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TOWN OF SALEM, NH
TOWN OF SALEM, NH
2023/2024 BUDGET COMPARISON

FY 2024 BUDGET
FY 24 BUDGET

DEPARTMENT	2023 BUDGET			2024 COUNCIL RECOMMENDED			\$ INCREASE/(DECREASE)			% INCREASE/(DECREASE)		
	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL
Town Council	18,894	41,775	60,669	31,860	42,550	74,410	12,966	775	13,741	68.62%	1.86%	22.65%
District Court	-	93,323	93,323	-	106,504	106,504	-	13,181	13,181	0.00%	14.12%	14.12%
Town Manager	556,367	10,275	566,642	564,201	6,775	570,976	7,834	(3,500)	4,334	1.41%	-34.06%	0.76%
Legal	-	158,700	158,700	-	163,700	163,700	-	5,000	5,000	0.00%	3.15%	3.15%
Human Resources	299,501	77,624	377,125	326,305	83,736	410,041	26,804	6,112	32,916	8.95%	7.87%	8.73%
Employee Benefits	1,531,734	22,861	1,554,595	1,319,423	22,861	1,342,284	(212,311)	-	(212,311)	-13.86%	0.00%	-13.66%
Boards & Committees	4,171	21,620	25,791	6,062	23,133	29,195	1,891	1,513	3,404	45.34%	7.00%	13.20%
Town Buildings	-	205,525	205,525	-	249,167	249,167	-	43,642	43,642	0.00%	21.23%	21.23%
Finance	1,025,900	40,518	1,066,418	1,085,534	56,616	1,142,150	59,634	16,098	75,732	5.81%	39.73%	7.10%
Information Technology	-	987,027	987,027	90,493	881,152	971,645	90,493	(105,875)	(15,382)	0.00%	-10.73%	-1.56%
Assessing	340,514	131,505	472,019	333,995	130,088	464,083	(6,519)	(1,417)	(7,936)	-1.91%	-1.08%	-1.68%
Town Clerk	235,182	12,650	247,832	240,933	11,600	252,533	5,751	(1,050)	4,701	2.45%	-8.30%	1.90%
Elections	20,196	10,850	31,046	98,010	29,300	127,310	77,814	18,450	96,264	385.29%	170.05%	310.07%
Collections	326,038	-	326,038	342,559	-	342,559	16,521	-	16,521	5.07%	0.00%	5.07%
Tax Collector	191,755	21,400	213,155	192,408	22,170	214,578	653	770	1,423	0.34%	3.60%	0.67%
Debt Service	-	2,147,679	2,147,679	-	710,388	710,388	-	(1,437,291)	(1,437,291)	0.00%	-66.92%	-66.92%
Insurance	15,000	467,927	482,927	30,000	493,196	523,196	15,000	25,269	40,269	100.00%	5.40%	8.34%
Community Development	341,417	2,610	344,027	266,105	2,755	268,860	(75,312)	145	(75,167)	-22.06%	5.56%	-21.85%
Planning	287,604	152,193	439,797	296,163	2,717	298,880	8,559	(149,476)	(140,917)	2.98%	-98.21%	-32.04%
Police	13,427,395	715,457	14,142,852	13,595,737	789,970	14,385,707	168,342	74,513	242,855	1.25%	10.41%	1.72%
Fire	14,530,210	1,319,397	15,849,607	14,554,893	1,382,135	15,937,028	24,683	62,738	87,421	0.17%	4.76%	0.55%
Municipal Services	3,805,408	3,727,600	7,533,008	3,944,814	4,376,263	8,321,077	139,406	648,663	788,069	3.66%	17.40%	10.46%
Human Services	136,352	140,730	277,082	138,044	141,504	279,548	1,692	774	2,466	1.24%	0.55%	0.89%
Community Services	563,801	90,063	653,864	532,273	94,328	626,601	(31,528)	4,265	(27,263)	-5.59%	4.74%	-4.17%
Library	1,320,967	349,039	1,670,006	1,314,766	358,957	1,673,723	(6,201)	9,918	3,717	-0.47%	2.84%	0.22%
Community Contributions	-	12,600	12,600	-	12,600	12,600	-	-	-	0.00%	0.00%	0.00%
Subtotal - General Fund	38,978,407	10,960,948	49,939,355	39,304,579	10,194,165	49,498,744	326,172	(766,783)	(440,611)	0.84%	-7.00%	-0.88%
Capital Improvements	-	1,387,299	1,387,299	-	1,959,973	1,959,973	-	572,674	572,674	0.00%	41.28%	41.28%
Separate Warrant Articles	-	5,781,295	5,781,295	-	-	-	-	(5,781,295)	(5,781,295)	0.00%	-100.00%	-100.00%
Total - General Fund	38,978,407	18,129,542	57,107,949	39,304,579	12,154,138	51,458,717	326,172	(5,975,404)	(5,649,232)	0.84%	-32.96%	-9.89%
Sewer Fund	359,935	8,913,423	9,273,358	366,640	4,312,853	4,679,493	6,705	(4,600,570)	(4,593,865)	1.86%	-51.61%	-49.54%
Water Fund	1,475,670	4,690,408	6,166,078	1,533,741	4,653,307	6,187,048	58,071	(37,101)	20,970	3.94%	-0.79%	0.34%
Grand Total	40,814,012	31,733,373	72,547,385	41,204,960	21,120,298	62,325,258	390,948	(10,613,075)	(10,222,127)	0.96%	-33.44%	-14.09%

2024 REVENUE REPORT

ACCOUNT NAME	2022 RECORDED	2023 BUDGET	RECEIVED AS OF 10/13/22	2023 ESTIMATE	2024 DEPT REQ	2024 MGR RECOMM.	2024 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
REVENUE SUMMARY									
TAXES	240,778	183,000	156,099	156,099	156,000	156,000	156,000	(27,000)	-14.75%
INTERGOVERNMENTAL REVENUES-STATE	3,861,485	2,806,208	3,125,566	3,125,566	3,052,696	3,052,696	3,532,696	726,488	25.89%
LICENSES AND PERMITS	10,319,821	9,132,950	8,872,953	8,872,953	9,649,713	8,648,500	8,898,500	(234,450)	-2.57%
CHARGES FOR SERVICES	4,061,781	4,176,212	4,042,480	4,042,480	4,311,942	3,961,942	4,061,942	(114,270)	-2.74%
MISCELLANEOUS REVENUES	173,918	36,000	551,000	551,000	121,000	121,000	121,000	85,000	236.11%
OTHER FINANCING SOURCES	1,126,009	6,207,905	4,868,305	4,868,305	1,996,853	1,996,853	1,996,853	(4,211,052)	-67.83%
TOTAL - GENERAL FUND	19,783,792	22,542,275	21,616,403	21,616,403	19,288,204	17,936,991	18,766,991	(3,775,284)	-16.75%
INCOME FROM SEWER FUND	3,041,860	9,273,358	3,435,259	9,273,358	4,679,493	4,679,493	4,679,493	(4,593,865)	-49.54%
INCOME FROM WATER FUND	5,034,411	6,166,078	3,593,178	6,166,078	6,897,048	6,187,048	6,187,048	20,970	0.34%
TOTAL REVENUES	27,860,063	37,981,711	14,587,966	37,055,839	30,864,745	28,803,532	29,633,532	(8,348,179)	-21.98%

2024 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2022 RECORDED	2023 BUDGET	RECEIVED AS OF 10/13/22	2023 ESTIMATE	2024 DEPT REQ	2024 MGR RECOMM.	2024 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
TAXES										
1 - 3120	YIELD TAX	2,463	1,000	(2,241.87)	1,750	1,500	1,500	1,500	500	50.00%
1 - 3125	EXCAVATION TAX	1,842	-	(661.28)	661	-	-	-	-	0.00%
1 - 3130	BOAT TAX	26,745	27,000	24,553	22,000	25,000	25,000	25,000	(2,000)	-7.41%
	INTEREST AND PENALTIES	209,729	155,000	115,939	131,688	129,500	129,500	129,500	(25,500)	-16.45%
		240,778	183,000	143,395	156,099	156,000	156,000	156,000	(27,000)	-14.75%

2024 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2022 RECORDED	2023 BUDGET	RECEIVED AS OF 10/13/22	2023 ESTIMATE	2024 DEPT REQ	2024 MGR RECOMM.	2024 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
INTEREST AND PENALTIES										
1 - 3160	INTEREST-CURRENT YR. PROP TAX	27,061	25,000	9,371	25,000	25,000	25,000	25,000	-	0.00%
1 - 3161	INTEREST-PRIOR YRS. PROP TAX	63,747	75,000	(59,910.99)	60,000	70,000	70,000	70,000	(5,000)	-6.67%
1 - 3183	TAX LIEN INTEREST-2020 LEVY	30,901	25,000	26,515	25,000	3,500	3,500	3,500	(21,500)	-86.00%
1 - 3184	TAX LIEN INTEREST-2019 LEVY	42,969	20,000	3,688	3,500	1,000	1,000	1,000	(19,000)	-95.00%
1 - 3191	TAX LIEN INTEREST-2021 LEVY	13,115	10,000	12,834	10,500	20,000	20,000	20,000	10,000	100.00%
		209,729	155,000	115,939	131,688	129,500	129,500	129,500	(25,500)	-16.45%

2024 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2022 RECORDED	2023 BUDGET	RECEIVED AS OF 10/13/22	2023 ESTIMATE	2024 DEPT REQ	2024 MGR RECOMM.	2024 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
INTERGOVERNMENTAL REVENUES-STATE										
1 - 3207	MEALS & ROOMS	2,675,895	2,200,000	-	2,400,000	2,400,000	2,400,000	2,880,000	680,000.00	30.91%
1 - 3202	HIGHWAY BLOCK GRANT	659,857	534,208	466,293	665,566	580,696	580,696	580,696	46,488	8.70%
1 - 3215	OTHER GOVERNMENTAL REVENUE	525,733	72,000	81,174	60,000	72,000	72,000	72,000	-	0.00%
		3,861,485	2,806,208	547,467	3,125,566	3,052,696	3,052,696	3,532,696	726,488	25.89%

2024 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2022 RECORDED	2023 BUDGET	RECEIVED AS OF 10/13/22	2023 ESTIMATE	2024 DEPT REQ	2024 MGR RECOMM.	2024 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
LICENSES AND PERMITS										
1 - 3240	AUTO PERMITS	7,225,986	7,500,000	5,975,103	7,500,000	8,000,000	7,000,000	7,250,000	(250,000)	-3.33%
1 - 3243	DOG LICENSES	22,566	18,000	22,578	18,500	19,000	19,000	19,000	1,000	5.56%
	BUSINESS LICENSES, PERMITS, FEES	3,071,270	1,614,950	1,099,895	1,354,453	1,630,713	1,629,500	1,629,500	14,550	0.90%
		10,319,821	9,132,950	7,097,576	8,872,953	9,649,713	8,648,500	8,898,500	(234,450)	-2.57%

2024 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2022 RECORDED	2023 BUDGET	RECEIVED AS OF 10/13/22	2023 ESTIMATE	2024 DEPT REQ	2024 MGR RECOMM.	2024 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>BUSINESS LICENSES, PERMITS, FEES</i>										
1 - 3224	OTHER BUSINESS LICENSES	27	-	20	7	-	-	-	-	0.00%
1 - 3239	MUNICIPAL AGENT FEE	116,343	116,000	95,238	116,000	120,000	120,000	120,000	4,000	3.45%
1 - 3241	TITLE FEES	14,698	15,500	12,044	15,500	16,000	15,000	15,000	(500)	-3.23%
1 - 3242	MARRIAGE LICENSES	1,991	1,500	1,729	1,500	1,700	1,700	1,700	200	13.33%
1 - 3259	STREET OPENING-ENGINEERING	2,475	2,000	1,125	900	1,000	1,000	1,000	(1,000)	-50.00%
1 - 3260	BUILDING PERMITS	2,125,309	950,000	493,902	700,000	950,000	950,000	950,000	-	0.00%
1 - 3261	ELECTRICAL PERMITS	243,540	115,000	148,467	115,000	115,000	115,000	115,000	-	0.00%
1 - 3262	PLUMBING PERMITS	125,875	70,000	37,645	65,000	70,000	70,000	70,000	-	0.00%
1 - 3263	GAS PERMITS (& OTHER)	137,065	75,000	30,420	60,000	75,000	75,000	75,000	-	0.00%
1 - 3265	FOOD SERVICE LICENSE	54,430	45,000	54,255	50,225	52,213	52,000	52,000	7,000	15.56%
1 - 3266	TATTOO PARLOR LICENSE	4,550	3,500	4,250	3,850	3,500	3,500	3,500	-	0.00%
1 - 3268	MASSAGE LICENSE	1,100	950	850	750	950	950	950	-	0.00%
1 - 3269	OTHER HEALTH DEPT. LICENSES	300	250	250	250	250	250	250	-	0.00%
1 - 3365	LANDFILL-PERMITS	218,070	195,000	199,375	200,000	200,000	200,000	200,000	5,000	2.56%
1 - 3366	ANIMAL CONTROL FEES	0	250	(729.60)	471	100	100	100	(150)	-60.00%
1 - 3371	SEPTIC INSPECTION FEES	25,380	25,000	19,595	25,000	25,000	25,000	25,000	-	0.00%
		3,071,270	1,614,950	1,099,895	1,354,453	1,630,713	1,629,500	1,629,500	14,550	0.90%

2024 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2022 RECORDED	2023 BUDGET	RECEIVED AS OF 10/13/22	2023 ESTIMATE	2024 DEPT REQ	2024 MGR RECOMM.	2024 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
CHARGES FOR SERVICES										
	INCOME FROM DEPARTMENTS	3,249,891	3,276,038	2,897,999	3,230,835	3,365,500	3,015,500	3,115,500	(160,538)	-4.90%
1 - 3620	RENT OF TOWN PROPERTY	17,605	16,215	13,259	16,512	16,615	16,615	16,615	400	2.47%
1 - 3625	INCOME FROM SCHOOL	259,143	303,826	80,836	250,000	367,831	367,831	367,831	64,005	21.07%
1 - 3630	COURT HOUSE LEASE	422,149	430,133	320,422	430,133	436,996	436,996	436,996	6,863	1.60%
1 - 3305	OUTSIDE POLICE DETAIL	112,993	150,000	-	115,000	125,000	125,000	125,000	(25,000)	-16.67%
		4,061,781	4,176,212	3,312,516	4,042,480	4,311,942	3,961,942	4,061,942	(114,270)	-2.74%

2024 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2022 RECORDED	2023 BUDGET	RECEIVED AS OF 10/13/22	2023 ESTIMATE	2024 DEPT REQ	2024 MGR RECOMM.	2024 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
INCOME FROM DEPARTMENTS										
1 - 3180	MISCELLANEOUS CHARGES	3,268	500	825	550	500	500	500	-	0.00%
1 - 3230	ELECTIONS & REGISTRATION	686	400	599	700	2,000	2,000	2,000	1,600	400.00%
1 - 3244	CIVIL FORFEITURE	19,375	10,000	19,350	15,000	10,000	10,000	10,000	-	0.00%
1 - 3245	UCC FILINGS	9,255	8,000	6,105	8,000	9,000	9,000	9,000	1,000	12.50%
1 - 3246	CERTIFIED COPIES	14,343	11,500	12,224	11,500	12,000	12,000	12,000	500	4.35%
1 - 3247	RECORDING & OTHER	5,439	4,500	4,565	4,500	4,500	4,500	4,500	-	0.00%
1 - 3248	COLLECTION FEES	1,296	1,000	1,023	1,000	1,000	1,000	1,000	-	0.00%
1 - 3249	MISCELLANEOUS-TOWN CLERK	403	500	107	200	200	200	200	(300)	-60.00%
1 - 3232	MAPS, COPIES, ETC.	531	400	473	300	400	400	400	-	0.00%
1 - 3237	PLANNING BOARD	51,077	25,000	63,764	25,000	25,000	25,000	25,000	-	0.00%
1 - 3231	PUBLIC HEARINGS (BOA)	11,100	8,000	6,855	8,000	8,000	8,000	8,000	-	0.00%
1 - 3300	POLICE ALARM PERMITS	1,900	2,000	1,480	1,680	1,500	1,500	1,500	(500)	-25.00%
1 - 3301	PISTOL PERMITS	1,140	2,000	1,040	1,286	1,000	1,000	1,000	(1,000)	-50.00%
1 - 3302	FINGERPRINTING	330	250	255	411	300	300	300	50	20.00%
1 - 3303	PAWN SHOP REGISTRATIONS	20,103	18,750	21,250	21,250	20,000	20,000	20,000	1,250	6.67%
1 - 3304	POLICE REPORTS	2,049	1,600	2,623	3,051	1,600	1,600	1,600	-	0.00%
1 - 3306	POLICE ALARMS	23,975	13,000	11,575	8,914	15,000	15,000	15,000	2,000	15.38%

2024 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2022 RECORDED	2023 BUDGET	RECEIVED AS OF 10/13/22	2023 ESTIMATE	2024 DEPT REQ	2024 MGR RECOMM.	2024 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
1 - 3307	PARKING FINES	215	350	645	506	250	250	250	(100)	-28.57%
1 - 3308	OTHER POLICE DEPT. INCOME	2,250	2,500	4,490	7,106	2,000	2,000	2,000	(500)	-20.00%
1 - 3309	WITNESS FEES	34	-	205	-	-	-	-	-	0.00%
1 - 3330	FIRE PERMITS	85,733	55,000	59,620	55,000	55,000	55,000	55,000	-	0.00%
1 - 3332	FIRE ALARM MONITORING FEES	120,805	105,000	101,350	105,000	105,000	105,000	105,000	-	0.00%
1 - 3333	AMBULANCE FEES	1,636,974	1,850,000	1,484,016	1,850,000	1,950,000	1,600,000	1,700,000	(150,000)	-8.11%
1 - 3335	OTHER FIRE DEPT. INCOME	3,806	3,250	3,600	3,500	3,500	3,500	3,500	250	7.69%
1 - 3336	CPR TRAINING EDUCATION-PUBLIC	1,260	5,040	180	1,500	5,000	5,000	5,000	(40)	-0.79%
1 - 3360	CEMETERY LOTS	20,630	20,000	27,309	20,000	20,000	20,000	20,000	-	0.00%
1 - 3361	CEMETERY OPENINGS	44,330	50,000	39,540	35,000	40,000	40,000	40,000	(10,000)	-20.00%
1 - 3364	LANDFILL-REVENUE SHARING	37,125	40,000	19,563	30,000	30,000	30,000	30,000	(10,000)	-25.00%
1 - 3368	LANDFILL-TONNAGE CHARGES	395,530	420,000	387,875	400,000	400,000	400,000	400,000	(20,000)	-4.76%
1 - 3382	WELFARE LIENS	33,155	1,000	225	1,000	1,000	1,000	1,000	-	0.00%
1 - 3400	RECREATION CHARGES	-	4,000	-	-	-	-	-	(4,000)	-100.00%
1 - 3401	LIBRARY REVENUE	3,374	4,000	9,736	8,000	4,000	4,000	4,000	-	0.00%
1 - 3404	SENIOR CENTER REVENUE	10,457	10,000	11,124	5,000	5,000	5,000	5,000	(5,000)	-50.00%
1 - 3450	SEWER ADMIN. CHARGE	266,943	257,246	257,246	257,246	295,085	295,085	295,085	37,839	14.71%
1 - 3452	SCTV ADMIN. CHARGE	7,500	7,500	7,500	7,500	7,500	7,500	7,500	-	0.00%

2024 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2022 RECORDED	2023 BUDGET	RECEIVED AS OF 10/13/22	2023 ESTIMATE	2024 DEPT REQ	2024 MGR RECOMM.	2024 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
1 - 3460	WATER ADMIN. CHARGE	300,435	327,752	327,752	327,752	323,915	323,915	323,915	(3,837)	-1.17%
1 - 3640	COURT FINES	2,767	2,000	1,100	350	2,000	2,000	2,000	-	0.00%
1 - 3780	INTERFUND TRANSFER	110,162	4,000	0	4,000	4,000	4,000	4,000	-	0.00%
		3,249,891	3,276,038	2,897,999	3,230,835	3,365,500	3,015,500	3,115,500	(160,538)	-4.90%

2024 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2022 RECORDED	2023 BUDGET	RECEIVED AS OF 10/13/22	2023 ESTIMATE	2024 DEPT REQ	2024 MGR RECOMM.	2024 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
MISCELLANEOUS REVENUES										
1 - 3600	INTEREST EARNINGS	61,222	20,000	390,526	500,000	100,000	100,000	100,000	80,000	400.00%
1 - 3710	SALE OF TOWN PROPERTY	43,723	1,000	26,000	26,000	1,000	1,000	1,000	-	0.00%
1 - 3740	MISCELLANEOUS REVENUES	14,575	15,000	22,396	25,000	20,000	20,000	20,000	5,000.00	33.33%
		173,918	36,000	438,922	551,000	121,000	121,000	121,000	85,000	236.11%

2024 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2022 RECORDED	2023 BUDGET	RECEIVED AS OF 10/13/22	2023 ESTIMATE	2024 DEPT REQ	2024 MGR RECOMM.	2024 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
OTHER FINANCING SOURCES										
1 - 3670	OTHER FINANCING SOURCES	998,312	582,652	391,363	582,652	393,175	393,175	393,175	(189,477)	-32.52%
1 - 3610	INTEREST EARNINGS-TRUST FUND	33,363	25,000	-	25,000	25,000	25,000	25,000	-	0.00%
1 - 3615	BOND AND NOTE PROCEEDS	-	1,339,600	-	-	-	-	-	(1,339,600)	-100.00%
1 - 3616	AMORTIZED BOND PREMIUM	15,918	15,918	-	15,918	8,678	8,678	8,678	(7,240)	-45.48%
1 - 3700	PILOT	78,416	70,000	-	70,000	70,000	70,000	70,000	-	0.00%
1 - 3800	USE OF FUND BALANCE	-	4,174,735	-	4,174,735	1,500,000	1,500,000	1,500,000	(2,674,735)	-64.07%
		1,126,009	6,207,905	391,363	4,868,305	1,996,853	1,996,853	1,996,853	(4,211,052)	-67.83%

2024 BUDGET

DEPT.	2022 EXPENDED	2023 BUDGET	EXPENDED (AS OF 10/17/23)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN COUNCIL/COURT SUMMARY									
TOWN COUNCIL	63,556	60,669	54,619	73,120	74,410	74,410	74,410	13,741	22.65%
DISTRICT COURT	150,306	93,323	65,213	90,993	125,325	111,504	106,504	13,181	14.12%
<hr/>									
TOTAL - TOWN COUNCIL/COURT	213,863	153,992	119,832	164,113	199,735	185,914	180,914	26,922	17.48%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN COUNCIL										
10100 - 4090	REGULAR PAY	15,000	15,000	14,662	24,470	27,000	27,000	27,000	12,000	80.00%
10100 - 4092	TEMPORARY PAY	3,066	2,500	2,230	3,685	2,500	2,500	2,500	-	0.00%
10100 - 4172	WORKERS' COMPENSATION	31	49	44	92	97	97	97	48	97.96%
10100 - 4174	FICA-SOCIAL SECURITY	1,382	1,339	1,293	2,153	2,257	2,257	2,257	918	68.56%
10100 - 4177	UNEMPLOYMENT COMPENSATION	11	6	13	14	6	6	6	-	0.00%
10100 - 4200	OFFICE SUPPLIES	544	750	148	750	750	750	750	-	0.00%
10100 - 4202	TOWN REPORT/WARRANT	4,046	4,500	4,577	4,577	4,700	4,700	4,700	200	4.44%
10100 - 4400	CONTRACTED SERVICES	6,597	4,447	-	4,447	4,000	4,000	4,000	(447)	-10.05%
10100 - 4405	MEMBERSHIPS & PUBLICATIONS	28,984	29,000	29,854	29,854	30,000	30,000	30,000	1,000	3.45%
10100 - 4406	PRINTING & BINDING	290	300	-	300	300	300	300	-	0.00%
10100 - 4410	ADVERTISING	3,605	2,778	1,799	2,778	2,800	2,800	2,800	22	0.79%
TOTAL		63,556	60,669	54,619	73,120	74,410	74,410	74,410	13,741	22.65%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
TOWN COUNCIL - 10100				
4090	TOWN COUNCIL (9)	0	15,000	27,000
			----- 15,000	----- 27,000

2024 BUDGET WORKSHEET

DEPT NAME - TOWN COUNCIL

DEPT # - 10100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	2,500	Recording secretary & staff support for Selectmen business and meetings. (2 hour minimum)	Recording secretary & staff support for Selectmen business and meetings. (2 hour minimum)
4200	Office Supplies	750	Photocopies, Town Council nameplates, steno pads, proclamation frames, etc.	Photocopies, Selectmen nameplates, steno pads, proclamation frames, etc.
4202	Town Report/Town Warrant	4,700	Printing of annual Town Report.	Printing of annual Town Report.
4400	Contracted Services	4,000	Outside contracted services to tow vehicles, equipment, and misc. items to auction, generally held annually in May & October.	Outside contracted services to tow vehicles, equipment, and misc. items to auction, generally held annually in May & October.
4405	Memberships	30,000	NH Municipal Association	NH Municipal Association
4406	Printing & Binding	300	Printing of proposed and approved budget.	Printing of proposed and approved budget.
4410	Advertising	2,800	Newspaper advertising for land auctions, public hearings, (includes notices for amending / updating town codes), Town Meeting notices. Includes advertising for town-wide bids.	Newspaper advertising for land auctions, public hearings, (includes notices for amending / updating town codes), Town Meeting notices. Includes advertising for town-wide bids.

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
DISTRICT COURT										
10200 - 4201	MAINTENANCE SUPPLIES	2,756	2,750	3,426	2,750	2,750	2,750	2,750	-	0.00%
10200 - 4450	TELEPHONE	347	332	324	432	344	344	344	12	3.61%
10200 - 4452	BUILDING MAINTENANCE	36,031	12,719	20,907	16,000	45,898	32,077	32,077	19,358	152.20%
10200 - 4457	GROUNDS MAINTENANCE	2,691	2,500	2,698	2,700	2,700	2,700	2,700	200	8.00%
10200 - 4470	GENERAL LIABILITY	432	511	432	366	376	376	376	(135)	-26.42%
10200 - 4491	PROPERTY INSURANCE	4,868	5,401	5,349	5,431	5,567	5,567	5,567	166	3.07%
10200 - 4495	HEAT	27,891	34,231	11,781	34,231	32,808	32,808	30,308	(3,923)	-11.46%
10200 - 4496	ELECTRICITY	30,513	33,613	19,712	28,307	33,881	33,881	31,381	(2,232)	-6.64%
10200 - 4497	OTHER UTILITIES	708	1,266	584	776	1,001	1,001	1,001	(265)	-20.93%
10200 - 4498	BUILDING REPAIRS	44,070	-	-	-	-	-	-	-	0.00%
TOTAL		150,306	93,323	65,213	90,993	125,325	111,504	106,504	13,181	14.12%

2024 BUDGET WORKSHEET

DEPT NAME - DISTRICT COURT

DEPT # - 10200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4201	Maintenance Supplies	2,750	Paper towels, toilet tissue, soap, plastic trash liners, 2,750	Paper towels, toilet tissue, soap, plastic trash liners, 2,750
4450	Telephone	344	Elevator telephone line charge 344	Elevator telephone line charge 332
4452	Building Maintenance	32,077	HVAC / Burner maintenance 3,420 Elevator Maintenance \$146/mo. 1,752 Elevator State Inspection 145 Alarm system monitoring 174 Pest control (57/mo.) 684 Window cleaning outside 585 Fire Safety Equipment Maintenance 350 Building Fire Alarm Services 633 General maintenance to building 5,000 Carpeting 10,432 HVAC Technical Assistance 8,902	HVAC / Burner maintenance 3,420 Elevator Maintenance \$144/mo. 1,728 Elevator State Inspection 145 Alarm system monitoring 174 Pest control (57/mo.) 684 Window cleaning outside 585 Fire Safety Equipment Maintenance 350 Building Fire Alarm Services 633 General maintenance to building 5,000
4457	Grounds Maintenance	2,700	Plantings, mulch, etc 2,700	Plantings, mulch, etc 2,500
4470	General Liability	376	Liability coverage (allocation based on percentage of overall expenditures) (estimated 5% increase over 2023/24 rates)	Liability coverage (allocation based on percentage of overall expenditures) (estimated 5% increase over 2022/23 rates)
4491	Property Insurance	5,567	Insurance for building (estimated 5% increase over 2023/24 rates)	Insurance for building (estimated 5% increase over 2022/23 rates)

2024 BUDGET WORKSHEET

DEPT NAME - DISTRICT COURT

DEPT # - 10200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4495	Heat	30,308	Heating and air conditioning costs.	Heating and air conditioning costs.
4496	Electricity	31,381	Electricity for Court House building and parking lot lighting	Electricity for Court House building and parking lot lighting
4497	Other Utilities	1,001	Sewer and Water	Sewer and Water 3 Year WA + 7%
			1,001	1,281

NOTE: Revenues from rent of the Court House - estimated at \$436,996 for 2024

Messina's Flooring & Carpet
Phillip J. Enterprises, Inc.
7 Industrial Way #4
Salem, NH 03079
(603) 898-3700
Fax (603) 893-5215
pmessina@messinasflooring.com

Date: August 8, 2023
To: Town of Salem
Attn: James Pacheco
Re: Salem District Court
35 Geremonty Dr
Salem, NH 03079

Jury Room, File Room Library & Hall
Shaw Carpet Tiles 24"x24" Glued Down – Carbon Copy 54806-06505 Imprint
1,584 Square Feet @ \$4.35 \$6,890.40
Removal & Disposal of Carpet @ \$0.60 950.40
Skim All Areas with Ardex Cement @ \$1.25 1,980.00
Johnsonite 4" Vinyl Base with a Toe – CB20 Charcoal
400 Lineal Feet @ \$2.50 1,000.00
Total **\$10,820.80**

- ❖ Customer must remove all furniture. Room to be completely empty.
- ❖ Installation to take place on a Saturday.

.....
.....

2 Judges' Chambers
Shaw Carpet Tiles 9"x36" Glued Down – Translate, Clearing or Subtext
1,170 Square Feet @ \$6.00 \$7,020.00
Removal & Disposal of Carpet @ \$0.60 702.00
Skim All Areas with Ardex Cement @ \$1.25 1,462.50

Shaw Carpet – Coordinating 12’ Broadloom to Make 4” High Carpet Base	
96 Square Feet @ \$4.25	408.00
Binding – 240 Linear Feet @ \$2.00	480.00
Labor to Install – 240 Linear Feet @ \$1.50	360.00
Total	\$10,432.50

- ❖ Customer must remove all furniture. Room to be completely empty.
- ❖ Installation to take place on a Saturday.

If you have any questions concerning this proposal, please do not hesitate to call me at the office or my cell phone (603) 553-0933.

Thank you,

Phillip J. Messina
President

Johnson Controls planned service proposal

Prepared for TOWN OF SALEM Courthouse

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FY 2024 BUDGET

Customer
TOWN OF SALEM

Local Johnson Controls Office
920 CANDIA ROAD
MANCHESTER, NH 3109

Agreement Start Date:
01/01/2024

Proposal Date
08/18/2023

Estimate No:
1-1NX5644P



Partnering with you to deliver value-driven solutions

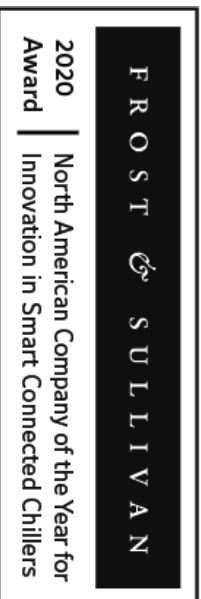
Every day, we transform the environments where people live, work, learn and play. From optimizing building performance to improving safety and enhancing comfort, we are here to power your mission.

A Planned Service Agreement with Johnson Controls provides you with a customized service strategy designed around the needs of your facility. Our approach features a combination of scheduled, predictive and preventative maintenance services that focus on your goals.

As your building technology services partner, Johnson Controls delivers an unmatched service experience delivered by factory-trained, highly skilled technicians who optimize operations of the buildings we work with, creating productive and safe environments for the people within.

By integrating our service expertise with innovative processes and technologies, our value-driven planned service solutions deliver sustainable results, minimize equipment downtime and maximize occupant comfort.

With more than a century of healthy buildings expertise, Johnson Controls leverages technologies to successfully deliver smart solutions to facilities worldwide.



Johnson Controls was recognized by Frost & Sullivan as the 2020 North American Company of the Year for innovation in the Smart connected Chillers market

TOWN OF SALEM, NH

10/18/2023

Executive summary

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FY 2024 BUDGET

Planned service proposal for TOWN OF SALEM

Dear Customer,

We value and appreciate your interest in Johnson Controls as a service provider for your building systems and are pleased to provide a value-driven maintenance solution for your facility. The enclosed proposal outlines the Planned Service Agreement we have developed on your facility.

Details are included in the Planned Service Agreement summary (Schedule A), but highlights are as follows:

- In this proposal we are offering a service agreement for 1 Year starting 01/01/2024 and ending 12/31/2024.
- The agreement price for first year is \$8,901.50; see Schedule A, Supplemental Price and Payment Terms, for pricing in subsequent years.
- The equipment options and number of visits being provided for each piece of equipment are described in Schedule A, Equipment list.

As a manufacturer of both mechanical and controls systems, Johnson Controls has the expertise and resources to provide proper maintenance and repair services for your facility.

Again, thank you for your interest in Johnson Controls and we look forward to becoming your building technology services partner.

Please contact me if you have any questions.

Sincerely,

Andrew Keller
HVAC Account AE
(866) 412-8108

The power behind **your mission**

TOWN OF SALEM, NH

10/18/2023

Schedule A - Equipment List	
SALEM COURT HOUSE	35 GEREMONTY DR SALEM, NH 03079-3314

Product: Block Hours - Controls	
Quantity: 1	Services Provided
Coverage Level: Basic	40 Block Hours Preventive Maintenance

TOWN OF SALEM, NH

2024 BUDGET

DEPT.	2022 EXPENDED	2023 BUDGET	EXPENDED (AS OF 10/17/23)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN MANAGER SUMMARY									
TOWN MANAGER	524,531	566,642	446,700	606,491	578,026	577,976	570,976	4,334	0.76%
LEGAL	270,605	158,700	166,151	158,700	168,700	168,700	163,700	5,000	3.15%
HUMAN RESOURCES	373,815	377,125	390,125	270,200	398,470	410,041	410,041	32,916	8.73%
EMPLOYEE BENEFITS	1,519,156	1,554,595	1,029,473	1,537,384	1,357,284	1,342,284	1,342,284	(212,311)	-13.66%
BOARDS & COMMITTEES	24,853	25,791	18,278	25,299	27,195	27,195	29,195	3,404	13.20%
TOWN BUILDINGS	276,411	205,525	176,798	212,584	290,133	267,653	249,167	43,642	21.23%
<hr/>									
TOTAL - TOWN MANAGER	2,989,370	2,888,378	2,227,525	2,810,659	2,819,808	2,793,849	2,765,363	(123,015)	-4.26%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN MANAGER										
10300 - 4090	REGULAR PAY	348,956	355,837	280,569	365,044	367,463	367,463	363,463	7,626	2.14%
10300 - 4092	TEMPORARY PAY	7,618	33,800	26,503	55,897	34,778	34,778	34,778	978	2.89%
10300 - 4170	RETIREMENT	49,243	49,089	38,940	50,370	49,718	49,718	49,718	629	1.28%
10300 - 4171	DISABILITY INSURANCE	2,534	2,550	2,132	2,650	2,570	2,570	2,570	20	0.78%
10300 - 4172	WORKERS' COMPENSATION	638	1,092	973	1,494	1,327	1,327	1,327	235	21.52%
10300 - 4174	FICA-SOCIAL SECURITY	26,608	29,807	23,258	30,397	30,773	30,773	30,773	966	3.24%
10300 - 4176	HEALTH INSURANCE	80,045	80,660	68,133	86,039	77,574	77,574	77,574	(3,086)	-3.83%
10300 - 4177	UNEMPLOYMENT COMPENSATION	141	140	118	234	140	140	140	-	0.00%
10300 - 4178	LIFE INSURANCE	828	882	690	754	775	775	775	(107)	-12.13%
10300 - 4179	DENTAL INSURANCE	2,827	2,510	2,568	3,338	3,083	3,083	3,083	573	22.83%
10300 - 4200	OFFICE SUPPLIES	1,568	2,000	373	2,000	1,600	1,600	1,600	(400)	-20.00%
10300 - 4405	MEMBERSHIPS & PUBLICATIONS	2,514	2,950	1,544	2,950	3,000	3,000	3,000	50	1.69%
10300 - 4407	VOUCHERED EXPENSE	231	525	30	525	525	525	525	-	0.00%
10300 - 4408	VEHICLE EXPENSE	8	400	-	400	400	400	400	200	50.00%
10300 - 4453	MEETINGS & TRAINING	770	4,000	870	4,000	4,000	4,000	1,000	(3,000)	-75.00%
10300 - 4600	OFFICE FURNITURE & EQUIPMENT	-	400	-	400	300	250	250	(350)	-87.50%
TOTAL		524,531	566,642	446,700	606,491	578,026	577,976	570,976	4,334	0.76%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
TOWN MANAGER - 10300				
4090	TOWN MANAGER	0	153,758	153,422
	ASSISTANT TOWN MANAGER	0	128,544	132,269
	EXECUTIVE ASSISTANT	0	73,535	77,772
			-----	-----
			355,837	363,463

2024 BUDGET WORKSHEET

DEPT NAME - TOWN MANAGER

DEPT # - 10300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	34,778	Right to Know Specialist (25 hrs/wk) 34,778	Right to Know Specialist (25 hrs/wk) 33,800
4200	Office Supplies	1,600	Photocopies, envelopes, paper, file folders and other office supplies.	Photocopies, envelopes, paper, file folders and other office supplies.
4405	Memberships & Publications	3,000	NH Municipal Managers Association 220 Dues (NHMMA) ICMA Dues - Town Manager 1,250 ICMA Dues - Assistant Town Manager 1,100 Union Leader 240 NH Town and City (publication) 50 Misc dues/publications 140	NH Municipal Managers Association 110 Dues (NHMMA) ICMA Dues - Town Manager 1,250 ICMA Dues - Assistant Town Manager 1,100 Union Leader 240 NH Town and City (publication) 50 Misc dues/publications 200
4407	Vouchered Expense	525	Retiree recognition 525	Employee recognition 525
4408	Vehicle Expense	400	Mileage reimbursement for Town Manager & Assistant Town Manager	Mileage reimbursement for Town Manager & Assistant Town Manager
4453	Meetings & Training	1,000	Conferences for Town Manager 500 Per contract Conferences for Assistant Town Manager 500	Conferences for Town Manager 2,500 Per contract Conferences for Assistant Town Manager 1,500
4600	Office Furniture & Equipment	250	New chair 250	New chair and whiteboard 400

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
LEGAL										
10310 - 4399	LEGAL SERVICES	263,246	150,000	160,079	150,000	160,000	160,000	155,000	5,000	3.33%
10310 - 4400	CONTRACTED SERVICES	3,668	5,700	5,208	5,700	5,700	5,700	5,700	-	0.00%
10310 - 4405	MEMBERSHIPS & PUBLICATIONS	3,691	3,000	864	3,000	3,000	3,000	3,000	-	0.00%
TOTAL		270,605	158,700	166,151	158,700	168,700	168,700	163,700	5,000	3.15%

2024 BUDGET WORKSHEET

DEPT NAME - LEGAL

DEPT # - 10310

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4399	Legal Services	155,000	Outside legal services (2020-2022, 3-year weighted average=220,597)	Outside legal services (2019-2021, 3-year weighted average=161,020)
4400	Contracted Services	5,700	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.	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	3,000	NH Statute Books Code Updates	NH Statute Books Code Updates

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
HUMAN RESOURCES										
10320 - 4090	REGULAR PAY	142,044	171,289	122,486	88,642	176,234	185,716	185,716	14,427	8.42%
10320 - 4092	TEMPORARY PAY	46,221	40,277	33,391	43,121	42,470	42,470	42,470	2,193	5.44%
10320 - 4170	RETIREMENT	23,719	23,629	13,038	15,224	23,844	25,128	25,128	1,499	6.34%
10320 - 4171	DISABILITY INSURANCE	1,493	1,507	1,141	1,135	1,529	1,578	1,578	71	4.71%
10320 - 4172	WORKERS' COMPENSATION	337	593	535	681	722	753	753	160	26.98%
10320 - 4174	FICA-SOCIAL SECURITY	13,867	16,185	11,423	9,970	16,731	17,456	17,456	1,271	7.85%
10320 - 4176	HEALTH INSURANCE	43,938	43,938	25,754	32,109	50,807	50,807	50,807	6,869	15.63%
10320 - 4177	UNEMPLOYMENT COMPENSATION	108	105	127	185	105	105	105	-	0.00%
10320 - 4178	LIFE INSURANCE	534	534	401	338	464	464	464	(70)	-13.11%
10320 - 4179	DENTAL INSURANCE	1,412	1,444	886	1,171	1,828	1,828	1,828	384	26.59%
10320 - 4200	OFFICE SUPPLIES	298	700	1,080	700	700	700	700	-	0.00%
10320 - 4400	CONTRACTED SERVICES	10,546	278	112,128	278	1,862	1,862	1,862	1,584	569.78%
10320 - 4405	MEMBERSHIPS & PUBLICATIONS	646	646	600	646	274	274	274	(372)	-57.59%
10320 - 4406	PRINTING & BINDING	-	100	85	100	100	100	100	-	0.00%
10320 - 4407	VOUCHERED EXPENSE	-	-	85	-	2,000	2,000	2,000	2,000	0.00%
10320 - 4410	ADVERTISING	900	900	684	900	900	900	900	-	0.00%
10320 - 4423	MEDICAL EXAMS/HIRING	18,962	18,000	15,922	18,000	20,000	20,000	20,000	2,000	11.11%
10320 - 4444	MEDIATION/NEGOTIATION	68,559	55,000	50,312	55,000	55,000	55,000	55,000	-	0.00%
10320 - 4453	MEETINGS & TRAINING	200	1,800	48	1,800	2,400	2,400	2,400	600	33.33%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
10320 - 4905	JOINT LOSS SAFETY COMMITTEE	-	200	-	200	500	500	500	300	150.00%
	TOTAL	373,815	377,125	390,125	270,200	398,470	410,041	410,041	32,916	8.73%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
HUMAN RESOURCES - 10320				
4090	HUMAN RESOURCES DIRECTOR	0	105,554	115,442
	HR SPECIALIST	0	65,735	70,274
			-----	-----
			171,289	185,716

2024 BUDGET WORKSHEET

DEPT NAME - HUMAN RESOURCES

DEPT # - 10320

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	42,470	Part time HR Specialist (24 hours/week) 42,470	Part time HR Specialist (24 hours/week)
4200	Office Supplies	700	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc. 700	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc. 700
4400	Contracted Services	1,862	Flexible Spending administration fee. 278 Note: \$5.79/mo./employee for 4 participants.	Flexible Spending administration fee. 278 Note: \$5.79/mo./employee for 4 participants.
			COBRA adm. Fee "new service fee" 1,584 Note: .55*240*12	
4405	Membership & Publications	274	ANHPEHRA Membership 45 Society for Human Resources (HR Director) 229	IPMA-HR (Required for exams) 417 Society for Human Resources (HR Director) 229
4406	Printing & Binding	100	Printing costs for manuals, insurance information and wellness program documents.	Printing costs for manuals, insurance information and wellness program documents.
4407	Vouchered Expense	2,000	Active employee recognition	
4410	Advertising	900	Advertising for vacancies for most non-major departments, also includes advertising for management or professional positions. Includes Internet, Mass Municipal, Maine Municipal and professional publications.	Advertising for vacancies for most non-major departments, also includes advertising for management or professional positions. Includes Internet, Mass Municipal, Maine Municipal and professional publications.

2024 BUDGET WORKSHEET

DEPT NAME - HUMAN RESOURCES

DEPT # - 10320

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4423	Medical Exams/Hiring	20,000	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.
4444	Mediation / Negotiation	55,000	Legal assistance relating to 5 labor contracts, including negotiation, mediation, labor relations, arbitration cases, and grievances. union contracts negotiation	Legal assistance relating to 5 labor contracts, including negotiation, mediation, labor relations, arbitration cases, and grievances. union contracts negotiation
4453	Meetings & Training	2,400	Mileage costs (.655 per mile) for HR employee training, including Primex free training, Annual Public Sector Labor and Employment Law Update, continuing education seminars and HR Certifications. Labor/Arbitration Update.	Mileage costs (.585 per mile) for HR employee training, including Primex free training, Annual Public Sector Labor and Employment Law Update, continuing education seminars and HR Certifications. Labor/Arbitration Update.
4905	Joint Loss Safety Committee	500	Per Dept. of Labor LAB 603.02 Establishment of a JLMC that states: "the committee shall have control over a portion of the budget." Town wide safety training	Per Dept. of Labor LAB 603.02 Establishment of a JLMC that states: "the committee shall have control over a portion of the budget."

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
EMPLOYEE BENEFITS										
10330 - 4090	REGULAR PAY	40,819	34,225	33,815	34,525	45,923	45,923	45,923	11,698	34.18%
10330 - 4109	EMPLOYEE RETIREMENT BEN.	447,433	503,396	210,679	501,625	458,536	443,536	443,536	(59,860)	-11.89%
10330 - 4114	ANNUAL SICK/VAC LEAVE BUY-BAC	178,812	177,402	146,865	177,402	179,018	179,018	179,018	1,616	0.91%
10330 - 4176	HEALTH INSURANCE	820,921	816,711	625,387	800,969	650,946	650,946	650,946	(165,765)	-20.30%
10330 - 4223	ACADEMIC REIMBURSEMENT	28,302	20,000	10,352	20,000	20,000	20,000	20,000	-	0.00%
10330 - 4400	CONTRACTED SERVICES	2,869	2,861	2,376	2,863	2,861	2,861	2,861	-	0.00%
TOTAL		1,519,156	1,554,595	1,029,473	1,537,384	1,357,284	1,342,284	1,342,284	(212,311)	-13.66%

2024 BUDGET WORKSHEET

DEPT NAME - EMPLOYEE BENEFITS

DEPT # - 10330

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4090	Regular Pay	45,923	Represents Non-Affiliate pool to be allocated in 2024 for the following employees not associated with a union contract: Town Manager, Assistant Town Manager, Executive Assistant, RTK Specialist, HR Director, HR Specialist (2), Finance Director, Assistant Finance Director, Municipal Services Director, Fire Chief, Police Chief, Town Clerk, and Tax Collector.	Represents Non-Affiliate pool to be allocated in 2023 for the following employees not associated with a union contract: Town Manager, Assistant Town Manager, Executive Assistant, HR Director, Employee Relations Coord, HR Admin Asst., Finance Director, Assistant Finance Director, Municipal Services Director, Fire Chief, Police Chief, Town Clerk, and Tax Collector.
4109	Employee Retirement Benefits	443,536	Funding for buy-outs of sick and vacation accruals for terminating employees.	Funding for buy-outs of sick and vacation accruals for terminating employees.
4114	Annual Sick/Vacation Leave Buy-Back	179,018	Payment to eligible employees for sick days remaining over maximum 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.	Payment to eligible employees for sick days remaining over maximum 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.
4176	Health Insurance	650,946	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 many of the retirees. Covers 36 retirees (28 PD/9FD).	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 the many of the retirees. Covers 36 retirees (27 PD/9FD).

2024 BUDGET WORKSHEET

DEPT NAME - EMPLOYEE BENEFITS

DEPT # - 10330

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4223	Academic Reimbursement	20,000	Employee reimbursement for cost of tuition, fees and books for job related courses as required by SEA, SPAA, AFSCME, Police, Fire, and non-affiliated contracts.	Employee reimbursement for cost of tuition, fees and books for job related courses as required by SEA, SPAA, AFSCME, Police, Fire, and non-affiliated contracts.
4400	Contracted Services	2,861	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 @ 174	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 @ 174
			2,861	2,861

2024 BUDGET

DEPT.	2022 EXPENDED	2023 BUDGET	EXPENDED (AS OF 10/17/23)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
BOARDS & COMMITTEES SUMMARY									
PLANNING BOARD	2,568	3,164	2,808	2,400	3,916	3,916	3,916	752	23.77%
BOARD OF ADJUSTMENT	2,041	1,508	1,569	1,558	1,762	1,762	1,762	254	16.84%
BUDGET COMMITTEE	2,165	723	679	2,150	2,117	2,117	2,117	1,394	192.81%
CONSERVATION COMMISSION	2,209	2,179	1,818	1,984	2,182	2,182	2,182	3	0.14%
TRUSTEE OF TRUST FUNDS	15,869	18,217	11,403	17,208	17,218	17,218	17,218	(999)	-5.48%
COMMUNICATIONS COMMITTEE	-	-	-	-	-	-	2,000	2,000	0.00%
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TOTAL-BOARDS & COMMITTEE	24,853	25,791	18,278	25,299	27,195	27,195	29,195	3,404	13.20%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
PLANNING BOARD										
10341 - 4092	TEMPORARY PAY	2,019	2,000	2,230	1,475	2,510	2,510	2,510	510	25.50%
10341 - 4172	WORKERS' COMPENSATION	4	6	5	7	8	8	8	2	33.33%
10341 - 4174	FICA-SOCIAL SECURITY	154	153	171	113	192	192	192	39	25.49%
10341 - 4177	UNEMPLOYMENT COMPENSATION	12	5	9	5	6	6	6	1	20.00%
10341 - 4210	OPERATING SUPPLIES	30	500	-	300	500	500	500	-	0.00%
10341 - 4410	ADVERTISING	348	400	393	400	600	600	600	200	50.00%
10341 - 4453	MEETINGS & TRAINING	-	100	-	100	100	100	100	-	0.00%
SUBTOTAL		2,568	3,164	2,808	2,400	3,916	3,916	3,916	752	23.77%

2024 BUDGET WORKSHEET

DEPT NAME - PLANNING BOARD

DEPT # - 10341

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	2,500	Recording Secretary	Recording Secretary
4210	Operating Supplies	500	Photocopying, envelopes & stationery	Photocopying, envelopes & stationery
4410	Advertising	600	* Public notices	Public notices
4453	Meetings & Training	100	Training seminars/workshops	Training seminars/workshops

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

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
BOARD OF ADJUSTMENT										
10342 - 4092	TEMPORARY PAY	1,593	1,000	1,245	1,047	1,004	1,004	1,004	4	0.40%
10342 - 4172	WORKERS COMPENSATION	1	3	3	4	3	3	3	-	0.00%
10342 - 4174	FICA-SOCIAL SECURITY	122	77	95	81	77	77	77	-	0.00%
10342 - 4177	UNEMPLOYMENT COMPENSATION	-	3	-	1	3	3	3	-	0.00%
10342 - 4210	OPERATING SUPPLIES	74	75	34	75	75	75	75	-	0.00%
10342 - 4410	ADVERTISING	252	250	192	250	500	500	500	250	100.00%
10342 - 4453	MEETINGS AND TRAINING	-	100	-	100	100	100	100	-	0.00%
	SUBTOTAL	2,041	1,508	1,569	1,558	1,762	1,762	1,762	254	16.84%

2024 BUDGET WORKSHEET

DEPT NAME - BOARD OF ADJUSTMENT

DEPT # - 10342

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	1,000	Recording Secretary	Recording Secretary
4210	Operating Supplies	75	Photocopying, envelopes & stationery, maps	Photocopying, envelopes & stationery, maps
4410	Advertising	500	* Fees associated with legal notices for petitions filed	Fees associated with legal notices for petitions filed
4453	Meetings & Training	100	Training for Board members Conference generally in the Fall	Training for Board members Conference generally in the Fall

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

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
BUDGET COMMITTEE										
10343 - 4092	TEMPORARY PAY	1,310	-	570	1,354	1,233	1,233	1,233	1,233	0.00%
10343 - 4172	WORKERS COMPENSATION	1	-	3	6	4	4	4	4	0.00%
10343 - 4174	FICA-SOCIAL SECURITY	100	-	44	69	94	94	94	94	0.00%
10343 - 4177	UNEMPLOYMENT COMPENSATION	-	3	-	1	3	3	3	-	0.00%
10343 - 4210	OPERATING SUPPLIES	753	720	62	720	783	783	783	63	8.75%
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	SUBTOTAL	2,165	723	679	2,150	2,117	2,117	2,117	1,394	192.81%

2024 BUDGET WORKSHEET

DEPT NAME - BUDGET COMMITTEE

DEPT # - 10343

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	1,228	Recording Secretary	Recording Secretary
4210	Operating Supplies	783	Copies, public notices, binders, etc.	Copies, public notices, binders, etc.

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
CONSERVATION COMMISSION										
10344 - 4092	TEMPORARY PAY	811	650	680	479	653	653	653	3	0.46%
10344 - 4172	WORKERS COMPENSATION	1	2	2	3	2	2	2	-	0.00%
10344 - 4174	FICA-SOCIAL SECURITY	62	50	52	51	50	50	50	-	0.00%
10344 - 4177	UNEMPLOYMENT COMPENSATION	-	2	-	1	2	2	2	-	0.00%
10344 - 4210	OPERATING SUPPLIES	285	100	34	75	100	100	100	-	0.00%
10344 - 4405	MEMBERSHIPS & PUBLICATIONS	1,050	1,075	1,050	1,075	1,075	1,075	1,075	-	0.00%
10344 - 4453	MEETINGS & TRAINING	-	300	-	300	300	300	300	-	0.00%
SUBTOTAL		2,209	2,179	1,818	1,984	2,182	2,182	2,182	3	0.14%

2024 BUDGET WORKSHEET

DEPT NAME - CONSERVATION COMMISSION

DEPT # - 10344

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	650	Recording Secretary	Recording Secretary
4210	Operating Supplies	100	Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures	100 Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures
4405	Memberships & Publications	1,075	NH Assoc. of Conservation Commissions (NHACC) NHACC publications	NH Assoc. of Conservation Commissions (NHACC) NHACC publications
4453	Meetings & Training	300	NHACC Mtg., training workshops/seminars (new members)	NHACC Mtg., training workshops/seminars (new members)

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TRUSTEE OF TRUST FUNDS										
10348 - 4092	TEMPORARY PAY	128	200	95	191	201	201	201	1	0.50%
10348 - 4172	WORKERS COMPENSATION	1	1	1	2	1	1	1	-	0.00%
10348 - 4174	FICA-SOCIAL SECURITY	10	15	7	14	15	15	15	-	0.00%
10348 - 4177	UNEMPLOYMENT COMPENSATION	-	1	-	-	1	1	1	-	0.00%
10348 - 4403	TECHNICAL SERVICES	15,731	18,000	11,300	17,000	17,000	17,000	17,000	(1,000)	-5.56%
	SUBTOTAL	15,869	18,217	11,403	17,208	17,218	17,218	17,218	(999)	-5.48%

2024 BUDGET WORKSHEET

DEPT NAME - TRUSTEE OF TRUST FUNDS

DEPT # - 10348

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	200	Recording Secretary	Recording Secretary
4403	Technical Services	17,000	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.

