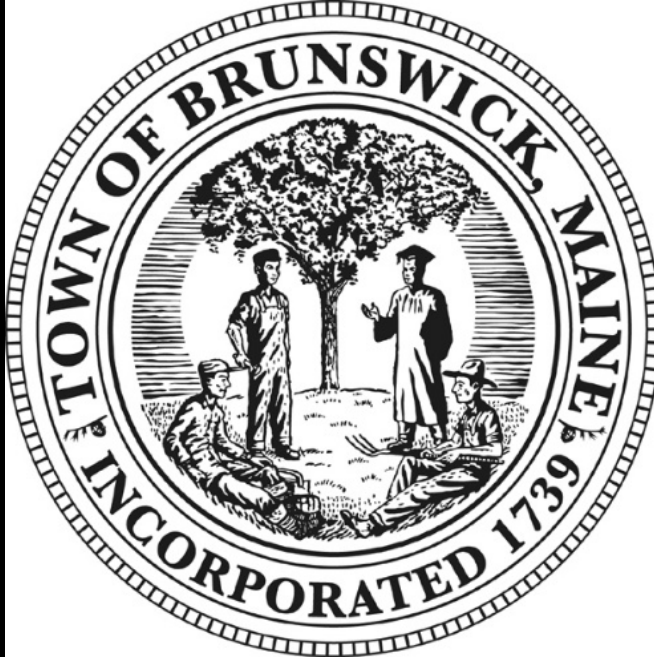


FINANCE DEPARTMENT

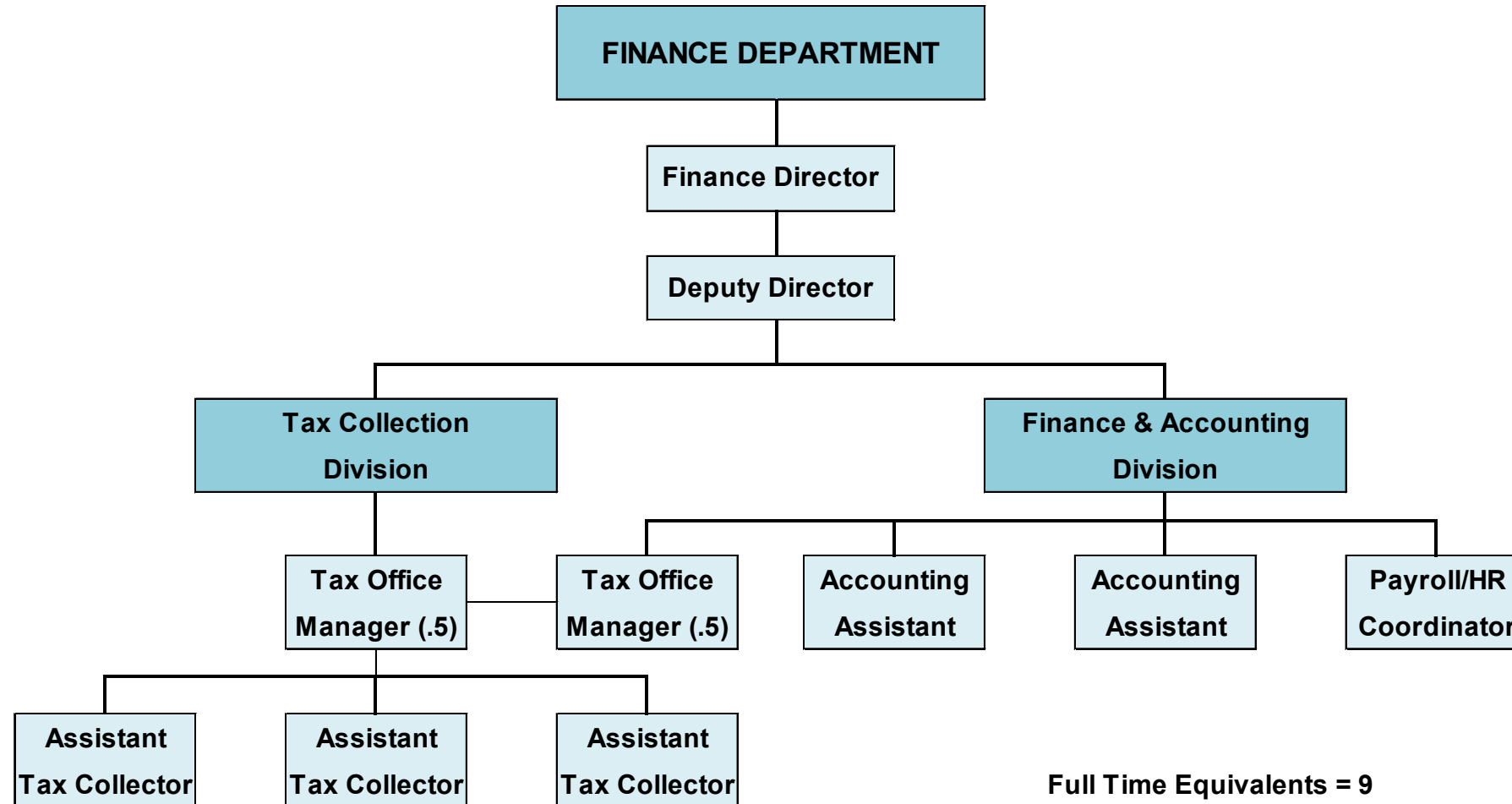


2025-26 Budget Presentation

April 10, 2025

**Branden Perreault
Finance Director**

ORGANIZATIONAL CHART



DIVISION RESPONSIBILITIES

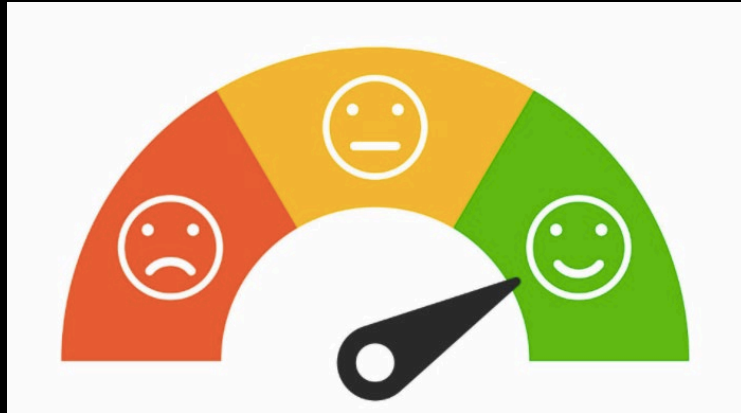
Finance & Accounting

- ▶ Accounts Payable
- ▶ Accounts Receivable
 - General, Ambulance, Processing Facility, Utilities
- ▶ Payroll
- ▶ Cash Management
- ▶ Debt Management
- ▶ Grant Administration
- ▶ Budgeting/Forecasting
- ▶ Financial Reporting
- ▶ Risk Management

Tax Collection

- ▶ Property Tax
 - Bill printing/mailing
 - Payment processing
 - Tax liens/collection
- ▶ Full Motor Vehicle Registration
- ▶ Watercraft & Aircraft
- ▶ Snowmobiles & ATVs
- ▶ Passports
- ▶ Misc Cash Receipts
- ▶ Bank Deposits

DEPARTMENT ROLES - SERVING THE PUBLIC



The Tax Division is the face of the Town.

An estimated 150+ citizens visit us each day,
and more call us with questions...

