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DEPARTMENT	2024 BUDGET			2025 MANAGER RECOMM.			\$ INCREASE/(DECREASE)			% INCREASE/(DECREASE)		
	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL
Town Council	31,860	42,550	74,410	31,837	47,650	79,487	(23)	5,100	5,077	-0.07%	11.99%	6.82%
District Court	-	106,504	106,504	-	102,882	102,882	-	(3,622)	(3,622)	0.00%	-3.40%	-3.40%
Town Manager	564,201	6,775	570,976	649,856	9,325	659,181	85,655	2,550	88,205	15.18%	37.64%	15.45%
Legal	-	163,700	163,700	-	164,500	164,500	-	800	800	0.00%	0.49%	0.49%
Human Resources	326,305	83,736	410,041	356,748	70,128	426,876	30,443	(13,608)	16,835	9.33%	-16.25%	4.11%
Employee Benefits	1,361,373	22,861	1,384,234	1,179,534	22,992	1,202,526	(181,839)	131	(181,708)	-13.36%	0.57%	-13.13%
Boards & Committees	6,062	23,133	29,195	6,043	20,563	26,606	(19)	(2,570)	(2,589)	-0.31%	-11.11%	-8.87%
Town Buildings	-	249,167	249,167	-	217,450	217,450	-	(31,717)	(31,717)	0.00%	-12.73%	-12.73%
Finance	1,085,534	56,616	1,142,150	1,135,579	58,946	1,194,525	50,045	2,330	52,375	4.61%	4.12%	4.59%
Information Technology	39,919	881,152	921,071	153,968	955,508	1,109,476	114,049	74,356	188,405	285.70%	8.44%	20.46%
Assessing	333,995	130,088	464,083	435,338	130,088	565,426	101,343	-	101,343	30.34%	0.00%	21.84%
Town Clerk	240,933	11,600	252,533	236,707	11,600	248,307	(4,226)	-	(4,226)	-1.75%	0.00%	-1.67%
Elections	98,010	29,300	127,310	20,191	47,100	67,291	(77,819)	17,800	(60,019)	-79.40%	60.75%	-47.14%
Collections	342,559	-	342,559	383,643	-	383,643	41,084	-	41,084	11.99%	0.00%	11.99%
Tax Collector	192,408	22,170	214,578	194,181	22,170	216,351	1,773	-	1,773	0.92%	0.00%	0.83%
Debt Service	-	710,388	710,388	-	1,732,183	1,732,183	-	1,021,795	1,021,795	0.00%	143.84%	143.84%
Insurance	30,000	493,196	523,196	-	511,498	511,498	(30,000)	18,302	(11,698)	-100.00%	3.71%	-2.24%
Community Development	266,105	2,755	268,860	278,381	2,830	281,211	12,276	75	12,351	4.61%	2.72%	4.59%
Planning	296,163	2,717	298,880	299,500	2,730	302,230	3,337	13	3,350	1.13%	0.48%	1.12%
Police	13,595,737	789,970	14,385,707	14,128,519	787,032	14,915,551	532,782	(2,938)	529,844	3.92%	-0.37%	3.68%
Fire	14,931,583	1,402,385	16,333,968	15,743,025	1,419,344	17,162,369	811,442	16,959	828,401	5.43%	1.21%	5.07%
Municipal Services	3,659,568	4,661,509	8,321,077	3,814,887	4,659,805	8,474,692	155,319	(1,704)	153,615	4.24%	-0.04%	1.85%
Human Services	138,044	141,504	279,548	58,540	152,680	211,220	(79,504)	11,176	(68,328)	-57.59%	7.90%	-24.44%
Community Services	532,273	94,328	626,601	544,539	102,970	647,509	12,266	8,642	20,908	2.30%	9.16%	3.34%
Community Contributions	-	12,600	12,600	-	5,000	5,000	-	(7,600)	(7,600)	0.00%	-60.32%	-60.32%
Subtotal - General Fund	38,072,632	10,140,704	48,213,337	39,651,016	11,256,974	50,907,990	1,578,384	1,116,270	2,694,653	4.15%	11.01%	5.59%
Library	1,314,766	358,957	1,673,723	1,341,717	381,363	1,723,080	26,951	22,406	49,357	2.05%	6.24%	2.95%
Capital Improvements	-	1,859,973	1,859,973	-	7,889,886	7,889,886	-	6,029,913	6,029,913	0.00%	324.19%	324.19%
Separate Warrant Articles	-	5,640,000	5,640,000	-	-	-	-	(5,640,000)	(5,640,000)	0.00%	-100.00%	-100.00%
Total - General Fund	39,387,398	17,999,634	57,387,033	40,992,733	19,528,223	60,520,956	1,605,335	1,528,588	3,133,923	4.08%	8.49%	5.46%
Sewer Fund	366,640	4,317,853	4,684,493	399,190	4,521,646	4,920,836	32,550	203,793	236,343	8.88%	4.72%	5.05%
Water Fund	1,533,741	4,658,307	6,192,048	1,659,416	3,927,044	5,586,460	125,675	(731,263)	(605,588)	8.19%	-15.70%	-9.78%
Grand Total	41,287,779	26,975,794	68,263,574	43,051,339	27,976,913	71,028,251	1,763,560	1,001,118	2,764,678	4.27%	3.71%	4.05%

2025 REVENUE REPORT

ACCOUNT NAME	2023 RECORDED	2024 BUDGET	RECEIVED AS OF 9/19/24	2024 ESTIMATE	2025 DEPT REQ	2025 MGR RECOMM.	INCREASE (DECREASE)	% CHANGE
REVENUE SUMMARY								
TAXES	147,709	156,000	182,195	152,000	160,000	160,000	4,000	2.56%
INTERGOVERNMENTAL REVENUES-STATE	3,631,360	4,532,696	585,206	3,450,696	8,470,000	8,470,000	3,937,304	86.86%
LICENSES AND PERMITS	9,221,370	8,898,500	7,078,130	9,391,248	9,067,900	9,067,900	169,400	1.90%
CHARGES FOR SERVICES	4,365,749	4,061,942	2,780,282	3,875,848	4,610,633	4,610,633	548,691	13.51%
MISCELLANEOUS REVENUES	925,330	121,000	523,386	531,500	321,000	321,000	200,000	165.29%
OTHER FINANCING SOURCES	796,524	3,296,853	400,955	541,853	3,426,925	3,426,925	130,072	3.95%
TOTAL - GENERAL FUND	19,088,042	21,066,991	11,550,155	17,943,145	26,056,458	26,056,458	4,989,467	23.68%
INCOME FROM SEWER FUND	3,041,860	4,684,493	3,500,198	4,684,493	4,920,836	4,920,836	236,343	5.05%
INCOME FROM WATER FUND	5,034,411	6,192,048	3,626,821	6,192,048	6,130,350	5,586,460	(605,588)	-9.78%
TOTAL REVENUES	27,164,312	31,943,532	18,677,174	28,819,686	37,107,644	36,563,754	4,620,222	14.46%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024			2025 DEPT REQ	2025 MGR RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	RECEIVED AS OF 9/19/24	2024 ESTIMATE				
TAXES									
1 - 3120	YIELD TAX	2,242	1,500	-	-	1,500	1,500	-	0.00%
1 - 3130	BOAT TAX	24,553	25,000	22,191	21,000	25,000	25,000	-	0.00%
INTEREST AND PENALTIES		120,253	129,500	160,004	131,000	133,500	133,500	4,000	3.09%
		147,709	156,000	182,195	152,000	160,000	160,000	4,000	2.56%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024	RECEIVED	2024	2025 DEPT REQ	2025 MGR RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	AS OF 9/19/24	ESTIMATE				
INTEREST AND PENALTIES									
1 -3159	INTEREST-TAX DEEDED PROPERTY	-	-	26,236	35,000	60,000	60,000	60,000	0.00%
1 - 3160	INTEREST-CURRENT YR. PROP TAX	24,195	25,000	9,228	37,000	30,000	30,000	5,000	20.00%
1 - 3161	INTEREST-PRIOR YRS. PROP TAX	55,737	70,000	-	-	-	-	(70,000)	-100.00%
1 - 3183	TAX LIEN INTEREST-2020 LEVY	26,858	3,500	5,465	4,000	2,500	2,500	(1,000)	-28.57%
1 - 3184	TAX LIEN INTEREST-2019 LEVY	3,987	1,000	4,342	4,500	1,000	1,000	-	0.00%
1 - 3185	TAX LIEN INTEREST-2018 LEVY	326	-	2,034	-	-	-	-	0.00%
1 - 3186	TAX LIEN INTEREST-2017 LEVY	144	-	350	-	-	-	-	0.00%
1 - 3187	TAX LIEN INTEREST-2016 LEVY	35	-	-	-	-	-	-	0.00%
1 - 3189	TAX LIEN INTEREST-2013 LEVY	-	-	63,728	6,500	10,000	10,000	10,000	0.00%
1 - 3190	TAX LIEN INTEREST-2022 LEVY	12,139	10,000.00	21,292	16,000	20,000	20,000	10,000	0.00%
1 - 3191	TAX LIEN INTEREST-2021 LEVY	21,109	20,000	27,329	28,000	10,000	10,000	(10,000)	-50.00%
		120,253	129,500	160,004	131,000	133,500	133,500	4,000	3.09%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024			2025 DEPT REQ	2025 MGR RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	RECEIVED AS OF 9/19/24	2024 ESTIMATE				
<i>INTERGOVERNMENTAL REVENUES-STATE</i>									
1 - 3207	MEALS & ROOMS	2,880,890	2,880,000	-	2,750,000	2,880,000	2,880,000	-	0.00%
1 - 3202	HIGHWAY BLOCK GRANT	665,566	580,696	470,910	580,696	600,000	600,000	19,304	3.32%
1 - 3215	OTHER GOVERNMENTAL REVENUE	84,904	1,072,000	114,296	120,000	4,990,000	4,990,000	3,918,000	365.49%
		3,631,360	4,532,696	585,206	3,450,696	8,470,000	8,470,000	3,937,304	86.86%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024			2025 DEPT REQ	2025 MGR RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	RECEIVED AS OF 9/19/24	2024 ESTIMATE				
LICENSES AND PERMITS									
1 - 3240	AUTO PERMITS	7,542,265	7,250,000	5,481,544	7,350,000	7,450,000	7,450,000	200,000	2.76%
1 - 3243	DOG LICENSES	23,709	19,000	21,074	20,000	20,000	20,000	1,000	5.26%
	BUSINESS LICENSES, PERMITS, FEES	1,655,396	1,629,500	1,575,512	2,021,248	1,597,900	1,597,900	(31,600)	-1.94%
		9,221,370	8,898,500	7,078,130	9,391,248	9,067,900	9,067,900	169,400	1.90%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024	RECEIVED	2024	2025 DEPT REQ	2025 MGR RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	AS OF 9/19/24	ESTIMATE				
BUSINESS LICENSES, PERMITS, FEES									
1 - 3224	OTHER BUSINESS LICENSES	30	-	30	18	-	-	-	0.00%
1 - 3239	MUNICIPAL AGENT FEE	118,125	120,000	86,046	115,000	116,000	116,000	(4,000)	-3.33%
1 - 3241	TITLE FEES	15,050	15,000	11,682	15,000	15,000	15,000	-	0.00%
1 - 3242	MARRIAGE LICENSES	2,044	1,700	1,715	1,700	1,700	1,700	-	0.00%
1 - 3259	STREET OPENING-ENGINEERING	1,575	1,000	450	1,000	1,000	1,000	-	0.00%
1 - 3260	BUILDING PERMITS	892,354	950,000	1,042,574	1,300,000	950,000	950,000	-	0.00%
1 - 3261	ELECTRICAL PERMITS	184,128	115,000	153,449	150,000	115,000	115,000	-	0.00%
1 - 3262	PLUMBING PERMITS	52,300	70,000	85,675	90,000	70,000	70,000	-	0.00%
1 - 3263	GAS PERMITS (& OTHER)	43,020	75,000	36,116	75,000	50,000	50,000	(25,000)	-33.33%
1 - 3265	FOOD SERVICE LICENSE	56,455	52,000	56,480	53,730	54,000	54,000	2,000	3.85%
1 - 3266	TATTOO PARLOR LICENSE	4,450	3,500	4,350	3,350	3,500	3,500	-	0.00%
1 - 3268	MASSAGE LICENSE	900	950	850	700	950	950	-	0.00%
1 - 3269	OTHER HEALTH DEPT. LICENSES	250	250	250	250	250	250	-	0.00%
1 - 3365	LANDFILL-PERMITS	261,520	200,000	77,600	200,000	200,000	200,000	-	0.00%
1 - 3366	ANIMAL CONTROL FEES	-	100	825	500	500	500	400	400.00%
1 - 3371	SEPTIC INSPECTION FEES	23,195	25,000	17,420	15,000	20,000	20,000	(5,000)	-20.00%
		1,655,396	1,629,500	1,575,512	2,021,248	1,597,900	1,597,900	(31,600)	-1.94%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024			2025 DEPT REQ	2025 MGR RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	RECEIVED AS OF 9/19/24	2024 ESTIMATE				
CHARGES FOR SERVICES									
	INCOME FROM DEPARTMENTS	3,466,732	3,115,500	2,378,191	2,998,801	3,771,555	3,771,555	656,055	21.06%
1 - 3620	RENT OF TOWN PROPERTY	17,840	16,615	7,476	15,051	15,400	15,400	(1,215)	-7.31%
1 - 3625	INCOME FROM SCHOOL	319,154	367,831	178,239	300,000	249,045	249,045	(118,786)	-32.29%
1 - 3630	COURT HOUSE LEASE	428,610	436,996	216,376	436,996	449,633	449,633	12,637	2.89%
1 - 3305	OUTSIDE POLICE DETAIL	133,413	125,000	-	125,000	125,000	125,000	-	0.00%
		4,365,749	4,061,942	2,780,282	3,875,848	4,610,633	4,610,633	548,691	13.51%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024			2025 DEPT REQ	2025 MGR RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	RECEIVED AS OF 9/19/24	2024 ESTIMATE				
INCOME FROM DEPARTMENTS									
1 - 3180	MISCELLANEOUS CHARGES	1,150	500	775	500	500	500	-	0.00%
1 - 3230	ELECTIONS & REGISTRATION	667	2,000	240	600	600	600	(1,400)	-70.00%
1 - 3244	CIVIL FORFEITURE	21,075	10,000	13,050	10,000	10,000	10,000	-	0.00%
1 - 3245	UCC FILINGS	8,415	9,000	6,420	8,000	8,000	8,000	(1,000)	-11.11%
1 - 3246	CERTIFIED COPIES	15,530	12,000	11,056	10,000	12,000	12,000	-	0.00%
1 - 3247	RECORDING & OTHER	5,438	4,500	4,519	4,500	4,500	4,500	-	0.00%
1 - 3248	COLLECTION FEES	1,448	1,000	943	750	1,000	1,000	-	0.00%
1 - 3249	MISCELLANEOUS-TOWN CLERK	336	200	1,520	1,000	200	200	-	0.00%
1 - 3232	MAPS, COPIES, ETC.	569	400	271	400	400	400	-	0.00%
1 - 3237	PLANNING BOARD	65,009	25,000	17,018	14,390	25,000	25,000	-	0.00%
1 - 3231	PUBLIC HEARINGS (BOA)	8,895	8,000	9,010	8,000	8,000	8,000	-	0.00%
1 - 3300	POLICE ALARM PERMITS	1,755	1,500	1,050	1,000	1,500	1,500	-	0.00%
1 - 3301	PISTOL PERMITS	1,310	1,000	940	1,000	1,000	1,000	-	0.00%
1 - 3302	FINGERPRINTING	360	300	90	200	300	300	-	0.00%
1 - 3303	PAWN SHOP REGISTRATIONS	21,770	20,000	20,000	20,000	20,000	20,000	-	0.00%
1 - 3304	POLICE REPORTS	3,366	1,600	2,903	2,100	2,000	2,000	400	25.00%
1 - 3306	POLICE ALARMS	19,200	15,000	4,350	15,000	15,000	15,000	-	0.00%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024			2025 DEPT REQ	2025 MGR RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	RECEIVED AS OF 9/19/24	2024 ESTIMATE				
1 - 3307	PARKING FINES	845	250	555	800	300	300	50	20.00%
1 - 3308	OTHER POLICE DEPT. INCOME	4,765	2,000	1,416	2,000	2,000	2,000	-	0.00%
1 - 3310	EVIDENCE PROCEEDS	311	250	-	50	250	250	-	0.00%
1 - 3330	FIRE PERMITS	70,113	55,000	48,283	60,000	55,000	55,000	-	0.00%
1 - 3332	FIRE ALARM MONITORING FEES	101,350	105,000	102,000	100,000	105,000	105,000	-	0.00%
1 - 3333	AMBULANCE FEES	1,917,719	1,700,000	1,288,230	1,909,966	1,900,000	1,900,000	200,000	11.76%
1 - 3335	OTHER FIRE DEPT. INCOME	3,600	3,500	4,345	4,345	3,500	3,500	-	0.00%
1 - 3336	CPR TRAINING EDUCATION-PUBLIC	180	5,000	-	-	4,000	4,000	(1,000)	-20.00%
1 - 3360	CEMETERY LOTS	30,304	20,000	23,093	20,000	20,000	20,000	-	0.00%
1 - 3361	CEMETERY OPENINGS	48,250	40,000	42,564	20,000	40,000	40,000	-	0.00%
1 - 3364	LANDFILL-REVENUE SHARING	23,978	30,000	27,337	30,000	30,000	30,000	-	0.00%
1 - 3368	LANDFILL-TONNAGE CHARGES	464,582	400,000	93,529	100,000	100,000	100,000	(300,000)	-75.00%
1 - 3382	WELFARE LIENS	4,861	1,000	118	700	1,000	1,000	-	0.00%
1 - 3401	LIBRARY REVENUE	11,457	4,000	15,689	13,000	10,000	10,000	6,000	150.00%
1 - 3404	SENIOR CENTER REVENUE	11,174	5,000	8,325	5,000	5,000	5,000	-	0.00%
1 - 3450	SEWER ADMIN. CHARGE	257,246	295,085	295,085	298,085	296,697	296,697	1,612	0.55%
1 - 3452	SCTV ADMIN. CHARGE	7,500	7,500	7,500	7,500	7,500	7,500	-	0.00%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024			2025 DEPT REQ	2025 MGR RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	RECEIVED AS OF 9/19/24	ESTIMATE				
1 - 3460	WATER ADMIN. CHARGE	327,752	323,915	323,915	323,915	345,308	345,308	21,393	6.60%
1 - 3640	COURT FINES	3,750	2,000	1,691	2,000	2,000	2,000	-	0.00%
1 - 3780	INTERFUND TRANSFER	-	4,000	-	4,000	734,000	734,000	730,000	18250.00%
		3,466,732	3,115,500	2,378,191	2,998,801	3,771,555	3,771,555	656,055	21.06%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024			2025 DEPT REQ	2025 MGR RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	RECEIVED AS OF 9/19/24	2024 ESTIMATE				
MISCELLANEOUS REVENUES									
1 - 3600	INTEREST EARNINGS	530,779	100,000	481,957	500,000	300,000	300,000	200,000	200.00%
1 - 3710	SALE OF TOWN PROPERTY	83,690	1,000	7,031	6,500	1,000	1,000	-	0.00%
1 - 3740	MISCELLANEOUS REVENUES	310,862	20,000	30,983	25,000	20,000	20,000	-	0.00%
		925,330	121,000	523,386	531,500	321,000	321,000	200,000	165.29%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024			2025 DEPT REQ	2025 MGR RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	RECEIVED AS OF 9/19/24	2024 ESTIMATE				
OTHER FINANCING SOURCES									
1 - 3670	OTHER FINANCING SOURCES	676,950	393,175	393,792	393,175	336,925	336,925	(56,250)	-14.31%
1 - 3610	INTEREST EARNINGS-TRUST FUND	9,337	25,000	-	20,000	20,000	20,000	(5,000)	-20.00%
1 - 3615	BOND AND NOTE PROCEEDS	-	1,300,000	-	-	-	-	(1,300,000)	-100.00%
1 - 3616	AMORTIZED BOND PREMIUM	15,922	8,678	-	8,678	-	-	(8,678)	-100.00%
1 - 3617	BOND PREMIUM	4,720	-	7,164	50,000	-	-	-	0.00%
1 - 3700	PILOT	89,595	70,000	-	70,000	70,000	70,000	-	0.00%
1 - 3800	USE OF FUND BALANCE	-	1,500,000	-	-	3,000,000	3,000,000	1,500,000	100.00%
		796,524	3,296,853	400,955	541,853	3,426,925	3,426,925	130,072	3.95%

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 9/19/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>TOWN COUNCIL/COURT SUMMARY</i>								
TOWN COUNCIL	65,258	74,410	62,720	78,127	79,487	79,487	5,077	6.82%
DISTRICT COURT	99,538	106,504	72,805	102,553	102,882	102,882	(3,622)	-3.40%
TOTAL - TOWN COUNCIL/COURT	164,796	180,914	135,524	180,681	182,369	182,369	1,455	0.80%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
TOWN COUNCIL									
10100 - 4090	REGULAR PAY	20,662	27,000	18,000	25,604	27,000	27,000	-	0.00%
10100 - 4092	TEMPORARY PAY	3,000	2,500	1,565	2,205	2,500	2,500	-	0.00%
10100 - 4172	WORKERS' COMPENSATION	44	97	93	129	74	74	(23)	-23.71%
10100 - 4174	FICA-SOCIAL SECURITY	1,811	2,257	1,497	2,128	2,257	2,257	-	0.00%
10100 - 4177	UNEMPLOYMENT COMPENSATION	17	6	7	11	6	6	-	0.00%
10100 - 4200	OFFICE SUPPLIES	240	750	-	750	750	750	-	0.00%
10100 - 4202	TOWN REPORT/WARRANT	4,577	4,700	4,221	4,700	4,700	4,700	-	0.00%
10100 - 4400	CONTRACTED SERVICES	1,899	4,000	-	4,000	4,000	4,000	-	0.00%
10100 - 4405	MEMBERSHIPS & PUBLICATIONS	29,854	30,000	30,451	30,451	30,000	30,000	-	0.00%
10100 - 4406	PRINTING & BINDING	330	300	5,350	5,350	5,400	5,400	5,100	1700.00%
10100 - 4410	ADVERTISING	2,825	2,800	1,536	2,800	2,800	2,800	-	0.00%
TOTAL		65,258	74,410	62,720	78,127	79,487	79,487	5,077	6.82%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
TOWN COUNCIL - 10100				
4090	TOWN COUNCIL (9)	0	27,000	27,000
		-----	-----	-----
		27,000	27,000	

2025 BUDGET WORKSHEET

DEPT NAME - TOWN COUNCIL

DEPT # - 10100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	2,500	Recording secretary & staff support for Town Council business and meetings. (2 hour minimum)	Recording secretary & staff support for Town Council business and meetings. (2 hour minimum)
4200	Office Supplies	750	Photocopies, Town Council nameplates, steno pads, proclamation frames, etc.	Photocopies, Town Council 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	5,400	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.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
DISTRICT COURT									
10200 - 4201	MAINTENANCE SUPPLIES	3,426	2,750	4,151	3,000	3,000	3,000	250	9.09%
10200 - 4450	TELEPHONE	469	344	505	344	344	344	-	0.00%
10200 - 4452	BUILDING MAINTENANCE	27,617	32,077	22,431	32,077	20,570	20,570	(11,507)	-35.87%
10200 - 4457	GROUNDS MAINTENANCE	2,555	2,700	2,971	2,700	2,700	2,700	-	0.00%
10200 - 4470	GENERAL LIABILITY	432	376	476	476	453	453	77	20.48%
10200 - 4491	PROPERTY INSURANCE	5,349	5,567	5,400	5,399	5,531	5,531	(36)	-0.65%
10200 - 4495	HEAT	25,700	30,308	13,689	23,468	27,813	27,813	(2,495)	-8.23%
10200 - 4496	ELECTRICITY	33,223	31,381	22,590	34,166	41,524	41,524	10,143	32.32%
10200 - 4497	OTHER UTILITIES	767	1,001	593	923	947	947	(54)	-5.37%
TOTAL		99,538	106,504	72,805	102,553	102,882	102,882	(3,622)	-3.40%

2025 BUDGET WORKSHEET

DEPT NAME - DISTRICT COURT

DEPT # - 10200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4201	Maintenance Supplies	3,000	Paper towels, toilet tissue, soap, plastic trash liners, light bulbs, etc.	Paper towels, toilet tissue, soap, plastic trash liners, light bulbs, etc.
				3,000 2,750
4450	Telephone	344	Elevator telephone line charge	Elevator telephone line charge
				344 344
4452	Building Maintenance	20,570	HVAC / Burner maintenance Elevator Maintenance \$146/mo. Elevator State Inspection Alarm system monitoring Pest control (57/mo.) Window cleaning outside Fire Safety Equipment Maintenance Building Fire Alarm Services General maintenance to building HVAC Technical Assistance	HVAC / Burner maintenance Elevator Maintenance \$146/mo. Elevator State Inspection Alarm system monitoring Pest control (57/mo.) Window cleaning outside Fire Safety Equipment Maintenance Building Fire Alarm Services General maintenance to building HVAC Technical Assistance
				3,420 1,752 145 174 684 585 350 633 5,000 10,432 8,902
4457	Grounds Maintenance	2,700	Plantings, mulch, etc.	Plantings, mulch, etc.
				2,700 2,700
4470	General Liability	453	Liability coverage (allocation based on percentage of overall expenditures) (estimated 5% increase over 2024/25 rates)	Liability coverage (allocation based on percentage of overall expenditures) (estimated 5% increase over 2023/24 rates)
				376
4491	Property Insurance	5,531	Insurance for building (estimated 5% increase over 2024/25 rates)	Insurance for building (estimated 5% increase over 2023/24 rates)
				5,567
4495	Heat	27,813	3 Year weighted average + 5%	Heating and air conditioning costs.
				30,308

2025 BUDGET WORKSHEET

DEPT NAME - DISTRICT COURT

DEPT # - 10200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4496	Electricity	41,524	3 Year weighted average + 15%	41,524 Electricity for Court House building and 31,381 parking lot lighting
4497	Other Utilities	947	Sewer and Water	947 Sewer and Water 1,001

NOTE: Revenues from rent of the Court House - estimated at \$449,633 for 2025

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 9/19/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN MANAGER SUMMARY								
TOWN MANAGER	560,799	570,976	351,229	569,489	660,156	659,181	88,205	15.45%
LEGAL	162,469	163,700	401,061	408,700	169,500	164,500	800	0.49%
HUMAN RESOURCES	515,141	410,041	252,366	376,615	431,876	426,876	16,835	4.11%
EMPLOYEE BENEFITS	1,162,175	1,384,234	1,014,991	1,368,771	1,202,526	1,202,526	(181,708)	-13.13%
BOARDS & COMMITTEES	28,570	29,195	18,424	27,019	26,606	26,606	(2,589)	-8.87%
TOWN BUILDINGS	231,053	249,167	303,274	316,174	241,750	217,450	(31,717)	-12.73%
TOTAL - TOWN MANAGER	2,660,207	2,807,313	2,341,344	3,066,768	2,732,414	2,697,139	(110,174)	-3.92%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
TOWN MANAGER									
10300 - 4090	REGULAR PAY	358,004	363,463	230,723	381,876	447,103	447,103	83,640	23.01%
10300 - 4092	TEMPORARY PAY	31,963	34,778	-	-	-	-	(34,778)	-100.00%
10300 - 4170	RETIREMENT	49,417	49,718	31,424	51,875	58,749	58,749	9,031	18.16%
10300 - 4171	DISABILITY INSURANCE	2,560	2,570	2,146	2,964	2,954	2,954	384	14.94%
10300 - 4172	WORKERS' COMPENSATION	973	1,327	1,263	1,797	1,118	1,118	(209)	-15.75%
10300 - 4174	FICA-SOCIAL SECURITY	29,602	30,773	17,637	29,094	34,202	34,202	3,429	11.14%
10300 - 4176	HEALTH INSURANCE	80,660	77,574	61,013	91,055	101,263	101,263	23,689	30.54%
10300 - 4177	UNEMPLOYMENT COMPENSATION	118	140	116	244	124	124	(16)	-11.43%
10300 - 4178	LIFE INSURANCE	828	775	564	730	901	901	126	16.26%
10300 - 4179	DENTAL INSURANCE	3,082	3,083	1,936	3,077	3,442	3,442	359	11.64%
10300 - 4200	OFFICE SUPPLIES	412	1,600	220	1,600	1,500	1,500	(100)	-6.25%
10300 - 4405	MEMBERSHIPS & PUBLICATIONS	1,544	3,000	2,349	3,000	1,900	1,900	(1,100)	-36.67%
10300 - 4407	VOUCHERED EXPENSE	593	525	-	525	1,500	525	-	0.00%
10300 - 4408	VEHICLE EXPENSE	-	400	-	400	400	400	-	0.00%
10300 - 4453	MEETINGS & TRAINING	1,045	1,000	1,838	1,000	5,000	5,000	4,000	400.00%
10300 - 4600	OFFICE FURNITURE & EQUIPMENT	-	250	-	250	-	-	(250)	-100.00%
TOTAL		560,799	570,976	351,229	569,489	660,156	659,181	88,205	15.45%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
TOWN MANAGER - 10300				
4090	TOWN MANAGER	0	153,422	173,807
	ASSISTANT TOWN MANAGER	0	132,269	132,777
	RIGHT TO KNOW SPECIALIST (WAS PART TIME IN 2024)	1	0	59,324
	EXECUTIVE ASSISTANT	0	77,772	81,195
			-----	-----
			363,463	447,103

2025 BUDGET WORKSHEET

DEPT NAME - TOWN MANAGER

DEPT # - 10300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4200	Office Supplies	1,500	Photocopies, envelopes, paper, file folders and other office supplies.	1,500 Photocopies, envelopes, paper, file folders and other office supplies. 1,600
4405	Memberships & Publications	1,900	NH Municipal Managers Association Dues (NHMMA) ICMA Dues - Town Manager Union Leader NH Town and City (publication) Misc. dues/publications	220 NH Municipal Managers Association Dues (NHMMA) 1,250 ICMA Dues - Town Manager 240 ICMA Dues - Assistant Town Manager 50 Union Leader 140 NH Town and City (publication) Misc. dues/publications
4407	Vouchered Expense	525	Employee recognition	525 Retiree recognition 525
4408	Vehicle Expense	400	Mileage reimbursement for Town Manager & Assistant Town Manager	400 Mileage reimbursement for Town Manager & Assistant Town Manager 400
4453	Meetings & Training	5,000	Conferences for Town Manager Per contract	5,000 Conferences for Town Manager Per contract Conferences for Assistant Town Manager 500

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
LEGAL									
10310 - 4399	LEGAL SERVICES	155,114	155,000	395,565	400,000	160,000	155,000	-	0.00%
10310 - 4400	CONTRACTED SERVICES	5,208	5,700	4,472	5,700	5,500	5,500	(200)	-3.51%
10310 - 4405	MEMBERSHIPS & PUBLICATIONS	2,148	3,000	1,024	3,000	4,000	4,000	1,000	33.33%
TOTAL		162,469	163,700	401,061	408,700	169,500	164,500	800	0.49%

2025 BUDGET WORKSHEET

DEPT NAME - LEGAL

DEPT # - 10310

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4399	Legal Services	155,000	Outside legal services	155,000
4400	Contracted Services	5,500	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.	5,500 Title searches for tax lien. The State requires Towns to notify mortgagees on tax accounts subject to possible deeding, requiring title searches.
4405	Memberships & Publications	4,000	NH Statute Books Code Updates	NH Statute Books Code Updates

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
HUMAN RESOURCES									
10320 - 4090	REGULAR PAY	137,295	185,716	123,005	177,699	205,165	205,165	19,449	10.47%
10320 - 4092	TEMPORARY PAY	42,444	42,470	34,292	45,673	47,789	47,789	5,319	12.52%
10320 - 4170	RETIREMENT	15,042	25,128	16,803	24,203	26,958	26,958	1,830	7.28%
10320 - 4171	DISABILITY INSURANCE	1,254	1,578	1,654	1,932	1,493	1,493	(85)	-5.39%
10320 - 4172	WORKERS' COMPENSATION	535	753	712	1,007	632	632	(121)	-16.07%
10320 - 4174	FICA-SOCIAL SECURITY	13,229	17,456	12,138	17,122	19,352	19,352	1,896	10.86%
10320 - 4176	HEALTH INSURANCE	25,754	50,807	14,107	32,789	53,047	53,047	2,240	4.41%
10320 - 4177	UNEMPLOYMENT COMPENSATION	127	105	88	188	93	93	(12)	-11.43%
10320 - 4178	LIFE INSURANCE	441	464	408	423	457	457	(7)	-1.51%
10320 - 4179	DENTAL INSURANCE	981	1,828	677	1,270	1,762	1,762	(66)	-3.61%
10320 - 4200	OFFICE SUPPLIES	1,643	700	55	645	600	600	(100)	-14.29%
10320 - 4400	CONTRACTED SERVICES	165,675	1,862	4,314	4,532	278	278	(1,584)	-85.07%
10320 - 4405	MEMBERSHIPS & PUBLICATIONS	600	274	339	689	350	350	76	27.74%
10320 - 4406	PRINTING & BINDING	85	100	90	100	100	100	-	0.00%
10320 - 4407	VOUCHERED EXPENSE	85	2,000	-	2,000	5,000	5,000	3,000	150.00%
10320 - 4410	ADVERTISING	1,945	900	375	900	900	900	-	0.00%
10320 - 4423	MEDICAL EXAMS/HIRING	17,461	20,000	22,569	26,983	20,000	20,000	-	0.00%
10320 - 4444	MEDIATION/NEGOTIATION	90,161	55,000	19,894	35,961	45,000	40,000	(15,000)	-27.27%
10320 - 4453	MEETINGS & TRAINING	282	2,400	844	2,001	2,400	2,400	-	0.00%
10320 - 4905	JOINT LOSS SAFETY COMMITTEE	105	500	-	500	500	500	-	0.00%
TOTAL		515,141	410,041	252,366	376,615	431,876	426,876	16,835	4.11%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
HUMAN RESOURCES - 10320				
4090	HUMAN RESOURCES DIRECTOR	0	115,442	131,811
	HUMAN RESOURCES SPECIALIST	0	70,274	73,354
			-----	-----
			185,716	205,165

2025 BUDGET WORKSHEET

DEPT NAME - HUMAN RESOURCES

DEPT # - 10320

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	47,789	Part time HR Specialist (24 hours/week)	Part time HR Specialist (24 hours/week) 42,470
4200	Office Supplies	600	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc.	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc. 700
4400	Contracted Services	278	Flexible Spending administration fee. Note: \$5.79/mo./employee for 4 participants.	Flexible Spending administration fee. 278 Note: \$5.79/mo./employee for 4 participants. COBRA admin Note: \$.55*240*12 1,584
4405	Membership & Publications	350	Greater Merrimack HR Association Society for Human Resources (HR Director)	ANHPEHRA Membership 45 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. 100
4407	Vouchered Expense	5,000	Active employee recognition Additional funding needed to increase employee engagement with Town of Salem swag and activities, i.e. bring employees together throughout the 2025 calendar year and also engage in employee appreciation all which supports employee retention.	Active employee recognition Increase employee engagement, description in column E. 2,000

2025 BUDGET WORKSHEET

DEPT NAME - HUMAN RESOURCES

DEPT # - 10320

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
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.	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.
4423	Medical Exams/Hiring	20,000	Pre-employment/post-offer physicals, background checks, and Independent Medical Exams for all departments, w/c, booster shots.	20,000 Pre-employment/post-offer physicals, background checks, and Independent Medical Exams for all departments, w/c, booster shots.
4444	Mediation / Negotiation	40,000	Legal assistance relating to 5 labor contracts, including negotiation, mediation, labor relations, arbitration cases, and grievances. union contracts negotiation	40,000 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.	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.

