

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • FEBRUARY 2, 2023

**Gray Town
Council Budget
Workshop**

Town Council Chambers
24 Main Street, Gray, ME 04039
<https://us06web.zoom.us/j/85863359694>
Phone 646-558-8656 / Meeting ID: 85863359694

4:00 PM

CALL TO ORDER

Roll Call

BUDGET WORKSHOP 4:00 PM - 6:00 PM

- Code Enforcement - staffing proposal
- Senior Tax Credit program - LD290 Tax Stabilization impact
- Planning Board stipend
- Council training line/legal fees
- Sick Time fund status & projection
- ARPA funds statutes

ADJOURNMENT

** The Town of Gray is an equal opportunity employer and complies with all applicable equal access to public accommodations law. If you are planning to attend a Town Council or Town committee or board meeting and need assistance with a physical disability, please contact the Town Manager's office at least 48 hours in advance of the meeting to have the Town assist you. 657-3339. TTY 657-3931.*



TOWN OF GRAY

Henry Pennell Municipal Complex
24 Main St, Gray Maine 04039
www.graymaine.org

CODE ENFORCEMENT OFFICE

Tammy Munson, Lead Code Enforcement Officer
ceo@graymaine.org

MEMORANDUM

Date: 01/31/2023

To: Members of the Town Council

From: Tammy Munson, Lead Code Enforcement Officer

Re: Staffing Change Proposal

In recent months, we have had the opportunity to review the structure of our department and we are looking forward to this opportunity to provide an expansion of services to the Town.

I have been thinking about the needs of the Department and the needs of the Town as we entered our budgeting season. I am proposing creating 2 new part-time Deputy positions in place of one full-time Deputy. These positions would work 24 hours per week and would also overlap in coverage providing 48 hours of coverage within a 36-hour work week. There is also a possibility of offering earlier inspections to our customers than we are currently limited to, so we are looking at an expansion of hours as well.

I have attached spread sheets with the 2 different scenarios. One shows the financials for the current configuration of the Department and the other shows the proposed 2 part-time positions. The difference between the scenarios is roughly \$6,500. For roughly \$125 per week, the Town is gaining an additional inspector, will offer 48 hours of coverage in a 36 hour work week, and have the ability to offer greater coverage of hours. Thank you for your consideration on this matter. I have attached 2 tables illustrating the cost scenarios.

Fulltime CEO at \$34 per hour with benefits compared to 2 part time CEO's w/out benefits.

	Hours	Rate	Total for Year	Health Benefits
FT CEO	36	34	\$63,648 (salary)	\$14,704
Health			\$14,704	
Total	36		\$78,352	

	Hours	Rate	Total for Year	Health Benefits
PT CEO	24	34	\$42,432	\$0
PT CEO	24	34	\$42,432	\$0
Health			\$0	
Total	48		\$84,864	

*This is a difference of \$6512 to add an additional employee.

Fulltime CEO at \$38 per hour with benefits compared to 2 part time CEO's w/out benefits.

	Hours	Rate	Total for Year	Health Benefits
FT CEO	36	38	\$71,136 (salary)	\$14,704
Health			\$14,704	
Total	36		\$85,840	

	Hours	Rate	Total for Year	Health benefits
PT CEO	24	38	\$47,424 (salary)	\$0
PT CEO	24	38	\$47,424 (salary)	\$0
Health			\$0	
Total	48		\$94,848	

*This is a difference of \$9008 at the maximum proposed rate.



TOWN OF GRAY

Henry Pennell Municipal Complex
24 Main St, Gray Maine 04039
www.graymaine.org

OFFICE OF THE ASSESSOR

Lauren Asselin, Assessor
lasselin@graymaine.org
(207) 657-3339 ex. 112

January 31, 2023

TO: Gray Town Council
RE: LD290/Senior Property Tax Assistance Program

The Senior Property Tax Stabilization Program (LD290) was passed into law on May 8, 2022. It provides for stabilization of property taxes on homesteads of individuals 65 years of age or older beginning with the 2024 budget.

There were 621 applications approved and the implementation of this program resulted in unexpected expenses of \$2,946.85 for the 2023 budget broken down as follows:

- Application review (51.75 hours) - \$1,207.85
- Print/mail approval/denial letters (31.05 hours) – \$724.71
- Provide ownership history to other municipalities (12.50 hours) - \$291.75
- Input of tax amounts into TRIO (10.35 hours) - \$241.57
- Postage/envelopes/paper - \$480.97

The Legislature is currently reviewing LD290 and it is likely that there will be changes to the existing program in the near future; therefore, the impact to the 2024 budget is unclear at this time.

The Senior Property Tax Assistance Program application period is January 1, 2023 through February 15, 2023. To date, 13 applications have been approved in the amount of \$6,153.69.

