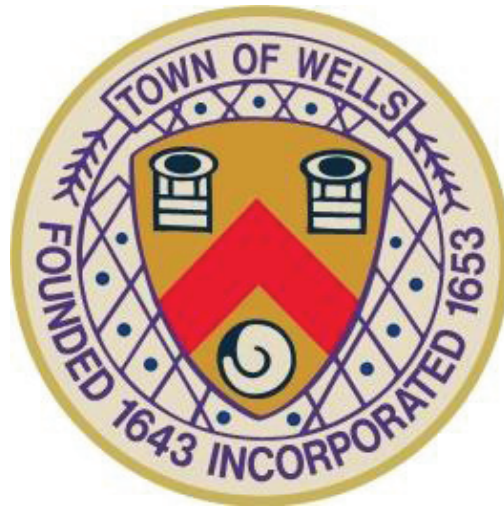


TOWN OF WELLS



Annual Town Meeting

June 8, 2021

Tuesday, June 8 – 8:00AM to 8:00PM

Warrant and Plans for the Fiscal Year 2022

Town of Wells
Town Office
208 Sanford Road
Wells, Maine 04090

BULK RATE
U.S. POSTAGE PAID
WELLS, ME 04090
PERMIT NO. 3
CARRIER ROUTE - SORT

POSTAL PATRON

FY 2022 PROPOSED BUDGET SUMMARY

ARTICLE	ARTICLE DESCRIPTION	FY 22 PROPOSED AMOUNT	TAXES TO FUND ART 15 & 18	TAXES	OTHER REVENUE / PASS THRU	SURPLUS	RESERVES	USE OF ENTERPRISE FUNDS	EXPENSE FROM SURPLUS
ARTICLE 3	ESTIMATED REVENUE	\$5,621,134			\$5,621,134				
ARTICLE 4	PASS THROUGH ACCOUNTS	\$852,500			\$852,500				
ARTICLE 5	SALARIES AND BENEFITS	\$9,563,715		\$9,563,715					
ARTICLE 6	OPERATIONS	\$6,580,185		\$6,580,185					
ARTICLE 7	POTENTIAL EMPLOYEE RELATED EXPENSES	\$25,000							\$25,000
ARTICLE 8	POTENTIAL TOWN LIABILITIES	\$285,000							\$285,000
ARTICLE 9	CAPITAL IMPROVEMENT PLAN	\$2,936,600		\$1,524,000		\$1,400,000	\$12,600	\$-	
ARTICLE 10	CAPITAL EXPENDITURES	\$2,850,000					\$2,850,000		
ARTICLE 11	EXPENDITURES FROM SPECIFIC CIP FUNDS								
ARTICLE 12	GENERAL ASSISTANCE	\$45,000							\$45,000
ARTICLE 13	TOWN CLERK'S COMPENSATION	\$72,220		\$72,220					
ARTICLE 14	2 FULL-TIME FIRE FIGHTERS	\$188,926		\$188,926					
ARTICLE 15	OT FUNDING FOR FIRE COVERAGE IF ART 14 IS DEFEATED	\$120,588				\$120,588			
ARTICLE 16	FULL-TIME HR COORDINATOR/MEDIA	\$70,539		\$70,539					
ARTICLE 17	FULL-TIME DISPATCHER	\$71,837		\$71,837					
ARTICLE 18	SEASONAL/PT STAFF FUNDING IF ART 17 IS DEFEATED	\$22,000				\$22,000			
ARTICLE 19	EMERGENCY SERVICES STUDY	\$35,000		\$35,000					
	TOTAL MUNICIPAL BUDGET	\$23,719,110							
	Subtotals of Revenue		\$18,106,422		\$6,473,634	\$1,400,000	\$2,862,600	\$-	\$355,000
	Less Taxes Needed to Fund Articles 15 & 18	\$(142,588)							
	Less Revenue & Pass Through	\$(6,473,634)							
	Less Surplus	\$(1,400,000)							
	Less Reserves	\$(2,862,600)							
	Less Use of Revenue	\$-							
	Less Use of Enterprise Funds	\$-							

FY 2022 TAX RATE INFORMATION AND PROJECTIONS

TOTAL ESTIMATED TOWN TAXES	Budget as Proposed	Est. Tax Rate as Proposed	Est. Tax Rate with Art. 14 Only	Est. Tax Rate with Art. 17 Only	Est. Tax Rate with Art. 15 and 18
Proposed Municipal FY 22	\$12,485,288	\$3.75	\$3.74	\$3.73	\$3.72
Estimated County Tax FY 22	\$1,806,604	\$0.54	\$0.54	\$0.54	\$0.54
Estimated School Budget FY 22	\$20,686,001	\$6.22	\$6.22	\$6.22	\$6.22
Estimated Overlay Budget FY 22	\$150,000	\$0.05	\$0.05	\$0.05	\$0.05
Total Estimated Tax Revenue FY 22	\$35,127,893	\$10.56	\$10.55	\$10.54	\$10.53
COMPARATIVE TAX RATES	EST. FY 22	% Change	FY 21	FY 20	FY 19
TOWN	\$3.75	7.21%	3.50	3.27	3.29
COUNTY	\$0.54	0.55%	0.54	0.53	0.53
SCHOOL	\$6.22	0.27%	6.20	6.24	6.25
OVERLAY	\$0.05	-81.22%	0.24	0.38	0.25
TOTAL	\$10.56	0.74%	10.48	10.42	10.32
	FY 18	FY 17	FY 16	FY 15	FY 14
TOWN	3.08	3.08	3.00	\$3.01	\$2.86
COUNTY	0.55	0.55	0.54	\$0.52	\$0.53
SCHOOL	6.23	6.17	6.04	\$5.90	\$5.63
OVERLAY	0.30	0.26	0.37	\$0.07	\$0.10
TOTAL	10.16	10.06	9.95	\$9.50	\$9.12
VALUATIONS					
Projected Valuation FY 22	3,327,373,845	1.6%			
Actual Valuation FY 21	3,275,941,562	1.2%			
Actual Valuation FY 20	3,238,015,584	2.0%			
Actual Valuation FY 19	3,174,708,336	2.3%			
Actual Valuation FY 18	3,103,810,973	2.0%			
Actual Valuation FY 17	3,042,534,224	1.4%			
Actual Valuation FY 16	3,001,040,603	1.7%			
Actual Valuation FY 15	2,951,308,116	2.1%			
Actual Valuation FY 14	2,890,663,097	-4.9%	REVALUATION YEAR		
Actual Valuation FY 13	3,039,040,053	1.1%			
Actual Valuation FY 12	3,006,525,404	1.0%			

WARRANT

June 8, 2021
STATE OF MAINE
COUNTY OF YORK, ss.

To: Marianne Goodine or Michele Stivaletta-Noble, resident of the Town of Wells, County of York, and State of Maine;

GREETINGS:

In the name of the State of Maine, you are hereby required to notify and warn the Inhabitants of the Town of Wells, qualified by law to vote in Town affairs, to meet at the Wells Junior High School Gymnasium, 1470 Post Road, in said Town of Wells on **Tuesday, June 8, 2021 at 8:00 AM** in the forenoon and then and there to vote on Article 1 and by secret ballot to act on all remaining Articles set out below. The polling hours therefore to be from 8:00 AM in the forenoon to 8:00 PM in the evening. Pursuant to Title 21-A, Section 759(7), **absentee ballots will be processed at the polls at the following times: 9:00, 10:00, 11:00 am, 12:00, 1:00, 2:00, 3:00, 4:00, 5:00, 6:00, 7:00 and 8:00 pm.**

ARTICLE 1. To elect a Moderator to preside in said meeting.

ARTICLE 2. To elect all necessary Town Officers for the ensuing terms by secret ballot.

ARTICLE 3. ESTIMATED REVENUES: Shall the Town vote to collect and appropriate the estimated amounts in Town Generated Revenue and State Revenue in the amount of \$5,621,134 to reduce the amount to be raised by taxation as shown in Table 1 of the appendix to the Annual Town Meeting Warrant?

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$5,320,987.

Board of Selectmen Recommends	YES	(5 in Favor / 0 Against)
Budget Committee Recommends	YES	(7 in Favor / 0 Against)

ARTICLE 4. PASS THROUGH ACCOUNTS: Shall the Town vote to authorize the Town Treasurer to accept and pay out Pass Through Funds in the estimated amount of \$852,500 from specified sources as shown on Table 2 of the appendix to the Annual Town Meeting Warrant?

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$852,500.

Board of Selectmen Recommends	YES	(5 in Favor / 0 Against)
Budget Committee Recommends	YES	(7 in Favor / 0 Against)

ARTICLE 5. SALARIES AND BENEFITS: Shall the Town vote to raise and appropriate \$9,563,715 and transfer said monies (\$9,563,715) into various department salary and benefit lines for municipal employees' salaries, wages and benefits during FY 2022 as shown on Table 3 of the appendix to the Annual Town Meeting Warrant?

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$9,551,038.

Board of Selectmen Recommends YES (5 in Favor / 0 Against)
Budget Committee Recommends YES (7 in Favor / 0 Against)

ARTICLE 6. OPERATIONS: Shall the Town vote to raise and appropriate \$6,580,185 and appropriate \$6,580,185 and transfer said monies (\$6,580,185) into various department operation lines as shown on Table 4 of the appendix to the Annual Town Meeting Warrant for the operation of municipal departments and committees during FY 2022?

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$6,786,954.

Board of Selectmen Recommends YES (5 in Favor / 0 Against)
Budget Committee Recommends YES (7 in Favor / 0 Against)

ARTICLE 7. POTENTIAL EMPLOYEE-RELATED EXPENSES: Shall the Town vote to appropriate and expend up to \$25,000 from Undesignated Fund Balance (Surplus) for the following:

Retirement Benefit Reimbursement - \$15,000 to fund payment, when necessary, of accrued benefits to employees who are retiring or leaving Town Service; and

Educational Reimbursement Fund - \$10,000 to fund educational course reimbursement in FY'22 for eligible union and non-union employees based on contract requirements and the Non-Union Educational Assistance Program guidelines.

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$60,000.