- and we strive to serve them efficiently and be sure
they all have a positive experience!

The Finance & Accounting Division is a resource for financial and regulatory information.

We receive calls from citizens, town organizations, state
agencies, and other municipalities with questions about
property taxes, ambulance billing, budgets, grant
administration, risk management...

- and we strive to provide prompt, courteous and accurate
answers and assistance.



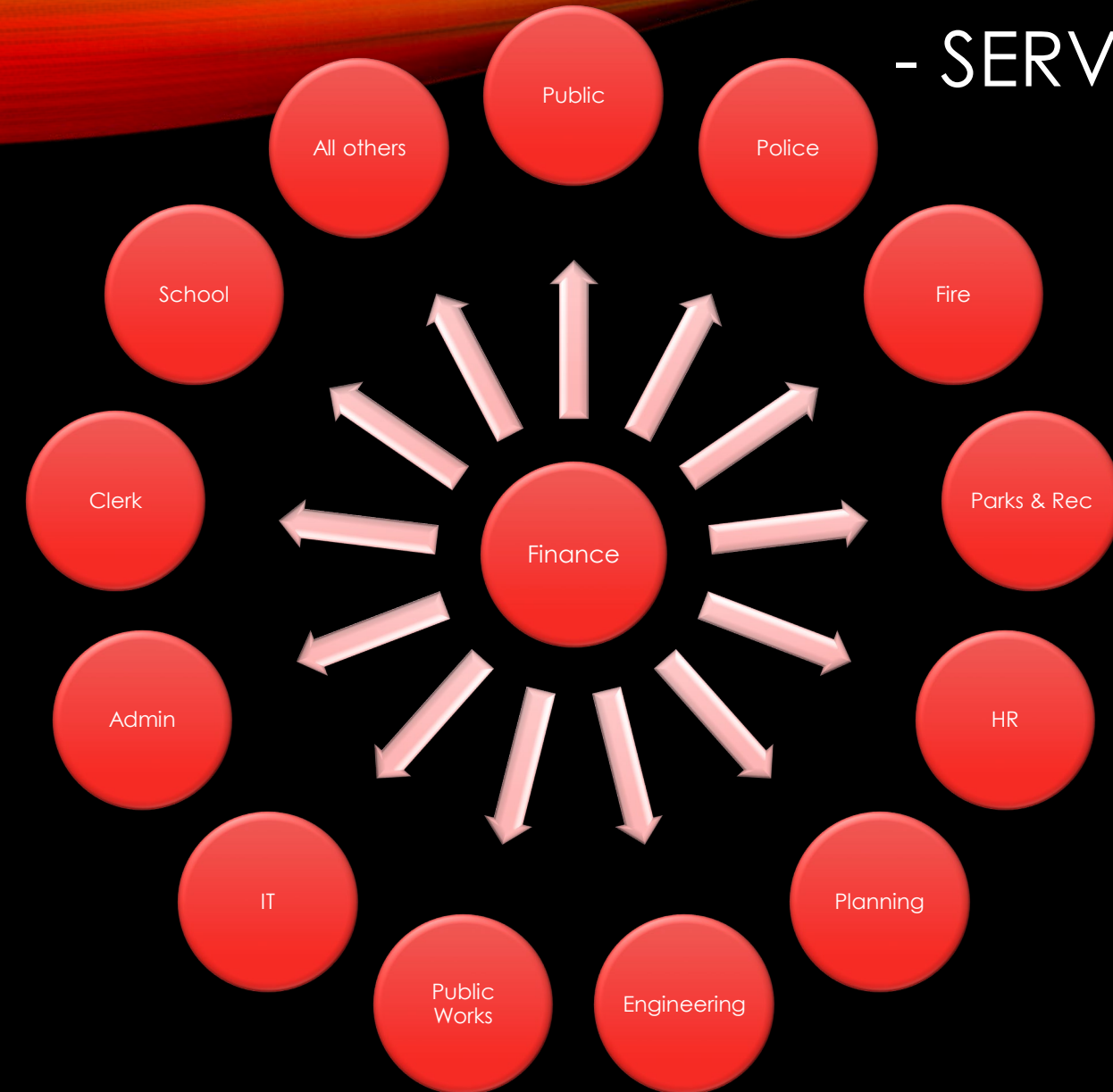
DEPARTMENT ROLES - SERVING TOWN DEPARTMENTS

The Finance Department is an internal service function.

Every day we interact with fellow staff from town departments and divisions in a variety of areas such as...

accounts payable, payroll, budget, cash management, grant administration, risk management, the MUNIS financial system, etc...

– and we strive to build our town team with friendly cooperation and assistance.

