

TOWN OF SALEM, NH
2018/2019 BUDGET COMPARISON

FY 19 BUDGET

DEPARTMENT	2018 BUDGET			2019 BUDGET			\$ INCREASE/(DECREASE)			% INCREASE/(DECREASE)		
	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL
Selectmen	19,147	9,275	28,422	19,010	13,247	32,257	(137)	3,972	3,835	-0.72%	42.82%	13.49%
District Court	-	148,393	148,393	-	129,298	129,298	-	(19,095)	(19,095)	---	-12.87%	-12.87%
Town Manager	304,827	6,371	311,198	309,494	5,786	315,280	4,667	(585)	4,082	1.53%	-9.18%	1.31%
Legal	-	95,276	95,276	-	105,628	105,628	-	10,352	10,352	---	10.87%	10.87%
Human Resources	300,683	38,190	338,873	247,122	97,787	344,909	(53,561)	59,597	6,036	-17.81%	156.05%	1.78%
Employee Benefits	1,079,012	-	1,079,012	1,274,441	-	1,274,441	195,429	-	195,429	18.11%	---	18.11%
Boards & Committees	6,446	16,054	22,500	6,232	16,035	22,267	(214)	(19)	(233)	-3.32%	-0.12%	-1.04%
Town Buildings	552	210,320	210,872	550	213,106	213,656	(2)	2,786	2,784	-0.36%	1.32%	1.32%
Finance	744,423	43,469	787,892	743,148	40,800	783,948	(1,275)	(2,669)	(3,944)	-0.17%	-6.14%	-0.50%
Information Technology	-	541,907	541,907	-	607,771	607,771	-	65,864	65,864	---	12.15%	12.15%
Assessing	350,953	7,294	358,247	378,244	7,482	385,726	27,291	188	27,479	7.78%	2.58%	7.67%
Town Clerk	231,551	12,685	244,236	231,273	10,735	242,008	(278)	(1,950)	(2,228)	-0.12%	-15.37%	-0.91%
Elections	35,698	12,550	48,248	14,161	8,550	22,711	(21,537)	(4,000)	(25,537)	-60.33%	-31.87%	-52.93%
Collections	218,482	-	218,482	215,874	-	215,874	(2,608)	-	(2,608)	-1.19%	---	-1.19%
Tax Collector	166,017	15,525	181,542	169,378	16,950	186,328	3,361	1,425	4,786	2.02%	9.18%	2.64%
Debt Service	-	714,531	714,531	-	696,126	696,126	-	(18,405)	(18,405)	---	-2.58%	-2.58%
Insurance	20,000	461,748	481,748	20,000	400,462	420,462	-	(61,286)	(61,286)	0.00%	-13.27%	-12.72%
Community Development	346,154	16,081	362,235	368,588	25,164	393,752	22,434	9,083	31,517	6.48%	56.48%	8.70%
Planning	249,802	1,901	251,703	284,815	1,800	286,615	35,013	(101)	34,912	14.02%	-5.31%	13.87%
Police	11,150,782	563,117	11,713,899	11,686,399	578,173	12,264,572	535,617	15,056	550,673	4.80%	2.67%	4.70%
Fire	12,056,385	974,005	13,030,390	12,545,876	914,410	13,460,286	489,490	(59,595)	429,895	4.06%	-6.12%	3.30%
Municipal Services	2,702,209	2,964,236	5,666,445	2,937,660	3,231,936	6,169,596	235,451	267,700	503,151	8.71%	9.03%	8.88%
Human Services	124,347	169,850	294,197	131,936	148,730	280,666	7,589	(21,120)	(13,531)	6.10%	-12.43%	-4.60%
Community Services	538,473	65,317	603,790	547,381	77,433	624,814	8,908	12,116	21,024	1.65%	18.55%	3.48%
Library	1,205,622	324,467	1,530,089	1,233,275	379,906	1,613,181	27,653	55,439	83,092	2.29%	17.09%	5.43%
Community Contributions	-	22,704	22,704	-	22,879	22,879	-	175	175	---	0.77%	0.77%
Subtotal - General Fund	31,851,566	7,435,266	39,286,832	33,364,857	7,750,194	41,115,051	1,513,291	314,928	1,828,219	4.75%	4.24%	4.65%
Capital Improvements	-	1,051,398	1,051,398	-	1,469,863	1,469,863	-	418,465	418,465	---	39.80%	39.80%
Separate Warrant Articles	-	5,093,950	5,093,950	-	7,091,263	7,091,263	-	1,997,313	1,997,313	---	39.21%	39.21%
Total - General Fund	31,851,566	13,580,614	45,432,180	33,364,857	16,311,320	49,676,177	1,513,291	2,730,706	4,243,997	4.75%	20.11%	9.34%
Sewer Fund	225,054	3,041,054	3,266,108	336,325	2,800,758	3,137,083	111,271	(240,296)	(129,025)	49.44%	-7.90%	-3.95%
Water Fund	1,214,364	2,126,195	3,340,559	1,149,829	6,245,777	7,395,606	(64,535)	4,119,582	4,055,047	-5.31%	193.75%	121.39%
Grand Total	33,290,984	18,747,863	52,038,847	34,851,011	25,357,855	60,208,866	1,560,027	6,609,992	8,170,019	4.69%	35.26%	15.70%

2019 REVENUE REPORT

ACCOUNT NAME	2017 RECEIVED	2018		2019 DEPT REQ	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
		BUDGET	RECEIVED (PRE-AUDIT)					
REVENUE SUMMARY								
TAXES	304,273	246,000	319,101	209,000	216,000	216,000	216,000	216,000
INTERGOVERNMENTAL REVENUES-STATE	2,177,728	2,455,568	3,217,314	2,526,606	2,526,606	2,526,606	2,526,606	2,526,606
LICENSES AND PERMITS	7,892,260	7,298,242	8,429,788	7,458,673	7,942,673	7,742,673	7,742,673	7,742,673
CHARGES FOR SERVICES	3,353,989	3,792,948	4,285,525	3,576,393	3,855,352	3,855,352	3,855,352	3,855,352
MISCELLANEOUS REVENUES	142,708	651,700	1,560,333	69,000	69,000	69,000	69,000	69,000
OTHER FINANCING SOURCES	156,584	1,687,149	141,991	606,982	1,976,982	3,934,137	3,934,137	3,934,137
TOTAL - GENERAL FUND	14,027,543	16,131,606	17,954,052	14,446,654	16,586,613	18,343,768	18,343,768	18,343,768
INCOME FROM SEWER FUND	3,041,860	3,266,108	3,913,314	3,572,876	3,122,232	3,137,083	3,137,083	3,137,083
INCOME FROM WATER FUND	5,034,411	3,340,559	3,880,791	3,067,802	3,074,274	7,395,606	7,395,606	7,395,606
TOTAL REVENUES	22,103,813	22,738,273	25,748,157	21,087,332	22,783,119	28,876,457	28,876,457	28,876,457

2019 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2017 RECEIVED	2018	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
			BUDGET					
TAXES								
1 - 3120	YIELD TAX	2,708	1,000	4,924	1,000	1,000	1,000	1,000
1 - 3130	BOAT TAX	11,438	10,000	13,012	12,000	12,000	12,000	12,000
	INTEREST AND PENALTIES	290,127	235,000	301,164	203,000	203,000	203,000	203,000
		304,273	246,000	319,101	216,000	216,000	216,000	216,000

2019 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2017 RECEIVED	2018		2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
			BUDGET	RECEIVED (PRE-AUDIT)				
INTEREST AND PENALTIES								
1 - 3160 **	INTEREST-CURRENT YR. PROP TAX	32,913	30,000	38,387	28,000	28,000	28,000	28,000
1 - 3161	INTEREST-PRIOR YRS. PROP TAX	99,458	90,000	88,608	85,000	85,000	85,000	85,000
1 - 3182	INTEREST-YIELD TAX	-	-	29	-	-	-	-
1 - 3185	TAX LIEN INTEREST-2018 LEVY	-	-	-	30,000	30,000	30,000	30,000
1 - 3186	TAX LIEN INTEREST-2017 LEVY	-	30,000	21,393	30,000	30,000	30,000	30,000
1 - 3187	TAX LIEN INTEREST-2016 LEVY	21,016	40,000	57,281	30,000	30,000	30,000	30,000
1 - 3188	TAX LIEN INTEREST-2015 LEVY	69,605	45,000	74,027	-	-	-	-
1 - 3189	TAX LIEN INTEREST-2013 LEVY	1,801	-	1,692	-	-	-	-
1 - 3190	TAX LIEN INTEREST-2012 LEVY	1,594	-	-	-	-	-	-
1 - 3191	TAX LIEN INTEREST-2011 LEVY	58	-	-	-	-	-	-
1 - 3192	TAX LIEN INTEREST-2014 LEVY	58,728	-	10,260	-	-	-	-
1 - 3193	OTHER TAX INTEREST	4,954	-	9,487	-	-	-	-
		290,127	235,000	301,164	203,000	203,000	203,000	203,000

**Effective April 1, 2019, NH State law reduces the interest rates for delinquent taxes from 12% to 8%

2019 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2017 RECEIVED	2018	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
			BUDGET					
<i>INTERGOVERNMENTAL REVENUES-STATE</i>								
1 - 3207	MEALS & ROOMS	1,482,088	1,405,964	1,481,559	1,434,083	1,434,083	1,434,083	1,434,083
1 - 3202	HIGHWAY BLOCK GRANT	647,004	522,905	657,594	624,344	624,344	624,344	624,344
1 - 3215	OTHER GOVERNMENTAL REVENUE	48,637	526,699	1,078,161	468,179	468,179	468,179	468,179
		2,177,728	2,455,568	3,217,314	2,526,606	2,526,606	2,526,606	2,526,606

2019 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2017 RECEIVED	2018	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
			BUDGET					
LICENSES AND PERMITS								
1 - 3240	AUTO PERMITS	6,476,483	6,050,000	6,813,786	6,500,000	6,300,000	6,300,000	6,300,000
1 - 3243	DOG LICENSES	18,228	16,000	19,123	17,000	17,000	17,000	17,000
	BUSINESS LICENSES, PERMITS, FEES	1,397,550	1,232,242	1,596,879	1,425,673	1,425,673	1,425,673	1,425,673
		7,892,260	7,298,242	8,429,788	7,942,673	7,742,673	7,742,673	7,742,673

2019 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2017 RECEIVED	2018		2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
			BUDGET	RECEIVED (PRE-AUDIT)				
BUSINESS LICENSES, PERMITS, FEES								
1 - 3224	OTHER BUSINESS LICENSES	78	-	90	25	25	25	25
1 - 3239	MUNICIPAL AGENT FEE	107,775	105,000	112,710	106,000	106,000	106,000	106,000
1 - 3241	TITLE FEES	16,116	14,000	16,488	15,000	15,000	15,000	15,000
1 - 3242	MARRIAGE LICENSES	2,752	2,800	2,661	3,500	3,500	3,500	3,500
1 - 3259	STREET DAMAGE FEES-ENGINEERING	-	-	1,270	-	-	-	-
1 - 3259	STREET OPENING-ENGINEERING	2,475	3,000	4,178	2,500	2,500	2,500	2,500
1 - 3260	BUILDING PERMITS	785,590	750,000	910,168	900,000	900,000	900,000	900,000
1 - 3261	ELECTRICAL PERMITS	159,024	77,000	158,745	95,000	95,000	95,000	95,000
1 - 3262	PLUMBING PERMITS	68,175	50,000	94,695	60,000	60,000	60,000	60,000
1 - 3263	GAS PERMITS (& OTHER)	52,628	44,000	92,655	50,000	50,000	50,000	50,000
1 - 3265	FOOD SERVICE LICENSE	44,155	44,000	45,030	44,000	44,000	44,000	44,000
1 - 3266	TATTOO PARLOR LICENSE	3,300	3,000	3,400	3,000	3,000	3,000	3,000
1 - 3268	MASSAGE LICENSE	5,400	4,500	4,400	4,500	4,500	4,500	4,500
1 - 3269	OTHER HEALTH DEPT. LICENSES	250	250	250	250	250	250	250
1 - 3365	LANDFILL-PERMITS	128,270	117,844	129,435	125,000	125,000	125,000	125,000
1 - 3366	ANIMAL CONTROL FEES	2,692	550	425	600	600	600	600

2019 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2017 RECEIVED	2018		2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
			BUDGET	RECEIVED					
1 - 3371	SEPTIC INSPECTION FEES	18,870	16,298	20,280	16,298	16,298	16,298	16,298	16,298
		1,397,550	1,232,242	1,596,879	1,425,673	1,425,673	1,425,673	1,425,673	1,425,673

2019 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2017 RECEIVED	2018	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
			BUDGET					
CHARGES FOR SERVICES								
	INCOME FROM DEPARTMENTS	2,498,142	2,854,965	3,414,968	2,982,714	2,982,714	2,982,714	2,982,714
1 - 3620	RENT OF TOWN PROPERTY	27,486	16,000	15,241	15,019	15,019	15,019	15,019
1 - 3625	INCOME FROM SCHOOL	340,422	436,402	343,629	365,028	365,028	365,028	365,028
1 - 3630	COURT HOUSE LEASE	413,570	415,581	415,581	417,591	417,591	417,591	417,591
1 - 3305	OUTSIDE POLICE DETAIL	73,120	70,000	96,106	75,000	75,000	75,000	75,000
1 - 3334	OUTSIDE FIRE DETAIL	1,248	-	-	-	-	-	-
		3,353,989	3,792,948	4,285,525	3,855,352	3,855,352	3,855,352	3,855,352

2019 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2017 RECEIVED	2018		2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
			BUDGET	RECEIVED (PRE-AUDIT)				
<i>INCOME FROM DEPARTMENTS</i>								
1 - 3180	MISCELLANEOUS CHARGES	275	100	425	100	100	100	100
1 - 3230	ELECTIONS & REGISTRATION	584	500	625	100	100	100	100
1 - 3244	CIVIL FORFEITURE	5,200	4,500	11,250	6,800	6,800	6,800	6,800
1 - 3245	UCC FILINGS	7,230	8,000	10,425	8,000	8,000	8,000	8,000
1 - 3246	CERTIFIED COPIES	15,102	11,000	16,204	13,000	13,000	13,000	13,000
1 - 3247	RECORDING & OTHER	2,317	1,400	2,641	1,800	1,800	1,800	1,800
1 - 3248	COLLECTION FEES	1,792	850	1,561	1,200	1,200	1,200	1,200
1 - 3249	MISCELLANEOUS-TOWN CLERK	81	100	588	100	100	100	100
1 - 3232	MAPS, COPIES, ETC.	711	1,000	803	1,000	1,000	1,000	1,000
1 - 3237	PLANNING BOARD	97,623	100,000	141,194	100,000	100,000	100,000	100,000
1 - 3231	PUBLIC HEARINGS (BOA)	9,680	13,994	7,855	10,854	10,854	10,854	10,854
1 - 3300	POLICE ALARM PERMITS	2,475	3,000	2,875	3,000	3,000	3,000	3,000
1 - 3301	PISTOL PERMITS	2,930	200	2,370	1,500	1,500	1,500	1,500
1 - 3302	FINGERPRINTING	5,530	2,500	630	2,000	2,000	2,000	2,000
1 - 3304	POLICE REPORTS	11,850	9,500	5,220	6,000	6,000	6,000	6,000

2019 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2017 RECEIVED	2018		2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
			BUDGET	RECEIVED (PRE-AUDIT)				
1 - 3306	POLICE ALARMS	16,686	15,000	20,950	15,000	15,000	15,000	15,000
1 - 3307	PARKING FINES	2,345	3,000	855	3,000	3,000	3,000	3,000
1 - 3308	OTHER POLICE DEPT. INCOME	23,548	22,000	23,245	23,500	23,500	23,500	23,500
1 - 3309	WITNESS FEES	5,721	7,000	4,866	6,000	6,000	6,000	6,000
1 - 3310	EVIDENCE PROCEEDS	76	-	309	-	-	-	-
1 - 3330	FIRE PERMITS	67,348	50,600	73,372	60,000	60,000	60,000	60,000
1 - 3331	FIRE/AMBULANCE REPORTS	855	727	342	799	799	799	799
1 - 3332	FIRE ALARM MONITORING FEES	113,375	117,000	114,406	117,000	117,000	117,000	117,000
1 - 3333	AMBULANCE FEES	1,285,809	1,468,218	2,002,034	1,750,000	1,750,000	1,750,000	1,750,000
1 - 3335	OTHER FIRE DEPT. INCOME	3,100	3,000	3,600	3,125	3,125	3,125	3,125
1 - 3360	CEMETERY LOTS	20,080	20,000	16,080	19,000	19,000	19,000	19,000
1 - 3361	CEMETERY OPENINGS	46,116	32,000	35,925	35,000	35,000	35,000	35,000
1 - 3364	LANDFILL-REVENUE SHARING	38,139	34,000	31,128	36,000	36,000	36,000	36,000
1 - 3368	LANDFILL-TONNAGE CHARGES	288,262	250,000	309,634	240,000	240,000	240,000	240,000
1 - 3380	WELFARE CHARGES	1,210	200	-	200	200	200	200
1 - 3382	WELFARE LIENS	1,779	100	6,236	1,000	1,000	1,000	1,000
1 - 3400	RECREATION CHARGES	3,540	5,000	6,299	6,000	6,000	6,000	6,000

2019 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2017 RECEIVED	2018		2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
			BUDGET	RECEIVED (PRE-AUDIT)				
1 - 3401	LIBRARY REVENUE	11,075	9,000	10,235	9,000	9,000	9,000	9,000
1 - 3404	SENIOR CENTER REVENUE	17,166	15,000	14,842	14,000	14,000	14,000	14,000
1 - 3450	SEWER ADMIN. CHARGE	167,511	212,109	212,109	223,666	223,666	223,666	223,666
1 - 3452	SCTV ADMIN. CHARGE	7,500	7,500	7,500	7,500	7,500	7,500	7,500
1 - 3460	WATER ADMIN. CHARGE	210,477	213,154	213,154	212,820	212,820	212,820	212,820
1 - 3640	COURT FINES	3,045	2,000	11,305	5,000	5,000	5,000	5,000
1 - 3780	INTERFUND TRANSFER	-	211,713	91,878	39,650	39,650	39,650	39,650
		2,498,142	2,854,965	3,414,968	2,982,714	2,982,714	2,982,714	2,982,714

2019 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2017 RECEIVED	2018	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
			BUDGET					
MISCELLANEOUS REVENUES								
1 - 3600	INTEREST EARNINGS	29,889	6,700	81,860	9,000	9,000	9,000	9,000
1 - 3710	SALE OF TOWN PROPERTY	82,300	630,000	897,111	30,000	30,000	30,000	30,000
1 - 3650	WORKERS' COMP. RETURN OF PREM.	-	-	379,064	-	-	-	-
1 - 3660	UNEMPLOYMENT COMP RETURN	-	-	14,412	-	-	-	-
1 - 3666	HEALTH INS. RETURN OF PREM.	-	-	20,995	-	-	-	-
1 - 3740	MISCELLANEOUS REVENUES	30,520	15,000	166,892	30,000	30,000	30,000	30,000
		142,708	651,700	1,560,333	69,000	69,000	69,000	69,000

2019 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2017 RECEIVED	2018	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
			BUDGET					
OTHER FINANCING SOURCES								
1 - 3670	OTHER FINANCING SOURCES	19,758	19,445	21,078	21,064	21,064	21,064	21,064
1 - 3610	INTEREST EARNINGS-TRUST FUND	24,689	20,000	28,570	20,000	20,000	20,000	20,000
1 - 3616	AMORTIZED BOND PREMIUM	36,661	35,536	15,918	15,918	15,918	15,918	15,918
1 - 3700	PILOT	75,475	70,000	76,425	70,000	70,000	70,000	70,000
1 - 3800	USE OF FUND BALANCE	-	1,542,168	-	1,850,000	2,736,155	2,736,155	2,736,155
		156,584	1,687,149	141,991	1,976,982	3,934,137	3,934,137	3,934,137

2019 BUDGET

DEPT.	2017 EXPENDED	2018			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
		BUDGET	EXPENDED (PRE-AUDIT)					
<i>SELECTMEN/COURT SUMMARY</i>								
SELECTMEN	34,727	28,422	31,153	32,257	32,257	32,257	32,257	32,257
DISTRICT COURT	112,610	148,393	163,574	129,298	129,298	129,298	129,298	129,298
TOTAL - SELECTMEN/COURT	147,337	176,815	194,727	161,555	161,555	161,555	161,555	161,555

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>SELECTMEN</i>									
10100 - 4090	REGULAR PAY	15,000	15,000	14,692	15,000	15,000	15,000	15,000	15,000
10100 - 4092	TEMPORARY PAY	2,488	2,727	2,071	2,601	2,601	2,601	2,601	2,601
10100 - 4172	WORKERS' COMPENSATION	55	50	56	53	53	53	53	53
10100 - 4174	FICA-SOCIAL SECURITY	1,338	1,357	1,283	1,347	1,347	1,347	1,347	1,347
10100 - 4177	UNEMPLOYMENT COMPENSATION	21	13	16	9	9	9	9	9
10100 - 4200	OFFICE SUPPLIES	458	1,000	757	750	750	750	750	750
10100 - 4202	TOWN REPORT/WARRANT	4,484	4,500	4,787	4,750	4,750	4,750	4,750	4,750
10100 - 4400	CONTRACTED SERVICES	7,159	875	1,126	5,097	5,097	5,097	5,097	5,097
10100 - 4406	PRINTING & BINDING	778	400	731	400	400	400	400	400
10100 - 4410	ADVERTISING	2,946	2,500	5,636	2,250	2,250	2,250	2,250	2,250
<hr/> TOTAL		34,727	28,422	31,153	32,257	32,257	32,257	32,257	32,257

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
SELECTMEN - 10100			
4090	SELECTMEN (5)	0	15,000
		-----	15,000

2019 BUDGET WORKSHEET

DEPT NAME - SELECTMEN

DEPT # - 10100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4092	Temporary Pay	2,601	Recording secretary & staff support for Selectmen business and meetings. (2 hour minimum) 3 yr wgtd avg - 2,601	Recording secretary & staff support for Selectmen business and meetings. (2 hour minimum) 3 yr wgtd avg - 2,727
4200	Office Supplies	750	Photocopies, Selectmen nameplates, steno pads, proclamation frames, etc.	Photocopies, Selectmen nameplates, steno pads, proclamation frames, retirement clocks, etc.
4202	Town Report/Town Warrant	4,750	Printing of annual Town Report.	Printing of annual Town Report.
4400	Contracted Services	5,097	Outside contracted services to tow vehicles, equipment, and misc. items to auction, generally held annually in October. (3 yr wgtd avg-5,097)	Outside contracted services to tow vehicles, equipment, and misc. items to auction, generally held annually in October.
4406	Printing & Binding	400	Printing of proposed and approved budget.	Printing of proposed and approved budget.
4410	Advertising	2,250	Newspaper advertising for land auctions, public hearings, (includes notices for amending / updating town codes), Town Meeting notices. Includes advertising for town-wide bids. (3 yr wgtd avg-2,516)	Newspaper advertising for land auctions, public hearings, (includes notices for amending / updating town codes), Town Meeting notices. (3 yr wgtd avg-1,989) Increasing for anticipated land sales.

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>DISTRICT COURT</i>									
10200 - 4201	MAINTENANCE SUPPLIES	1,736	933	1,355	1,514	1,514	1,514	1,514	1,514
10200 - 4401	CLEANING SERVICES	16,711	16,878	21,373	31,800	31,800	31,800	31,800	31,800
10200 - 4450	TELEPHONE	319	321	323	323	323	323	323	323
10200 - 4452	BUILDING MAINTENANCE	22,628	27,908	39,128	17,995	17,995	17,995	17,995	17,995
10200 - 4457	GROUNDS MAINTENANCE	1,884	1,800	1,821	1,800	1,800	1,800	1,800	1,800
10200 - 4470	GENERAL LIABILITY	518	537	560	612	612	612	612	612
10200 - 4491	PROPERTY INSURANCE	5,819	5,696	5,081	4,721	4,721	4,721	4,721	4,721
10200 - 4495	HEAT	22,217	24,121	23,894	28,951	28,951	28,951	28,951	28,951
10200 - 4496	ELECTRICITY	39,708	37,403	36,914	40,545	40,545	40,545	40,545	40,545
10200 - 4497	OTHER UTILITIES	1,070	996	1,225	1,037	1,037	1,037	1,037	1,037
10200 - 4498	BUILDING REPAIRS	-	31,800	31,900	-	-	-	-	-
TOTAL		112,610	148,393	163,574	129,298	129,298	129,298	129,298	129,298

2019 BUDGET WORKSHEET

DEPT NAME - DISTRICT COURT

DEPT # - 10200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4201	Maintenance Supplies	1514	Paper towels, toilet tissue, soap, plastic trash liners, light bulbs, etc. 3 yr wgtd avg. (1,514)	Paper towels, toilet tissue, soap, plastic trash liners, light bulbs, etc. 3 yr wgtd avg. (933)
4401	Cleaning Services	31800	Contracted service Based on new contract (bid)	Contracted service Based on contract
4450	Telephone	323	Elevator telephone line charge 3 yr wgtd avg. (319)	Elevator telephone line charge 3 yr wgtd avg. (321)
4452	Building Maintenance	17995	Maintenance contracts: HVAC / Burner maintenance Elevator Inspection \$177/mo. Elevator State Inspection Alarm system monitoring Pest control (52/mo.) Window cleaning outside Building Fire Alarm Test (2) General maintenance to building 3 yr wgtd avg. (25,422)	Maintenance contracts: HVAC / Burner maintenance Elevator Inspection \$172/mo. Elevator State Inspection Alarm system monitoring Pest control (49.70/mo.) Window cleaning outside Building Fire Alarm Test (2) Emergency/Exit Lighting General maintenance to building 3 yr wgtd avg. (30,894)
4457	Grounds Maintenance	1800	Plantings, mulch, etc 3 yr wgtd avg. (1,850)	Plantings, mulch, etc 3 yr wgtd avg. (1,785)
4470	General Liability	612	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase 7/1/19)	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase 7/1/18)

2019 BUDGET WORKSHEET

DEPT NAME - DISTRICT COURT

DEPT # - 10200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4491	Property Insurance	4721	Insurance for building (estimated 5% increase 7/1/19)	Insurance for building (estimated 5% increase 7/1/18)
4495	Heat	28951	Heating and air conditioning costs. 3 yr wgtd avg. 11,443 gals. Oil @ \$2.53	Heating and air conditioning costs. 3 yr wgtd avg. 12,498 gals. Oil @ \$1.93
4496	Electricity	40545	Electricity for Court House building and Parking lot lighting 3 yr wgtd avg. (40,545)	Electricity for Court House building and Parking lot lighting 3 yr wgtd avg. (40,436) less 7.5%
4497	Other Utilities	1037	Sewer and Water 3 yr wgtd avg. (1,037)	Sewer and Water 3 yr wgtd avg. (996)

NOTE: Revenues from rent of the Court House - estimated at \$417,591 for 2019 and \$415,581 for 2018

2019 BUDGET

DEPT.	2017 EXPENDED	2018		2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
		BUDGET	EXPENDED (PRE-AUDIT)				
TOWN MANAGER SUMMARY							
TOWN MANAGER	325,973	311,198	310,177	316,260	315,280	315,280	315,280
LEGAL	77,620	95,276	123,726	105,628	105,628	105,628	105,628
HUMAN RESOURCES	352,031	338,873	354,856	345,452	344,909	344,909	344,909
EMPLOYEE BENEFITS	1,288,966	1,079,012	1,370,502	1,285,714	1,274,441	1,274,441	1,274,441
BOARDS & COMMITTEES	23,689	22,500	22,064	22,267	22,267	22,267	22,267
TOWN BUILDINGS	217,915	210,872	211,678	213,656	213,656	213,656	213,656
<hr/>		<hr/>		<hr/>		<hr/>	
TOTAL - TOWN MANAGER	2,286,195	2,057,731	2,393,003	2,288,977	2,276,181	2,276,181	2,276,181

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
TOWN MANAGER									
10300 - 4090	REGULAR PAY	218,976	201,273	201,256	203,504	203,504	203,504	203,504	203,504
10300 - 4092	TEMPORARY PAY	92	-	-	-	-	-	-	-
10300 - 4170	RETIREMENT	24,717	22,904	22,901	22,945	22,945	22,945	22,945	22,945
10300 - 4171	DISABILITY INSURANCE	1,432	1,391	1,445	1,452	1,452	1,452	1,452	1,452
10300 - 4172	WORKERS' COMPENSATION	602	578	640	611	611	611	611	611
10300 - 4174	FICA-SOCIAL SECURITY	15,102	15,398	14,818	15,568	15,568	15,568	15,568	15,568
10300 - 4176	HEALTH INSURANCE	55,948	60,532	60,533	63,156	62,176	62,176	62,176	62,176
10300 - 4177	UNEMPLOYMENT COMPENSATION	132	96	101	96	96	96	96	96
10300 - 4178	LIFE INSURANCE	617	588	534	534	534	534	534	534
10300 - 4179	DENTAL INSURANCE	2,041	2,067	2,440	2,608	2,608	2,608	2,608	2,608
10300 - 4200	OFFICE SUPPLIES	1,252	1,000	1,055	750	750	750	750	750
10300 - 4405	MEMBERSHIPS & PUBLICATIONS	3,474	1,641	1,555	1,506	1,506	1,506	1,506	1,506
10300 - 4407	VOUCHERED EXPENSE	91	200	-	-	-	-	-	-
10300 - 4408	VEHICLE EXPENSE	174	350	326	350	350	350	350	350
10300 - 4450	TELEPHONE	766	480	480	480	480	480	480	480
10300 - 4453	MEETINGS & TRAINING	558	2,500	577	2,500	2,500	2,500	2,500	2,500
10300 - 4600	OFFICE FURNITURE & EQUIPMENT	-	200	1,517	200	200	200	200	200
TOTAL		325,973	311,198	310,177	316,260	315,280	315,280	315,280	315,280

2019 BUDGET WORKSHEET

DEPT NAME - TOWN MANAGER

DEPT # - 10300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4200	Office Supplies	750	Photocopies, envelopes, paper, file folders and other office supplies.	Photocopies, envelopes, paper, file folders and other office supplies.		
4405	Memberships & Publications	1,506	NH Municipal Managers Association Dues (NHMMA) ICMA Dues Union Leader Eagle Tribune	100 1,100 146 160	NH Municipal Managers Association Dues (NHMMA) ICMA Dues Union Leader Eagle Tribune	100 1,235 146 160
4407	Vouchered Expense		Business expenses, telephone calls, general staff meetings, etc		Business expenses, telephone calls, general staff meetings, etc	
4408	Vehicle Expense	350	Mileage reimbursement for Town Manager.		Mileage reimbursement for Town Manager.	
4450	Telephone	480	Cell phone stipend for Town Manager.	480	Cell phone stipend for Town Manager.	
4453	Meetings & Training	2,500	Conferences for Town Manager Per contract	2,500	Conferences for Town Manager Per contract	
4600	Office Furniture & Equipment	200	Office furnishing replacements as needed		Office furnishing replacements as needed	

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
TOWN MANAGER - 10300			
4090	TOWN MANAGER EXECUTIVE ASSISTANT	0 0	135,519 67,985
<hr/> 203,504			

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>LEGAL</i>									
10310 - 4399	LEGAL SERVICES	61,988	91,376	117,792		100,000	100,000	100,000	100,000
10310 - 4400	CONTRACTED SERVICES	12,684	3,100	2,896		3,300	3,300	3,300	3,300
10310 - 4405	MEMBERSHIPS & PUBLICATIONS	2,948	800	3,037		2,328	2,328	2,328	2,328
	TOTAL	77,620	95,276	123,726		105,628	105,628	105,628	105,628

2019 BUDGET WORKSHEET

DEPT NAME - LEGAL

DEPT # - 10310

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4399	Legal Services	100,000	Outside legal services (2015-2017, 3-year weighted average=68,850)	Outside legal services (2014-2016, 3-year weighted average=91,376)
4400	Contracted Services	3,300	Title searches for tax lien. The State requires Towns to notify mortgagees on tax accounts subject to possible deeding, requiring title searches. Amount reimbursed by property owners. Increase in price per parcel.	Title searches for tax lien. The State requires Towns to notify mortgagees on tax accounts subject to possible deeding, requiring title searches. Amount reimbursed by property owners.
4405	Memberships & Publications	2,328	NH Statute Books (3 yr wgtd avg)	NH Statute Books

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET		2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)				
HUMAN RESOURCES								
10320 - 4090	REGULAR PAY	181,336	188,076	136,578	148,645	148,645	148,645	148,645
10320 - 4092	TEMPORARY PAY	25,870	27,770	17,089	28,288	28,288	28,288	28,288
10320 - 4170	RETIREMENT	20,451	21,404	15,542	16,760	16,760	16,760	16,760
10320 - 4171	DISABILITY INSURANCE	1,387	1,394	1,186	1,256	1,256	1,256	1,256
10320 - 4172	WORKERS' COMPENSATION	629	629	607	531	531	531	531
10320 - 4174	FICA-SOCIAL SECURITY	15,435	16,511	11,423	13,535	13,535	13,535	13,535
10320 - 4176	HEALTH INSURANCE	41,797	42,390	34,186	36,471	35,928	35,928	35,928
10320 - 4177	UNEMPLOYMENT COMPENSATION	197	144	143	144	144	144	144
10320 - 4178	LIFE INSURANCE	588	588	480	534	534	534	534
10320 - 4179	DENTAL INSURANCE	1,777	1,777	1,404	1,501	1,501	1,501	1,501
10320 - 4200	OFFICE SUPPLIES	1,362	600	1,720	1,100	1,100	1,100	1,100
10320 - 4223	ACADEMIC REIMBURSEMENT	1,710	3,700	3,736	7,800	7,800	7,800	7,800
10320 - 4400	CONTRACTED SERVICES	139	4,200	278	278	278	278	278
10320 - 4405	MEMBERSHIPS & PUBLICATIONS	1,420	1,590	697	609	609	609	609
10320 - 4406	PRINTING & BINDING	501	250	70	250	250	250	250
10320 - 4410	ADVERTISING	-	1,500	-	500	500	500	500

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
10320 - 4423	MEDICAL EXAMS/HIRING	11,134	20,000	14,204	10,000	10,000	10,000	10,000	10,000
10320 - 4444	MEDIATION/NEGOTIATION	43,464	3,000	112,667	75,000	75,000	75,000	75,000	75,000
10320 - 4450	TELEPHONE	208	600	-	-	-	-	-	-
10320 - 4453	MEETINGS & TRAINING	2,493	2,500	2,627	2,000	2,000	2,000	2,000	2,000
10320 - 4905	JOINT LOSS SAFETY COMMITTEE	134	250	220	250	250	250	250	250
TOTAL		352,031	338,873	354,856	345,452	344,909	344,909	344,909	344,909

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
HUMAN RESOURCES - 10320			
4090	HUMAN RESOURCES DIRECTOR EMPLOYEE RELATIONS COORDINATOR	0 0	93,285 55,360
<hr/> 148,645			

2019 BUDGET WORKSHEET

DEPT NAME - HUMAN RESOURCES

DEPT # - 10320

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4092	Temporary Pay	28288	Part time Admin Assistant (22.58/hr) (24 hours/week)	Part time Admin Assistant (19/hr) (28 hours/week) Clerk reclassified to Admin Assistant in 2017
4200	Office Supplies	1100	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc. (3 yr wgtd avg-1,163)	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc. including files for new filing system.
4223	Academic Reimbursement	7800	Employee reimbursement for cost of tuition, fees and books for job related courses as required by SEA, SPAA, and non-affiliated contracts. Increase based on renewed interest in tuition reimbursement by eligible employees.	Employee reimbursement for cost of tuition, fees and books for job related courses as required by SEA, SPAA, and non-affiliated contracts. Increase based on renewed interest in tuition reimbursement by eligible employees.
4400	Contracted Services	278	Flexible Spending administration fee. Note: \$5.79/mo./employee for 4 current participants.	Flexible Spending administration fee. 140 Note: \$5.79/mo./employee for 2 current participants. Salary survey for Police 4,060
4405	Membership & Publications	609	IPMA-HR (Required for exams)	IPMA (Required for exams) 400 HR Director New Hampshire Bar 635 Association Annual Dues/Fees Municipal Law Section 165 Society for Human Resources/Director and Benefits Admin 390
4406	Printing & Binding	250	Society for Human Resources (HR Director) Printing costs for manuals, insurance information and wellness program documents.	Printing costs for personnel manuals, insurance information and wellness program documents.

2019 BUDGET WORKSHEET

DEPT NAME - HUMAN RESOURCES

DEPT # - 10320

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4410	Advertising	500	Advertising for vacancies for most non-major departments, also includes advertising for management or professional positions. Includes Internet, newspaper, and professional publications.	Advertising for vacancies for most non-major departments, also includes advertising for management or professional positions. Includes Internet, newspaper, and professional publications.
4423	Medical Exams/Hiring	10000	Pre-employment/post-offer physicals, background checks, and Independent Medical Exams for all departments, w/c, booster shots.	Pre-employment/post-offer physicals, background checks, and Independent Medical Exams for all departments, w/c, booster shots. Increase based on additional hiring for new staff requests in 2018.
4444	Mediation / Negotiation	75000	Legal assistance relating to 5 labor contracts, including negotiation, mediation, labor relations, arbitration cases, and grievances. Negotiations for 3 contracts (Police, SPAA and SEA)	GoodHire Background Check fee 100 Legal assistance relating to 5 labor contracts, including negotiation, mediation, labor relations, arbitration cases, and grievances.
4453	Meetings & Training	2000	Mileage costs (.545 per mile) to attend trainings for HR employee training, including Primex free training, Annual Public Sector Labor and Employment Law Update, continuing education seminars and HR Certifications.	Mileage costs (.54 per mile) to 1 or 2 free trainings for HR employee training, including Primex free training, and attendance at the NH Bar Association Labor and Employment Law Annual Update and one other continuing education seminar for the HR Director.
4905	Joint Loss Safety Committee	250	Per Dept. of Labor LAB 603.02 Establishment of a JLMC that states: "the committee shall have control over a portion of the budget."	Per Dept. of Labor LAB 603.02 Establishment of a JLMC that states: "the committee shall have control over a portion of the budget."

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
EMPLOYEE BENEFITS									
10330 - 4090	REGULAR PAY	26,803	23,316	15,975	22,403	22,403	22,403	22,403	22,403
10330 - 4109	EMPLOYEE RETIREMENT BEN.	415,914	351,359	682,794	419,952	419,952	419,952	419,952	419,952
10330 - 4114	ANNUAL SICK LEAVE BUY-BACK	218,260	143,738	140,579	191,366	191,366	191,366	191,366	191,366
10330 - 4176	HEALTH INSURANCE	627,990	560,599	528,047	648,146	636,873	636,873	636,873	636,873
10330 - 4400	CONTRACTED SERVICES	-	-	3,107	3,847	3,847	3,847	3,847	3,847
TOTAL		1,288,966	1,079,012	1,370,502	1,285,714	1,274,441	1,274,441	1,274,441	1,274,441

2019 BUDGET WORKSHEET

DEPT NAME - EMPLOYEE BENEFITS

DEPT # - 10330

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4090	Regular Pay	22403	Represents Non-Affiliate pool to be allocated in 2019 for the following employees not associated with a union contract: Town Manager, Executive Assistant, HR Director, Employee Relations Coord, HR Admin Asst., Finance Director, Community Development Director, Municipal Services Director, Fire Chief, Police Chief, Town Clerk, and Tax Collector. Amount calculated based on 2% of base annual salaries for 9 months. Total request includes \$18,068 in salary and \$4,335 in associated benefits.	Represents Non-Affiliate pool to be allocated in 2018 for the following employees not associated with a union contract: Town Manager, Executive Assistant, HR Director, HR Assistant, HR Admin Asst., Finance Director, Community Development Director, Municipal Services Director, Fire Chief, Police Chief, Town Clerk, and Tax Collector. Amount calculated based on 2% of base annual salaries for 9 months. Total request includes \$18,758 in salary and \$4,558 in associated benefits.
4109	Employee Retirement Benefits	419952	Funding for buy-outs of sick and vacation accruals for terminating employees. (3 yr wgtd avg-444,952)	Funding for buy-outs of sick and vacation accruals for terminating employees. (3 yr wgtd avg-351,359)
4114	Annual Sick/Vacation Leave Buy-Back	191366	Payment to eligible employees for sick days remaining over maximum (72) at year end. Members of SPAA and Police unions, as well as some Non-Affiliates are no longer included. Also includes redemption of unused vacation leave, per union contracts. (3 yr wgtd avg-191,366)	Payment to eligible employees for sick days remaining over maximum (72) at year end. Members of SPAA and Police unions, as well as some Non-Affiliates are no longer included. Also includes redemption of unused vacation leave, per union contracts. (3 yr wgtd avg-143,738)
4176	Health Insurance	648146	Health insurance premiums for eligible duty-related disability retirees from Police and Fire, according to their Union contract. Budgeted amount is net of the subsidy amount received on behalf most of the retirees. Covers 34 retirees (26 PD/8FD).	Health insurance premiums for eligible duty-related disability retirees from Police and Fire, according to their Union contract. Budgeted amount is net of the subsidy amount received on behalf of each retiree. Currently covers 32 retirees.

