

Town of Windham

NEXT YEAR / CURRENT YEAR BUDGET DETAIL - EXPENDITURES

ACCOUNTS FOR PROJECTION 20261 TOWN OF WINDHAM - FY 26 OPERATING BUDGET								
				2024 ACTUAL	2025 ORIG BUD	2025 REVISED BUD	2025 ACTUAL	2026 MANAGER

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1000		GENERAL FUND							
15110		PARKS & RECREATION ADMIN							RECREATION & CULTURE
295	15110	44400	PROF SVCS	10,233.19	10,100.00	10,100.00	2,066.42	9,875.00	-2.2%
			MyRec annual subscription (Registration software)		Annual subscription rate is based on revenue generated; Subscription is renewed in April each year			6,375.00	
			Service contract for copier		Anticipated overage charges for color copies			800.00	
			Annual fee for use of Constant Contact		Program allows for detailed statistics regarding # of people reached with Email Blasts and Community Announcements; Allows for better quality marketing materials in-house; Provides for customer surveys after completion of programs			1,360.00	
			When I Work Annual Subscription		Employee scheduling software for per diem staff, seasonal staff, and volunteers for events and programs decreasing by \$150 due to number of employees being scheduled through system.			1,200.00	
			Canva Annual Subscription		Content design software used for marketing programs and events			140.00	
296	15110	46210	TEL-LAND	2,443.31	2,375.00	2,375.00	1,244.49	2,780.00	17.1%
			Landline and cell phones (2)		Office phone (Consolidated Communications - \$1680) and two cell phones - director and additional phone used by program staff (Verizon - \$1100)			2,780.00	
297	15110	46310	ADVRTSNG	6,234.66	6,900.00	6,900.00	1,755.00	6,900.00	0.0%
			Advertising - Employment Ads for seasonal positions; Advertising for all programs and special events in local newspapers					6,900.00	
298	15110	46410	TRV EXP	4,842.16	3,200.00	3,200.00	1,742.76	3,800.00	18.8%
			Fuel, travel and meal expenses for staff to attend meetings, workshops and conferences					3,800.00	
299	15110	46910	TRNG/CONF	3,400.35	4,800.00	4,800.00	1,770.95	5,000.00	4.2%
			Training administered by Maine Recreation & Parks Association, regional and national conferences for department staff.					5,000.00	

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	1000	GENERAL FUND							
	15210	PARKS & TRAILS							RECREATION & CULTURE
302	15210	41110	REG FT	50,673.92	52,765.00	52,765.00	28,893.82	54,611.00	3.5%
		Annual salary and wages for the Parks Maintenance Foreman.			3.5% COLA			54,611.00	
303	15210	41120	REG PT	6,311.57	10,080.00	10,080.00	4,596.93	13,366.00	32.6%
		Seasonal part-time hours for park ranger and/or park maintenance worker to assist Parks Maintenance Foreman with projects or routine maintenance; Seasonal part-time employees to assist with Food Truck Night			• Seasonal Park Ranger and/or Seasonal Park Maintenance – according to experience and interest o \$20.00 /hour o 40 hrs/week for 14 weeks  • Food Truck Attendants – 2 attendants for 64 hours for season \$2166.00 o Salary Range - \$14.65- \$18.50			13,366.00	
304	15210	41210	OT-REG	267.69	1,200.00	1,200.00	74.58	1,000.00	-16.7%
		Overtime - Regular Compensation			Reduced based on history of use			1,000.00	
305	15210	43100	SUPP & MTL	3,769.46	6,500.00	6,500.00	1,256.57	6,500.00	0.0%
		Signage at all parks and trails excluding Dundee			Covers cost of policy and rule signage, safety-related signage and trail markers			1,500.00	
		Equipment, supplies and tools needed for all parks and trails other than Dundee.						5,000.00	
306	15210	43210	ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.0%
								0.00	
307	15210	43220	FUEL GAS	4,801.39	4,600.00	4,600.00	2,730.34	5,000.00	8.7%
		Vehicle Fuel for Park Maintenance pick-ups truck and mowers						5,000.00	
308	15210	44400	PROF SVCS	10,369.63	10,175.00	10,175.00	5,715.00	13,175.00	29.5%
		Porta-toilets at five locations year round - Lowell, Lippman, East Windham Conservation Area, Mountain Division Trail, and Community Park.						8,325.00	
		Mainely Ticks - Spring and Summer Tick Treatments at Lippman Park and Lincoln Field						1,850.00	
		Other professional services for park and trail needs - may include electrical services, tree work, delivery of playground surfacing material.						3,000.00	

