 hr PT employee. All of these employees are union except for the 8 hr PT person. We currently have one FT custodian at the Town Hall that works 2-10:30pm (Mon-Thurs) 7:30-4pm on 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 8 hr a week person that works at the ELCC Fri 7am-2:30pm. The custodian that works Friday also works at the ELCC on Saturdays for 8 hrs & Sundays for 4 hrs while the building is open for extra activities. Saturdays are paid by the P&R activity fund as they take in revenue for these activities and Sundays is to be paid for by the Library. The weekend ELCC custodian is responsible for opening and closing the building, cleaning the bathrooms as needed and catching up on cleaning that can't be done during the week. Additionally, 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 reason these custodians are going to other building is that we has a 20 hr part time position cut from the budget two years ago. When the new PS building opens later this fall, we are requesting an additional FT custodian for that building. That extra position is not in this budget as it is in a contingency fund set up for all the additional costs of that building. Finally, we are carrying in this line item an additional \$5,000 for coverage when any of these FT custodians are out of work.
314	Overtime	3,000	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.
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.

Acct.	Account Description	20/21 Budget	Supporting Description of Activity
<b>Personnel Services Total</b>		<b>211,490</b>	
<b>200 Services - Contracted/Operations</b>			
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 burglar alarm monitoring and servicing), sprinklers at the Community Center and FSB, servicing of fire extinguishers and pest control throughout all the buildings. When the new Public Safety building opens up, we have identified an increase that we will need but that is not included in this budget.
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. When the new Public Safety building opens up, we have identified an increase that we will need but that is not included in this budget.
295	Fire Protection - Town	47,408	This line items has been increasing by 10% per year per the request of the W&S commission. This number used to be over \$70k over 20 years ago but was drastically reduced back then when the water department was flush with money. The Water & Sewer Commission are looking to keep growing this payment until they get back to what the levels were over 20 years ago. The \$47,408 is still only about \$57/hydrant where as other area utility companies charge municipalities over \$100/hydrant for fire protection services.
<b>Services/Contract/Oper Total</b>		<b>136,808</b>	
<b>300 Operating Expenses - Supplies/Fuels</b>			
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.
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
<b>Services/Contract/Oper Total</b>		<b>37,350</b>	
<b>400 Utilities</b>			

Acct.	Account Description	20/21 Budget	Supporting Description of Activity
210	Electricity	222,500	This line item covers electricity usage at the following locations; the radio equip on the Water tower on Boston post rd, the park clock on main st, the emergency dispatch center, traffic signals, town hall, the Niantic Fire Dept at 6 & 8 Grand St and at Station 2, the transfer station, the community center, Flanders Fire Dept, the existing PD on Main St, 12 roxbury garage and at the Field Services Building on Capitol Dr. The additional electricity usage and the corresponding reduction from the existing PD and dispatch centers is to be included in the contingency line for the new PS building.
212	Water & Sewer	13,000	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. We have been seeing an increase in this line item as the water and sewer rates increase over the years.
213	Heating Oil/Propane	80,258	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. <b>BoS recommended reduction of \$5,000 to BoF.</b>
<b>Services/Contract/Oper Total</b>		<b>315,758</b>	
<b>Maint of Town Buildings Total</b>		<b>701,406</b>	

**WITHOUT PS BUILDING**

**REG. TIME - Custodians**  
**Line 01-01-113-100-311**

FY 19-20				
Employee	Rate/hr	Hrs/wk	Wkly Rate	Yearly
Ron Bence	\$ 31.55	40	\$ 1,262.00	\$ 65,624.00
George Carfi	\$ 23.48	40	\$ 939.20	\$ 48,838.40
Ron Mathieu	\$ 19.28	32	\$ 616.96	\$ 32,081.92
Louise Neely	\$ 20.25	40	\$ 810.00	\$ 42,120.00
Marge Broderick	\$ 21.29	19	\$ 404.51	\$ 21,034.52
				\$ 209,698.84
Coverage	\$ 18.00	280 hrs		\$ -
<b>BUDGET</b>				<b>\$ 209,698.84</b>

**REG. TIME - Custodians**  
**Line 01-01-113-100-311**

\* This number does not include any coverage for the PS building

FY 20-21	2.25%			6/30/2021		
Rate/hr	Hrs/wk	Wkly Rate	Yearly	Start Date	Yrs Serv	Lngvity
\$ 32.26	40	\$ 1,290.40	\$ 67,100.80	8/13/2001	19.9	\$ 350
\$ 24.01	40	\$ 960.40	\$ 49,940.80	3/2/2009	12.3	\$ 250
\$ 19.72	32	\$ 631.04	\$ 32,814.08	1/17/2019	2.5	\$ -
\$ 20.71	40	\$ 828.40	\$ 43,076.80	12/30/2011	9.5	\$ 100
\$ 21.29	8	\$ 170.32	\$ 8,856.64			
			\$ 201,789.12			\$ 700
\$ 18.00	280 hrs		\$ 5,000.00			
<b>BUDGET</b>			<b>\$ 206,789.12</b>			

\$ 206,790 say \*

Marge's hrly rate would not go up as she is non union and making more than the union custodians already

REIMBURSEMENT FROM P&R/LIBRARY/SEN SERV			
Marge Broderick	\$ 21.29	11	\$ 234.19
			\$ 12,177.88