2019 BUDGET WORKSHEET**DEPT NAME - EMPLOYEE BENEFITS****DEPT # - 10330**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4400 Contracted Services		3847	<p>The Employee Assistance Program (EAP) is a proactive resource that provides cost-free, confidential counseling sessions and professional referrals to employees.</p> <p>\$1.37/employee/month @ 234 (service previously included with LTD coverage)</p>	3847

DEPT.	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
		2018 BUDGET	2018 EXPENDED (PRE-AUDIT)					
BOARDS & COMMITTEES SUMMARY								
PLANNING BOARD	5,389	4,362	3,647		4,559	4,559	4,559	4,559
BOARD OF ADJUSTMENT	2,050	1,770	1,568		1,758	1,758	1,758	1,758
BUDGET COMMITTEE	1,599	2,033	1,564		1,709	1,709	1,709	1,709
CONSERVATION COMMISSION	2,324	2,335	2,113		2,241	2,241	2,241	2,241
TRUSTEE OF TRUST FUNDS	12,328	12,000	13,173		12,000	12,000	12,000	12,000
<hr/> TOTAL-BOARDS & COMMITTEES		23,689	22,500	22,064	22,267	22,267	22,267	22,267

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
PLANNING BOARD									
10341 - 4092	TEMPORARY PAY	3,305	3,000	2,490	3,000	3,000	3,000	3,000	3,000
10341 - 4172	WORKERS' COMPENSATION	7	8	11	9	9	9	9	9
10341 - 4174	FICA-SOCIAL SECURITY	253	230	190	230	230	230	230	230
10341 - 4177	UNEMPLOYMENT COMPENSATION	24	14	17	10	10	10	10	10
10341 - 4210	OPERATING SUPPLIES	741	300	461	500	500	500	500	500
10341 - 4405	MEMBERSHIPS & PUBLICATIONS	31	100	-	100	100	100	100	100
10341 - 4410	ADVERTISING	918	600	423	600	600	600	600	600
10341 - 4453	MEETINGS & TRAINING	110	110	55	110	110	110	110	110
SUBTOTAL		5,389	4,362	3,647	4,559	4,559	4,559	4,559	4,559

2019 BUDGET WORKSHEET**DEPT NAME - PLANNING BOARD****DEPT # - 10341**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4092	Temporary Pay	3000	Recording Secretary 3 yr wgtd avg - 3,050	Recording Secretary 3 yr wgtd avg - 2,662 Increase in meetings
4210	Operating Supplies	500	Photocopying, envelopes & stationery Increase in number of special meetings	Photocopying, envelopes & stationery
4405	Memberships & Publications	100	State Planning Statutes Book, Planning Board Handbooks	State Planning Statutes Book, Planning Board Handbooks
4410	Advertising	600 *	Public notices 3 yr wgtd avg - 846	Public notices 3 yr wgtd avg - 823
4453	Meetings & Training	110	Training seminars/workshops	Training seminars/workshops

*Note : Planning Board application fees offset these expenses. (GF 1-3237)

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>BOARD OF ADJUSTMENT</i>									
10342 - 4092	TEMPORARY PAY	1,214	1,000	999	1,000	1,000	1,000	1,000	1,000
10342 - 4172	WORKERS COMPENSATION	3	3	4	3	3	3	3	3
10342 - 4174	FICA-SOCIAL SECURITY	93	77	76	77	77	77	77	77
10342 - 4177	UNEMPLOYMENT COMPENSATION	-	5	-	3	3	3	3	3
10342 - 4210	OPERATING SUPPLIES	79	75	61	75	75	75	75	75
10342 - 4410	ADVERTISING	551	500	428	500	500	500	500	500
10342 - 4453	MEETINGS AND TRAINING	110	110	-	100	100	100	100	100
SUBTOTAL		2,050	1,770	1,568	1,758	1,758	1,758	1,758	1,758

2019 BUDGET WORKSHEET

DEPT NAME - BOARD OF ADJUSTMENT

DEPT # - 10342

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4092	Temporary Pay	1000	Recording Secretary 3 yr wgtd avg - 1,223	Recording Secretary 3 yr wgtd avg - 1,146
4210	Operating Supplies	75	Photocopying, envelopes & stationery, maps	Photocopying, envelopes & stationery, maps
4410	Advertising	500	* Fees associated with legal notices for petitions filed 3 yr wgtd avg – 477	Fees associated with legal notices for petitions filed 3 yr wgtd avg – 533
4453	Meetings & Training	100	Training for Board members Conference generally in the Fall	Training for Board members

*Note : Zoning Board application fees offset these expenses. (GF 1-3231)

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>BUDGET COMMITTEE</i>									
10343 - 4092	TEMPORARY PAY	949	1,045	748	955	955	955	955	955
10343 - 4172	WORKERS COMPENSATION	4	3	5	3	3	3	3	3
10343 - 4174	FICA-SOCIAL SECURITY	73	80	57	73	73	73	73	73
10343 - 4177	UNEMPLOYMENT COMPENSATION	-	5	-	3	3	3	3	3
10343 - 4210	OPERATING SUPPLIES	574	900	754	675	675	675	675	675
SUBTOTAL		1,599	2,033	1,564	1,709	1,709	1,709	1,709	1,709

2019 BUDGET WORKSHEET**DEPT NAME - BUDGET COMMITTEE****DEPT # - 10343**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4092	Temporary Pay	955	Recording Secretary 3 yr wgtd avg - 955	Recording Secretary 3 yr wgtd avg - 1,045
4210	Operating Supplies	675	Video tapes, photocopying, public notices, binders, etc. 3 yr wgtd avg - 675	Video tapes, photocopying, public notices, binders, etc. 3 yr wgtd avg - 922

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
CONSERVATION COMMISSION									
10344 - 4092	TEMPORARY PAY	891	900	711	800	800	800	800	800
10344 - 4172	WORKERS COMPENSATION	2	3	4	2	2	2	2	2
10344 - 4174	FICA-SOCIAL SECURITY	68	69	54	61	61	61	61	61
10344 - 4177	UNEMPLOYMENT COMPENSATION	-	4	-	3	3	3	3	3
10344 - 4210	OPERATING SUPPLIES	129	100	45	100	100	100	100	100
10344 - 4405	MEMBERSHIPS & PUBLICATIONS	1,059	1,059	1,059	1,075	1,075	1,075	1,075	1,075
10344 - 4453	MEETINGS & TRAINING	175	200	240	200	200	200	200	200
SUBTOTAL		2,324	2,335	2,113	2,241	2,241	2,241	2,241	2,241

2019 BUDGET WORKSHEET**DEPT NAME - CONSERVATION COMMISSION****DEPT # - 10344**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4092	Temporary Pay	800	Recording Secretary 3 yr wgtd avg - 884	Recording Secretary 3 yr wgtd avg - 863
4210	Operating Supplies	100	Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures 3 yr wgtd avg - 118	Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures 3 yr wgtd avg - 88
4405	Memberships & Publications	1075	NH Assoc. of Conservation Commissions (NHACC) NHACC publications	NH Assoc. of Conservation Commissions (NHACC) NHACC publications
4453	Meetings & Training	200	NHACC Mtg., training workshops/seminars	NHACC Mtg., training workshops/seminars

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>TRUSTEE OF TRUST FUNDS</i>									
10348 - 4403	TECHNICAL SERVICES	12,328	12,000	13,173	12,000	12,000	12,000	12,000	12,000
	SUBTOTAL	12,328	12,000	13,173	12,000	12,000	12,000	12,000	12,000
	TOTAL-BOARDS & COMMITTEES	23,689	22,500	22,064	22,267	22,267	22,267	22,267	22,267

2019 BUDGET WORKSHEET**DEPT NAME - TRUSTEE OF TRUST FUNDS****DEPT # - 10348**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4403	Technical Services	12,000	Management fees for Non-Expendable Trust Funds. These fees are based on the income that the funds earn. For example, higher income results in higher fees, while lower income means lower fees.	Management fees for Non-Expendable Trust Funds. These fees are based on the income that the funds earn. For example, higher income results in higher fees, while lower income means lower fees.

DEPT.	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
		2018 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 BUDGET				
TOWN BUILDINGS SUMMARY								
TOWN HALL	192,190	178,832	171,535	186,360	186,360	186,360	186,360	186,360
OLD TOWN HALL	11,494	11,173	12,133	12,366	12,366	12,366	12,366	12,366
HOSE HOUSE	3,549	4,120	5,360	4,121	4,121	4,121	4,121	4,121
OLD LIBRARY	2,561	10,066	11,982	3,433	3,433	3,433	3,433	3,433
SCHOOL HOUSE #5	2,915	1,123	3,310	1,686	1,686	1,686	1,686	1,686
DEPOT TRAIN STATION	5,206	5,558	7,358	5,690	5,690	5,690	5,690	5,690
TOTAL-TOWN BUILDINGS	217,915	210,872	211,678	213,656	213,656	213,656	213,656	213,656

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
TOWN HALL									
10350 - 4201	MAINTENANCE SUPPLIES	2,956	2,589	2,754	2,589	2,589	2,589	2,589	2,589
10350 - 4237	GAS & OIL	508	-	-	-	-	-	-	-
10350 - 4401	CLEANING SERVICES	18,978	19,358	19,358	19,360	19,360	19,360	19,360	19,360
10350 - 4440	EQUIPMENT RENTAL	589	482	390	482	482	482	482	482
10350 - 4450	TELEPHONE	17,994	18,816	20,106	20,335	20,335	20,335	20,335	20,335
10350 - 4451	POSTAGE	55,955	45,238	37,738	52,357	52,357	52,357	52,357	52,357
10350 - 4452	BUILDING MAINTENANCE	45,045	18,790	27,352	29,794	29,794	29,794	29,794	29,794
10350 - 4454	ELEVATOR MAINTENANCE	2,393	2,214	2,116	2,274	2,274	2,274	2,274	2,274
10350 - 4457	GROUNDS MAINTENANCE	2,340	2,850	2,516	2,850	2,850	2,850	2,850	2,850
10350 - 4459	EQUIPMENT MAINTENANCE	9,754	12,478	11,246	12,661	12,661	12,661	12,661	12,661
10350 - 4495	HEAT	12,936	13,015	16,478	13,714	13,714	13,714	13,714	13,714
10350 - 4496	ELECTRICITY	21,837	31,402	21,078	28,926	28,926	28,926	28,926	28,926
10350 - 4497	OTHER UTILITIES	905	1,000	944	1,018	1,018	1,018	1,018	1,018
10350 - 4498	BUILDING REPAIRS	-	10,600	9,460	-	-	-	-	-
SUBTOTAL		192,190	178,832	171,535	186,360	186,360	186,360	186,360	186,360

2019 BUDGET WORKSHEET

DEPT NAME - TOWN HALL

DEPT # - 10350

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4201	Maintenance Supplies	2,589	Paper products, cleaning supplies, light bulbs, water, 3 yr wgtd avg. (2,992)	Paper products, cleaning supplies, light bulbs, water, 3 yr wgtd avg. (3,405)
4401	Cleaning Services	19,360	Cleaning services for Town Hall Based on bid	Cleaning services for Town Hall Based on bid
4440	Equipment Rental	482	Document disposal container-monthly service 3 yr wgtd avg. (586)	Document disposal container-monthly service (3 yr wgtd avg. 602)
4450	Telephone	20,335	Land line telephone services and fax lines. Cell phones (2) 3 yr wgtd avg. (19,371)	Land line telephone services and fax lines. Cell phones (2) 3 yr wgtd avg. (21,481)
4451	Postage	52,357	Postage costs for all Town Hall operations, motor vehicle registration mailing, public hearing notices, certified mail, ink, sealer Property Tax Bills (2 bulk mail) Permit Fee 3 yr wgtd avg. (52,357)	Postage costs for all Town Hall operations, motor vehicle registration mailing, public hearing notices, certified mail, ink, sealer Property Tax Bills (2 bulk mail) Permit Fee (3 yr wgtd avg. 45,238)
4452	Building Maintenance	29,794	Maintenance contracts: HVAC/Burner maintenance Alarm system monitoring/test Pest control (52/mo.) Window cleaning outside	Maintenance contracts: HVAC/Burner maintenance Alarm system monitoring/test Pest control (49.70/mo.) Window cleaning outside

2019 BUDGET WORKSHEET

DEPT NAME - TOWN HALL

DEPT # - 10350

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Fire extinguisher/maintenance and inspection Normal upkeep of building (repairs, maintenance, painting, plumbing, electrical and carpentry including supplies for building, walkways, doors, etc.) Carpeting on Main Floor 3 yr wgtd avg. (40,990)	Fire extinguisher/maintenance and inspection Normal upkeep of building (repairs, maintenance, painting, plumbing, electrical and carpentry including supplies for building, walkways, doors, etc.) 3 yr wgtd avg. (34,557)
4454	Elevator Maintenance	2,274	Elevator Inspection \$177/mo. Elevator State Inspection Fire Alarm Test (3 yr wgtd avg. 2,252)	Elevator Inspection \$172/mo. Elevator State Inspection Fire Alarm Test (3 yr wgtd avg. 1,972)
4457	Grounds Maintenance	2,850	Fertilize, lime, seed, loam, bark mulch, shrubs, and general maint.of grounds at the Town Hall. 3 yr wgtd avg. (2,171)	Fertilize, lime, seed, loam, bark mulch, shrubs, and general maint.of grounds at the Town Hall. 3 yr wgtd avg. (1,876)
4459	Equipment Maintenance	12,661	Postage meter maintenance contract and rental Copier maintenance contracts and services (3). Includes color copies and overages. Copier lease (1) Folder/sealer maint contract Generator Maintenance 3 yr wgtd avg. (10,157)	Postage meter maintenance contract and rental Copier maintenance contracts and services (3). Includes color copies and overages. Copier lease (1) Folder/sealer maint contract Generator Maintenance (3 yr wgtd avg. 11,022)

2019 BUDGET WORKSHEET**DEPT NAME - TOWN HALL****DEPT # - 10350**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018	
4495	Heat	13,714	Estimated 11,060 therms @ \$1.24	13,714	Estimated 10,756 therms @ \$1.21
4496	Electricity	28,926	3 yr wgtd avg. (28,926)		Based on 3 year weighted average, less 7.5%
4497	Other Utilities	1,018	Water and sewer charges 3 yr wgtd avg. (1,018)		Water and sewer charges 3 yr wgtd avg. (1,000)

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>OLD TOWN HALL</i>									
10351 - 4092	TEMPORARY PAY	505	450	589	450	450	450	450	450
10351 - 4170	RETIREMENT	57	52	67	51	51	51	51	51
10351 - 4172	WORKERS' COMPENSATION	18	16	15	15	15	15	15	15
10351 - 4174	FICA-SOCIAL SECURITY	37	34	43	34	34	34	34	34
10351 - 4210	OPERATING SUPPLIES	62	100	-	100	100	100	100	100
10351 - 4450	TELEPHONE	1,574	1,603	1,595	1,781	1,781	1,781	1,781	1,781
10351 - 4495	HEAT	3,580	3,352	3,518	4,309	4,309	4,309	4,309	4,309
10351 - 4496	ELECTRICITY	861	840	1,221	890	890	890	890	890
10351 - 4497	OTHER UTILITIES	108	180	100	180	180	180	180	180
10351 - 4498	BUILDING REPAIRS	4,691	4,546	4,984	4,556	4,556	4,556	4,556	4,556
SUBTOTAL		11,494	11,173	12,133	12,366	12,366	12,366	12,366	12,366

2019 BUDGET WORKSHEET

DEPT NAME - OLD TOWN HALL

DEPT # - 10351

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018	
4092	Temporary Pay	450	Hours for cleaning of building 3 yr wgtd avg. (500)	Hours for cleaning of building (3 yr wgtd avg. 478)	
4210	Operating Supplies	100	Cleaning supplies	Cleaning supplies	
4450	Telephone	1,781	Telephone line charge for alarm Internet	381 1,400	Telephone line charge for alarm Internet
4495	Heat	4,309	Fuel oil for Old Town Hall. 3 yr wgtd avg. gal 1,703 @\$2.53	4,309	Fuel oil for Old Town Hall. 3 yr wgtd avg. gal 1,737 @\$1.93
4496	Electricity	890	Electricity 3 yr wgtd avg. (890)	Electricity Based on 3 yr weighted avg, less 7.5%	
4497	Other Utilities	180	Water Charges Septic Pumping	80 100	Water Charges Septic Pumping
4498	Building Repairs	4,556	Pest control (40/mo) Maintenance, repairs, electrical, etc. Burner Maintenance Contract Alarm Monitoring Fire alarm test 3 yr wgtd avg. (4,251)	480 3,000 384 192 500 (3 yr wgtd avg. 3,524)	Pest control (39.1/mo) Maintenance, repairs, electrical, etc. Burner Maintenance Contract Alarm Monitoring Fire alarm test

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>HOSE HOUSE</i>									
10353 - 4452	BUILDING MAINTENANCE	372	506	418	580	580	580	580	580
10353 - 4495	HEAT	1,919	2,045	2,534	2,194	2,194	2,194	2,194	2,194
10353 - 4496	ELECTRICITY	591	425	829	555	555	555	555	555
10353 - 4497	OTHER UTILITIES	668	1,144	1,580	792	792	792	792	792
SUBTOTAL		3,549	4,120	5,360	4,121	4,121	4,121	4,121	4,121

2019 BUDGET WORKSHEET

DEPT NAME - HOSE HOUSE

DEPT # - 10353

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4452	Building Maintenance	580	Minor repairs to building Pest Control (40/mo)	100 480	Minor repairs to building Pest Control (33.80/mo)	100 406
4495	Heat	2,194	Heat 984 gals propane @ \$2.23	2,194	Heat 917 gals propane @ \$2.23	2,045
4496	Electricity	555	Electricity Includes the cost of the Holiday Tree lighting. 3 yr wgtd avg. (555)		Electricity Includes the cost of the Holiday Tree lighting. Based on 3 year weighted average, less 7.5%	
4497	Other Utilities	792	Water for the Common irrigation system and Old Cemetery 3 yr wgtd avg. (792)		Water for the Common irrigation system and Old Cemetery (3 yr wgtd avg – 1,144)	

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>OLD LIBRARY</i>									
10354 - 4452	BUILDING MAINTENANCE	979	1,640	3,284	1,686	1,686	1,686	1,686	1,686
10354 - 4495	HEAT	1,067	971	1,201	1,252	1,252	1,252	1,252	1,252
10354 - 4496	ELECTRICITY	439	335	376	422	422	422	422	422
10354 - 4497	OTHER UTILITIES	76	70	70	73	73	73	73	73
10354 - 4498	BUILDING REPAIRS		7,050	7,050	-	-	-	-	-
SUBTOTAL		2,561	10,066	11,982	3,433	3,433	3,433	3,433	3,433

2019 BUDGET WORKSHEET

DEPT NAME - OLD LIBRARY

DEPT # - 10354

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4452	Building Maintenance	1,686	Pest Control (43/mo) Routine Maintenance Burner Maintenance	Pest Control (39.10/mo) Routine Maintenance Burner Maintenance
4495	Heat	1,252	Fuel Oil 3 yr wgtd avg. 495 gals @ \$2.53	Fuel Oil 3 yr wgtd avg. 503 gals @ \$1.93
4496	Electricity	422	Electricity 3 yr wgtd avg. (422)	Electricity Based on 3 year weighted average, less 7.5%
4497	Other Utilities	73	Water charges Based on 3 yr wgtd avg 3 yr wgtd avg. (73)	Water charges Based on 3 yr wgtd avg (3 yr wgtd avg - 70)

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
SCHOOL HOUSE #5									
10355 - 4450	TELEPHONE	367	400	370	370	370	370	370	370
10355 - 4452	BUILDING MAINTENANCE	2,399	598	2,769	1,172	1,172	1,172	1,172	1,172
10355 - 4496	ELECTRICITY	149	125	171	144	144	144	144	144
SUBTOTAL		2,915	1,123	3,310	1,686	1,686	1,686	1,686	1,686

2019 BUDGET WORKSHEET

DEPT NAME - SCHOOL HOUSE #5

DEPT # - 10355

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018	
4453 Telephone		370	Telephone line for security system 3 yr wgtd avg. (370)	Telephone line for security system (3 yr wgtd avg. - 368)	
4452 Building Maintenance		1,172	Pest control (40/mo) Alarm Monitoring Exterior Painting (cost of paint)	480 192 500	Pest control (33.80/mo) Alarm Monitoring 192
4496 Electricity		144	Electricity 3 yr wgtd avg. (144)	Electricity Based on 3 year weighted average, less 7.5%	

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
DEPOT TRAIN STATION									
10356 - 4452	BUILDING MAINTENANCE	2,425	2,685	4,337	2,733	2,733	2,733	2,733	2,733
10356 - 4495	HEAT	1,220	1,398	1,626	1,354	1,354	1,354	1,354	1,354
10356 - 4496	ELECTRICITY	1,450	1,374	1,287	1,496	1,496	1,496	1,496	1,496
10356 - 4497	OTHER UTILITIES	112	101	107	107	107	107	107	107
SUBTOTAL		5,206	5,558	7,358	5,690	5,690	5,690	5,690	5,690
TOTAL-TOWN BUILDINGS		217,915	210,872	211,678	213,656	213,656	213,656	213,656	213,656

2019 BUDGET WORKSHEET

DEPT NAME - DEPOT TRAIN STATION

DEPT # - 10356

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4452	Building Maintenance	2,733	Fire alarm inspection Alarm monitoring Fire extinguisher inspection Burner maintenance contract HVAC repairs Pest control (64/mo)	285 192 100 708 680 768	Fire alarm inspection Alarm monitoring Fire extinguisher inspection Burner maintenance contract HVAC repairs Pest control (60/mo)	285 192 100 708 680 720
4495	Heat	1,354	607 gals (3 yr wgtd avg) propane @ \$2.23/gallon	627 gals (3 yr wgtd avg) propane @ \$2.23/gallon		
4496	Electricity	1,496	Electricity 3 yr wgtd avg. (1,496)	Electricity Based on 3 year weighted average, less 7.5%		
4497	Other Utilities	107	Water and Sewer charges 3 yr wgtd avg. (107)	Water and Sewer charges (3 yr wgtd avg - 101)		

**Estimated offsetting revenues of \$12,519 per year plus 60% Utility cost share

DEPT.	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
		2018 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 BUDGET				
FINANCIAL SERVICES SUMMARY								
FINANCE	725,459	787,892	720,475	786,017	783,948	783,948	783,948	783,948
INFORMATION TECHNOLOGY	443,193	541,907	517,862	570,671	607,771	607,771	607,771	607,771
ASSESSING	267,847	358,247	334,737	387,276	385,726	385,726	385,726	385,726
TOWN CLERK	227,028	244,236	220,504	242,861	242,008	242,008	242,008	242,008
ELECTIONS	20,184	48,248	44,120	22,711	22,711	22,711	22,711	22,711
COLLECTIONS	226,634	218,482	212,515	216,364	215,874	215,874	215,874	215,874
TAX COLLECTOR	177,432	181,542	184,556	186,691	186,328	186,328	186,328	186,328
DEBT SERVICES	731,310	714,531	704,280	696,126	696,126	696,126	696,126	696,126
INSURANCE	505,074	481,748	421,636	420,462	420,462	420,462	420,462	420,462
<hr/> TOTAL - FINANCIAL SERVICES		3,324,162	3,576,834	3,360,686	3,529,179	3,560,954	3,560,954	3,560,954

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
FINANCE DEPARTMENT									
20100 - 4090	REGULAR PAY	411,285	430,601	403,522	435,273	435,273	435,273	435,273	435,273
20100 - 4092	TEMPORARY PAY	69,787	72,682	65,344	71,621	71,621	71,621	71,621	71,621
20100 - 4111	TREASURER	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
20100 - 4170	RETIREMENT	41,548	43,970	40,922	43,999	43,999	43,999	43,999	43,999
20100 - 4171	DISABILITY INSURANCE	3,359	3,477	3,439	3,643	3,643	3,643	3,643	3,643
20100 - 4172	WORKERS' COMPENSATION	1,432	1,417	1,571	1,588	1,588	1,588	1,588	1,588
20100 - 4174	FICA-SOCIAL SECURITY	36,159	38,692	35,134	38,969	38,969	38,969	38,969	38,969
20100 - 4176	HEALTH INSURANCE	115,163	143,944	119,794	140,215	138,146	138,146	138,146	138,146
20100 - 4177	UNEMPLOYMENT COMPENSATION	526	384	381	384	384	384	384	384
20100 - 4178	LIFE INSURANCE	1,193	1,218	1,058	1,104	1,104	1,104	1,104	1,104
20100 - 4179	DENTAL INSURANCE	5,248	5,538	5,115	5,921	5,921	5,921	5,921	5,921
20100 - 4200	OFFICE SUPPLIES	2,068	1,863	841	1,945	1,945	1,945	1,945	1,945
20100 - 4400	CONTRACTED SERVICES	-	5,000	5,000	2,500	2,500	2,500	2,500	2,500
20100 - 4404	AUDIT	31,230	30,660	28,160	30,660	30,660	30,660	30,660	30,660
20100 - 4405	MEMBERSHIPS & PUBLICATIONS	599	803	884	619	619	619	619	619
20100 - 4406	PRINTING & BINDING	1,647	2,028	1,442	1,647	1,647	1,647	1,647	1,647
20100 - 4408	VEHICLE EXPENSE	451	450	470	414	414	414	414	414
20100 - 4453	MEETINGS & TRAINING	1,265	2,665	4,713	2,665	2,665	2,665	2,665	2,665

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
20100 - 4600	OFFICE FURNITURE & EQUIP.	-	-	187		350	350	350	350
	TOTAL	725,459	787,892	720,475		786,017	783,948	783,948	783,948

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
FINANCE - 20100			
4090	FINANCE DIRECTOR	0	118,366
	ACCOUNTING AND BUDGET MANAGER	0	103,620
	PAYROLL COORDINATOR	0	62,480
	ACCOUNTING CLERK (TITLE CHANGE ONLY)	0	49,436
	ACCOUNTS PAYABLE	0	56,326
	UTILITY COORDINATOR (30 HRS.)	0	45,045

			435,273

2019 BUDGET WORKSHEET

DEPT NAME - FINANCE

DEPT # - 20100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4092	Temporary Pay	71,621	Part time Utilities Clerk - 27.5 hours/week Part time Purchasing Agent – 27.5 hours/week	Part time Utilities Clerk - 27.5 hours/week Part time Purchasing Agent – 27.5 hours/week
4111	Treasurer Pay	2,500	Compensation for Town Treasurer.	Compensation for Town Treasurer.
4200	Office Supplies	1,945	Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc. 3 yr wgtd avg. (1,945)	Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc. (3 yr wgtd avg - 1,863)
4400	Contracted Services	2,500	Actuarial Services for valuation of OPEBs (Other Post- Employment Benefits) (Done every 2 years) Update needed in 2019 for GASB 75 implementation	Actuarial Services for valuation of OPEBs (Other Post- Employment Benefits) (Done every 2 years)
4404	Audit	30,660	Annual financial audit (2018) and consultation calls Single Audit (Second year of 3 year contract)	Annual financial audit (2017) and consultation calls Single Audit (First year of 3 year contract)
4405	Memberships & Publications	619	NH Government Financial Officer Association (FD and Acct&BM) National Government Financial Officer Association (FD) American Purchasing Society	NH Government Financial Officer Association (FD and Acct&BM) National Government Financial Officer Association (FD) American Payroll Assoc. (P/R)

2019 BUDGET WORKSHEET

DEPT NAME - FINANCE

DEPT # - 20100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Notary Renewal	75
				New England Chapter (P/R) 25
				American Purchasing Society 199
4406	Printing & Binding	1,647	W-2's, 1099's, and 1095 Forms A/P checks (6,000) Purchase order paper	550 697 400
				W-2's, 1099's, and 1095 Forms 615
				A/P checks (6,000) 753
				Purchase order paper 660
4408	Vehicle Expense	414	Mileage reimbursement for finance personnel. 3 yr wgtd avg. (414)	Mileage reimbursement for finance personnel. (3 yr wgtd avg – 295)
4453	Meetings & Training	2,665	Additional as needed training for Finance staff NH Gov't Financial Officer Assoc. annual conference (Bgt Mgr) Continued professional education per Finance Director's employment contract	865 300 1,500
				National Year End and Preparing for 2019 (Payroll) 465
				NH Gov't Financial Officer Assoc. annual conference (Bgt Mgr) 300
				Continued professional education per Finance Director's employment contract 1,500
				Additional as needed training for payroll and purchasing agent 400
4600	Office Furniture & Equipment	350	Office Chair for Utility Billing Coordinator	350

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
INFORMATION TECHNOLOGY									
20200 - 4210	OPERATING SUPPLIES	21,817	26,446	16,673	22,332	22,332	22,332	22,332	22,332
20200 - 4400	CONTRACTED SERVICES	405,952	473,573	466,728	494,466	509,066	509,066	509,066	509,066
20200 - 4459	EQUIPMENT MAINTENANCE	7,180	7,500	8,126	7,500	7,500	7,500	7,500	7,500
20200 - 4701	COMPUTER EQUIP ACQUISITION	8,243	34,388	25,905	30,373	52,873	52,873	52,873	52,873
20200 - 4718	COMPUTER SOFTWARE ACQUISITION	-	-	430	16,000	16,000	16,000	16,000	16,000
TOTAL		443,193	541,907	517,862	570,671	607,771	607,771	607,771	607,771

2019 BUDGET WORKSHEET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4210	Operating Supplies	22,332	PC accessories Security/ID supplies Computer paper/labels Printer supplies (3 yr wgted avg - 22,332)	500 300 4,500 17,032 (3 yr wgted avg - 26,446)
4400	Contracted Services	509,066	Contracted IT support (includes server backup/recovery) Contracted IT (Other projects) Internet Access (Townwide and ITS) High speed fiber-Comcast ethernet Town Website-Hosting, maintenance, additions & updates Wiring & support services Telephone / Voicemail / Internet / Network (svc calls) Pole licenses (Townwide Fiber) Higgins (Security/ID maintenance) Wiring and fiber termination Time & Attendance service	237,720 15,000 8,580 7,277 3,500 2,000 3,600 400 335 5,000 14,600
			Software Maintenance Agreements: BOS: Box (10 seats) BOS: DocuSign Finance: Munismart IT: Microsoft Exchange Online (301 Lic) IT: Active directory auditing IT: Eventlog analyzer	Software Maintenance Agreements: BOX (10 seats) DocuSign Munismart Microsoft Exchange Online (294 Lic) 1,800 2,880 40,527 32,532 1,000 2,000

2019 BUDGET WORKSHEET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
	Assessing: Vision Appraisal-Software maintenance (web-hosting included in Assessing budget)	7,406	Vision Appraisal-Software maintenance (web-hosting included in Assessing budget)	7,190
	Town Clerk: Interware - E-Reg Client/User Licenses	5,131	E-Reg Client/User licenses (Interware)	4,873
	CD: ArcInfo, ArcGIS, ArcView, ArcPad-GIS (reduced 1 user)	8,320	ArcInfo, ArcGIS, ArcView, ArcPad-GIS	11,100
	CD: Adobe pro subscription (4 users)	733		
	Police: Acorn - Telephone Recording System	1,350	Acorn-Police Telephone Recording System	1,300
	Police: DataVis - crime analysis software	4,900	DataVis (Crime analysis software-PD)	5,900
	Police: Guardian	2,906	Guardian-PD	4,175
	Police: IMC/Tritech - Police Operations	28,163	IMC/Tritech-Police Operations	26,438
	Automotive Diagnostic Subscription-FD (moved to FD budget)		Automotive Diagnostic Subscription-FD	1,500
	PD: PowerDMS - Policy software	4,285		
	FD: Code Red - resident notification	12,444	Code Red-FD resident notification	12,444
	FD: RedAlert - Fire Department to dispatch, track, log and report	19,028	RedAlert-Fire Department to dispatch, track, log and report	18,532
	FD: TEMSIS - Computer Aided Dispatch Support	1,800	TEMSIS - Computer Aided Dispatch Support-FD	1,750
	FD: Viewpoint (Building Division)	22,360	Viewpoint (Building Dept)	20,824
	Engineering: Autodesk (DLT) - Architectural Drawing	4,769	Autodesk (DLT)-Engineering Architectural Drawing	4,424
	Engineering: VueWorks - Infrastructure Asset Management	6,720	VueWorks-Infrastructure Asset Management	6,720
4459 Equipment Maintenance	Printer maintenance contracts & miscellaneous repairs	7,500	Printer maintenance contracts & miscellaneous repairs	7,500

2019 BUDGET WORKSHEET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019		EXPLANATION 2018	
4701	Computer Equip Acquisition	52,873	5 repl monitors (170/monitor) 5 repl computers (925/computer) 2 repl switches (4,000/switch) 2 repl GBIC/SFP (for fiber) Replacement monitors for Finance (9)	850 4,625 8,000 1,550 1,980	4 Lenovo Mobile Data Terminals and 4 5 Spare monitors (170/monitor) 5 spare computers (925/computer) 2 spare switches (3,182/switch) 1 tablet (Community Development)	21,479 850 4,625 6,364 900
4718	Computer Software Acquisition	16,000	3 Computers for PD Cruisers (2 repl, 1 new) (includes windows 10 & modem) Timeclocks (9) Upgrade to Windows 10 for PD Cruisers (16)	13,368 22,500 16,000	1 Monitor replacement-MS Director	170

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
ASSESSING									
20300 - 4090	REGULAR PAY	148,080	205,103	187,320	212,386	212,386	212,386	212,386	212,386
20300 - 4092	TEMPORARY PAY	42,796	28,470	28,472	29,013	29,013	29,013	29,013	29,013
20300 - 4170	RETIREMENT	5,130	11,424	9,400	11,889	11,889	11,889	11,889	11,889
20300 - 4171	DISABILITY INSURANCE	1,155	1,662	1,530	1,799	1,799	1,799	1,799	1,799
20300 - 4172	WORKERS' COMPENSATION	8,356	9,819	10,925	10,852	10,852	10,852	10,852	10,852
20300 - 4174	FICA-SOCIAL SECURITY	14,691	17,868	15,891	18,466	18,466	18,466	18,466	18,466
20300 - 4176	HEALTH INSURANCE	38,281	73,801	70,832	91,844	90,294	90,294	90,294	90,294
20300 - 4177	UNEMPLOYMENT COMPENSATION	263	192	143	192	192	192	192	192
20300 - 4178	LIFE INSURANCE	457	585	483	548	548	548	548	548
20300 - 4179	DENTAL INSURANCE	1,210	2,029	2,116	2,805	2,805	2,805	2,805	2,805
20300 - 4200	OFFICE SUPPLIES	365	300	634	300	300	300	300	300
20300 - 4237	GAS & OIL	312	245	265	400	400	400	400	400
20300 - 4400	CONTRACTED SERVICES	3,719	3,575	3,314	3,575	3,575	3,575	3,575	3,575
20300 - 4405	MEMBERSHIPS & PUBLICATIONS	779	770	759	795	795	795	795	795
20300 - 4406	PRINTING & BINDING	240	400	595	400	400	400	400	400
20300 - 4408	VEHICLE EXPENSE	790	799	566	807	807	807	807	807
20300 - 4453	MEETINGS & TRAINING	764	1,005	981	1,005	1,005	1,005	1,005	1,005

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
20300 - 4458	VEHICLE MAINTENANCE	459	200	512	200	200	200	200	200
	TOTAL	267,847	358,247	334,737	387,276	385,726	385,726	385,726	385,726

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
ASSESSING - 20300			
4090	CHIEF ASSESSOR	0	106,945
	DEPUTY ASSESSOR	0	57,731
	ASSESSING CLERK	0	47,710

2019 BUDGET WORKSHEET

DEPT NAME - ASSESSING

DEPT # - 20300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4092	Temporary Pay	29013	Part time Clerk-25 hrs/wk	29,013	Part time Clerk-25 hrs/wk	28,470
4200	Office Supplies	300	Paper, pens, pencils, envelopes		Paper, pens, pencils, envelopes	
4237	Gas & Oil	400	Estimate 180 gals. @\$2.22 per gal. Deputy now full time. More field work		Estimate 125 gals. (3 year weighted) @\$1.96 per gal.	
4400	Contracted Services	3575	Vision Appraisal Internet web site (Software maintenance included in IT budget) Deed printing cost	3,300 275	Vision Appraisal Internet web site (Software maintenance included in IT budget) Deed printing cost	3,300 275
4405	Memberships & Publications	795	Northeast Regional Association of Assessing Officers (NRAAO) Dues - Assessor NH Association of Assessing Officers (NHAAO) Dues-per statute Marshall & Swift (cost manual)	40 80 675	Northeast Regional Association of Assessing Officers (NRAAO) Dues - Assessor NH Association of Assessing Officers (NHAAO) Dues-per statute Marshall & Swift (cost manual)	40 80 650
4406	Printing & Binding	400	Forms	400	Forms	400
4408	Vehicle Expense	806.6	1,480 miles @.545 per mile	807	1,480 miles @.54 per mile	799
4453	Meetings & Training	1005	LGC Conference Northeast Regional Assoc. of Assessing Officials Conference Uniform Standards of Professional Appraisal Practices (USPAP) course	130 650 225	LGC Conference Northeast Regional Assoc. of Assessing Officials Conference Uniform Standards of Professional Appraisal Practices (USPAP) course	130 650 225

2019 BUDGET WORKSHEET**DEPT NAME - ASSESSING****DEPT # - 20300**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4458	Vehicle Maintenance	200	Repair & maintenance of car assigned to Assessing Department	Repair & maintenance of car assigned to Assessing Department

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
TOWN CLERK									
20400 - 4090	REGULAR PAY	136,928	146,100	129,941	144,536	144,536	144,536	144,536	144,536
20400 - 4092	TEMPORARY PAY	-	-	9,518	-	-	-	-	-
20400 - 4170	RETIREMENT	15,947	16,626	14,786	16,296	16,296	16,296	16,296	16,296
20400 - 4171	DISABILITY INSURANCE	1,134	1,169	1,086	1,202	1,202	1,202	1,202	1,202
20400 - 4172	WORKERS' COMPENSATION	420	409	452	434	434	434	434	434
20400 - 4174	FICA-SOCIAL SECURITY	10,007	11,177	10,421	11,057	11,057	11,057	11,057	11,057
20400 - 4176	HEALTH INSURANCE	53,166	53,482	41,575	55,931	55,078	55,078	55,078	55,078
20400 - 4177	UNEMPLOYMENT COMPENSATION	66	48	119	48	48	48	48	48
20400 - 4178	LIFE INSURANCE	464	473	383	412	412	412	412	412
20400 - 4179	DENTAL INSURANCE	2,067	2,067	1,559	2,210	2,210	2,210	2,210	2,210
20400 - 4200	OFFICE SUPPLIES	4,924	10,280	8,382	8,330	8,330	8,330	8,330	8,330
20400 - 4211	DOG LICENSES	1,311	1,300	1,139	1,300	1,300	1,300	1,300	1,300
20400 - 4453	MEETINGS & TRAINING	594	745	902	745	745	745	745	745
20400 - 4459	EQUIPMENT MAINTENANCE	-	360	240	360	360	360	360	360
TOTAL		227,028	244,236	220,504	242,861	242,008	242,008	242,008	242,008