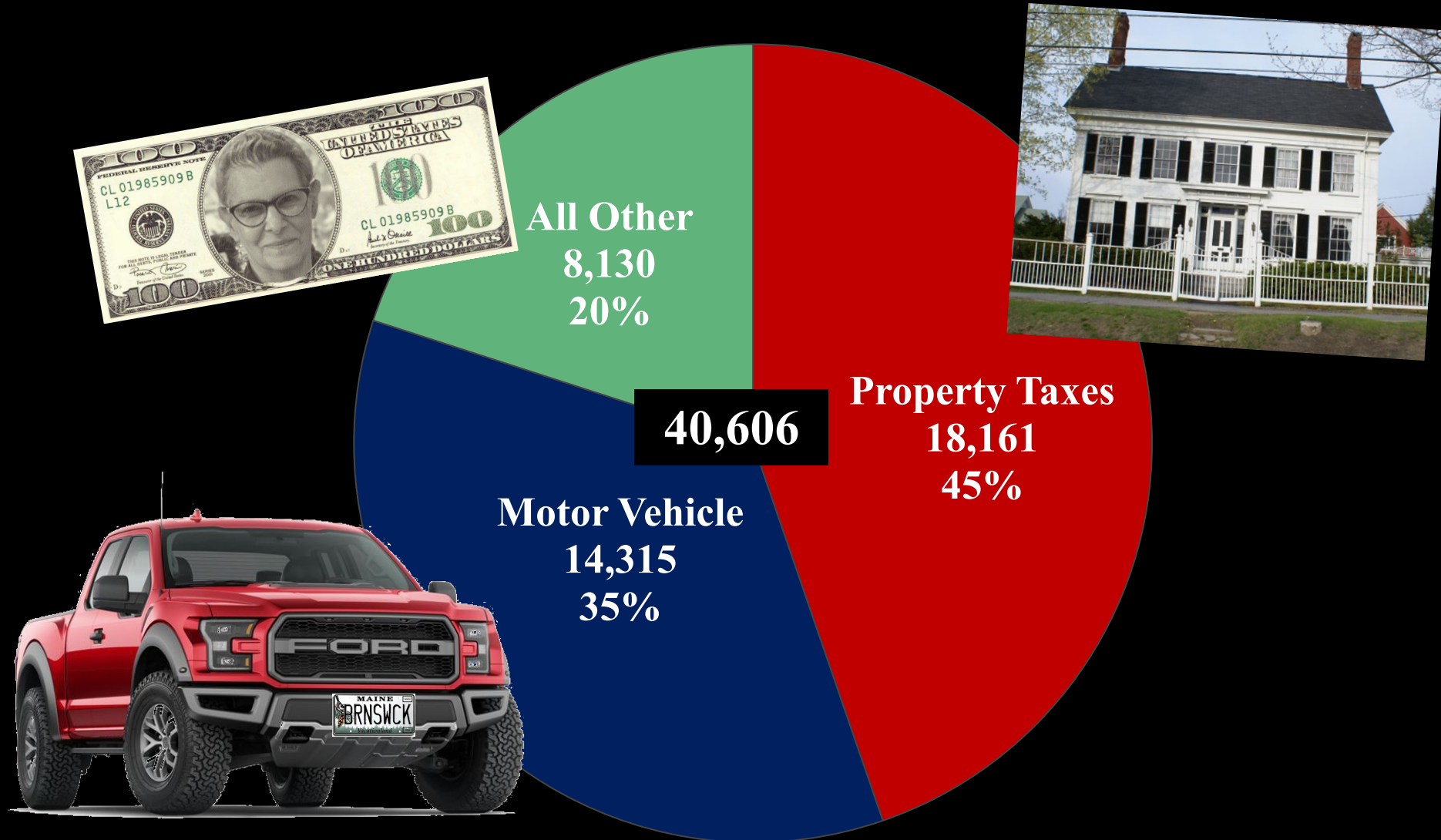


TAX DIVISION



Tax Division – Transaction Breakdown

July 1, 2023 – June 30, 2024



Tax Division – Transaction Breakdown

July 1, 2023 – June 30, 2024