2025 BUDGET WORKSHEET

DEPT NAME - HUMAN RESOURCES

DEPT # - 10320

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
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." Town wide safety training

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
EMPLOYEE BENEFITS									
10330 - 4090	REGULAR PAY	33,815	45,923	42,823	45,923	46,912	46,912	989	2.15%
10330 - 4109	EMPLOYEE RETIREMENT BEN.	263,118	443,536	235,488	443,536	341,238	341,238	(102,298)	-23.06%
10330 - 4114	ANNUAL SICK/VAC LEAVE BUY-BACK	153,599	220,968	148,232	220,968	162,123	162,123	(58,845)	-26.63%
10330 - 4176	HEALTH INSURANCE	683,443	650,946	559,933	632,392	629,261	629,261	(21,685)	-3.33%
10330 - 4223	ACADEMIC REIMBURSEMENT	25,349	20,000	26,316	23,000	20,000	20,000	-	0.00%
10330 - 4400	CONTRACTED SERVICES	2,852	2,861	2,199	2,952	2,992	2,992	131	4.58%
TOTAL		1,162,175	1,384,234	1,014,991	1,368,771	1,202,526	1,202,526	(181,708)	-13.13%

2025 BUDGET WORKSHEET

DEPT NAME - EMPLOYEE BENEFITS

DEPT # - 10330

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4090	Regular Pay	46,912	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, Payroll Coordinator, Municipal Services Director, Fire Chief, Police Chief, Town Clerk, and Tax Collector.	46,912	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, Payroll Coordinator, Municipal Services Director, Fire Chief, Police Chief, Town Clerk, and Tax Collector.	45,923
4109	Employee Retirement Benefits	341,238	Funding for buy-outs of sick and vacation accruals for terminating employees.	341,238	Funding for buy-outs of sick and vacation accruals for terminating employees.	443,536
4114	Annual Sick/Vacation Leave Buy-Back	162,123	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.	162,123	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.	220,968

2025 BUDGET WORKSHEET

DEPT NAME - EMPLOYEE BENEFITS

DEPT # - 10330

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4176	Health Insurance	629,261	<p>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.</p> <p>Covers 36 retirees (27 PD/9FD).</p>	<p>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.</p> <p>Covers 37 retirees (28 PD/9FD).</p>
4223	Academic Reimbursement	20,000	<p>Employee reimbursement for cost of tuition, fees and books for job related courses as required by SEA, SPA, AFSCME, Police, Fire, and non-affiliated contracts.</p>	<p>Employee reimbursement for cost of tuition, fees and books for job related courses as required by SEA, SPA, AFSCME, Police, Fire, and non-affiliated contracts.</p>
4400	Contracted Services	2,992	<p>The Employee Assistance Program (EAP) is a proactive resource that provides cost-free, confidential counseling sessions and professional referrals to employees.</p> <p>\$1.37/employee/month @ 182</p>	<p>The Employee Assistance Program (EAP) is a proactive resource that provides cost-free, confidential counseling sessions and professional referrals to employees.</p> <p>\$1.37/employee/month @ 174</p>

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 9/19/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
BOARDS & COMMITTEES SUMMARY								
PLANNING BOARD	4,545	3,916	2,609	3,572	3,914	3,914	(2)	-0.05%
BOARD OF ADJUSTMENT	2,411	1,762	1,749	2,213	1,761	1,761	(1)	-0.06%
BUDGET COMMITTEE	1,888	2,117	552	1,676	1,941	1,941	(176)	-8.31%
CONSERVATION COMMISSION	2,484	2,182	2,042	2,334	2,356	2,356	174	7.97%
TRUSTEE OF TRUST FUNDS	17,243	17,218	11,472	17,224	16,634	16,634	(584)	-3.39%
COMMUNICATIONS COMMITTEE	-	2,000	-	-	-	-	(2,000)	0.00%
TOTAL-BOARDS & COMMITTEES	28,570	29,195	18,424	27,019	26,606	26,606	(2,589)	-8.87%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
PLANNING BOARD									
10341 - 4092	TEMPORARY PAY	3,695	2,510	2,100	2,186	2,510	2,510	-	0.00%
10341 - 4172	WORKERS' COMPENSATION	5	8	8	10	6	6	(2)	-25.00%
10341 - 4174	FICA-SOCIAL SECURITY	283	192	161	167	192	192	-	0.00%
10341 - 4177	UNEMPLOYMENT COMPENSATION	13	6	9	8	6	6	-	0.00%
10341 - 4210	OPERATING SUPPLIES	-	500	7	500	500	500	-	0.00%
10341 - 4410	ADVERTISING	549	600	324	600	600	600	-	0.00%
10341 - 4453	MEETINGS & TRAINING	-	100	-	100	100	100	-	0.00%
SUBTOTAL		4,545	3,916	2,609	3,572	3,914	3,914	(2)	-0.05%

2025 BUDGET WORKSHEET

DEPT NAME - PLANNING BOARD

DEPT # - 10341

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	2,510	Recording Secretary	2,510
4210	Operating Supplies	500	Photocopying, envelopes & stationery	500
4410	Advertising	600	* Public notices	600
4453	Meetings & Training	100	Training seminars/workshops	100

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

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
BOARD OF ADJUSTMENT									
10342 - 4092	TEMPORARY PAY	1,925	1,004	1,510	1,424	1,004	1,004	-	0.00%
10342 - 4172	WORKERS COMPENSATION	3	3	3	4	3	3	-	0.00%
10342 - 4174	FICA-SOCIAL SECURITY	147	77	116	109	77	77	-	0.00%
10342 - 4177	UNEMPLOYMENT COMPENSATION	-	3	1	1	2	2	(1)	-33.33%
10342 - 4210	OPERATING SUPPLIES	72	75	-	75	75	75	-	0.00%
10342 - 4410	ADVERTISING	264	500	120	500	500	500	-	0.00%
10342 - 4453	MEETINGS AND TRAINING	-	100	-	100	100	100	-	0.00%
SUBTOTAL		2,411	1,762	1,749	2,213	1,761	1,761	(1)	-0.06%

2025 BUDGET WORKSHEET

DEPT NAME - BOARD OF ADJUSTMENT

DEPT # - 10342

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	1,004	Recording Secretary	Recording Secretary 1,004
4210	Operating Supplies	75	Photocopying, envelopes & stationery, maps	Photocopying, envelopes & stationery, maps 75
4410	Advertising	500	* Fees associated with legal notices for petitions filed	Fees associated with legal notices for petitions filed 500
4453	Meetings & Training	100	Training for Board members Conference generally in the Fall	Training for Board members Conference generally in the Fall 100

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

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
BUDGET COMMITTEE									
10343 - 4092	TEMPORARY PAY	1,300	1,233	450	824	1,282	1,282	49	3.97%
10343 - 4172	WORKERS COMPENSATION	3	4	4	5	3	3	(1)	-25.00%
10343 - 4174	FICA-SOCIAL SECURITY	99	94	34	63	98	98	4	4.26%
10343 - 4177	UNEMPLOYMENT COMPENSATION	-	3	1	1	3	3	-	0.00%
10343 - 4210	OPERATING SUPPLIES	486	783	62	783	555	555	(228)	-29.12%
SUBTOTAL		1,888	2,117	552	1,676	1,941	1,941	(176)	-8.31%

2025 BUDGET WORKSHEET**DEPT NAME - BUDGET COMMITTEE****DEPT # - 10343**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	1,282	Recording Secretary	1,282 Recording Secretary 1,233
4210	Operating Supplies	555	Copies, public notices, binders, etc.	555 Copies, public notices, binders, etc. 783

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
CONSERVATION COMMISSION									
10344 - 4092	TEMPORARY PAY	985	653	920	818	653	653	-	0.00%
10344 - 4172	WORKERS COMPENSATION	2	2	2	3	2	2	-	0.00%
10344 - 4174	FICA-SOCIAL SECURITY	75	50	70	63	50	50	-	0.00%
10344 - 4177	UNEMPLOYMENT COMPENSATION	-	2	-	1	1	1	(1)	-50.00%
10344 - 4210	OPERATING SUPPLIES	72	100	-	100	100	100	-	0.00%
10344 - 4405	MEMBERSHIPS & PUBLICATIONS	1,050	1,075	1,050	1,050	1,050	1,050	(25)	-2.33%
10344 - 4453	MEETINGS & TRAINING	300	300	-	300	500	500	200	66.67%
SUBTOTAL		2,484	2,182	2,042	2,334	2,356	2,356	174	7.97%

2025 BUDGET WORKSHEET

DEPT NAME - CONSERVATION COMMISSION

DEPT # - 10344

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	653	Recording Secretary	653
4210	Operating Supplies	100	Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures	100
4405	Memberships & Publications	1,050	NH Assoc. of Conservation Commissions (NHACC) NHACC publications	1,050
4453	Meetings & Training	500	NHACC Mtg., training workshops/seminars	500
				300

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
TRUSTEE OF TRUST FUNDS									
10348 - 4092	TEMPORARY PAY	170	201	165	206	139	139	(62)	-30.85%
10348 - 4172	WORKERS COMPENSATION	1	1	1	2	1	1	-	0.00%
10348 - 4174	FICA-SOCIAL SECURITY	13	15	13	16	11	11	(4)	-26.67%
10348 - 4177	UNEMPLOYMENT COMPENSATION	-	1	1	-	-	-	(1)	-100.00%
10348 - 4403	TECHNICAL SERVICES	17,059	17,000	11,293	17,000	16,483	16,483	(517)	-3.04%
SUBTOTAL		17,243	17,218	11,472	17,224	16,634	16,634	(584)	-3.39%

2025 BUDGET WORKSHEET

DEPT NAME - TRUSTEE OF TRUST FUNDS

DEPT # - 10348

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	139	Recording Secretary	139 Recording Secretary
4403	Technical Services	16,483	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.	16,483 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.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
COMMUNICATIONS COMMITTEE									
10349 -4400	CONTRACTED SERVICES	-	2,000		-	-	-	(2,000)	-100.00%
	SUBTOTAL	-	2,000	-	-	-	-	(2,000)	-100.00%
	TOTAL-BOARDS & COMMITTEES	28,570	29,195	18,424	27,019	26,606	26,606	(2,589)	-8.87%

2025 BUDGET WORKSHEET**DEPT NAME - COMMUNICATIONS COMMITTEE****DEPT # - 10349**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4400	Contracted Services	-	Supplies to further communicate messages. Items could include popup tents, tables, banners, etc.	Supplies to further communicate messages. Items could include popup tents, tables, banners, etc. 2,000

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 9/19/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN BUILDINGS SUMMARY								
TOWN HALL	177,311	218,681	275,794	281,830	182,652	182,652	(36,029)	-16.48%
OLD TOWN HALL	18,004	13,707	11,913	14,356	12,538	12,538	(1,169)	-8.53%
HOSE HOUSE	5,099	5,673	2,297	4,278	29,811	5,511	(162)	-2.86%
OLD LIBRARY	3,300	3,687	2,070	3,868	3,320	3,320	(367)	-9.95%
SCHOOL HOUSE #5	1,805	1,315	3,323	3,348	1,553	1,553	238	18.12%
DEPOT TRAIN STATION	25,534	6,104	7,876	8,495	11,875	11,875	5,771	94.55%
TOTAL-TOWN BUILDINGS	231,053	249,167	303,274	316,174	241,750	217,450	(31,717)	-12.73%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
TOWN HALL									
10350 - 4201	MAINTENANCE SUPPLIES	6,156	5,000	5,805	5,000	5,000	5,000	-	0.00%
10350 - 4440	EQUIPMENT RENTAL	9,026	8,290	5,835	8,290	8,290	8,290	-	0.00%
10350 - 4450	TELEPHONE	24,141	23,645	18,481	25,772	26,952	26,952	3,307	13.99%
10350 - 4451	POSTAGE	49,567	54,400	48,863	54,400	57,922	57,922	3,522	6.47%
10350 - 4452	BUILDING MAINTENANCE	28,455	29,362	114,048	90,000	18,164	18,164	(11,198)	-38.14%
10350 - 4454	ELEVATOR MAINTENANCE	1,644	1,897	1,038	1,897	1,950	1,950	53	2.79%
10350 - 4457	GROUNDS MAINTENANCE	3,816	5,000	4,651	5,000	5,000	5,000	-	0.00%
10350 - 4459	EQUIPMENT MAINTENANCE	12,806	11,251	9,498	11,251	11,265	11,265	14	0.12%
10350 - 4495	HEAT	14,916	17,463	8,358	13,899	15,766	15,766	(1,697)	-9.72%
10350 - 4496	ELECTRICITY	25,981	24,225	18,047	28,056	31,426	31,426	7,201	29.73%
10350 - 4497	OTHER UTILITIES	804	755	612	871	917	917	162	21.46%
10350 - 4498	BUILDING REPAIRS	-	37,393	40,560	37,393	-	-	(37,393)	-100.00%
SUBTOTAL		177,311	218,681	275,794	281,830	182,652	182,652	(36,029)	-16.48%

2025 BUDGET WORKSHEET

DEPT NAME - TOWN HALL

DEPT # - 10350

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4201	Maintenance Supplies	5,000	Paper products, cleaning supplies, light bulbs, water, etc.	5,000
4440	Equipment Rental	8,290	Document disposal container-monthly service Storage Units (TM, HR, Fin., & Plan.)	8,290
4450	Telephone	26,952	Land line telephone services and fax lines. Cell phones (6)	25,272 1,680
4451	Postage	57,922	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	48,682 9,000 240
4452	Building Maintenance	18,164	Maintenance contracts: HVAC/Burner maintenance Building Fire Alarm Services Alarm system monitoring/cameras Pest control (57/mo.) Window cleaning outside Fire Safety Equipment Maintenance	2,705 749 3,016 705 945 1,545

2025 BUDGET WORKSHEET

DEPT NAME - TOWN HALL

DEPT # - 10350

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Normal upkeep of building (repairs, maintenance, painting, plumbing, electrical and carpentry including supplies for building, walkways, doors, etc.)	8,500
				Normal upkeep of building (repairs, maintenance, painting, plumbing, electrical and carpentry including supplies for building, walkways, doors, etc.)
				Carpeting
4454	Elevator Maintenance	1,950	Annual Maintenance \$146/mo. State Inspection	1,805 145
4457	Grounds Maintenance	5,000	Fertilize, lime, seed, loam, bark mulch, shrubs, and general maintenance. of grounds at the Town Hall.	5,000
4459	Equipment Maintenance	11,265	Postage meter maintenance contract Copier maintenance contracts and services (3). Includes color copies and overages. Copier lease (2) Folder/sealer maintenance contract Generator Maintenance Pitney Bowes Service Agreement	720 2,860 5,280 1,456 469 1,200
4495	Heat	15,766	3 Year weighted average + 5%	15,766
4496	Electricity	31,426	3 Year weighted average + 15%	31,426
4497	Other Utilities	917	Water and sewer charges	917
			Water and sewer charges	755

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
<i>OLD TOWN HALL</i>									
10351 - 4210	OPERATING SUPPLIES	-	100	36	-	100	100	-	0.00%
10351 - 4450	TELEPHONE	1,986	1,852	2,020	2,736	2,226	2,226	374	20.18%
10351 - 4495	HEAT	2,873	4,169	3,304	4,169	3,245	3,245	(924)	-22.16%
10351 - 4496	ELECTRICITY	1,260	1,348	1,153	1,388	1,577	1,577	229	17.00%
10351 - 4497	OTHER UTILITIES	131	257	379	82	436	436	179	69.65%
10351 - 4498	BUILDING REPAIRS	11,754	5,981	5,022	5,981	4,954	4,954	(1,027)	-17.17%
SUBTOTAL		18,004	13,707	11,913	14,356	12,538	12,538	(1,169)	-8.53%

2025 BUDGET WORKSHEET

DEPT NAME - OLD TOWN HALL

DEPT # - 10351

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4210	Operating Supplies	100	Cleaning supplies	100
4450	Telephone	2,226	Telephone line charge for alarm	2,226
4495	Heat	3,245	3 Year weighted average + 5%	3,245
4496	Electricity	1,577	3 Year weighted average + 15%	1,577
4497	Other Utilities	436	Water Charges Septic Pumping	186 250
4498	Building Repairs	4,954	Pest control (45/mo.) Maintenance, repairs, electrical, etc. Burner Maintenance Contract Alarm Monitoring Building Fire Alarm Services Fire Safety Equipment Maintenance	556 3,000 824 179 280 114
				57 250 384 174 272 111

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
HOSE HOUSE									
10353 - 4452	BUILDING MAINTENANCE	749	640	793	850	656	656	16	2.50%
10353 - 4495	HEAT	2,017	2,813	809	1,387	2,218	2,218	(595)	-21.15%
10353 - 4496	ELECTRICITY	829	938	674	759	1,026	1,026	88	9.35%
10353 - 4497	OTHER UTILITIES	1,504	1,282	21	1,282	1,611	1,611	329	25.66%
10353 -4498	BUILDING REPAIRS	-	-	-	-	24,300	-	-	100.00%
SUBTOTAL		5,099	5,673	2,297	4,278	29,811	5,511	(162)	-2.86%

2025 BUDGET WORKSHEET

DEPT NAME - HOSE HOUSE

DEPT # - 10353

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4452	Building Maintenance	656	Minor repairs to building Pest Control (45/mo.)	100 556	Minor repairs to building Pest Control (45/mo.)	100 540
4495	Heat	2,218	3 Year weighted average + 5%	2,218	Heat	2,813
4496	Electricity	1,026	3 Year weighted average + 15% Includes the cost of the lighting on Town Common	1,026	Electricity Includes the cost of the lighting on Town Common	938
4497	Other Utilities	1,611	Water for the Common irrigation system and Old Cemetery	1,611	Water for the Common irrigation system and Old Cemetery	1,282

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
OLD LIBRARY									
10354 - 4452	BUILDING MAINTENANCE	1,692	1,746	743	1,746	1,518	1,518	(228)	-13.06%
10354 - 4495	HEAT	1,077	1,472	960	1,472	1,175	1,175	(297)	-20.18%
10354 - 4496	ELECTRICITY	460	403	320	579	545	545	142	35.27%
10354 - 4497	OTHER UTILITIES	71	66	47	70	82	82	16	24.24%
SUBTOTAL		3,300	3,687	2,070	3,868	3,320	3,320	(367)	-9.95%

2025 BUDGET WORKSHEET

DEPT NAME - OLD LIBRARY

DEPT # - 10354

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4452	Building Maintenance	1,518	Pest Control (48/mo.) Routine Maintenance Burner Maintenance	593 690 235	Pest Control (48/mo.) Routine Maintenance Burner Maintenance	576 690 480
4495	Heat	1,175	3 Year weighted average + 5%	1,175	Fuel Oil	1,472
4496	Electricity	545	3 Year weighted average + 15%	545	Electricity	403
4497	Other Utilities	82	Water charges	82	Water charges	66

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
SCHOOL HOUSE #5									
10355 - 4450	TELEPHONE	520	391	558	391	548	548	157	40.15%
10355 - 4452	BUILDING MAINTENANCE	1,061	714	2,597	2,686	735	735	21	2.94%
10355 - 4496	ELECTRICITY	224	210	167	271	270	270	60	28.73%
SUBTOTAL		1,805	1,315	3,323	3,348	1,553	1,553	238	18.12%

2025 BUDGET WORKSHEET

DEPT NAME - SCHOOL HOUSE #5

DEPT # - 10355

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4453	Telephone	548	Telephone line for security system	548 Telephone line for security system
4452	Building Maintenance	735	Pest control (45/mo.) Alarm Monitoring	556 Pest control (45/mo.) 179 Alarm Monitoring
4496	Electricity	270	3 Year weighted average + 15%	270 Electricity

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
DEPOT TRAIN STATION									
10356 - 4452	BUILDING MAINTENANCE	22,401	2,968	5,885	4,835	6,915	6,915	3,947	132.99%
10356 - 4457	GROUNDS MAINTENANCE	-	-	-	-	750	750	750	100.00%
10356 - 4495	HEAT	1,290	1,914	716	1,914	2,201	2,201	287	14.99%
10356 - 4496	ELECTRICITY	1,522	1,100	1,016	1,624	1,707	1,707	607	55.18%
10356 - 4497	OTHER UTILITIES	320	122	259	121	302	302	180	147.93%
SUBTOTAL		25,534	6,104	7,876	8,495	11,875	11,875	5,771	94.55%
TOTAL-TOWN BUILDINGS		231,053	249,167	303,274	316,174	241,750	217,450	(31,717)	-12.73%

2025 BUDGET WORKSHEET

DEPT NAME - DEPOT TRAIN STATION

DEPT # - 10356

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4452	Building Maintenance	6,915	Building Fire Alarm services Alarm monitoring Fire Safety Equipment Maintenance Burner maintenance contract HVAC repairs Pest control (70/mo.) Camera Security System	262 179 321 352 680 865 4,256	Building Fire Alarm services Alarm monitoring Fire Safety Equipment Maintenance Burner maintenance contract HVAC repairs Pest control (70/mo.)	254 174 312 708 680 840
4457	Grounds Maintenance	750	Fertilize, lime, seed, loam, bark mulch, flowers, shrubs, and general maintenance. of grounds	750	3 Year weighted average + 15%	1,914
4495	Heat	2,201	3 Year weighted average + 5%	2,201	3 Year weighted average + 15%	1,914
4496	Electricity	1,707	3 Year weighted average + 15%	1,707	Electricity	1,100
4497	Other Utilities	302	Water and Sewer charges	302	Water and Sewer charges	122

*Estimated offsetting revenues of \$13,200 per year plus 60% Utility cost share



QUOTE #	AAAQ 3030
DATE	2024-08-02

Telephone & Network Technologies

117 Londonderry Turnpike, Hooksett, NH 03106

TO James Pacheco
 Town of Salem-Depot Train Station
 81 Main Street
 Salem, NH 03079
 Phone: (603) 234-0110

SALESPERSON	JOB	PAYMENT TERMS	DU DATE
Dan Boyce	IP CCTV Camera System	Due Upon Completion	Due Upon Completion

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	8 Channel PoE NVR	\$632.00	\$632.00
1	32" Monitor	\$524.00	\$524.00
1	32" Monitor Mount	\$100.00	\$100.00
5	2.8MM 5MP Dome Cameras	\$269.00	\$1,345.00
1	Cable, Connectors & Electrical * Includes painting of domes	\$375.00	\$375.00
1	Labor to install, program, label, and training all included equipment will be done at an hourly rate of \$80.00 an hour, normal hourly rate is \$125.00 and our non-profit rate is \$115.00. For budgeting, TNT is figuring 16 hours on site X \$80.00 an hour = \$1280.00	\$1,280.00	\$1,280.00

SUBTOTAL	\$4,256.00
SALES TAX	\$0.00

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 9/19/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>FINANCIAL SERVICES SUMMARY</i>								
FINANCE	975,018	1,142,150	809,495	1,176,514	1,166,381	1,194,525	52,375	4.59%
INFORMATION TECHNOLOGY	754,435	921,071	634,869	911,550	1,119,476	1,109,476	188,405	20.46%
ASSESSING	400,501	464,083	270,710	457,388	565,426	565,426	101,343	21.84%
TOWN CLERK	240,756	252,533	172,086	237,944	248,307	248,307	(4,226)	-1.67%
ELECTIONS	112,167	127,310	108,406	139,766	67,291	67,291	(60,019)	-47.14%
COLLECTIONS	275,712	342,559	265,838	364,021	383,643	383,643	41,084	11.99%
TAX COLLECTOR	195,871	214,578	151,808	207,214	216,351	216,351	1,773	0.83%
DEBT SERVICES	812,233	710,388	704,833	710,386	1,732,183	1,732,183	1,021,795	143.84%
INSURANCE	555,428	523,196	449,964	476,118	511,498	511,498	(11,698)	-2.24%
TOTAL - FINANCIAL SERVICES	4,322,120	4,697,868	3,568,010	4,680,901	6,010,556	6,028,700	1,330,832	28.33%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
FINANCE DEPARTMENT									
20100 - 4090	REGULAR PAY	568,607	665,635	454,706	681,646	689,988	689,988	24,353	3.66%
20100 - 4092	TEMPORARY PAY	43,253	43,521	30,361	42,576	46,637	72,692	29,171	67.03%
20100 - 4111	TREASURER	2,500	3,000	1,875	3,000	3,000	3,000	-	0.00%
20100 - 4170	RETIREMENT	78,338	90,058	61,473	92,178	90,664	90,664	606	0.67%
20100 - 4171	DISABILITY INSURANCE	4,877	5,768	4,858	6,096	5,337	5,337	(431)	-7.47%
20100 - 4172	WORKERS' COMPENSATION	1,630	2,353	2,233	3,204	1,851	1,916	(437)	-18.57%
20100 - 4174	FICA-SOCIAL SECURITY	44,905	54,519	35,908	54,926	56,581	58,574	4,055	7.44%
20100 - 4176	HEALTH INSURANCE	180,262	211,023	157,714	227,402	204,526	204,526	(6,497)	-3.08%
20100 - 4177	UNEMPLOYMENT COMPENSATION	288	315	285	577	279	310	(5)	-1.59%
20100 - 4178	LIFE INSURANCE	1,379	1,606	1,306	1,416	1,582	1,582	(24)	-1.49%
20100 - 4179	DENTAL INSURANCE	6,559	7,736	5,208	6,877	6,990	6,990	(746)	-9.64%
20100 - 4200	OFFICE SUPPLIES	1,068	1,296	562	1,296	1,101	1,101	(195)	-15.05%
20100 - 4400	CONTRACTED SERVICES	4,000	5,000	6,203	5,000	4,000	4,000	(1,000)	-20.00%
20100 - 4404	AUDIT	30,660	45,360	45,360	45,360	46,620	46,620	1,260	2.78%
20100 - 4405	MEMBERSHIPS & PUBLICATIONS	310	510	360	510	510	510	-	0.00%
20100 - 4406	PRINTING & BINDING	2,968	1,900	-	1,900	2,665	2,665	765	40.26%
20100 - 4408	VEHICLE EXPENSE	223	250	129	250	200	200	(50)	-20.00%
20100 - 4453	MEETINGS & TRAINING	1,851	2,300	870	2,300	2,300	2,300	-	0.00%
20100 - 4600	OFFICE FURNITURE & EQUIP.	1,084	-	85	-	1,550	1,550	1,550	100.00%
TOTAL		975,018	1,142,150	809,495	1,176,514	1,166,381	1,194,525	52,375	4.59%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
FINANCE - 20100				
4090	FINANCE DIRECTOR	0	143,348	149,656
	ASSISTANT FINANCE DIRECTOR	0	101,751	107,809
	ACCOUNTING AND BUDGET MANAGER	0	81,124	99,056
	PAYROLL COORDINATOR	0	87,040	92,647
	ACCOUNTING CLERK	0	63,919	66,903
	ACCOUNTS PAYABLE	0	67,624	69,586
	UTILITY CLERK	0	67,624	55,123
	UTILITY CLERK	0	53,205	49,208
			-----	-----
			665,635	689,988

Note: New Position Request: Part Time AP Clerk see next page

2025 BUDGET WORKSHEET

DEPT NAME - FINANCE

DEPT # - 20100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	72,692	Part time Purchasing Agent –27.5 hours/week Part time Accounts Payable Clerk - 24.0 hours/week	72,692 Part time Purchasing Agent –27.5 hours/week
4111	Treasurer Pay	3,000	Compensation for Town Treasurer.	3,000 Compensation for Town Treasurer.
4200	Office Supplies	1,101	Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc.	1,101 Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc.
4400	Contracted Services	4,000	Actuarial Services for valuation of OPEBs (Other Post-Employment Benefits) roll-forward valuation .	4,000 Actuarial Services for valuation of OPEBs (Other Post-Employment Benefits) full valuation .
4404	Audit	46,620	Annual financial audit (2024) and consultation calls Single Audit	42,620 Annual financial audit (2023) and consultation calls Single Audit
4405	Memberships & Publications	510	NH Government Finance Officers Association (FD, Acct & BM, and Purchasing Agent) National Government Finance Officers Association (FD) American Purchasing Society	185 NH Government Finance Officers Association (FD, Acct & BM, and Purchasing Agent) 225 National Government Finance Officers Association (FD) 100 American Purchasing Society
4406	Printing & Binding	2,665	W-2's, 1099's, and 1095 Forms A/P checks (6,000)	2,665 W-2's, 1099's, and 1095 Forms A/P checks (6,000)

2025 BUDGET WORKSHEET

DEPT NAME - FINANCE

DEPT # - 20100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4408	Vehicle Expense	200	Purchase order paper Mileage reimbursement for finance personnel.	Purchase order paper Mileage reimbursement for finance personnel.		
4453	Meetings & Training	2,300	Additional as needed training for Finance staff NH Gov't Finance Officers Assoc. annual conference (Bgt Mgr) Continued professional education per Finance Director's employment contract	500 300 1,500	Additional as needed training for Finance staff NH Gov't Finance Officers Assoc. annual conference (Bgt Mgr) Continued professional education per Finance Director's employment contract	500 300 1,500
4600	Office Furniture & Equipment	1,550	5 drawer legal size filing cabinet Desk	450 1,100	Office Chair (Utility Billing Clerk) 250	

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
INFORMATION TECHNOLOGY									
20200 - 4090	REGULAR PAY	-	22,585	-	17,306	90,686	90,686	68,101	301.53%
20200 - 4170	RETIREMENT	-	3,056	-	2,342	11,916	11,916	8,860	289.92%
20200 - 4171	DISABILITY INSURANCE	-	59	-	131	716	716	657	1113.56%
20200 - 4172	WORKERS' COMPENSATION	-	75	-	691	3,836	3,836	3,761	5014.67%
20200 - 4174	FICA-SOCIAL SECURITY	-	1,728	-	1,324	6,937	6,937	5,209	301.45%
20200 - 4176	HEALTH INSURANCE	-	12,009	-	8,256	38,425	38,425	26,416	219.98%
20200 - 4177	UNEMPLOYMENT COMPENSATION	-	35	-	29	31	31	(4)	-11.43%
20200 - 4178	LIFE INSURANCE	-	58	-	22	211	211	153	263.79%
20200 - 4179	DENTAL INSURANCE	-	314	-	297	1,210	1,210	896	285.04%
20200 - 4210	OPERATING SUPPLIES	13,549	14,836	8,781	14,836	13,429	13,429	(1,407)	-9.48%
20200 - 4400	CONTRACTED SERVICES	695,937	761,713	612,455	761,713	840,379	840,379	78,666	10.33%
20200 - 4459	EQUIPMENT MAINTENANCE	3,966	11,740	9,984	11,740	9,700	9,700	(2,040)	-17.38%
20200 - 4701	COMPUTER EQUIP ACQUISITION	40,983	92,863	3,650	92,863	102,000	92,000	(863)	-0.93%
TOTAL		754,435	921,071	634,869	911,550	1,119,476	1,109,476	188,405	20.46%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
INFORMATION TECHNOLOGY - 20200				
4090	IT MANAGER	0	22,585	90,686
		-----	-----	-----
		22,585	90,686	

2025 BUDGET WORKSHEET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4210	Operating Supplies	13,429	PC accessories, employee badges, computer paper, and printing supplies (3 yr wgtd avg - 13,429)	PC accessories, employee badges, computer paper, and printing supplies (3 yr wgtd avg - 14,236) 600
4400	Contracted Services	840,379	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 Cambium Wireless Services Cambium Police Smart Option Vueworks Support Services (25 hours) SonicWall (Town Hall and PD) Antivirus (Sophos) Software Maintenance Agreements: Box (15 seats) DocuSign Finance: Munismart Finance: Budget Software Time and Attendance Service	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) Software Maintenance Agreements: Box (15 seats) DocuSign (2 new licenses) Finance: Munismart Time and Attendance Service
				14,236 251,145 15,000 9,776 17,381 3,000 5,258 400 5,000 2,848 2,500 5,000 7,755 13,200 2,700 5,460 55,675 36,750 8,438
				600 15,000 9,776 17,381 3,000 5,258 400 5,000 2,848 2,500 5,000 7,755 13,200 2,700 5,460 51,766 8,351

2025 BUDGET WORKSHEET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
	IT: Microsoft 365	64,800	IT: Microsoft 365	64,800
	IT: Macrium	390	IT: Macrium	345
	IT: Veeam/StorageCraft BC software for SQL server	900	IT: Veeam/StorageCraft BC software for SQL server	900
	IT: Imaging software for ITS workstations in 4 field workstation	4,300	IT: Imaging software for ITS workstations in 4 field workstation	4,300
	IT: NinjaOne remote monitoring management system	6,966		
	Assessing: Vision Appraisal-Software maintenance (web-hosting included in Assessing budget)	11,836	Assessing: Vision Appraisal-Software maintenance (web-hosting included in Assessing budget)	10,550
	Town Clerk: Interware - E-Reg Client/User Licenses	6,805	Town Clerk: Interware - E-Reg Client/User Licenses	6,805
	CD: ArcInfo, ArcGIS, ArcView, ArcPad-GIS (ESRI)	9,130	CD: ArcInfo, ArcGIS, ArcView, ArcPad-GIS (ESRI)	8,700
	CD: Sanborn Map Company-public facing GIS web services (hosting and maintenance)	7,300	CD: MapGeo Public-facing GIS web services (hosting and maintenance)	7,300
			Automated updates \$2,500	
	Adobe pro subscription (40 users)	11,516	Adobe pro subscription (40 users)	8,156
	CD: Adobe Creative Cloud	1,080	CD: Adobe Photoshop license	240
	CD: CIP Management Software	4,200	CD: CIP Management Software	4,200
	CD: Canva license	120		
	CD: Town Hall Times hosting services	588		
	CD: Traffic camera streaming services	3,600		
	PD: Acorn - Telephone Recording System	4,595	PD: Acorn - Telephone Recording System	1,500
	PD: Openfox Messenger License and Maintenance	792	PD: Openfox Messenger License and Maintenance	180

2025 BUDGET WORKSHEET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
	PD: Crew Sense - Scheduling software (50% offset)	9,364	PD: Crew Sense - Scheduling software (50% offset)	9,364
	PD: Guardian Tracking	4,973	PD: DataVis - crime analysis software	4,900
	PD: Central Square- Police Operations	46,281	PD: Guardian Tracking	4,341
	PD: Muni SmartShot - booking room camera	499	PD: IMC/Tritech - Police Operations	45,242
	PD: PowerDMS - Policy software	19,909	PD: Munission - booking room camera	499
	PD: Livestream for drones (4 licenses)	2,996	PD: PowerDMS - Policy software	18,224
	FD: CrewSense - Scheduling and attendance software	7,982	FD: CrewSense - Scheduling and attendance software	7,750
	FD: Fax Software (Kno2)	1,200	FD: Fax Software (Kno2)	1,200
	FD: RedAlert - Dispatch, track, log and report	27,441	FD: RedAlert - Dispatch, track, log and report	21,333
	FD: Target Solutions - Training software	8,741	FD: Target Solutions - Training software	8,741
	FD: TEMSIS - Computer Aided Dispatch Support	1,957	FD: TEMSIS - Computer Aided Dispatch Support	1,957
	FD: Open Gov Building Permit Software	45,844	FD: Open Gov Building Permit Software	44,080
	FD: Docuware - Property records web hosting for assessing and inspectional services	19,584	FD: Docuware - Property records web hosting for assessing and inspectional services	20,439
	FD: Exacom recorder	2,157	FD: Exacom recorder	2,157
	FD: Sim-u-share Training Program	500	FD: Sim-u-share Training Program	500