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
TOWN CLERK - 20400			
4090	TOWN CLERK	0	96,172
	DEPUTY TOWN CLERK	0	48,364
		-----	-----
			144,536

2019 BUDGET WORKSHEET

DEPT NAME - TOWN CLERK

DEPT # - 20400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019		EXPLANATION 2018	
4200	Office Supplies	8,330	General office supplies for the Town Clerk's office. Pens, pencils, paper, binders, envelopes.etc. Vehicle Red Book Renewal Scanners (6)	5,000 1,830 1,500	General office supplies for the Town Clerk's office. Pens, pencils, paper, binders, envelopes.etc. Vehicle Red Book Credit card signature pads (6)	5,000 1,830 3,450
4211	Dog Licenses	1,300	Dog license tags	1,300	Dog license tags	1,300
4453	Meetings and Training	745	Annual Town Clerk's Assoc. dues Annual Clerk's Association meeting and mileage Conference fee Town Clerk's Convention and mileage required per RSA 31:8	20 100 50 575	Annual Town Clerk's Assoc. dues Annual Clerk's Association meeting and mileage Conference fee Town Clerk's Convention and mileage required per RSA 31:8	20 100 50 575
4459	Equipment Maintenance	360	Annual maintenance on 6 signature pads	360	Annual maintenance on 6 signature pads	360

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>ELECTIONS</i>									
20500 - 4092	TEMPORARY PAY	11,743	34,290	31,709	13,600	13,600	13,600	13,600	13,600
20500 - 4172	WORKERS' COMPENSATION	32	96	129	41	41	41	41	41
20500 - 4174	FICA-SOCIAL SECURITY	431	1,312	782	520	520	520	520	520
20500 - 4177	UNEMPLOYMENT COMPENSATION	5	-	8	-	-	-	-	-
20500 - 4210	OPERATING SUPPLIES	5,320	7,300	6,140	5,900	5,900	5,900	5,900	5,900
20500 - 4408	VEHICLE EXPENSE	-	-	38	-	-	-	-	-
20500 - 4459	EQUIPMENT MAINTENANCE	1,350	1,350	1,350	1,350	1,350	1,350	1,350	1,350
20500 - 4468	VOTING MACHINE SET-UP	1,303	3,900	3,964	1,300	1,300	1,300	1,300	1,300
TOTAL		20,184	48,248	44,120	22,711	22,711	22,711	22,711	22,711

2019 BUDGET WORKSHEET

DEPT NAME - ELECTIONS

DEPT # - 20500

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4092	Temporary Pay	13,600	Poll Workers – 1 election Poll Workers – 1 Town meeting Supervisors (3) & Moderator - 1 meeting @ \$100 Supervisors' hours Moderator - 1 election Secretary-meeting minutes	6,750 350 400 5,000 100 1,000	Poll Workers – 3 elections Poll Workers – 1 Town meeting Supervisors (3) & Moderator - 1 meeting @ \$100 Supervisors' hours Moderator (3) elections Secretary-meeting minutes	20,100 350 400 12,140 300 1,000
4210	Operating Supplies	5,900	March Ballots Supplies (ender cards,markers, etc) Voter Checklists –1 election	5,100 400 400	March Ballots Supplies (ender cards,markers, etc) Voter Checklists –3 elections	5,100 1,000 1,200
4459	Equipment Maintenance	1,350	Maintenance for 6 machines @ \$225 per machine.	1,350	Maintenance for 6 machines @ \$225 per machine.	1,350
4468	Voting Machine Set-up	1,300	Programming of voting machines and election support for one election.	1,300	Programming of voting machines and election support for three elections. (State Primary, Town and General Election)	3,900

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
COLLECTIONS									
20550 - 4090	REGULAR PAY	88,181	92,261	90,790	92,638	92,638	92,638	92,638	92,638
20550 - 4092	TEMPORARY PAY	79,808	66,282	61,333	61,891	61,891	61,891	61,891	61,891
20550 - 4170	RETIREMENT	10,104	10,500	10,332	10,446	10,446	10,446	10,446	10,446
20550 - 4171	DISABILITY INSURANCE	813	839	805	894	894	894	894	894
20550 - 4172	WORKERS' COMPENSATION	447	468	499	463	463	463	463	463
20550 - 4174	FICA-SOCIAL SECURITY	12,452	12,128	11,454	11,821	11,821	11,821	11,821	11,821
20550 - 4176	HEALTH INSURANCE	32,186	33,517	35,119	35,578	35,088	35,088	35,088	35,088
20550 - 4177	UNEMPLOYMENT COMPENSATION	361	197	220	197	197	197	197	197
20550 - 4178	LIFE INSURANCE	215	223	201	226	226	226	226	226
20550 - 4179	DENTAL INSURANCE	2,067	2,067	1,762	2,210	2,210	2,210	2,210	2,210
TOTAL		226,634	218,482	212,515	216,364	215,874	215,874	215,874	215,874

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
COLLECTIONS - 20550			
4090	COLLECTIONS CLERK (2)	0	92,638
		-----	92,638

2019 BUDGET WORKSHEET**DEPT NAME - COLLECTIONS****DEPT # - 20550**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4092	Temporary Pay	66,682	Part-time clerk (24.0 hrs/wk.) Part-time clerk (26.5 hrs/wk) Coverage for vacations, etc.	28,350 32,732 5,600	Part-time clerk (24.0 hrs/wk.) Part-time clerk (26.5 hrs/wk) Coverage for vacations, etc.	28,568 32,114 5,600

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
TAX COLLECTOR									
20600 - 4090	REGULAR PAY	92,418	94,743	94,754	96,172	96,172	96,172	96,172	96,172
20600 - 4092	TEMPORARY PAY	26,332	26,403	27,593	26,916	26,916	26,916	26,916	26,916
20600 - 4170	RETIREMENT	10,425	10,782	10,782	10,843	10,843	10,843	10,843	10,843
20600 - 4171	DISABILITY INSURANCE	700	703	732	735	735	735	735	735
20600 - 4172	WORKERS' COMPENSATION	355	339	381	369	369	369	369	369
20600 - 4174	FICA-SOCIAL SECURITY	8,979	9,268	9,247	9,416	9,416	9,416	9,416	9,416
20600 - 4176	HEALTH INSURANCE	21,902	22,826	22,827	24,353	23,990	23,990	23,990	23,990
20600 - 4177	UNEMPLOYMENT COMPENSATION	66	48	48	48	48	48	48	48
20600 - 4178	LIFE INSURANCE	348	348	294	294	294	294	294	294
20600 - 4179	DENTAL INSURANCE	557	557	557	595	595	595	595	595
20600 - 4200	OFFICE SUPPLIES	819	650	1,006	850	850	850	850	850
20600 - 4403	TECHNICAL SERVICES	7,434	7,200	9,471	8,400	8,400	8,400	8,400	8,400
20600 - 4406	PRINTING & BINDING	5,095	5,475	5,042	5,500	5,500	5,500	5,500	5,500
20600 - 4408	VEHICLE EXPENSE	326	350	297	350	350	350	350	350
20600 - 4453	MEETINGS & TRAINING	510	550	510	550	550	550	550	550
20600 - 4587	RECORDING FEES	1,070	1,200	950	1,200	1,200	1,200	1,200	1,200
20600 - 4600	OFFICE FURNITURE & EQUIP.	97	100	66	100	100	100	100	100
TOTAL		177,432	181,542	184,556	186,691	186,328	186,328	186,328	186,328

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
TAX COLLECTOR - 20600			
4090	TAX COLLECTOR	0	96,172
		-----	96,172

2019 BUDGET WORKSHEET

DEPT NAME - TAX COLLECTOR

DEPT # - 20600

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4092	Temporary Pay	26,916	Part-time clerk (20 hrs./wk.) Coverage for vacation & tax time (approx 60 hrs)	25,444 1,472	Part-time clerk (20 hrs./wk.) Coverage for vacation & tax time (approx 60 hrs)	24,968 1,435
4200	Office Supplies	850	General office supplies and fax toner cartridges.		Data binders, envelopes, general office supplies, etc.	
4403	Technical Services	8,400	Lock box processing services for the property tax receipts Post Office box rental On-line billing ACH chgs (Property tax and water/sewer billing. W/S included in Admin. Service charge allocation) Software changes because of NH State Law interest rate reduction 4/1/19 Invoice Cloud- the Town's on-line service provider Munismart- Town's software provider	1,600 1,300 5,500 No charge No charge	Lock box processing services for the property tax receipts Post Office box rental On-line billing ACH chgs (Property tax and water/sewer billing. W/S included in Admin. Service charge allocation)	1,800 1,600 3,800 No charge No charge
4406	Printing & Binding	5,500	Property tax billing Changes to property tax bill template because of interest rate change Certified cards	5,200 No charge 300	Property tax billing Certified cards	5,175 300
4408	Vehicle Expense	350	Meeting and training mileage. Mileage to the bank to pick up lock box information for processing.		Meeting and training mileage. Mileage to the bank to pick up lock box information for processing.	
4453	Meetings & Training	550	NH Tax Collectors Assoc. Conference per RSA 31:8 (Tax Collector)	400	NH Tax Collectors Assoc. Conference per RSA 31:8 (Tax Collector)	400

2019 BUDGET WORKSHEET**DEPT NAME - TAX COLLECTOR****DEPT # - 20600**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Miscellaneous dues, law books, etc. Workshops (Tax Collector)	50 100
4587 Recording Fees		1,200	This item is paid for by the property owners on tax lien.	This item is paid for by the property owners on tax lien.
4600 Office Furniture & Equipment		100	Calculator	Calculator

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
DEBT SERVICES									
20700 - 4502	BRIDGE CONST-PRINCIPAL '09	240,000	235,000	235,000	235,000	235,000	235,000	235,000	235,000
20700 - 4503	BRIDGE CONST-PRINCIPAL '10	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
20700 - 4504	BRIDGE CONST-PRINCIPAL '13	121,000	121,000	121,000	121,000	121,000	121,000	121,000	121,000
20700 - 4505	BRIDGE CONST-PRINCIPAL '14	145,000	140,000	140,000	140,000	140,000	140,000	140,000	140,000
20700 - 4516	BRIDGE CONST-INTEREST '09	19,525	12,925	12,925	7,050	7,050	7,050	7,050	7,050
20700 - 4517	BRIDGE CONST-INTEREST '10	18,675	14,775	14,775	9,575	9,575	9,575	9,575	9,575
20700 - 4518	BRIDGE CONST-INTEREST '13	24,810	21,180	21,180	17,550	17,550	17,550	17,550	17,550
20700 - 4519	BRIDGE CONST-INTEREST '14	32,300	29,400	29,400	25,200	25,200	25,200	25,200	25,200
20700 - 4571	INTEREST-TANS	-	1	-	1	1	1	1	1
20700 - 4572	BOND AND NOTE FEES	-	10,250	-	10,750	10,750	10,750	10,750	10,750
TOTAL		731,310	714,531	704,280	696,126	696,126	696,126	696,126	696,126

2019 BUDGET WORKSHEET

DEPT NAME - DEBT SERVICE

DEPT # - 20700

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4502	Bridge & Const- '09 – Principal Lawrence & Cluff-100% Reimb	235000	Bond Issue 2009 Final Payment 2019	Bond Issue 2009 Final Payment 2019
4503	Bridge & Const – '10 – Principal N Main & Emerson-80% reimb	130000	Bond Issue 2010 Final Payment 2020	Bond Issue 2010 Final Payment 2020
4504	Bridge & Const – '13 – Principal Bluff St & Providence Hill	121000 *	Bond Issue 2013 Final Payment 2023	Bond Issue 2013 Final Payment 2023
4505	Bridge & Const – '14 – Principal Shannon Road	140000 *	Bond Issue 2014 Final Payment 2024	Bond Issue 2014 Final Payment 2024
4516	Bridge & Const '09 – Interest	7050	2019 Interest	2018 Interest
4517	Bridge & Const '10 – Interest	9575	2019 Interest	2018 Interest
4518	Bridge & Const '13 – Interest	17550	2019 Interest	2018 Interest
4519	Bridge & Const '14 – Interest	25200	2019 Interest	2018 Interest

2019 BUDGET WORKSHEET**DEPT NAME - DEBT SERVICE****DEPT # - 20700**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019		EXPLANATION 2018
4571	TANS – Interest	1	2019 Interest Estimate		2018 Interest Estimate
4572	Bond and Note Fees	10750	Annual Bond Disclosure BOND Issuance Fees	750 10000	Annual Bond Disclosure BAN Issuance Fees 250 10000

* 36,661 offset for amortized bond premium and unused bond proceeds

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
INSURANCE									
20800 - 4095	TEMPORARY ALTERNATE DUTY	54,015	20,000	5,645	20,000	20,000	20,000	20,000	20,000
20800 - 4470	GENERAL LIABILITY	194,394	196,733	183,923	180,310	180,310	180,310	180,310	180,310
20800 - 4472	POLICE LIABILITY	102,901	104,006	95,185	91,124	91,124	91,124	91,124	91,124
20800 - 4474	BONDS	100	100	100	100	100	100	100	100
20800 - 4475	FLEET INSURANCE	70,763	70,185	61,599	56,094	56,094	56,094	56,094	56,094
20800 - 4491	PROPERTY INSURANCE	77,733	81,724	71,003	63,834	63,834	63,834	63,834	63,834
20800 - 4493	INSURANCE DEDUCTIBLES	5,169	9,000	4,181	9,000	9,000	9,000	9,000	9,000
TOTAL		505,074	481,748	421,636	420,462	420,462	420,462	420,462	420,462

2019 BUDGET WORKSHEET

DEPT NAME - INSURANCE

DEPT # - 20800

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4095	Temporary Alternate Duty	20000	Temporary Alternate Duty pay (3 yr wgtd avg 51,927)	Temporary Alternate Duty pay (3 yr wgtd avg 19,175)
4470	General Liability	180310	Liability Coverage Premium allocation based on expenditures.	Liability Coverage Premium allocation based on expenditures.
4472	Police Liability	91124	Liability coverage for Law Enforcement.	Liability coverage for Law Enforcement.
4474	Bonds	100	Highway bond.	Highway bond.
4475	Fleet Insurance	56094	Coverage for Town-owned vehicles.	Coverage for Town-owned vehicles.
4491	Property Insurance	63834	Coverage for Town-owned buildings and contents.	Coverage for Town-owned buildings and contents.
4493	Insurance Retention/ Deductibles	9000	Deductible coverage up to \$1,000 per claim on property. 2019 estimates assume 5% increase for Liability and 5% increase for Property, effective 7/1/2019	Deductible coverage up to \$1,000 per claim on property. 2018 estimates assume 5% increase for Liability and 5% increase for Property, effective 7/1/2018

DEPT.	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
		2018 BUDGET	2018 EXPENDED (PRE-AUDIT)					
COMMUNITY DEVELOPMENT SUMMARY								
COMMUNITY DEVELOPMENT	261,771	362,235	365,370		394,605	393,752	393,752	393,752
PLANNING	256,041	251,703	250,710		334,029	286,615	286,615	286,615
TOTAL - COMMUNITY DEVELOPMENT	517,811	613,938	616,080		728,634	680,367	680,367	680,367

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
COMMUNITY DEVELOPMENT									
30000 - 4090	REGULAR PAY	177,207	244,353	243,091	254,878	254,878	254,878	254,878	254,878
30000 - 4092	TEMPORARY PAY	6,230	-	-	-	-	-	-	-
30000 - 4170	RETIREMENT	20,039	27,808	27,665	28,737	28,737	28,737	28,737	28,737
30000 - 4171	DISABILITY INSURANCE	1,322	1,884	1,953	2,025	2,025	2,025	2,025	2,025
30000 - 4172	WORKERS' COMPENSATION	600	683	772	770	770	770	770	770
30000 - 4174	FICA-SOCIAL SECURITY	13,884	18,693	18,276	19,499	19,499	19,499	19,499	19,499
30000 - 4176	HEALTH INSURANCE	38,558	49,652	56,343	59,931	59,078	59,078	59,078	59,078
30000 - 4177	UNEMPLOYMENT COMPENSATION	211	144	143	144	144	144	144	144
30000 - 4178	LIFE INSURANCE	520	686	630	652	652	652	652	652
30000 - 4179	DENTAL INSURANCE	1,281	2,251	2,624	2,805	2,805	2,805	2,805	2,805
30000 - 4200	OFFICE SUPPLIES	98	2,100	407	2,100	2,100	2,100	2,100	2,100
30000 - 4405	MEMBERSHIPS & PUBLICATIONS	871	9,581	10,030	19,264	19,264	19,264	19,264	19,264
30000 - 4450	TELEPHONE	-	800	-	-	-	-	-	-
30000 - 4453	MEETINGS & TRAINING	240	3,600	3,008	3,800	3,800	3,800	3,800	3,800
30000 - 4600	OFFICE FURNITURE & EQUIPMENT	710	-	429	-	-	-	-	-
<hr/>			261,771	362,235	365,370	394,605	393,752	393,752	393,752

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
COMMUNITY DEVELOPMENT - 30000			
4090	COMMUNITY DEVELOPMENT DIRECTOR/ASST. TOWN MANAGER	0	106,848
	GIS MANAGER/PLANNING COORD	0	94,485
	COMMUNITY DEVELOPMENT COORDINATOR	0	53,545

2019 BUDGET WORKSHEET

DEPT NAME - COMMUNITY DEVELOPMENT

DEPT # - 30000

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4200	Office Supplies	2,100	White & Yellow paper pads, pens, envelopes, file folders, hanging files, staplers, markers, business cards, picture hangers. Plotter paper/velum/supplies (GIS)	600 Misc. paper, pens, envelopes, file folders, 3-ring binders, staplers, markers, business cards. Plotter paper/velum/supplies (GIS) (was in IT budget)
4405	Memberships & Publications	19,264	AICP/APA Membership dues NH Economic Dev. Assoc. (3) ICMA Membership Municipal Managers Assoc. of NH Community Development, GIS and Planning books and publications NH Planners Association (3) Regional Planning Commision Dues (funded at 100%)	665 150 832 100 100 195 17,222 AICP/APA Membership dues NH Economic Dev. Assoc. (3) Northeastern Econ. Dev. Association Municipal Managers Assoc. of NH Community Development, GIS and Planning books and publications NH Planners Association (3) Regional Planning Commision Dues (fund at 50%)
4453	Meetings & Training	3,800	NHPA Conference (June 2019 in NH) Municipal Managers Association Conference (June 2019 in NH) APA, ICMA, NEDA & ESRI Webinars Training for CD Director per contract	1,000 500 300 2,000 NHPA Conference (June 2018 in NH) Municipal Managers Association Conference (June 2018 in NH) Northeast Economic Development Conference (June 2018 in Northeast) APA, ICMA, NEDA & ESRI Webinars Training for CD Director per contract

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
PLANNING									
30200 - 4090	REGULAR PAY	154,711	156,333	156,345	200,060	173,318	173,318	173,318	
30200 - 4170	RETIREMENT	17,447	17,790	17,792	22,543	19,537	19,537	19,537	
30200 - 4171	DISABILITY INSURANCE	1,200	1,232	1,290	1,689	1,437	1,437	1,437	
30200 - 4172	WORKERS' COMPENSATION	439	438	490	600	600	600	600	
30200 - 4174	FICA-SOCIAL SECURITY	11,137	11,960	11,202	15,305	13,259	13,259	13,259	
30200 - 4176	HEALTH INSURANCE	56,526	59,033	59,033	87,777	73,123	73,123	73,123	
30200 - 4177	UNEMPLOYMENT COMPENSATION	132	96	95	144	144	144	144	
30200 - 4178	LIFE INSURANCE	474	480	428	525	465	465	465	
30200 - 4179	DENTAL INSURANCE	2,440	2,440	2,440	3,586	2,932	2,932	2,932	
30200 - 4200	OFFICE SUPPLIES	381	300	571	300	300	300	300	
30200 - 4237	GAS & OIL	84	351	66	200	200	200	200	
30200 - 4400	CONTRACTED SERVICES	10,000	-	-	-	-	-	-	
30200 - 4405	MEMBERSHIPS & PUBLICATIONS	579	600	654	650	650	650	650	
30200 - 4406	PRINTING & BINDING	294	440	-	440	440	440	440	
30200 - 4453	MEETINGS & TRAINING	160	160	45	160	160	160	160	
30200 - 4458	VEHICLE MAINTENANCE	37	50	260	50	50	50	50	
TOTAL		256,041	251,703	250,710	334,029	286,615	286,615	286,615	

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
PLANNING - 30200			
4090	PLANNING DIRECTOR	0	103,620
	ASSISTANT PLANNER (3 MONTHS)	1	13,372
	ADMIN. ASSISTANT	0	56,326

2019 BUDGET WORKSHEET

DEPT NAME - PLANNING

DEPT # - 30200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4200	Office Supplies	300	Paper, pens, post-it notes, tape, binders, envelopes, photocopies	Paper, pens, post-it notes, tape, binders, envelopes, photocopies
4237	Gas & Oil	199.56	1 vehicle: 90 gals (3 yr wgtd avg-48) @ 2.22 (more use expected for GIS and CD Director)	199.56 1 vehicle: 179 gals (3 yr wgtd avg-79) @ 1.96 (more use expected for GIS and CD Director)
4405	Memberships & Publications	650	Memberships: American Planning Assoc. New Hampshire Planners Assoc.	585 Memberships: American Planning Assoc. 535 New Hampshire Planners Assoc. 65
4406	Printing & Binding	440	Zoning Ordinance (Sold to public for \$10 per copy) Business Cards	350 Zoning Ordinance (Sold to public for \$10 per copy) 350 90 Business Cards 90
4453	Meetings & Training	160	NH Planners Association Annual Meeting (two day seminar)	NH Planners Association Annual Meeting (two day seminar)
4458	Vehicle Maintenance	50	Repairs to Town vehicle #C-91 (3 yr wgtd avg-43) vehicle is also used by Inspections staff	Repairs to Town vehicle #C-91 (3 yr wgtd avg-43) vehicle is also used by Inspections staff

2019 BUDGET

DEPT.	2017 EXPENDED	2018			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
		BUDGET	EXPENDED	(PRE-AUDIT)				
POLICE DEPARTMENT SUMMARY								
ADMINISTRATION	567,027	585,993	598,649	601,750	596,760	596,760	596,760	596,760
SUPPORT SERVICES	2,387,699	2,497,379	2,476,878	2,577,660	2,587,864	2,629,844	2,629,844	2,629,844
PATROL	5,462,262	5,923,809	5,690,834	6,167,392	6,252,532	6,302,713	6,302,713	6,302,713
COMMUNITY SERVICES	884,935	936,220	917,660	951,470	945,637	945,637	945,637	945,637
INVESTIGATIVE SERVICES	1,371,098	1,524,933	1,446,570	1,558,418	1,549,099	1,549,099	1,549,099	1,549,099
ANIMAL CONTROL	99,569	104,596	106,262	107,816	107,326	107,326	107,326	107,326
STATION	148,709	140,969	139,943	133,193	133,193	133,193	133,193	133,193
TOTAL - POLICE DEPARTMENT	10,921,299	11,713,899	11,376,794	12,097,699	12,172,411	12,264,572	12,264,572	

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
POLICE-ADMINISTRATION									
40100 - 4090	REGULAR PAY	322,712	327,302	326,662	337,355	337,355	337,355	337,355	337,355
40100 - 4098	OVERTIME PAY	2,047	2,000	785	1,000	1,000	1,000	1,000	1,000
40100 - 4110	HOLIDAY PAY	3,497	5,913	4,813	5,913	5,913	5,913	5,913	5,913
40100 - 4170	RETIREMENT	81,656	86,988	86,303	88,058	88,058	88,058	88,058	88,058
40100 - 4171	DISABILITY INSURANCE	2,173	2,198	2,268	2,277	2,277	2,277	2,277	2,277
40100 - 4172	WORKERS' COMPENSATION	10,611	10,870	10,724	11,463	11,463	11,463	11,463	11,463
40100 - 4174	FICA-SOCIAL SECURITY	8,912	8,868	10,189	9,045	9,045	9,045	9,045	9,045
40100 - 4176	HEALTH INSURANCE	27,139	37,516	37,593	39,578	39,088	39,088	39,088	39,088
40100 - 4177	UNEMPLOYMENT COMPENSATION	172	144	159	144	144	144	144	144
40100 - 4178	LIFE INSURANCE	838	847	739	744	744	744	744	744
40100 - 4179	DENTAL INSURANCE	2,624	2,624	2,522	2,805	2,805	2,805	2,805	2,805
40100 - 4182	CLOTHING ALLOWANCE	89,178	83,757	86,942	84,821	80,821	80,821	80,821	80,821
40100 - 4208	EQUIPMENT REPAIR	896	250	483	300	300	300	300	300
40100 - 4400	CONTRACTED SERVICES	-	-	15,551	-	-	-	-	-
40100 - 4406	PRINTING & BINDING	2,107	2,541	3,032	2,966	2,966	2,966	2,966	2,966
40100 - 4409	TEST SERVICES	5,835	2,440	5,800	3,950	3,450	3,450	3,450	3,450

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
40100 - 4410	ADVERTISING	1,099	1,000	920	1,000	1,000	1,000	1,000	1,000
40100 - 4424	DATA PROCESSING	-	6,500	-	6,500	6,500	6,500	6,500	6,500
40100 - 4440	EQUIPMENT RENTAL	1,247	985	1,127	1,081	1,081	1,081	1,081	1,081
40100 - 4453	MEETINGS & TRAINING	750	750	740	750	750	750	750	750
40100 - 4600	OFFICE FURNITURE & EQUIP.	3,536	2,500	1,297	2,000	2,000	2,000	2,000	2,000
SUBTOTAL		567,027	585,993	598,649	601,750	596,760	596,760	596,760	596,760

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
POLICE ADMINISTRATION - 40100			
4090	CHIEF OF POLICE	0	142,213
	DEPUTY CHIEF	0	130,775
	ADMIN. ASST.	0	64,367

			337,355

2019 BUDGET WORKSHEET

DEPT NAME - POLICE - ADMINISTRATION

DEPT # - 40100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4098	Overtime Pay	1,000	Overtime hours worked as needed for Administrative Assistant.	Overtime hours worked as needed for Administrative Assistant.		
4110	Holiday Pay	5,913	Payment for Holiday hours worked. (3 yr wgted avg - 4,386) (2017 low because of retirement)	Payment for Holiday hours worked. (3 yr wgted avg - 5,848)		
4182	Clothing Allowance	80,821	51 full-time officers @ 1,000 8 full time SPAA @950 4 @ fraction of a yr 5 dispatchers @ 600, 3 @ fraction Replacement/repair to uniforms, badges, patches Crossing Guards Initial issue uniform (4) ACO @ 1,000	51,000 7,600 2,416 4,505 1,500 800 12,000 1,000	49 full-time officers @ 1,000 8 full time SPAA @950 4 @ fraction of a yr 8 dispatchers @ 600 Replacement/repair to uniforms, badges, patches Crossing Guards Initial issue uniform (5) ACO @ 1,000	49,000 7,600 2,000 4,800 1,500 800 17,057 1,000
4208	Equipment Repairs	300	Closed Circuit TV (CCTV) repair not covered by contract, typewriters, generator, & other misc. equipment repairs.	Closed Circuit TV (CCTV) repair not covered by contract, typewriters, generator, & other misc. equipment repairs.		
4406	Printing & Binding	2,966	Provides for the printing of all forms, reports, letterhead, business cards, envelopes & forms utilized by the department. Detail & OT forms. (3 yr wgted avg – 2,096)	Provides for the printing of all forms, reports, letterhead, business cards, envelopes & forms utilized by the department. (3 yr wgted avg – 2,541)		

2019 BUDGET WORKSHEET

DEPT NAME - POLICE - ADMINISTRATION

DEPT # - 40100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4409	Test Services	3,450	Cost associated with anticipated entrance level testing, promotional exams, includes costs for background checks, psych. (110 each), polygraphs (250 each).	Cost associated with anticipated entrance level testing, promotional exams, includes costs for background checks, psych.(4 @110), polygraphs (4 @250).
4410	Advertising	1,000	Recruitment advertising, legal & community notices.	Recruitment advertising, legal & community notices.
4424	Data Processing	6,500	NH State Police computer user fee, Contractual with State. Note: This connection is the major information source for all law enforcement agencies. Connection is necessary to perform Department mission. Estimated cost, fee changed to be based on usage, Salem is third highest user in the state.	NH State Police computer user fee, Contractual with State. Note: This connection is the major information source for all law enforcement agencies. Connection is necessary to perform Department mission. Estimated cost, fee changed to be based on usage, Salem is third highest user in the state.
4440	Equipment Rental	1,081	Postage Meter Document disposal container	Postage Meter Document disposal container
			362 719	362 623
4453	Meetings & Training	750	FBI Law Enforcement Exec. Development Training	FBI Law Enforcement Exec. Development Training
4600	Office furniture	2,000	Replacement of furnishings as needed.	Replacement of furnishings as needed.

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET		2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)				
POLICE-SUPPORT SERVICES								
40110 - 4090	REGULAR PAY	825,902	916,807	855,885	923,634	993,784	1,013,544	1,013,544
40110 - 4092	TEMPORARY PAY	143,133	131,543	150,856	135,075	88,309	88,309	88,309
40110 - 4093	REPLACEMENT PAY	167,726	141,817	155,552	155,000	150,000	150,000	150,000
40110 - 4094	SHIFT DIFFERENTIAL	17,485	14,500	18,155	14,500	14,500	14,500	14,500
40110 - 4098	OVERTIME PAY	53,475	52,084	50,359	54,424	52,000	52,000	52,000
40110 - 4101	TRAINING	181,841	144,161	197,037	163,810	158,000	158,000	158,000
40110 - 4110	HOLIDAY PAY	14,932	11,303	14,435	13,285	13,285	13,285	13,285
40110 - 4113	COURT TIME	40,316	57,546	32,748	42,000	40,000	40,000	40,000
40110 - 4170	RETIREMENT	221,188	225,464	234,541	227,775	235,660	237,891	237,891
40110 - 4171	DISABILITY INSURANCE	7,365	7,824	7,905	8,237	8,780	9,028	9,028
40110 - 4172	WORKERS' COMPENSATION	16,160	24,877	18,576	27,279	27,279	27,339	27,339
40110 - 4174	FICA-SOCIAL SECURITY	80,090	95,487	81,321	102,760	104,548	106,062	106,062
40110 - 4176	HEALTH INSURANCE	282,586	360,002	305,258	354,812	360,060	377,479	377,479
40110 - 4177	UNEMPLOYMENT COMPENSATION	1,430	1,023	1,101	1,023	1,023	1,070	1,070
40110 - 4178	LIFE INSURANCE	2,295	2,418	2,216	2,311	2,572	2,621	2,621
40110 - 4179	DENTAL INSURANCE	13,297	14,558	13,000	15,274	15,721	16,373	16,373

2019 BUDGET									
DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET	
40110 - 4200	OFFICE SUPPLIES	9,510	8,000	8,051	8,000	8,000	8,000	8,000	
40110 - 4213	K-9 SUPPLIES	8,232	6,000	5,207	6,000	6,000	6,000	6,000	
40110 - 4216	PRISONERS SUPPLIES	411	1,000	902	1,200	1,200	1,200	1,200	
40110 - 4219	INTOXILYZER SUPPLIES	-	325	785	400	400	400	400	
40110 - 4221	AMMUNITION	40,569	36,351	43,892	53,201	47,500	47,500	47,500	
40110 - 4223	ACADEMIC REIMBURSEMENT	750	1,500	17,167	3,000	3,000	3,000	3,000	
40110 - 4235	SMALL TOOLS & EQUIP.	656	650	1,628	650	650	650	650	
40110 - 4237	GAS & OIL	112,152	95,460	101,086	109,223	109,223	109,223	109,223	
40110 - 4405	MEMBERSHIPS & PUBLICATIONS	9,134	8,694	8,957	8,952	8,952	8,952	8,952	
40110 - 4412	TRAINING EXPENSE	27,324	28,160	33,379	30,800	29,000	29,000	29,000	
40110 - 4421	CAR WASH	1,934	2,100	2,530	2,300	2,300	2,300	2,300	
40110 - 4456	RADIO MAINTENANCE	28,854	31,478	27,844	40,817	38,000	38,000	38,000	
40110 - 4458	VEHICLE MAINTENANCE	67,291	63,800	74,913	63,800	60,000	60,000	60,000	
40110 - 4601	POLICE EQUIPMENT	3,574	3,800	2,955	3,800	3,800	3,800	3,800	
40110 - 4606	EMERGENCY EQUIPMENT	8,088	8,647	8,635	4,318	4,318	4,318	4,318	
SUBTOTAL		2,387,699	2,497,379	2,476,878	2,577,660	2,587,864	2,629,844	2,629,844	

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
POLICE SUPPORT SERVICES - 40110			
4090	CAPTAIN	0	120,655
	PATROL OFFICER/SCHEDULING	0	74,854
	PROSECUTOR (2) (PT to FT for 9 months)	1	164,513
	DISPATCHER SUPERVISOR	0	72,001
	DISPATCHERS (8) (includes 1 at 6 months)	1	350,732
	SUPPORT SERVICES SUPERVISOR	0	64,367
	SUPPORT SERVICES CLERKS (3)	0	166,422

			1,013,544

2019 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4092	Temporary Pay	88,309	Crossing Guards \$12.00/hr x 180 days x 8 guards x 3hrs/day/guard 2 four hour training sessions 10 hours per week to assist High School at closing P/T dispatchers Special Officer Training P/T Prosecutor (25 hrs/week) (for 3 months, then full time for 9 months)	Crossing Guards \$12.00/hr x 180 days x 8 guards x 3hrs/day/guard 2 four hour training sessions 10 hours per week to assist High School at closing P/T dispatchers Special Officer Training P/T Prosecutor (25 hrs/week)
4093	Replacement Pay	150,000	Required replacement of dispatch personnel. (Vacation, personal, sick days, training, etc.) Workloads & responsibilities require full staffing at all times. (3 yr. wgted avg 158,212)	Required replacement of dispatch personnel. (Vacation, personal, sick days, training, etc.) Workloads & responsibilities require full staffing at all times. (3 yr. wgted avg 138,951+ COLA 04/1/18)
4094	Shift Differential	14,500	Contractual (Dispatchers) Employees assigned to the evening receive an additional payment of \$40 per week; employees on Midnight shift receive an additional \$50. Overtime on both shifts is compensated at the shift differential rate.	Contractual (Dispatchers) Employees assigned to the evening receive an additional payment of \$40 per week; employees on Midnight shift receive an additional \$50. Overtime on both shifts is compensated at the shift differential rate.
4098	Overtime Pay	52,000	Need for call backs, holdovers, training requirements, & fifteen minutes reporting time contractual for 8 dispatchers. Clerical staff OT.	Need for call backs, holdovers, training requirements, & fifteen minutes reporting time contractual for 8 dispatchers. Clerical staff OT. Includes COLA 4/1/18

2019 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4101	Training	158,000	<p>Time to attend mandatory training required by State Law, various certifications, K-9 training and certification. Special Off. Trng.</p> <p>Self-defense and In-Service training of the officers.</p> <p>Most assignments require training to stay current in the particular area of expertise. Night Qualification, OC (pepper spray) trng. Tactical trng. Intoxilyser recert.</p> <p>CPR Training-Biennial only.</p> <p>Basic Rifle Course for new officers.</p> <p>(3 yr wgtd avg - 163,810)</p>	<p>Time to attend mandatory training required by State Law, various certifications, K-9 training and certification. Special Off. Trng.</p> <p>Self-defense and In-Service training of the officers.</p> <p>Most assignments require training to stay current in the particular area of expertise. Night Qualification, OC (pepper spray) trng. Tactical trng. Intoxilyser recert.</p> <p>CPR Training-Biennial only.</p> <p>Basic Rifle Course for new officers.</p> <p>(3 yr wgtd avg - 129,855)</p> <p>(includes COLA 4/1/18)</p>
4110	Holiday Pay	13,285	Contractual payment for holidays worked. (3 yr wgtd avg – 13,285)	Contractual payment for holidays worked. (3 yr wgtd avg – 10,612) (includes COLA 4/1/18)
4113	Court Time	40,000	<p>Officers appearance in court. Pay for Grand Jury appearances, Admin. Hearings following license seizures from DWI's and Family Court.</p> <p>Dept of Motor Vehicle Administrative License Hearings. District Court sessions.</p> <p>(3 yr wgtd avg.- 45,505)</p>	<p>Officers appearance in court. Pay for Grand Jury appearances, Admin. Hearings following license seizures from DWI's and Family Court.</p> <p>Dept of Motor Vehicle Administrative License Hearings. District Court sessions.</p> <p>(3 yr wgtd avg.- 56,383)</p> <p>(includes COLA 4/1/18)</p>
4200	Office Supplies	8,000	General supplies for needs of all units. This account is also used for recognition award bars.	General supplies for needs of all units. This account is also used for recognition award bars.

2019 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4213	K-9	6,000	Provide for feeding and care of K-9, various equipment replacement (bite arms, leashes, harnesses), personal kennel, and medical bills for K-9. 3 dogs.	Provide for feeding and care of K-9, various equipment replacement (bite arms, leashes, harnesses), personal kennel, and medical bills for K-9. 3 dogs.
4216	Prisoner Supplies	1,200	Feeding of prisoners, purchase of various protective equipment items associated with handling of prisoners, trustee, cleaning of jail materials. Includes flexi-cuffs, and biohazard precaution items.	Feeding of prisoners, purchase of various protective equipment items associated with handling of prisoners, trustee, cleaning of jail materials. Includes flexi-cuffs, and biohazard precaution items.
4219	Intoxilyzer Supplies	400	Replacement of time dated supplies. Portable Breath Tester (PBT) device supplies.	Replacement of time dated supplies. Portable Breath Tester (PBT) device supplies.
4221	Ammunition	47,500	Ammunition & related materials to certify personnel. Ammo, targets, eye/ear protection, cleaning supplies, replacement for issue OC spray. Parts to repair/maintain Dept. firearms. Tasers (10) & parts. Current model obsolete. Qualifications/training to include Rifle and Pistol.	Ammunition & related materials to certify personnel. Ammo, targets, eye/ear protection, cleaning supplies, replacement for issue OC spray. Parts to repair/maintain Dept. firearms. Tasers (5) & parts. Qualifications/training to include Rifle and Pistol.
4223	Academic Reimbursement	3,000	Contractual reimbursement to personnel for college courses successfully completed. Attendance of law enforcement related college level courses.	Contractual reimbursement to personnel for college courses successfully completed. Attendance of law enforcement related college level courses.
4235	Small Tools & Equipment	650	Batteries, bulbs, minor tools and equipment.	Batteries, bulbs, minor tools and equipment.

