

**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%
<b>Subtotal - General Fund</b>	<b>31,851,566</b>	<b>7,435,266</b>	<b>39,286,832</b>	<b>33,364,857</b>	<b>7,750,194</b>	<b>41,115,051</b>	<b>1,513,291</b>	<b>314,928</b>	<b>1,828,219</b>	<b>4.75%</b>	<b>4.24%</b>	<b>4.65%</b>
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%
<b>Total - General Fund</b>	<b>31,851,566</b>	<b>13,580,614</b>	<b>45,432,180</b>	<b>33,364,857</b>	<b>16,311,320</b>	<b>49,676,177</b>	<b>1,513,291</b>	<b>2,730,706</b>	<b>4,243,997</b>	<b>4.75%</b>	<b>20.11%</b>	<b>9.34%</b>
<b>Sewer Fund</b>	<b>225,054</b>	<b>3,041,054</b>	<b>3,266,108</b>	<b>336,325</b>	<b>2,800,758</b>	<b>3,137,083</b>	<b>111,271</b>	<b>(240,296)</b>	<b>(129,025)</b>	<b>49.44%</b>	<b>-7.90%</b>	<b>-3.95%</b>
<b>Water Fund</b>	<b>1,214,364</b>	<b>2,126,195</b>	<b>3,340,559</b>	<b>1,149,829</b>	<b>6,245,777</b>	<b>7,395,606</b>	<b>(64,535)</b>	<b>4,119,582</b>	<b>4,055,047</b>	<b>-5.31%</b>	<b>193.75%</b>	<b>121.39%</b>
<b>Grand Total</b>	<b>33,290,984</b>	<b>18,747,863</b>	<b>52,038,847</b>	<b>34,851,011</b>	<b>25,357,855</b>	<b>60,208,866</b>	<b>1,560,027</b>	<b>6,609,992</b>	<b>8,170,019</b>	<b>4.69%</b>	<b>35.26%</b>	<b>15.70%</b>

2019 REVENUE REPORT

ACCOUNT NAME	2017 RECEIVED	2018 BUDGET	2018 RECEIVED (PRE-AUDIT)	2019 DEPT REQ	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
<b>REVENUE SUMMARY</b>								
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 BUDGET	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
<b>TAXES</b>								
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 BUDGET	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
<b>INTEREST AND PENALTIES</b>								
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 BUDGET	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
<b>INTERGOVERNMENTAL REVENUES-STATE</b>								
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 BUDGET	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
<b>LICENSES AND PERMITS</b>								
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 BUDGET	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
<b>BUSINESS LICENSES, PERMITS, FEES</b>								
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 BUDGET	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
1 - 3371	SEPTIC INSPECTION FEES	18,870	16,298	20,280	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



## 2019 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2017 RECEIVED	2018 BUDGET	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
<b>CHARGES FOR SERVICES</b>								
	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 BUDGET	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
<b>INCOME FROM DEPARTMENTS</b>								
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 BUDGET	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
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 BUDGET	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
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 BUDGET	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
<b>MISCELLANEOUS REVENUES</b>								
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 BUDGET	2018 RECEIVED (PRE-AUDIT)	2019 MGR RECOMM.	2019 BOS RECOMM.	2019 BUD COMM. RECOMM.	2019 BUDGET
<b>OTHER FINANCING SOURCES</b>								
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 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
<b><i>SELECTMEN/COURT SUMMARY</i></b>							
SELECTMEN	34,727	28,422	31,153	32,257	32,257	32,257	32,257
DISTRICT COURT	112,610	148,393	163,574	129,298	129,298	129,298	129,298
<hr/>							
TOTAL - SELECTMEN/COURT	147,337	176,815	194,727	161,555	161,555	161,555	161,555

**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
<b>SELECTMEN</b>								
10100 - 4090	REGULAR PAY	15,000	15,000	14,692	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
10100 - 4172	WORKERS' COMPENSATION	55	50	56	53	53	53	53
10100 - 4174	FICA-SOCIAL SECURITY	1,338	1,357	1,283	1,347	1,347	1,347	1,347
10100 - 4177	UNEMPLOYMENT COMPENSATION	21	13	16	9	9	9	9
10100 - 4200	OFFICE SUPPLIES	458	1,000	757	750	750	750	750
10100 - 4202	TOWN REPORT/WARRANT	4,484	4,500	4,787	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
10100 - 4406	PRINTING & BINDING	778	400	731	400	400	400	400
10100 - 4410	ADVERTISING	2,946	2,500	5,636	2,250	2,250	2,250	2,250
TOTAL		34,727	28,422	31,153	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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
4092	Temporary Pay	2,601	Recording secretary & staff support for Selectmen business and meetings. (2 hour minimum) 3 yr wgt'd avg - 2,601	Recording secretary & staff support for Selectmen business and meetings. (2 hour minimum) 3 yr wgt'd 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 wgt'd 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 wgt'd avg-2,516)	Newspaper advertising for land auctions, public hearings, (includes notices for amending / updating town codes), Town Meeting notices.  (3 yr wgt'd avg-1,989) Increasing for anticipated land sales.

**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
<b><i>DISTRICT COURT</i></b>								
10200 - 4201	MAINTENANCE SUPPLIES	1,736	933	1,355	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
10200 - 4450	TELEPHONE	319	321	323	323	323	323	323
10200 - 4452	BUILDING MAINTENANCE	22,628	27,908	39,128	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
10200 - 4470	GENERAL LIABILITY	518	537	560	612	612	612	612
10200 - 4491	PROPERTY INSURANCE	5,819	5,696	5,081	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
10200 - 4496	ELECTRICITY	39,708	37,403	36,914	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
10200 - 4498	BUILDING REPAIRS	-	31,800	31,900	-	-	-	-
TOTAL		112,610	148,393	163,574	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 wgt'd avg. (1,514)	Paper towels, toilet tissue, soap, plastic trash liners, light bulbs, etc. 3 yr wgt'd 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 wgt'd avg. (319)	Elevator telephone line charge 3 yr wgt'd avg. (321)
4452	Building Maintenance	17995	Maintenance contracts: HVAC / Burner maintenance	Maintenance contracts: HVAC / Burner maintenance
			Elevator Inspection \$177/mo.	Elevator Inspection \$172/mo.
			Elevator State Inspection	Elevator State Inspection
			Alarm system monitoring	Alarm system monitoring
			Pest control (52/mo.)	Pest control (49.70/mo.)
			Window cleaning outside	Window cleaning outside
			Building Fire Alarm Test (2)	Building Fire Alarm Test (2)
			General maintenance to building	Emergency/Exit Lighting
			3 yr wgt'd avg. (25,422)	General maintenance to building
				3 yr wgt'd avg. (30,894)
4457	Grounds Maintenance	1800	Plantings, mulch, etc 3 yr wgt'd avg. (1,850)	Plantings, mulch, etc 3 yr wgt'd 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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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 wgt'd avg. 11,443 gals. Oil @ \$2.53	Heating and air conditioning costs. 3 yr wgt'd avg. 12,498 gals. Oil @ \$1.93
4496	Electricity	40545	Electricity for Court House building and Parking lot lighting 3 yr wgt'd avg. (40,545)	Electricity for Court House building and Parking lot lighting 3 yr wgt'd avg. (40,436) less 7.5%
4497	Other Utilities	1037	Sewer and Water 3 yr wgt'd avg. (1,037)	Sewer and Water 3 yr wgt'd 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 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
<b>TOWN MANAGER SUMMARY</b>							
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/>							
TOTAL - TOWN MANAGER	2,286,195	2,057,731	2,393,003	2,288,977	2,276,181	2,276,181	2,276,181

**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
<b>TOWN MANAGER</b>								
10300 - 4090	REGULAR PAY	218,976	201,273	201,256	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
10300 - 4171	DISABILITY INSURANCE	1,432	1,391	1,445	1,452	1,452	1,452	1,452
10300 - 4172	WORKERS' COMPENSATION	602	578	640	611	611	611	611
10300 - 4174	FICA-SOCIAL SECURITY	15,102	15,398	14,818	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
10300 - 4177	UNEMPLOYMENT COMPENSATION	132	96	101	96	96	96	96
10300 - 4178	LIFE INSURANCE	617	588	534	534	534	534	534
10300 - 4179	DENTAL INSURANCE	2,041	2,067	2,440	2,608	2,608	2,608	2,608
10300 - 4200	OFFICE SUPPLIES	1,252	1,000	1,055	750	750	750	750
10300 - 4405	MEMBERSHIPS & PUBLICATIONS	3,474	1,641	1,555	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
10300 - 4450	TELEPHONE	766	480	480	480	480	480	480
10300 - 4453	MEETINGS & TRAINING	558	2,500	577	2,500	2,500	2,500	2,500
10300 - 4600	OFFICE FURNITURE & EQUIPMENT	-	200	1,517	200	200	200	200
TOTAL		325,973	311,198	310,177	316,260	315,280	315,280	315,280

**2019 BUDGET WORKSHEET****DEPT NAME - TOWN MANAGER****DEPT # - 10300**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>		<b>EXPLANATION 2018</b>	
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	100	NH Municipal Managers Association	100
			Dues (NHMMA)		Dues (NHMMA)	
			ICMA Dues	1,100	ICMA Dues	1,235
			Union Leader	146	Union Leader	146
			Eagle Tribune	160	Eagle Tribune	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.	480
4453	Meetings & Training	2,500	Conferences for Town Manager	2,500	Conferences for Town Manager	2,500
			Per contract		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	0	135,519
	EXECUTIVE ASSISTANT	0	67,985
			-----
			203,504

**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
<b>LEGAL</b>								
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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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

**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
<b>HUMAN RESOURCES</b>								
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

**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
10320 - 4423	MEDICAL EXAMS/HIRING	11,134	20,000	14,204	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
10320 - 4450	TELEPHONE	208	600	-	-	-	-	-
10320 - 4453	MEETINGS & TRAINING	2,493	2,500	2,627	2,000	2,000	2,000	2,000
10320 - 4905	JOINT LOSS SAFETY COMMITTEE	134	250	220	250	250	250	250
	TOTAL	352,031	338,873	354,856	345,452	344,909	344,909	344,909

**2019 PERSONNEL WORKSHEET**

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
HUMAN RESOURCES - 10320			
4090	HUMAN RESOURCES DIRECTOR	0	93,285
	EMPLOYEE RELATIONS COORDINATOR	0	55,360
			-----
			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) 28,288	Part time Admin Assistant (19/hr) (28 hours/week) 27,770 Clerk reclassified to Admin Assistant in 2017
4200	Office Supplies	1100	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc. (3 yr wgted 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. 278 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) 400  Society for Human Resources (HR Director) 209	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	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. GoodHire Background Check fee 100
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)	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."



**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
<b>EMPLOYEE BENEFITS</b>								
10330 - 4090	REGULAR PAY	26,803	23,316	15,975	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
10330 - 4114	ANNUAL SICK LEAVE BUY-BACK	218,260	143,738	140,579	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
10330 - 4400	CONTRACTED SERVICES	-	-	3,107	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

## 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 wgt'd avg-444,952)	Funding for buy-outs of sick and vacation accruals for terminating employees. (3 yr wgt'd 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 wgt'd 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 wgt'd 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	<div>The Employee Assistance Program (EAP) is a proactive resource that provides cost-free, confidential counseling sessions and professional referrals to employees. \$1.37/employee/month @ 234 3847 (service previously included with LTD coverage)</div>	

**2019 BUDGET**

DEPT.	2017 EXPENDED	2018 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
<b>BOARDS &amp; COMMITTEES SUMMARY</b>							
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
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TOTAL-BOARDS & COMMITTEES	23,689	22,500	22,064	22,267	22,267	22,267	22,267

**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
<b>PLANNING BOARD</b>								
10341 - 4092	TEMPORARY PAY	3,305	3,000	2,490	3,000	3,000	3,000	3,000
10341 - 4172	WORKERS' COMPENSATION	7	8	11	9	9	9	9
10341 - 4174	FICA-SOCIAL SECURITY	253	230	190	230	230	230	230
10341 - 4177	UNEMPLOYMENT COMPENSATION	24	14	17	10	10	10	10
10341 - 4210	OPERATING SUPPLIES	741	300	461	500	500	500	500
10341 - 4405	MEMBERSHIPS & PUBLICATIONS	31	100	-	100	100	100	100
10341 - 4410	ADVERTISING	918	600	423	600	600	600	600
10341 - 4453	MEETINGS & TRAINING	110	110	55	110	110	110	110
SUBTOTAL		5,389	4,362	3,647	4,559	4,559	4,559	4,559

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

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
4092	Temporary Pay	3000	Recording Secretary 3 yr wgt'd avg - 3,050	Recording Secretary 3 yr wgt'd 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 wgt'd avg – 846	Public notices 3 yr wgt'd avg – 823
4453	Meetings & Training	110	Training seminars/workshops	Training seminars/workshops

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

**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
<b>BOARD OF ADJUSTMENT</b>								
10342 - 4092	TEMPORARY PAY	1,214	1,000	999	1,000	1,000	1,000	1,000
10342 - 4172	WORKERS COMPENSATION	3	3	4	3	3	3	3
10342 - 4174	FICA-SOCIAL SECURITY	93	77	76	77	77	77	77
10342 - 4177	UNEMPLOYMENT COMPENSATION	-	5	-	3	3	3	3
10342 - 4210	OPERATING SUPPLIES	79	75	61	75	75	75	75
10342 - 4410	ADVERTISING	551	500	428	500	500	500	500
10342 - 4453	MEETINGS AND TRAINING	110	110	-	100	100	100	100
	SUBTOTAL	2,050	1,770	1,568	1,758	1,758	1,758	1,758

**2019 BUDGET WORKSHEET****DEPT NAME - BOARD OF ADJUSTMENT****DEPT # - 10342**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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)



**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
<b>BUDGET COMMITTEE</b>								
10343 - 4092	TEMPORARY PAY	949	1,045	748	955	955	955	955
10343 - 4172	WORKERS COMPENSATION	4	3	5	3	3	3	3
10343 - 4174	FICA-SOCIAL SECURITY	73	80	57	73	73	73	73
10343 - 4177	UNEMPLOYMENT COMPENSATION	-	5	-	3	3	3	3
10343 - 4210	OPERATING SUPPLIES	574	900	754	675	675	675	675
SUBTOTAL		1,599	2,033	1,564	1,709	1,709	1,709	1,709

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

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

**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
<b>CONSERVATION COMMISSION</b>								
10344 - 4092	TEMPORARY PAY	891	900	711	800	800	800	800
10344 - 4172	WORKERS COMPENSATION	2	3	4	2	2	2	2
10344 - 4174	FICA-SOCIAL SECURITY	68	69	54	61	61	61	61
10344 - 4177	UNEMPLOYMENT COMPENSATION	-	4	-	3	3	3	3
10344 - 4210	OPERATING SUPPLIES	129	100	45	100	100	100	100
10344 - 4405	MEMBERSHIPS & PUBLICATIONS	1,059	1,059	1,059	1,075	1,075	1,075	1,075
10344 - 4453	MEETINGS & TRAINING	175	200	240	200	200	200	200
SUBTOTAL		2,324	2,335	2,113	2,241	2,241	2,241	2,241

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

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
4092	Temporary Pay	800	Recording Secretary 3 yr wgt'd avg - 884	Recording Secretary 3 yr wgt'd avg - 863
4210	Operating Supplies	100	Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures 3 yr wgt'd avg - 118	Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures 3 yr wgt'd 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

**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
<b>TRUSTEE OF TRUST FUNDS</b>								
10348 - 4403	TECHNICAL SERVICES	12,328	12,000	13,173	12,000	12,000	12,000	12,000
	SUBTOTAL	12,328	12,000	13,173	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

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

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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.