Gray
5:44 PM

Town of Gray FY 2023 Town Manager's Proposed Budget

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Expense

	2022	2023	2023	Comm Req vs	Comm Req vs
	Budget	Manager	Committee	Curr Bud	Curr Bud
				Change \$	Change %
Dept/Div: 06-63 Councils, Boards & Committees / Planning Board					
Operations					
02-129 Stipend	0.00	0.00	2,500.00	2,500.00	100.00%
02-130 Recorder	1,000.00	1,000.00	1,000.00	0.00	.00%
02-150 Personnel Development	100.00	100.00	100.00	0.00	.00%
02-154 Member Training	175.00	175.00	175.00	0.00	.00%
02-250 Postage	100.00	100.00	100.00	0.00	.00%
02-290 Advertising	2,500.00	2,500.00	2,500.00	0.00	.00%
02-700 Legal	500.00	500.00	550.00	50.00	10.00%
Contract Services					
Supplies & Equipment					
04-240 Office Supplies	100.00	100.00	100.00	0.00	.00%
Planning Board	4,475.00	4,475.00	7,025.00	2,550.00	56.98%

Gray
3:03 PM

Town of Gray FY 2022 Town Manager's Proposed Budget

03/21/2022
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Expense

	2022 Budget	2023 Manager	2023 Committee	Comm Req vs Curr Bud Change \$	Comm Req vs Curr Bud Change %
Dept/Div: 06-61 Councils, Boards & Committees / Council					
Pay & Benefits					
01-150 Officers	10,000.00	10,000.00	10,000.00	0.00	.00%
01-201 FICA/Medicare	765.00	765.00	765.00	0.00	.00%
Operations					
02-130 Recorder	3,600.00	3,600.00	3,600.00	0.00	.00%
02-150 Personnel Development	1,000.00	1,000.00	1,000.00	0.00	.00%
02-290 Advertising	2,500.00	2,500.00	2,500.00	0.00	.00%
02-700 Legal	20,000.00	20,000.00	22,000.00	2,000.00	10.00%
02-861 Volunteer Recognition	1,500.00	1,500.00	1,500.00	0.00	.00%
02-862 Blueberry Festival	500.00	500.00	1,000.00	500.00	100.00%
Supplies & Equipment					
04-240 Office Supplies	350.00	350.00	350.00	0.00	.00%
Community Services					
10-720 Build Maine	500.00	600.00	600.00	100.00	20.00%
10-722 Growsmart Maine	0.00	200.00	200.00	200.00	100.00%
Council	40,715.00	41,015.00	43,515.00	2,800.00	6.86%

Expense Detail Report
DEPARTMENT(S): E 02-14-02-683 - E 02-14-02-683
JULY TO JANUARY

TRANS DATE	RCB/ PER TYPE JRNL	DESCRIPTION---	WRN CHECK#	VENDOR-----	CURRENT BUDGET	DEBITS	CREDITS	UNEXPENDED BALANCE
02 - MunicipalFin					25,000.00	0.00	0.00	25,000.00
14 - Generalns					25,000.00	0.00	0.00	25,000.00
02 - Operations					25,000.00	0.00	0.00	25,000.00
683 - Vac/SickAccr					25,000.00	0.00	0.00	25,000.00
10/14/22	10 R	P 0232	10/14/22 Payroll (Dist)			35,278.68	0.00	
			Object.....		25,000.00	35,278.68	0.00	-10,278.68
			Expense.....		25,000.00	35,278.68	0.00	-10,278.68
			Division....		25,000.00	35,278.68	0.00	-10,278.68
			Department..		25,000.00	35,278.68	0.00	-10,278.68
Final Totals					25,000.00	35,278.68	0.00	-10,278.68

PAYROLL CHECK HISTORY

Complete File

Employee	Date	Type	Void	Check #	Journal #	Warrant #	Pay Category	Tax	Account	Pay Rate	Hours	Dist	Gross Pay
74 Alec C Dodd	10/14/2022	D	F	14585	232	127	1 - Regular	T	E 05-52-01-100	41.10	76		3123.60
74 Alec C Dodd	10/14/2022	D	F	14585	232	127	3 - Sick	T	E 02-14-02-683	41.10	360		14796.00
74 Alec C Dodd	10/14/2022	D	F	14585	232	127	4 - Vacation	T	E 02-14-02-683	41.10	205. 47		8444.82
74 Alec C Dodd	10/14/2022	D	F	14585	232	127	6 - Personal	T	E 05-52-01-100	41.10	4		164.40
74 Alec C Dodd	10/28/2022	D	F	14662	264	131	12 - Per Call-Firefighting	T	E 04-41-01-164	13.19	2		26.38