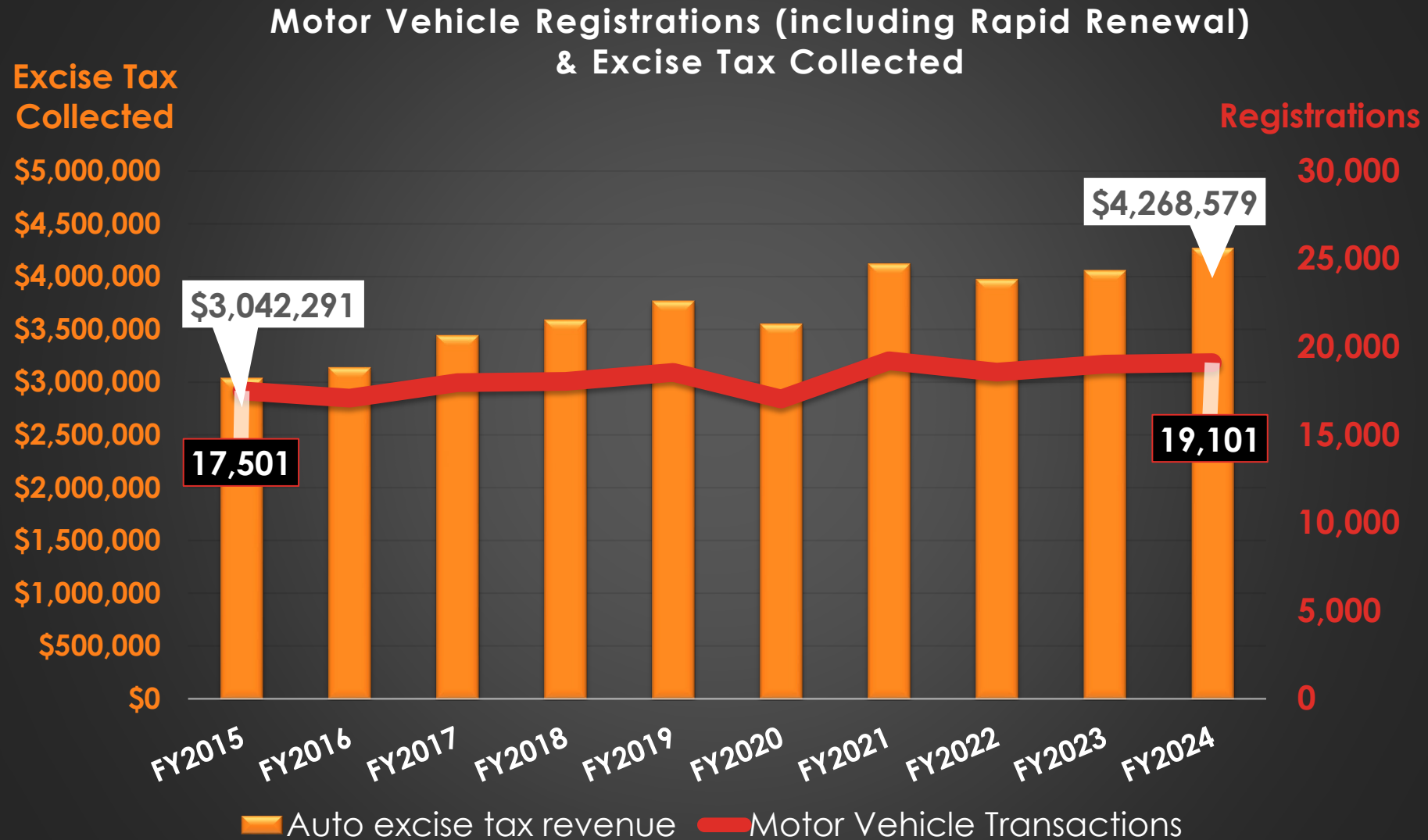
What does 14,315 vehicles look like?

As an example, Long Island airport was used to store 15,000 vehicles damaged by Hurricane Sandy in 2012.