**2019 BUDGET**

DEPT.	2017 EXPENDED	2018 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
<b><i>TOWN BUILDINGS SUMMARY</i></b>							
TOWN HALL	192,190	178,832	171,535	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
HOSE HOUSE	3,549	4,120	5,360	4,121	4,121	4,121	4,121
OLD LIBRARY	2,561	10,066	11,982	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
DEPOT TRAIN STATION	5,206	5,558	7,358	5,690	5,690	5,690	5,690
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TOTAL-TOWN BUILDINGS	217,915	210,872	211,678	213,656	213,656	213,656	213,656

**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
<b>TOWN HALL</b>								
10350 - 4201	MAINTENANCE SUPPLIES	2,956	2,589	2,754	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
10350 - 4440	EQUIPMENT RENTAL	589	482	390	482	482	482	482
10350 - 4450	TELEPHONE	17,994	18,816	20,106	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
10350 - 4452	BUILDING MAINTENANCE	45,045	18,790	27,352	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
10350 - 4457	GROUNDS MAINTENANCE	2,340	2,850	2,516	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
10350 - 4495	HEAT	12,936	13,015	16,478	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
10350 - 4497	OTHER UTILITIES	905	1,000	944	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



**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. 19,445 Cell phones (2) 890 3 yr wgtd avg. (19,371)	Land line telephone services and fax lines. 17,779 Cell phones (2) 1,037 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 43,532 Property Tax Bills (2 bulk mail) 8,600 Permit Fee 225 3 yr wgtd avg. (52,357)	Postage costs for all Town Hall operations, motor vehicle registration mailing, public hearing notices, certified mail, ink, sealer 36,413 Property Tax Bills (2 bulk mail) 8,600 Permit Fee 225 (3 yr wgtd avg. 45,238)
4452	Building Maintenance	29,794	Maintenance contracts: HVAC/Burner maintenance 4,080  Alarm system monitoring/test 2,928 Pest control (52/mo.) 624 Window cleaning outside 585	Maintenance contracts: HVAC/Burner maintenance 4,080  Alarm system monitoring/test 2,928 Pest control (49.70/mo.) 597 Window cleaning outside 585

**2019 BUDGET WORKSHEET**

**DEPT NAME - TOWN HALL**

**DEPT # - 10350**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Fire extinguisher/maintenance and inspection	Fire extinguisher/maintenance and inspection
			2,100	2,100
			Normal upkeep of building (repairs, maintenance, painting, plumbing, electrical and carpentry including supplies for building, walkways, doors, etc.)	Normal upkeep of building (repairs, maintenance, painting, plumbing, electrical and carpentry including supplies for building, walkways, doors, etc.)
			8,500	8,500
			Carpeting on Main Floor	
			10,977	
			3 yr wgt'd avg. (40,990)	3 yr wgt'd avg. (34,557)
4454	Elevator Maintenance	2,274	Elevator Inspection \$177/mo.	Elevator Inspection \$172/mo.
			2,124	2,064
			Elevator State Inspection	Elevator State Inspection
			50	50
			Fire Alarm Test	Fire Alarm Test
			100	100
			(3 yr wgt'd avg. 2,252)	(3 yr wgt'd avg. 1,972)
4457	Grounds Maintenance	2,850	Fertilize, lime, seed, loam, bark mulch, shrubs, and general maint.of grounds at the Town Hall.	Fertilize, lime, seed, loam, bark mulch, shrubs, and general maint.of grounds at the Town Hall.
			3 yr wgt'd avg. (2,171)	3 yr wgt'd avg. (1,876)
4459	Equipment Maintenance	12,661	Postage meter maintenance contract and rental	Postage meter maintenance contract and rental
			3,012	3,012
			Copier maintenance contracts and services (3). Includes color copies and overages.	Copier maintenance contracts and services (3). Includes color copies and overages.
			5,048	5,596
			Copier lease (1)	Copier lease (1)
			2,820	2,204
			Folder/sealer maint contract	Folder/sealer maint contract
			1,456	1,341
			Generator Maintenance	Generator Maintenance
			325	325
			3 yr wgt'd avg. (10,157)	(3 yr wgt'd 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	13,015
4496	Electricity	28,926	3 yr wgt'd avg. (28,926)		Based on 3 year weighted average, less 7.5%	
4497	Other Utilities	1,018	Water and sewer charges 3 yr wgt'd avg. (1,018)		Water and sewer charges 3 yr wgt'd avg. (1,000)	

**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
<b>OLD TOWN HALL</b>								
10351 - 4092	TEMPORARY PAY	505	450	589	450	450	450	450
10351 - 4170	RETIREMENT	57	52	67	51	51	51	51
10351 - 4172	WORKERS' COMPENSATION	18	16	15	15	15	15	15
10351 - 4174	FICA-SOCIAL SECURITY	37	34	43	34	34	34	34
10351 - 4210	OPERATING SUPPLIES	62	100	-	100	100	100	100
10351 - 4450	TELEPHONE	1,574	1,603	1,595	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
10351 - 4496	ELECTRICITY	861	840	1,221	890	890	890	890
10351 - 4497	OTHER UTILITIES	108	180	100	180	180	180	180
10351 - 4498	BUILDING REPAIRS	4,691	4,546	4,984	4,556	4,556	4,556	4,556
	SUBTOTAL	11,494	11,173	12,133	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 wgt'd avg. (500)	Hours for cleaning of building (3 yr wgt'd avg. 478)
4210	Operating Supplies	100	Cleaning supplies	Cleaning supplies
4450	Telephone	1,781	Telephone line charge for alarm Internet	Telephone line charge for alarm Internet
			381 1,400	403 1,200
4495	Heat	4,309	Fuel oil for Old Town Hall. 3 yr wgt'd avg. gal 1,703 @\$2.53	Fuel oil for Old Town Hall. 3 yr wgt'd avg. gal 1,737 @\$1.93
			4,309	3,352
4496	Electricity	890	Electricity 3 yr wgt'd avg. (890)	Electricity Based on 3 yr weighted avg, less 7.5%
4497	Other Utilities	180	Water Charges Septic Pumping	Water Charges Septic Pumping
			80 100	80 100
4498	Building Repairs	4,556	Pest control (40/mo) Maintenance, repairs, electrical, etc. Burner Maintenance Contract Alarm Monitoring Fire alarm test 3 yr wgt'd avg. (4,251)	Pest control (39.1/mo) Maintenance, repairs, electrical, etc. Burner Maintenance Contract Alarm Monitoring Fire alarm test (3 yr wgt'd avg. 3,524)
			480 3,000 384 192 500	470 3,000 384 192 500

**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
<b><i>HOSE HOUSE</i></b>								
10353 - 4452	BUILDING MAINTENANCE	372	506	418	580	580	580	580
10353 - 4495	HEAT	1,919	2,045	2,534	2,194	2,194	2,194	2,194
10353 - 4496	ELECTRICITY	591	425	829	555	555	555	555
10353 - 4497	OTHER UTILITIES	668	1,144	1,580	792	792	792	792
SUBTOTAL		3,549	4,120	5,360	4,121	4,121	4,121	4,121

**2019 BUDGET WORKSHEET****DEPT NAME - HOSE HOUSE****DEPT # - 10353**

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

**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
<b>OLD LIBRARY</b>								
10354 - 4452	BUILDING MAINTENANCE	979	1,640	3,284	1,686	1,686	1,686	1,686
10354 - 4495	HEAT	1,067	971	1,201	1,252	1,252	1,252	1,252
10354 - 4496	ELECTRICITY	439	335	376	422	422	422	422
10354 - 4497	OTHER UTILITIES	76	70	70	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



**2019 BUDGET WORKSHEET****DEPT NAME - OLD LIBRARY****DEPT # - 10354**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
4452	Building Maintenance	1,686	Pest Control (43/mo) Routine Maintenance Burner Maintenance	Pest Control (39.10/mo) Routine Maintenance Burner Maintenance
			516 690 480	470 690 480
4495	Heat	1,252	Fuel Oil 3 yr wgt'd avg. 495 gals @ \$2.53	Fuel Oil 3 yr wgt'd avg. 503 gals @ \$1.93
			1,252	971
4496	Electricity	422	Electricity 3 yr wgt'd avg. (422)	Electricity Based on 3 year weighted average, less 7.5%
4497	Other Utilities	73	Water charges Based on 3 yr wgt'd avg 3 yr wgt'd avg. (73)	Water charges Based on 3 yr wgt'd avg (3 yr wgt'd avg – 70)

**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
<b>SCHOOL HOUSE #5</b>								
10355 - 4450	TELEPHONE	367	400	370	370	370	370	370
10355 - 4452	BUILDING MAINTENANCE	2,399	598	2,769	1,172	1,172	1,172	1,172
10355 - 4496	ELECTRICITY	149	125	171	144	144	144	144
	SUBTOTAL	2,915	1,123	3,310	1,686	1,686	1,686	1,686

**2019 BUDGET WORKSHEET****DEPT NAME - SCHOOL HOUSE #5****DEPT # - 10355**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
4453	Telephone	370	Telephone line for security system 3 yr wgt'd avg. (370)	Telephone line for security system (3 yr wgt'd avg. - 368)
4452	Building Maintenance	1,172	Pest control (40/mo) 480 Alarm Monitoring 192 Exterior Painting (cost of paint) 500	Pest control (33.80/mo) 406 Alarm Monitoring 192
4496	Electricity	144	Electricity 3 yr wgt'd avg. (144)	Electricity Based on 3 year weighted average, less 7.5%

**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
<b><i>DEPOT TRAIN STATION</i></b>								
10356 - 4452	BUILDING MAINTENANCE	2,425	2,685	4,337	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
10356 - 4496	ELECTRICITY	1,450	1,374	1,287	1,496	1,496	1,496	1,496
10356 - 4497	OTHER UTILITIES	112	101	107	107	107	107	107
	SUBTOTAL	5,206	5,558	7,358	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

**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 285 Alarm monitoring 192 Fire extinguisher inspection 100 Burner maintenance contract 708 HVAC repairs 680 Pest control (64/mo) 768	Fire alarm inspection 285 Alarm monitoring 192 Fire extinguisher inspection 100 Burner maintenance contract 708 HVAC repairs 680 Pest control (60/mo) 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

**2019 BUDGET**

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

**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
<b>FINANCE DEPARTMENT</b>								
20100 - 4090	REGULAR PAY	411,285	430,601	403,522	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
20100 - 4111	TREASURER	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
20100 - 4171	DISABILITY INSURANCE	3,359	3,477	3,439	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
20100 - 4174	FICA-SOCIAL SECURITY	36,159	38,692	35,134	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
20100 - 4177	UNEMPLOYMENT COMPENSATION	526	384	381	384	384	384	384
20100 - 4178	LIFE INSURANCE	1,193	1,218	1,058	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
20100 - 4200	OFFICE SUPPLIES	2,068	1,863	841	1,945	1,945	1,945	1,945
20100 - 4400	CONTRACTED SERVICES	-	5,000	5,000	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
20100 - 4405	MEMBERSHIPS & PUBLICATIONS	599	803	884	619	619	619	619
20100 - 4406	PRINTING & BINDING	1,647	2,028	1,442	1,647	1,647	1,647	1,647
20100 - 4408	VEHICLE EXPENSE	451	450	470	414	414	414	414
20100 - 4453	MEETINGS & TRAINING	1,265	2,665	4,713	2,665	2,665	2,665	2,665

**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
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	31,524 Part time Utilities Clerk - 27.5 hours/week
			Part time Purchasing Agent – 27.5 hours/week	40,097 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 wgted avg. (1,945)	Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc. (3 yr wgted 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	28,160 Annual financial audit (2017) and consultation calls
			Single Audit (Second year of 3 year contract)	2,500 Single Audit (First year of 3 year contract)
4405	Memberships & Publications	619	NH Government Financial Officer Association (FD and Acct&BM)	100 NH Government Financial Officer Association (FD and Acct&BM)
			National Government Financial Officer Association (FD)	225 National Government Financial Officer Association (FD)
			American Purchasing Society	219 American Payroll Assoc. (P/R)

**2019 BUDGET WORKSHEET****DEPT NAME - FINANCE****DEPT # - 20100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
			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 550	W-2's, 1099's, and 1095 Forms 615
			A/P checks (6,000) 697	A/P checks (6,000) 753
			Purchase order paper 400	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 865	National Year End and Preparing for 2019 (Payroll) 465
			NH Gov't Financial Officer Assoc. annual conference (Bgt Mgr) 300	NH Gov't Financial Officer Assoc. annual conference (Bgt Mgr) 300
			Continued professional education per Finance Director's employment contract 1,500	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	

**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
<b>INFORMATION TECHNOLOGY</b>								
20200 - 4210	OPERATING SUPPLIES	21,817	26,446	16,673	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
20200 - 4459	EQUIPMENT MAINTENANCE	7,180	7,500	8,126	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
20200 - 4718	COMPUTER SOFTWARE ACQUISITION	-	-	430	16,000	16,000	16,000	16,000
TOTAL		443,193	541,907	517,862	570,671	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 500 Security/ID supplies 300 Computer paper/labels 4,500 Printer supplies 17,032 (3 yr wgt'd avg - 22,332)	PC accessories 500 Security/ID supplies 300 Computer paper/labels 4,500 Printer supplies 21,146 (3 yr wgt'd avg - 26,446)
4400	Contracted Services	509,066	Contracted IT support 237,720 (includes server backup/recovery) Contracted IT (Other projects) 15,000 Internet Access (Townwide and ITS) 8,580 High speed fiber-Comcast ethernet 7,277 Town Website-Hosting, maintenance, additions & updates 3,500 Wiring & support services 2,000 Telephone / Voicemail / Internet / Network (svc calls) 3,600 Pole licenses (Townwide Fiber) 400 Higgins (Security/ID maintenance) 335 Wiring and fiber termination 5,000 Time & Attendance service 14,600  <b>Software Maintenance Agreements:</b> BOS: Box (10 seats) 1,800 BOS: DocuSign 2,880 Finance: Munismart 40,527 IT: Microsoft Exchange Online (301 Lic) 32,532 IT: Active directory auditing 1,000 IT: Eventlog analyzer 2,000	Contracted IT support 235,320  Contracted IT (Other projects) 15,000 Internet Access (Townwide and ITS) 8,580 High speed fiber-Comcast ethernet 7,140 Town Website-Hosting, maintenance, additions & updates 3,500 Wiring & support services 2,000 Telephone / Voicemail / Internet / Network (svc calls) 3,600 Pole licenses (Townwide Fiber) 400 Higgins (Security/ID maintenance) 335  <b>Software Maintenance Agreements:</b> BOX (10 seats) 1,800 DocuSign 2,880 Munismart 38,415 Microsoft Exchange Online (294 Lic) 27,433

**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)	Vision Appraisal-Software maintenance (web-hosting included in Assessing budget)
		7,406		7,190
			Town Clerk: Interware - E-Reg Client/User Licenses	E-Reg Client/User licenses (Interware)
		5,131		4,873
			CD: ArcInfo, ArcGIS, ArcView, ArcPad-GIS (reduced 1 user)	ArcInfo, ArcGIS, ArcView, ArcPad-GIS
		8,320		11,100
			CD: Adobe pro subscription (4 users)	
		733		
			Police: Acorn - Telephone Recording System	Acorn-Police Telephone Recording System
		1,350		1,300
			Police: DataVis - crime analysis software	DataVis (Crime analysis software-PD)
		4,900		5,900
			Police: Guardian	Guardian-PD
		2,906		4,175
			Police: IMC/Tritech - Police Operations	IMC/Tritech-Police Operations
		28,163		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	Code Red-FD resident notification
		12,444		12,444
			FD: RedAlert - Fire Department to dispatch, track, log and report	RedAlert-Fire Department to dispatch, track, log and report
		19,028		18,532
			FD: TEMSIS - Computer Aided Dispatch Support	TEMSIS - Computer Aided Dispatch Support-FD
		1,800		1,750
			FD: Viewpoint (Building Division)	Viewpoint (Building Dept)
		22,360		20,824
			Engineering: Autodesk (DLT) - Architectural Drawing	Autodesk (DLT)-Engineering Architectural Drawing
		4,769		4,424
			Engineering: VueWorks - Infrastructure Asset Management	VueWorks-Infrastructure Asset Management
		6,720		6,720
4459	Equipment Maintenance	7,500	Printer maintenance contracts & miscellaneous repairs	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)	850	4 Lenovo Mobile Data Terminals and 4	21,479
			5 repl computers (925/computer)	4,625	5 Spare monitors (170/monitor)	850
			2 repl switches (4,000/switch)	8,000	5 spare computers (925/computer)	4,625
			2 repl GBIC/SFP (for fiber)	1,550	2 spare switches (3,182/switch)	6,364
			Replacement monitors for Finance (9)	1,980	1 tablet (Community Development)	900
			3 Computers for PD Cruisers (2 repl, 1 new) (includes windows 10 & modem)	13,368	1 Monitor replacement-MS Director	170
			Timeclocks (9)	22,500		
4718	Computer Software Acquisition	16,000	Upgrade to Windows 10 for PD Cruisers (16)	16,000		

**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
<b>ASSESSING</b>								
20300 - 4090	REGULAR PAY	148,080	205,103	187,320	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
20300 - 4170	RETIREMENT	5,130	11,424	9,400	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
20300 - 4172	WORKERS' COMPENSATION	8,356	9,819	10,925	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
20300 - 4176	HEALTH INSURANCE	38,281	73,801	70,832	91,844	90,294	90,294	90,294
20300 - 4177	UNEMPLOYMENT COMPENSATION	263	192	143	192	192	192	192
20300 - 4178	LIFE INSURANCE	457	585	483	548	548	548	548
20300 - 4179	DENTAL INSURANCE	1,210	2,029	2,116	2,805	2,805	2,805	2,805
20300 - 4200	OFFICE SUPPLIES	365	300	634	300	300	300	300
20300 - 4237	GAS & OIL	312	245	265	400	400	400	400
20300 - 4400	CONTRACTED SERVICES	3,719	3,575	3,314	3,575	3,575	3,575	3,575
20300 - 4405	MEMBERSHIPS & PUBLICATIONS	779	770	759	795	795	795	795
20300 - 4406	PRINTING & BINDING	240	400	595	400	400	400	400
20300 - 4408	VEHICLE EXPENSE	790	799	566	807	807	807	807
20300 - 4453	MEETINGS & TRAINING	764	1,005	981	1,005	1,005	1,005	1,005



**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
20300 - 4458	VEHICLE MAINTENANCE	459	200	512	200	200	200	200
	TOTAL	267,847	358,247	334,737	387,276	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
			-----
			212,386