2019 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4237	Gas & Oil	109,223	Acct includes gas, oil & various vehicle fluids. Gas (based on 3 yr wgtd avg gal – 46,767 @2.22) 103,823 Motor oil, various vehicle fluids 5,400	Acct includes gas, oil & various vehicle fluids. Gas (based on 3 yr wgtd avg gal – 45,949 @1.96) 90,060 Motor oil, various vehicle fluids 5,400
4405	Memberships & Publications	8,952	Dues & Publications (3 yr wgtd avg 8,952)	Dues & Publications (3 yr wgtd avg 8,694)
4412	Training Expenses	29,000	Department Training Costs (Course costs, per diem, mileage and materials) Cost for various law enforcement seminars & Costs to provide in-house trainers & instructors assisting Police Standards and Training Council.	Department Training Costs (Course costs, per diem, mileage and materials) Cost for various law enforcement seminars & Costs to provide in-house trainers & instructors assisting Police Standards and Training Council.
4421	Car Wash	2,300	Cleaning, washing & general exterior maintenance of all department vehicles. Detail cruisers subjected to blood borne pathogens and body fluids which are classified as a biohazard.	Cleaning, washing & general exterior maintenance of all department vehicles. Detail cruisers subjected to blood borne pathogens and body fluids which are classified as a biohazard.
4456	Radio Maintenance	38,000	Maintenance contract for all Department radio communication equipment. Radio batteries (replacement - for portables) 2,708 Two position base & related equipment + Mobile Data Terminals (MDT) maint. Radar unit replacement (4) & repair and maintain 9 units. 16,000	Maintenance contract for all Department radio communication equipment. Radio batteries (replacement – 65 @ \$85 est. each for portables) 5,525 Two position base & related equipment + Mobile Data Terminals (MDT) maint. Radar unit replacement (4) & repair and maintain 9 units. (\$10K match grant for new radars) 16,000

2019 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019		EXPLANATION 2018
			Radio Equipment purchase License Plate Reader (net cost) (\$20,477 less \$11,138 grant)	2,753 9,339	Radio Equipment purchase 2,753
4458	Vehicle Maintenance	60,000	Repair and maintenance of Department fleet Tires + rims + sensors	44,200 15,800	Repair and maintenance of Department fleet Tires 15,800
4601	Police Equipment	3,800	Trunk equip replacements Supplies such as flares, chalk, tapes, minor equipment, etc. Biohazard Kits and First Aid kits for cruisers, replenish FA supplies Surefire batteries	3,000 100 550 150	Trunk equip replacements Supplies such as flares, chalk, tapes, minor equipment, etc. Biohazard Kits and First Aid kits for cruisers, replenish FA supplies Surefire batteries
4606	Emergency Equipment	4,318	Soft Body Armor-11 vests (net cost) (\$8,635 less \$4,317 grant)	4,318	Soft Body Armor-10 vests (50% matching grant)

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>POLICE-PATROL</i>									
40120 - 4090	REGULAR PAY	2,473,155	2,800,682	2,614,215	2,943,746	2,990,942	3,014,608	3,014,608	
40120 - 4093	REPLACEMENT PAY	661,765	557,289	667,800	614,253	614,253	614,253	614,253	
40120 - 4094	SHIFT DIFFERENTIAL	69,997	63,171	70,445	63,082	63,082	63,082	63,082	
40120 - 4098	OVERTIME PAY	220,598	202,328	244,646	212,280	210,000	210,000	210,000	
40120 - 4110	HOLIDAY PAY	22,638	23,146	22,663	23,017	23,017	23,017	23,017	
40120 - 4170	RETIREMENT	969,567	1,073,198	1,061,892	1,115,653	1,129,229	1,136,082	1,136,082	
40120 - 4171	DISABILITY INSURANCE	21,468	23,249	23,482	25,763	26,233	26,462	26,462	
40120 - 4172	WORKERS' COMPENSATION	118,641	136,559	115,279	165,980	167,962	168,916	168,916	
40120 - 4174	FICA-SOCIAL SECURITY	49,480	52,879	51,781	55,917	56,601	56,944	56,944	
40120 - 4176	HEALTH INSURANCE	812,564	944,920	777,471	899,280	921,320	938,739	938,739	
40120 - 4177	UNEMPLOYMENT COMPENSATION	2,704	2,064	2,114	2,064	2,160	2,208	2,208	
40120 - 4178	LIFE INSURANCE	6,499	7,262	6,642	7,071	7,225	7,283	7,283	
40120 - 4179	DENTAL INSURANCE	33,185	37,062	32,403	39,286	40,508	41,119	41,119	
SUBTOTAL		5,462,262	5,923,809	5,690,834	6,167,392	6,252,532	6,302,713	6,302,713	

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
POLICE PATROL - 40120			
4090	CAPTAIN	0	114,244
	LIEUTENANTS (4)	0	376,713
	SERGEANTS (6)	0	492,151
	PATROL OFFICERS (35) (includes 3 for 6 months)	3	2,031,500

			3,014,608

2019 BUDGET WORKSHEET

DEPT NAME - POLICE - PATROL

DEPT # - 40120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4093	Replacement Pay	614,253	Replacement of patrol personnel for sick/injured, holidays, vacation. (3 yr wgtd avg – 614,253)	Replacement of patrol personnel for sick/injured, holidays, vacation. (3 yr wgtd avg – 546,027 + COLA 4/1/18)
4094	Shift Differential	63,082	Contractual (Patrol officers) (3 yr wgtd avg – 63,082)	Contractual (Patrol officers) (3 yr wgtd avg – 53,419)
4098	Overtime pay	210,000	15 minute early reporting time, hold-over case investigation, accidents, & other un-scheduled events. DWI patrols. Holiday increased staffing coverage. Prisoner transports to & from jail in Brentwood. (3 yr wgtd avg – 212,280)	15 minute early reporting time, hold-over case investigation, accidents, & other un-scheduled events. DWI patrols. Holiday increased staffing coverage. Prisoner transports to & from jail in Brentwood. Estimated offsetting grant revenue of \$30,000 in GF 1-3215. (3 yr wgtd avg – 198,239 + COLA 4/1/18)
4110	Holiday Pay	23,017	Contractual payment for holidays worked. (3 yr wgtd avg – 23,017)	Contractual payment for holidays worked. (3 yr wgtd avg – 22,527) (plus COLA 4/1/18)

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
POLICE-COMMUNITY SERVICES									
40125 - 4090	REGULAR PAY	477,704	502,634	492,436	507,980	507,980	507,980	507,980	507,980
40125 - 4094	SHIFT DIFFERENTIAL	1,066	750	1,529	877	877	877	877	877
40125 - 4097	INCENTIVE PAY	1,100	1,200	1,200	1,200	1,200	1,200	1,200	1,200
40125 - 4098	OVERTIME PAY	31,911	27,557	33,400	30,000	27,000	27,000	27,000	27,000
40125 - 4110	HOLIDAY PAY	4,025	8,220	3,559	8,220	8,220	8,220	8,220	8,220
40125 - 4170	RETIREMENT	144,295	159,030	155,697	158,620	158,620	158,620	158,620	158,620
40125 - 4171	DISABILITY INSURANCE	4,095	4,187	4,310	4,425	4,425	4,425	4,425	4,425
40125 - 4172	WORKERS' COMPENSATION	19,888	21,139	21,315	22,150	22,150	22,150	22,150	22,150
40125 - 4174	FICA-SOCIAL SECURITY	7,270	7,835	7,370	7,949	7,949	7,949	7,949	7,949
40125 - 4176	HEALTH INSURANCE	178,367	188,455	181,767	194,361	192,528	192,528	192,528	192,528
40125 - 4177	UNEMPLOYMENT COMPENSATION	439	336	329	336	336	336	336	336
40125 - 4178	LIFE INSURANCE	1,165	1,214	1,168	1,228	1,228	1,228	1,228	1,228
40125 - 4179	DENTAL INSURANCE	6,567	6,663	6,929	7,124	7,124	7,124	7,124	7,124
40125 - 4260	CRIME PREVENTION	7,043	7,000	6,649	7,000	6,000	6,000	6,000	6,000
SUBTOTAL		884,935	936,220	917,660	951,470	945,637	945,637	945,637	945,637

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
POLICE COMMUNITY SERVICES - 40125			
4090	CSU SERGEANT	0	84,079
	JUVENILE DETECTIVE (2)	0	142,198
	COMMUNITY AFFAIRS/SAFETY OFFICER	0	70,219
	SCHOOL RESOURCE OFFICER (3)	0	211,484
	Estimated offsetting revenue from School District in GF 1-3625 of \$365,028 for SRO positions in 2019.		-----
			507,980

2019 BUDGET WORKSHEET

DEPT NAME - POLICE - COMMUNITY SERVICES UNIT

DEPT # - 40125

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4094	Shift Differential	877	Contractual (3 yr wgtd avg)	Contractual
4097	Incentive Pay	1,200	Detective Payment Per CBA (2)	Detective Payment Per CBA (2)
4098	Overtime pay	27,000	15 minute early reporting time, hold-overs, & other un-scheduled events.	15 minute early reporting time, hold-overs, & other un-scheduled events. (includes COLA 4/1/18)
4110	Holiday Pay	8,220	Contractual payment for holidays worked.	Contractual payment for holidays worked.
4260	Crime Prevention	6,000	Community / promotional items, such as stickers, coloring books, etc. and SRO supplies	Community / promotional items, such as stickers, coloring books, etc. and SRO supplies
			National Night Out	2,000
				National Night Out
				2,000

Estimated offsetting revenue from School District in GF 1-3625 of \$365,028 for SRO positions in 2019.

Estimated offsetting revenue from School District in GF 1-3625 of \$358,402 for SRO positions in 2018.

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET		2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)				
POLICE-INVESTIGATIVE SERVICES								
40130 - 4090	REGULAR PAY	749,371	802,395	770,858	826,470	826,470	826,470	826,470
40130 - 4094	SHIFT DIFFERENTIAL	4,431	4,000	4,827	4,091	4,091	4,091	4,091
40130 - 4097	INCENTIVE PAY	5,650	6,000	5,900	6,000	6,000	6,000	6,000
40130 - 4098	OVERTIME PAY	73,602	90,346	85,379	90,346	85,000	85,000	85,000
40130 - 4110	HOLIDAY PAY	11,841	17,488	12,084	13,211	13,211	13,211	13,211
40130 - 4170	RETIREMENT	233,432	270,828	255,785	271,979	271,979	271,979	271,979
40130 - 4171	DISABILITY INSURANCE	6,311	6,637	6,735	7,076	7,076	7,076	7,076
40130 - 4172	WORKERS' COMPENSATION	33,468	35,735	36,034	37,980	37,980	37,980	37,980
40130 - 4174	FICA-SOCIAL SECURITY	12,142	13,344	12,400	13,630	13,630	13,630	13,630
40130 - 4176	HEALTH INSURANCE	219,876	256,955	238,064	265,517	261,544	261,544	261,544
40130 - 4177	UNEMPLOYMENT COMPENSATION	608	528	491	528	528	528	528
40130 - 4178	LIFE INSURANCE	1,924	2,047	1,920	2,046	2,046	2,046	2,046
40130 - 4179	DENTAL INSURANCE	9,586	10,330	10,007	11,044	11,044	11,044	11,044
40130 - 4235	SMALL TOOLS & EQUIP.	4,856	1,800	1,835	2,000	2,000	2,000	2,000
40130 - 4400	CONTRACTED SERVICES	4,000	6,500	4,250	6,500	6,500	6,500	6,500
SUBTOTAL		1,371,098	1,524,933	1,446,570	1,558,418	1,549,099	1,549,099	1,549,099

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
POLICE INVESTIGATIVE SERVICES - 40130			
4090	LIEUTENANT	0	100,654
	SERGEANT	0	84,079
	DETECTIVES (8)	0	569,758
	EVIDENCE OFFICER	0	71,979

			826,470

2019 BUDGET WORKSHEET

DEPT NAME - POLICE - INVESTIGATIVE SERVICES

DEPT # - 40130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4094	Shift Differential	4,091	Contractual - Night Detective \$40/Shift for evening work based on scheduled work assignments as well as additional shifts for special investigations, major crimes. (3 yr wgtd avg – 4,091)	Contractual - Night Detective \$40/Shift for evening work based on scheduled work assignments as well as additional shifts for special investigations, major crimes. (3 yr wgtd avg – 3,693)
4097	Incentive Pay	6,000	Detective Payment Per CBA (10)	Detective Payment Per CBA (10)
4098	Overtime pay	85,000	Detective overtime for major case investigations including drug cases. A portion will be reimbursed by Federal government program. Plus 15 minute contractual OT for Roll Call. (3 yr wgtd avg – 79,408)	Detective overtime for major case investigations including drug cases. A portion will be reimbursed by Federal government program. Plus 15 minute contractual OT for Roll Call. (3 yr wgtd avg – 88,520 + COLA 4/1/18)
4110	Holiday Pay	13,211	Contractual payment for holidays worked. (3 yr wgtd avg – 13,211)	Contractual payment for holidays worked. (3 yr wgtd avg – 17,020 + COLA 4/1/18)
4235	Small Tools	2,000	Fingerprinting supplies. Drug testing field kits. Evidence maintenance. Investigative aids. Field print kits for Patrol. Coveralls & booties. Batteries for surveillance equipment. Equipment for evidence collection & preservation. Evidence analysis in-house.	Fingerprinting supplies. Drug testing field kits. Evidence maintenance. Investigative aids. Field print kits for Patrol. Coveralls & booties. Batteries for surveillance equipment. Equipment for evidence collection & preservation. Evidence analysis in-house.

2019 BUDGET WORKSHEET**DEPT NAME - POLICE - INVESTIGATIVE SERVICES****DEPT # - 40130**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4400	Contracted Services	6,500	Electronic pawn registrations. (Offsetting revenue in GF 1-3308 Police Income)	Electronic pawn registrations. 6,500 (Offsetting revenue in GF 1-3308 Police Income)

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
ANIMAL CONTROL									
40135 - 4090	REGULAR PAY	46,980	48,226	48,224	49,881	49,881	49,881	49,881	49,881
40135 - 4098	OVERTIME PAY	4,141	3,920	5,422	3,703	3,703	3,703	3,703	3,703
40135 - 4170	RETIREMENT	5,767	5,934	6,121	6,042	6,042	6,042	6,042	6,042
40135 - 4171	DISABILITY INSURANCE	427	438	465	482	482	482	482	482
40135 - 4172	WORKERS' COMPENSATION	1,089	1,104	1,114	1,372	1,372	1,372	1,372	1,372
40135 - 4174	FICA-SOCIAL SECURITY	3,715	3,989	3,836	4,099	4,099	4,099	4,099	4,099
40135 - 4176	HEALTH INSURANCE	28,263	29,516	29,516	31,578	31,088	31,088	31,088	31,088
40135 - 4177	UNEMPLOYMENT COMPENSATION	66	48	48	48	48	48	48	48
40135 - 4178	LIFE INSURANCE	114	118	117	120	120	120	120	120
40135 - 4179	DENTAL INSURANCE	1,143	1,143	1,143	1,222	1,222	1,222	1,222	1,222
40135 - 4235	SMALL TOOLS & EQUIP.	80	350	263	350	350	350	350	350
40135 - 4429	KENNEL OPERATIONS	1,094	2,000	1,504	1,243	1,243	1,243	1,243	1,243
40135 - 4430	DISPOSITION OF ANIMALS	-	200	-	75	75	75	75	75
40135 - 4431	VETERINARIAN EMER. CARE	574	600	1,756	775	775	775	775	775
40135 - 4496	ELECTRICITY	6,116	7,010	6,734	6,826	6,826	6,826	6,826	6,826
SUBTOTAL		99,569	104,596	106,262	107,816	107,326	107,326	107,326	107,326

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
ANIMAL CONTROL - 40135			
4090	ANIMAL CONTROL OFFICER	0	49,881
		-----	49,881

2019 BUDGET WORKSHEET

DEPT NAME - POLICE -ANIMAL CONTROL

DEPT # - 40135

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4098	Overtime Pay	3,703	Care of animals impounded in kennel during holidays and weekends. Animal Control Officer must respond year round to animal attacks plus injured animals where owner is unknown. (3 yr wgtd avg – 3,703)	Care of animals impounded in kennel during holidays and weekends. Animal Control Officer must respond year round to animal attacks plus injured animals where owner is unknown. (3 yr wgtd avg – 3,841 + COLA 4/1/18)
4235	Small Tools & Equipment	350	Equipment to operate kennel and stored within ACO truck.	Equipment to operate kennel and stored within ACO truck.
4429	Kennel Operations	1,243	Water, wood shavings, building upkeep, food for animals, kennel supplies, (plastic bags, bug spray, deodorizer). Water & Sewer charges (3 yr wgtd avg – 1,243)	Water, wood shavings, building upkeep, 743 food for animals, kennel supplies, (plastic bags, bug spray, deodorizer). Water & Sewer charges 500 (3 yr wgtd avg – 1,737)
4430	Disposition of Animals	75	Based on number of animal deaths. Law requires proper disposal of animals. (3 yr wgtd avg – 63)	Based on number of animal deaths. Law requires proper disposal of animals. (3 yr wgtd avg – 124)
4431	Veterinarian Emergency Care	775	Cost of treatment of injured animals when Town is unable to locate owner. Costs are recovered if animal is adopted. (3 yr wgtd avg – 735)	Cost of treatment of injured animals when Town is unable to locate owner. Costs are recovered if animal is adopted. (3 yr wgtd avg – 1,268)
4496	Electricity	6,826	Town Kennel and SARC Trailers (2) heat and electricity. Based on 3 year weighted average (6,826)	Town Kennel and SARC Trailers (2) heat and electricity. Based on 3 year weighted average, less 7.5%

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>POLICE-STATION</i>									
40140 - 4234	BUILDING SUPPLIES	2,908	2,969	3,157	3,200	3,200	3,200	3,200	3,200
40140 - 4400	CONTRACTED SERVICES	11,254	11,814	10,545	11,241	11,241	11,241	11,241	11,241
40140 - 4401	CLEANING SERVICES	17,155	17,499	17,499	17,500	17,500	17,500	17,500	17,500
40140 - 4450	TELEPHONE	43,780	38,863	35,872	37,612	37,612	37,612	37,612	37,612
40140 - 4451	POSTAGE	1,820	1,800	911	1,500	1,500	1,500	1,500	1,500
40140 - 4495	HEAT	5,526	7,393	6,389	6,925	6,925	6,925	6,925	6,925
40140 - 4496	ELECTRICITY	28,581	27,885	28,199	29,709	29,709	29,709	29,709	29,709
40140 - 4497	OTHER UTILITIES	588	446	456	506	506	506	506	506
40140 - 4498	BUILDING REPAIRS	37,096	32,300	36,914	25,000	25,000	25,000	25,000	25,000
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SUBTOTAL		148,709	140,969	139,943	133,193	133,193	133,193	133,193	133,193
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TOTAL-POLICE		10,921,299	11,713,899	11,376,794	12,097,699	12,172,411	12,264,572	12,264,572	12,264,572

2019 BUDGET WORKSHEET

DEPT NAME - POLICE -STATION

DEPT # - 40140

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4234	Building Supplies	3,200	Provides for all building supplies for cleaning (various soap cleaning agents, solvents) Paper products, paper towels, toilet paper, etc. (3 year wgtd avg – 2,938)	Provides for all building supplies for cleaning (various soap cleaning agents, solvents) Paper products, paper towels, toilet paper, etc. (based on 3 year wgtd avg – 2,969)
4400	Contracted Services	11,241	HVAC Maintenance Contract Generator Pest control (80/mo) Copier maint./service Annual Fire Alarm System Booking comp.camera maint. Trauma 24(HAZMAT) Off site storage (Iron Mt) Protected Wifi Service Comcast digital box rental	HVAC Maintenance Contract 1,956 Generator 560 Pest control (avg 79.40/mo) 953 Copier maint./service 1,230 Annual Fire Alarm System 505 Booking comp.camera maint. 300 Trauma 24(HAZMAT) 750 Off site storage (Iron Mt) 2,387 Protected Wifi Service 2,400 Comcast digital box rental 193
4401	Cleaning Services	17,500	Cleaning services (per bid)	Cleaning services (per bid) 17,499
4450	Telephone	37,612	Long distance service, phone and fax service & repairs Cell phones (26) Modems (17) Internet Connection Invst Div.	Long distance service, phone and fax service & repairs 16,160 Cell phones (25) 13,000 Modems (16) 7,700 Internet Connection Invst Div. 752 Comcast digital box rental 228

2019 BUDGET WORKSHEET

DEPT NAME - POLICE -STATION

DEPT # - 40140

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4451	Postage	1,500	Department mail. Many items require certified mail. Requests for discovery and record requests. Pkgs & other UPS shipping.	Department mail. Many items require certified mail. Requests for discovery and record requests. Pkgs & other UPS shipping.
4495	Heat	6,925	Natural gas heat. Based on 3 yr wgtd avg therms 5,585 @1.24 /therm.	Natural gas heat. Based on 3 yr wgtd avg therms 6,110 @1.21 /therm.
4496	Electricity	29,709	Based on 3 year weighted average, 29,709	Based on 3 year weighted average, less 7.5%
4497	Other Utilities	506	Water & sewer charges Based on 3 yr wgtd avg – 506	Water & sewer charges Based on 3 yr wgtd avg – 446
4498	Building Repairs	25,000	Basic repairs as needed to maintain 40+ year old building.	Basic repairs as needed to maintain 30+ year old building. 2 Furnace units
			25,000	25,000 7,300

DEPT.	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
		2018 BUDGET	2018 EXPENDED (PRE-AUDIT)					
<i>FIRE DEPARTMENT SUMMARY</i>								
ADMINISTRATION	1,126,318	1,159,335	1,074,901		1,187,668	1,185,345	1,185,345	1,185,345
SUPPRESSION	9,044,364	10,162,244	10,047,931		10,517,249	10,516,745	10,516,745	10,516,745
COMMUNICATIONS	542,305	572,345	549,769		587,628	585,925	585,925	585,925
STATIONS	326,242	310,784	304,383		319,121	319,121	319,121	319,121
INSPECTIONAL SERVICES	748,500	825,682	808,383		854,909	853,150	853,150	853,150
<hr/>		<hr/>			<hr/>			
TOTAL - FIRE DEPARTMENT	11,787,729	13,030,390	12,785,367		13,466,575	13,460,286	13,460,286	13,460,286

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET		2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)				
FIRE-ADMINISTRATION								
40200 - 4090	REGULAR PAY	499,155	520,807	445,615	520,037	520,037	520,037	520,037
40200 - 4170	RETIREMENT	148,146	152,568	129,076	148,471	148,471	148,471	148,471
40200 - 4171	DISABILITY INSURANCE	2,893	2,931	2,753	3,054	3,054	3,054	3,054
40200 - 4172	WORKERS' COMPENSATION	32,191	34,277	34,563	30,905	30,905	30,905	30,905
40200 - 4174	FICA-SOCIAL SECURITY	11,928	11,442	11,364	11,531	11,531	11,531	11,531
40200 - 4176	HEALTH INSURANCE	135,339	140,890	118,042	150,665	148,342	148,342	148,342
40200 - 4177	UNEMPLOYMENT COMPENSATION	329	240	238	240	240	240	240
40200 - 4178	LIFE INSURANCE	1,487	1,546	1,101	1,332	1,332	1,332	1,332
40200 - 4179	DENTAL INSURANCE	5,650	5,650	4,758	6,122	6,122	6,122	6,122
40200 - 4182	CLOTHING ALLOWANCE	56,644	62,990	62,743	65,301	65,301	65,301	65,301
40200 - 4200	OFFICE SUPPLIES	5,131	4,000	5,815	4,000	4,000	4,000	4,000
40200 - 4208	EQUIPMENT REPAIR	999	448	1,010	1,014	1,014	1,014	1,014
40200 - 4224	HAZARDOUS RESPONSE	14,957	15,929	14,804	16,407	16,407	16,407	16,407
40200 - 4227	AMBULANCE BILLING	64,322	59,966	72,041	62,487	62,487	62,487	62,487
40200 - 4232	AMBULANCE SUPPLIES	91,256	83,588	132,745	113,281	113,281	113,281	113,281
40200 - 4406	PRINTING & BINDING	2,924	1,245	2,392	1,745	1,745	1,745	1,745
40200 - 4409	TEST SERVICES	6,803	8,471	7,909	6,508	6,508	6,508	6,508
40200 - 4410	ADVERTISING	2,692	1,315	1,267	1,315	1,315	1,315	1,315

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
40200 - 4412	TRAINING EXPENSE	32,720	34,021	19,084	26,647	26,647	26,647	26,647	26,647
40200 - 4440	EQUIPMENT RENTAL	1,835	2,356	2,329	2,356	2,356	2,356	2,356	2,356
40200 - 4451	POSTAGE	1,135	1,405	867	1,000	1,000	1,000	1,000	1,000
40200 - 4603	EMERGENCY MANAGEMENT	7,783	13,250	4,387	13,250	13,250	13,250	13,250	13,250
SUBTOTAL		1,126,318	1,159,335	1,074,901	1,187,668	1,185,345	1,185,345	1,185,345	1,185,345

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
FIRE ADMINISTRATION - 40200			
4090	FIRE CHIEF	0	143,033
	ASSISTANT FIRE CHIEF	0	115,526
	FIRE MARSHAL - CHIEF BUILDING OFFICIAL	0	110,766
	DIRECTOR OF EMS	0	86,345
	ADMIN. ASST.	0	64,367

			520,037

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4182	Clothing Allowance	65,301	<p>Due to contractual obligations, each employee is entitled to an annual clothing allowance.</p> <p>75 F/T employees x 725</p> <p>4 F/T employees x 950</p> <p>3 P/T employee x 150</p> <p>5 F/T employees x 325</p> <p>Badges/Medals/Awards</p> <p>Initial Issue/Promotions</p> <p>Damaged Uniforms</p>	<p>Due to contractual obligations, each employee is entitled to an annual clothing allowance.</p> <p>67 F/T employees x 725</p> <p>4 F/T employees x 950</p> <p>3 P/T employee x 150</p> <p>5 F/T employees x 250</p> <p>Badges/Medals/Awards</p> <p>Initial Issue/Promotions</p> <p>Damaged Uniforms</p> <p>8 SAFER Hires (initial issue) \$644/ea</p>
4200	Office Supplies	4,000	General Office Supplies: including stationery, folders, paper, binders, toner kits, and planners	General Office Supplies: including stationery, folders, paper, binders, toner kits, and planners
4208	Equipment Repair	1,014	<p>This account is for maintenance to office equipment; service & repair to copier/fax/scanner in admin.</p> <p>Copier Maintenance contract</p> <p>Overages (estimate)</p>	<p>This account is for maintenance to office equipment; service & repair to copier/fax/scanner in admin.</p> <p>Copier Maintenance contract</p> <p>(+ overages)</p>
4224	Hazardous Response	16,407	<p>Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District.</p> <p>Expenses related to mitigating hazardous conditions (excavators, demolition, etc)</p>	<p>Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District.</p> <p>Expenses related to mitigating hazardous conditions (excavators, demolition, etc)</p>
4227	Ambulance Billing	62,487	<p>Fees paid to contract for ambulance billing and collection services.</p> <p>This fee is based on 5.5% of all funds collected.</p>	<p>Fees paid to contract for ambulance billing and collection services.</p> <p>This fee is based on 5.5% of all funds collected.</p>

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4232	Ambulance Supplies	113,281	<p>Also includes a fee for mailing HIPPA Compliance letters.</p> <p>3 Yr Avg - \$62,487</p> <p>Includes all emergency equipment and supplies utilized for Emergency Medical Services. Items included are: supplies and equipment for patient examination and treatment, extrication supplies, bone needles, IV therapy, Lucas cups, medical gloves, needles and syringes, personal protective equipment, pharmaceuticals, respiratory and wound care, cardiac monitoring electrodes and modems, oxygen rental and usage, on-site maintenance agreements for cardiac monitors and AEDs, stretcher & stair chair maintenance, etc.</p>	<p>Also includes a fee for mailing HIPPA Compliance letters.</p> <p>3 Yr Avg - \$59,966</p> <p>Includes all emergency equipment and supplies utilized for Emergency Medical Services. Items included are: supplies and equipment for patient examination and treatment, extrication supplies, bone needles, IV therapy, Lucas cups, medical gloves, needles and syringes, personal protective equipment, pharmaceuticals, respiratory and wound care, cardiac monitoring electrodes and modems, oxygen rental and usage, on-site maintenance agreements for cardiac monitors and AEDs, stretcher & stair chair maintenance, etc.</p>
4406	Printing & Binding	1,745	<p>Maintenance for Cardiac Monitors, AEDs and LUCAS Devices (24 units)</p> <p>Oxygen rental and usage</p> <p>Stretcher maintenance</p> <p>Supplies</p> <p>Year 1 of 5 year Stretcher Replacement Program</p> <p>Pediatric Pt. Stretcher Securing Device (5)</p> <p>Includes printing as listed: Maintenance Work Orders Tags Envelopes & Stationery</p>	<p>Ballistic Gear (4 sets) 6,000</p> <p>Maintenance for Cardiac Monitors, AEDs and LUCAS Devices (24 units) 17,814</p> <p>Oxygen rental and usage 2,487</p> <p>Stretcher maintenance 950</p> <p>Supplies 56,337</p> <p>Includes printing as listed: Maintenance Work Orders Tags Envelopes & Stationery</p>

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4409	Test Services	6,508	Hazard Reports Medical Releases Health Insurance Portability and Accountability Act Forms Inspectional Services forms (3 yr wgtd avg=2,296) Expenses related to conducting annual promotional exams for Battalion Chief, Captain, Lieutenant, and Fire Inspector. Firefighter Candidate interviews, Pre-employment physical, polygraph and psychological testing.	Hazard Reports Medical Releases Health Insurance Portability and Accountability Act Forms Inspectional Services forms Expenses related to conducting annual promotional exams for Battalion Chief, Captain, Lieutenant, and Fire Inspector. Firefighter Candidate interviews, Pre-employment physical, polygraph and psychological testing.
4410	Advertising	1,315	Legal notices for Equipment bids & Fire code change notifications Also includes Employment Advertising (3 yr wgtd avg = 2,242)	Legal notices for Equipment bids & Fire code change notifications Also includes Employment Advertising (3 yr wgtd avg = 1,552)
4412	Training Expenses	26,647	All expenses related to training and professional development: Dues & Subscriptions Firefighter Certification and skills and development -NH Fire Academy Instruction Fees—Costs associated with classes at Salem Fire Dept. Outside Training—Off-site training & professional development Rehab Supplies	All expenses related to training and professional development: Dues & Subscriptions Firefighter Certification and skills and development -NH Fire Academy Instruction Fees—Costs associated with classes at Salem Fire Dept. Outside Training—Off-site training & professional development Rehab Supplies

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4440	Equipment Rental	2,356	Meeting Expenses Postage meter rental Document disposal container rental Copier Lease Agreement	750 414 400 1,542	Driver/Operator Class for 20 Members Meeting Expenses Postage meter rental Document disposal container rental (increase in usage) Copier Lease Agreement (replaced copier in 2017)	8,550 500 414 400 1,542
4451	Postage	1,000	Costs of packaging, mailing and shipping. (3 yr avg - 1,428)		Costs of packaging, mailing and shipping. (3 yr avg - 1,405)	
4603	Emergency Management	13,250	Emergency Operations Center (EOC) telephone lines (4) EOC equipment, charts, signs Emergency Management communications equip.	1,500 750 11,000	Emergency Operations Center (EOC) telephone lines (4) EOC equipment, charts, signs Emergency Management communications equip.	1,500 750 11,000

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET		2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)				
FIRE-SUPPRESSION								
40210 - 4090	REGULAR PAY	3,548,499	4,015,974	3,984,669	4,221,173	4,221,173	4,221,173	4,221,173
40210 - 4093	REPLACEMENT PAY	1,018,592	1,042,569	1,069,732	1,042,569	1,042,569	1,042,569	1,042,569
40210 - 4096	LONGEVITY	31,160	8,480	5,560	5,560	5,560	5,560	5,560
40210 - 4097	INCENTIVE PAY	521,122	542,459	550,542	609,802	609,802	609,802	609,802
40210 - 4098	OVERTIME PAY/CALL BACK	194,129	178,543	227,164	192,140	192,140	192,140	192,140
40210 - 4110	HOLIDAY PAY	41,485	73,921	40,616	60,000	60,000	60,000	60,000
40210 - 4170	RETIREMENT	1,612,653	1,856,128	1,851,766	1,886,185	1,886,185	1,886,185	1,886,185
40210 - 4171	DISABILITY INSURANCE	1,550	4,634	3,017	4,797	4,797	4,797	4,797
40210 - 4172	WORKERS' COMPENSATION	380,935	407,613	397,314	437,946	437,946	437,946	437,946
40210 - 4174	FICA-SOCIAL SECURITY	79,784	85,112	87,186	93,957	93,957	93,957	93,957
40210 - 4176	HEALTH INSURANCE	1,346,584	1,639,767	1,555,779	1,751,226	1,750,722	1,750,722	1,750,722
40210 - 4177	UNEMPLOYMENT COMPENSATION	4,272	3,360	3,402	3,360	3,360	3,360	3,360
40210 - 4178	LIFE INSURANCE	12,618	14,312	11,672	12,399	12,399	12,399	12,399
40210 - 4179	DENTAL INSURANCE	55,846	65,849	60,386	69,410	69,410	69,410	69,410
40210 - 4223	ACADEMIC REIMBURSEMENT	10,573	3,000	5,749	3,000	3,000	3,000	3,000
40210 - 4225	BREATHING APPARATUS	70,805	62,923	51,106	12,376	12,376	12,376	12,376
40210 - 4228	FIRE HOSE	5,704	6,574	6,228	6,574	6,574	6,574	6,574
40210 - 4229	WATER SUPPLY MAINTENANCE	-	500	-	500	500	500	500

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
40210 - 4230	FIREFIGHTING SUPPLIES	69,958	76,600	78,278	54,652	54,652	54,652	54,652	54,652
40210 - 4412	EMS TRAINING	3,540	21,868	5,655	11,368	11,368	11,368	11,368	11,368
40210 - 4602	FIRE EQUIPMENT	23,056	38,803	43,335	25,000	25,000	25,000	25,000	25,000
40210 - 4611	EMS CERTIFICATION	11,500	13,255	8,775	13,255	13,255	13,255	13,255	13,255
SUBTOTAL		9,044,364	10,162,244	10,047,931	10,517,249	10,516,745	10,516,745	10,516,745	10,516,745

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
FIRE SUPPRESSION - 40210			
4090	BATTALION CHIEFS (4)	0	310,340
	CAPTAINS (3)	0	206,778
	LIEUTENANTS (9)	0	601,205
	FIREFIGHTER/PARAMEDIC (52)	0	2,955,921
	INSPECTOR (FIREFIGHTER)	0	65,309
	MECHANIC	0	81,620

			4,221,173

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4093	Replacement Pay	1,042,569	<p>Replacement shifts for absence due to vacations, sick leave, holidays, accident on duty, open shifts, light duty, military leave, training, administrative leave, and bereavement.</p> <p>730 Shifts (365 days/yr x 2 shift/day) 17 Shift staffing (members)</p> <hr/> <p>12,410 Total shifts to staff (182.50 Shifts/member)</p> <hr/> <p>3 Yr weighted average of leave use: 2,448 shifts/yr</p>	<p>Replacement shifts for absence due to vacations, sick leave, holidays, accident on duty, open shifts, light duty, military leave, training, administrative leave, and bereavement.</p> <p>730 Shifts (365 days/yr x 2 shift/day) 15 Shift staffing (members)</p> <hr/> <p>10,950 Total shifts to staff (182.50 Shifts/member)</p> <hr/> <p>3 Yr weighted average of leave use: 2,519 shifts/yr</p>
4096	Longevity	5,560	<p>2,448 replacement shifts needed @ 481.56 (avg.) = 1,178,859</p> <p>3 Year Weighted Average - 1,022,359</p> <p>Overspent in 2017 by \$27,268</p> <p>Overspent in 2016 by \$42,334</p> <p>Overspent in 2015 by \$149,055</p>	<p>2,519 replacement shifts needed @ 479.52 (avg.) = 1,207,911</p> <p>3 Year Weighted Average - 993,655</p> <p>Overspent in 2016 by \$42,334</p> <p>Overspent in 2015 by \$149,055</p>
4097	Incentive Pay	609,802	<p>Costs are contractual obligations under the collective bargaining agreement.</p> <p>Eligible Employees receive \$200 after 5 years of service and \$40 for each additional year of service.</p> <p>Costs are contractual obligations mandated by the collective bargaining agreement. These benefits are paid for the following certifications and the number of personnel holding that level:</p> <p>Emergency Medical Technician - 72 of 72</p>	<p>Costs are contractual obligations under the collective bargaining agreement.</p> <p>Eligible Employees receive \$200 after 5 years of service and \$40 for each additional year of service.</p> <p>Costs are contractual obligations mandated by the collective bargaining agreement. These benefits are paid for the following certifications and the number of personnel holding that level:</p> <p>Emergency Medical Technician - 64 of 64</p>

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Advanced Emergency Medical Technician - 51 of 72 Defibrillator Cert – 72 of 72 Firefighter -Level II – 25 of 72 Firefighter -Level III – 47 of 72	0.025 0.015 0.03 0.015
4098	Overtime Pay	192,140	Overtime paid for shift holdovers, emergency callbacks, callbacks to cover stations, major storms, disasters, respond to major incidents. Emergency callbacks are often utilized in conjunction with mutual aid from surrounding communities. We strive to keep 1 Engine and 1 Ambulance staffed (5 personnel – minimum town-wide). Also includes OT expense for officer meetings, paramedic training sessions, EMS Coord., Training Officer, Mechanic, EMS Committee. 3 Year Weighted Average - 192,140	192,140
4110	Holiday Pay	60,000	Lump sum payment provided to firefighting personnel for each holiday not used. It is estimated that on avg. each member will redeem 3.5 of their 12 holiday shifts @ 1/4 of a week's pay per holiday redeemed at straight-time rate.	Lump sum payment provided to firefighting personnel for each holiday not used. It is estimated that on avg. each member will redeem 3.5 of their 12 holiday shifts @ 1/4 of a week's pay per holiday redeemed at straight-time rate.
4223	Academic Reimbursement	3,000	Tuition reimbursement for firefighting personnel who complete accredited job related courses in accordance with the collective bargaining agreement.	Tuition reimbursement for firefighting personnel who complete accredited job related courses in accordance with the collective bargaining agreement.
4225	Breathing Apparatus	12,376	Masks/Regulators & Voice Amp Units	5,988
			Masks/Regulators & Voice Amp Units	5,988

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Misc. - Includes: maintenance, parts & cyclic hydrostatic testing for 68 units, 132 cylinders & 5 RIT packs, maintenance for 2 cascade systems, air quality tests, fit test machine calibration, and Posicheck calibration.	6,388
4228	Fire Hose	6,574	Annual replacements of hose due to age and wear and tear. 500' - 4" 800' - 1.75" 400' - 2.50"	Annual replacements of hose due to age and wear and tear. 500' - 4" 2,216 1,200' - 1.75" 3,440 300' - 2.50" 918
4229	Water Supply Maintenance	500	Items needed to maintain cisterns (8), pipes, strainers, caps, signs etc. Repairs to Cisterns Misc. Maintenance	Items needed to maintain cisterns (8), pipes, strainers, caps, signs etc. Repairs to Cisterns 250 Misc. Maintenance 250
4230	Firefighting Supplies	54,652	Firefighter protective clothing. Includes costs for boots, gloves, hoods and face shields, maintaining compliance with the National Fire Protection Association Firefighting Safety Standard for initial issues as well as replacements (13 sets Coat, Pants, Boots, Hood, Gloves) (\$3,494 each) Boots (2 Pair) Gloves (10 Pair)	Firefighter protective clothing. Includes costs for boots, gloves, hoods and face shields, maintaining compliance with the National Fire Protection Association Firefighting Safety Standard for initial issues as well as replacements (10 sets) (\$2,827 each) 28,270 Boots (6 Pair) 900 Gloves (10 Pair) 1,050

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Hoods (10) 1,080 Extrication Gloves (4) 260 Turnout Gear Repairs 2,500 Reflective Vests (10) 750 Helmets (4) 2,800	Hoods (10) 590 Extrication Gloves (4) 260 Turnout Gear Repairs 2,500 Reflective Vests (10) 750 Helmets (4) 2,800 8 SAFER FFs - PPE total - \$4,935 each (PPE includes turn-out gear; helmet; gloves (2); hood (2); boots; EMS coat; Escape system; and reflective vest) 39,480
4412	EMS Training	11,368	AEMT Course 3,000 Paramedic Course - Instructor Training 2,520 Dues and Subscriptions - EMS 1,148 Outside Training 2,450 Meeting expenses 250 CPR Training Supplies 2,000	AEMT Course 3,000 Paramedic Course 10,500 Instructor Training 2,520 Dues and Subscriptions - EMS 1,148 Outside Training 2,450 Meeting expenses 250 CPR Training Supplies 2,000
4602	Fire Equipment	25,000	Firefighting tools and equipment used in day-to-day fire department emergency operations including: Safety Equipment, Helmets, nozzles, fittings, adapters, flashlights, axes, saws, ladders, thermal imaging camera, fire extinguishers, roof saws, cones, sump pumps, foam. Standard equipment 25,000	Firefighting tools and equipment used in day-to-day fire department emergency operations including: Safety Equipment, Helmets, nozzles, fittings, adapters, flashlights, axes, saws, ladders, thermal imaging camera, fire extinguishers, roof saws, cones, sump pumps, foam. Standard equipment 31,795 Gas Detection Equipment 6,288 8 SAFER FFs - Handlights 720