2025 BUDGET WORKSHEET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
			FD: Image Trend Validation - Annual fee to assure fire maintains the appropriate level of documentation and & CQI	1,600	FD: Image Trend Validation - Annual fee to assure fire maintains the appropriate level of documentation and & CQI	1,600
			FD: Transunion - Billing software to obtain accurate billing information (\$85 a month)	1,020	FD: Transunion - Billing software to obtain accurate billing information (\$85 a month)	1,020
			FD: Guardian Tracking - Personnel management, evaluations, health and wellness tracking software	7,810		
			FD: Operative IQ - equipment management and ordering. Vehicle checklists and work orders software	4,140		
			Engineering: Autodesk (DLT) - Architectural Drawing	8,500	Engineering: Autodesk (DLT) - Architectural Drawing	8,500
			Engineering: Vueworks - Infrastructure Asset Management	7,000	Engineering: Vueworks - Infrastructure Asset Management	7,000
			Engineering: Bluebeam (4 licenses)	1,200		
			Fleet: Fuel software	7,100	Fleet: Fuel software	7,100
			Zoom (2 licenses)	300	Zoom (3 licenses)	450
			HR: UKG HRIS software	11,880	HR: UKG HRIS software	20,800
4459	Equipment Maintenance	9,700	Printer service contract (5 new printers)	2,200	Printer service contract (5 new printers)	2,200
			Printer maintenance contracts & miscellaneous repairs	7,500	Printer maintenance contracts & miscellaneous repairs	9,540
4701	Computer Equip Acquisition	92,000	3 replace computers (1,650/computer)	4,950	3 replace computers (1,650/computer)	4,950

2025 BUDGET WORKSHEET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			2 replace switches (3,500/switch)	7,000
			5 replace monitors (400/monitor)	2,000
			2 replace GBIC/SFP	1,600
			Finance: 1 computer/monitor	2,050
			PD: 2 Mobile Data Terminals (MDTs)	6,500
			FD: MDT replacement cycle for apparatus, used for wayfinding and communication	7,900
			PC and server upgrades	60,000
			2 replace switches (3,500/switch)	7,000
			5 replace monitors (400/monitor)	2,000
			2 replace GBIC/SFP	1,600
			FD: MDT replacement cycle for apparatus, used for wayfinding and communication	7,900
			PC and server upgrades (moved from capital budget)	69,413

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
ASSESSING									
20300 - 4090	REGULAR PAY	103,527	186,611	89,403	176,952	251,534	251,534	64,923	34.79%
20300 - 4092	TEMPORARY PAY	30,269	31,948	22,513	31,321	33,876	33,876	1,928	6.03%
20300 - 4170	RETIREMENT	18,274	25,248	13,689	25,534	33,051	33,051	7,803	30.91%
20300 - 4171	DISABILITY INSURANCE	1,243	1,780	1,097	1,719	2,037	2,037	257	14.44%
20300 - 4172	WORKERS' COMPENSATION	7,458	8,357	8,029	11,871	8,422	8,422	65	0.78%
20300 - 4174	FICA-SOCIAL SECURITY	12,461	16,720	9,481	16,837	21,834	21,834	5,114	30.59%
20300 - 4176	HEALTH INSURANCE	42,330	60,284	33,963	60,038	80,850	80,850	20,566	34.12%
20300 - 4177	UNEMPLOYMENT COMPENSATION	94	140	88	213	124	124	(16)	-11.43%
20300 - 4178	LIFE INSURANCE	321	476	274	349	638	638	162	34.03%
20300 - 4179	DENTAL INSURANCE	1,827	2,431	1,440	2,465	2,972	2,972	541	22.25%
20300 - 4200	OFFICE SUPPLIES	943	500	159	500	500	500	-	0.00%
20300 - 4237	GAS & OIL	179	317	800	317	317	317	-	0.00%
20300 - 4400	CONTRACTED SERVICES	177,557	125,492	88,472	125,492	125,492	125,492	-	0.00%
20300 - 4405	MEMBERSHIPS & PUBLICATIONS	370	601	370	601	601	601	-	0.00%
20300 - 4406	PRINTING & BINDING	-	450	350	450	450	450	-	0.00%
20300 - 4408	VEHICLE EXPENSE	669	651	-	651	651	651	-	0.00%
20300 - 4453	MEETINGS & TRAINING	559	1,790	575	1,790	1,790	1,790	-	0.00%
20300 - 4458	VEHICLE MAINTENANCE	2,420	287	8	287	287	287	-	0.00%
TOTAL		400,501	464,083	270,710	457,388	565,426	565,426	101,343	21.84%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
ASSESSING - 20300				
4090	CHIEF ASSESSOR (2024 6 MONTHS)	0	45,933	98,332
	DEPUTY ASSESSOR	0	89,458	95,349
	ASSESSING CLERK	0	51,220	57,853
			-----	-----
			186,611	251,534

2025 BUDGET WORKSHEET

DEPT NAME - ASSESSING

DEPT # - 20300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4092	Temporary Pay	33,876	Part time Clerk-25 hrs./wk.	33,876	Part time Clerk-25 hrs./wk.	31,948
4200	Office Supplies	500	Paper, pens, pencils, envelopes	500	Paper, pens, pencils, envelopes	500
4237	Gas & Oil	317	Fuel estimate: gasoline	317	Fuel estimate: gasoline	317
4400	Contracted Services	125,492	Vision Appraisal Internet web site hosting (Software maintenance included in IT budget) Recording and copy fees for deeds Utility Valuation Services Chief Assessor Services	125,492	Vision Appraisal Internet web site hosting (Software maintenance included in IT budget) Recording and copy fees for deeds Utility Valuation Services Chief Assessor Services	4,812 100 22,000 98,580
4405	Memberships & Publications	601	Northeast Regional Association of Assessing Officers (NRAAO) Dues - Assessor & Deputy NH Association of Assessing Officers (NHAOO) Dues-Assessor, Deputy, Finance Director MLS Access/Board Affiliate Member	601	Northeast Regional Association of Assessing Officers (NRAAO) Dues - Assessor & Deputy NH Association of Assessing Officers (NHAOO) Dues-Assessor, Deputy, Finance Director MLS Access/Board Affiliate Member	80 120 401
4406	Printing & Binding	450	Forms	450	Forms	450
4408	Vehicle Expense	651	994 miles @ .655 per mile	651	994 miles @ .655 per mile	651
4453	Meetings & Training	1,790	NHMA Conference (CA + DA) Northeast Regional Assoc. of Assessing Officials Conference Additional Training/Courses	1,790	NHMA Conference (CA + DA) Northeast Regional Assoc. of Assessing Officials Conference Additional Training/Courses	340 650 800

2025 BUDGET WORKSHEET**DEPT NAME - ASSESSING****DEPT # - 20300**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024	
4458	Vehicle Maintenance	287	Repair & maintenance of car assigned to Assessing Department	287	Repair & maintenance of car assigned to Assessing Department

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
TOWN CLERK									
20400 - 4090	REGULAR PAY	165,975	171,127	119,941	167,775	177,709	177,709	6,582	3.85%
20400 - 4170	RETIREMENT	22,870	23,154	16,211	22,682	23,351	23,351	197	0.85%
20400 - 4171	DISABILITY INSURANCE	1,484	1,503	1,342	1,618	1,413	1,413	(90)	-5.99%
20400 - 4172	WORKERS' COMPENSATION	408	564	532	744	445	445	(119)	-21.10%
20400 - 4174	FICA-SOCIAL SECURITY	12,843	13,092	9,261	12,890	13,595	13,595	503	3.84%
20400 - 4176	HEALTH INSURANCE	18,588	29,867	14,684	19,027	18,622	18,622	(11,245)	-37.65%
20400 - 4177	UNEMPLOYMENT COMPENSATION	31	35	29	63	31	31	(4)	-11.43%
20400 - 4178	LIFE INSURANCE	440	445	359	372	437	437	(8)	-1.80%
20400 - 4179	DENTAL INSURANCE	1,145	1,146	902	1,174	1,104	1,104	(42)	-3.66%
20400 - 4200	OFFICE SUPPLIES	8,902	7,640	5,323	7,640	7,640	7,640	-	0.00%
20400 - 4211	DOG LICENSES	4,399	2,400	2,582	2,400	2,400	2,400	-	0.00%
20400 -4400	CONTRACTED SERVICES	-	-	335	-	-	-	-	100.00%
20400 - 4453	MEETINGS & TRAINING	1,397	1,200	586	1,200	1,200	1,200	-	0.00%
20400 - 4459	EQUIPMENT MAINTENANCE	2,275	360	-	360	360	360	-	0.00%
TOTAL		240,756	252,533	172,086	237,944	248,307	248,307	(4,226)	-1.67%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
TOWN CLERK - 20400				
4090	TOWN CLERK	0	108,309	113,068
	DEPUTY TOWN CLERK	0	62,818	64,641
			-----	-----
			171,127	177,709

2025 BUDGET WORKSHEET

DEPT NAME - TOWN CLERK

DEPT # - 20400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4200	Office Supplies	7,640	General office supplies and copier charges for the Town Clerk's office. Vehicle Red Book EB2Gov-Dog lookup	5,000 2,040 600	General office supplies and copier charges for the Town Clerk's office. Vehicle Red Book EB2Gov-Dog lookup	5,000 2,040 600
4211	Dog Licenses	2,400	Dog license tags	2,400	Dog license tags	2,400
4453	Meetings and Training	1,200	Annual Town Clerk's Assoc. dues Annual Clerk's Association meeting and mileage Conference fee Town Clerk's Convention and mileage required per RSA 31:8	1,200	Annual Town Clerk's Assoc. dues Annual Clerk's Association meeting and mileage Conference fee Town Clerk's Convention and mileage required per RSA 31:8	1,200
4459	Equipment Maintenance	360	Annual maintenance on 6 signature pads	360	Annual maintenance on 6 signature pads	360

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
<i>ELECTIONS</i>									
20500 - 4092	TEMPORARY PAY	18,170	94,100	80,045	103,133	19,400	19,400	(74,700)	-79.38%
20500 - 4170	RETIREMENT	21	-	-	-	-	-	-	100.00%
20500 - 4172	WORKERS' COMPENSATION	49	311	299	527	49	49	(262)	-84.24%
20500 - 4174	FICA-SOCIAL SECURITY	514	3,599	1,502	4,786	742	742	(2,857)	-79.38%
20500 - 4177	UNEMPLOYMENT COMPENSATION	-	-	2	-	-	-	-	100.00%
20500 - 4210	OPERATING SUPPLIES	89,338	21,450	21,731	21,450	43,350	43,350	21,900	102.10%
20500 - 4408	VEHICLE EXPENSE	50	100	270	270	100	100	-	0.00%
20500 - 4459	EQUIPMENT MAINTENANCE	1,950	1,950	2,100	2,100	1,950	1,950	-	0.00%
20500 - 4468	VOTING MACHINE SET-UP	2,076	5,800	2,457	7,500	1,700	1,700	(4,100)	-70.69%
TOTAL		112,167	127,310	108,406	139,766	67,291	67,291	(60,019)	-47.14%

2025 BUDGET WORKSHEET

DEPT NAME - ELECTIONS

DEPT # - 20500

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4092	Temporary Pay	19,400	Poll Workers- 0 Elections Poll Workers- 1 Town meeting Supervisors (3) & Moderator* (1) Supervisors' hours Moderator* - 4 Elections Secretary-meeting minutes	19,400 Poll Workers- 4 Elections Poll Workers- 1 Town meeting Supervisors (3) & Moderator* (1) Supervisors' hours Moderator* - 4 Elections Secretary-meeting minutes	50,900 400 600 40,000 1,200 1,000	
4210	Operating Supplies	43,350	March Ballots Supplies (ender cards, markers, etc.) Voter Checklists – 4 Elections Voting Booths-30 Voting Tabulators 6 @ \$6,000 ea.	7,350 36,000	5,100 2,300 3,300 10,750	
4408	Vehicle Expense	100	Mileage for delivering election results to Derry PD	100	Mileage for delivering election results to Derry PD	100
4459	Equipment Maintenance	1,950	Maintenance for 6 machines @ \$325 per machine.	1,950	Maintenance for 6 machines @ \$325 per machine.	1,950
4468	Voting Machine Set-up	1,700	Programming of voting machines and election support for 1 elections.	1,700	Programming of voting machines and election support for 4 elections.	5,800

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
COLLECTIONS									
20550 - 4090	REGULAR PAY	118,290	148,403	104,286	145,799	157,735	157,735	9,332	6.29%
20550 - 4092	TEMPORARY PAY	44,405	72,826	45,066	67,142	76,994	76,994	4,168	5.72%
20550 - 4170	RETIREMENT	16,267	20,078	14,110	19,727	19,156	19,156	(922)	-4.59%
20550 - 4171	DISABILITY INSURANCE	1,207	1,353	1,156	1,506	1,190	1,190	(163)	-12.05%
20550 - 4172	WORKERS' COMPENSATION	535	730	701	964	587	587	(143)	-19.59%
20550 - 4174	FICA-SOCIAL SECURITY	11,676	16,924	10,759	15,537	17,957	17,957	1,033	6.10%
20550 - 4176	HEALTH INSURANCE	80,648	79,013	86,663	109,286	106,269	106,269	27,256	34.50%
20550 - 4177	UNEMPLOYMENT COMPENSATION	177	175	147	305	155	155	(20)	-11.43%
20550 - 4178	LIFE INSURANCE	281	358	287	293	340	340	(18)	-5.03%
20550 - 4179	DENTAL INSURANCE	2,227	2,699	2,663	3,462	3,260	3,260	561	20.79%
TOTAL		275,712	342,559	265,838	364,021	383,643	383,643	41,084	11.99%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
COLLECTIONS - 20550				
4090	COLLECTIONS CLERK (3)	0	148,403	157,735
		-----	148,403	157,735

2025 BUDGET WORKSHEET

DEPT NAME - COLLECTIONS

DEPT # - 20550

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	76,994	Part-time clerk (23.5 hrs./wk.)	31,231
			Part-time clerk (27.5 hrs./wk.)	38,430
			Coverage for vacations, etc.	7,333

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
TAX COLLECTOR									
20600 - 4090	REGULAR PAY	90,052	104,266	69,957	98,429	105,071	105,071	805	0.77%
20600 - 4092	TEMPORARY PAY	33,213	32,841	23,079	30,903	33,031	33,031	190	0.58%
20600 - 4170	RETIREMENT	12,383	14,108	9,449	13,301	13,806	13,806	(302)	-2.14%
20600 - 4171	DISABILITY INSURANCE	803	847	792	931	787	787	(60)	-7.08%
20600 - 4172	WORKERS' COMPENSATION	320	452	424	587	346	346	(106)	-23.45%
20600 - 4174	FICA-SOCIAL SECURITY	9,113	10,488	6,879	9,727	10,564	10,564	76	0.72%
20600 - 4176	HEALTH INSURANCE	29,350	28,206	24,123	30,234	29,419	29,419	1,213	4.30%
20600 - 4177	UNEMPLOYMENT COMPENSATION	32	35	29	59	31	31	(4)	-11.43%
20600 - 4178	LIFE INSURANCE	290	294	236	229	286	286	(8)	-2.72%
20600 - 4179	DENTAL INSURANCE	871	871	686	892	840	840	(31)	-3.56%
20600 - 4200	OFFICE SUPPLIES	244	850	153	700	850	850	-	0.00%
20600 - 4403	TECHNICAL SERVICES	12,429	13,000	9,031	12,850	13,000	13,000	-	0.00%
20600 - 4406	PRINTING & BINDING	5,523	6,000	5,711	6,000	6,000	6,000	-	0.00%
20600 - 4408	VEHICLE EXPENSE	242	250	29	250	250	250	-	0.00%
20600 - 4453	MEETINGS & TRAINING	340	570	496	570	570	570	-	0.00%
20600 - 4587	RECORDING FEES	666	1,300	734	1,250	1,300	1,300	-	0.00%
20600 - 4600	OFFICE FURNITURE & EQUIP.	-	200	-	300	200	200	-	0.00%
TOTAL		195,871	214,578	151,808	207,214	216,351	216,351	1,773	0.83%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
TAX COLLECTOR - 20600				
4090	TAX COLLECTOR	0	104,266	105,071
		-----	-----	-----
			104,266	105,071

2025 BUDGET WORKSHEET

DEPT NAME - TAX COLLECTOR

DEPT # - 20600

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4092	Temporary Pay	33,031	Part-time clerk (20 hrs./wk.) Coverage for vacation & tax time (approx. 60 hrs.)	31,431	Part-time clerk (20 hrs./wk.) Coverage for vacation & tax time (approx. 60 hrs.)	31,241
4200	Office Supplies	850	General office supplies and fax toner cartridges.	850	General office supplies and fax toner cartridges.	850
4403	Technical Services	13,000	Lock box processing services for the property tax receipts Post Office box rental On-line billing / ACH chg. (Property tax and water/sewer billing. W/S included in Admin. Service charge allocation)	2,700 1,300 9,000	Lock box processing services for the property tax receipts Post Office box rental On-line billing / ACH charges (Property tax and water/sewer billing. W/S included in Admin. Service charge allocation)	2,700 1,300 9,000
4406	Printing & Binding	6,000	Property tax billing Certified cards	5,600 400	Property tax billing Certified cards	5,600 400
4408	Vehicle Expense	250	Meeting and training mileage. Mileage to the bank to pick up lock box information for processing.	250	Meeting and training mileage. Mileage to the bank to pick up lock box information for processing.	250
4453	Meetings & Training	570	NH Tax Collectors Assoc. Conference per RSA 31:8 (Tax Collector) Dues per RSA 31:8 Workshops (Tax Collector)	450 20 100	NH Tax Collectors Assoc. Conference per RSA 31:8 (Tax Collector) Dues per RSA 31:8 Workshops (Tax Collector)	450 20 100
4587	Recording Fees	1,300	This item is paid for by the property owners on tax lien.	1,300	This item is paid for by the property owners on tax lien.	1,300

2025 BUDGET WORKSHEET

DEPT NAME - TAX COLLECTOR

DEPT # - 20600

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4600	Office Furniture & Equipment	200	Replacement of Office Furniture & Equipment as needed.	Replacement of Office Furniture & Equipment as needed.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
DEBT SERVICES									
20700 - 4504	BRIDGE CONST-PRINCIPAL '13	111,000	-	-	-	-	-	-	100.00%
20700 - 4505	BRIDGE CONST-PRINCIPAL '14	140,000	140,000	140,000	140,000	-	-	(140,000)	-100.00%
20700 - 4506	DEPOT LAND-PRINCIPAL '19	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)	-100.00%
20700 - 4509	RTE 28 BRIDGE RPLCMNT-PRIN	66,019	66,020	66,019	66,019	66,020	66,020	-	0.00%
20700 - 4511	POLICE STA CONST-PRINCIPAL '25	-	-	-	-	460,000	460,000	460,000	100.00%
20700 - 4518	BRIDGE CONST-INTEREST '13	3,330	-	-	-	-	-	-	100.00%
20700 - 4519	BRIDGE CONST-INTEREST '14	8,400	4,200	4,200	4,200	-	-	(4,200)	-100.00%
20700 - 4520	DEPOT LAND-INTEREST '19	80,425	66,175	66,175	66,175	51,925	51,925	(14,250)	-21.53%
20700 - 4521	DRINKING WATER-INTEREST '19	3,000	1,000	1,000	1,000	-	-	(1,000)	-100.00%
20700 - 4568	RTE 28 BRIDGE RPLCMNT-INT	23,767	22,447	22,447	22,447	21,127	21,127	(1,320)	-5.88%
20700 - 4570	POLICE STATION 1 - INTEREST '25	-	-	-	-	410,000	410,000	410,000	100.00%
20700 - 4571	INTEREST-TANS	-	1	-	-	1	1	-	0.00%
20700 - 4572	BOND AND NOTE FEES	4,406	50,250	44,697	50,250	50,250	50,250	-	0.00%
20700 - 4573	BOND ANTICIPATION NOTE INTEREST	46,886	35,295	35,295	35,295	53,360	53,360	18,065	51.18%
20700 - 4575	FORMER WTF SOIL-INTEREST '25	-	-	-	-	27,000	27,000	27,000	100.00%
20700 - 4576	POLICE STATION 2 - INTEREST '25	-	-	-	-	307,500	307,500	307,500	100.00%
TOTAL		812,233	710,388	704,833	710,386	1,732,183	1,732,183	1,021,795	143.84%

2025 BUDGET WORKSHEET

DEPT NAME - DEBT SERVICE

DEPT # - 20700

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4506	Depot Land Acquisition – '19 – Principal	285,000 **	Bond Issue 2019 Final Payment 2029	Bond Issue 2019 Final Payment 2029
4509	Rte. 28 Bridge Replacement - Principal	66,020	SRF Loan Issue 2021 Final Payment 2040	SRF Loan Issue 2021 Final Payment 2040
4511	Police Station 1 and Millville Dam - Principal	460,000	Bond Issue 2025 Final Payment 2044	
4520	Depot Land Acquisition – '19 – Interest	51,925 **	2025 Interest	2024 Interest
4568	Rte. 28 Bridge Replacement - Interest	21,127	2025 Interest	2024 Interest
4570	Police Station 1 and Millville Dam - Interest	410,000	Bond Issue 2025 Final Payment 2044	
4575	Former WWTF Soil Remediation - Interest (estimate)	27,000	2025 Interest	2024 Interest
4576	Police Station 2 - Interest (estimate)	307,500	2025 Interest	

2025 BUDGET WORKSHEET**DEPT NAME - DEBT SERVICE****DEPT # - 20700**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4571	TANS – Interest	1	2025 Interest Estimate	2024 Interest Estimate		
4572	Bond and Note Fees	50,250	Annual Bond Disclosure	250	Annual Bond Disclosure	250
4573	Former WWTP Remediation BAN Interest	53,360	2025 Interest for BAN	2024 Interest for BAN		

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

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
INSURANCE									
20800 - 4095	TEMPORARY ALTERNATE DUTY	49,702	30,000	-	-	-	-	(30,000)	-100.00%
20800 - 4470	GENERAL LIABILITY	212,613	223,885	221,916	221,917	237,029	237,029	13,144	5.87%
20800 - 4472	POLICE LIABILITY	104,861	110,328	104,446	104,446	106,807	106,807	(3,521)	-3.19%
20800 - 4474	BONDS	100	100	100	100	100	100	-	0.00%
20800 - 4475	FLEET INSURANCE	62,580	65,815	63,537	63,537	66,122	66,122	307	0.47%
20800 - 4491	PROPERTY INSURANCE	79,907	84,068	85,118	85,118	92,440	92,440	8,372	9.96%
20800 - 4493	INSURANCE DEDUCTIBLES	45,665	9,000	(25,152)	1,000	9,000	9,000	-	0.00%
TOTAL		555,428	523,196	449,964	476,118	511,498	511,498	(11,698)	-2.24%

2025 BUDGET WORKSHEET

DEPT NAME - INSURANCE

DEPT # - 20800

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025		EXPLANATION 2024	
4470	General Liability	237,029	Liability Coverage Premium allocation based on expenditures.	237,029	Liability Coverage Premium allocation based on expenditures.	223,885
4472	Police Liability	106,807	Liability coverage for Law Enforcement.	106,807	Liability coverage for Law Enforcement.	110,328
4474	Bonds	100	Highway bond.	100	Highway bond.	100
4475	Fleet Insurance	66,122	Coverage for Town-owned vehicles.	66,122	Coverage for Town-owned vehicles.	65,815
4491	Property Insurance	92,440	Coverage for Town-owned buildings and contents.	92,440	Coverage for Town-owned buildings and contents.	84,068
4493	Insurance Retention/ Deductibles	9,000	Deductible coverage up to \$1,000 per claim on property. 2025 Liability & Insurance estimates assumes 5% increase over 2024/25 rates	9,000	Deductible coverage up to \$1,000 per claim on property. 2024 Liability & Insurance estimates assumes 5% increase over 2023/24 rates	9,000

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 9/19/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY DEVELOPMENT SUMMARY								
COMMUNITY DEVELOPMENT	220,353	268,860	194,251	267,469	281,211	281,211	12,351	4.59%
PLANNING	444,316	298,880	207,729	246,222	302,230	302,230	3,350	1.12%
TOTAL - COMMUNITY DEVELOPMENT	664,669	567,740	401,981	513,691	583,441	583,441	15,701	2.77%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
COMMUNITY DEVELOPMENT									
30000 - 4090	REGULAR PAY	148,855	181,352	127,662	177,658	190,816	190,816	9,464	5.22%
30000 - 4170	RETIREMENT	20,449	24,536	17,273	24,037	25,073	25,073	537	2.19%
30000 - 4171	DISABILITY INSURANCE	1,241	1,555	1,389	1,665	1,478	1,478	(77)	-4.95%
30000 - 4172	WORKERS' COMPENSATION	413	598	575	797	477	477	(121)	-20.23%
30000 - 4174	FICA-SOCIAL SECURITY	10,909	13,874	9,145	13,342	14,598	14,598	724	5.22%
30000 - 4176	HEALTH INSURANCE	34,700	42,226	36,114	45,260	44,041	44,041	1,815	4.30%
30000 - 4177	UNEMPLOYMENT COMPENSATION	62	105	59	125	62	62	(43)	-40.95%
30000 - 4178	LIFE INSURANCE	347	415	345	350	444	444	29	6.99%
30000 - 4179	DENTAL INSURANCE	991	1,444	1,138	1,479	1,392	1,392	(52)	-3.62%
30000 - 4200	OFFICE SUPPLIES	370	1,400	273	1,400	400	400	(1,000)	-71.43%
30000 - 4405	MEMBERSHIPS & PUBLICATIONS	-	280	280	280	280	280	-	0.00%
30000 - 4453	MEETINGS & TRAINING	2,015	1,075	-	1,075	2,150	2,150	1,075	100.00%
TOTAL		220,353	268,860	194,251	267,469	281,211	281,211	12,351	4.59%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
COMMUNITY DEVELOPMENT - 30000				
4090	GIS MANAGER/PLANNING COORD COMMUNITY DEVELOPMENT PROGRAM MANAGER	0 0	108,545 72,807	111,685 79,131
			----- 181,352	----- 190,816

2025 BUDGET WORKSHEET

DEPT NAME - COMMUNITY DEVELOPMENT

DEPT # - 30000

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4200	Office Supplies	400	Paper, pens, envelopes, file folders, hanging files, staplers, markers, business cards, picture hangers. Plotter paper/vellum/supplies (GIS)	400 Plotter paper/vellum/supplies (GIS) 1,000
4405	Memberships & Publications	280	ICMA NNECAPA Membership (Northern New England Chapter of American Planning Association)	200 NNECAPA Membership (Northern New England Chapter of American Planning Association) 80
4450	Telephone		Data plan for Vueworks iPad	240 Data plan for Vueworks iPad 240
4453	Meetings & Training	2,150	GIS/Vueworks Training Additional training as needed for CD Staff	1,950 Additional training as needed for CD Staff 275 Vueworks Training 800

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
PLANNING									
30200 - 4090	REGULAR PAY	144,996	154,731	108,806	122,137	165,308	165,308	10,577	6.84%
30200 - 4092	TEMPORARY PAY	-	36,194	23,380	34,419	39,645	39,645	3,451	9.53%
30200 - 4170	RETIREMENT	19,986	20,936	14,721	19,044	21,722	21,722	786	3.75%
30200 - 4171	DISABILITY INSURANCE	1,365	1,421	1,157	1,171	1,336	1,336	(85)	-5.98%
30200 - 4172	WORKERS' COMPENSATION	459	629	604	762	513	513	(116)	-18.44%
30200 - 4174	FICA-SOCIAL SECURITY	10,441	14,606	9,764	11,719	15,679	15,679	1,073	7.35%
30200 - 4176	HEALTH INSURANCE	67,680	64,993	47,202	52,423	53,047	53,047	(11,946)	-18.38%
30200 - 4177	UNEMPLOYMENT COMPENSATION	61	105	122	182	93	93	(12)	-11.43%
30200 - 4178	LIFE INSURANCE	452	422	348	317	395	395	(27)	-6.40%
30200 - 4179	DENTAL INSURANCE	2,126	2,126	1,375	1,330	1,762	1,762	(364)	-17.12%
30200 - 4200	OFFICE SUPPLIES	86	300	10	300	300	300	-	0.00%
30200 - 4237	GAS & OIL	88	222	90	222	222	222	-	0.00%
30200 - 4400	CONTRACTED SERVICES	195,882	-	-	-	-	-	-	100.00%
30200 - 4405	MEMBERSHIPS & PUBLICATIONS	99	1,175	-	1,175	678	678	(497)	-42.30%
30200 - 4406	PRINTING & BINDING	224	420	90	420	320	320	(100)	-23.81%
30200 - 4453	MEETINGS & TRAINING	315	400	55	400	1,010	1,010	610	152.50%
30200 - 4458	VEHICLE MAINTENANCE	57	200	4	200	200	200	-	0.00%
TOTAL		444,316	298,880	207,729	246,222	302,230	302,230	3,350	1.12%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
PLANNING - 30200				
4090	PLANNING AND ZONING DIRECTOR	0	87,107	109,046
	ADMINISTRATIVE ASSISTANT	0	67,624	56,262
			-----	-----
			154,731	165,308

2025 BUDGET WORKSHEET

DEPT NAME - PLANNING

DEPT # - 30200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	39,645	Code Compliance Officer 24 hours/week	Code Compliance Officer 24 hours/week 36,194
4200	Office Supplies	300	Paper, pens, post it notes, tape, binders, envelopes, photocopies	Paper, pens, post it notes, tape, binders, envelopes, photocopies 300
4237	Gas & Oil	222	1 vehicle	1 vehicle 222
4405	Memberships & Publications	678	Memberships: American Planning Assoc. New Hampshire Planners Assoc. (1) AICP Certification	Memberships: American Planning Assoc. 585 New Hampshire Planners Assoc. (1) 80 AICP Certification 510
4406	Printing & Binding	320	Zoning Ordinance (Sold to public for \$10 per copy) Business Cards	Zoning Ordinance (Sold to public for \$10 per copy) 350 Business Cards 70
4453	Meetings & Training	1,010	NH Planners Association Annual Meeting NHPA Annual Meeting NHMA Code Enforcement Training Additional training as needed to maintain AICP	NH Planners Association Annual Meeting 400 NHPA Annual Meeting 55 NHMA Code Enforcement Training 65 Additional training as needed to maintain AICP 490
4458	Vehicle Maintenance	200	Repairs to Town vehicle #C-91 Vehicle is also used by Inspections, CD, & GIS.	Repairs to Town vehicle #C-91 200 Vehicle is also used by Inspections, CD, & GIS.