**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	Part time Clerk-25 hrs/wk
			29,013	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)	Vision Appraisal Internet web site (Software maintenance included in IT budget)
			3,300	3,300
			Deed printing cost	Deed printing cost
			275	275
4405	Memberships & Publications	795	Northeast Regional Association of Assessing Officers (NRAAO) Dues - Assessor	Northeast Regional Association of Assessing Officers (NRAAO) Dues - Assessor
			40	40
			NH Association of Assessing Officers (NHAAO) Dues-per statute	NH Association of Assessing Officers (NHAAO) Dues-per statute
			80	80
			Marshall & Swift (cost manual)	Marshall & Swift (cost manual)
			675	650
4406	Printing & Binding	400	Forms	Forms
			400	400
4408	Vehicle Expense	806.6	1,480 miles @.545 per mile	1,480 miles @.54 per mile
			807	799
4453	Meetings & Training	1005	LGC Conference	LGC Conference
			130	130
			Northeast Regional Assoc. of Assessing Officials Conference	Northeast Regional Assoc. of Assessing Officials Conference
			650	650
			Uniform Standards of Professional Appraisal Practices (USPAP) course	Uniform Standards of Professional Appraisal Practices (USPAP) course
			225	225

**2019 BUDGET WORKSHEET**

**DEPT NAME - ASSESSING**

**DEPT # - 20300**

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

**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
<b>TOWN CLERK</b>								
20400 - 4090	REGULAR PAY	136,928	146,100	129,941	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
20400 - 4171	DISABILITY INSURANCE	1,134	1,169	1,086	1,202	1,202	1,202	1,202
20400 - 4172	WORKERS' COMPENSATION	420	409	452	434	434	434	434
20400 - 4174	FICA-SOCIAL SECURITY	10,007	11,177	10,421	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
20400 - 4177	UNEMPLOYMENT COMPENSATION	66	48	119	48	48	48	48
20400 - 4178	LIFE INSURANCE	464	473	383	412	412	412	412
20400 - 4179	DENTAL INSURANCE	2,067	2,067	1,559	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
20400 - 4211	DOG LICENSES	1,311	1,300	1,139	1,300	1,300	1,300	1,300
20400 - 4453	MEETINGS & TRAINING	594	745	902	745	745	745	745
20400 - 4459	EQUIPMENT MAINTENANCE	-	360	240	360	360	360	360
TOTAL		227,028	244,236	220,504	242,861	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
			<hr/>
			144,536

**2019 BUDGET WORKSHEET****DEPT NAME - TOWN CLERK****DEPT # - 20400**

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

**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
<b><i>ELECTIONS</i></b>								
20500 - 4092	TEMPORARY PAY	11,743	34,290	31,709	13,600	13,600	13,600	13,600
20500 - 4172	WORKERS' COMPENSATION	32	96	129	41	41	41	41
20500 - 4174	FICA-SOCIAL SECURITY	431	1,312	782	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
20500 - 4408	VEHICLE EXPENSE	-	-	38	-	-	-	-
20500 - 4459	EQUIPMENT MAINTENANCE	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
TOTAL		20,184	48,248	44,120	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 6,750 Poll Workers – 1 Town meeting 350 Supervisors (3) & Moderator - 1 meeting @ \$100 400 Supervisors' hours 5,000 Moderator - 1 election 100 Secretary-meeting minutes 1,000	Poll Workers – 3 elections 20,100 Poll Workers – 1 Town meeting 350 Supervisors (3) & Moderator 400 - 1 meeting @ \$100 Supervisors' hours 12,140 Moderator (3) elections 300 Secretary-meeting minutes 1,000
4210	Operating Supplies	5,900	March Ballots 5,100 Supplies (ender cards, markers, etc) 400 Voter Checklists –1 election 400	March Ballots 5,100 Supplies (ender cards, markers, etc) 1,000 Voter Checklists –3 elections 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

**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
<b><i>COLLECTIONS</i></b>								
20550 - 4090	REGULAR PAY	88,181	92,261	90,790	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
20550 - 4170	RETIREMENT	10,104	10,500	10,332	10,446	10,446	10,446	10,446
20550 - 4171	DISABILITY INSURANCE	813	839	805	894	894	894	894
20550 - 4172	WORKERS' COMPENSATION	447	468	499	463	463	463	463
20550 - 4174	FICA-SOCIAL SECURITY	12,452	12,128	11,454	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
20550 - 4177	UNEMPLOYMENT COMPENSATION	361	197	220	197	197	197	197
20550 - 4178	LIFE INSURANCE	215	223	201	226	226	226	226
20550 - 4179	DENTAL INSURANCE	2,067	2,067	1,762	2,210	2,210	2,210	2,210
TOTAL		226,634	218,482	212,515	216,364	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**

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

**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
<b>TAX COLLECTOR</b>								
20600 - 4090	REGULAR PAY	92,418	94,743	94,754	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
20600 - 4170	RETIREMENT	10,425	10,782	10,782	10,843	10,843	10,843	10,843
20600 - 4171	DISABILITY INSURANCE	700	703	732	735	735	735	735
20600 - 4172	WORKERS' COMPENSATION	355	339	381	369	369	369	369
20600 - 4174	FICA-SOCIAL SECURITY	8,979	9,268	9,247	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
20600 - 4177	UNEMPLOYMENT COMPENSATION	66	48	48	48	48	48	48
20600 - 4178	LIFE INSURANCE	348	348	294	294	294	294	294
20600 - 4179	DENTAL INSURANCE	557	557	557	595	595	595	595
20600 - 4200	OFFICE SUPPLIES	819	650	1,006	850	850	850	850
20600 - 4403	TECHNICAL SERVICES	7,434	7,200	9,471	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
20600 - 4408	VEHICLE EXPENSE	326	350	297	350	350	350	350
20600 - 4453	MEETINGS & TRAINING	510	550	510	550	550	550	550
20600 - 4587	RECORDING FEES	1,070	1,200	950	1,200	1,200	1,200	1,200
20600 - 4600	OFFICE FURNITURE & EQUIP.	97	100	66	100	100	100	100
TOTAL		177,432	181,542	184,556	186,691	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)	Part-time clerk (20 hrs./wk.) Coverage for vacation & tax time (approx 60 hrs)
			25,444	24,968
			1,472	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	Lock box processing services for the property tax receipts
			1,600	1,800
			Post Office box rental	Post Office box rental
			1,300	1,600
			On-line billing ACH chgs	On-line billing ACH chgs
			5,500	3,800
			(Property tax and water/sewer billing. W/S included in Admin. Service charge allocation)	(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	
			No charge	
			Munismart- Town's software provider	
			No charge	
4406	Printing & Binding	5,500	Property tax billing	Property tax billing
			5,200	5,175
			Changes to property tax bill template because of interest rate change	
			No charge	
			Certified cards	Certified cards
			300	300
4408	Vehicle Expense	350	Meeting and training mileage.	Meeting and training mileage.
			Mileage to the bank to pick up lock box information for processing.	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)	NH Tax Collectors Assoc. Conference per RSA 31:8 (Tax Collector)
			400	400

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

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Miscellaneous dues, law books, etc. 50	Miscellaneous dues, law books, etc. 50
			Workshops (Tax Collector) 100	Workshops (Tax Collector) 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



**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
<b>DEBT SERVICES</b>								
20700 - 4502	BRIDGE CONST-PRINCIPAL '09	240,000	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
20700 - 4504	BRIDGE CONST-PRINCIPAL '13	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
20700 - 4516	BRIDGE CONST-INTEREST '09	19,525	12,925	12,925	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
20700 - 4518	BRIDGE CONST-INTEREST '13	24,810	21,180	21,180	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
20700 - 4571	INTEREST-TANS	-	1	-	1	1	1	1
20700 - 4572	BOND AND NOTE FEES	-	10,250	-	10,750	10,750	10,750	10,750
TOTAL		731,310	714,531	704,280	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	750	Annual Bond Disclosure	250
			BOND Issuance Fees	10000	BAN Issuance Fees	10000

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

**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
<b>INSURANCE</b>								
20800 - 4095	TEMPORARY ALTERNATE DUTY	54,015	20,000	5,645	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
20800 - 4472	POLICE LIABILITY	102,901	104,006	95,185	91,124	91,124	91,124	91,124
20800 - 4474	BONDS	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
20800 - 4491	PROPERTY INSURANCE	77,733	81,724	71,003	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
	TOTAL	505,074	481,748	421,636	420,462	420,462	420,462	420,462

**2019 BUDGET WORKSHEET****DEPT NAME - INSURANCE****DEPT # - 20800**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
4095	Temporary Alternate Duty	20000	Temporary Alternate Duty pay (3 yr wgt'd avg 51,927)	Temporary Alternate Duty pay (3 yr wgt'd 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

**2019 BUDGET**

DEPT.	2017 EXPENDED	2018 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
<b><i>COMMUNITY DEVELOPMENT SUMMARY</i></b>							
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
<hr/>							
TOTAL - COMMUNITY DEVELOPMENT	517,811	613,938	616,080	728,634	680,367	680,367	680,367

**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
<b>COMMUNITY DEVELOPMENT</b>								
30000 - 4090	REGULAR PAY	177,207	244,353	243,091	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
30000 - 4171	DISABILITY INSURANCE	1,322	1,884	1,953	2,025	2,025	2,025	2,025
30000 - 4172	WORKERS' COMPENSATION	600	683	772	770	770	770	770
30000 - 4174	FICA-SOCIAL SECURITY	13,884	18,693	18,276	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
30000 - 4177	UNEMPLOYMENT COMPENSATION	211	144	143	144	144	144	144
30000 - 4178	LIFE INSURANCE	520	686	630	652	652	652	652
30000 - 4179	DENTAL INSURANCE	1,281	2,251	2,624	2,805	2,805	2,805	2,805
30000 - 4200	OFFICE SUPPLIES	98	2,100	407	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
30000 - 4450	TELEPHONE	-	800	-	-	-	-	-
30000 - 4453	MEETINGS & TRAINING	240	3,600	3,008	3,800	3,800	3,800	3,800
30000 - 4600	OFFICE FURNITURE & EQUIPMENT	710	-	429	-	-	-	-
TOTAL		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
			-----
			254,878



**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)	Misc. paper, pens, envelopes, file folders, 3-ring binders, staplers, markers, business cards. Plotter paper/velum/supplies (GIS) (was in IT budget)
			600	600
			1,500	1,500
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%)	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%)
			665	646
			150	120
			832	175
			100	100
			100	100
			195	195
			17,222	8,245
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	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
			1,000	500
			500	500
				300
			300	300
			2,000	2,000

**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
<b>PLANNING</b>								
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
			-----
			173,318

# 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 wgt'd avg-48) @ 2.22 (more use expected for GIS and CD Director)	199.56 1 vehicle: 179 gals (3 yr wgt'd avg-79) @ 1.96 (more use expected for GIS and CD Director)
4405	Memberships & Publications	650	Memberships: American Planning Assoc. New Hampshire Planners Assoc.	Memberships: American Planning Assoc. New Hampshire Planners Assoc.
			585	535
			65	65
4406	Printing & Binding	440	Zoning Ordinance (Sold to public for \$10 per copy)	Zoning Ordinance (Sold to public for \$10 per copy)
			350	350
			90	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 wgt'd avg-43) vehicle is also used by Inspections staff	Repairs to Town vehicle #C-91 (3 yr wgt'd avg-43) vehicle is also used by Inspections staff

**2019 BUDGET**

DEPT.	2017 EXPENDED	2018 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
<b><i>POLICE DEPARTMENT SUMMARY</i></b>							
ADMINISTRATION	567,027	585,993	598,649	601,750	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
PATROL	5,462,262	5,923,809	5,690,834	6,167,392	6,252,532	6,302,713	6,302,713
COMMUNITY SERVICES	884,935	936,220	917,660	951,470	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
ANIMAL CONTROL	99,569	104,596	106,262	107,816	107,326	107,326	107,326
STATION	148,709	140,969	139,943	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

**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
<b>POLICE-ADMINISTRATION</b>								
40100 - 4090	REGULAR PAY	322,712	327,302	326,662	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
40100 - 4110	HOLIDAY PAY	3,497	5,913	4,813	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
40100 - 4171	DISABILITY INSURANCE	2,173	2,198	2,268	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
40100 - 4174	FICA-SOCIAL SECURITY	8,912	8,868	10,189	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
40100 - 4177	UNEMPLOYMENT COMPENSATION	172	144	159	144	144	144	144
40100 - 4178	LIFE INSURANCE	838	847	739	744	744	744	744
40100 - 4179	DENTAL INSURANCE	2,624	2,624	2,522	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
40100 - 4208	EQUIPMENT REPAIR	896	250	483	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
40100 - 4409	TEST SERVICES	5,835	2,440	5,800	3,950	3,450	3,450	3,450

**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
40100 - 4410	ADVERTISING	1,099	1,000	920	1,000	1,000	1,000	1,000
40100 - 4424	DATA PROCESSING	-	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
40100 - 4453	MEETINGS & TRAINING	750	750	740	750	750	750	750
40100 - 4600	OFFICE FURNITURE & EQUIP.	3,536	2,500	1,297	2,000	2,000	2,000	2,000
	SUBTOTAL	567,027	585,993	598,649	601,750	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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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 wgtd avg - 4,386) (2017 low because of retirement)	Payment for Holiday hours worked. (3 yr wgtd avg - 5,848)
4182	Clothing Allowance	80,821	51 full-time officers @ 1,000 51,000 8 full time SPAA @950 7,600 4 @ fraction of a yr 2,416 5 dispatchers @ 600, 3 @ fraction 4,505 Replacement/repair to uniforms, 1,500 badges, patches Crossing Guards 800 Initial issue uniform (4) 12,000 ACO @ 1,000 1,000	49 full-time officers @ 1,000 49,000 8 full time SPAA @950 7,600 4 @ fraction of a yr 2,000 8 dispatchers @ 600 4,800 Replacement/repair to uniforms, 1,500 badges, patches Crossing Guards 800 Initial issue uniform (5) 17,057 ACO @ 1,000 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 wgtd avg – 2,096)	Provides for the printing of all forms, reports, letterhead, business cards, envelopes & forms utilized by the department. (3 yr wgtd avg – 2,541)

**2019 BUDGET WORKSHEET****DEPT NAME - POLICE - ADMINISTRATION****DEPT # - 40100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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 362 Document disposal container 719	Postage Meter 362 Document disposal container 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.

**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
<b><i>POLICE-SUPPORT SERVICES</i></b>								
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 51,840 \$12.00/hr x 180 days x 8 guards x 3hrs/day/guard 2 four hour training sessions 640 10 hours per week to assist High School at closing 3,600 P/T dispatchers 11,300 Special Officer Training 7,616 P/T Prosecutor (25 hrs/week ) 13,313 (for 3 months, then full time for 9 months)	Crossing Guards 51,840 \$12.00/hr x 180 days x 8 guards x 3hrs/day/guard 2 four hour training sessions 640 10 hours per week to assist High School at closing 3,600 P/T dispatchers 11,300 Special Officer Training 7,520 P/T Prosecutor (25 hrs/week) 56,643
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. wgt'd avg 158,212)	Required replacement of dispatch personnel. (Vacation, personal, sick days, training, etc.) Workloads & responsibilities require full staffing at all times. (3 yr. wgt'd 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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
4101	Training	158,000	Time to attend mandatory training required by State Law, various certifications, K-9 training and certification. Special Off. Trng. Self-defense and In-Service training of the officers. Most assignments require training to stay current in the particular area of expertise. Night Qualification, OC (pepper spray) trng. Tactical trng. Intoxilyser recert. CPR Training-Biennial only. Basic Rifle Course for new officers. (3 yr wgtd avg - 163,810)	Time to attend mandatory training required by State Law, various certifications, K-9 training and certification. Special Off. Trng. Self-defense and In-Service training of the officers. Most assignments require training to stay current in the particular area of expertise. Night Qualification, OC (pepper spray) trng. Tactical trng. Intoxilyser recert. CPR Training-Biennial only. Basic Rifle Course for new officers. (3 yr wgtd avg - 129,855) (includes COLA 4/1/18)
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	Officers appearance in court. Pay for Grand Jury appearances, Admin. Hearings following license seizures from DWI's and Family Court. Dept of Motor Vehicle Administrative License Hearings. District Court sessions. (3 yr wgtd avg.- 45,505)	Officers appearance in court. Pay for Grand Jury appearances, Admin. Hearings following license seizures from DWI's and Family Court. Dept of Motor Vehicle Administrative License Hearings. District Court sessions. (3 yr wgtd avg.- 56,383) (includes COLA 4/1/18)
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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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. 7,200 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. 7,200 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	2,753	Radio Equipment purchase	2,753
			License Plate Reader (net cost)	9,339		
			(\$20,477 less \$11,138 grant)			
4458	Vehicle Maintenance	60,000	Repair and maintenance of Department fleet	44,200	Repair and maintenance of Department fleet	48,000
			Tires + rims + sensors	15,800	Tires	15,800
4601	Police Equipment	3,800	Trunk equip replacements	3,000	Trunk equip replacements	3,000
			Supplies such as flares, chalk, tapes, minor equipment, etc.	100	Supplies such as flares, chalk, tapes, minor equipment, etc.	100
			Biohazard Kits and First Aid kits for cruisers, replenish FA supplies	550	Biohazard Kits and First Aid kits for cruisers, replenish FA supplies	550
			Surefire batteries	150	Surefire batteries	150
4606	Emergency Equipment	4,318	Soft Body Armor-11 vests (net cost)	4,318	Soft Body Armor-10 vests	8,647
			(\$8,635 less \$4,317 grant)		(50% matching grant )	

**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
<b><i>POLICE-PATROL</i></b>								
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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
4093	Replacement Pay	614,253	Replacement of patrol personnel for sick/injured, holidays, vacation. (3 yr wgt'd avg – 614,253)	Replacement of patrol personnel for sick/injured, holidays, vacation. (3 yr wgt'd avg – 546,027 + COLA 4/1/18)
4094	Shift Differential	63,082	Contractual (Patrol officers) (3 yr wgt'd avg – 63,082)	Contractual (Patrol officers) (3 yr wgt'd 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 wgt'd 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 wgt'd avg – 198,239 + COLA 4/1/18)
4110	Holiday Pay	23,017	Contractual payment for holidays worked. (3 yr wgt'd avg – 23,017)	Contractual payment for holidays worked. (3 yr wgt'd avg – 22,527) (plus COLA 4/1/18)

**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
<b><i>POLICE-COMMUNITY SERVICES</i></b>								
40125 - 4090	REGULAR PAY	477,704	502,634	492,436	507,980	507,980	507,980	507,980
40125 - 4094	SHIFT DIFFERENTIAL	1,066	750	1,529	877	877	877	877
40125 - 4097	INCENTIVE PAY	1,100	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
40125 - 4110	HOLIDAY PAY	4,025	8,220	3,559	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
40125 - 4171	DISABILITY INSURANCE	4,095	4,187	4,310	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
40125 - 4174	FICA-SOCIAL SECURITY	7,270	7,835	7,370	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
40125 - 4177	UNEMPLOYMENT COMPENSATION	439	336	329	336	336	336	336
40125 - 4178	LIFE INSURANCE	1,165	1,214	1,168	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
40125 - 4260	CRIME PREVENTION	7,043	7,000	6,649	7,000	6,000	6,000	6,000
	SUBTOTAL	884,935	936,220	917,660	951,470	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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
4094	Shift Differential	877	Contractual (3 yr wgt'd 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 National Night Out	Community / promotional items, such as stickers, coloring books, etc. and SRO supplies National Night Out
			4,000	5,000
			2,000	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.