PAYROLL CHECK HISTORY

Complete File

Employee	Date	Type	Void	Check #	Journal #	Warrant #	Pay Category	Tax	Account	Pay Rate	Hours	Dist	Gross Pay
24 Kathryn George	10/14/2022	D	F	14598	232	127	3 - Sick	T	E 02-14-02-683	24.02	360		8647.20
24 Kathryn George	10/14/2022	D	F	14598	232	127	4 - Vacation	T	E 02-14-02-683	24.02	141. 16		3390.66
24 Kathryn George	10/14/2022	D	F	14598	232	127	4 - Vacation	T	E 03-20-01-100	24.02	40		960.80

ARPA Tracking

Award Amount \$ 434,239.37
FY22 Expenses \$ 41,904.10
FY23 Starting Balance \$ 392,335.27

Current FY23 Balance \$ 305,213.33

Expense Description

Amount

07/08/2022 Payroll \$ 2,261.17
7/22/2022 Payroll \$ 435.03
Library Generator \$ 35,750.00
Gray Food Pantry \$ 2,500.00
Fire Truck-Eng 41 \$ 46,175.74

FY23 Total This Far \$ 87,121.94

9/13/2022
11/10/2022 Cummins

ARPA Expenditure Tracksheet
FY 2022

Total Amount Received 434,239.37

Expense Description	Amount
11/26/21 Payroll (Dist)	\$ 2,517.30
11/26/21 Payroll(MTaxTot)	\$ 35.76
11/26/21 Payroll(FICATot)	\$ 152.88
12/10/21 Payroll (Dist)	\$ 2,517.30
12/10/21 Payroll(MTaxTot)	\$ 35.97
12/10/21 Payroll(FICATot)	\$ 153.77
12/24/21 Payroll (Dist)	\$ 2,517.30
12/24/21 Payroll(MTaxTot)	\$ 35.97
12/24/21 Payroll(FICATot)	\$ 153.77
01/07/22 Payroll (Dist)	\$ 2,517.30
01/07/22 Payroll(MTaxTot)	\$ 35.97
01/07/22 Payroll(FICATot)	\$ 153.80
01/21/22 Payroll (Dist)	\$ 2,517.30
01/21/22 Payroll(MTaxTot)	\$ 35.61
01/21/22 Payroll(FICATot)	\$ 152.27
02/04/22 Payroll (Dist)	\$ 2,517.30
02/04/22 Payroll(MTaxTot)	\$ 35.69
02/04/22 Payroll(FICATot)	\$ 152.63
02/18/2022 Payroll	\$ 2,517.30
02/18/2022 Payroll	\$ 35.48
02/18/2022 Payroll	\$ 151.72
03/04/2022 Payroll	\$ 2,517.30
03/04/2022 Payroll	\$ 35.57
03/04/2022 Payroll	\$ 152.05
02/28/2022 Payroll	\$ 379.51
03/18/2022 Payroll	\$ 2,517.30
03/18/2022 Payroll	\$ 35.44
03/18/2022 Payroll	\$ 151.56

Expense Description	Amount
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04/01/2022 Payroll	\$	2,389.24
04/01/2022 Payroll	\$	34.64
04/01/2022 Payroll	\$	148.13
04/15/2022 Payroll	\$	2,261.17
04/15/2022 Payroll	\$	32.33
04/15/2022 Payroll	\$	138.25
04/29/2022 Payroll	\$	2,261.17
04/29/2022 Payroll	\$	32.61
04/29/2022 Payroll	\$	139.41
05/13/2022 Payroll	\$	2,261.17
05/13/2022 Payroll	\$	172.97
05/27/2022 Payroll	\$	2,261.17
05/27/2022 Payroll	\$	170.31
06/10/2022 Payroll	\$	2,261.17
06/10/2022 Payroll	\$	177.49
06/24/2022 Payroll	\$	2,261.17
06/24/2022 Payroll	\$	32.33
06/24/2022 Payroll	\$	138.25
	\$	41,904.10

ARPA Figures

Sandy Carder <scarder@graymaine.org>

Thu 3/31/2022 4:35 PM

To: Nathaniel Rudy <nrudy@graymaine.org>; Katy Jewell <kjewell@graymaine.org>

Hi Nate/Katy,

Here are the figures I have from my notes with changes based on our conversation yesterday.

868,000.00 - total ARPA

43,297.29 - premium pay already approved

824,702.71 - available

50,000.00 - to the Water District

2,500.00 - to Food Pantry

30,000.00 - to Enterprise fund for revenue loss (to reimburse for RRLT parking lot request)

36,702.71 - to set aside for other uses (a) premium pay flat bonuses (b) 8,680 SL Chamber?