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 9/19/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
POLICE DEPARTMENT SUMMARY								
ADMINISTRATION	746,736	763,598	589,436	777,779	813,786	813,786	50,188	6.57%
SUPPORT SERVICES	2,724,618	2,957,430	2,013,753	2,928,786	3,023,245	3,021,245	63,815	2.16%
PATROL	6,546,831	6,766,156	4,675,048	6,514,644	6,864,645	6,864,645	98,489	1.46%
SPECIAL SERVICES	1,060,889	1,250,233	854,293	1,204,632	1,397,697	1,389,097	138,864	11.11%
INVESTIGATIVE SERVICES	1,893,934	2,499,353	1,952,200	2,603,417	2,704,499	2,704,499	205,146	8.21%
ANIMAL CONTROL	62,940	11,511	7,359	12,500	-	-	(11,511)	-100.00%
STATION	161,419	137,426	99,826	142,470	123,944	122,280	(15,146)	-11.02%
TOTAL - POLICE DEPARTMENT	13,197,366	14,385,707	10,191,915	14,184,229	14,927,815	14,915,551	529,844	3.68%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
POLICE-ADMINISTRATION									
40100 - 4090	REGULAR PAY	342,021	357,526	249,873	349,811	376,581	376,581	19,055	5.33%
40100 - 4092	TEMPORARY PAY	-	-	2,850	199	-	-	-	100.00%
40100 - 4094	SHIFT DIFFERENTIAL	-	-	5	-	-	-	-	100.00%
40100 - 4110	HOLIDAY PAY	4,978	5,398	2,894	5,614	9,776	9,776	4,378	81.10%
40100 - 4170	RETIREMENT	101,564	101,860	70,744	99,184	107,388	107,388	5,528	5.43%
40100 - 4171	DISABILITY INSURANCE	2,477	2,509	2,490	2,870	2,347	2,347	(162)	-6.46%
40100 - 4172	WORKERS' COMPENSATION	7,484	10,352	9,803	13,613	8,304	8,304	(2,048)	-19.78%
40100 - 4174	FICA-SOCIAL SECURITY	8,949	9,336	6,886	9,425	10,633	10,633	1,297	13.89%
40100 - 4176	HEALTH INSURANCE	92,440	77,574	65,233	83,052	80,850	80,850	3,276	4.22%
40100 - 4177	UNEMPLOYMENT COMPENSATION	78	105	89	189	93	93	(12)	-11.43%
40100 - 4178	LIFE INSURANCE	733	746	602	684	724	724	(22)	-2.95%
40100 - 4179	DENTAL INSURANCE	3,764	3,765	2,965	3,855	3,630	3,630	(135)	-3.59%
40100 - 4182	CLOTHING ALLOWANCE	107,250	100,150	70,383	100,150	104,000	104,000	3,850	3.84%
40100 - 4208	EQUIPMENT REPAIR	380	250	-	250	250	250	-	0.00%
40100 - 4400	CONTRACTED SERVICES	52,764	71,353	97,735	86,610	89,916	89,916	18,563	26.02%
40100 - 4406	PRINTING & BINDING	4,599	3,380	1,227	3,380	3,500	3,500	120	3.55%
40100 - 4409	TEST SERVICES	5,518	4,400	2,913	4,000	4,000	4,000	(400)	-9.09%
40100 - 4410	ADVERTISING	2,396	1,500	660	1,500	1,000	1,000	(500)	-33.33%
40100 - 4424	DATA PROCESSING	792	794	-	794	794	794	-	0.00%
40100 - 4440	EQUIPMENT RENTAL	1,906	2,000	1,993	2,000	2,000	2,000	-	0.00%
40100 - 4453	MEETINGS & TRAINING	478	600	93	600	500	500	(100)	-16.67%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
40100 - 4600	OFFICE FURNITURE & EQUIP.	6,166	10,000	-	10,000	7,500	7,500	(2,500)	-25.00%
	SUBTOTAL	746,736	763,598	589,436	777,779	813,786	813,786	50,188	6.57%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
POLICE ADMINISTRATION - 40100				
4090	CHIEF	0	154,956	161,761
	DEPUTY CHIEF	0	136,876	143,454
	ADMINISTRATIVE ASSISTANT	0	65,694	71,366
			-----	-----
			357,526	376,581

2025 BUDGET WORKSHEET

DEPT NAME - POLICE - ADMINISTRATION

DEPT # - 40100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4110	Holiday Pay	9,776	Payment for holiday hours worked.	9,776 Payment for holiday hours worked. 5,398
4182	Clothing Allowance	104,000	55 full-time officers @ 1,200, 2 prorated. 8 full time SPAA, Chief@ 1,200 7 dispatchers 800 Replacement/repair to uniforms, badge and patch order Crossing Guards Initial issue uniform (3) Animal Control Officer	67,500 52 full-time officers @ 1,200, 3 @ fraction (current) 8 full time SPAA, Chief@ 950 5,600 6 dispatchers 800, 2 prorated 8,300 Replacement/repair to uniforms, badge and patch order 1,000 Crossing Guards 12,000 Initial issue uniform (3) 800 Animal Control Officer
4208	Equipment Repairs	250	Miscellaneous repairs and purchase of small equipment.	250 Miscellaneous repairs and purchase of small equipment. 250
4400	Contracted Services	89,916	Public Relations - press releases, blog update, media relations. Annual CALEA Continuation fee Body worn camera program. 4th payment of 5 year installment. Wellness services for staff	6,747 Public Relations - press releases, blog update, media relations. 4,600 Annual CALEA Continuation fee 68,569 Body worn camera program. Grant from NH Department of Safety (\$16,716 remaining of \$50,000). 3rd payment of 5 year installment. 10,000 Wellness services for staff
4406	Printing & Binding	3,500	Printing of all letterhead, envelopes, and	3,500 Provides for the printing of all forms, 3,380

2025 BUDGET WORKSHEET

DEPT NAME - POLICE - ADMINISTRATION

DEPT # - 40100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024	
			forms used by the agency. We are in the process of redesigning and changing uniform patches. Letterhead will be updated as ordered.	reports, letterhead, business cards, envelopes & forms utilized by the department. Detail & OT forms.	
4409	Test Services	4,000	Cost associated with anticipated hiring processes to include polygraph (8@300) and psychological (8 @150). Purchase of written tests.	4,000	Cost associated with anticipated hiring processes to include polygraph (10@300) and psychological (10@150). Have to account for failures.
4410	Advertising	1,000	Recruitment advertising. Membership to recruitment and media platforms. Costs for college job fairs.	1,000	Recruitment advertising. Membership to recruitment and media platforms. Costs for college job fairs.
4424	Data Processing	794	Annual fee for three (3) SPOTS licenses.	794	Annual fee for three (3) SPOTS licenses.
4440	Equipment Rental	2,000	Postage Meter Document disposal container	1,000 1,000	Postage Meter Document disposal container
4453	Meetings & Training	500	Provide supplies and light refreshments for monthly and quarterly staff meetings.	500	Provide supplies while hosting meetings, e.g. Southern NH SOU, Rockingham County Chiefs Association, monthly and quarterly staff meetings.
4600	Office furniture	7,500	Furniture needs while operating out of temporary space.	7,500	Purchase replacement Konica Minolta BizHub for officer report room and Investigation Division.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
POLICE-SUPPORT SERVICES									
40110 - 4090	REGULAR PAY	1,033,214	1,185,955	746,431	1,083,093	1,232,205	1,232,205	46,250	3.90%
40110 - 4092	TEMPORARY PAY	79,815	116,960	57,301	119,839	123,252	123,252	6,292	5.38%
40110 - 4093	REPLACEMENT PAY	162,118	114,400	123,576	134,667	118,976	118,976	4,576	4.00%
40110 - 4094	SHIFT DIFFERENTIAL	15,747	17,500	9,231	14,812	16,640	16,640	(860)	-4.91%
40110 - 4098	OVERTIME PAY	59,945	41,600	22,032	35,832	43,264	43,264	1,664	4.00%
40110 - 4101	TRAINING	185,299	193,250	154,280	208,438	199,000	199,000	5,750	2.98%
40110 - 4110	HOLIDAY PAY	12,628	15,715	6,643	14,561	16,343	16,343	628	4.00%
40110 - 4113	COURT TIME	16,299	27,000	12,703	20,642	22,000	22,000	(5,000)	-18.52%
40110 - 4170	RETIREMENT	281,775	243,944	193,646	272,472	247,969	247,969	4,025	1.65%
40110 - 4171	DISABILITY INSURANCE	10,072	11,207	8,147	10,649	10,748	10,748	(459)	-4.10%
40110 - 4172	WORKERS' COMPENSATION	11,503	17,792	15,752	25,038	17,717	17,717	(75)	-0.42%
40110 - 4174	FICA-SOCIAL SECURITY	91,232	130,998	66,425	105,988	127,177	127,177	(3,821)	-2.92%
40110 - 4176	HEALTH INSURANCE	363,482	398,343	264,046	397,649	414,923	414,923	16,580	4.16%
40110 - 4177	UNEMPLOYMENT COMPENSATION	704	925	613	1,343	620	620	(305)	-32.95%
40110 - 4178	LIFE INSURANCE	2,691	2,848	2,117	2,251	2,889	2,889	41	1.44%
40110 - 4179	DENTAL INSURANCE	13,234	14,474	9,902	40,107	14,574	14,574	100	0.69%
40110 - 4200	OFFICE SUPPLIES	12,047	9,200	9,850	11,500	10,000	10,000	800	8.70%
40110 - 4213	K-9 SUPPLIES	6,180	9,000	6,472	14,000	18,500	18,500	9,500	105.56%
40110 - 4216	PRISONERS SUPPLIES	302	1,500	12	1,000	1,000	1,000	(500)	-33.33%
40110 - 4219	INTOXILYZER SUPPLIES	125	415	644	644	500	500	85	20.48%
40110 - 4221	AMMUNITION	40,220	60,000	13,760	60,000	60,000	60,000	-	0.00%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
40110 - 4235	SMALL TOOLS & EQUIP.	3,029	900	703	900	1,000	1,000	100	11.11%
40110 - 4237	GAS & OIL	103,182	134,144	67,141	100,000	99,790	99,790	(34,354)	-25.61%
40110 - 4405	MEMBERSHIPS & PUBLICATIONS	11,039	10,551	15,533	10,551	9,800	9,800	(751)	-7.12%
40110 - 4412	TRAINING EXPENSE	73,642	75,000	48,709	75,000	77,500	77,500	2,500	3.33%
40110 - 4421	CAR WASH	3,201	7,000	6,374	7,000	7,000	5,000	(2,000)	-28.57%
40110 - 4456	RADIO MAINTENANCE	24,111	6,400	680	6,400	3,750	3,750	(2,650)	-41.41%
40110 - 4458	VEHICLE MAINTENANCE	90,409	90,000	146,668	134,000	100,000	100,000	10,000	11.11%
40110 - 4601	POLICE EQUIPMENT	4,488	15,581	3,572	15,581	16,304	16,304	723	4.64%
40110 - 4606	BALLISTIC ARMOR	12,887	4,829	790	4,829	9,804	9,804	4,975	103.02%
SUBTOTAL		2,724,618	2,957,430	2,013,753	2,928,786	3,023,245	3,021,245	63,815	2.16%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
POLICE SUPPORT SERVICES - 40110				
4090	CAPTAIN	0	131,199	137,729
	PROSECUTOR (2)	0	200,263	192,600
	DISPATCHER SUPERVISOR	0	78,068	81,499
	DISPATCHER (8)	0	418,194	441,607
	SUPPORT SERVICES SUPERVISOR	0	77,276	79,515
	SUPPORT SERVICES CLERK (4) (2024 ONE AT NINE MONTHS)	0	228,028	244,463
	VICTIM WITNESS ADVOCATE	0	52,927	54,792
			-----	-----
			1,185,955	1,232,205

2025 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	123,252	<p>Crossing Guards \$21.00/hr. x 180 days x 8 guards x 3hrs/day/guard 1 four hour training session (new hire*3)</p> <p>PT dispatchers/Cost to fill FT shifts Special Officer Training 40 hrs. per officer. Special Officers must be trained at the same level as FT officers. Part time officers assigned to Wellness team.</p>	<p>Crossing Guards \$20.00/hr. x 180 days x 8 guards x 3hrs/day/guard 1 four hour training session (new hire*3) 320</p> <p>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.</p>
4093	Replacement Pay	118,976	<p>Required replacement of dispatch personnel. (Vacation, personal, sick days, training, etc.)</p> <p>Workloads & responsibilities require full staffing at all times.</p>	<p>Required replacement of dispatch 114,400 personnel. (Vacation, personal, sick days, training, etc.)</p> <p>Workloads & responsibilities require full staffing at all times.</p>
4094	Shift Differential	16,640	<p>Contractual (Dispatchers) Employees assigned to the evening receive an additional payment of \$40 per week; employees on Midnight shift receive an additional \$50.</p> <p>Overtime on both shifts is compensated at the shift differential rate.</p>	<p>Contractual (Dispatchers) Employees 17,500 assigned to the evening receive an additional payment of \$40 per week; employees on Midnight shift receive an additional \$50.</p> <p>Overtime on both shifts is compensated at the shift differential rate.</p>

2025 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4098	Overtime Pay	43,264	Need for call backs, holdovers, training requirements, & fifteen minutes reporting time contractual for 9 dispatchers.	43,264	Need for call backs, holdovers, training requirements, & fifteen minutes reporting time contractual for 9 dispatchers.	41,600
4101	Training	199,000	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 Accountability, 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.	199,000	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 Accountability, 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.	193,250
4110	Holiday Pay	16,343	Contractual payment for holidays worked.	16,343	Contractual payment for holidays worked.	15,715

2025 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4113	Court Time	22,000	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. Change in Felony First law will leave more cases in District Court.
4200	Office Supplies	10,000	General supplies for needs of all units. This account is also used for recognition award bars.	General supplies for needs of all units. This account is also used for recognition award bars.
4213	K-9	18,500	Provide all necessary equipment for four (4) K9's. Included all care and comfort for the teams. This year includes the purchase of a K9 to replace an expected service retirement of one of the teams.	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 and purchase new K9	4 dogs
4216	Prisoner Supplies	1,000	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.

2025 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4219	Intoxilyzer Supplies	500	Replacement of time dated supplies. Portable Breath Tester (PBT) device supplies.	500 Replacement of time dated supplies. Portable Breath Tester (PBT) device supplies. 415
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).	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). 60,000
4235	Small Tools & Equipment	1,000	Batteries, bulbs, minor tools and equipment.	1,000 Batteries, bulbs, minor tools and equipment. 900
4237	Gas & Oil	99,790	Acct includes gas, oil & various vehicle fluids.	99,790 Acct includes gas, oil & various vehicle fluids. Gas 128,644 Motor oil, various vehicle fluids 5,500
4405	Memberships & Publications	9,800	Justice of the Peace renewal SNHSOU NH Bar Association National Animal Care and Control Association NH Association Chief's of Police	75 5,000 1,230 25 200 Dues & Publications 10,551

2025 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			RAD License renewal US Police K9 Association IACP (3) FBI NAA FBI LEEDA APCO (Dispatch) Police Executive Research Foundation	75 150 570 250 850 375 1,000
4412	Training Expenses	77,500	Department Training Costs Tuition costs to send officers to training. Funding to send officer to instruct in-service training and assist NHPSTC.	77,500 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.
			FBI LEEDA for all supervisors and PERF Senior Management Institute for Police.	PERF Senior Management Institute for Police, FBI LEEDA for supervisors.
4421	Car Wash	5,000	Cleaning, washing & general exterior maintenance of all department vehicles. Deep clean and maintenance of fleet.	5,000 Cleaning, washing & general exterior maintenance of all department vehicles. Deep clean and maintenance of fleet.
4456	Radio Maintenance	3,750	Repair defective radio Battery replacement	2,500 1,250 Refurbish portable radios (6 @ 500) Matching 25% for radar grant 75% paid by state
				3,000 3,400

2025 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024	
4458	Vehicle Maintenance	100,000	Repair and maintenance of Department fleet.	Repair and maintenance of Department fleet Tires + rims + sensors	
4601	Police Equipment	16,304	Trunk equip replacements Equipment needed to maintain body worn camera and in-car video systems program Portable radio purchase x 2 Drone hardware and parts	3,500 2,000 7,000 3,804	Trunk equip replacements Equipment needed to maintain body worn camera and in-car video systems program Purchase of two Body Worn Cameras and associated equipment, carriers, batteries, remote watches.
4606	Emergency Equipment	9,804	Soft Body Armor- 8 Possibility of 50% matching grant	9,804	Soft Body Armor-11 vests (net cost) 9,658 with matching BVP grant 4,829 (5 year life-span)

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
POLICE-PATROL									
40120 - 4090	REGULAR PAY	2,752,646	3,043,825	1,933,947	2,810,294	3,169,933	3,169,933	126,108	4.14%
40120 - 4093	REPLACEMENT PAY	950,556	754,000	709,712	830,021	795,000	795,000	41,000	5.44%
40120 - 4094	SHIFT DIFFERENTIAL	65,541	71,000	45,769	65,983	71,000	71,000	-	0.00%
40120 - 4098	OVERTIME PAY	277,027	267,280	168,211	248,607	277,971	277,971	10,691	4.00%
40120 - 4110	HOLIDAY PAY	21,260	28,000	11,541	25,649	23,000	23,000	(5,000)	-17.86%
40120 - 4170	RETIREMENT	1,314,399	1,302,523	896,001	1,243,110	1,348,896	1,348,896	46,373	3.56%
40120 - 4171	DISABILITY INSURANCE	26,724	28,219	21,332	27,198	27,153	27,153	(1,066)	-3.78%
40120 - 4172	WORKERS' COMPENSATION	78,217	141,999	125,457	182,930	111,895	111,895	(30,104)	-21.20%
40120 - 4174	FICA-SOCIAL SECURITY	58,432	60,381	41,289	57,554	62,885	62,885	2,504	4.15%
40120 - 4176	HEALTH INSURANCE	961,828	1,025,349	691,097	996,355	935,040	935,040	(90,309)	-8.81%
40120 - 4177	UNEMPLOYMENT COMPENSATION	1,190	1,470	1,203	2,543	1,306	1,306	(164)	-11.16%
40120 - 4178	LIFE INSURANCE	7,110	7,448	5,445	5,666	7,649	7,649	201	2.70%
40120 - 4179	DENTAL INSURANCE	31,900	34,662	24,042	18,733	32,917	32,917	(1,745)	-5.03%
SUBTOTAL		6,546,831	6,766,156	4,675,048	6,514,644	6,864,645	6,864,645	98,489	1.46%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
POLICE PATROL - 40120				
4090	CAPTAIN	0	133,288	142,683
	LIEUTENANT (3)	0	311,536	327,670
	SERGEANT (6)	0	542,487	564,105
	PATROL OFFICER (30)	0	2,056,516	2,135,475
		-----	-----	-----
			3,043,827	3,169,933

2025 BUDGET WORKSHEET

DEPT NAME - POLICE - PATROL

DEPT # - 40120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4093	Replacement Pay	795,000	Replacement of patrol personnel for sick/injured, holidays, vacation.	795,000	Replacement of patrol personnel for sick/injured, holidays, vacation.	754,000
4094	Shift Differential	71,000	Contractual (Patrol officers)	71,000	Contractual (Patrol officers)	71,000
4098	Overtime pay	277,971	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.	277,971	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.	267,280
4110	Holiday Pay	23,000	Contractual payment for holidays worked.	23,000	Contractual payment for holidays worked.	28,000

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
POLICE-SPECIAL SERVICES									
40125 - 4090	REGULAR PAY	558,516	658,993	440,234	642,692	745,498	745,498	86,505	13.13%
40125 - 4092	TEMPORARY PAY	1,483	19,167	2,193	10,639	21,913	21,913	2,746	14.33%
40125 - 4094	SHIFT DIFFERENTIAL	2,410	2,600	1,373	2,078	3,072	3,072	472	18.15%
40125 - 4097	INCENTIVE PAY	-	-	600	600	-	-	-	100.00%
40125 - 4098	OVERTIME PAY	60,984	36,400	41,623	43,349	45,000	36,400	-	0.00%
40125 - 4110	HOLIDAY PAY	6,347	5,000	2,905	5,424	5,200	5,200	200	4.00%
40125 - 4170	RETIREMENT	197,827	211,968	141,030	207,970	248,537	248,537	36,569	17.25%
40125 - 4171	DISABILITY INSURANCE	5,362	6,031	4,729	6,002	6,046	6,046	15	0.25%
40125 - 4172	WORKERS' COMPENSATION	18,623	22,660	21,726	31,102	20,750	20,750	(1,910)	-8.43%
40125 - 4174	FICA-SOCIAL SECURITY	10,383	14,429	9,953	13,635	14,985	14,985	556	3.85%
40125 - 4176	HEALTH INSURANCE	184,449	255,744	174,642	228,131	256,404	256,404	660	0.26%
40125 - 4177	UNEMPLOYMENT COMPENSATION	242	350	238	559	279	279	(71)	-20.29%
40125 - 4178	LIFE INSURANCE	1,395	1,679	1,214	1,243	1,766	1,766	87	5.18%
40125 - 4179	DENTAL INSURANCE	6,750	8,517	5,365	4,515	7,797	7,797	(720)	-8.45%
40125 - 4235	SMALL TOOLS & EQUIP-from 40135	-	-	-	-	500	500	500	100.00%
40125 - 4260	CRIME PREVENTION	6,118	6,695	6,469	6,695	6,900	6,900	205	3.06%
40125 - 4429	KENNEL OPERATIONS-from 40135	-	-	-	-	2,500	2,500	2,500	100.00%
40125 - 4430	DISPOSITION OF ANIMALS-from 40135	-	-	-	-	50	50	50	100.00%
40125 - 4431	VETERINARIAN EMER. CARE-from 40135	-	-	-	-	1,000	1,000	1,000	100.00%
40125 - 4496	ELECTRICITY-from 40135	-	-	-	-	9,500	9,500	9,500	100.00%
SUBTOTAL		1,060,889	1,250,233	854,293	1,204,632	1,397,697	1,389,097	138,864	11.11%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
POLICE SPECIAL SERVICES - 40125				
4090	LIEUTENANT	0	107,315	110,417
	SERGEANT	0	91,165	95,187
	SCHEDULING OFFICER	0	81,143	84,716
	TRAINING OFFICER	0	51,249	81,477
	COMMUNITY AFFAIRS OFFICER	0	78,046	81,477
	COMMUNITY PROBLEM ORIENTED POLICING (2)	0	154,179	162,954
	ELDER AFFAIRS OFFICER	0	51,249	79,491
	ANIMAL CONTROL OFFICER	0	44,647	49,779
			658,993	745,498

2025 BUDGET WORKSHEET

DEPT NAME - POLICE - SPECIAL SERVICES

DEPT # - 40125

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	21,913	PT custodian	PT custodian (was in Support) 19,167
4094	Shift Differential	3,072	Evening shift differential for staff assigned to duties after 4pm.	Contractual SRO's reassigned to patrol during the summer months. 2,600
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. 36,400
4110	Holiday Pay	5,200	Contractual payment for holidays worked.	Contractual payment for holidays worked. 5,000
4235	Small Tools & Equipment	500	Equipment to operate kennel and stored within ACO truck.	Equipment to operate kennel and stored within ACO truck. 500
4260	Crime Prevention	6,900	Community / promotional items, such as stickers, coloring books, AF etc.	Community / promotional items, such as stickers, coloring books, AF etc. 4,375
			National Night Out	National Night Out 2,320
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 1,900
			Water & Sewer charges	Water & Sewer charges 600

2025 BUDGET WORKSHEET

DEPT NAME - POLICE - SPECIAL SERVICES

DEPT # - 40125

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4430	Disposition of Animals	50	Based on number of animal deaths. Law requires proper disposal of animals.	50
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.	1,000
4496	Electricity	9,500	Town Kennel and SARC Trailers (2) heat and electricity.	9,500

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
POLICE-INVESTIGATIVE SERVICES									
40130 - 4090	REGULAR PAY	941,950	1,370,159	956,827	1,305,671	1,449,368	1,449,368	79,209	5.78%
40130 - 4094	SHIFT DIFFERENTIAL	5,519	4,913	5,496	6,219	5,015	5,015	102	2.08%
40130 - 4097	INCENTIVE PAY	8,950	7,800	7,900	11,830	7,800	7,800	-	0.00%
40130 - 4098	OVERTIME PAY	132,424	90,480	128,668	136,436	110,000	110,000	19,520	21.57%
40130 - 4110	HOLIDAY PAY	18,125	17,221	9,117	17,794	18,200	18,200	979	5.68%
40130 - 4170	RETIREMENT	352,711	466,246	343,782	459,500	494,846	494,846	28,600	6.13%
40130 - 4171	DISABILITY INSURANCE	8,458	12,351	10,736	12,816	11,708	11,708	(643)	-5.21%
40130 - 4172	WORKERS' COMPENSATION	36,269	51,156	49,047	66,798	41,034	41,034	(10,122)	-19.79%
40130 - 4174	FICA-SOCIAL SECURITY	15,934	21,617	15,820	21,318	23,059	23,059	1,442	6.67%
40130 - 4176	HEALTH INSURANCE	342,458	421,349	397,561	535,107	505,344	505,344	83,995	19.93%
40130 - 4177	UNEMPLOYMENT COMPENSATION	231	697	484	1,052	527	527	(170)	-24.39%
40130 - 4178	LIFE INSURANCE	2,275	3,306	2,715	2,732	3,351	3,351	45	1.36%
40130 - 4179	DENTAL INSURANCE	11,683	16,667	13,788	8,738	16,352	16,352	(315)	-1.89%
40130 - 4235	SMALL TOOLS & EQUIP.	6,993	2,200	(1,380)	2,200	3,000	3,000	800	36.36%
40130 - 4400	CONTRACTED SERVICES-PAWN SHOPS	9,807	12,441	8,836	12,441	13,895	13,895	1,454	11.69%
40130 - 4460	TRAVEL EXPENSE	145	750	2,804	2,766	1,000	1,000	250	33.33%
SUBTOTAL		1,893,934	2,499,353	1,952,200	2,603,417	2,704,499	2,704,499	205,146	8.21%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
POLICE INVESTIGATIVE SERVICES - 40130				
4090	LIEUTENANT	0	107,315	110,417
	SERGEANT (2)	0	182,330	190,374
	DETECTIVE (10)	0	775,448	814,816
	EVIDENCE OFFICER	0	81,143	84,716
	SCHOOL RESOURCE OFFICER (3)	0	223,923	249,045
			-----	-----
			1,370,159	1,449,368

2025 BUDGET WORKSHEET

DEPT NAME - POLICE - INVESTIGATIVE SERVICES

DEPT # - 40130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4094	Shift Differential	5,015	Contractual - Night Detective \$40/Shift for evening work based on scheduled work assignments as well as additional shifts for special investigations, major crimes.	5,015 Contractual - Night Detective \$40/Shift for evening work based on scheduled work assignments as well as additional shifts for special investigations, major crimes. 4,913
4097	Incentive Pay	7,800	Detective Payment Per CBA (11)	7,800 Detective Payment Per CBA (11) 7,800
4098	Overtime pay	110,000	Detective overtime for major case investigations including drug cases. Salem Detectives have increased work with out of state agencies. A portion will be reimbursed by Federal government program. Plus 15 minute contractual OT for Roll Call.	110,000 Detective overtime for major case investigations including drug cases. Salem Detectives have increased work with out of state agencies. A portion will be reimbursed by Federal government program. Plus 15 minute contractual OT for Roll Call. 90,480
4110	Holiday Pay	18,200	Contractual payment for holidays worked.	18,200 Contractual payment for holidays worked. 17,221
4235	Small Tools	3,000	Evidence maintenance and investigative aids for detectives. Misc. supplies used by the ISU. Purchase equipment for Crime Scene Response van.	3,000 Evidence maintenance and investigative aids for detectives. Misc. supplies used by the ISU. Purchase equipment for Crime Scene Response van. 2,000
4400	Contracted Services	13,895	Electronic Pawn Registrations (Offsetting revenue in GF 1-3303 Pawn Shop Registrations)	6,453 Electronic Pawn Registrations (Offsetting revenue in GF 1-3303 Pawn Shop Registrations) 6,453

2025 BUDGET WORKSHEET

DEPT NAME - POLICE - INVESTIGATIVE SERVICES

DEPT # - 40130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4460 Travel		1,000	Callyo: Audio and video for investigations TransUnion (TLO) Investigative database subscription Investigative equipment Cell phone investigations Travel costs for detectives in major case investigations. Rental cars for undercover work as needed. Background investigation of new hires. Fugitive return details.	3,763 2,225 1,204 250 3,763 2,225 1,204 750

Estimated offsetting revenue from School District in GF 1-3625 of \$347,318 for SRO positions in 2024.

Estimated offsetting revenue from School District in GF 1-3625 of \$404,167 for SRO positions in 2025.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
ANIMAL CONTROL									
40135 - 4235	SMALL TOOLS & EQUIP-to 40125	365	500	202	500	-	-	(500)	-100.00%
40135 - 4429	KENNEL OPERATIONS-to 40125	2,363	2,500	291	2,500	-	-	(2,500)	-100.00%
40135 - 4430	DISPOSITION OF ANIMALS-to 40125	-	50	-	-	-	-	(50)	-100.00%
40135 - 4431	VETERINARIAN EMER. CARE-to 40125	293	1,000	131	-	-	-	(1,000)	-100.00%
40135 - 4496	ELECTRICITY-to 40125	11,318	7,461	6,734	9,500	-	-	(7,461)	-100.00%
SUBTOTAL		62,940	11,511	7,359	12,500	-	-	(11,511)	-100.00%

2025 BUDGET WORKSHEET

DEPT NAME - POLICE -ANIMAL CONTROL

DEPT # - 40135

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024	
4235	Small Tools & Equipment	-	Equipment to operate kennel and stored within ACO truck.	Equipment to operate kennel and stored within ACO truck.	500
4429	Kennel Operations	-	Water, wood shavings, building upkeep, food for animals, kennel supplies, (plastic bags, bug spray, deodorizer). Minor building repairs Water & Sewer charges	Water, wood shavings, building upkeep, food for animals, kennel supplies, (plastic bags, bug spray, deodorizer). Minor building repairs Water & Sewer charges	1,900 600
4430	Disposition of Animals	-	Based on number of animal deaths. Law requires proper disposal of animals.	Based on number of animal deaths. Law requires proper disposal of animals.	50
4431	Veterinarian Emergency Care	-	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.	1,000
4496	Electricity	-	Town Kennel and SARC Trailers (2) heat and electricity.	Town Kennel and SARC Trailers (2) heat and electricity.	7,461

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
POLICE-STATION									
40140 - 4234	BUILDING SUPPLIES	6,267	7,750	6,752	9,200	7,000	7,000	(750)	-9.68%
40140 - 4400	CONTRACTED SERVICES	26,687	18,083	10,856	10,000	5,842	4,178	(13,905)	-76.90%
40140 - 4450	TELEPHONE	50,640	49,045	42,233	53,736	57,749	57,749	8,704	17.75%
40140 - 4451	POSTAGE	913	2,300	1,299	1,400	1,500	1,500	(800)	-34.78%
40140 - 4495	HEAT	6,716	7,864	3,778	6,276	7,077	7,077	(787)	-10.01%
40140 - 4496	ELECTRICITY	28,379	26,897	23,095	36,519	34,356	34,356	7,459	27.73%
40140 - 4497	OTHER UTILITIES	369	487	221	339	420	420	(67)	-13.76%
40140 - 4498	BUILDING REPAIRS	41,450	25,000	11,591	25,000	10,000	10,000	(15,000)	-60.00%
SUBTOTAL		161,419	137,426	99,826	142,470	123,944	122,280	(15,146)	-11.02%
TOTAL-POLICE		13,197,366	14,385,707	10,191,915	14,184,229	14,927,815	14,915,551	529,844	3.68%

2025 BUDGET WORKSHEET

DEPT NAME - POLICE -STATION

DEPT # - 40140

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4234	Building Supplies	7,000	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	4,178	HVAC Maintenance Contract Generator maintenance Pest control (82/mo.) Copier maintenance./service Annual Fire Alarm System Booking comp.camera maint. HAZMAT (Trauma 24) Protected Wi-Fi Service Comcast digital box rental Mat service (Cintas)	HVAC Maintenance Contract Generator maintenance Pest control (82/mo.) Copier maintenance./service Annual Fire Alarm System Booking comp.camera maint. HAZMAT (Trauma 24) Off site storage (Iron Mt) Protected Wi-Fi Service Comcast digital box rental Mat service (Cintas)
4450	Telephone	57,749	Long distance service, phone and fax service & repairs Cell phones (26) Modems (17) Added 8 tablets for ICV Internet Connection Invest Div.	Long distance service, phone and fax service & repairs Cell phones (26) Modems (17) Added 8 tablets for ICV Internet Connection Invest Div.
4451	Postage	1,500	Department mail.	Department mail.

2025 BUDGET WORKSHEET

DEPT NAME - POLICE -STATION

DEPT # - 40140

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Many items require certified mail. Requests for discovery and record requests. Pkgs & other UPS shipping.	Many items require certified mail. Requests for discovery and record requests. Pkgs & other UPS shipping.
4495 Heat		7,077	3 Year weighted average + 5%	7,077 Natural gas heat. 7,864
4496 Electricity		34,356	3 Year weighted average + 15%	34,356 26,897
4497 Other Utilities		420	Water & sewer charges	420 Water & sewer charges 487
4498 Building Repairs		10,000	Should only occupy building for first three/four months of 2025.	10,000 Basic repairs as needed to maintain 50+ year old building. 25,000

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 9/19/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>FIRE DEPARTMENT SUMMARY</i>								
ADMINISTRATION	1,186,950	1,174,385	881,397	1,205,489	1,270,226	1,257,076	82,691	7.04%
SUPPRESSION	12,105,947	12,856,346	9,088,096	12,863,851	13,627,672	13,548,342	691,996	5.38%
COMMUNICATIONS	907,241	934,437	613,211	840,642	903,604	903,604	(30,833)	-3.30%
STATIONS	494,230	420,887	315,456	444,543	418,915	413,323	(7,564)	-1.80%
INSPECTIONAL SERVICES	865,310	947,913	756,428	999,466	1,040,025	1,040,025	92,112	9.72%
TOTAL - FIRE DEPARTMENT	15,559,679	16,333,968	11,654,589	16,353,991	17,260,441	17,162,369	828,401	5.07%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
FIRE-ADMINISTRATION									
40200 - 4090	REGULAR PAY	379,432	457,398	309,613	433,707	480,036	480,036	22,638	4.95%
40200 - 4170	RETIREMENT	118,529	126,746	90,457	124,717	130,113	130,113	3,367	2.66%
40200 - 4171	DISABILITY INSURANCE	2,967	3,232	3,265	3,369	3,098	3,098	(134)	-4.15%
40200 - 4172	WORKERS' COMPENSATION	40,032	47,478	45,412	71,961	59,140	59,140	11,662	24.56%
40200 - 4174	FICA-SOCIAL SECURITY	9,780	6,632	7,743	10,931	11,701	11,701	5,069	76.43%
40200 - 4176	HEALTH INSURANCE	133,044	138,567	114,183	145,062	144,694	144,694	6,127	4.42%
40200 - 4177	UNEMPLOYMENT COMPENSATION	111	140	108	240	124	124	(16)	-11.43%
40200 - 4178	LIFE INSURANCE	948	1,094	852	935	1,078	1,078	(16)	-1.46%
40200 - 4179	DENTAL INSURANCE	4,217	4,636	3,645	4,741	4,470	4,470	(166)	-3.58%
40200 - 4182	CLOTHING ALLOWANCE	65,141	86,126	83,782	86,126	86,926	86,276	150	0.17%
40200 - 4200	OFFICE SUPPLIES	4,555	3,832	637	3,832	3,832	3,832	-	0.00%
40200 - 4208	EQUIPMENT REPAIR	1,748	-	471	284	-	-	-	0.00%
40200 - 4224	HAZARDOUS RESPONSE	16,250	17,250	16,701	17,250	17,701	17,701	451	2.61%
40200 - 4227	AMBULANCE BILLING	97,454	94,020	52,580	94,020	110,520	110,520	16,500	17.55%
40200 - 4232	AMBULANCE SUPPLIES	157,669	163,340	90,711	163,340	191,189	181,189	17,849	10.93%
40200 - 4400	CONTRACTED SERVICES	86,070	-	18,330	18,330	-	-	-	0.00%
40200 - 4406	PRINTING & BINDING	1,711	2,210	1,075	2,210	2,210	2,210	-	0.00%
40200 - 4409	TEST SERVICES	3,847	3,500	1,467	3,500	3,500	3,500	-	0.00%
40200 - 4410	ADVERTISING	347	100	365	365	100	100	-	0.00%
40200 - 4412	TRAINING EXPENSE	30,332	-	1,509	985	-	-	-	0.00%
40200 - 4440	EQUIPMENT RENTAL	2,446	7,206	25,876	7,206	7,206	7,206	-	0.00%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
40200 - 4451	POSTAGE	410	378	115	378	378	378	-	0.00%
40200 - 4603	EMERGENCY MANAGEMENT	29,911	5,500	10,559	12,000	7,210	4,710	(790)	-14.36%
40200 - 4609	COMMUNITY OUTREACH	-	5,000	1,941	-	5,000	5,000	-	0.00%
SUBTOTAL		1,186,950	1,174,385	881,397	1,205,489	1,270,226	1,257,076	82,691	7.04%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
FIRE ADMINISTRATION - 40200				
4090	FIRE CHIEF	0	158,991	156,335
	ASSISTANT FIRE CHIEF	0	121,591	128,158
	DEPUTY FIRE CHIEF, FIRE MARSHAL	0	105,025	119,091
	ADMINISTRATIVE ASSISTANT	0	71,791	76,452
			-----	-----
			457,398	480,036

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4182	Clothing Allowance	86,276	Due to contractual obligations, each employee is 71 F/T employees x 1000 (2892 CBA) 71,000 3 F/T employees x 950 (C1/C2/C3) 2,850 6 F/T Dispatchers x 725 (2892 CBA) 4,350 1 P/T Fire Inspector x 150 (2892 CBA) 150 1 F/T Health Officer x 250 (SPAA) 250 5 F/T employees x 325 (SEA) 1,625 Badges/Medals/Name Tags 1,975 Anticipated Initial Issue/Promotions 2,576 Damaged Uniforms 500 Employee Recognition 1,000	Due to contractual obligations, each employee is 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 CBA Uniform Allowances 20,250
4200	Office Supplies	3,832	General Office Supplies	3,832
4224	Hazardous Response	17,701	Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District. Expenses related to mitigating hazardous conditions (excavators, demolition, etc.)	Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District. Expenses related to mitigating hazardous conditions (excavators, demolition, etc.)
4227	Ambulance Billing	110,520	Fees paid to contract for ambulance billing and This fee is based on 5.5% of all funds collected. Also includes a fee for mailing HIPPA Compliance Offset- Revenue Ambulance Fees GF 1-3333 Fees paid to QMC 104,500 Transunion TLO 1,020 Mailings for privacy notices 5,000	Fees paid to contract for ambulance billing and This fee is based on 5.5% of all funds collected. Also includes a fee for mailing HIPPA Compliance Offset- Revenue Ambulance Fees GF 1-3333 Fees paid to QMC 88,000 Transunion TLO 1,020 Mailings for privacy notices 5,000