**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
<b><i>POLICE-INVESTIGATIVE SERVICES</i></b>								
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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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 wgt'd 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 wgt'd 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 wgt'd 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 wgt'd avg – 88,520 + COLA 4/1/18)
4110	Holiday Pay	13,211	Contractual payment for holidays worked. (3 yr wgt'd avg – 13,211)	Contractual payment for holidays worked. (3 yr wgt'd 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**

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

**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
<b>ANIMAL CONTROL</b>								
40135 - 4090	REGULAR PAY	46,980	48,226	48,224	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
40135 - 4170	RETIREMENT	5,767	5,934	6,121	6,042	6,042	6,042	6,042
40135 - 4171	DISABILITY INSURANCE	427	438	465	482	482	482	482
40135 - 4172	WORKERS' COMPENSATION	1,089	1,104	1,114	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
40135 - 4176	HEALTH INSURANCE	28,263	29,516	29,516	31,578	31,088	31,088	31,088
40135 - 4177	UNEMPLOYMENT COMPENSATION	66	48	48	48	48	48	48
40135 - 4178	LIFE INSURANCE	114	118	117	120	120	120	120
40135 - 4179	DENTAL INSURANCE	1,143	1,143	1,143	1,222	1,222	1,222	1,222
40135 - 4235	SMALL TOOLS & EQUIP.	80	350	263	350	350	350	350
40135 - 4429	KENNEL OPERATIONS	1,094	2,000	1,504	1,243	1,243	1,243	1,243
40135 - 4430	DISPOSITION OF ANIMALS	-	200	-	75	75	75	75
40135 - 4431	VETERINARIAN EMER. CARE	574	600	1,756	775	775	775	775
40135 - 4496	ELECTRICITY	6,116	7,010	6,734	6,826	6,826	6,826	6,826
	SUBTOTAL	99,569	104,596	106,262	107,816	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, food for animals, kennel supplies, (plastic bags, bug spray, deodorizer). Water & Sewer charges (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 SARL Trailers (2) heat and electricity. Based on 3 year weighted average (6,826)	Town Kennel and SARL Trailers (2) heat and electricity. Based on 3 year weighted average, less 7.5%

**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
<b>POLICE-STATION</b>								
40140 - 4234	BUILDING SUPPLIES	2,908	2,969	3,157	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
40140 - 4401	CLEANING SERVICES	17,155	17,499	17,499	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
40140 - 4451	POSTAGE	1,820	1,800	911	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
40140 - 4496	ELECTRICITY	28,581	27,885	28,199	29,709	29,709	29,709	29,709
40140 - 4497	OTHER UTILITIES	588	446	456	506	506	506	506
40140 - 4498	BUILDING REPAIRS	37,096	32,300	36,914	25,000	25,000	25,000	25,000
SUBTOTAL		148,709	140,969	139,943	133,193	133,193	133,193	133,193
TOTAL-POLICE		10,921,299	11,713,899	11,376,794	12,097,699	12,172,411	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 1,956 Generator 560 Pest control (80/mo) 960 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	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) 1,750 Off site storage (Iron Mt) 2,160 Protected Wifi Service 2,400
4401	Cleaning Services	17,500	Cleaning services 17,500 (per bid)	Cleaning services 17,499 (per bid)
4450	Telephone	37,612	Long distance service, phone and fax service & repairs 16,160 Cell phones (26) 13,000 Modems (17) 7,700 Internet Connection Invst Div. 752	Long distance service, phone and fax service & repairs 16,999 Cell phones (25) 14,162 Modems (16) 6,722 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

**2019 BUDGET**

DEPT.	2017 EXPENDED	2018 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
<b><i>FIRE DEPARTMENT SUMMARY</i></b>							
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/>							
TOTAL - FIRE DEPARTMENT	11,787,729	13,030,390	12,785,367	13,466,575	13,460,286	13,460,286	13,460,286

**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
<b><i>FIRE-ADMINISTRATION</i></b>								
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

**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
40200 - 4412	TRAINING EXPENSE	32,720	34,021	19,084	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
40200 - 4451	POSTAGE	1,135	1,405	867	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
	SUBTOTAL	1,126,318	1,159,335	1,074,901	1,187,668	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	Due to contractual obligations, each employee is entitled to an annual clothing allowance. 75 F/T employees x 725 54,375 4 F/T employees x 950 3,800 3 P/T employee x 150 450 5 F/T employees x 325 1,625 Badges/Medals/Awards 1,975 Initial Issue/Promotions 2,576 Damaged Uniforms 500	Due to contractual obligations, each employee is entitled to an annual clothing allowance. 67 F/T employees x 725 48,575 4 F/T employees x 950 3,800 3 P/T employee x 150 450 5 F/T employees x 250 1,250 Badges/Medals/Awards 1,975 Initial Issue/Promotions 1,288 Damaged Uniforms 500 8 SAFER Hires (initial issue) \$644/ea 5,152
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	This account is for maintenance to office equipment; service & repair to copier/fax/scanner in admin. Copier Maintenance contract 481 Overages (estimate) 533	This account is for maintenance to office equipment; service & repair to copier/fax/scanner in admin. Copier Maintenance contract 448 (+ overages)
4224	Hazardous Response	16,407	Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District. 16,407 Expenses related to mitigating hazardous conditions (excavators, demolition, etc)	Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District. 15,929 Expenses related to mitigating hazardous conditions (excavators, demolition, etc)
4227	Ambulance Billing	62,487	Fees paid to contract for ambulance billing and collection services. This fee is based on 5.5% of all funds collected.	Fees paid to contract for ambulance billing and collection services. This fee is based on 5.5% of all funds collected.

2019 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Also includes a fee for mailing HIPPA Compliance letters. 3 Yr Avg - \$62,487	Also includes a fee for mailing HIPPA Compliance letters. 3 Yr Avg - \$59,966
4232	Ambulance Supplies	113,281	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.	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.
			Maintenance for Cardiac Monitors, AEDs and LUCAS Devices (24 units) 19,143	Ballistic Gear (4 sets) 6,000 Maintenance for Cardiac Monitors, AEDs and LUCAS Devices (24 units) 17,814
			Oxygen rental and usage 3,447	Oxygen rental and usage 2,487
			Stretcher maintenance 950	Stretcher maintenance 950
			Supplies 68,245	Supplies 56,337
			Year 1 of 5 year Stretcher Replacement Program 17,501	
			Pediatric Pt. Stretcher Securing Device (5) 3,995	
4406	Printing & Binding	1,745	Includes printing as listed: Maintenance Work Orders Tags Envelopes & Stationery	Includes printing as listed: Maintenance Work Orders Tags Envelopes & Stationery



**2019 BUDGET WORKSHEET**

**DEPT NAME - FIRE-ADMINISTRATION**

**DEPT # - 40200**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Hazard Reports Medical Releases Health Insurance Portability and Accountability Act Forms Inspectional Services forms (3 yr wgt'd avg=2,296)	Hazard Reports Medical Releases Health Insurance Portability and Accountability Act Forms Inspectional Services forms
4409	Test Services	6,508	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.	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.
			6,508	5,391
				SAFER Firefighters - \$385 each 3,080
4410	Advertising	1,315	Legal notices for Equipment bids & Fire code change notifications Also includes Employment Advertising (3 yr wgt'd avg = 2,242)	Legal notices for Equipment bids & Fire code change notifications Also includes Employment Advertising (3 yr wgt'd avg = 1,552)
4412	Training Expenses	26,647	All expenses related to training and professional development:	All expenses related to training and professional development:
			Dues & Subscriptions 4,597	Dues & Subscriptions 4,671
			Firefighter Certification and skills and development -NH Fire Academy 5,000	Firefighter Certification and skills and development -NH Fire Academy 4,000
			Instruction Fees—Costs associated with classes at Salem Fire Dept. 5,800	Instruction Fees—Costs associated with classes at Salem Fire Dept. 5,800
			Outside Training—Off-site training & professional development 8,500	Outside Training—Off-site training & professional development 8,500
			Rehab Supplies 2,000	Rehab Supplies 2,000

**2019 BUDGET WORKSHEET**

**DEPT NAME - FIRE-ADMINISTRATION**

**DEPT # - 40200**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Meeting Expenses 750	Driver/Operator Class for 20 Members 8,550 Meeting Expenses 500
4440	Equipment Rental	2,356	Postage meter rental 414	Postage meter rental 414
			Document disposal container rental 400	Document disposal container rental 400
			Copier Lease Agreement 1,542	(increase in usage) Copier Lease Agreement 1,542 (replaced copier in 2017)
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) 1,500	Emergency Operations Center (EOC) 1,500
			telephone lines (4)	telephone lines (4)
			EOC equipment, charts, signs 750	EOC equipment, charts, signs 750
			Emergency Management 11,000	Emergency Management 11,000
			communications equip.	communications equip.

**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
<b><i>FIRE-SUPPRESSION</i></b>								
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

**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
40210 - 4230	FIREFIGHTING SUPPLIES	69,958	76,600	78,278	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
40210 - 4602	FIRE EQUIPMENT	23,056	38,803	43,335	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
	SUBTOTAL	9,044,364	10,162,244	10,047,931	10,517,249	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	<div>Replacement shifts for absence due to vacations, sick leave, holidays, accident on duty, open shifts, light duty, military leave, training, administrative leave, and bereavement.</div> <div><div>730Shifts (365 days/yr x 2 shift/day)</div><div>17Shift staffing (members)</div></div> <div><div>12,410Total shifts to staff</div><div>(182.50Shifts/member)</div></div> <div>3 Yr weighted average of leave use: 2,448 shifts/yr</div> <div>2,448 replacement shifts needed @ 481.56 (avg.) = 1,178,859 3 Year Weighted Average - 1,022,359 Overspent in 2017 by \$27,268 Overspent in 2016 by \$42,334 Overspent in 2015 by \$149,055</div>	<div>Replacement shifts for absence due to vacations, sick leave, holidays, accident on duty, open shifts, light duty, military leave, training, administrative leave, and bereavement.</div> <div><div>730Shifts (365 days/yr x 2 shift/day)</div><div>15Shift staffing (members)</div></div> <div><div>10,950Total shifts to staff</div><div>(182.50Shifts/member)</div></div> <div>3 Yr weighted average of leave use: 2,519 shifts/yr</div> <div>2,519 replacement shifts needed @ 479.52 (avg.) = 1,207,911 3 Year Weighted Average - 993,655  Overspent in 2016 by \$42,334 Overspent in 2015 by \$149,055</div>
4096	Longevity	5,560	<div>Costs are contractual obligations under the collective bargaining agreement.</div> <div>Eligible Employees receive \$200 after 5 years of service and \$40 for each additional year of service.</div>	<div>Costs are contractual obligations under the collective bargaining agreement.</div> <div>Eligible Employees receive \$200 after 5 years of service and \$40 for each additional year of service.</div>
4097	Incentive Pay	609,802	<div>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:</div> <div>Emergency Medical Technician - 72 of0.065</div> <div>72</div>	<div>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:</div> <div>Emergency Medical Technician - 64 of0.065</div> <div>64</div>

# 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	Advanced Emergency Medical Technician - 42 of 64 Defibrillator Cert – 64 of 64 Firefighter -Level II – 17 of 64 Firefighter -Level III – 47 of 64
			0.025 0.015 0.03 0.015	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	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.
			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	Masks/Regulators & Voice Amp Units
			5,988	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.	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	6,388
				6 SCBA 1-Hr Cylinders (replace exp) 9,228
				8 SAFER FFs - Mask and Voice Amps 5,880
				AFG Match (10% of 354,393 grant) 35,439
4228	Fire Hose	6,574	Annual replacements of hose due to age and wear and tear.	Annual replacements of hose due to age and wear and tear.
			500' - 4" 2,975	500' - 4" 2,216
			800' - 1.75" 2,069	1,200' - 1.75" 3,440
			400' - 2.50" 1,530	300' - 2.50" 918
4229	Water Supply Maintenance	500	Items needed to maintain cisterns (8), pipes, strainers, caps, signs etc.	Items needed to maintain cisterns (8), pipes, strainers, caps, signs etc.
			Repairs to Cisterns 250	Repairs to Cisterns 250
			Misc. Maintenance 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	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) 45,422	(10 sets) (\$2,827 each) 28,270
			Boots (2 Pair) 790	Boots (6 Pair) 900
			Gloves (10 Pair) 1,050	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	Hoods (10) 590
			Extrication Gloves (4) 260	Extrication Gloves (4) 260
			Turnout Gear Repairs 2,500	Turnout Gear Repairs 2,500
			Reflective Vests (10) 750	Reflective Vests (10) 750
			Helmets (4) 2,800	Helmets (4) 2,800
				8 SAFER FFs - PPE total - \$4,935 each 39,480
				(PPE includes turn-out gear; helmet; gloves (2); hood (2); boots; EMS coat; Escape system; and reflective vest)
4412	EMS Training	11,368	AEMT Course 3,000	AEMT Course 3,000
			Paramedic Course -	Paramedic Course 10,500
			Instructor Training 2,520	Instructor Training 2,520
			Dues and Subscriptions - EMS 1,148	Dues and Subscriptions - EMS 1,148
			Outside Training 2,450	Outside Training 2,450
			Meeting expenses 250	Meeting expenses 250
			CPR Training Supplies 2,000	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.	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	Standard equipment 31,795
				Gas Detection Equipment 6,288
				8 SAFER FFs - Handlights 720

**2019 BUDGET WORKSHEET****DEPT NAME - FIRE-SUPPRESSION****DEPT # - 40210**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
4611	EMS Certification	13,255	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.	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.
			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.	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.
			National Continued Competency Requirement (NCCR)	National Continued Competency Requirement (NCCR)
			NREMT recertification fees	NREMT recertification fees

**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
<b><i>FIRE-COMMUNICATIONS</i></b>								
40220 - 4090	REGULAR PAY	211,566	228,502	219,026	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
40220 - 4093	REPLACEMENT PAY	52,209	55,943	54,169	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
40220 - 4098	OVERTIME PAY	3,496	1,770	2,447	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
40220 - 4170	RETIREMENT	36,509	33,364	37,253	31,146	31,146	31,146	31,146
40220 - 4171	DISABILITY INSURANCE	27	359	-	378	378	378	378
40220 - 4172	WORKERS' COMPENSATION	824	930	844	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
40220 - 4176	HEALTH INSURANCE	85,125	102,961	97,412	111,745	110,042	110,042	110,042
40220 - 4177	UNEMPLOYMENT COMPENSATION	489	357	340	440	440	440	440
40220 - 4178	LIFE INSURANCE	739	803	642	686	686	686	686
40220 - 4179	DENTAL INSURANCE	3,023	3,751	3,488	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
40220 - 4412	TRAINING EXPENSE	856	1,700	601	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