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23; (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNICATIONS COMMITTEE										
10349 -4400	CONTRACTED SERVICES	-	-	-	-	-	-	2,000	2,000	0.00%
	SUBTOTAL	-	-	-	-	-	-	2,000	2,000	0.00%
	TOTAL-BOARDS & COMMITTEES	24,853	25,791	18,278	25,299	27,195	27,195	29,195	3,404	13.20%

2024 BUDGET WORKSHEET

DEPT NAME - COMMUNICATIONS COMMITTEE

DEPT # - 10349

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4400	Contracted Services	2,000	Supplies to further communicate messages. Items could include popup tents, tables, banners, etc.	

2024 BUDGET

DEPT.	2022 EXPENDED	2023 BUDGET	EXPENDED (AS OF 10/17/23)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN BUILDINGS SUMMARY									
TOWN HALL	215,738	167,888	137,744	174,716	248,161	225,681	218,681	50,793	30.25%
OLD TOWN HALL	24,549	14,150	10,916	13,934	13,707	13,707	13,707	(443)	-3.13%
HOSE HOUSE	5,826	4,574	3,854	4,776	5,673	5,673	5,673	1,099	24.03%
OLD LIBRARY	2,874	3,746	2,387	3,798	3,687	3,687	3,687	(59)	-1.58%
SCHOOL HOUSE #5	1,211	1,302	1,561	1,489	1,315	1,315	1,315	13	1.00%
DEPOT TRAIN STATION	26,212	13,865	20,336	13,871	17,590	17,590	6,104	(7,761)	-55.98%
TOTAL-TOWN BUILDINGS	276,411	205,525	176,798	212,584	290,133	267,653	249,167	43,642	21.23%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN HALL										
10350 - 4201	MAINTENANCE SUPPLIES	5,083	5,000	5,036	5,000	5,000	5,000	5,000	-	0.00%
10350 - 4440	EQUIPMENT RENTAL	3,244	8,290	5,644	8,290	8,290	8,290	8,290	-	0.00%
10350 - 4450	TELEPHONE	21,432	23,292	16,947	22,593	23,645	23,645	23,645	353	1.52%
10350 - 4451	POSTAGE	45,856	54,400	40,470	54,400	54,400	54,400	54,400	-	0.00%
10350 - 4452	BUILDING MAINTENANCE	66,744	19,364	26,974	26,000	36,362	36,362	29,362	9,998	51.63%
10350 - 4454	ELEVATOR MAINTENANCE	2,220	1,865	1,216	1,865	1,897	1,897	1,897	32	1.72%
10350 - 4457	GROUNDS MAINTENANCE	11,357	3,500	4,746	5,000	5,000	5,000	5,000	1,500	42.86%
10350 - 4459	EQUIPMENT MAINTENANCE	10,602	11,251	9,998	11,251	11,251	11,251	11,251	-	0.00%
10350 - 4495	HEAT	16,357	17,075	10,792	17,075	17,463	17,463	17,463	388	2.27%
10350 - 4496	ELECTRICITY	21,280	22,992	15,326	22,488	24,225	24,225	24,225	1,233	5.36%
10350 - 4497	OTHER UTILITIES	720	859	596	754	755	755	755	(104)	-12.11%
10350 - 4498	BUILDING REPAIRS	10,844	-	-	-	59,873	37,393	37,393	37,393	0.00%
	SUBTOTAL	215,738	167,888	137,744	174,716	248,161	225,681	218,681	50,793	30.25%

2024 BUDGET WORKSHEET

DEPT NAME - TOWN HALL

DEPT # - 10350

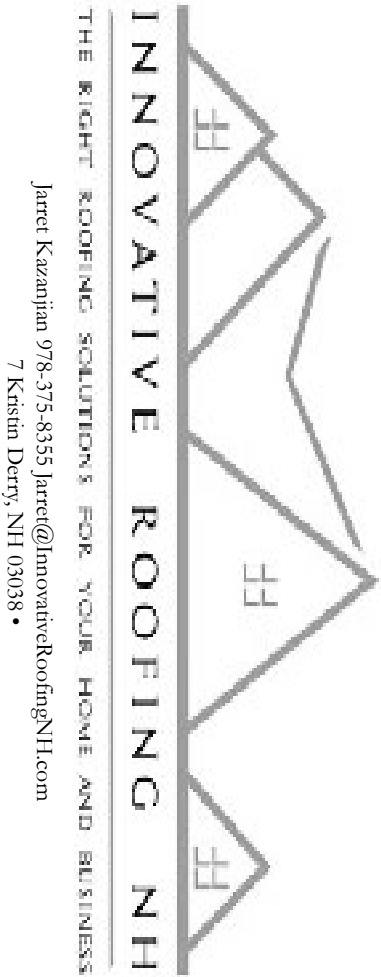
ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4201	Maintenance Supplies	5,000	Paper products, cleaning supplies, light bulbs, water,	Paper products, cleaning supplies, light bulbs, water,
4440	Equipment Rental	8,290	Document disposal container-monthly service Storage Units (TM, HR, Fin., & Plan.)	Document disposal container-monthly service Storage Units (TM, HR, Fin., & Plan.)
4450	Telephone	23,645	Land line telephone services and fax lines. Cell phones (6)	Land line telephone services and fax lines. Cell phones (6)
			21,965	21,612
			1,680	1,680
4451	Postage	54,400	Postage costs for all Town Hall operations, motor vehicle registration mailing, public hearing notices, certified mail, ink, sealer Property Tax Bills (2 bulk mail) Permit Fee 3 yr wgtd avg. (58,979)	Postage costs for all Town Hall operations, motor vehicle registration mailing, public hearing notices, certified mail, ink, sealer Property Tax Bills (2 bulk mail) Permit Fee 3 yr wgtd avg. (52,569)
			45,160	45,160
			9,000	9,000
			240	240
4452	Building Maintenance	29,362	Maintenance contracts: HVAC/Burner maintenance Building Fire Alarm Services Alarm system monitoring/cameras Pest control (57/mo.) Window cleaning outside Fire Safety Equipment Maintenance Normal upkeep of building (repairs, maintenance, painting, plumbing, electrical and carpentry including supplies for building, walkways, doors, etc.)	Maintenance contracts: HVAC/Burner maintenance Building Fire Alarm Services Alarm system monitoring/cameras Pest control (57/mo.) Window cleaning outside Fire Safety Equipment Maintenance Normal upkeep of building (repairs, maintenance, painting, plumbing, electrical and carpentry including supplies for building, walkways, doors, etc.)
			4,080	4,080
			727	727
			2,928	2,928
			684	684
			945	945
			1,500	1,500
			8,500	8,500

2024 BUDGET WORKSHEET

DEPT NAME - TOWN HALL

DEPT # - 10350

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Carpeting	9,998
4454	Elevator Maintenance	1,897	Annual Maintenance \$146/mo.	1,752
			State Inspection	145
4457	Grounds Maintenance	5,000	Fertilize, lime, seed, loam, bark mulch, shrubs, and general maint. of grounds at the Town Hall.	5,000
4459	Equipment Maintenance	11,251	Postage meter maintenance contract	720
			Copier maintenance contracts and services (3). Includes color copies and overages.	2,860
			Copier lease (2)	5,280
			Folder/sealer maint contract	1,456
			Generator Maintenance	455
			Pitney Bowes Service Agreement	1,200
4495	Heat	17,463	Heat for Town Hall	17,463
4496	Electricity	24,225	Electricity for Town Hall	24,225
4497	Other Utilities	755	Water and sewer charges	755
4498	Building Repairs	37,393	Renovation of HR/HS area of budget for	37,393



Name: Town of Salem	Home Phone:	Date: 8/1/23
Street: 33 Geremonty dr	Cell:	By: Jarret Kazanjian
City, State: Salem, NH	Job Address (if different): 00. H185. R	

Quote

- HR office
- Remove old carpet
- Install new carpet
- Install new baseboard
- Reconfigure hallway as discussed
- Add 4 new outlets
- Remove any electrical lines ass needed
- Paint the walls and trim
- Install 5 Doors where needed
- Frame new walls
- Install new drywall where needed
- Tape and mud seams.

For the Sum of: **(37,393.00)** Includes all labor, material, excluding additional costs

Credit cards will be an additional 4.00 % fee

Acceptance of proposal. The above prices, specifications and conditions are satisfactory and are hereby accepted. You have authorized Innovative Roofing, LLC to do the work as specified. Payment will be made as outlined above.

TOWN OF SALEM, NH

Date of Acceptance

Innovative Roofing, LLC Authorized Signature

Signature

10/18/2023



2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
OLD TOWN HALL										
10351 - 4210	OPERATING SUPPLIES	-	100	-	100	100	100	100	-	0.00%
10351 - 4450	TELEPHONE	1,862	1,817	1,460	1,763	1,852	1,852	1,852	35	1.93%
10351 - 4495	HEAT	3,276	4,849	2,023	4,849	4,169	4,169	4,169	(680)	-14.02%
10351 - 4496	ELECTRICITY	1,321	1,067	851	1,151	1,348	1,348	1,348	281	26.34%
10351 - 4497	OTHER UTILITIES	344	336	111	90	257	257	257	(79)	-23.51%
10351 - 4498	BUILDING REPAIRS	17,745	5,981	6,471	5,981	5,981	5,981	5,981	-	0.00%
	SUBTOTAL	24,549	14,150	10,916	13,934	13,707	13,707	13,707	(443)	-3.13%

2024 BUDGET WORKSHEET

DEPT NAME - OLD TOWN HALL

DEPT # - 10351

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4210	Operating Supplies	100	Cleaning supplies	100
4450	Telephone	1,852	Telephone line charge for alarm Internet	389 1,428
4495	Heat	4,169	Fuel oil for Old Town Hall.	4,849
4496	Electricity	1,348	Electricity	1,067
4497	Other Utilities	257	Water Charges Septic Pumping	86 250
4498	Building Repairs	5,981	Pest control (45/mo) Maintenance, repairs, electrical, etc. Burner Maintenance Contract Alarm Monitoring Building Fire Alarm Services Fire Safety Equipment Maintenance	540 4,500 384 174 272 111

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
HOSE HOUSE										
10353 - 4452	BUILDING MAINTENANCE	727	640	749	640	640	640	640	-	0.00%
10353 - 4495	HEAT	2,931	1,980	1,595	2,783	2,813	2,813	2,813	833	42.07%
10353 - 4496	ELECTRICITY	753	1,059	451	559	938	938	938	(121)	-11.43%
10353 - 4497	OTHER UTILITIES	1,416	895	1,059	794	1,282	1,282	1,282	387	43.24%
	SUBTOTAL	5,826	4,574	3,854	4,776	5,673	5,673	5,673	1,099	24.03%

2024 BUDGET WORKSHEET

DEPT NAME - HOSE HOUSE

DEPT # - 10353

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024		EXPLANATION 2023	
4452	Building Maintenance	640	Minor repairs to building	100	Minor repairs to building	100
			Pest Control (45/mo)	540	Pest Control (45/mo)	540
4495	Heat	2,813	Heat		Heat	
4496	Electricity	938	Electricity		Electricity	
			Includes the cost of the lighting on Town Common		Includes the cost of the lighting on Town Common	
4497	Other Utilities	1,282	Water for the Common irrigation system and Old Cemetery		Water for the Common irrigation system and Old Cemetery	

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
OLD LIBRARY										
10354 - 4452	BUILDING MAINTENANCE	1,229	1,746	1,267	1,746	1,746	1,746	1,746	-	0.00%
10354 - 4495	HEAT	1,233	1,519	769	1,519	1,472	1,472	1,472	(47)	-3.09%
10354 - 4496	ELECTRICITY	349	406	298	466	403	403	403	(3)	-0.74%
10354 - 4497	OTHER UTILITIES	64	75	53	67	66	66	66	(9)	-12.00%
SUBTOTAL		2,874	3,746	2,387	3,798	3,687	3,687	3,687	(59)	-1.58%

2024 BUDGET WORKSHEET

DEPT NAME - OLD LIBRARY

DEPT # - 10354

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4452	Building Maintenance	1,746	Pest Control (48/mo)	Pest Control (48/mo)
			Routine Maintenance	Routine Maintenance
			Burner Maintenance	Burner Maintenance
4495	Heat	1,472	Fuel Oil	Fuel Oil
4496	Electricity	403	Electricity	Electricity
4497	Other Utilities	66	Water charges	Water charges

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
SCHOOL HOUSE #5										
10355 - 4450	TELEPHONE	394	386	361	479	391	391	391	5	1.30%
10355 - 4452	BUILDING MAINTENANCE	631	714	1,061	841	714	714	714	-	0.00%
10355 - 4496	ELECTRICITY	186	202	139	169	210	210	210	8	3.96%
	SUBTOTAL	1,211	1,302	1,561	1,489	1,315	1,315	1,315	13	1.00%

2024 BUDGET WORKSHEET

DEPT NAME - SCHOOL HOUSE #5

DEPT # - 10355

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024		EXPLANATION 2023	
4453	Telephone	391	Telephone line for security system	391	Telephone line for security system	
4452	Building Maintenance	714	Pest control (45/mo)	540	Pest control (42/mo)	504
			Alarm Monitoring	174	Alarm Monitoring	192
4496	Electricity	210	Electricity	210	Electricity	
					Level funded	173

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
DEPOT TRAIN STATION										
10356 - 4452	BUILDING MAINTENANCE	23,217	10,968	18,479	10,968	14,454	14,454	2,968	(8,000)	-72.94%
10356 - 4495	HEAT	1,912	1,638	854	1,638	1,914	1,914	1,914	276	16.85%
10356 - 4496	ELECTRICITY	959	1,126	763	1,078	1,100	1,100	1,100	(26)	-2.31%
10356 - 4497	OTHER UTILITIES	124	133	240	187	122	122	122	(11)	-8.27%
	SUBTOTAL	26,212	13,865	20,336	13,871	17,590	17,590	6,104	(7,761)	-55.98%
	TOTAL-TOWN BUILDINGS	276,411	205,525	176,798	212,584	290,133	267,653	249,167	43,642	21.23%

2024 BUDGET WORKSHEET

DEPT NAME - DEPOT TRAIN STATION

DEPT # - 10356

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4452	Building Maintenance	2,968	Building Fire Alarm services 254 Alarm monitoring 174 Fire Safety Equipment Maintenance 312 Burner maintenance contract 708 HVAC repairs 680 Pest control (70/mo) 840	Building Fire Alarm services 254 Alarm monitoring 174 Fire Safety Equipment Maintenance 312 Burner maintenance contract 708 HVAC repairs 680 Pest control (70/mo) 840 Front Concrete Pad Replacement 8,000
4495	Heat	1,914	3 Year weighted average + 15%	696 gals propane @ \$3.79/gallon 2,638
4496	Electricity	1,100	Electricity	Electricity
4497	Other Utilities	122	Water and Sewer charges	Water and Sewer charges

**Estimated offsetting revenues of \$14,515 per year plus 60% Utility cost share

2024 BUDGET

DEPT.	2022 EXPENDED	2023 BUDGET	EXPENDED (AS OF 10/17/23)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
FINANCIAL SERVICES SUMMARY									
FINANCE	903,674	1,066,418	776,332	1,054,324	1,142,663	1,142,150	1,142,150	75,732	7.10%
INFORMATION TECHNOLOGY	731,350	987,027	626,376	855,000	1,115,977	987,232	971,645	(15,382)	-1.56%
ASSESSING	413,946	472,019	358,603	631,396	740,201	674,083	464,083	(7,936)	-1.68%
TOWN CLERK	237,255	247,832	191,569	244,463	252,533	252,533	252,533	4,701	1.90%
ELECTIONS	54,130	31,046	36,150	64,766	127,310	202,460	127,310	96,264	310.07%
COLLECTIONS	238,219	326,038	216,125	327,466	342,559	342,559	342,559	16,521	5.07%
TAX COLLECTOR	188,626	213,155	155,167	199,528	214,578	214,578	214,578	1,423	0.67%
DEBT SERVICES	791,301	2,147,679	810,272	882,675	710,388	710,388	710,388	(1,437,291)	-66.92%
INSURANCE	490,372	482,927	492,040	506,387	523,196	523,196	523,196	40,269	8.34%
TOTAL - FINANCIAL SERVICES	4,048,873	5,974,141	3,662,634	4,766,005	5,169,405	5,049,179	4,748,442	(1,225,699)	-20.52%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
FINANCE DEPARTMENT										
20100 - 4090	REGULAR PAY	510,787	604,950	438,773	607,543	665,635	665,635	665,635	60,685	10.03%
20100 - 4092	TEMPORARY PAY	37,524	40,210	31,948	41,030	43,521	43,521	43,521	3,311	8.23%
20100 - 4111	TREASURER	2,500	2,500	1,875	2,500	3,513	3,000	3,000	500	20.00%
20100 - 4170	RETIREMENT	71,817	84,024	60,772	83,571	90,058	90,058	90,058	6,034	7.18%
20100 - 4171	DISABILITY INSURANCE	4,562	5,419	4,030	5,362	5,768	5,768	5,768	349	6.44%
20100 - 4172	WORKERS' COMPENSATION	977	1,827	1,630	2,537	2,353	2,353	2,353	526	28.79%
20100 - 4174	FICA-SOCIAL SECURITY	40,014	49,665	34,316	48,567	54,519	54,519	54,519	4,854	9.77%
20100 - 4176	HEALTH INSURANCE	186,652	227,410	155,797	210,011	211,023	211,023	211,023	(16,387)	-7.21%
20100 - 4177	UNEMPLOYMENT COMPENSATION	330	315	249	506	315	315	315	-	0.00%
20100 - 4178	LIFE INSURANCE	1,238	1,460	1,126	3,123	1,606	1,606	1,606	146	10.00%
20100 - 4179	DENTAL INSURANCE	5,595	8,120	5,560	7,713	7,736	7,736	7,736	(384)	-4.73%
20100 - 4200	OFFICE SUPPLIES	1,387	1,058	745	1,300	1,296	1,296	1,296	238	22.50%
20100 - 4400	CONTRACTED SERVICES	5,894	4,000	4,000	4,000	5,000	5,000	5,000	1,000	25.00%
20100 - 4404	AUDIT	30,660	30,660	30,660	30,660	45,360	45,360	45,360	14,700	47.95%
20100 - 4405	MEMBERSHIPS & PUBLICATIONS	360	460	310	460	510	510	510	50	10.87%
20100 - 4406	PRINTING & BINDING	2,141	1,790	1,130	1,790	1,900	1,900	1,900	110	6.15%
20100 - 4408	VEHICLE EXPENSE	99	250	223	250	250	250	250	-	0.00%
20100 - 4453	MEETINGS & TRAINING	987	2,300	1,851	2,300	2,300	2,300	2,300	-	0.00%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
20100 - 4600	OFFICE FURNITURE & EQUIP.	150	-	1,084	1,100	-	-	-	-	0.00%
TOTAL		903,674	1,066,418	776,332	1,054,324	1,142,663	1,142,150	1,142,150	75,732	7.10%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
FINANCE - 20100				
4090	FINANCE DIRECTOR	0	139,308	143,348
	ASSISTANT FINANCE DIRECTOR	0	97,497	101,751
	ACCOUNTING AND BUDGET MANAGER	0	39,070	81,124
	PAYROLL COORDINATOR	0	83,674	87,040
	ACCOUNTING CLERK	0	61,048	63,919
	ACCOUNTS PAYABLE	0	66,321	67,624
	UTILITY COORDINATOR	0	66,321	67,624
	UTILITY CLERK	0	51,711	53,205
			-----	-----
			604,950	665,635

2024 BUDGET WORKSHEET

DEPT NAME - FINANCE

DEPT # - 20100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	43,521	Part time Purchasing Agent – 27.5 hours/week	43,521 Part time Purchasing Agent – 27.5 hours/week
4111	Treasurer Pay	3,000	Compensation for Town Treasurer	Compensation for Town Treasurer.
4200	Office Supplies	1,296	Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc.	Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc.
4400	Contracted Services	5,000	Actuarial Services for valuation of OPEBs (Other Post- Employment Benefits)	Actuarial Services for valuation of OPEBs (Other Post- Employment Benefits)
			Full valuation type	Roll-forward valuation
			5,000	4,000
4404	Audit	45,360	Annual financial audit (2023) and consultation calls	Annual financial audit (2022) and consultation calls
			Single Audit	Single Audit
			41,360	28,160
			4,000	2,500
4405	Memberships & Publications	510	NH Government Finance Officers Association (FD, AFD, Acct&BM, and Purchasing Agent)	NH Government Finance Officers Association (FD, Acct&BM, and Purchasing Agent)
			National Government Finance Officers Association (FD)	National Government Finance Officers Association (FD)
			American Purchasing Society	American Purchasing Society
			185	135
			225	225
			100	100

2024 BUDGET WORKSHEET

DEPT NAME - FINANCE

DEPT # - 20100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024		EXPLANATION 2023	
4406	Printing & Binding	1,900	W-2's, 1099's, and 1095 Forms A/P checks (6,000) Purchase order paper		W-2's, 1099's, and 1095 Forms A/P checks (6,000) Purchase order paper	
4408	Vehicle Expense	250	Mileage reimbursement for finance personnel.		Mileage reimbursement for finance personnel.	
4453	Meetings & Training	2,300	Additional as needed training for Finance staff	500	Additional as needed training for Finance staff	500
			NH Gov't Finance Officers Assoc. annual conference (Bgt Mgr)	300	NH Gov't Finance Officers 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

2024 BUDGET										
DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
INFORMATION TECHNOLOGY										
20200 - 4090	REGULAR PAY	-	-	-	-	87,244	56,927	56,927	56,927	0.00%
20200 - 4170	RETIREMENT	-	-	-	-	11,804	7,702	7,702	7,702	0.00%
20200 - 4171	DISABILITY INSURANCE	-	-	-	-	760	591	591	591	0.00%
20200 - 4172	WORKERS' COMPENSATION	-	-	-	-	288	188	188	188	0.00%
20200 - 4174	FICA-SOCIAL SECURITY	-	-	-	-	6,674	4,355	4,355	4,355	0.00%
20200 - 4176	HEALTH INSURANCE	-	-	-	-	28,528	19,883	19,883	19,883	0.00%
20200 - 4177	UNEMPLOYMENT COMPENSATION	-	-	-	-	35	35	35	35	0.00%
20200 - 4178	LIFE INSURANCE	-	-	-	-	259	185	185	185	0.00%
20200 - 4179	DENTAL INSURANCE	-	-	-	-	941	627	627	627	0.00%
20200 - 4210	OPERATING SUPPLIES	12,187	16,340	9,274	15,000	14,836	14,836	14,836	(1,504)	-9.20%
20200 - 4400	CONTRACTED SERVICES	675,032	927,772	602,464	800,000	844,418	761,713	761,713	(166,059)	-17.90%
20200 - 4459	EQUIPMENT MAINTENANCE	5,654	11,740	3,806	10,000	11,740	11,740	11,740	-	0.00%
20200 - 4701	COMPUTER EQUIP ACQUISITION	38,478	31,175	10,832	30,000	108,450	108,450	92,863	61,688	197.88%
TOTAL		731,350	987,027	626,376	855,000	1,115,977	987,232	971,645	(15,382)	-1.56%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
INFORMATION TECHNOLOGY - 20200				
4090	CHIEF TECHNOLOGY OFFICER (6 MONTHS)	1	-	56,927
			-	56,927

2024 BUDGET WORKSHEET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4210	Operating Supplies	14,836	PC accessories, employee badges, computer paper, and printing supplies (3 yr wgt'd avg - 14,236)	PC accessories Security/ID supplies Computer paper/labels Printer supplies
			14,236	250
			600	600
				1,500
				13,990
4400	Contracted Services	761,713	Contracted IT support (includes support/backup/callouts) Contracted IT (Other projects) Internet Access (Townwide and ITS) Town Website-Hosting, maintenance, additions & updates Wiring & support services Telephone / Voicemail / Internet / Network (svc calls) Pole licenses (Townwide Fiber) Wiring and fiber support service Xirrus Wireless Services Xirrus Police Smart Option VueWorks Support Services (25 hours) SonicWall (Town Hall and PD) Antivirus (Sophos)	Contracted IT support (out to bid) (includes support/backup/callouts) Contracted IT (Other projects) Internet Access (Townwide and ITS) Town Website-Hosting, maintenance, additions & updates Wiring & support services Telephone / Voicemail / Internet / Network (svc calls) Pole licenses (Townwide Fiber) Higgins (Security/ID maintenance) Wiring and fiber support service Xirrus Wireless Services Xirrus Police Smart Option VueWorks Support Services (25 hours) SonicWall (Town Hall and PD (ITS renews in 2024)) IT: Comcast internet circuit with 13 public IP-ITS Antivirus (Sophos)
			251,145	450,000
			15,000	15,000
			9,776	9,655
			17,381	4,056
			3,000	3,000
			5,258	5,000
			400	400
				335
			5,000	9,000
			2,848	2,740
			2,500	2,500
			5,000	5,000
			7,755	5,010
				4,200
			13,200	12,000

2024 BUDGET WORKSHEET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Software Maintenance Agreements:	Software Maintenance Agreements:
			Box (15 seats)	BOS: Box (10 seats)
		2,700		1,800
			DocuSign (2 new licenses)	BOS: DocuSign
		5,460		3,900
			Finance: Munismart	Finance: Munismart
		51,766		50,545
			Time and Attendance Service	Time and Attendance Service
		8,351		8,027
			IT: Microsoft 365	IT: Microsoft 365
		64,800		63,600
			IT: Macrium	IT: Solarwinds
		345		3,000
			IT: Veeam/StorageCraft BC software for SQL server	IT: Veeam/StorageCraft BC software for SQL server
		900		900
			IT: Imaging software for ITS workstations in 4 field workstation	IT: Imaging software for ITS workstations in 4 field workstation
		4,300		4,300
			Assessing: Vision Appraisal-Software maintenance (web-hosting included in Assessing budget)	Assessing: Vision Appraisal-Software maintenance (web-hosting included in Assessing budget)
		10,550		9,591
			Town Clerk: Interware - E-Reg Client/User Licenses	Town Clerk: Interware - E-Reg Client/User Licenses
		6,805		6,805
			CD: ArcInfo, ArcGIS, ArcView, ArcPad-GIS (ESRI)	CD: ArcInfo, ArcGIS, ArcView, ArcPad-GIS (ESRI)
		8,700		8,700
			CD: MapGeo Public-facing GIS web services (hosting and maintenance)	CD: MapGeo Public-facing GIS web services (hosting and maintenance)
		7,300		7,300
			Automated updates \$2,500	Automated updates \$2,500
			Adobe pro subscription (40 users)	Adobe pro subscription (30 users)
		8,156		6,116
			CD: Adobe Photoshop license	CD: Adobe Photoshop license
		240		240
			CD: CIP Management Software	CD: CIP Management Software
		4,200		4,200
			PD: Acorn - Telephone Recording System	PD: Acorn - Telephone Recording System
		1,500		1,500
			PD: Openfox Messenger License and Maintenance	PD: Openfox Messenger License and Maintenance
		180		180
			PD: Crew Sense - Scheduling software (50% offset)	PD: Crew Sense - Scheduling software (50% offset)
		9,364		8,742

2024 BUDGET WORKSHEET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			PD: DataVis - crime analysis software	PD: DataVis - crime analysis software
		4,900		4,900
			PD: Guardian Tracking	PD: Guardian Tracking
		4,341		3,736
			PD: IMC/Tritech - Police Operations	PD: IMC/Tritech - Police Operations
		45,242		39,442
			PD: Munission - booking room camera	PD: Police One-Online training
		499		5,600
			PD: PowerDMS - Policy software	PD: PowerDMS - Policy software
		18,224		10,290
			FD: CrewSense - Scheduling and attendance software	FD: CrewSense - Scheduling and attendance software
		7,750		7,638
			FD: Fax Software (Kno2)	FD: Fax Software (Kno2)
		1,200		1,136
			FD: RedAlert - Dispatch, track, log and report	FD: RedAlert - Dispatch, track, log and report
		21,333		20,837
			FD: Target Solutions - Training software	FD: Target Solutions - Training software
		8,741		8,487
			FD: TEMSIS - Computer Aided Dispatch Support	FD: TEMSIS - Computer Aided Dispatch Support
		1,957		1,957
			FD: Open Gov Building Permit Software	FD: Open Gov Building Permit Software
		44,080		42,384
			FD: Docuware - Property records web hosting for assessing and inspectional services	FD: Docuware - Property records web hosting for assessing and inspectional services
		20,439		19,380
				FD: Docuware - Programming to eliminate scanning
				7,500
			FD: Exacom recorder	FD: Exacom recorder
		2,157		2,157
			FD: Sim-u-share Training Program	FD: Sim-u-share Training Program
		500		460
			FD: Image Trend Validation - Annual fee to assure fire maintains the appropriate level of documenation and & CQI	
		1,600		
			FD: Transunnon - Billing software to obtain accurate billing information (\$85 a month)	
		1,020		

2024 BUDGET WORKSHEET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Engineering: Autodesk (DLT) - Architectural Drawing 8,500	Engineering: Autodesk (DLT) - Architectural Drawing 4,500
			Engineering: VueWorks - Infrastructure Asset Management 7,000	Engineering: VueWorks - Infrastructure Asset Management 7,000
			Fleet: Fuel software 7,100	Fleet: Fuel software 7,100
			Zoom (3 licenses) 450	Zoom (3 licenses) 450
			HR: UKG HRIS software 20,800	HR: Neogov-Applicant tracking and on-boarding software 15,476
4459	Equipment Maintenance	11,740	Printer maintenance contracts & miscellaneous repairs 9,540	Printer maintenance contracts & miscellaneous repairs 9,540
			Printer service contract (5 new printers) 2,200	Printer service contract (5 new printers) 2,200
4701	Computer Equip Acquisition	92,863	5 repl monitors (400/monitor) 2,000	2 repl monitors (200/monitor) 400
			3 repl computers (1,650/computer) 4,950	3 repl computers (1,300/computer) 3,900
			2 repl switches (3,500/switch) 7,000	2 repl switches (3,500/switch) 7,000
			2 repl GBIC/SFP 1,600	2 repl GBIC/SFP 1,600
			FD: MDT replacement cycle for apparatus, used for wayfinding and communication 7,900	3 new MDTs and installation (year 3 of 3) (police) 11,739
			PC and server upgrades (moved from capital budget) 69,413	4 replacement MDTs and mounting brackets (fire) 6,536



FY 2024 BUDGET

Quote#: Q-186722
Expires: 07 Nov, 2023
Sales Executive: Celeste Patzold
Effective Date: Effective as of the date of last signature of this Order

ORDER FORM
Order Type: Amendment
Date: 10 Aug, 2023

Customer Legal Name:
TOWN OF SALEM

Ship To: TOWN OF SALEM
33 GEREMONTY DR
SALEM, NH 03079-3314 USA

Customer Legal Address:
33 GEREMONTY DR, SALEM, NH 03079-3314 USA

Bill To: TOWN OF SALEM
33 GEREMONTY DR
SALEM, NH 03079-3314 USA

Bill To Contact:

Ship To Contact: Sacha Manon
Ship to Phone: 603-890-2070
Ship to Mobile:
Contact: Sacha Manon
Email: smanondiaz@salemnh.gov

Currency: USD
Customer PO Number:
Solution ID: 6167828
Term: Co-Term
Uplift Percent: 4 %

Shipping Terms:
Ship Method: FedEx Ground
Freight Term:
Renewal Term: 12 months
Payment Terms: Net 30 Days

Billing Start Date: Upon Signature of Order Form

Subscription Services

Billing Frequency: Monthly in Arrears

Subscription Services	Quantity	PEPM	Monthly Price
UKG READY HR	100	USD 6.00	USD 600.00
UKG READY RECRUITING	100	USD 1.00	USD 100.00
GREAT PLACE TO WORK CERTIFICATION - ASSESS TIER	1	USD 0.00	USD 0.00

10/18/2023

FY 2024 BUDGET

One Time Setup Fee
Billing Frequency: Billed 100% upon signature of the order form

Subscription Services		Quantity	PEPM	Monthly Price
Total Price				USD 700.00
Item				Total Price
One Time Setup Fees				USD 4,000.00

Quote Summary

Item				Total Price
Minimum Monthly SaaS Service & Equipment Rental Fee				USD 700.00
Item				Total Price
Minimum Annual SaaS Service & Equipment Rental Fee				USD 8,400.00
Item				Total Price
Total One Time Fees				USD 4,000.00

Order Notes:

The Professional Services Engagement Overview attached to this Order Form is a summary for the implementation services to be provided by UKG for the UKG Ready Setup Fees set forth on this Order Form.

Great Place to Work Certification – Assess Tier is subject to the Agreement and the supplemental terms located at: <http://www.ukg.com/supplement/GPTWCertification>.

This Order is subject to the terms and conditions of the KRONOS Workforce Ready Software as a Service Terms and Conditions between KRONOS, a UKG company and Customer dated 12/27/2019 (the "Agreement").



IN WITNESS WHEREOF, the parties have caused this Order to be executed by their authorized representatives and shall be effective as of the date of the last signature below.

TOWN OF SALEM

Kronos Saashr, Inc.

Signature:

Signature:

Name:

Name:

Title:

Title:

Date:

Date:

The monthly price on this Order has been rounded to two decimal places for display purposes. As many as eight decimal places may be present in the actual price. Due to the rounding calculations, the actual price may not display as expected when displayed on your Order. Nonetheless, the actual price on your invoice is the true and binding total for this Order for purposes of amounts owed for the term.





Professional Services Engagement Overview

Purpose and Overview of Engagement

This Professional Services Engagement Overview outlines the scope of services to be provided by UKG for the Setup Fees indicated on the applicable Order Form, to Town of Salem ("Customer") related to the Core Modules, Value-add Modules, and/or Optional Services contained in the document. Our Professional Services engagements are designed to help our Customers successfully implement your Core Modules, as well as enable you to easily layer Value-add Modules and functionality over time based on your priorities, schedule, and resources.

The UKG Ready® (UKGR) Professional Services engagement described herein is fixed price based and is subject to the terms and conditions governing your UKG Ready – Software as a Service (the "Agreement"). Unless otherwise defined herein, words and expressions defined in the Agreement shall have the same meaning in this Professional Services Engagement Overview.

Your UKG Ready Saas Solution

Town of Salem and UKG are deploying the following UKG modules with 0 location(s), 0 EIN(s) and 0 collective bargaining agreement(s).

Core Modules		Employees		Deployments		Estimated Duration *from project kickoff
UKG Ready HR		100		1		75 Days
UKG Ready Recruiting		100		1		0 Days

Town of Salem and UKG Collaboration

A successful Professional Services Engagement will require close collaboration between Town of Salem and UKG. The UKG Professional Services team is equipped to help keep you on target for meeting project milestones and requirements, as well as to assist you in configuring and deploying the UKG Ready solution that meets your organization's specific requirements. Your organizations participation and commitment to the project goals and timeline are critical to help ensure success.

The Estimated Duration stated above is an estimate based upon our experience with our customers and products. Depending upon the preparation and engagement of your organization, there may be opportunity to accelerate the completion of this engagement. However, the Estimated Duration may be exceeded based on the level of preparedness, bandwidth, and skill level of your available resources. Other examples that may extend the Estimated Duration include: separate deployments of the solution, having a unionized workforce, and policies that vary across employee groups.

Core Functionality Deliverables

Working in close collaboration, Town of Salem and UKG will deploy the following core modules and functionality in 75 estimated days from project kick-off. Any quantified deliverables listed herein are based on services deliverables and are not to be considered system constraints.

UKGR Core	UKG Delivered Value
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Value-Add Functionality Deliverables

Once your core functionality is deployed, UKG will work in close collaboration with Town of Salem to deploy the following Value-Add modules and/or functionality over time in in short, agile deployments aligned with your priorities, schedule, and resources:

Value-Add	UKG Delivered Value
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Administrator and Super User Training

Included in each Customer's software subscription, UKG will provide the following training:

UKG Ready Core Training	UKG Delivered Value
Administrator and Super User Training	<p>Each Customer will have access to:</p> <ul style="list-style-type: none">• Learning Center, UKG Ready's learning management system and training delivery platform, for each user. Learning experiences found within include, but not limited to:<ul style="list-style-type: none">o Interactive self-paced, on-demand moduleso "How to" videos and snippetso Printable job aids• Recommended learning plan(s) aligned to each user's roles within UKG Ready• Online, public instructor-led classes)• "Train the Trainer" enablement and materials

	o Editable templates and tools to be leveraged by the administrators to deliver manager and employee training o Manager and employee-focused job aids for common tasks within UKG Ready
Change Management and User Adoption Training	Each Customer will have access to: <ul style="list-style-type: none">• Change management training for the project team on building a change management plan for Customer's organization• Change management toolkit that includes pre-populated templates and supporting resources to be leveraged to deliver Customer's change management plan

Assumptions and Notes

UKG has used the following assumptions and dependencies in preparing this Professional Services Engagement Overview:

- All services will be delivered remotely, unless otherwise stated in the Order Form or this Professional Services Engagement Overview.
 - o Please note that in the event that Customer requests UKG to travel to Customer's location during the implementation, Customer agrees to pay any travel expenses, such as airfare, lodging, meals and local transportation, incurred by UKG.
 - o Such expenses shall be subject to the then-current standard UKG travel and expense policies, which UKG will provide to Customer upon request.
- o UKG shall bill Customer for such travel expenses and payment thereof shall be due net thirty (30) days from date of invoice.
- The project kick-off date will be determined based on complexity of the implementation and resource availability, and may occur up to 30 days after a UKG Ready Order Form is executed by the Customer.
- The customer agrees to accept specific responsibilities as part of this project including:
 - o Completing all required, UKG supplied templates used to complete the Discovery process
 - o Physical installation and/or mounting of all time clocks associated with this project.
 - UKG will complete the configuration of up to 5 clocks and will provide training to the Customer's staff to replicate additional configurations
 - The Customer will configure any additional clocks unless otherwise agreed upon by both parties
 - o Configuring the Customer's network to allow inbound/outbound communications to and from the clocks, based on specifications provided by UKG
 - o Providing all required tax and wage history information (when applicable) for the configuration of Tax Filing services
 - o Providing all required data imports in the approved UKG format
 - o Providing all required specifications for any exports from UKG to a 3rd party system
- Prior to the start of the configuration build, the Customer will confirm (in writing) the business and technical requirements of the project as part of the UKG Professional Services Discovery process.
- UKG will communicate with Customer's Project Manager, the appointed Point of Contact for Customer on this project. He/she will be responsible for all communications and project management among all Customer parties (staff, vendors, consultants) and for the escalation and resolution of any issues for Customer.
- Customer is responsible for all hardware, software, and services provided by other consultants or third party vendors that may also be involved with the project.
- UKG will not be responsible for troubleshooting the Customer's environment such as their operating system, hardware resources, database schema, or any applications and/or hardware not provided by UKG.
- Change Orders are subject to scope review and may impact the project timeline or cost. If additional work beyond the initial scope of this Professional Services Engagement Overview is required as a result of a Change Order, the Customer may be charged.
- During the testing phase, the customer will be responsible for leading testing and providing documentation of testing results back to the UKG implementation team.

PROJECT DELAYS

Should the need arise to place a project on hold due to issues not controlled by UKG, UKG will collaborate with a client to ensure appropriate project hold/delay procedures are executed. Secondly, UKG reserves the right to execute project hold/delay procedures as a result of, but not limited to (1) a client not attending or canceling more than three scheduled meetings or (2) if the client has been unable to contribute required deliverables to milestones to close the project or (3) has become non-responsive after 10 business days. Please note that any project hold and/or delays, whether approved or otherwise, will not impact the Fees and Payment Terms of the Agreement unless otherwise agreed to by both parties.

When resuming the project UKG will follow normal assignment and staffing procedures. This may result in a new or modified project team based on resource availability at the time of re-engagement.

Change Orders

Requests for change to this Professional Services Engagement Overview or the project it covers must be submitted to your UKG Sales Executive and UKG Ready Consultant in writing.

Any of the following items will be considered Out of Scope and require a Change Order:

- Material changes in the Scope or effort (i.e. # of deployments or EIN's, request of onsite assistance, etc.)
- Material changes in the number or type of Deliverables to meet the defined scope of effort (i.e. additional integrations, profiles, etc.)
- Changes to the project resource requirements
- Changes to scheduled dates after acceptance of the Project Plan

UKG will estimate the time and fixed cost needed to implement the change and the impact it may have on the delivery of project covered under this Professional Services Engagement Overview. UKG will perform the requested work once the Change Order has been completed and signed by the Customer.

Completion Criteria

The project covered under this Professional Services Engagement Overview will be considered complete when any one of the following completion criteria is met. Once one of these is met, no further work will be completed. If additional work is required, a Change Order or new Professional Services Engagement Overview must be generated.

Completion Criteria:

- The customer has approved in writing
- The system has been used to generate, retain, or export data that is used to produce a live pay statement for an active employee
- More than twelve (12) months has passed since the date of signature of the UKG Ready Order Form

The Customer may provide approval in writing via email or an alternative agreed upon method.

UKG UKG Inc. 2000 Ultimate Way, Weston, FL 33326

Micro Form Factor Summary

Dell Price \$1,645.96
service select for 3 years

Deal Price \$1,645.96
europe select from go on trip plus v.p?

zhFQS.9XX05eyJJCZi6MzAsk9wdHMic0lt7kiki0irZnIvNDM3MCs1skQj0jM2V79XSwVgk0iilLcJEas6il	
<u>Estimated Value</u>	\$2,532.54

Estimated Value ~~\$2,532.51~~

Total Savings \$886.55

View Delivery Dates - 461310.



Customize

Option	Selection	SKU / Product Code	Quantity
13th Gen Intel® Core™ i7-13700 (30 MB cache, 16 cores, 24 threads, 2.10 GHz to 5.10 GHz Turbo, 65 W)	[338-CHCJ] / GAZU8B	1	Processor 13th Gen Intel® Core™ i7-13700 (30 MB cache, 16 cores, 24 threads, 2.10 GHz to 5.10 GHz Turbo, 65 W)
Windows 11 Pro, English, Brazilian Portuguese, French, Spanish	[619-ARSB] / G010VWE	1	Operating System Windows 11 Pro, English, Brazilian Portuguese, French, Spanish
32 GB, 2 x 16 GB, DDR5	[370-AGWN] / GLDW8EA	1	Memory, 32 GB, 2 x 16 GB, DDR5
			[370- AGWN] / GLDW8EA

Option	Selection	SKU / Product Code	Quantity
256 GB, M.2 2230, PCIe NVMe, SSD, Class 35	[400-B00J]/[773-BB8C] / G52ZTP3	1	Storage 256 GB, M.2 2230, PCIe NVMe, SSD, Class 35 [400-B00J] / [773-BB8C] / G52ZTP3
No Additional Hard Drive	[401-AANH] / G780XKR	1	Additional Storage No Additional Hard Drive [401-AANH] / G780XKR
Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card, internal antenna	[555-BHDJ]/[555-BHDV] / G9D7OIU	1	Wireless, Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth® wireless card, internal antenna [555-BHDJ] / [555-BHDV] / G9D7OIU
Wireless Driver, Intel AX211	[555-BIIQ] / G84V91T	1	Wireless Driver Wireless Driver, Intel AX211 [555-BIIQ] / G84V91T
No Federal Order	[340-ACQJ] / GUSA19Y	1	TAA No Federal Order [340-ACQJ] / GUSA19Y
180 Watt A/C Adapter, TCO Compliant	[450-BBBM] / G09XE3K	1	Power Supply 180 Watt A/C Adapter, TCO Compliant [450-BBBM] / G09XE3K
No PCIe add-in-card	[492-BBFF] / GVEYOQ7	1	Serial Port Adapter No PCIe add-in-card [492-BBFF] / GVEYOQ7
OptiPlex Micro Plus with 65W CPU	[329-BHPS] / GKV48J0	1	Chassis OptiPlex Micro Plus with 65W CPU [329-BHPS] / GKV48J0
Dell Pro Wireless Keyboard and Mouse - KM5221W - English - Black	[580-AJUG] / GX0V4JP	1	Keyboard Dell Pro Wireless Keyboard and Mouse - KM5221W - English - Black [580-AJUG] / GX0V4JP
Mouse included with Keyboard	[570-AADJ] / GU54MYP	1	Mouse Mouse included with Keyboard [570-AADJ] / GU54MYP
No Cable Cover	[325-BCZQ] / GDT2C7Z	1	Back Cover No Cable Cover [325-BCZQ] / GDT2C7Z
Dell Additional Software	[658-BFPY] / GJAR81X	1	Software Stack Dell Additional Software [658-BFPY] / GJAR81X
OS-Windows Media Not Included	[620-AALW] / GLA90Q1	1	Operating System Recovery Options OS-Windows Media Not Included [620-AALW] / GLA90Q1
ENERGY STAR Qualified	[387-BBLW] / G6J34SM	1	ENERGY STAR ENERGY STAR Qualified [387-BBLW] / G6J34SM
NO RAID	[817-BBBN] / GX5Q06T	1	Raid Connectivity NO RAID [817-BBBN] / GX5Q06T
Power Cord (US) for 180W Adapter	[450-AAZN] / G1S6LHU	1	Power Cord Power Cord (US) for 180W Adapter [450-AAZN] / G1S6LHU

Option	Selection	SKU / Product Code	Quantity
Safety/Environment and Regulatory Guide (English/French Multi-language)	[340-AGIK] / G7RB0GY	1	Documentation Safety/Environment and Regulatory Guide (English/French Multi-Language)
Dell Watchdog Timer	[379-BEZG] / GW4YJIC	1	System Monitoring Options Dell Watchdog Timer
Quick Start Guide, OptiPlex Micro Plus	[340-DDHH] / GEWTK82	1	Placemat Quick Start Guide, OptiPlex Micro Plus
No UPC Label	[389-BCGW] / G8WGTYN	1	EAN/UPC Labels No UPC Label
Trusted Platform Module (Discrete TPM Enabled)	[329-BBJL] / GJMDKT6	1	TPM Security Trusted Platform Module (Discrete TPM Enabled)
Shipping Material	[340-CQYN][389-BBUJ] / GQKNZ40	1	Shipping Material Shipping Material
FSJ Reg label 180W adaptor	[389-FBSK] / GAY576X	1	Label FSJ Reg label 180W adaptor
Intel® Rapid Storage Technology Driver MFF	[658-BFQK] / GEY3LQM	1	Intel Responsiveness Technologies Intel® Rapid Storage Technology Driver MFF
Intel Core i7 vPro Enterprise Processor Label	[389-EDDR] / GLSPJR1	1	Processor Label Intel Core i7 vPro Enterprise Processor Label
Standard shipment	[800-BBIO] / GQT8IGC	1	Transportation from ODM to region Standard shipment
OptiPlex Micro (Plus 7010)	[210-BFZC] / GZM46YS	1	OptiPlex Micro (Plus 7010) OptiPlex Micro (Plus 7010)
EPEAT 2018 Registered (Gold)	[379-BDZB] / GBUSCHM	1	EPEAT 2018 Registered (Gold) EPEAT 2018 Registered (Gold)
Internal Speaker	[520-AAVE] / GSMO32H	1	Speakers Internal Speaker
No Additional Video Ports	[492-BCKH] / GWFHAL0	1	Additional Video Ports No Additional Video Ports
Intel vPro® Enterprise	[631-ADQL] / GRBGVE2	1	Systems Management Intel vPro® Enterprise
No AutoPilot	[340-CKSZ] / GYEO2AP	1	Windows AutoPilot No AutoPilot

Services

Option	Selection	SKU / Product Code	Quantity
Self Managed Device Service	[892-8437] / GSH124C	1	Dell APEX Managed Device Service
Basic Onsite Service with Hardware Support, 36 Month(s)	[709-BCGL] / GHBAK8Z	1	Protect your purchase.- View Support offers below
			Basic Onsite Service with Hardware Support, 36 Month(s)
			[709-BCGL] / GHBAK8Z
ProSupport Next Business Day Onsite with In-Region HW-SW Support, 36 Month(s)	[199-BIKJ] / G8MT370	1	Dell Services:Extended Service
			ProSupport Next Business Day Onsite with In-Region HW-SW Support, 36 Month(s)
None			Need Help Installing? We Can Help!
			None

Software

Option	Selection	SKU / Product Code	Quantity			
None			M365 Subscription (Word, Excel, PowerPoint, Outlook & more)	None		
No Microsoft Office License included	[658-BCSB] / GC7OFJV	1	Microsoft Office	No Microsoft Office License included	[658-BCSB] / GC7OFJV	1
No anti-virus software	[650-AAAM] / GD4K19S	1	Comprehensive digital protection – including antivirus, privacy and identity protections	No anti-virus software	[650-AAAM] / GD4K19S	1
None			PDF Solutions	None		

Also included in this system

The following options and default selections are included with your order.

No Additional Cable
No External Speaker
No Stand or Mount
Flex Catalog Config 01,Opti Micro Plus
None

Additional Summary Information

Date Created: Mon Aug 14 2023 09:33:43 GMT-0400 (Eastern Daylight Time)

FY 2024 BUDGET

MQIOjMsiK9wdHMI0t7IKIkJoiR0xEVzhFQsJ9XX0seyJUZCi6MZA5iK9wdHMI0t7IKIkJoiRzhNNVDM3MCisikQIOjM2N7V19XSWiVgKioHILCJEasi6UJ9)

Site Map	US/EN	Account	Support	Support	Connect with Us	Connect with Us	Site Map
(//www.dell.com/en/My_Account	Account	Support Home	Support Home	Community (//www.dell.com/community/Dell-Community/ct-us/sitemap)	Community (//www.dell.com/community/Dell-Community/ct-p/English?profile=language=en)	(//www.dell.com/en-us/sitemap)	(//www.dell.com/en-us/sitemap)
us/sitemap)	(//www.dell.com/myaccount/en-us)	(//www.dell.com/support/home/en-us)	(//www.dell.com/support/home/en-us)	Contact Us (//www.dell.com/en-us/p/contact-us)	Contact Us (//www.dell.com/en-us/p/contact-us)	(//www.dell.com/en-us/p/contact-us)	(//www.dell.com/en-us/p/contact-us)
Order Status	(//www.dell.com/myaccount/en-us/orders)	Contact Support	(//www.dell.com/support/contents/en-us/category/Contact-Information)	Twitter (//twitter.com/delltech?lang=en)	Twitter (//twitter.com/delltech?lang=en)	(//www.dell.com/en-us/p/contact-us)	(//www.dell.com/en-us/p/contact-us)
My Products	(//www.dell.com/support/mps/en-us/p/return-policy)	Returns (//www.dell.com/en-us/myproducts)	(//www.dell.com/support/mps/en-us/p/return-policy)	LinkedIn (//www.linkedin.com/company/delltechnologies)	LinkedIn (//www.linkedin.com/company/delltechnologies)	(//www.dell.com/en-us/p/contact-us)	(//www.dell.com/en-us/p/contact-us)
Make a Payment	(//dfs.dell.com/#?2lang=en-us)	Make a Payment	(//dfs.dell.com/#?2lang=en-us)	Instagram (//www.instagram.com/dell/)	Instagram (//www.instagram.com/dell/)	(//www.dell.com/en-us/p/contact-us)	(//www.dell.com/en-us/p/contact-us)
Dell Rewards Balance	(//www.dell.com/myaccount/en-us/rewards)	Dell Rewards Balance	(//www.dell.com/myaccount/en-us/rewards)	YouTube	YouTube	(//www.youtube.com/channel/UC01FWSV9UVoIbPqKSmXX-w)	(//www.youtube.com/channel/UC01FWSV9UVoIbPqKSmXX-w)
Our Offerings	Our Company	Our Company	Our Partners	Our Partners	Resources	Resources	Resources
Offerings	Who We Are (//www.dell.com/en-us/dt/corporate/about-us/who-we-are.htm)	Who We Are (//www.dell.com/en-us/dt/corporate/about-us/who-we-are.htm)	Find a Partner	Find a Partner	Blog (//www.dell.com/en-us/blog/)	Blog (//www.dell.com/en-us/blog/)	Blog (//www.dell.com/en-us/blog/)
APEX (//www.dell.com/en-us/dt/apex/index.htm)	Careers (//jobs.dell.com/)	Careers (//jobs.dell.com/)	Find a Reseller (//www.dell.com/en-us/p/reseller_store_locator)	Find a Reseller (//www.dell.com/en-us/p/reseller_store_locator)	Dell Rewards (//www.dell.com/en-us/p/dell-rewards)	Dell Rewards (//www.dell.com/en-us/p/dell-rewards)	Dell Rewards (//www.dell.com/en-us/p/dell-rewards)
Products	Dell Technologies Capital	Dell Technologies Capital	OEM Solutions (//www.dell.com/en-us/dt/oem/index.htm)	OEM Solutions (//www.dell.com/en-us/dt/oem/index.htm)	Events (//www.dell.com/en-us/dt/events/index.htm)	Events (//www.dell.com/en-us/dt/events/index.htm)	Events (//www.dell.com/en-us/dt/events/index.htm)
(//www.dell.com/en-us)	Investors (//investors.delltechnologies.com)	Investors (//investors.delltechnologies.com)	Partner Program	Partner Program	Email Sign-Up (//www.dell.com/en-us/p/technology-solutions-updates)	Email Sign-Up (//www.dell.com/en-us/p/technology-solutions-updates)	Email Sign-Up (//www.dell.com/en-us/p/technology-solutions-updates)
Solutions	Newsroom (//www.dell.com/en-us/dt/corporate/newsroom.htm)	Newsroom (//www.dell.com/en-us/dt/corporate/newsroom.htm)	(//www.delltechnologies.com/partner/en-us/partner/partner.htm)	(//www.delltechnologies.com/partner/en-us/partner/partner.htm)	Dell Learning Center (//www.dell.com/en-us/p/dell-learning-center)	Dell Learning Center (//www.dell.com/en-us/p/dell-learning-center)	Dell Learning Center (//www.dell.com/en-us/p/dell-learning-center)
Services	Perspectives (//www.dell.com/en-us/perspectives/)	Perspectives (//www.dell.com/en-us/perspectives/)	Recycling (//www.dell.com/en-us/dt/corporate/social-impact/advancing-sustainability/electronics-recycling/index.htm)	Recycling (//www.dell.com/en-us/dt/corporate/social-impact/advancing-sustainability/electronics-recycling/index.htm)	Glossary (//www.dell.com/en-us/dt/learn/index.htm)	Glossary (//www.dell.com/en-us/dt/learn/index.htm)	Glossary (//www.dell.com/en-us/dt/learn/index.htm)
(//www.dell.com/en-us/dt/services/index.htm)	ESG & Impact (//www.dell.com/en-us/dt/corporate/social-impact.htm)	ESG & Impact (//www.dell.com/en-us/dt/corporate/social-impact.htm)	Customer Stories (//www.dell.com/en-us/dt/case-studies-customer-stories/index.htm)	Customer Stories (//www.dell.com/en-us/dt/case-studies-customer-stories/index.htm)	Resource Library (//www.dell.com/en-us/dt/resource-library.htm)	Resource Library (//www.dell.com/en-us/dt/resource-library.htm)	Resource Library (//www.dell.com/en-us/dt/resource-library.htm)
Deals (//www.dell.com/en-us/shop/deals)	Trial Software Downloads	Trial Software Downloads	(//www.dell.com/en-us/dt/software-downloads/index.htm)	(//www.dell.com/en-us/dt/software-downloads/index.htm)	(//www.dell.com/en-us/dt/software-downloads/index.htm)	(//www.dell.com/en-us/dt/software-downloads/index.htm)	(//www.dell.com/en-us/dt/software-downloads/index.htm)

Dell Technologies [\(//www.dell.com/en-us\)](#)

Dell Premier [\(//www.dell.com/en-us/p/dt/dell-premier\)](#)

Dell Financial Services [\(//dfs.dell.com/#?2lang=en-us\)](#)

TOWN OF SALEM, NH

McGee, Nicole

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FY 2024 BUDGET

From: Graham Russell <grussell@opengov.com>
Sent: Thursday, August 10, 2023 4:54 PM
To: Kenerson, Cindy; McGee, Nicole; McGee, Nicole
CC: Marcos Gomez
Subject: OpenGov Budgeting & Planning | Estimate and Resources
Attachments: Watsonville, CA - Budgeting Staff Memo 12.14.21 (2).pdf; Chardon, OH Staff Memo - OpenGov B&P (1).pdf; Menlo Park Staff Report 9.25.2019 (1).pdf

CAUTION: This email originated from outside Salem. Do not click links or open attachments unless you recognize the sender and know the content is safe. Thanks Salem IT Department

Nicole and Cindy,

Thanks for your time today. I appreciate your transparency in filling me in on the stage of your evaluation and just received information from my team on where we are looking on our pricing:

- **Software Cost (annual): \$28,095**
 - Unlimited users, unlimited usage, and unlimited data
 - Operating & Capital Budgeting
 - Workforce Planning
 - Online Budget Book
 - Dashboards, Community Feedback, Reporting & Analytics, Story Builder, and Transparency
- **Professional Services (one-time implementation): \$25,000 - \$42,000**
 - This includes OpenGov's full support in getting the Town prepared for a successful go-live through project planning, training, project oversight
 - The higher end of this pricing would include us integrating with your Financial System (something which is often essential for success and which ClearGov cannot accomplish)

Over the past few months, we have partnered with the Town of Farmville, Chardon, and Manheim Township to begin deployment of OpenGov after noticing some significant gaps in ClearGov's offering. The Town of Farmville was moments away from issuing a PO before realizing that there were some significant issues with ClearGov's offering. Some of the gaps our partners identified are laid out below:

- ClearGov's short utilization time frame
 - You're paying \$25,000/year for usage of software 3 months out of the year, whereas at OpenGov you could be spending \$20,000/year for a year-round, stronger solution.
- ClearGov's lack of reporting functionality
 - ClearGov's lack of integrations
 - ClearGov customers are supposed to send their data to their account representatives, who will then upload the data to their instance. This means no live reporting and if there is a data mistake, customers do not have the control to update those mistakes on their own.
 - OpenGov has experience with integrating from dozens of systems and we have an entire integration team dedicated to making sure all data is fresh and up-to-date.
- ClearGov's lack of support and, due to their manual processes, some customers have reported waiting 2-4 weeks for updates to be reflected
 - OpenGov has a tiered and award-winning, U.S.-based support organization.
- ClearGov offers minimal implementation support, so clients are left to figure out the software on their own

TOWN OF SALEM, NH

10/18/2023

Attached you will find the following documents that lay out why partners of ours have come to the conclusion that OpenGov was the best selection for modernizing their budgeting and planning processes:

- **Chardon, OH Staff Memo:** breaks down how valuable OpenGov's integrations for the Town's operations are
- **Mento Park Staff Report:** illustrates how costly ClearGov's implementation approach will prove to staff
- **Watsonville Budgeting Staff Memo:** lays out the significant difference in OpenGov's product, customer service, and continuous improvements to the solution

FY 2024 BUDGET

We would love to get a demo set up early next week to walk through the key differences in our offering. Do you have any availability Monday afternoon or Tuesday morning/afternoon?