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4232	Ambulance Supplies	181,189	<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, Oxygen rental and usage, Needle disposal services.</p> <p>Stryker Pro-care Maintenance for all Cardiac Monitors, AEDs and LUCAS 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</p> <p>Stryker Pro-care Maintenance for all Cardiac Monitors, AEDs and LUCAS Devices; Power load & power stretchers.</p>
			77,150	77,765
			47,205	30,175

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Equipment replacement for Ambulances: working on upgrading our equipment as we transition to a replacement cycle. 2 Zoll Ventilators (Replacement @ \$17,000 ea.), 2 Retrofit kits with installation for Stryker stretchers (\$3,450 ea.), 2 McGrath Video Laryngoscope (Replacement @ \$2,000 ea.), 3 Monitor mounts (Replacement @ \$1,650 ea.), Lucas Battery Charger (Replacement @ \$1,244 ea.), 5 Lucas Batteries (Replacement @ \$648), Misc. unanticipated (\$2,500)	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)
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

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
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.	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.	3,500
4410	Advertising	100	Legal notices for equipment bids & Fire code change notifications Also includes Employment Advertising	100	Legal notices for equipment bids & Fire code change notifications Also includes Employment Advertising	100
4440	Equipment Rental	7,206	Postage meter rental Document disposal container rental Copier Lease and Service Agree- Konica Sta. 1 Copier Lease and Service Agree.- Konica Sta. 2 Copier Lease and Service Agree.- Konica Sta. 3	440 415 3,777 1,287 1,287	Postage meter rental Document disposal container rental Copier Lease Agree- Canon Sta. 1 Copier Lease Agree.- Canon Sta. 2 Copier Lease Agree.- Canon Sta. 3	440 400 3,786 1,290 1,290
4451	Postage	378	Costs of packaging, mailing and shipping.	378	Costs of packaging, mailing and shipping.	378
4603	Emergency Management	4,710	EOC equipment, charts, signs	500	EOC equipment, charts, signs	500

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Tactical PPE for ATR; (2 Replacement) Ballistic Gear Sets.	2,710 Pandemic- Health and Safety PPE- FD EMS; and Replacement of 4 sets of Tactical PPE for ATR; year 1 of 6 (\$1,250 ea.)
			IT related equipment repair and replacement. IPADs for reporting and Red Alert Status boards, and associated cabling, chargers, and cases.	1,500
4609	Community Outreach	5,000	Community outreach programs such as CPR, AED, Stop the Bleed training classes for the public. (\$5,000 for CPR cards). There is off-setting revenue GF 10000-3336	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

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
FIRE-SUPPRESSION									
40210 - 4090	REGULAR PAY	4,462,918	4,857,399	3,173,096	5,130,826	5,086,475	5,086,475	229,076	4.72%
40210 - 4093	REPLACEMENT PAY	1,427,436	1,465,849	1,246,590	1,516,757	1,649,700	1,600,000	134,151	9.15%
40210 - 4096	LONGEVITY	1,800	1,800	-	1,800	1,800	1,800	-	0.00%
40210 - 4097	INCENTIVE PAY	668,096	705,151	305,098	660,385	718,032	718,032	12,881	1.83%
40210 - 4098	OVERTIME PAY/CALL BACK	195,988	257,644	147,953	244,183	249,999	249,999	(7,645)	-2.97%
40210 - 4110	HOLIDAY PAY	83,643	77,245	7,573	46,493	77,245	77,245	-	0.00%
40210 - 4170	RETIREMENT	2,118,322	2,220,204	1,467,079	2,110,682	2,289,132	2,274,346	54,142	2.44%
40210 - 4171	DISABILITY INSURANCE	1,861	602	595	1,713	2,051	2,051	1,449	240.70%
40210 - 4172	WORKERS' COMPENSATION	648,269	768,757	704,940	1,134,577	948,201	942,078	173,321	22.55%
40210 - 4174	FICA-SOCIAL SECURITY	101,049	107,676	73,764	106,831	118,334	117,613	9,937	9.23%
40210 - 4176	HEALTH INSURANCE	2,076,840	2,017,109	1,695,201	1,554,836	2,101,612	2,101,612	84,503	4.19%
40210 - 4177	UNEMPLOYMENT COMPENSATION	2,141	2,520	2,104	4,467	2,201	2,201	(319)	-12.66%
40210 - 4178	LIFE INSURANCE	13,420	14,381	11,086	11,304	14,634	14,634	253	1.76%
40210 - 4179	DENTAL INSURANCE	64,071	79,685	33,364	53,052	78,189	78,189	(1,496)	-1.88%
40210 - 4225	BREATHING APPARATUS	23,266	18,100	10,658	18,100	19,898	19,898	1,798	9.93%
40210 - 4228	FIRE HOSE & APPLIANCES	10,019	21,709	10,291	21,709	19,950	19,950	(1,759)	-8.10%
40210 - 4229	WATER SUPPLY MAINTENANCE	-	1,100	-	-	1,000	1,000	(100)	-9.09%
40210 - 4230	FIREFIGHTING PPE	120,193	106,280	140,990	123,000	110,246	110,246	3,966	3.73%
40210 - 4412	FIRE & EMS TRAINING	26,883	40,238	22,016	30,238	38,938	38,938	(1,300)	-3.23%
40210 - 4602	FIRE EQUIPMENT	48,585	55,837	27,634	55,837	52,335	52,335	(3,502)	-6.27%
40210 - 4611	EMS RECERTIFICATION	11,148	23,060	8,063	23,060	25,700	25,700	2,640	11.45%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
40210 - 4612	PARAMEDIC & AEMT TUITION	-	14,000	-	14,000	22,000	14,000	-	0.00%
	SUBTOTAL	12,105,947	12,856,346	9,088,096	12,863,851	13,627,672	13,548,342	691,996	5.38%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
FIRE SUPPRESSION - 40210				
4090	BATTALION CHIEF (4)	0	353,645	373,859
	CAPTAIN (3)	0	246,739	273,384
	LIEUTENANT (9)	0	693,905	732,830
	DIRECTOR OF EMS	0	95,862	99,765
	FIREFIGHTER/PARAMEDIC (52)	0	3,313,242	3,439,570
	INSPECTOR (FIREFIGHTER)	0	72,022	78,465
	MECHANIC	0	81,984	88,602
			-----	-----
			4,857,399	5,086,475

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4093	Replacement Pay	1,600,000	<p>Replacement shifts for absence due to vacations, sick leave, holidays, accident on duty, open shifts, light duty, military leave, administrative leave, and bereavement.</p> <p>3 Year Weighted Average - 1,465,741</p> <p>Estimated to over expend in 2024 by \$94,151.</p> <p>Averaging \$30k/week. 30kx52= \$1,560,000</p> <p>2025 COLA= 4%</p> <p>42 of 77 members receive 3.5% step increase.</p> <p>Adding 1.75% average step increase</p> <p>Overspent in 2023 by \$4,282</p> <p>Overspent in 2022 by \$414,758</p> <p>Overspent in 2021 by \$285,300</p>	<p>Replacement shifts for absence due to vacations, sick leave, holidays, accident on duty, open shifts, light duty, military leave, administrative leave, and bereavement.</p> <p>730 Shifts (365 days/yr. x 2 shift/day)</p> <p>12,410 Total shifts to staff</p> <p>(182.50 Shifts/member)</p> <p>3 Year Weighted Average - 1,516,638</p> <p>Overspent in 2022 by \$414,758</p> <p>Overspent in 2021 by \$285,300</p> <p>Overspent in 2020 by \$89,708</p>
4096	Longevity	1,800	<p>Costs are contractual obligations under the collective bargaining agreement.</p> <p>Eligible Employees receive \$200 after 5 years of service and \$40 for each additional year of service.</p> <p>(covers 2 remaining Grandfathered employees)</p>	<p>Costs are contractual obligations under the collective bargaining agreement.</p> <p>Eligible Employees receive \$200 after 5 years of service and \$40 for each additional year of service.</p> <p>(covers 2 remaining Grandfathered employees)</p>
4097	Incentive Pay	718,032	<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>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>

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4098	Overtime Pay	249,999	<p>October Incentive for Emergency Medical Technician 415,016</p> <p>July Incentive for Advanced Emergency Medical Technician, FFII and FFIII 303,016</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., Administrative support work and Community Outreach Programs</p>	<p>Emergency Medical Technician - 73 of 73 8.00%</p> <p>Advanced Emergency Medical Technician - 59 of 72 2.50%</p> <p>Firefighter -Level II – 13 of 72 3.00%</p> <p>Firefighter -Level III – 59 of 72 4.50%</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., Administrative support work</p> <p>Community Outreach Programs 7,600 (10 hours / month) 250,044</p>

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4110	Holiday Pay	77,245	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. 77,245
4225	Breathing Apparatus	19,898	Masks/Regulators & Voice Amp Units 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 Posi check calibration. The 2025 request reflects \$19,898 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. From 2023-2026 we will acquire 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.	19,898 Masks/Regulators & Voice Amp Units 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 Posi check 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. 18,100

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4228	Fire Hose & Appliances	19,950	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.	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
	3000' Fire Hose (Replacement)	19,950		2.5" Hard Suction Hose 655 1.5" Smooth Bore Nozzle & tip x 10 5,780 (\$578 ea.) 2.5" Gate Valve x 6 (\$325 ea.) 1,950 2.5" Barrell Strainer 179 2,000 Feet of hose 13,145
4229	Water Supply Maintenance	1,000	Items needed to maintain cisterns (8), Dry Hydrants(1), pipes, strainers, caps, signs etc. Repairs to Cisterns 500 Misc. Maintenance 500	Items needed to maintain cisterns (8), Dry Hydrants(1), pipes, strainers, caps, signs etc. Repairs to Cisterns 600 Misc. Maintenance 500
4230	Firefighting PPE	110,246	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 (15 sets Coat, Pants, Boots, Hood, Gloves) (\$6,564 each) Boots (4 Pair)	Firefighter protective clothing. Includes costs for boots, gloves, hoods and face shields, maintaining compliance with the National Fire Protection Association Firefighting Safety Standard for initial (15 sets Coat, Pants, Boots, Hood, Gloves) (\$6,310 each) Boots (4 Pair) 2,220

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Gloves (10 Pair) 1,190 Hoods (10) 520 Turnout Gear Repairs 5,000 Reflective Vests (6) 630 Helmets (4) 1,520 Personal Flashlight (6) 708	Gloves (10 Pair) 1,190 Hoods (10) 520 Turnout Gear Repairs 5,000 Reflective Vests (6) 630 Helmets (4) 1,520 Personal Flashlight (5) 550
4412	Fire & EMS Training	38,938	Internal SFD EMS Continuing Education- Classes taught by subject matter experts; cardiologist, respiratory therapist, labor & delivery, ER physicians	Internal SFD EMS Continuing Education- Classes taught by subject matter experts; cardiologist, respiratory therapist, labor & delivery, ER physicians
	Account #40200-4412 merged with this account for one Fire & EMS Training account		CPR Training Supplies for SFD EMTs/Medics All expenses related to training and professional development: Dues & Subscriptions; NHAFC; IAFC; NH State Fireman's Association; NFPA; Training resources Outside Training—Off-site training Purchase/update resource library Building Materials and Training Supplies	CPR Training Supplies for SFD 1,438 EMTs/Medics All expenses related to training and professional development: Dues & Subscriptions; NHAFC; IAFC; NH 4,300 State Fireman's Association; NFPA; Training resources Outside Training—Off-site training 5,000 Purchase/update resource library 1,000 Training prop & building materials 5,000

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4602	Fire Equipment	52,335	Firefighting tools and equipment used in day-to-day fire department emergency operations including: Safety Equipment, nozzles, fittings, adapters, flashlights, axes, saws, ladders, thermal imaging camera, fire extinguishers, roof saws, cones, sump pumps, foam. Full list can be found in budget backup.	Firefighting tools and equipment used in day-to-day fire department emergency operations including: Safety Equipment, nozzles, fittings, adapters, flashlights, axes, saws, ladders, thermal imaging camera, fire extinguishers, roof saws, cones, sump pumps, foam.
	Unanticipated equipment	47,935		Unanticipated equipment 2,000
	Marine 2 dock fee	2,000		Annual Equipment Replacement Cycle
		2,400		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
				Gas meter replacement cycle for 4x gas meter (oxygen, LEL, H2S, & CO) meters x2; \$1010 ea. 2,020
				Gas meter replacement cycle for CO (carbon monoxide)meters x3; 406 ea. 1,218
				Gas meter replacement cycle for CL2 (chlorine), HCN (hydrogen cyanide), & NH3 (ammonia) meters x2; 725 ea. 1,450
				SCBA cylinder tool adapter x4; \$795 ea. 3,180

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Vulcan Box Flashlights annual replacement for Apparatus x6; \$180 ea.	1,080
			Life Vest Class III x3; \$69ea.; 8 year annual replacement cycle	207
			Mustang Ice Rescue Suits Replacement cycle. x2; \$928 ea.; 8 year annual replacement cycle	1,856
			Forcible entry door spreader Weddle tool x1	1,524
			Class A Foam 20 5-gal. Pails \$107 ea.	2,140
			APW Fire Extinguisher replacement	200
			Sump-pump water kit; used in community during water events/flooded basements x2; \$250 ea.	500
			Gas Meter Calibration Gases	4,900
			Ground ladders-required annual safety testing, repairs, maintenance	3,420
			Life Vest Class V x2 \$199ea.; 8 year annual replacement 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

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4611 EMS Recertification		25,700	<p>Cost of instructor services for required medical training and recertification courses. New National Continued Competency Requirement Refresher Program targets specific organizational, state, and national topics.</p> <p>Mandatory continuing education for Emergency Medical Technicians includes all fees and required classes.</p>	<p>Snorkel, fins, and mask x4 \$40 ea. set</p> <p>Marine 2 throw ring</p> <p>Marine 2 dock fender & adjuster</p> <p>Marine 2 water rescue rope</p> <p>Marine 2 dock fee</p> <p>Forestry 2 backpack water pump</p> <p>Forestry 2 fire rake</p> <p>Portable scene lights x7 \$159 ea.</p> <p>Pike poles x2 \$111 ea.</p> <p>Salvage covers 12'x18' vinyl 18oz x4 \$184 ea.</p> <p>TL1 Rope rescue equipment; CMC clutch TTRS kit x1, \$4,216; CMC litter harness x1 \$350; replace anchor strap end of life \$90</p> <p>Replace inflatable zodiac type boat</p> <p>Cost of instructor services for required medical training and recertification courses. New National Continued Competency Requirement Refresher Program targets specific organizational, state, and national topics.</p> <p>Mandatory continuing education for Emergency Medical Technicians (14 EMTs, 40 AEMTs, and 19 Paramedics) including CPR recert and 96 hours of con-ed</p>

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
				National Continued Competency Requirement (NCCR) 6,000 NREMT recertification fees 1,066 Pediatric Advanced Life Support continuing education 3,994 (Above NCCR, NREMT PALS are based on the number)
4612	Paramedic & AEMT Tuition	14,000	Paramedic Provider (1)	14,000 Paramedic Provider (1) 14,000

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
FIRE-COMMUNICATIONS									
40220 - 4090	REGULAR PAY	202,852	293,401	204,121	318,462	319,953	319,953	26,552	9.05%
40220 - 4093	REPLACEMENT PAY	191,220	130,828	64,757	111,248	125,000	125,000	(5,828)	-4.45%
40220 - 4097	INCENTIVE PAY	2,996	7,148	3,313	6,914	6,137	6,137	(1,011)	-14.14%
40220 - 4098	OVERTIME PAY	8,519	4,456	4,998	6,323	4,456	4,456	-	0.00%
40220 - 4110	HOLIDAY PAY	980	10,287	-	5,183	10,287	10,287	-	0.00%
40220 - 4170	RETIREMENT	71,215	60,416	39,525	54,804	61,210	61,210	794	1.31%
40220 - 4171	DISABILITY INSURANCE	558	1,347	1,014	1,254	-	-	(1,347)	-100.00%
40220 - 4172	WORKERS' COMPENSATION	981	1,474	1,356	1,901	1,166	1,166	(308)	-20.90%
40220 - 4174	FICA-SOCIAL SECURITY	24,806	34,129	20,761	31,451	35,637	35,637	1,508	4.42%
40220 - 4176	HEALTH INSURANCE	83,095	173,406	95,528	87,777	115,627	115,627	(57,779)	-33.32%
40220 - 4177	UNEMPLOYMENT COMPENSATION	200	210	176	429	186	186	(24)	-11.43%
40220 - 4178	LIFE INSURANCE	596	873	697	676	922	922	49	5.61%
40220 - 4179	DENTAL INSURANCE	2,486	6,930	2,119	3,329	5,043	5,043	(1,887)	-27.23%
40220 - 4233	ALARM MAINTENANCE SUPPLIES	9,544	5,700	5,054	3,000	5,700	5,700	-	0.00%
40220 - 4412	TRAINING EXPENSE	1,872	1,880	943	1,880	1,855	1,855	(25)	-1.33%
40220 - 4450	TELEPHONE	37,709	37,198	31,024	41,259	42,505	42,505	5,307	14.27%
40220 - 4456	RADIO MAINTENANCE	267,612	164,754	137,825	164,754	167,920	167,920	3,166	1.92%
SUBTOTAL		907,241	934,437	613,211	840,642	903,604	903,604	(30,833)	-3.30%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
FIRE COMMUNICATIONS - 40220				
4090	COMMUNICATIONS SUPERVISOR	0	64,260	68,919
	DISPATCHER (5)	0	229,141	251,034
		-----	-----	-----
			293,401	319,953

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4093	Replacement Pay	125,000	Coverage for dispatcher's vacations, sick leave, personal days, etc. The 3 year weighted average is 169,976. We have hired a full staff which improved this line item from year's past.	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. 130,828
4097	Incentive Pay	6,137	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	4,456	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. 4,456
4110	Holiday Pay	10,287	Anticipation that (6) dispatchers will redeem 3 holidays each at 1/5 week's pay for each shift (18 shifts)	Anticipation that (5) dispatchers will redeem 3 holidays each at 1/4 week's pay for each shift (15 shifts) 10,287
4233	Alarm Maintenance Supplies	5,700	Includes the cost of maintaining the Town's radio box fire alarm system and repairs to console equipment. Emergency outside Radio Box Repairs Recorder Maintenance. Contract Traffic Light Repairs	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 Recorder Maintenance. Contract 2,500 Traffic Light Repairs 700

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025		EXPLANATION 2024	
4412	Training Expense	1,855	Professional development training APCO Membership	1,480 375	Professional development training APCO Membership	1,480 400
4450	Telephone	42,505	Annual costs for all telephone services: BCN & Partners Communications Service (Business Lines, 911 lines, Fax Lines) Wireless Services: Cellular Phones (17) Broadband Communications (air cards) (20) (Includes Inspectional Services, Cardiac Monitors, I-Pads etc.) Emergency Repairs, Equipment, Parts, etc. Maintenance Alarm Monitoring (panic buttons) (moved from Central)	42,505	Annual costs for all telephone services: BCN & Partners Communications Service (Business Lines, 911 lines, Fax Lines) Wireless Services: Cellular Phones (17) Broadband Communications (air cards) (20) (Includes Inspectional Services, Cardiac Monitors, I-Pads etc.) Emergency Repairs, Equipment, Parts, etc. Maintenance Alarm Monitoring (panic buttons) (moved from Central)	34,958 2,000 240
4456	Radio Maintenance	167,920	Repairs and maintenance wiring, Radio Boxes; Recorder Maintenance, mobile & portable radios Mobiles (24) Portables (79) Portable Radio Batteries Lawrence Rd/Howard St. Generators	10,000 1,000 2,500	Repairs and maintenance wiring, Radio Boxes; Recorder Maintenance, mobile & portable radios Mobiles (24) Portables (79) Portable Radio Batteries Lawrence Rd/Howard St. Generators	10,000 1,000 2,500

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
	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	150,170	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	147,004
	Knox system maintenance; covers Town wide system to access to buildings. Knox boxes, Mounts, Keys	1,500	Knox system maintenance; covers Town wide system to access to buildings. Knox boxes, Mounts, Keys	1,500
	Knox Connect Software to support the new Knox Box units	2,750	Knox Connect Software to support the new Knox Box units	2,750

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
FIRE-STATIONS									
40230 -4234	BUILDING SUPPLIES	-	12,500	8,096	12,500	14,500	12,500	-	0.00%
40230 - 4235	SMALL TOOLS & EQUIP.	13,041	10,900	7,741	10,900	10,098	10,098	(802)	-7.36%
40230 - 4237	GAS & OIL	75,795	85,706	46,230	75,000	85,706	85,706	-	0.00%
40230 - 4452	BUILDING MAINTENANCE	14,697	100	361	361	375	375	275	275.00%
40230 - 4458	VEHICLE MAINTENANCE	169,660	140,000	137,880	166,000	161,493	161,493	21,493	15.35%
40230 - 4600	OFFICE FURNITURE & APPLIANCES	12,398	5,165	(0)	5,165	5,165	5,165	-	0.00%
SUBTOTAL		285,591	254,371	200,307	269,926	277,337	275,337	20,966	8.24%
CENTRAL STATION #1									
40231 - 4452	BUILDING MAINTENANCE	52,269	39,728	17,056	39,728	27,706	26,514	(13,214)	-33.26%
40231 - 4495	HEAT	6,996	9,130	3,911	6,499	7,648	7,648	(1,482)	-16.23%
40231 - 4496	ELECTRICITY	20,135	19,900	17,310	25,791	24,870	24,870	4,970	24.97%
40231 - 4497	OTHER UTILITIES	3,195	2,496	2,152	3,170	3,487	3,487	991	39.71%
SUBTOTAL		82,594	71,254	40,428	75,188	63,711	62,519	(8,735)	-12.26%

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-STATIONS

DEPT # - 40230

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024	
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	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	12,500
4235	Small Tools	10,098	Tools/replacement and specialized equipment used by department mechanic. Tools/replacement equipment Subscriptions for Vehicle Diagnostic & Repair Programs Identifix Cummins Engines Engine Code Reading Unit Software update	Tools/replacement and specialized equipment used by department mechanic. Tools/replacement equipment Subscriptions for Vehicle Diagnostic & Repair Programs Identifix Cummins Engines Engine Code Reading Unit Software update	7,000
4237	Gas & Oil	85,706	Fuel Estimate: diesel and gasoline DEF, Oils, waste oil, etc. (drums/quarts)	Fuel Estimate: diesel and gasoline DEF, Oils, waste oil, etc. (drums/quarts)	79,206 6,500
4452	Building Maintenance	375	Replace American Flags at each station (3)	Building supplies	100
4458	Vehicle Maintenance	161,493	This category includes:	This category includes:	

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-STATIONS

DEPT # - 40230

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4600	Office Furniture & Appliances	5,165	<p>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.</p> <p>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.</p> <p>Supplies including grease, rags, wax, paints, mechanic overalls, etc. Replacement of tires for Fire Department apparatus, cars & ambulances.</p>	<p>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.</p> <p>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.</p> <p>Supplies including grease, rags, wax, paints, mechanic overalls, etc. Replacement of tires for Fire Department apparatus, cars & ambulances.</p>
			161,493	140,000
			Rust repair necessary to keep vehicles on road. (Proposed to be replaced in 2023 CIP)	
			5,165	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.

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-CENTRAL STATION #1

DEPT # - 40231

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4452	Building Maintenance	26,514	Maintenance and repair costs for Central Fire Station as follows: Exhaust System Maintenance HVAC Maintenance (filters, service etc.)	Maintenance and repair costs for Central Fire Station as follows: Exhaust System Maintenance HVAC Maintenance (filters, service etc.)
	Constructed in 1967		3,348 2,060	3,250 2,000
			Electrical Repairs Plumbing Supplies & Repair Overhead Door Repair Building/Grounds Maintenance Generator Maintenance Building Decontamination / disinfecting /carpet cleaning Pest Control State of NH Pressure Vessel Inspection	2,629 2,671 3,841 8,674 709 704 804 100
			Cleaning Supplies	974
				Metal security door x2 \$6,026 ea. Hallway floor
4495	Heat	7,648	3 Year weighted average + 5%	7,648
4496	Electricity	24,870	3 Year weighted average + 15%	24,870
4497	Other Utilities	3,487	Water and sewer charges.	3,487
				Water and sewer charges.
				2,496

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
<i>SOUTH STATION #3</i>									
40233 - 4452	BUILDING MAINTENANCE	33,150	25,576	21,192	25,576	14,300	13,100	(12,476)	-48.78%
40233 - 4495	HEAT	8,963	11,445	5,789	9,923	9,419	9,419	(2,026)	-17.70%
40233 - 4496	ELECTRICITY	8,870	6,711	7,564	11,501	9,969	9,969	3,258	48.54%
40233 - 4497	OTHER UTILITIES	1,179	1,208	946	1,121	1,555	1,555	347	28.75%
SUBTOTAL		52,162	44,940	35,491	48,121	35,243	34,043	(10,897)	-24.25%
<i>NORTH STATION #2</i>									
40234 - 4452	BUILDING MAINTENANCE	56,412	28,425	23,451	28,425	19,500	18,300	(10,125)	-35.62%
40234 - 4495	HEAT	10,200	13,987	9,377	13,987	13,987	13,987	-	0.00%
40234 - 4496	ELECTRICITY	6,814	7,473	6,041	8,349	8,597	8,597	1,124	15.04%
40234 - 4497	OTHER UTILITIES	458	437	360	547	540	540	103	23.58%
SUBTOTAL		73,883	50,322	39,229	51,308	42,624	41,424	(8,898)	-17.68%
TOTAL-STATIONS		494,230	420,887	315,456	444,543	418,915	413,323	(7,564)	-1.80%

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-SOUTH STATION #3

DEPT # - 40233

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4452	Building Maintenance	13,100	Maintenance and repair costs for South Fire Station as follows: Exhaust System Maintenance HVAC Maintenance (filters & service) Electrical Repairs Plumbing Supplies & Repair Overhead Door Repair Building/Grounds Maintenance Generator Maintenance Fire Alarm Annual Inspection Sprinkler Annual Inspection Pressure Vessel Inspections State of NH Pest Control Building Decontamination/disinfecting	Maintenance and repair costs for South Fire Station as follows: Exhaust System Maintenance HVAC Maintenance (filters & service) Electrical Repairs Plumbing Supplies & Repair Overhead Door Repair Building/Grounds Maintenance Generator Maintenance Fire Alarm Annual Inspection Sprinkler Annual Inspection Pressure Vessel Inspections State of NH Pest Control Building Decontamination/disinfecting
				Commercial entry door Siding replacement
4495	Heat	9,419	3 Year weighted average + 5%	9,419 Heating costs for South Fire Station. 11,445
4496	Electricity	9,969	3 Year weighted average + 15%	9,969 Electricity costs for South Fire Station . 6,711
4497	Other Utilities	1,555	Water and sewer charges.	1,555 Water and sewer charges. 1,208

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-NORTH STATION #2

DEPT # - 40234

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
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	18,300	Exhaust System Maintenance HVAC Maintenance Electrical Repairs Plumbing Supplies & Repair Overhead Door Repair Building/Grounds Maintenance Generator Maintenance Fire Alarm Maintenance Fire Sprinkler Maintenance Septic/Grey Water Pest Control Building Decon / disinfecting State of NH Pressure Vessel Inspection	Exhaust System Maintenance HVAC Maintenance Electrical Repairs Plumbing Supplies & Repair Overhead Door Repair Building/Grounds Maintenance Generator Maintenance Fire Alarm Maintenance Fire Sprinkler Maintenance Septic/Grey Water Pest Control Building Decon / disinfecting State of NH Pressure Vessel Inspection
				Replace air compressor Replace overhead door motors x2 Apparatus bay exhaust fan Replace/update apparatus bay LED lights
4495	Heat	13,987	3 Year weighted average + 5%	13,987 Heating costs for North Fire Station.
4496	Electricity	8,597	3 Year weighted average + 15%	8,597 Electricity costs for North Fire Station.
4497	Other Utilities	540	Water charges	540 Water charges

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
FIRE-INSPECTIONAL SERVICES									
40240 - 4090	REGULAR PAY	455,558	488,604	318,478	455,314	505,635	505,635	17,031	3.49%
40240 - 4092	TEMPORARY PAY	77,597	99,248	67,375	97,325	110,510	110,510	11,262	11.35%
40240 - 4098	OVERTIME PAY	-	-	-	-	-	-	-	0.00%
40240 - 4170	RETIREMENT	62,916	66,110	45,968	54,892	66,441	66,441	331	0.50%
40240 - 4171	DISABILITY INSURANCE	4,212	4,385	3,617	4,431	4,089	4,089	(296)	-6.74%
40240 - 4172	WORKERS' COMPENSATION	17,713	19,935	18,995	28,654	21,162	21,162	1,227	6.16%
40240 - 4174	FICA-SOCIAL SECURITY	38,217	45,047	25,956	39,725	47,137	47,137	2,090	4.64%
40240 - 4176	HEALTH INSURANCE	126,866	115,219	139,886	180,843	194,526	194,526	79,307	68.83%
40240 - 4177	UNEMPLOYMENT COMPENSATION	240	315	241	492	248	248	(67)	-21.27%
40240 - 4178	LIFE INSURANCE	1,149	1,155	931	969	1,144	1,144	(11)	-0.95%
40240 - 4179	DENTAL INSURANCE	4,789	4,716	3,958	5,375	5,780	5,780	1,065	22.57%
40240 - 4231	INSPECTIONAL SERVICES SUPPLIES	3,571	3,325	2,150	3,325	3,325	3,325	-	0.00%
40240 - 4400	CONTRACTED SERVICES	18,745	43,383	73,890	74,148	24,675	24,675	(18,708)	-43.12%
40240 - 4405	MEMBERSHIPS & PUBLICATIONS	550	2,889	2,153	2,889	2,800	2,800	(89)	-3.08%
40240 - 4453	MEETINGS & TRAINING	843	1,500	680	1,000	1,500	1,500	-	0.00%
40240 - 4587	RECORDING FEES	-	83	150	83	83	83	-	0.00%
40240 -4810	MOSQUITO CONTROL	52,343	52,000	52,000	50,000	50,970	50,970	(1,030)	-1.98%
SUBTOTAL		865,310	947,913	756,428	999,466	1,040,025	1,040,025	92,112	9.72%
TOTAL-FIRE		15,559,679	16,333,968	11,654,589	16,353,991	17,260,441	17,162,369	828,401	5.07%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
FIRE-INSPECTIONAL SERVICES - 40240				
4090	BUILDING OFFICIAL INSPECTOR (3)	0	255,459	268,852
	HEALTH OFFICER	0	110,479	113,667
	ADMINISTRATIVE SECRETARY	0	60,704	56,517
	FIRE CLERK	0	61,962	66,599
		-----	488,604	505,635

2025 BUDGET WORKSHEET

DEPT NAME -FIRE - INSPECTATIONAL SERVICES

DEPT # - 40240

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	110,510	2 PT inspectors @ 29 hrs./wk. & 24hrs/wk.	2 PT inspectors @ 27 hrs./wk. 99,248
4231	Inspectional Services Supplies	3,325	Inspection/Investigation tools and equipment including evidence collection and photo supplies Fire Prevention/Education Literature Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye	425 2,500 400 Inspection/Investigation tools and equipment including evidence collection and photo supplies Fire Prevention/Education Literature Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye
4400	Contracted Services	24,675	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. Estimated 75 samples @ \$35 each. Septic Inspections/reviews (offsetting revenue GF 1-3371)	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. Estimated 75 samples @ \$35 each. 2,625 Septic Inspections/reviews 22,050 (offsetting revenue GF 1-3371) 40,758
4405	Memberships & Publications	2,800	Prof. Assn. Memberships: NH Building Officials Assn NH Fire Prevention and International Arson Investigators	310 211 Prof. Assn. Memberships: NH Building Officials Assn 310 NH Fire Prevention and International 100 Arson Investigators

2025 BUDGET WORKSHEET

DEPT NAME -FIRE - INSPECTORAL SERVICES

DEPT # - 40240

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4453	Meetings & Training	1,500	NH Building Officials Support Staff (2) 100 Code Subscriptions Service 1,674 NFPA 175 ICC 145 N.H. Health Officers Assoc. 45 Granite State Designers and Installers 140	NH Building Officials Support Staff (2) 100 Code Subscriptions Service 1,874 NFPA 175 ICC 145 N.H. Health Officers Assoc. 45 Granite State Designers and Installers 140
4587	Recording Fees	83	ICC Certifications (3) 757 Code Training & Continuing Education (7 inspectors & 2 Administrative staff) 500 NH Health Officers Association (Semi-Annual meetings) 198 Annual Granite State Designers & Installers Conference (1-day) 45	ICC Certifications (3) 757 Code Training & Continuing Education (7 inspectors & 2 Administrative staff) 500 NH Health Officers Association (Semi-Annual meetings) 198 Annual Granite State Designers & Installers Conference (1-day) 45
4810	Mosquito Control	50,970	Deed addendums for in-law and accessory apartments (offsetting revenue GF 1-3260) 83 Mosquito surveillance, larvicide and adulticide. Includes annual permit and special event spraying 46,970 Targeted Spraying 4,000	Deed addendums for in-law and accessory apartments (offsetting revenue GF 1-3260) 83 Mosquito surveillance, larvicide and adulticide. Includes annual permit and special event spraying 48,000 Targeted Spraying 4,000