Board of Selectmen Recommends YES (5 in Favor / 0 Against)
Budget Committee Recommends YES (7 in Favor / 0 Against)

ARTICLE 8. POTENTIAL TOWN LIABILITIES: Shall the Town vote to appropriate and expend up to \$285,000 from the Undesignated Fund Balance (Surplus) for the following potential liabilities:

Legal Services Fund - \$75,000 to be used at the discretion of the Board of Selectmen, following a public hearing, to fund legal services for significant legal and/or legislative matters beyond the normal legal budget; and

Self-Insurance Claims Coverage - \$10,000 to fund payment of the Town's deductible and other expenses associated with accepted claims made against the Town; and

Emergency Fuel and Utilities Account - \$30,000 to be expended, following a public hearing by the Board of Selectmen, to cover potential shortfalls in the FY'22 fuel and utilities budgets due to the unpredictable markets for diesel, unleaded gasoline, propane and electricity; and

Emergency Facility Repair and Energy Efficiency Improvement Fund - \$50,000 to be used at the discretion of the Board of Selectmen, following a public hearing, to pay for emergency repairs and energy efficiency improvements to town-owned facilities that are not contemplated in the FY'22 operating budget; and

Shortfall on State Revenue Projected to offset Town Budget Funding - \$40,000 to be used in case at the discretion of the Board of Selectmen, following a public hearing, at the end of the fiscal year to balance any shortfall in State Revenue projected to be received that offset the budget for property tax purposes; and

Health Reimbursement Account Fund - \$30,000 to fund payment of the Town's portion of employee's health insurance deductibles for employees covered by high deductible health insurance plans; and

Facility Maintenance and Repair Fund - \$50,000 to be used at the discretion of the Board of Selectmen, following a public hearing, to pay for maintenance and repairs to town-owned facilities and property that are not contemplated in the FY'22 operating budget.

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$295,000.

Board of Selectmen Recommends	YES	(5 in Favor / 0 Against)
Budget Committee Recommends	YES	(7 in Favor / 0 Against)

ARTICLE 9. CAPITAL IMPROVEMENT PLAN (Raising and Appropriating from Taxation, and Appropriating and Transferring Funds From Reserves, Surplus, and the State to Fund the Capital Improvement Plan): Shall the Town vote to raise and appropriate \$1,524,000, appropriate \$1,400,000 from the Undesignated Fund Balance (Surplus); and appropriate \$12,600 from various CIP Reserve Funds; and transfer said monies (\$2,936,600) into various CIP reserve funds, which will be used to fund the CIP program as specified in Table 5 of the appendix to the Annual Town Meeting Warrant?

If this Article is defeated, the appropriation for this Article shall be the same amount approved at last year's Annual Town Meeting which was \$2,911,100.

Board of Selectmen Recommends	YES	(5 in Favor / 0 Against)
Budget Committee Recommends	YES	(6 in Favor / 1 Against)

ARTICLE 10. CAPITAL EXPENDITURES (Appropriations (Spending) of Fund Monies):

Shall the Town vote to appropriate and expend \$2,850,000 from the Capital Reserve Funds to fund the Capital Expenditures as specified in Table 5 of the appendix to the Annual Town Meeting Warrant?

If this Article is defeated, the appropriation for this Article shall be the same amount approved at last year's Annual Town Meeting which was \$2,842,470.

Board of Selectmen Recommends	YES	(5 in Favor / 0 Against)
Budget Committee Recommends	YES	(6 in Favor / 1 Against)

ARTICLE 11. EXPENDITURES FROM SPECIFIC CIP RESERVE ACCOUNTS:

Shall the Town vote to authorize the Board of Selectmen, in the event of emergency and after a public hearing, to expend up to the fund balance (as specified in Table 5 of the appendix to the Annual Town Meeting Warrant) in the following CIP reserve accounts: Infrastructure, Technology, and Ambulance?

Board of Selectmen Recommends	YES	(5 in Favor / 0 Against)
Budget Committee Recommends	YES	(6 in Favor / 1 Against)

ARTICLE 12. GENERAL ASSISTANCE: Shall the Town vote to appropriate and expend from the Undesignated Fund Balance (Surplus) up to \$45,000 to fund the Town of Wells General Assistance Program?

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$60,000.

Board of Selectmen Recommends	YES	(5 in Favor / 0 Against)
Budget Committee Recommends	YES	(7 in Favor / 0 Against)

ARTICLE 13. TOWN CLERK COMPENSATION: Shall the Town vote to raise and appropriate \$2,246 to increase the Elected Town Clerk's current salary of \$69,974 by 3.21% in FY'22 and to expend \$72,220 for the Town Clerk's compensation in FY'22?

If this Article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting, which with adjustment was \$69,974.

Board of Selectmen Recommends YES (4 in Favor / 1 Against)
Budget Committee Recommends YES (7 in Favor / 0 Against)

Explanation: The Town Meeting is asked to approve the Elected Town Clerk's compensation for FY'22 that will increase by 3.21%.

ARTICLE 14. TWO FULL-TIME FIRE FIGHTERS: Shall the Town vote to raise and appropriate \$188,926 and transfer said monies (\$188,926) into various fire department salary and benefit lines for fire employees' salaries and benefits during FY 2022 to create and fund two additional full-time fire positions?

If this article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$0.

Board of Selectmen Recommends YES (5 in Favor / 0 Against)
Budget Committee Recommends YES (5 in Favor / 2 Against)

Explanation: The Town of Wells Fire Department is staffed with three shifts. Currently one of those shifts is staffed at four fire fighters and the other two are staffed with three fire fighters. OSHA recommends, and the Maine Department of Labor requires by law, that there be a minimum of two certified fire fighters inside any structure fire and a minimum of one certified fire fighter outside of the structure for every fire fighter inside the structure. This rule is commonly referred to as the 2 in, 2 out rule. We have historically met this staffing law only during our busiest months, May through October, and have done so using overtime. These two additional fire fighters will allow the Town to meet basic minimum requirements of Maine Department of Labor law and to provide full coverage to serve the people of Wells.

See the Position Report and its description of duties in Appendix 1.

ARTICLE 15. FUNDING OVERTIME TO PROVIDE FIRE FIGHTER COVERAGE IF AND ONLY IF ARTICLE 14 IS DEFEATED. If and only if Article 14 is defeated, shall the Town vote to raise and appropriate \$120,588 and transfer said monies (\$120,588) into various fire department salary and benefit lines for fire employees' salaries and benefits during FY 2022 to cover the cost of overtime necessary to ensure that minimum Maine Department of Labor standards are met?

Board of Selectmen Recommends YES (5 in Favor / 0 Against)
Budget Committee Recommends YES (7 in Favor / 0 Against)

Explanation: Article 14 requests approval for the creation and funding of two full-time fire fighter positions in order to meet the Maine Department of Labor's minimum staffing standards and as recommended by OSHA. If Article 14 is defeated, then the Town will still need to staff the Fire Department at minimum levels required by law. To this end, the Town

will need to pay overtime to existing fire fighters in the amount of (\$120,588) if Article 14 is defeated.

ARTICLE 16. FULL-TIME HR/COMMUNICATIONS COORDINATOR: Shall the Town vote to raise and appropriate \$70,539 and transfer said monies (\$70,539) into various human resource department salary and benefit lines for human resource employees' salaries and benefits during FY 2022 to create and fund one new full-time HR/Communications Coordinator position?

If this article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which was \$0.

Board of Selectmen Recommends	YES	(5 in Favor / 0 Against)
Budget Committee Recommends	YES	(7 in Favor / 0 Against)

Explanation: A shared position is desired to assist with daily HR tasks of background checks, Verification of Employment, worker's comp filing, worker's comp salary statements, record keeping for all function of the HR Department- including file maintenance and applicant tracking, I-9 verifications, new hire onboarding, requesting and answering salary surveys, open enrollment, annual reporting, etc. The HR Department has also taken on the functions of the Town's General Assistance Program. This shared position will be required to assist with GA functions as needed. The Town is also in need of someone to focus on increase communications with the public. This position will allow for 20 hours per week to be spent maintaining the website, editing the weekly newsletter, building a social media presence, and helping curate content for our cable channel and upcoming YouTube channel.

See the Position Report and its description of duties in Appendix 2.

ARTICLE 17. FULL-TIME DISPATCHER: Shall the Town vote to raise and appropriate \$71,837 and transfer said monies (\$71,837) into various dispatch department salary and benefit lines for dispatch employees' salaries and benefits during FY 2022 to create and fund one additional full-time dispatcher position?

If this article is defeated, the appropriation for this Article shall be the amount approved at last year's Annual Town Meeting which is \$0.

Board of Selectmen Recommends	YES	(5 in Favor / 0 Against)
Budget Committee Recommends	YES	(7 in Favor / 0 Against)

Explanation: The Town of Wells dispatch center has been understaffed for many years and augmented with seasonal reserve staffing. The profession of dispatch has evolved with technology; we are well beyond the days of dispatch having "radio" only responsibilities. This profession continues to require more initial mandatory training (12 weeks), continuing education, and has higher demand. We have placed a strain on our

center juggling their multi-task environment while continuing to deliver a high-quality customer service approach; we have continued to avoid automated call answering found in other dispatch centers. The practice of using part-time or seasonal staff is inefficient. Like the communities of Wells & Ogunquit, we continue to grow both in call volume and increased responsibility.

This budget proposes an additional entry-level dispatch position to ensure 16 hours of coverage with two dispatchers during peak times (from 1000-0200). By adding a seventh dispatch position, we may also free time up for our state mandated quality assurance reviews, and audits.

See the Position Report and its description of duties in Appendix 3.

ARTICLE 18. FUNDING COST OF SEASONAL/PART-TIME STAFF TO PROVIDE DISPATCH SERVICES IF AND ONLY IF ARTICLE 17 IS DEFEATED. If and only if Article 17 is defeated, shall the Town vote to raise and appropriate \$22,000 and transfer said monies (\$22,000) into various dispatch salary and benefit lines for dispatch employees' salaries and benefits during FY 2022 to cover costs necessary to hire seasonal and part-time staff to ensure dispatching needs are met?

Board of Selectmen Recommends	YES	(5 in Favor / 0 Against)
Budget Committee Recommends	YES	(7 in Favor / 0 Against)

Explanation: Article 17 requests approval for the creation and funding of one additional full-time dispatcher. If Article 17 is defeated, then the Town will still need to staff dispatch with seasonal and reserve employees. To this end, the Town will need to spend (\$22,000) for dispatch staffing costs if Article 17 is defeated.