**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
40220 - 4456	RADIO MAINTENANCE	36,073	16,500	14,822	16,500	16,500	16,500	16,500
	SUBTOTAL	542,305	572,345	549,769	587,628	585,925	585,925	585,925

**2019 PERSONNEL WORKSHEET**

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
FIRE COMMUNICATIONS - 40220			
4090	COMMUNICATIONS SUPERVISOR	0	58,989
	DISPATCHERS (4)	0	171,237
			-----
			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) 42,364	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 wgt'd 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 wgt'd 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 wgt'd 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 wgt'd 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 6,000 Emergency outside Radio Box Repairs 3,600	Includes the cost of maintaining the Town's radio box fire alarm system and repairs to console equipment. Console - Inside Work 6,000 Emergency outside Radio Box Repairs 3,600

# 2019 BUDGET WORKSHEET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Recorder Maint. Contract 2,500	Recorder Maint. Contract 2,500
			Traffic Light Repairs 700	Traffic Light Repairs 700
4412	Training Expense	1,700	Professional development training	Professional development training
			5 Dispatchers 1,500	5 Dispatchers 1,500
			2 Part-time Dispatchers 200	2 Part-time Dispatchers 200
4450	Telephone	47,241	Annual costs for all telephone services:	Annual costs for all telephone services:
			Business Lines (5)	Business Lines (5)
			Fax Lines (2)	Fax Lines (2)
			Station House Phones (3)	Station House Phones (3)
			Automatic Number Identifier (ANI)	Automatic Number Identifier (ANI)
			Automatic Location Identifier (ALI)	Automatic Location Identifier (ALI)
			Radio Circuit Lines (1)	Radio Circuit Lines (1)
			Direct lines to Police Dept. & Sub-Station (3)	Direct lines to Police Dept. & Sub-Station (3)
			Cellular Phones (17)	Cellular Phones (17)
			Broadband Communications (aircards)	Broadband Communications (aircards)
			BCN Communications Service	BCN Communications Service
			Long Distance Calls	Long Distance Calls
			Emergency Repairs, Equipment, Parts, Line	Emergency Repairs, Equipment, Parts, Line
			Maintenance	Maintenance
			Volk Alarm Line (2)	Volk Alarm Line (2)
			Station Control Circuits (House Lights etc.)	Station Control Circuits (House Lights etc.)
			High speed fiber-Comcast - 2 lines	High speed fiber-Comcast - 2 lines
4456	Radio Maintenance	16,500	Repairs and maintenance 13,000	Repairs and maintenance 13,000
			Base Stations (4)	Base Stations (4)
			-Very High Frequency (VHF) (2)	-Very High Frequency (VHF) (2)
			-Ultra High Frequency (UHF) (2)	-Ultra High Frequency (UHF) (2)
			Mobiles (24)	Mobiles (24)

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

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
			Portables (66)	Portables (66)
			Voter (1)	Voter (1)
			Remote Receivers (5)	Remote Receivers (5)
			Motorola Console (2)	Motorola Console (2)
			Simulcast System	Simulcast System
			Lawrence Rd/Howard St. Generators	Lawrence Rd/Howard St. Generators
			Portable Radio Batteries	Portable Radio Batteries
			1,000	1,000
			2,500	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
<b><i>FIRE-STATIONS</i></b>								
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
<b><i>CENTRAL STATION #1</i></b>								
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
<b><i>OLD NORTH STATION</i></b>								
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

**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
<b><i>SOUTH STATION #3</i></b>								
40233 - 4452	BUILDING MAINTENANCE	38,086	32,318	32,668	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
40233 - 4496	ELECTRICITY	4,823	4,070	5,435	4,899	4,899	4,899	4,899
40233 - 4497	OTHER UTILITIES	847	877	914	1,000	1,000	1,000	1,000
	SUBTOTAL	52,445	48,375	47,633	28,359	28,359	28,359	28,359
<b><i>NORTH STATION #2</i></b>								
40234 - 4452	BUILDING MAINTENANCE	14,167	17,400	13,072	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
40234 - 4496	ELECTRICITY	5,996	6,571	6,554	6,517	6,517	6,517	6,517
40234 - 4497	OTHER UTILITIES	457	377	459	432	432	432	432
	SUBTOTAL	33,627	35,656	31,301	31,256	31,256	31,256	31,256
	TOTAL-STATIONS	326,242	310,784	304,383	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 wgted. 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 wgted. 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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
			Supplies including grease, rags, wax, paints, mechanic overalls, etc. Replacement of tires for Fire Department apparatus, cars & ambulances. 3 yr wgt'd avg (96,292) 96,292 (Includes maintenance of Inspections vehicles) Body work (rust mitigation) 3,000	Supplies including grease, rags, wax, paints, mechanic overalls, etc. Replacement of tires for Fire Department apparatus, cars & ambulances. 3 yr wgt'd avg (90,919) 90,919 (Includes maintenance of Inspections vehicles) Body work (rust mitigation) on 3 older staff vehicles 6,151
4600	Office Furniture & Appliances	3,215	All Appliances, including refrigerators, stoves, dishwashers, washing machines, chairs, dryers and miscellaneous office furniture for all three stations. 3,215	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	Maintenance and repair costs for Central Fire Station as follows: 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	Maintenance and repair costs for Central Fire Station as follows: 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
4495	Heat	9,280	Heating and air conditioning costs for Central Fire Station. 7,484 therms (3 yr wgt'd avg) natural gas @ \$1.24/therm	Heating and air conditioning costs for Central Fire Station. 7,880 therms (3 yr wgt'd avg) natural gas @ \$1.21/therm
4496	Electricity	18,026	Electricity costs for Central Fire Station. Based on 3 year weighted average, 18,026	Electricity costs for Central Fire Station. Based on 3 year weighted average, less 7.5%
4497	Other Utilities	2,494	Water and sewer charges. (3 yr wgt'd avg. – 2,494)	Water and sewer charges. (3 yr wgt'd avg. – 2,024)

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

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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 wgt'd avg) of propane at 2.23 per gallon.	266 gallons (3 yr wgt'd 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	Maintenance and repair costs for South Fire Station as follows: Exhaust System Maintenance                      1,200 HVAC Maintenance                                      750 Electrical Repairs                                      2,000 Plumbing Supplies & Repair                      1,000 Overhead Door Repair                              1,000 Building/Grounds Maintenance              1,950 Generator Maintenance                              250 Fire Alarm Annual Inspection              300 Sprinkler Annual Inspection                      400 Pressure Vessel Inspections State of NH      100 Bathroom Stall Partition                              2,400	Maintenance and repair costs for South Fire Station as follows: Exhaust System Maintenance                      1,200 HVAC Maintenance                                      750 Electrical Repairs                                      2,000 Plumbing Supplies & Repair                      1,000 Overhead Door Repair                              1,000 Building/Grounds Maintenance              1,450 Generator Maintenance                              250 Fire Alarm Annual Inspection              250 Sprinkler Annual Inspection                      400 Driveway repair - to back of building      18,598 8 SAFER FFs - gear lockers                      2,888 8 SAFER FFs - uniform lockers              2,532
4495	Heat	11,110	Heating costs for South Fire Station. 4,982 gal of propane @ \$2.23/gallon-level fund to cover increase in use for added staff	Heating costs for South Fire Station. 4,982 gal (3 yr wgtd avg) of propane @ \$2.23/gallon
4496	Electricity	4,899	Electricity costs for South Fire Station . Based on 3 year weighted average, 4,899	Electricity costs for South Fire Station . Based on 3 year weighted average, less 7.5%
4497	Other Utilities	1,000	Water and sewer charges. (3 yr wgtd avg. – 910) Increase in use for added staff	Water and sewer charges. (3 yr wgtd avg. – 877)

**2019 BUDGET WORKSHEET**
**DEPT NAME - FIRE-NORTH STATION #2**
**DEPT # - 40234**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4452	Building Maintenance	10,100	Maintenance and repair costs for North Fire Station as follows: 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	Maintenance and repair costs for North Fire Station as follows: 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
4495	Heat	14,207	Heating costs for North Fire Station. 6,371 gal (3 yr wgtd avg) of propane @ \$2.23/gallon	Heating costs for North Fire Station. 5,071 gal (3 yr wgtd avg) of propane @ \$2.23/gallon
4496	Electricity	6,517	Electricity costs for North Fire Station. Based on 3 year weighted average, 6,517	Electricity costs for North Fire Station. Based on 3 year weighted average, less 7.5%
4497	Other Utilities	432	Water charges. (3 yr wgtd avg. – 432)	Water charges. (3 yr wgtd avg. – 377)



**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
<b><i>FIRE-INSPECTIONAL SERVICES</i></b>								
40240 - 4090	REGULAR PAY	400,673	426,372	427,068	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
40240 - 4098	OVERTIME PAY	4,127	1,000	2,248	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
40240 - 4171	DISABILITY INSURANCE	3,395	3,490	3,665	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
40240 - 4174	FICA-SOCIAL SECURITY	32,289	38,872	35,392	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
40240 - 4177	UNEMPLOYMENT COMPENSATION	450	389	428	432	432	432	432
40240 - 4178	LIFE INSURANCE	1,102	1,133	1,075	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
40240 - 4231	INSPECTIONAL SERVICES SUPPLIES	3,422	5,275	4,394	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
40240 - 4405	MEMBERSHIPS & PUBLICATIONS	2,226	2,784	1,452	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
40240 - 4587	RECORDING FEES	133	75	108	75	75	75	75

**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
40240 -4810	MOSQUITO CONTROL	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
	TOTAL-FIRE	11,787,729	13,030,390	12,785,367	13,466,575	13,460,286	13,460,286	13,460,286

**2019 PERSONNEL WORKSHEET**

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
FIRE-INSPECTIONAL 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 - INSPECTIONAL 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 89,480</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 80,751</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 2,000</p> <p>Inspection/Investigation tools and equipment including evidence collection and photo supplies 425</p> <p>Fire Prevention/Education Literature 2,400</p> <p>Safety Trailer supplies &amp; equip. 250</p> <p>Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye 200</p>	<p>Code Books/Library 2,000</p> <p>Inspection/Investigation tools and equipment including evidence collection and photo supplies 425</p> <p>Fire Prevention/Education Literature 2,400</p> <p>Safety Trailer supplies &amp; equip. 250</p> <p>Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye 200</p>

**2019 BUDGET WORKSHEET**

**DEPT NAME -FIRE - INSPECTIONAL SERVICES**

**DEPT # - 40240**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
4400	Contracted Services	17,378	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. Estimated 54 samples @ \$20 each. 1,080 Septic Inspections/reviews 16,298 (offsetting revenue GF 1-3371) (3 yr wgt'd avg - 14,418)	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. Estimated 54 samples @ \$20 each. 1,080 Septic Inspections/reviews 16,298 (offsetting revenue GF 1-3371) (3 yr wgt'd avg - 17,378)
4405	Memberships & Publications	2,784	Prof. Assn. Memberships: NH Building Officials Assn 260 NH Fire Prevention and International 125 Arson Investigators International Assn. of Electrical 120 Inspectors Code Subscriptions Service (Includes 2,189 Annual Membership for Code Services - NFPA and ICC) N.H. Health Officers Assoc. 35 Granite State Designers and Installers 55	Prof. Assn. Memberships: NH Building Officials Assn 260 NH Fire Prevention and International 125 Arson Investigators International Assn. of Electrical 120 Inspectors Code Subscriptions Service (Includes 2,189 Annual Membership for Code Services - NFPA and ICC) N.H. Health Officers Assoc. 35 Granite State Designers and Installers 55
4453	Meetings & Training	1,500	ICC Certifications (3) 757 Code Training & Continuing Education 500 NH Health Officers Association 198 (Semi-Annual meetings) Annual Granite State Designers & 45 Installers Conference (1-day)	ICC Certifications (3) 757 Code Training & Continuing Education 500 NH Health Officers Association 70 (Semi-Annual meetings) Annual Granite State Designers & 45 Installers Conference (1-day)

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

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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, larviciding, and adulticiding. Includes annual permit and event spray.	Mosquito surveillance, larviciding, and adulticiding. Includes annual permit and event spray.

**2019 BUDGET**

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

**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
<b>MUNICIPAL SERVICES-ADMINISTRATION</b>								
50100 - 4090	REGULAR PAY	295,617	302,836	302,962	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
50100 - 4171	DISABILITY INSURANCE	2,129	2,145	2,218	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
50100 - 4174	FICA-SOCIAL SECURITY	23,093	23,166	23,245	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
50100 - 4177	UNEMPLOYMENT COMPENSATION	197	144	165	144	144	144	144
50100 - 4178	LIFE INSURANCE	845	850	741	744	744	744	744
50100 - 4179	DENTAL INSURANCE	2,997	2,997	2,997	3,203	3,203	3,203	3,203
50100 - 4182	CLOTHING ALLOWANCE	250	250	200	200	200	200	200
50100 - 4200	OFFICE SUPPLIES	1,201	951	1,272	900	900	900	900
50100 - 4239	DAM REPAIR & MAINTENANCE	8,035	9,150	6,600	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
50100 - 4400	CONTRACTED SERVICES	3,948	2,380	3,129	1,000	1,000	1,000	1,000
50100 - 4405	MEMBERSHIPS & PUBLICATIONS	603	1,135	780	1,140	1,140	1,140	1,140
50100 - 4406	PRINTING & BINDING	610	500	1,234	500	500	500	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
50100 - 4423	MEDICAL EXAMINATIONS	1,352	1,100	953	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
50100 - 4453	MEETINGS & TRAINING	2,219	622	525	680	680	680	680
50100 - 4459	EQUIPMENT MAINTENANCE	1,089	1,500	1,324	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

**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
			-----
			306,090

**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)		Contract requirement (1 employee)	
			Boot allowance only		Boot allowance only	
4200	Office Supplies	900	Supplies for Public Works Division		Supplies for Public Works Division	
			3 yr wgt'd avg. (1,135)		3 yr wgt'd avg. (951)	
4239	Dam Repairs & Maintenance	34,150	Yearly maintenance to 3 dams and 2 flumes	4,000	Yearly maintenance to 3 dams and 2 flumes	4,000
			Electronic gate system maint.	1,000	Electronic gate system maint.	1,000
			Dam Compliance Engineering	25,000		
			Annual State Dam Inspection	4,150	Annual State Dam Inspection	4,150
			3 yr wgt'd avg. (9,516)		3 yr wgt'd avg. (10,446)	
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		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		Paid annually, in the Fall, to USGS	
4400	Contracted Services	1,000	Advertisements and public notices	1,000	Advertisements and public notices	1,000
			3 yr wgt'd avg. (4,757)		Time & Attendance Service	1,380
					3 yr wgt'd avg. (4,292)	
4405	Memberships & Publications	1,140	For membership in professional organizations:		For membership in professional organizations:	
			NH Public Works Assn	40	NH Public Works Assn	40
			Solid Waste Certifications	730	Solid Waste Certifications	730
			(5 scales @ 96 ea. & 5 operators @ 50 ea)		(5 scales @ 96 ea. & 5 operators @ 50 ea)	
			State scale license	180	State scale license	180
			APWA Memberships	160	APWA Memberships	160
			NH Road Agents	30	NH Road Agents	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 wgt'd avg. (549)	Handout notices for road detours, construction projects, etc. Stationery and envelopes 3 yr wgt'd avg. (488)
4423	Medical Exams	1,100	Physicals for employees when requested by the Town Random Drug/Alcohol testing 3 yr wgt'd avg. (1,350)	Physicals for employees when requested by the Town Random Drug/Alcohol testing 3 yr wgt'd avg. (1,478)
4450	Telephone	8,520	Telephone lines and usage Cell phones (5) 3 yr wgt'd avg. (8,088)	Telephone lines and usage Cell phones (5) 3 yr wgt'd avg. (6,966)
4453	Meetings & Training	680	Training programs, UNH T2 3 yr wgt'd avg. (1,601)	Training programs, UNH T2 3 yr wgt'd avg. (622)
4459	Equipment Maintenance	1,500	Copier Maintenance & copies Emergency repairs Time clock Maintenance (2) 3 yr wgt'd avg. (1,140)	Copier Maintenance & copies Emergency repairs Time clock Maintenance (2) 3 yr wgt'd avg. (1,125)

**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
<b>MUNICIPAL SERVICES-GARAGE</b>								
50110 - 4401	CLEANING SERVICES	5,462	5,572	5,571	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
50110 - 4496	ELECTRICITY	20,372	20,545	19,179	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
50110 - 4498	BUILDING REPAIRS	16,501	4,466	12,595	4,466	4,466	4,466	4,466
	SUBTOTAL	54,057	43,123	53,527	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 wgt'd avg. 8,941 @1.24/ therm.	Heat for building. Natural Gas. 3 yr wgt'd 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 800 Septic pumping (twice/year) 450 Propane for Emergency Generator 3 yr wgt'd avg (1,132)	Town Water 750 Septic pumping (twice/year) 450 Propane for Emergency Generator 100 3 yr wgt'd avg (1,064)
4498	Building Repairs	4,466	General maintenance and repairs to DPW buildings and gas system HVAC maintenance contract (6 garage units) 924 Fuel System fire suppression testing twice annually (\$300 ea.) 600 Annual maintenance for overhead garage doors 2,500 Generator Maint 250 Alarm monitoring 192 3 yr wgt'd avg. (27,508)	HVAC maintenance contract (6 garage units) 924 Fuel System fire suppression testing twice annually (\$300 ea.) 600 Annual maintenance for overhead garage doors 2,500 Generator Maint 250 Alarm monitoring 192 3 yr wgt'd avg. (56,643)