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 9/19/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>MUNICIPAL SERVICES SUMMARY</i>								
ADMINISTRATION	556,055	543,459	429,508	579,712	584,997	582,698	39,239	7.22%
GARAGE	93,238	84,077	47,437	83,067	73,074	73,074	(11,003)	-13.09%
FLEET	347,602	700,826	405,593	648,489	712,668	702,668	1,842	0.26%
STREETS/SHOPS	1,364,181	1,669,367	1,232,666	1,615,729	1,742,638	1,742,638	73,271	4.39%
WINTER WEATHER	1,121,589	1,200,035	798,116	1,314,194	1,171,039	1,171,039	(28,996)	-2.42%
SOLID WASTE	1,594,262	1,781,467	776,875	1,784,938	1,804,089	1,756,607	(24,860)	-1.40%
PARKS/PROPERTY	676,742	739,704	538,276	723,304	717,233	717,233	(22,471)	-3.04%
ENGINEERING	700,614	954,145	552,380	881,720	994,138	994,138	39,993	4.19%
LIGHTING	717,184	647,997	435,017	712,985	734,596	734,596	86,599	13.36%
TOTAL - MUNICIPAL SERVICES	7,171,467	8,321,077	5,215,867	8,344,139	8,534,473	8,474,692	153,615	1.85%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
MUNICIPAL SERVICES-ADMINISTRATION									
50100 - 4090	REGULAR PAY	321,530	333,595	237,058	331,353	353,062	353,062	19,467	5.84%
50100 - 4170	RETIREMENT	44,306	45,136	32,050	44,809	46,392	46,392	1,256	2.78%
50100 - 4171	DISABILITY INSURANCE	2,438	2,486	2,437	2,830	2,355	2,355	(131)	-5.27%
50100 - 4172	WORKERS' COMPENSATION	9,201	8,497	8,046	12,146	8,800	8,800	303	3.57%
50100 - 4174	FICA-SOCIAL SECURITY	24,797	25,520	18,603	25,932	27,010	27,010	1,490	5.84%
50100 - 4176	HEALTH INSURANCE	56,918	54,807	58,085	73,760	71,844	71,844	17,037	31.09%
50100 - 4177	UNEMPLOYMENT COMPENSATION	86	105	88	188	93	93	(12)	-11.43%
50100 - 4178	LIFE INSURANCE	737	737	606	672	726	726	(11)	-1.49%
50100 - 4179	DENTAL INSURANCE	2,352	2,401	2,126	2,764	2,602	2,602	201	8.37%
50100 - 4182	CLOTHING ALLOWANCE	40,405	27,350	21,359	27,350	25,000	25,000	(2,350)	-8.59%
50100 - 4200	OFFICE SUPPLIES	873	1,700	431	1,200	1,200	1,200	(500)	-29.41%
50100 - 4239	DAM REPAIR & MAINTENANCE	22,976	9,150	14,316	15,000	9,150	9,150	-	0.00%
50100 - 4240	FLOOD CONTROL MANAGEMENT	9,400	9,400	11,400	9,400	9,400	9,400	-	0.00%
50100 - 4400	CONTRACTED SERVICES	3,093	5,000	5,074	8,000	5,000	5,000	-	0.00%
50100 - 4405	MEMBERSHIPS & PUBLICATIONS	788	1,140	150	1,500	1,478	1,478	338	29.65%
50100 - 4406	PRINTING & BINDING	603	500	100	500	500	500	-	0.00%
50100 - 4423	MEDICAL EXAMINATIONS	918	1,958	3,143	4,300	1,958	1,958	-	0.00%
50100 - 4450	TELEPHONE	11,331	10,514	8,827	11,801	12,665	12,665	2,151	20.46%
50100 - 4453	MEETINGS & TRAINING	874	1,455	4,060	4,200	3,754	1,455	-	0.00%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
50100 - 4459	EQUIPMENT MAINTENANCE	2,427	2,008	1,549	2,008	2,008	2,008	-	0.00%
	SUBTOTAL	556,055	543,459	429,508	579,712	584,997	582,698	39,239	7.22%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
MUNICIPAL SERVICES ADMINISTRATION - 50100				
4090	DIRECTOR OF MUNICIPAL SERVICES	0	151,961	158,637
	DEPUTY DIRECTOR MUNICIPAL SERVICES-DPW	0	113,550	121,514
	ADMINISTRATIVE ASSISTANT	0	68,084	72,911
			-----	-----
			333,595	353,062

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ADMINISTRATION

DEPT # - 50100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4182	Clothing Allowance	25,000	Clothing and Boot Allowance Contract Requirements (22 Employees)	25,000	Clothing and Boot Allowance Contract Requirements (22 Employees)	27,350
4200	Office Supplies	1,200	Supplies for Public Works Division	1,200	Supplies for Public Works Division	1,700
4239	Dam Repairs & Maintenance	9,150	Yearly maintenance to 3 dams and 2 flumes Electronic gate system maintenance. Annual State Dam Inspection	4,000 1,000 4,150	Yearly maintenance to 3 dams and 2 flumes Electronic gate system maintenance. Annual State Dam Inspection	4,000 1,000 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	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	9,400
4400	Contracted Services	5,000	Advertisements and public notices Legal Notices (materials and service bids)	2,000 3,000	Advertisements and public notices Legal Notices (materials and service bids)	2,000 3,000
4405	Memberships & Publications	1,478	For membership in professional organizations: NH Public Works Assn Solid Waste Certifications (5 scales @ 96 ea. & 5 operators @ 50 ea.) State scale license ICMA APWA Memberships NH Road Agents	100 730 180 200 238 30	For membership in professional organizations: NH Public Works Assn Solid Waste Certifications (5 scales @ 96 ea. & 5 operators @ 50 ea.) State scale license APWA Memberships NH Road Agents	40 730 180 200 160 30

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ADMINISTRATION

DEPT # - 50100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4406	Printing & Binding	500	Handout notices for road detours, construction projects, etc. and stationary and envelopes.	500
4423	Medical Exams	1,958	Physicals for employees when requested by the Town	1,958
4450	Telephone	12,665	Telephone lines, usage, and repairs Cell phone service (5) Broadband communications- air cards- GIS tablets (4)	12,665
4453	Meetings & Training	1,455	Training programs, UNH T2 HVAC Facility Systems Training	680
4459	Equipment Maintenance	2,008	Copier maintenance / copies Emergency repairs	775
				2,008
				10,514
				680
				775
				2,008

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
<i>MUNICIPAL SERVICES-GARAGE</i>									
50110 -4400	CONTRACTED SERVICES	-	16,493	2,269	16,493	-	-	(16,493)	-100.00%
50110 - 4401	CLEANING SERVICES	20,600	20,900	15,675	20,900	20,900	20,900	-	0.00%
50110 - 4495	HEAT	12,847	14,561	8,181	13,632	13,341	13,341	(1,220)	-8.38%
50110 - 4496	ELECTRICITY	22,046	18,819	11,539	23,303	26,079	26,079	7,260	38.58%
50110 - 4497	OTHER UTILITIES	1,051	1,218	778	739	1,269	1,269	51	4.19%
50110 - 4498	BUILDING REPAIRS	36,693	12,086	8,995	8,000	11,485	11,485	(601)	-4.97%
SUBTOTAL		93,238	84,077	47,437	83,067	73,074	73,074	(11,003)	-13.09%

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - GARAGE

DEPT # - 50110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024	
4401	Cleaning Services	20,900	Cleaning of building provided by outside contractor.	20,900	
4495	Heat	13,341	3 Year weighted average + 5%	13,341	
4496	Electricity	26,079	3 Year weighted average + 15%	26,079	
4497	Other Utilities	1,269	Town Water Septic pumping Propane for Emergency Generator	1,269	
4498	Building Repairs	11,485	General maintenance and repairs to DPW buildings and gas system HVAC maintenance contract (6 garage units) Fuel System Compliance Pest control (79/mo.) Fuel System fire suppression testing twice annually (\$300 ea.) Annual maintenance for overhead garage doors Generator Maintenance Compressor Maintenance Alarm monitoring Fire Safety Equipment Maintenance Vehicle Lift Inspection	5,000 323 1,500 948 600 1,250 530 275 174 135 750	
				Cleaning of building provided by outside contractor. Heat for building, Natural Gas. Electricity for Garage Town Water Septic pumping Propane for Emergency Generator General maintenance and repairs to DPW buildings and gas system HVAC maintenance contract (6 garage units) Fuel System Compliance Pest control (79/mo.) Fuel System fire suppression testing twice annually (\$300 ea.) Annual maintenance for overhead garage doors Generator Maintenance Compressor Maintenance Alarm monitoring Fire Safety Equipment Maintenance Vehicle Lift Inspection	20,900 14,561 18,819 1,218 5,000 924 1,500 948 600 1,250 530 275 174 135 750

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
MUNICIPAL SERVICES-FLEET									
50120 - 4090	REGULAR PAY	43,832	170,782	80,265	140,737	183,579	183,579	12,797	7.49%
50120 - 4098	OVERTIME PAY	2,237	4,000	9,290	9,361	15,000	15,000	11,000	275.00%
50120 - 4170	RETIREMENT	6,306	23,650	12,117	20,309	26,093	26,093	2,443	10.33%
50120 - 4171	DISABILITY INSURANCE	243	1,764	920	1,431	1,672	1,672	(92)	-5.22%
50120 - 4172	WORKERS' COMPENSATION	7,895	10,785	10,361	14,320	9,314	9,314	(1,471)	-13.64%
50120 - 4174	FICA-SOCIAL SECURITY	3,514	13,371	6,515	11,256	15,192	15,192	1,821	13.62%
50120 - 4176	HEALTH INSURANCE	6,805	110,361	55,393	86,272	106,269	106,269	(4,092)	-3.71%
50120 - 4177	UNEMPLOYMENT COMPENSATION	78	105	59	158	93	93	(12)	-11.43%
50120 - 4178	LIFE INSURANCE	95	505	280	327	529	529	24	4.75%
50120 - 4179	DENTAL INSURANCE	89	3,525	1,357	2,339	2,778	2,778	(747)	-21.19%
50120 - 4235	SMALL TOOLS & EQUIPMENT	1,726	2,500	2,839	2,500	2,500	2,500	-	0.00%
50120 - 4237	GAS & OIL	103,643	97,478	74,469	97,478	92,649	92,649	(4,829)	-4.95%
50120 - 4400	CONTRACTED SERVICES	8,010	10,000	2,900	10,000	5,000	5,000	(5,000)	-50.00%
50120 - 4456	RADIO MAINTENANCE	-	2,000	-	2,000	2,000	2,000	-	0.00%
50120 - 4458	VEHICLE MAINTENANCE	163,129	250,000	148,829	250,000	250,000	240,000	(10,000)	-4.00%
SUBTOTAL		347,602	700,826	405,593	648,489	712,668	702,668	1,842	0.26%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
MUNICIPAL SERVICES FLEET - 50120				
4090	CHIEF MECHANIC	0	61,606	71,810
	FLEET MECHANIC (2)	0	109,176	111,769
			-----	-----
			170,782	183,579

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - FLEET

DEPT # - 50120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4098	Overtime	15,000	Projects not charged back to divisional or departmental accounts. Projects like vehicle inspections, welding, sandblasting and emergency repairs.	15,000 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	2,500 Purchase/repair of broken and/or damaged tools
4237	Gas & Oil	92,649	Fuel Estimate: diesel and gasoline Oil, hydraulic fluid, other lubricants, including waste oil disposal	86,649 6,000 Fuel Estimate: diesel and gasoline Oil, hydraulic fluid, other lubricants, including waste oil disposal
4400	Contracted Services	5,000	Welding/Fabricating Services	5,000 Welding/Fabricating Services
4456	Radio Maintenance	2,000	Annual repairs/maintenance	2,000 Annual repairs/maintenance
4458	Vehicle Maintenance	240,000	Vehicle parts for scheduled and emergency repairs to equipment.	240,000 Vehicle parts for scheduled and emergency repairs to equipment.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
MUNICIPAL SERVICES-STREETS/SHOPS									
50130 - 4090	REGULAR PAY	381,565	668,598	398,980	586,358	710,403	710,403	41,805	6.25%
50130 - 4092	TEMPORARY PAY	48,919	33,920	36,355	34,049	39,680	39,680	5,760	16.98%
50130 - 4098	OVERTIME PAY	59,076	60,000	63,914	75,895	70,000	70,000	10,000	16.67%
50130 - 4112	STAND-BY PAY	9,018	13,905	6,844	11,526	12,203	12,203	(1,702)	-12.24%
50130 - 4170	RETIREMENT	74,598	100,466	70,620	95,696	104,149	104,149	3,683	3.67%
50130 - 4171	DISABILITY INSURANCE	4,553	6,847	4,637	6,175	6,527	6,527	(320)	-4.67%
50130 - 4172	WORKERS' COMPENSATION	35,376	47,905	46,023	46,023	39,033	39,033	(8,872)	-18.52%
50130 - 4174	FICA-SOCIAL SECURITY	35,975	59,396	36,299	52,811	63,672	63,672	4,276	7.20%
50130 - 4176	HEALTH INSURANCE	155,883	284,802	194,292	280,896	293,112	293,112	8,310	2.92%
50130 - 4177	UNEMPLOYMENT COMPENSATION	396	505	362	778	403	403	(102)	-20.20%
50130 - 4178	LIFE INSURANCE	1,309	1,984	1,414	1,457	2,049	2,049	65	3.28%
50130 - 4179	DENTAL INSURANCE	5,631	9,705	5,686	7,750	8,761	8,761	(944)	-9.73%
50130 - 4201	MAINTENANCE SUPPLIES	721	1,274	873	1,274	1,274	1,274	-	0.00%
50130 - 4235	SMALL TOOLS & EQUIP.	3,547	3,000	2,788	3,000	4,760	4,760	1,760	58.67%
50130 - 4238	TRAFFIC & STREET SIGNS	19,568	15,000	10,965	15,000	17,000	17,000	2,000	13.33%
50130 - 4241	BRIDGE & RAIL SUPPLIES	5,865	8,339	3,625	7,000	7,000	7,000	(1,339)	-16.06%
50130 - 4242	STREET LINING	93,547	90,000	78,570	95,000	95,000	95,000	5,000	5.56%
50130 - 4244	GRAVEL/CRUSHED STONE	24,810	10,500	17,452	17,000	15,000	15,000	4,500	42.86%
50130 - 4245	BITUMINOUS CONCRETE	19,434	29,500	31,235	20,000	20,000	20,000	(9,500)	-32.20%
50130 - 4248	DRAINAGE SUPPLIES	17,854	16,000	4,198	10,000	10,000	10,000	(6,000)	-37.50%
50130 - 4262	SAFETY	2,999	2,396	1,176	2,396	2,700	2,700	304	12.69%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
50130 - 4266	COLD PATCH	2,500	2,552	1,095	2,552	2,552	2,552	-	0.00%
50130 - 4267	CALCIUM CHLORIDE	-	4,500	-	2,500	2,500	2,500	(2,000)	-44.44%
50130 - 4400	CONTRACTED SERVICES	240,264	128,180	130,000	150,000	138,360	138,360	10,180	7.94%
50130 - 4440	EQUIPMENT RENTAL	19,573	14,500	14,454	15,000	16,500	16,500	2,000	13.79%
50130 - 4462	TREE REMOVAL	61,597	50,000	65,797	70,000	60,000	60,000	10,000	20.00%
50130 - 4607	EQUIPMENT	39,603	5,593	5,012	5,593	-	-	(5,593)	-100.00%
SUBTOTAL		1,364,181	1,669,367	1,232,666	1,615,729	1,742,638	1,742,638	73,271	4.39%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
MUNICIPAL SERVICES STREETS/SHOPS - 50130				
4090	WORKING FOREMEN (2)	0	138,096	146,960
	HEAVY EQUIPEMENT OPERATOR (6)	0	272,888	293,629
	LIGHT EQUIPMENT OPERATOR (4)	0	257,614	269,814
		-----	-----	-----
			668,598	710,403

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	39,680	3 summer employees @ \$20/hr. for 12 weeks doing brush, roadside trash pick up, patching, etc. Police details Police details for catch basin cleaning 3 yr. weighted avg. (47,608)	21,120 13,560 5,000 3 yr. weighted avg. (47,608)
4098	Overtime	70,000	Emergency overtime and callouts NOT related to snow and ice removal. Sweeping, road problems, wind and rain storms, floods, street line painting, etc.	70,000 60,000
4112	Standby	12,203	Year-round on-call foreman assignments, 1 hr./man/day, 1.5 hr./holiday or weekend day	12,203 13,905
4201	Maintenance Supplies	1,274	Est. cost of maintenance materials (soap, paper products, bug sprays, bulbs, etc.).	1,274 1,274
4235	Small Tools & Equipment	4,760	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.)	4,760 3,000
4238	Traffic & Street Signs	17,000	Repair and clean existing signs. Replace signs due to damage, fading, theft and	17,000 15,000

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Town of Salem Signature Sign(s)	Town of Salem Signature Sign(s)
4241	Bridge & Rail Repairs	7,000	Guardrail repairs town wide	7,000
4242	Street Lining	95,000	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	95,000
4244	Gravel/Crushed Stone	15,000	Construction projects, pipe installations, backfill Maintenance of gravel roads twice yearly, construction projects, and drainage repairs. Road Construction Waste Disposal	9,000
4245	Bituminous Concrete	20,000	DPW hot top operations to repair sections of roads that require attention	20,000
4248	Drainage Supplies	10,000	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.	10,000

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4262	Safety	2,700	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.	2,700 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.
4266	Cold Patch	2,552	Cost of materials to make emergency road repairs	2,552 Cost of materials to make emergency road repairs
4267	Calcium Chloride	2,500	For stabilization and dust control of gravel roads during the summer.	2,500 For stabilization and dust control of gravel roads during the summer.
4400	Contracted Services	138,360	Beaver control where public safety is at risk Town wide sidewalk/island weed control Town wide Knotweed Control Annual catch basin cleaning program (no treat/dispose included) Gravel Road Grading Services Street Sweeping Services	1,000 Beaver control where public safety is at risk Town wide sidewalk/island weed control Town wide Knotweed Control Annual catch basin cleaning program (no treat/dispose included) Gravel Road Grading Services Street Sweeping Services

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4440	Equipment Rental	16,500	Paving box etc. for in-house hot top operations Large excavator, 10 wheel dump, etc.	8,500 8,000
4462	Tree Removal	60,000	Scheduled and emergency removal of trees.	60,000

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
MUNICIPAL SERVICES-WINTER WEATHER									
50135 - 4090	REGULAR PAY	30,929	-	12,292	12,292	-	-	-	0.00%
50135 - 4092	TEMPORARY PAY	-	10,000	35,672	40,711	10,000	10,000	-	0.00%
50135 - 4098	OVERTIME PAY	161,978	215,000	157,541	265,868	215,000	215,000	-	0.00%
50135 - 4170	RETIREMENT	27,242	29,090	22,978	37,635	28,251	28,251	(839)	-2.88%
50135 - 4172	WORKERS' COMPENSATION	12,828	13,883	13,338	18,349	10,553	10,553	(3,330)	-23.99%
50135 - 4174	FICA-SOCIAL SECURITY	17,094	17,213	15,767	24,439	17,213	17,213	-	0.00%
50135 - 4177	UNEMPLOYMENT COMPENSATION	69	60	72	112	22	22	(38)	-63.33%
50135 - 4400	CONTRACTED SERVICES	398,266	364,789	216,727	364,789	360,000	360,000	(4,789)	-1.31%
50135 - 4983	WINTER WEATHER OPERATIONS	473,183	550,000	323,729	550,000	530,000	530,000	(20,000)	-3.64%
SUBTOTAL		1,121,589	1,200,035	798,116	1,314,194	1,171,039	1,171,039	(28,996)	-2.42%

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - WINTER WEATHER

DEPT # - 50135

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	10,000	Winter laborers, plow operators, snow shovelers	10,000
4098	Overtime	215,000	Emergency overtime and callouts related to snow and ice removal and treatment	215,000
4400	Contracted Services	360,000	Contracted labor for winter weather operations, e.g. plow operators, sanders, salters.	360,000
4983	Winter Weather Operations	530,000	Sand, salt, and other treatments for winter weather operations, as well as equipment, parts, repairs, and all other expenses related to winter weather equipment.	530,000

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
MUNICIPAL SERVICES-SOLID WASTE									
50200 - 4090	REGULAR PAY	78,300	75,320	57,804	81,792	80,600	80,600	5,280	7.01%
50200 - 4098	OVERTIME PAY	20,198	17,366	13,335	17,766	17,366	17,366	-	0.00%
50200 - 4170	RETIREMENT	13,585	12,540	9,631	12,826	12,873	12,873	333	2.66%
50200 - 4171	DISABILITY INSURANCE	675	700	585	724	665	665	(35)	-5.00%
50200 - 4172	WORKERS' COMPENSATION	3,017	3,791	3,642	5,012	2,988	2,988	(803)	-21.18%
50200 - 4174	FICA-SOCIAL SECURITY	7,505	7,090	5,331	7,172	7,494	7,494	404	5.70%
50200 - 4176	HEALTH INSURANCE	16,790	16,041	11,955	10,760	15,064	15,064	(977)	-6.09%
50200 - 4177	UNEMPLOYMENT COMPENSATION	29	35	29	81	31	31	(4)	-11.43%
50200 - 4178	LIFE INSURANCE	209	223	180	183	232	232	9	4.04%
50200 - 4179	DENTAL INSURANCE	531	531	418	544	512	512	(19)	-3.58%
50200 - 4400	CONTRACTED SERVICES	1,335,050	1,558,286	645,965	1,558,286	1,529,546	1,482,064	(76,222)	-4.89%
50200 - 4406	PRINTING & BINDING	8,129	6,760	5,261	6,760	7,490	7,490	730	10.80%
50200 - 4440	EQUIPMENT RENTAL	-	500	-	500	500	500	-	0.00%
50200 - 4450	TELEPHONE	177	234	109	143	244	244	10	4.27%
50200 - 4452	BUILDING MAINTENANCE	15,010	7,839	2,566	7,839	8,254	8,254	415	5.29%
50200 - 4459	EQUIPMENT MAINTENANCE	-	1,000	-	1,000	1,000	1,000	-	0.00%
50200 - 4466	PEST CONTROL	1,269	1,600	1,405	1,600	2,100	2,100	500	31.25%
50200 - 4496	ELECTRICITY	2,403	2,111	1,233	2,450	2,709	2,709	598	28.33%
50200 - 4633	HAZARDOUS WASTE COLLECTION	49,242	40,000	-	40,000	49,421	49,421	9,421	23.55%
50200 - 4648	TESTING	42,143	29,500	17,426	29,500	65,000	65,000	35,500	120.34%
SUBTOTAL		1,594,262	1,781,467	776,875	1,784,938	1,804,089	1,756,607	(24,860)	-1.40%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
MUNICIPAL SERVICES SOLID WASTE - 50200				
4090	WORKING FOREMAN	0	75,320	80,600
		-----	-----	-----
			75,320	80,600

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE

DEPT # - 50200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4098	Overtime	17,366	Wednesday evenings Saturday replacement due to sick leave, vacation,	Wednesday evenings Saturday replacement due to sick leave, vacation,
4400	Contracted Services	1,482,064	Loading, hauling & disposal: (tonnage based on 3 yr wgtd avg tons) Trash \$125/ton (9,200 tons) Recyclables (1950 tons) Load/Haul \$49.28/ton Processing/Disposal \$80.65/ton Video Devices \$1500/month avg. C&D (offset by permit fee GF 1-3365) Scale certification Brush Grinder Service	Loading, hauling & disposal: (tonnage based on 3 yr wgtd avg tons) Trash \$120/ton (9,827 tons) Recyclables (2,029 tons) Load/Haul \$47.61/ton Processing/Disposal \$105/ton Video Devices \$1500/month avg. C&D (offset by permit fee GF 1-3365) Scale certification Brush Grinder Service
4406	Printing & Binding	7,490	Permit stickers 8,500 count. C&D tickets 2,000 count Scale slips Regulations (hand outs)	Permit stickers 8,500 count. C&D tickets 2,000 count Scale slips Regulations (hand outs)
4440	Equipment Rental	500	Bull dozer, portable scale, etc.	Bull dozer, portable scale, etc.
4450	Telephone	244	Telephone line charge.	Telephone line charge.
4452	Building Maintenance	8,254	Paper products, soap Water Scale House Restroom Portable Public Toilet Building repairs Alarm system monitoring	Paper products, soap Water Scale House Restroom Portable Public Toilet Building repairs Alarm system monitoring

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE

DEPT # - 50200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4459	Equipment Maintenance	1,000	Normal maintenance of loader, scale, oil, filters, etc.	1,000
4466	Pest Control	2,100	Contractual services (133/mo.) Additional Traps	1,600 500
4496	Electricity	2,709	Outside lighting. Scale house heat/cooling. Building electricity paid by Hauler under current contract.	2,709
4633	Hazardous Waste Collection	49,421	One day collection, in the Fall, of household hazardous waste.	49,421
4648	Testing	65,000	Post closure groundwater and methane gas sampling and testing costs at the Shannon Rd site. Management/Engineering Testing (gas, groundwater and storm water) 1,4-dioxane includes PFAS Residential Storm water monitoring	64,000 16,000 12,500 Residential 1,000
				Storm water monitoring
				1,000

EMAIL ONLY

March 21, 2024

Roy Sorenson, Municipal Services Director
Town of Salem
33 Geremonty Drive
Salem, NH 03079

Subject: Salem – Shannon Road Landfill, Shannon Road
NHDES Site #198405030, Project #2041

2023 Biennial Groundwater Summary Report, prepared by CMA Engineers, Inc., dated
July 24, 2023

Dear Roy Sorenson:

The New Hampshire Department of Environmental Services (NHDES) has completed its review of the above-referenced *2023 Biennial Groundwater Summary Report* (Summary Report), prepared on your behalf by CMA Engineers, Inc. (CMA). The Summary Report was prepared to comply with the on-going requirements of the site Groundwater Management Permit GWP-198405030-S-004 (Permit), issued on January 19, 2023. Based on our review, NHDES finds that the Summary Report is deficient and does not meet the reporting requirements detailed in the Permit and Env-Or 607 *Groundwater Management Permits*.

Based on the above, NHDES finds the potential receptor survey to be deficient and not compliant with the Permit or Env-Or 606.07(d). **The next Permit-related submittal, due in June 2024, should include a revised potential receptor survey compliant with the Permit and Env-Or 606.07(d).**

Supplemental Supply Well Sampling

NHDES concurs with the recommendation to collect water quality samples from the water supply wells located on the parcels identified as Map 30, Lots 13008, 13009, 13010 during the April 2024 monitoring event for analysis of volatile organic compounds (VOCs)s, 1,4-dioxane (using a low-level reporting limit), per- and polyfluoroalkyl substances (PFAS), arsenic, and manganese. However, the Summary Report did not include an explanation for why only three additional supply wells were recommended for water quality sampling. **NHDES requests that the next Permit-related submittal due in June 2024 include a table with the rationale for not collecting water quality samples from the remainder of the potential receptor water supply wells located within the 1,000-foot buffer**, whether located in Salem or Atkinson. For example, potential rationales may consist of: the supply well is included in the Permit monitoring program; PFAS samples have been previously collected from the supply well; or a hydrogeologically supported reason.

NHDES notes that the proximity of other NHDES HAZWASTE sites to a supply well does not disqualify a property from being assessed for impacts from the Shannon Road Landfill site.

Conceptual Site Model

Env-Or 607.04(a)(2) requires that a PSR include an update of the conceptual site model (CSM) and NHDES specifically requested that the CSM be updated in our letter dated January 19, 2023. Env-Or 606.07 provides the required content of a CSM, including Env-Or 606.07(a): *“A narrative description supported by the technical illustrations required pursuant to (b), below, that describes the occurrence and movement of groundwater and contaminants at the site including transport mechanisms, migration, and degradation pathways.”* NHDES finds that the CSM in the Summary Report does not meet the reporting requirements included in the Permit and Env-Or 600.

The CSM included in the Summary Report provides a brief, broad overview of groundwater flow at the site based on a historical CSM developed by Haley & Aldrich 25 years ago, but does not provide the updated, detailed description of geology and hydrogeology (within each hydrostratigraphic unit) as requested by NHDES in our January 2023 letter and required by Env-Or 606.07. Nor does it include a discussion of fate and transport of site contaminants of concern (COCs) based on recent data and the past 25 years of monitoring, which NHDES anticipates being significantly different from the original CSM. Indeed, PFAS were not regulated contaminants 25 years ago; therefore, NHDES expects that an updated CSM would specifically address PFAS fate and transport as well as arsenic and manganese due to their recently reduced Ambient Groundwater Quality Standards.

Based on the Permit and historical monitoring data, the site COCs include VOCs, 1,4-dioxane, PFAS, arsenic, and manganese. NHDES is unaware of data supporting a conclusion that VOCs detected in on-site wells are sourced from an off-site location, nor does the CSM provide a reasonable, supported argument for this assertion. Despite this, VOCs and 1,4-dioxane Ambient Groundwater Quality Standard (AGQS) exceedances were not provided on figures as required by Env-Or 606.07(b).

As required by Env-Or 607.04, the next PSR, due in June 2025, is to include an updated site CSM that conforms with Env-Or 607.04(a)(2) and Env-Or 606.07 and does not rely solely on a 25-year-old understanding of the site.

Supplemental On-Site Groundwater Sampling for PFAS

NHDES concurs with the recommendation to collect supplemental groundwater samples for PFAS analysis from monitoring well MW-19 and well couples MW-5/5D, MW-15/15D, MW-18S/18D, and MW-21S/21D. However, based on our review of the cross-sections and historical boring logs, none of the recommended monitoring wells are screened in bedrock, and will not provide additional data on PFAS in bedrock as noted in the Summary Report.

Relative to PFAS at monitoring well MW-13D, NHDES notes that a comparison of the ratio of perfluorooctanoic acid (PFOA) to perfluorooctane sulfonic acid (PFOS) is not a reliable forensic indicator due to the variety of potential source areas on the site, which have the potential for different PFAS signatures, and the differences in fate and transport between PFOA and PFOS. The variability of the source areas is evidenced by the presence of elevated concentrations of perfluorohexane sulfonic acid (PFHxS) in wells located downgradient of the closed C/D landfill, whereas PFHxS has not exceeded AGQS at other monitoring locations on the site.

Site-Wide Review of Arsenic and Manganese

NHDES does not concur with the use of MW-1 as a background well for the site and does not accept arguments based on the use of this well to represent background concentrations for the landfill. In addition to the reasons provided in our letter dated January 19, 2023, NHDES also notes that 1,4-dichlorobenzene (a VOC) has been detected in well MW-1 since 2017 (contrary to assertions in the Summary Report). Although MW-1 appears to be hydraulically upgradient relative to other monitoring wells on the northern portion of the site, its location (either very close to or within landfill waste as stated in the Summary Report) also disqualifies the use of MW-1 as a background location.

Current data for MW-9 and historical data for MW-19, which are located upgradient of the southern portion of the site, do not indicate a significant background contribution of arsenic and manganese to concentrations within the southern portion of the site. The background contribution to the northern portion of the site is currently unknown.

NHDES has not argued that manganese and arsenic are derived from the waste within the landfill, although we acknowledge that possibility. However, naturally occurring contaminants such as arsenic and manganese that are mobilized by geochemical conditions promoted by landfill waste, leachate, and/or capping are not exempt as a background condition under Env-Or 602.03 and are therefore regulated as contaminants under Env-Or 600 *Contaminated Site Management*. It is the Permittee's responsibility to sufficiently characterize the site to assess background contributions of arsenic and manganese to site groundwater and fully delineate the downgradient plume of site-related arsenic and manganese in all hydrostratigraphic units, including off-site impacts, as necessary.

To date, the Permittee has not complied with the request included in our letters dated October 4, 2021, and January 19, 2023, to evaluate the potential for off-site migration of arsenic and manganese in groundwater.

Groundwater Management Zone Compliance Evaluation

Env-Or 607.07(b) and Permit Condition #9 require the Permittee to notify NHDES in writing within 30 days of discovery of a violation of AGQS at or beyond the Groundwater Management Zone (GMZ) boundary. Env-Or 607.07(c) and Permit Condition #9 require the Permittee to submit recommendations to correct the violation within 60 days of discovery. Based on our review of Table 1, Table 2, Table 4, and Figure 2 of the Summary Report, detected concentrations of site COCs exceeded AGQS during 2023 at the following GMZ sentry monitoring wells:

- Bedrock monitoring wells:
 - MW-20R for PFOA, PFOS, PFHxS, trichloroethene, and 1,4-dioxane
 - MW-8R for PFOA, PFOS, PFHxS, manganese, and 1,4-dioxane
- Overburden monitoring wells:
 - MW-20S for manganese and 1,4-dioxane
 - MW-8 for arsenic and manganese
 - MW-8I for PFOA, PFOS, PFHxS, manganese, and 1,4-dioxane
 - MW-13D for PFOA, PFOS, arsenic, manganese, trichloroethene, vinyl chloride, and 1,4-dioxane
 - MW-13DD for arsenic, manganese, and 1,4-dioxane
 - MW-3 for PFOA, arsenic, manganese, and 1,4-dioxane
 - MW-2 for PFOA and PFOS

Our review of the Report did not identify a discussion of the AGQS violations at the GMZ boundary or recommendations to correct them.

Although NHDES anticipates that the current GMZ violations in bedrock groundwater may be addressed if the Permittee completes the supplemental supply well sampling discussed above, **the next Permit-related submittal, due in June 2024, should address any AGQS violations at the GMZ boundary in accordance with Env-Or 607.07(b) and (c), and with a particular focus on overburden groundwater.**

Monitoring Well Maintenance

Permit Condition #10, Env-Or 610.04(a), We 602.36, and We 603.01(e), require the Permittee to properly maintain and secure all site monitoring wells. The Sampling Procedures section in the April 2022 Biennial Report noted that monitoring well MW-8R is in poor condition and NHDES included a request in our letter dated January 19, 2024, for the 2023 PSR to include "*a description of the concerns for MW-8R and recommendations to rehabilitate or replace the well, as appropriate.*" The Sampling Procedures section of the current Summary Report again noted that MW-8R is in poor condition; however, additional information and recommendations to remedy the condition of MW-8R was not included in the Summary Report.

Based on the above, NHDES finds that the Permittee is not compliant with the Permit and NH Code of Administrative Rules Env-Or 600 and We 100-1000. **The next Permit submittal, due in June 2024, should include a description of the concerns for MW-8R and recommendations to rehabilitate or replace the well, as appropriate.**

Should you have any questions, please contact me at NHDES' Waste Management Division.

Sincerely,



Tanya P. Justham, P.G.

Hazardous Waste Remediation Bureau

Tel: (603) 271-6572

Email: Tanya.P.Justham@des.nh.gov

cc: Adam Sandahl, P.E., CMA Engineers, Inc.