705,500.00 - total to move to CIP (I think I said 708,000 in the meeting without accounted for 2,500 for the food pantry)

705,500 - starting balance ARPA CIP

225,000 - radio hardware

50,000 - Pennell septic down payment

53,000 - lease/purchase excavator

50,000 - command vehicle (it was 110,000 for the lease/purchase pumper truck)

327,500 - left in CIP for ARPA funds - to be used next year

Katy needs to update the CIP Reserve Fund Projection Spreadsheet:

-adjust trade in PS vehicles to exclude sale of tanker truck & leave engine sale

-change ARPA to 705,500 instead of 800,000

-remove 110,000 for the lease/purchase pumper engine

-add 50,000 to Misc. CIP for the Libby Hill Rd Project engineering we added under prof serv

That will produce a new fund balance for FY23 and cascade forward with the tanker put back in the detail schedule.

I think that covers it - double check my numbers!

Thanks

Sandy

CIP Reserve Fund Projection
with lease purchase of Pumper & Excavator in FY 2023

Capital Reserve Fund Balance 6/30/2021 Audit:	1,283,261.00																			
FY 2022 CIP:	(62,525.00)																			
Minus FY2021 CIP Carryforwards:	(140,431.00)																			
Trade In of Public Safety Vehicles:	210,000.00																			
Village TIF:	70,000.00																			
South Gray TIF:	995,000.00																			
ARPA Funds:	708,000.00																			
Capital Reserve Fund Balance Available for FY 2023:	3,063,305.00																			
Funding per Fiscal Year from the General Fund:	2,455,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00	1,900,000.00

Debt Service Description	Maturity Date	SCHEDULED PAYMENTS									
		FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Pennell Bond	4/15/2030	156,300.00	151,800.00	147,000.00	142,200.00	137,400.00	132,600.00	127,700.00	122,800.00		
Public Works/Transfer Station Bond	4/15/2030	208,400.00	202,400.00	196,000.00	189,600.00	183,200.00	176,800.00	170,150.00	163,750.00		
Bridges/Roads Bond	1/15/2024	171,685.00	80,485.00								
Library Expansion Bond	1/15/2024	176,415.00	82,715.00								
Hamilton Property Bond	7/16/2026	106,236.62	106,236.62	106,236.62	106,236.62	106,236.62					
Equipment Bond	10/15/2039	487,225.00	472,825.00	458,425.00	444,025.00	429,625.00	415,225.00	400,825.00	141,906.00	133,547.00	130,266.00
Proposed Lease on Excavator		53,000.00	53,000.00	53,000.00							
TOTAL DEBT SERVICE		1,359,261.62	1,149,461.62	960,661.62	882,061.62	856,461.62	724,625.00	698,675.00	428,456.00	133,547.00	130,266.00

	SCHEDULED REQUESTS									
	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032
Road Resurfacing	511,650.00	550,000.00	500,000.00	500,000.00	500,000.00	500,000.00	550,000.00	500,000.00	500,000.00	500,000.00
Bridge Repair and Replacement	-	-	-	-	-	-	-	-	-	-
Fire and Public Safety	312,935.00	8,725.00	180,770.00	8,725.00	248,114.00	8,725.00	67,725.00	634,370.00	72,373.00	180,770.00
PW & Town Vehicles & Equipment	52,938.00	55,999.00	74,882.00	274,318.00	141,248.00	429,000.00	491,568.00	481,318.00	215,000.00	391,183.00
Sidewalks	-	-	131,400.00	34,650.00			15,000.00			
Technology	22,800.00	52,050.00	34,150.00	34,900.00	31,700.00	51,600.00	31,900.00	38,300.00	15,600.00	36,900.00
Public Buildings	564,550.00	160,000.00	34,000.00	-	94,200.00	92,000.00	51,000.00	79,000.00	-	-
Land Acquisition Fund	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
Parks & Recreation	20,500.00	77,500.00	8,400.00	-	-	-	-	-	-	-
Professional Services	152,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	-	-	-	-
TIF Projects	1,065,000.00	-	-	-	-	-	-	-	-	-
TOTAL REQUESTS	2,752,373.00	1,004,274.00	1,063,602.00	952,593.00	1,115,262.00	1,181,325.00	1,257,193.00	1,780,988.00	852,973.00	1,158,853.00

Capital Reserve Fund Balance (per year)	1,406,670.38	1,152,934.76	1,028,671.14	1,094,016.52	1,022,292.90	1,016,342.90	960,474.90	651,030.90	1,564,510.90	2,175,391.90
	4,111,634.62	2,153,735.62	2,024,263.62	1,834,654.62	1,971,723.62	1,905,950.00	1,955,868.00	2,209,444.00	986,520.00	1,289,119.00