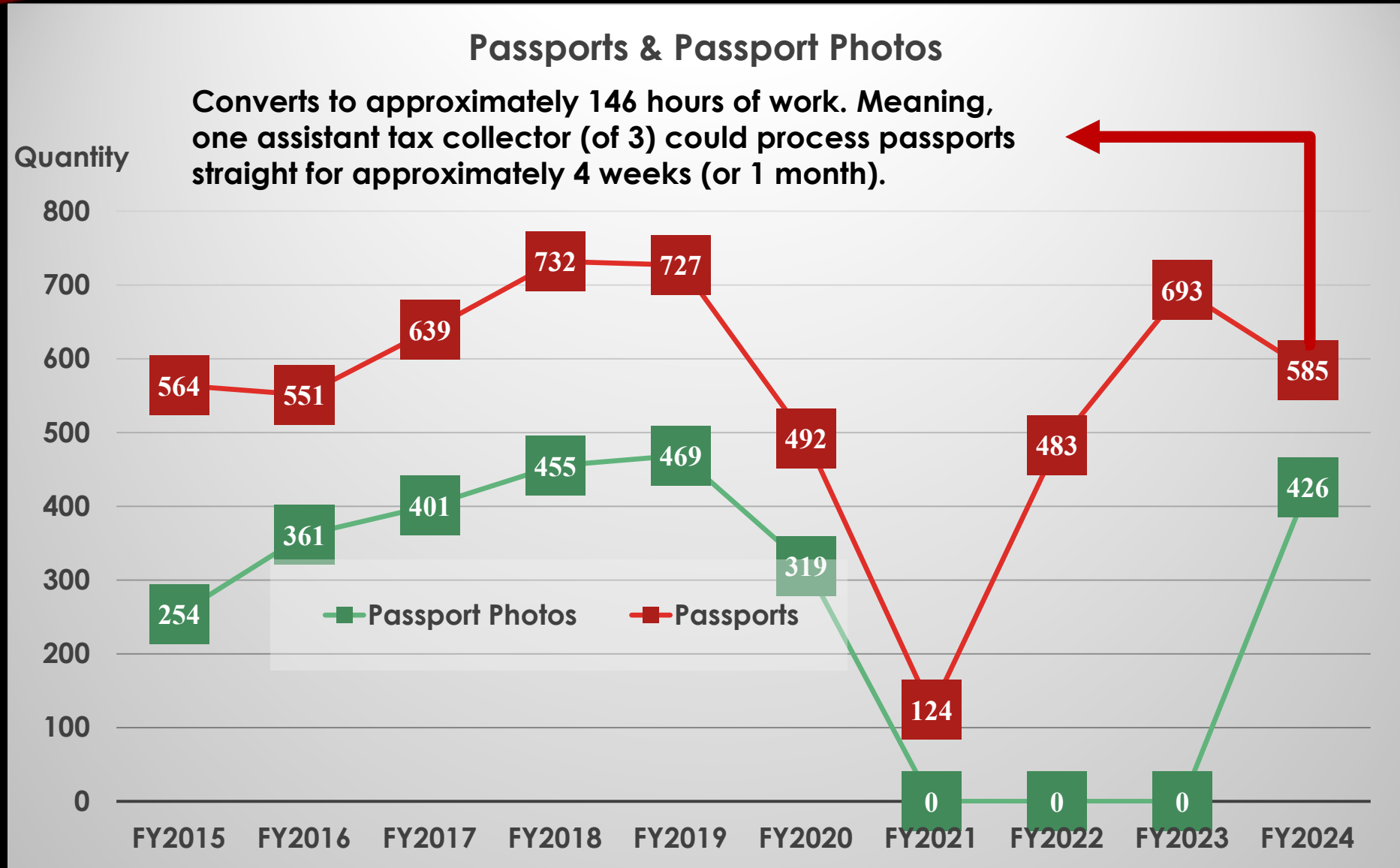
Tax Division

– Transaction History



Tax Division

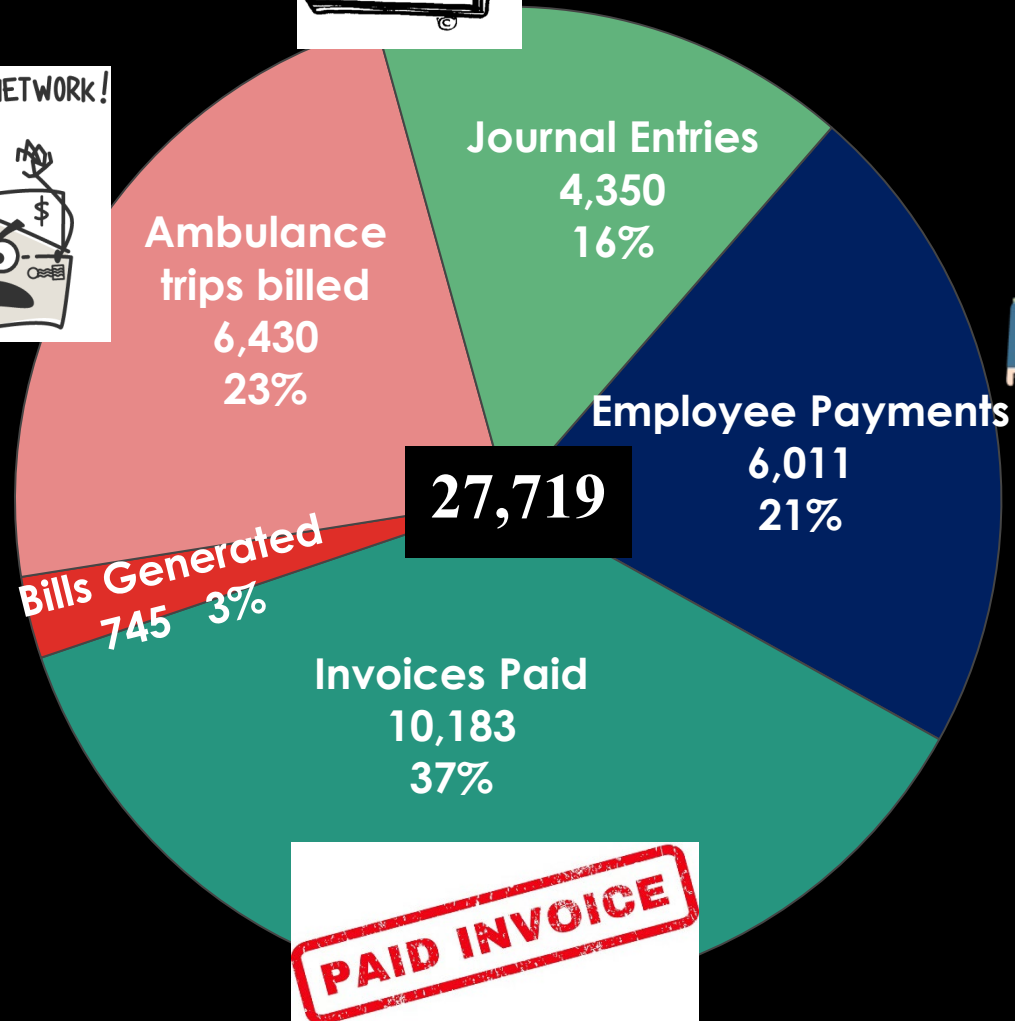
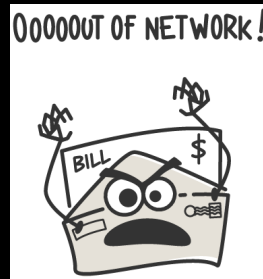
– Transaction History