Salem Health Officer

Leah McKenna, Administrator, NHDES SWMB

James O'Rourke, P.G., Permit Coordinator, NHDES HWRB

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
MUNICIPAL SERVICES-PARKS/PROPERTY									
50300 - 4090	REGULAR PAY	294,139	331,717	208,678	308,198	351,300	351,300	19,583	5.90%
50300 - 4092	TEMPORARY PAY	21,044	15,360	24,265	19,814	19,200	19,200	3,840	25.00%
50300 - 4098	OVERTIME PAY	48,779	37,000	38,578	43,057	37,000	37,000	-	0.00%
50300 - 4112	STAND BY PAY	9,663	8,000	7,585	9,114	10,220	10,220	2,220	27.75%
50300 - 4170	RETIREMENT	48,626	50,968	36,954	25,907	52,365	52,365	1,397	2.74%
50300 - 4171	DISABILITY INSURANCE	3,069	3,219	2,579	3,247	3,044	3,044	(175)	-5.44%
50300 - 4172	WORKERS' COMPENSATION	15,842	22,092	21,224	29,133	17,596	17,596	(4,496)	-20.35%
50300 - 4174	FICA-SOCIAL SECURITY	28,403	29,994	21,471	29,085	31,955	31,955	1,961	6.54%
50300 - 4176	HEALTH INSURANCE	99,248	95,594	76,343	96,360	90,466	90,466	(5,128)	-5.36%
50300 - 4177	UNEMPLOYMENT COMPENSATION	200	214	159	386	186	186	(28)	-13.08%
50300 - 4178	LIFE INSURANCE	909	982	792	803	1,011	1,011	29	2.95%
50300 - 4179	DENTAL INSURANCE	4,221	4,221	3,181	4,093	3,717	3,717	(504)	-11.94%
50300 - 4250	MEMORIAL PLANTINGS	3,294	3,500	3,292	3,500	3,500	3,500	-	0.00%
50300 - 4252	GROUNDS MAINTENANCE	28,595	23,237	26,950	24,000	24,500	24,500	1,263	5.44%
50300 - 4253	PARK IMPROVEMENTS	13,752	6,500	7,111	7,000	6,500	6,500	-	0.00%
50300 - 4258	LUMBER & MATERIALS	-	500	617	500	500	500	-	0.00%
50300 - 4262	SAFETY	1,530	300	188	300	300	300	-	0.00%
50300 - 4400	CONTRACTED SERVICES	7,835	8,000	14,227	12,000	13,000	13,000	5,000	62.50%
50300 - 4402	ENGINEERING SERVICES	-	35,000	6,500	40,000	-	-	(35,000)	-100.00%
50300 - 4450	TELEPHONE	1,377	1,054	1,155	1,526	1,448	1,448	394	37.39%
50300 - 4452	BUILDING MAINTENANCE	4,053	5,080	1,526	5,080	5,051	5,051	(29)	-0.57%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
50300 - 4459	EQUIPMENT MAINTENANCE	472	1,500	81	1,500	1,500	1,500	-	0.00%
50300 - 4465	EXPANSION & DEVELOPMENT	-	7,422	-	7,422	4,000	4,000	(3,422)	-46.11%
50300 - 4495	HEAT	5,175	6,693	4,379	7,507	5,563	5,563	(1,130)	-16.88%
50300 - 4496	ELECTRICITY	2,015	2,186	1,490	2,531	2,591	2,591	405	18.53%
50300 - 4497	OTHER UTILITIES	5,223	11,622	3,677	11,622	11,622	11,622	-	0.00%
50300 - 4607	EQUIPMENT	16,329	15,204	10,860	15,204	4,000	4,000	(11,204)	-73.69%
50300 - 4994	SITE REMEDIATION	12,950	12,545	14,415	14,415	15,098	15,098	2,553	20.35%
SUBTOTAL		676,742	739,704	538,276	723,304	717,233	717,233	(22,471)	-3.04%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
MUNICIPAL SERVICES PARKS/PROPERTY - 50300				
4090	WORKING FOREMAN (2)	0	148,990	158,086
	HEAVY EQUIPMENT OPERATOR	0	67,830	72,032
	LIGHT EQUIPMENT OPERATOR	0	64,841	67,349
	CUSTODIAN	0	50,056	53,833
		-----	-----	-----
			331,717	351,300

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	19,200	2 employees for 12 weeks @ \$20/hr.	19,200 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.	37,000 Burials on weekends or other overtime situations, also emergency response/callouts and maintenance to public buildings. 37,000
4112	Standby	10,220	Year-round on-call foreman assignments, 1 hr./man/day, 1.5 hr./holiday or weekend day	10,220 Year-round on-call foreman assignments, 1 hr./man/day, 1.5 hr./holiday or weekend day 8,000
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).	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). 3,500
4252	Grounds Maintenance	24,500	Yearly costs to maintain parks and ball fields Town wide turf management Hydro seeding Pine Grove Includes maintenance and repairs of irrigation components.	4,500 Yearly costs to maintain parks and ball fields 17,500 Town wide turf management 2,500 Hydro seeding Pine Grove Includes maintenance and repairs of irrigation components. 4,500 16,237 2,500
4253	Park Improvements	6,500	Plantings, mulch, flags General improvements	4,000 Plantings, mulch, flags 2,500 General improvements 4,000 2,500

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4258	Lumber & Material	500	Building and remodeling projects, fence repairs, etc.	Building and remodeling projects, fence repairs, etc. 500
4262	Safety	300	Cones, barricades, safety glasses, vests, ear and eye protection.	Cones, barricades, safety glasses, vests, ear and eye protection. 300
4400	Contracted Services	13,000	General contractor work and labor as needed.	General contractor work and labor as needed. 8,000
4450	Telephone	1,448	Telephone line charge 2 lines (Cemetery and Parks Building) Cell phone - Working Foreman (2)	Telephone line charge 2 lines (Cemetery and Parks Building) Cell phone - Working Foreman (2) 1,054
4452	Building Maintenance	5,051	Normal building maintenance for Pine Grove Cemetery, parks building, and other properties. HVAC/Burner maintenance. for two bldgs. Alarm monitoring (2)	Normal building maintenance for Pine Grove Cemetery, parks building, and other properties. HVAC/Burner maintenance. 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 whackers and power tools.	Repairs to equipment that require outside service. Parts for in-house service of lawn mowers, weed whackers and power tools. 1,500
4465	Expansion & Development	4,000	Blasting in Pine Grove Cemetery Section Signs	Blasting in Pine Grove Cemetery Rear Expansion Exit Gate 500 3,500 6,922

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4495	Heat	5,563	3 Year weighted average + 5%	5,563 Heating oil for Parks Building
4496	Electricity	2,591	3 Year weighted average + 15%	2,591 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	11,622 Parks and Cemetery buildings Septic Pumping (4) Town Water Irrigation: Michelle Park, Pine Grove Cemetery
4607	Equipment	4,000	Power Tool Pack	4,000 Leaf Blower Carpet Cleaner
4994	Site Remediation	15,098	Municipal Underground Storage Tank Compliance Work consists of Line Leak Testing, Annual Geotechnical Eng Consultant for: DPW District Court Monthly Inspections (DPW & Court) Does not include unanticipated parts and physical repairs associated with above testing and audit work Parts and repairs as needed	8,923 6,281 Municipal Underground Storage Tank Compliance Work consists of Line Leak Testing, Annual Geotechnical Eng Consultant for: DPW District Court Monthly Inspections (DPW & Court) Does not include unanticipated parts and physical repairs associated with above testing and audit work Parts and repairs as needed

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
MUNICIPAL SERVICES-ENGINEERING									
30100 - 4090	REGULAR PAY	423,246	519,840	314,828	471,953	532,521	532,521	12,681	2.44%
30100 - 4170	RETIREMENT	58,330	70,336	42,597	63,856	69,974	69,974	(362)	-0.51%
30100 - 4171	DISABILITY INSURANCE	3,416	4,225	3,399	4,110	3,967	3,967	(258)	-6.11%
30100 - 4172	WORKERS' COMPENSATION	25,364	31,035	29,816	40,195	22,525	22,525	(8,510)	-27.42%
30100 - 4174	FICA-SOCIAL SECURITY	31,673	39,768	23,535	35,742	40,739	40,739	971	2.44%
30100 - 4176	HEALTH INSURANCE	119,990	153,691	97,176	131,834	158,700	158,700	5,009	3.26%
30100 - 4177	UNEMPLOYMENT COMPENSATION	110	175	118	279	155	155	(20)	-11.43%
30100 - 4178	LIFE INSURANCE	1,176	1,394	952	1,046	1,346	1,346	(48)	-3.44%
30100 - 4179	DENTAL INSURANCE	4,562	5,941	3,652	5,340	5,680	5,680	(261)	-4.39%
30100 - 4182	CLOTHING ALLOWANCE	800	1,000	800	800	1,000	1,000	-	0.00%
30100 - 4200	OFFICE SUPPLIES	171	432	320	432	186	186	(246)	-56.94%
30100 - 4210	OPERATING SUPPLIES	1,095	119	433	300	300	300	181	152.10%
30100 - 4237	GAS & OIL	676	513	388	513	513	513	-	0.00%
30100 - 4402	ENGINEERING SERVICES	28,035	120,000	33,070	120,000	150,000	150,000	30,000	25.00%
30100 - 4405	MEMBERSHIPS & PUBLICATIONS	430	1,621	736	1,621	1,621	1,621	-	0.00%
30100 - 4406	PRINTING & BINDING	170	132	-	132	132	132	-	0.00%
30100 - 4408	VEHICLE EXPENSE	-	208	-	150	150	150	(58)	-27.88%
30100 - 4450	TELEPHONE	306	600	213	300	600	600	-	0.00%
30100 - 4453	MEETINGS & TRAINING	1,059	2,115	345	2,115	3,029	3,029	914	43.22%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
30100 - 4458	VEHICLE MAINTENANCE	4	1,000	4	1,000	1,000	1,000	-	0.00%
	TOTAL	700,614	954,145	552,380	881,720	994,138	994,138	39,993	4.19%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
ENGINEERING - 30100				
4090	DEPUTY DIRECTOR MUNCIPAL SERVICES-ENGINEERING	0	118,096	121,514
	SENIOR ENGINEER	0	110,479	113,667
	CAPITAL PROJECTS ENGINEER	0	110,479	113,667
	PROJECT ENGINEER	0	107,473	113,667
	JUNIOR ENGINEER	0	73,313	70,006
			-----	-----
			519,840	532,521

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4182	Clothing Allowance	1,000	Boot allowance per contract (4)	1,000
4200	Office Supplies	186	Misc. paper, pens, clips, envelopes, folders, binders, etc	186
4210	Operating Supplies	300	Marking Paint, batteries, paint, field equipment	300
4237	Gas & Oil	513	2 vehicles	513
4402	Engineering Services	150,000	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	130,000
4405	Memberships & Publications	1,621	NH Public Works Association Annual Group Membership American Society of Civil Engineers Annual Membership (Capital Projects Engineer and Projects Engineer)	100
				540

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
			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	150	Use of Private Vehicles - mileage	150	Use of Private Vehicles - mileage	208
4450	Telephone	600	Telephone stipend for Cap Projects Eng	600	Telephone stipend for Director and Cap Projects Eng	600
4453	Meetings & Training	3,029	NHMA Annual Conference (Sr. Engineer & Cap. Proj. Engineer) (2 @ \$ 125) NH Public Works Assoc, UNH Technology Transfer, NH Society of Professional Engineers Trainings (Dir., Sr. Eng., Cap. Proj. Eng., Proj. Eng. – 2 ea) (8 @ \$ 60) NH State Certified Public Manager Training	250 480 2,299	NHMA Annual Conference (Sr. Engineer & Cap. Proj. Engineer) (2 @ \$ 80) NH Public Works Assoc, UNH Technology Transfer, NH Society of Professional Engineers Trainings (Dir., Sr. Eng., Cap. Proj. Eng., Proj. Eng. – 2 ea) (8 @ \$ 60) American Public Works Association Seminar (Director) – 2 days	160 480 1,475

2025 BUDGET WORKSHEET**DEPT NAME - MUNICIPAL SERVICES - ENGINEERING****DEPT # - 30100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4458	Vehicle Maintenance	1,000	P100, E1	1,000 P100, E1 1,000

Town of Salem

Budget Development

Funding Request

Department: MSD - Engineering Division 30100-4402

Funding Request: Culvert Engineering

Description of Request: This request is for funding to begin preliminary engineering for the Main Street and Railroad Culvert projects that will be combined to pursue a FEMA Grant. This is a partial fund at this time until more is known about the scope and scale of project based on structural condition, hydraulic capacity, or other deficiencies of each respectively.

Costs: \$130,000

What is the impact if this request is not funded? The culvert on Main Street had to be replaced under emergency/critical conditions which are still assumed on the property of 142 Main Street as well. Lack of action would put the area at risk for future flooding which also impacts Central Fire and numerous businesses.

<u>Budgetary Considerations</u>	<u>Yes</u>	<u>No</u>
Does this request address a goal of the Town Council? <small>Infrastructure and Safety Improvements</small>	<input checked="" type="radio"/>	<input type="radio"/>
Has the request been submitted before? <small>FY2024</small>	<input checked="" type="radio"/>	<input type="radio"/>
Are there additional costs to implement this request? <small>NOT included in the request?</small>	<input checked="" type="radio"/>	<input type="radio"/>
Is there a recurring cost? <small>Additional costs for engineering, permitting, and construction in future years</small>	<input checked="" type="radio"/>	<input type="radio"/>

Supplemental Information: The Town is currently negotiating an easement with the property owner at 142. The Town is also in the process of preparing an updated Hazard Mitigation Plan which will be used to identify this project for FEMA funding.

August 7, 2024

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'.

- 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/abutter 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:
 - Preliminary and Final Engineering and Permitting - \$275,000
 - Bidding Services - \$10,000
 - Construction Engineering - \$550,000
 - Construction - \$5,500,000
 - Total - \$6,335,000

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 a grant for this work with a cap project



Downstream Culvert Elevation

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 - \$130,000
 - Bidding Services - \$8,000
 - Construction Engineering - \$100,000
 - Construction - \$700,000
 - Total - \$938,000, Say \$940K

Total project costs for Main Street and Rail Trail culverts are estimated at \$7.3M. 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 \$405,000 for the Preliminary and Final Engineering and Permitting 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


Joseph Bicja, PE
Vice President
Senior Structural Engineer

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
MUNICIPAL SERVICES-LIGHTING/TRAFFIC									
50400 - 4226	TRAFFIC LIGHT MAINTENANCE	58,130	73,055	93,558	73,055	70,000	70,000	(3,055)	-4.18%
50400 - 4400	CONTRACTED SERVICES	76,775	12,750	16,300	14,750	14,750	14,750	2,000	15.69%
50400 - 4496	ELECTRICITY	582,279	562,192	325,159	625,180	649,846	649,846	87,654	15.59%
TOTAL		717,184	647,997	435,017	712,985	734,596	734,596	86,599	13.36%
TOTAL-MUNICIPAL SERVICES		7,171,467	8,321,077	5,215,867	8,344,139	8,534,473	8,474,692	153,615	1.85%

2025 BUDGET WORKSHEET

DEPT NAME - MUNICIPAL SERVICES - LIGHTING / TRAFFIC

DEPT # - 50400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4226	Traffic Light/System Maintenance	70,000	Emergency repairs to 30 traffic control systems, 20 flashing lights, 15 school zone lights, and 1 cross walk light	56,000	Emergency repairs to 30 traffic control systems, 20 flashing lights, 15 school zone lights, and 1 cross walk light	50,055
			Repairs to the Opticom ITS/ATMS maintenance	4,000	Repairs to the Opticom ITS/ATMS maintenance	4,000
				10,000	CMAQ Grant match (10%) Reflective Signal Head Plates	10,000
4400	Contracted Services	14,750	ITS/ATMS Monitoring	14,750	ITS/ATMS Monitoring	12,750
4496	Electricity	649,846	2,574 street lights. 30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light. 3 Year weighted average + 15%	649,846	2,574 street lights. 30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light. Electricity	562,192

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 9/19/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
HUMAN SERVICES SUMMARY								
ADMINISTRATION	127,029	138,348	27,283	30,226	59,020	59,020	(79,328)	-57.34%
DIRECT ASSISTANCE	500	34,900	15,998	36,500	44,900	44,900	10,000	28.65%
OUTSIDE HUMAN SERVICES	104,500	106,300	40,500	106,300	107,300	107,300	1,000	0.94%
TOTAL - HUMAN SERVICES	232,029	279,548	83,781	173,026	211,220	211,220	(68,328)	-24.44%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
HUMAN SERVICES - ADMINISTRATION									
60100 - 4090	REGULAR PAY	77,543	88,802	2,004	-	-	-	(88,802)	-100.00%
60100 - 4092	TEMPORARY PAY	-	-	19,726	24,586	54,225	54,225	54,225	0.00%
60100 - 4170	RETIREMENT	11,905	12,014	271	271	-	-	(12,014)	-100.00%
60100 - 4171	DISABILITY INSURANCE	756	768	-	-	-	-	(768)	-100.00%
60100 - 4172	WORKERS' COMPENSATION	219	293	281	340	136	136	(157)	-53.58%
60100 - 4174	FICA-SOCIAL SECURITY	5,758	6,793	1,651	2,670	4,148	4,148	(2,645)	-38.94%
60100 - 4176	HEALTH INSURANCE	29,350	28,206	2,887	1,875	-	-	(28,206)	-100.00%
60100 - 4177	UNEMPLOYMENT COMPENSATION	30	35	49	65	31	31	(4)	-11.43%
60100 - 4178	LIFE INSURANCE	294	262	-	-	-	-	(262)	-100.00%
60100 - 4179	DENTAL INSURANCE	871	871	69	69	-	-	(871)	-100.00%
60100 - 4200	OFFICE SUPPLIES	253	124	132	200	250	250	126	101.61%
60100 - 4408	VEHICLE EXPENSE	-	-	89	-	-	-	-	0.00%
60100 - 4453	MEETINGS & TRAINING	50	180	125	150	230	230	50	27.78%
SUBTOTAL		127,029	138,348	27,283	30,226	59,020	59,020	(79,328)	-57.34%

2025 BUDGET WORKSHEET

DEPT NAME - HUMAN SERVICES - ADMINISTRATION

DEPT # - 60100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	54,225	Part time Director	54,225 Part time clerk coverage for Director -
4200	Office Supplies	250	Paper, pens, tape, file folders, misc. supplies.	250 Paper, pens, tape, file folders, misc. supplies. Copier expenses. 124
4453	Meetings & Training	230	NH Local Welfare Admin. Dues (x2) NH Welfare Admin Conf. Workshops: Domestic Violence, Child Abuse and Neglect, Legal Assistance Workshop on low income issues, etc.	100 NH Local Welfare Admin. Dues (x2) 100 50 NH Welfare Admin Conf. 40 80 Workshops: Domestic Violence, Child Abuse and Neglect, Legal Assistance 40 Workshop on low income issues, etc.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
DIRECT ASSISTANCE									
60110 - 4433	OTHER ASSISTANCE	-	7,500	1,818	3,000	7,500	7,500	-	0.00%
60110 - 4434	MEDICAL	-	400	-	200	400	400	-	0.00%
60110 - 4437	FOOD	-	4,000	-	1,500	4,000	4,000	-	0.00%
60110 - 4438	RENT	500	18,000	14,180	27,800	28,000	28,000	10,000	55.56%
60110 - 4439	UTILITIES	-	5,000	-	4,000	5,000	5,000	-	0.00%
SUBTOTAL		500	34,900	15,998	36,500	44,900	44,900	10,000	28.65%

2025 BUDGET WORKSHEET

DEPT NAME - HUMAN SERVICES - DIRECT ASSISTANCE

DEPT # - 60110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
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. 7,500
4434	Medical	400	Covers prescriptions, dental and emergency medical assistance.	Covers prescriptions, dental and emergency medical assistance. 400
4437	Food	4,000	Vouchers for food purchases for Town Residents.	Vouchers for food purchases for Town Residents. 4,000
4438	Rent	28,000	Payments for rent, emergency housing, and security deposits of eligible clients. Rental costs continue to increase and vacancies are very low. There have been an increase in hotel stays due to no shelter beds and an increase in families and individuals with significant medical issues. In 2024 the monthly rent cost is averaging of \$2,450/month.	Payments for rent, emergency housing, and security deposits of eligible clients. Rental costs continue to increase and vacancies are very low. 18,000
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. 5,000

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
OUTSIDE HUMAN SERVICES									
60200 - 4814	BOYS & GIRLS CLUB	15,500	15,500	7,750	15,500	15,500	15,500	-	0.00%
60200 - 4856	BRIDGES	-	-	-	-	1,000	1,000	1,000	100.00%
60200 - 4894	CART (was MANCHESTER TRANSIT AUTH)	47,000	48,800	11,750	48,800	48,800	48,800	-	0.00%
60200 - 4920	SOUTHERN NH SERVICES (ROCK COMM)	10,000	10,000	5,000	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	-	0.00%
60200 - 4937	ROCKINGHAM NTR, MEALS ON WHEELS	15,000	15,000	7,500	15,000	15,000	15,000	-	0.00%
SUBTOTAL		104,500	106,300	40,500	106,300	107,300	107,300	1,000	0.94%
TOTAL-HUMAN SERVICES		232,029	279,548	83,781	173,026	211,220	211,220	(68,328)	-24.44%

2025 BUDGET WORKSHEET

DEPT NAME - HUMAN SERVICES - OUTSIDE HUMAN SERVICES

DEPT # - 60200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
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." In 2023 2,000 Salem children were provided services. Projected total for 2024 is 2,000 children served and 2,000 children for 2025.	Misson: "To inspire and enable all young people, especially those who need us the most, to realize their full potential as productive, caring citizens."
4856	Bridges	1,000	Mission: "To cultivate communities free from violence as we support victims and survivors of sexual assault, domestic violence and stalking." In 2023, 20 residents were served in the Prevention and Advocacy Program. Projected total for 2024 is 46 residents and for 2025 projection is 50 residents served.	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 \$4,173.
4894	Manchester Transit Authority	48,800	Misson: "To provide public transit services." The majority of riders are seniors, disabled and low income residents. In 2023, 3882 trips were provided. Projected 2024 year end is 2,904 trips and projected for 2025 is 3,393 trips.	Misson: "To provide public transit services." The majority of riders are seniors, disabled and low income residents.

2025 BUDGET WORKSHEET

DEPT NAME - HUMAN SERVICES - OUTSIDE HUMAN SERVICES

DEPT # - 60200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4920	Southern NH Services (was Rock County Community Action)	10,000	Mission: "To prevent, reduce and work towards the elimination of poverty." In 2023, 960 residents received 1 or more services. 436 homes given \$469,161 for fuel, 206 food pantries, 106 with electric help for \$58,597.44. 201 Emergency Rental Aid/Homelessness Prevention for a total of \$2,326,298.53. Projected for 2024 year end is 1,000 residents served and for 2025 is 1000 residents served. These residents could receive more than 1 service.	Mission: "To prevent, reduce and work towards the elimination of poverty."
4926	Greater Salem Caregivers	17,000	Mission: "To provide supplemental assistance to adults who are home bound." In 2023 a total of 174 residents aided with rides, shopping, and wellness checks, with a value of \$60,070. Projected for 2024 year end is 197 residents served with a value of \$66,780 and for 2025 210 residents served with a value of \$72,122.	Mission: "To provide supplemental assistance to adults who are home bound."
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." In 2023, 352 residents were delivered a total of 41,376 meals were delivered. Projected 2024 clients served is 376 with 44,272 meals delivered and projected for 2025 is 402 clients served with 47,371 total meals delivered.	Mission: "To provide nutritious meals, safety and support to residents to maintain their health, well-being and independence."

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 9/19/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY SERVICES SUMMARY								
ADMINISTRATION	462,925	560,565	398,421	526,660	579,687	578,368	17,803	3.18%
INGRAM SENIOR CENTER	77,384	54,609	38,467	39,765	112,485	64,914	10,305	18.87%
FACILITIES	8,212	11,427	4,670	11,727	4,227	4,227	(7,200)	-63.01%
TOTAL - COMMUNITY SERVICES	548,521	626,601	441,559	578,153	696,399	647,509	20,908	3.34%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
COMMUNITY SERVICES-ADMINISTRATION									
60400 - 4090	REGULAR PAY	272,848	330,010	227,163	318,146	347,173	347,173	17,163	5.20%
60400 - 4092	TEMPORARY PAY	33,172	47,516	26,535	38,558	41,980	41,980	(5,536)	-11.65%
60400 - 4098	OVERTIME PAY	1,374	500	1,947	1,137	400	400	(100)	-20.00%
60400 - 4170	RETIREMENT	38,724	44,718	30,999	43,200	45,672	45,672	954	2.13%
60400 - 4171	DISABILITY INSURANCE	2,696	3,155	2,472	3,116	2,977	2,977	(178)	-5.64%
60400 - 4172	WORKERS' COMPENSATION	6,758	8,146	7,826	10,422	5,689	5,689	(2,457)	-30.16%
60400 - 4174	FICA-SOCIAL SECURITY	23,991	28,919	19,985	27,703	29,801	29,801	882	3.05%
60400 - 4176	HEALTH INSURANCE	52,671	64,807	51,864	65,530	66,047	66,047	1,240	1.91%
60400 - 4177	UNEMPLOYMENT COMPENSATION	204	245	198	395	217	217	(28)	-11.43%
60400 - 4178	LIFE INSURANCE	763	985	667	683	917	917	(68)	-6.90%
60400 - 4179	DENTAL INSURANCE	3,151	3,272	2,828	3,727	3,666	3,666	394	12.04%
60400 - 4182	CLOTHING ALLOWANCE	977	502	1,766	-	1,000	1,000	498	99.20%
60400 - 4200	OFFICE SUPPLIES	468	900	223	725	2,750	1,431	531	59.00%
60400 - 4210	OPERATING SUPPLIES	7,990	8,908	6,672	8,500	10,540	10,540	1,632	18.32%
60400 - 4237	GAS & OIL	145	400	206	300	400	400	-	0.00%
60400 - 4400	CONTRACTED SERVICES	9,200	11,650	11,650	-	11,850	11,850	200	1.72%
60400 - 4405	MEMBERSHIPS & PUBLICATIONS	255	450	325	305	450	450	-	0.00%
60400 - 4406	PRINTING & BINDING	170	-	-	-	-	-	-	100.00%
60400 - 4408	VEHICLE EXPENSE	507	625	369	200	670	670	45	7.20%
60400 - 4410	ADVERTISING	1,315	-	-	-	500	500	500	100.00%
60400 - 4450	TELEPHONE	1,626	1,446	1,298	1,714	1,777	1,777	331	22.87%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
60400 - 4453	MEETINGS/TRAINING	2,672	1,340	1,175	1,700	3,140	3,140	1,800	134.33%
60400 - 4458	VEHICLE MAINTENANCE	53	250	-	100	250	250	-	0.00%
60400 - 4459	EQUIPMENT MAINTENANCE	1,196	1,821	2,256	500	1,821	1,821	-	0.00%
60400 - 4600	OFFICE FURNITURE & EQUIPMENT	-	-	-	-	-	-	-	100.00%
60400 - 4720	COMMUNITY SERVICES VEHICLES	-	-	-	-	-	-	-	0.00%
SUBTOTAL		462,925	560,565	398,421	526,660	579,687	578,368	17,803	3.18%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
COMMUNITY SERVICES ADMINISTRATION - 60400				
4090	COMMUNITY SERVICES DIRECTOR	0	106,232	113,667
	COMMUNITY SERVICES COORDINATOR (2)	0	122,413	130,643
	COMMUNITY SERVICES CLERK	0	53,205	54,752
	CUSTODIAN	0	48,160	48,111
		-----	-----	-----
			330,010	347,173

2025 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	41,980	Recreation Coordinator	41,980 Recreation Coordinator
4098	Overtime	400	Overtime as needed for Summer help	400 Overtime as needed for Summer help
4182	Clothing Allowance	1,000	Custodian/AFSCME contract & initial Issue of uniforms per new CBA	1,000 Custodian/AFSCME contract & initial Issue of uniforms per new CBA
4200	Office Supplies	1,431	Miscellaneous office supplies MyRec printer cartridge x2(new), pens, pencils, adding machine tape, paper, masking tape, poster board, small staples, markers, clip boards, laminating, and calendars.	1,431 Miscellaneous office supplies Pens, pencils, adding machine tape, paper, masking tape, poster board, small staples, markers, clip boards, laminating, and calendars.
4210	Operating Supplies	10,540	ASCAP (license to play music) Activities, programs and volunteer supplies, coffee, etc. Fishing Derby: Fish, ribbons, trophies, prizes (Funds are in addition to annual donation of 1,000 from Salem Rotary for Fish) Staff T-Shirts-Summer Equipment: First aid supplies, balls, writing materials, athletic equipment, craft materials etc. Halloween Party: Candy, prizes, games, entertainment Volunteer appreciation lunch (150 volunteers)	440 ASCAP (license to play music) Activities, programs and volunteer supplies, coffee, etc., >COA/donations 1,250 Fishing Derby: Fish, ribbons, trophies, prizes (Funds are in addition to annual donation of 1,000 from Salem Rotary for Fish) 600 Staff T-Shirts 750 Equipment: First aid supplies, balls, writing materials, athletic equipment, craft materials etc. 1,500 Halloween Party: Candy, prizes, games, entertainment 6,000 Volunteer appreciation lunch (150 volunteers)

2025 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4237	Gas & Oil	400	Gas & Oil	400
4400	Contracted Services	11,850	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 (2), DiBenedetto (Shannon) (2), Morse Soccer (2), Field of Dreams (3), Palmer (1), Wal-Mart (1), Hedgehog Park (3)
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	670	Mileage reimbursement @ .625 Includes Custodian, Director, and Program Coordinator (1k Miles)	Mileage reimbursement @ .625 Includes Custodian, Director, and Program Coordinator (1k Miles)
4410	Advertising	500		
4450	Telephone	1,777	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	3,140	NH Assoc. of Senior Centers-Augeri NRPA Conference + flight & hotel Duffey	NH Assoc. of Senior Centers Seminars

2025 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Training for summer staff New England Recreation Park Conference- Rec. Coordinator Certification for staff (CPRP) - Director	Training for summer staff Certification for staff (CPRP)
4458	Vehicle Maintenance	250	Repairs and maintenance to van	Repairs and maintenance to van
4459	Equipment Maintenance	1,821	Annual Piano Tuning (2) Copier Maintenance & Overages (Leased copier in 2017)	Annual Piano Tuning (2) Copier Maintenance & Overages (Leased copier in 2017)

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
COMMUNITY SERVICES-INGRAM SENIOR CENTER									
60430 - 4201	MAINTENANCE SUPPLIES	4,442	2,700	3,116	1,030	8,621	8,621	5,921	219.30%
60430 - 4452	BUILDING MAINTENANCE	41,495	19,215	16,003	8,440	67,775	20,204	989	5.15%
60430 - 4457	GROUNDS MAINTENANCE	1,210	1,300	595	700	1,300	1,300	-	0.00%
60430 - 4495	HEAT	10,138	14,331	5,062	8,519	11,375	11,375	(2,956)	-20.63%
60430 - 4496	ELECTRICITY	18,643	16,000	12,560	20,152	21,886	21,886	5,886	36.79%
60430 - 4497	OTHER UTILITIES	1,456	1,063	1,131	924	1,528	1,528	465	43.77%
SUBTOTAL		77,384	54,609	38,467	39,765	112,485	64,914	10,305	18.87%

2025 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - INGRAM SENIOR CENTER

DEPT # - 60430

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4201	Maintenance Supplies	8,621	Paper towels, toilet tissue, hand soap, deodorizers, trash bags, cleaning supplies, floor machine (new) etc.	8,621 Paper towels, toilet tissue, hand soap, deodorizers, trash bags, cleaning supplies (floor, window, carpet, furniture), etc. 2,700
4452	Building Maintenance	20,204	Pest Control (JP Pest monthly @ \$88) Alarm annual monitoring service HVAC annual maintenance (monthly @ \$368) HVAC repairs Elevator annual maintenance (monthly @ \$140) Elevator annual Insp.(East Coast) Elevator annual State test Painting Misc. building repairs, supplies Fire Alarm annual inspection Kitchen equip maintenance/repairs Parking lot lights/bulbs Generator Maintenance Building pressure washing Fire system/burglar alarm repairs Tools	1,056 Pest Control (do own-supplies) 275 192 Alarm annual monitoring service 192 4,416 HVAC annual maintenance 4,608 6,500 HVAC repairs 6,500 1,680 Elevator annual maintenance 1,280 150 Elevator annual Insp.(East Coast) 150 50 Elevator annual State test 50 350 Painting 350 2,000 Misc. building repairs, supplies 2,000 1,300 Fire Alarm annual inspection 1,300 250 Kitchen equip maintenance/repairs 250 250 Parking lot lights/bulbs 250 500 Generator Maintenance 500 500 Building pressure washing 500 510 Fire system/burglar alarm repairs 510 500 Tools 500
4457	Grounds Maintenance	1,300	Fertilizer, lawn supplies, mulch, ice melt, parking lot paint Sprinkler system fall drain, spring open	500 Fertilizer, lawn supplies, mulch, ice melt, parking lot paint 500 200 Sprinkler system fall drain, spring open 200

2025 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - INGRAM SENIOR CENTER

DEPT # - 60430

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Maintenance of grounds equipment (tune-ups for lawn mower and snow blower)	600 Maintenance of grounds equipment (tune-ups for lawn mower and snow blower)
4495	Heat	11,375	3 Year weighted average + 5%	11,375 Natural gas
4496	Electricity	21,886	3 Year weighted average + 15%	21,886 Electricity for building
4497	Other Utilities	1,528	Water, sewer, back-flow inspection	1,528 Water, sewer, back-flow inspection

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
COMMUNITY SERVICES-RECREATIONAL FACILITIES									
60450 - 4452	BUILDING MAINTENANCE	6,444	9,900	3,789	9,900	2,700	2,700	(7,200)	-72.73%
60450 - 4496	ELECTRICITY	1,768	1,527	882	1,827	1,527	1,527	-	0.00%
60450 - 4497	OTHER UTILITIES	-	-	-	-	-	-	-	0.00%
SUBTOTAL		8,212	11,427	4,670	11,727	4,227	4,227	(7,200)	-63.01%
TOTAL-COMMUNITY SERVICES		548,521	626,601	441,559	578,153	696,399	647,509	20,908	3.34%

2025 BUDGET WORKSHEET

DEPT NAME - COMMUNITY SERVICES - RECREATIONAL FACILITIES

DEPT # - 60450

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4452	Building Maintenance	2,700	Supplies for Hedgehog Park (maintenance, repairs, signage)	2,700 Supplies for Hedgehog Park (maintenance, repairs, etc.) Hedgehog Park/Beach: -Signs-Rules & Regulations 1,000 -Sand 1,300 -Picnic Tables ADA 8'X2 (\$1300), 6' X2 (2K) Shed @ Michele Memorial 7,000 Tennis net 200
4496	Electricity	1,527	Hedgehog Park & Millville, and Palmer Field	1,527 Hedgehog Park & Millville, and Palmer Field

2025 BUDGET

DEPT.	2023 EXPENDED	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
		BUDGET	EXPENDED (AS OF 9/19/24)	2024 ESTIMATE				
<i>LIBRARY SUMMARY</i>								
ADMINISTRATION	1,477,417	1,586,673	1,083,038	1,543,675	1,622,992	1,622,992	36,319	2.29%
BUILDING	83,842	87,050	64,249	85,062	100,088	100,088	13,038	14.98%
TOTAL - LIBRARY	1,561,259	1,673,723	1,147,287	1,628,737	1,723,080	1,723,080	49,357	2.95%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
LIBRARY-ADMINISTRATION									
70100 - 4090	REGULAR PAY	722,017	771,709	496,665	721,963	746,388	746,388	(25,321)	-3.28%
70100 - 4092	TEMPORARY PAY	117,195	147,448	89,010	131,191	177,875	177,875	30,427	20.64%
70100 - 4114	ANNUAL SICK LEAVE BUY-BACK	1,615	2,950	1,662	3,148	2,186	2,186	(764)	-25.90%
70100 - 4170	RETIREMENT	94,805	104,810	65,530	97,409	98,363	98,363	(6,447)	-6.15%
70100 - 4171	DISABILITY INSURANCE	7,388	7,593	5,632	7,342	6,612	6,612	(981)	-12.92%
70100 - 4172	WORKERS' COMPENSATION	3,744	3,042	2,923	4,744	3,871	3,871	829	27.25%
70100 - 4174	FICA-SOCIAL SECURITY	63,773	70,541	44,199	65,030	70,874	70,874	333	0.47%
70100 - 4176	HEALTH INSURANCE	207,840	195,257	179,970	228,712	224,926	224,926	29,669	15.19%
70100 - 4177	UNEMPLOYMENT COMPENSATION	638	827	553	913	372	372	(455)	-55.02%
70100 - 4178	LIFE INSURANCE	1,798	1,862	1,402	1,456	1,734	1,734	(128)	-6.87%
70100 - 4179	DENTAL INSURANCE	8,722	8,727	6,636	9,455	8,516	8,516	(211)	-2.42%
70100 - 4200	OFFICE SUPPLIES	426	1,000	437	1,000	1,000	1,000	-	0.00%
70100 - 4210	OPERATING SUPPLIES	10,630	10,997	10,578	10,997	10,997	10,997	-	0.00%
70100 - 4257	MATERIALS OF TRADE	145,031	166,862	94,393	166,862	172,292	172,292	5,430	3.25%
70100 - 4400	CONTRACTED SERVICES	67,302	68,234	73,820	68,234	73,912	73,912	5,678	8.32%
70100 - 4404	AUDIT	730	730	1,080	730	1,080	1,080	350	47.95%
70100 - 4405	MEMBERSHIPS & PUBLICATIONS	35	35	-	35	35	35	-	0.00%
70100 - 4406	PRINTING & BINDING	-	250	-	250	250	250	-	0.00%
70100 - 4408	VEHICLE EXPENSE	514	426	251	426	439	439	13	3.05%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
70100 - 4450	TELEPHONE	3,156	3,579	2,992	3,984	4,260	4,260	681	19.02%
70100 - 4451	POSTAGE	1,323	759	311	759	557	557	(202)	-26.61%
70100 - 4453	MEETINGS & TRAINING	673	750	370	750	750	750	-	0.00%
70100 - 4459	EQUIPMENT MAINTENANCE	955	250	-	250	250	250	-	0.00%
70100 - 4600	OFFICE FURNITURE & EQUIP.	7,047	7,453	-	7,453	7,453	7,453	-	0.00%
70100 - 4608	PUBLIC FURNITURE & EQUIP.	4,233	3,582	356	3,582	1,000	1,000	(2,582)	-72.08%
70100 - 4885	PROGRAMMING	5,825	7,000	4,267	7,000	7,000	7,000	-	0.00%
SUBTOTAL		1,477,417	1,586,673	1,083,038	1,543,675	1,622,992	1,622,992	36,319	2.29%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
LIBRARY ADMINISTRATION - 70100				
4090	DIRECTOR	0	101,623	104,931
	ASSISTANT DIRECTOR	0	79,846	82,704
	HEAD OF INFORMATION SERVICES	0	69,317	71,573
	SUPPLY CHAIN MANAGER	0	56,395	58,377
	HEAD OF USER SERVICES	0	64,367	65,553
	ASSISTANT YOUTH SERVICES LIBRARIAN (1)	(1)	108,016	60,205
	TECHNICAL SERVICES LIBRARIAN	0	63,346	65,411
	LIBRARY ASSISTANT-CIRCULATION (4)	0	173,629	180,525
	SENIOR CUSTODIAN	0	55,170	57,109
			771,709	746,388

2025 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4090	Regular Pay	746,388	2.5% COLA and Steps are included as part of the operating budget.	2.5% COLA and Steps are included as part of the operating budget.
4092	Temporary Pay	177,875	Page (1) Multifunctional P/T (7) Library Assistants (3) Reference technician (1) P/T Cleaner (1) 2.5% COLA are included as part of the operating budget. An additional 20 hour PT position has been added due to the elimination of a full time position.	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	2,186	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, labels, plastic albums to circulate media.	Library supplies such as barcodes, date due cards, plastic albums to circulate media.
4257	Materials of Trade	172,292	Collections of print & non-print materials. Includes \$2,218 increase in dues to participate in	Collections of print & non-print materials. Increase due to the cost of books, DVDs and other

2025 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4400 Contracted Services		73,912	<p>NHDB (Libby). Our dues represent 1.45% of total NHDB budget. The additional \$2699 increase along with the elimination of 3 online databases will help offset the continued increases of print material.</p> <p>\$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.</p>	<p>Material of Trade. \$1,650 worth of materials will be offset by restricted trusts, following the restrictions of the trusts.</p> <p>Pursuant to RSA, these expenditures must be included in the operating budget.</p>
4404 Audit		1,080	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.