ARTICLE 19. EMERGENCY SERVICES STUDY: Shall the Town vote to raise and appropriate \$35,000 to conduct an independent, third party study of emergency medical services and fire service in the Town of Wells?

Board of Selectmen Recommends	YES	(5 in Favor / 0 Against)
Budget Committee Recommends	YES	(6 in Favor / 1 Against)

ARTICLE 20: Shall the Ordinance entitled "An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Eliminate the Enclosed Structure Requirement for Day-care Uses in the Residential Commercial Districts" be enacted?

A copy of the ordinance is posted together with this warrant as Appendix 4 and is hereby incorporated by reference.

Given under our hands this 6th day of April 2021.

BOARD OF SELECTMEN OF THE TOWN OF WELLS:

Karl Ekstedt


Kathleen Chase



John K. MacLeod III



Timothy Roche



Sean P. J. Roche

APPENDICES

APPENDIX 1

FIREFIGHTER

PURPOSE:

To provide an understanding of the duties and requirements of the position of firefighter.

OBJECTIVE:

Those members who obtain rank of firefighter within the fire department will be able to perform these duties.

PROCEDURE:

Members desiring to attain a membership and to become a firefighter within the Wells Fire Department must first submit an application to the department. Upon receiving the application, the individual will be contacted as to what process they will have to follow to become a member.

NATURE OF WORK:

Performs fire suppression, rescue such as water, ice, rope, motor vehicle incidents, off road, emergency medical service, mitigating of hazardous materials incidents, disaster response to protect lives, property and the environment; performs all other related or similar work as required which can include fire inspections, fire prevention and education. This list is not all inclusive.

Works under the general direction of the Fire Chief as part of a team. Firefighters receive direct orders from a supervisor who indicates the general work to be performed and outlines the services to be provided. While an employee receives work instructions on the job, employee exercises independent judgment and initiative in the provision of service within the Incident Command System and policies and procedures of the Wells Fire Department and may serve as incident commander when required in the absence of a superior officer.

Employee as a regular or continuing part of the job may lead other employees in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels.

Firefighters are alerted to calls by alarm or pager and will be subject to recalls and are expected to respond, whenever available to do so.

Work is performed under typical emergency conditions consisting primarily of operations at fires, accidents, potential explosions, medical incidents and hazardous emergencies. Work may be performed under stressful conditions, poor weather and during nighttime. Work may involve considerable personal danger, including exposure to fire, toxic substances, and other hazards.

Most contact is with supervisor or the fire chief for the purpose of receiving work assignments and instructions. Other contact is with co-workers for exchanging information about the work at hand and completing tasks at a fire scene or emergencies. Makes contact with the public for reporting

potential safety hazards or supplying general information or assistance and regular contact with fire victims or persons in need of medical attention. Contact is in person, in writing, email and or by telephone.

Errors in judgment, performance of duties and in the use of equipment in accordance with established procedures could lead to adverse public relations, endangerment of public health and safety, as well as their own personnel safety; monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Drives and operates heavy and light fire apparatus/trucks including pumpers, aerial ladders and rescue trucks. Drives and operates the Town of Wells Ambulances when called upon to., shall be able to operate all power and hand tools, pneumatic tools, medical equipment, personal computers, portable pumps, extraction tools, portable generators, hose, air packs, fire suppression turnout gear, electrical and other fire fighting and rescue equipment including hydraulic and rescue tools, positive pressure ventilators, forcible entry tools and other fire department equipment including standard office equipment.

Provides emergency medical care at emergency scenes as a Licensed Emergency Medical Technician at the basic or higher license level.

Can assist in the investigation of accidents and fires to determine origin and cause including assisting in documenting the incident.

Maintains apparatus, tools, and equipment in accordance with departmental procedures and based on those of the manufacturers.

Attends training programs and meetings in town and with outside agencies as required by the Chief of the department.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge: Working knowledge of firefighting principles and practices as well as basic medical techniques and rescue procedures. Working knowledge of occupational hazards and of safety precautions to be exercised to ensure safe operation of fire apparatus and equipment to assure the safety of fellow workers and the public.

Ability: Ability to interact in a positive and effective manner with employees and the public. Ability to execute oral and written instructions in a precise manner. Ability to command and control emergencies under emergency conditions. Ability to perform mathematical calculations and

to interpret results. Ability to perform prolonged physical labor under hazardous and adverse emergency conditions.

Skill: Excellent employee relations and public relations skills and ability to handle multiple tasks. Good judgment, motor operating skills and able to maintain effective staff and customer relations. Skill in use of hand tools, power equipment, and other related equipment to the job of a firefighter within the Wells Fire Department.

Physical and Mental Requirements

Moderate to heavy physical effort for prolonged periods required in connection with fire, rescue, and emergency medical services. Physical demands may require regular pushing, pulling, lifting and dragging of objects more than 175 pounds. Physical agility required accessing all areas of a fire or emergency scene. There is likely to be a great deal of standing, walking, crouching, crawling, ladder climbing, and talking or hearing; use of hand or fingers, handle or feel objects, tools or controls and to reach with hands and arms, bending and climbing and working in lit and unlit areas. Must be able to hear normal sounds, distinguish sound as voice patterns, and communicate orally. Specific vision requirements include close vision and the ability to adjust and focus. Performance of duties and use of equipment is often conducted in hazardous conditions, and Firefighters must be watchful at all times for potential safety hazards to themselves and other fire personnel. Must be able to work in confined areas with little or no visibility while wearing protective clothing and SCBA and must be able to work at elevated heights from ladders and structures. Must be able to maintain composure and carry out responsibilities under pressure.

Minimum Qualifications

This job description is designed to be for all members of the fire department who desire to be members classified as a firefighter. For those members who are applying for a fulltime position it shall be noted directly in this description as to what applies immediately and what areas apply during their probation period.

Education and Experience

High School Degree or equivalent; minimum age of 18 years
Completion of State of Maine or equivalent Firefighter I/II (Required for fulltime employment)
Maine Basic EMT Certification (Required for fulltime employment)
Valid State of Maine Driver's License (18 years of age to be able to drive/operate in an emergency response (Required for fulltime employment))
Basic Pumps or equivalent approved by the Fire Chief (Required for fulltime employment)

Training and Experience

Must be obtained within the probationary period or as soon as practicable

NIMS-ICS IS 700, ICS 100, ICS 200

EVOC/AVOC (Required for fulltime)

Certification on the apparatus assigned. (Required for fulltime Employment)

APPENDIX 2

HR/COMMUNICATIONS COORDINATOR

NATURE OF WORK

This position is responsible for the administrative and technical work in performing a wide range of communications and human resources related duties.

Work is performed under the general joint policy direction and guidance of the Town Manager and Director of Human Resources. In addition, this position will work closely with other Town staff, departments and committees as assigned. Independence, initiative, resourcefulness, analysis, and follow-through are expected of the employee in the normal conduct of the work. Work is reviewed by the Director of Human Resources through observation, oral and written reports, and feedback from other Departments for responsiveness and timeliness, quality and quantity of the service provided, resourcefulness, foresight, and perceptiveness in identifying issues and concerns for attention.

ESSENTIAL FUNCTIONS *(Illustrative examples; not intended to be all-inclusive)*

1. The Coordinator shall guide and coordinate the implementation of the Town's current and/or future social media presence including monitoring and keeping current the Town Facebook, Instagram, YouTube, and Twitter accounts.
2. The Coordinator shall be a technical resource and assist departments in generating public notices, outreach efforts and advertising.
3. The Coordinator shall work with cable channel staff to ensure effective, timely content is available and running on the Wells public access channels.
4. The Coordinator will be responsible for ensuring municipal boards and committee information, to include agendas, minutes and calendars, are up to date and accurate.
5. The Coordinator will generally be responsible for the content maintenance of the Town's website.
6. Performs varied assignments, administrative tasks and other related work as assigned.

Ability to interact with the public in an effective, tactful and pleasant manner. Ability to work well with people and to maintain a positive demeanor during challenging circumstances. Ability to communicate effectively verbally and in writing in all aspects of conducting Town business. Excellent organizational skills required.

Ability to multi-task and work on a variety of different and diverse initiatives concurrently as well as be adaptable to the wide range of needs and demands of this position. Ability to take direction from a variety of managers and committees working on a wide range of communication related efforts, and to work independently to progress these initiatives. Ability to work with a team.

Energy, enthusiasm and creativity for communication related initiatives.

Education and awareness of social media, accepted writing conventions, and media creation software.

Efficient in the use of computer technology, with particular emphasis on the Microsoft Office suite (including OneDrive), the Google suite, and the Adobe suite.

Possess a valid driver's License and reliable transportation.

Any equivalent combination of training and experience may be considered.

DESIRABLE EXPERIENCE AND TRAINING

Bachelor's degree from an accredited program in communications, journalism, public policy, government, media, or related field. Demonstrated and directly related professional experience required. Training supplemented by experience with video and print production and advertising.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the Town of Wells.

HUMAN RESOURCES COORDINATOR

NATURE OF WORK

The Human Resources (HR) Coordinator position assists with the day-to-day operations of the HR Department. The HR Coordinator also supports the HR Director in the implementation of programs to improve the employee experience.

The HR Coordinator has access to sensitive medical and personnel information. An essential job function of the position is the ability to maintain confidentiality at all times. The HR Coordinator has considerable contact with employees, government agencies (both State and Federal), employee benefits vendors, and members of the general public.

SUPERVISION RECEIVED

The employee in this position is supervised by the Human Resources Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (*Illustrative examples; not intended to be all-inclusive*).

- Contributes to a positive work environment.
- Assists in recruitment processes, salary and benefits administration, employee orientation, on-boarding and off-boarding processes, workers compensation, safety, training, and Family Medical Leave documentation.
- Coordinates and processes background checks for all employee types except public safety.
- Maintains training records for Town Hall and other Divisions as assigned.
- Maintains personnel files in compliance with federal and state laws.
- Maintains accurate benefits records and human resource analytics.

- Assists with open enrollment, prepares communications to employees, schedules employee meetings; compiles forms and submits to appropriate benefits vendors.
- Prepares weekly HR/Payroll Action forms for timely submission to the Payroll Department.
- Assists in the identification and development of training needs.
- Prepares, submits, and provides follow-up to First Report of Injuries. Maintains OSHA logs and Accident forms.
- Works closely with the HR Director to develop strategies on employee relations and engagement.
- Assists in the preparation of the Safety Committee agenda, prepares attachments, and tracks action items.
- Attends monthly Tech Committee Meetings as a representative of the Human Resources Department.
- Communicates and assists employees with benefits questions and general policy interpretations.
- Works on special projects and performs other duties as assigned.