Finance Division

– Transaction Breakdown

July 1, 2023 – June 30, 2024

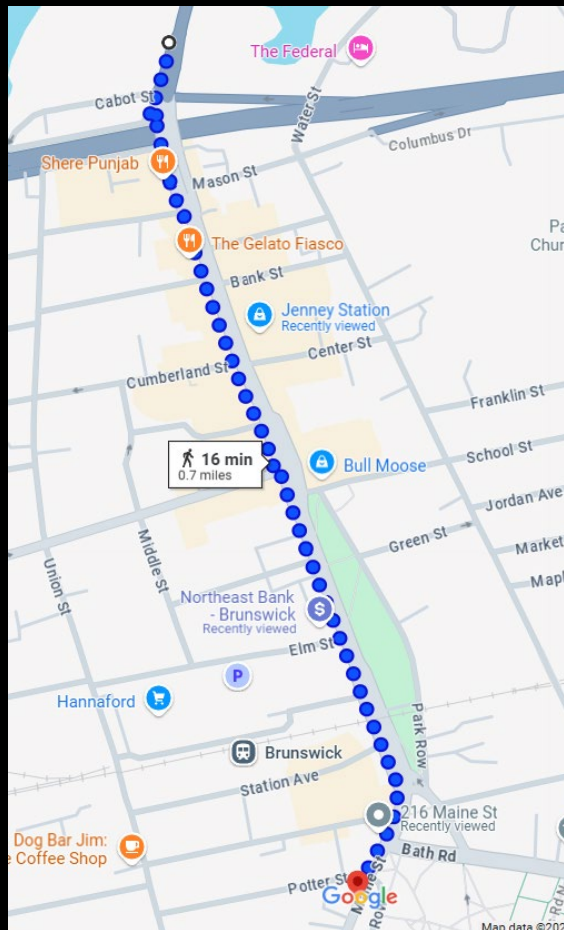


Finance Division

– Transaction Examples

July 1, 2023 – June 30, 2024

5,615 checks written in FY24 = 44,234 inches of checks = 0.7 miles



Finance Division

– Transaction Examples

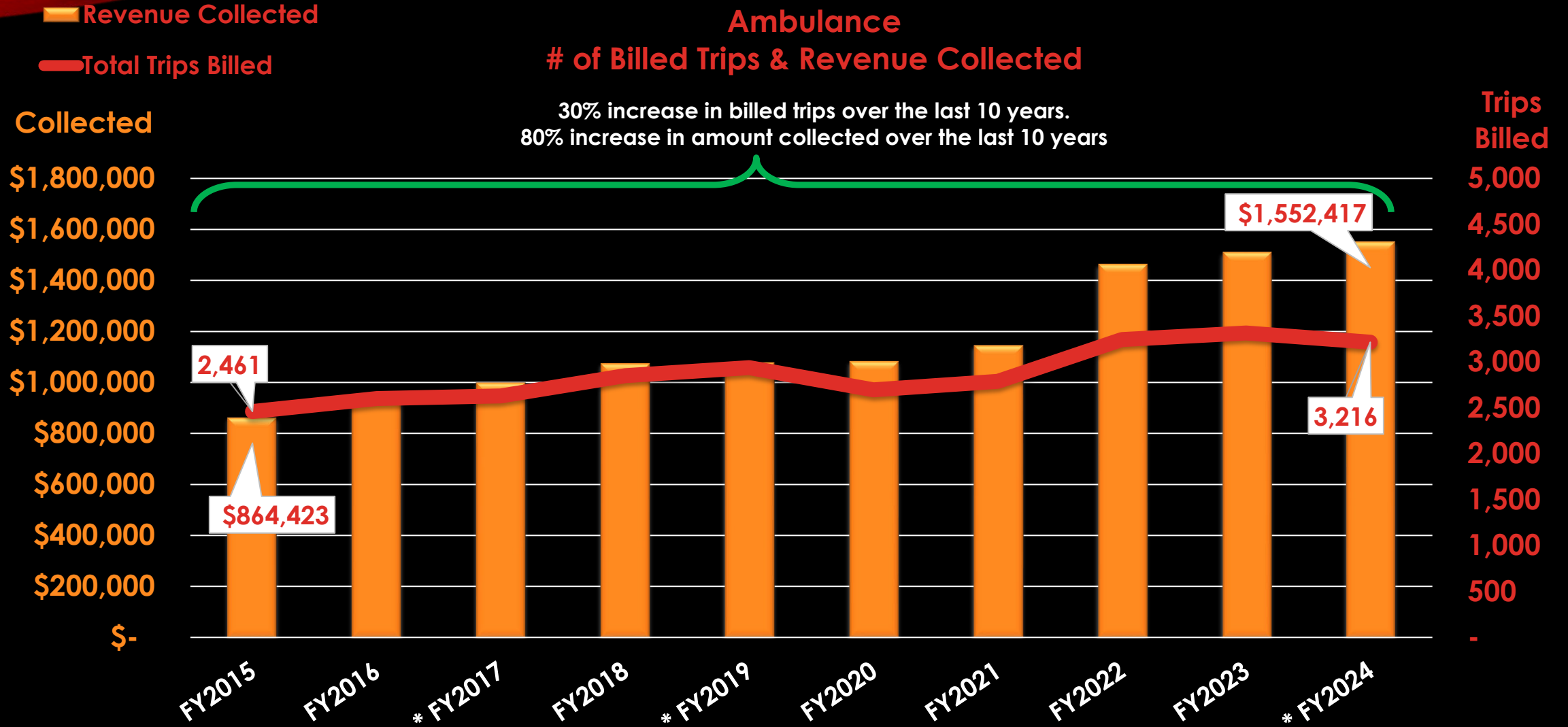
July 1, 2023 – June 30, 2024

6,011 employee payments in FY24 (approximately 230 paychecks per bi-weekly payroll)

The Cross Insurance Arena in Portland has a capacity of 6,206 permanent seats for comparison