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4611	EMS Certification	13,255	<p>Cost of instructor services for required medical training and recertification courses. New National Continued Competency Requirement Refresher Program targets specific organizational, state, and national topics.</p> <p>Mandatory continuing education for Emergency Medical Technicians (24 EMTs, 24 AEMTs, and 18 Paramedics) including CPR recert and 96 hours of con-ed including ACLS and PALS.</p> <p>National Continued Competency Requirement (NCCR)</p> <p>NREMT recertification fees</p>	<p>Cost of instructor services for required medical training and recertification courses. New National Continued Competency Requirement Refresher Program targets specific organizational, state, and national topics.</p> <p>Mandatory continuing education for Emergency Medical Technicians (24 EMTs, 24 AEMTs, and 18 Paramedics) including CPR recert and 96 hours of con-ed including ACLS and PALS.</p> <p>National Continued Competency Requirement (NCCR)</p> <p>NREMT recertification fees</p>

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
FIRE-COMMUNICATIONS									
40220 - 4090	REGULAR PAY	211,566	228,502	219,026	230,226	230,226	230,226	230,226	230,226
40220 - 4092	TEMPORARY PAY	30,774	35,730	36,525	42,364	42,364	42,364	42,364	42,364
40220 - 4093	REPLACEMENT PAY	52,209	55,943	54,169	51,670	51,670	51,670	51,670	51,670
40220 - 4097	INCENTIVE PAY	4,512	4,885	3,795	4,885	4,885	4,885	4,885	4,885
40220 - 4098	OVERTIME PAY	3,496	1,770	2,447	2,462	2,462	2,462	2,462	2,462
40220 - 4110	HOLIDAY PAY	2,484	2,090	3,261	2,320	2,320	2,320	2,320	2,320
40220 - 4170	RETIREMENT	36,509	33,364	37,253	31,146	31,146	31,146	31,146	31,146
40220 - 4171	DISABILITY INSURANCE	27	359	-	378	378	378	378	378
40220 - 4172	WORKERS' COMPENSATION	824	930	844	1,066	1,066	1,066	1,066	1,066
40220 - 4174	FICA-SOCIAL SECURITY	20,745	25,070	21,563	25,609	25,609	25,609	25,609	25,609
40220 - 4176	HEALTH INSURANCE	85,125	102,961	97,412	111,745	110,042	110,042	110,042	110,042
40220 - 4177	UNEMPLOYMENT COMPENSATION	489	357	340	440	440	440	440	440
40220 - 4178	LIFE INSURANCE	739	803	642	686	686	686	686	686
40220 - 4179	DENTAL INSURANCE	3,023	3,751	3,488	4,390	4,390	4,390	4,390	4,390
40220 - 4233	ALARM MAINTENANCE	6,189	12,800	7,802	12,800	12,800	12,800	12,800	12,800
40220 - 4412	TRAINING EXPENSE	856	1,700	601	1,700	1,700	1,700	1,700	1,700
40220 - 4450	TELEPHONE	46,665	44,830	45,779	47,241	47,241	47,241	47,241	47,241

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
40220 - 4456	RADIO MAINTENANCE	36,073	16,500	14,822	16,500	16,500	16,500	16,500	16,500
	SUBTOTAL	542,305	572,345	549,769	587,628	585,925	585,925	585,925	585,925

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
FIRE COMMUNICATIONS - 40220			
4090	COMMUNICATIONS SUPERVISOR DISPATCHERS (4)	0 0	58,989 171,237
<hr/> 230,226			

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4092	Temporary Pay	42,364	Hourly wages paid to part-time dispatchers to cover 124 open shifts and 78 weekday shifts as well as other dispatcher vacancies. (Total of 202 shifts)	Hourly wages paid to part-time dispatchers to cover 124 open shifts as well as other dispatcher vacancies. Increase in coverage in 2017. (Total of 202 shifts)
4093	Replacement Pay	51,670	Coverage for dispatcher's vacations, sick leave, personal days, etc. Approx. 160 shifts are covered by full time dispatchers or firefighters. (3 yr wgtd avg.-51,670)	Coverage for dispatcher's vacations, sick leave, personal days, etc. Approx. 160 shifts are covered by full time dispatchers or firefighters. (3 yr wgtd avg.)
4097	Incentive Pay	4,885	Contractually mandated payments made to full-time dispatchers for certification levels.	Contractually mandated payments made to full-time dispatchers for certification levels.
4098	Overtime Pay	2,462	Overtime paid for emergency callbacks and holdovers to cover dispatch during emergency incidents and includes overtime pay for in-service training/emergency incident critiques. 3 yr wgtd avg.-3,154	Overtime paid for emergency callbacks and holdovers to cover dispatch during emergency incidents and includes overtime pay for in-service training/emergency incident critiques.
4110	Holiday Pay	2,320	Anticipation that (5) dispatchers will redeem 3 holidays each at 1/4 week's pay for each shift (15 shifts) 3 yr wgtd avg. 2,320.	Anticipation that (5) dispatchers will redeem 2 holidays each at 1/4 week's pay for each shift (10 shifts) 3 yr avg. 2,193.
4233	Alarm Maintenance	12,800	Includes the cost of maintaining the Town's radio box fire alarm system and repairs to console equipment. Console - Inside Work Emergency outside Radio Box Repairs	Includes the cost of maintaining the Town's radio box fire alarm system and repairs to console equipment. Console - Inside Work Emergency outside Radio Box Repairs

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Recorder Maint. Contract Traffic Light Repairs	Recorder Maint. Contract Traffic Light Repairs
4412	Training Expense	1,700	Professional development training 5 Dispatchers 2 Part-time Dispatchers	Professional development training 5 Dispatchers 2 Part-time Dispatchers
4450	Telephone	47,241	Annual costs for all telephone services: Business Lines (5) Fax Lines (2) Station House Phones (3) Automatic Number Identifier (ANI) Automatic Location Identifier (ALI) Radio Circuit Lines (1) Direct lines to Police Dept. & Sub-Stations (3) Cellular Phones (17) Broadband Communications (aircards) BCN Communications Service Long Distance Calls Emergency Repairs, Equipment, Parts, Line Maintenance Volk Alarm Line (2) Station Control Circuits (House Lights etc.) High speed fiber-Comcast - 2 lines	Annual costs for all telephone services: Business Lines (5) Fax Lines (2) Station House Phones (3) Automatic Number Identifier (ANI) Automatic Location Identifier (ALI) Radio Circuit Lines (1) Direct lines to Police Dept. & Sub-Stations (3) Cellular Phones (17) Broadband Communications (aircards) BCN Communications Service Long Distance Calls Emergency Repairs, Equipment, Parts, Line Maintenance Volk Alarm Line (2) Station Control Circuits (House Lights etc.) High speed fiber-Comcast - 2 lines
4456	Radio Maintenance	16,500	Repairs and maintenance Base Stations (4) -Very High Frequency (VHF) (2) -Ultra High Frequency (UHF) (2) Mobiles (24)	Repairs and maintenance Base Stations (4) -Very High Frequency (VHF) (2) -Ultra High Frequency (UHF) (2) Mobiles (24)

2019 BUDGET WORKSHEET**DEPT NAME - FIRE-COMMUNICATIONS****DEPT # - 40220**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Portables (66) Voter (1) Remote Receivers (5) Motorola Console (2) Simulcast System Lawrence Rd/Howard St. Generators Portable Radio Batteries	Portables (66) Voter (1) Remote Receivers (5) Motorola Console (2) Simulcast System Lawrence Rd/Howard St. Generators 1,000 Portable Radio Batteries 2,500

2019 BUDGET								
DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
FIRE-STATIONS								
40230 - 4235	SMALL TOOLS & EQUIP.	13,508	7,895	14,501	17,515	17,515	17,515	17,515
40230 - 4237	GAS & OIL	64,091	60,370	59,034	73,928	73,928	73,928	73,928
40230 - 4452	BUILDING MAINTENANCE	6,179	7,444	7,745	6,780	6,780	6,780	6,780
40230 - 4458	VEHICLE MAINTENANCE	96,405	97,070	77,374	99,292	99,292	99,292	99,292
40230 - 4600	OFFICE FURNITURE & APPLIANCES	7,821	3,215	4,443	3,215	3,215	3,215	3,215
SUBTOTAL		188,005	175,994	163,097	200,730	200,730	200,730	200,730
CENTRAL STATION #1								
40231 - 4452	BUILDING MAINTENANCE	23,938	22,057	30,217	27,745	27,745	27,745	27,745
40231 - 4495	HEAT	7,418	9,535	9,980	9,280	9,280	9,280	9,280
40231 - 4496	ELECTRICITY	17,207	15,938	18,118	18,026	18,026	18,026	18,026
40231 - 4497	OTHER UTILITIES	2,749	2,024	2,918	2,494	2,494	2,494	2,494
SUBTOTAL		51,312	49,554	61,233	57,545	57,545	57,545	57,545
OLD NORTH STATION								
40232 - 4452	BUILDING MAINTENANCE	-	275	50	275	275	275	275
40232 - 4495	HEAT	510	593	723	600	600	600	600
40232 - 4496	ELECTRICITY	343	337	346	356	356	356	356
SUBTOTAL		853	1,205	1,119	1,231	1,231	1,231	1,231

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>SOUTH STATION #3</i>									
40233 - 4452	BUILDING MAINTENANCE	38,086	32,318	32,668	11,350	11,350	11,350	11,350	11,350
40233 - 4495	HEAT	8,689	11,110	8,615	11,110	11,110	11,110	11,110	11,110
40233 - 4496	ELECTRICITY	4,823	4,070	5,435	4,899	4,899	4,899	4,899	4,899
40233 - 4497	OTHER UTILITIES	847	877	914	1,000	1,000	1,000	1,000	1,000
SUBTOTAL		52,445	48,375	47,633	28,359	28,359	28,359	28,359	28,359
<i>NORTH STATION #2</i>									
40234 - 4452	BUILDING MAINTENANCE	14,167	17,400	13,072	10,100	10,100	10,100	10,100	10,100
40234 - 4495	HEAT	13,007	11,308	11,215	14,207	14,207	14,207	14,207	14,207
40234 - 4496	ELECTRICITY	5,996	6,571	6,554	6,517	6,517	6,517	6,517	6,517
40234 - 4497	OTHER UTILITIES	457	377	459	432	432	432	432	432
SUBTOTAL		33,627	35,656	31,301	31,256	31,256	31,256	31,256	31,256
TOTAL-STATIONS		326,242	310,784	304,383	319,121	319,121	319,121	319,121	319,121

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-STATIONS

DEPT # - 40230

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4235	Small Tools	17,515	Tools/replacement and specialized equipment used by department mechanic. Tools/replacement equipment 7,895 Power washer with under carriage cleaner 5,490 Subscriptions to Vehicle Diagnostic Programs (shared with DPW) (was in IT budget) 4,130	Tools/replacement and specialized equipment used by department mechanic.
4237	Gas & Oil	73,928	Fuel Estimate: 18,843 gallons of diesel @ 2.54 and 9,039 gallons of gasoline @ Oils, etc. (drums/quarts) 67,928 6,000	Fuel Estimate: 18,979 gallons of diesel @ 1.98 and 9,333 gallons of gasoline @ Oils, etc. (drums/quarts) 55,870 4,500
4452	Building Maintenance	6,780	Supplies and equipment used for building maintenance in all fire stations. Light bulbs, cleansers, paper towels, toilet paper, trash bags, mops, sponges, buffer pads & shop safety equipment, pest control products. 3 yr wgtd. avg - 6,780	Supplies and equipment used for building maintenance in all fire stations. Light bulbs, cleansers, paper towels, toilet paper, trash bags, mops, sponges, buffer pads & shop safety equipment, pest control products. 3 yr wgtd. avg - 7,444
4458	Vehicle Maintenance	99,292	This category includes: Parts for repairs done by fire department personnel on 37 pieces of equipment including engine companies, a ladder company, ambulances, support vehicles, utilities vehicles, marine units, and trailers. Services provided by private suppliers, including major repairs and repairs that require special expertise, such as tire mounting, emission tests, spring replacements, and major mechanical repairs & tests e.g. pump tests, ladder testing.	This category includes: Parts for repairs done by fire department personnel on 37 pieces of equipment including engine companies, a ladder company, ambulances, support vehicles, utilities vehicles, marine units, and trailers. Services provided by private suppliers, including major repairs and repairs that require special expertise, such as tire mounting, emission tests, spring replacements, and major mechanical repairs & tests e.g. pump tests, ladder testing.

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-STATIONS

DEPT # - 40230

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			<p>Supplies including grease, rags, wax, paints, mechanic overalls, etc. Replacement of tires for Fire Department apparatus, cars & ambulances.</p> <p>3 yr wgtd avg (96,292) 96,292</p> <p>(Includes maintenance of Inspections vehicles)</p> <p>Body work (rust mitigation) 3,000</p>	<p>Supplies including grease, rags, wax, paints, mechanic overalls, etc. Replacement of tires for Fire Department apparatus, cars & ambulances.</p> <p>3 yr wgtd avg (90,919) 90,919</p> <p>(Includes maintenance of Inspections vehicles)</p> <p>Body work (rust mitigation) on 3 older staff vehicles 6,151</p>
4600	Office Furniture & Appliances	3,215	All Appliances, including refrigerators, stoves, dishwashers, washing machines, chairs, dryers and miscellaneous office furniture for all three stations.	All Appliances, including refrigerators, stoves, dishwashers, washing machines, chairs, dryers and miscellaneous office furniture for all three stations. 3,215

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-CENTRAL STATION #1

DEPT # - 40231

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018																																
4452	Building Maintenance	27,745	<p>Maintenance and repair costs for Central Fire Station as follows:</p> <table> <tr><td>Exhaust System Maintenance</td><td>1,800</td></tr> <tr><td>HVAC Maintenance</td><td>2,500</td></tr> <tr><td>Electrical Repairs</td><td>2,100</td></tr> <tr><td>Plumbing Supplies & Repair</td><td>2,000</td></tr> <tr><td>Overhead Door Repair</td><td>7,500</td></tr> <tr><td>Building/Grounds Maintenance</td><td>6,600</td></tr> <tr><td>Generator Maintenance</td><td>250</td></tr> <tr><td>Move PPE Gear Washer</td><td>4,995</td></tr> </table>	Exhaust System Maintenance	1,800	HVAC Maintenance	2,500	Electrical Repairs	2,100	Plumbing Supplies & Repair	2,000	Overhead Door Repair	7,500	Building/Grounds Maintenance	6,600	Generator Maintenance	250	Move PPE Gear Washer	4,995	<p>Maintenance and repair costs for Central Fire Station as follows:</p> <table> <tr><td>Exhaust System Maintenance</td><td>1,800</td></tr> <tr><td>HVAC Maintenance</td><td>2,500</td></tr> <tr><td>Electrical Repairs</td><td>2,100</td></tr> <tr><td>Plumbing Supplies & Repair</td><td>2,000</td></tr> <tr><td>Overhead Door Repair</td><td>3,000</td></tr> <tr><td>Building/Grounds Maintenance</td><td>6,600</td></tr> <tr><td>Generator Maintenance</td><td>250</td></tr> <tr><td>Plymovent for R-5</td><td>3,807</td></tr> </table>	Exhaust System Maintenance	1,800	HVAC Maintenance	2,500	Electrical Repairs	2,100	Plumbing Supplies & Repair	2,000	Overhead Door Repair	3,000	Building/Grounds Maintenance	6,600	Generator Maintenance	250	Plymovent for R-5	3,807
Exhaust System Maintenance	1,800																																			
HVAC Maintenance	2,500																																			
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Overhead Door Repair	7,500																																			
Building/Grounds Maintenance	6,600																																			
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Electrical Repairs	2,100																																			
Plumbing Supplies & Repair	2,000																																			
Overhead Door Repair	3,000																																			
Building/Grounds Maintenance	6,600																																			
Generator Maintenance	250																																			
Plymovent for R-5	3,807																																			
4495	Heat	9,280	<p>Heating and air conditioning costs for Central Fire Station.</p> <p>7,484 therms (3 yr wgtd avg) natural gas @ \$1.24/therm</p>	<p>Heating and air conditioning costs for Central Fire Station.</p> <p>7,880 therms (3 yr wgtd avg) natural gas @ \$1.21/therm</p>																																
4496	Electricity	18,026	<p>Electricity costs for Central Fire Station.</p> <p>Based on 3 year weighted average, 18,026</p>	<p>Electricity costs for Central Fire Station.</p> <p>Based on 3 year weighted average, less 7.5%</p>																																
4497	Other Utilities	2,494	<p>Water and sewer charges.</p> <p>(3 yr wgtd avg. – 2,494)</p>	<p>Water and sewer charges.</p> <p>(3 yr wgtd avg. – 2,024)</p>																																

2019 BUDGET WORKSHEET**DEPT NAME - FIRE-OLD NORTH STATION****DEPT # - 40232**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4452	Building Maintenance	275	General maintenance (overhead door repair, buildings and grounds).	General maintenance (overhead door repair, buildings and grounds).
4495	Heat	600	269 gallons (3 yr wgtd avg) of propane at 2.23 per gallon.	266 gallons (3 yr wgtd avg) of propane at 2.23 per gallon.
4496	Electricity	356	Electricity costs for Old North Station. Based on 3 year weighted average, 356	Electricity costs for Old North Station. Based on 3 year weighted average, less 7.5%

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-SOUTH STATION #3

DEPT # - 40233

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4452	Building Maintenance	11,350	<p>Maintenance and repair costs for South Fire Station as follows:</p> <p>Exhaust System Maintenance 1,200</p> <p>HVAC Maintenance 750</p> <p>Electrical Repairs 2,000</p> <p>Plumbing Supplies & Repair 1,000</p> <p>Overhead Door Repair 1,000</p> <p>Building/Grounds Maintenance 1,950</p> <p>Generator Maintenance 250</p> <p>Fire Alarm Annual Inspection 300</p> <p>Sprinkler Annual Inspection 400</p> <p>Pressure Vessel Inspections State of NH 100</p> <p>Bathroom Stall Partition 2,400</p>	<p>Maintenance and repair costs for South Fire Station as follows:</p> <p>Exhaust System Maintenance 1,200</p> <p>HVAC Maintenance 750</p> <p>Electrical Repairs 2,000</p> <p>Plumbing Supplies & Repair 1,000</p> <p>Overhead Door Repair 1,000</p> <p>Building/Grounds Maintenance 1,450</p> <p>Generator Maintenance 250</p> <p>Fire Alarm Annual Inspection 250</p> <p>Sprinkler Annual Inspection 400</p> <p>Driveway repair - to back of building 18,598</p> <p>8 SAFER FFs - gear lockers 2,888</p> <p>8 SAFER FFs - uniform lockers 2,532</p>
4495	Heat	11,110	<p>Heating costs for South Fire Station.</p> <p>4,982 gal of propane @ \$2.23/gallon-level fund to cover increase in use for added staff</p>	<p>Heating costs for South Fire Station.</p> <p>4,982 gal (3 yr wgtd avg) of propane @ \$2.23/gallon</p>
4496	Electricity	4,899	<p>Electricity costs for South Fire Station .</p> <p>Based on 3 year weighted average, 4,899</p>	<p>Electricity costs for South Fire Station .</p> <p>Based on 3 year weighted average, less 7.5%</p>
4497	Other Utilities	1,000	<p>Water and sewer charges.</p> <p>(3 yr wgtd avg. – 910)</p> <p>Increase in use for added staff</p>	<p>Water and sewer charges.</p> <p>(3 yr wgtd avg. – 877)</p>

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-NORTH STATION #2

DEPT # - 40234

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018																																										
4452	Building Maintenance	10,100	<p>Maintenance and repair costs for North Fire Station as follows:</p> <table> <tr><td>Exhaust System Maintenance</td><td>750</td></tr> <tr><td>HVAC Maintenance</td><td>3,000</td></tr> <tr><td>Electrical Repairs</td><td>200</td></tr> <tr><td>Plumbing Supplies & Repair</td><td>500</td></tr> <tr><td>Overhead Door Repair</td><td>1,500</td></tr> <tr><td>Building/Grounds Maintenance</td><td>3,000</td></tr> <tr><td>Generator Maintenance</td><td>250</td></tr> <tr><td>Fire Alarm Maintenance</td><td>300</td></tr> <tr><td>Fire Sprinkler Maintenance</td><td>400</td></tr> <tr><td>Septic/Grey Water</td><td>200</td></tr> </table>	Exhaust System Maintenance	750	HVAC Maintenance	3,000	Electrical Repairs	200	Plumbing Supplies & Repair	500	Overhead Door Repair	1,500	Building/Grounds Maintenance	3,000	Generator Maintenance	250	Fire Alarm Maintenance	300	Fire Sprinkler Maintenance	400	Septic/Grey Water	200	<p>Maintenance and repair costs for North Fire Station as follows:</p> <table> <tr><td>Exhaust System Maintenance</td><td>750</td></tr> <tr><td>HVAC Maintenance</td><td>3,000</td></tr> <tr><td>Electrical Repairs</td><td>200</td></tr> <tr><td>Plumbing Supplies & Repair</td><td>500</td></tr> <tr><td>Overhead Door Repair</td><td>1,500</td></tr> <tr><td>Building/Grounds Maintenance</td><td>3,000</td></tr> <tr><td>Generator Maintenance</td><td>250</td></tr> <tr><td>Fire Alarm Maintenance</td><td>250</td></tr> <tr><td>Fire Sprinkler Maintenance</td><td>250</td></tr> <tr><td>Septic/Grey Water</td><td>200</td></tr> <tr><td>Side entry door canopy</td><td>7,500</td></tr> </table>	Exhaust System Maintenance	750	HVAC Maintenance	3,000	Electrical Repairs	200	Plumbing Supplies & Repair	500	Overhead Door Repair	1,500	Building/Grounds Maintenance	3,000	Generator Maintenance	250	Fire Alarm Maintenance	250	Fire Sprinkler Maintenance	250	Septic/Grey Water	200	Side entry door canopy	7,500
Exhaust System Maintenance	750																																													
HVAC Maintenance	3,000																																													
Electrical Repairs	200																																													
Plumbing Supplies & Repair	500																																													
Overhead Door Repair	1,500																																													
Building/Grounds Maintenance	3,000																																													
Generator Maintenance	250																																													
Fire Alarm Maintenance	300																																													
Fire Sprinkler Maintenance	400																																													
Septic/Grey Water	200																																													
Exhaust System Maintenance	750																																													
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Overhead Door Repair	1,500																																													
Building/Grounds Maintenance	3,000																																													
Generator Maintenance	250																																													
Fire Alarm Maintenance	250																																													
Fire Sprinkler Maintenance	250																																													
Septic/Grey Water	200																																													
Side entry door canopy	7,500																																													
4495	Heat	14,207	<p>Heating costs for North Fire Station.</p> <p>6,371 gal (3 yr wgtd avg) of propane @ \$2.23/gallon</p>	<p>Heating costs for North Fire Station.</p> <p>5,071 gal (3 yr wgtd avg) of propane @ \$2.23/gallon</p>																																										
4496	Electricity	6,517	<p>Electricity costs for North Fire Station.</p> <p>Based on 3 year weighted average, 6,517</p>	<p>Electricity costs for North Fire Station.</p> <p>Based on 3 year weighted average, less 7.5%</p>																																										
4497	Other Utilities	432	<p>Water charges.</p> <p>(3 yr wgtd avg. – 432)</p>	<p>Water charges.</p> <p>(3 yr wgtd avg. – 377)</p>																																										

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
FIRE-INSPECTIONAL SERVICES									
40240 - 4090	REGULAR PAY	400,673	426,372	427,068	434,254	434,254	434,254	434,254	434,254
40240 - 4092	TEMPORARY PAY	48,213	80,751	70,691	89,480	89,480	89,480	89,480	89,480
40240 - 4098	OVERTIME PAY	4,127	1,000	2,248	2,500	2,500	2,500	2,500	2,500
40240 - 4170	RETIREMENT	46,647	48,520	48,860	48,962	48,962	48,962	48,962	48,962
40240 - 4171	DISABILITY INSURANCE	3,395	3,490	3,665	3,705	3,705	3,705	3,705	3,705
40240 - 4172	WORKERS' COMPENSATION	25,605	24,980	25,079	31,868	31,868	31,868	31,868	31,868
40240 - 4174	FICA-SOCIAL SECURITY	32,289	38,872	35,392	41,596	41,596	41,596	41,596	41,596
40240 - 4176	HEALTH INSURANCE	111,906	120,043	116,143	120,755	118,996	118,996	118,996	118,996
40240 - 4177	UNEMPLOYMENT COMPENSATION	450	389	428	432	432	432	432	432
40240 - 4178	LIFE INSURANCE	1,102	1,133	1,075	1,093	1,093	1,093	1,093	1,093
40240 - 4179	DENTAL INSURANCE	5,106	5,248	5,030	5,252	5,252	5,252	5,252	5,252
40240 - 4231	INSPECTIONAL SERVICES SUPPLIES	3,422	5,275	4,394	5,275	5,275	5,275	5,275	5,275
40240 - 4400	CONTRACTED SERVICES	13,760	17,378	16,960	17,378	17,378	17,378	17,378	17,378
40240 - 4405	MEMBERSHIPS & PUBLICATIONS	2,226	2,784	1,452	2,784	2,784	2,784	2,784	2,784
40240 - 4453	MEETINGS & TRAINING	1,447	1,372	1,789	1,500	1,500	1,500	1,500	1,500
40240 - 4587	RECORDING FEES	133	75	108	75	75	75	75	75

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
40240 -4810	MOSQUITO CONTROL	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000
	SUBTOTAL	748,500	825,682	808,383	854,909	853,150	853,150	853,150	853,150
	TOTAL-FIRE	11,787,729	13,030,390	12,785,367	13,466,575	13,460,286	13,460,286	13,460,286	13,460,286

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
FIRE-INSPECTORAL SERVICES - 40240			
4090	BUILDING OFFICIALS/INSPECTORS (3)	0	227,031
	HEALTH OFFICER	0	103,187
	ADMIN. SECRETARY	0	56,326
	RECORDS CLERK	0	47,710

			434,254

2019 BUDGET WORKSHEET

DEPT NAME -FIRE - INSPECTATIONAL SERVICES

DEPT # - 40240

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4092	Temporary Pay	89,480	<p>This is for 2 PT inspectors to handle the increase in inspections that will occur from the Tuscan Village development.</p> <p>2 PT inspectors @ 24 hrs/wk</p>	<p>This is for 2 PT inspectors to handle the increase in inspections that will occur from the Tuscan Village development.</p> <p>They will work on Tuscan as well as take workload off the FT inspectors so that citizens don't experience unexpected delays in inspections. These inspectors are currently in place.</p> <p>2 PT inspectors @ 24 hrs/wk</p>
4098	Overtime Pay	2,500	<p>Overtime for call backs and after hours inspections</p> <p>Need to provide ability to have inspectors paid overtime in lieu of Compensatory Time for extra hours worked due to high demand.</p>	<p>Overtime for call backs and after hours inspections</p>
4231	Inspectional Services Supplies	5,275	<p>Code Books/Library</p> <p>Inspection/Investigation tools and equipment including evidence collection and photo supplies</p> <p>Fire Prevention/Education Literature</p> <p>Safety Trailer supplies & equip.</p> <p>Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye</p>	<p>Code Books/Library</p> <p>Inspection/Investigation tools and equipment including evidence collection and photo supplies</p> <p>Fire Prevention/Education Literature</p> <p>Safety Trailer supplies & equip.</p> <p>Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye</p>

2019 BUDGET WORKSHEET

DEPT NAME -FIRE - INSPECTIONAL SERVICES

DEPT # - 40240

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4400	Contracted Services	17,378	<p>Environmental testing done at NH Dept. of Environmental Services Lab as confirmation of food borne illnesses and pathogenic contamination of environment including suspected sewage outbreaks. Monthly beach testing samples June through August and re-samples as needed.</p> <p>Estimated 54 samples @ \$20 each.</p> <p>Septic Inspections/reviews (offsetting revenue GF 1-3371) (3 yr wgtd avg - 14,418)</p>	<p>Environmental testing done at NH Dept. of Environmental Services Lab as confirmation of food borne illnesses and pathogenic contamination of environment including suspected sewage outbreaks. Monthly beach testing samples June through August and re-samples as needed.</p> <p>Estimated 54 samples @ \$20 each.</p> <p>Septic Inspections/reviews (offsetting revenue GF 1-3371) (3 yr wgtd avg - 17,378)</p>
4405	Memberships & Publications	2,784	<p>Prof. Assn. Memberships:</p> <p>NH Building Officials Assn</p> <p>NH Fire Prevention and International Arson Investigators</p> <p>International Assn. of Electrical Inspectors</p> <p>Code Subscriptions Service (Includes Annual Membership for Code Services - NFPA and ICC)</p> <p>N.H. Health Officers Assoc.</p> <p>Granite State Designers and Installers</p>	<p>Prof. Assn. Memberships:</p> <p>NH Building Officials Assn</p> <p>NH Fire Prevention and International Arson Investigators</p> <p>International Assn. of Electrical Inspectors</p> <p>Code Subscriptions Service (Includes Annual Membership for Code Services - NFPA and ICC)</p> <p>N.H. Health Officers Assoc.</p> <p>Granite State Designers and Installers</p>
4453	Meetings & Training	1,500	<p>ICC Certifications (3)</p> <p>Code Training & Continuing Education</p> <p>NH Health Officers Association (Semi-Annual meetings)</p> <p>Annual Granite State Designers & Installers Conference (1-day)</p>	<p>ICC Certifications (3)</p> <p>Code Training & Continuing Education</p> <p>NH Health Officers Association (Semi-Annual meetings)</p> <p>Annual Granite State Designers & Installers Conference (1-day)</p>

2019 BUDGET WORKSHEET**DEPT NAME -FIRE - INSPECTIONAL SERVICES****DEPT # - 40240**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4587	Recording Fees	75	Deed addendums for in-law and accessory apartments (offsetting revenue GF 1-3260)	Deed addendums for in-law and accessory apartments (offsetting revenue GF 1-3260)
4810	Mosquito Control	48,000	Mosquito surveillance, larvicing, and adulticiding. Includes annual permit and event spray.	Mosquito surveillance, larvicing, and adulticiding. Includes annual permit and event spray.

DEPT.	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
		2018 BUDGET	2018 EXPENDED (PRE-AUDIT)					
MUNICIPAL SERVICES SUMMARY								
ADMINISTRATION	487,878	482,234	492,909	513,248	512,088	512,088	512,088	512,088
GARAGE	54,057	43,123	53,527	43,947	43,947	43,947	43,947	43,947
FLEET	441,195	431,661	497,380	493,189	492,209	492,209	492,209	492,209
STREETS/SHOPS	2,236,237	2,336,015	2,295,735	2,492,060	2,487,548	2,487,548	2,487,548	2,487,548
SOLID WASTE	935,257	947,280	991,949	950,101	949,838	949,838	949,838	949,838
PARKS/PROPERTY	389,895	350,478	364,880	471,306	446,026	446,026	446,026	446,026
ENGINEERING	492,555	503,246	514,104	743,786	667,798	667,798	667,798	667,798
LIGHTING	603,550	572,407	599,893	570,142	570,142	570,142	570,142	570,142
<hr/> TOTAL - MUNICIPAL SERVICES		5,640,625	5,666,445	5,810,377	6,277,779	6,169,596	6,169,596	6,169,596

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
MUNICIPAL SERVICES-ADMINISTRATION									
50100 - 4090	REGULAR PAY	295,617	302,836	302,962	306,090	306,090	306,090	306,090	306,090
50100 - 4092	TEMPORARY PAY	7,530	-	5,293	-	-	-	-	-
50100 - 4098	OVERTIME PAY	565	-	-	-	-	-	-	-
50100 - 4170	RETIREMENT	33,530	34,462	34,533	34,511	34,511	34,511	34,511	34,511
50100 - 4171	DISABILITY INSURANCE	2,129	2,145	2,218	2,235	2,235	2,235	2,235	2,235
50100 - 4172	WORKERS' COMPENSATION	9,651	10,245	11,181	9,541	9,541	9,541	9,541	9,541
50100 - 4174	FICA-SOCIAL SECURITY	23,093	23,166	23,245	23,416	23,416	23,416	23,416	23,416
50100 - 4176	HEALTH INSURANCE	67,435	70,391	70,392	75,274	74,114	74,114	74,114	74,114
50100 - 4177	UNEMPLOYMENT COMPENSATION	197	144	165	144	144	144	144	144
50100 - 4178	LIFE INSURANCE	845	850	741	744	744	744	744	744
50100 - 4179	DENTAL INSURANCE	2,997	2,997	2,997	3,203	3,203	3,203	3,203	3,203
50100 - 4182	CLOTHING ALLOWANCE	250	250	200	200	200	200	200	200
50100 - 4200	OFFICE SUPPLIES	1,201	951	1,272	900	900	900	900	900
50100 - 4239	DAM REPAIR & MAINTENANCE	8,035	9,150	6,600	34,150	34,150	34,150	34,150	34,150
50100 - 4240	FLOOD CONTROL MANAGEMENT	8,290	8,290	8,290	8,400	8,400	8,400	8,400	8,400
50100 - 4400	CONTRACTED SERVICES	3,948	2,380	3,129	1,000	1,000	1,000	1,000	1,000
50100 - 4405	MEMBERSHIPS & PUBLICATIONS	603	1,135	780	1,140	1,140	1,140	1,140	1,140
50100 - 4406	PRINTING & BINDING	610	500	1,234	500	500	500	500	500

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
50100 - 4423	MEDICAL EXAMINATIONS	1,352	1,100	953	1,100	1,100	1,100	1,100	1,100
50100 - 4437	FOOD	7,780	-	5,810	-	-	-	-	-
50100 - 4450	TELEPHONE	8,557	8,790	8,430	8,520	8,520	8,520	8,520	8,520
50100 - 4453	MEETINGS & TRAINING	2,219	622	525	680	680	680	680	680
50100 - 4459	EQUIPMENT MAINTENANCE	1,089	1,500	1,324	1,500	1,500	1,500	1,500	1,500
50100 - 4600	OFFICE FURNITURE & EQUIP.	355	330	637	-	-	-	-	-
SUBTOTAL		487,878	482,234	492,909	513,248	512,088	512,088	512,088	512,088

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
ADMINISTRATION - 50100			
4090	DIRECTOR OF MUNICIPAL SERVICES	0	130,957
	DEPUTY DIRECTOR MS-OPERATIONS	0	110,766
	ADMIN. ASSISTANT	0	64,367

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ADMINISTRATION

DEPT # - 50100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4182	Clothing Allowance	200	Contract requirement (1 employee) Boot allowance only	Contract requirement (1 employee) Boot allowance only		
4200	Office Supplies	900	Supplies for Public Works Division 3 yr wgtd avg. (1,135)	Supplies for Public Works Division 3 yr wgtd avg. (951)		
4239	Dam Repairs & Maintenance	34,150	Yearly maintenance to 3 dams and 2 flumes Electronic gate system maint. Dam Compliance Engineering Annual State Dam Inspection 3 yr wgtd avg. (9,516)	4,000 1,000 25,000 4,150	Yearly maintenance to 3 dams and 2 flumes Electronic gate system maint. Annual State Dam Inspection 3 yr wgtd avg. (10,446)	4,000 1,000 4,150
4240	Flood Control Management	8,400	Maintenance of river gauge @ Cowbell Corners (North Salem) cost of 13,900 to be offset by 5,500 from USGS Paid annually, in the Fall, to USGS		Maintenance of river gauge @ Cowbell Corners (North Salem) cost of 13,790 to be offset by 5,500 from USGS Paid annually, in the Fall, to USGS	
4400	Contracted Services	1,000	Advertisements and public notices 3 yr wgtd avg. (4,757)	1,000	Advertisements and public notices Time & Attendance Service 3 yr wgtd avg. (4,292)	1,000 1,380
4405	Memberships & Publications	1,140	For membership in professional organizations: NH Public Works Assn Solid Waste Certifications (5 scales @ 96 ea. & 5 operators @ 50 ea) State scale license APWA Memberships NH Road Agents	40 730 180 160 30	For membership in professional organizations: NH Public Works Assn Solid Waste Certifications (5 scales @ 96 ea. & 5 operators @ 50 ea) State scale license APWA Memberships NH Road Agents	40 730 180 160 25

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ADMINISTRATION

DEPT # - 50100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018	
4406	Printing & Binding	500	Handout notices for road detours, construction projects, etc. Stationery and envelopes 3 yr wgtd avg. (549)	Handout notices for road detours, construction projects, etc. Stationery and envelopes 3 yr wgtd avg. (488)	
4423	Medical Exams	1,100	Physicals for employees when requested by the Town Random Drug/Alcohol testing 3 yr wgtd avg. (1,350)	Physicals for employees when requested by the Town Random Drug/Alcohol testing 3 yr wgtd avg. (1,478)	200 900
4450	Telephone	8,520	Telephone lines and usage Cell phones (5) 3 yr wgtd avg. (8,088)	Telephone lines and usage Cell phones (5) 3 yr wgtd avg. (6,966)	5,670 3,120
4453	Meetings & Training	680	Training programs, UNH T2 3 yr wgtd avg. (1,601)	Training programs, UNH T2 3 yr wgtd avg. (622)	622
4459	Equipment Maintenance	1,500	Copier Maintenance & copies Emergency repairs Time clock Maintenance (2) 3 yr wgtd avg. (1,140)	Copier Maintenance & copies Emergency repairs Time clock Maintenance (2) 3 yr wgtd avg. (1,125)	1,000 500

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>MUNICIPAL SERVICES-GARAGE</i>									
50110 - 4401	CLEANING SERVICES	5,462	5,572	5,571	5,500	5,500	5,500	5,500	5,500
50110 - 4495	HEAT	10,531	11,240	15,284	11,087	11,087	11,087	11,087	11,087
50110 - 4496	ELECTRICITY	20,372	20,545	19,179	21,644	21,644	21,644	21,644	21,644
50110 - 4497	OTHER UTILITIES	1,190	1,300	898	1,250	1,250	1,250	1,250	1,250
50110 - 4498	BUILDING REPAIRS	16,501	4,466	12,595	4,466	4,466	4,466	4,466	4,466
SUBTOTAL		54,057	43,123	53,527	43,947	43,947	43,947	43,947	43,947

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - GARAGE

DEPT # - 50110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4401	Cleaning Services	5,500	Cleaning of building provided by outside contractor. Based on bid pricing	Cleaning of building provided by outside contractor. Based on bid pricing
4495	Heat	11,087	Heat for building. Natural Gas. 3 yr wgtd avg. 8,941 @1.24/ therm.	Heat for building. Natural Gas. 3 yr wgtd avg. 9,289 @1.21/ therm.
4496	Electricity	21,644	Based on 3 year weighted average, 21,644	Based on 3 year weighted average, less 7.5%
4497	Other Utilities	1,250	Town Water Septic pumping (twice/year) Propane for Emergency Generator 3 yr wgtd avg (1,132)	Town Water Septic pumping (twice/year) Propane for Emergency Generator 3 yr wgtd avg (1,064)
4498	Building Repairs	4,466	General maintenance and repairs to DPW buildings and gas system HVAC maintenance contract (6 garage units) Fuel System fire suppression testing twice annually (\$300 ea.) Annual maintenance for overhead garage doors Generator Maint Alarm monitoring 3 yr wgtd avg. (27,508)	HVAC maintenance contract (6 garage units) Fuel System fire suppression testing twice annually (\$300 ea.) Annual maintenance for overhead garage doors Generator Maint Alarm monitoring 3 yr wgtd avg. (56,643)