MINIMUM JOB QUALIFICATIONS

- (A) High school graduate or equivalent required, with a college degree in Business Management, Human Resources Management or related field preferred.
- (B) Progressive work experience with an emphasis on strong organizational and people skills, preferably in a human resources and/or municipal setting.
- (C) Computer proficiency in Microsoft Office Suite with an emphasis on Excel applications.
- (D) Any equivalent combination of training and experience that provides the necessary knowledge, abilities, and skills may be considered.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of modern policies and practices of public personnel administration including recruitment and workers compensation programs.
- Knowledge of Microsoft Office Suite and skilled at working with Excel.
- Skilled in customer service and able to communicate and interact effectively with employees, leadership, and members of the community.
- Ability to work within a dynamic environment under moderate to high stress.
- Ability to adapt to a changing workload to meet the needs of the Department.
- Ability to prioritize work and meet deadlines.
- Ability to use sound judgment and to solve problems.
- Ability to maintain confidentiality always and exercise considerable tact in the handling of sensitive personnel matters.
- Ability to maintain and organize complex records.
- Ability to attend occasional trainings and conferences.
- Ability to work independently and as part of a team.
- Ability to become proficient with MUNIS and other software applications relative to the operations of the department.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Position requires the ability to work in an office setting. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending, and carrying of light items such as papers, books, and files.

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices and meeting and training rooms, use of safe work practices with office equipment, avoidance of trips and falls, etc. The work area is adequately lighted, heated, and ventilated.

APPENDIX 3

DISPATCHER

Statement of Duties

Position is responsible for operating and controlling telephone and communications for the Police and Fire Department emergency services. Responsibilities include receiving calls for police, fire, and ambulance services, dispatching personnel to locations, and performing a variety of administrative duties.

Supervision

Employee works under the general direction of the Police Sergeant. Employee plans and carries out the regular work in accordance with standard practices and previous training. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail. Employee has access to confidential criminal investigations and records.

Job Environment

Position responsibilities require the use of extensive judgment and ingenuity to perform the required supervisory and law enforcement functions within the limits of guidelines that include departmental rules and regulations, federal, state and local laws. Position is responsible for interpreting these guidelines for application to specific cases and in developing operational responses. Work is considerably complex in that potentially life-altering decisions must be made instantaneously. Position is responsible for determining the best course of action to be taken in a given situation.

Errors could result in personal injury/loss, delay or loss of service, monetary loss, injury to other employees, damage to buildings and equipment and/or legal repercussions.

The position's responsibility is to receive calls, dispatch emergency and non-emergency responses to provide the protection of lives and property under hazardous and emergency conditions, and may require decisions that can have catastrophic consequences to the town if improperly made.

Employee has constant contact with the public, other departments, and lifeguards, to answer inquiries from the public regarding public safety issues, police and fire services needed, or requests for emergency or non-emergency situations. Contacts are made on the telephone or in person.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.

Essential Functions

1. Receives incoming calls to the Police and Fire Departments for police, fire, and medical services; receives 911 calls for emergency services; receives business calls; monitors and responds to a variety of radio traffic; broadcasts and disseminates information as appropriate.
2. Receives information from telephone calls and the radio accurately, completely and in a timely manner; relays information to the appropriate personnel accurately, completely and in a timely manner.
3. Enters information regarding incoming calls into the computer while the call is in progress.
4. Documents and records all calls and traffic coming into the department.
5. Maintains and updates department records and database information to ensure all information is accurate and current; maintains federal and state criminal records database and log for auditing.
6. Monitors remote alarm system for area businesses and remotely located businesses.
7. Monitors booking of prisoners via closed circuit television, monitors parking lot and surrounding areas of public safety complex; reports any unusual situations to the supervisor on duty.
8. Provides information to the general public in person and on the telephone.
9. Makes driver license and vehicle registration inquiries using computer system.
10. Enters arrest warrants and protection orders into state computer system.
11. Generates criminal history inquiries for law enforcement and court services personnel.
12. Provides information and assistance to the public entering the Police Department.
13. Performs a variety of clerical and record keeping duties as requested by the Chief or designee.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in a loud police station and is exposed to the risk of electric shock up to 2/3rd of the time. Employee is required to talk and/or listen and use hands more than 2/3rd of the time; sit and reach with hands and arms up to 2/3rd of the time; and stand, walk, climb, balance, stoop, kneel, crouch, crawl up to 1/3rd of the time. Employee may be exposed to hostile people, and/or dangerous or stressful situations. Employee occasionally lifts up to 30 lbs. Normal vision is required for the position. Equipment operated includes office machines, computers, and telecommunications equipment.

Education and Experience

A candidate for this position should have a High School Diploma or equivalent.

Special Requirements

A candidate for this position should be certified as a terminal operator, and 911 dispatcher by the state within six (6) months of hire.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Geography of the town
- Police, Fire, and Emergency Medical Services Standard Operating Procedures
- Principles, practices and methods related to dispatch and communication

Skill in:

- Effective listening and communication

And ability to:

- Make sound decisions under stress
- Prioritize tasks and perform multiple tasks simultaneously
- Be proficient in the use of communications equipment and computers

APPENDIX 4

An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Eliminate the Enclosed Structure Requirement for Day-care Uses in the Residential Commercial Districts

**NOTE: Proposed additions to existing Code sections are underlined.
Proposed deletions of existing Code sections are ~~crossed out~~.
Other sections of the Ordinance are unchanged.**

The Town of Wells hereby ordains and enacts “An Ordinance to Amend Chapter 145 (Land Use) of the Code of the Town of Wells to Eliminate the Enclosed Structure Requirement for Day-care Uses in the Residential Commercial Districts” to read as follows:

Part 1: Article V (District Regulations), § 145-24, entitled “Residential-Commercial District” is hereby amended as follows:

G. Special provisions.

(3) All business uses and related storage, except for the sale of vegetables, fruits, plants and natural Christmas trees and wreaths, shall be located entirely within an enclosed structure, except for Day-care home or Day-care center/nursery school uses with a fenced in and/or buffered area not to exceed 2,500 square feet. Buffered area shall mean vegetative screening or solid fence as approved by the reviewing authority.

Part 2: Effective Date.

This Ordinance shall take effect upon adoption by the Town Meeting.

TABLE 1
FY 2022 MUNICIPAL REVENUE PROJECTIONS

	FY 21	FY 22	
	PROPOSED	PROPOSED	
DESCRIPTION	BUDGET	BUDGET	CHANGE
Town Clerk Fees-Lodging	29,000.00	29,000.00	0.00
Town Clerk Fees-Other- (Marriage license, etc.)	29,000.00	29,000.00	0.00
Town Clerk Fees-H&F Agent	2,500.00	2,000.00	-500.00
Liquor Licenses	2,000.00	2,000.00	0.00
Boat Excise Taxes	11,000.00	11,000.00	0.00
Background Checks	900.00	700.00	-200.00
Legal Ads	3,900.00	3,900.00	0.00
Town Clerk Agent Fee	2,000.00	2,000.00	0.00
Total Town Clerk	80,300.00	79,600.00	-700.00
Auto Excise Tax	2,850,000.00	2,900,000.00	50,000.00
Interest & Penalties	65,000.00	58,000.00	-7,000.00
Auto Registrations	39,000.00	50,000.00	11,000.00
Interest Earned	90,000.00	25,000.00	-65,000.00
Cable TV Fees	195,000.00	197,000.00	2,000.00
Chick A Dee Fund	335.00	200.00	-135.00
Admin Misc.	3,000.00	1,500.00	-1,500.00
State- Mun Rev Sharing	220,000.00	425,000.00	205,000.00
Snowmobile	1,500.00	1,500.00	0.00
Tree Growth	35,000.00	30,000.00	-5,000.00
Homestead	380,000.00	500,000.00	120,000.00
Veteran Reimbursement	11,000.00	13,000.00	2,000.00
BETE reimbursement	65,000.00	72,000.00	7,000.00
General Assistance	3,000.00	5,000.00	2,000.00
Rachel Carson	8,000.00	8,000.00	0.00
State Park	1,200.00	0.00	-1,200.00
Sub Total- Gen Office	3,967,035.00	4,286,200.00	319,165.00
Appeals Board	1,000.00	500.00	-500.00
Plumbing permits	36,000.00	35,000.00	-1,000.00
Building permits	175,000.00	175,000.00	0.00
Street Openings	1,000.00	1,000.00	0.00
Code Enforcement Fines	8,000.00	8,000.00	0.00
Base Fee	40,000.00	30,000.00	-10,000.00
Re- Inspections	1,000.00	1,000.00	0.00
ZBA Legal	1,000.00	1,000.00	0.00

ZBA Postage	500.00	500.00	0.00
Flood	7,000.00	10,000.00	3,000.00
Plumb Surcharge	4,000.00	4,000.00	0.00
Miscellaneous	1,000.00	500.00	-500.00
Lodging Enforcement	500.00	500.00	0.00
Sign Permits	1,000.00	0.00	-1,000.00
Sub Total Code	277,000.00	267,000.00	-10,000.00
Miscellaneous	500.00	200.00	-300.00
Planner Time	500.00	0.00	-500.00
Planning Board	16,000.00	18,000.00	2,000.00
Staff Review Fees	2,000.00	1,500.00	-500.00
Plan/CEO Application Fee	1,000.00	1,000.00	0.00
Sub Total Planning	20,000.00	20,700.00	700.00
Gun Permits	500.00	900.00	400.00
Accident Reports	2,000.00	2,000.00	0.00
Police Fines	16,000.00	24,000.00	8,000.00
Police Alarms	0.00	0.00	0.00
Miscellaneous	1,000.00	1,000.00	0.00
Salary Reimbursement	132,000.00	134,000.00	2,000.00
Sub Total Police	151,500.00	161,900.00	10,400.00
Dispatch	105,000.00	105,000.00	0.00
Public Works	0.00	1,000.00	1,000.00
Miscellaneous	8,000.00	8,000.00	0.00
Tires	2,000.00	2,000.00	0.00
Trash Bags	190,000.00	200,000.00	10,000.00
Metal & White Goods	6,500.00	2,000.00	-4,500.00
Brush & Wood	7,000.00	7,000.00	0.00
Demolition	143,000.00	145,000.00	2,000.00
Shingles	4,500.00	4,500.00	0.00
Rental Income	6,000.00	6,000.00	0.00
Sub Total Transfer Station	367,000.00	374,500.00	7,500.00
Restaurant Lease	80,302.00	81,454.00	1,152.00
Marina Lease	5,950.00	6,130.00	180.00
Public Hoist	200.00	0.00	-200.00
Bait Locker	2,400.00	2,900.00	500.00
Pumpout Fees	100.00	0.00	-100.00
Sub Total Harbor	88,952.00	90,484.00	1,532.00
Community Room Rental	0.00	150.00	150.00
Meeting Room Rental	0.00	100.00	100.00
Fees & Fines	10,200.00	9,500.00	-700.00
Library	10,200.00	9,750.00	-450.00