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1000	GENERAL FUND							
15210	PARKS & TRAILS						RECREATION & CULTURE	
309	15210	45110 WATER	662.40	350.00	350.00	150.00	675.00	92.9%
		Providing water service at Community Garden -contract with Thirsty Turf for turning on in Spring and winterizing in Fall; allows for other potential service needs					675.00	
310	15210	45210 WST DISP	0.00	0.00	0.00	0.00	0.00	0.0%
							0.00	
311	15210	45310 BL MT SVCS	1,180.63	2,000.00	2,000.00	0.00	2,000.00	0.0%
		Supplies and materials for park storage buildings/ structures at parks other than Dundee park					2,000.00	
312	15210	45320 VE MT SVCS	835.05	800.00	800.00	0.00	800.00	0.0%
		Vehicle repairs for Department's truck					800.00	
313	15210	45400 RENTALS	880.00	900.00	900.00	0.00	900.00	0.0%
		Rental of various machinery to assist Parks Maintenance Foreman in completing parks projects at all parks other than Dundee Park					900.00	
314	15210	46210 TEL-LAND	565.15	550.00	550.00	249.15	550.00	0.0%
		Telephone - Park Foreman cell phone \$42 per month					550.00	
TOTAL 15210 - PARKS & TRAILS			80,316.89	89,920.00	89,920.00	43,666.39	98,577.00	9.6%

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1000	GENERAL FUND								
15220	DUNDEE PARK								RECREATION & CULTURE
315	15220	41120	REG PT	69,384.70	96,408.00	96,408.00	30,131.33	104,195.00	8.1%
		2 Park Managers			Increase in hourly rate due to minimum wage increase and comparisons to other salary ranges in region			26,600.00	
					Approximately 700hrs@ \$19.00/hr for each manager				
		Student Facility Intern -Dundee Park offers a quality Facility Internship experience; Internship packet is distributed to numerous colleges that offer this course of study			Approximately 500 hours @ \$17.50/hr			8,750.00	
		Supervisors - (2) - Oversee park operation and supervision of staff under direction of Park Manager and in Manager's absence			Schedules vary from 20-40 hrs/week; \$18.35-18.50/hr			8,292.00	
		Park and Gate Attendants (6-8)- FT and PT positions; responsible for accepting money at gatehouse, general park upkeep and maintaining safe environment for park users			Salary range - \$14.65 - \$17.00 hr			60,553.00	
					Increase in minimum wage to \$14.65 hr				
316	15220	43100	SUPP & MTL	19,246.42	14,000.00	14,000.00	3,677.02	15,600.00	11.4%
		Dundee Supplies and Equipment for all paint, hardware, general supplies: \$11,000			A portion of this line will be offset by revenue generated by concession sales and will be deposited into Dundee Revenue (1000-34310)			15,000.00	
		Cleaning Supplies: \$1000							
		Merchandise: \$1000							
		Concessions Items: \$2000							
		Dundee Staff Apparel						600.00	
317	15220	43210	ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.0%
		Electricity at Dundee						0.00	
318	15220	43220	FUEL GAS	271.96	500.00	500.00	21.61	500.00	0.0%
		Fuel for Dundee lawn mowers and mileage reimbursement for trips to lab in personal vehicle (when needed) for water testing			Low projection due to 2024 river issue at Dundee			500.00	
319	15220	44400	PROF SVCS	4,265.00	4,300.00	4,300.00	1,060.00	4,000.00	-7.0%
		Water Testing at Dundee Park			Low projection due to 2024 Dundee Pond issue			600.00	
		Amount for up to 20 tests							
		Mainely Ticks - Spring and summer tick treatments at Dundee Park						1,400.00	
		Professional services for other Dundee needs - may include electrical services, tree work, or septic pumping.						2,000.00	