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>MUNICIPAL SERVICES-FLEET</i>									
50120 - 4090	REGULAR PAY	61,266	107,258	89,182	115,435	115,435	115,435	115,435	115,435
50120 - 4098	OVERTIME PAY	5,381	8,923	4,530	5,500	5,500	5,500	5,500	5,500
50120 - 4170	RETIREMENT	7,813	13,222	11,067	13,635	13,635	13,635	13,635	13,635
50120 - 4171	DISABILITY INSURANCE	925	976	907	1,114	1,114	1,114	1,114	1,114
50120 - 4172	WORKERS' COMPENSATION	5,990	5,461	5,436	7,807	7,807	7,807	7,807	7,807
50120 - 4174	FICA-SOCIAL SECURITY	5,002	8,889	6,747	9,252	9,252	9,252	9,252	9,252
50120 - 4176	HEALTH INSURANCE	50,166	52,342	47,574	63,156	62,176	62,176	62,176	62,176
50120 - 4177	UNEMPLOYMENT COMPENSATION	132	96	95	96	96	96	96	96
50120 - 4178	LIFE INSURANCE	356	375	277	320	320	320	320	320
50120 - 4179	DENTAL INSURANCE	1,930	1,930	1,668	2,482	2,482	2,482	2,482	2,482
50120 - 4182	CLOTHING ALLOWANCE	1,416	1,392	1,136	1,261	1,261	1,261	1,261	1,261
50120 - 4237	GAS & OIL	81,845	64,689	90,112	86,461	86,461	86,461	86,461	86,461
50120 - 4456	RADIO MAINTENANCE	13,066	1,670	498	1,670	1,670	1,670	1,670	1,670
50120 - 4458	VEHICLE MAINTENANCE	205,909	164,438	238,150	185,000	185,000	185,000	185,000	185,000
SUBTOTAL		441,195	431,661	497,380	493,189	492,209	492,209	492,209	492,209

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
FLEET - 50120			
4090	CHIEF MECHANIC FLEET MECHANIC	0 0	59,697 55,738

			115,435

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - FLEET

DEPT # - 50120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4098	Overtime	5,500	Projects not charged back to Divisional or Departmental accounts. Projects like vehicle inspections, welding, sandblasting and emergency repairs. 3 yr wgtd avg. (5,549)	Projects not charged back to Divisional or Departmental accounts. Projects like vehicle inspections, welding, sandblasting and emergency repairs. 3 yr wgtd avg. (6,328)		
4182	Clothing Allowance	1,261	2 mechanics - contract requirement	2 mechanics - contract requirement		
4237	Gas & Oil	86,461	3 yr wgtd avg. 12,419 gal of gasoline @\$2.22 3 yr wgtd avg. 21,020 gal of diesel @\$2.54 Oil, hydraulic fluid, other lubricants, including waste oil disposal 3 yr wgtd avg. (81,988)	27,570 53,391 5,500	3 yr wgtd avg. 10,951 gal of gasoline @\$1.96 3 yr wgtd avg. 19,053 gal of diesel @\$1.98 Oil, hydraulic fluid, other lubricants, including waste oil disposal 3 yr wgtd avg. (72,636)	21,464 37,725 5,500
4456	Radio Maintenance	1,670	Annual repairs/maintenance Pager rentals (5) 3 yr wgtd avg. (8,986)	1,370 300	Annual repairs/maintenance Pager rentals (5) 3 yr wgtd avg. (1,329)	1,370 300
4458	Vehicle Maintenance	185,000	Vehicle parts for scheduled and emergency repairs to equipment. 3 yr wgtd avg. (189,316)		Vehicle parts for scheduled and emergency repairs to equipment. 3 yr wgtd avg. (164,438)	

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
MUNICIPAL SERVICES-STREETS/SHOPS									
50130 - 4090	REGULAR PAY	492,071	630,255	541,782	660,921	660,921	660,921	660,921	660,921
50130 - 4092	TEMPORARY PAY	56,861	25,654	49,682	30,000	30,000	30,000	30,000	30,000
50130 - 4098	OVERTIME PAY	44,210	38,512	52,146	40,000	40,000	40,000	40,000	40,000
50130 - 4112	STAND-BY PAY	10,941	11,285	11,543	10,831	10,831	10,831	10,831	10,831
50130 - 4170	RETIREMENT	94,776	77,388	100,998	80,299	80,299	80,299	80,299	80,299
50130 - 4171	DISABILITY INSURANCE	4,675	5,726	5,350	6,372	6,372	6,372	6,372	6,372
50130 - 4172	WORKERS' COMPENSATION	35,779	34,297	33,884	36,664	36,664	36,664	36,664	36,664
50130 - 4174	FICA-SOCIAL SECURITY	57,974	53,989	62,410	56,778	56,778	56,778	56,778	56,778
50130 - 4176	HEALTH INSURANCE	204,845	294,754	235,576	296,180	291,668	291,668	291,668	291,668
50130 - 4177	UNEMPLOYMENT COMPENSATION	1,012	711	605	726	726	726	726	726
50130 - 4178	LIFE INSURANCE	1,802	2,194	1,640	1,961	1,961	1,961	1,961	1,961
50130 - 4179	DENTAL INSURANCE	7,870	10,289	9,184	11,686	11,686	11,686	11,686	11,686
50130 - 4182	CLOTHING ALLOWANCE	7,397	8,671	7,754	7,102	7,102	7,102	7,102	7,102
50130 - 4201	MAINTENANCE SUPPLIES	1,480	2,630	1,295	1,500	1,500	1,500	1,500	1,500
50130 - 4235	SMALL TOOLS & EQUIP.	2,988	2,500	3,385	2,500	2,500	2,500	2,500	2,500
50130 - 4238	TRAFFIC & STREET SIGNS	11,836	9,378	5,708	9,378	9,378	9,378	9,378	9,378
50130 - 4241	BRIDGE & RAIL SUPPLIES	11,109	8,339	8,976	8,339	8,339	8,339	8,339	8,339
50130 - 4242	STREET LINING	45,882	42,000	53,615	42,000	42,000	42,000	42,000	42,000

2019 BUDGET									
DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2018 BUDGET		2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)					
50130 - 4244	GRAVEL/CRUSHED STONE	5,224	7,500	3,846	7,500	7,500	7,500	7,500	7,500
50130 - 4245	BITUMINOUS CONCRETE	19,407	25,000	22,850	25,000	25,000	25,000	25,000	25,000
50130 - 4246	SAND	162	200	9	149	149	149	149	149
50130 - 4247	CRUSHED STONE	4,192	-	-	-	-	-	-	-
50130 - 4248	DRAINAGE SUPPLIES	32,996	23,389	24,477	23,389	23,389	23,389	23,389	23,389
50130 - 4262	SAFETY	2,444	2,644	2,307	2,396	2,396	2,396	2,396	2,396
50130 - 4266	COLD PATCH	3,606	6,500	1,355	4,788	4,788	4,788	4,788	4,788
50130 - 4267	CALCIUM CHLORIDE	3,920	3,500	4,256	3,811	3,811	3,811	3,811	3,811
50130 - 4268	SIDEWALK MAINTENANCE	3,535	849	-	2,369	2,369	2,369	2,369	2,369
50130 - 4400	CONTRACTED SERVICES	50,680	62,980	65,607	72,480	72,480	72,480	72,480	72,480
50130 - 4440	EQUIPMENT RENTAL	14,868	14,500	13,042	14,500	14,500	14,500	14,500	14,500
50130 - 4462	TREE REMOVAL	35,736	24,686	49,175	32,441	32,441	32,441	32,441	32,441
50130 - 4607	EQUIPMENT	971	5,695	5,614	-	-	-	-	-
50130 - 4983	WINTER WEATHER OPERATIONS	964,989	900,000	917,664	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
SUBTOTAL		2,236,237	2,336,015	2,295,735	2,492,060	2,487,548	2,487,548	2,487,548	2,487,548

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
STREETS/SHOPS - 50130			
4090	WORKING FOREMEN (2)	0	120,623
	HEAVY EQUIP. OPERATORS (7)	0	358,955
	LIGHT EQUIP. OPERATOR (4)	0	181,343

			660,921

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018	
4092	Temporary Pay	30,000	2 summer employees @ \$13.00/hr for 11 weeks doing brush, roadside trash pick up, patching, etc. Police details 3 yr wgtd avg. (47,522)	11,440 2 summer employees @ \$13.00/hr for 11 weeks doing brush, roadside trash pick up, patching, etc. Police details 3 yr wgtd avg. (33,655)	11,440 14,214
4098	Overtime	40,000	Emergency overtime and callouts NOT related to snow and ice removal. Sweeping, road problems, wind and rain storms, floods, street line painting, etc. 3 yr wgtd avg. (42,424)	Emergency overtime and callouts NOT related to snow and ice removal. Sweeping, road problems, wind and rain storms, floods, street line painting, etc. 3 yr wgtd avg. (39,443)	Emergency overtime and callouts NOT related to snow and ice removal. Sweeping, road problems, wind and rain storms, floods, street line painting, etc. 3 yr wgtd avg. (39,443)
4112	Standby	10,831	Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day 3 yr wgtd avg. (10,831)	Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day 3 yr wgtd avg. (10,608)	Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day 3 yr wgtd avg. (10,608)
4182	Clothing Allowance	7,102	13 employees - contract requirement	13 employees - contract requirement	13 employees - contract requirement
4201	Maintenance Supplies	1,500	Est. cost of maintenance materials (soap, paper products, bug sprays, bulbs, etc.). 3 yr wgtd avg. (1,724)	Est. cost of maintenance materials (soap, paper products, bug sprays, bulbs, etc.). 3 yr wgtd avg. (1,977)	Est. cost of maintenance materials (soap, paper products, bug sprays, bulbs, etc.). 3 yr wgtd avg. (1,977)
4235	Small Tools & Equipment	2,500	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.) 3 yr wgtd avg. (2,643)	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.) 3 yr wgtd avg. (1,893)	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.) 3 yr wgtd avg. (1,893)
4238	Traffic & Street Signs	9,378	Repair and clean existing signs.	Repair and clean existing signs.	Repair and clean existing signs.

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Replace signs due to damage, fading, theft and vandalism. 3 yr wgtd avg. (10,732)	Replace signs due to damage, fading, theft and vandalism. 3 yr wgtd avg. (9,378)
4241	Bridge & Rail Repairs	8,339	Guardrail repairs town wide 3 yr wgtd avg. (9,677)	Guardrail repairs town wide 3 yr wgtd avg. (8,339)
4242	Street Lining	42,000	Cost to paint and/or thermoplastic white and yellow lines, stop bars, zebra striped islands, crosswalks and lane arrows. Also includes in house supplies, paint and glass bead materials. 3 yr wgtd avg. (47,230)	Cost to paint and/or thermoplastic white and yellow lines, stop bars, zebra striped islands, crosswalks and lane arrows. Also includes in house supplies, paint and glass bead materials. 3 yr wgtd avg. (43,611)
4244	Gravel/Crushed Stone	7,500	Maintenance of gravel roads twice yearly, construction projects, and drainage repairs. Construction projects, pipe installations, backfill drain structures 3 yr wgtd avg. (9,825)	Maintenance of gravel roads twice yearly, construction projects, and drainage repairs. Construction projects, pipe installations, backfill drain structures Includes Crushed Stone (Acct 4247) 3 yr wgtd avg. (8,768)
4245	Bituminous Concrete	25,000	DPW hot top operations to repair sections of roads that require attention on a prioritized yearly basis (Asphalt) 3 yr wgtd avg. (27,176)	DPW hot top operations to repair sections of roads that require attention on a prioritized yearly basis (Asphalt) 3 yr wgtd avg. (45,542)
4246	Sand	149	Construction projects 3 yr wgtd avg. (149)	Construction projects 3 yr wgtd avg. (335)

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4248	Drainage Supplies	23,389	<p>Maintenance and emergency repairs to existing structures. Continue town wide drainage improvements as needed.</p> <p>Supplies required to repair system failures; culvert pipe, pre-cast concrete structures, frames and grates, etc.</p> <p>3 yr wgtd avg. (31,442)</p>	<p>Maintenance and emergency repairs to existing structures. Continue town wide drainage improvements as needed.</p> <p>Supplies required to repair system failures; culvert pipe, pre-cast concrete structures, frames and grates, etc.</p> <p>3 yr wgtd avg. (23,389)</p>
4262	Safety	2,396	<p>To comply with NH Department of Labor work place safety requirements and our own safety manual, repair and replace safety equipment on an as needed basis.</p> <p>Barricades, flags, lights, vests, ear/eye protection, safety films, cones and barrels for traffic control.</p> <p>Training on Hazmat, confined space entry, trenching, and other job related requirements.</p> <p>3 yr wgtd avg. (2,396)</p>	<p>To comply with NH Department of Labor work place safety requirements and our own safety manual, repair and replace safety equipment on an as needed basis.</p> <p>Barricades, flags, lights, vests, ear/eye protection, safety films, cones and barrels for traffic control.</p> <p>Training on Hazmat, confined space entry, trenching, and other job related requirements.</p> <p>3 yr wgtd avg. (2,644)</p>
4266	Cold Patch	4,788	<p>Cost of materials to make emergency road repairs</p> <p>3 yr wgtd avg. (4,788)</p>	<p>Cost of materials to make emergency road repairs</p> <p>3 yr wgtd avg. (6,646)</p>
4267	Calcium Chloride	3,811	<p>For stabilization and dust control of gravel roads during the summer.</p> <p>3 yr wgtd avg. (3,811)</p>	<p>For stabilization and dust control of gravel roads during the summer.</p> <p>3 yr wgtd avg. (3,817)</p>
4268	Sidewalk Maintenance	2,369	<p>Continued repairs to the sidewalks.</p> <p>3 yr wgtd avg. (2,369)</p>	<p>Continued repairs to the sidewalks.</p> <p>3 yr wgtd avg. (849)</p>

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4400	Contracted Services	72,480	Beaver control where public safety is at risk Town wide sidewalk/island weed control Year 2 of 3 - Neighborhood catch basin cleaning (no treat/dispose) 3 yr wgtd avg. (51,111)	1,000 14,480 57,000 3 yr wgtd avg. (38,416)	Beaver control where public safety is at risk Town wide sidewalk/island Weed Control Year 1 of 3 - Neighborhood catch basin cleaning 3 yr wgtd avg. (47,500)	1,000 14,480 47,500 3 yr wgtd avg. (38,416)
4440	Equipment Rental	14,500	Paving box etc. for in-house hot top operations Large excavator, 10 wheel dump, etc. 3 yr wgtd avg. (18,452)	8,500 6,000 3 yr wgtd avg. (30,928)	Paving box etc. for in-house hot top operations Large excavator, 10 wheel dump, etc. 3 yr wgtd avg. (6,000)	8,500 6,000 3 yr wgtd avg. (30,928)
4462	Tree Removal	32,441	Scheduled and emergency removal of trees. 3 yr wgtd avg. (32,441)		Scheduled and emergency removal of trees. 3 yr wgtd avg. (24,686)	
4983	Winter Weather Operations	1,000,000	For the purpose of winter weather operations, including, but not limited to, plowing and removing snow, sanding and chemically treating streets, and otherwise responding to hazardous road conditions related to winter weather.		For the purpose of winter weather operations, including, but not limited to, plowing and removing snow, sanding and chemically treating streets, and otherwise responding to hazardous road conditions related to winter weather.	

2019 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2018		2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			BUDGET	EXPENDED (PRE-AUDIT) (incl. encumb)				
<i>MUNICIPAL SERVICES-SOLID WASTE</i>								
50200 - 4090	REGULAR PAY	55,893	54,487	58,667	60,587	60,587	60,587	60,587
50200 - 4098	OVERTIME PAY	9,849	13,926	14,349	15,500	15,500	15,500	15,500
50200 - 4170	RETIREMENT	7,385	7,786	8,309	8,579	8,579	8,579	8,579
50200 - 4171	DISABILITY INSURANCE	469	496	527	580	580	580	580
50200 - 4172	WORKERS' COMPENSATION	3,118	3,365	3,570	2,808	2,808	2,808	2,808
50200 - 4174	FICA-SOCIAL SECURITY	4,976	5,233	5,541	5,821	5,821	5,821	5,821
50200 - 4176	HEALTH INSURANCE	13,210	13,871	13,871	14,980	14,717	14,717	14,717
50200 - 4177	UNEMPLOYMENT COMPENSATION	66	48	48	48	48	48	48
50200 - 4178	LIFE INSURANCE	180	191	161	179	179	179	179
50200 - 4179	DENTAL INSURANCE	517	517	517	552	552	552	552
50200 - 4182	CLOTHING ALLOWANCE	678	625	502	445	445	445	445
50200 - 4400	CONTRACTED SERVICES	775,423	788,986	816,341	787,482	787,482	787,482	787,482
50200 - 4406	PRINTING & BINDING	4,851	6,085	3,071	6,085	6,085	6,085	6,085
50200 - 4440	EQUIPMENT RENTAL	-	1,100	-	500	500	500	500
50200 - 4450	TELEPHONE	381	2,251	385	386	386	386	386
50200 - 4452	BUILDING MAINTENANCE	1,920	3,927	4,106	4,047	4,047	4,047	4,047
50200 - 4459	EQUIPMENT MAINTENANCE	4,985	500	4,160	500	500	500	500
50200 - 4466	PEST CONTROL	1,188	1,200	1,208	1,248	1,248	1,248	1,248

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
50200 - 4496	ELECTRICITY	1,635	1,686	2,035	1,757	1,757	1,757	1,757	1,757
50200 - 4633	HAZARDOUS WASTE COLLECTION	17,119	21,000	35,087	19,017	19,017	19,017	19,017	19,017
50200 - 4648	TESTING	5,000	20,000	19,495	19,000	19,000	19,000	19,000	19,000
SUBTOTAL		935,257	947,280	991,949	950,101	949,838	949,838	949,838	949,838

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
SOLID WASTE - 50200			
4090	WORKING FOREMAN	0	60,587
		-----	60,587

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE

DEPT # - 50200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4098	Overtime	15,500	Wednesday evenings Saturday replacement due to sick leave, vacation, holidays. 3 yr wgtd avg. (9,780) based on new contract	Wednesday evenings Saturday replacement due to sick leave, vacation, holidays. 3 yr wgtd avg. (10,100)
4182	Clothing Allowance	445	1 employee - contract requirement	1 employee - contract requirement
4400	Contracted Services	787,482	Loading, hauling & disposal: (tonnage based on 3 yr wgtd avg tons) Trash \$84/ton (7,730 tons) Recyclables \$36/tons (2,250 tons) Video Devices \$403/ton (54 tons) C&D (offset by permit fee GF 1-3365) Scale certification Brush Grinder Service Oil disposal	Loading, hauling & disposal: (tonnage based on 3 yr wgtd avg tons) Trash \$84/ton (8,011) (reduce by 2% - encourage recycling) 672,924 Recyclables \$36/tons (2,145 tons) 77,220 Video Devices \$400/ton (50 tons) 20,000 C&D (offset by permit fee GF 1-3365) 15,000 Scale certification 1,300 Brush Grinder Service 14,000 Oil disposal 2,000
4406	Printing & Binding	6,085	Permit stickers 8,500 cnt. C&D tickets 1,000 cnt Scale slips Regulations (hand outs) 3 yr wgtd avg.(5,396)	Permit stickers 8,000 cnt. 3,500 C&D tickets 1,000 cnt 650 Scale slips 950 Regulations (hand outs) 985 3 yr wgtd avg.(4,982)
4440	Equipment Rental	500	Bull dozer, portable scale, etc. 3 yr wgtd avg. (354)	Bull dozer, portable scale, etc. 3 yr wgtd avg. (1,817)
4450	Telephone	386	Telephone line charge.	386 Telephone line charge. 401

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE

DEPT # - 50200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
				Internet 1,850
4452	Building Maintenance	4,047	Paper products, soap Water Toilet pumping Building repairs Alarm system monitoring 3 yr wgtd avg. (2,211)	Paper products, soap 660 Water 535 Toilet pumping 660 Building repairs 2,000 Alarm system monitoring 192 3 yr wgtd avg. (4,755)
4459	Equipment Maintenance	500	Normal maintenance of loader, scale, oil, filters, etc. Scale repairs 3 yr wgtd avg. (5,887)	Normal maintenance of loader, scale, oil, filters, etc. Scale repairs 3 yr wgtd avg. (9,946)
4466	Pest Control	1,248	Contractual services (100/mo).	Contractual services (100/mo). 1,200
4496	Electricity	1,757	Outside lighting. Scale house heat/cooling. Building electricity paid by Hauler under current contract. Based on 3 year weighted average, 1,757	Outside lighting. Scale house heat/cooling. Building electricity paid by Hauler under current contract. Based on 3 year weighted average, less 7.5%
4633	Hazardous Waste Collection	19,017	One day collection, in the Fall of household hazardous waste. 3 yr wgtd avg. (19,017)	One day collection, in September, of household hazardous waste. 3 yr wgtd avg. (22,801)
4648	Testing	19,000	Post closure groundwater and methane gas sampling and testing costs at the Shannon Rd site. Management/Engineering	Post closure groundwater and methane gas sampling and testing costs at the Shannon Rd site. Management/Engineering 9,000

2019 BUDGET WORKSHEET**DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE****DEPT # - 50200**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Testing (gas, groundwater and storm water) 1,4-dioxane	6,000
			Storm water monitoring	1,000
			PFOS, PFAS (contam. testing)	5,000

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET		2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)				
MUNICIPAL SERVICES-PARKS/PROPERTY								
50300 - 4090	REGULAR PAY	141,372	154,896	162,596	206,919	192,795	192,795	192,795
50300 - 4092	TEMPORARY PAY	16,263	11,440	16,569	11,440	11,440	11,440	11,440
50300 - 4098	OVERTIME PAY	13,046	12,979	19,047	13,000	13,000	13,000	13,000
50300 - 4170	RETIREMENT	18,442	19,104	20,937	24,779	23,192	23,192	23,192
50300 - 4171	DISABILITY INSURANCE	1,682	1,408	1,659	1,981	1,849	1,849	1,849
50300 - 4172	WORKERS' COMPENSATION	9,217	9,813	10,869	10,689	10,689	10,689	10,689
50300 - 4174	FICA-SOCIAL SECURITY	13,106	13,717	14,883	17,699	16,619	16,619	16,619
50300 - 4176	HEALTH INSURANCE	64,382	63,701	62,138	99,895	91,898	91,898	91,898
50300 - 4177	UNEMPLOYMENT COMPENSATION	228	183	267	231	231	231	231
50300 - 4178	LIFE INSURANCE	649	544	510	650	596	596	596
50300 - 4179	DENTAL INSURANCE	2,834	2,447	2,531	3,912	3,606	3,606	3,606
50300 - 4182	CLOTHING ALLOWANCE	1,609	1,650	1,406	2,130	2,130	2,130	2,130
50300 - 4250	MEMORIAL PLANTINGS	3,056	2,050	2,026	2,050	2,050	2,050	2,050
50300 - 4252	GROUNDS MAINTENANCE	16,254	16,000	13,751	16,000	16,000	16,000	16,000
50300 - 4253	PARK IMPROVEMENTS	3,045	3,000	2,940	3,000	3,000	3,000	3,000
50300 - 4258	LUMBER & MATERIALS	219	250	355	250	250	250	250
50300 - 4262	SAFETY	247	200	389	200	200	200	200
50300 - 4400	CONTRACTED SERVICES	9,812	8,059	6,932	8,059	8,059	8,059	8,059

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
50300 - 4450	TELEPHONE	1,270	1,439	1,147	1,551	1,551	1,551	1,551	1,551
50300 - 4452	BUILDING MAINTENANCE	5,848	5,116	2,567	5,116	5,116	5,116	5,116	5,116
50300 - 4459	EQUIPMENT MAINTENANCE	2,277	2,000	3,816	1,000	1,000	1,000	1,000	1,000
50300 - 4465	EXPANSION & DEVELOPMENT	42,877	1,000	1,971	19,700	19,700	19,700	19,700	19,700
50300 - 4495	HEAT	4,158	4,098	5,557	5,162	5,162	5,162	5,162	5,162
50300 - 4496	ELECTRICITY	1,755	1,054	1,501	1,563	1,563	1,563	1,563	1,563
50300 - 4497	OTHER UTILITIES	10,860	14,330	7,738	14,330	14,330	14,330	14,330	14,330
50300 - 4607	EQUIPMENT	5,390	-	780	-	-	-	-	-
SUBTOTAL		389,895	350,478	364,880	471,306	446,026	446,026	446,026	446,026

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
PARKS/PROPERTY - 50300			
4090	WORKING FOREMAN (2) (one at 6 months)	1	89,006
	HEAVY EQUIP. OPERATOR	0	54,455
	LIGHT EQUIP. OPERATOR	0	49,334
		-----	-----
			192,795

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4092	Temporary Pay	11,440	2 employees for 11 weeks @ \$13 per 3 yr wgtd avg. (14,793)	2 employees for 11 weeks @ \$13 per 3 yr wgtd avg. (10,935)
4098	Overtime	13,000	Burials on weekends or other overtime situations, also emergency response/callouts to public buildings. 3 yr wgtd avg. (13,275)	Burials on weekends or other overtime situations, also emergency response/callouts to public buildings. 3 yr wgtd avg. (14,998)
4182	Clothing Allowance	2,130	4 employees - contract requirement	3 employees - contract requirement
4250	Memorial Plantings	2,050	Cost of flowers for the Town to place at Veterans' memorials, exclusive of cemetery. Also includes cost of flowers on lots covered by Trust Funds. Authorized to expend interest only (approx \$400). 3 yr wgtd avg. (2,721)	Cost of flowers for the Town to place at Veterans' memorials, exclusive of cemetery. Also includes cost of flowers on lots covered by Trust Funds. Authorized to expend interest only (approx \$400). 3 yr wgtd avg. (2,048)
4252	Grounds Maintenance	16,000	Yearly costs to maintain parks and ball fields Town wide Turf Management Hydro seeding Pine Grove 3 yr wgtd avg. (16,132)	Yearly costs to maintain parks and ball fields Town wide Turf Management Hydro seeding Pine Grove 3 yr wgtd avg. (17,764)
4253	Park Improvements	3,000	Plantings, mulch, flags General improvements 3 yr wgtd avg. (3,516)	Plantings, mulch, flags General improvements 3 yr wgtd avg. (3,772)
4258	Lumber & Material	250	Building and remodeling projects, fence repairs, etc. 3 yr wgtd avg. (187)	Building and remodeling projects, fence repairs, etc. 3 yr wgtd avg. (43)

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4262	Safety	200	Cones, barricades, safety glasses, vests, ear and eye protection. 3 yr wgtd avg. (214)	Cones, barricades, safety glasses, vests, ear and eye protection. 3 yr wgtd avg. (194)
4400	Contracted Services	8,059	General contractor work and labor as needed. 3 yr wgtd avg. (8,786)	General contractor work and labor as needed. 3 yr wgtd avg. (8,059)
4450	Telephone	1,551	Telephone line charge 2 lines (Cemetery and Parks Building) Cell phone - Working Foreman (partial year for new position)	Telephone line charge 816 2 lines (Cemetery and Parks Building) 735 Cell phone - Working Foreman 606
4452	Building Maintenance	5,116	Normal building maintenance for Pine Grove Cemetery, parks building, and other properties. HVAC/Burner maint. for two bldgs. Alarm monitoring 3 yr wgtd avg. (5,326)	Normal building maintenance for Pine Grove Cemetery, parks building, and other properties. 3,400 HVAC/Burner maint. for two bldgs. 1,332 Alarm monitoring 384 3 yr wgtd avg. (4,541)
4459	Equipment Maintenance	1,000	Repairs to equipment that require outside service. Parts for in-house service of lawn mowers, weed wackers and power tools. 3 yr wgtd avg. (1,955)	Repairs to equipment that require outside service. Parts for in-house service of lawn 1,000 mowers, weed wackers and power tools. New weed wackers 1,000 3 yr wgtd avg. (1,471)
4465	Expansion & Development	19,700	Blasting in Pine Grove Cemetery Tree cutting, dozer rental, loam & hydro seed for expansion. Phase I Expansion	Blasting in Pine Grove Cemetery 500 Tree cutting, dozer rental, loam & hydro seed for expansion. Tree removal 18,700

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			3 yr wgtd avg. (33,987)	3 yr wgtd avg. (21,631)
4495 Heat		5,162	Heating oil for Pine Grove Cemetery, Parks Building 3 yr wgtd avg (2,040 gals) @ \$2.53	Heating oil for Pine Grove Cemetery, Parks Building 3 yr wgtd avg (2,123 gals) @ \$1.93
4496 Electricity		1,563	Based on 3 year weighted average, 1,563	Based on 3 year weighted average, less 7.5%
4497 Other Utilities		14,330	Parks and Cemetery buildings Septic Pumping Town Water Irrigation: Michelle Park, Pine Grove Cemetery 3 yr wgtd avg. (11,993)	Parks and Cemetery buildings Septic Pumping Town Water Irrigation: Michelle Park, Pine Grove Cemetery 3 yr wgtd avg. (14,055)
			1,100	1,100
			13,230	13,230

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET		2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)				
MUNICIPAL SERVICES-ENGINEERING								
30100 - 4090	REGULAR PAY	287,246	307,480	307,508	318,006	349,947	349,947	349,947
30100 - 4092	TEMPORARY PAY	3,114	-	6,655	-	-	-	-
30100 - 4170	RETIREMENT	32,401	34,990	34,831	35,855	39,445	39,445	39,445
30100 - 4171	DISABILITY INSURANCE	2,118	2,216	2,284	2,332	2,633	2,633	2,633
30100 - 4172	WORKERS' COMPENSATION	16,711	18,684	20,730	23,660	25,800	25,800	25,800
30100 - 4174	FICA-SOCIAL SECURITY	21,281	23,522	23,016	25,848	28,291	28,291	28,291
30100 - 4176	HEALTH INSURANCE	84,789	88,549	88,549	94,734	110,684	110,684	110,684
30100 - 4177	UNEMPLOYMENT COMPENSATION	212	149	167	212	260	260	260
30100 - 4178	LIFE INSURANCE	1,044	1,044	882	842	1,016	1,016	1,016
30100 - 4179	DENTAL INSURANCE	3,660	3,660	3,660	3,952	4,577	4,577	4,577
30100 - 4182	CLOTHING ALLOWANCE	-	-	1,308	600	600	600	600
30100 - 4200	OFFICE SUPPLIES	609	527	361	547	547	547	547
30100 - 4210	OPERATING SUPPLIES	18	912	830	119	119	119	119
30100 - 4237	GAS & OIL	518	453	276	488	488	488	488
30100 - 4402	ENGINEERING SERVICES	31,722	7,000	3,603	222,700	89,500	89,500	89,500
30100 - 4405	MEMBERSHIPS & PUBLICATIONS	905	1,256	1,123	1,263	1,263	1,263	1,263
30100 - 4406	PRINTING & BINDING	26	504	190	438	438	438	438
30100 - 4408	VEHICLE EXPENSE	84	100	244	135	135	135	135

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
30100 - 4450	TELEPHONE	-	-	358	300	300	300	300	300
30100 - 4453	MEETINGS & TRAINING	1,718	1,885	774	1,885	1,885	1,885	1,885	1,885
30100 - 4458	VEHICLE MAINTENANCE	-	500	3,758	500	500	500	500	500
30100 - 4600	OFFICE FURNITURE & EQUIP.	-	-	1,329	-	-	-	-	-
30100 - 4994	SITE REMEDIATION	4,380	9,815	11,668	9,370	9,370	9,370	9,370	9,370
TOTAL		492,555	503,246	514,104	743,786	667,798	667,798	667,798	667,798

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
ENGINEERING - 30100			
4090	DEPUTY DIRECTOR MS-ENGINEERING	0	110,766
	SENIOR ENGINEER	0	103,620
	CAPITAL PROJECTS ENGINEER	0	103,620
	ENGINEER (6 MONTHS)	1	31,941

			349,947

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4182	Clothing Allowance	600	Boot allowance per contract (3)	600
4200	Office Supplies	547	Misc. paper, pens, clips, envelopes, folders, binders, etc 3 year weighted average	Misc. paper, pens, clips, envelopes, folders, binders, etc 3 year weighted average
4210	Operating Supplies	119	Marking Paint, batteries, paint, field equipment 3 year weighted average	Marking Paint Batteries Paint stick Shop drawing stamp Large format paper cutter Tape measure Machete Grade rod section Folding ruler Prism Pole Mag nails
4237	Gas & Oil	488	220 gal @ \$2.22/gal - 2 vehicles 3 year weighted average gal	231 gal @ \$1.96/gal - 2 vehicles 3 year weighted average gal
4402	Engineering Services	89,500		

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			<p>Outside engineering services as required by various departments. Amount represents small scale schematic or feasibility work on potential projects, studies, minor wetlands assessments, limited easement assistance, survey work, or other general minor technical assistance to the Town. (level funded from 2018)</p> <p>Construction engineering for South Broadway culvert</p> <p>MS4 (Stormwater): Annual Report (Yr 1), dry weather outfall/interconnection screening and sampling, illicit discharge detection and elimination (DDE) investigations, municipal employee training, and additional supplemental stormwater services. The new MS4 permit became effective July 1, 2018 and requires the above reporting, outfall sampling, training, and mitigation of illicit discharges.</p>	<p>7,000</p> <p>75,000</p> <p>7,500</p>
4405	Memberships & Publications	1,263	<p>NH Public Works Association Annual Group Membership (Director, Sr Engineer, & Cap. Proj. Engineer)</p>	<p>100</p> <p>NH Public Works Association Annual Group Membership (Director, Sr Engineer & Engineer)</p>

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
			American Society of Civil Engineers Annual Membership (Capital Projects Engineer) National Society of Professional Engineers Annual Membership (Sr Engineer & Director) NH Professional Engineering License Renewal (Cap. Proj. Eng. & Director) AASHTO/ASCE/AutoCAD/ENR Technical Publications American Public Works Association Annual Membership (Director)	310 398 150 60 245	American Society of Civil Engineers Annual Membership (Capital Projects Engineer) National Society of Professional Engineers Annual Membership (Sr Engineer & Director) NH Professional Engineering License Renewal (Cap. Proj. Eng. & Director) AASHTO/ASCE/AutoCAD/ENR Technical Publications American Public Works Association Annual Membership (Director)	310 398 150 60 238
4406 Printing & Binding		438	Business cards (1 box) Large format print paper (4 boxes @ \$33) Large format ink cartridges (3 @ \$72)	90 132 216	Business cards (1 box) for Engineer Large format print paper (6 boxes @ \$33) Large format ink cartridges (3 @ \$72)	90 198 216
4408 Vehicle Expense		135	Use of Private Vehicles - mileage (3 year weighted average)	135	Use of Private Vehicles - mileage	
4450 Telephone		300	Telephone stipend for Deputy Director	300		
4453 Meetings & Training		1,885	LGC Annual Conference (Sr. Engineer & Cap. Proj. Engineer) (2 @ \$80) NH Public Works Assoc, UNH Technology Transfer, NH Society of Professional Engineers Trainings	160 360	LGC Annual Conference (Sr. Engineer & Cap. Proj. Engineer) (2 @ \$80) NH Public Works Assoc, UNH Technology Transfer, NH Society of Professional Engineers Trainings	160 360

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			(Sr. Engineer, Cap. Proj. Engineer, Director – 2 ea) (6 @ \$ 60) American Public Works Association Seminar (Director) – 2 days	(Sr. Engineer, Cap. Proj. Engineer, Director – 2 ea) (6 @ \$ 60) American Public Works Association Seminar (Director) – 2 days
4458 Vehicle Maintenance		500	1st vehicle-P3 2nd vehicle-P100	1st vehicle-P3 2nd vehicle-P100
4994 Site Remediation		9,370	Municipal Underground Storage Tank Compliance Work consists of Line Leak Testing, Annual Compliance Audit, and Geotechnical Eng Consultant for: DPW Kelley Library District Court (incl. monthly inspections) Unanticipated parts and physical repairs associated with the above testing and audit work	Municipal Underground Storage Tank Compliance Work consists of Line Leak Testing, Annual Compliance Audit, and Geotechnical Eng Consultant for: DPW Kelley Library District Court (incl. monthly inspections) Unanticipated parts and physical repairs associated with the above testing and audit work

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>MUNICIPAL SERVICES-LIGHTING/TRAFFIC</i>									
50400 - 4226	TRAFFIC LIGHT MAINTENANCE	44,622	47,602	55,722	42,562	42,562	42,562	42,562	42,562
50400 - 4400	CONTRACTED SERVICES	9,975	9,975	19,925	12,750	12,750	12,750	12,750	12,750
50400 - 4496	ELECTRICITY	548,953	514,830	524,246	514,830	514,830	514,830	514,830	514,830
<hr/> TOTAL		603,550	572,407	599,893	570,142	570,142	570,142	570,142	570,142
<hr/> TOTAL-MUNICIPAL SERVICES		5,640,625	5,666,445	5,810,377	6,277,779	6,169,596	6,169,596	6,169,596	6,169,596

2019 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - LIGHTING / TRAFFIC

DEPT # - 50400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4226	Traffic Light/System Maintenance	42,562	Emergency repairs to 30 traffic control systems, 20 flashing lights, 15 school zone lights, and 1 cross walk light Repairs to the Opticom ITS/ATMS maintenance 3 yr avg. (38,869)	Emergency repairs to 30 traffic control systems, 20 flashing lights, 15 school zone lights, and 1 cross walk light Repairs to the Opticom Preventive Maintenance ITS/ATMS maintenance 3 yr avg. (32,345)
4400	Contracted Services	12,750	ITS/ATMS Monitoring	ITS/ATMS Monitoring
4496	Electricity	514,830	2,596 street lights. 30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light. 3 year weighted average-542,846 Planning more conversions in 2019	2,580 street lights. 30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light. Based on 3 year weighted average

DEPT.	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
		2018 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 BUDGET				
HUMAN SERVICES SUMMARY								
ADMINISTRATION	110,033	124,697	123,799	132,756	132,266	132,266	132,266	132,266
DIRECT ASSISTANCE	16,484	44,500	17,256	25,900	34,900	34,900	34,900	34,900
OUTSIDE HUMAN SERVICES	113,300	125,000	117,125	122,500	113,500	113,500	113,500	113,500
<hr/>								
TOTAL - HUMAN SERVICES	239,817	294,197	258,180	281,156	280,666	280,666	280,666	280,666

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
HUMAN SERVICES - ADMINISTRATION									
60100 - 4090	REGULAR PAY	67,352	77,604	77,454	82,639	82,639	82,639	82,639	82,639
60100 - 4170	RETIREMENT	7,015	8,832	8,814	9,317	9,317	9,317	9,317	9,317
60100 - 4171	DISABILITY INSURANCE	615	625	651	676	676	676	676	676
60100 - 4172	WORKERS' COMPENSATION	306	217	218	248	248	248	248	248
60100 - 4174	FICA-SOCIAL SECURITY	4,790	5,937	5,442	6,322	6,322	6,322	6,322	6,322
60100 - 4176	HEALTH INSURANCE	28,263	29,516	29,516	31,578	31,088	31,088	31,088	31,088
60100 - 4177	UNEMPLOYMENT COMPENSATION	114	48	48	48	48	48	48	48
60100 - 4178	LIFE INSURANCE	263	348	294	294	294	294	294	294
60100 - 4179	DENTAL INSURANCE	1,220	1,220	1,220	1,304	1,304	1,304	1,304	1,304
60100 - 4200	OFFICE SUPPLIES	46	200	92	200	200	200	200	200
60100 - 4453	MEETINGS & TRAINING	50	150	50	130	130	130	130	130
SUBTOTAL		110,033	124,697	123,799	132,756	132,266	132,266	132,266	132,266

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
HUMAN SERVICES ADMINISTRATION - 60100			
4090	HUMAN SERVICES DIRECTOR	0	82,639
<hr/> 82,639			

2019 BUDGET WORKSHEET**DEPT NAME - HUMAN SERVICES - ADMINISTRATION****DEPT # - 60100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018	
4200	Office Supplies	200	Copier paper, pens, tape, file folders, misc supplies. Copier expenses.	Copier paper Misc pens, batteries, tape Misc. Supplies	
4453	Meetings & Training	130	NH Local Welfare Admin. Dues NH Welfare Admin Conf. Workshops: Domestic Violence, Child Abuse and Neglect, Legal Assistance Workshop on low income issues, etc.	50 40 40	NH Local Welfare Admin. Dues 50 Southern NH Council Dues 20 NH Welfare Admin Conf. 40 Workshops: Domestic Violence, Child Abuse and Neglect, Legal Assistance 40 Workshop on low income issues, etc

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
DIRECT ASSISTANCE									
60110 - 4433	OTHER ASSISTANCE	259	7,500	1,232	2,500	7,500	7,500	7,500	7,500
60110 - 4434	MEDICAL	-	500	90	400	400	400	400	400
60110 - 4437	FOOD	2,468	4,000	2,310	4,000	4,000	4,000	4,000	4,000
60110 - 4438	RENT	11,067	25,000	11,207	15,000	18,000	18,000	18,000	18,000
60110 - 4439	UTILITIES	2,690	7,500	2,417	4,000	5,000	5,000	5,000	5,000
SUBTOTAL		16,484	44,500	17,256	25,900	34,900	34,900	34,900	34,900

2019 BUDGET WORKSHEET

DEPT NAME - HUMAN SERVICES - DIRECT ASSISTANCE

DEPT # - 60110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4433	Other Assistance	7,500	Vouchers provided for transportation, burials, clothing, and other emergency aid.	Cost for transportation, burials, clothing, emergency home repairs, a catch-all category.
4434	Medical	400	Covers prescriptions, dental and emergency medical assistance.	Cost for prescriptions, dental and emergency medical assistance.
4437	Food	4,000	Vouchers for food purchases for Town Residents.	Provides for food purchases for Town Welfare clients.
4438	Rent	18,000	Payments for rent, emergency housing, and security deposits of eligible clients. Rent costs are at a record high in Southern New Hampshire.	Includes payments for rent, emergency housing, and security deposits of eligible clients. Rent costs continue to be our most expensive line item.
4439	Utilities	5,000	Covers fuel costs such as oil, gas, electric and water bills.	Covers fuel costs such as oil/gas. Also includes electrical bills, and other utility costs.