Best,
Graham

--

**Graham Russell**
Account Executive
OpenGov
(404) 817-1448
grussell@opengov.com
opengov.com
cartegraph.com
New York, NY



2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
ASSESSING										
20300 - 4090	REGULAR PAY	178,462	175,921	103,874	174,723	223,817	186,611	186,611	10,690	6.08%
20300 - 4092	TEMPORARY PAY	28,688	30,172	23,725	30,794	31,948	31,948	31,948	1,776	5.89%
20300 - 4170	RETIREMENT	25,099	24,269	14,385	23,970	30,282	25,248	25,248	979	4.03%
20300 - 4171	DISABILITY INSURANCE	1,187	1,706	1,031	1,610	2,042	1,780	1,780	74	4.34%
20300 - 4172	WORKERS' COMPENSATION	8,605	8,238	7,458	12,436	10,578	8,357	8,357	119	1.44%
20300 - 4174	FICA-SOCIAL SECURITY	15,645	15,766	9,755	15,719	19,566	16,720	16,720	954	6.05%
20300 - 4176	HEALTH INSURANCE	66,252	80,660	35,567	62,117	77,574	60,284	60,284	(20,376)	-25.26%
20300 - 4177	UNEMPLOYMENT COMPENSATION	142	140	94	210	140	140	140	-	0.00%
20300 - 4178	LIFE INSURANCE	473	559	266	326	588	476	476	(83)	-14.85%
20300 - 4179	DENTAL INSURANCE	2,503	3,083	1,523	2,606	3,083	2,431	2,431	(652)	-21.15%
20300 - 4200	OFFICE SUPPLIES	947	920	759	800	500	500	500	(420)	-45.65%
20300 - 4237	GAS & OIL	239	562	128	562	317	317	317	(245)	-43.59%
20300 - 4400	CONTRACTED SERVICES	82,162	125,406	156,482	300,000	335,492	335,492	125,492	86	0.07%
20300 - 4405	MEMBERSHIPS & PUBLICATIONS	514	1,296	370	370	601	601	601	(695)	-53.63%
20300 - 4406	PRINTING & BINDING	646	450	-	200	450	450	450	-	0.00%
20300 - 4408	VEHICLE EXPENSE	1,183	1,094	552	1,094	1,146	651	651	(443)	-40.47%
20300 - 4453	MEETINGS & TRAINING	1,000	1,490	264	1,490	1,790	1,790	1,790	300	20.13%
20300 - 4458	VEHICLE MAINTENANCE	201	287	2,371	2,371	287	287	287	-	0.00%
TOTAL		413,946	472,019	358,603	631,396	740,201	674,083	464,083	(7,936)	-1.68%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
ASSESSING - 20300				
4090	CHIEF ASSESSOR (6 MONTHS)	0	45,304	45,933
	DEPUTY ASSESSOR	0	83,674	89,458
	ASSESSING CLERK	0	46,943	51,220
			-----	-----
			175,921	186,611

2024 BUDGET WORKSHEET

DEPT NAME - ASSESSING

DEPT # - 20300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	31,948	Part time Clerk-25 hrs/wk	Part time Clerk-25 hrs/wk
4200	Office Supplies	500	Paper, pens, pencils, envelopes	Paper, pens, pencils, envelopes
4237	Gas & Oil	317		Estimate 240 gals. @\$2.34 per gal.
4400	Contracted Services	125,492	Vision Appraisal Internet web site	Vision Appraisal Internet web site
			(Software maintenance included in IT budget)	(Software maintenance included in IT budget)
			Recording and copy fees for deeds	Recording and copy fees for deeds
			Utility Valuation Services	Utility Valuation Services
			Chief Assessor Services	Chief Assessor Services (9 months)
4405	Memberships & Publications	601	Northeast Regional Association of Assessing Officers (NRAAO)	Northeast Regional Association of Assessing Officers (NRAAO)
			Dues - Assessor & Deputy	Dues - Assessor & Deputy
			NH Association of Assessing Officers (NHAAO) Dues-Assessor, Deputy, Fin Dir	NH Association of Assessing Officers (NHAAO) Dues-Assessor, Deputy, Fin Dir
			MLS Access/Board Affiliate Member	Marshall & Swift (cost manual)
				MLS Access/Board Affiliate Member (GSSBR/NEREN)
4406	Printing & Binding	450	Forms	Forms
4408	Vehicle Expense	651	994 miles @.655 per mile	1,750 miles @.625 per mile
4453	Meetings & Training	1,790	NHMA Conference (CA + DA)	NHMA Conference (CA + DA)
			Northeast Regional Assoc. of Assessing Officials Conference	Northeast Regional Assoc. of Assessing Officials Conference

2024 BUDGET WORKSHEET

DEPT NAME - ASSESSING

DEPT # - 20300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Assessing Officials Conference	Assessing Officials Conference
			Additional Training/Courses 800	Additional Training/Courses 500
4458	Vehicle Maintenance	287	Repair & maintenance of car assigned to Assessing Department	Repair & maintenance of car assigned to Assessing Department

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN CLERK										
20400 - 4090	REGULAR PAY	158,504	163,028	130,149	169,224	171,127	171,127	171,127	8,099	4.97%
20400 - 4092	TEMPORARY PAY	1,936	-	-	-	-	-	-	-	0.00%
20400 - 4170	RETIREMENT	22,285	22,490	18,023	23,309	23,154	23,154	23,154	664	2.95%
20400 - 4171	DISABILITY INSURANCE	1,429	1,466	1,234	1,531	1,503	1,503	1,503	37	2.52%
20400 - 4172	WORKERS' COMPENSATION	270	457	408	628	564	564	564	107	23.41%
20400 - 4174	FICA-SOCIAL SECURITY	12,672	12,472	10,043	13,003	13,092	13,092	13,092	620	4.97%
20400 - 4176	HEALTH INSURANCE	31,629	33,350	15,469	19,262	29,867	29,867	29,867	(3,483)	-10.44%
20400 - 4177	UNEMPLOYMENT COMPENSATION	41	35	31	60	35	35	35	-	0.00%
20400 - 4178	LIFE INSURANCE	430	440	366	372	445	445	445	5	1.14%
20400 - 4179	DENTAL INSURANCE	1,339	1,444	954	1,240	1,146	1,146	1,146	(298)	-20.64%
20400 - 4200	OFFICE SUPPLIES	4,206	7,430	7,501	8,100	7,640	7,640	7,640	210	2.83%
20400 - 4211	DOG LICENSES	1,649	1,850	4,399	4,399	2,400	2,400	2,400	550	29.73%
20400 - 4406	PRINTING & BINDING	-	-	-	-	-	-	-	-	0.00%
20400 - 4453	MEETINGS & TRAINING	866	1,060	716	1,060	1,200	1,200	1,200	140	13.21%
20400 - 4459	EQUIPMENT MAINTENANCE	-	2,310	2,275	2,275	360	360	360	(1,950)	-84.42%
TOTAL		237,255	247,832	191,569	244,463	252,533	252,533	252,533	4,701	1.90%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
TOWN CLERK - 20400				
4090	TOWN CLERK	0	102,492	108,309
	DEPUTY TOWN CLERK	0	60,536	62,818
			-----	-----
			163,028	171,127

2024 BUDGET WORKSHEET

DEPT NAME - TOWN CLERK

DEPT # - 20400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4200	Office Supplies	7,640	General office supplies and copier charges for the Town Clerk's office.	General office supplies and copier charges for the Town Clerk's office.
			Vehicle Red Book	Vehicle Red Book
			EB2Gov-Dog lookup	EB2Gov-Dog lookup
4211	Dog Licenses	2,400	Dog license tags	Dog license tags
4453	Meetings and Training	1,200	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
				6-credit card Processing Devices

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
ELECTIONS										
20500 - 4092	TEMPORARY PAY	36,570	19,400	17,405	44,332	94,100	94,100	94,100	74,700	385.05%
20500 - 4172	WORKERS' COMPENSATION	63	54	49	141	311	311	311	257	475.93%
20500 - 4174	FICA-SOCIAL SECURITY	1,040	742	455	1,738	3,599	3,599	3,599	2,857	385.04%
20500 - 4177	UNEMPLOYMENT COMPENSATION	-	-	-	29	-	-	-	-	0.00%
20500 - 4210	OPERATING SUPPLIES	9,826	7,350	14,144	14,500	21,450	96,600	21,450	14,100	191.84%
20500 - 4408	VEHICLE EXPENSE	34	-	50	-	100	100	100	100	0.00%
20500 - 4459	EQUIPMENT MAINTENANCE	1,800	1,800	1,950	1,950	1,950	1,950	1,950	150	8.33%
20500 - 4468	VOTING MACHINE SET-UP	4,797	1,700	2,076	2,076	5,800	5,800	5,800	4,100	241.18%
TOTAL		54,130	31,046	36,150	64,766	127,310	202,460	127,310	96,264	310.07%

2024 BUDGET WORKSHEET

DEPT NAME - ELECTIONS

DEPT # - 20500

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	94,100	Poll Workers- 4 Elections 50,900 Poll Workers- 1 Town meeting 400 Supervisors (3) & Moderator* (1) 600 Supervisors' hours 40,000 Moderator* - 4 Elections 1,200 Secretary-meeting minutes 1,000	Poll Workers- 1 election 10,700 Poll Workers- 1 Town meeting 800 Supervisors (3) & Moderator* (1) - 1 meeting. 600 Supervisors' hours 6,000 Moderator* - 1 Elections 300 Secretary-meeting minutes 1,000
4210	Operating Supplies	21,450	March Ballots 5,100 Supplies (ender cards, markers, etc) 2,300 Voter Checklists – 4 Elections 3,300 Voting Booths-30 10,750	March Ballots 6,600 Supplies (ender cards, markers, etc) 500 Voter Checklists – 1 election 250
4408	Vehicle Expense	100	Mileage for delivering election results to Derry PD 100	Mileage for Supervisors and delivering election results -
4459	Equipment Maintenance	1,950	Maintenance for 6 machines @ \$325 per machine. 1,950	Maintenance for 6 machines @ \$300 per machine. 1,800
4468	Voting Machine Set-up	5,800	Programming of voting machines and election support for 4 elections. 5,800	Programming of voting machines and election support for one election. 1,700

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COLLECTIONS										
20550 - 4090	REGULAR PAY	95,060	124,537	88,185	146,882	148,403	148,403	148,403	23,866	19.16%
20550 - 4092	TEMPORARY PAY	45,102	69,123	34,805	60,380	72,826	72,826	72,826	3,703	5.36%
20550 - 4170	RETIREMENT	13,365	17,325	12,193	16,894	20,078	20,078	20,078	2,753	15.89%
20550 - 4171	DISABILITY INSURANCE	956	1,264	958	1,305	1,353	1,353	1,353	89	7.04%
20550 - 4172	WORKERS' COMPENSATION	304	552	535	812	730	730	730	178	32.25%
20550 - 4174	FICA-SOCIAL SECURITY	9,902	14,902	8,789	13,592	16,924	16,924	16,924	2,022	13.57%
20550 - 4176	HEALTH INSURANCE	70,897	94,819	68,499	84,289	79,013	79,013	79,013	(15,806)	-16.67%
20550 - 4177	UNEMPLOYMENT COMPENSATION	163	186	161	267	175	175	175	(11)	-5.91%
20550 - 4178	LIFE INSURANCE	221	296	223	233	358	358	358	62	20.95%
20550 - 4179	DENTAL INSURANCE	2,250	3,035	1,777	2,813	2,699	2,699	2,699	(336)	-11.06%
	TOTAL	238,219	326,038	216,125	327,466	342,559	342,559	342,559	16,521	5.07%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
COLLECTIONS - 20550				
4090	COLLECTIONS CLERK (3)	0	124,537	148,403
			-----	-----
			124,537	148,403

2024 BUDGET WORKSHEET

DEPT NAME - COLLECTIONS

DEPT # - 20550

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024		EXPLANATION 2023	
4092	Temporary Pay	72,826	Part-time clerk (23.5 hrs/wk.)	29,143	Part-time clerk (23.5 hrs/wk.)	29,080
			Part-time clerk (27.5 hrs/wk)	36,350	Part-time clerk (26.5 hrs/wk)	32,738
			Coverage for vacations, etc.	7,333	Coverage for vacations, etc.	7,305

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TAX COLLECTOR										
20600 - 4090	REGULAR PAY	84,723	103,867	68,890	91,976	104,266	104,266	104,266	399	0.38%
20600 - 4092	TEMPORARY PAY	30,848	31,465	25,796	31,554	32,841	32,841	32,841	1,376	4.37%
20600 - 4170	RETIREMENT	11,912	14,329	9,519	12,643	14,108	14,108	14,108	(221)	-1.54%
20600 - 4171	DISABILITY INSURANCE	752	847	665	826	847	847	847	-	0.00%
20600 - 4172	WORKERS' COMPENSATION	197	379	320	489	452	452	452	73	19.26%
20600 - 4174	FICA-SOCIAL SECURITY	8,551	10,353	6,963	9,264	10,488	10,488	10,488	135	1.30%
20600 - 4176	HEALTH INSURANCE	29,350	29,350	25,083	31,483	28,206	28,206	28,206	(1,144)	-3.90%
20600 - 4177	UNEMPLOYMENT COMPENSATION	35	35	32	61	35	35	35	-	0.00%
20600 - 4178	LIFE INSURANCE	291	259	242	231	294	294	294	35	13.51%
20600 - 4179	DENTAL INSURANCE	852	871	726	944	871	871	871	-	0.00%
20600 - 4200	OFFICE SUPPLIES	498	850	214	500	850	850	850	-	0.00%
20600 - 4403	TECHNICAL SERVICES	13,784	12,500	9,679	11,800	13,000	13,000	13,000	500	4.00%
20600 - 4406	PRINTING & BINDING	5,444	5,750	5,807	5,807	6,000	6,000	6,000	250	4.35%
20600 - 4408	VEHICLE EXPENSE	247	250	242	250	250	250	250	-	0.00%
20600 - 4453	MEETINGS & TRAINING	310	550	340	400	570	570	570	20	3.64%
20600 - 4587	RECORDING FEES	832	1,300	646	1,100	1,300	1,300	1,300	-	0.00%
20600 - 4600	OFFICE FURNITURE & EQUIP.	-	200	-	200	200	200	200	-	0.00%
TOTAL		188,626	213,155	155,167	199,528	214,578	214,578	214,578	1,423	0.67%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
TAX COLLECTOR - 20600				
4090	TAX COLLECTOR	0	103,867	104,266
			-----	-----
			103,867	104,266

2024 BUDGET WORKSHEET

DEPT NAME - TAX COLLECTOR

DEPT # - 20600

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	32,841	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)
			31,241	29,921
			1,600	1,544
4200	Office Supplies	850	General office supplies and fax toner cartridges.	General office supplies and fax toner cartridges.
4403	Technical Services	13,000	Lock box processing services for the property tax receipts	Lock box processing services for the property tax receipts
			2,700	2,500
			Post Office box rental	Post Office box rental
			1,300	1,300
			On-line billing / ACH chgs	On-line billing / ACH chgs
			9,000	8,700
			(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)
4406	Printing & Binding	6,000	Property tax billing	Property tax billing
			5,600	5,400
			Certified cards	Certified cards
			400	350
4408	Vehicle Expense	250	Meeting and training mileage.	Meeting and training mileage.
			250	250
			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	570	NH Tax Collectors Assoc. Conference per RSA 31:8 (Tax Collector)	NH Tax Collectors Assoc. Conference per RSA 31:8 (Tax Collector)
			450	430
			Dues per RSA 31:8	Dues per RSA 31:8
			20	20
			Workshops (Tax Collector)	Workshops (Tax Collector)
			100	100
4587	Recording Fees	1,300	This item is paid for by the property owners on tax lien.	This item is paid for by the property owners on tax
4600	Office Furniture & Equipment	200	Replacement of Office Furniture & Equipment as needed	Replacement of Office Furniture & Equipment as needed

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
DEBT SERVICES										
20700 - 4504	BRIDGE CONST-PRINCIPAL '13	111,000	111,000	111,000	110,000	-	-	-	(111,000)	-100.00%
20700 - 4505	BRIDGE CONST-PRINCIPAL '14	140,000	140,000	140,000	140,000	140,000	140,000	140,000	-	0.00%
20700 - 4506	DEPOT LAND-PRINCIPAL '19	285,000	285,000	285,000	285,000	285,000	285,000	285,000	-	0.00%
20700 - 4507	DRINKING WATER-PRINCIPAL '19	40,000	40,000	40,000	40,000	40,000	40,000	40,000	-	0.00%
20700 - 4509	RTE 28 BRIDGE RPLCMNT-PRIN	66,019	66,020	66,019	66,019	66,020	66,020	66,020	-	0.00%
20700 - 4518	BRIDGE CONST-INTEREST '13	6,660	3,330	3,330	3,330	-	-	-	(3,330)	-100.00%
20700 - 4519	BRIDGE CONST-INTEREST '14	12,600	8,400	8,400	84,000	4,200	4,200	4,200	(4,200)	-50.00%
20700 - 4520	DEPOT LAND-INTEREST '19	94,675	80,425	80,425	80,425	66,175	66,175	66,175	(14,250)	-17.72%
20700 - 4521	DRINKING WATER-INTEREST '19	5,000	3,000	2,000	3,000	1,000	1,000	1,000	(2,000)	-66.67%
20700 - 4568	RTE 28 BRIDGE RPLCMNT-INT	25,087	23,767	23,767	23,767	22,447	22,447	22,447	(1,320)	-5.55%
20700 - 4571	INTEREST-TANS	-	1	-	-	1	1	1	-	0.00%
20700 - 4572	BOND AND NOTE FEES	5,259	250	3,445	248	50,250	50,250	50,250	50,000	20000.00%
20700 - 4573	BOND ANTICIPATION NOTE INTERE	-	46,886	46,886	46,886	35,295	35,295	35,295	(11,591)	-24.72%
20700 - 4574	BAN PAYOFF	-	1,339,600	-	-	-	-	-	(1,339,600)	-100.00%
TOTAL		791,301	2,147,679	810,272	882,675	710,388	710,388	710,388	(1,437,291)	-66.92%

2024 BUDGET WORKSHEET

DEPT NAME - DEBT SERVICE

DEPT # - 20700

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4504	Bridge & Const – '13 – Principal Bluff St & Providence Hill	-	Bond Issue 2013 Final Payment 2023	Bond Issue 2013 Final Payment 2023
4505	Bridge & Const – '14 – Principal Shannon Road	140,000 *	Bond Issue 2014 Final Payment 2024	Bond Issue 2014 Final Payment 2024
4506	Depot Land Acquisition – '19 – Principal	285,000 **	Bond Issue 2019 Final Payment 2029	Bond Issue 2019 Final Payment 2029
4507	Drinking Water Capacity Rights – '19 – Principal	40,000	Bond Issue 2019 Final Payment 2024	Bond Issue 2019 Final Payment 2024
4509	Rte 28 Bridge Replacement - Principal (estimate)	66,020	SRF Loan Issue 2021 Final Payment 2040	SRF Loan Issue 2021 Final Payment 2040
4518	Bridge & Const '13 – Interest	-	2023 Interest	2023 Interest
4519	Bridge & Const '14 – Interest	4,200	2023 Interest	2023 Interest
4520	Depot Land Acquisition – '19 – Interest	66,175 **	2023 Interest	2023 Interest
4521	Drinking Water Capacity Rights – '19 – Principal	1,000	2023 Interest	2023 Interest

2024 BUDGET WORKSHEET

DEPT NAME - DEBT SERVICE

DEPT # - 20700

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4568	Rte 28 Bridge Replacement - Interest	22,447	2023 Interest	2023 Interest
4571	TANS – Interest	1	2023 Interest Estimate	2023 Interest Estimate
4572	Bond and Note Fees	50,250	Annual Bond Disclosure	Annual Bond Disclosure
			250	250
4573	Former WWTP Remediation BAN Interest	35,295	2023 Interest for BAN	2023 Interest for BAN

* Principal offset of 8,678 via amortized bond premiums (GF 1-3616)

** Principal and interest offset with Depot Trust Fund and Zone 2 Traffic Ifs (GF 1-3670)

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
INSURANCE										
20800 - 4095	TEMPORARY ALTERNATE DUTY	58,758	15,000	-	25,000	30,000	30,000	30,000	15,000	100.00%
20800 - 4470	GENERAL LIABILITY	198,562	211,972	212,613	218,423	223,885	223,885	223,885	11,913	5.62%
20800 - 4472	POLICE LIABILITY	97,703	104,637	104,861	107,637	110,328	110,328	110,328	5,691	5.44%
20800 - 4474	BONDS	100	100	100	100	100	100	100	-	0.00%
20800 - 4475	FLEET INSURANCE	57,957	62,476	62,580	64,209	65,815	65,815	65,815	3,339	5.34%
20800 - 4491	PROPERTY INSURANCE	74,121	79,742	79,907	82,018	84,068	84,068	84,068	4,326	5.42%
20800 - 4493	INSURANCE DEDUCTIBLES	3,171	9,000	31,979	9,000	9,000	9,000	9,000	-	0.00%
TOTAL		490,372	482,927	492,040	506,387	523,196	523,196	523,196	40,269	8.34%

2024 BUDGET WORKSHEET

DEPT NAME - INSURANCE

DEPT # - 20800

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4095	Temporary Alternate Duty	30,000	Temporary Alternate Duty pay	Temporary Alternate Duty pay
4470	General Liability	223,885	Liability Coverage Premium allocation based on expenditures.	Liability Coverage Premium allocation based on expenditures.
4472	Police Liability	110,328	Liability coverage for Law Enforcement.	Liability coverage for Law Enforcement.
4474	Bonds	-	Highway bond.	Highway bond.
4475	Fleet Insurance	65,815	Coverage for Town-owned vehicles.	Coverage for Town-owned vehicles.
4491	Property Insurance	84,068	Coverage for Town-owned buildings and contents.	Coverage for Town-owned buildings and contents.
4493	Insurance Retention/ Deductibles	9,000	Deductible coverage up to \$1,000 per claim on property. 2023 Liability & Insurance estimates assume 5% increase over 2022/23 rates	Deductible coverage up to \$1,000 per claim on property. 2023 Liability & Insurance estimates assume 5% increase over 2022/23 rates

2024 BUDGET

DEPT.	2022 EXPENDED	2023 BUDGET	EXPENDED (AS OF 10/17/23)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY DEVELOPMENT SUMMARY									
COMMUNITY DEVELOPMENT	273,310	344,027	166,763	227,683	353,101	353,101	268,860	(75,167)	-21.85%
PLANNING	381,466	439,797	211,045	430,661	348,880	298,880	298,880	(140,917)	-32.04%
<hr/>									
TOTAL - COMMUNITY DEVELOPMENT	654,776	783,824	377,808	658,345	701,981	651,981	567,740	(216,084)	-27.57%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY DEVELOPMENT										
30000 - 4090	REGULAR PAY	166,874	189,181	111,978	152,208	225,938	225,938	181,352	(7,829)	-4.14%
30000 - 4170	RETIREMENT	23,912	35,283	15,460	20,902	30,568	30,568	24,536	(10,747)	-30.46%
30000 - 4171	DISABILITY INSURANCE	1,493	2,162	988	1,289	2,019	2,019	1,555	(607)	-28.08%
30000 - 4172	WORKERS' COMPENSATION	325	616	413	640	745	745	598	(18)	-2.92%
30000 - 4174	FICA-SOCIAL SECURITY	11,943	19,565	8,184	11,405	17,285	17,285	13,874	(5,691)	-29.09%
30000 - 4176	HEALTH INSURANCE	65,414	91,499	28,314	37,077	70,754	70,754	42,226	(49,273)	-53.85%
30000 - 4177	UNEMPLOYMENT COMPENSATION	72	95	62	112	105	105	105	10	10.53%
30000 - 4178	LIFE INSURANCE	419	660	279	282	547	547	415	(245)	-37.12%
30000 - 4179	DENTAL INSURANCE	1,704	2,356	750	1,159	2,385	2,385	1,444	(912)	-38.70%
30000 - 4200	OFFICE SUPPLIES	530	1,400	335	1,400	1,400	1,400	1,400	-	0.00%
30000 - 4405	MEMBERSHIPS & PUBLICATIONS	260	355	-	355	280	280	280	(75)	-21.13%
30000 - 4453	MEETINGS & TRAINING	364	855	-	855	1,075	1,075	1,075	220	25.73%
TOTAL		273,310	344,027	166,763	227,683	353,101	353,101	268,860	(75,167)	-21.85%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
COMMUNITY DEVELOPMENT - 30000				
	GIS MANAGER/PLANNING COORD	0	105,507	108,545
	COMMUNITY DEVELOPMENT PROGRAM MANAGER	0	83,674	72,807
			-----	-----
			189,181	181,352

2024 BUDGET WORKSHEET

DEPT NAME - COMMUNITY DEVELOPMENT

DEPT # - 30000

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024		EXPLANATION 2023	
4200	Office Supplies	1,400	Paper, pens, envelopes, file folders, hanging files, staplers, markers, business cards, picture hangers.	400	Paper, pens, envelopes, file folders, hanging files, staplers, markers, business cards, picture hangers.	400
			Plotter paper/vellum/supplies (GIS)	1,000	Plotter paper/vellum/supplies (GIS)	1,000
4405	Memberships & Publications	280	ICMA (Urban & Regional Information Systems Association)	200	URISA Membership (Urban & Regional Information Systems Association)	195
			NNECAPA Membership (Northern New England Chapter of American Planning Association)	80	NNECAPA Membership (2) (Northern New England Chapter of American Planning Association)	160
4453	Meetings & Training	1,075	Additional training as needed for CD Staff	275	Plan NH Training Sessions Additional training as needed for CD Staff	180 275
			VueWorks Training	800	VueWorks Training	400

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
PLANNING										
30200 - 4090	REGULAR PAY	228,066	151,428	114,227	147,793	154,731	154,731	154,731	3,303	2.18%
30200 - 4092	TEMPORARY PAY	-	29,597	-	-	36,194	36,194	36,194	6,597	22.29%
30200 - 4170	RETIREMENT	32,066	20,890	15,823	22,803	20,936	20,936	20,936	46	0.22%
30200 - 4171	DISABILITY INSURANCE	2,107	1,406	1,136	1,414	1,421	1,421	1,421	15	1.07%
30200 - 4172	WORKERS' COMPENSATION	400	507	459	695	629	629	629	122	24.06%
30200 - 4174	FICA-SOCIAL SECURITY	16,484	13,848	8,211	12,338	14,606	14,606	14,606	758	5.47%
30200 - 4176	HEALTH INSURANCE	97,030	67,680	57,650	89,985	64,993	64,993	64,993	(2,687)	-3.97%
30200 - 4177	UNEMPLOYMENT COMPENSATION	140	105	61	148	105	105	105	-	0.00%
30200 - 4178	LIFE INSURANCE	592	401	376	362	422	422	422	21	5.24%
30200 - 4179	DENTAL INSURANCE	2,556	1,742	1,772	2,930	2,126	2,126	2,126	384	22.04%
30200 - 4200	OFFICE SUPPLIES	449	300	34	300	300	300	300	-	0.00%
30200 - 4237	GAS & OIL	154	208	59	208	222	222	222	14	6.73%
30200 - 4400	CONTRACTED SERVICES	-	150,000	11,000	150,000	50,000	-	-	(150,000)	-100.00%
30200 - 4405	MEMBERSHIPS & PUBLICATIONS	-	665	99	665	1,175	1,175	1,175	510	76.69%
30200 - 4406	PRINTING & BINDING	-	420	85	420	420	420	420	-	0.00%
30200 - 4453	MEETINGS & TRAINING	460	400	-	400	400	400	400	-	0.00%
30200 - 4458	VEHICLE MAINTENANCE	962	200	53	200	200	200	200	-	0.00%
TOTAL		381,466	439,797	211,045	430,661	348,880	298,880	298,880	(140,917)	-32.04%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
PLANNING - 30200				
4090	PLANNING AND ZONING DIRECTOR	0	85,187	87,107
	ADMIN. ASSISTANT	0	66,241	67,624
			-----	-----
			151,428	154,731

2024 BUDGET WORKSHEET

DEPT NAME - PLANNING

DEPT # - 30200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	36,194	Code Compliance Officer 24 hours/week	Code Compliance Officer (9 months) 24 hours/week
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	222	1 vehicle	1 vehicle: 90 gals @ 2.34
4405	Memberships & Publications	1,175	Memberships: American Planning Assoc. New Hampshire Planners Assoc. (1) AICP Certification	Memberships: American Planning Assoc. New Hampshire Planners Assoc. (1)
4406	Printing & Binding	420	Zoning Ordinance (Sold to public for \$10 per copy) Business Cards	Zoning Ordinance (Sold to public for \$10 per copy) Business Cards
4453	Meetings & Training	400	NH Planners Association Annual Meeting (two day seminar)	NH Planners Association Annual Meeting (two day seminar)
4458	Vehicle Maintenance	200	Repairs to Town vehicle #C-91 Vehicle is also used by Inspections, CD, & GIS.	Repairs to Town vehicle #C-91 Vehicle is also used by Inspections, CD, & GIS.

2024 BUDGET

DEPT.	2022 EXPENDED	2023 BUDGET	EXPENDED (AS OF 10/17/23)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>POLICE DEPARTMENT SUMMARY</i>									
ADMINISTRATION	668,033	698,690	662,245	738,429	771,598	763,598	763,598	64,908	9.29%
SUPPORT SERVICES	2,648,502	2,843,476	2,154,933	2,730,700	2,963,155	2,957,430	2,957,430	113,954	4.01%
PATROL	6,586,326	6,807,715	5,287,201	6,206,258	6,766,156	6,766,156	6,766,156	(41,559)	-0.61%
SPECIAL SERVICES	949,392	1,232,706	844,509	1,082,291	1,250,233	1,250,233	1,250,233	17,527	1.42%
INVESTIGATIVE SERVICES	1,659,931	2,407,294	1,407,647	1,409,926	2,499,353	2,499,353	2,499,353	92,059	3.82%
ANIMAL CONTROL	29,473	10,752	57,198	95,756	11,511	11,511	11,511	759	7.06%
STATION	143,683	142,219	111,884	151,386	147,426	137,426	137,426	(4,793)	-3.37%
TOTAL - POLICE DEPARTMENT	12,685,340	14,142,852	10,525,617	12,414,746	14,409,432	14,385,707	14,385,707	242,855	1.72%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
POLICE-ADMINISTRATION										
40100 - 4090	REGULAR PAY	317,781	334,601	266,324	345,999	357,526	357,526	357,526	22,925	6.85%
40100 - 4110	HOLIDAY PAY	3,744	5,254	2,692	4,172	5,398	5,398	5,398	144	2.74%
40100 - 4170	RETIREMENT	98,088	100,209	79,441	90,305	101,860	101,860	101,860	1,651	1.65%
40100 - 4171	DISABILITY INSURANCE	2,422	2,442	2,064	2,568	2,509	2,509	2,509	67	2.74%
40100 - 4172	WORKERS' COMPENSATION	6,521	8,333	7,484	11,476	10,352	10,352	10,352	2,019	24.23%
40100 - 4174	FICA-SOCIAL SECURITY	9,548	8,399	6,998	8,928	9,336	9,336	9,336	937	11.16%
40100 - 4176	HEALTH INSURANCE	80,352	80,660	79,913	97,818	77,574	77,574	77,574	(3,086)	-3.83%
40100 - 4177	UNEMPLOYMENT COMPENSATION	116	105	78	168	105	105	105	-	0.00%
40100 - 4178	LIFE INSURANCE	719	722	610	676	746	746	746	24	3.32%
40100 - 4179	DENTAL INSURANCE	3,374	3,765	3,137	4,077	3,765	3,765	3,765	-	0.00%
40100 - 4182	CLOTHING ALLOWANCE	94,897	104,500	102,559	105,000	108,150	100,150	100,150	(4,350)	-4.16%
40100 - 4208	EQUIPMENT REPAIR	15	100	380	500	250	250	250	150	150.00%
40100 - 4400	CONTRACTED SERVICES	31,416	33,515	91,435	50,000	71,353	71,353	71,353	37,838	112.90%
40100 - 4406	PRINTING & BINDING	6,029	3,250	4,599	3,250	3,380	3,380	3,380	130	4.00%
40100 - 4409	TEST SERVICES	6,100	4,500	4,168	4,500	4,400	4,400	4,400	(100)	-2.22%
40100 - 4410	ADVERTISING	1,929	1,500	2,186	1,500	1,500	1,500	1,500	-	0.00%
40100 - 4424	DATA PROCESSING	585	585	792	792	794	794	794	209	35.73%
40100 - 4440	EQUIPMENT RENTAL	1,448	1,300	1,071	1,750	2,000	2,000	2,000	700	53.85%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
40100 - 4453	MEETINGS & TRAINING	18	450	478	450	600	600	600	150	33.33%
40100 - 4600	OFFICE FURNITURE & EQUIP.	2,930	4,500	5,836	4,500	10,000	10,000	10,000	5,500	122.22%
	SUBTOTAL	668,033	698,690	662,245	738,429	771,598	763,598	763,598	64,908	9.29%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
POLICE ADMINISTRATION - 40100				
4090	CHIEF OF POLICE	0	151,340	154,956
	DEPUTY CHIEF	0	127,280	136,876
	ADMIN. ASST.	0	55,981	65,694
			-----	-----
			334,601	357,526

2024 BUDGET WORKSHEET

DEPT NAME - POLICE - ADMINISTRATION

DEPT # - 40100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4110	Holiday Pay	5,398	Payment for holiday hours worked.	Payment for holiday hours worked.
4182	Clothing Allowance	100,150	52 full-time officers @ 1,200, 3 @ fraction (current) 8 full time SPAA, Chief@ 950 6 dispatchers 800, 2 prorated Replacement/repair to uniforms, badge and patch order Crossing Guards Initial issue uniform (3) Animal Control Officer	63,900 52 full-time officers @ 1,200, 9 @ fraction (current) 8 full time SPAA @ 950 1 dispatchers @ 800; 1 prorated Replacement/repair to uniforms, badge and patch order Crossing Guards Initial issue uniform (4) Animal Control Officer partial year
4208	Equipment Repairs	250	Miscellaneous repairs and purchase of small equipment.	Miscellaneous repairs and purchase of small equipment.
4400	Contracted Services	71,353	Public Relations - press releases, blog update, media relations. Annual CALEA Continuation fee Body worn camera program. Grant from NH Department of Safety (\$16,716 remaining of \$50,000). 3rd payment of 5 year installment. Wellness services for staff	6,900 Public Relations - press releases, blog update, media relations. CALEA Consulting Annual CALEA Continuation fee Body worn camera program. Grant from NH Department of Safety (50,000). 2nd payment of 5 year installment.

2024 BUDGET WORKSHEET

DEPT NAME - POLICE - ADMINISTRATION

DEPT # - 40100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4406	Printing & Binding	3,380	Provides for the printing of all forms, reports, letterhead, business cards, envelopes & forms utilized by the department. Detail & OT forms.	Provides for the printing of all forms, reports, letterhead, business cards, envelopes & forms utilized by the department. Detail & OT forms.
4409	Test Services	4,400	Cost associated with anticipated hiring processes to include polygraph (10@300) and psychological (10@150). Have to account for failures.	Cost associated with anticipated hiring processes to include polygraph (10@300) and psychological (10@150). Have to account for failures.
4410	Advertising	1,500	Recruitment advertising. Membership to recruitment and media platforms. Costs for college job fairs.	Recruitment advertising. Membership to recruitment and media platforms. Costs for college job fairs.
4424	Data Processing	794	Annual fee for three (3) SPOTS licenses.	Annual fee for three (3) SPOTS licenses.
4440	Equipment Rental	2,000	Postage Meter 1,000 Document disposal container 1,000	Postage Meter 400 Document disposal container 900
4453	Meetings & Training	600	Provide supplies while hosting meetings, e.g. Southern NH SOU, Rockingham County Chiefs Association, monthly and quarterly staff meetings.	Provide supplies while hosting meetings, e.g. Southern NH SOU, Rockingham County Chiefs Association, monthly and quarterly staff meetings.
4600	Office furniture	10,000	Purchase replacement Konica Minolta BizHub for officer report room and Investigation Division.	Replacement and purchase of office furniture as needed to fill positions and create new work stations

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>POLICE-SUPPORT SERVICES</i>										
40110 - 4090	REGULAR PAY	998,993	1,072,787	840,440	1,121,740	1,185,955	1,185,955	1,185,955	113,168	10.55%
40110 - 4092	TEMPORARY PAY	81,152	102,060	67,919	99,898	116,960	116,960	116,960	14,900	14.60%
40110 - 4093	REPLACEMENT PAY	97,700	110,000	118,575	96,772	114,400	114,400	114,400	4,400	4.00%
40110 - 4094	SHIFT DIFFERENTIAL	16,925	17,500	12,574	(50,970)	17,500	17,500	17,500	-	0.00%
40110 - 4098	OVERTIME PAY	38,760	40,000	38,197	35,556	41,600	41,600	41,600	1,600	4.00%
40110 - 4101	TRAINING	156,017	185,815	135,440	178,590	193,250	193,250	193,250	7,435	4.00%
40110 - 4110	HOLIDAY PAY	13,936	15,110	8,181	(96,067)	15,715	15,715	15,715	605	4.00%
40110 - 4113	COURT TIME	22,074	27,000	14,642	18,460	27,000	27,000	27,000	-	0.00%
40110 - 4170	RETIREMENT	260,322	270,047	223,023	240,760	243,944	243,944	243,944	(26,103)	-9.67%
40110 - 4171	DISABILITY INSURANCE	9,524	10,240	8,470	10,911	11,207	11,207	11,207	967	9.44%
40110 - 4172	WORKERS' COMPENSATION	15,711	17,454	14,418	21,058	17,792	17,792	17,792	338	1.94%
40110 - 4174	FICA-SOCIAL SECURITY	82,509	112,812	72,065	99,758	130,998	130,998	130,998	18,186	16.12%
40110 - 4176	HEALTH INSURANCE	375,802	454,124	312,660	520,206	398,343	398,343	398,343	(55,781)	-12.28%
40110 - 4177	UNEMPLOYMENT COMPENSATION	847	940	724	1,018	925	925	925	(16)	-1.66%
40110 - 4178	LIFE INSURANCE	2,521	2,718	2,263	2,800	2,848	2,848	2,848	130	4.78%
40110 - 4179	DENTAL INSURANCE	13,195	15,230	11,175	17,454	14,474	14,474	14,474	(756)	-4.96%
40110 - 4200	OFFICE SUPPLIES	17,818	9,000	4,975	9,000	9,200	9,200	9,200	200	2.22%
40110 - 4213	K-9 SUPPLIES	5,592	7,250	4,686	7,250	9,000	9,000	9,000	1,750	24.14%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
40110 - 4216	PRISONERS SUPPLIES	832	1,500	302	1,500	1,500	1,500	1,500	-	0.00%
40110 - 4219	INTOXILYZER SUPPLIES	126	400	125	400	415	415	415	15	3.75%
40110 - 4221	AMMUNITION	74,333	60,000	32,220	60,000	60,000	60,000	60,000	-	0.00%
40110 - 4235	SMALL TOOLS & EQUIP.	497	900	1,061	900	900	900	900	-	0.00%
40110 - 4237	GAS & OIL	94,283	127,130	69,916	127,130	134,144	134,144	134,144	7,014	5.52%
40110 - 4405	MEMBERSHIPS & PUBLICATIONS	11,242	10,246	10,204	10,246	10,551	10,551	10,551	305	2.98%
40110 - 4412	TRAINING EXPENSE	71,478	65,000	54,610	68,000	80,000	75,000	75,000	10,000	15.38%
40110 - 4421	CAR WASH	4,261	7,500	1,658	7,500	7,725	7,000	7,000	(500)	-6.67%
40110 - 4456	RADIO MAINTENANCE	45,161	8,534	22,969	20,649	6,400	6,400	6,400	(2,134)	-25.01%
40110 - 4458	VEHICLE MAINTENANCE	118,565	82,000	70,976	90,000	90,000	90,000	90,000	8,000	9.76%
40110 - 4601	POLICE EQUIPMENT	12,059	5,350	463	5,350	15,581	15,581	15,581	10,231	191.23%
40110 - 4606	EMERGENCY EQUIPMENT	6,267	4,829	-	4,829	4,829	4,829	4,829	-	0.00%
	SUBTOTAL	2,648,502	2,843,476	2,154,933	2,730,700	2,963,155	2,957,430	2,957,430	113,954	4.01%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
POLICE SUPPORT SERVICES - 40110				
4090	CAPTAIN	0	123,576	131,199
	PROSECUTOR (2)	0	191,819	200,263
	DISPATCHER SUPERVISOR	0	74,770	78,068
	DISPATCHERS (8)	0	407,193	418,194
	SUPPORT SERVICES SUPERVISOR	0	75,696	77,276
	SUPPORT SERVICES CLERKS (4) (ONE AT NINE MONTHS)	1	177,409	228,028
	VICTIM WITNESS ADVOCATE	0	22,325	52,927
			-----	-----
			1,072,788	1,185,955

2024 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	116,960	Crossing Guards 86,400 \$20.00/hr x 180 days x 8 guards x 3hrs/day/guard 1 four hour training session (new hire*3) 320 PT dispatchers/Cost to fill FT shifts 10,000 Special Officer Training 40 hrs per 20,240 officer. Special Officers must be trained at the same level as FT officers. Part time officers assigned to Wellness team.	Crossing Guards 77,760 \$18.00/hr x 180 days x 8 guards x 3hrs/day/guard 1 four hour training session (new hire*3) 300 PT dispatchers/Cost to fill FT shifts 10,000 Special Officer Training 40 hrs per 14,000 officer. Special Officers must be trained at the same level as FT officers. PT custodian (moved to Special Services unit) -
4093	Replacement Pay	114,400	Required replacement of dispatch personnel. (Vacation, personal, sick days, training, etc.) Workloads & responsibilities require full staffing at all times.	Required replacement of dispatch personnel. (Vacation, personal, sick days, training, etc.) Workloads & responsibilities require full staffing at all times.
4094	Shift Differential	17,500	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	41,600	Need for call backs, holdovers, training requirements, & fifteen minutes reporting time contractual for 9 dispatchers.	Need for call backs, holdovers, training requirements, & fifteen minutes reporting time contractual for 9 dispatchers.

2024 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4101	Training	193,250	Time to attend mandatory training required by State Law, various certifications, K-9 training and certification. NH Police Standards and Training Council along with Governor's Law Enforcement Accountabiliy, Community, and Transparency (LEACT) require additional hours of training for all sworn officers. Self-defense, driving, and In-Service training of officers. Most assignments require training to stay current in the particular area of expertise. Night Qualification. Supervisory and leadership training for recently promoted supervisors. In-service training weeks for officers. In-house training services for new hires	Time to attend mandatory training required by State Law, various certifications, K-9 training and certification. NH Police Standards and Training Council along with Governor's Law Enforcement Accountabiliy, Community, and Transparency (LEACT) require additional hours of training for all sworn officers. Self-defense, driving, and In-Service training of officers. Most assignments require training to stay current in the particular area of expertise. Night Qualification. Supervisory and leadership training for recently promoted supervisors. In-service training weeks for officers. Basic Rifle Course for new officers.
4110	Holiday Pay	15,715	Contractual payment for holidays worked.	Contractual payment for holidays worked.
4113	Court Time	27,000	Costs associated with officer appearance in court and hearings in district and superior courts. Administrative Motor Vehicle Hearings for DWI cases, as well as Family Court cases. Change in Felony First law will leave more cases in District Court.	Costs associated with officer appearance in court and hearings in district and superior courts. Administrative Motor Vehicle Hearings for DWI cases, as well as Family Court cases.
4200	Office Supplies	9,200	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.

2024 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4213	K-9	9,000	Provide for feeding and care of K-9, various equipment replacement (bite arms, leashes, harnesses), personal kennel, and medical bills for K-9. 4 dogs 9,000	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 7,250
4216	Prisoner Supplies	1,500	Purchase of various disposable items associate with the temporary detention of prisoners to include: blankets, gloves, masks, etc. Purchase of decontamination supplies. Purchase of gloves and masks	Purchase of various disposable items associate with the temporary detention of prisoners to include: blankets, gloves, masks, etc. Purchase of decontamination supplies. Purchase of gloves and masks
4219	Intoxilyzer Supplies	415	Replacement of time dated supplies. Portable Breath Tester (PBT) device supplies.	Replacement of time dated supplies. Portable Breath Tester (PBT) device supplies.
4221	Ammunition	60,000	Ammunition & related equipment to certify personnel. Ammo, targets, eye/ear protection, cleaning supplies, holsters, batteries and targets. Parts to repair/maintain Dept. firearms. Qualifications/training to include Rifle and Pistol. Medical supplies (quick clot, tourniquets and associated materials)	Ammunition & related equipment to certify personnel. Ammo, targets, eye/ear protection, cleaning supplies, holsters, batteries and targets. Parts to repair/maintain Dept. firearms. Replacement and maintenance of outdated simunition equipment. Qualifications/training to include Rifle and Pistol. Replace 20 Colt M4 patrol rifles with Sig Sauer M400 patrol rifle and associated equipment. Medical supplies (quick clot, tourniquets and associated materials)
4235	Small Tools & Equipment	900	Batteries, bulbs, minor tools and equipment.	Batteries, bulbs, minor tools and equipment.

2024 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4237	Gas & Oil	134,144	Acct includes gas, oil & various vehicle fluids. Gas 128,644 Motor oil, various vehicle fluids 5,500	Acct includes gas, oil & various vehicle fluids. Gas (based on 3 yr wgt'd avg and 75% increase for 6 months) 121,630 Motor oil, various vehicle fluids 5,500
4405	Memberships & Publications	10,551	Dues & Publications 10,551	Dues & Publications 10,246
4412	Training Expenses	75,000	Department Training Costs (Course costs, per diem, mileage and materials) Cost for various law enforcement seminars & schools. Costs to provide in-house trainers & instructors assisting Police Standards and Training Council. PERF Senior Management Institute for Police, FBI LEEDA for supervisors.	Department Training Costs (Course costs, per diem, mileage and materials) Cost for various law enforcement seminars & schools. Costs to provide in-house trainers & instructors assisting Police Standards and Training Council. PERF Senior Management Institute for Police, FBI LEEDA for supervisors.
4421	Car Wash	7,000	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. 24 Deep clean of older cruisers/ K9 vehicles	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. 24 Deep clean of older cruisers/ K9 vehicles

2024 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024		EXPLANATION 2023	
4456	Radio Maintenance	6,400	Refurbish portable radios (6 @ 500)	3,000	Radio batteries (replacement 121.00 x 50 - for 10 year old portables). Additional radios to replace 13 radios (20 years old -defective) issued to each school in town. Proposal to SAU to match half for 9 radios assigned to public schools.	5,134
			Matching 25% for radar grant 75% paid by state	3,400	Matching 25% for radar grant 75% paid by state	3,400
4458	Vehicle Maintenance	90,000	Repair and maintenance of Department fleet	71,151	Repair and maintenance of Department fleet	63,700
			Tires + rims + sensors	18,849	Tires + rims + sensors	18,300
4601	Police Equipment	15,581	Trunk equip replacements	3,500	Trunk equip replacements	3,500
			Equipment needed to maintain body worn camera and in-car video systems program	1,350	Equipment needed to maintain body worn camera and in-car video systems program	1,350
			Purchase of two Body Worn Cameras and associated equipment, carriers, batteries, remote watches.	10,731	Batteries for BWC bluetooth remote	500
4606	Emergency Equipment	4,829	Soft Body Armor-11 vests (net cost) 9,658 with matching BVP grant 4,829 (5 year life-span)	4,829	Soft Body Armor-11 vests (net cost) 9,658 with matching BVP grant 4,829 (5 year life-span)	4,829

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
POLICE-PATROL										
40120 - 4090	REGULAR PAY	2,821,084	3,004,561	2,225,980	3,080,407	3,043,825	3,043,825	3,043,825	39,264	1.31%
40120 - 4093	REPLACEMENT PAY	816,874	725,000	722,620	748,770	754,000	754,000	754,000	29,000	4.00%
40120 - 4094	SHIFT DIFFERENTIAL	64,789	71,000	50,881	58,762	71,000	71,000	71,000	-	0.00%
40120 - 4098	OVERTIME PAY	295,973	257,000	204,361	(282,132)	267,280	267,280	267,280	10,280	4.00%
40120 - 4110	HOLIDAY PAY	21,633	26,924	11,286	13,176	28,000	28,000	28,000	1,076	4.00%
40120 - 4170	RETIREMENT	1,374,375	1,330,719	1,051,629	1,176,318	1,302,523	1,302,523	1,302,523	(28,196)	-2.12%
40120 - 4171	DISABILITY INSURANCE	27,289	28,545	22,592	29,347	28,219	28,219	28,219	(326)	-1.14%
40120 - 4172	WORKERS' COMPENSATION	73,138	117,631	94,682	143,590	141,999	141,999	141,999	24,368	20.72%
40120 - 4174	FICA-SOCIAL SECURITY	58,164	59,230	46,248	52,172	60,381	60,381	60,381	1,151	1.94%
40120 - 4176	HEALTH INSURANCE	991,855	1,143,950	822,863	1,139,257	1,025,349	1,025,349	1,025,349	(118,601)	-10.37%
40120 - 4177	UNEMPLOYMENT COMPENSATION	1,604	1,505	1,190	1,624	1,470	1,470	1,470	(35)	-2.33%
40120 - 4178	LIFE INSURANCE	7,246	7,309	6,017	6,238	7,448	7,448	7,448	139	1.90%
40120 - 4179	DENTAL INSURANCE	32,303	34,341	26,852	38,732	34,662	34,662	34,662	321	0.93%
	SUBTOTAL	6,586,326	6,807,715	5,287,201	6,206,258	6,766,156	6,766,156	6,766,156	(41,559)	-0.61%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
POLICE PATROL - 40120				
4090	CAPTAIN	0	125,391	133,288
	LIEUTENANTS (3)	0	290,180	311,534
	SERGEANTS (6)	0	514,039	542,487
	PATROL OFFICERS (32)	0	2,074,953	2,056,516
			-----	-----
			3,004,561	3,043,825

2024 BUDGET WORKSHEET

DEPT NAME - POLICE - PATROL

DEPT # - 40120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4093	Replacement Pay	754,000	Replacement of patrol personnel for sick/injured, holidays, vacation.	Replacement of patrol personnel for sick/injured, holidays, vacation.
4094	Shift Differential	71,000	Contractual (Patrol officers)	Contractual (Patrol officers)
4098	Overtime pay	267,280	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.	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.
4110	Holiday Pay	28,000	Contractual payment for holidays worked.	Contractual payment for holidays worked.