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15220	DUNDEE PARK							RECREATION & CULTURE	
320	15220	45110	WATER	0.00	900.00	900.00	0.00	0.00	-100.0%
		Water hook-ups at Dundee and plumbing repairs if needed			TM 1/29/25: -900 (Public Works takes care of this in house)			0.00	
		Opening - \$220 Closing/Winterizing - \$330 Miscellaneous Repairs - \$350							
321	15220	45310	BL MT SVCS	1,000.00	7,500.00	7,500.00	0.00	7,500.00	0.0%
		Building Maintenance at Dundee park for all buildings and pavilions						7,500.00	
322	15220	45320	VE MT SVCS	0.00	1,000.00	1,000.00	0.00	1,000.00	0.0%
		Equipment Maintenance for tractor and mowers						1,000.00	
323	15220	45400	RENTALS	590.00	400.00	400.00	935.00	600.00	50.0%
		Rental of various machinery to assist Parks Maintenance Foreman in completing parks projects at Dundee Park			Higher projection due to extensive site work needed last season			600.00	
324	15220	46210	TEL-LAND	896.21	1,505.00	1,505.00	482.61	1,806.00	20.0%
		Telephone - Phone and internet at Dundee Park			Increase by 20%			1,806.00	
325	15220	46990	OT CONT SV	376.16	400.00	400.00	0.00	400.00	0.0%
		Contracted Services			Production of promotional materials for park			400.00	
TOTAL 15220 - DUNDEE PARK				96,030.45	126,913.00	126,913.00	36,307.57	135,601.00	6.8%

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1000	GENERAL FUND								
15330	SUMMERFEST								RECREATION & CULTURE
326	15330	43100	SUPP & MTL	11,800.00	13,630.00	13,630.00	0.00	15,110.00	10.9%
			Summerfest Fireworks		Town Contribution to Summerfest to purchase fireworks. FY18 - \$3,000 FY19 - \$3,000 FY20 - Canceled due to COVID FY21- Canceled due to COVID FY22- \$3450 FY23 - \$3450 FY24- \$4500			4,500.00	
			Summerfest Tent, Tables and Chair Rentals		Town Contribution to Summerfest for tents, tables and chair rentals. FY17 - \$1,597 FY18 - \$907 FY19 - \$643 FY20 and FY21- Canceled due to COVID FY22 - \$901 FY23 - \$1,000 FY24- \$576			600.00	
			Portable Toilets (7 Regular and 1 Handicapped) and 2 Handwashing Stations		Town Contribution to Summerfest to rent portable toilets and handwashing stations			990.00	
			Summerfest Stage and Sound System(s); Generator and video wall for promotion of sponsors		Town Contribution to Summerfest to rent stage, sound system & lighting. Stage - \$2500 Sound System - \$2000 Video Wall - \$2000 Generator - \$500 Second Stage - \$600 Parade PA System - \$150			7,900.00	
			FY 22 FUNDS CARRIED FWD	\$19,309.92	SUMMERFEST IS FUNDED USING ACCOUNT 1000-24009 -			0.00	
			FY 23 BUDGET	\$10,600.00	WITH BUDGET AMOUNTS TRANSFERED TO THAT				
			FY 24 BUDGET	\$11,800.00	ACCOUNT ANNUALLY				
			Golf Cart Rentals					1,120.00	
TOTAL 15330 - SUMMERFEST				11,800.00	13,630.00	13,630.00	0.00	15,110.00	10.9%