2019 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
OUTSIDE HUMAN SERVICES								
60200 - 4812	UPPER ROOM	7,500	7,500	1,875	2,000	-	-	-
60200 - 4814	BOYS & GIRLS CLUB	12,500	15,000	15,000	17,500	15,500	15,500	15,500
60200 - 4856	BRIDGES	1,000	1,000	1,000	1,000	1,000	1,000	1,000
60200 - 4894	CART	47,000	47,000	47,000	47,000	47,000	47,000	47,000
60200 - 4906	SALEM FAMILY RESOURCE CENTER	7,000	7,000	7,000	7,000	7,000	7,000	7,000
60200 - 4920	SOUTHERN NH SERVICES (ROCK COM	-	10,000	10,000	12,500	10,000	10,000	10,000
60200 - 4921	FRIENDS PROGRAM (RSVP)	4,000	4,000	4,000	4,000	4,000	4,000	4,000
60200 - 4923	HAVEN (was A SAFE PLACE)	1,000	1,000	1,000	1,000	1,000	1,000	1,000
60200 - 4926	GREATER SALEM CAREGIVERS	15,000	15,000	15,000	17,500	15,000	15,000	15,000
60200 - 4937	ROCKINGHAM NTR, MEALS ON WHEEL	13,000	13,000	13,000	13,000	13,000	13,000	13,000
60200 - 4969	COMMUNITY HEALTH SERVICES	5,300	4,500	2,250	-	-	-	-
<hr/>								
SUBTOTAL		113,300	125,000	117,125	122,500	113,500	113,500	113,500
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TOTAL-HUMAN SERVICES		239,817	294,197	258,180	281,156	280,666	280,666	280,666

2019 BUDGET WORKSHEET

DEPT NAME - HUMAN SERVICES - OUTSIDE HUMAN SERVICES

DEPT # - 60200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4812	Upper Room	-	Help for Salem families and youth with Juvenile Diversion Programs, Adolescent Wellness, help with combating youth shoplifting. To pay cost for low income families who need the service but cannot afford the fees.	Provides Salem families and youth with Juvenile Diversion Programs, Adolescent Wellness, Community Service opportunities, help with combating youth shoplifting and parent support groups.
4814	Boys & Girls Club	15,500	Provides children of Salem with impactful educational programing, math and reading assistance and a host of after school enrichment programs as well as extensive summer programming, and drug and alcohol deterrent programs. In 2017, 597 children were granted \$276,336 In-House Financial Aid.	Provides children of Salem with impactful educational programing, math and reading assistance and a host of after school enrichment programs as well as extensive summer programming. Adding new drug and alcohol deterrent programs and has developed coalition "Stand Up Salem" to combat growing drug abuse issue in Salem. In 2016, 942 youths participated in 59,149 visits to the club.
4856	Bridges	1,000	Bridges provides services to victims of sexual violence. In 2017, Bridges provided 48 contacts for Salem residents with Crisis Intervention and Advocacy at a value \$5,949.	Bridges provides services to victims of sexual violence. In 2016, Bridges provided 36 Salem residents with Crisis Intervention and Advocacy. 863 residents were helped with Education and Outreach Program.
4894	CART	47,000	CART provides the only public transportation in Salem. In 2017, they provided (34.4%) 5,178 trips to Salem residents out of a total 15,052.	CART provides the only public transportation in Salem. Last year they provided 13,151 trips to 229 duplicated residents.
4906	Salem Family Resources	7,000	Provided 21 Play Groups for Salem Families at a value of \$16,470. In addition, referrals to parents for counseling, health care, special education.	Provided 157 clients with 35 units Parenting and Play groups to Salem Families in addition to referrals for parents to counseling, health care, special education.

2019 BUDGET WORKSHEET

DEPT NAME - HUMAN SERVICES - OUTSIDE HUMAN SERVICES

DEPT # - 60200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4920	Southern NH Services (was Rock Cty Cmmty	10,000	407 Salem households were assisted with Fuel Assistance grants. 159 households were also provided food pantries. Electric discounts were granted to 402 families. Total aided, \$687,032. They maintain an office in Salem.	472 Salem households were assisted with Fuel Assistance grants. 204 were also provided a food pantry. Electric discounts were granted to 509 families.
4921	Friends Program (was RSVP)	4,000	4,866 duplicated Salem residents were assisted by 23 "Friends" volunteers last year. At a value of \$37,414. They volunteer at the Ingram Center, AARP, Caregivers, NE Rehab, Salem Haven and other local agencies.	2,002 Salem residents were assisted by a "Friends" volunteer last year. They volunteer at the Ingram Center, AARP, Caregivers, NE Rehab, Salem Haven and other local agencies.
4923	HAVEN (was A Safe Place)	1,000	Agency provides limited case management services for domestic violence victims in the Town of Salem. In 2017, their report states 120 Salem residents were served.	Agency provides limited case management services for domestic violence victims in the Town of Salem. In 2016, their report states 128 Salem residents were served.
4926	Greater Salem Caregivers	15,000	Serves the frail, elderly, temporarily or permanently disabled. 1950 services such as rides, shopping, visits and wellness checks to 211 Salem Residents at a value of \$39,061.	Provides to frail, elderly, temporarily or permanently disabled. Provided 2,062 services such as rides, shopping, visits and wellness checks to 184 Salem Residents.
4937	Rockingham NTR, Meals on Wheels	13,000	Agency is feeding 340 unduplicated Salem clients per year. 5,867 Group meals at the Ingram Center (average of 113 per week) and 28,142 (541 per week) were delivered to Salem homebound residents. Total value was \$280,995.	Agency is feeding 361 Salem clients per day nutritional individual meals to Seniors both at the Ingram Center and to Salem homebound residents. Served over 38,128 meals to Salem residents and have significantly improved the nutrition content of their meals. 6,899 were group meals and 31,229 were home delivered.

2019 BUDGET WORKSHEET**DEPT NAME - HUMAN SERVICES - OUTSIDE HUMAN SERVICES****DEPT # - 60200**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4969	Community Health Services	-	The Affordable Care Act has affected the services CHS has historically provided to Salem residents. The Core HMO program no longer available. The agency is no longer requesting Town funding.	The Affordable Care Act has affected the services CHS has historically provided to Salem residents. The Core HMO program no longer being utilized by Salem residents. The agency is offering case management services and help with enrollment in either Medicaid or in Health Insurance Marketplace.

2019 BUDGET

DEPT.	2017 EXPENDED	2018			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
		BUDGET	EXPENDED (PRE-AUDIT)					
COMMUNITY SERVICES SUMMARY								
ADMINISTRATION	478,597	555,007	498,718	566,580	564,667	564,667	564,667	564,667
INGRAM SENIOR CENTER	66,935	37,204	47,393	42,939	42,939	42,939	42,939	42,939
FACILITIES	11,408	11,579	6,793	17,208	17,208	17,208	17,208	17,208
<hr/> TOTAL - COMMUNITY SERVICES		556,940	603,790	552,903	626,727	624,814	624,814	624,814

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
COMMUNITY SERVICES-ADMINISTRATION									
60400 - 4090	REGULAR PAY	247,362	279,648	247,004	282,790	282,790	282,790	282,790	282,790
60400 - 4092	TEMPORARY PAY	55,204	71,553	69,807	70,359	70,359	70,359	70,359	70,359
60400 - 4098	OVERTIME PAY	68	300	322	300	300	300	300	300
60400 - 4170	RETIREMENT	30,001	31,824	28,582	31,886	31,886	31,886	31,886	31,886
60400 - 4171	DISABILITY INSURANCE	2,195	2,447	2,239	2,639	2,639	2,639	2,639	2,639
60400 - 4172	WORKERS' COMPENSATION	7,224	8,135	8,159	3,673	3,673	3,673	3,673	3,673
60400 - 4174	FICA-SOCIAL SECURITY	22,643	26,889	24,138	27,041	27,041	27,041	27,041	27,041
60400 - 4176	HEALTH INSURANCE	94,714	112,144	99,301	124,197	122,284	122,284	122,284	122,284
60400 - 4177	UNEMPLOYMENT COMPENSATION	442	401	383	361	361	361	361	361
60400 - 4178	LIFE INSURANCE	737	874	648	816	816	816	816	816
60400 - 4179	DENTAL INSURANCE	3,410	4,258	3,392	5,232	5,232	5,232	5,232	5,232
60400 - 4182	CLOTHING ALLOWANCE	676	667	614	445	445	445	445	445
60400 - 4200	OFFICE SUPPLIES	663	950	252	900	900	900	900	900
60400 - 4210	OPERATING SUPPLIES	3,213	3,895	1,861	3,898	3,898	3,898	3,898	3,898
60400 - 4237	GAS & OIL	-	400	51	400	400	400	400	400
60400 - 4400	CONTRACTED SERVICES	2,528	2,800	3,902	4,400	4,400	4,400	4,400	4,400
60400 - 4405	MEMBERSHIPS & PUBLICATIONS	310	440	180	440	440	440	440	440
60400 - 4406	PRINTING & BINDING	1,657	1,500	1,840	1,500	1,500	1,500	1,500	1,500

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
60400 - 4408	VEHICLE EXPENSE	1,210	450	953	450	450	450	450	450
60400 - 4410	ADVERTISING	1,186	1,100	828	500	500	500	500	500
60400 - 4450	TELEPHONE	1,487	1,752	1,436	1,752	1,752	1,752	1,752	1,752
60400 - 4453	MEETINGS/TRAINING	474	780	102	780	780	780	780	780
60400 - 4459	EQUIPMENT MAINTENANCE	1,192	1,800	1,627	1,821	1,821	1,821	1,821	1,821
SUBTOTAL		478,597	555,007	498,718	566,580	564,667	564,667	564,667	564,667

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
COMMUNITY SERVICES ADMINISTRATION - 60400			
4090	COMMUNITY SERVICES DIRECTOR	0	77,361
	SENIOR CENTER COORDINATOR (2)	0	111,003
	RECREATION CLERK	0	47,710
	CUSTODIAN	0	46,716

			282,790

2019 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4092	Temporary Pay	70,359	Painting Instructor 40 weeks @ \$25 (Instructor partially offset by registration fees) Recreation Coordinator Beach Staff	Painting Instructor 40 weeks @ \$25 (Instructor partially offset by registration fees) Recreation Coordinator Beach Staff
4098	Overtime	300	Overtime as needed for Summer help	Overtime as needed for Summer help
4182	Clothing Allowance	445	Custodian/AFSCME contract (uniform service \$195, boot allowance \$250)	Custodian/AFSCME contract (uniform service \$417, boot allowance \$250)
4200	Office Supplies	900	Miscellaneous office supplies Pens, pencils, adding machine tape, paper, masking tape, poster board, small staples, markers, clip boards, laminating, and calendars.	Miscellaneous office supplies Pens, pencils, adding machine tape, paper, masking tape, poster board, small staples, markers, clip boards, laminating, and calendars.
4210	Operating Supplies	3,898	ASCAP (license to play music) Activities, programs and volunteer supplies, coffee, etc, >COA/donations Fishing Derby: Fish, ribbons, trophies, prizes (Funds are in addition to annual donation of 1,000 from Salem Rotary for Fish) Staff T-Shirts Equipment: Life guard saving devices, first aid supplies, ice packs Halloween Party: Candy, prizes, games, entertainment	ASCAP (license to play music) Activities, programs and volunteer supplies, coffee, etc, >COA/donations Fishing Derby: Fish, ribbons, trophies, prizes (Funds are in addition to annual donation of 1,000 from Salem Rotary for Fish) Staff T-Shirts Equipment: Life guard saving devices, first aid supplies, ice packs Halloween Party: Candy, prizes, games, entertainment
4237	Gas & Oil	400	Gas & Oil	Gas & Oil

2019 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4400	Contracted Services	4,400	Portable toilets: Michele Memorial Park Tennis Courts (1), DeBenedetto (Shannon) (1), Morse Soccer (2), Field of Dreams (2), Palmer (1), Wal-Mart (1), Hedgehog Park (1) (based on current bid)	Portable toilets: Michele Memorial Park Tennis Courts (2), DeBenedetto (Shannon) (1), Morse Soccer (2), Field of Dreams (2), Palmer (1), Wal-Mart (1), Hedgehog Park (1)
4405	Membership & Publications	440	New Hampshire Recreation Park Association (2 memberships) US Tennis Association National Rec & Park Assoc New England Park Association NH Assoc. of Senior Centers	New Hampshire Recreation Park Association (2 memberships) US Tennis Association National Rec & Park Assoc New England Park Association NH Assoc. of Senior Centers
4406	Printing & Binding	1,500	Printing Brochures: Summer 13,350 copies Flyers (3 flyers per year)	Printing Brochures: Summer 13,350 copies Flyers (3 flyers per year)
4408	Vehicle expense	450	Mileage reimbursement @ .545 Includes Custodian, Director, and Program Coordinator	Mileage reimbursement @ .54 Includes Custodian, Director, and Program Coordinator Decrease is taking into consideration availability of Town Vehicle
4410	Advertising	500	Summer Jobs Advertise through indeed. No newspaper advertisement.	Summer Jobs

2019 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4450	Telephone	1,752	Telephone Service: Hedgehog Park and Community Services Office Cell phone for Director	Telephone Service: Hedgehog Park and Community Services Office (underbudgeted for 2017) Cell phone for Director
4453	Meetings/Training	780	NH Assoc. of Senior Centers Conference (Sept) Seminars Training for Summer Staff	NH Assoc. of Senior Centers Conference (Sept) Seminars Training for Summer Staff
4459	Equipment Maintenance	1,821	Annual Piano Tuning (two) Copier Maintenance & Overages (Leased new copier in 2017)	Annual Piano Tuning (two) Copier Maintenance & Overages (Leased new copier)

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
COMMUNITY SERVICES-INGRAM SENIOR CENTER									
60430 - 4201	MAINTENANCE SUPPLIES	2,536	2,000	2,040	2,318	2,318	2,318	2,318	2,318
60430 - 4452	BUILDING MAINTENANCE	41,251	11,115	17,733	15,144	15,144	15,144	15,144	15,144
60430 - 4457	GROUNDS MAINTENANCE	214	680	-	680	680	680	680	680
60430 - 4495	HEAT	6,896	7,800	9,471	8,372	8,372	8,372	8,372	8,372
60430 - 4496	ELECTRICITY	14,294	14,064	16,290	14,773	14,773	14,773	14,773	14,773
60430 - 4497	OTHER UTILITIES	1,745	1,545	1,859	1,652	1,652	1,652	1,652	1,652
SUBTOTAL		66,935	37,204	47,393	42,939	42,939	42,939	42,939	42,939

2019 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - INGRAM SENIOR CENTER

DEPT # - 60430

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4201	Maintenance Supplies	2,318	Paper towels, toilet tissue, hand soap, deodorizers, trash bags, cleaning supplies (floor, window, carpet, furniture), etc. (3 yr wgtd avg =2,318)	Paper towels, toilet tissue, hand soap, deodorizers, trash bags, cleaning supplies (floor, window, carpet, furniture), etc. (3 yr wgtd avg =2,082)
4452	Building Maintenance	15,144	Pest Control (do own, supplies) 150 Alarm annual monitoring service 192 HVAC annual maintenance 4,608 HVAC repairs 3,000 Elevator annual maintenance 1,280 Elevator annual Insp.(east coast) 150 Elevator annual State test 50 Painting 250 Misc. building repairs, supplies 500 Fire Alarm annual inspection 1,200 Extinguishers/sprinklers Fire suppression inspections (required for hood over kitchen stove) Kitchen equip maint/repairs 250 Parking lot lights/bulbs 250 Generator Maintenance 425 Elevator piston repack (need to pass inspection) 2,339 Fire system/Burglar alarm repairs 500	Pest Control (do own, supplies) 150 Alarm annual monitoring service 192 HVAC annual maintenance 4,608 HVAC repairs 2,000 Elevator annual maintenance 1,220 Elevator annual Insp.(east coast) 150 Elevator annual State test 50 Painting 250 Misc. building repairs, supplies 500 Fire Alarm annual inspection 1,200 Extinguishers/sprinklers Fire suppression inspections (required for hood over kitchen stove) Kitchen equip maint/repairs 250 Parking lot lights/bulbs 250 Generator Maintenance 295
4457	Grounds Maintenance	680	Fertilizer, lawn supplies, mulch, ice melt, parking lot paint 500 Sprinkler system fall drain, spring open 180	Fertilizer, lawn supplies, mulch, ice melt, parking lot paint 500 Sprinkler system fall drain, spring open 180

2019 BUDGET WORKSHEET**DEPT NAME - COMMUNITY SERVICES - INGRAM SENIOR CENTER****DEPT # - 60430**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4495	Heat	8,372	6,752 therms at \$1.24/therm natural gas (3 yr weighted avg)	6,446 therms at \$1.21/therm natural gas (3 yr weighted avg)
4496	Electricity	14,773	Based on 3 year weighted average, 14,773	Based on 3 year weighted average, less 7.5%
4497	Other Utilities	1,652	Water, sewer, back-flow inspection (3 yr weighted avg)	Water, sewer, back-flow inspection (3 yr weighted avg)

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
COMMUNITY SERVICES-RECREATIONAL FACILITIES									
60450 - 4452	BUILDING MAINTENANCE	9,365	9,910	4,599	15,264	15,264	15,264	15,264	15,264
60450 - 4496	ELECTRICITY	1,243	869	1,393	1,144	1,144	1,144	1,144	1,144
60450 - 4497	OTHER UTILITIES	800	800	800	800	800	800	800	800
SUBTOTAL		11,408	11,579	6,793	17,208	17,208	17,208	17,208	17,208
TOTAL-COMMUNITY SERVICES		556,940	603,790	552,903	626,727	624,814	624,814	624,814	624,814

2019 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - RECREATIONAL FACILITIES

DEPT # - 60450

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4452	Building Maintenance	15,264	Supplies for Hedgehog Park (maintenance, sanitary supplies, repairs, etc.) Hedgehog Park/Beach: -Signs-Rules & Regulations -Sand -Picnic Table -Ramp Repair Tennis court cracks repair Tennis net	Supplies for Hedgehog Park (maintenance, sanitary supplies, repairs, etc.) Hedgehog Park/Beach: -Signs-Rules & Regulations -Sand -Picnic Table -Ramp Repair Fencing
4496	Electricity	1,144	Hedgehog Park & Millville, and Palmer Field Based on 3 year weighted average, 1,144	Hedgehog Park & Millville, and Palmer Field Based on 3 year weighted average, less 7.5%
4497	Other Utilities	800	Pump Holding Tank at Hedgehog Park & Michele Park (done in the Fall)	Pump Holding Tank at Hedgehog Park & Michele Park (done in the Fall)

2019 BUDGET

DEPT.	2017 EXPENDED	2018		2019 TRUSTEE RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
		BUDGET	EXPENDED (PRE-AUDIT)				
<i>LIBRARY SUMMARY</i>							
ADMINISTRATION	1,354,415	1,452,733	1,396,399	1,481,881	1,476,157	1,476,157	1,476,157
BUILDING	102,811	77,356	81,876	96,128	96,128	96,128	137,024
TOTAL - LIBRARY	1,457,225	1,530,089	1,478,275	1,578,009	1,572,285	1,572,285	1,613,181

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 TRUSTEE RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>LIBRARY-ADMINISTRATION</i>									
70100 - 4090	REGULAR PAY	639,761	685,508	690,795	702,285	712,293	712,293	712,293	712,293
70100 - 4092	TEMPORARY PAY	86,357	93,930	61,262	94,075	95,416	95,416	95,416	95,416
70100 - 4109	EMPLOYEE RETIREMENT BEN.	1	1	-	-	-	-	-	-
70100 - 4114	ANNUAL SICK LEAVE BUY-BACK	8,365	5,796	14,602	5,239	5,239	5,239	5,239	5,239
70100 - 4170	RETIREMENT	75,378	77,004	75,872	77,008	78,147	78,147	78,147	78,147
70100 - 4171	DISABILITY INSURANCE	5,792	6,142	6,294	6,500	6,597	6,597	6,597	6,597
70100 - 4172	WORKERS' COMPENSATION	3,976	4,123	4,128	4,284	4,284	4,284	4,284	4,284
70100 - 4174	FICA-SOCIAL SECURITY	55,074	60,093	57,733	61,323	62,192	62,192	62,192	62,192
70100 - 4176	HEALTH INSURANCE	244,331	260,036	242,000	275,027	255,814	255,814	255,814	255,814
70100 - 4177	UNEMPLOYMENT COMPENSATION	1,236	1,178	914	944	944	944	944	944
70100 - 4178	LIFE INSURANCE	1,587	1,711	1,632	1,706	1,741	1,741	1,741	1,741
70100 - 4179	DENTAL INSURANCE	9,661	10,100	9,547	10,608	10,608	10,608	10,608	10,608
70100 - 4200	OFFICE SUPPLIES	970	1,000	971	1,000	1,000	1,000	1,000	1,000
70100 - 4210	OPERATING SUPPLIES	10,426	11,250	11,224	11,250	11,250	11,250	11,250	11,250
70100 - 4223	ACADEMIC REIMBURSEMENT	750	-	-	-	-	-	-	-
70100 - 4257	MATERIALS OF TRADE	135,598	152,290	130,901	152,290	152,290	152,290	152,290	152,290
70100 - 4400	CONTRACTED SERVICES	55,557	55,327	57,484	56,436	56,436	56,436	56,436	56,436
70100 - 4404	AUDIT	744	730	730	730	730	730	730	730

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 TRUSTEE RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
70100 - 4405	MEMBERSHIPS & PUBLICATIONS	35	35	35	35	35	35	35	35
70100 - 4406	PRINTING & BINDING	2,065	250	230	250	250	250	250	250
70100 - 4408	VEHICLE EXPENSE	468	325	231	269	269	269	269	269
70100 - 4450	TELEPHONE	3,315	3,372	3,377	3,372	3,372	3,372	3,372	3,372
70100 - 4451	POSTAGE	487	588	680	588	588	588	588	588
70100 - 4453	MEETINGS & TRAINING	509	740	614	250	250	250	250	250
70100 - 4459	EQUIPMENT MAINTENANCE	125	250	-	250	250	250	250	250
70100 - 4600	OFFICE FURNITURE & EQUIP.	970	7,486	13,128	7,362	7,362	7,362	7,362	7,362
70100 - 4608	PUBLIC FURNITURE & EQUIP.	5,259	6,468	6,746	1,800	1,800	1,800	1,800	1,800
70100 - 4885	PROGRAMMING	5,615	7,000	4,623	7,000	7,000	7,000	7,000	7,000
SUBTOTAL		1,354,415	1,452,733	1,396,399	1,481,881	1,476,157	1,476,157	1,476,157	1,476,157

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
LIBRARY ADMINISTRATION - 70100			
4090	DIRECTOR	0	95,815
	ASST. DIRECTOR	0	74,325
	SR. REFERENCE LIBRARIAN	0	61,884
	SUPPLY CHAIN MANAGER	0	49,318
	HEAD OF CIRCULATION	0	61,884
	SR. GENERAL LIBRARIAN	0	61,884
	CATALOGER	0	50,621
	YOUTH SERVICES LIBRARIAN	0	56,961
	LIBRARY ASST.-CIRCULATION (4)	0	150,340
	SENIOR CUSTODIAN	0	49,258

			712,293

2019 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4092	Temporary Pay	95,416	Pages (2) Multifunctional P/T (7) Library Assistants (1) Reference technician (1)	7,404 56,511 18,001 13,501	Pages (2) Multifunctional P/T (8) Library Assistants (1) Reference technician (1)	7,245 59,666 18,714 8,305
4114	Annual Sick Leave Buy Back	5,239	Payment to eligible employees for 50% of sick days remaining over maximum (72) at year end.		Payment to eligible employees for 50% of sick days remaining over maximum (72) at year end.	
4200	Office Supplies	1,000	General office supplies.		General office supplies.	
4210	Operating Supplies	11,250	Library supplies such as barcodes, date due cards, plastic albums to circulate media, and library cards.		Library supplies such as barcodes, date due cards, plastic albums to circulate media, and library cards.	
4257	Materials of Trade	152,290	Collections of print & non-print materials. \$2,200 worth of materials will be offset by restricted trusts, following the restrictions of the trusts. Pursuant to RSA, these expenditures must be included in the operating budget.		Collections of print & non-print materials. \$2,200 worth of materials will be offset by restricted trusts, following the restrictions of the trusts. Pursuant to RSA, these expenditures must be included in the operating budget.	
4400	Contracted Services	56,436	1) GMILCS annual membership 2) IT Independent contract 3) Internet provider, webpage and email 4) Event calendar 5) Stationary IP address 6) Copier rental 7) Constant Contact (newsletter) 8) CybraryN (internet computer management)	39,642 7,850 2,618 1,250 179 3,300 306 875	1) GMILCS annual membership 2) IT Independent contract 3) Internet provider, webpage and email 4) Event calendar 5) Stationary IP address 6) Copier rental 7) Constant Contact (newsletter) 8) CybraryN (internet computer management)	38,533 7,850 2,618 1,250 179 3,300 306 875

2019 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			9) Misc (motion picture licenses, etc.)	9) Misc (motion picture licenses, etc.)
4404 Audit		730	Annual Financial Audit.	Annual Financial Audit.
4405 Memberships & Publications		35	Dues for library's membership in Merri-Hill-Rock Cooperative.	Dues for library's membership in Merri-Hill-Rock Cooperative.
4406 Printing & Binding		250	Printing Library forms, envelopes, and brochures.	Printing Library forms, envelopes, and brochures.
4408 Vehicle Expense		269	Mileage reimbursements for library personnel, calculated at current rate of \$.545 per mile. Components are: 1) Custodian/Courier 2) GMILCS meetings and training	Mileage reimbursements for library personnel, calculated at current rate of \$.56 per mile. Components are: 1) Custodian/Courier 2) GMILCS meetings and training
4450 Telephone		3,372	Three voice lines and one fax line from Earthlink.	Three voice lines and one fax line from Earthlink.
4451 Postage		588	Postage costs for library operations: mailing notices (overdue and request), etc.	Postage costs for library operations: mailing notices (overdue and request), etc.
4453 Meetings & Training		250	Registrations and fees for workshops and work related training. Includes regional library association conferneces and sub-conferences, management workshops.	Registrations and fees for workshops and work related training. Includes regional library association conferneces and sub-conferences, management workshops.
4459 Equipment maintenance		250	Maintenance for library equipment including cash registers, microfilm reader and computers.	Maintenance for library equipment including cash registers, microfilm reader and computers.
4600 Office Furniture &		7,362	1) 7 Workstations (staff computers)	1) 7 Workstations (staff computers)
			6,714	6,088

2019 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
	Equipment		<p>2) 2 Task chairs 250 3) 2 Barcode scanners 198 4) Replacement parts 200</p> <p>Workstations are part of the library's ongoing phased purchases to keep some 50 computers usable. The chairs and scanners are replacements for units that have been broken or for expanded need.</p> <p>Replacement parts (wireless cards, modems, surge protectors, mice, monitors, etc.) are needed each year as parts fail.</p>	<p>2) 5 Task chairs 500 3) 2 Barcode scanners 198 4) Interior signage 500 5) Replacement parts 200</p> <p>Workstations are part of the library's ongoing phased purchases to keep some 50 computers usable. The chairs and scanners are replacements for units that have been broken or for expanded need.</p> <p>Replacement parts (wireless cards, modems, surge protectors, mice, monitors, etc.) are needed each year as parts fail.</p>
4608	Public Furniture & Equipment	1,800	<p>This line supports the needs of the modern library user, emphasizing digital services and support. The contents of this line include:</p> <p>1) 2 large screen laptops 1,800</p>	<p>This line supports the needs of the modern library user, emphasizing digital services and support. The contents of this line include:</p> <p>1) Shelving for paperback picture books 1,352 2) Shelving for early readers 5,116</p>
4885	Programming	7,000	<p>Programming is a basic library service. Expenditures are completely offset by Fees & Charges income which is included on the Revenue side of the budget. Additional F&C funds have been added to offset the increase to this line.</p>	<p>Programming is a basic library service. Expenditures are completely offset by Fees & Charges income which is included on the Revenue side of the budget. Additional F&C funds have been added to offset the increase to this line.</p>

2019 BUDGET WORKSHEET**DEPT NAME - LIBRARY - ADMINISTRATION****DEPT # - 70100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			The income currently comes from : vending machine, copiers, printers, sale of non-resident cards, book sales, and miscellaneous charges.	The income currently comes from : vending machine, copiers, printers, sale of non-resident cards, book sales, and miscellaneous charges.

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 TRUSTEE RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
BUILDING									
70110 - 4201	MAINTENANCE SUPPLIES	3,890	4,016	4,215	4,016	4,016	4,016	4,016	4,016
70110 - 4452	BUILDING MAINTENANCE	40,812	20,131	22,227	18,770	18,770	18,770	59,666	
70110 - 4469	BUILDING IMPROVEMENTS	6,455	5,380	6,556	21,492	21,492	21,492	21,492	
70110 - 4470	GENERAL LIABILITY	6,783	6,854	6,419	6,306	6,306	6,306	6,306	
70110 - 4491	PROPERTY INSURANCE	7,614	7,469	6,663	6,191	6,191	6,191	6,191	
70110 - 4495	HEAT	10,194	9,445	11,245	12,192	12,192	12,192	12,192	
70110 - 4496	ELECTRICITY	25,806	22,892	23,382	25,941	25,941	25,941	25,941	
70110 - 4497	OTHER UTILITIES	1,257	1,169	1,169	1,220	1,220	1,220	1,220	
SUBTOTAL		102,811	77,356	81,876	96,128	96,128	96,128	137,024	
TOTAL-LIBRARY		1,457,225	1,530,089	1,478,275	1,578,009	1,572,285	1,572,285	1,613,181	

2019 BUDGET WORKSHEET

DEPT NAME - LIBRARY - BUILDING

DEPT # - 70110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4201	Maintenance Supplies	4,016	Basic janitorial supplies such as cleaning supplies, toilet paper & paper towels for bathrooms, etc.	Basic janitorial supplies such as cleaning supplies, toilet paper & paper towels for bathrooms, etc.
4452	Building Maintenance	59,666	1) HVAC contract 5,195 2) Fire and Security 610 3) Elevator contract 600 4) General repairs and maint. 12,365 5) Electrical service repairs 40,896 This number includes grounds maintenance and the cost for work, expected and unexpected, to maintain a 50+ yr old, heavily used facility.	1) HVAC contract 5,195 2) Fire and Security 610 3) Elevator contract 600 4) General repairs and maint. 13,726
4469	Building Improvements	21,492	1) Replace air conditioner as part of replacement plan for units 30+ years old 6,556 2) Replace fire radio box as part of project to update fire alarm system 10,808 3) Replace strobes as final part of project to update fire alarm system 4,128	2) Replace air conditioner as part of replacement plan for units 30+ years old 5,380
4470	General Liability	6,306	Liability Coverage as part of the Town policy	Liability Coverage as part of the Town policy
4491	Property Insurance	6,191	Property Coverage as part of the Town policy	Property Coverage as part of the Town policy
4495	Heat	12,192	Heating oil. Based on 3 year weighted average of oil used, with the estimated cost per gallon of \$2.53	Heating oil. Based on 3 year weighted average of oil used, with the estimated cost per gallon of \$1.93
4496	Electricity	25,941	Based on a 3 yr weighted average, 25,941	Based on a 3 yr weighted average, less 7.5%

2019 BUDGET WORKSHEET**DEPT NAME - LIBRARY - BUILDING****DEPT # - 70110**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4497	Other Utilities	1,220	Town water and sewer based on 3 year weighted average of usage.	Town water and sewer based on 3 year weighted average of usage.

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
COMMUNITY CONTRIBUTIONS									
70200 - 4913	SALEM VETERANS' ASSOCIATION	5,000	5,000	5,000		5,000	5,000	5,000	5,000
70200 - 4914	HOLIDAY CELEBRATIONS	3,015	-	-		-	-	-	-
70200 - 4915	INDEPENDENCE DAY	16,709	17,704	17,577		17,879	17,879	17,879	17,879
TOTAL		24,724	22,704	22,577		22,879	22,879	22,879	22,879

2019 BUDGET WORKSHEET**DEPT NAME - COMMUNITY CONTRIBUTIONS****DEPT # - 70200**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4913	Salem Veterans' Association	5,000	Salem Veterans' Association annual programs Engraving of additional names	Salem Veterans' Association annual programs Engraving of additional names
4915	Independence Day	17,879	Fireworks display Police Detail Fire Detail Entertainment Dunk Booth	10,000 6,006 1,223 350 300

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
CAPITAL IMPROVEMENTS									
80100 - 4602	FIRE EQUIPMENT	-	-	-	-	65,000	65,000	65,000	65,000
80100 - 4616	COMMUNICATIONS EQUIPMENT	265,675	-	-	-	480,000	480,000	480,000	480,000
80100 - 4703	POLICE FACILITIES	-	-	-	-	-	-	-	-
80100 - 4719	LEASE/PURCHASE	904,942	880,199	896,981	762,553	752,268	752,268	752,268	752,268
80100 - 4724	POLICE-VEHICLES	-	-	-	54,140	51,545	51,545	51,545	51,545
80100 - 4727	FIRE DEPARTMENT VEHICLES	-	31,969	32,669	-	-	-	-	-
80100 - 4729	PW-EQUIPMENT REPLACEMENT	-	31,680	21,100	-	-	-	-	-
80100 - 4747	TENNIS COURTS	-	-	-	-	-	-	-	-
80100 - 4823	FIRE FACILITIES	-	41,500	56,000	-	-	-	-	-
80100 - 4888	GEOGRAPHIC INFORMATION SYSTEM	-	-	-	110,000	55,000	55,000	55,000	55,000
80100 - 4896	PC TECHNOLOGY UPGRADE	-	66,050	58,790	66,050	66,050	66,050	66,050	66,050
TOTAL		1,170,617	1,051,398	1,065,540	1,537,743	1,469,863	1,469,863	1,469,863	1,469,863

2019 BUDGET WORKSHEET

DEPT NAME - CAPITAL

DEPT # - 80100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4602	Fire Equipment	65,000	Technical Rescue Equipment - Trench and Building Collapse (39,650 Impact fee offset-GF 1-3780)	65,000
4616	Town Wide Communications	480,000	Year II of program from 2018 warrant (480,000 Use of FB offset-GF 1-3800)	480,000
4719	Lease/Purchase	752,268	Existing lease agreements New Leases: Police - 11 cruisers, 1 SUV, and 1 SOU vehicle	610,177 See lease schedule for existing lease agreements New Leases: Police-Prisoner transport van Fire-Ambulance Fire-Utility DPW-Large dump truck DPW-Sidewalk tractor DPW-Landfill Scale
4724	Police Department Vehicles	51,545	Equipment for new cruisers (cruiser cost in lease amount)	51,545
4888	Geographical Info. System	55,000	GIS flyover-(50% of Total-110,000 split with SF/WF)	55,000
4896	PC Technology Upgrade	66,050	50 New (replacement) computers (1,321/each) Approximately 1/3rd (year 2)	66,050 50 New (replacement) computers (1,321/each) Approximately 1/3rd

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
WARRANT ARTICLES									
90110 - 4452	BUILDING MAINTENANCE	12,235	69,843	65,804	-	-	-	-	-
90110 - 4469	BUILDING IMPROVEMENTS	-	-	-	-	788,426	788,426	788,426	788,426
90110 - 4616	TOWN WIDE COMMUNICATIONS	-	640,000	640,000	-	85,000	85,000	85,000	85,000
90110 - 4625	PURCHASE WATER RIGHTS	-	-	-	-	1,071,000	1,071,000	1,071,000	1,071,000
90110 - 4719	LEASE/PURCHASE	-	-	-	-	166,160	166,160	166,160	166,160
90110 - 4824	PORTABLE CLASSROOMS	-	340,000	-	-	-	-	-	-
90110 - 4912	CAPITAL RESERVE-ROADS	3,785,332	4,036,107	4,036,107	-	4,730,677	4,730,677	4,730,677	4,730,677
90110 - 4920	ROCKINGHAM COMMUNITY ACTION	15,000	-	-	-	-	-	-	-
90110 - 4925	WEEDS IN MILLVILLE	-	3,000	3,000	-	-	-	-	-
90110 - 4929	ISAIAH 58 NH	-	5,000	5,000	-	-	-	-	-
90110 - 4967	SNOW MANAGEMENT TRUST FUND	45,342	-	-	-	250,000	250,000	250,000	250,000
TOTAL		3,857,909	5,093,950	4,749,911	-	7,091,263	7,091,263	7,091,263	7,091,263

2019 BUDGET WORKSHEET

DEPT NAME - SEPARATE WARRANT ARTICLES

DEPT # - 90110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4469	Building Improvements	788,426	Replace HVAC System at District Court	
4616	Town Wide Communications	85,000	Public Safety Radio Tower and Shed for the communications project	First year's payment for replacement and expansion of the public safety radio communications system
4625	Purchase Water Rights	1,071,000	Southern NH Regional Water Line-Bond for the purchase of drinking water rights capacity. General Fund portion only, remainder in Water Fund	
4719	Lease/Purchase	166,160	Fire Engine-Pumper. Year 1 of 5 year lease/purchase	
4912	Capital Reserve - Roads	4,730,677	Road Construction and Engineering Program	Road Construction and Engineering Program
4967	Snow Management Trust Fund	250,000	Transfer to Snow Expendable Trust Fund	

2019 BUDGET

DEPT.	2017 EXPENDED	2018		2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
		BUDGET	EXPENDED (PRE-AUDIT)				
SEWER FUND SUMMARY							
ADMINISTRATION	2,706,804	2,382,221	2,336,445	2,196,541	2,194,892	2,194,892	2,194,892
DEBT SERVICES	424,172	423,887	424,577	375,691	375,691	375,691	375,691
CAPITAL PROJECTS	190,143	460,000	400,894	550,000	566,500	566,500	566,500
WARRANT ARTICLES	301,000	-	-	-	-	-	-
TOTAL - SEWER FUND	3,622,119	3,266,108	3,161,917	3,122,232	3,137,083	3,137,083	3,137,083