**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
<b>MUNICIPAL SERVICES-FLEET</b>								
50120 - 4090	REGULAR PAY	61,266	107,258	89,182	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
50120 - 4170	RETIREMENT	7,813	13,222	11,067	13,635	13,635	13,635	13,635
50120 - 4171	DISABILITY INSURANCE	925	976	907	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
50120 - 4174	FICA-SOCIAL SECURITY	5,002	8,889	6,747	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
50120 - 4177	UNEMPLOYMENT COMPENSATION	132	96	95	96	96	96	96
50120 - 4178	LIFE INSURANCE	356	375	277	320	320	320	320
50120 - 4179	DENTAL INSURANCE	1,930	1,930	1,668	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
50120 - 4237	GAS & OIL	81,845	64,689	90,112	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
50120 - 4458	VEHICLE MAINTENANCE	205,909	164,438	238,150	185,000	185,000	185,000	185,000
	SUBTOTAL	441,195	431,661	497,380	493,189	492,209	492,209	492,209

**2019 PERSONNEL WORKSHEET**

ACCOUNT	TITLE	NET CHANGE	2019 SALARY
FLEET - 50120			
4090	CHIEF MECHANIC	0	59,697
	FLEET MECHANIC	0	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 wgt'd avg. (5,549)	Projects not charged back to Divisional or Departmental accounts. Projects like vehicle inspections, welding, sandblasting and emergency repairs. 3 yr wgt'd avg. (6,328)
4182	Clothing Allowance	1,261	2 mechanics - contract requirement	2 mechanics - contract requirement
4237	Gas & Oil	86,461	3 yr wgt'd avg. 12,419 gal of gasoline @\$2.22 27,570 3 yr wgt'd avg. 21,020 gal of diesel @\$2.54 53,391 Oil, hydraulic fluid, other lubricants, including waste oil disposal 5,500 3 yr wgt'd avg. (81,988)	3 yr wgt'd avg. 10,951 gal of gasoline @\$1.96 21,464 3 yr wgt'd avg. 19,053 gal of diesel @\$1.98 37,725 Oil, hydraulic fluid, other lubricants, including waste oil disposal 5,500 3 yr wgt'd avg. (72,636)
4456	Radio Maintenance	1,670	Annual repairs/maintenance 1,370 Pager rentals (5) 300 3 yr wgt'd avg. (8,986)	Annual repairs/maintenance 1,370 Pager rentals (5) 300 3 yr wgt'd avg. (1,329)
4458	Vehicle Maintenance	185,000	Vehicle parts for scheduled and emergency repairs to equipment. 3 yr wgt'd avg. (189,316)	Vehicle parts for scheduled and emergency repairs to equipment. 3 yr wgt'd avg. (164,438)

**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
<b>MUNICIPAL SERVICES-STREETS/SHOPS</b>								
50130 - 4090	REGULAR PAY	492,071	630,255	541,782	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
50130 - 4098	OVERTIME PAY	44,210	38,512	52,146	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
50130 - 4170	RETIREMENT	94,776	77,388	100,998	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
50130 - 4172	WORKERS' COMPENSATION	35,779	34,297	33,884	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
50130 - 4176	HEALTH INSURANCE	204,845	294,754	235,576	296,180	291,668	291,668	291,668
50130 - 4177	UNEMPLOYMENT COMPENSATION	1,012	711	605	726	726	726	726
50130 - 4178	LIFE INSURANCE	1,802	2,194	1,640	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
50130 - 4182	CLOTHING ALLOWANCE	7,397	8,671	7,754	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
50130 - 4235	SMALL TOOLS & EQUIP.	2,988	2,500	3,385	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
50130 - 4241	BRIDGE & RAIL SUPPLIES	11,109	8,339	8,976	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

**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
50130 - 4244	GRAVEL/CRUSHED STONE	5,224	7,500	3,846	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
50130 - 4246	SAND	162	200	9	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
50130 - 4262	SAFETY	2,444	2,644	2,307	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
50130 - 4267	CALCIUM CHLORIDE	3,920	3,500	4,256	3,811	3,811	3,811	3,811
50130 - 4268	SIDEWALK MAINTENANCE	3,535	849	-	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
50130 - 4440	EQUIPMENT RENTAL	14,868	14,500	13,042	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
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
SUBTOTAL		2,236,237	2,336,015	2,295,735	2,492,060	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 wgt'd avg. (47,522)	2 summer employees @ \$13.00/hr for 11 weeks doing brush, roadside trash pick up, patching, etc. Police details 3 yr wgt'd avg. (33,655)
			11,440	11,440
			18,560	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 wgt'd 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 wgt'd 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 wgt'd avg. (10,831)	Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day 3 yr wgt'd avg. (10,608)
4182	Clothing Allowance	7,102	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 wgt'd avg. (1,724)	Est. cost of maintenance materials (soap, paper products, bug sprays, bulbs, etc.). 3 yr wgt'd 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 wgt'd avg. (2,643)	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.) 3 yr wgt'd avg. (1,893)
4238	Traffic & Street Signs	9,378	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 wgt'd avg. (10,732)	Replace signs due to damage, fading, theft and vandalism. 3 yr wgt'd avg. (9,378)
4241	Bridge & Rail Repairs	8,339	Guardrail repairs town wide 3 yr wgt'd avg. (9,677)	Guardrail repairs town wide 3 yr wgt'd 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 wgt'd 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 wgt'd 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 wgt'd 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 wgt'd 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 wgt'd avg. (27,176)	DPW hot top operations to repair sections of roads that require attention on a prioritized yearly basis (Asphalt) 3 yr wgt'd avg. (45,542)
4246	Sand	149	Construction projects 3 yr wgt'd avg. (149)	Construction projects 3 yr wgt'd avg. (335)

**2019 BUDGET WORKSHEET****DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS****DEPT # - 50130**

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

**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 wgt'd avg. (51,111)	1,000 14,480 57,000 47,500
4440	Equipment Rental	14,500	Paving box etc. for in-house hot top operations Large excavator, 10 wheel dump, etc. 3 yr wgt'd avg. (18,452)	8,500 6,000 30,928
4462	Tree Removal	32,441	Scheduled and emergency removal of trees. 3 yr wgt'd avg. (32,441)	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 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
<b>MUNICIPAL SERVICES-SOLID WASTE</b>								
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

**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
50200 - 4496	ELECTRICITY	1,635	1,686	2,035	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
50200 - 4648	TESTING	5,000	20,000	19,495	19,000	19,000	19,000	19,000
	SUBTOTAL	935,257	947,280	991,949	950,101	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 wgt'd avg. (9,780) based on new contract	Wednesday evenings Saturday replacement due to sick leave, vacation, holidays. 3 yr wgt'd 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 wgt'd avg tons) Trash \$84/ton (7,730 tons) 649,320  Recyclables \$36/tons (2,250 tons) 81,000 Video Devices \$403/ton (54 tons) 21,762 C&D (offset by permit fee GF 1-3365) 16,000 Scale certification 1,400 Brush Grinder Service 14,000 Oil disposal 4,000	Loading, hauling & disposal: (tonnage based on 3 yr wgt'd avg tons) Trash \$84/ton (8,011) 672,924 (reduce by 2% - encourage recycling) (13,458) 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. 3,715 C&D tickets 1,000 cnt 650 Scale slips 950 Regulations (hand outs) 770 3 yr wgt'd 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 wgt'd avg.(4,982)
4440	Equipment Rental	500	Bull dozer, portable scale, etc. 3 yr wgt'd avg. (354)	Bull dozer, portable scale, etc. 3 yr wgt'd 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 660	Paper products, soap 660
			Water 535	Water 535
			Toilet pumping 660	Toilet pumping 540
			Building repairs 2,000	Building repairs 2,000
			Alarm system monitoring 192	Alarm system monitoring 192
			3 yr wgt'd avg. (2,211)	3 yr wgt'd avg. (4,755)
4459	Equipment Maintenance	500	Normal maintenance of loader, scale, oil, filters, etc. 500	Normal maintenance of loader, scale, oil, filters, etc. 500
			Scale repairs	Scale repairs
			3 yr wgt'd avg. (5,887)	3 yr wgt'd avg. (9,946)
4466	Pest Control	1,248	Contractual services (100/mo). 1,248	Contractual services (100/mo). 1,200
4496	Electricity	1,757	Outside lighting.	Outside lighting.
			Scale house heat/cooling.	Scale house heat/cooling.
			Building electricity paid by Hauler under current contract.	Building electricity paid by Hauler under current contract.
			Based on 3 year weighted average, 1,757	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 wgt'd avg. (19,017)	One day collection, in September, of household hazardous waste. 3 yr wgt'd avg. (22,801)
4648	Testing	19,000	Post closure groundwater and methane gas sampling and testing costs at the Shannon Rd site.	Post closure groundwater and methane gas sampling and testing costs at the Shannon Rd site.
			Management/Engineering 7,000	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	Testing (gas, groundwater and storm water) 1,4-dioxane
			Storm water monitoring	Storm water monitoring
			PFOS, PFAS (contam. testing)	
			6,000	10,000
			1,000	1,000
			5,000	

**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
<b><i>MUNICIPAL SERVICES-PARKS/PROPERTY</i></b>								
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	GROUND 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

**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
50300 - 4450	TELEPHONE	1,270	1,439	1,147	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
50300 - 4459	EQUIPMENT MAINTENANCE	2,277	2,000	3,816	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
50300 - 4495	HEAT	4,158	4,098	5,557	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
50300 - 4497	OTHER UTILITIES	10,860	14,330	7,738	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



**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 wgt'd avg. (14,793) 11,440	2 employees for 11 weeks @ \$13 per 3 yr wgt'd avg. (10,935) 11,440
4098	Overtime	13,000	Burials on weekends or other overtime situations, also emergency response/callouts to public buildings. 3 yr wgt'd avg. (13,275)	Burials on weekends or other overtime situations, also emergency response/callouts to public buildings. 3 yr wgt'd 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 wgt'd 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 wgt'd avg. (2,048)
4252	Grounds Maintenance	16,000	Yearly costs to maintain parks and ball fields 2,250 Town wide Turf Management 11,250 Hydro seeding Pine Grove 2,500 3 yr wgt'd avg. (16,132)	Yearly costs to maintain parks and ball fields 2,250 Town wide Turf Management 11,250 Hydro seeding Pine Grove 2,500 3 yr wgt'd avg. (17,764)
4253	Park Improvements	3,000	Plantings, mulch, flags 2,000 General improvements 1,000 3 yr wgt'd avg. (3,516)	Plantings, mulch, flags 2,000 General improvements 1,000 3 yr wgt'd avg. (3,772)
4258	Lumber & Material	250	Building and remodeling projects, fence repairs, etc. 3 yr wgt'd avg. (187)	Building and remodeling projects, fence repairs, etc. 3 yr wgt'd 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 wgt'd avg. (214)	Cones, barricades, safety glasses, vests, ear and eye protection. 3 yr wgt'd avg. (194)
4400	Contracted Services	8,059	General contractor work and labor as needed. 3 yr wgt'd avg. (8,786)	General contractor work and labor as needed. 3 yr wgt'd 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 2 lines (Cemetery and Parks Building) Cell phone - Working Foreman
			816	833
			735	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 wgt'd avg. (5,326)	Normal building maintenance for Pine Grove Cemetery, parks building, and other properties. HVAC/Burner maint. for two bldgs. Alarm monitoring 3 yr wgt'd avg. (4,541)
			3,400	3,400
			1,332	1,332
			384	384
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 wgt'd avg. (1,955)	Repairs to equipment that require outside service. Parts for in-house service of lawn mowers, weed wackers and power tools. New weed wackers 3 yr wgt'd avg. (1,471)
			1,000	1,000
				1,000
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 Tree cutting, dozer rental, loam & hydro seed for expansion. Tree removal
			500	500
			500	500
			18,700	

**2019 BUDGET WORKSHEET****DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES****DEPT # - 50300**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			3 yr wgt'd avg. (33,987)	3 yr wgt'd avg. (21,631)
4495	Heat	5,162	Heating oil for Pine Grove Cemetery, Parks Building 3 yr wgt'd avg (2,040 gals) @ \$2.53	Heating oil for Pine Grove Cemetery, Parks Building 3 yr wgt'd 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	Parks and Cemetery buildings
			Septic Pumping 1,100	Septic Pumping 1,100
			Town Water Irrigation:	Town Water Irrigation:
			Michelle Park, Pine Grove Cemetery 13,230	Michelle Park, Pine Grove Cemetery 13,230
			3 yr wgt'd avg. (11,993)	3 yr wgt'd avg. (14,055)

**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
<b>MUNICIPAL SERVICES-ENGINEERING</b>								
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

**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
30100 - 4450	TELEPHONE	-	-	358	300	300	300	300
30100 - 4453	MEETINGS & TRAINING	1,718	1,885	774	1,885	1,885	1,885	1,885
30100 - 4458	VEHICLE MAINTENANCE	-	500	3,758	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
TOTAL		492,555	503,246	514,104	743,786	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 547	Misc. paper, pens, clips, envelopes, folders, binders, etc 3 year weighted average 527
4210	Operating Supplies	119	Marking Paint, batteries, paint, field equipment 3 year weighted average 119	Marking Paint 80 Batteries 18 Paint stick 45 Shop drawing stamp 75 Large format paper cutter 400 Tape measure 20 Machete 30 Grade rod section 50 Folding ruler 21 Prism Pole 150 Mag nails 23
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
			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)	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 2017)
			7,000	7,000
			Construction engineering for South Broadway culvert	
			75,000	
			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. <b>The new MS4 permit became effective July 1, 2018 and requires the above reporting, outfall sampling, training, and mitigation of illicit discharges.</b>	
			7,500	
4405	Memberships & Publications	1,263	NH Public Works Association Annual Group Membership (Director, Sr Engineer, & Cap. Proj. Engineer)	NH Public Works Association Annual Group Membership (Director, Sr Engineer & Engineer)
			100	100

**2019 BUDGET WORKSHEET**

**DEPT NAME - MUNICIPAL SERVICES - ENGINEERING**

**DEPT # - 30100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			American Society of Civil Engineers 310	American Society of Civil Engineers 310
			Annual Membership (Capital Projects Engineer)	Annual Membership (Capital Projects Engineer)
			National Society of Professional Engineers Annual Membership (Sr Engineer & Director) 398	National Society of Professional Engineers Annual Membership (Sr Engineer & Director) 398
			NH Professional Engineering License Renewal (Cap. Proj. Eng. & Director) 150	NH Professional Engineering License Renewal (Cap. Proj. Eng. & Director) 150
			AASHTO/ASCE/AutoCAD/ENR Technical Publications 60	AASHTO/ASCE/AutoCAD/ENR Technical Publications 60
			American Public Works Association Annual Membership (Director) 245	American Public Works Association Annual Membership (Director) 238
4406	Printing & Binding	438	Business cards (1 box) 90	Business cards (1 box) for Engineer 90
			Large format print paper (4 boxes @ \$33) 132	Large format print paper (6 boxes @ \$33) 198
			Large format ink cartridges (3 @ \$72) 216	Large format ink cartridges (3 @ \$72) 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) 160	LGC Annual Conference (Sr. Engineer & Cap. Proj. Engineer) (2 @ \$ 80) 160
			NH Public Works Assoc, UNH Technology Transfer, NH Society of Professional Engineers Trainings 360	NH Public Works Assoc, UNH Technology Transfer, NH Society of Professional Engineers Trainings 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
			1,365	1,365
4458	Vehicle Maintenance	500	1st vehicle-P3	1st vehicle-P3
			250	250
			2nd vehicle-P100	2nd vehicle-P100
			250	250
4994	Site Remediation	9,370	Municipal Underground Storage Tank Compliance Work consists of Line Leak Testing, Annual Compliance Audit, and Geotechnical Eng Consultant for:	Municipal Underground Storage Tank Compliance Work consists of Line Leak Testing, Annual Compliance Audit, and Geotechnical Eng Consultant for:
			DPW	DPW
			1,350	1,445
			Kelley Library	Kelley Library
			1,200	1,385
			District Court (incl. monthly inspections)	District Court (incl. monthly inspections)
			6,050	6,185
			Unanticipated parts and physical repairs associated with the above testing and audit work	Unanticipated parts and physical repairs associated with the above testing and audit work
			770	800