TABLE 2
FY 2022 PASS THROUGH ACCOUNTS

<u>PURPOSE</u>	<u>RECEIPT</u>	<u>AMOUNT</u>
State IF&W	Town Clerk	71,000.00
Vital Records	Town Clerk	2,000.00
Dogs	Town Clerk	7,000.00
Applicant Costs/ Legal Ads & Postage	ZBA/ Planning	2,500.00
State Auto Registrations	General Office	770,000.00
Total		852,500.00
<u>PURPOSE</u>	<u>PAYMENT TO</u>	<u>AMOUNT</u>
State IF&W	Town Clerk	71,000.00
Vital Records	Town Clerk	2,000.00
Dogs	Town Clerk	7,000.00
Applicant Costs/ Legal Ads & Postage	ZBA/ Planning	2,500.00
State Auto Registrations	General Office	770,000.00
Total		852,500.00

**TABLE 3
FY 2022 PROPOSED SALARIES AND BENEFITS**

DESCRIPTION	FY 2021 PROPOSED	FY 2021 REVISED	FY 2022 PROPOSED	DOLLAR CHANGE
TOWN CLERK				
OVERTIME	\$2,000.00	\$2,000.00	\$1,500.00	\$(500.00)
FULL-TIME DEPUTY	\$139,363.00	\$139,363.0	\$98,904.00	\$(40,459.00)
ELECTION WORKERS	\$20,000.00	\$28,936.00	\$15,000.00	\$(13,936.00)
PERFORMANCE BONUS	\$-	\$-	\$-	\$-
FICA	\$17,697.00	\$17,697.00	\$12,707.00	\$(4,990.00)
MSRS + ICMA	\$13,380.00	\$13,380.00	\$15,073.00	\$1,693.00
HEALTH INSURANCE	\$72,389.00	\$72,389.00	\$56,214.00	\$(16,175.00)
TOTAL TOWN CLERK	\$264,829.00	\$273,765.0	\$199,398.0	\$(74,367.00)
FINANCE				
REGULAR	\$89,625.00	\$93,183.00	\$95,727.00	\$2,544.00
ADMINISTRATIVE	\$224,774.00	\$232,087.0	\$241,342.00	\$9,255.00
OVERTIME	\$2,000.00	\$2,000.00	\$1,000.00	\$(1,000.00)
PERFORMANCE BONUS	\$-	\$812.00	\$-	\$(812.00)
FICA	\$24,205.00	\$24,205.00	\$24,135.00	\$(70.00)
MSRS + ICMA	\$19,880.00	\$19,880.00	\$29,623.00	\$9,743.00
HEALTH INSURANCE	\$101,997.00	\$101,997.0	\$88,241.00	\$(13,756.00)
TOTAL FINANCE	\$462,481.00	\$474,164.0	\$480,068.00	\$5,904.00
ASSESSING				
REGULAR	\$73,570.00	\$76,855.00	\$78,963.00	\$2,108.00
PART-TIME	\$23,980.00	\$24,586.00	\$17,500.00	\$(7,086.00)
ADMINISTRATIVE	\$93,732.00	\$103,314.0	\$107,640.0	\$4,326.00
RESERVE/SEASONAL	\$12,000.00	\$12,000.00	\$10,000.00	\$(2,000.00)
PERFORMANCE BONUS	\$-	\$541.00	\$-	\$(541.00)
FICA	\$15,551.00	\$15,551.00	\$16,178.00	\$627.00
MSRS + ICMA	\$12,213.00	\$12,213.00	\$16,234.00	\$4,021.00
HEALTH INSURANCE	\$47,273.00	\$47,273.00	\$33,218.00	\$(14,055.00)
TOTAL ASSESSING	\$278,319.00	\$292,333.00	\$279,733.00	\$(12,600.00)
TOWN MANAGER				
REGULAR	\$156,587.00	\$156,587.00	\$119,025.00	\$(37,562.00)
PART-TIME	\$9,694.00	\$10,162.00	\$8,000.00	\$(2,162.00)
OVERTIME	\$1,100.00	\$1,100.00	\$1,000.00	\$(100.00)
TOWN MANAGER'S ASSISTANT	\$51,436.00	\$56,478.00	\$57,954.00	\$1,476.00
TM TRANSPORTATION STIPEND	\$4,800.00	\$4,800.00	\$4,800.00	\$-
PERFORMANCE BONUS	\$-	\$-	\$-	\$-
FICA	\$17,107.00	\$17,107.00	\$13,825.00	\$(3,282.00)
MSRS + ICMA	\$48,305.00	\$48,305.00	\$22,933.00	\$(25,372.00)
HEALTH INSURANCE	\$40,361.00	\$40,361.00	\$39,976.00	\$(385.00)

TOTAL TOWN MANAGER	\$329,390.00	\$334,900.00	\$267,513.00	\$(67,387.00)
HUMAN RESOURCES				
REGULAR	\$75,100.00	\$77,336.00	\$79,443.00	\$2,107.00
PT VOLUNTEER COORDINATOR	\$21,216.00	\$24,586.00	\$25,447.00	\$861.00
PERFORMANCE BONUS	\$-	\$-	\$-	\$-
FICA	\$7,368.00	\$7,368.00	\$6,959.00	\$(409.00)
MSRS + ICMA	\$5,257.00	\$5,257.00	\$6,911.00	\$1,654.00
HEALTH INSURANCE	\$21,087.00	\$21,087.00	\$31,142.00	\$10,055.00
TOTAL HUMAN RESOURCES	\$130,028.00	\$135,634.00	\$149,902.00	\$14,268.00
SELECTMEN				
SELECTMEN STIPEND	\$5,000.00	\$5,000.00	\$5,000.00	\$-
FICA	\$385.00	\$385.00	\$385.00	\$-
TOTAL SELECTMEN	\$5,385.00	\$5,385.00	\$5,385.00	\$-
PLANNING				
REGULAR	\$86,397.00	\$94,138.00	\$96,767.00	\$2,629.00
RESERVE/SEASONAL	\$11,000.00	\$11,000.00	\$-	\$(11,000.00)
PLANNER'S ASSISTANT	\$53,082.00	\$55,432.00	\$57,325.00	\$1,893.00
PERFORMANCE BONUS	\$-	\$-	\$-	\$-
FICA	\$11,512.00	\$11,512.00	\$10,850.00	\$(662.00)
MSRS + ICMA	\$9,234.00	\$9,234.00	\$13,533.00	\$4,299.00
HEALTH INSURANCE	\$40,688.00	\$40,688.00	\$41,348.00	\$660.00
TOTAL PLANNING	\$211,913.00	\$222,004.00	\$219,823.00	\$(2,181.00)
CODE ENFORCEMENT				
REGULAR	\$319,457.00	\$330,379.00	\$342,029.00	\$11,650.00
RESERVE/SEASONAL	\$7,500.00	\$7,500.00	\$7,500.00	\$-
OVERTIME	\$1,500.00	\$1,500.00	\$500.00	\$(1,000.00)
PERFORMANCE BONUS	\$-	\$-	\$-	\$-
FICA	\$25,128.00	\$25,128.00	\$26,733.00	\$1,605.00
MSRS + ICMA	\$15,437.00	\$15,437.00	\$22,111.00	\$6,674.00
HEALTH INSURANCE	\$59,639.00	\$59,639.00	\$61,182.00	\$1,543.00
TOTAL CODE ENFORCEMENT	\$428,661.00	\$439,583.00	\$460,055.00	\$20,472.00
CABLE TV				
PART-TIME	\$9,780.00	\$9,780.00	\$6,200.00	\$(3,580.00)
FICA	\$ 748.00	\$ 748.00	\$ 475.00	\$ (273.00)
MSRS + ICMA	\$-	\$-	\$-	\$-
HEALTH INSURANCE	\$-	\$-	\$-	\$-
TOTAL CABLE TV	\$10,528.00	\$10,528.00	\$6,675.00	\$(3,853.00)
TRANSPORTATION CENTER				
PART-TIME	\$37,876.00	\$38,719.00	\$34,216.00	\$(4,503.00)
OVERTIME	\$500.00	\$500.00	\$-	\$(500.00)