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET		2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)				
SEWER-ADMINISTRATION								
28100 - 4090	REGULAR PAY	101,893	102,947	67,469	149,176	149,176	149,176	149,176
28100 - 4092	TEMPORARY PAY	19,857	10,000	4,322	10,000	10,000	10,000	10,000
28100 - 4098	OVERTIME PAY	35,977	15,642	30,118	25,000	25,000	25,000	25,000
28100 - 4112	STAND-BY PAY	4,057	3,699	1,532	3,101	3,101	3,101	3,101
28100 - 4170	RETIREMENT	20,820	13,918	12,484	19,988	19,988	19,988	19,988
28100 - 4171	DISABILITY INSURANCE	1,308	935	722	1,440	1,440	1,440	1,440
28100 - 4172	WORKERS' COMPENSATION	4,279	4,870	4,867	5,449	5,449	5,449	5,449
28100 - 4174	FICA-SOCIAL SECURITY	10,769	10,120	7,352	14,327	14,327	14,327	14,327
28100 - 4176	HEALTH INSURANCE	64,053	60,500	40,754	105,729	103,936	103,936	103,936
28100 - 4177	UNEMPLOYMENT COMPENSATION	132	130	95	178	178	178	178
28100 - 4178	LIFE INSURANCE	368	363	222	444	444	444	444
28100 - 4179	DENTAL INSURANCE	2,286	1,930	1,486	3,286	3,286	3,286	3,286
28100 - 4182	CLOTHING ALLOWANCE	1,012	1,362	1,332	1,261	1,261	1,261	1,261
28100 - 4200	OFFICE SUPPLIES	504	100	237	300	300	300	300
28100 - 4235	SMALL TOOLS & EQUIP.	1,694	709	1,268	1,300	1,300	1,300	1,300
28100 - 4237	GAS & OIL	3,118	1,960	2,474	2,895	2,895	2,895	2,895
28100 - 4249	RESURFACING	1,321	-	-	-	-	-	-
28100 - 4262	SAFETY	356	230	184	230	230	230	230

2019 BUDGET									
DEPT.	ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
28100	- 4399	LEGAL SERVICES	-	1,030	-	-	-	-	-
28100	- 4400	CONTRACTED SERVICES	846,326	504,094	495,316	122,153	122,297	122,297	122,297
28100	- 4404	AUDIT	2,602	2,555	2,555	2,555	2,555	2,555	2,555
28100	- 4406	PRINTING & BINDING	1,612	3,562	877	3,562	3,562	3,562	3,562
28100	- 4423	MEDICAL EXAMINATIONS	379	82	216	82	82	82	82
28100	- 4450	TELEPHONE	1,527	1,500	1,311	1,560	1,560	1,560	1,560
28100	- 4451	POSTAGE	5,907	6,205	5,769	6,215	6,215	6,215	6,215
28100	- 4453	MEETINGS & TRAINING	-	500	432	-	-	-	-
28100	- 4456	RADIO MAINTENANCE	15	63	-	63	63	63	63
28100	- 4458	VEHICLE MAINTENANCE	1,513	150	1,430	150	150	150	150
28100	- 4459	EQUIPMENT MAINTENANCE	3,097	2,000	1,510	2,000	2,000	2,000	2,000
28100	- 4470	GENERAL LIABILITY	13,465	15,130	13,946	13,460	13,460	13,460	13,460
28100	- 4475	FLEET INSURANCE	1,517	1,483	1,336	1,256	1,256	1,256	1,256
28100	- 4488	ADMIN. SERVICE CHARGE	167,511	212,109	212,109	223,666	223,666	223,666	223,666
28100	- 4491	PROPERTY INSURANCE	4,890	4,795	4,342	4,107	4,107	4,107	4,107
28100	- 4496	ELECTRICITY	27,696	25,074	32,901	28,044	28,044	28,044	28,044
28100	- 4497	OTHER UTILITIES	17,749	15,703	20,759	18,512	18,512	18,512	18,512
28100	- 4587	RECORDING FEES	340	250	257	250	250	250	250
28100	- 4615	SEWER EQUIPMENT	11,925	16,000	5,138	16,000	16,000	16,000	16,000

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
28100 - 4646	GLSD OPERATING COSTS	1,324,931	1,340,521	1,359,323	1,408,802	1,408,802	1,408,802	1,408,802	1,408,802
	SUBTOTAL	2,706,804	2,382,221	2,336,445	2,196,541	2,194,892	2,194,892	2,194,892	2,194,892

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
SEWER ADMINISTRATION - 28100			
4090	WORKING FOREMAN	0	55,575
	HEO-WTP OPERATOR II (moved from WF)	1	50,152
	LEO-WTP OPERATOR I	0	43,449
		-----	-----
			149,176

2019 BUDGET WORKSHEET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4092	Temporary Pay	10,000	Police details Manhole repairs 3 yr wgtd avg. (14,764)	Police details Manhole repairs 3 yr wgtd avg. (4,884)
4098	Overtime Pay	25,000	For overtime calls and emergency work on the sewer system. 3 yr wgtd avg. (27,800)	For overtime calls and emergency work on the sewer system. 3 yr wgtd avg. (14,667)
4112	Stand-By Pay	3,101	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (1/3 of cost-shared with Water Fund) 3 yr wgtd avg. (3,101)	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (1/3 of cost-shared with Water Fund) 3 yr wgtd avg. (1,616)
4182	Clothing Allowance	1,261	Per Public Works contract, 3 employees	Per Public Works contract, 2 employees
4200	Office Supplies	300	Copy paper, pens, and other expendables.	Copy paper, pens, and other expendables.
4235	Small Tools & Equipment	1,300	Ladders, shovels, pumps, hoses, dye tablets, etc. 3 yr wgtd avg. (1,335)	Ladders, shovels, pumps, hoses, dye tablets, etc. 3 yr wgtd avg. (798)
4237	Gas & Oil	2,895	For vehicles, mowers and minor equipment. 1,098 gal. gas @ \$2.22/gal, 180 gal. diesel @ \$2.54/gal 3 yr wgtd avg. (3,068)	For vehicles, mowers and minor equipment. 1,000 gallons @ \$1.96/gal 3 yr wgtd avg. (2,749)
4262	Safety	230	Hard Hats and safety vests traffic cones/barricades Special equipment needed for handling of wastewater and confined space entry. 3 yr wgtd avg. (255)	Hard Hats and safety vests traffic cones/barricades Special equipment needed for handling of wastewater and confined space entry. 3 yr wgtd avg. (98)

2019 BUDGET WORKSHEET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4400	Contracted Services	122,297	Annual Preventative Maintenance contract for sewer lift stations Sewer lift station pumps (10) Preventive maintenance (includes repairs to some issues identified in 2018) Pump station wet well cleaning P.S. Mission controllers maint Video inspection-sewer mains Manhole reconstruction Emergency repairs to sewer system and pumping stations Lift stations generator PM Groundwater Management Permit-WWTP Meter reading equipment: Maintenance contract (37%) Software maintenance (37%) Fire Extinguisher Inspection Time & Attendance Service	Annual Preventative Maintenance contract for sewer lift stations Sewer lift station pumps (10) Preventive maintenance Pump station wet well cleaning P.S. Mission controllers maint Video inspection-sewer mains Manhole reconstruction Emergency repairs to sewer system and pumping stations Lift stations generator PM Groundwater Management Permit-WWTP Soil Remediation Action Plan Implementation-WWTP Keewaydin Dr Station check valve Sanitary Pumps and Drives (repl) Meter reading equipment: Maintenance contract (37%) Software maintenance (37%) Fire Extinguisher Inspection Time & Attendance Service
4404	Audit	2,555	Annual audit	Annual audit
4406	Printing & Binding	3,562	Sewer billing 37/63% split S/W Delinquent notices (N11Z)	Sewer billing Delinquent notices (N11Z)

2019 BUDGET WORKSHEET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
			Cert. mail cards 3 yr wgtd avg. (1,655) Printing service for billings	168 1,873	Cert. mail cards 3 yr wgtd avg. (1,680) Printing service for billings	168 1,873
4423	Medical Exams	82	Required random drug and alcohol exams and physicals 3 yr wgtd avg. (291)		Required random drug and alcohol exams and physicals 3 yr wgtd avg. (78)	
4450	Telephone	1,560	Cell phone (1) Meter towers 37/63 split	480 1,080	Cell phone (1) Meter towers 37/63 split	432 1,068
4451	Postage	6,215	Postage for monthly and quarterly billings and delinquency notices Postage for Betterment & DBA billings S/W 37-63% split 3 yr wgtd avg. (5,997)	6,085 130	Postage for monthly and quarterly billings and delinquency notices Postage for Betterment & DBA billings S/W 37-63% split 3 yr wgtd avg. (6,205)	6,085 120
4456	Radio Maintenance	63	Radio repair and pager rental 3 yr wgtd avg. (406)		Radio repair and pager rental 3 yr wgtd avg. (1,634)	
4458	Vehicle Maintenance	150	Normal maintenance and inspection of pickup with plow P77-2012 Ford F350 3 yr wgtd avg. (1,029)		Normal maintenance and inspection of pickup with plow P77-2012 Ford F350 3 yr wgtd avg. (201)	
4459	Equipment Maintenance	2,000	Replacement parts for equipment at lift stations. Maintain generators, breathing and ventilation equipment, propane for backup generators. 3 yr. avg. (3,162)		Replacement parts for equipment at lift stations. Maintain generators, breathing and ventilation equipment, propane for backup generators. 3 yr. avg. (2,314)	

2019 BUDGET WORKSHEET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4470	General Liability	13,460	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase 7/1/19)	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase 7/1/18)
4475	Fleet Insurance	1,256	Coverage for sewer vehicles (estimated 5% increase 7/1/19)	Coverage for sewer vehicles (estimated 5% increase 7/1/18)
4488	Administrative Service Charge	223,666	Administrative charge for services provided by General Fund (purchasing, payroll, billing, accounts payable, IT, personnel, collections, DPW)	Administrative charge for services provided by General Fund (purchasing, payroll, billing, accounts payable, IT, personnel, collections, DPW)
4491	Property Insurance	4,107	Coverage for building and contents, plus lift stations and former treatment plant. (estimated 5% increase 7/1/19)	Coverage for building and contents, plus lift stations and former treatment plant. (estimated 5% increase 7/1/18)
4496	Electricity	28,044	Electricity to operate lift stations and meter stations. Based on 3 year weighted average, 28,044	Electricity to operate lift stations and meter stations. Based on 3 year weighted average, less 7.5%
4497	Other Utilities	18,512	Water service at South Policy lift station Annual backflow test Silverbrook Development charges Methuen – offsetting revenue 3 yr wgtd avg. (16,171)	Water service at South Policy lift station 72 Annual backflow test 40 Silverbrook Development charges 18,400 Methuen – offsetting revenue 3 yr wgtd avg. (13,092)
4587	Recording Fees	250	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds. 3 yr wgtd avg. (317)	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds. 3 yr wgtd avg. (272)

2019 BUDGET WORKSHEET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4615	Sewer Equipment	16,000	Fittings & adapters Manhole rims, covers, raisers 3 yr wgtd avg. (8,870)	1,000 15,000 3 yr wgtd avg. (3,783)
4646	GLSD Operating Cost	1,408,802	01/01 - 06/30 (fixed) 07/01 - 12/31 (estimate)	693,802 715,000

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
SEWER-DEBT SERVICES									
28110 - 4500	GLSD-DEBT	356,672	355,847	356,537	375,691	375,691	375,691	375,691	375,691
28110 - 4557	SEWER #11-PRINCIPAL '98	61,200	64,800	64,800	-	-	-	-	-
28110 - 4567	SEWER #11-INTEREST '98	6,300	3,240	3,240	-	-	-	-	-
SUBTOTAL		424,172	423,887	424,577	375,691	375,691	375,691	375,691	375,691

2019 BUDGET WORKSHEET**DEPT NAME - SEWER - DEBT****DEPT # - 28110**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019		EXPLANATION 2018	
4500	GLSD Debt	375691	01/01 - 06/30 (fixed) 07/01 - 12/31 (estimate)	180691 195000	01/01 - 06/30 (fixed) 07/01 - 12/31 (estimate)	175846.9 180000

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
SEWER-CAPITAL PROJECTS									
28120 - 4402	ENGINEERING SERVICES	-	-	-	-	350,000	350,000	350,000	350,000
28120 - 4765	IMPROVEMENTS	190,143	260,000	233,497	-	200,000	200,000	200,000	200,000
28120 - 4848	SEWER INFLOW AND INFILTRATION	-	200,000	167,398	-	-	-	-	-
28120 - 4888	GIS FLYOVER	-	-	-	-	-	16,500	16,500	16,500
SUBTOTAL		190,143	460,000	400,894	-	550,000	566,500	566,500	566,500
GRAND TOTAL-SEWER		3,622,119	3,266,108	3,161,917	3,122,232	3,137,083	3,137,083	3,137,083	3,137,083

2019 BUDGET WORKSHEET**DEPT NAME - SEWER - CAPITAL PROJECTS****DEPT # - 28120**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4402	Engineering	350,000	South Broadway	350,000
4765	Improvements	200,000	I/I Improvements (physical improvements)	200,000
4888	GIS FLYOVER	16,500	GIS Flyover (15% of total-110,000)	16,500

DEPT.	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
		2018 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 BUDGET				
WATER FUND SUMMARY								
ADMINISTRATION	1,377,480	1,584,766	1,499,945	1,531,576	1,529,928	1,529,928	1,529,928	1,529,928
OPERATIONAL	801,264	780,067	776,848	720,864	721,344	721,344	721,344	721,344
BUILDINGS	79,779	62,389	57,243	68,031	68,031	68,031	68,031	68,031
DEBT SERVICES	539,758	717,249	688,735	650,405	650,405	650,405	650,405	650,405
CAPITAL PROJECTS	762,295	196,088	207,486	103,398	141,898	141,898	141,898	141,898
WARRANT ARTICLES	(1,475)	-	-	-	4,284,000	4,284,000	4,284,000	4,284,000
TOTAL - WATER FUND		3,559,100	3,340,559	3,230,257	3,074,274	7,395,606	7,395,606	7,395,606

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET		2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)				
WATER-ADMINISTRATION								
38100 - 4090	REGULAR PAY	494,653	637,480	554,233	614,581	614,581	614,581	614,581
38100 - 4092	TEMPORARY PAY	51,054	20,487	52,954	25,000	25,000	25,000	25,000
38100 - 4098	OVERTIME PAY	76,276	77,447	99,058	77,447	77,447	77,447	77,447
38100 - 4109	EMPLOYEE RETIREMENT BENEFIT	947	-	3,385	-	-	-	-
38100 - 4112	STAND-BY PAY	7,110	8,206	10,701	7,310	7,310	7,310	7,310
38100 - 4170	RETIREMENT	71,852	82,292	77,432	78,848	78,848	78,848	78,848
38100 - 4171	DISABILITY INSURANCE	4,556	5,492	5,049	5,591	5,591	5,591	5,591
38100 - 4172	WORKERS' COMPENSATION	23,316	27,565	27,430	21,080	21,080	21,080	21,080
38100 - 4174	FICA-SOCIAL SECURITY	46,243	57,614	53,578	55,412	55,412	55,412	55,412
38100 - 4176	HEALTH INSURANCE	208,048	285,113	211,343	256,395	252,247	252,247	252,247
38100 - 4177	UNEMPLOYMENT COMPENSATION	681	630	530	565	565	565	565
38100 - 4178	LIFE INSURANCE	1,931	2,261	1,680	1,883	1,883	1,883	1,883
38100 - 4179	DENTAL INSURANCE	7,384	9,777	7,516	9,865	9,865	9,865	9,865
38100 - 4182	CLOTHING ALLOWANCE	6,268	6,690	5,044	5,230	5,230	5,230	5,230
38100 - 4200	OFFICE SUPPLIES	537	437	1,126	500	500	500	500
38100 - 4399	LEGAL SERVICES	10,616	600	36,291	7,552	10,052	10,052	10,052
38100 - 4404	AUDIT	2,602	2,555	2,555	2,555	2,555	2,555	2,555
38100 - 4405	MEMBERSHIPS & PUBLICATIONS	1,430	1,800	935	1,848	1,848	1,848	1,848

2019 BUDGET									
DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2018		2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET	
			BUDGET	EXPENDED (PRE-AUDIT) (incl. encumb)					
38100 - 4406	PRINTING & BINDING	5,485	9,587	5,082	9,587	9,587	9,587	9,587	
38100 - 4423	MEDICAL EXAMINATIONS	344	500	99	500	500	500	500	
38100 - 4437	FOOD	4,110	2,400	1,790	-	-	-	-	
38100 - 4440	EQUIPMENT RENTAL	26,034	30,000	18,986	30,000	30,000	30,000	30,000	
38100 - 4450	TELEPHONE	30,392	31,058	29,898	29,388	29,388	29,388	29,388	
38100 - 4451	POSTAGE	26,802	33,140	25,331	33,140	33,140	33,140	33,140	
38100 - 4453	MEETINGS & TRAINING	4,840	4,700	2,616	4,700	4,700	4,700	4,700	
38100 - 4456	RADIO MAINTENANCE	90	145	-	145	145	145	145	
38100 - 4458	VEHICLE MAINTENANCE	13,987	4,242	18,077	4,000	4,000	4,000	4,000	
38100 - 4470	GENERAL LIABILITY	18,903	14,197	13,640	13,767	13,767	13,767	13,767	
38100 - 4475	FLEET INSURANCE	5,034	5,437	4,898	4,605	4,605	4,605	4,605	
38100 - 4488	ADMIN. SERVICE CHARGE	210,477	213,154	213,154	212,820	212,820	212,820	212,820	
38100 - 4491	PROPERTY INSURANCE	14,723	9,260	12,693	16,762	16,762	16,762	16,762	
38100 - 4587	RECORDING FEES	340	250	257	250	250	250	250	
38100 - 4600	OFFICE FURNITURE & EQUIPMENT	416	250	2,582	250	250	250	250	
SUBTOTAL		1,377,480	1,584,766	1,499,945	1,531,576	1,529,928	1,529,928	1,529,928	

2019 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
WATER ADMINISTRATION - 38100			
4090	DEP DIR UTILITIES (INCLUDES CERTIFICATION STIPEND)	0	94,945
	CHEMIST	0	83,414
	WORKING FOREMAN (2)	0	121,781
	HEAVY EQUIPMENT OPERATOR (2)	0	110,620
	CONSTRUCTION MAINT REPAIR III	0	52,537
	CONSTRUCTION MAINT REPAIR I	0	49,375
	BACKFLOW INSP	0	53,206
	METER REPAIR TECH	0	48,703
	MEO(1) : WTP OPERATOR II (moved to SF)	(1)	

			614,581

2019 BUDGET WORKSHEET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018	
4092	Temporary Pay	25,000	2 employees @ \$13 an hour for 11 weeks for seasonal projects. Police details 3 yr wgtd avg. (41,721)	11,440 13,560 2 employees @ \$13 an hour for 11 weeks for seasonal projects. Police details 3 yr wgtd avg. (20,487)	11,440 9,047
4098	Overtime Pay	77,447	Overtime for water breaks, pumping systems, telemetry alarms, and weekend system checks and other work conducted outside of normal business hours. 3 yr wgtd avg. (76,204)	Overtime for water breaks, pumping systems, telemetry alarms, and weekend system checks and other work conducted outside of normal business hours. 3 yr wgtd avg. (76,176)	
4112	Stand-By Pay	7,310	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (2/3 of cost-shared with Sewer Fund) 3 yr wgtd avg. (7,310)	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (2/3 of cost-shared with Sewer Fund) 3 yr wgtd avg. (8,256)	
4182	Clothing Allowance	5,230	Per Public Works contract, 8 employees + 2 employees-boot allowance only	4,830 400	Per Public Works contract, 9 employees + 2 employees-boot allowance only
4200	Office Supplies	500	General office supplies. 3 yr wgtd avg. (481)	General office supplies. 3 yr wgtd avg. (437)	
4399	Legal Services	10,052	Outside legal services. 3 yr wgtd avg. (7,552)	10,052 3 yr wgtd avg. (1,012)	
4404	Audit	2,555	Annual audit.	Annual audit.	
4405	Memberships & Publications	1,848	State Certification renewals: Treatment & Distribution	900 Treatment & Distribution	900

2019 BUDGET WORKSHEET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Individual Memberships: American Backflow Prevention Assn (APBA) (1)	Individual Memberships: American Backflow Prevention Assn (APBA) (1)
			100	77
			American Water Works Association (AWWA) (2)	American Water Works Association (AWWA) (2)
			208	208
			Utility Memberships: NEWWA	Utility Memberships: NEWWA
			440	415
			NH DES	NH DES
			200	200
4406	Printing & Binding	9,587	Water billing 37/63% split S/W Meter cards Invoices Delinquent notices (N11Z) Cert. mail cards Consumer Confidence Report CCR-Data processing/labels Public notices Printing service for billings	Water billing 37/63% split S/W Meter cards Invoices Delinquent notices (N11Z) Cert. mail cards Consumer Confidence Report CCR-Data processing/labels Public notices Printing service for billings
			2,347	2,347
			265	265
			337	337
			143	143
			282	282
			1,632	1,632
			630	630
			823	823
			3,128	3,128
4423	Medical Exams	500	Required random drug and alcohol exams and physicals. 3 yr wgtd avg. (388)	Required random drug and alcohol exams and physicals. 3 yr wgtd avg. (480)
4440	Equipment Rental	30,000	Rental of heavy excavation equipment and special tools as needed for main breaks and other distribution system repairs as needed. Mill/Fill Old trenches 3 yr wgtd avg. (31,182)	Rental of heavy excavation equipment and special tools as needed for main breaks and other distribution system repairs as needed. Mill/Fill Old trenches 3 yr wgtd avg. (34,357)
			20,000	20,000
			10,000	10,000

2019 BUDGET WORKSHEET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4450	Telephone	29,388	Telephone/Fax/circuits Cell phones (3) Meter towers 63/37 split High speed fiber-Comcast Internet 3 yr wgtd avg. (27,739)	17,796 720 1,848 7,284 1,740 3 yr wgtd avg. (22,895)	Telephone/Fax/circuits Cell phones (3) Meter towers 63/37 split High speed fiber-Comcast Internet 3 yr wgtd avg. (18,525)	18,525 1,644 2,040 7,109 1,740
4451	Postage	33,140	Postage for monthly and quarterly billings and delinquency notices Postage for Betterment & DBA billings S/W 37-63% split Violations notices, backflow letters, annual water quality report to users etc. Certified shut off letters (Offsetting revenue-cost passed on to customers)	16,000 180 4,000 12,960 12,960	Postage for monthly and quarterly billings and delinquency notices Postage for Betterment & DBA billings S/W 37-63% split Violations notices, backflow letters, annual water quality report to users etc. Certified shut off letters (Offsetting revenue-cost passed on to customers)	16,000 180 4,000 12,960
4453	Meetings & Training	4,700	Water treatment training Water distribution training Safety training programs	2,200 2,200 300	Water treatment training Water distribution training Safety training programs	2,200 2,200 300
4456	Radio Maintenance	145	Repairs to portable radios Pager fees (3) 3 yr wgtd avg. (462)	25 120 3 yr wgtd avg. (1,631)	Repairs to portable radios Pager fees (3) 3 yr wgtd avg. (25)	25 120
4458	Vehicle Maintenance	4,000	Scheduled and emergency repairs to 1 backhoe, 1 compressor, 5 utility trucks, and 3 compact pick-ups & 6-wheel dump truck. 3 yr wgtd avg. (11,166)	3 yr wgtd avg. (4,242)	Scheduled and emergency repairs to 1 backhoe, 1 compressor, 5 utility trucks, and 3 compact pick-ups & 6-wheel dump truck.	3 yr wgtd avg. (4,242)

2019 BUDGET WORKSHEET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4470	General Liability	13,767	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase 7/1/19)	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase 7/1/18)
4475	Fleet Insurance	4,605	Coverage for water vehicles (estimated 5% increase 7/1/19)	Coverage for water vehicles (estimated 5% increase 7/1/18)
4488	Administration Service Charge	212,820	Administrative charge for services provided by General Fund (purchasing, payroll, billing, accounts payable, IT, personnel, collections, DPW).	Administrative charge for services provided by General Fund (purchasing, payroll, billing, accounts payable, IT, personnel, collections, DPW).
4491	Property Insurance	16,762	Coverage for building and contents, plus pumping stations and 3 water towers and Dams. (estimated 5% increase 7/1/19)	Coverage for building and contents, plus pumping stations and 3 water towers and Dams. (estimated 5% increase 7/1/18)
4587	Recording Fees	250	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds. 3 yr wgtd avg. (317)	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds. 3 yr wgtd avg. (276)
4600	Office Furniture & Equip	250	Replacement office equipment. 3 yr wgtd avg. (425)	Replacement office equipment. 3 yr wgtd avg. (591)

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
WATER-OPERATIONS									
38110 - 4235	SMALL TOOLS & EQUIP.	10,829	9,000	9,926	9,000	9,000	9,000	9,000	9,000
38110 - 4237	GAS & OIL	21,714	15,588	19,604	20,227	20,227	20,227	20,227	20,227
38110 - 4244	GRAVEL/SAND	12,084	3,116	7,233	2,500	2,500	2,500	2,500	2,500
38110 - 4249	RESURFACING	28,515	25,000	15,486	25,000	25,000	25,000	25,000	25,000
38110 - 4255	CHEMICALS	62,016	65,000	59,554	65,000	65,000	65,000	65,000	65,000
38110 - 4256	TUBING & PARTS	33,256	48,870	49,053	25,485	25,485	25,485	25,485	25,485
38110 - 4262	SAFETY	1,132	750	1,092	750	750	750	750	750
38110 - 4400	CONTRACTED SERVICES	213,752	143,632	152,941	106,257	106,737	106,737	106,737	106,737
38110 - 4481	WATER SAMPLES/LAB EXPENSES	54,574	51,586	58,562	63,070	63,070	63,070	63,070	63,070
38110 - 4482	PURCHASE OF WATER	-	100	-	100	100	100	100	100
38110 - 4484	METERS/REPLACEMENT	-	56,246	56,139	9,688	9,688	9,688	9,688	9,688
38110 - 4485	HYDRANTS	22,186	21,500	26,585	38,500	38,500	38,500	38,500	38,500
38110 - 4489	PIPE REPLACEMENT	16,787	14,226	9,454	14,226	14,226	14,226	14,226	14,226
38110 - 4496	ELECTRICITY	174,405	176,202	166,010	186,055	186,055	186,055	186,055	186,055
38110 - 4497	OTHER UTILITIES	122,189	97,595	118,147	111,440	111,440	111,440	111,440	111,440
38110 - 4607	EQUIPMENT	-	28,045	3,450	-	-	-	-	-
38110 - 4610	WATER-EQUIPMENT	27,825	23,611	23,611	43,566	43,566	43,566	43,566	43,566
SUBTOTAL		801,264	780,067	776,848	720,864	721,344	721,344	721,344	721,344

2019 BUDGET WORKSHEET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4235	Small Tools & Equipment	9,000	Tools & minor equipment and expendable supplies for water distribution and treatment. 3 yr wgtd avg. (10,592)	Tools & minor equipment and expendable supplies for water distribution and treatment. 3 yr wgtd avg. (9,416)
4237	Gas & Diesel	20,227	For vehicles, mowers and minor equipment 8,357 gal. gas @ \$2.22 659 gal diesel @ \$2.54	For vehicles, mowers and minor equipment 6,957 gal. gas @ \$1.96 986 gal diesel @ \$1.98
4244	Gravel/Sand	2,500	Gravel, Sand and other aggregate materials. Used to backfill after excavations, for pipe bedding after installation & repairs, and loam & seed for lawn damage from main breaks. 3 yr wgtd avg. (9,511)	Gravel, Sand and other aggregate materials. Used to backfill after excavations, for pipe bedding after installation & repairs, and loam & seed for lawn damage from main breaks. 3 yr wgtd avg. (3,116)
4249	Resurfacing	25,000	Cost of hot bituminous asphalt to repair road surface after water breaks. 3 yr wgtd avg. (31,298)	Cost of hot bituminous asphalt to repair road surface after water breaks. 3 yr wgtd avg. (26,343)
4255	Chemicals	65,000	Bulk Chemicals for Water Treatment 3 yr wgtd avg. (62,088)	Bulk Chemicals for Water Treatment 3 yr wgtd avg. (60,742)
4256	Tubing & Parts	25,485	Copper tubing, brass fittings and meter horn assemblies. (5% market increase) Partially offset by meter sales 3 yr wgtd avg. (29,402)	Copper tubing, brass fittings and meter horn assemblies. (7% market increase) Increase in quantity based on development Partially offset by meter sales 3 yr wgtd avg. (25,601)
4262	Safety	750	Personal safety gear, traffic cones, signs, safety supplies etc.	Personal safety gear, traffic cones, signs, safety supplies etc.

2019 BUDGET WORKSHEET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4400 Contracted Services		106,737	3 yr wgtd avg. (1,010)	3 yr wgtd avg. (813)
	Electronics & Controls maint.	4,000	Electronics & Controls maint.	4,000
	Mechanical systems	12,000	Mechanical systems	12,000
	Instrument calibration & preventative electrical maintenance	6,000	Instrument calibration & preventative electrical maintenance	6,000
	Altitude valve preventive maintenance	2,200	Altitude valve preventive maintenance	2,200
	Digsafe	6,216	Digsafe	5,988
	Water Conservation	3,000	Water Conservation	3,000
	Backwash tank cleaning	6,000	Backwash tank cleaning	2,250
	Generator P.M. (4 Sites)	1,645	Generator P.M. (4 Sites)	1,645
	PM on CO2 Storage & carbonic acid feed systems	4,500	PM on CO2 Storage & carbonic acid feed systems	4,500
	Copier maintenance	350	Copier maintenance	350
	Treatment technical assistance	5,000	Treatment technical assistance	5,000
	Meter reading equipment maintenance contract (63%)	2,502	Meter reading equipment maintenance contract (63%)	2,502
	Software Maintenance (63%)	1,733	Software Maintenance (63%)	1,733
	GIS hosting/support/updates	6,000	GIS Update System	-
	SCADA Equipment Rack	3,470	SCADA Control Room	34,360
	Conversion of phone system to IP phone	13,201	Chemical feed pumps	10,115
	Fire Extinguisher Inspections	287	Fire Extinguisher Inspections	185
	WaterSmart-Customer Access (includes set-up and 1 year subscription)	28,153	Master Plan Update	47,000
	Time & Attendance Service	480	Time & Attendance Service	804
4481 Water Samples/Lab Expenses		63,070	QA/QC & certification	3,000
	Consumables	7,000	Consumables	7,000
	Glassware & minor equip.	6,000	Glassware & minor equip.	6,000

2019 BUDGET WORKSHEET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Routine SDWA compliance Chemical waste disposal Hach service maintenance Lab equipment service maint. PFOA/PFOS testing UCMR4 testing (new EPA req) Lead/Copper Testing 3 yr wgtd avg (51,898)	9,500 5,000 22,885 1,505 740 6,480 960 3 yr wgtd avg (45,456)
4482	Purchase of Water	100	Methuen-emergency purchases	100
4484	Meters	9,688	New Meters for development Partially offset by meter sales	9,688 56,246
4485	Hydrants	38,500	Replace hydrants (20 @ 1,700) Hydrant Parts 3 yr wgtd avg. (18,268)	34,000 4,500 3 yr wgtd avg. (14,391)
4489	Pipe Replacement	14,226	Scheduled and emergency repairs made to distribution system on pipes valves and fittings. 3 yr wgtd avg. (16,871)	Scheduled and emergency repairs made to distribution system on pipes valves and fittings. 3 yr wgtd avg. (14,226)
4496	Electricity	186,055	Cost to pump water. Service for WTP, 2 booster stations and 2 raw water pumping stations. Based on 3 year weighted average 3 yr wgtd avg. (186,055)	Cost to pump water. Service for WTP, 2 booster stations and 2 raw water pumping stations. Based on 3 year weighted average, less 7.5% 3 yr wgtd avg. (190,489)

2019 BUDGET WORKSHEET**DEPT NAME - WATER - OPERATIONS****DEPT # - 38110**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018	
4497	Other Utilities	111,440	Sewer discharge, from Canobie Water Treatment Plant. 3 yr wgtd. avg. (111,440)	Sewer discharge, from Canobie Water Treatment Plant.	3 yr wgtd. avg. (97,595)
4610	Water Equipment	43,566	Spectrophotometer Filter Room Water Turbidimeter Water Lab Turbidimeter	9,093 30,699 3,774	Monochloramine Analyzer (Total Organic Compounds) 23,611

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>WATER-BUILDINGS</i>									
38120 - 4401	CLEANING SERVICES	4,080	4,163	4,163	4,165	4,165	4,165	4,165	4,165
38120 - 4452	BUILDING MAINTENANCE	52,062	33,770	25,149	37,949	37,949	37,949	37,949	37,949
38120 - 4495	HEAT	23,637	24,456	27,931	25,917	25,917	25,917	25,917	25,917
SUBTOTAL		79,779	62,389	57,243	68,031	68,031	68,031	68,031	68,031

2019 BUDGET WORKSHEET

DEPT NAME - WATER - BUILDINGS

DEPT # - 38120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018		
4401	Cleaning Services	4,165	Cleaning services Based on bid pricing	Cleaning services Based on bid pricing		
4452	Building Maintenance	37,949	Building repairs and expendable building supplies. Annual radio box testing/monitoring: Water Treatment Plant, Spicket, Manor Pkwy, Arlington & Nirvana Booster Stations. Alarm monitoring Fire Alarm Inspection Fuel for Generators South Policy Floor Coating HVAC Maintenance Wheeler Dam/WTP DVR Security (includes 1 time license fee) Long Range Gate Reader Security gate annual maintenance 3 yr wgtd avg (56,230)	5,000 1,250 192 425 1,700 16,885 1,176 6,045 4,876 400 3 yr wgtd avg (58,065)	Building repairs and expendable building supplies. Annual radio box testing/monitoring: Water Treatment Plant, Spicket, Manor Pkwy, Arlington & Nirvana Booster Stations. Alarm monitoring Fuel for Generators Arlington Pump House Floor Coating HVAC Maintenance Intercom system Security gate annual maintenance 3 yr wgtd avg (400)	5,000 1,250 192 1,700 13,875 1,176 10,177 400
4495	Heat	25,917	Propane heat 11,622 gal (3 yr wgtd avg) propane @ \$2.23	Propane heat 10,967 gal (3 yr wgtd avg) propane @ \$2.23		

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
WATER-DEBT SERVICES									
38130 - 4668	WATER CON #14-PRINCIPAL '98	23,800	25,200	25,200	-	-	-	-	-
38130 - 4669	WATER CON #15-PRINCIPAL '04	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
38130 - 4671	WATER CON #16-PRINCIPAL '13	69,000	69,000	69,000	69,000	69,000	69,000	69,000	69,000
38130 - 4672	WATER CON #17-PRINCIPAL '14	110,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000
38130 - 4673	WATER CON #18-PRINCIPAL '14	85,000	85,000	85,000	85,000	85,000	85,000	85,000	85,000
38130 - 4674	WATER CON #19-PRINCIPAL '15	115,000	110,000	110,000	110,000	110,000	110,000	110,000	110,000
38130 - 4675	WATER CON #20-PRINCIPAL '18	-	167,000	138,912	143,026	143,026	143,026	143,026	143,026
38130 - 4688	WATER CON #14-INTEREST '98	2,450	1,260	1,260	-	-	-	-	-
38130 - 4689	WATER CON #15-INTEREST '04	12,968	11,218	11,218	9,468	9,468	9,468	9,468	9,468
38130 - 4690	WATER CON #16-INTEREST '13	14,490	12,420	12,420	10,350	10,350	10,350	10,350	10,350
38130 - 4691	WATER CON #17-INTEREST '14	24,550	22,350	22,350	19,050	19,050	19,050	19,050	19,050
38130 - 4692	WATER CON #18-INTEREST '14	18,800	17,100	17,100	14,550	14,550	14,550	14,550	14,550
38130 - 4693	WATER CON #19-INTEREST '15	28,700	26,400	26,400	24,200	24,200	24,200	24,200	24,200
38130 - 4694	WATER CON #20-INTEREST '18	-	25,301	24,874	20,761	20,761	20,761	20,761	20,761
SUBTOTAL		539,758	717,249	688,735	650,405	650,405	650,405	650,405	650,405

2019 BUDGET WORKSHEET

DEPT NAME - WATER - DEBT

DEPT # - 38130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4669	Water Const. #15 – Principal (Blake Road)	35,000	Bond Issue 2004 Final Payment 2024	Bond Issue 2004 Final Payment 2024
4671	Water Const. #16 – Principal (Pond Street)	69,000	Bond Issue 2013 Final Payment 2023	* Bond Issue 2013 Final Payment 2023
4672	Water Const. #17 – Principal (Discharge Management)	110,000	Bond Issue 2014 Final Payment 2024	* Bond Issue 2014 Final Payment 2024
4673	Water Const. #18 – Principal (North Policy)	85,000	Bond Issue 2014 Final Payment 2024	* Bond Issue 2014 Final Payment 2024
4674	Water Const. #19 – Principal (N Policy/Old Rockingham)	110,000	Bond Issue 2015 Final Payment 2025	* Bond Issue 2015 Final Payment 2025
4675	Water Const. #20 – Principal (Exit 2 Booster Station)	143,026	Bond Issue 2018 Final Payment 2028	Bond Issue 2018 Final Payment 2028
4689	Water Const. #15 – Interest	9,468	2019 Interest	2018 Interest
4690	Water Const. #16 – Interest	10,350	2019 Interest	2018 Interest

2019 BUDGET WORKSHEET**DEPT NAME - WATER - DEBT****DEPT # - 38130**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4691	Water Const. #17 – Interest	19,050	2019 Interest	2018 Interest
4692	Water Const. #18 – Interest	14,550	2019 Interest	2018 Interest
4693	Water Const. #19 – Interest	24,200	2019 Interest	2018 Interest
4694	Water Const. #20 – Interest	20,761	2019 Interest	2018 Interest

*Principal offset of \$22,884 in 2019

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
WATER-CAPITAL PROJECTS									
38140 - 4402	ENGINEERING SERVICES	74,700	-	-	-	75,000	75,000	75,000	75,000
38140 - 4738	WATER - VEHICLES	149,595	196,088	207,486	-	28,398	28,398	28,398	28,398
38140 - 4765	IMPROVEMENTS	132,000	-	-	-	-	-	-	-
38140 - 4888	GIS FLYOVER	-	-	-	-	-	38,500	38,500	38,500
38140 - 4924	DBA PROJECTS	406,000	-	-	-	-	-	-	-
SUBTOTAL		762,295	196,088	207,486		103,398	141,898	141,898	141,898

2019 BUDGET WORKSHEET**DEPT NAME - WATER - CAPITAL PROJECTS****DEPT # - 38140**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4402	Engineering Services	75,000	South Broadway	75,000
4738	Vehicles	28,398	Water samples F150 Pick-up	28,398
				Water meter van, backflows Water Utility Truck w/ crane Large Dump truck
4888	GIS FLYOVER	38,500	GIS Flyover (35% of total-110,000)	38,500

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2019 BUDGET			2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
			2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 BUDGET				
<i>WATER-WARRANT ARTICLES</i>									
38150 - 4625	PURCHASE WATER RIGHTS	-	-	-	-	-	4,284,000	4,284,000	4,284,000
38150 - 4765	WATER IMPROVEMENTS	(1,475)	-	-	-	-	-	-	-
SUBTOTAL		(1,475)	-	-	-	-	4,284,000	4,284,000	4,284,000
GRAND TOTAL-WATER		3,559,100	3,340,559	3,230,257	3,074,274	7,395,606	7,395,606	7,395,606	7,395,606

2019 BUDGET WORKSHEET**DEPT NAME - WATER - WARRANT ARTICLES****DEPT # - 38150**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4625	Purchase Water Rights	4,284,000	Southern NH Regional Water Line-Bond for the purchase of drinking water rights capacity. Water Fund portion only, remainder in General Fund.	