**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
<b><i>MUNICIPAL SERVICES-LIGHTING/TRAFFIC</i></b>								
50400 - 4226	TRAFFIC LIGHT MAINTENANCE	44,622	47,602	55,722	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
50400 - 4496	ELECTRICITY	548,953	514,830	524,246	514,830	514,830	514,830	514,830
	TOTAL	603,550	572,407	599,893	570,142	570,142	570,142	570,142
	TOTAL-MUNICIPAL SERVICES	5,640,625	5,666,445	5,810,377	6,277,779	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	28,562	Emergency repairs to 30 traffic control systems, 20 flashing lights, 15 school zone lights, and 1 cross walk light	28,562
			Repairs to the Opticom	4,000	Repairs to the Opticom	4,000
			ITS/ATMS maintenance	10,000	ITS/ATMS maintenance	5,040
			3 yr avg. (38,869)		3 yr avg. (32,345)	10,000
4400	Contracted Services	12,750	ITS/ATMS Monitoring	12,750	ITS/ATMS Monitoring	
4496	Electricity	514,830	2,596 street lights.		2,580 street lights.	
			30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light.		30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light.	
			3 year weighted average-542,846		Based on 3 year weighted average	
			Planning more conversions in 2019			

**2019 BUDGET**

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

**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
<b>HUMAN SERVICES - ADMINISTRATION</b>								
60100 - 4090	REGULAR PAY	67,352	77,604	77,454	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
60100 - 4171	DISABILITY INSURANCE	615	625	651	676	676	676	676
60100 - 4172	WORKERS' COMPENSATION	306	217	218	248	248	248	248
60100 - 4174	FICA-SOCIAL SECURITY	4,790	5,937	5,442	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
60100 - 4177	UNEMPLOYMENT COMPENSATION	114	48	48	48	48	48	48
60100 - 4178	LIFE INSURANCE	263	348	294	294	294	294	294
60100 - 4179	DENTAL INSURANCE	1,220	1,220	1,220	1,304	1,304	1,304	1,304
60100 - 4200	OFFICE SUPPLIES	46	200	92	200	200	200	200
60100 - 4453	MEETINGS & TRAINING	50	150	50	130	130	130	130
SUBTOTAL		110,033	124,697	123,799	132,756	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
			-----
			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	50	NH Local Welfare Admin. Dues	50
			NH Welfare Admin Conf.	40	NH Welfare Admin Conf.	40
			Workshops: Domestic Violence, Child Abuse and Neglect, Legal Assistance Workshop on low income issues, etc.	40	Workshops: Domestic Violence, Child Abuse and Neglect, Legal Assistance Workshop on low income issues, etc	40

**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
<b><i>DIRECT ASSISTANCE</i></b>								
60110 - 4433	OTHER ASSISTANCE	259	7,500	1,232	2,500	7,500	7,500	7,500
60110 - 4434	MEDICAL	-	500	90	400	400	400	400
60110 - 4437	FOOD	2,468	4,000	2,310	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
60110 - 4439	UTILITIES	2,690	7,500	2,417	4,000	5,000	5,000	5,000
	SUBTOTAL	16,484	44,500	17,256	25,900	34,900	34,900	34,900

**2019 BUDGET WORKSHEET****DEPT NAME - HUMAN SERVICES - DIRECT ASSISTANCE****DEPT # - 60110**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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
<b>OUTSIDE HUMAN SERVICES</b>								
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 CON	-	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	-	-	-	-
SUBTOTAL		113,300	125,000	117,125	122,500	113,500	113,500	113,500
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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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 coalation "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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
4920	Southern NH Services (was Rock Cty Cmnty	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, and Salem Haven.	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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
<b>COMMUNITY SERVICES SUMMARY</b>							
ADMINISTRATION	478,597	555,007	498,718	566,580	564,667	564,667	564,667
INGRAM SENIOR CENTER	66,935	37,204	47,393	42,939	42,939	42,939	42,939
FACILITIES	11,408	11,579	6,793	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



**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
<b>COMMUNITY SERVICES-ADMINISTRATION</b>								
60400 - 4090	REGULAR PAY	247,362	279,648	247,004	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
60400 - 4098	OVERTIME PAY	68	300	322	300	300	300	300
60400 - 4170	RETIREMENT	30,001	31,824	28,582	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
60400 - 4172	WORKERS' COMPENSATION	7,224	8,135	8,159	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
60400 - 4176	HEALTH INSURANCE	94,714	112,144	99,301	124,197	122,284	122,284	122,284
60400 - 4177	UNEMPLOYMENT COMPENSATION	442	401	383	361	361	361	361
60400 - 4178	LIFE INSURANCE	737	874	648	816	816	816	816
60400 - 4179	DENTAL INSURANCE	3,410	4,258	3,392	5,232	5,232	5,232	5,232
60400 - 4182	CLOTHING ALLOWANCE	676	667	614	445	445	445	445
60400 - 4200	OFFICE SUPPLIES	663	950	252	900	900	900	900
60400 - 4210	OPERATING SUPPLIES	3,213	3,895	1,861	3,898	3,898	3,898	3,898
60400 - 4237	GAS & OIL	-	400	51	400	400	400	400
60400 - 4400	CONTRACTED SERVICES	2,528	2,800	3,902	4,400	4,400	4,400	4,400
60400 - 4405	MEMBERSHIPS & PUBLICATIONS	310	440	180	440	440	440	440
60400 - 4406	PRINTING & BINDING	1,657	1,500	1,840	1,500	1,500	1,500	1,500

**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
60400 - 4408	VEHICLE EXPENSE	1,210	450	953	450	450	450	450
60400 - 4410	ADVERTISING	1,186	1,100	828	500	500	500	500
60400 - 4450	TELEPHONE	1,487	1,752	1,436	1,752	1,752	1,752	1,752
60400 - 4453	MEETINGS/TRAINING	474	780	102	780	780	780	780
60400 - 4459	EQUIPMENT MAINTENANCE	1,192	1,800	1,627	1,821	1,821	1,821	1,821
SUBTOTAL		478,597	555,007	498,718	566,580	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 1,000 (Instructor partially offset by registration fees)	Painting Instructor 40 weeks @ \$25 1,000 (Instructor partially offset by registration fees)
			Recreation Coordinator 41,359	Recreation Coordinator 38,105
			Beach Staff 28,000	Beach Staff 32,448
4098	Overtime	300	Overtime as needed for Summer help	Overtime as needed for Summer help
4182	Clothing Allowance	445	Custodian/AFSCME contract 445 (uniform service \$195, boot allowance \$250)	Custodian/AFSCME contract 667 (uniform service \$417, boot allowance \$250)
4200	Office Supplies	900	Miscellaneous office supplies 900 Pens, pencils, adding machine tape, paper, masking tape, poster board, small staples, markers, clip boards, laminating, and calendars.	Miscellaneous office supplies 950 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) 348 Activities, programs and volunteer supplies, coffee, etc, >COA/donations Fishing Derby: 1,250 Fish, ribbons, trophies, prizes (Funds are in addition to annual donation of 1,000 from Salem Rotary for Fish) Staff T-Shirts 300 Equipment: 500 Life guard saving devices, first aid supplies, ice packs Halloween Party: 1,500 Candy, prizes, games, entertainment	ASCAP (license to play music) 345 Activities, programs and volunteer supplies, coffee, etc, >COA/donations Fishing Derby: 1,250 Fish, ribbons, trophies, prizes (Funds are in addition to annual donation of 1,000 from Salem Rotary for Fish) Staff T-Shirts 300 Equipment: 500 Life guard saving devices, first aid supplies, ice packs Halloween Party: 1,500 Candy, prizes, games, entertainment
4237	Gas & Oil	400	Gas & Oil 400	Gas & Oil 400

**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: 4,400 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: 2,800 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 140 Association (2 memberships) US Tennis Association 65 National Rec & Park Assoc 170 New England Park Association 25 NH Assoc. of Senior Centers 40	New Hampshire Recreation Park 140 Association (2 memberships) US Tennis Association 65 National Rec & Park Assoc 170 New England Park Association 25 NH Assoc. of Senior Centers 40
4406	Printing & Binding	1,500	Printing Brochures: Summer 13,350 copies 350 Flyers (3 flyers per year) 1,150	Printing Brochures: Summer 13,350 copies 350 Flyers (3 flyers per year) 1,150
4408	Vehicle expense	450	Mileage reimbursement @ .545 450 Includes Custodian, Director, and Program Coordinator	Mileage reimbursement @ .54 450 Includes Custodian, Director, and Program Coordinator Decrease is taking into consideration availability of Town Vehicle
4410	Advertising	500	Summer Jobs 500 Advertise through indeed. No newspaper advertisement.	Summer Jobs 1,100

**2019 BUDGET WORKSHEET****DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION****DEPT # - 60400**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
4450	Telephone	1,752	Telephone Service: Hedgehog Park and Community Services Office	Telephone Service: Hedgehog Park and Community Services Office (underbudgeted for 2017)
			1,262	1,262
			Cell phone for Director	Cell phone for Director
			490	490
4453	Meetings/Training	780	NH Assoc. of Senior Centers Conference (Sept)	NH Assoc. of Senior Centers Conference (Sept)
			140	140
			Seminars	Seminars
			440	440
			Training for Summer Staff	Training for Summer Staff
			200	200
4459	Equipment Maintenance	1,821	Annual Piano Tuning (two)	Annual Piano Tuning (two)
			180	180
			Copier Maintenance & Overages	Copier Maintenance & Overages
			1,641	1,620
			(Leased new copier in 2017)	(Leased new copier)

**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
<b>COMMUNITY SERVICES-INGRAM SENIOR CENTER</b>								
60430 - 4201	MAINTENANCE SUPPLIES	2,536	2,000	2,040	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
60430 - 4457	GROUNDS MAINTENANCE	214	680	-	680	680	680	680
60430 - 4495	HEAT	6,896	7,800	9,471	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
60430 - 4497	OTHER UTILITIES	1,745	1,545	1,859	1,652	1,652	1,652	1,652
SUBTOTAL		66,935	37,204	47,393	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 wgt'd avg =2,318)	Paper towels, toilet tissue, hand soap, deodorizers, trash bags, cleaning supplies (floor, window, carpet, furniture), etc. (3 yr wgt'd avg =2,082)
4452	Building Maintenance	15,144	<div> <div>Pest Control (do own, supplies)</div> <div>150</div> </div> <div> <div>Alarm annual monitoring service</div> <div>192</div> </div> <div> <div>HVAC annual maintenance</div> <div>4,608</div> </div> <div> <div>HVAC repairs</div> <div>3,000</div> </div> <div> <div>Elevator annual maintenance</div> <div>1,280</div> </div> <div> <div>Elevator annual Insp.(east coast)</div> <div>150</div> </div> <div> <div>Elevator annual State test</div> <div>50</div> </div> <div> <div>Painting</div> <div>250</div> </div> <div> <div>Misc. building repairs, supplies</div> <div>500</div> </div> <div> <div>Fire Alarm annual inspection</div> <div>1,200</div> </div> <div> <div>Extinguishers/sprinklers</div> <div></div> </div> <div> <div>Fire suppression inspections</div> <div></div> </div> <div> <div>(required for hood over kitchen stove)</div> <div></div> </div> <div> <div>Kitchen equip maint/repairs</div> <div>250</div> </div> <div> <div>Parking lot lights/bulbs</div> <div>250</div> </div> <div> <div>Generator Maintenance</div> <div>425</div> </div> <div> <div>Elevator piston repack (need to pass inspection)</div> <div>2,339</div> </div> <div> <div>Fire system/Burglar alarm repairs</div> <div>500</div> </div>	<div> <div>Pest Control (do own, supplies)</div> <div>150</div> </div> <div> <div>Alarm annual monitoring service</div> <div>192</div> </div> <div> <div>HVAC annual maintenance</div> <div>4,608</div> </div> <div> <div>HVAC repairs</div> <div>2,000</div> </div> <div> <div>Elevator annual maintenance</div> <div>1,220</div> </div> <div> <div>Elevator annual Insp.(east coast)</div> <div>150</div> </div> <div> <div>Elevator annual State test</div> <div>50</div> </div> <div> <div>Painting</div> <div>250</div> </div> <div> <div>Misc. building repairs, supplies</div> <div>500</div> </div> <div> <div>Fire Alarm annual inspection</div> <div>1,200</div> </div> <div> <div>Extinguishers/sprinklers</div> <div></div> </div> <div> <div>Fire suppression inspections</div> <div></div> </div> <div> <div>(required for hood over kitchen stove)</div> <div></div> </div> <div> <div>Kitchen equip maint/repairs</div> <div>250</div> </div> <div> <div>Parking lot lights/bulbs</div> <div>250</div> </div> <div> <div>Generator Maintenance</div> <div>295</div> </div>
4457	Grounds Maintenance	680	<div> <div>Fertilizer, lawn supplies, mulch, ice melt, parking lot paint</div> <div>500</div> </div> <div> <div>Sprinkler system fall drain, spring open</div> <div>180</div> </div>	<div> <div>Fertilizer, lawn supplies, mulch, ice melt, parking lot paint</div> <div>500</div> </div> <div> <div>Sprinkler system fall drain, spring open</div> <div>180</div> </div>



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

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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)

**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
<b>COMMUNITY SERVICES-RECREATIONAL FACILITIES</b>								
60450 - 4452	BUILDING MAINTENANCE	9,365	9,910	4,599	15,264	15,264	15,264	15,264
60450 - 4496	ELECTRICITY	1,243	869	1,393	1,144	1,144	1,144	1,144
60450 - 4497	OTHER UTILITIES	800	800	800	800	800	800	800
	SUBTOTAL	11,408	11,579	6,793	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

**2019 BUDGET WORKSHEET****DEPT NAME - COMMUNITY SERVICES - RECREATIONAL FACILITIES****DEPT # - 60450**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
4452	Building Maintenance	15,264	Supplies for Hedgehog Park 400 (maintenance, sanitary supplies, repairs, etc.) Hedgehog Park/Beach: -Signs-Rules & Regulations 300 -Sand 650 -Picnic Table 1,060 -Ramp Repair 4,500 Tennis court cracks repair 8,154 Tennis net 200	Supplies for Hedgehog Park 400 (maintenance, sanitary supplies, repairs, etc.) Hedgehog Park/Beach: -Signs-Rules & Regulations 300 -Sand 650 -Picnic Table 1,060 -Ramp Repair 4,500 Fencing 3,000
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 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 TRUSTEE RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
<b><i>LIBRARY SUMMARY</i></b>							
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

**2019 BUDGET**

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 TRUSTEE RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
<b><i>LIBRARY-ADMINISTRATION</i></b>								
70100 - 4090	REGULAR PAY	639,761	685,508	690,795	702,285	712,293	712,293	712,293
70100 - 4092	TEMPORARY PAY	86,357	93,930	61,262	94,075	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
70100 - 4170	RETIREMENT	75,378	77,004	75,872	77,008	78,147	78,147	78,147
70100 - 4171	DISABILITY INSURANCE	5,792	6,142	6,294	6,500	6,597	6,597	6,597
70100 - 4172	WORKERS' COMPENSATION	3,976	4,123	4,128	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
70100 - 4176	HEALTH INSURANCE	244,331	260,036	242,000	275,027	255,814	255,814	255,814
70100 - 4177	UNEMPLOYMENT COMPENSATION	1,236	1,178	914	944	944	944	944
70100 - 4178	LIFE INSURANCE	1,587	1,711	1,632	1,706	1,741	1,741	1,741
70100 - 4179	DENTAL INSURANCE	9,661	10,100	9,547	10,608	10,608	10,608	10,608
70100 - 4200	OFFICE SUPPLIES	970	1,000	971	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
70100 - 4223	ACADEMIC REIMBURSEMENT	750	-	-	-	-	-	-
70100 - 4257	MATERIALS OF TRADE	135,598	152,290	130,901	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
70100 - 4404	AUDIT	744	730	730	730	730	730	730

**2019 BUDGET**

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

**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)	7,404	Pages (2)	7,245
			Multifunctional P/T (7)	56,511	Multifunctional P/T (8)	59,666
			Library Assistants (1)	18,001	Library Assistants (1)	18,714
			Reference technician (1)	13,501	Reference technician (1)	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	39,642	1) GMILCS annual membership	38,533
			2) IT Independent contract	7,850	2) IT Independent contract	7,850
			3) Internet provider, webpage and email	2,618	3) Internet provider, webpage and email	2,618
			4) Event calendar	1,250	4) Event calendar	1,250
			5) Stationary IP address	179	5) Stationary IP address	179
			6) Copier rental	3,300	6) Copier rental	3,300
			7) Constant Contact (newsletter)	306	7) Constant Contact (newsletter)	306
			8) CybraryN (internet computer management	875	8) CybraryN (internet computer management	875



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

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
			9) Misc (motion picture licenses, etc.) 416	9) Misc (motion picture licenses, etc.) 416
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:	Mileage reimbursements for library personnel, calculated at current rate of \$.56 per mile. Components are:
			1) Custodian/Courier 194	1) Custodian/Courier 194
			2) GMILCS meetings and training 75	2) GMILCS meetings and training 377
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) 6,714	1) 7 Workstations (staff computers) 6,088

# 2019 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
	Equipment		2) 2 Task chairs 250 3) 2 Barcode scanners 198 4) Replacement parts 200  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.  Replacement parts (wireless cards, modems, surge protectors, mice, monitors, etc.) are needed each year as parts fail.	2) 5 Task chairs 500 3) 2 Barcode scanners 198 4) Interior signage 500 5) Replacement parts 200  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.  Replacement parts (wireless cards, modems, surge protectors, mice, monitors, etc.) are needed each year as parts fail.
4608	Public Furniture & Equipment	1,800	This line supports the needs of the modern library user, emphasizing digital services and support. The contents of this line include: 1) 2 large screen laptops 1,800	This line supports the needs of the modern library user, emphasizing digital services and support. The contents of this line include: 1) Shelving for paperback picture books 1,352 2) Shelving for early readers 5,116
4885	Programming	7,000	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.	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.