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>POLICE-SPECIAL SERVICES</i>										
40125 - 4090	REGULAR PAY	526,948	652,110	439,347	666,091	658,993	658,993	658,993	6,883	1.06%
40125 - 4092	TEMPORARY PAY	-	20,202	936	-	19,167	19,167	19,167	(1,035)	-5.12%
40125 - 4094	SHIFT DIFFERENTIAL	3,167	2,600	1,920	(19,394)	2,600	2,600	2,600	-	0.00%
40125 - 4097	INCENTIVE PAY	-	1,800	-	(1,326)	-	-	-	(1,800)	-100.00%
40125 - 4098	OVERTIME PAY	37,411	35,000	44,304	(35,575)	36,400	36,400	36,400	1,400	4.00%
40125 - 4110	HOLIDAY PAY	1,462	3,600	3,853	3,380	5,000	5,000	5,000	1,400	38.89%
40125 - 4170	RETIREMENT	192,429	219,481	158,256	200,782	211,968	211,968	211,968	(7,513)	-3.42%
40125 - 4171	DISABILITY INSURANCE	5,073	6,074	4,546	6,418	6,031	6,031	6,031	(43)	-0.71%
40125 - 4172	WORKERS' COMPENSATION	12,708	20,571	18,623	26,259	22,660	22,660	22,660	2,089	10.16%
40125 - 4174	FICA-SOCIAL SECURITY	8,172	14,357	7,472	8,783	14,429	14,429	14,429	72	0.50%
40125 - 4176	HEALTH INSURANCE	148,070	240,414	156,536	210,437	255,744	255,744	255,744	15,330	6.38%
40125 - 4177	UNEMPLOYMENT COMPENSATION	261	350	235	345	350	350	350	-	0.00%
40125 - 4178	LIFE INSURANCE	1,269	1,568	1,170	1,286	1,679	1,679	1,679	111	7.08%
40125 - 4179	DENTAL INSURANCE	6,033	8,079	5,818	8,305	8,517	8,517	8,517	438	5.42%
40125 - 4260	CRIME PREVENTION	6,390	6,500	1,493	6,500	6,695	6,695	6,695	195	3.00%
	SUBTOTAL	949,392	1,232,706	844,509	1,082,291	1,250,233	1,250,233	1,250,233	17,527	1.42%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
POLICE SPECIAL SERVICES (WAS COMMUNITY SERVICES) - 40125				
4090	LIEUTENANT	0	102,495	107,315
	SERGEANT	0	86,528	91,165
	SCHEDULING OFFICER	0	76,975	81,143
	TRAINING OFFICER	0	73,635	51,249
	COMMUNITY AFFAIRS	0	75,474	78,046
	COMM PROB ORIENTED POLICING (2)	0	115,259	154,179
	ELDER AFFAIRS OFFICER	0	78,480	51,249
	ANIMAL CONTROL OFFICER	0	43,264	44,647

			652,110	658,993

2024 BUDGET WORKSHEET

DEPT NAME - POLICE - SPECIAL SERVICES

DEPT # - 40125

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024		EXPLANATION 2023	
4092	Temporary Pay	20,808	PT custodian (was in Support)	20,808	PT custodian (was in Support)	20,202
4094	Shift Differential	2,600	Contractual SRO's reassigned to patrol during the summer months.	2,600	Contractual SRO's reassigned to patrol during the summer months.	2,600
4097	Incentive Pay	-	Detective/CSU Sergeant Payment per CBA (3)		Detective/CSU Sergeant Payment per CBA (3)	
4098	Overtime pay	36,400	15 minute early reporting time, hold-overs, & other unscheduled, after hours events. Community engagement events.		15 minute early reporting time, hold-overs, & other unscheduled, after hours events. Community engagement events.	
4110	Holiday Pay	5,000	Contractual payment for holidays worked.		Contractual payment for holidays worked.	
4260	Crime Prevention	6,695	Community / promotional items, such as stickers, coloring books, AF etc.	4,375	Community / promotional items, such as stickers, coloring books, etc.	4,250
			National Night Out	2,320	National Night Out	2,250

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
POLICE-INVESTIGATIVE SERVICES										
40130 - 4090	REGULAR PAY	799,428	1,276,004	675,979	803,475	1,370,159	1,370,159	1,370,159	94,155	7.38%
40130 - 4094	SHIFT DIFFERENTIAL	4,748	4,913	4,253	(47,387)	4,913	4,913	4,913	-	0.00%
40130 - 4097	INCENTIVE PAY	7,850	6,600	8,950	9,192	7,800	7,800	7,800	1,200	18.18%
40130 - 4098	OVERTIME PAY	130,243	87,000	104,138	(24,888)	90,480	90,480	90,480	3,480	4.00%
40130 - 4110	HOLIDAY PAY	13,257	16,559	7,267	12,045	17,221	17,221	17,221	662	4.00%
40130 - 4170	RETIREMENT	319,200	453,211	259,470	244,410	466,246	466,246	466,246	13,035	2.88%
40130 - 4171	DISABILITY INSURANCE	7,229	11,829	6,444	7,370	12,351	12,351	12,351	522	4.41%
40130 - 4172	WORKERS' COMPENSATION	22,685	40,063	36,269	43,679	51,156	51,156	51,156	11,093	27.69%
40130 - 4174	FICA-SOCIAL SECURITY	13,495	20,169	11,569	10,824	21,617	21,617	21,617	1,448	7.18%
40130 - 4176	HEALTH INSURANCE	318,097	459,826	271,320	326,122	421,349	421,349	421,349	(38,477)	-8.37%
40130 - 4177	UNEMPLOYMENT COMPENSATION	354	595	223	272	697	697	697	102	17.14%
40130 - 4178	LIFE INSURANCE	1,922	3,190	1,738	1,607	3,306	3,306	3,306	116	3.64%
40130 - 4179	DENTAL INSURANCE	10,224	15,188	8,952	10,860	16,667	16,667	16,667	1,479	9.74%
40130 - 4235	SMALL TOOLS & EQUIP.	2,531	2,000	1,172	2,200	2,200	2,200	2,200	200	10.00%
40130 - 4400	CONTRACTED SERVICES-PAWN SH	8,668	9,397	9,807	9,397	12,441	12,441	12,441	3,044	32.39%
40130 - 4460	TRAVEL EXPENSE	-	750	94	750	750	750	750	-	0.00%
SUBTOTAL		1,659,931	2,407,294	1,407,647	1,409,926	2,499,353	2,499,353	2,499,353	92,059	3.82%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
POLICE INVESTIGATIVE SERVICES - 40130				
4090	LIEUTENANT	0	104,937	107,315
	SERGEANT (2)	0	176,344	182,330
	DETECTIVE (10)	0	723,816	775,448
	EVIDENCE OFFICER	0	78,480	81,143
	SCHOOL RESOURCE OFFICER (3)	0	192,427	223,923

			1,276,004	1,370,159

2024 BUDGET WORKSHEET

DEPT NAME - POLICE - INVESTIGATIVE SERVICES

DEPT # - 40130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4094	Shift Differential	4,913	Contractual - Night Detective \$40/Shift for evening work based on scheduled work assignments as well as additional shifts for special investigations, major crimes.	Contractual - Night Detective \$40/Shift for evening work based on scheduled work assignments as well as additional shifts for special investigations, major crimes.
4097	Incentive Pay	7,800	Stipend Payment Per CBA (14)	Detective Payment Per CBA (11)
4098	Overtime pay	90,480	Detective overtime for major case investigations including drug cases. Salem Detectives have A portion will be reimbursed by Federal government program. Plus 15 minute contractual OT for Roll Call.	Detective overtime for major case investigations including drug cases. Salem Detectives have A portion will be reimbursed by Federal government program. Plus 15 minute contractual OT for Roll Call.
4110	Holiday Pay	17,221	Contractual payment for holidays worked.	Contractual payment for holidays worked.
4235	Small Tools	2,200	Evidence maintenance and investigative aids for detectives. 2,200 Misc. supplies used by the ISU Purchase equipment for Crime Scene Response van.	Evidence maintenance and investigative aids for detectives. 2,000 Misc. supplies used by the ISU Purchase equipment for Crime Scene Response van.
4400	Contracted Services	12,441	Electronic Pawn Registrations - Business Watch International was bought out by Leads Online. 6,453 (Offsetting revenue in GF 1-3303 Pawn Shop Registrations) Callyo: Audio and video for investigations 3,763	Electronic Pawn Registrations 3,500 (Offsetting revenue in GF 1-3303 Pawn Shop Registrations) Callyo: Audio and video for investigations 3,617

2024 BUDGET WORKSHEET

DEPT NAME - POLICE - INVESTIGATIVE SERVICES

DEPT # - 40130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			TransUnion (TLO) Investigative database subscription	TransUnion (TLO) Investigative database subscription
			Investigative equipment	
4460 Travel	750		Travel costs for detectives in major case investigations. Rental cars for undercover work as needed.	Travel costs for detectives in major case investigations. Rental cars for undercover work as needed.
			Background investigation of new hires. Fugitive return details.	Background investigation of new hires. Fugitive return details.

Estimated offsetting revenue from School District in GF 1-3625 of \$303,826 for SRO positions in 2023.

Estimated offsetting revenue from School District in GF 1-3625 of \$367,831 for SRO positions in 2023.

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
ANIMAL CONTROL										
40135 - 4090	REGULAR PAY	11,997	-	27,850	43,627	-	-	-	-	0.00%
40135 - 4098	OVERTIME PAY	903	-	2,094	1,593	-	-	-	-	0.00%
40135 - 4170	RETIREMENT	1,814	-	4,167	6,234	-	-	-	-	0.00%
40135 - 4171	DISABILITY INSURANCE	108	-	332	3,178	-	-	-	-	0.00%
40135 - 4172	WORKERS' COMPENSATION	1,175	-	-	2,921	-	-	-	-	0.00%
40135 - 4174	FICA-SOCIAL SECURITY	983	-	2,240	4,701	-	-	-	-	0.00%
40135 - 4176	HEALTH INSURANCE	3,994	-	11,410	12,212	-	-	-	-	0.00%
40135 - 4177	UNEMPLOYMENT COMPENSATION	33	-	32	2,953	-	-	-	-	0.00%
40135 - 4178	LIFE INSURANCE	25	-	78	2,981	-	-	-	-	0.00%
40135 - 4179	DENTAL INSURANCE	-	-	398	3,231	-	-	-	-	0.00%
40135 - 4235	SMALL TOOLS & EQUIP.	-	500	236	500	500	500	500	-	0.00%
40135 - 4429	KENNEL OPERATIONS	1,299	2,500	1,246	2,500	2,500	2,500	2,500	-	0.00%
40135 - 4430	DISPOSITION OF ANIMALS	-	50	-	50	50	50	50	-	0.00%
40135 - 4431	VETERINARIAN EMER. CARE	83	1,000	20	1,000	1,000	1,000	1,000	-	0.00%
40135 - 4496	ELECTRICITY	7,060	6,702	7,097	8,076	7,461	7,461	7,461	759	11.32%
SUBTOTAL		29,473	10,752	57,198	95,756	11,511	11,511	11,511	759	7.06%

2024 BUDGET WORKSHEET

DEPT NAME - POLICE -ANIMAL CONTROL

DEPT # - 40135

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4235	Small Tools & Equipment	500	Equipment to operate kennel and stored within ACO truck.	Equipment to operate kennel and stored within ACO truck.
4429	Kennel Operations	2,500	Water, wood shavings, building upkeep, food for animals, kennel supplies, (plastic bags, bug spray, deodorizer). Minor building repairs	Water, wood shavings, building upkeep, food for animals, kennel supplies, (plastic bags, bug spray, deodorizer). Minor building repairs
			Water & Sewer charges	Water & Sewer charges
4430	Disposition of Animals	50	Based on number of animal deaths. Law requires proper disposal of animals.	Based on number of animal deaths. Law requires proper disposal of animals.
4431	Veterinarian Emergency Care	1,000	Cost of treatment of injured animals when Town is unable to locate owner. Costs are recovered if animal is adopted.	Cost of treatment of injured animals when Town is unable to locate owner. Costs are recovered if animal is adopted.
4496	Electricity	7,461	Town Kennel and SARL Trailers (2) heat and electricity.	Town Kennel and SARL Trailers (2) heat and electricity.

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
POLICE-STATION										
40140 - 4234	BUILDING SUPPLIES	10,037	7,500	4,157	7,500	7,750	7,750	7,750	250	3.33%
40140 - 4400	CONTRACTED SERVICES	17,038	18,083	15,023	18,083	18,083	18,083	18,083	-	0.00%
40140 - 4401	CLEANING SERVICES	1,295	-	-	-	-	-	-	-	0.00%
40140 - 4450	TELEPHONE	47,085	45,688	35,148	45,841	49,045	49,045	49,045	3,357	7.35%
40140 - 4451	POSTAGE	1,409	2,000	913	2,100	2,300	2,300	2,300	300	15.00%
40140 - 4495	HEAT	7,584	7,113	5,050	7,113	7,864	7,864	7,864	751	10.56%
40140 - 4496	ELECTRICITY	23,957	26,252	19,870	30,413	26,897	26,897	26,897	645	2.46%
40140 - 4497	OTHER UTILITIES	323	583	288	336	487	487	487	(96)	-16.47%
40140 - 4498	BUILDING REPAIRS	34,955	35,000	31,436	40,000	35,000	25,000	25,000	(10,000)	-28.57%
	SUBTOTAL	143,683	142,219	111,884	151,386	147,426	137,426	137,426	(4,793)	-3.37%
	TOTAL-POLICE	12,685,340	14,142,852	10,525,617	12,414,746	14,409,432	14,385,707	14,385,707	242,855	1.72%

2024 BUDGET WORKSHEET

DEPT NAME - POLICE -STATION

DEPT # - 40140

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024		EXPLANATION 2023	
4234	Building Supplies	7,750	Provides for all building supplies for cleaning (various soap cleaning agents, solvents) Paper products, paper towels, toilet paper, carpet cleaner. Increase of maintenance supplies and material for in-house maintenance assistant.		Provides for all building supplies for cleaning (various soap cleaning agents, solvents) Paper products, paper towels, toilet paper, carpet cleaner. Increase of maintenance supplies and material for in-house maintenance assistant.	
4400	Contracted Services	18,083	HVAC Maintenance Contract	2,264	HVAC Maintenance Contract	2,264
			Generator maint	1,008	Generator maint	1,008
			Pest control (82/mo)	984	Pest control (82/mo)	984
			Copier maint./service	1,785	Copier maint./service	1,785
			Annual Fire Alarm System	505	Annual Fire Alarm System	505
			Booking comp.camera maint.	350	Booking comp.camera maint.	350
			HAZMAT (Trauma 24)	3,500	HAZMAT (Trauma 24)	3,500
			Off site storage (Iron Mt)	3,657	Off site storage (Iron Mt)	3,657
			Protected Wifi Service	2,400	Protected Wifi Service	2,400
			Comcast digital box rental	250	Comcast digital box rental	250
			Mat service (Cintas)	1,380	Mat service (Cintas)	1,380
4401	Cleaning Services		Removed/added to building supplies		Removed/added to building supplies	
4450	Telephone	49,045	Long distance service, phone and fax service & repairs	21,095	Long distance service, phone and fax service & repairs	21,907
			Cell phones (26)	19,000	Cell phones (26)	13,885
			Modems (17) Added 8 tablets for ICV	8,250	Modems (17) Added 8 tablets for ICV	9,100
			Internet Connection Invst Div.	700	Internet Connection Invst Div.	796

2024 BUDGET WORKSHEET

DEPT NAME - POLICE -STATION

DEPT # - 40140

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4451	Postage	2,300	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	7,864	Natural gas heat.	Natural gas heat. Based on 4,722 therms @1.37 /therm.
4496	Electricity	26,897	Electricity for the Police Station	Electricity for the Police Station
4497	Other Utilities	487	Water & sewer charges 3 Year weighted average + 7%	Water & sewer charges 3 Year weighted average + 7%
4498	Building Repairs	25,000	Basic repairs as needed to maintain 50+ year old building.	Basic repairs as needed to maintain 50+ year old building.

2024 BUDGET

DEPT.	2022 EXPENDED	2023 BUDGET	EXPENDED (AS OF 10/17/23)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>FIRE DEPARTMENT SUMMARY</i>									
ADMINISTRATION	1,249,773	1,192,760	893,481	1,229,471	1,168,370	1,154,135	1,154,135	(38,625)	-3.24%
SUPPRESSION	11,987,236	12,504,667	9,890,886	12,777,304	12,586,672	12,503,663	12,503,663	(1,004)	-0.01%
COMMUNICATIONS	650,637	877,075	617,420	835,290	967,984	912,979	912,979	35,904	4.09%
STATIONS	424,401	365,926	327,027	444,098	507,130	430,887	420,887	54,961	15.02%
INSPECTIONAL SERVICES	775,264	909,180	729,034	981,044	972,473	970,473	945,364	36,184	3.98%
TOTAL - FIRE DEPARTMENT	15,087,311	15,849,607	12,457,848	16,267,207	16,202,629	15,972,137	15,937,028	87,421	0.55%

TOWN OF SALEM, NH

FY 2024 BUDGET

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>FIRE-ADMINISTRATION</i>										
40200 - 4090	REGULAR PAY	487,013	431,153	315,822	438,200	457,398	457,398	457,398	26,245	6.09%
40200 - 4170	RETIREMENT	168,621	124,498	102,935	133,192	126,746	126,746	126,746	2,248	1.81%
40200 - 4171	DISABILITY INSURANCE	3,189	3,287	2,570	3,381	3,232	3,232	3,232	(55)	-1.67%
40200 - 4172	WORKERS' COMPENSATION	29,962	44,451	40,032	61,579	47,478	47,478	47,478	3,027	6.81%
40200 - 4174	FICA-SOCIAL SECURITY	11,714	10,431	8,086	8,685	6,632	6,632	6,632	(3,799)	-36.42%
40200 - 4176	HEALTH INSURANCE	148,338	144,340	117,251	149,586	138,567	138,567	138,567	(5,773)	-4.00%
40200 - 4177	UNEMPLOYMENT COMPENSATION	220	140	111	227	140	140	140	-	0.00%
40200 - 4178	LIFE INSURANCE	1,292	1,176	821	937	1,094	1,094	1,094	(82)	-6.97%
40200 - 4179	DENTAL INSURANCE	5,052	4,864	3,653	4,394	4,636	4,636	4,636	(228)	-4.69%
40200 - 4182	CLOTHING ALLOWANCE	62,893	66,301	63,316	66,301	66,876	65,876	65,876	(425)	-0.64%
40200 - 4200	OFFICE SUPPLIES	4,074	3,832	1,666	3,832	3,832	3,832	3,832	-	0.00%
40200 - 4208	EQUIPMENT REPAIR	934	1,990	-	1,990	-	-	-	(1,990)	-100.00%
40200 - 4224	HAZARDOUS RESPONSE	15,681	16,721	16,250	16,721	17,250	17,250	17,250	529	3.16%
40200 - 4227	AMBULANCE BILLING	88,620	107,650	55,499	107,650	94,020	94,020	94,020	(13,630)	-12.66%
40200 - 4232	AMBULANCE SUPPLIES	136,286	160,438	115,273	160,438	170,875	163,340	163,340	2,902	1.81%
40200 - 4406	PRINTING & BINDING	2,725	1,484	1,331	2,000	2,210	2,210	2,210	726	48.92%
40200 - 4409	TEST SERVICES	3,838	3,500	3,847	3,847	3,800	3,500	3,500	-	0.00%
40200 - 4410	ADVERTISING	1,021	660	347	660	100	100	100	(560)	-84.85%
40200 - 4412	TRAINING EXPENSE	58,489	41,745	14,692	41,745	-	-	-	(41,745)	-100.00%
40200 - 4440	EQUIPMENT RENTAL	2,694	4,070	1,831	4,070	7,206	7,206	7,206	3,136	77.05%

10/18/2023

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2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23; (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
40200 - 4451	POSTAGE	293	542	236	550	378	378	378	(164)	-30.26%
40200 NEW	COMMUNITY OUTREACH	-	-	-	-	5,000	5,000	5,000	5,000	0.00%
40200 - 4603	EMERGENCY MANAGEMENT	16,822	19,487	11,495	19,487	10,900	5,500	5,500	(13,987)	-71.78%
	SUBTOTAL	1,249,773	1,192,760	893,481	1,229,471	1,168,370	1,154,135	1,154,135	(38,625)	-3.24%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
FIRE ADMINISTRATION - 40200				
4090	FIRE CHIEF	0	155,359	158,991
	ASSISTANT FIRE CHIEF	0	113,351	121,591
	DEPUTY FIRE CHIEF, FIRE MARSHAL	0	95,038	105,025
	ADMIN. ASST.	0	67,405	71,791
			-----	-----
			431,153	457,398

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4182	Clothing Allowance	65,876	Due to contractual obligations, each employee is entitled to an annual clothing allowance. 76 F/T employees x 725 55,100 4 F/T employees x 950 3,800 2 P/T employee x 150 300 5 F/T employees x 325 1,625 Badges/Medals/Name Tags 1,975 Anticipated Initial Issue/Promotions 2,576 Damaged Uniforms 500 Employee Recognition -	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/Name Tags 1,975 Anticipated Initial Issue/Promotions 2,576 Damaged Uniforms 500 Employee Recognition 1,000
4200	Office Supplies	3,832	General Office Supplies 3,832	General Office Supplies 3,832
4208	Equipment Repair	-	This account is for maintenance to office equipment; service & repair to copier/fax/scanner in admin. Copiers now leased expense in 4440	This account is for maintenance to office equipment; service & repair to copier/fax/scanner in admin. Copier Maintenance contract 60 months- Canon Sta. 1 1,090 Copier Maintenance contract 60 months- Canon Sta. 2 450 Copier Maintenance contract 60 months- Canon Sta. 3 450
4224	Hazardous Response	17,250	Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District. 16,250 Expenses related to mitigating hazardous conditions (excavators, demolition, etc.) 1,000	Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District. 16,721 Expenses related to mitigating hazardous conditions (excavators, demolition, etc.)

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4227	Ambulance Billing	94,020	<p>Fees paid to contract for ambulance billing and collection services.</p> <p>This fee is based on 5.5% of all funds collected. Also includes a fee for mailing HIPPA Compliance letters.</p> <p>Offset- Revenue Ambulance Fees GF 1-3333</p> <p>Fees paid to QMC 88,000</p> <p>Transunion TLO 1,020</p> <p>Mailings for privacy notices 5,000</p>	<p>Fees paid to contract for ambulance billing and collection services.</p> <p>This fee is based on 5.5% of all funds collected. Also includes a fee for mailing HIPPA Compliance letters.</p> <p>Offset- Revenue Ambulance Fees GF 1-3333</p> <p>Fees paid to QMC 101,750</p> <p>Transunion TLO 900</p> <p>Mailings for privacy notices 5,000</p>
4232	Ambulance Supplies	163,340	<p>Includes all emergency equipment and supplies utilized for Emergency Medical Services. Items included are: supplies and equipment for patient examination and treatment, extrication supplies, bone needles, IV therapy, Lucas cups, medical gloves, needles and syringes, personal protective equipment, pharmaceuticals, respiratory and wound care, cardiac monitoring electrodes and modems, oxygen rental and usage, on-site maintenance agreements for cardiac monitors and AEDs, stretcher & stair chair maintenance, etc.</p> <p>Supplies 77,765</p> <p>Stryker Pro-care Maintenance for all 30,175</p> <p>Cardiac Monitors, AEDs and LUCAS</p> <p>Devices; Power load & power stretchers</p>	<p>Includes all emergency equipment and supplies utilized for Emergency Medical Services. Items included are: supplies and equipment for patient examination and treatment, extrication supplies, bone needles, IV therapy, Lucas cups, medical gloves, needles and syringes, personal protective equipment, pharmaceuticals, respiratory and wound care, cardiac monitoring electrodes and modems, oxygen rental and usage, on-site maintenance agreements for cardiac monitors and AEDs, stretcher & stair chair maintenance, etc.</p> <p>Supplies 77,765</p> <p>Stryker Pro-care Maintenance for all 23,773</p> <p>Cardiac Monitors, AEDs and LUCAS</p> <p>Devices; Power load & power stretchers</p> <p>Oxygen rental and usage 3,800</p>

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
				Needle disposal service for ambulance needles 1,400
			Equipment replacement for ambulances, a number of upgrades have been made the past couple of years, now we are transitioning to a 7 to 8 year replacement cycle 2 Zoll Ventilators (\$19,000 ea.), 4 Baxter IV Pumps (\$2,500 ea.), 1 Monitor Mount (\$600 ea.), 2 Reeves Sleeve Lifting Devices (\$850 ea.), and 2 ACR 4 Pediatric Transport Devices (\$1,000 ea.); Misc. unanticipated (\$1,400) 55,400	Equipment replacement for ambulances, a number of upgrades have been made the past couple of years, now we are transitioning to a 7 to 8 year replacement cycle 2 Zoll Ventilators (\$19,000 ea.), 4 Baxter IV Pumps (\$2,500 ea.), 1 Monitor Mount (\$600 ea.), 2 Reeves Sleeve Lifting Devices (\$850 ea.), and 2 ACR 4 Pediatric Transport Devices (\$1,000 ea.); Misc. unanticipated (\$1,400) 53,700
4406	Printing & Binding	2,210	Includes printing as listed: Maintenance Work Orders Tags Envelopes & Stationery Hazard Reports Medical Releases Health Insurance Portability and Accountability Act Forms Inspectional Services forms	Includes printing as listed: Maintenance Work Orders Tags Envelopes & Stationery Hazard Reports Medical Releases Health Insurance Portability and Accountability Act Forms Inspectional Services forms

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4409	Test Services	3,500	Expenses related to conducting annual promotional exams for Battalion Chief, Captain, Lieutenant, and Fire Inspector. Firefighter Candidate interviews, polygraph and psychological testing. Expenses for outside proctors and facility if necessary.	Expenses related to conducting annual promotional exams for Battalion Chief, Captain, Lieutenant, and Fire Inspector. Firefighter Candidate interviews, polygraph and psychological testing. Expenses for outside proctors and facility if necessary.
			3,500	3,500
4410	Advertising	100	Legal notices for equipment bids & Fire code change notifications Also includes Employment Advertising	Legal notices for equipment bids & Fire code change notifications Also includes Employment Advertising
4412	Training Expenses	-		All expenses related to training and professional development:
	Account merged with #40210-4412 Fire & EMS Training			Dues & Subscriptions; NHAFC; IAFC; NH State Fireman's Association; NFPA; Training resources
				Instruction Fees—Costs associated with classes at Salem Fire Dept.; Technical rescue training program- Year 3 of 4; Rope Technician class
				Outside Training—Off-site training
				Rehab Supplies; water, Gatorade, food for member rehab during incidents
				Meeting Expenses
				Purchase/update resource library

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
				Incident Command Training All Hazards for Officers 7,895
				Training prop & building materials 5,000
4440	Equipment Rental	7,206	Postage meter rental 440	Postage meter rental 440
			Document disposal container rental 400	Document disposal container rental 400
			Copier Lease Agree- Canon Sta. 1 3,786	Copier Lease Agree- Canon Sta. 1 1,680
			Copier Lease Agree.- Canon Sta. 2 1,290	Copier Lease Agree.- Canon Sta. 2 775
			Copier Lease Agree.- Canon Sta. 3 1,290	Copier Lease Agree.- Canon Sta. 3 775
4451	Postage	378	Costs of packaging, mailing and shipping.	Costs of packaging, mailing and shipping.
NEW	Community Outreach	5,000	Community outreach programs such as CPR, AED, Stop the Bleed training classes for the public. (\$5,000 for CPR cards; \$2,000 to maintain equipment & supplies Previously #40210-4412 There is off-setting revenue GF 10000-3336	
4603	Emergency Management	5,500	EOC equipment, charts, signs 500	EOC equipment, charts, signs 500
			Emergency Management communications equip.- Desk Top Units	Emergency Management communications equip.- Desk Top Units 2,987
			Pandemic- Health and Safety PPE- FD EMS; and Replacement of 4 sets of Tactical PPE for ATR; year 1 of 6 (\$1,250 ea.) 5,000	Pandemic- Health and Safety PPE- FD EMS; and Replacement of 4 sets of Tactical PPE for ATR; year 1 of 6 (\$1,250 ea.) 5,000
				Town of Salem 5 year Hazard Mitigation Plan Update-Due for 2023 11,000

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>FIRE-SUPPRESSION</i>										
40210 - 4090	REGULAR PAY	4,355,250	4,562,858	3,514,313	4,601,393	4,686,170	4,686,170	4,686,170	123,312	2.70%
40210 - 4093	REPLACEMENT PAY	1,576,508	1,423,154	1,097,831	1,376,100	1,423,154	1,423,154	1,423,154	-	0.00%
40210 - 4096	LONGEVITY	3,160	1,800	-	1,800	1,800	1,800	1,800	-	0.00%
40210 - 4097	INCENTIVE PAY	667,264	665,061	672,096	720,852	684,613	684,613	684,613	19,552	2.94%
40210 - 4098	OVERTIME PAY/CALL BACK	187,573	240,140	159,074	221,340	250,140	250,140	250,140	10,000	4.16%
40210 - 4110	HOLIDAY PAY	74,162	72,362	5,214	41,395	74,995	74,995	74,995	2,633	3.64%
40210 - 4170	RETIREMENT	2,221,399	2,174,713	1,716,616	2,177,225	2,147,451	2,147,451	2,147,451	(27,262)	-1.25%
40210 - 4171	DISABILITY INSURANCE	2,683	1,040	1,694	1,344	532	532	532	(508)	-48.85%
40210 - 4172	WORKERS' COMPENSATION	458,385	721,137	650,752	991,363	739,157	739,157	739,157	18,020	2.50%
40210 - 4174	FICA-SOCIAL SECURITY	101,603	100,997	80,452	102,354	103,249	103,249	103,249	2,252	2.23%
40210 - 4176	HEALTH INSURANCE	2,082,394	2,238,516	1,764,181	2,218,789	2,030,066	2,030,066	2,030,066	(208,450)	-9.31%
40210 - 4177	UNEMPLOYMENT COMPENSATION	2,699	2,485	2,136	4,276	2,520	2,520	2,520	35	1.41%
40210 - 4178	LIFE INSURANCE	12,991	13,439	11,175	11,210	13,881	13,881	13,881	442	3.29%
40210 - 4179	DENTAL INSURANCE	62,121	66,765	53,331	69,439	65,611	65,611	65,611	(1,154)	-1.73%
40210 - 4225	BREATHING APPARATUS	14,067	16,500	9,745	16,500	18,100	18,100	18,100	1,600	9.70%
40210 - 4228	FIRE HOSE & APPLIANCES	7,249	8,600	9,619	10,000	21,709	21,709	21,709	13,109	152.43%
40210 - 4229	WATER SUPPLY MAINTENANCE	738	1,000	-	1,000	1,100	1,100	1,100	100	10.00%
40210 - 4230	FIREFIGHTING PPE	83,294	84,812	96,404	100,000	109,689	106,280	106,280	21,468	25.31%
40210 - 4412	FIRE & EMS TRAINING	23,634	53,088	8,808	53,088	75,138	40,238	40,238	(12,850)	-24.21%
40210 NEW	PARAMEDIC & AEMT TUITION	-	-	-	-	30,800	14,000	14,000	14,000	0.00%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
40210 - 4602	FIRE EQUIPMENT	43,147	33,365	37,236	35,000	78,237	55,837	55,837	22,472	67.35%
40210 - 4611	EMS RECERTIFICATION	6,916	22,835	208	22,835	23,060	23,060	23,060	225	0.99%
40210 NEW	BALLISTIC PPE	-	-	-	-	5,500	-	-	-	0.00%
SUBTOTAL		11,987,236	12,504,667	9,890,886	12,777,304	12,586,672	12,503,663	12,503,663	(1,004)	-0.01%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
FIRE SUPPRESSION - 40210				
4090	BATTALION CHIEFS (4)	0	335,967	342,920
	CAPTAINS (3)	0	239,260	236,209
	LIEUTENANTS (9)	0	640,252	666,831
	DIRECTOR OF EMS	0	90,374	90,722
	FIREFIGHTER/PARAMEDIC (52)	0	3,109,984	3,198,791
	INSPECTOR (FIREFIGHTER)	0	70,758	72,022
	MECHANIC	0	76,263	78,675
			4,562,858	4,686,170

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4093	Replacement Pay	1,423,154	Replacement shifts for absence due to vacations, sick leave, holidays, accident on duty, open shifts, light duty, military leave, administrative leave, and bereavement. 730 Shifts (365 days/yr x 2 shift/day) 17 Shift staffing (members)	Replacement shifts for absence due to vacations, sick leave, holidays, accident on duty, open shifts, light duty, military leave, training, administrative leave, and bereavement. 730 Shifts (365 days/yr x 2 shift/day) 17 Shift staffing (members)
	3 Year Weight Avg. \$1,516,758		12,410 Total shifts to staff (182.50 Shifts/member)	12,410 Total shifts to staff (182.50 Shifts/member)
				3 yr weighted average of leave use: 3,916 shifts/yr
			3 Year Weighted Average - 1,516,638 Overspent in 2022 by \$414,758 Overspent in 2021 by \$285,300 Overspent in 2020 by \$89,708 Overspent in 2019 by \$177,976 2022 Expenditure 1,576,508	3,916 replacement shifts needed @ 546.03 (avg.) = 2,138,136 3 Year Weighted Average - 1,423,154 Overspent in 2021 by \$285,300 Overspent in 2020 by \$89,708 Overspent in 2019 by \$177,976 2021 Expenditure 1,508,194
4096	Longevity	1,800	Costs are contractual obligations under the collective bargaining agreement. Eligible Employees receive \$200 after 5 years of service and \$40 for each additional year of service. (covers 2 remaining Grandfathered employees)	Costs are contractual obligations under the collective bargaining agreement. Eligible Employees receive \$200 after 5 years of service and \$40 for each additional year of service. (covers 3 remaining Grandfathered employees)

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4097	Incentive Pay	684,613	<p>Costs are contractual obligations mandated by the collective bargaining agreement. These benefits are paid for the following certifications and the number of personnel holding that level:</p> <p>Emergency Medical Technician - 73 of 73 6.50%</p> <p>Advanced Emergency Medical Technician - 59 of 72 2.50%</p> <p>Defibrillator Cert – 72 of 72 1.50%</p> <p>Firefighter -Level II – 13 of 72 3.00%</p> <p>Firefighter -Level III – 59 of 72 4.50%</p>	<p>Costs are contractual obligations mandated by the collective bargaining agreement. These benefits are paid for the following certifications and the number of personnel holding that level:</p> <p>Emergency Medical Technician - 72 of 72 6.50%</p> <p>Advanced Emergency Medical Technician - 58 of 72 2.50%</p> <p>Defibrillator Cert – 72 of 72 1.50%</p> <p>Firefighter -Level II – 20 of 72 3.00%</p> <p>Firefighter -Level III – 52 of 72 4.50%</p>
4098	Overtime Pay	250,140	<p>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 tactical reserve).</p> <p>Also includes OT expense for officer meetings, training sessions, mechanic, assistant mechanics, Training Committee, EMS Committee, recruit school(s), off site training etc., Administrative support work</p> <p>242,540</p> <p>Technical Rescue Training (Rope Technician Class) (Module 3 of 4 of Technical Rescue Training) -</p>	<p>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 tactical reserve).</p> <p>Also includes OT expense for officer meetings, training sessions, mechanic, assistant mechanics, Training Committee, EMS Committee, recruit school(s), off site training etc.</p> <p>188,540</p> <p>44,000</p> <p>Technical Rescue Training (Rope Technician Class) (Module 3 of 4 of Technical Rescue Training)</p>

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Community Outreach Programs 7,600 (10 hours / month)	Community Outreach Programs 7,600 (10 hours / month)
4110	Holiday Pay	74,995	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.
4225	Breathing Apparatus	18,100	Masks/Regulators & Voice Amp Units 18,100 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. The 2024 request reflects \$9,500 worth of SCBA supplies. It also incorporates a 5-year SCBA purchase and testing cycle. Years 1-4 we will purchase a new SCBA and cylinder and in the 5th year we will hydrostatically test all our SCBA cylinders as is legally required. So, from 2023-2026 we will be a new SCBA and cylinder each year and in 2027 we will hydrostatically test all our cylinders. The increase from last year is due to increased equipment prices.	Masks/Regulators & Voice Amp Units 16,500 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.

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4228	Fire Hose & Appliances	21,709	<p>The 2023 request was \$8,600 Annual cost for replacement of fire hose that reaches 20-year end of life combined with average of hose lengths that are removed from service annually due to damage. Additionally, all equipment and appliances associated with fire hose and its use (nozzles, valves, etc.). This year's request is higher than past years as it is the first year of a replacement program that aims to flatten the cost every year eliminating spikes in future years, additionally it includes a 1-time cost of 10 smooth bore nozzles which will save money moving forward as they are cheaper to replace and have fewer moving parts to break.</p> <p>2.5" Hard Suction Hose 655</p> <p>1.5" Smooth Bore Nozzle & tip x 10 (\$578 ea.) 5,780</p> <p>2.5" Gate Valve x 6 (\$325 ea.) 1,950</p> <p>2.5" Barrell Strainer 179</p> <p>2,000 Feet of hose 13,145</p>	<p>Annual replacements of fire hose that needs to be replaced due to age (20 years) and wear/tear/damaged hose</p> <p>8,600</p>
4229	Water Supply Maintenance	1,100	<p>Items needed to maintain cisterns (8), Dry Hydrants(1), pipes, strainers, caps, signs etc.</p> <p>Repairs to Cisterns 600</p> <p>Misc. Maintenance 500</p>	<p>Items needed to maintain cisterns (8), Dry Hydrants(1), pipes, strainers, caps, signs etc.</p> <p>Repairs to Cisterns 500</p> <p>Misc. Maintenance 500</p>

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4230	Firefighting PPE	106,280	<p>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</p> <p>(15 sets Coat, Pants, Boots, Hood, Gloves) (\$6,310 each) 94,650</p> <p>Boots (4 Pair) 2,220</p> <p>Gloves (10 Pair) 1,190</p> <p>Hoods (10) 520</p> <p>Turnout Gear Repairs 5,000</p> <p>Reflective Vests (6) 630</p> <p>Helmets (4) 1,520</p> <p>Personal Flashlight (5) 550</p>	<p>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</p> <p>(15 sets Coat, Pants, Boots, Hood, Gloves) (\$5,074 each) 76,110</p> <p>Boots (4 Pair) 2,140</p> <p>Gloves (10 Pair) 1,130</p> <p>Hoods (10) 460</p> <p>Turnout Gear Repairs 2,500</p> <p>Reflective Vests (6) 570</p> <p>Helmets (4) 1,352</p> <p>Personal Flashlight (5) 550</p>
4412	Fire & EMS Training	40,238		<p>AEMT Course - Single course price 1,500</p> <p>Paramedic Course (2) 28,000</p> <p>Instructor Training 3,600</p> <p>Dues and Subscriptions - EMS 2,148</p>
	Account #40200-4412 merged with this account for one Fire & EMS Training account		<p>Internal SFD EMS Continuing Education- Classes taught by subject matter experts; cardiologist, respiratory therapist, labor & delivery, ER physicians 23,500</p>	<p>Outside Training- Classes taught by subject matter experts; cardiologist, respiratory therapist, labor & delivery, ER physicians 10,500</p>
			<p>CPR Training Supplies for SFD EMTs/Medics 1,438</p>	<p>Meeting expenses 300</p> <p>CPR Training Supplies 2,000</p> <p>CPR Training-public (offset to revenue) 5,040</p>

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			All expenses related to training and professional Dues & Subscriptions; NHAFC; IAFC; NH 4,300 State Fireman's Association; NFPA; Training resources	GF 1-3336) All expenses related to training and professional Dues & Subscriptions; NHAFC; IAFC; NH 4,600 State Fireman's Association; NFPA; Training resources Instruction Fees—Costs associated with classes at Salem Fire Dept.; Technical rescue training program- Year 3 of 4; Rope Technician class 15,000 Outside Training—Off-site training 5,000 Rehab Supplies; water, Gatorade, food for member rehab during incidents 2,500 Meeting Expenses 750 Purchase/update resource library 1,000 Incident Command Training All Hazards 7,895 Training prop & building materials 5,000
NEW	Paramedic & AEMT Tuition	14,000	Advanced Provider- AEMT (1) - Paramedic Provider (1) 14,000	
4602	Fire Equipment	55,837	Firefighting tools and equipment used in day-to-day Unanticipated equipment 2,000 Annual Equipment Replacement Cycle	Firefighting tools and equipment used in day-to-day Unanticipated equipment 2,500 Annual Equipment Replacement Cycle

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Thermal Imaging Camera x1; establish replacement cycle so all cameras are replaced within the 10 year manufacturer supported window; outside of 10 years the TICs are no longer supported/repairable	Thermal Imaging Camera x1; establish replacement cycle so all cameras are replaced within the 10 year manufacturer supported window; outside of 10 years the TICs are no longer supported/repairable
		9,200		8,200
			Gas meter replacement cycle for 4x gas meter (oxygen, LEL, H2S, & CO) meters x2; \$1010 ea.	Gas meter replacement cycle for 4x gas meter (oxygen, LEL, H2S, & CO) meters x2; \$1010 ea.
		2,020		2,020
			Gas meter replacement cycle for CO (carbon monoxide)meters x3; 406 ea.	Gas meter replacement cycle for CO (carbon monoxide)meters x3; 406 ea.
		1,218		1,218
			Gas meter replacement cycle for CL2 (chlorine), HCN (hydrogen cyanide), & NH3 (ammonia) meters x2; 725 ea.	Gas meter replacement cycle for CL2 (chlorine), HCN (hydrogen cyanide), & NH3 (ammonia) meters x2; 670 ea.
		1,450		1,350
			SCBA cylinder tool adapter x4; \$795 ea.	SCBA cylinder tool adapter x2; \$795 ea.
		3,180		1,590
			Vulcan Box Flashlights annual replacement for Apparatus x6; \$180 ea.	Vulcan Box Flashlights replacement for Apparatus x6; 180 ea.
		1,080		1,080
			Life Vest Class III x3; \$69ea.; 8 year annual replacement cycle	Marine unit 1 storage compartment replacement for water rescue equip
		207		400
			Mustang Ice Rescue Suits Replacement cycle. x2; \$928 ea.; 8 year annual replacement cycle	Mustang Ice Rescue Suits Replacement cycle. x4; \$900 ea.
		1,856		3,600
			Forcible entry door spreader weddle tool x1	Forcible entry door spreader weddle tool
		1,524		1,495
			Class A Foam 20 5-gal. Pails \$107 ea.	Forcible entry tool Hydra-ram replacement cycle
		2,140		2,200
			APW Fire Extinguisher replacement	APW Fire Extinguisher replacement
		200		167

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Sump-pump water kit; used in community during water events/flooded basements x2; \$250 ea.	Sump-pump water kit; used in community during water events/flooded basements x2; \$200 ea.
		500		Ventilation saw; Replacement cycle x1; \$1,599 ea.
			Gas Meter Calibration Gases	Chain saw; Replacement cycle x2; \$272
		4,900		Ground ladders- Duosafety brand; 1- 16'
		3,420	Ground ladders-required annual safety testing, repairs, maintenance	Ground ladders- Duosafety brand; 1- 16' roof ladder; 1-24' ladder; 1- 28' ladder; 1- 35' ladder; 1 attic ladder
			Life Vest Class V x2 \$199ea.; 8 year annual replacment cycle	
		399		
			Inflatable life vest CO2 cartridges x2 \$37 ea.; 3 year annual replacement cycle	
		74		
			Water rescue throw rope & bags x2 \$59 ea.; 10 year annual replacement cycle	
		118		
			Stearns cold water oversize	
		500		
			Snorkel, fins, and mask x4 \$40 ea. set	
		\$160		
			Marine 2 throw ring	
		127		
			Marine 2 dock fender & adjuster	
		54		
			Marine 2 water rescue rope	
		35		
			Marine 2 dock fee	
		2,400		

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Forestry 2 backpack water pump 139	
			Forestry 2 fire rake 69	
			Portable scene lights x7 \$159 ea. 1,253	
			Pike poles x2 \$111 ea. 222	
			Salvage covers 12'x18' vinyl 18oz x4 736	
			\$184 ea.	
			TL1 Rope rescue equipment; CMC clutch 4,656	
			TTRS kit x1, \$4,216; CMC litter harness x1	
			Replace inflatable zodiac type boat 10,000	
4611	EMS Recertification	23,060	Cost of instructor services for required medical	Cost of instructor services for required medical
			Mandatory continuing education for 12,000	Mandatory continuing education for 12,000
			Emergency Medical Technicians (14	Emergency Medical Technicians (14
			National Continued Competency 6,000	National Continued Competency 6,000
			Requirement (NCCR)	Requirement (NCCR)
			NREMT recertification fees 1,066	NREMT recertification fees 966
			Pediatric Advanced Life Support 3,994	Pediatric Advanced Life Support 3,869
			continuing education	continuing education
			(Above NCCR, NREMT PALS are based on the number of individuals due)	(Above NCCR, NREMT PALS are based on the number of individuals due)

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>FIRE-COMMUNICATIONS</i>										
40220 - 4090	REGULAR PAY	190,716	264,432	148,421	222,247	279,821	279,821	279,821	15,389	5.82%
40220 - 4092	TEMPORARY PAY	15,029	9,556	-	4,778	-	-	-	(9,556)	-100.00%
40220 - 4093	REPLACEMENT PAY	144,794	102,194	153,741	148,110	127,017	127,017	127,017	24,823	24.29%
40220 - 4097	INCENTIVE PAY	4,134	4,189	2,996	5,090	6,940	6,940	6,940	2,751	65.67%
40220 - 4098	OVERTIME PAY	4,470	3,448	6,622	5,874	4,326	4,326	4,326	878	25.46%
40220 - 4110	HOLIDAY PAY	13,105	3,122	653	2,214	9,987	9,987	9,987	6,865	219.89%
40220 - 4170	RETIREMENT	63,110	52,057	55,795	64,787	57,918	57,918	57,918	5,861	11.26%
40220 - 4171	DISABILITY INSURANCE	205	622	415	985	1,281	1,281	1,281	659	105.95%
40220 - 4172	WORKERS' COMPENSATION	659	1,084	981	1,517	1,412	1,412	1,412	328	30.26%
40220 - 4174	FICA-SOCIAL SECURITY	22,238	29,602	18,516	28,846	32,749	32,749	32,749	3,147	10.63%
40220 - 4176	HEALTH INSURANCE	100,849	197,258	66,903	133,620	175,188	175,188	175,188	(22,070)	-11.19%
40220 - 4177	UNEMPLOYMENT COMPENSATION	189	234	159	404	210	210	210	(24)	-10.18%
40220 - 4178	LIFE INSURANCE	616	786	482	571	836	836	836	50	6.36%
40220 - 4179	DENTAL INSURANCE	3,023	6,120	2,113	4,434	5,762	5,762	5,762	(358)	-5.85%
40220 - 4233	DISPATCH CENTER MAINTENANCE	4,457	7,700	2,420	15,000	60,705	5,700	5,700	(2,000)	-25.97%
40220 - 4412	TRAINING EXPENSE	758	1,880	663	1,880	1,880	1,880	1,880	-	0.00%
40220 - 4450	TELEPHONE	30,700	35,360	28,020	37,502	37,198	37,198	37,198	1,838	5.20%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
40220 - 4456	RADIO MAINTENANCE	51,584	157,431	128,521	157,431	164,754	164,754	164,754	7,323	4.65%
	SUBTOTAL	650,637	877,075	617,420	835,290	967,984	912,979	912,979	35,904	4.09%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
FIRE COMMUNICATIONS - 40220				
4090	COMMUNICATIONS SUPERVISOR	0	66,924	59,234
	DISPATCHERS (5)	0	197,508	220,587
			-----	-----
			264,432	279,821

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4093	Replacement Pay	127,017	Coverage for dispatcher's vacations, sick leave, personal days, etc. Approx. 408 shifts (3 year weighted leave average) are covered by full time dispatchers or firefighters.	Coverage for dispatcher's vacations, sick leave, personal days, etc. Approx. 408 shifts (3 year weighted leave average) are covered by full time dispatchers or firefighters.
4097	Incentive Pay	6,940	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	4,326	Overtime paid for emergency callbacks and holdovers to cover dispatch during emergency incidents and includes overtime pay for in-service training/emergency incident critiques.	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	9,987	Anticipation that (5) dispatchers will redeem 3 holidays each at 1/4 week's pay for each shift (15 shifts)	Anticipation that (5) dispatchers will redeem 3 holidays each at 1/4 week's pay for each shift (15 shifts)
4233	Dispatch Center Maintenance	5,700	Includes the cost of maintaining the Town's radio box fire alarm system and repairs to console equipment.	Includes the cost of maintaining the Town's radio box fire alarm system and repairs to console equipment.
			Emergency outside Radio Box Repairs 2,500	Console - Inside Work 2,000 Emergency outside Radio Box Repairs 2,500
			Recorder Maint. Contract 2,500	Recorder Maint. Contract 2,500
			Traffic Light Repairs 700	Traffic Light Repairs 700
4412	Training Expense	1,880	Professional development training 1,480 APCO Membership 400	Professional development training 1,480 APCO Membership 400

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4450	Telephone	37,198	Annual costs for all telephone services: BCN & Partners Communications Service (Business Lines, 911 lines, Fax Lines) Wireless Services: Cellular Phones (17) Broadband Communications (aircards) (Includes Inspectional Services, Cardiac Monitors, I-Pads etc.) Emergency Repairs, Equipment, Parts, etc. Maintenance Alarm Monitoring (panic buttons) (moved from Central)	Annual costs for all telephone services: BCN & Partners Communications Service (Business Lines, 911 lines, Fax Lines) Wireless Services: Cellular Phones (17) Broadband Communications (aircards) (Includes Inspectional Services, Cardiac Monitors, I-Pads etc.) Emergency Repairs, Equipment, Parts, etc. Maintenance Comcast Internet circuit (Recommended by IT for FD resiliency, Phones, IT etc.) Alarm Monitoring (panic buttons) (moved from Central)
			34,958	12,000
			2,000	18,000
			240	2,000
				3,120
				240

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4456	Radio Maintenance	164,754	Repairs and maintenance wiring, Radio Boxes; Recorder Maintenance, mobile & portable radios Mobiles (24) Portables (79) Portable Radio Batteries Lawrence Rd/Howard St. Generators LMR System Support contract; year 2 (covers Town wide system (Fire, PD and Municipal Svc). Multi-year Svc. Agreement: yr. 1 = \$143,931; yr 2 = \$147,004; yr. 3 = \$150,170; yr 4 = \$153,430; yr 5 = \$156,788; yr 6 = \$160,245; Knox system maintenace; covers Town wide system to access to buildings. Knox boxes, Mounts, Keys Knox Connect Software to support the new Knox Box units	Repairs and maintenance wiring, Radio Boxes; Recorder Maintenance, mobile & portable radios Mobiles (24) Portables (79) Portable Radio Batteries Lawrence Rd/Howard St. Generators LMR System Support contract (covers Town wide system (Fire, PD and Municipal Svc). Multi-year Svc. Agreement: yr. 1 = \$143,931; yr 2 = \$147,004; yr. 3 = \$150,170; yr 4 = \$153,430; yr 5 = \$156,788; yr 6 = \$160,245; current warranty ends Feb 28 2023
			10,000	10,000
			1,000	1,000
			2,500	2,500
			147,004	143,931
			1,500	
			2,750	

2024 BUDGET						2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE					
<i>FIRE-STATIONS</i>										
40230 NEW	BUILDING SUPPLIES	-	-	-	-	15,800	12,500	12,500	12,500	0.00%
40230 - 4235	SMALL TOOLS & EQUIP.	11,693	12,757	10,567	12,757	10,900	10,900	10,900	(1,857)	-14.56%
40230 - 4237	GAS & OIL	64,075	82,989	49,096	82,989	85,706	85,706	85,706	2,717	3.27%
40230 - 4452	BUILDING MAINTENANCE	11,494	12,429	11,511	15,458	100	100	100	(12,329)	-99.20%
40230 - 4458	VEHICLE MAINTENANCE	184,894	134,761	119,066	166,096	164,493	140,000	140,000	5,239	3.89%
40230 - 4600	OFFICE FURNITURE & APPLIANCES	8,890	2,750	1,480	2,750	5,165	5,165	5,165	2,415	87.82%
SUBTOTAL		281,045	245,686	191,719	280,050	282,164	254,371	254,371	8,685	3.53%
<i>CENTRAL STATION #1</i>										
40231 - 4452	BUILDING MAINTENANCE	21,053	24,556	46,290	65,000	54,963	44,728	39,728	15,172	61.79%
40231 - 4495	HEAT	8,692	8,764	5,138	8,764	9,130	9,130	9,130	366	4.18%
40231 - 4496	ELECTRICITY	17,944	19,164	13,244	19,994	19,900	19,900	19,900	736	3.84%
40231 - 4497	OTHER UTILITIES	2,499	2,668	2,506	3,311	2,496	2,496	2,496	(172)	-6.45%
SUBTOTAL		50,187	55,152	67,179	97,069	86,489	76,254	71,254	16,102	29.20%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>SOUTH STATION #3</i>										
40233 - 4452	BUILDING MAINTENANCE	20,764	11,500	18,788	11,500	58,276	30,576	25,576	14,076	122.40%
40233 - 4495	HEAT	11,355	8,925	6,035	8,925	11,445	11,445	11,445	2,520	28.24%
40233 - 4496	ELECTRICITY	6,517	5,345	5,924	8,911	6,711	6,711	6,711	1,366	25.56%
40233 - 4497	OTHER UTILITIES	890	2,092	908	1,084	1,208	1,208	1,208	(884)	-42.26%
SUBTOTAL		39,526	27,862	31,654	30,420	77,640	49,940	44,940	17,078	61.29%
<i>NORTH STATION #2</i>										
40234 - 4452	BUILDING MAINTENANCE	32,474	17,650	24,196	17,650	38,940	28,425	28,425	10,775	61.05%
40234 - 4495	HEAT	13,939	12,255	7,592	12,255	13,987	13,987	13,987	1,732	14.13%
40234 - 4496	ELECTRICITY	6,776	6,844	4,314	6,209	7,473	7,473	7,473	629	9.19%
40234 - 4497	OTHER UTILITIES	454	477	373	445	437	437	437	(40)	-8.39%
SUBTOTAL		53,643	37,226	36,475	36,559	60,837	50,322	50,322	13,096	35.18%
TOTAL-STATIONS		424,401	365,926	327,027	444,098	507,130	430,887	420,887	54,961	15.02%

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-STATIONS

DEPT # - 40230

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4234	Building Supplies	12,500	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. Rehab supplies	
4235	Small Tools	10,900	Tools/replacement and specialized equipment used by department mechanic.	Tools/replacement and specialized equipment used by department mechanic.
			Tools/replacement equipment	Tools/replacement equipment
			Subscriptions for Vehicle Diagnostic & Repair Programs	Subscriptions for Vehicle Diagnostic & Repair Programs
			Identifix	Identifix
			Cummins Engines	Cummins Engines
			Engine Code Reading Unit Software update	Engine Code Reading Unit Software update
				Vehicle service ramps
4237	Gas & Oil	85,706	Fuel Estimate: diesel and gasoline (based on 3 yr wgtd avg and 75% increase for 6 months)	Fuel Estimate: diesel and gasoline (based on 3 yr wgtd avg and 75% increase for 6 months)
			DEF, Oils, waste oil, etc. (drums/quarts)	DEF, Oils, waste oil, etc. (drums/quarts)

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-STATIONS

DEPT # - 40230

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4452	Building Maintenance	100	Security camera system for fire stations	100
				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. Pandemic cleaning supplies continue.
				12,429
4458	Vehicle Maintenance	140,000	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. Supplies including grease, rags, wax, paints, mechanic overalls, etc. Replacement of tires for Fire Department apparatus, cars & ambulances.	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. Supplies including grease, rags, wax, paints, mechanic overalls, etc. Replacement of tires for Fire Department apparatus, cars & ambulances.
			140,000	128,761
			(Includes maintenance of Inspections vehicles)	(Includes maintenance of Inspections vehicles)
			Rust repair necessary to keep vehicles on road. (Proposed to be replaced in 2023 CIP)	Rust repair necessary to keep vehicles on road. (Proposed to be replaced in 2023 CIP)
				6,000
4600	Office Furniture & Appliances	5,165	All Appliances, including refrigerators, stoves, dishwashers, washing machines, chairs, dryers and miscellaneous office furniture for all three stations.	All Appliances, including refrigerators, stoves, dishwashers, washing machines, chairs, dryers and miscellaneous office furniture for all three stations.
			5,165	2,750

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-CENTRAL STATION #1

DEPT # - 40231

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4452	Building Maintenance		Maintenance and repair costs for Central Fire Station as follows:	Maintenance and repair costs for Central Fire Station as follows:
	Constructed in 1967	39,728	Exhaust System Maintenance 3,250	Exhaust System Maintenance 2,500
			HVAC Maintenance (filters, service etc.) 2,000	HVAC Maintenance (includes duct cleaning, mikeside Tx, odor neut. UV) 3,273
			Electrical Repairs 2,552	Electrical Repairs 2,430
			Plumbing Supplies & Repair 2,468	Plumbing Supplies & Repair 2,470
			Overhead Door Repair 3,729	Overhead Door Repair 3,552
			Building/Grounds Maintenance 8,421	Building/Grounds Maintenance 8,020
			Generator Maintenance 688	Generator Maintenance 655
			Building Decontamination / disinfecting /carpet cleaning 1,100	Building Decontamination / disinfecting 800
			Pest Control 780	Pest Control 756
			State of NH Pressure Vessel Inspection 100	State of NH Pressure Vessel Inspection 100
			Metal security door x2 \$6,026 ea. 12,052	
			Hallway floor 2,588	
4495	Heat	9,130	Heating and air conditioning costs for Central Fire Station.	Heating and air conditioning costs for Central Fire Station. 3 Year weighted average + 50% for 6 months
4496	Electricity	19,900	Electricity costs for Central Fire Station.	Electricity costs for Central Fire Station. 3 Year weighted average + 3%
4497	Other Utilities	2,496	Water and sewer charges.	Water and sewer charges. 3 Year weighted average + 7%

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-SOUTH STATION #3

DEPT # - 40233

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4452	Building Maintenance	30,576	Maintenance and repair costs for South Fire Station as follows: Exhaust System Maintenance 1,200 HVAC Maintenance (filters & service) 2,000 Electrical Repairs 2,000 Plumbing Supplies & Repair 1,000 Overhead Door Repair 1,200 Building/Grounds Maintenance 3,000 Generator Maintenance 300 Fire Alarm Annual Inspection 300 Sprinkler Annual Inspection 500 Pressure Vessel Inspections State of NH 100 Pest Control 900 Building Decon / disinfecting 900 Commercial entry door 6,026 PPE Gear storage lockers 5,150 Siding replacement 6,000	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 300 Fire Alarm Annual Inspection 300 Sprinkler Annual Inspection 450 Pressure Vessel Inspections State of NH 100 Pest Control 875 Building Decon / disinfecting 800 Flagpole Replacement 1,275
4495	Heat	11,445	Heating costs for South Fire Station. 3 Year weighted average + 50% for 6 months	Heating costs for South Fire Station. 3 Year weighted average + 50% for 6 months
4496	Electricity	6,711	Electricity costs for South Fire Station . 3 Year weighted average + 3%	Electricity costs for South Fire Station . 3 Year weighted average + 3%
4497	Other Utilities	1,208	Water and sewer charges.	Water and sewer charges.