Finance Division – Transaction History



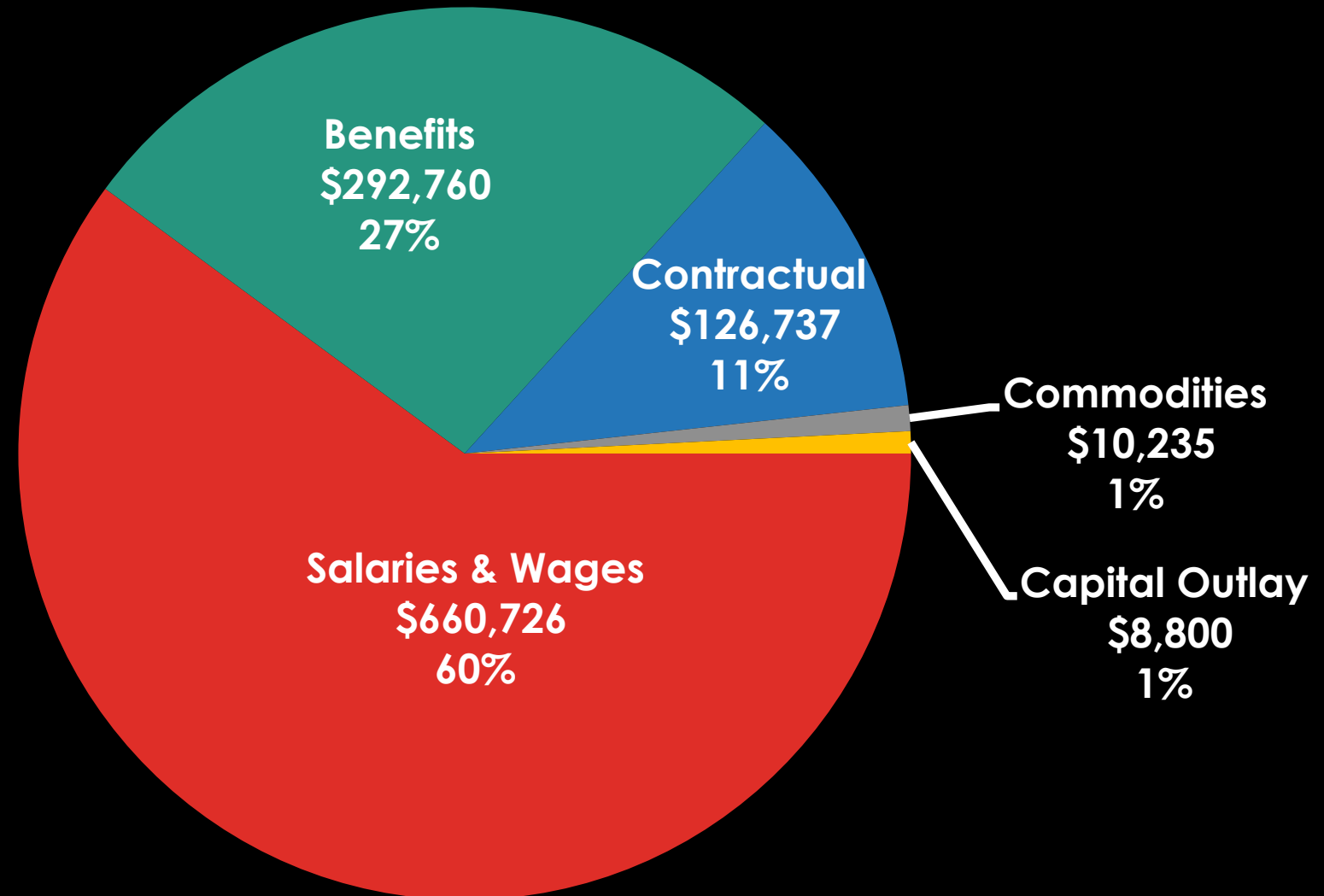
*Ambulance fees increased

FINANCE DEPARTMENT REQUESTED BUDGET 2025-26

	2023-24 Actual	2024-25 Budget	2025-26 Request	Change
Salaries & Wages	\$ 673,019	\$ 686,148	\$ 660,726	(\$ 25,422)
Benefits	282,619	294,545	292,760	(1,785)
Contractual	61,855	98,739	126,737	27,998
Commodities	6,950	8,455	10,235	1,780
Capital Outlay	1,274	0	8,800	8,800
Total	\$1,025,717	\$1,087,887	\$1,099,258	\$ 11,371

1.0% Increase

FINANCE DEPARTMENT 2025-26 BUDGET DISTRIBUTION





FINANCE DEPARTMENT PAST YEAR ACCOMPLISHMENTS



Supported during Town Manager transition

Trained new staff (internal)

- New Finance Director
- New Deputy Finance Director

Assisted in negotiations with five labor unions

Accepted, reviewed, and rebated 197 property tax assistance applications.

Cross-trained team members to provide effective coverage during a maternity leave period.



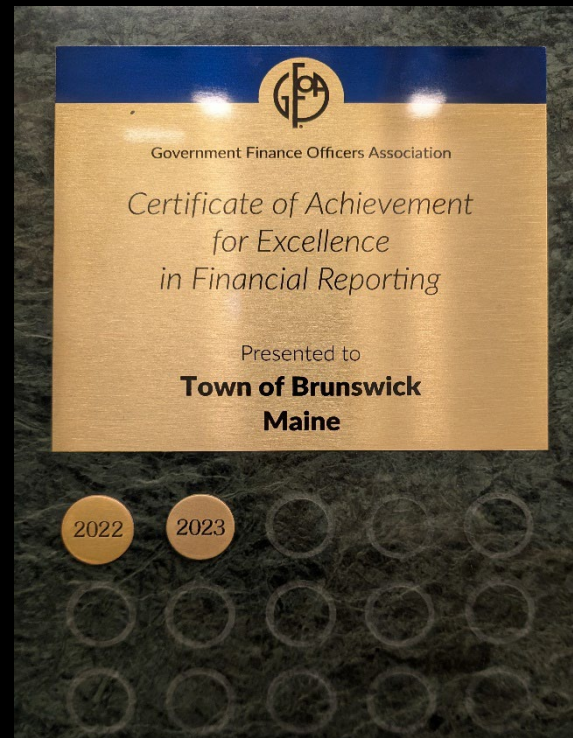
FINANCE DEPARTMENT PAST YEAR ACCOMPLISHMENTS (CONT'D)

Government Finance Officers Association (GFOA) Awards

ACFR



ACFR



PAFR





FINANCE DEPARTMENT CURRENT YEAR (FY25) PROJECTS



Software enhancements

Currently working to implement
Resident Access (anticipated
“go-live” July 1, 2025)

Access account balances

View payment history

View & pay bills in real time

Set up one-time or recurring payments

LOG IN

Real Estate

View Bill

As of

4/10/2025

Bill Year

2024

Bill

24008801

Owner

Parcel ID

[View payments/adjustments](#)

Installment	Pay By	Amount	Payments/Credits	Balance	Interest	Due
<input checked="" type="checkbox"/> 1	10/15/2024	\$2,712.83	\$2,712.83	\$0.00	\$0.00	\$0.00
<input checked="" type="checkbox"/> 2		\$2,712.82	\$2,712.82	\$0.00	\$0.00	\$0.00
TOTAL		\$5,425.65	\$5,425.65	\$0.00	\$0.00	\$0.00
					Total selected:	\$0.00

Home

Citizen Self Service

Permitting

Personal Property

Real Estate

View Bill

Charges

Property Detail

Owner Information

Assessment

Assessment History

Tax Rates

All Bills

Contact Us

Search Results

New Search

View Payments



FINANCE DEPARTMENT CURRENT YEAR (FY25) PROJECTS

New parking kiosk at Union Street parking lot (coming in the next 30-60 days)