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

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
			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.

**2019 BUDGET**

DEPT. ACCT. NO.	ACCOUNT NAME	2017 EXPENDED	2018 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 TRUSTEE RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
<b><i>BUILDING</i></b>								
70110 - 4201	MAINTENANCE SUPPLIES	3,890	4,016	4,215	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  This number includes grounds maintenance and the cost for work, expected and unexpected, to maintain a 40 yr old, heavily used facility.
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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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.

**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
<b>COMMUNITY CONTRIBUTIONS</b>								
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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>		<b>EXPLANATION 2018</b>	
4913	Salem Veterans' Association	5,000	Salem Veterans' Association annual programs		Salem Veterans' Association annual programs	
			Engraving of additional names		Engraving of additional names	
4915	Independence Day	17,879	Fireworks display	10,000	Fireworks display	10,000
			Police Detail	6,006	Police Detail	6,006
			Fire Detail	1,223	Fire Detail	1,348
			Entertainment	350	Entertainment	350
			Dunk Booth	300		



**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
<b><i>CAPITAL IMPROVEMENTS</i></b>								
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
80100 - 4724	POLICE-VEHICLES	-	-	-	54,140	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
80100 - 4896	PC TECHNOLOGY UPGRADE	-	66,050	58,790	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

# 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	610,177
			New Leases:	142,091
			Police - 11 cruisers, 1 SUV, and 1 SOU vehicle	
				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

**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
<b>WARRANT ARTICLES</b>								
90110 - 4452	BUILDING MAINTENANCE	12,235	69,843	65,804	-	-	-	-
90110 - 4469	BUILDING IMPROVEMENTS	-	-	-	-	788,426	788,426	788,426
90110 - 4616	TOWN WIDE COMMUNICATIONS	-	640,000	640,000	-	85,000	85,000	85,000
90110 - 4625	PURCHASE WATER RIGHTS	-	-	-	-	1,071,000	1,071,000	1,071,000
90110 - 4719	LEASE/PURCHASE	-	-	-	-	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
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
TOTAL		3,857,909	5,093,950	4,749,911	-	7,091,263	7,091,263	7,091,263

**2019 BUDGET WORKSHEET****DEPT NAME - SEPARATE WARRANT ARTICLES****DEPT # - 90110**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
<b>SEWER FUND SUMMARY</b>							
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	-	-	-	-	-	-
<hr/>							
TOTAL - SEWER FUND	3,622,119	3,266,108	3,161,917	3,122,232	3,137,083	3,137,083	3,137,083

**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
<b>SEWER-ADMINISTRATION</b>								
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

**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 - 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
	SUBTOTAL	2,706,804	2,382,221	2,336,445	2,196,541	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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
4092	Temporary Pay	10,000	Police details Manhole repairs 3 yr wgt'd avg. (14,764)	Police details Manhole repairs 3 yr wgt'd avg. (4,884)
4098	Overtime Pay	25,000	For overtime calls and emergency work on the sewer system. 3 yr wgt'd avg. (27,800)	For overtime calls and emergency work on the sewer system. 3 yr wgt'd 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 wgt'd 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 wgt'd 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 wgt'd avg. (1,335)	Ladders, shovels, pumps, hoses, dye tablets, etc. 3 yr wgt'd 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 wgt'd avg. (3,068)	For vehicles, mowers and minor equipment. 1,000 gallons @ \$1.96/gal  3 yr wgt'd 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 wgt'd avg. (255)	Hard Hats and safety vests traffic cones/barricades Special equipment needed for handling of wastewater and confined space entry. 3 yr wgt'd 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 7,760 contract for sewer lift stations Sewer lift station pumps (10) Preventive 18,000 maintenance (includes repairs to some issues identified in 2018) Pump station wet well cleaning 7,000 P.S. Mission controllers maint 500 Video inspection-sewer mains 6,000 Manhole reconstruction 20,000 Emergency repairs to sewer system and 18,000 pumping stations Lift stations generator PM 2,280 Groundwater Management Permit- 40,000 WWTP Meter reading equipment: Maintenance contract (37%) 1,470 Software maintenance (37%) 1,018 Fire Extinguisher Inspection 125 Time & Attendance Service 144	Annual Preventative Maintenance 9,560 contract for sewer lift stations Sewer lift station pumps (10) Preventive 12,000 maintenance Pump station wet well cleaning 7,000 P.S. Mission controllers maint 500 Video inspection-sewer mains 6,000 Manhole reconstruction 20,000 Emergency repairs to sewer system and 18,000 pumping stations Lift stations generator PM 2,280 Groundwater Management Permit- 60,300 WWTP Soil Remediation Action Plan 335,040 Implementation-WWTP Keewaydin Dr Station check valve 11,111 Sanitary Pumps and Drives (repl) 19,594 Meter reading equipment: Maintenance contract (37%) 1,470 Software maintenance (37%) 1,018 Fire Extinguisher Inspection 125 Time & Attendance Service 96
4404	Audit	2,555	Annual audit	Annual audit
4406	Printing & Binding	3,562	Sewer billing 37/63% split S/W 1,378 Delinquent notices (N11Z) 143	Sewer billing 1,378 Delinquent notices (N11Z) 143

**2019 BUDGET WORKSHEET****DEPT NAME - SEWER - ADMINISTRATION****DEPT # - 28100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2019	EXPLANATION 2018
			Cert. mail cards 168	Cert. mail cards 168
			3 yr wgt'd avg. (1,655)	3 yr wgt'd avg. (1,680)
			Printing service for billings 1,873	Printing service for billings 1,873
4423	Medical Exams	82	Required random drug and alcohol exams and physicals 3 yr wgt'd avg. (291)	Required random drug and alcohol exams and physicals 3 yr wgt'd avg. (78)
4450	Telephone	1,560	Cell phone (1) 480 Meter towers 37/63 split 1,080	Cell phone (1) 432 Meter towers 37/63 split 1,068
4451	Postage	6,215	Postage for monthly and quarterly billings and delinquency notices 6,085 Postage for Betterment & DBA billings 130 S/W 37-63% split 3 yr wgt'd avg. (5,997)	Postage for monthly and quarterly billings and delinquency notices 6,085 Postage for Betterment & DBA billings 120 S/W 37-63% split 3 yr wgt'd avg. (6,205)
4456	Radio Maintenance	63	Radio repair and pager rental 3 yr wgt'd avg. (406)	Radio repair and pager rental 3 yr wgt'd avg. (1,634)
4458	Vehicle Maintenance	150	Normal maintenance and inspection of pickup with plow P77-2012 Ford F350 3 yr wgt'd avg. (1,029)	Normal maintenance and inspection of pickup with plow P77-2012 Ford F350 3 yr wgt'd 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 72 Annual backflow test 40 Silverbrook Development charges 18,400 Methuen – offsetting revenue 3 yr wgt'd avg. (16,171)	Water service at South Policy lift station 72 Annual backflow test 40 Silverbrook Development charges 15,591 Methuen – offsetting revenue 3 yr wgt'd avg. (13,092)
4587	Recording Fees	250	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds. 3 yr wgt'd avg. (317)	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds. 3 yr wgt'd 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	1,000	Fittings & adapters	1,000
			Manhole rims, covers, raisers	15,000	Manhole rims, covers, raisers	15,000
			3 yr wgt'd avg. (8,870)		3 yr wgt'd avg. (3,783)	
4646	GLSD Operating Cost	1,408,802	01/01 - 06/30 (fixed)	693,802	01/01 - 06/30 (fixed)	665,521
			07/01 - 12/31 (estimate)	715,000	07/01 - 12/31 (estimate)	675,000

**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
<b>SEWER-DEBT SERVICES</b>								
28110 - 4500	GLSD-DEBT	356,672	355,847	356,537	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

**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)	180691	01/01 - 06/30 (fixed)	175846.9
			07/01 - 12/31 (estimate)	195000	07/01 - 12/31 (estimate)	180000



**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
<b>SEWER-CAPITAL PROJECTS</b>								
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

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

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>		<b>EXPLANATION 2018</b>	
4402	Engineering	350,000	South Broadway	350,000		
4765	Improvements	200,000	I/I Improvements (physical improvements)	200,000	Pumping Station Improvements per Master Plan DBA funding offset 100%	260,000
4888	GIS FLYOVER	16,500	GIS Flyover (15% of total-110,000)	16,500		

**2019 BUDGET**

DEPT.	2017 EXPENDED	2018 BUDGET	2018 EXPENDED (PRE-AUDIT)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
<b><i>WATER FUND SUMMARY</i></b>							
ADMINISTRATION	1,377,480	1,584,766	1,499,945	1,531,576	1,529,928	1,529,928	1,529,928
OPERATIONAL	801,264	780,067	776,848	720,864	721,344	721,344	721,344
BUILDINGS	79,779	62,389	57,243	68,031	68,031	68,031	68,031
DEBT SERVICES	539,758	717,249	688,735	650,405	650,405	650,405	650,405
CAPITAL PROJECTS	762,295	196,088	207,486	103,398	141,898	141,898	141,898
WARRANT ARTICLES	(1,475)	-	-	-	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

**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
<b>WATER-ADMINISTRATION</b>								
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 BUDGET	2018 EXPENDED (PRE-AUDIT) (incl. encumb)	2019 MANAGER RECOMM.	2019 BOS RECOMM.	2019 BUD COM RECOMM.	2019 BUDGET
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 wgt'd avg. (41,721)	2 employees @ \$13 an hour for 11 weeks for seasonal projects. Police details 3 yr wgt'd avg. (20,487)
			11,440	11,440
			13,560	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 wgt'd 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 wgt'd 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 wgt'd 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 wgt'd avg. (8,256)
4182	Clothing Allowance	5,230	Per Public Works contract, 8 employees + 2 employees-boot allowance only	Per Public Works contract, 9 employees + 2 employees-boot allowance only
			4,830	
			400	
4200	Office Supplies	500	General office supplies. 3 yr wgt'd avg. (481)	General office supplies. 3 yr wgt'd avg. (437)
4399	Legal Services	10,052	Outside legal services. 3 yr wgt'd avg. (7,552)	Outside legal services. 3 yr wgt'd avg. (1,012)
4404	Audit	2,555	Annual audit.	Annual audit.
4405	Memberships & Publications	1,848	State Certification renewals: Treatment & Distribution	State Certification renewals: Treatment & Distribution
			900	900

**2019 BUDGET WORKSHEET**

**DEPT NAME - WATER - ADMINISTRATION**

**DEPT # - 38100**

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



**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 wgt'd avg. (27,739)	17,796 720 1,848 7,284 1,740 (22,895)
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)	18,525 1,644 2,040 7,109 1,740 16,000 180 4,000 12,960 (12,960)
4453	Meetings & Training	4,700	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 wgt'd avg. (462)	25 120 (1,631)
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 wgt'd avg. (11,166)	Scheduled and emergency repairs to 1 backhoe, 1 compressor, 5 utility trucks, and 3 compact pick-ups & 6-wheel dump truck. (4,242)

**2019 BUDGET WORKSHEET****DEPT NAME - WATER - ADMINISTRATION****DEPT # - 38100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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)

**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
<b>WATER-OPERATIONS</b>								
38110 - 4235	SMALL TOOLS & EQUIP.	10,829	9,000	9,926	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
38110 - 4244	GRAVEL/SAND	12,084	3,116	7,233	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
38110 - 4255	CHEMICALS	62,016	65,000	59,554	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
38110 - 4262	SAFETY	1,132	750	1,092	750	750	750	750
38110 - 4400	CONTRACTED SERVICES	213,752	143,632	152,941	106,257	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
38110 - 4482	PURCHASE OF WATER	-	100	-	100	100	100	100
38110 - 4484	METERS/REPLACEMENT	-	56,246	56,139	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
38110 - 4489	PIPE REPLACEMENT	16,787	14,226	9,454	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
38110 - 4497	OTHER UTILITIES	122,189	97,595	118,147	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
	SUBTOTAL	801,264	780,067	776,848	720,864	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 wgt'd avg. (10,592)	Tools & minor equipment and expendable supplies for water distribution and treatment. 3 yr wgt'd avg. (9,416)
4237	Gas & Diesel	20,227	For vehicles, mowers and minor equipment 8,357 gal. gas @ \$2.22 18,553 659 gal diesel @ \$2.54 1,674	For vehicles, mowers and minor equipment 6,957 gal. gas @ \$1.96 13,636 986 gal diesel @ \$1.98 1,952
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 wgt'd 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 wgt'd avg. (3,116)
4249	Resurfacing	25,000	Cost of hot bituminous asphalt to repair road surface after water breaks. 3 yr wgt'd avg. (31,298)	Cost of hot bituminous asphalt to repair road surface after water breaks. 3 yr wgt'd avg. (26,343)
4255	Chemicals	65,000	Bulk Chemicals for Water Treatment 3 yr wgt'd avg. (62,088)	Bulk Chemicals for Water Treatment 3 yr wgt'd 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 wgt'd 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 wgt'd 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
			3 yr wgtd avg. (1,010)	3 yr wgtd avg. (813)
4400	Contracted Services	106,737	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 28,153	Master Plan Update 47,000
			(includes set-up and 1 year subscription)	
			Time & Attendance Service 480	Time & Attendance Service 804
4481	Water Samples/Lab Expenses	63,070	QA/QC & certification 3,000	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 9,500	Routine SDWA compliance 9,500
			Chemical waste disposal 5,000	Chemical waste disposal 5,000
			Hach service maintenance 22,885	Hach service maintenance 18,841
			Lab equipment service maint. 1,505	Lab equipment service maint. 1,505
			PFOA/PFOS testing 740	PFOA/PFOS testing 740
			UCMR4 testing (new EPA req) 6,480	
			Lead/Copper Testing 960	
			3 yr wgt'd avg (51,898)	3 yr wgt'd avg (45,456)
4482	Purchase of Water	100	Methuen-emergency purchases 100	Methuen-emergency purchases 100
4484	Meters	9,688	New Meters for development 9,688	New Meters for development 56,246
			Partially offset by meter sales	Partially offset by meter sales
4485	Hydrants	38,500	Replace hydrants (20 @ 1,700) 34,000	Replace hydrants (10 @ 1,700) 17,000
			Hydrant Parts 4,500	Hydrant Parts 4,500
			3 yr wgt'd avg. (18,268)	3 yr wgt'd avg. (14,391)
4489	Pipe Replacement	14,226	Scheduled and emergency repairs made to distribution system on pipes valves and fittings. 3 yr wgt'd avg. (16,871)	Scheduled and emergency repairs made to distribution system on pipes valves and fittings. 3 yr wgt'd 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 wgt'd 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 wgt'd 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 wgted. avg. (111,440)		Sewer discharge, from Canobie Water Treatment Plant. 3 yr wgted. 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

**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
<b>WATER-BUILDINGS</b>								
38120 - 4401	CLEANING SERVICES	4,080	4,163	4,163	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
38120 - 4495	HEAT	23,637	24,456	27,931	25,917	25,917	25,917	25,917
	SUBTOTAL	79,779	62,389	57,243	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 wgt'd avg (56,230)	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 wgt'd avg (58,065)
4495	Heat	25,917	Propane heat 11,622 gal (3 yr wgt'd avg) propane @ \$2.23	Propane heat 10,967 gal (3 yr wgt'd avg) propane @ \$2.23

**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
<b>WATER-DEBT SERVICES</b>								
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
38130 - 4671	WATER CON #16-PRINCIPAL '13	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
38130 - 4673	WATER CON #18-PRINCIPAL '14	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
38130 - 4675	WATER CON #20-PRINCIPAL '18	-	167,000	138,912	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
38130 - 4690	WATER CON #16-INTEREST '13	14,490	12,420	12,420	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
38130 - 4692	WATER CON #18-INTEREST '14	18,800	17,100	17,100	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
38130 - 4694	WATER CON #20-INTEREST '18	-	25,301	24,874	20,761	20,761	20,761	20,761
SUBTOTAL		539,758	717,249	688,735	650,405	650,405	650,405	650,405

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

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>	<b>EXPLANATION 2018</b>
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

**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
<b>WATER-CAPITAL PROJECTS</b>								
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**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2019</b>		<b>EXPLANATION 2018</b>	
4402	Engineering Services	75,000	South Broadway	75,000		
4738	Vehicles	28,398	Water samples F150 Pick-up	28,398	Water meter van, backflows	31,894
					Water Utility Truck w/ crane	59,504
					Large Dump truck	104,690
4888	GIS FLYOVER	38,500	GIS Flyover (35% of total-110,000)	38,500		

**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
<b>WATER-WARRANT ARTICLES</b>								
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

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.	