FICA	\$2,936.00	\$2,936.00	\$2,619.00	\$(317.00)
MSRS + ICMA	\$-	\$-	\$-	\$-
HEALTH INSURANCE	\$-	\$-	\$-	\$-
TOTAL TRANSPORTATION CENTER	\$41,312.00	\$42,155.00	\$36,835.00	\$(5,320.00)
SALARY ADJUSTMENT				
UNION NON UNION SALARY ADJUSTMENTS	\$300,000.00	\$116,082.00	\$30,000.00	\$(86,082.00)
FICA	\$-	\$-	\$2,300.00	\$2,300.00
MSRS + ICMA	\$-	\$-	\$2,400.00	\$2,400.00
TOTAL SALARY ADJUSTMENT	\$300,000.00	\$116,082.00	\$34,700.00	\$(81,382.00)
POLICE				
REGULAR	\$1,361,621.00	\$1,361,621.00	\$1,403,025.00	\$41,404.00
CUSTODIAL	\$23,142.00	\$23,828.00	\$24,898.00	\$1,070.00
ADMINISTRATIVE	\$383,814.00	\$397,899.00	\$406,989.00	\$9,090.00
RESERVE/SEASONAL	\$149,250.00	\$149,250.00	\$153,725.00	\$4,475.00
BANKED HOLIDAYS	\$113,630.00	\$113,630.00	\$62,000.00	\$(51,630.00)
OVERTIME	\$151,116.00	\$151,116.00	\$184,000.00	\$32,884.00
PERFORMANCE BONUS	\$-	\$541.00	\$-	\$(541.00)
FICA	\$166,966.00	\$166,966.00	\$165,360.00	\$(1,606.00)
MSRS + ICMA	\$114,688.00	\$114,688.00	\$236,855.00	\$122,167.00
HEALTH INSURANCE	\$340,875.00	\$340,875.00	\$338,983.00	\$(1,892.00)
TOTAL POLICE	\$2,805,102.00	\$2,820,414.00	\$2,975,835.00	\$155,421.00
FIRE				
REGULAR	\$610,028.00	\$637,123.00	\$684,577.00	\$47,454.00
ADMINISTRATIVE	\$51,771.00	\$53,315.00	\$55,869.00	\$2,554.00
RESERVE/SEASONAL	\$22,224.00	\$22,224.00	\$-	\$(22,224.00)
BANKED HOLIDAYS	\$-	\$-	\$25,000.00	\$25,000.00
OVERTIME	\$208,000.00	\$208,000.00	\$143,000.00	\$(65,000.00)
FIRE CHIEF	\$92,000.00	\$94,760.00	\$98,077.00	\$3,317.00
FIRE CALL STIPEND	\$87,622.00	\$87,622.00	\$60,000.00	\$(27,622.00)
PERFORMANCE BONUS	\$-	\$-	\$-	\$-
FICA	\$81,981.00	\$81,981.00	\$77,594.00	\$(4,387.00)
MSRS + ICMA	\$65,522.00	\$65,522.00	\$110,044.00	\$44,522.00
HEALTH INSURANCE	\$218,310.00	\$218,310.00	\$168,633.00	\$(49,677.00)
TOTAL FIRE	\$1,437,458.00	\$1,468,857.00	\$1,422,794.00	\$(46,063.00)
DISPATCH				
REGULAR	\$349,517.00	\$360,789.00	\$353,141.00	\$(7,648.00)
PART-TIME	\$45,000.00	\$45,000.00	\$24,000.00	\$(21,000.00)
BANKED HOLIDAYS	\$-	\$-	\$13,000.00	\$13,000.00
OVERTIME	\$60,000.00	\$60,000.00	\$62,000.00	\$2,000.00
PERFORMANCE BONUS	\$-	\$-	\$-	\$-
FICA	\$34,771.00	\$34,771.00	\$33,570.00	\$(1,201.00)
MSRS + ICMA	\$24,571.00	\$24,571.00	\$50,485.00	\$25,914.00

HEALTH INSURANCE	\$66,690.00	\$66,690.00	\$76,674.00	\$9,984.00
TOTAL DISPATCH	\$580,549.00	\$591,821.00	\$612,870.00	\$21,049.00
EMA				
PART-TIME	\$5,000.00	\$5,000.00	\$5,000.00	\$-
FICA	\$383.00	\$383.00	\$383.00	\$-
MSRS + ICMA	\$-	\$-	\$-	\$-
HEALTH INSURANCE	\$-	\$-	\$-	\$-
TOTAL EMA	\$5,383.00	\$5,383.00	\$5,383.00	\$-
ACO				
REGULAR	\$46,301.00	\$47,549.00	\$51,314.00	\$3,765.00
RESERVE/SEASONAL	\$3,100.00	\$3,100.00	\$3,100.00	\$-
PERFORMANCE BONUS	\$-	\$-	\$-	\$-
FICA	\$3,779.00	\$3,779.00	\$3,625.00	\$(154.00)
MSRS + ICMA	\$2,778.00	\$2,778.00	\$3,079.00	\$301.00
HEALTH INSURANCE	\$20,508.00	\$20,508.00	\$21,360.00	\$852.00
TOTAL ACO	\$76,466.00	\$77,714.00	\$82,478.00	\$4,764.00
PUBLIC WORKS				
REGULAR	\$558,403.00	\$615,959.00	\$644,404.00	\$28,445.00
RESERVE/SEASONAL	\$17,750.00	\$17,750.00	\$20,000.00	\$2,250.00
OVERTIME	\$50,000.00	\$50,000.00	\$50,000.00	\$-
GRAVESITE BEAUTIFICATION/MAINT	\$16,500.00	\$16,500.00	\$10,000.00	\$(6,500.00)
PERFORMANCE BONUS	\$-	\$-	\$-	\$-
FICA	\$49,163.00	\$49,163.00	\$55,253.00	\$6,090.00
MSRS + ICMA	\$33,851.00	\$33,851.00	\$47,831.00	\$13,980.00
HEALTH INSURANCE	\$173,923.00	\$173,923.00	\$176,501.00	\$2,578.00
TOTAL PUBLIC WORKS	\$899,590.00	\$957,146.00	\$1,003,989.00	\$46,843.00
TRANSFER STATION				
REGULAR	\$140,376.00	\$140,376.00	\$144,394.00	\$4,018.00
PART-TIME	\$12,854.00	\$12,854.00	\$12,854.00	\$-
OVERTIME	\$10,000.00	\$10,000.00	\$6,000.00	\$(4,000.00)
PERFORMANCE BONUS	\$-	\$-	\$-	\$-
FICA	\$12,487.00	\$12,487.00	\$11,759.00	\$(728.00)
MSRS + ICMA	\$7,223.00	\$7,223.00	\$8,199.00	\$976.00
HEALTH INSURANCE	\$51,068.00	\$51,068.00	\$49,922.00	\$(1,146.00)
TOTAL TRANSFER STATION	\$234,008.00	\$234,008.00	\$233,128.00	\$(880.00)
RECREATION				
REGULAR	\$154,754.00	\$159,361.00	\$164,159.00	\$4,798.00
ADMINISTRATIVE	\$39,458.00	\$40,621.00	\$43,056.00	\$2,435.00
RESERVE/SEASONAL	\$7,000.00	\$7,000.00	\$7,000.00	\$-
OVERTIME	\$3,000.00	\$3,000.00	\$3,000.00	\$-
MAINTENANCE	\$46,405.00	\$48,454.00	\$49,920.00	\$1,466.00
PERFORMANCE BONUS	\$-	\$-	\$-	\$-

FICA	\$19,172.00	\$19,172.00	\$18,324.00	\$(848.00)
MSRS + ICMA	\$17,053.00	\$17,053.00	\$22,283.00	\$5,230.00
HEALTH INSURANCE	\$83,308.00	\$83,308.00	\$71,645.00	\$(11,663.00)
TOTAL RECREATION	\$370,150.00	\$377,969.00	\$379,387.00	\$1,418.00
LIBRARY				
REGULAR	\$210,606.00	\$214,700.00	\$219,106.00	\$4,406.00
PART-TIME	\$147,405.00	\$153,658.00	\$155,542.00	\$1,884.00
PERFORMANCE BONUS	\$-	\$-	\$-	\$-
FICA	\$27,388.00	\$27,388.00	\$26,993.00	\$(395.00)
MSRS + ICMA	\$19,920.00	\$19,920.00	\$25,273.00	\$5,353.00
HEALTH INSURANCE	\$88,617.00	\$88,617.00	\$85,166.00	\$(3,451.00)
TOTAL LIBRARY	\$493,936.00	\$504,283.00	\$512,080.00	\$7,797.00
HARBOR				
REGULAR	\$67,012.00	\$69,007.00	\$70,893.00	\$1,886.00
PART-TIME	\$17,715.00	\$18,358.00	\$18,400.00	\$42.00
PERFORMANCE BONUS	\$-	\$1,083.00	\$-	\$(1,083.00)
FICA	\$6,482.00	\$6,482.00	\$6,836.00	\$354.00
MSRS + ICMA	\$4,691.00	\$4,691.00	\$6,168.00	\$1,477.00
HEALTH INSURANCE	\$20,181.00	\$20,181.00	\$19,988.00	\$(193.00)
TOTAL HARBOR	\$116,081.00	\$119,802.00	\$122,285.00	\$2,483.00
FACILITIES MANAGEMENT				
REGULAR	\$47,118.00	\$48,152.00	\$49,587.00	\$1,435.00
OVERTIME	\$2,000.00	\$2,000.00	\$2,000.00	\$-
PERFORMANCE BONUS	\$-	\$541.00	\$-	\$(541.00)
FICA	\$3,755.00	\$3,755.00	\$3,640.00	\$(115.00)
MSRS + ICMA	\$3,438.00	\$3,438.00	\$4,476.00	\$1,038.00
HEALTH INSURANCE	\$13,158.00	\$13,158.00	\$13,696.00	\$538.00
TOTAL FACILITIES MANAGEMENT	\$69,469.00	\$71,044.00	\$73,399.00	\$2,355.00
TOTAL SALARIES	\$9,551,038.00	\$9,574,974.00	\$9,563,715.00	\$(11,259.00)