2024 BUDGET WORKSHEET

DEPT NAME - FIRE-NORTH STATION #2

DEPT # - 40234

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4452	Building Maintenance		Maintenance and repair costs for North Fire Station as follows:	Maintenance and repair costs for North Fire Station as follows:
	Constructed in 2005	28,425	Exhaust System Maintenance 1,800	Exhaust System Maintenance 1,650
			HVAC Maintenance 4,450	HVAC Maintenance 3,900
			Electrical Repairs 2,200	Electrical Repairs 2,000
			Plumbing Supplies & Repair 1,200	Plumbing Supplies & Repair 1,000
			Overhead Door Repair 2,200	Overhead Door Repair 2,050
			Building/Grounds Maintenance 3,600	Building/Grounds Maintenance 3,100
			Generator Maintenance 400	Generator Maintenance 400
			Fire Alarm Maintenance 700	Fire Alarm Maintenance 450
			Fire Sprinkler Maintenance 600	Fire Sprinkler Maintenance 500
			Septic/Grey Water 400	Septic/Grey Water 250
			Pest Control 1,500	Pest Control 1,500
			Building Decon / disinfecting 900	Building Decon / disinfecting 750
			State of NH Pressure Vessel Inspection 100	State of NH Pressure Vessel Inspection 100
			Replace air compressor 1,515	
			Replace overhead door motors x2 4,770	
			Apparatus bay exhaust fan 590	
			Replace/update apparatus bay LED lights 1,500	
4495	Heat	13,987	Heating costs for North Fire Station. 3 Year weighted average + 50% for 6 months	Heating costs for North Fire Station. 3 Year weighted average + 50% for 6 months
4496	Electricity	7,473	Electricity costs for North Fire Station. 3 Year weighted average + 3%	Electricity costs for North Fire Station. 3 Year weighted average + 3%
4497	Other Utilities	437	Water charges 445 3 Year weighted average + 7%	Water charges 445 3 Year weighted average + 7%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>FIRE-INSPECTIONAL SERVICES</i>										
40240 - 4090	REGULAR PAY	397,009	457,594	362,800	471,904	505,783	505,783	488,604	31,010	6.78%
40240 - 4092	TEMPORARY PAY	77,976	87,515	57,937	86,637	97,103	97,103	97,103	9,588	10.96%
40240 - 4170	RETIREMENT	56,284	63,123	50,366	65,128	68,434	68,434	66,110	2,987	4.73%
40240 - 4171	DISABILITY INSURANCE	3,731	4,195	3,495	4,357	4,520	4,520	4,385	190	4.52%
40240 - 4172	WORKERS' COMPENSATION	19,929	19,566	17,713	31,054	20,798	20,798	19,772	206	1.05%
40240 - 4174	FICA-SOCIAL SECURITY	34,089	41,701	30,400	41,397	46,120	46,120	44,806	3,105	7.45%
40240 - 4176	HEALTH INSURANCE	106,540	128,598	101,203	171,056	135,487	135,487	115,219	(13,379)	-10.40%
40240 - 4177	UNEMPLOYMENT COMPENSATION	328	280	246	474	315	315	315	35	12.50%
40240 - 4178	LIFE INSURANCE	1,010	856	953	979	1,198	1,198	1,155	299	34.93%
40240 - 4179	DENTAL INSURANCE	4,214	3,272	3,929	5,107	5,344	5,344	4,716	1,444	44.12%
40240 - 4231	INSPECTIONAL SERVICES SUPPLIE	7,223	2,625	3,238	4,500	5,325	3,325	3,325	700	26.67%
40240 - 4400	CONTRACTED SERVICES	20,520	43,383	43,383	43,383	25,575	25,575	43,383	-	0.00%
40240 - 4405	MEMBERSHIPS & PUBLICATIONS	1,144	2,889	500	2,889	2,889	2,889	2,889	-	0.00%
40240 - 4453	MEETINGS & TRAINING	767	1,500	528	1,500	1,500	1,500	1,500	-	0.00%
40240 - 4587	RECORDING FEES	-	83	-	83	83	83	83	-	0.00%
40240 -4810	MOSQUITO CONTROL	44,500	52,000	52,343	52,343	52,000	52,000	52,000	-	0.00%
SUBTOTAL		775,264	909,180	729,034	981,044	972,473	970,473	945,364	36,184	3.98%
TOTAL-FIRE		15,087,311	15,849,607	12,457,848	16,267,207	16,202,629	15,972,137	15,937,028	87,421	0.55%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
FIRE-INSPECTIONAL SERVICES - 40240				
4090	BUILDING OFFICIALS/INSPECTORS (3)	0	238,932	255,459
	HEALTH OFFICER	0	107,354	110,479
	ADMIN. SECRETARY	0	55,205	60,704
	FIRE CLERK	0	56,103	61,962
			-----	-----
			457,594	488,604

2024 BUDGET WORKSHEET

DEPT NAME -FIRE - INSPECTIONAL SERVICES

DEPT # - 40240

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	97,103	2 PT inspectors @ 27 hrs/wk	2 PT inspectors @ 24 hrs/wk
4231	Inspectional Services	3,325		
	Supplies		Inspection/Investigation tools and equipment including evidence collection and photo supplies	Inspection/Investigation tools and equipment including evidence collection and photo supplies
			Fire Prevention/Education Literature	Fire Prevention/Education Literature
			Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye	Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye
4400	Contracted Services	43,383	Environmental testing done at NH Dept. of Environmental Services Lab/Granite State Analytical 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.	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 75 samples @ \$35 each.	Estimated 65 samples @ \$35 each.
			Septic Inspections/reviews (offsetting revenue GF 1-3371)	Septic Inspections/reviews (offsetting revenue GF 1-3371)
4405	Memberships & Publications	2,889	Prof. Assn. Memberships:	Prof. Assn. Memberships:
			NH Building Officials Assn	NH Building Officials Assn
			NH Fire Prevention and International Arson Investigators	NH Fire Prevention and International Arson Investigators
			NH Building Officials Support Staff (2)	NH Building Officials Support Staff (2)
			Code Subscriptions Service	Code Subscriptions Service

2024 BUDGET WORKSHEET

DEPT NAME -FIRE - INSPECTIONAL SERVICES

DEPT # - 40240

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			NFPA 175	NFPA 175
			ICC 145	ICC 145
			N.H. Health Officers Assoc. 45	N.H. Health Officers Assoc. 45
			Granite State Designers and Installers 140	Granite State Designers and Installers 140
4453	Meetings & Training	1,500	ICC Certifications (3) 757	ICC Certifications (3) 757
			Code Training & Continuing Education (7 inspectors & 2 Administrative staff) 500	Code Training & Continuing Education (7 inspectors & 2 Administrative staff) 500
			NH Health Officers Association (Semi-Annual meetings) 198	NH Health Officers Association (Semi-Annual meetings) 198
			Annual Granite State Designers & Installers Conference (1-day) 45	Annual Granite State Designers & Installers Conference (1-day) 45
4587	Recording Fees	83	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	52,000	Mosquito surveillance, larviciding and adulticiding. Includes annual permit and special event spraying 48,000	Mosquito surveillance, larviciding and adulticiding. Includes annual permit and special event spraying 48,000
			Targeted Spraying 4,000	Targeted Spraying 4,000

2024 BUDGET

DEPT.	2022 EXPENDED	2023 BUDGET	EXPENDED (AS OF 10/17/23)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES SUMMARY									
ADMINISTRATION	434,383	628,873	435,301	621,915	543,459	543,459	543,459	(75,024)	-11.93%
GARAGE	84,755	65,594	63,684	76,303	145,246	103,046	84,077	18,483	28.18%
FLEET	543,164	686,799	253,227	581,689	700,826	700,826	700,826	14,027	2.04%
STREETS/SHOPS	1,300,440	1,596,520	1,122,169	1,502,344	1,696,367	1,686,367	1,669,367	72,847	4.56%
WINTER WEATHER	1,008,744	830,789	1,100,603	1,291,116	1,385,246	1,200,035	1,200,035	369,246	44.45%
SOLID WASTE	1,475,214	1,589,038	1,136,896	1,629,916	1,781,467	1,781,467	1,781,467	192,429	12.11%
PARKS/PROPERTY	633,783	671,021	550,913	690,780	739,704	739,704	739,704	68,683	10.24%
ENGINEERING	532,036	795,577	540,837	758,197	1,117,190	954,145	954,145	158,568	19.93%
LIGHTING	576,637	668,797	398,741	576,551	647,997	647,997	647,997	(20,800)	-3.11%
TOTAL - MUNICIPAL SERVICES	6,589,157	7,533,008	5,602,372	7,728,812	8,757,502	8,357,046	8,321,077	798,459	10.60%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-ADMINISTRATION										
50100 - 4090	REGULAR PAY	216,599	321,853	251,733	327,036	333,595	333,595	333,595	11,742	3.65%
50100 - 4098	OVERTIME PAY	-	44,429	-	44,429	-	-	-	(44,429)	-100.00%
50100 - 4170	RETIREMENT	30,454	44,399	34,862	48,056	45,136	45,136	45,136	737	1.66%
50100 - 4171	DISABILITY INSURANCE	1,592	2,452	2,029	2,518	2,486	2,486	2,486	34	1.39%
50100 - 4172	WORKERS' COMPENSATION	5,488	10,242	9,201	14,111	8,497	8,497	8,497	(1,745)	-17.04%
50100 - 4174	FICA-SOCIAL SECURITY	16,204	24,622	19,322	26,734	25,520	25,520	25,520	898	3.65%
50100 - 4176	HEALTH INSURANCE	43,390	80,660	48,036	60,474	54,807	54,807	54,807	(25,853)	-32.05%
50100 - 4177	UNEMPLOYMENT COMPENSATION	82	105	86	202	105	105	105	-	0.00%
50100 - 4178	LIFE INSURANCE	455	739	613	660	737	737	737	(2)	-0.27%
50100 - 4179	DENTAL INSURANCE	1,320	3,083	1,952	2,551	2,401	2,401	2,401	(682)	-22.12%
50100 - 4182	CLOTHING ALLOWANCE	12,671	27,198	36,903	35,000	27,350	27,350	27,350	152	0.56%
50100 - 4200	OFFICE SUPPLIES	584	1,700	370	1,700	1,700	1,700	1,700	-	0.00%
50100 - 4239	DAM REPAIR & MAINTENANCE	67,020	27,150	4,976	27,150	9,150	9,150	9,150	(18,000)	-66.30%
50100 - 4240	FLOOD CONTROL MANAGEMENT	9,100	9,400	9,400	9,400	9,400	9,400	9,400	-	0.00%
50100 - 4400	CONTRACTED SERVICES	12,013	3,000	2,430	3,000	5,000	5,000	5,000	2,000	66.67%
50100 - 4405	MEMBERSHIPS & PUBLICATIONS	560	1,140	150	1,140	1,140	1,140	1,140	-	0.00%
50100 - 4406	PRINTING & BINDING	337	500	595	500	500	500	500	-	0.00%
50100 - 4423	MEDICAL EXAMINATIONS	2,012	1,958	1,755	2,500	1,958	1,958	1,958	-	0.00%
50100 - 4450	TELEPHONE	10,664	10,390	8,442	11,290	10,514	10,514	10,514	124	1.19%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
50100 - 4453	MEETINGS & TRAINING	835	1,455	874	1,455	1,455	1,455	1,455	-	0.00%
50100 - 4459	EQUIPMENT MAINTENANCE	3,004	2,008	1,572	2,008	2,008	2,008	2,008	-	0.00%
	SUBTOTAL	434,383	628,873	435,301	621,915	543,459	543,459	543,459	(75,024)	-11.93%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
ADMINISTRATION - 50100				
4090	DIRECTOR OF MUNICIPAL SERVICES	0	147,674	151,961
	DEPUTY DIRECTOR MS-DPW	0	112,113	113,550
	ADMIN. ASSISTANT	0	62,066	68,084
			-----	-----
			321,853	333,595

2024 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ADMINISTRATION

DEPT # - 50100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4182	Clothing Allowance	27,350	Clothing and Boot Allowance Contract Requirements (22 Employees)	Contract requirements (22 employees) Initial Issue of uniforms per new CBA
			27,350	27,198
4200	Office Supplies	1,700	Supplies for Public Works Division	Supplies for Public Works Division
			1,700	1,700
4239	Dam Repairs & Maintenance	9,150	Yearly maintenance to 3 dams and 2 flumes Electronic gate system maint. Annual State Dam Inspection	Yearly maintenance to 3 dams and 2 flumes Electronic gate system maint. Millville Dam Engineering Annual State Dam Inspection
			4,000 1,000 4,150	4,000 1,000 18,000 4,150
4240	Flood Control Management	9,400	Maintenance of river gauge @ Cowbell Corners (North Salem) cost of 14,900 to be offset by 5,500 from USGS Paid annually, in the Fall, to USGS	Maintenance of river gauge @ Cowbell Corners (North Salem) cost of 14,900 to be offset by 5,500 from USGS Paid annually, in the Fall, to USGS
			9,400	9,400
4400	Contracted Services	5,000	Advertisements and public notices Legal Notices (materials and service bids)	Advertisements and public notices Legal Notices (materials and service bids)
			2,000 3,000	2,000 1,000
4405	Memberships & Publications	1,140	For membership in professional organizations: NH Public Works Assn Solid Waste Certifications (5 scales @ 96 ea. & 5 operators @ 50 ea.) State scale license APWA Memberships NH Road Agents	For membership in professional organizations: NH Public Works Assn Solid Waste Certifications (5 scales @ 96 ea. & 5 operators @ 50 ea.) State scale license APWA Memberships NH Road Agents
			40 730 180 160 30	40 730 180 160 30

2024 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ADMINISTRATION

DEPT # - 50100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4406	Printing & Binding	500	Handout notices for road detours, construction projects, etc.	Handout notices for road detours, construction projects, etc.
			Stationary and envelopes	Stationary and envelopes
				500
4423	Medical Exams	1,958	Physicals for employees when requested by the Town	Physicals for employees when requested by the Town
				1,058
4450	Telephone	10,514	Telephone lines, usage, and repairs	Telephone lines, usage, and repairs
			Cell phone service (5)	Cell phone service (5)
			Broadband communications- air cards-	Broadband communications- air cards-
			GIS tablets (4)	GIS tablets (4)
				6,099
				2,771
				1,520
4453	Meetings & Training	1,455	Training programs, UNH T2	Training programs, UNH T2
			HVAC Facility Systems Training	HVAC Facility Systems Training
				680
				775
4459	Equipment Maintenance	2,008	Copier maintenance / copies	Copier maintenance / copies
			Emergency repairs	Emergency repairs
				2,008



United States Department of the Interior

U.S. GEOLOGICAL SURVEY
New England Water Science Center
New Hampshire – Vermont Office
331 Commerce Way, Suite 2
Pembroke, NH 03271

August 2, 2023

Roy Sorenson
Town of Salem
21 Cross Street
Salem, NH 03079

Dear Mr. Sorenson:

The U.S. Geological Survey (USGS) is contacting you today regarding the continued operation of the Spicket River at North Salem, NH streamgage. The current streamgage agreement is set to expire on September 30, 2023. Please let me know if the Town of Salem would like to continue operation of the streamgage and I will have an agreement drafted for signature.

Streamgage costs for Federal fiscal year 2024 will be \$14,900 of which USGS is able to contribute \$5,500, leaving a share of \$9,400 to the Town of Salem.

All data from this gage is available in real-time and updated on hourly intervals on the USGS website at:

<http://waterdata.usgs.gov/nh/nwis/current/?type=flow>.

Please contact me at (603-226-7819 or rkiah@usgs.gov) if you have any questions. Thank you for your help and consideration of this project.

Sincerely,

Richard Kiah
Hydrologic Network Operations Chief

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-GARAGE										
50110 -4400	CONTRACTED SERVICES	-	-	-	-	13,212	13,212	16,493	16,493	0.00%
50110 -4401	CLEANING SERVICES	20,600	20,600	15,450	20,600	20,900	20,900	20,900	300	1.46%
50110 -4402	ENGINEERING SERVICES	-	-	-	-	42,200	-	-	-	0.00%
50110 -4495	HEAT	13,866	13,573	9,362	13,573	14,561	14,561	14,561	988	7.28%
50110 -4496	ELECTRICITY	16,330	19,305	13,946	21,185	18,819	18,819	18,819	(486)	-2.52%
50110 -4497	OTHER UTILITIES	1,399	958	644	945	1,218	1,218	1,218	260	27.14%
50110 -4498	BUILDING REPAIRS	29,898	11,158	24,282	20,000	34,336	34,336	12,086	928	8.32%
50110 -4607	EQUIPMENT	2,662	-	-	-	-	-	-	-	0.00%
SUBTOTAL		84,755	65,594	63,684	76,303	145,246	103,046	84,077	18,483	28.18%

2024 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - GARAGE

DEPT # - 50110

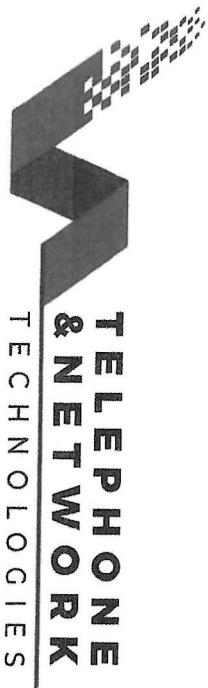
ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4400	Contracted Services	16,493	Building Alarm Replacement Upgrade 3,281 Building Card Entry System 13,212	
4401	Cleaning Services	20,900	Cleaning of building provided by outside contractor. 20,900	Cleaning of building provided by outside contractor. Based on bid pricing 20,600
4495	Heat	14,561	Heat for building. Natural Gas.	Heat for building. Natural Gas. 3 Year weighted average + 50% for 6 months
4496	Electricity	18,819	Electricity for Garage	Electricity for Garage
4497	Other Utilities	1,218	Town Water Septic pumping Propane for Emergency Generator	Town Water 708 Septic pumping 250 Propane for Emergency Generator
4498	Building Repairs	12,086	General maintenance and repairs to DPW buildings and gas system 5,000 HVAC maintenance contract (6 garage units) 924 Fuel System Compliance 1,500 Pest control (79/mo.) 948 Fuel System fire suppression testing twice annually (\$300 ea.) 600 Annual maintenance for overhead garage doors 1,250 Generator Maintenance 530 Compressor Maintenance 275 Alarm monitoring 174 Fire Safety Equipment Maintenance 135	General maintenance and repairs to DPW buildings and gas system 2,000 HVAC maintenance contract (6 garage units) 924 Fuel System Compliance 1,500 Pest control (79/mo.) 948 Fuel System fire suppression testing twice annually (\$300 ea.) 600 Annual maintenance for overhead garage doors 1,250 Generator Maintenance 530 Compressor Maintenance 275 Alarm monitoring 174 Fire Safety Equipment Maintenance 135

2024 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - GARAGE

DEPT # - 50110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023	
			Vehicle Lift Inspection	750	
			Cold Storage Bird Netting	22,250	
				Carbon Monoxide Detectors	647
				Vehicle Lift Inspection	750
				Work Bay Lighting Replacement	1,425



QUOTE #	AAAQ 3045
DATE	2023-07-12

QUOTE

Telephone & Network Technologies

117 Londonderry Turnpike, Hooksett, NH 03106

TO James Pacheco
 Town of Salem NH-DPW
 21 Cross Street
 Salem, NH 03079
 Phone: (603) 890-2150

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Dan Boyce	Security Manager	Due Upon Completion	Due Upon Completion

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Intrusion Panel (New and Install in Data/Electrical Room)	\$545.00	\$545.00
2	Intrusion Keypads (Replace by Time Clock & Add New One by Garage Entrance)	\$138.00	\$276.00
2	Intrusion Keypad Back Box's (For Keypads Above)	\$20.00	\$40.00
2	4 Point Zone Expander for Existing Zones	\$77.00	\$154.00
2	360 Degree Motions (Replaces Old)	\$83.00	\$166.00
1	Wallmount Motion Detector (Replace In Breakroom)	\$75.00	\$75.00
1	Door Contact (Interstate 93 Side Door)	\$10.00	\$10.00
1	12V7 AH Battery	\$36.00	\$36.00
1	Power Transformer	\$29.00	\$29.00
1	Cable, Connectors & Electrical	\$250.00	\$250.00

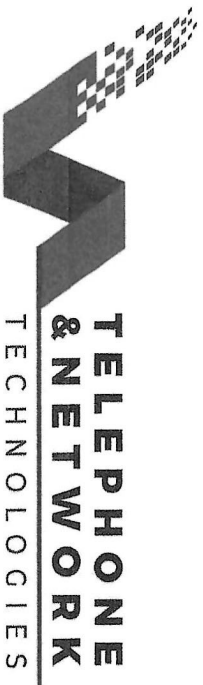
1 Labor to install, program, label, and training all included equipment will be done at an hourly rate of \$85.00 an hour, normal hourly rate is \$125.00 and our non-profit rate is \$115.00. For budgeting, TNT is figuring 20 hours on site X \$85.00 an hour = S 1700.00	\$1,700.00	\$1,700.00
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SUBTOTAL	\$3,281.00
SALES TAX	\$0.00
Total	\$3,281.00

TNT is pleased to provide and install an intrusion system with the following additions. All new parts have a One year warranty covering all parts, labor and travel. Will tie in existing devices and relocate panel as part of this quote.

To accept this quotation, sign here and return: _____

Thank You For Your Business!



QUOTE #	AAAQ 3046
DATE	2023-07-13

Telephone & Network Technologies

117 Londonderry Turnpike, Hooksett, NH 03106

T0 James Pacheco
Town of Salem NH-DPW
21 Cross Street
Salem, NH 03079
Phone: (603) 890-2150

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Dan Boyce	Security Manager	Due Upon Completion	Due Upon Completion

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	Access Control Panel	\$2,750.00	\$2,750.00
1	Network Communications Board	\$372.00	\$372.00
4	Proximity Reader	\$150.00	\$600.00
1	Access Control Software	\$1,067.00	\$1,067.00
3	Electric Door Strikes	\$400.00	\$1,200.00
3	Leverset Door Modifications	\$500.00	\$1,500.00
1	Lock Power Supply	\$263.00	\$263.00
4	12V7 AH Battery	\$36.00	\$144.00
2	Control Panel & Communications Boards Power Supply	\$20.00	\$40.00
2	50 Count Access Fobs	\$423.00	\$846.00

1	Cable, Connectors ft Electrical	\$350.00	\$350.00
1	Labor to install, program, label, and training all included equipment will be done at an hourly rate of \$85.00 an hour, normal hourly rate is \$125.00 and our non-profit rate is \$115.00. For budgeting, TNT is figuring 48 hours on site X \$85.00 an hour = \$4080.00	\$4,080.00	\$4,080.00

SUBTOTAL	\$13,212.00
SALES TAX	\$0.00
Total	\$13,212.00

TNT is pleased to provide and install a 4 door access control system at the above budgetary cost. All parts, labor and travel have a one year warranty. One door has an existing strike and will be reutilized..

To accept this quotation, sign here and return: _____

Thank You For Your Business!

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-FLEET										
50120 - 4090	REGULAR PAY	66,163	163,759	22,110	97,898	170,782	170,782	170,782	7,023	4.29%
50120 - 4098	OVERTIME PAY	9,336	4,309	983	2,926	4,000	4,000	4,000	(309)	-7.17%
50120 - 4170	RETIREMENT	10,615	23,693	3,197	13,715	23,650	23,650	23,650	(43)	-0.18%
50120 - 4171	DISABILITY INSURANCE	701	1,709	92	856	1,764	1,764	1,764	55	3.22%
50120 - 4172	WORKERS' COMPENSATION	5,479	9,360	7,895	12,266	10,785	10,785	10,785	1,425	15.22%
50120 - 4174	FICA-SOCIAL SECURITY	5,524	13,140	1,715	7,671	13,371	13,371	13,371	231	1.76%
50120 - 4176	HEALTH INSURANCE	35,798	80,660	6,113	56,923	110,361	110,361	110,361	29,701	36.82%
50120 - 4177	UNEMPLOYMENT COMPENSATION	67	105	39	126	105	105	105	-	0.00%
50120 - 4178	LIFE INSURANCE	205	486	51	160	505	505	505	19	3.91%
50120 - 4179	DENTAL INSURANCE	948	2,237	89	1,805	3,525	3,525	3,525	1,288	57.58%
50120 - 4235	SMALL TOOLS & EQUIPMENT	1,765	2,500	1,726	2,500	2,500	2,500	2,500	-	0.00%
50120 - 4237	GAS & OIL	104,183	122,841	85,906	122,841	97,478	97,478	97,478	(25,363)	-20.65%
50120 - 4400	CONTRACTED SERVICES	1,525	10,000	8,010	10,000	10,000	10,000	10,000	-	0.00%
50120 - 4456	RADIO MAINTENANCE	470	2,000	-	2,000	2,000	2,000	2,000	-	0.00%
50120 - 4458	VEHICLE MAINTENANCE	300,386	250,000	115,302	250,000	250,000	250,000	250,000	-	0.00%
	SUBTOTAL	543,164	686,799	253,227	581,689	700,826	700,826	700,826	14,027	2.04%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
FLEET - 50120				
4090	CHIEF MECHANIC	0	58,355	61,606
	FLEET MECHANIC (2)	0	105,404	109,176
			-----	-----
			163,759	170,782

2024 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - FLEET

DEPT # - 50120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4098	Overtime	4,000	Projects not charged back to divisional or departmental accounts. Projects like vehicle inspections, welding, sandblasting and emergency repairs.	Projects not charged back to divisional or departmental accounts. Projects like vehicle inspections, welding, sandblasting and emergency repairs.
4235	Small Tools & Equipment	2,500	Purchase/repair of broken and/or damaged tools	Purchase/repair of broken and/or damaged tools
4237	Gas & Oil	97,478	Fuel Estimate: diesel and gasoline	Fuel Estimate: diesel and gasoline
			Oil, hydraulic fluid, other lubricants, including waste oil disposal	(based on 3 yr wgt'd avg and 75% Oil, hydraulic fluid, other lubricants, including waste oil disposal
4400	Contracted Services	10,000	Welding/Fabricating Services	Welding/Fabricating Services
4456	Radio Maintenance	2,000	Annual repairs/maintenance	Annual repairs/maintenance
4458	Vehicle Maintenance	250,000	Vehicle parts for scheduled and emergency repairs to equipment.	Vehicle parts for scheduled and emergency repairs to equipment.

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-STREETS/SHOPS										
50130 - 4090	REGULAR PAY	441,845	639,950	307,370	517,923	668,598	668,598	668,598	28,648	4.48%
50130 - 4092	TEMPORARY PAY	56,866	33,920	38,335	31,600	33,920	33,920	33,920	-	0.00%
50130 - 4098	OVERTIME PAY	60,559	47,776	49,258	62,897	60,000	60,000	60,000	12,224	25.59%
50130 - 4112	STAND-BY PAY	7,473	13,307	6,906	11,265	13,905	13,905	13,905	598	4.49%
50130 - 4170	RETIREMENT	87,501	95,623	59,344	85,952	100,466	100,466	100,466	4,843	5.06%
50130 - 4171	DISABILITY INSURANCE	4,942	6,631	3,775	5,670	6,847	6,847	6,847	216	3.26%
50130 - 4172	WORKERS' COMPENSATION	22,708	40,043	35,376	54,216	47,905	47,905	47,905	7,862	19.63%
50130 - 4174	FICA-SOCIAL SECURITY	41,420	56,210	28,495	46,417	59,396	59,396	59,396	3,186	5.67%
50130 - 4176	HEALTH INSURANCE	197,956	280,850	132,450	233,085	284,802	284,802	284,802	3,952	1.41%
50130 - 4177	UNEMPLOYMENT COMPENSATION	572	525	341	703	505	505	505	(20)	-3.81%
50130 - 4178	LIFE INSURANCE	1,413	1,892	1,085	1,242	1,984	1,984	1,984	92	4.86%
50130 - 4179	DENTAL INSURANCE	6,447	9,870	4,885	8,530	9,705	9,705	9,705	(165)	-1.67%
50130 - 4201	MAINTENANCE SUPPLIES	1,349	1,274	721	1,274	1,274	1,274	1,274	-	0.00%
50130 - 4235	SMALL TOOLS & EQUIP.	5,528	3,000	2,535	3,000	3,000	3,000	3,000	-	0.00%
50130 - 4238	TRAFFIC & STREET SIGNS	16,999	12,500	16,429	15,000	15,000	15,000	15,000	2,500	20.00%
50130 - 4241	BRIDGE & RAIL SUPPLIES	4,800	8,339	4,365	8,339	8,339	8,339	8,339	-	0.00%
50130 - 4242	STREET LINING	70,774	80,000	80,882	90,000	90,000	90,000	90,000	10,000	12.50%
50130 - 4244	GRAVEL/CRUSHED STONE	25,168	16,500	14,392	16,500	16,500	16,500	10,500	(6,000)	-36.36%
50130 - 4245	BITUMINOUS CONCRETE	14,560	29,500	12,369	25,000	29,500	29,500	29,500	-	0.00%
50130 - 4248	DRAINAGE SUPPLIES	15,925	23,389	8,744	12,000	16,000	16,000	16,000	(7,389)	-31.59%

10/18/2023

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2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
50130 - 4262	SAFETY	4,830	2,396	1,585	2,396	2,396	2,396	2,396	-	0.00%
50130 - 4266	COLD PATCH	2,392	2,552	2,500	2,552	2,552	2,552	2,552	-	0.00%
50130 - 4267	CALCIUM CHLORIDE	3,968	4,500	-	4,500	4,500	4,500	4,500	-	0.00%
50130 - 4400	CONTRACTED SERVICES	123,840	112,060	217,466	160,000	134,180	134,180	128,180	16,120	14.39%
50130 - 4440	EQUIPMENT RENTAL	43,847	14,500	11,377	12,000	14,500	14,500	14,500	-	0.00%
50130 - 4462	TREE REMOVAL	36,757	39,214	60,901	70,000	65,000	55,000	50,000	10,786	27.51%
50130 - 4607	EQUIPMENT	-	20,199	20,283	20,283	5,593	5,593	5,593	(14,606)	-72.31%
SUBTOTAL		1,300,440	1,596,520	1,122,169	1,502,344	1,696,367	1,686,367	1,669,367	72,847	4.56%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
STREETS/SHOPS - 50130				
4090	WORKING FOREMEN (2)	0	118,996	138,096
	HEAVY EQUIP. OPERATORS (6)	0	330,400	272,888
	LIGHT EQUIP. OPERATOR (4)	0	190,554	257,614
			-----	-----
			639,950	668,598

2023 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	33,920	2 summer employees @ \$16/hr for 12 weeks doing brush, roadside trash pick up, patching, etc. Police details Police details for catch basin cleaning 3 yr wgt'd avg. (47,608)	2 summer employees @ \$16/hr for 12 weeks doing brush, roadside trash pick up, patching, etc. Police details Police details for catch basin cleaning 3 yr wgt'd avg. (31,445)
4098	Overtime	60,000	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. (3,161)	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. (69,538)
4112	Standby	13,905	Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day 3 yr wgt'd avg. (7,999)	Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day 3 yr wgt'd avg. (8,511)
4201	Maintenance Supplies	1,274	Est. cost of maintenance materials (soap, paper products, bug sprays, bulbs, etc.). 3 yr wgt'd avg. (1,362)	Est. cost of maintenance materials (soap, paper products, bug sprays, bulbs, etc.). 3 yr wgt'd avg. (1,485)
4235	Small Tools & Equipment	3,000	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.) 3 yr wgt'd avg. (4,760)	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.) 3 yr wgt'd avg. (2,840)

2023 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4238	Traffic & Street Signs	15,000	Repair and clean existing signs. Replace signs due to damage, fading, theft and vandalism. Town of Salem Signature Sign(s) 3 yr. weighted avg. (14,895)	Repair and clean existing signs. Replace signs due to damage, fading, theft and vandalism. Town of Salem Signature Sign(s) 4,500 3 yr. weighted avg. (10,783)
4241	Bridge & Rail Repairs	8,339	Guardrail repairs town wide 3 yr. weighted avg. (6,659)	Guardrail repairs town wide 3 yr. weighted avg. (14,680)
4242	Street Lining	90,000	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. weighted avg. (68,677)	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. weighted avg. (64,705)
4244	Gravel/Crushed Stone	10,500	Construction projects, pipe installations, backfill drain structures Maintenance of gravel roads twice 6,000 yearly, construction projects, and drainage repairs. Road Construction Waste Disposal 4,500 3 yr. weighted avg. (21,281)	Construction projects, pipe installations, backfill drain structures Maintenance of gravel roads twice 12,000 yearly, construction projects, and drainage repairs. Road Construction Waste Disposal 4,500 3 yr. weighted avg. (16,909)
4245	Bituminous Concrete	29,500	DPW hot top operations to repair sections of roads that require attention on a prioritized yearly basis (Asphalt) 3 yr. weighted avg. (17,459) 24,500 Includes add 'l sidewalk maintenance 5,000	DPW hot top operations to repair sections of roads that require attention on a prioritized yearly basis (Asphalt) 3 yr. weighted avg. (25,602) 24,500 Includes add 'l sidewalk maintenance 5,000

2023 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4248	Drainage Supplies	16,000	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. weighted avg. (15,590)	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. weighted avg. (14,627)
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. weighted avg. (3,685)	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. weighted avg. (1,863)
4266	Cold Patch	2,552	Cost of materials to make emergency road repairs 3 yr. weighted avg. (2,215)	Cost of materials to make emergency road repairs 3 yr. weighted avg. (2,032)
4267	Calcium Chloride	4,500	For stabilization and dust control of gravel roads during the summer. 3 yr. weighted avg. (3,410)	For stabilization and dust control of gravel roads during the summer. 3 yr. weighted avg. (1,399)
4400	Contracted Services	128,180	Beaver control where public safety is at risk 1,000 Town wide sidewalk/island weed control 14,280 Town wide Knotweed Control 8,400	Beaver control where public safety is at risk 1,000 Town wide sidewalk/island weed control 14,280 Town wide Knotweed Control 8,400

2023 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Annual catch basin cleaning program (no treat/dispose included)	Annual catch basin cleaning program (no treat/dispose included)
			86,500	76,380
			Gravel Road Grading Services	Gravel Road Grading Services
			15,000	9,000
			Street Sweeping Services	Street Sweeping Services
			9,000	3,000
			3 yr wgt'd avg. (107,964)	3 yr wgt'd avg. (79,585)
4440	Equipment Rental	14,500	Paving box etc. for in-house hot top operations	Paving box etc. for in-house hot top operations
			8,500	8,500
			Large excavator, 10 wheel dump, etc.	Large excavator, 10 wheel dump, etc.
			6,000	6,000
			3 yr wgt'd avg. (34,561)	3 yr wgt'd avg. (14,817)
4462	Tree Removal	55,000	Scheduled and emergency removal of trees.	Scheduled and emergency removal of trees.
			3 yr wgt'd avg. (45,677)	3 yr wgt'd avg. (60,272)
			55,000	39,214
4607	Equipment	5,593	Jumping Jack Compactor	Mower
			3,625	20,199
			Manhole Magnet Lift	
			1,968	

ATS EQUIPMENT INC

Service the way it used to be

Budget Quote

FY 2024 BUDGET

133 Raymond Road
Candia NH 03034
603-765-0024

DATE: July 26, 2023
FOR: MQ Rammer
MTX70HD

James Pacheco
Town of Salem DPW
33 Geremonty Drive
Salem, Ma
Phone:603-882-1945

DESCRIPTION	AMOUNT
2024 Multiquip Rammer Model MTX70HD	\$ 3,625.00
Honda GX100 Engine 2.8 HP	
Multi-functional Lever with Detent	
Anti-vibration Handle Design	
Diaphragm Carburetor	
Convenient Rollers	
Protective Guards	
Lower Handle	
Laminated Wood & Steel Shoe	
Cyclonic Air Filtration System	
Digital Gauge	
NOTE: This is a "Budget Quote". Freight & MFG pricing may change in time	TOTAL \$3,625.00

FOB: 133 Raymond Road, Candia, NH 03034

Feel free to call me with any questions at 603-765-0024.

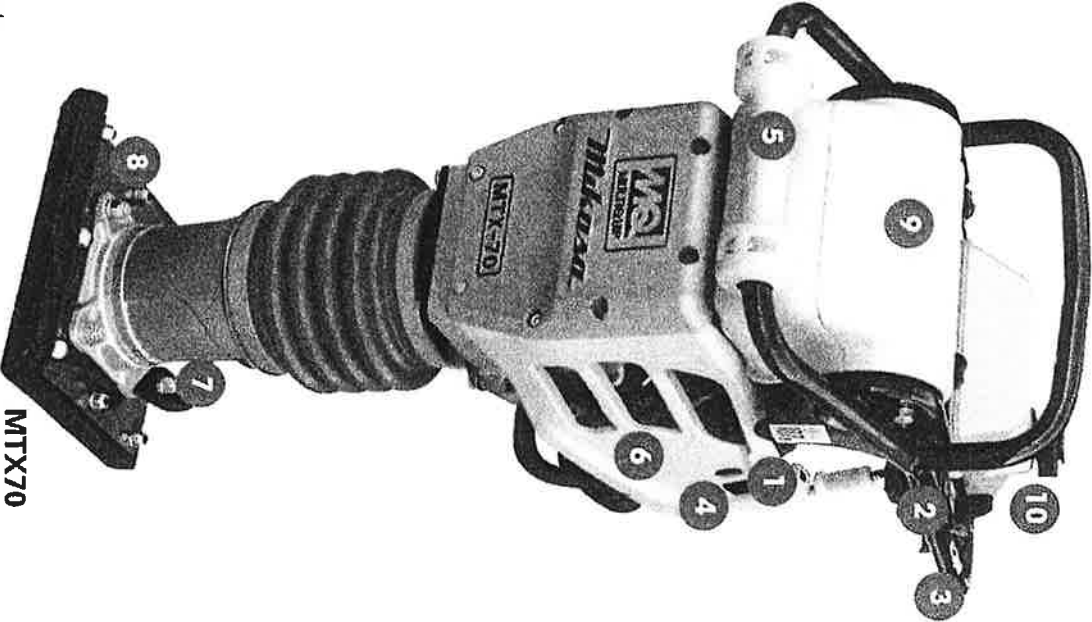
Gerry Tessier

TOWN OF SALEM, NH

Multiquip has built a reputation by offering the lowest maintenance, most innovative and productive rammers in the business.

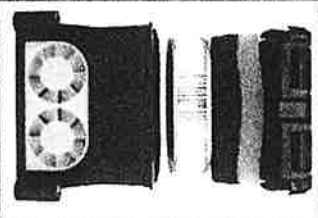
With all the features you need:

- 1 **Engine Options** – Available with either Honda GX100 or GXR120.
- 2 **Multi-Functional Lever with Detent** – Controls throttle, fuel supply and shut-off.
- 3 **Anti-vibration Handle Design** – Dramatically reduces operator fatigue and increases productivity.
- 4 **Diaphragm Carburetor** – Eliminates fuel leakage if rammer is laid on its side.
- 5 **Convenient Rollers** – Facilitates easy loading into truck beds.
- 6 **Protective Guards** – Heavy duty PVC prevents damage to key components.
- 7 **Lower Handle** – Allows for easier lifting of the equipment.
- 8 **Laminated Wood and Steel Shoe** – Absorbs and withstands shock and stress.
- 9 **Cyclonic Air Filtration System** – Captures 98% of environmental particles to lengthen maintenance intervals and component life
- 10 **Digital Gauge:**
 - Hourmeter- measures usage for gauging service intervals.
 - Tachometer- engine RPM's displayed for optimum performance and easy troubleshooting.



MTX70
Weight lbs (kg)- 165 (75)
Shoe Width in (mm) - 11.2 (285)
Impact Force lbs (kN)- 3,350 (14.9)

Superior Details:



Cyclone Filter System
Cyclonic Air-Filtration is a 3 stage system that captures 98% of environmental particles.



Cam-type Clutch
ensures optimum contact between the composite shoes and the drum to eliminate slippage and prolong service life.

[MTX70HD-rev-7-ops-manual](#) [MTX70HD-rev-7-ops-manual](#) [MTX70HD-rev-0-spanish-manual](#) [MTX70HD-rev-0-french-manual](#) [MTX70HD-rev-9-parts-manual](#) [MTX70HD-rev-9-parts-manual](#) [MTX70HD-rev-0-french-manual](#) [MTX70HD-rev-0-spanish-manual](#)

Related Media

[Rammers Brochure](#) [Soil Compaction Handbook](#) [Battery Powered Compaction Brochure](#) [Folleto de Apisonadores](#)

Related Products

[MTR40HEMTX50HDMTX60HDMTX70HDRMTX80HDR](#)

[Go Back](#)

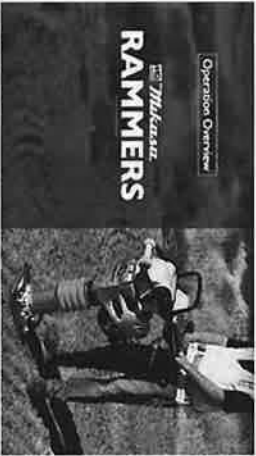
MTX70HD

Honda GX100 Engine, 3,350 lb impact force, 11.2 in shoe
Multiquip's Mikasa MTX70HD is our most popular selling rammer – new and improved! This middle-weight compactor is ideal for confined area compaction and is exceptionally well balanced. Now with a redesigned fuel-tank that meets new EPA standards and features an integrated tachometer/hour meter.



MTX-Series rammers are renowned for performance and ease of operation. The MTX-Series includes the features most preferred by contractors such as:

- Cyclonic air cleaners that capture 98% of airborne dust particles
- Long-lasting laminated wood and steel shoe
- Low vibration handles for operator comfort
- Combination hour meter/tachometer
- Durable guards to protect the engine from damage
- Redesigned fuel tank to meet EPA standards for evaporative emissions



[MQ Mikasa Rammer Operation Overview Video](#)

Watch this video to learn everything you need to know about our industry-leading tamping rammers, including important safety guidelines, a pre-operation checklist, and operating tips

[Watch Video](#)



[MQ Mikasa Rammer Operation Overview Video](#)

Rammers

Specifications

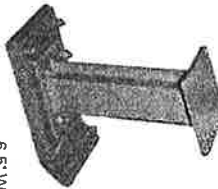
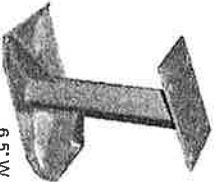
All features and specifications are subject to change without notice.

Model	MTR40HF	MTX50HD	MTX60HD	MTX70HD	MTX70HDR	MTX80HDR
Impact Force lbs (kN)	1,215 (5.4)	2,316 (10.3)	3,064 (13.6)	3,350 (14.9)	3,350 (14.9)	3,505 (15.6)
Shoe Jump Height in. (mm)	2.2 (55)	2.8 (70)	3.1 (80)	3.1 (80)	3.1 (80)	3.1 (80)
Blows Per Minute	695	Up to 695	Up to 695	Up to 690	Up to 690	Up to 678
Travel Speed ft./min (m/min)	30 (9)	49.2 (15)	55.8 (17)	55.8 (17)	55.8 (17)	49.2 (15)
Engine Make/Model	Honda GX100	Honda GX100	Honda GX100	Honda GX100	Honda GXR120	Honda GXR120
Engine Power HP (kw) *	2.8 (2.1)	2.8 (2.1)	2.8 (2.1)	2.8 (2.1)	3.6 (2.7)	3.6 (2.7)
Engine RPM	4,100	4,100	4,100	4,100	4,100	4,100
Fuel Tank Capacity qt. (L)	2.1 (2)	2.7 (2.5)	2.7 (2.5)	2.7 (2.5)	2.7 (2.5)	2.7 (2.5)
Start Method	Recoil	Recoil	Recoil	Recoil	Recoil	Recoil
Overall Length in. (mm)	24.5 (623)	28.1 (714)	28.1 (714)	31.0 (788)	31.0 (788)	31.0 (788)
Overall Width in. (mm)	13.8 (350)	13.8 (350)	13.8 (350)	13.8 (350)	13.8 (350)	14.4 (365)
Overall Height in. (mm)	43.7 (1109)	40.7 (1,025)	38.8 (985)	39.4 (1000)	40.4 (1027)	40.4 (1027)
Shoe Width in. (mm)	5.9 (150)	10.4 (265)	10.4 (265)	11.2 (285)	11.2 (285)	11.2 (285)
Shoe Length in. (mm)	10.6 (270)	13.4 (340)	13.4 (340)	13.4 (340)	13.4 (340)	13.4 (340)
Operating Weight lbs. (kg)	101 (46)	129 (59)	141 (64)	165 (75)	165 (75)	181 (82)

* Engine power ratings are calculated by the individual engine manufacturer and the rating method may vary among engine manufacturers. Multiquip Inc. and its subsidiary companies makes no claim, representation or warranty as to the power rating of the engine on this equipment and disclaims any responsibility or liability of any kind whatsoever with respect to the accuracy of the engine power rating. Users are advised to consult the engine manufacturer's owners manual and its website for specific information regarding the engine power rating.

Optional Foot Assemblies - For Narrow Trenches

Model	Shoe Width	MTR40	MTX50	MTX60	MTX70	MTX80
355XA	4"	✓				
460XA	4.5"		✓	✓		
485XA	4.5"				✓	✓
660X	6"		✓	✓		
685XA	6.5"				✓	✓



XA = All steel
X = Steel and wood

WARRANTY: Rammers - 3 year parts and labor. Rammer shoe - 1 year. Honda GX100 and GXR120 engines - 3 years. Please consult engine manufacturers for warranty details and updates.

Your Multiquip dealer is:

Connect with us on



multiquip.com



Allied Equipment, LLC
4 Call's Way - PO Box 455
Harland, Maine USA 04943
 833-255-4331 ph
 207-512-1434 fax

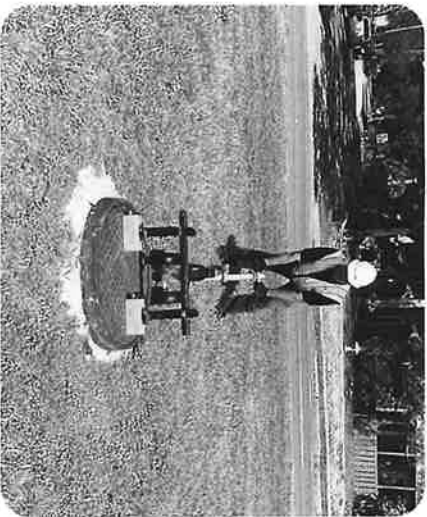
Date	Quote #
8/7/2023	2484



Rep	Project
MH	

Name / Address
Salem New Hampshire, Town of 33 Geremony Drive Salem, NH 03079

Item	Description	Qty	Cost	Total
Equip Misc - Sales	US30450 Supreme Duty Magnet with "F" Handle	1	870.00	870.00
Equip Misc - Sales	US30180 Assembly	1	998.00	998.00
Freight In / Shippi...	Aluminum Heavy Duty Collapsible Dolly w/8" Hard Wheels 1Freight	1	100.00	100.00
Sales Tax (0.0%)			\$0.00	
Total				\$1,968.00



- U.S.SAWS Magnetic Lifting Systems are versatile tools that provide a safe way to lift utility covers.
- Dollies are collapsible for storage & transportation
 - Dual-position lifting points to provide the power to break loose the most stubborn maintenance hole covers
 - Eliminates the use of pry bars
 - Moves utility hole covers up to 36 inches in diameter
 - Uses rare neodymium magnets that won't wear out
 - Reduces common injuries



CURVED ALUMINUM HEAVY DUTY DOLLY WITH 8" HARD WHEELS

PART NO. US30185 (WITH HEAVY DUTY MAGNET)
Recommended for covers up to 300 lbs
 PART NO. US30186 (WITH SUPREME DUTY MAGNET)
Recommended for covers up to 600 lbs

Aluminum Heavy Duty Collapsible Dolly with 8" Hard Wheels, Heavy Duty Magnet or Supreme Duty Magnet

36" x 12 1/2" x 11-5/8" (Folded Dimension)



CURVED STEEL HEAVY DUTY DOLLY WITH 8" HARD WHEELS

PART NO. US30550 (WITH HEAVY DUTY MAGNET)
Recommended for covers up to 300 lbs
 PART NO. US30200 (WITH MEGA DUTY MAGNET)
Recommended for covers up to 900 lbs

Curved Heavy Duty Collapsible Steel Dolly with 8" Hard Wheels, Heavy Duty Magnet or Mega Duty Magnet

36" x 12 1/2" x 11-5/8" (Folded Dimension)



SUPREME HEAVY DUTY DOLLY WITH 10" HARD WHEELS

PART NO. US30160 (WITH SUPREME DUTY MAGNET)
Recommended for covers up to 600 lbs
 PART NO. US30170 (WITH MEGA DUTY MAGNET)
Recommended for covers up to 900 lbs

Supreme Heavy Duty Dolly with 10" Hard Wheels, Extension Handles, Supreme Duty Magnet or Mega Duty Magnet

48.5" x 16" x 11.5" (Folded Dimension)





Drainage Infrastructure & Erosion Control Experts
Harrisville, RI 02830

Town of Salem, NH: Large Construction Related Debris Removal
Route 28 Catch Basin/Manhole Cleaning
Annual Catch Basin Cleaning/Pipe Jetting

Price List:

Large Construction Related Debris Removal \$79,650.00
Please see scope below

Route 28 Catch Basin/Manhole Cleaning \$15,360.00
Vacuum clean all drainage structures on Route 28 with inspections,
hourly rate at extended contract rate of \$120/hr

Annual Catch Basin Cleaning/Pipe Jetting \$13,575.00
Vacuum clean and jet required pipes at extended contract rate. 300
catch basins at \$29.25/asset and jet 40 hours at \$120.00/hr

Triton Storm Water was requested to provide a quote by the Town of Salem, NH in regards to operations removing large debris from catch basins. In the final year of the contract (2023) the Town of Salem is requesting to remove all large construction related debris from their catch basins. This debris is non-removable by means of vacuum excavation or vactor methods. Triton will provide a specialized clamshell truck that utilizes multiple means of mechanical breaking force to loosen and remove this debris. The truck will haul collected material to designated dumping site for disposal by the Town. It is the intention of Triton to prevent any and all confined space entries to complete this task.