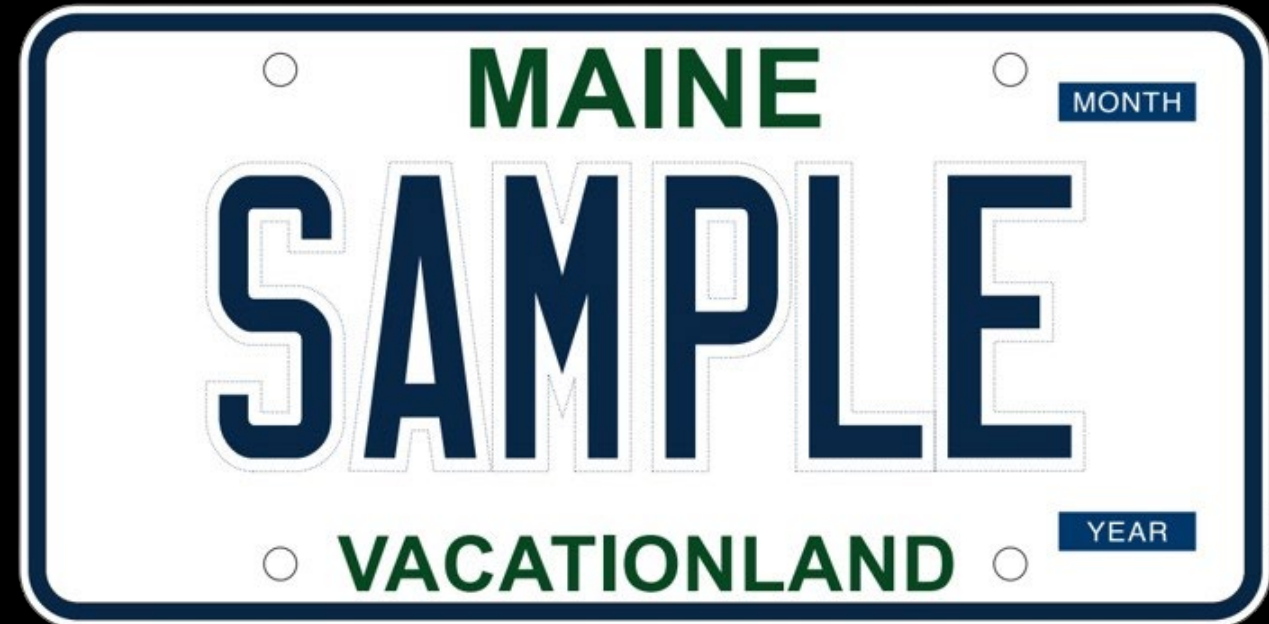
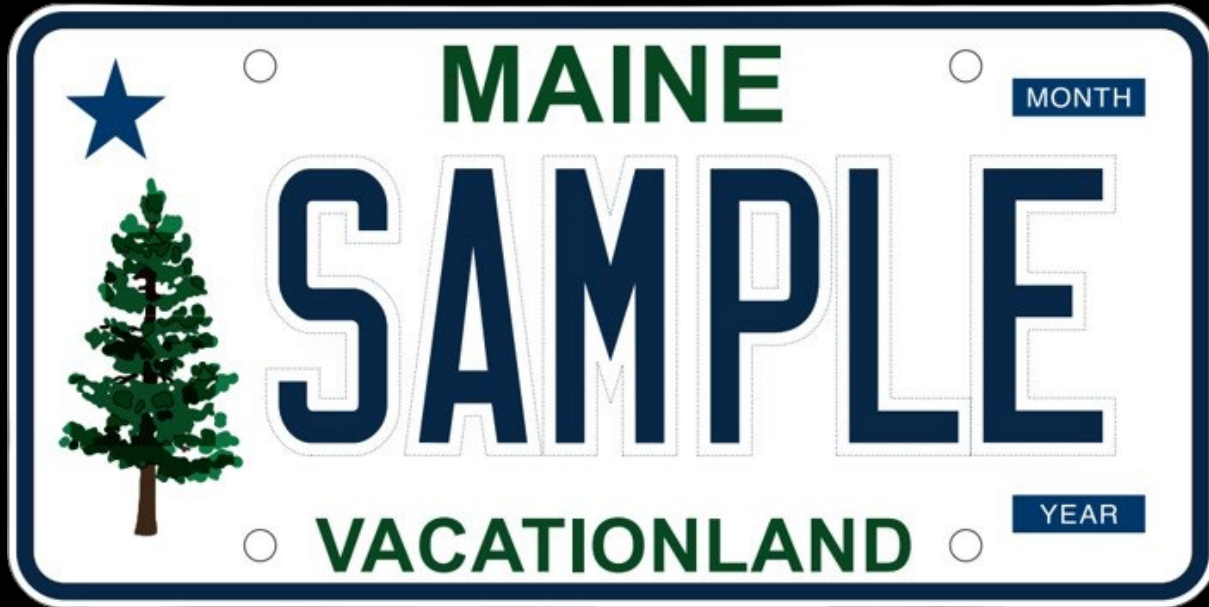




FINANCE DEPARTMENT CURRENT YEAR (FY25) PROJECTS

Preparing for May 1, 2025 new standard license plate reissuance process

Currently have 4,000+ Pine Tree / No Tree plates on hand ready for replacement



FINANCE DEPARTMENT FY 26 PLANNED PROJECTS

Additional staff training

Update standard operating procedure documents

Strengthen and expand internal audit functions to enhance risk management, ensure regulatory compliance, and improve operational efficiency

ACH vendor payments (reduce paper & postage)

Upgrade postage machine (USPS mandated)

Implement Resident Access & online payment system

Implement Applicant Access & streamline employee onboarding process

Finance Division			
2014		2024	
Date of Hire	Years of Longevity	Date of Hire	Years of Longevity
7/1/2005	8.50	9/23/2024	0.50
6/22/1998	15.50	2/16/2022	2.00
8/10/1992	21.50	11/14/2016	7.50
4/13/1992	22.00	3/9/2015	9.00
8/24/1988	25.50	6/22/1998	25.50
		8/10/1992	31.50
Summed longevity	93.00	Summed longevity	76.00
Average longevity	18.60	Average longevity	12.67

Tax Division			
2014		2024	
Date of Hire	Years of Longevity	Date of Hire	Years of Longevity
8/27/2012	1.50	5/15/2023	1.50
8/18/2014	0.50	9/26/2022	1.50
7/1/2008	5.50	5/8/2023	1.50
Summed longevity	7.50	Summed longevity	4.50
Average longevity	2.50	Average longevity	1.50



Thank You

Questions??