TABLE 4
FY 2022 OPERATING EXPENSES BUDGET SUMMARY

OPERATIONS	FY 21 APPROVED	FY 21 REVISED	FY 22 PROPOSED	DOLLAR CHANGE
<i>BOARDS & COMMITTEES</i>				
CONSERVATION BOARD	4,500.00	4,500.00	5,450.00	950.00
TOTAL BOARDS	4,500.00	4,500.00	5,450.00	950.00
<i>DEBT SERVICE</i>				
BOND REPAYMENT	1,849,707.00	1,849,707.00	1,790,877.00	-58,830.00
TOTAL DEBT SERVICE	1,849,707.00	1,849,707.00	1,790,877.00	-58,830.00
<i>GENERAL GOVERNMENT</i>				
TOWN CLERK	39,000.00	39,488.00	28,150.00	-11,338.00
ADMINISTRATION	84,400.00	84,400.00	58,400.00	-26,000.00
ASSESSOR	14,800.00	14,800.00	14,900.00	100.00
TOWN MANAGER	159,850.00	159,850.00	174,000.00	14,150.00
GENERAL GOVERNMENT	412,633.00	412,633.00	67,220.00	-345,413.00
CABLE TV STUDIO	22,300.00	22,300.00	12,000.00	-10,300.00
PLANNING	40,200.00	48,401.00	39,300.00	-9,101.00
CODE ENFORCEMENT	22,500.00	22,500.00	18,200.00	-4,300.00
IT INFRASTRUCTURE	307,641.00	307,641.00	337,988.00	30,347.00
INFORMATION CTR	47,482.00	47,482.00	55,900.00	8,418.00
BENEFITS & INSURANCE	49,300.00	49,300.00	16,000.00	-33,300.00
PROPERTY & LIABILITY	665,911.00	665,911.00	600,000.00	-65,911.00
HUMAN RESOURCES	62,810.00	63,781.00	43,580.00	-20,201.00
SELECTBOARD	0.00	0.00	7,500.00	7,500.00
TRANSPORTATION CENTER	53,700.00	53,700.00	45,300.00	-8,400.00
TOTAL GENERAL GOVERNMENT	1,982,527.00	1,992,187.00	1,518,438.00	-473,749.00
<i>HARBOR AND FACILITIES</i>				
HARBOR MASTER	35,050.00	35,050.00	41,563.00	6,513.00
FACILITIES	0.00	0.00	60,960.00	60,960.00
TOTAL BEACH AND HARBOR	35,050.00	35,050.00	102,523.00	67,473.00
<i>PUBLIC SAFETY</i>				
POLICE	541,800.00	639,800.00	641,850.00	2,050.00
FIRE	264,450.00	264,450.00	387,450.00	123,000.00
DISPATCH	130,370.00	157,370.00	100,400.00	-56,970.00
EMA	54,200.00	54,200.00	53,700.00	-500.00
ANIMAL CONTROL	16,150.00	16,150.00	15,050.00	-1,100.00
WEMS	365,000.00	365,000.00	390,000.00	25,000.00
PUBLIC SAFETY FACILITY	125,100.00	125,100.00	139,900.00	14,800.00
TOTAL PUBLIC SAFETY	1,497,070.00	1,622,070.00	1,728,350.00	106,280.00

<i>PUBLIC WORKS</i>				
PUBLIC WORKS	688,800.00	688,800.00	681,960.00	-6,840.00
TRANSFER STATION	409,500.00	409,500.00	431,500.00	22,000.00
TOTAL PUBLIC WORKS	1,098,300.00	1,098,300.00	1,113,460.00	15,160.00
<i>EDUCATION & LEISURE</i>				
RECREATION	58,320.00	58,320.00	65,700.00	7,380.00
LIBRARY	119,000.00	119,000.00	117,550.00	-1,450.00
WELLS ACTIVITY CENTER	30,230.00	30,230.00	23,210.00	-7,020.00
TOTAL EDUCATION & LEISURE	207,550.00	207,550.00	206,460.00	-1,090.00
<i>SOCIAL SERVICES</i>				
GRANTS	112,250.00	112,250.00	114,627.00	2,377.00
TOTAL SOCIAL SERVICES	112,250.00	112,250.00	114,627.00	2,377.00
GRAND TOTAL	6,786,954.00	6,921,614.00	6,580,185.00	-341,429.00

**TABLE 5
CIP FUNDING PROGRAM**

Proposed From

	EXISTING FUND	Balance 3/29/2021	CIP FY 22 Proposed	CIP FY 22 Appropriate	Taxes	Undistributed			Use of	
						Budget	Reserves	Revenues	Enterprise Funds	
Buildings and Building Improvements										
Fire - Substation Sprinkler System	NEW	0.00	10,000.00	-	10,000.00					
Library - Air Conditioner Replacement	0817	186,363.65	47,000.00	47,000.00	47,000.00					
Town Manager - 1710 House	0906	26,625.91	10,000.00	10,000.00	10,000.00					
Town Manager - Town Hall Siding	0817	186,363.65	-	15,000.00	-					
Sub Total- Building Improvements			67,000.00	72,000.00	67,000.00					
Conservation										
Conservation - Land Acquisition + Maint.	0705	41,791.91	200,000.00	20,000.00	200,000.00					
Sub Total- Conservation			200,000.00	20,000.00	200,000.00					
Vehicles										
Fire - Fire Truck Replacement	0703	882,824.58	100,000.00	-	100,000.00					
Fire - Utility 9 Replacement	0703	882,824.58	25,000.00	-	25,000.00					
Public Works - Equipment Reserve	0701	606,609.10	470,000.00	470,000.00	270,000.00	200,000.00				
WEMS - Ambulance	0715	160,175.85	80,000.00		80,000.00					
Sub Total- Vehicles			675,000.00	470,000.00	475,000.00	200,000.00				
Technology Plan										
IT - Tech Committee	0830	40,377.44	12,600.00					12,600.00		
Town Manager - Technology Infrastructure	0713	504,614.00		226,000.00						
Town Manager - Technology Refresh	0740	298,398.51		50,000.00						
Sub Total- Technology Plan			12,600.00	276,000.00				12,600.00		

TABLE 6
FY 2022 ENTERPRISE FUNDS

			FY 22	
			PROJECTION	
BEACH OPERATIONS ENTERPRISE				
	BEACH REVENUE		549,000.00	Note A
	BEACH SALARIES		338,025.00	
	BEACH OPERATIONS		288,600.00	
	CIP FUND EXPENDITURES		0.00	
	TRANSFER TO SPECIAL RESERVE	0.00		
RECREATION PROGRAM ENTERPRISE				
	PROGRAM REVENUE		322,500.00	Note B
	PROGRAM SALARIES		173,974.00	
	PROGRAM OPERATIONS		147,500.00	
	CIP PROJECT EXPENDITURES		85,000.00	
	PARKING LOT EXTENSION/LIGHTING	70,000.00		
	PURCHASE MOWER	15,000.00		
	DESIGNATE ENTERPRISE FUNDS		4,000.00	
	FOR CURRENT YEAR OR FUTURE CIP PROJECTS			
	REPLACE MOWER	4,000.00		

Note A:

The Selectmen created the Beach Enterprise Fund in FY 13. An Enterprise Fund is self-supporting, that is, Revenues cover all Operating Expenses. The Revenue for the Beach Operations Fund will be from the sale of beach passes and parking at the Municipal lots. The Expenses will be to maintain the beach, beach restrooms, lifeguard operations, the parking lots, and the cost of the pay and display meters. The Salaries for Restroom Cleaning, Parking Lot Attendants, Lifeguards and Piping Plovers are funded from the Beach Operations Enterprise.

Note B:

The Selectmen under the authority of the Town Charter created a Recreation Program Enterprise Fund for FY 14. The Revenue for the Recreation Program Enterprise will be from enrollment in Recreation Programs. The Expenses will be to run the advertised Recreation Programs. The Salaries for the Recreation Program Seasonal Staff and Before/After Care Program are paid by the Recreation Program Enterprise Fund. The Recreation Enterprise also designates funds toward Future CIP Project.

**TABLE 7
ENTERPRISE CAPITAL IMPROVEMENT PROGRAM**

	EXISTING	Balance	CIP FY 22	CIP FY 22	
	FUND	3/29/2021	Allocate	Spend from	Enterprise
			for Expense	Fund	Funds
<u>Buildings & Building Improvements</u>					
Sub Total- Building Improvements			0.00	0.00	0.00
<u>Conservation</u>					
Sub Total- Conservation			0.00	0.00	0.00
<u>Vehicles</u>					
Sub Total- Vehicles			0.00	0.00	0.00
<u>Technology Plan</u>					
Sub Total- Technology Plan			0.00	0.00	0.00
<u>Infrastructure</u>					
Recreation - Parking Lot Extension	0505	567,919.16		70,000.00	
Sub Total- Infrastructure			0.00	70,000.00	0.00
<u>Equipment</u>					
Recreation - Mower Replacement	0505	567,919.16	4,000.00	15,000.00	4,000.00
Sub Total- Equipment			4,000.00	15,000.00	4,000.00
<u>Other</u>					
Sub Total - Other			0.00	0.00	0.00
Grand Total			4,000.00	85,000.00	4,000.00
FY 2021 Totals			228,000.00	277,500.00	232,000.00
Difference			-224,000.00	-192,500.00	-228,000.00

Background Notes for both Additions to funds (Proposed) and Expenditures (Appropriations) from funds

Buildings and Building Improvements

- 1) **Fire – Substation Sprinkler System (NEW)** – Establish a reserve account to add incremental funding for the future expenditure to install a sprinkler system in the fire substation. NFPA 101 requires that the building have a sprinkler system if overnight staffing is going to be allowed in the future. This request would establish a new reserve fund for the project. The fund balance as of March 29, 2021 is \$0.00. The Proposed Amount requested is \$10,000.00.
- 2) **Library – Air Conditioner Replacement (0817)** – The five existing air conditioner condensers at the library need to be replaced due to being 28 years old and having increasing maintenance costs. One unit was budgeted to be replaced in FY 2021. This request will replace the remaining four units. The fund balance of 0817 as of March 29, 2021 is \$186,363.65. The Proposed and Expended Amount requested is \$47,000.00.
- 3) **Town Manager – 1710 House (0906)** – The 1710 House is on the National Historical Register and should be maintained. Repair and maintenance needed includes scraping, caulking and preparing the structure for paint or stain. The back of the structure has shingles that are in extremely poor condition that many need to be replaced. The fund balance of 0906 as of March 29, 2021 is \$26,625.91. The Proposed Amount requested is \$10,000.00 and the Expended Amount requested is \$10,000.00.
- 4) **Town Manager – Town Hall Siding (0817)** – Request is to allow additional funding to resolve the water damage that is occurring at Town Hall prior to painting, staining or siding the facility. The fund balance of 0817 as of March 29, 2021 is \$186,363.65. The Expended Amount requested is \$15,000.00.

Conservation Commission

- 1) **Conservation – Land Acquisition and Maintenance (0705)** - The Conservation Commission annual request for funds to be added to this account for potential open space land purchases. Request asks that up to \$20,000.00 of the reserve fund balance be allocated for the maintenance of conservation lands. The fund balance in 0705 as of March 29, 2021 is \$41,791.91. The Proposed Amount requested is \$200,000.00 and the Expended Amount requested is \$20,000.00.