Drainage Infrastructure & Erosion Control Experts
Harrisville, RI 02830

Scope of Work:

- 1) Utilize existing mapping to locate selected basins that require this specialized cleaning
- 2) Pump all clear water out of the basin to base
- 3) Break up/loosen harden debris and remove material via clamshell
- 4) Haul material to dumpsite

Triton's clamshell will have various mechanical forces at its disposal to complete said tasks.

- 1) Standard orange peel clamshell
- 2) Bucket style clamshell
- 3) Hoisted jackhammer
- 4) Hoisted demolition ball and spike
- 5) Removal hook/winch

Any material remaining in the catch basin can be removed via vacuum excavation for next round of catch basin cleaning.

Town-Wide Cleaning: \$79,650.00 USD; Based on the following:

- 2020 Annual cleaning identified 227 assets with set condition
- 2021 Annual cleaning identified 155 assets with set condition
- 2022 Annual cleaning identified 149 assets with set condition

This includes 41 on Route 28

Due to complexity of each debris job, it is very difficult to schedule the length of project; however, it is Triton's goal to achieve 10 assets cleaned per day.



Drainage Infrastructure & Erosion Control Experts
Harrisville, RI 02830

Town's Responsibilities:

- Clean free, accessible water fill for trucks, including any backflow/meter required by said water department
- Safe secure parking for equipment while not in use
- Safe, operational dump site for debris
 - Operators withhold the right to stop project if dumpsite is not acceptable
- Map of town showing the following
 - Locations of assets to be cleaned
 - Weight limit roads/bridges
 - Low clearance roads, overhead utilities, bridges ect
- Police Details for traffic control

Triton's Responsibilities:

- Provide working equipment to operate on an 8-hour day minimum
- Emergency warning lights on equipment
- Immediate traffic control such as cones/barrels
- Air gap on equipment for water fill
- Inspection of each asset cleaned, copy of report given to town
 - Type of material removed
 - Depth to sediment
 - Depth to base
 - Environmental Inspection
 - Non-invasive structural inspection



Drainage Infrastructure & Erosion Control Experts
Harrisville, RI 02830

Fuel Surcharge:

A fuel surcharge will be applied to the current project if a value of a gallon of diesel rises above \$7.00 USD/Gallon, during operations. At no time will TSW charge a fuel surcharge if under \$7.00/gal. Before a charge is applied, TSW will notify the Town of Salem of such change and show proof of purchase(s) at that time. The surcharge rate will be the difference between purchased price and \$7.00/gal.

Please note each invoice is due within 21 days of invoice date.

Please note that upon awarding this project to Triton Storm Water, each party automatically agrees to said terms as listed above and, in the RFP, provided.

If there are any questions or comments, please feel to contact me at any time.

Sincerely,

Jason Anastasiades, EIT, CPESC, CPSWPPP, CCIS
President of Triton Storm Water
401-524-0534

jason@tsw-ne.com

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-WINTER WEATHER										
50135 - 4090	REGULAR PAY	28,108	-	30,832	30,832	-	-	-	-	0.00%
50135 - 4092	TEMPORARY PAY	1,444	10,000	-	(8,522)	10,000	10,000	10,000	-	0.00%
50135 - 4098	OVERTIME PAY	161,767	205,789	160,612	263,507	215,000	215,000	215,000	9,211	4.48%
50135 - 4170	RETIREMENT	26,645	34,488	27,044	13,922	29,090	29,090	29,090	(5,398)	-15.65%
50135 - 4172	WORKERS' COMPENSATION	8,065	14,170	12,828	17,679	13,883	13,883	13,883	(287)	-2.03%
50135 - 4174	FICA-SOCIAL SECURITY	14,864	19,890	16,411	23,630	17,213	17,213	17,213	(2,677)	-13.46%
50135 - 4177	UNEMPLOYMENT COMPENSATION	4	25	57	68	60	60	60	35	140.00%
50135 - 4400	CONTRACTED SERVICES	245,523	146,427	398,066	450,000	550,000	364,789	364,789	218,362	149.13%
50135 - 4983	WINTER WEATHER OPERATIONS	522,323	400,000	454,752	500,000	550,000	550,000	550,000	150,000	37.50%
	SUBTOTAL	1,008,744	830,789	1,100,603	1,291,116	1,385,246	1,200,035	1,200,035	369,246	44.45%

2023 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - WINTER WEATHER

DEPT # - 50135

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	10,000	Winter laborers, plow operators, snow shovelers	Winter laborers, plow operators, snow shovelers
4098	Overtime	215,000	Emergency overtime and callouts related to snow and ice removal and treatment	Emergency overtime and callouts related to snow and ice removal and treatment
4400	Contracted Services	364,789	Contracted labor for winter weather operations, e.g. plow operators, sanders, salters.	Contracted labor for winter weather operations, e.g. plow operators, sanders, salters.
4983	Winter Weather Operations	550,000	Sand, salt, and other treatments for winter weather operations, as well as equipment, parts, repairs, and all other expenses related to winter weather equipment.	Sand, salt, and other treatments for winter weather operations, as well as equipment, parts, repairs, and all other expenses related to winter weather equipment.

TOWN OF SALEM, NH

FY 2024 BUDGET

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-SOLID WASTE										
50200 - 4090	REGULAR PAY	70,005	71,351	61,756	75,914	75,320	75,320	75,320	3,969	5.56%
50200 - 4098	OVERTIME PAY	18,834	16,618	16,035	19,120	17,366	17,366	17,366	748	4.50%
50200 - 4170	RETIREMENT	12,491	12,050	10,780	13,107	12,540	12,540	12,540	490	4.07%
50200 - 4171	DISABILITY INSURANCE	646	681	560	699	700	700	700	19	2.79%
50200 - 4172	WORKERS' COMPENSATION	2,444	3,547	3,017	4,727	3,791	3,791	3,791	244	6.88%
50200 - 4174	FICA-SOCIAL SECURITY	6,735	6,682	5,917	7,242	7,090	7,090	7,090	408	6.11%
50200 - 4176	HEALTH INSURANCE	16,790	16,790	13,992	18,189	16,041	16,041	16,041	(749)	-4.46%
50200 - 4177	UNEMPLOYMENT COMPENSATION	38	35	29	75	35	35	35	-	0.00%
50200 - 4178	LIFE INSURANCE	191	212	172	172	223	223	223	11	5.19%
50200 - 4179	DENTAL INSURANCE	519	531	443	576	531	531	531	-	0.00%
50200 - 4400	CONTRACTED SERVICES	1,235,377	1,380,062	960,410	1,380,062	1,558,286	1,558,286	1,558,286	178,224	12.91%
50200 - 4406	PRINTING & BINDING	4,035	6,760	8,129	6,760	6,760	6,760	6,760	-	0.00%
50200 - 4440	EQUIPMENT RENTAL	2,026	500	-	500	500	500	500	-	0.00%
50200 - 4450	TELEPHONE	149	397	122	163	234	234	234	(163)	-41.06%
50200 - 4452	BUILDING MAINTENANCE	6,803	7,839	10,052	7,839	7,839	7,839	7,839	-	0.00%
50200 - 4459	EQUIPMENT MAINTENANCE	10,943	5,055	-	5,055	1,000	1,000	1,000	(4,055)	-80.22%
50200 - 4466	PEST CONTROL	1,288	1,368	1,361	1,500	1,600	1,600	1,600	232	16.96%
50200 - 4496	ELECTRICITY	1,977	1,560	1,977	3,215	2,111	2,111	2,111	551	35.32%
50200 - 4633	HAZARDOUS WASTE COLLECTION	60,761	36,000	-	40,000	40,000	40,000	40,000	4,000	11.11%
50200 - 4648	TESTING	23,162	21,000	42,143	45,000	29,500	29,500	29,500	8,500	40.48%

10/18/2023

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2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023			2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
			2023 BUDGET	EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE					
	SUBTOTAL	1,475,214	1,589,038	1,136,896	1,629,916	1,781,467	1,781,467	1,781,467	192,429	12.11%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
SOLID WASTE - 50200				
4090	WORKING FOREMAN	0	71,351	75,320
			-----	-----
			71,351	75,320

2024 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE

DEPT # - 50200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4098	Overtime	17,366	Wednesday evenings Saturday replacement due to sick leave, vacation, holidays.	Wednesday evenings Saturday replacement due to sick leave, vacation, holidays.
4400	Contracted Services	1,558,286	Loading, hauling & disposal: (tonnage based on 3 yr wgt'd avg tons) Trash \$120/ton (9,827 tons) 1,179,240 Recyclables (2,029 tons) Load/Haul \$47.61/ton 96,601 Processing/Disposal \$105/ton 213,045 Video Devices \$1500/month avg. 18,000 C&D (offset by permit fee GF 1-3365) 19,000 Scale certification 1,400 Brush Grinder Service 31,000	Loading, hauling & disposal: (tonnage based on 3 yr wgt'd avg tons) Trash \$115/ton (9,302 tons) 1,069,730 Recyclables (2,077 tons) Load/Haul \$46/ton 95,542 Processing/Disposal \$70/ton 145,390 Video Devices \$1500/month avg. 18,000 C&D (offset by permit fee GF 1-3365) 19,000 Scale certification 1,400 Brush Grinder Service 31,000
4406	Printing & Binding	6,760	Permit stickers 8,500 cnt. 3,740 C&D tickets 2,000 cnt 1,300 Scale slips 950 Regulations (hand outs) 770	Permit stickers 8,500 cnt. 3,740 C&D tickets 2,000 cnt 1,300 Scale slips 950 Regulations (hand outs) 770
4440	Equipment Rental	500	Bull dozer, portable scale, etc. 500	Bull dozer, portable scale, etc. 500
4450	Telephone	234	Telephone line charge. 234	Telephone line charge. 397
4452	Building Maintenance	7,839	Paper products, soap 660 Water 535 Scale House Restroom 1,560 Portable Public Toilet 910	Paper products, soap 660 Water 535 Scale House Restroom 1,560 Portable Public Toilet 910

2024 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE

DEPT # - 50200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Building repairs 4,000	Building repairs 4,000
			Alarm system monitoring 174	Alarm system monitoring 174
4459	Equipment Maintenance	1,000	Normal maintenance of loader, scale, oil, filters, etc. 1,000	Normal maintenance of loader, scale, oil, filters, etc. 1,000
				Scale repairs 4,055
				Stairs for scale house 4,055
4466	Pest Control	1,600	Contractual services (133/mo). 1,600	Contractual services (114/mo). 1,368
			Additional Traps	
4496	Electricity	2,111	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.
4633	Hazardous Waste Collection	40,000	One day collection, in the Fall, of household hazardous waste.	One day collection, in the Fall, of household hazardous waste.
4648	Testing	29,500	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 16,000	Management/Engineering 12,300
			Testing (gas, groundwater and storm water) 1,4-dioxane includes PFAS 12,500	Testing (gas, groundwater and storm water) 1,4-dioxane includes PFAS 7,700
			Residential	Residential
			Storm water monitoring 1,000	Storm water monitoring 1,000

MEMORANDUM

TO: Roy Sorenson, Town of Salem
John Klipfel, Town of Salem

FROM: Adam Sandahl, CMA Engineers, Inc.

RE: Shannon Road Solid Waste Site – FY2024 Budget
CMA #629

DATE: August 16, 2023

In response to your request, below are recommendations for Town budgets for anticipated costs in FY2024 for projects related to the Shannon Road Solid Waste site. In total, CMA Engineers recommends a budget of **\$28,500** for FY2024.

The budget below is based on current permit-required monitoring and reporting:

- Groundwater and landfill gas data review and entry, landfill inspections, and reporting to NHDES (Management/Engineering): \$16,000
- Eastern Analytical laboratory costs \$12,500

The recently issued groundwater permit for the site requires a biennial report during odd years, so no report is required in 2024. However, we are proposing to provide the NHDES an update to the Site Conceptual Model we prepared this year to include the additional information recommended as part of the 2023 biennial report, which included providing additional monitoring points consistent with the original model completed by Haley and Aldrich in the late 1990s. This work was a requested condition of the new permit. We are also proposing to perform PFAS testing at the new Lorraine Avenue subdivision at the three closet residences to the landfill as part of the 2024 work to confirm that contaminants are not migrating in that direction, which was an NHDES concern described in the new permit transmittal letter. PFAS was detected in the MW-2 well at levels greater than Ambient Groundwater Quality standards at that location, which is between the landfill and Lorraine Avenue.

The \$16,000 budget also includes the semi-annual inspections, data entry, transmittal of analytical results, and the annual post closure report. The budget above includes an allowance for management/engineering for relatively minor items which typically come up during the year.

Consistent with previous years, Eastern Analytical will direct-bill the Town. Quotes for their FY24 work are attached. Should you have any questions, please do not hesitate to call.

TOWN OF SALEM, NH

FY 2024 BUDGET

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-PARKS/PROPERTY										
50300 - 4090	REGULAR PAY	277,216	311,128	231,421	307,345	331,717	331,717	331,717	20,589	6.62%
50300 - 4092	TEMPORARY PAY	12,132	15,360	17,692	10,113	15,360	15,360	15,360	-	0.00%
50300 - 4098	OVERTIME PAY	40,049	28,042	40,407	43,424	37,000	37,000	37,000	8,958	31.94%
50300 - 4112	STAND BY PAY	7,738	10,165	7,501	9,649	8,000	8,000	8,000	(2,165)	-21.30%
50300 - 4170	RETIREMENT	45,695	47,406	38,684	49,656	50,968	50,968	50,968	3,562	7.51%
50300 - 4171	DISABILITY INSURANCE	2,885	3,103	2,542	3,187	3,219	3,219	3,219	116	3.74%
50300 - 4172	WORKERS' COMPENSATION	10,481	18,659	15,842	26,302	22,092	22,092	22,092	3,433	18.40%
50300 - 4174	FICA-SOCIAL SECURITY	25,591	27,463	22,549	28,251	29,994	29,994	29,994	2,531	9.22%
50300 - 4176	HEALTH INSURANCE	99,248	99,248	83,603	105,301	95,594	95,594	95,594	(3,654)	-3.68%
50300 - 4177	UNEMPLOYMENT COMPENSATION	212	214	193	361	214	214	214	-	0.00%
50300 - 4178	LIFE INSURANCE	831	920	751	754	982	982	982	62	6.74%
50300 - 4179	DENTAL INSURANCE	4,010	4,221	3,518	4,573	4,221	4,221	4,221	-	0.00%
50300 - 4250	MEMORIAL PLANTINGS	3,826	3,000	3,294	3,300	3,500	3,500	3,500	500	16.67%
50300 - 4252	GROUNDS MAINTENANCE	26,334	20,072	24,610	26,000	23,237	23,237	23,237	3,165	15.77%
50300 - 4253	PARK IMPROVEMENTS	7,376	4,000	6,123	6,500	6,500	6,500	6,500	2,500	62.50%
50300 - 4258	LUMBER & MATERIALS	857	500	-	500	500	500	500	-	0.00%
50300 - 4262	SAFETY	1,824	300	74	300	300	300	300	-	0.00%
50300 - 4400	CONTRACTED SERVICES	16,237	8,000	7,744	8,000	8,000	8,000	8,000	-	0.00%
50300 - 4402	ENGINEERING SERVICES	-	-	-	-	35,000	35,000	35,000	35,000	0.00%
50300 - 4450	TELEPHONE	967	1,242	997	1,332	1,054	1,054	1,054	(188)	-15.14%

10/18/2023

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2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
50300 - 4452	BUILDING MAINTENANCE	7,147	5,080	3,938	5,080	5,080	5,080	5,080	-	0.00%
50300 - 4459	EQUIPMENT MAINTENANCE	2,162	1,500	472	1,500	1,500	1,500	1,500	-	0.00%
50300 - 4465	EXPANSION & DEVELOPMENT	1,406	500	-	500	7,422	7,422	7,422	6,922	1384.40%
50300 - 4495	HEAT	5,268	6,945	3,708	6,945	6,693	6,693	6,693	(252)	-3.63%
50300 - 4496	ELECTRICITY	1,966	2,110	1,289	1,986	2,186	2,186	2,186	76	3.60%
50300 - 4497	OTHER UTILITIES	11,813	14,943	4,683	2,519	11,622	11,622	11,622	(3,321)	-22.22%
50300 - 4607	EQUIPMENT	3,537	23,200	16,329	23,200	15,204	15,204	15,204	(7,996)	-34.47%
50300 - 4994	SITE REMEDIATION	16,978	13,700	12,950	14,200	12,545	12,545	12,545	(1,155)	-8.43%
	SUBTOTAL	633,783	671,021	550,913	690,780	739,704	739,704	739,704	68,683	10.24%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
PARKS/PROPERTY - 50300				
4090	WORKING FOREMAN (2)	0	141,085	148,990
	HEAVY EQUIP. OPERATOR	0	62,787	67,830
	LIGHT EQUIP. OPERATOR	0	60,771	64,841
	CUSTODIAN	0	46,485	50,056
			-----	-----
			311,128	331,717

2024 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	15,360	2 employees for 12 weeks @ \$16/hr 15,360	2 employees for 12 weeks @ \$16/hr 15,360
4098	Overtime	37,000	Burials on weekends or other overtime situations, also emergency response/callouts and maintenance to public buildings.	Burials on weekends or other overtime situations, also emergency response/callouts and maintenance to public buildings.
4112	Standby	8,000	Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day	Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day
4250	Memorial Plantings	3,500	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).	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).
4252	Grounds Maintenance	23,237	Yearly costs to maintain parks and ball fields 4,500 Town wide turf management 16,237 Hydro seeding Pine Grove 2,500 Includes maintenance and repairs of irrigation components.	Yearly costs to maintain parks and ball fields 3,400 Town wide turf management 14,172 Hydro seeding Pine Grove 2,500 Includes maintenance and repairs of irrigation components.
4253	Park Improvements	6,500	Plantings, mulch, flags 4,000 General improvements 2,500	Plantings, mulch, flags 2,500 General improvements 1,500
4258	Lumber & Material	500	Building and remodeling projects, fence repairs, etc. 500	Building and remodeling projects, fence repairs, etc. 500

2024 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4262	Safety	300	Cones, barricades, safety glasses, vests, ear and eye protection. 300	Cones, barricades, safety glasses, vests, ear and eye protection. 300
4400	Contracted Services	8,000	General contractor work and labor as needed. 8,000	General contractor work and labor as needed. 8,000
4402	Engineering Services	35,000	Depot Village Master Plan 35,000	
4450	Telephone	1,054	Telephone line charge 2 lines (Cemetery and Parks Building) Cell phone - Working Foreman (2) 1,054	Telephone line charge 2 lines (Cemetery and Parks Building) Cell phone - Working Foreman (2) 844 398
4452	Building Maintenance	5,080	Normal building maintenance for Pine Grove Cemetery, parks building, and other properties. HVAC/Burner maint. for two bldgs. Alarm monitoring (2) 3,400 1,332 348	Normal building maintenance for Pine Grove Cemetery, parks building, and other properties. HVAC/Burner maint. for two bldgs. Alarm monitoring (2) 3,400 1,332 348
4459	Equipment Maintenance	1,500	Repairs to equipment that require outside service. Parts for in-house service of lawn mowers, weed wackers and power tools. 1,500	Repairs to equipment that require outside service. Parts for in-house service of lawn mowers, weed wackers and power tools. 1,500
4465	Expansion & Development	7,422	Blasting in Pine Grove Cemetery Rear Expansion Exit Gate 500 6,922	Blasting in Pine Grove Cemetery 500
4495	Heat	6,693	Heating oil for Parks Building 3 Year weighted average + 50% for 6 months	Heating oil for Parks Building 3 Year weighted average + 50% for 6 months

2024 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Propane for Cemetery Building 3 Year weighted average + 50% for 6 months	Propane for Cemetery Building 3 Year weighted average + 50% for 6 months
4496	Electricity	2,186	Electricity for Parks and Cemetery Buildings	Electricity for Parks and Cemetery Buildings
4497	Other Utilities	11,622	Parks and Cemetery buildings Septic Pumping (4) Town Water Irrigation: Michelle Park, Pine Grove Cemetery	Parks and Cemetery buildings Septic Pumping (4) Town Water Irrigation: Michelle Park, Pine Grove Cemetery
				1,200
				13,743
4607	Equipment	15,204	Leaf Blower Carpet Cleaner	Mower Power Tool Package Backpack Blowers
			8,923 6,281	20,235 1,705 1,260
4994	Site Remediation	12,545	Municipal Underground Storage Tank Compliance Work consists of Line Leak Testing, Annual Compliance Audit, and Project Mgt**	Municipal Underground Storage Tank Compliance Work consists of Line Leak Testing, Annual Compliance Audit, and Project Mgt**
			Geotechnical Eng Consultant for: DPW District Court Monthly Inspections (DPW & Court)	Geotechnical Eng Consultant for: DPW Kelley Library District Court Monthly Inspections (DPW & Court)
				1,645 1,465 1,440 8,400
			** Does not include unanticipated parts and physical repairs associated with above testing and audit work	** Does not include unanticipated parts and physical repairs associated with above testing and audit work
			Parts and repairs as needed	Parts and repairs as needed
			750	750

August 16, 2023

Roy E. Sorenson, Director
Town of Salem
Municipal Services Department
21 Cross Street
Salem, NH 03079

RE: Depot Village Master Plan

Dear Mr. Sorenson:

Thank you for the opportunity to submit an initial price proposal for the Town of Salem's Depot Village Master Plan project. This proposal outlines our understanding of the services to be provided and is based on the scope outlined during our telephone discussion on August 10, 2023.

PROJECT INTRODUCTION

As we understand, the Town wishes to develop a master plan for the redevelopment of an approximate +/- 2.75-acre corridor between Main Street and Brunello Road, adjacent to the Salem Rail Trail. This plan shall focus on community recreation amenities and potential related economic development opportunities, and shall include a public outreach component. The plan will also provide a framework for the phased implementation of proposed improvements and anticipated "ballpark" capital improvement costs.

Our proposal is based on this general work scope outlined below, with exclusions such as survey, permitting, detailed environmental assessment, etc. It is anticipated that a formal scope and fee agreement will be negotiated prior to commencement of the project.

SCOPE DESCRIPTION

1.0 Background Data Collection, Site Investigation and Analysis

- A. Conduct an initial site visit to assess the existing site conditions and meet with the project steering committee to discuss project goals and objectives, as well as relevant integrated planning initiatives.
- B. Compile background mapping data and generate a project base mapping file. It is assumed that the Town will be able to provide sufficient background mapping information in .PDF, CAD .DWG and Arc GIS formats for the purposes of completing this project. This includes relevant plan information, topography, utilities information, etc.
- C. Create a Site Analysis Exhibit to illustrate existing conditions, opportunities, and constraints.

2.0 Public Outreach & Conceptual Plan Alternatives

- A. Coordinate with the steering committee to develop a public engagement survey. The survey will focus on recreation and amenities needs, as well as visual preferences to determine the intended character of the redevelopment. It is assumed that this survey will be formatted electronically, and that the Town will coordinate its final administration, distribution and tabulation of results.
- B. Based upon the results of the public engagement survey, (2) conceptual master plan development alternatives (color rendered) will be generated. These alternatives will allow the Town to evaluate differing design solutions and to determine the preferred direction for the Depot Village redevelopment. It is assumed that a second site visit would be conducted to present the alternatives to the steering committee along with select stakeholders as appropriate, and to workshop a preferred development master plan.
- C. At the Town's discretion, additional public outreach (public meetings, additional follow-up surveys, etc.) could be included for an additional fee.

3.0 Village Depot Master Plan and Implementation Strategy

- A. Based upon outcomes of the public outreach and conceptual plan alternatives, a preferred Master Plan will be generated. This plan will combine and refine the desired design elements/amenities, creating a plan for development that balances community needs with practical implementation.
- B. With input from the steering committee, a prioritized phased development plan will be generated along with an initial "ballpark" opinion of probable development costs (OPDC). This OPDC will outline general land development construction costs for proposed improvements. Potential additional soft costs such as detailed design and construction documentation or permitting that may be required for development will not be included.
- C. Identify potential funding sources for implementation.
- D. Prepare a DRAFT and FINAL Report to document the planning process and proposed master plan improvements. It is anticipated that this document will serve as the basis for further planning and detailed design work, as well as a tool for funding and marketing strategies. It is assumed that the initial DRAFT Report will be submitted for review by the steering committee prior to finalization.

DELIVERABLES

- A. It is assumed that all exhibits, work products and deliverables (noted above) will be distributed electronically.

ASSUMPTIONS AND EXCLUSIONS

The above outlined scope includes the following assumptions and exclusions:

1. The scope of services is limited to the approximate +/-2.75-acre Study Area.
2. Survey work is not included in the base project scope and that materials provided by the Client will be sufficient for the initial planning level of this project.
3. An economic development/market analysis is not included in this scope.
4. This scope of work does not include detailed grading or stormwater designs and/or calculations, nor does it include utility designs or calculations (such as water and sewer designs and/or calculations).
5. This scope does not include a detailed assessment of environmental issues such as wetland identification/delineation, geotechnical investigations, archeological assessments, SWPPP, etc. It is assumed that the Client and/or other consultants will perform this work.
6. Cost estimation for elements outside the realm of landscape architecture, such as architecture, structural design, infrastructure design, etc. will be ballparked based upon similar relevant project experience.

PROFESSIONAL FEES FOR DEFINED SERVICES

The LA Group proposes to provide the services outlined above for a lump sum fee of **\$35,000**. Reimbursable expenses (including travel per diem, printing and copying, postage and delivery, additional copies of plans, etc.) incurred by the LA Group related to work performed on the project are in addition to the lump sum fee and will be billed to the Client at cost. Reimbursable expenses are estimated to be \$1,000.

PROJECT INITIATION

The LA Group can commence this project as soon as authorization is provided (in the form of a signed contract agreement). Please sign and return a copy of this proposal to serve as your intent to retain the services of the LA Group and to negotiate a formal scope and fee. Please let me know if you have any questions. We look forward to working with the Town on this very exciting project!

Sincerely,



Jonathan D. Stilian, PLA
Associate
jstilian@thelagroup.com

Roy E. Sorenson

Date



25 Indian Rock Road
Route 111, Suite 19
Windham, NH 03087
Phone (603) 537-0555
Fax (603) 537-0556

August 15, 2022

Town of Salem
Attn: James Pacheco
33 Geremonty Dr
Salem, NH 03079
Phone: 603-890-2172
Email: jpacheco@ci.salem.nh.us

RE: Cemetery

The following is our quote to furnish and install for the above referenced project:

Cemetery

- 5' to 6' in the middle
- IronWorld 16' double swing steel ornamental gate
- 1" picket
- 4" gate post

Total Price: \$ 6,922.00

Fences Unlimited is not responsible for power to motors or conduit, or access control.

Due to instability in the steel and aluminum markets and potential tariffs, this quote is valid for 10 days and is subject to site inspection.

If you have any further questions or comments, please do not hesitate to call.

Sincerely,

Eric Williams,
Commercial Estimator, x25

The following quote is per site visit

Visit us at: www.fencesunlimited.com / e-mail us at: info@fencesunlimited.com
Or call our Toll Free number (800) 892-0456





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Fax: (603) 382-1084

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FY 2024 BUDGET
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DPM
33 GEREMONTY DRIVE
SALEM, NH 03079

QUOTATION

Sold By: ZJL PO #: Tax #: 02-6000817 Date 7/19/23 QUOTE P021802
Ship By: 8:47:21 PRT: 2 Open

Tax	D	Qty	Description	Price	Amount
-----*					
			Group: 01		
			EQUIPMENT		
NH		1	BILLY GOAT P2000 BLOWER	8923.00	8923.00

Quotes are valid for thirty days. Prices are subject to change at vendors discretion. All prices quoted FOB vendor shipping point unless specifically noted.
Special order parts are to be prepaid in full in advance, charged to a valid open account, or billed to a credit card.
There are no returns of special order parts.

TRUCKING IS NOT COVERED BY THE MANUFACTURERS WARRANTY. TRUCKING COSTS ARE THE RESPONSIBILITY OF THE CUSTOMER.
Price on this sales quote is an estimate and is subject to being increased. Final pricing and applicable programs will be established at Delivery.
Order cancellation and refund of earnest money deposits are available in the event of a price increase between the date of the quote and the date of delivery.

** SUBTOTAL

8923.00

Charge Sale

Phone: (603) 386-8000

PAY THIS
AMOUNT



\$8923.00

10/18/2023



P2000 Hurricane™ Blower



Click and drag image to rotate.

Zero Turn Stand-On Blower
Model Number : 5902011

Completing the Hurricane™ portfolio is our feature-rich Hurricane P2000. This compact version boasts fast, low-fatigue, and high productivity for virtually any application. Our patented Dual Deflector Air Flow System™ and undercut is manually adjustable on both the left and right for directing the twin air columns at the best angle for the most efficient clearing. A convenient foot pedal allows the operator to quickly transition air output from the left to the right side when turning. The unit easily fits thru a 36" gate and makes quick work of any mid-sized clean up challenge on turf or hard surface.

Schedule a
P2000 Demo!



(https://www.billygoat.com/no/en_us/support/demo.html)

FIND A DEALER (/no/en_us/find-your-dealer/dealer-locator.html)

Features



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Patented Dual Deflector Air Flow System™ allows for manual or automatic deflection, integrated operator presence control and a self-activating parking brake. Intuitive controls for ease of operation. Featured on both discharge points.

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CREATED 08/09/23
PRINTED 08/09/23 13:59

FY 2024 BUDGET
Town of Salem
Susan Galvin
33 Geremonty Dr
Salem, NH 03079

Jon-Don New England
7A Raymond Ave 11-14
Salem, NH 03079-2949

ORDERED BY	CUSTOMER NO	SALESMAN	PURCHASE ORDER	SHIP VIA
	TOW33G	CBJ		PICKUP

QUANTITY ORDERED	QUANTITY SHIPPED	QUANTITY BACK ORDERED	ITEM NO.	ITEM DESCRIPTION	SURCHARGE	UNIT PRICE	EXTENDED PRICE
1	—	—	CI-160410-E A	ea Black 2 x 25 hose	0.00	89.82	89.82
1	—	—	OE-TM1210-E A	ea Wand, 12", 2 Jet, with 1200 PSI valve	0.00	396.58	396.58
1	—	—	PM-P1200S-E A	ea Prospector 1200psi Cold/1Priority Mfg/15 GL	0.00	4,815.83	4,815.83
1	—	—	TF-TH-EA	ea Turbo Hybrid	0.00	979.14	979.14

A 1.5% per month (18% annually) late charge will be added to all past due amounts.

RETURN POLICY

In the event that you are not satisfied with your purchase, for any reason, you can return the item within thirty (30) days of receipt for a refund or exchange. Some exclusions apply; see website for full policy details. All product returns must be authorized by Jon-Don in advance and be assigned a Return Merchandise Authorization (RMA). Unauthorized returns will be refused. Contact Customer Service at 800-556-6366 for approval and RMA. Products authorized for return must include the RMA number legibly printed on the outside of the shipping box. Once the returned product is received and inspected, a credit will be applied to your account for all proper, authorized returns.

CHARGEBACKS

The customer understands and agrees that the charges on a credit card or check for any products purchased through Jon-Don are irrevocable, undisputable, and may not be charged back, contested, or challenged now or in the future. Jon-Don reserves the right to seek attorneys' fees and costs associated with addressing a chargeback, in addition to the amount challenged.

SALE AMOUNT	6,281.37
S&H	0.00
SALES TAX	0.00
TOTAL	6,281.37

August 11, 2023

GeolInsight Project 5735-001

James S. Brown, Senior Engineer
Salem Municipal Services – Engineering Division
33 Geremonty Drive
Salem, NH 03079

Re: **2024 Budget Proposal for Underground Storage Tank (UST) Compliance Services**
 Town of Salem Municipal UST Facilities (Revised)
 • Salem Department of Public Works, 21 Cross Street
 • Salem District Court, 35 Geremonty Drive

Dear Mr. Brown:

GeolInsight, Inc. (GeolInsight) is pleased to provide this budget estimate for 2024 underground storage tank (UST) compliance services at the above-referenced facility locations. We included a 5% contingency for unexpected issues that may arise with the systems. Also, please note that the below estimates do not include any labor, parts, and/or equipment for any necessary repairs that may be needed to maintain compliance or system operation. Please note that several triennial events will be completed in December 2023 and are include below because they were not included in the 2023 budget.

GeolInsight will provide oversight to MB Maintenance to perform the compliance items as summarized below:

<u>Salem DPW(gas / diesel system) NHDES UST Site #0113379</u>	
Triennial Compliance Inspection (Dec. 2023)	\$400
Triennial Spill Containment (Dec. 2023)	\$520
Triennial Primary Containment Testing (Dec. 2023)	\$1,700
Annual Compliance Inspection (2024)	\$1,035
Annual Line Leak Test (2024)	\$400
Misc. GeolInsight Proj. Mgt.	\$600
5% Contingency	\$265
Total	\$4,920
<u>District Court(fuel oil) NHDES UST Site #0113385</u>	
Triennial Spill Containment (2024)	\$175
Annual Compliance Audit	\$520
Misc. GeolInsight Proj. Mgt.	\$350
5% Contingency	\$50
Total	\$1,095

Geolnsight Monthly Inspections (12)
(\$700/month) (District Court and DPW)

\$8,400

Total 2024 Budget Estimate

\$ 11,795

PROJECT BUDGET ESTIMATE

Geolnsight estimates that the compliance work described herein be completed for \$14,415. The work will be completed on a Time and Materials basis. The proposed project cost is based upon information currently available to us. If conditions are discovered during performance of services under this budget proposal are not consistent with those known to Geolnsight at the time this budget was prepared or the assumptions on which the proposed cost was based are not valid, then the terms of this Agreement will be revised in consultation with you. You will be promptly notified should these circumstances arise.

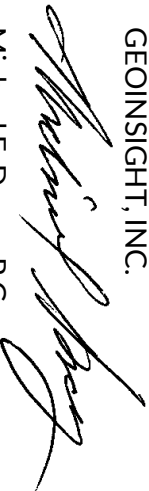
STANDARD TERMS AND CONDITIONS

Geolnsight proposes that the work performed under this SOW be governed by the attached Standard Terms and Conditions. Charges incurred on this project will be invoiced monthly on a time and materials basis in accordance with the current Fee Schedule, a copy of which is enclosed. Payment of all invoices will be due within 30 days of the invoice date.

This SOW, the Fee Schedule, and previously agreed upon Terms and Conditions shall constitute the entire Agreement between us. If the proposed SOW, project costs, and contractual terms are acceptable to you, we request that you return one signed copy of this letter to us as written authorization to proceed. This proposed Agreement is valid for a period of 30 days.

Geolnsight appreciates the opportunity to submit this proposal and looks forward to assisting you on this matter. If you have any questions regarding this proposal, please do not hesitate to contact me at (603) 314-0820.

Sincerely,
GEOINSIGHT, INC.



Michael F. Dacey, P.G.
Senior Consultant/Senior Hydrogeologist

c. Roy Sorenson

Enclosures: Fee Schedule

5735_2023-8-3 Budget.docx

TOWN OF SALEM, NH

FY 2024 BUDGET

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-ENGINEERING										
30100 - 4090	REGULAR PAY	321,090	450,458	331,139	448,179	519,840	519,840	519,840	69,382	15.40%
30100 - 4092	TEMPORARY PAY	-	17,048	-	-	-	-	-	(17,048)	-100.00%
30100 - 4170	RETIREMENT	37,757	62,049	45,868	61,703	70,336	70,336	70,336	8,287	13.36%
30100 - 4171	DISABILITY INSURANCE	2,670	3,565	2,835	3,591	4,225	4,225	4,225	660	18.51%
30100 - 4172	WORKERS' COMPENSATION	17,707	28,017	25,364	38,930	31,035	31,035	31,035	3,018	10.77%
30100 - 4174	FICA-SOCIAL SECURITY	23,944	34,460	24,736	34,085	39,768	39,768	39,768	5,308	15.40%
30100 - 4176	HEALTH INSURANCE	92,651	165,715	101,450	136,799	153,691	153,691	153,691	(12,024)	-7.26%
30100 - 4177	UNEMPLOYMENT COMPENSATION	193	175	110	255	175	175	175	-	0.00%
30100 - 4178	LIFE INSURANCE	956	1,160	980	1,030	1,394	1,394	1,394	234	20.17%
30100 - 4179	DENTAL INSURANCE	2,556	5,334	3,790	4,948	5,941	5,941	5,941	607	11.38%
30100 - 4182	CLOTHING ALLOWANCE	600	800	800	800	1,000	1,000	1,000	200	25.00%
30100 - 4200	OFFICE SUPPLIES	316	432	165	432	432	432	432	-	0.00%
30100 - 4210	OPERATING SUPPLIES	-	119	1,095	1,200	119	119	119	-	0.00%
30100 - 4237	GAS & OIL	450	569	520	569	513	513	513	(56)	-9.84%
30100 - 4402	ENGINEERING SERVICES	24,899	20,000	400	20,000	283,045	120,000	120,000	100,000	500.00%
30100 - 4405	MEMBERSHIPS & PUBLICATIONS	798	1,621	280	1,621	1,621	1,621	1,621	-	0.00%
30100 - 4406	PRINTING & BINDING	313	132	-	132	132	132	132	-	0.00%
30100 - 4408	VEHICLE EXPENSE	142	208	-	208	208	208	208	-	0.00%
30100 - 4450	TELEPHONE	294	600	242	600	600	600	600	-	0.00%
30100 - 4453	MEETINGS & TRAINING	2,226	2,115	1,059	2,115	2,115	2,115	2,115	-	0.00%

10/18/2023

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2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
30100 - 4458	VEHICLE MAINTENANCE	2,473	1,000	4	1,000	1,000	1,000	1,000	-	0.00%
TOTAL		532,036	795,577	540,837	758,197	1,117,190	954,145	954,145	158,568	19.93%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
ENGINEERING - 30100				
4090	DEPUTY DIRECTOR MS-ENGINEERING	0	115,468	118,096
	SENIOR ENGINEER	0	108,012	110,479
	CAPITAL PROJECTS ENGINEER	0	108,012	110,479
	PROJECT ENGINEER	0	101,918	107,473
	JUNIOR ENGINEER	0	17,048	73,313
			-----	-----
			450,458	519,840

2024 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4182	Clothing Allowance	1,000	Boot allowance per contract (4) 1,000	Boot allowance per contract (4) 800
4200	Office Supplies	432	Misc. paper, pens, clips, envelopes, folders, binders, etc 432	Misc. paper, pens, clips, envelopes, folders, binders, etc 432
4210	Operating Supplies	119	Marking Paint, batteries, paint, field equipment	Marking Paint, batteries, paint, field equipment
4237	Gas & Oil	513	2 vehicles	2 vehicles
4402	Engineering Services	120,000	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. 20,000	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. 20,000
			Main Street (Rite Aid) and Railroad Culvert Engineering Study for FEMA submission 100,000	

2024 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4405	Memberships & Publications	1,621	NH Public Works Association Annual Group Membership 100	NH Public Works Association Annual Group Membership 100
			American Society of Civil Engineers Annual Membership (Capital Projects Engineer and Projects Engineer) 540	American Society of Civil Engineers Annual Membership (Capital Projects Engineer and Projects Engineer) 540
			National Society of Professional Engineers Annual Membership (Sr Engineer & Director) 498	National Society of Professional Engineers Annual Membership (Sr Engineer & Director) 498
			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 80	AASHTO/ASCE/AutoCAD/ENR Technical Publications 80
			American Public Works Association Annual Membership (Director) 253	American Public Works Association Annual Membership (Director) 253
4406	Printing & Binding	132	Large format print paper (4 boxes @ \$33) 132	Large format print paper (4 boxes @ \$33) 132
4408	Vehicle Expense	208	Use of Private Vehicles - mileage 208	Use of Private Vehicles - mileage 208
4450	Telephone	600	Telephone stipend for Director and Cap Projects Eng 600	Telephone stipend for Director and Cap Projects Eng 600

2024 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4453	Meetings & Training	2,115	NHMA Annual Conference (Sr. Engineer & Cap. Proj. Engineer) (2 @ \$ 80) 160 NH Public Works Assoc, UNH Technology Transfer, NH Society of Professional Engineers Trainings 480 (Dir., Sr. Eng., Cap. Proj. Eng., Proj. Eng. – 2 ea) (8 @ \$ 60) American Public Works Association Seminar (Director) – 2 days 1,475	NHMA Annual Conference 160 (Sr. Engineer & Cap. Proj. Engineer) (2 @ \$ 80) NH Public Works Assoc, UNH Technology 480 Transfer, NH Society of Professional Engineers Trainings (Dir., Sr. Eng., Cap. Proj. Eng., Proj. Eng. – 2 ea) (8 @ \$ 60) American Public Works Association 1,475 Seminar (Director) – 2 days
4458	Vehicle Maintenance	1,000	P100, E1 1,000	P100, E1 1,000



April 20, 2023

Mr. Roy Sorenson
Municipal Services Director
Town of Salem
21 Cross Street
Salem, NH 03079

RE: Budgetary Estimates
Pine Grove Cemetery Culvert

Dear Roy,

As requested, Hoyle, Tanner & Associates, Inc. (Hoyle Tanner) has prepared this letter as a pro-bono service to assist the Town with budgeting for engineering and construction costs related to above mentioned culvert which will need replacement due to structural condition and hydraulic capacity. It is our understanding that the Town is preparing capital improvement program budgets and intends to utilize these budgetary estimates to begin allocating funding towards this project.

Hoyle Tanner personnel previously visited this structure to observe existing conditions at the request of the Town.

The culvert consists of a 36" diameter corrugated metal pipe (CMP) that conveys a small stream near prime wetlands. The bottom of the CMP appears to be heavily rusted and holed. By inspection, the culvert appears to be slightly under-sized hydraulically and will likely need to be upgraded to a larger span.



Downstream Culvert Elevation

Our assumptions and recommendations for this structure for planning purposes are as follows:

- A brief hydrologic and hydraulic analysis should be performed to determine the required size of the culvert to safely convey the storm flows in the 50 year/100-year event.
- We assume the project will consist of the following:
 - A 48" reinforced concrete pipe.
 - Road closure (no phasing) during construction.
 - Minor roadway approach reconstruction (possible minor vertical profile adjustments to improve hydraulic opening).
 - Constructing new upstream and downstream concrete headwalls.
 - New guardrail.
 - The new culvert will be constructed by Town forces.

Budgetary Estimates – Pine Grove Cemetery Culvert

- The Town has already surveyed the project area and delineated the wetlands.
- We recommend the following budgetary estimate for this project:
 - Permitting - \$20,000
 - Engineering - \$20,000
 - Construction - \$150,000
 - Total - \$190,000

This estimate is preliminary due to the potential variability in the design and permitting for this project for which the details are unknown at this time.

Please note that the estimate above is based upon limited research, site visits and limited information with regard to the Town's intentions with regard to schedule, funding and issues which require resolution (i.e. structural capacity or condition, hydraulic capacity, roadway condition or function, subsurface investigation, etc.). There are many factors such as processes required by funding sources, environmental permitting, public outreach, Right-of-Way, actual structural condition, utilities, subsurface investigation, and traffic control which can significantly affect the efforts required during the design services phase of the project.

We appreciate being of service to the Town of Salem and appreciate the opportunity to assist with your budgetary planning to address these important Town infrastructure components. Should you have any questions or require further information relative to this project or any others, please do not hesitate to contact me at (603) 867-0733.

Sincerely,
Hoyle Tanner


Joslin Bicija PE
Vice President
Senior Structural Engineer

July 24, 2023

Mr. Roy Sorenson
Municipal Services Director
Town of Salem
21 Cross Street
Salem, NH 03079

RE: Budgetary Estimates
Main Street Culvert and Rail Trail Bridge over Policy Brook

Dear Roy,

As requested, Hoyle, Tanner & Associates, Inc. (Hoyle, Tanner) has prepared this letter as a pro-bono service to assist the Town with budgeting for preliminary engineering costs related to above mentioned culverts which will need replacement due to structural condition, hydraulic capacity or other deficiencies. It is our understanding that the Town is preparing capital improvement program budgets and intends to utilize these budgetary estimates to begin allocating funding towards this project.

Main Street Culvert

This culvert crossing currently consists of two 2.2'x3.3' corrugated metal pipes which are undersized hydraulically as evidenced by the numerous flooding events that have required the closure of Main Street to traffic. This crossing is not currently considered a bridge due to its span being less than 10'. We have reviewed in detail the Hydrologic and Hydraulic Analysis Report for Tuscan Village Floodplain Improvements, dated June 12, 2018 and prepared by Tighe & Bond which proposes an opening of 12' for this crossing. It appears that the proposed 12' opening is only sized to prevent flooding of the roadway and not to provide any amount of freeboard to the 50-year flood event. NHDOT requires a minimum of 1' of freeboard at the 50-year flood event and as such and as shown on the Tighe & Bond Report, this crossing qualifies to be a bridge. This project will be complicated as the culvert runs under the Rite Aid store located on the south side of Main Street.



Upstream Culvert Elevation

Our assumptions and recommendations for this structure for planning purposes are as follows:

- The replacement structure will qualify as a bridge based on the Hydrologic and Hydraulic Report prepared by Tighe & Bond as the required span will be greater than 10'.

Budgetary Estimates – Main Street Culvert and Rail Trail Bridge over Policy Brook

- The Town had previously applied for FEMA hazard mitigation funding to assist with this project and had secured a grant for this work with a cap project cost of \$4.23M for Rail Trail and Main Street culverts. This funding lapsed as the easements could not be secured.
- Extensive Right-of-Way/butter coordination would be required to realign a replacement structure to likely go through the Rite Aid parking lot and between the Rite Aid Building and Breakfast Café Building rather than under the building.
- We assume the project will consist of the following:
 - Precast concrete box culvert with 12’ span.
 - Traffic control during construction for Main Street will consist of phased construction of the structure. Additional coordination will be required for construction of portions of the structure on private property.
 - Roadway approach reconstruction may consist minimal raise to the elevation of Main Street to reduce the frequency of flooding and closure of the roadway. This analysis would be similar to the analysis performed to justify raising of Town Farm Road for the same reasons.
- Assuming that the new structure needs to be a bridge, some of the project costs may be eligible for 80% reimbursement through the NHDOT SAB program when this program is opened to accept new projects, as well as reimbursement through FEMA funding. We recommend applying for the FEMA Building Resilient Infrastructure and Communities (BRIC) Program. This program could provide funding for eligible activities that are consistent with the National Mitigation Framework’s Long-Term Vulnerability Reduction Capability. We recommend the following budgetary estimate for this project:
 - Engineering Study - \$100,000
 - Preliminary and Final Engineering and Permitting - \$250,000
 - Bidding Services - \$10,000
 - Construction Engineering - \$500,000
 - Construction - \$5,250,000
 - Total - \$6,110,000

Rail Trail Culvert (South Broadway)

This crossing consists of a stone masonry culvert with an approximate span of 5’ and rise of 5’. The stone masonry walls support a railroad beam superstructure. The stone masonry walls are in poor condition with missing mortar, some bulging and large voids.

Our assumptions and recommendations for this structure for planning purposes are as follows:

- The Town had previously applied for FEMA hazard mitigation funding to assist with this project and had secured



Downstream Culvert Elevation

a grant for this work with a cap project cost of \$4.23M for Rail Trail and Main Street culverts. This funding lapsed as the easements could not be secured for the Main Street Culverts.

- Wetland permit has been issued by NHDES and this will need to be revisited with NHDES if it could be extended.
- Topographic survey is already completed as part of South Broadway Culvert replacement project.
- We assume the project will consist of the following:
 - Precast concrete rigid frame with 12' span and rise of 5'.
 - Trail approach reconstruction may consist minimal raise to the elevation and are limited to approximately 100' on each approach.
- We recommend the following budgetary estimate for this project:
 - Preliminary and Final Engineering and Permitting - \$120,000
 - Bidding Services - \$8,000
 - Construction Engineering - \$100,000
 - Construction - \$660,000
 - Total - \$888,000, Say \$900K

Total project costs for Main Street and Rail Trail culverts are estimated at \$7.0M. A new application with FEMA can be prepared to apply for FEMA Building Resilient Infrastructure and Communities (BRIC) grant in order to minimize Town's share. Additionally, other options can be investigated to find other possible routes to construct the Main Street culvert away from the Rite Aid building in order to reduce project costs.

An appropriation of approximately \$140,000 for the engineering study of both projects seems appropriate at this time.

Please note that each of the above estimates is based upon limited research, site visits and limited information with regard to the Town's intentions with regard to schedule, funding and issues which require resolution (i.e. structural capacity or condition, roadway condition or function, subsurface investigation, etc.). There are many factors such as processes required by funding sources, environmental permitting, public outreach, Right-of-Way, actual structural condition, utilities, subsurface investigation, and traffic control which can significantly affect the efforts required during the design services phase of the project.

We appreciate being of service to the Town of Salem and appreciate the opportunity to assist with your budgetary planning to address these important Town infrastructure components. Should you have any questions or require further information relative to this project or any others, please do not hesitate to contact me at (603) 867-0733.

Sincerely,

Hoyle Tanner



Josi Biciak PE

Vice President

Senior Structural Engineer

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-LIGHTING/TRAFFIC										
50400 - 4226	TRAFFIC LIGHT MAINTENANCE	60,254	64,055	37,891	64,055	73,055	73,055	73,055	9,000	14.05%
50400 - 4400	CONTRACTED SERVICES	12,750	12,750	23,000	12,750	12,750	12,750	12,750	-	0.00%
50400 - 4496	ELECTRICITY	503,633	591,992	337,850	499,746	562,192	562,192	562,192	(29,800)	-5.03%
	TOTAL	576,637	668,797	398,741	576,551	647,997	647,997	647,997	(20,800)	-3.11%
	TOTAL-MUNICIPAL SERVICES	6,589,157	7,533,008	5,602,372	7,728,812	8,757,502	8,357,046	8,321,077	798,459	10.60%

2024 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - LIGHTING / TRAFFIC

DEPT # - 50400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4226	Traffic Light/System Maintenance	73,055	Emergency repairs to 30 traffic control systems, 20 flashing lights, 15 school zone lights, and 1 cross walk light	Emergency repairs to 30 traffic control systems, 20 flashing lights, 15 school zone lights, and 1 cross walk light
			Repairs to the Opticom	Repairs to the Opticom
			ITS/ATMS maintenance	ITS/ATMS maintenance
			CMAQ Grant match (10%) Reflective Signal Head Plates	ITS/ATMS maintenance
4400	Contracted Services	12,750	ITS/ATMS Monitoring	ITS/ATMS Monitoring
4496	Electricity	562,192	2,574 street lights. 30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light.	2,574 street lights. 30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light.
			Electricity	Electricity
				Streetlight changeovers (final phase)

2024 BUDGET

DEPT.	2022 EXPENDED	2023 BUDGET	EXPENDED (AS OF 10/17/23)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>HUMAN SERVICES SUMMARY</i>									
ADMINISTRATION	133,920	136,682	100,186	138,321	138,448	138,348	138,348	1,666	1.22%
DIRECT ASSISTANCE	3,477	34,900	500	34,900	34,900	34,900	34,900	-	0.00%
OUTSIDE HUMAN SERVICES	105,000	105,500	47,250	105,500	106,300	106,300	106,300	800	0.76%
TOTAL - HUMAN SERVICES	242,397	277,082	147,936	278,721	279,648	279,548	279,548	2,466	0.89%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
HUMAN SERVICES - ADMINISTRATION										
60100 - 4090	REGULAR PAY	84,231	86,296	59,175	85,933	88,802	88,802	88,802	2,506	2.90%
60100 - 4170	RETIREMENT	11,843	11,905	9,420	11,843	12,014	12,014	12,014	109	0.92%
60100 - 4171	DISABILITY INSURANCE	745	757	629	780	768	768	768	11	1.45%
60100 - 4172	WORKERS' COMPENSATION	155	242	219	332	293	293	293	51	21.07%
60100 - 4174	FICA-SOCIAL SECURITY	6,264	6,602	4,356	6,461	6,793	6,793	6,793	191	2.89%
60100 - 4176	HEALTH INSURANCE	29,350	29,350	25,083	31,483	28,206	28,206	28,206	(1,144)	-3.90%
60100 - 4177	UNEMPLOYMENT COMPENSATION	38	35	30	59	35	35	35	-	0.00%
60100 - 4178	LIFE INSURANCE	294	294	245	237	262	262	262	(32)	-10.88%
60100 - 4179	DENTAL INSURANCE	852	871	726	944	871	871	871	-	0.00%
60100 - 4200	OFFICE SUPPLIES	98	200	253	200	124	124	124	(76)	-38.00%
60100 - 4453	MEETINGS & TRAINING	50	130	50	50	280	180	180	50	38.46%
SUBTOTAL		133,920	136,682	100,186	138,321	138,448	138,348	138,348	1,666	1.22%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
HUMAN SERVICES ADMINISTRATION - 60100				
4090	HUMAN SERVICES DIRECTOR	0	86,296	88,802
			86,296	88,802

2024 BUDGET WORKSHEET

DEPT NAME - HUMAN SERVICES - ADMINISTRATION

DEPT # - 60100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4200	Office Supplies	124	Paper, pens, tape, file folders, misc supplies. Copier expenses.	Paper, pens, tape, file folders, misc supplies. Copier expenses.
4453	Meetings & Training	180	NH Local Welfare Admin. Dues (x2)	NH Local Welfare Admin. Dues
			NH Welfare Admin Conf.	NH Welfare Admin Conf.
			Workshops: Domestic Violence, Child Abuse and Neglect, Legal Assistance	Workshops: Domestic Violence, Child Abuse and Neglect, Legal Assistance
			Workshop on low income issues, etc.	Workshop on low income issues, etc.

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>DIRECT ASSISTANCE</i>										
60110 - 4433	OTHER ASSISTANCE	1,000	7,500	-	7,500	7,500	7,500	7,500	-	0.00%
60110 - 4434	MEDICAL	-	400	-	400	400	400	400	-	0.00%
60110 - 4437	FOOD	79	4,000	-	4,000	4,000	4,000	4,000	-	0.00%
60110 - 4438	RENT	2,398	18,000	500	18,000	18,000	18,000	18,000	-	0.00%
60110 - 4439	UTILITIES	-	5,000	-	5,000	5,000	5,000	5,000	-	0.00%
SUBTOTAL		3,477	34,900	500	34,900	34,900	34,900	34,900	-	0.00%

2024 BUDGET WORKSHEET

DEPT NAME - HUMAN SERVICES - DIRECT ASSISTANCE

DEPT # - 60110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4433	Other Assistance	7,500	Vouchers provided for transportation, burials, clothing, and other emergency aid.	Vouchers provided for transportation, burials, clothing, and other emergency aid.
4434	Medical	400	Covers prescriptions, dental and emergency medical assistance.	Covers prescriptions, dental and emergency medical assistance.
4437	Food	4,000	Vouchers for food purchases for Town Residents.	Vouchers for food purchases for Town Residents.
4438	Rent	18,000	Payments for rent, emergency housing, and security deposits of eligible clients. Rental costs continue to increase and vacancies are very low.	Payments for rent, emergency housing, and security deposits of eligible clients. Rental costs continue to increase and vacancies are very low.
4439	Utilities	5,000	Covers fuel costs such as oil, gas, electric and water bills.	Covers fuel costs such as oil, gas, electric and water bills.