Vehicles

- 1) **Fire Department – Fire Truck Reserve (0703)** – The Fire Chief requests that future funding be put into the fund for the anticipated future replacement fire trucks in the Town’s fleet. The current Tower Truck is one of the trucks on the list for replacement. It is a 2000 and has an average life expectancy of ten to twenty years. The fund balance of 0703 as of March 29, 2021 is \$882,824.58. The Proposed Amount requested is \$100,000.00.
- 2) **Fire Department – Utility 9 Replacement (0703)** – The Fire Chief is requesting to set aside additional funding for the future replacement of the Utility 9. The fund balance of 0703 as of March 29, 2021 is \$882,824.58. The Proposed Amount requested is \$25,000.00.
- 3) **Public Works– Equipment Reserve (0701)** – The Public Works Department seeks to add funds to the Public Works Equipment Reserve to be used toward vehicle and equipment purchases. The Public Works Department also seeks authorization for the following purchases: a) replace two 2008 Freightliner’s (trucks 4 & 5); b) replace John Deere 75D Excavator. The fund balance of 0701 as of March 29, 2021 is \$606,609.10. The Proposed Amount requested is \$470,000.00. The Expended Amount requested is \$470,000.

- 4) **WEMS Ambulance (0715)** - Proposed annual addition to this fund for future ambulance replacement. The fund balance of 0715 as of March 29, 2021 is \$160,175.85. The Proposed Amount requested is \$80,000.00.

Technology Plan

- 1) **IT - Tech Committee (0830)** - The Technology Reserve account provides a self-funded computer equipment repair and replacement fund. It also funds enhancements and maintenance of the Town's GIS program. This request is two part. Part one is to add \$2,000 to reserve for the future replacement of public computers at the library. Part two is to add \$10,600 into the fund for aerial imagery/LIDAR purchase in FY 2023. The fund balance of 0830 as of March 29, 2021 is \$40,377.44. The Proposed Amount requested is \$12,600.00.
- 2) **Town Manager – Technology Infrastructure (0713)** – This is a bundle of technology infrastructure investments that will allow us to better and more efficiently serve a growing population. They include: **1.** Replacement of copiers, **2.** Upgrades to the Town Hall meeting room, **3.** Munis modules that will allow for far greater online service including payment of bills, licensing and permitting. The Inland Golf Reserve Account is being accessed for this bundle. The reserve funds can only be used for items that are directly related to the increase in residential growth. All of the above items are needed to serve a growing population. The fund balance of 0713 as of March 29, 2021 is \$504,614.00. The Expended Amount requested is \$226,000.00.
- 3) **Town Manager – Technology Refresh (0740)** – The Town's IT provider has indicated that many computers in the Town's network need to be upgraded. The project will update computers that are running operating systems that are soon to be obsolete. The fund balance of 0740 as of March 29, 2021 is \$298,398.51. The Expended Amount requested is \$50,000.00.

Infrastructure

- 1) **Harbor Master – Floats (0013)** – The Harbor Master wishes to continue with a strategic maintenance and replacement program for harbor floats. The plan calls for yearly triage to assess what floats need replacing and what can be patched, refastened, or repaired. The fund balance of 0013 as of March 29, 2021 is \$1,108.61. The Proposed and Expended Amount requested is \$30,000.00.
- 2) **Public Works - Paving/Culverts and Bridges (0723)** - The Public Works Director has a long list of paving projects and additional surface coats to streets previously reconstructed. These funds have also been identified to meet paving, culverts and bridge needs. The fund balance of 0723 as of March 29, 2021 is \$271,708.21. The Proposed and Expended Amount requested is \$1,400,000.00.
- 3) **Public Safety – Additional Parking Lot (0843)** – A condition of the site plan approval for the corner public safety facility was to convert a vacant lot into a parking lot on or before August 19, 2022. This request would add additional funding for the project into the reserve account. The fund balance as of March 29, 2021 is \$40,000.00. The Proposed Amount requested is \$40,000.00.
- 4) **Town Manager - Infrastructure (0708)** – Request is to add funds for future infrastructure needs and expend funds for large infrastructure related projects as they are discovered. The balance of fund 0708 as of March 29, 2021 is \$1,081,180.69. The Proposed Amount requested is \$200,000.00 and Expended Amount requested is \$400,000.00.

Equipment

- 1) **Fire – Heart Monitor (0734)** – Request is to replace the current heart monitor with a new unit that will be identical to the unit used by WEMS to improve interoperability between both departments. The fund balance of 0734 as of March 29, 2021 is \$124,848.01. The Proposed Amount requested is \$7,000 and Expended Amount requested is \$30,000.00.

- 2) **WEMS – Major Medical Devices (0735)** – Proposed addition to the fund for future equipment replacement purchases such as new ambulance stretchers, Medical CPR devices, video Laryngoscopes, IV Pumps and cardiac monitors/AEDs. Expend from fund for the replacement of two Physio Control Life Pak 15 monitor/defibrillators. These units according to the company have reached their life span and the company will no longer support the devices. Both units are over ten years old. The fund balance of 0735 as of March 29, 2021 is \$39,385.68. The Proposed Amount requested is \$15,000.00 and the Expended Amount requested is \$40,000.00.

Other

- 1) **Assessing – Revaluation (0744)** – The Assessor requests to set aside funds over the next few years for a full measure and list revaluation of commercial and residential properties. The revaluation would take place the summer of 2023 and would be reflected on the fall bills for FY 2023/2024. The fund balance of 0744 as of March 29, 2021 is \$80,000.00. The Proposed Amount requested is \$200,000.00.
- 2) **Harbor – Future Dredge Funding (0805)** – Request is to continue saving funding for a future Federal dredge for the areas in the harbor that the Town is responsible for. Those areas include the boat ramp, mooring basin and the frontage on Eastern Shore. To save money the Town will try and piggyback with the Army Corp to save mobilization fees of the dredge equipment. Request is also to continue experimenting with an alternative dredge concept called water injection dredge which if proven would lower cost of the Town’s portion dramatically and could possibly be maintained to avoid full dredges in the future. The fund balance of 0805 as of March 29, 2021 is \$106,296.39. The Proposed Amount requested is \$30,000.00 and the Expended Amount requested is \$30,000.00.
- 3) **Public Works – Crushing (0721)** – Funding is needed to crush the stockpile of material in the Town’s pit into usable base for paving projects. Currently the department is using gravel from the pit that is running low on gravel. If crushing is not done the department will need to start purchasing gravel from projects. The fund balance as of March 29, 2021 is \$60,000.00. The Proposed Amount and the Expended Amount requested is \$60,000.00.
- 4) **Town Manager – Comp Plan Update (0739)** – The New Comprehensive Plan Ordinance was voted in on November 5, 2019. The work to update the 2005 Comprehensive Plan has started with the appointment of a committee and acceptance of a Request for Proposal for a Consultant to work with the Committee on updating the Comp Plan for Wells. Fifty Thousand was appropriated in the FY’20 budget and in FY’21 an additional \$25,000. The entire project is estimated to cost around \$100,000. The FY’22 requests is to allow additional spending of \$10,000 from reserve fund 0739. The fund balance of 0739 as of March 29, 2021 is \$187,896.65. The Expended Amount requested is \$10,000.00.
- 5) **Town Manager – Town-wide Way Finder (0739)** – The Wayfinder Project Committee has been working with a consultant to obtain signage to be installed throughout Town. This request is for additional funding to continue with fabrication and installation of the Wayfinder signs. The fund balance of 0739 as of March 29, 2021 is \$187,896.65. The Expended Amount requested is \$12,000.

Background Notes for both Allocations for Future Expense and Expenditures in the budget year from funds in Enterprise Funds

Infrastructure

1) **Recreation – Parking Lot Extension (0505)** – This request is to expend funds from the Enterprise Fund to complete the parking lot extension project at the Rec Park on Route 9A. The fund balance of 0505 as of March 29, 2021 is \$567,919.16. The Expenditure Amount is \$70,000.00.

Equipment

1) **Recreation – Mower Replacement (0505)** – The current Ztrak Riding Mower and Hopper that is used to maintain 2 Multi-Sports fields and lawns around the office and playground area is ready to be replaced. This request is to set aside the remaining funds needed for the replacement and to purchase the new equipment. The fund balance of 0505 as of March 29, 2021 is \$567,919.16. The Amount to Allocate in current year toward expense is \$4,000.00 and the Expenditure Amount is \$15,000.00.

Dear Community Members of Wells,

Our annual budget process is not just about numbers; it is a time each year when we take the opportunity to identify our community priorities and build a budget that reflects what we value. There are parameters (LD1 is a State of Maine limit that we must respect), but when the budget is complete it should raise what is needed financially to provide the services the people of Wells want most.

This is my first year preparing a budget for the Town of Wells, and COVID-19 precautions have prevented me from engaging with the public as I would have liked prior to building this budget. I look forward to a public process pre-budget preparation next year so that I can hear what services you, our residents and business owners, most benefit from, any areas you would like to see greater investment in, and places where services may no longer be needed at current levels.

The table below provides an overview of the proposed FY22 budget that, if passed as proposed, will result in an estimated tax rate of \$10.56, a 0.76% increase over FY21.

	FY21	FY22	\$ Change	% Change
Town	\$11,495,222	\$12,485,288	\$990,066	8.6%
County	\$1,771,180	\$1,806,604	\$35,424	2.0%
School	\$20,326,227	\$20,686,001	\$359,774	1.8%
Overlay	\$739,239	\$150,000	(\$589,239)	-79.7%
Total	\$34,331,868	\$35,127,893	\$796,024	2.3%

Included in this budget are requests for approval of four new positions: two fire fighters, one public safety dispatcher, and one shared position that will work in human resources and in communications. These positions all received an endorsement from the Personnel Advisory Committee, and come with the recommendation of both the Budget Review Committee and the Select Board. I believe these four positions help meet vital current needs and am pleased that through reduction of staff costs in other areas, the increase for salaries and benefits is only 3.3%.

Also included in this proposal, and another acknowledgment of our growing population and changing service needs, is a technology infrastructure bundle. This request includes funding for upgrades to the audio and video system in the meeting room, new software modules that will allow greater online service access and improved internal efficiency, and new copiers for departments where the current machines have reached the end of their serviceable life.

In closing, I want to thank the senior staff for their time and effort on this budget. A special thank you goes to Finance Director Jodie Sanborn and my Executive Assistant Marianne Goodine for their patience with my ideas and questions and their expertise in pulling this all together. Wells is overflowing with great beaches, natural spaces, and wonderful businesses. We are equally fortunate to have the talent, commitment, and integrity of the people leading our departments.

Sincerely,

Larissa L. Crockett
Town Manager