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
OUTSIDE HUMAN SERVICES										
60200 - 4814	BOYS & GIRLS CLUB	15,500	15,500	7,750	15,500	15,500	15,500	15,500	-	0.00%
60200 - 4856	BRIDGES	500	1,000	-	1,000	-	-	-	(1,000)	-100.00%
60200 - 4894	CART (was MANCHESTER TRANSIT	47,000	47,000	23,500	47,000	48,800	48,800	48,800	1,800	3.83%
60200 - 4920	SOUTHERN NH SERVICES (ROCK C	10,000	10,000	-	10,000	10,000	10,000	10,000	-	0.00%
60200 - 4926	GREATER SALEM CAREGIVERS	17,000	17,000	8,500	17,000	17,000	17,000	17,000	-	0.00%
60200 - 4937	ROCKINGHAM NTR, MEALS ON WHI	15,000	15,000	7,500	15,000	15,000	15,000	15,000	-	0.00%
	SUBTOTAL	105,000	105,500	47,250	105,500	106,300	106,300	106,300	800	0.76%

2024 BUDGET WORKSHEET

DEPT NAME - HUMAN SERVICES - OUTSIDE HUMAN SERVICES

DEPT # - 60200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4814	Boys & Girls Club	15,500	Misson: "To inspire and enable all young people, especially those who need us the most, to realize their full potential as productive, caring citizens."	Misson: "To inspire and enable all young people, especially those who need us the most, to realize their full potential as productive, caring citizens." In 2021, 681 children were granted \$145,936 In-House Financial Aid.
4856	Bridges	-	Mission: "To cultivate communities free from violence as we support victims and survivors of sexual assault, domestic violence and stalking."	Mission: "To cultivate communities free from violence as we support victims and survivors of sexual assault, domestic violence and stalking." 21 duplicated residents were served at a value of
4894	CART - Manchester Transit Authority	48,800	Misson: "To provide public transit services." The majority of riders are seniors, disabled and low income residents.	Misson: "To provide public transit services." The majority of riders are seniors, disabled and low income residents. In 2021, 4019 trips were provided, 23,225 miles were driven.
4920	Southern NH Services (was Rock Cty Cmnty	10,000	Mission: "To prevent, reduce and work towards the elimination of poverty."	Mission: "To prevent, reduce and work towards the elimination of poverty." In 2021 638 homes given \$479,441 for fuel, 46 food pantries, 439 with electric help. Total aided \$1,322,037 Emergency Rental aid given was \$561,386 to 112 Salem families.
4926	Greater Salem Caregivers	17,000	Mission: "To provide supplemental assistance to adults who are home bound."	Mission: "To provide supplemental assistance to adults who are home bound." 233 residents aided with rides, shopping, and wellness checks. 39,040 miles were driven.

2024 BUDGET WORKSHEET

DEPT NAME - HUMAN SERVICES - OUTSIDE HUMAN SERVICES

DEPT # - 60200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4937	Rockingham NTR, Meals on Wheels	15,000	Mission: "To provide nutritious meals, safety and support to residents to maintain their health, well-being and independence."	Mission: "To provide nutritious meals, safety and support to residents to maintain their health, well-being and independence." In 2021, 36,429 meals were delivered, 587 group meals provided at a total value of \$315,150.

2024 BUDGET

DEPT.	2022 EXPENDED	2023 BUDGET	EXPENDED (AS OF 10/17/23)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY SERVICES SUMMARY									
ADMINISTRATION	565,798	592,021	363,692	512,357	562,865	560,565	560,565	(31,456)	-5.31%
INGRAM SENIOR CENTER	58,537	53,272	48,558	56,529	88,609	84,609	54,609	1,337	2.51%
FACILITIES	12,922	8,571	6,132	1,253	44,527	41,427	11,427	2,856	33.32%
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TOTAL - COMMUNITY SERVICE:	637,258	653,864	418,382	570,139	696,001	686,601	626,601	(27,263)	-4.17%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY SERVICES-ADMINISTRATION										
60400 - 4090	REGULAR PAY	300,074	326,321	205,305	282,736	330,010	330,010	330,010	3,689	1.13%
60400 - 4092	TEMPORARY PAY	51,181	71,358	33,172	62,333	47,516	47,516	47,516	(23,842)	-33.41%
60400 - 4098	OVERTIME PAY	262	-	1,118	887	500	500	500	500	0.00%
60400 - 4170	RETIREMENT	42,219	45,016	29,550	39,020	44,718	44,718	44,718	(298)	-0.66%
60400 - 4171	DISABILITY INSURANCE	2,970	3,161	2,184	2,805	3,155	3,155	3,155	(6)	-0.19%
60400 - 4172	WORKERS' COMPENSATION	5,478	7,720	6,758	9,839	8,146	8,146	8,146	426	5.52%
60400 - 4174	FICA-SOCIAL SECURITY	27,387	30,420	18,706	26,787	28,919	28,919	28,919	(1,501)	-4.93%
60400 - 4176	HEALTH INSURANCE	75,901	75,150	41,538	55,361	64,807	64,807	64,807	(10,343)	-13.76%
60400 - 4177	UNEMPLOYMENT COMPENSATION	255	308	204	374	245	245	245	(63)	-20.45%
60400 - 4178	LIFE INSURANCE	845	886	623	624	985	985	985	99	11.17%
60400 - 4179	DENTAL INSURANCE	3,615	3,461	2,517	3,290	3,272	3,272	3,272	(189)	-5.46%
60400 - 4182	CLOTHING ALLOWANCE	666	502	556	502	502	502	502	-	0.00%
60400 - 4200	OFFICE SUPPLIES	1,003	900	346	900	1,700	900	900	-	0.00%
60400 - 4210	OPERATING SUPPLIES	10,159	8,908	6,962	8,908	8,908	8,908	8,908	-	0.00%
60400 - 4237	GAS & OIL	460	400	145	400	400	400	400	-	0.00%
60400 - 4400	CONTRACTED SERVICES	27,875	9,500	7,625	9,500	11,650	11,650	11,650	2,150	22.63%
60400 - 4405	MEMBERSHIPS & PUBLICATIONS	420	450	180	450	450	450	450	-	0.00%
60400 - 4406	PRINTING & BINDING	-	-	85	-	1,500	-	-	-	0.00%
60400 - 4408	VEHICLE EXPENSE	926	625	391	625	625	625	625	-	0.00%
60400 - 4410	ADVERTISING	544	-	420	-	-	-	-	-	0.00%

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2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
60400 - 4450	TELEPHONE	1,568	1,524	1,193	1,605	1,446	1,446	1,446	(78)	-5.12%
60400 - 4453	MEETINGS/TRAINING	1,931	3,340	3,285	3,340	1,340	1,340	1,340	(2,000)	-59.88%
60400 - 4458	VEHICLE MAINTENANCE	75	250	53	250	250	250	250	-	0.00%
60400 - 4459	EQUIPMENT MAINTENANCE	2,801	1,821	774	1,821	1,821	1,821	1,821	-	0.00%
60400 - 4600	OFFICE FURNITURE & EQUIPMENT	2,460	-	-	-	-	-	-	-	0.00%
60400 - 4720	COMMUNITY SERVICES VEHICLES	4,721	-	-	-	-	-	-	-	0.00%
	SUBTOTAL	565,798	592,021	363,692	512,357	562,865	560,565	560,565	(31,456)	-5.31%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
COMMUNITY SERVICES ADMINISTRATION - 60400				
4090	COMMUNITY SERVICES DIRECTOR	0	94,501	106,232
	SENIOR CENTER COORDINATOR (2)	0	129,434	122,413
	COMMUNITY SERVICES CLERK	0	47,640	53,205
	CUSTODIAN	0	54,746	48,160
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			326,321	330,010

2024 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	47,516	Recreation Coordinator 47,516	Recreation Coordinator 46,176 Beach Staff 25,182
4098	Overtime	500	Overtime as needed for Summer help 500	Overtime as needed for Summer help
4182	Clothing Allowance	502	Custodian/AFSCME contract Initial Issue of uniforms per new CBA 502	Custodian/AFSCME contract Initial Issue of uniforms per new CBA 502
4200	Office Supplies	900	Miscellaneous office supplies 900 Pens, pencils, adding machine tape, paper, masking tape, poster board, small staples, markers, clip boards, laminating, 3 office chairs walkway signs (icy/temp) and calendars.	Miscellaneous office supplies 900 Pens, pencils, adding machine tape, paper, masking tape, poster board, small staples, markers, clip boards, laminating, and calendars.
4210	Operating Supplies	8,908	ASCAP (license to play music) 390 Activities, programs and volunteer supplies, coffee, etc. 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 518 Equipment: 750 Lifeguard saving devices, first aid supplies, ice packs Halloween Party: 1,500 Candy, prizes, games, entertainment 4,500 Volunteer appreciation lunch (150 vol)	ASCAP (license to play music) 390 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 518 Equipment: 750 Lifeguard saving devices, first aid supplies, ice packs Halloween Party: 1,500 Candy, prizes, games, entertainment 4,500 Volunteer appreciation lunch (150 Vol)

2024 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4237	Gas & Oil	400	Gas & Oil	Gas & Oil
4400	Contracted Services	11,650	Portable toilets: Michele Memorial Park Tennis Courts (2), DiBenedetto (Shannon) (2), Morse Soccer (2), Field of Dreams (3), Palmer (1),Wal-Mart (1), Hedgehog Park (3)	Portable toilets: Michele Memorial Park Tennis Courts (1), DeBenedetto (Shannon) (1), Morse Soccer (2), Field of Dreams (2-3), Palmer (1),Wal-Mart (1), Hedgehog Park (1-2)
4405	Membership & Publications	450	New Hampshire Recreation Park Association (2) US Tennis Association National Rec & Park Assoc New England Park Association NH Assoc. of Senior Centers	New Hampshire Recreation Park Association (2) US Tennis Association National Rec & Park Assoc New England Park Association NH Assoc. of Senior Centers
4408	Vehicle expense	625	Mileage reimbursement @ .625 Includes Custodian, Director, and Program Coordinator (1k Miles)	Mileage reimbursement @ .625 Includes Custodian, Director, and Program Coordinator (1k Miles)
4450	Telephone	1,446	Telephone Service: Hedgehog Park and Community Services Office Cell phone service for Director	Telephone Service: Hedgehog Park and Community Services Office Cell phone service for Director
4453	Meetings/Training	1,240	NH Assoc. of Senior Centers Seminars	NH Assoc. of Senior Centers NRPA Conference (reg. fee, hotel, flights, meal plan) Seminars

2024 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Training for summer staff	200
			Certification for staff (CPRP)	500
4458	Vehicle Maintenance	250	Repairs and maintenance to van	250
4459	Equipment Maintenance	1,821	Annual Piano Tuning (2)	180
			Copier Maintenance & Overages	1,641
			(Leased copier in 2017)	(Leased copier in 2017)

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY SERVICES-INGRAM SENIOR CENTER										
60430 - 4201	MAINTENANCE SUPPLIES	4,745	2,700	2,608	2,700	2,700	2,700	2,700	-	0.00%
60430 - 4452	BUILDING MAINTENANCE	23,493	21,715	24,526	21,715	53,215	49,215	19,215	(2,500)	-11.51%
60430 - 4457	GROUNDS MAINTENANCE	774	1,300	1,192	1,300	1,300	1,300	1,300	-	0.00%
60430 - 4495	HEAT	13,674	11,833	7,414	11,833	14,331	14,331	14,331	2,498	21.11%
60430 - 4496	ELECTRICITY	14,741	14,690	11,684	17,476	16,000	16,000	16,000	1,310	8.92%
60430 - 4497	OTHER UTILITIES	1,111	1,034	1,135	1,505	1,063	1,063	1,063	29	2.80%
	SUBTOTAL	58,537	53,272	48,558	56,529	88,609	84,609	54,609	1,337	2.51%

2024 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - INGRAM SENIOR CENTER

DEPT # - 60430

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4201	Maintenance Supplies	2,700	Paper towels, toilet tissue, hand soap, deodorizers, trash bags, cleaning supplies (floor, window, carpet, furniture), etc.	Paper towels, toilet tissue, hand soap, deodorizers, trash bags, cleaning supplies (floor, window, carpet, furniture), etc.
4452	Building Maintenance	19,215	Pest Control (do own-supplies) 275 Alarm annual monitoring service 192 HVAC annual maintenance 4,608 HVAC repairs 6,500 Elevator annual maintenance 1,280 Elevator annual Insp.(East Coast) 150 Elevator annual State test 50 Painting 350 Misc. building repairs, supplies 2,000 Fire Alarm annual inspection 1,300 Kitchen equip maintenance/repairs 250 Parking lot lights/bulbs 250 Generator Maintenance 500 Building pressure washing 500 Fire system/burglar alarm repairs 510 Tools 500	Pest Control (do own-supplies) 150 Alarm annual monitoring service 192 HVAC annual maintenance 4,608 HVAC repairs 5,910 Elevator annual maintenance 1,280 Elevator annual Insp.(East Coast) 150 Elevator annual State test 50 Painting 350 Misc. building repairs, supplies 2,000 Fire Alarm annual inspection 1,300 Kitchen equip maintenance/repairs 250 Parking lot lights/bulbs 250 Generator Maintenance 500 Building pressure washing 500 Fire system/burglar alarm repairs 510
4457	Grounds Maintenance	1,300	Fertilizer, lawn supplies, mulch, ice melt, parking lot paint 500 Sprinkler system fall drain, spring open 200 Maintenance of grounds equipment (tune-up's for lawn mower and snow blower) 600	Fertilizer, lawn supplies, mulch, ice melt, parking lot paint 500 Sprinkler system fall drain, spring open 200 Maintenance of grounds equipment (tune-up's for lawn mower and snow blower) 600
4495	Heat	14,331	Natural gas	8,123 therms at \$1.37/therm natural gas

2024 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - INGRAM SENIOR CENTER

DEPT # - 60430

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4496	Electricity	16,000	Electricity for building	Level funded
4497	Other Utilities	1,063	Water, sewer, back-flow inspection	Water, sewer, back-flow inspection
				Level funded 1,501

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY SERVICES-RECREATIONAL FACILITIES										
60450 - 4452	BUILDING MAINTENANCE	11,559	6,000	5,296		43,000	39,900	9,900	3,900	65.00%
60450 - 4496	ELECTRICITY	1,363	1,537	837	1,253	1,527	1,527	1,527	(10)	-0.65%
60450 - 4497	OTHER UTILITIES	-	1,034	-	-	-	-	-	(1,034)	-100.00%
	SUBTOTAL	12,922	8,571	6,132	1,253	44,527	41,427	11,427	2,856	33.32%
	TOTAL-COMMUNITY SERVICES	637,258	653,864	418,382	570,139	696,001	686,601	626,601	(27,263)	-4.17%

2024 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - RECREATIONAL FACILITIES

DEPT # - 60450

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4452	Building Maintenance	9,900	Supplies for Hedgehog Park (maintenance, repairs, etc.) Hedgehog Park/Beach: -Signs-Rules & Regulations -Sand -Picnic Tables ADA 8'X2 (\$1300), 6' X2 (2K) Shed @ Michele Memorial Tennis net	Supplies for Hedgehog Park (maintenance, sanitary supplies, repairs, etc.) Hedgehog Park/Beach: -Signs-Rules & Regulations -Sand -Picnic Tables -Ramp Repair Tennis net Skate park
			400	400
			1,000	300
			1,300	1,300
				1,500
			7,000	4,000
			200	200
				10,000
4496	Electricity	1,527	Hedgehog Park & Millville, and Palmer Field	Hedgehog Park & Millville, and Palmer Field

2024 BUDGET

DEPT.	2022 EXPENDED	2023 BUDGET	EXPENDED (AS OF 10/17/23)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>LIBRARY SUMMARY</i>									
ADMINISTRATION	1,444,166	1,585,367	1,152,468	1,558,955	1,586,673	1,586,673	1,586,673	1,306	0.08%
BUILDING	79,464	84,639	60,574	86,158	87,050	87,050	87,050	2,411	2.85%
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TOTAL - LIBRARY	1,523,631	1,670,006	1,213,042	1,645,113	1,673,723	1,673,723	1,673,723	3,717	0.22%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>LIBRARY-ADMINISTRATION</i>										
70100 - 4090	REGULAR PAY	688,224	752,453	568,467	752,997	771,709	771,709	771,709	19,256	2.56%
70100 - 4092	TEMPORARY PAY	128,052	144,243	91,315	129,188	147,448	147,448	147,448	3,205	2.22%
70100 - 4114	ANNUAL SICK LEAVE BUY-BACK	4,571	1,056	1,615	2,143	2,950	2,950	2,950	1,894	179.36%
70100 - 4170	RETIREMENT	96,050	104,475	75,085	101,372	104,810	104,810	104,810	335	0.32%
70100 - 4171	DISABILITY INSURANCE	7,091	7,490	6,149	7,660	7,593	7,593	7,593	103	1.38%
70100 - 4172	WORKERS' COMPENSATION	2,641	4,136	3,744	5,630	3,042	3,042	3,042	(1,094)	-26.45%
70100 - 4174	FICA-SOCIAL SECURITY	62,245	68,970	50,184	67,399	70,541	70,541	70,541	1,571	2.28%
70100 - 4176	HEALTH INSURANCE	202,267	226,778	174,695	216,392	195,257	195,257	195,257	(31,521)	-13.90%
70100 - 4177	UNEMPLOYMENT COMPENSATION	724	818	607	947	827	827	827	9	1.10%
70100 - 4178	LIFE INSURANCE	1,719	1,821	1,496	1,498	1,862	1,862	1,862	41	2.25%
70100 - 4179	DENTAL INSURANCE	8,202	8,727	7,269	9,617	8,727	8,727	8,727	-	0.00%
70100 - 4200	OFFICE SUPPLIES	974	1,000	280	1,000	1,000	1,000	1,000	-	0.00%
70100 - 4210	OPERATING SUPPLIES	12,257	10,656	6,158	10,656	10,997	10,997	10,997	341	3.20%
70100 - 4257	MATERIALS OF TRADE	149,004	161,790	96,904	161,790	166,862	166,862	166,862	5,072	3.13%
70100 - 4400	CONTRACTED SERVICES	59,775	66,487	59,496	66,487	68,234	68,234	68,234	1,747	2.63%
70100 - 4404	AUDIT	730	730	730	730	730	730	730	-	0.00%
70100 - 4405	MEMBERSHIPS & PUBLICATIONS	35	35	35	35	35	35	35	-	0.00%
70100 - 4406	PRINTING & BINDING	190	250	-	250	250	250	250	-	0.00%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
70100 - 4408	VEHICLE EXPENSE	330	317	354	317	426	426	426	109	34.38%
70100 - 4450	TELEPHONE	5,732	3,697	2,389	3,178	3,579	3,579	3,579	(118)	-3.19%
70100 - 4451	POSTAGE	415	579	819	811	759	759	759	180	31.09%
70100 - 4453	MEETINGS & TRAINING	665	750	554	750	750	750	750	-	0.00%
70100 - 4459	EQUIPMENT MAINTENANCE	-	250	-	250	250	250	250	-	0.00%
70100 - 4600	OFFICE FURNITURE & EQUIP.	476	7,453	-	7,453	7,453	7,453	7,453	-	0.00%
70100 - 4608	PUBLIC FURNITURE & EQUIP.	5,429	3,406	345	3,406	3,582	3,582	3,582	176	5.17%
70100 - 4885	PROGRAMMING	6,369	7,000	3,778	7,000	7,000	7,000	7,000	-	0.00%
	SUBTOTAL	1,444,166	1,585,367	1,152,468	1,558,955	1,586,673	1,586,673	1,586,673	1,306	0.08%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
LIBRARY ADMINISTRATION - 70100				
4090	DIRECTOR	0	99,130	101,623
	ASST. DIRECTOR	0	78,510	79,846
	HEAD OF INFORMATION SERVICES	0	67,609	69,317
	SUPPLY CHAIN MANAGER	0	55,002	56,395
	HEAD OF USER SERVICES	0	60,232	64,367
	ASST YOUTH SERVICES LIBRARIAN (2)	0	110,488	108,016
	TECH SRVS LIBRARIAN	0	59,309	63,346
	LIBRARY ASST.-CIRCULATION (4)	0	168,355	173,629
	SENIOR CUSTODIAN	0	53,818	55,170
			-----	-----
			752,453	771,709

2024 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	147,448	Page (1) Multifunctional P/T (7) Library Assistants (2) Reference technician (1) P/T Cleaner (1) 2.5% COLA are included as part of the operating budget.	Page (1) Multifunctional P/T (7) Library Assistants (2) Reference technician (1) P/T Cleaner (1) 2.5% COLA are included as part of the operating budget.
4114	Annual Sick Leave Buy Back	2,950	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	10,997	Library supplies such as barcodes, date due cards, plastic albums to circulate media.	Library supplies such as barcodes, date due cards, plastic albums to circulate media.
4257	Materials of Trade	166,862	Collections of print & non-print materials. Increase due to the cost of books, dvds and other Material of Trade. \$1,650 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. Increase due to the cost of books, dvds and other Material of Trade. \$1,650 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.

2024 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4400	Contracted Services	68,234	1) GMILCS annual membership 45,256 2) IT Independent contract 8,957 3) Internet provider, webpage and email 3,295 4) Event calendar 1,219 5) Stationary IP address 199 6) Copier rental 4,599 7) Constant Contact/Wowbrary 899 8) Time Management public PCs 425 9) Scheduling software 629 10) Virus protection - PCs/firewall 859 11) Misc licenses 1,198 12)Princh 699	1) GMILCS annual membership 43,837 2) IT Independent contract 8,897 3) Internet provider, webpage and email 3,251 4) Event calendar 1,179 5) Stationary IP address 179 6) Copier rental 4,599 7) Constant Contact/Wowbrary 899 8) Time Management public PCs 379 9) Scheduling software 595 10) Virus protection - PCs/firewall 795 11) Misc licenses 1,178 12)Princh 699
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	426	Mileage reimbursements for library personnel, calculated at current rate of \$0.625 per mile. IRS changed the rate of reimbursement on July 1, 2022. Components are: 1) Custodian/Courier 210 2) GMILCS meetings and training 216	Mileage reimbursements for library personnel, calculated at current rate of \$0.625 per mile. IRS changed the rate of reimbursement on July 1, 2022. Components are: 1) Custodian/Courier 217 2) GMILCS meetings and training 100

2024 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024		EXPLANATION 2023	
4450	Telephone	3,579	Three voice lines and one fax line from Consolidated Communications.		Three voice lines and one fax line from Consolidated Communications.	
4451	Postage	759	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	750	Registrations and fees for workshops and work related training. Includes regional library association confernecees and sub-conferences, management workshops.		Registrations and fees for workshops and work related training. Includes regional library association confernecees 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 & Equipment	7,453	1) 7 Workstations (staff computers)	6,503	1) 7 Workstations (staff computers)	6,503
			2) 1 Task chair	250	2) 1 Task chair	250
			3) 2 Barcode scanners	200	3) 2 Barcode scanners	200
			4) Replacement parts	200	4) Replacement parts	200
			5) Replacement Receipt printers	300	5) Replacement Receipt printers	300
			Workstations are part of the library's ongoing phased purchases to keep some 50 computers usable.		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.		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.		Replacement parts (wireless cards, modems, surge protectors, mice, monitors, etc.) are needed each year as parts fail.	

2024 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4608	Public Furniture & Equipment	3,582	<p>This line supports the needs of the modern library user, emphasizing digital services and support. The contents of this line include:</p> <p>1) 3 large screen laptons 2,011</p> <p>2) 3 child height shelving units 1,256</p> <p>3) 3 hanging bag media racks 315</p>	<p>This line supports the needs of the modern library user, emphasizing digital services and support. The contents of this line include:</p> <p>1) 3 large screen laptons 2,150</p> <p>2) 3 child height shelving units 1,256</p>
4885	Programming	7,000	<p>Programming is a basic library service. Expenditures are completely offset by Fees & Charges income which is included on the Revenue side of the budget.</p> <p>The income currently comes from : vending machine, copiers, printers, sale of non-resident cards, book sales, and miscellaneous charges.</p>	<p>Programming is a basic library service. Expenditures are completely offset by Fees & Charges income which is included on the Revenue side of the budget.</p> <p>The income currently comes from : vending machine, copiers, printers, sale of non-resident cards, book sales, and miscellaneous charges.</p>

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
BUILDING										
70110 - 4201	MAINTENANCE SUPPLIES	4,783	4,697	2,629	4,697	5,027	5,027	5,027	330	7.03%
70110 - 4452	BUILDING MAINTENANCE	23,201	23,441	19,893	23,441	23,861	23,861	23,861	420	1.79%
70110 - 4469	BUILDING IMPROVEMENTS	1,902	2,563	-	2,563	2,830	2,830	2,830	267	10.42%
70110 - 4470	GENERAL LIABILITY	6,429	5,858	6,484	6,548	6,712	6,712	6,712	854	14.58%
70110 - 4491	PROPERTY INSURANCE	6,429	7,937	7,065	7,172	7,352	7,352	7,352	(585)	-7.37%
70110 - 4495	HEAT	14,146	16,076	6,886	16,076	16,393	16,393	16,393	317	1.97%
70110 - 4496	ELECTRICITY	21,647	23,191	16,684	24,570	24,026	24,026	24,026	835	3.60%
70110 - 4497	OTHER UTILITIES	928	876	932	1,091	849	849	849	(27)	-3.08%
	SUBTOTAL	79,464	84,639	60,574	86,158	87,050	87,050	87,050	2,411	2.85%
	TOTAL-LIBRARY	1,523,631	1,670,006	1,213,042	1,645,113	1,673,723	1,673,723	1,673,723	3,717	0.22%

2024 BUDGET WORKSHEET

DEPT NAME - LIBRARY - BUILDING

DEPT # - 70110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4201	Maintenance Supplies	5,027	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	23,861	1) HVAC contract 5,629 2) Fire and Security 1,034 3) Elevator contract 2,079 4) General repairs and maint. 15,119 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 5,629 2) Fire and Security 914 3) Elevator contract 1,779 4) General repairs and maint. 15,119 This number includes grounds maintenance and the cost for work, expected and unexpected, to maintain a 50+ yr old, heavily used facility.
4469	Building Improvements	2,830	1) external electrical building outlets 1,287 2) upgrade staff & public wireless internet in teen room \$1543	1) expand security system 2,563
4470	General Liability	6,712	Liability Coverage as part of the Town policy	Liability Coverage as part of the Town policy
4491	Property Insurance	7,352	Property Coverage as part of the Town policy	Property Coverage as part of the Town policy
4495	Heat	16,393	Heating oil.	Heating oil. Based on 3 year weighted average of oil used, with the estimated cost per gallon of \$2.35
4496	Electricity	24,026	Based on 3 yr wgtd avg plus 3%	Based on 3 yr wgtd avg plus 3%
4497	Other Utilities	849	Town water and sewer based on 3 year weighted average of usage.	Town water and sewer based on 3 year weighted average of usage.

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY CONTRIBUTIONS										
70200 - 4913	SALEM VETERANS' ASSOCIATION	5,000	5,000	5,000	5,000	5,000	5,000	5,000	-	0.00%
70200 - 4915	INDEPENDENCE DAY	6,796	7,600	17,311	17,311	7,600	7,600	7,600	-	0.00%
TOTAL		11,796	12,600	22,311	22,311	12,600	12,600	12,600	-	0.00%

2024 BUDGET WORKSHEET

DEPT NAME - COMMUNITY CONTRIBUTIONS

DEPT # - 70200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024		EXPLANATION 2023	
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	7,600	Police Detail	6,500	Police Detail	6,500
			Fire Detail	1,100	Fire Detail	1,100

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>CAPITAL IMPROVEMENTS</i>										
80100 - 4402	ENGINEERING SERVICES	681,330	200,000	-	200,000	150,000	150,000	150,000	(50,000)	-25.00%
80100 - 4469	BUILDING IMPROVEMENTS	525,082	-	-	-	-	-	-	-	0.00%
80100 - 4601	POLICE EQUIPMENT	177,516	-	-	-	-	-	-	-	0.00%
80100 - 4602	FIRE EQUIPMENT	262,592	-	-	-	-	-	-	-	0.00%
80100 - 4719	LEASE/PURCHASE	479,178	479,178	479,178	479,178	-	-	-	(479,178)	-100.00%
80100 - 4727	FIRE DEPARTMENT VEHICLES	39,694	-	-	-	462,238	397,000	397,000	397,000	0.00%
80100 - 4729	MS-EQUIPMENT REPLACEMENT	-	-	35,502	35,502	235,000	235,000	235,000	235,000	0.00%
80100 - 4730	FLEET REPLACEMENT	-	598,121	635,676	465,000	577,973	577,973	577,973	(20,148)	-3.37%
80100 - 4773	UTILITY UNDERGROUNDING	-	-	-	-	400,000	400,000	400,000	400,000	0.00%
80100 - 4823	FIRE FACILITIES	40,325	-	-	-	-	-	-	-	0.00%
80100 - 4888	GEOGRAPHIC INFORMATION SYSTI	-	25,000	22,912	21,412	-	-	-	(25,000)	-100.00%
80100 - 4896	PC TECHNOLOGY UPGRADE	71,090	85,000	-	85,000	349,126	-	-	(85,000)	-100.00%
80100	DOCUMENT SCANNING	-	-	-	-	200,000	200,000	200,000	200,000	0.00%
80100 - 4949	CEMETERY EXPANSION/DEVELOPM	-	-	-	-	250,000	-	-	-	0.00%
TOTAL		2,276,805	1,387,299	1,173,269	1,286,092	2,624,337	1,959,973	1,959,973	572,674	41.28%

2024 BUDGET WORKSHEET

DEPT NAME - CAPITAL

DEPT # - 80100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4402	Engineering Services	150,000	MS4 Compliance	MS4 Compliance
4727	Fire Department Vehicles	397,000	Ambulance	Ambulance
4729	DPW Equipment Replacement	235,000	Large 6 wheel multipurpose J Hook truck	Large 10 Wheel Dump Truck
4730	Fleet Replacement	577,973	Year 2	Year 1
4733	Utility Undergrounding	400,000	Relocation of utilities underground at the Main St at Pleasant Street signalization intersection	
4896	PC Technology Upgrade	-	Hardware replacement moved to IT budget	Hardware replacement/upgrades
	Document Scanning	200,000	Scanning documents for various departments	

- General Information
- Financial Info
- Project Ratings
- Comments/Attachments

Ambulance- 2017 Horton

 Update General Info

Department	Fire
Project Category	Vehicles/Equipment
Department Priority	Normal
Anticipated Start Date	04/01/2024
Anticipated Completion Date	12/31/2024
Project Description	UPDATED 03-22-2023- Purchase a new ambulance. This ambulance will replace a 2017 Horton International ambulance #555.
Primary Effect of Project	Replace or repair existing facilities or equipment
Rationale for Project	Improves the quality of existing services, Reduces long term operating costs
Narrative Justification	The Fire Department has vehicle replacement program with all its vehicles. The ambulances are on a 7-year replacement program. We have found as the apparatus gets older, they become more costly to maintain. This new ambulance would replace a 7-year-old

6-Year Funding	\$462,238
6-Year Estimate	\$462,238
Service Area of Project	Townwide



TOWN OF SALEM, NH

ambulance that currently has approximately 112,672 miles and 6,482 engine hours. The purchase of this ambulance will include a power/motorized unit that raises and lowers the stretcher in and out of the ambulance and a power/motorized stretcher which will raise and lower the patient stretcher, thus reducing the potential for lifting type injuries.

Vehicle Replacement Project

Yes

Vehicle Assignment

Fire & EMS Personnel- Ambulance

Vehicle Year

2017

Vehicle Mileage

112672

Vehicle Disposal

Yes

- General Information
- Financial Info
- Project Ratings
- Comments/Attachments

S27 - Large 6 Wheel Multipurpose J Hook Truck

Update General Info

Department	Municipal Services
Division	Public Works
Project Category	Vehicles/Equipment
Department Priority	High
Anticipated Start Date	04/01/2024
Anticipated Completion Date	08/01/2025
Project Description	Large 6 Wheel Dump J hook multipurpose body
Primary Effect of Project	Replace or repair existing facilities or equipment
Rationale for Project	Alleviates substandard conditions or deficiencies, Improves the quality of existing services, Reduces long term operating costs
Narrative Justification	This will be a Large 6 Wheel Dump Truck with a multipurpose J Hook body. This will be used to replace two vehicle - S27 (2007) Large 6 Wheel Salter and FB36 (2006) Large 6 Wheel Flat-bed utility
10/18/2023	

6-Year Funding	\$235,000
6-Year Estimate	\$235,000
Service Location of Project	21 Cross Street
Service Area of Project	Town wide



TOWN OF SALEM, NH

vehicle. The Town recently purchased its first multipurpose J-Hook Truck in 2022 and is utilized year round.

- General Information
- Financial Info
- Project Ratings
- Comments/Attachments

Utility Undergrounding

Update General Info

Department	Municipal Services
Division	Engineering
Project Category	Infrastructure
Department Priority	High
Anticipated Start Date	04/01/2024
Anticipated Completion Date	12/01/2024
Project Description	Duct Bank Construction
Primary Effect of Project	Provide new facility or service capacity
Rationale for Project	Removes imminent threat to public health or safety, Improves the quality of existing services, Provides added capacity to serve growth
Narrative Justification	This project involves the removal of utility poles by Liberty and including relocating the utilities underground. This type of work was done previously for The Depot Intersection Project and the Town will be obligated to cover
10/18/2023	

6-Year Funding	\$400,000
6-Year Estimate	\$400,000
Service Location of Project	Main/Pleasant Intersection
Service Area of Project	Main Street at Pleasant Street Signalized Intersection



TOWN OF SALEM, NH

costs associated with Town fiber and fire alarm. The Town previously designed and constructed a shared duct bank with other communication companies including cost sharing which will be applicable here as well.

2024 BUDGET

DEPT.	2022 EXPENDED	2023 BUDGET	EXPENDED (AS OF 10/17/23)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
SEWER FUND SUMMARY									
ADMINISTRATION	2,356,401	2,553,271	2,007,384	2,635,978	3,025,847	3,025,847	3,025,847	472,576	18.51%
DEBT SERVICES	815,220	6,348,529	873,753	985,129	593,646	593,646	593,646	(5,754,883)	-90.65%
CAPITAL PROJECTS	-	266,558	4,199	266,558	1,060,000	1,060,000	1,060,000	793,442	297.66%
WARRANT ARTICLES	5,405,000	105,000	5,000	105,000	-	-	-	(105,000)	0.00%
<hr/>									
TOTAL - SEWER FUND	8,576,621	9,273,358	2,890,336	3,992,665	4,679,493	4,679,493	4,679,493	(4,593,865)	-49.54%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
SEWER-ADMINISTRATION								51,458,717		
28100 - 4090	REGULAR PAY	104,057	181,361	136,686	178,047	193,002	193,002	193,002	11,641	6.42%
28100 - 4092	TEMPORARY PAY	1,972	7,300	405	3,853	7,300	7,300	7,300	-	0.00%
28100 - 4098	OVERTIME PAY	29,823	52,114	50,515	64,102	54,459	54,459	54,459	2,345	4.50%
28100 - 4112	STAND-BY PAY	387	4,516	3,336	1,906	4,516	4,516	4,516	-	0.00%
28100 - 4170	RETIREMENT	19,517	32,386	26,538	30,028	34,092	34,092	34,092	1,706	5.27%
28100 - 4171	DISABILITY INSURANCE	1,065	1,849	1,509	1,623	1,924	1,924	1,924	75	4.06%
28100 - 4172	WORKERS' COMPENSATION	4,321	6,076	5,083	7,290	6,923	6,923	6,923	847	13.94%
28100 - 4174	FICA-SOCIAL SECURITY	10,115	18,517	14,199	16,600	19,834	19,834	19,834	1,317	7.11%
28100 - 4176	HEALTH INSURANCE	14,588	52,918	33,802	43,380	42,226	42,226	42,226	(10,692)	-20.20%
28100 - 4177	UNEMPLOYMENT COMPENSATION	77	123	91	184	123	123	123	-	0.00%
28100 - 4178	LIFE INSURANCE	304	538	439	395	573	573	573	35	6.51%
28100 - 4179	DENTAL INSURANCE	519	2,237	1,117	1,617	1,668	1,668	1,668	(569)	-25.44%
28100 - 4182	CLOTHING ALLOWANCE	1,128	3,750	5,546	4,500	3,750	3,750	3,750	-	0.00%
28100 - 4200	OFFICE SUPPLIES	-	300	-	300	300	300	300	-	0.00%
28100 - 4235	SMALL TOOLS & EQUIP.	2,698	2,000	892	2,000	2,000	2,000	2,000	-	0.00%
28100 - 4237	GAS & OIL	1,924	4,480	2,336	4,480	3,018	3,018	3,018	(1,462)	-32.63%
28100 - 4262	SAFETY	-	230	-	230	230	230	230	-	0.00%
28100 - 4400	CONTRACTED SERVICES	184,373	117,499	100,952	117,499	125,799	125,799	125,799	8,300	7.06%
28100 - 4404	AUDIT	2,555	2,555	2,555	2,555	3,780	3,780	3,780	1,225	47.95%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
28100 - 4406	PRINTING & BINDING	3,932	3,371	1,882	3,371	3,371	3,371	3,371	-	0.00%
28100 - 4423	MEDICAL EXAMINATIONS	100	187	100	187	187	187	187	-	0.00%
28100 - 4450	TELEPHONE	1,387	1,854	1,010	1,347	1,526	1,526	1,526	(328)	-17.69%
28100 - 4451	POSTAGE	5,021	5,691	4,159	5,691	5,691	5,691	5,691	-	0.00%
28100 - 4452	BUILDING MAINTENANCE	5,783	2,700	1,015	2,700	5,000	5,000	5,000	2,300	85.19%
28100 - 4453	MEETINGS & TRAINING	200	700	349	700	700	700	700	-	0.00%
28100 - 4456	RADIO MAINTENANCE	-	63	-	63	63	63	63	-	0.00%
28100 - 4458	VEHICLE MAINTENANCE	3,196	3,036	642	3,036	3,036	3,036	3,036	-	0.00%
28100 - 4459	EQUIPMENT MAINTENANCE	1,011	2,000	6,239	6,500	2,000	2,000	2,000	-	0.00%
28100 - 4470	GENERAL LIABILITY	23,629	35,293	34,691	34,950	35,825	35,825	35,825	532	1.51%
28100 - 4475	FLEET INSURANCE	1,224	1,302	1,304	1,338	1,372	1,372	1,372	70	5.38%
28100 - 4484	METERS/REPLACEMENT	-	-	745	845	-	-	-	-	0.00%
28100 - 4488	ADMIN. SERVICE CHARGE	266,943	257,246	257,246	257,246	295,085	295,085	295,085	37,839	14.71%
28100 - 4491	PROPERTY INSURANCE	4,177	4,560	4,546	4,560	4,560	4,560	4,560	-	0.00%
28100 - 4496	ELECTRICITY	27,622	34,951	22,167	34,639	32,300	32,300	32,300	(2,651)	-7.58%
28100 - 4497	OTHER UTILITIES	33,122	36,112	19,526	19,227	32,580	32,580	32,580	(3,532)	-9.78%
28100 - 4587	RECORDING FEES	478	450	68	450	450	450	450	-	0.00%
28100 - 4615	SEWER EQUIPMENT	1,103	16,000	13,103	16,000	16,000	16,000	16,000	-	0.00%
28100 - 4646	GLSD OPERATING COSTS	1,598,050	1,657,006	1,252,592	1,762,539	2,080,584	2,080,584	2,080,584	423,578	25.56%
SUBTOTAL		2,356,401	2,553,271	2,007,384	2,635,978	3,025,847	3,025,847	3,025,847	472,576	18.51%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
SEWER ADMINISTRATION - 28100				
4090	WORKING FOREMAN	0	67,311	72,049
	HEO-WTP OPERATOR II	0	59,726	62,623
	LEO-WTP OPERATOR I	0	54,324	58,330
			-----	-----
			181,361	193,002

2024 BUDGET WORKSHEET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092 Temporary Pay	7,300	Police details Manhole repairs	Police details Manhole repairs
4098 Overtime Pay	54,459	For overtime calls and emergency work on the sewer system.	For overtime calls and emergency work on the sewer system.
4112 Stand-By Pay	4,516	1 person @ 1.5 hr pay for weekdays and 2 hr pay for weekends and holidays. (Cost-shared with Water Fund)	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (Cost-shared with Water Fund)
4182 Clothing Allowance	3,750	Per Public Works contract, 3 employees Initial Issue of uniforms per new CBA	Per Public Works contract, 3 employees Initial Issue of uniforms per new CBA
4200 Office Supplies	300	Copy paper, pens, and other expendables.	Copy paper, pens, and other expendables.
4235 Small Tools &	2,000	Ladders, shovels, pumps, hoses, dye tablets, etc.	Ladders, shovels, pumps, hoses, dye tablets, etc.
4237 Gas & Oil	3,018	For vehicles, mowers and minor equipment. Fuel Estimate: diesel and gasoline	For vehicles, mowers and minor equipment. Fuel Estimate: diesel and gasoline (based on 3 yr
4262 Safety	230	Hard Hats and safety vests traffic cones/barricades Special equipment needed for handling of wastewater and confined space entry.	Hard Hats and safety vests traffic cones/barricades Special equipment needed for handling of wastewater and confined space entry.
4400 Contracted Services	125,799	Annual Preventative Maintenance contract for sewer lift stations	Annual Preventative Maintenance contract for sewer lift stations
		Sewer lift station pumps (10) Preventive maintenance	Sewer lift station pumps (10) Preventive maintenance
		Pump station wet well cleaning	Pump station wet well cleaning

2024 BUDGET WORKSHEET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
		P.S. Mission controllers maint 500	P.S. Mission controllers maint 500
		Video inspection-sewer mains 6,000	Video inspection-sewer mains 6,000
		Manhole reconstruction 10,000	Manhole reconstruction 10,000
		Emergency repairs to sewer system and pumping stations 18,000	Emergency repairs to sewer system and pumping stations 18,000
		Lift stations generator PM 4,077	Lift stations generator PM 4,077
		Groundwater Management Permit-WWTP 51,300	Groundwater Management Permit-WWTP 44,000
		Mission Controllers R/F for 10 Sewer Lift Stations 4,474	Mission Controllers R/F for 10 Sewer Lift Stations 4,474
		Legal Notices (materials and service bids) 2,000	Legal Notices (materials and service bids) 1,000
		Meter reading equipment:	Meter reading equipment:
		Maintenance contract (37%) 1,470	Maintenance contract (37%) 1,470
		Software maintenance (37%) 1,018	Software maintenance (37%) 1,018
		Fire Extinguisher Inspection 200	Fire Extinguisher Inspection 200
4404 Audit	3,780	Annual audit	Annual audit
4406 Printing & Binding	3,371	Sewer billing 37/63% split S/W 666	Sewer billing 37/63% split S/W 666
		Delinquent notices (N11Z) 71	Delinquent notices (N11Z) 71
		Cert. mail cards 168	Cert. mail cards 168
		Printing service for billings 2,466	Printing service for billings 2,466
4423 Medical Exams	187	Required random drug and alcohol exams and physicals	Required random drug and alcohol exams and physicals

2024 BUDGET WORKSHEET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4450 Telephone	1,526	Cell phone (1) Meter towers 37/63 split Broadband Communications- aircard- GIS tablet	1,526 Cell phone (1) Meter towers 37/63 split Broadband Communications- aircard- GIS tablet
4451 Postage	5,691	Postage for monthly and quarterly billings and delinquency notices Postage for Betterment & DBA billings S/W 37-63% split	5,569 Postage for monthly and quarterly billings and delinquency notices Postage for Betterment & DBA billings S/W 37-63% split
4452 Building Maintenance	5,000	Exterior building repairs various stations	2,700 Exterior building repairs various stations
4453 Meetings & Training	700	I/I training	700 I/I training
4456 Radio Maintenance	63	Radio repair	63 Radio repair
4458 Vehicle Maintenance	3,036	Normal maintenance and inspection of pickup with plow P77-2012 Ford F350 P73-2019 Ford F350	Normal maintenance and inspection of pickup with plow P77-2012 Ford F350 P73-2019 Ford F350
4459 Equipment Maintenance	2,000	Replacement parts for equipment at lift stations. Maintain generators, breathing and ventilation equipment, propane for backup generators.	Replacement parts for equipment at lift stations. Maintain generators, breathing and ventilation equipment, propane for backup generators.
4470 General Liability	35,825	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase over 2023/24 rates)	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase over 2022/23 rates)
4475 Fleet Insurance	1,372	Coverage for sewer vehicles	Coverage for sewer vehicles

2024 BUDGET WORKSHEET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			(estimated 5% increase over 2023/24 rates)	(estimated 5% increase over 2022/23 rates)
4488	Administrative Service Charge	295,085	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	4,560	Coverage for building and contents, plus lift stations and former treatment plant. (estimated 5% increase over 2023/24 rates)	Coverage for building and contents, plus lift stations and former treatment plant. (estimated 5% increase over 2022/23 rates)
4496	Electricity	32,300	Electricity to operate lift stations and meter stations. 3 Year weighted average + 3%	Electricity to operate lift stations and meter 3 Year weighted average + 3%
4497	Other Utilities	32,580	Water service at South Policy lift station Annual backflow test Silverbrook Development charges Methuen – offsetting revenue	Water service at South Policy lift station 72 Annual backflow test 40 Silverbrook Development charges 36,000 Methuen – offsetting revenue
4587	Recording Fees	450	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds.	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds.
4615	Sewer Equipment	16,000	Fittings & adapters 1,000 Manhole rims, covers, raisers 15,000	Fittings & adapters 1,000 Manhole rims, covers, raisers 15,000
4646	GLSD Operating Cost	2,080,584	01/01 - 06/30 (fixed) 1,019,894 07/01 - 12/31 (estimate) 1,060,690	01/01 - 06/30 (fixed) 812,258 07/01 - 12/31 (estimate) 844,748

August 14, 2023

Geolnsight Project 8705-001

Roy E. Sorenson
Municipal Services Director
Town of Salem
21 Cross Street
Salem, NH 03079

Re: Scope of Work for
 2024 GMP Environmental Activities
 Former Waste Water Treatment Facility
 346 South Broadway
 Salem, New Hampshire
 NHDES Groundwater Management Permit #GWP-198405033-S-005

Dear Mr. Sorenson:

Geolnsight, Inc. (Geolnsight) is pleased to present this Scope of Work (SOW) to complete Groundwater Management Permit environmental activities in 2024 at the Town of Salem's (the Town's) former Waste Water Treatment Facility (WWTF) located at 346 South Broadway in Salem, New Hampshire (the Site).

SCOPE OF WORK

GMP ACTIVITIES

The current GMP for the Site was issued by the NHDES on September 15, 2021 and will expire on September 14, 2026. Condition No. 7 of the GMP requires sampling of select monitoring wells and surface water locations in June and November of each year.

Sampling will be conducted in accordance with the GMP. Geolnsight will summarize well gauging and analytical data in tables, validate the analytical data, and prepare a brief data transmittal letter for the June 2024 sample round. The data transmittal letter will be uploaded to the NHDES website within 45 days of sampling, as required by the GMP. The results of the November 2024 sample round will be included in a biennial Periodic Summary report due in January 2025. Costs associated with preparing the January 2025 Periodic Summary Report are included in this 2024 budget.

PROJECT COST

Based upon the information and assumptions listed in this SOW, GeoInsight prepared the costs presented on the attached cost estimate. The costs associated with this SOW assume GeoInsight contracts directly with the laboratory. The costs are based upon information described in this SOW and our familiarity with the requirements and objectives of the project. If project conditions are determined to be significantly different or more complex than described in this SOW, we reserve the right to revisit our costs.

TERMS AND AUTHORIZATION

GeoInsight proposes that the work performed under this SOW be governed by previously agreed upon Standard Terms and Conditions. We expect that charges incurred on this project will be invoiced monthly on a time-and-materials basis in accordance with the current Fee Schedule (Attached). Payment of all invoices will be due within 30 days of the invoice date.


The cost estimates provided herein for the SOW are based upon the anticipated activities and assumptions described in the SOW, which represent our judgment as to the level of effort required. You will be notified of conditions resulting in an increase in the budget estimates should they become evident. GeoInsight will not exceed the estimated project budget without prior approval from the Town.

PROJECT SCHEDULE AND INITIATION

GeoInsight is prepared to continue work on this project in 2024 and upon receiving authorization to proceed. If the proposed SOW, project costs, Fee Schedule, and previously agreed upon Standard Terms and Conditions are acceptable, we request that this letter be signed in the space provided below and a signed copy returned to us as written authorization to proceed. This SOW, together with Standard Terms and Conditions, shall constitute the entire agreement between us. This proposed agreement is valid for a period of 30 days.

We look forward to continuing to work with you on this project. If you have questions regarding the contents of this SOW, please contact me at (603) 314-0820.

Sincerely,
GEOINSIGHT, INC.


Michael F. Dacey, P.G., L.S.P.
Principal/Senior Consultant

Attachment: Cost Estimate

AUTHORIZATION FOR:

2024 GMP ENVIRONMENTAL ACTIVITIES
FORMER WASTE WATER TREATMENT FACILITY
346 SOUTH BROADWAY
SALEM, NEW HAMPSHIRE
NHDES GROUNDWATER MANAGEMENT PERMIT #GWP-198405033-S-005

Signature: _____ Title: _____

Printed Name: _____ Date: _____

P:\8705 Salem WWTP\Proposals\2024 Estimated Costs\2024 GMP\8705 WWTP 2024 GMP Environmental Activities SOW.docx

COST ESTIMATE

2024 GROUNDWATER MANAGEMENT PERMIT ACTIVITIES

FORMER WASTE WATER TREATMENT FACILITY

346 SOUTH BROADWAY

SALEM, NEW HAMPSHIRE

FY 2024 BUDGET

Task	Cost Estimate
1.0 GROUNDWATER MANAGEMENT PERMIT ACTIVITIES	
1.1 Groundwater Monitoring and Reporting ¹	\$41,500
1.2 Project Coordination and Communication	\$9,800
SUBTOTAL	\$51,300

Notes:
1. Assumes current GMP conditions will not change.

**GEOINSIGHT, INC
NORTHEAST AREA**

FY 2024 BUDGET

2023 STANDARD BILLING RATE SCHEDULE

	<u>Hourly Rate</u>	<u>Support</u>	<u>Hourly Rate</u>
<u>Professional Services</u>			
Program Manager	\$215.00	Technical Typist	\$80.00
Senior Program Manager	\$225.00	Project Administrator	\$86.00
		GIS Technician	\$105.00
		GIS Analyst	\$120.00
		Sr GIS Analyst	\$124.00
<u>Geologists, Hydrogeologists, Scientists, Compliance Specialists</u>			
Staff Scientist I	\$108.00	CADD Technician	\$105.00
Staff Scientist II	\$118.00	CADD Designer I	\$111.00
Staff Scientist III	\$137.00	CADD Designer II	\$118.00
Project Manager I	\$147.00	Senior Designer	\$128.00
Project Manager II	\$162.00	Technician I	\$83.00
Senior Project Manager	\$182.00	Technician II	\$93.00
Senior Scientist	\$182.00	Senior/Master Technician	\$105.00
Senior Consultant	\$226.00	Senior Data Manager	\$125.00
<u>Engineering</u>			
Staff Engineer I	\$130.00		
Staff Engineer II	\$141.00		
Staff Engineer III	\$163.00		
Professional Engineer	\$179.00		
Project Manager I, Engineering	\$179.00		
Project Manager II, Engineering	\$182.00		
Senior Engineer	\$203.00		
Senior Project Manager, Engineering	\$203.00		
Senior Consultant, Engineering	\$236.00		

NOTES:

1. Expert testimony at trial or depositions will be billed at two times the standard fee schedule rate.
2. Standard billing rates are reviewed no less than annually and may be adjusted at those times.
3. A separate fee schedule for field equipment and in-house supplies is available. Please note that the field equipment and supplies schedule will be updated periodically
4. Subcontractors and other project expenses are billed in accordance with the specific project agreement. Mileage, for personal vehicles, will be billed at the current United States Internal Revenue Service reimbursement rate.

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
SEWER-DEBT SERVICES										
28110 - 4500	GLSD-DEBT	345,037	322,766	228,609	322,766	-	-	-	(322,766)	-100.00%
28110 - 4509	RTE 28 SEWER REPL-PRIN	264,077	264,078	264,077	264,078	264,078	264,078	264,078	-	0.00%
28110 - 4510	WEST DUSTON SEWER-PRIN	61,470	61,470	61,470	61,470	61,470	61,470	61,470	-	0.00%
28110 - 4568	RTE 28 SEWER REPL-INT	100,349	95,068	95,068	95,068	89,787	89,787	89,787	(5,281)	-5.55%
28110 - 4569	WEST DUSTON SEWER-INT	26,141	24,203	24,204	24,203	21,131	21,131	21,131	(3,072)	-12.69%
28110 - 4572	BOND AND NOTE FEES	18,146	35,000	12,781	30,000	16,000	16,000	16,000	(19,000)	-54.29%
28110 - 4573	BAN INTEREST	-	187,544	187,544	187,544	141,180	141,180	141,180	(46,364)	-24.72%
28110 - 4574	BAN PAYOFF	-	5,358,400	-	-	-	-	-	(5,358,400)	-100.00%
	SUBTOTAL	815,220	6,348,529	873,753	985,129	593,646	593,646	593,646	(5,754,883)	-90.65%

2024 BUDGET WORKSHEET

DEPT NAME - SEWER - DEBT

DEPT # - 28110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4500	GLSD Debt	-	Moved to GLSD Operating	01/01 - 06/30 (fixed) 158,998 07/01 - 12/31 (estimate) 163,768
4509	Rte 28 Sewer Main Replacement - Principal	264,078	*SRF Loan Issue 2021 Final Payment 2040	SRF Loan Issue 2021 Final Payment 2040
4510	West Duston Sewer Main - Principal	61,470	Bond Issue 2021 Final Payment 2031	Bond Issue 2021 Final Payment 2031
4568	Rte 28 Sewer Main Replacement - Interest	89,787	2023 Interest	2023 Interest
4569	West Duston Sewer Main - Interest	21,131	2023 Interest	2023 Interest
4572	Bond and Note Fees	16,000	Bond Issuance Costs 35,000	Bond Issuance Costs 35,000 (Assuming Bond for WWTP work)
4573	BAN Interest	141,180	2023 Interest for BAN	2023 Interest for BAN

* Offset by DBA

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
SEWER-CAPITAL PROJECTS										
28120 - 4720	VEHICLES	-	-	-	-	80,000	80,000	80,000	80,000	0.00%
28120 - 4723	WASTEWATER PUMP STATION	-	-	-	-	780,000	780,000	780,000	780,000	0.00%
28120 - 4765	IMPROVEMENTS	-	261,558	-	261,558	-	-	-	(261,558)	-100.00%
28120 - 4848	SEWER INFLOW AND INFILTRATION	-	-	-	-	200,000	200,000	200,000	200,000	0.00%
28120 - 4888	GIS FLYOVER	-	5,000	4,199	5,000	-	-	-	(5,000)	-100.00%
	SUBTOTAL	-	266,558	4,199	266,558	1,060,000	1,060,000	1,060,000	793,442	297.66%

2024 BUDGET WORKSHEET

DEPT NAME - SEWER - CAPITAL PROJECTS

DEPT # - 28120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4720	Vehicles	80,000	P77 Vehicle	
4723	Wastewater Pump Station	780,000	Butler Street Sewer Pump Station	
4848	Inflow and Infiltration	200,000	Inflow and Infiltration	

- ☰ General Information
- 📄 Financial Info
- ⋮ Project Ratings
- 💬 Comments/Attachments

Butler Street Sewer Pump Station

✎ Update General Info

Department	Municipal Services
Division	Sewer
Project Category	Infrastructure
Department Priority	Normal
Anticipated Start Date	04/01/2024
Anticipated Completion Date	12/01/2024
Project Description	Construction Engineering Lift Station Reconstruction
Primary Effect of Project	Replace or repair existing facilities or equipment
Rationale for Project	Removes imminent threat to public health or safety, Alleviates substandard conditions or deficiencies, Responds to federal or state requirement to implement, Improves the quality of existing services, Reduces long term operating costs
Narrative Justification	Underwood Engineers visited the Town’s ten (10) wastewater pumping stations and reviewed

Service Location of Project	Butler Street at Wheeler Avenue
Service Area of Project	Butler Street



TOWN OF SALEM, NH

operation and maintenance manuals provided by the Town to assess the condition of the stations and provide recommendations. A 10-year CIP was developed with approximately \$6.0M in recommended pump station improvements (Table ES-4). Additional improvements beyond 10 years were also identified (Table 9-1). The Butler Street Stations was recommended for complete pumping station replacement and electrical modifications. The Butler Street Pumping Station is an approximately 32-year-old (1984 vintage) Gorman-Rupp above ground fiberglass enclosure with duplex self-priming pumps and a concrete wetwell located at the intersection of Butler Street and Wheeler Street. This station was relocated from another location in Town to its current location in the 1980's (estimated). This pumping station conveys wastewater from the sewers on the eastern end of Butler Street to the Town's wastewater gravity collection system on the western end of Butler Street.

2024 BUDGET

DEPT.	2022 EXPENDED	2023 BUDGET	EXPENDED (AS OF 10/17/23)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
WATER FUND SUMMARY									
ADMINISTRATION	1,890,236	2,002,952	1,651,194	2,033,809	2,057,335	2,057,335	2,057,335	54,383	2.72%
OPERATIONAL	1,903,007	2,455,339	1,339,272	2,364,735	2,646,846	2,646,846	2,646,846	191,507	7.80%
BUILDINGS	65,617	70,328	53,631	72,796	166,362	166,362	166,362	96,034	136.55%
DEBT SERVICES	1,178,406	1,152,459	1,148,456	1,152,458	1,056,505	1,056,505	1,056,505	(95,954)	-8.33%
CAPITAL PROJECTS	365,878	480,000	552,872	564,219	970,000	260,000	260,000	(220,000)	-45.83%
WARRANT ARTICLES	10,000	5,000	5,000	5,000	-	-	-	(5,000)	-100.00%
<hr/>									
TOTAL - WATER FUND	5,413,143	6,166,078	4,750,425	6,193,017	6,897,048	6,187,048	6,187,048	20,970	0.34%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
WATER-ADMINISTRATION										
38100 - 4090	REGULAR PAY	702,128	797,789	588,568	775,705	843,336	843,336	843,336	45,547	5.71%
38100 - 4092	TEMPORARY PAY	21,085	32,760	16,192	25,326	32,760	32,760	32,760	-	0.00%
38100 - 4098	OVERTIME PAY	115,199	85,411	112,128	123,214	101,915	101,915	101,915	16,504	19.32%
38100 - 4109	EMPLOYEE RETIREMENT BENEFIT	3,400	-	1,290	645	-	-	-	-	0.00%
38100 - 4112	STAND-BY PAY	15,421	12,629	11,742	13,478	13,197	13,197	13,197	568	4.50%
38100 - 4170	RETIREMENT	118,614	123,120	99,366	126,107	129,682	129,682	129,682	6,562	5.33%
38100 - 4171	DISABILITY INSURANCE	6,845	7,534	5,933	7,462	7,769	7,769	7,769	235	3.12%
38100 - 4172	WORKERS' COMPENSATION	16,004	23,224	19,922	31,051	26,464	26,464	26,464	3,240	13.95%
38100 - 4174	FICA-SOCIAL SECURITY	63,846	70,783	54,655	71,064	75,827	75,827	75,827	5,044	7.13%
38100 - 4176	HEALTH INSURANCE	304,189	309,602	251,064	320,500	290,158	290,158	290,158	(19,444)	-6.28%
38100 - 4177	UNEMPLOYMENT COMPENSATION	408	468	329	700	420	420	420	(48)	-10.26%
38100 - 4178	LIFE INSURANCE	2,106	2,351	1,853	1,861	2,434	2,434	2,434	83	3.53%
38100 - 4179	DENTAL INSURANCE	9,387	9,999	8,105	10,551	9,779	9,779	9,779	(220)	-2.20%
38100 - 4182	CLOTHING ALLOWANCE	5,638	11,650	17,262	14,000	11,650	11,650	11,650	-	0.00%
38100 - 4200	OFFICE SUPPLIES	2,054	1,400	1,241	1,400	1,400	1,400	1,400	-	0.00%
38100 - 4399	LEGAL SERVICES	1,777	10,000	-	10,000	10,000	10,000	10,000	-	0.00%
38100 - 4404	AUDIT	2,555	2,555	2,555	2,555	3,780	3,780	3,780	1,225	47.95%
38100 - 4405	MEMBERSHIPS & PUBLICATIONS	910	1,848	1,250	1,848	1,848	1,848	1,848	-	0.00%

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
38100 - 4406	PRINTING & BINDING	9,170	9,923	5,927	9,923	9,923	9,923	9,923	-	0.00%
38100 - 4423	MEDICAL EXAMINATIONS	965	675	545	675	675	675	675	-	0.00%
38100 - 4440	EQUIPMENT RENTAL	16,880	30,000	13,620	30,000	30,000	30,000	30,000	-	0.00%
38100 - 4450	TELEPHONE	19,548	25,443	16,214	21,154	22,248	22,248	22,248	(3,195)	-12.56%
38100 - 4451	POSTAGE	26,672	27,219	20,563	27,219	27,219	27,219	27,219	-	0.00%
38100 - 4453	MEETINGS & TRAINING	4,500	4,700	3,930	4,700	4,700	4,700	4,700	-	0.00%
38100 - 4456	RADIO MAINTENANCE	-	1,634	-	1,634	1,634	1,634	1,634	-	0.00%
38100 - 4458	VEHICLE MAINTENANCE	71,534	20,000	17,346	20,000	20,000	20,000	20,000	-	0.00%
38100 - 4470	GENERAL LIABILITY	22,830	23,761	23,679	24,178	24,783	24,783	24,783	1,022	4.30%
38100 - 4475	FLEET INSURANCE	6,119	6,508	6,519	6,688	6,856	6,856	6,856	348	5.35%
38100 - 4488	ADMIN. SERVICE CHARGE	300,435	327,752	327,752	327,752	323,915	323,915	323,915	(3,837)	-1.17%
38100 - 4491	PROPERTY INSURANCE	19,397	21,527	21,367	21,732	22,276	22,276	22,276	749	3.48%
38100 - 4587	RECORDING FEES	478	437	68	437	437	437	437	-	0.00%
38100 - 4600	OFFICE FURNITURE & EQUIPMENT	141	250	207	250	250	250	250	-	0.00%
SUBTOTAL		1,890,236	2,002,952	1,651,194	2,033,809	2,057,335	2,057,335	2,057,335	54,383	2.72%

2024 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2023 BUDGETED SALARY	2024 BUDGETED SALARY
WATER ADMINISTRATION - 38100				
4090	DEP DIR UTILITIES	0	115,468	118,096
	CHEMIST	0	86,966	88,922
	PRIMARY OPERATOR	0	76,657	82,666
	WORKING FOREMAN (2)	0	143,030	154,041
	HEAVY EQUIPMENT OPERATOR (2)	0	134,906	143,704
	CONSTRUCTION MAINT REPAIR III	0	61,522	63,866
	CONSTRUCTION MAINT REPAIR I	0	60,696	65,848
	BACKFLOW INSP	0	63,346	66,985
	METER REPAIR TECH	0	55,198	59,208
			797,789	843,336

2024 BUDGET WORKSHEET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4092	Temporary Pay	32,760	2 employees @ \$16 an hour for 11 weeks for seasonal projects. 1 employee @ \$16 an hour for 8 weeks for GIS support Police details	2 employees @ \$16 an hour for 11 weeks for seasonal projects. 1 employee @ \$16 an hour for 8 weeks for GIS support Police details
			14,080 5,120 13,560	14,080 5,120 13,560
4098	Overtime Pay	101,915	Overtime for water breaks, pumping systems, telemetry alarms, and weekend system checks and other work conducted outside of normal business hours.	Overtime for water breaks, pumping systems, telemetry alarms, and weekend system checks and other work conducted outside of normal business hours.
4112	Stand-By Pay	13,197	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (Cost-shared with Sewer Fund)	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (Cost-shared with Sewer Fund)
4182	Clothing Allowance	11,650	Per Public Works/SPAA contract Boot Allowance (11) Initial Issue of uniforms per new CBA	Per Public Works/SPAA contract Boot Allowance (11) Initial Issue of uniforms per new CBA
			400 11,250	400 11,250
4200	Office Supplies	1,400	General office supplies. 3 yr wgt'd avg. (1,468)	General office supplies. 3 yr wgt'd avg. (1,468)
4399	Legal Services	10,000	Outside legal services.	Outside legal services.
			10,000	20,000
4404	Audit	3,780	Annual audit.	Annual audit.
				2,555

2024 BUDGET WORKSHEET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4405	Memberships & Publications	1,848	State Certification renewals: Treatment & Distribution 900 Individual Memberships: American Backflow Prevention Assn (APBA) (1) 100 American Water Works Association (AWWA) (2) 208 Utility Memberships: NEWWA 440 NH DES 200	State Certification renewals: Treatment & Distribution 900 Individual Memberships: American Backflow Prevention Assn (APBA) (1) 100 American Water Works Association (AWWA) (2) 208 Utility Memberships: NEWWA 440 NH DES 200
4406	Printing & Binding	9,923	Water billing 37/63% split S/W 1,134 Meter cards 282 Invoices 337 Delinquent notices (N11Z) 121 Cert. mail cards 282 Consumer Confidence Report 2,015 CCR-Data processing/labels 730 Public notices 823 Printing service for billings 4,199	Water billing 37/63% split S/W 1,134 Meter cards 282 Invoices 337 Delinquent notices (N11Z) 121 Cert. mail cards 282 Consumer Confidence Report 2,015 CCR-Data processing/labels 730 Public notices 823 Printing service for billings 4,199
4423	Medical Exams	675	Required random drug and alcohol exams and physicals.	Required random drug and alcohol exams and physicals.
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. 15,000 Mill/Fill Old trenches 15,000	Rental of heavy excavation equipment and special tools as needed for main breaks and other distribution system repairs as needed. 15,000 Mill/Fill Old trenches 15,000

2024 BUDGET WORKSHEET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4450	Telephone	22,248	Telephone/Fax/circuits Cell phones (5) Meter towers 63/37 split Comcast Internet Circuit for resiliency Internet Broadband Communications- 5 aircards- GIS tablets	Telephone/Fax/circuits Cell phones (5) Meter towers 63/37 split Comcast Internet Circuit for resiliency Internet Broadband Communications- 5 aircards- GIS tablets
			22,248	15,496
				1,438
				2,508
				3,120
				2,272
				609
4451	Postage	27,219	Postage for monthly and quarterly billings and delinquency notices (N11Z) 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)	Postage for monthly and quarterly billings and delinquency notices (N11Z) 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)
			13,209	13,209
			207	207
			1,275	1,275
			12,528	12,528
4453	Meetings & Training	4,700	Water industry training Safety training programs	Water industry training Safety training programs
			4,400	4,400
			300	300
4456	Radio Maintenance	1,634	Repairs/replacement of portable truck radios	Repairs/replacement of portable truck radios
			1,634	1,634
4458	Vehicle Maintenance	20,000	Scheduled and emergency repairs to 1 backhoe, 1 compressor, 5 utility trucks, and 3 compact pick-ups & 6-wheel dump truck.	Scheduled and emergency repairs to 1 backhoe, 1 compressor, 5 utility trucks, and 3 compact pick-ups & 6-wheel dump truck.

2024 BUDGET WORKSHEET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4470	General Liability	24,783	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase over 2023/24 rates)	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase over 2022/23 rates)
4475	Fleet Insurance	6,856	Coverage for water vehicles (estimated 5% increase over 2023/24 rates)	Coverage for water vehicles (estimated 5% increase over 2022/23 rates)
4488	Administration Service Charge	323,915	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	22,276	Coverage for building and contents, 3 pumping stations, 2 PRV stations, and 3 water towers and Dams. (estimated 5% increase over 2023/24 rates)	Coverage for building and contents, 3 pumping stations, 2 PRV stations, and 3 water towers and Dams. (estimated 5% increase over 2022/23 rates)
4587	Recording Fees	437	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds.	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds.
4600	Office Furniture & Equip	250	Replacement office equipment. 250	Replacement office equipment. 250

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
WATER-OPERATIONS										
38110 - 4235	SMALL TOOLS & EQUIP.	24,040	9,000	16,805	10,460	9,000	9,000	9,000	-	0.00%
38110 - 4237	GAS & OIL	26,759	35,853	20,764	35,853	33,534	33,534	33,534	(2,319)	-6.47%
38110 - 4244	GRAVEL/SAND	4,690	4,000	1,139	4,000	4,000	4,000	4,000	-	0.00%
38110 - 4249	RESURFACING	12,918	21,830	6,478	21,830	21,830	21,830	21,830	-	0.00%
38110 - 4255	CHEMICALS	107,355	77,050	105,543	85,000	85,000	85,000	85,000	7,950	10.32%
38110 - 4256	TUBING & PARTS	42,034	66,150	12,670	66,150	66,150	66,150	66,150	-	0.00%
38110 - 4262	SAFETY	3,777	750	121	750	750	750	750	-	0.00%
38110 - 4400	CONTRACTED SERVICES	214,853	208,987	174,142	208,987	192,690	192,690	192,690	(16,297)	-7.80%
38110 - 4481	WATER SAMPLES/LAB EXPENSES	53,567	84,555	92,596	90,000	130,835	130,835	130,835	46,280	54.73%
38110 - 4482	PURCHASE OF WATER	721,475	1,236,630	392,761	1,236,630	1,366,267	1,366,267	1,366,267	129,637	10.48%
38110 - 4484	METERS/REPLACEMENT	66,090	60,000	71,372	60,000	75,000	75,000	75,000	15,000	25.00%
38110 - 4485	HYDRANTS	33,285	37,500	38,530	37,500	37,500	37,500	37,500	-	0.00%
38110 - 4489	PIPE REPLACEMENT	277,149	261,000	130,987	121,786	261,000	261,000	261,000	-	0.00%
38110 - 4496	ELECTRICITY	168,624	190,603	125,599	190,466	192,506	192,506	192,506	1,903	1.00%
38110 - 4497	OTHER UTILITIES	137,340	135,770	116,893	162,452	136,331	136,331	136,331	561	0.41%
38110 - 4607	EQUIPMENT	9,020	3,347	3,347	3,347	-	-	-	(3,347)	-100.00%
38110 - 4610	WATER-EQUIPMENT	28	22,314	29,524	29,524	34,453	34,453	34,453	12,139	54.40%
SUBTOTAL		1,903,007	2,455,339	1,339,272	2,364,735	2,646,846	2,646,846	2,646,846	191,507	7.80%

2024 BUDGET WORKSHEET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4235	Small Tools & Equipment	9,000	Tools & minor equipment and expendable supplies for water distribution and treatment.	Tools & minor equipment and expendable supplies for water distribution and treatment.
4237	Gas & Diesel	33,534	For vehicles, mowers and minor equipment Fuel Estimate: diesel and gasoline (based on 3 yr wgt'd avg and 75% increase for 6 months)	For vehicles, mowers and minor equipment Fuel Estimate: diesel and gasoline (based on 3 yr wgt'd avg and 75% increase for 6 months)
4244	Gravel/Sand	4,000	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.	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.
4249	Resurfacing	21,830	Cost of hot bituminous asphalt to repair road surface after water breaks.	Cost of hot bituminous asphalt to repair road surface after water breaks.
4255	Chemicals	85,000	Bulk Chemicals for Water Treatment	Bulk Chemicals for Water Treatment
4256	Tubing & Parts	66,150	Copper tubing, brass fittings and meter horn assemblies. (5% market increase) (New Regional Customers) Partially offset by meter sales	Copper tubing, brass fittings and meter horn assemblies. (5% market increase) (New Regional Customers) Partially offset by meter sales
4262	Safety	750	Personal safety gear, traffic cones, signs, safety supplies etc.	Personal safety gear, traffic cones, signs, safety supplies etc.
4400	Contracted Services	192,690	Electronics & Controls maint. 4,000 Mechanical systems 12,000 Instrument calibration & preventative 6,000 electrical maintenance	Electronics & Controls maint. 4,000 Mechanical systems 12,000 Instrument calibration & preventative 6,000 electrical maintenance

2024 BUDGET WORKSHEET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Altitude valve preventive maintenance	Altitude valve preventive maintenance
			2,200	2,200
			Digsafe	Digsafe
			6,396	6,396
			Water Conservation	Water Conservation
			3,000	3,000
			Backwash tank cleaning	Backwash tank cleaning
			6,000	6,000
			Generator P.M. (8 Sites)	Generator P.M. (8 Sites)
			3,163	3,163
			PM on CO2 Storage & carbonic acid feed	PM on CO2 Storage & carbonic acid feed
			4,500	4,500
			systems	systems
			Copier maintenance	Copier maintenance
			350	350
			Treatment technical assistance	Treatment technical assistance
			5,000	5,000
			Meter reading equipment maintenance	Meter reading equipment maintenance
			2,502	2,502
			contract (63%)	contract (63%)
			Software Maintenance (63%)	Software Maintenance (63%)
			1,733	1,733
			GIS hosting/support/updates	GIS hosting/support/updates
			9,200	9,200
			Mission Service for WTP	Mission Service for WTP
			784	784
			On Call Engineering Services	On Call Engineering Services
			5,000	5,000
			WaterSmart-Customer Access	WaterSmart-Customer Access
			18,285	18,285
			Neptune 360	Neptune 360
			26,235	26,235
			Finish Water Pump Replacement	Finish Water Pump Replacement
			45,442	41,200
			Arlington Pond Raw Water Pumps	Arlington Pond Station PLC
			24,750	15,945
				Arlington Pond Station Panel View
				6,744
				Filter 1 & 2 Media Assessment
				8,000
				Leak Detection
				16,000
			SonicWall	SonicWall
			2,350	2,350
			LogMeIn for SCADA (4)	LogMeIn for SCADA (4)
			1,000	1,000
			Legal Notices (materials and service	Legal Notices (materials and service
			2,800	1,400
			bids)	bids)
4481	Water Samples/Lab	130,835	QA/QC & certification	QA/QC & certification
	Expenses		4,000	4,000
			Consumables	Consumables
			13,225	13,225

2024 BUDGET WORKSHEET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Glassware & minor equip.	Glassware & minor equip.
			13,225	13,225
			Routine SDWA compliance	Routine SDWA compliance
			9,500	9,500
			Chemical waste disposal	Chemical waste disposal
			2,000	2,000
			Hach service maintenance	Hach service maintenance
			38,500	34,335
			Lab equipment service maint.	Lab equipment service maint.
			2,300	2,300
			PFOA/PFOS testing (4)	PFOA/PFOS testing (4)
			2,720	2,720
			Lead/Copper Testing	Lead/Copper Testing
			2,250	2,250
			(Regional Line Increases)	(Regional Line Increases)
			Cyanobacteria Testing	Cyanobacteria Testing
			1,000	1,000
			UCMR5 Testing	
			3,896	
			Coliform Analyzer	
			38,219	
4482	Purchase of Water	1,366,267	Methuen-emergency purchases	Methuen-emergency purchases
			100	100
			Manchester Water Works:	Manchester Water Works:
			Windham & PEU	Windham
			160,726	151,349
			HAWC	HAWC
			803,627	631,133
			Salem	Salem
			401,814	412,771
				Pennichuck
				41,277
4484	Meters	75,000	New Meters for development	New Meters for development
			75,000	60,000
			Partially offset by meter sales	Partially offset by meter sales
			(New Regional Customers)	(New Regional Customers)
4485	Hydrants	37,500	Replace hydrants (15 @2,200)	Replace hydrants (15 @2,200)
			33,000	33,000
			Hydrant Parts	Hydrant Parts
			4,500	4,500
4489	Pipe Replacement	261,000	Scheduled and emergency repairs made	Scheduled and emergency repairs made
			11,000	11,000
			to distribution system on pipes valves	to distribution system on pipes valves

2024 BUDGET WORKSHEET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
			Water work associated with Road Program 250,000	Water work associated with Road Program 250,000
4496	Electricity	192,506	Cost of electricity for building and to pump water.	Cost of electricity for building and to pump water.
			Service for WTP, 3 booster stations and 2 raw water pumping stations, 2 PRV Stations	Service for WTP, 3 booster stations and 2 raw water pumping stations, 2 PRV Stations
4497	Other Utilities	136,331	Sewer discharge, from Canobie Water Treatment Plant.	Sewer discharge, from Canobie Water Treatment Plant.
4607	Equipment	-	Portable Generator 3,347	Portable Generator 3,347
4610	Water Equipment	34,453	Chlorine Analyzer 3,225	Clearwell Level Device 5,236
			Manganese Analyzer 31,228	Peristaltic Meter Pump Ammonium Sulfate 5,728
				Titration 11,350



July 19, 2023

Ron Benjamin
Salem Municipal Services
Salem, NH

RE: Peerless Model 6AE14G Horizontal Split Case Pump Replacement

Carlson Systems is pleased to offer the following quote:

One (1) Peerless Model 6AE16G horizontal split case pump:

- Rated for 1,973 GPM @ 174.4' TDH
- Nickel aluminum bronze impeller with integral rings
- Stainless steel shaft
- 8" suction
- 6" discharge
- John Crane Type 8-1 mechanical seals
- Base / coupling / guard
- 125 HP motor, 1800 RPM, ODP, 460/3/60, premium efficiency
- Factory Testing
 - Certified performance test, HI Grade 2B
 - Hydrostatic
- NSF-61 certification

Laser Alignment
Startup
Freight

BUDGET PRICE: \$45,442.00

Delivery: 36 weeks

Notes:

- Installation or field wiring of any equipment is not included.
- VFDS and Controls are not included.
- This quote is valid for thirty (30) days from the date above.

If you have any questions, please do not hesitate to call.

Sincerely,

Brian Olsen
Carlson Systems, LLC
bolsen@carlensystems.com
603-704-9808



First Electric Motor Service Inc.
73 Olympia Avenue
Woburn, Massachusetts 01801
Ph. 781-491-1100 Fx. 781-491-1102
www.firstelectricmotor.com

Customer Number

CASH

Quote Date

6/23/2023

Quote Number

SQ23-3633

Quote



Quote To:

Salem NH Water Treatment Plant
Contact: Jeff Young
161 North Policy St
Salem, NH 03079
jyoung@salemnh.gov
(603) 890-2156 Main
(978) 478-7567 Direct

Ship To:

Salem NH Water Treatment Plant
Wheeler Dam Road
Salem, NH 03079

Salesperson		Customer PO #	Quote Days Valid	Terms
HOUSE			10	CASH IN ADVANCE
Prepared By		Customer RFQ	Respond By	Ship Via
Jason Robidoux				Common Carrier Ground
Product ID	Qty	Description	Sales Price	Total
Labor	1	Overhaul AC Motor - Disassemble, perform baseline electrical tests, clean all parts, bake stator and rotor, electrically test windings after cleaning, revarnish windings, measure all mechanical fits, install new standard bearings, assemble, paint and prepare for delivery.	2,250.00	2,250.00
Labor	1	Labor for technicians to decouple, unbolt, unwind and rig the 60hp motor off of the pump base. We will use our crane truck to lift and transport the motor back to our service center. The overhauled motor will be transported back to the pump house and reinstalled. After installation of the overhauled motor is complete we will test for proper operation and function.	5,920.00	5,920.00
FOB-OFP	1	FOB Origin, Freight Prepaid & Add	80.00	80.00
E1001	1	Exception - Unforeseen Electrical or Mechanical deficiencies that may arise as the repair process progresses and/or that is not itemized on quote. (If required an additional quote will be provided on an as unit basis.)	0.00	0.00
M1HOURS	1	All work to be performed during normal business hours (Mon - Fri 7:30am to 4:00 pm). If required to perform work on off business hours a quote can be provided.	0.00	0.00

Please refer to our terms and conditions for more information.
All returns must be in original packaging and in new unused condition. A minimum 15% restocking fee plus all freight charges applies to all returns.
ALL ITEMS MUST BE RETURNED WITHIN (30) DAYS!
Special order items are not returnable.
Quote is valid for 10 days

Thank you for your patronage!

WE WILL NOT PROCEED ON THIS QUOTE/ESTIMATE UNTIL AUTHORIZATION IS RECEIVED!

Subtotal:	8,250.00
Freight:	0.00
Convenience Fee:	0.00
Sales Tax 1:	0.00
Sales Tax 2:	0.00
Total:	8,250.00

3 PUMPS TOTAL = 24,750.00

TOWN OF SALEM, NH

10/18/2023

330



UCMR 5 Budget Estimate

Budgetary Estimate Prepared for:

Town of Salem
161 North Policy Street
Salem, NH 03079
United States

Maria Poor
(603) 890-2172
mpoor@ci.salem.nh.us

Budgetary Estimate Name:
00122580 - Salem SW UCMR 5 Budget
Estimate 090722

Reference Number:
00122580

Pace® Contact Information

Account Executive
Becki Day
becki.day@pacelabs.com

Project Manager

Project Information

PWS ID#: NH2051010
Sampling Dates/Sampling Schedule: Dec 24, Mar 25, Jun 25, Sep 25
Project Location: NH
Shipping Information: UCMR 5 container set and shipping to client by FedEx Ground is included. Also included is sample shipment back to Pace by FedEx Standard Overnight for weekday delivery.
Turn Around Time (TAT): EPA requirement is 90 calendar days from sampling date. Pace TAT is typically <25 business days. Rush surcharges may apply.
Certification Requirements: US EPA
EDD Requirements: Data uploaded into EPA CDX SDWARS by Pace
Report Level: UCMR 5

Special Instructions:

SW, EP - 2
Quarterly - Dec 24, Mar 25, Jun 25, Sep 25

Minimum Laboratory Fee

Waived

Quote Details

Quantity	Method	Matrix	Product	Line Item Description	Sales Price	Sub-Total	Total-Price
				Drinking			



8 East Tower Circle
Ormond Beach, FL 32174
Phone: 386-672-5668
Fax: 386-673-4001

4.00	200.7	Water	UCMR 5 Metal: Lithium	\$50.00	\$200.00	\$200.00
4.00	EPA 537.1 FRB	Field Blank	UCMR 5 537.1 Field Reagent Blank (FRB)*	\$125.00	\$500.00	\$500.00
4.00	EPA 537.1	Drinking Water	UCMR 5 Per- and Polyfluoroalkyl Substances (PFAS)	\$300.00	\$1,200.00	\$1,200.00
4.00	EPA 533 FRB	Field Blank	UCMR 5 533 Field Reagent Blank (FRB)*	\$125.00	\$500.00	\$500.00
4.00	EPA 533	Drinking Water	UCMR 5 Per- and Polyfluoroalkyl Substances (PFAS)	\$350.00	\$1,400.00	\$1,400.00
12.00	N/A	Drinking Water	Sample Disposal	Per DW Sample \$3.00	\$36.00	\$36.00
4.00			Environmental Impact Fee (Per Invoice)	Per Invoice \$15.00	\$60.00	\$60.00
Grand-Total						\$3,896.00

Additional Pricing Considerations:

Pace Analytical is U.S. EPA approved for UCMR testing and certified for drinking water compliance monitoring in all 50 states, Puerto Rico, U.S. Virgin Islands, and Guam.

If you have specific questions about any conditions noted below, please contact your Pace® Analytical Representative.

In accordance with mandatory US EPA specified UCMR 5 requirements under certain conditions resampling is required. The cost of a resampling container set (\$150) will be borne by the client for reasons not caused by Pace® Analytical. Examples include:

- Samples received at the lab outside of the US EPA required temperature range (2°C-10°C).
- Presence of Chlorine.
- Samples received broken.
- Sample containers received not filled to the neck of the container.
- Samples taken from wrong site, and samples taken from a site for incorrect parameters
- Each Entry Point must be sampled for 12 months on a quarterly basis for surface water/GWUDI systems (4 sampling events) or semi-annually for groundwater systems (2 sampling events).
- Each Entry Point sample must be tested for Lithium by EPA 200.7, PFAS by EPA 533, and PFAS by EPA 537.1.
- Each set of samples must also include a set of Field Reagent Blanks (FRBs) for PFAS by EPA 533 and 537.1. The purpose of FRBs is to verify that samples were not cross contaminated with PFAS during sampling.

- FRBs are analyzed only if their applicable Entry Point samples PFAS result is greater than or equal to the reporting limit. If not, FRB handling/disposal fee is charged at \$125 each. For your project and budget planning purposes, Pace® estimates that analysis of at least 95% of all FRBs will NOT be required. The following line items and prices assume that all FRBs will be analyzed and billed at full price, so the estimate total represents the maximum possible cost.
- Depending on your location Pace® may be able to provide the required field sampling services. Otherwise, the sampling will be your responsibility.
- Should samples be received at the lab outside of the EPA required temperature range (2°C-10°C) or should any containers be broken in transit, EPA requires resampling. The cost of a resampling container set will be borne by the client at an additional fee (\$150)

Pace's® pricing includes:

- All appropriate containers, chemical preservatives, use of coolers, and shipping from and samples to Pace.



QUOTE

Number / Date
20254643 / 04/04/2023

Ship to Address

CANOIE LAKE WATER TREATMENT P
TOWN OF SALEM
161 NORTH POLICY ST
SALEM NH 03079
UNITED STATES
UNITED STATES

Sold to Address

TOWN OF SALEM NEW HAMPSHIRE
MUNICIPAL OFFICES
33 GEREMONTY DR
SALEM NH 03079-3390
UNITED STATES
UNITED STATES

FY 2024 BUDGET

Bill-to Customer 8264

Net weight : 36.920

QUOTE VALID FOR 60 DAYS

Material ID Commodity/COO	Description Batch	Exp.Date	Quantity Backorder item	UnitPrice	Total Value
98-0018010-00	TECTA B16, 115V, TECTAB16A-115-02		1	22,500.00	22,500.00
9027898090/CA					
98-0018016-00	TECTA-PDS-VALC40708, TECTA VALIDATION		1	900.00	900.00
9027905695/CA					
95-0018304-00	Tecta Installation and training		1	2,500.00	2,500.00
98-0018240-00	TECTA-SPAR-SD2211_B16		1	220.00	220.00
8523510000/CA					
99-0018158	TECTA-CCA-192, TECTALERT ECTC 192PK		1	2,016.00	2,016.00
98-0018012-00	TECTA-CCA-48, TECTALERT ECTC 48PK		4		
3822190080/CA					
95-0018307-00	Tecta Service PLUS Agreement		1	9,775.00	9,775.00

Items Total

37,911.00

Freight Value

307.43

Total Amount

USD 38,218.43
=====

All local taxes at customer charge

TOWN OF SALEM, NH

10/18/2023

333



Quotation

Quote Number: 100895458v1

Use quote number at time of order to ensure that you receive prices quoted

Hach
PO Box 608
Loveland, CO 80539-0608
Phone: (800) 227-4224
Email: quotes@hach.com
Website: www.hach.com

Quote Date: 03/24/2023

Quote Expiration: 05/23/2023

TOWN OF SALEM
33 GEREMONTY DR
SALEM, NH 03079-3390

Name: Fred Wallace
Phone: (603) 548-8866
Email: fwallace@ci.salem.nh.us

Customer Account Number : 004813

Sales Contact: Greg Bleszinski Email: gbleszin@hach.com Phone: 860-690-5236

PRICING QUOTATION

Line	Part Number	Description	Qty	Net Unit Price	Extended Price
1	8572700	CL17sc Colorimetric Chlorine Analyzer with Standpipe Installation Kit and Reagents for Free Chlorine	1	3,225.25	3,225.25
Grand Total				\$	3,225.25

TERMS OF SALE

Freight: Ground Prepay and Add

FCA: Hach's facility

ALL LEAD TIMES ARE ESTIMATED AND NOT GUARANTEED.

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale "Contract" in accordance with the Hach TCS: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgement of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract

from the provisions of the Hach TCS are not part of the Contract.

Due to international regulations, a U.S. Department of Commerce Export License may be required. Hach reserves the right to approve specific shipping agents. Wooden boxes suitable



Quotation

Quote Number: 100922523v1

Use quote number at time of order to ensure that you receive prices quoted

Hach
PO Box 608
Loveland, CO 80539-0608
Phone: (800) 227-4224
Email: quotes@hach.com
Website: www.hach.com

Quote Date: 06/08/2023

Quote Expiration: 08/07/2023

TOWN OF SALEM
33 GEREMONTY DR
SALEM, NH 03079-3390

Name: Fred Wallace
Phone: (603) 548-8866
Email: fwallace@ci.salem.nh.us

Customer Account Number : 004813

Sales Contact: Greg Bleszinski Email: gbleszin@hach.com Phone: 860-690-5236

PRICING QUOTATION

Line	Part Number	Description	Qty	Net Unit Price	Extended Price
1	EZ1025.99C02202	EZ1025 Manganese Analyzer Mn(II), 2 streams, 2x mA output. Standard lead time 100 days.	1	27,303.00	27,303.00
2	WRTUPGEZ1000-4_VST	WarrantyPlus Service Agreement includes: Instrument start-up, all parts, labor, and travel for on-site repairs, 3 on-site calibrations per year, factory recommended maintenance (including required parts), unlimited technical support calls, and free firmware updates.	1	3,924.45	3,924.45
Grand Total				\$	31,227.45

TERMS OF SALE

Freight: Ground Prepay and Add

FCA: Hach's facility

ALL LEAD TIMES ARE ESTIMATED AND NOT GUARANTEED.

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale "Contract" in accordance with the Hach TCS: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgement of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
WATER-BUILDINGS										
38120 - 4401	CLEANING SERVICES	13,300	13,300	9,975	13,300	13,500	13,500	13,500	200	1.50%
38120 - 4452	BUILDING MAINTENANCE	20,228	20,532	24,894	23,000	116,931	116,931	116,931	96,399	469.51%
38120 - 4495	HEAT	32,089	36,496	18,762	36,496	35,931	35,931	35,931	(565)	-1.55%
	SUBTOTAL	65,617	70,328	53,631	72,796	166,362	166,362	166,362	96,034	136.55%

2024 BUDGET WORKSHEET

DEPT NAME - WATER - BUILDINGS

DEPT # - 38120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4401	Cleaning Services	13,500	Cleaning services	Cleaning services
			13,500	13,300
4452	Building Maintenance	116,931	Building repairs and expendable building supplies/cleaning products. Outdoor Lighting replacements	Building repairs and expendable building supplies/cleaning products. Outdoor Lighting replacements
			Annual radio box testing/monitoring: Water Treatment Plant, Spicket, Manor Pkwy, Arlington & Nirvana Booster Stations.	Annual radio box testing/monitoring: Water Treatment Plant, Spicket, Manor Pkwy, Arlington & Nirvana Booster Stations.
			Alarm monitoring	Alarm monitoring
			174	174
			Fire Alarm Inspection - five (5) locations	Fire Alarm Inspection - five (5) locations
			1,237	1,237
			Fuel for Generators	Fuel for Generators
			1,700	1,700
			HVAC Maintenance	HVAC Maintenance
			1,176	1,176
			Grounds Maintenance, includes fertilization	Grounds Maintenance, includes fertilization
			2,500	2,500
			Security gate annual maintenance	Security gate annual maintenance
			400	400
			Pest Control	Pest Control
			1500	1500
			Fire Safety Equipment Maintenance	Fire Safety Equipment Maintenance
			595	595
			Boiler Replacement WTP	
			96,399	
4495	Heat	35,931	Propane heat	Propane heat
			3 Year weighted average + 50% for 6 months	3 Year weighted average + 50% for 6 months

ESTIMATE

FY 2024 BUDGET

Capone Plumbing and Heating

8 Crescent Circle
Pelham, NH 03076

Ben@caponeplumbingandheating.com
+1 (978) 866-6803



Water Treatment Plant

Bill to
Salem Town Hall
33 Germonty Drive
Salem, NH

Estimate details
Estimate no.: 1105
Estimate date: 08/10/2023

Product or service		Amount
1. Materials		
Service date: 08/10/2023		2 units × \$10,476.00
2 KHB285L - Lochinvar Knight Boiler 285000 Btu/Hr Input / 273600 Btu/Hr Output. LP Gas 95% Thermal Efficiency (AFUE) ENERGY STAR Qualified FullyModulating Burner with 10:1 Turndown Direct Spark Ignition Low-NOx Operation ASME Stainless Steel Heat Exchanger 30 psi Relief Valve. 1 1/4-Inch Water Connections SMART SYSTEM Digital Operating Control Multi Colored Graphic LCD Display - Password Security - Outdoor Reset - 3-Pump Control (Boiler System - and DHWP) Built-in Sequencing for 2-8 Boilers - 0 10 Vdc Input Control - Product Service Indicator - Time Clock - PC Connection Port -.EasyAccess Terminal Strip - Low-Water Flow Indication - Automatic Reset High Limit - Contacts on Any Failure. Relay with Freeze Protection Boiler Circulating ECM 0-10 pump Direct-Spark Ignition Low-NOx Operation LP to LP Gas Conversion Kit 3-22 GPM with Low PD Neg. Reg. Combustion 4.0-Inch Minimum polypro PVC CPVC OR SS Venting up to 100 Feet 3-inch Air Inlet and Vent Zero Clearance to Combustibles Bracket Standard 15-Year Limited Warranty on Heat Exchanger		
Materials		
Service date: 08/10/2023		2 units × \$642.00
144690 - M&M RB-24E-L Residential Low Water CutOff w/burner control harness		
3. Materials		
Service date: 08/10/2023		2 units × \$396.00
Condensate Neutralization Kit O-300K BTU		
10/18/2023		\$792.00

4.	Materials	1 unit × \$3,728.00	\$3,728.00
	Service date: 08/10/2023		
	BMXT/2 - BMXT150/ANSI - Boilermag magnetic filter 6in with 2in port (100 psi- 79gpm)		

	Materials	1 unit × \$2,897.00	\$2,897.00
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Service date: 08/10/2023
 BG_ 116300 - B&G D40 Series D ASME Diaphragm
 Tank (22 GAL)

6.	Materials	1 unit × \$623.00	\$623.00
	Service date: 08/10/2023		
	112464 - EASB2-JR 2in		

7.	Materials	2 units × \$2,911.00	\$5,822.00
	Service date: 08/10/2023		
	BG_ 1EF022LF - B&G Series e-60 in-line Pump 1.50" x 5.25" (e608S), 1/2 HP, 115/208-230/1/60, 1750 RPM		

8.	Materials	1 unit × \$18,642.00	\$18,642.00
	Service date: 08/10/2023		
	Piping, valves, press fittings, hangers, circulators, pressure relief valves, all material required to install boilers.		

9.	Materials	1 unit × \$3,250.00	\$3,250.00
	Service date: 08/10/2023		
	Insulation		

10.	Labor	1 unit × \$29,645.00	\$29,645.00
	Service date: 08/10/2023		
	Install 2 Lochinvar boiler and all trim. Install circulators. Install tanks. Insulate lines.		

Total	\$87,635.00
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2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
WATER-DEBT SERVICES										
38130 - 4669	WATER CON #15-PRINCIPAL '04	35,000	35,000	35,000	35,000	35,000	35,000	35,000	-	0.00%
38130 - 4671	WATER CON #16-PRINCIPAL '13	69,000	69,000	69,000	69,000	-	-	-	(69,000)	-100.00%
38130 - 4672	WATER CON #17-PRINCIPAL '14	105,000	105,000	105,000	105,000	105,000	105,000	105,000	-	0.00%
38130 - 4673	WATER CON #18-PRINCIPAL '14	80,000	80,000	80,000	80,000	80,000	80,000	80,000	-	0.00%
38130 - 4674	WATER CON #19-PRINCIPAL '15	110,000	110,000	110,000	110,000	110,000	110,000	110,000	-	0.00%
38130 - 4675	WATER CON #20-PRINCIPAL '18	149,625	151,893	151,892	151,892	154,194	154,194	154,194	2,301	1.51%
38130 - 4507	DRINKING WATER #21-PRINCIPAL '1	160,000	160,000	160,000	160,000	160,000	160,000	160,000	-	0.00%
38130 - 4509	RTE 28 WATER MAIN-PRIN	288,313	288,313	288,313	288,313	288,313	288,313	288,313	-	0.00%
38130 - 4510	WEST DUSTON WATER-PRIN	58,530	58,530	58,530	58,530	58,530	58,530	58,530	-	0.00%
38130 - 4568	RTE 28 WATER MAIN-INT	21,018	18,683	18,683	18,683	16,347	16,347	16,347	(2,336)	-12.50%
38130 - 4569	WEST DUSTON WATER-INT	24,890	23,047	23,046	23,047	20,120	20,120	20,120	(2,927)	-12.70%
38130 - 4689	WATER CON #19-INTEREST '15	4,478	2,728	2,728	2,728	1,057	1,057	1,057	(1,671)	-61.25%
38130 - 4690	WATER CON #16-INTEREST '16	4,140	2,070	2,070	2,070	-	-	-	(2,070)	-100.00%
38130 - 4691	WATER CON #17-INTEREST '17	9,450	6,300	6,300	6,300	3,150	3,150	3,150	(3,150)	-50.00%
38130 - 4692	WATER CON #18-INTEREST '18	7,200	4,800	4,800	4,800	2,400	2,400	2,400	(2,400)	-50.00%
38130 - 4693	WATER CON #19-INTEREST '19	17,600	13,200	13,200	13,200	8,800	8,800	8,800	(4,400)	-33.33%
38130 - 4694	WATER CON #20-INTEREST '20	14,161	11,895	11,895	11,895	9,594	9,594	9,594	(2,301)	-19.34%
38130 - 4521	DRINKING WATER #21-INTEREST '1	20,000	12,000	8,000	12,000	4,000	4,000	4,000	(8,000)	-66.67%
SUBTOTAL		1,178,406	1,152,459	1,148,456	1,152,458	1,056,505	1,056,505	1,056,505	(95,954)	-8.33%

2024 BUDGET WORKSHEET

DEPT NAME - WATER - DEBT

DEPT # - 38130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
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)	- *	Bond Issue 2013 Final Payment 2023	* Bond Issue 2013 Final Payment 2023
4672	Water Const. #17 – Principal (Discharge Management)	105,000 *	Bond Issue 2014 Final Payment 2024	* Bond Issue 2014 Final Payment 2024
4673	Water Const. #18 – Principal (North Policy)	80,000 *	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)	154,194	Bond Issue 2018 Final Payment 2028	Bond Issue 2018 Final Payment 2028
4507	Drinking Water Capacity Rights #21 – Principal	160,000	Bond Issue 2019 Final Payment 2024	Bond Issue 2019 Final Payment 2024

2024 BUDGET WORKSHEET

DEPT NAME - WATER - DEBT

DEPT # - 38130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4509	Rte 28 Water Main Replacement - Principal	288,313	** SRF Loan Issued 2021 Final Payment 2030	** SRF Loan Issued 2021 Final Payment 2030
4510	West Duston Main - Principal	58,530	Bond Issue 2021 Final Payment 2031	Bond Issue 2021 Final Payment 2031
4568	Rte 28 Water Main Replacement - Interest	16,347	** 2024 Interest	** 2023 Interest
4569	West Duston Main - Interest	20,120	2024 Interest	2023 Interest
4689	Water Const. #15 – Interest	1,057	2024 Interest	2023 Interest
4690	Water Const. #16 – Interest	-	2024 Interest	2023 Interest
4691	Water Const. #17 – Interest	3,150	2024 Interest	2023 Interest
4692	Water Const. #18 – Interest	2,400	2024 Interest	2023 Interest
4693	Water Const. #19 – Interest	8,800	2024 Interest	2023 Interest

2024 BUDGET WORKSHEET

DEPT NAME - WATER - DEBT

DEPT # - 38130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024	EXPLANATION 2023
4694	Water Const. #20 – Interest	9,594	2024 Interest	2023 Interest
4521	Drinking Water Capacity Rights #21 – Interest	4,000	2024 Interest	2023 Interest

* Principal offset of 39,565 via amortized bond premiums

** Offset by DBA

2024 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2022 EXPENDED	2023 BUDGET	2023 EXPENDED (AS OF 10/17/23) (incl. encumb)	2023 ESTIMATE	2024 DEPT REQ	2024 MANAGER RECOMM.	2024 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
WATER-CAPITAL PROJECTS										
38140 - 4402	ENGINEERING SERVICES	-	-	-	-	225,000	225,000	225,000	225,000	0.00%
38140 - 4738	WATER - VEHICLES	-	75,000	147,707	139,000	95,000	35,000	35,000	(40,000)	-53.33%
38140 - 4765	IMPROVEMENTS	365,878	400,000	400,966	421,020	650,000	-	-	(400,000)	-100.00%
38140 - 4888	GIS FLYOVER	-	5,000	4,199	4,199	-	-	-	(5,000)	-100.00%
SUBTOTAL		365,878	480,000	552,872	564,219	970,000	260,000	260,000	(220,000)	-45.83%

2024 BUDGET WORKSHEET

DEPT NAME - WATER - CAPITAL PROJECTS

DEPT # - 38140

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2024		EXPLANATION 2023	
4402	Engineering Services	225,000	Water treatment system analysis	225,000		
4738	Water - Vehicles	35,000	Ford Ranger P72	30,000	4x4 Utility Body Vehicle	75,000
			Replace engine in P76	5,000		
4765	Improvements	-			Improvements:	
					North Main St water improvements	400,000
4888	GIS Flyover	-			Town-wide Flyover and Mapping Project	5,000
					(split GF, WF, and SF)	

August 11, 2023

Mr. Roy Sorenson, PE
Director of Municipal Services
Department of Public Works
Town of Salem
21 Cross Street
Salem, NH 03079

Re: Water Treatment System Analysis
Budgetary Estimate for Engineering Services

Dear Mr. Sorenson:

In accordance with your request, Weston & Sampson Engineers, Inc. (Weston & Sampson) hereby submits this budgetary cost estimate for a water system treatment study in relation to the ongoing water quality issues that the town has been experiencing. In addition to the water treatment study, improvements and/or modifications to existing infrastructure elements are also included within the scope of work in hopes of helping to alleviate immediate concerns related to both manganese and color. The following defines our existing understanding of the needs, along with the general outline of our proposed Scope of Work.

The town has experienced multiple raw water constituent concerns over the last couple of years and have noted several limitations with the available treatment capabilities at the existing WTP. In particular, raw water manganese and color have become problematic, especially in the summer months when the town is drawing their water supply from Canobie Lake. Episodes of elevated manganese and color in the raw water have been associated with storm events that contain high intensity rainfall in short durations thereby producing excessive stormwater runoff flows that enter the raw water supply. High intensity rainfall events have also likely lead to disturbances in the stratified layers of the lake causing temporary, elevated turbidities in the raw water that enters the WTP leading to increases in manganese and color. Legacy manganese within the water distribution system is another component suspected of attributing to these water quality issues as well.

In addition to manganese and color, the town has observed low level concentrations of PFAS in the water supply. Canobie Lake, as recently as May 2023, had a PFOS concentration of 2.63 ng/L and a PFOA concentration of 7.52 ng/L. While these concentrations are below the current regulatory limits, draft proposed changes to the regulations by the EPA would likely require the town to treat for PFAS; which currently is not available with the existing treatment systems at Canobie WTP.

The town would also like to assess the ability to treat for cyanobacteria at the WTP. The town has expressed concerns with cyanobacteria contamination within both its existing water supply sources; Canobie Lake and Arlington Pond, though only Arlington Pond has historically experienced cyanobacteria contamination. Up until now, the town has been able to switch sources from Arlington Pond to Canobie Lake to the mitigate concerns of cyanobacteria entering the WTP. However, should Canobie Lake experience cyanobacteria contamination, the town will need capabilities in place to treat for the contaminant.

To assist in alleviating the town's concerns with all raw water constituents described above, Weston & Sampson proposes to conduct a preliminary investigation of the existing treatment methods and determine potential additional treatment methods that could be incorporated into the town's existing water treatment process.

A general breakdown of the proposed scope of services is as follows:

Scope of Services

1. Review existing infrastructure for operational optimization for short-term remediation of concerns related to manganese and color, including:
 - a. Review existing chemical feed systems and provide recommendations for procurement of materials such as additional analyzers and/or implementation of chlorine booster stations
 - b. Review water treatment plant residuals handling system for hydraulic restrictions limiting backwash operations and develop operational improvements and/or capital project improvements.
 - c. Coordinate existing Trident system performance inspection by a WestTech representative to certify the three filter systems are operating per manufacturer's specification.

2. Conduct desktop treatment study for review of the following water quality issues: manganese, color, cyanobacteria, PFOS/PFOA. Conduct raw water and finished water quality testing to assist with desktop alternatives analysis of the potential manganese, color, cyanobacteria, and PFAS treatment methods.

3. Review available manganese treatment options including: in-reservoir aeration, chemical treatment, and filter media treatment.

In addition to raw water manganese, assess methods for reducing legacy manganese within the town's distribution system including chemical sequestration methods and physical removal via development of localized unidirectional flushing programs in high problem areas.

4. Review available treatment options for color including chemical feed optimization and physical treatment. As part of this review, coordinate with chemical suppliers to conduct an optimization study for chemical brand, dose, contact time, etc. Conduct on-site jar testing of the process water at Canobie WTP and assess other water quality adjustments (pH adjustment, alkalinity requirements, etc.) required to optimize treatment.

5. Review existing cyanobacteria treatment methods for treatment of both intracellular and extracellular cyanotoxin removal/inactivation. Develop a comparison of potential cyanotoxin treatment methods for use at the WTP.

6. Review proven PFOS and PFOA removal options for incorporation at the town's water treatment plant. Assess ability to modify existing filtration to accommodate the new treatment technique and exterior site layout should a new building be required.

7. Identify additional limitations and impacts to the existing residuals handling system that will be created upon implementing any of the potential treatment upgrades/additions reviewed as part

of this study. Make recommendations on improvements that can be made to the existing residuals system based on the findings.

8. Develop conceptual design sketches and budgetary cost estimates for recommended treatment methods.

9. Assess potential benefits for construction of a new water treatment facility to meet existing and future treatment needs. Develop a budgetary cost comparison for construction of a new facility versus incorporation of recommended additional treatment methods at existing facility.

10. Provide a Treatment Analysis Technical Report summarizing potential treatment methods, including pro's/con's list for integration of each into existing treatment process and recommendation for future treatment methods. It should be noted that several of the treatment options that target specific raw water constituents may be able to treat more than one of the targeted constituents described in this letter. Assess the options with this concept in mind when providing our summary and recommendations.

Budget

The estimated appropriation level fee for the above scope of services is **\$225,000**. We recommend this value be carried forward for planning and budgetary purposes.

Please note that pilot testing of new treatment technologies and/or design/implementation of a new treatment technology is not included in this budgetary estimate and will be provided under separate scope of services when it is understood how the town can best move forward to address the water quality concerns.

Sincerely,

WESTON & SAMPSON ENGINEERS, INC.



Jeffrey W. McClure, P.E.
Senior Associate

etb/JWM

\\wse03.local\WSE\Projects\NH\Salem\Water - General\2023 Budget Letters\WTP Water Quality Study\Budget Letter_WTP Treatment Analysis - Salem, NH.docx



SALEM MUNICIPAL SERVICES






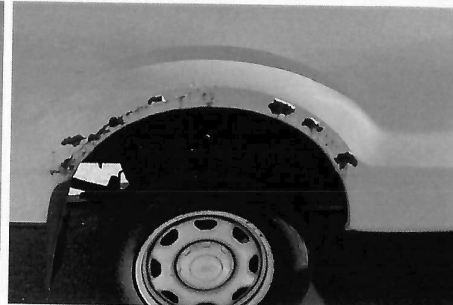
ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES

FY2024

FY 2024 BUDGET

CAPITAL IMPROVEMENTS

38140-4738

DIVISION	PUBLIC WORKS	
ID	P72	
General Description	4X4 Pick up	
Manufacturer	Ford	
Model	F150	
Fuel Type	Gasoline	
Date of Purchase	7/1/2012	
Useful Life	10 years	
Mileage	89,651	
Hours	N/A	
VCI	14 (REPLACE)	
		 
		REPLACEMENT COST
		\$50,000.00
VEHICLE USE		
<p>This vehicle is assigned to the Utilities Director for day to day operations and as needed for personnel when vehicles are out of service. It is an extended cab and will be used at times for training and commuting multiple people as opposed to taking multiple trucks.</p>		
RECOMMENDATION		
<p>The vehicle is showing significant body deterioration and will not pass inspection next year without putting money into body work. The undercarriage and steering, suspension systems are showing corrosion and will need to be replaced in the next inspection cycle as well. It is recommended to replace the vehicle with a more applicable vehicle such as a smaller pick-up or SUV.</p>		
   		
VCI	NEW	GOOD
10/18/2023		AVERAGE
		POOR
		REPLACE



SALEM MUNICIPAL SERVICES


ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES

FY2024

FY 2024 BUDGET

CAPITAL IMPROVEMENTS

38140-4738

DIVISION	PUBLIC WORKS	
ID	P76	
General Description	4X4 Pick up	
Manufacturer	Ford	
Model	F150	
Fuel Type	Gasoline	
Date of Purchase	5/5/2013	
Useful Life	10 years	
Mileage	42,919	
Hours	N/A	
VCI	0 (REPLACE)	



REPLACEMENT COST

\$45,000.00

VEHICLE USE

This vehicle is assigned to the Chemist for day to day operations and as needed for personnel when vehicles are out of service. It is used for taking samples and bringing items to Concord.

RECOMMENDATION

The vehicle is out of service with a blown engine. It will be replaced with a smaller economical vehicle for its purpose.



VCI

NEW

GOOD

AVERAGE

POOR

REPLACE

350

10/18/2023