2025 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4406	Printing & Binding	250	Printing Library forms, envelopes, and brochures.	Printing Library forms, envelopes, and brochures. 250
4408	Vehicle Expense	439	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 2) GMILCS meetings and training	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
4450	Telephone	4,260	Four voice lines and one fax line from Consolidated Communications. Additional line needed to bring up to code. Fax machine and elevator no longer share a line.	Three voice lines and one fax line from Consolidated Communications. 3,579
4451	Postage	557	Postage costs for library operations: mailing notices (overdue and request), etc.	Postage costs for library operations: mailing notices (overdue and request), etc. 759
4453	Meetings & Training	750	Registrations and fees for workshops and work related training. Includes regional library association conferences and sub-conferences, management workshops.	Registrations and fees for workshops and work related training. Includes regional library association conferences and sub-conferences, management workshops. 750
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. 250

2025 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4600	Office Furniture & Equipment	7,453	<p>1) 6 Workstations (staff computers) 6,703</p> <p>2) 1 Task chair 150</p> <p>3) 2 Barcode scanners 100</p> <p>4) Replacement parts 200</p> <p>5) Replacement Receipt printers 300</p> <p>Workstations are part of the library's ongoing phased purchases to keep some 50 computers usable.</p> <p>The chairs and scanners are replacements for units that have been broken or for expanded need.</p> <p>Replacement parts (wireless cards, modems, surge protectors, mice, monitors, etc.) are needed each year as parts fail.</p>	<p>1) 7 Workstations (staff computers) 6,503</p> <p>2) 1 Task chair 250</p> <p>3) 2 Barcode scanners 200</p> <p>4) Replacement parts 200</p> <p>5) Replacement Receipt printers 300</p> <p>Workstations are part of the library's ongoing phased purchases to keep some 50 computers usable.</p> <p>The chairs and scanners are replacements for units that have been broken or for expanded need.</p> <p>Replacement parts (wireless cards, modems, surge protectors, mice, monitors, etc.) are needed each year as parts fail.</p>
4608	Public Furniture & Equipment	1,000	<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) 10 replacement office desk chairs for the almost 50 computer stations and meeting room.</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 laptops 2,011</p> <p>2) 3 child height shelving units 1,256</p> <p>3) 3 hanging bag media racks 315</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>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>

2025 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			The income currently comes from : vending machine, copiers, printers, sale of non-resident cards, book sales, and miscellaneous charges.	The income currently comes from : vending machine, copiers, printers, sale of non-resident cards, book sales, and miscellaneous charges.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
BUILDING									
70110 - 4201	MAINTENANCE SUPPLIES	5,519	5,027	3,308	5,027	4,697	4,697	(330)	-6.56%
70110 - 4452	BUILDING MAINTENANCE	25,234	23,861	18,869	23,861	24,901	24,901	1,040	4.36%
70110 - 4469	BUILDING IMPROVEMENTS	3,508	2,830	2,550	2,830	3,501	3,501	671	23.71%
70110 - 4470	GENERAL LIABILITY	6,484	6,712	6,771	6,771	7,122	7,122	410	6.11%
70110 - 4491	PROPERTY INSURANCE	7,065	7,352	7,131	7,131	7,305	7,305	(47)	-0.64%
70110 - 4495	HEAT	9,455	16,393	5,084	8,578	10,738	10,738	(5,655)	-34.50%
70110 - 4496	ELECTRICITY	25,395	24,026	19,809	29,904	20,584	20,584	(3,442)	-14.33%
70110 - 4497	OTHER UTILITIES	1,182	849	727	960	1,265	1,265	416	49.00%
70100 - 4607	EQUIPMENT	-	-	-	-	19,975	19,975	19,975	0.00%
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SUBTOTAL		83,842	87,050	64,249	85,062	100,088	100,088	13,038	14.98%
TOTAL-LIBRARY		1,561,259	1,673,723	1,147,287	1,628,737	1,723,080	1,723,080	49,357	2.95%

2025 BUDGET WORKSHEET

DEPT NAME - LIBRARY - BUILDING

DEPT # - 70110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4201	Maintenance Supplies	4,697	Basic janitorial supplies such as cleaning supplies, toilet paper & paper towels for bathrooms, etc.	4,697 Basic janitorial supplies such as cleaning supplies, toilet paper & paper towels for bathrooms, etc. 5,027
4452	Building Maintenance	24,901	1) HVAC contract 2) Fire and Security 3) Elevator contract 4) General repairs and maintenance. This number includes grounds maintenance and the cost for work, expected and unexpected, to maintain a 50+ yr. old, heavily used facility.	5,629 1) HVAC contract 5,629 1,034 2) Fire and Security 1,034 2,079 3) Elevator contract 2,079 16,159 4) General repairs and maintenance. 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	3,501	1) Additional lighting for dark corner of Children's Room 2) Additional lighting in Large print Shelving	1,800 1)e external electrical building outlets with security covers 1,287 1,701 2) upgrade staff &public wireless internet in teen room 1,543
4470	General Liability	7,122	Liability Coverage as part of the Town policy	7,122 Liability Coverage as part of the Town policy 6,712
4491	Property Insurance	7,305	Property Coverage as part of the Town policy	7,305 Property Coverage as part of the Town policy 7,352
4495	Heat	10,738	3 Year weighted average + 5%	10,738 Heating oil. 16,393
4496	Electricity	20,584	Based on 3 yr. weighted avg plus 3%. Payments for LED conversion will in in 2025	20,584 Based on 3 yr. weighted avg plus 3% 24,026

2025 BUDGET WORKSHEET

DEPT NAME - LIBRARY - BUILDING

DEPT # - 70110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4497	Other Utilities	1,265	Town water and sewer based on 3 year weighted average of usage.	1,265 Town water and sewer based on 3 year weighted average of usage. 849

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
COMMUNITY CONTRIBUTIONS									
70200 - 4913	SALEM VETERANS' ASSOCIATION	5,000	5,000	5,000	5,000	5,000	5,000	-	0.00%
70200 - 4915	INDEPENDENCE DAY	17,311	7,600	20,583	7,600	7,600	-	(7,600)	-100.00%
TOTAL		22,311	12,600	25,583	12,600	12,600	5,000	(7,600)	-60.32%

2025 BUDGET WORKSHEET**DEPT NAME - COMMUNITY CONTRIBUTIONS****DEPT # - 70200**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4913	Salem Veterans' Association	5,000	Salem Veterans' Association annual programs & engraving of additional names	5,000

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
CAPITAL IMPROVEMENTS									
80100 - 4402	ENGINEERING SERVICES	200,000	150,000	150,000	150,000	150,000	150,000	-	0.00%
80100 - 4601	POLICE EQUIPMENT	-	-	-	-	67,856	67,856	67,856	100.00%
80100 - 4624	BRIDGE/CULVERT RECONSTRUCTION	-	-	-	-	6,200,000	6,200,000	6,200,000	100.00%
80100 - 4719	LEASE/PURCHASE	479,178	-	-	-	-	-	-	0.00%
80100 - 4727	FIRE DEPARTMENT VEHICLES	-	397,000	11	397,000	465,880	465,880	68,880	17.35%
80100 - 4729	MS-EQUIPMENT REPLACEMENT	36,808	235,000	227,331	235,000	367,300	202,300	(32,700)	-13.91%
80100 - 4730	FLEET REPLACEMENT	635,676	577,973	581,318	577,973	603,850	603,850	25,877	4.48%
80100 - 4773	UTILITY UNDERGROUNDING	-	400,000	-	400,000	-	-	(400,000)	-100.00%
80100 - 4888	GEOGRAPHIC INFORMATION SYSTEMS	22,912	-	-	-	-	-	-	0.00%
80100 - 4896	PC TECHNOLOGY UPGRADE	79,125	-	-	-	-	-	-	0.00%
80100 - 4927	FENCE	76,595	-	1,000	1,000	-	-	-	0.00%
80100 - 4932	TOWN WIDE REVALUATION	-	-	-	-	200,000	200,000	200,000	100.00%
80100 - 4930	DOCUMENT SCANNING	-	100,000	-	-	-	-	(100,000)	-100.00%
TOTAL		1,530,295	1,859,973	959,660	1,760,973	8,054,886	7,889,886	6,029,913	324.19%

2025 BUDGET WORKSHEET

DEPT NAME - CAPITAL

DEPT # - 80100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4402	Engineering Services	150,000	MS4 Compliance	150,000
4601	Police Equipment	67,856	Taser Replacement (Year 1)	67,856
4624	Bridge/Culvert Reconstruction	6,200,000	Bridge St. Bridge (Offsetting revenues \$5,690,000, net tax impact \$510,000)	6,200,000
4727	Fire Department Vehicles	465,880	Ambulance	465,880
4729	DPW Equipment Replacement	202,300	Sidewalk Tractor (T2)	202,300
4730	Fleet Replacement	603,850	Year 3	603,850
4932	Town-wide revaluation	200,000	RSA 75:8 requires that all towns do a revaluation every five years	200,000
				RSA 75:8 requires that all towns do a revaluation every five years

2025 BUDGET

DEPT.	2023 EXPENDED	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
		BUDGET	EXPENDED (AS OF 9/19/24)	2024 ESTIMATE				
SEWER FUND SUMMARY								
ADMINISTRATION	2,552,785	3,025,847	2,322,385	3,040,487	3,180,286	3,180,286	154,439	5.10%
DEBT SERVICES	943,365	593,646	588,851	593,646	765,550	765,550	171,904	28.96%
CAPITAL PROJECTS	5,093	1,060,000	773,780	1,060,000	975,000	975,000	(85,000)	-8.02%
WARRANT ARTICLES	105,000	5,000	5,000	5,000	-	-	(5,000)	0.00%
TOTAL - SEWER FUND	3,606,243	4,684,493	3,690,016	4,699,133	4,920,836	4,920,836	236,343	5.05%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
SEWER-ADMINISTRATION									
28100 - 4090	REGULAR PAY	176,242	193,002	133,639	188,063	205,490	205,490	12,488	6.47%
28100 - 4092	TEMPORARY PAY	405	7,300	-	3,678	7,300	7,300	-	0.00%
28100 - 4098	OVERTIME PAY	62,940	54,459	50,682	68,998	60,000	60,000	5,541	10.17%
28100 - 4112	STAND-BY PAY	4,797	4,516	3,599	4,651	6,317	6,317	1,801	39.88%
28100 - 4170	RETIREMENT	33,769	34,092	25,425	31,379	35,716	35,716	1,624	4.76%
28100 - 4171	DISABILITY INSURANCE	1,823	1,924	1,515	1,648	1,816	1,816	(108)	-5.61%
28100 - 4172	WORKERS' COMPENSATION	5,083	6,923	6,651	8,678	5,805	5,805	(1,118)	-16.15%
28100 - 4174	FICA-SOCIAL SECURITY	18,171	19,834	14,198	17,973	21,351	21,351	1,517	7.65%
28100 - 4176	HEALTH INSURANCE	43,181	42,226	43,262	54,553	53,047	53,047	10,821	25.63%
28100 - 4177	UNEMPLOYMENT COMPENSATION	91	123	88	201	109	109	(14)	-11.38%
28100 - 4178	LIFE INSURANCE	531	573	463	425	594	594	21	3.66%
28100 - 4179	DENTAL INSURANCE	1,462	1,668	1,344	1,747	1,645	1,645	(23)	-1.38%
28100 - 4182	CLOTHING ALLOWANCE	5,546	3,750	3,000	3,750	3,750	3,750	-	0.00%
28100 - 4200	OFFICE SUPPLIES	-	300	11	300	300	300	-	0.00%
28100 - 4235	SMALL TOOLS & EQUIP.	1,483	2,000	1,734	2,000	2,000	2,000	-	0.00%
28100 - 4237	GAS & OIL	3,299	3,018	2,332	3,018	3,018	3,018	-	0.00%
28100 - 4262	SAFETY	32	230	-	230	230	230	-	0.00%
28100 - 4400	CONTRACTED SERVICES	104,579	125,799	100,972	125,799	187,154	187,154	61,355	48.77%
28100 - 4404	AUDIT	2,555	3,780	3,780	3,780	3,780	3,780	-	0.00%
28100 - 4406	PRINTING & BINDING	2,820	3,371	1,768	3,371	3,371	3,371	-	0.00%
28100 - 4423	MEDICAL EXAMINATIONS	100	187	-	187	187	187	-	0.00%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
28100 - 4450	TELEPHONE	1,347	1,526	908	1,526	1,572	1,572	46	3.01%
28100 - 4451	POSTAGE	5,607	5,691	3,724	5,691	6,125	6,125	434	7.63%
28100 - 4452	BUILDING MAINTENANCE	1,022	5,000	472	5,000	5,000	5,000	-	0.00%
28100 - 4453	MEETINGS & TRAINING	349	700	1,160	700	700	700	-	0.00%
28100 - 4456	RADIO MAINTENANCE	-	63	-	63	63	63	-	0.00%
28100 - 4458	VEHICLE MAINTENANCE	3,583	3,036	850	3,036	3,036	3,036	-	0.00%
28100 - 4459	EQUIPMENT MAINTENANCE	6,596	2,000	816	2,000	2,000	2,000	-	0.00%
28100 - 4470	GENERAL LIABILITY	34,691	35,825	27,182	27,182	19,932	19,932	(15,893)	-44.36%
28100 - 4475	FLEET INSURANCE	1,304	1,372	1,324	1,324	1,378	1,378	6	0.44%
28100 - 4484	METERS/REPLACEMENT	745	-	-	-	-	-	-	0.00%
28100 - 4488	ADMIN. SERVICE CHARGE	257,246	295,085	295,085	295,085	296,697	296,697	1,612	0.55%
28100 - 4491	PROPERTY INSURANCE	4,546	4,560	4,729	4,729	5,009	5,009	449	9.85%
28100 - 4496	ELECTRICITY	34,066	32,300	22,314	41,179	41,947	41,947	9,647	29.87%
28100 - 4497	OTHER UTILITIES	26,676	32,580	20,557	31,509	33,549	33,549	969	2.97%
28100 - 4587	RECORDING FEES	68	450	88	450	450	450	-	0.00%
28100 - 4615	SEWER EQUIPMENT	13,103	16,000	3,277	16,000	16,000	16,000	-	0.00%
28100 - 4646	GLSD OPERATING COSTS	1,692,927	2,080,584	1,545,436	2,080,584	2,143,848	2,143,848	63,264	3.04%
SUBTOTAL		2,552,785	3,025,847	2,322,385	3,040,487	3,180,286	3,180,286	154,439	5.10%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
SEWER ADMINISTRATION - 28100				
4090	WORKING FOREMAN	0	72,049	77,029
	HEAVEY EQUIPMENT OPERATOR-WTP OPERATOR II	0	62,623	67,307
	LIGHT EQUIPMENT OPERATOR-WTP OPERATOR I	0	58,330	61,154
			-----	-----
			193,002	205,490

2025 BUDGET WORKSHEET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4092	Temporary Pay	7,300	Police details Manhole repairs	7,300 Police details Manhole repairs
4098	Overtime Pay	60,000	For overtime calls and emergency work on the sewer system.	60,000 For overtime calls and emergency work on the sewer system.
4112	Stand-By Pay	6,317	1 person @ 1.5 hr. pay for weekdays and 2 hr. pay for weekends and holidays. (Cost-shared with Water Fund)	6,317 1 person @ 1.5 hr. pay for weekdays and 2 hr. pay for weekends and holidays. (Cost-shared with Water Fund)
4182	Clothing Allowance	3,750	Initial Issue of uniforms per new CBA	3,750 Per Public Works contract, 3 employees Initial Issue of uniforms per new CBA
4200	Office Supplies	300	Copy paper, pens, and other expendables.	300 Copy paper, pens, and other expendables.
4235	Small Tools & Equipment	2,000	Ladders, shovels, pumps, hoses, dye tablets, etc.	2,000 Ladders, shovels, pumps, hoses, dye tablets, etc.
4237	Gas & Oil	3,018	For vehicles, mowers and minor equipment. Fuel Estimate: diesel and gasoline	3,018 For vehicles, mowers and minor equipment. Fuel Estimate: diesel and gasoline
4262	Safety	230	Hard Hats and safety vests traffic cones/barricades Special equipment needed for handling of wastewater and confined space entry.	230 Hard Hats and safety vests traffic cones/barricades Special equipment needed for handling of wastewater and confined space entry.

2025 BUDGET WORKSHEET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4400	Contracted Services	187,154	Annual Preventative Maintenance contract for sewer lift stations Sewer lift station pumps (10) Preventive maintenance Pump station wet well cleaning P.S. Mission controllers maintenance Video inspection-sewer mains Manhole reconstruction Emergency repairs to sewer system and pumping stations Lift stations generator PM Post-Thermal Remediation Groundwater Monitoring Groundwater Management Permit-WWTP Mission Controllers R/F for 10 Sewer Lift Stations Legal Notices (materials and service bids) Meter reading equipment: Maintenance contract (37%) Software maintenance (37%) Fire Extinguisher Inspection	Annual Preventative Maintenance contract for sewer lift stations Sewer lift station pumps (10) Preventive maintenance Pump station wet well cleaning P.S. Mission controllers maintenance Video inspection-sewer mains Manhole reconstruction Emergency repairs to sewer system and pumping stations Lift stations generator PM Groundwater Management Permit-WWTP Mission Controllers R/F for 10 Sewer Lift Stations Legal Notices (materials and service bids) Meter reading equipment: Maintenance contract (37%) Software maintenance (37%) Fire Extinguisher Inspection
4404	Audit	3,780	Annual audit	Annual audit
4406	Printing & Binding	3,371	Sewer billing 37/63% split S/W Delinquent notices (N11Z)	Sewer billing 37/63% split S/W Delinquent notices (N11Z)

2025 BUDGET WORKSHEET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Cert. mail cards Printing service for billings	168 2,466
4423	Medical Exams	187	Required random drug and alcohol exams and physicals	187
4450	Telephone	1,572	Cell phone (1) Meter towers 37/63 split Broadband Communications- air card-GIS tablet	1,572
4451	Postage	6,125	Postage for monthly and quarterly billings and delinquency notices Postage for Betterment & DBA billings S/W 37-63% split	6,003 122
4452	Building Maintenance	5,000	Exterior building repairs various stations	5,000
4453	Meetings & Training	700	I/I training	700
4456	Radio Maintenance	63	Radio repair	63
4458	Vehicle Maintenance	3,036	Normal maintenance and inspection of pickup with plow P77-2012 Ford F350 P73-2019 Ford F350	3,036

2025 BUDGET WORKSHEET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4459	Equipment Maintenance	2,000	Replacement parts for equipment at lift stations. Maintain generators, breathing and ventilation equipment, propane for backup generators.	2,000
4470	General Liability	19,932	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase over 2024/25 rates)	19,932
4475	Fleet Insurance	1,378	Coverage for sewer vehicles (estimated 5% increase over 2024/25 rates)	1,378
4488	Administrative Service Charge	296,697	Administrative charge for services provided by General Fund (i.e. purchasing, payroll, billing, accounts payable, IT, personnel, collections, engineering).	296,697
4491	Property Insurance	5,009	Coverage for building and contents, plus lift stations and former treatment plant. (estimated 5% increase over 2024/25 rates)	5,009
4496	Electricity	41,947	Electricity to operate lift stations and meter stations. 3 Year weighted average + 15%	41,947

2025 BUDGET WORKSHEET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4497	Other Utilities	33,549	Water service at South Policy lift station Annual backflow test Silverbrook Development charges Methuen – offsetting revenue	Water service at South Policy lift station Annual backflow test Silverbrook Development charges 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 Manhole rims, covers, raisers	Fittings & adapters Manhole rims, covers, raisers
4646	GLSD Operating Cost	2,143,848	01/01 - 06/30 (fixed) 07/01 - 12/31 (estimate)	01/01 - 06/30 (fixed) 07/01 - 12/31 (estimate) Note: Combined operating and debt in one line in 2024

June 26, 2024

GeoInsight Project 8705-001

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

Re: Scope of Work for
2025 GMP Environmental Activities
Former Waste Water Treatment Facility
346 South Broadway
Salem, New Hampshire
NHDES Groundwater Management Permit #GWP-198405033-S-005

SCOPE OF WORK

GMP SAMPLING AND REPORTING

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. GeoInsight will summarize well gauging and analytical data in tables, validate the analytical data, and prepare a brief data transmittal letter for the June 2025 and November 2025 sample rounds. Data transmittal letters 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 were included in the 2024 budget and are not included herein.

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 2025 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.

COST ESTIMATE
2025 GROUNDWATER MANAGEMENT PERMIT ACTIVITIES
FORMER WASTE WATER TREATMENT FACILITY
346 SOUTH BROADWAY
SALEM, NEW HAMPSHIRE

Task	Cost Estimate
GROUNDWATER MANAGEMENT PERMIT ACTIVITIES	
1.1 Groundwater Monitoring and Reporting ¹	\$33,300
1.2 Subcontracted Laboratory Analytical Charges	\$12,100
2.1 Project Coordination and Communication	\$5,900
SUBTOTAL	\$51,300

Notes:

1. Assumes current GMP conditions will not change.

June 26, 2024

GeoInsight Project 8705-003

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

Re: Scope of Work for
2024 to 2025 Post-Thermal Remediation Groundwater Monitoring
Former Waste Water Treatment Facility
346 South Broadway
Salem, New Hampshire
NHDES #198405033

Dear Mr. Sorenson:

GeoInsight, Inc. (GeoInsight) is pleased to present this Scope of Work (SOW) to complete post-in-situ thermal remediation (ISTR) groundwater sampling activities during 2024 and 2025 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). The sampling activities described herein are separate from the groundwater sampling and reporting activities required under the Site's Groundwater Management Permit (GMP). The activities described in this SOW were previously approved by the Town in a SOW for 2022 Data Gap Investigation, Remedial Design Plan Report, and Remedial Implementation Oversight on April 28, 2022, and tracked under Town PO #57270. This SOW was provided, as requested by the Town, in order to track the remaining 2024 and 2025 post-ISTR groundwater monitoring activities under separate PO.

SCOPE OF WORK

POST-ISTR SAMPLING AND REPORTING

In September 2024, March 2025, and September 2025, GeoInsight will conduct post-ISTR groundwater sampling events. Please note a March 2024 post-ISTR groundwater sampling event was already conducted and tracked under Town PO#57270. Please Also note that these sampling activities are separate from, and will be performed in addition to, the groundwater sampling events conducted in accordance with the Site GMP. Estimated costs associated with the GMP sampling activities are provided in separate SOWs.

GeoInsight will summarize well gauging and analytical data in tables, validate the analytical data, and prepare a brief data transmittal letter for the each of the September 2024, March 2025, and September 2025 sampling rounds. Data transmittal letters will be uploaded to the NHDES website within 45 days of sampling.

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.

COST ESTIMATE
2024 TO 2025 POST-THERMAL REMEDIATION GROUNDWATER MONITORING
FORMER WASTE WATER TREATMENT FACILITY
346 SOUTH BROADWAY
SALEM, NEW HAMPSHIRE

Task	Cost Estimate
1.0 POST-THERMAL REMEDIATION GROUNDWATER MONITORING	
1.1 Groundwater Monitoring and Reporting ¹	
1.2 Subcontracted Laboratory Analytical Charges	
SUBTOTAL	\$61,000

Notes:

1. Assumes the conditions of post-remediation monitoring will not change.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
SEWER-DEBT SERVICES									
28110 - 4500	GLSD-DEBT	298,221	-	-	-	-	-	-	0.00%
28110 - 4509	RTE 28 SEWER REPL-PRIN	264,077	264,078	264,077	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	-	0.00%
28110 - 4568	RTE 28 SEWER REPL-INT	95,068	89,787	89,786	89,787	84,505	84,505	(5,282)	-5.88%
28110 - 4569	WEST DUSTON SEWER-INT	24,204	21,131	21,130	21,131	18,057	18,057	(3,074)	-14.55%
28110 - 45	FORMER WWTF SOIL REMEDITATION	-	-	-	-	108,000	108,000	108,000	0.00%
28110 - 4572	BOND AND NOTE FEES	12,781	16,000	11,206	16,000	16,000	16,000	-	0.00%
28110 - 4573	BAN INTEREST	187,544	141,180	141,180	141,180	213,440	213,440	72,260	51.18%
SUBTOTAL		943,365	593,646	588,851	593,646	765,550	765,550	171,904	28.96%

2025 BUDGET WORKSHEET

DEPT NAME - SEWER - DEBT

DEPT # - 28110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4509	Rte. 28 Sewer Main Replacement - Principal	264,078	*SRF Loan Issue 2021 Final Payment 2040	264,078 *SRF Loan Issue 2021 Final Payment 2040
4510	West Duston Sewer Main - Principal	61,470	Bond Issue 2021 Final Payment 2031	61,470 Bond Issue 2021 Final Payment 2031
4568	Rte. 28 Sewer Main Replacement - Interest	84,505	2025 Interest	84,505 2024 Interest
4569	West Duston Sewer Main - Interest	18,057	2025 Interest	18,057 2024 Interest
4575	Former WWTF Soil Remediation - Interest (estimate)	108,000	2025 Interest	108,000
4572	Bond and Note Fees	16,000	Bond Issuance Costs	16,000 Bond Issuance Costs
4573	BAN Interest	213,440	2025 Interest for BAN	213,440 2024 Interest for BAN

* Offset by DBA

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
SEWER-CAPITAL PROJECTS									
28120 - 4720	VEHICLES	-	80,000	67,880	80,000	-	-	(80,000)	-100.00%
28120 - 4723	WASTEWATER PUMP STATION	-	780,000	705,900	780,000	875,000	875,000	95,000	12.18%
28120 - 4765	IMPROVEMENTS	894	-	-	-	-	-	-	0.00%
28120 - 4848	SEWER INFLOW AND INFILTRATION	-	200,000	-	200,000	100,000	100,000	(100,000)	-50.00%
28120 - 4888	GIS FLYOVER	4,199	-	-	-	-	-	-	0.00%
SUBTOTAL		5,093	1,060,000	773,780	1,060,000	975,000	975,000	(85,000)	-8.02%

2025 BUDGET WORKSHEET

DEPT NAME - SEWER - CAPITAL PROJECTS

DEPT # - 28120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4723	Wastewater Pump Station	875,000	Brookdale Pump Station	875,000
4848	Inflow and Infiltration	100,000	Inflow and Infiltration	100,000

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 9/19/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
WATER FUND SUMMARY								
ADMINISTRATION	1,964,713	2,057,335	1,529,854	2,036,759	2,124,876	2,170,486	113,151	5.50%
OPERATIONAL	1,867,640	2,646,846	1,579,256	2,267,493	2,429,891	2,490,391	(156,455)	-5.91%
BUILDINGS	76,743	166,362	40,737	161,473	78,946	78,946	(87,416)	-52.55%
DEBT SERVICES	992,456	1,056,505	1,056,503	1,056,504	656,237	656,237	(400,268)	-37.89%
CAPITAL PROJECTS	558,186	260,000	259,792	260,000	840,400	190,400	(69,600)	-26.77%
WARRANT ARTICLES	10,000	5,000	5,000	5,000	-	-	(5,000)	-100.00%
TOTAL - WATER FUND	5,469,738	6,192,048	4,471,144	5,787,229	6,130,350	5,586,460	(605,588)	-9.78%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
WATER-ADMINISTRATION									
38100 - 4090	REGULAR PAY	760,564	843,336	519,377	772,557	857,415	857,415	14,079	1.67%
38100 - 4092	TEMPORARY PAY	17,442	32,760	55,072	42,328	45,560	87,160	54,400	166.06%
38100 - 4095	TEMPORARY ALTERNATE DUTY	1,060	-	(1,060)	(1,060)	-	-	-	0.00%
38100 - 4098	OVERTIME PAY	136,275	101,915	113,481	149,326	135,000	135,000	33,085	32.46%
38100 - 4109	EMPLOYEE RETIREMENT BENEFIT	1,290	-	1,530	1,530	-	-	-	0.00%
38100 - 4112	STAND-BY PAY	14,813	13,197	12,101	14,777	19,011	19,011	5,814	44.06%
38100 - 4170	RETIREMENT	126,632	129,682	88,512	126,995	132,900	132,900	3,218	2.48%
38100 - 4171	DISABILITY INSURANCE	7,201	7,769	5,853	7,534	7,119	7,119	(650)	-8.37%
38100 - 4172	WORKERS' COMPENSATION	19,922	26,464	25,424	34,637	21,033	21,861	(4,603)	-17.39%
38100 - 4174	FICA-SOCIAL SECURITY	69,858	75,827	52,914	74,265	80,860	84,042	8,215	10.83%
38100 - 4176	HEALTH INSURANCE	296,539	290,158	202,483	279,446	303,004	303,004	12,846	4.43%
38100 - 4177	UNEMPLOYMENT COMPENSATION	329	420	358	769	372	372	(48)	-11.43%
38100 - 4178	LIFE INSURANCE	2,252	2,434	1,787	1,877	2,403	2,403	(31)	-1.27%
38100 - 4179	DENTAL INSURANCE	9,696	9,779	6,628	9,229	9,129	9,129	(650)	-6.65%
38100 - 4182	CLOTHING ALLOWANCE	17,262	11,650	11,500	11,650	10,150	10,150	(1,500)	-12.88%
38100 - 4200	OFFICE SUPPLIES	1,809	1,400	1,712	1,400	1,400	1,400	-	0.00%
38100 - 4399	LEGAL SERVICES	-	10,000	-	10,000	10,000	10,000	-	0.00%
38100 - 4404	AUDIT	2,555	3,780	3,780	3,780	3,780	3,780	-	0.00%
38100 - 4405	MEMBERSHIPS & PUBLICATIONS	2,050	1,848	1,289	1,848	1,848	1,848	-	0.00%
38100 - 4406	PRINTING & BINDING	7,825	9,923	7,268	10,000	11,492	11,492	1,569	15.81%
38100 - 4423	MEDICAL EXAMINATIONS	1,085	675	257	675	675	675	-	0.00%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
38100 - 4440	EQUIPMENT RENTAL MOVED to Operations	19,440	30,000	6,800	35,000	-	-	(30,000)	-100.00%
38100 - 4450	TELEPHONE	22,288	22,248	20,074	26,885	25,352	25,352	3,104	13.95%
38100 - 4451	POSTAGE	24,703	27,219	11,102	27,219	28,265	28,265	1,046	3.84%
38100 - 4453	MEETINGS & TRAINING	4,130	4,700	4,015	4,700	4,700	4,700	-	0.00%
38100 - 4456	RADIO MAINTENANCE	-	1,634	-	1,634	1,634	1,634	-	0.00%
38100 - 4458	VEHICLE MAINTENANCE	18,100	20,000	393	10,000	10,000	10,000	(10,000)	-50.00%
38100 - 4470	GENERAL LIABILITY	23,679	24,783	24,764	24,763	26,347	26,347	1,564	6.31%
38100 - 4475	FLEET INSURANCE	6,519	6,856	6,618	6,619	6,888	6,888	32	0.47%
38100 - 4488	ADMIN. SERVICE CHARGE	327,752	323,915	323,915	323,915	345,308	345,308	21,393	6.60%
38100 - 4491	PROPERTY INSURANCE	21,367	22,276	21,773	21,773	22,544	22,544	268	1.20%
38100 - 4587	RECORDING FEES	68	437	88	437	437	437	-	0.00%
38100 - 4600	OFFICE FURNITURE & EQUIPMENT	207	250	48	250	250	250	-	0.00%
SUBTOTAL		1,964,713	2,057,335	1,529,854	2,036,759	2,124,876	2,170,486	113,151	5.50%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
WATER ADMINISTRATION - 38100				
4090	DEPUTY DIRECTOR-UTILITIES	0	118,096	121,514
	CHEMIST	0	88,922	91,506
	PRIMARY OPERATOR	0	82,666	88,183
	WORKING FOREMAN (2)	0	154,041	160,936
	HEAVY EQUIPMENT OPERATOR (2)	0	143,704	150,888
	CONSTRUCTION MAINTENANCE REPAIR III	0	63,866	55,346
	CONSTRUCTION MAINTENANCE REPAIR I	0	65,848	52,980
	BACKFLOW INSPECTOR	0	66,985	73,545
	METER REPAIR TECHNICIAN	0	59,208	62,517
		-----	843,336	857,415

2025 BUDGET WORKSHEET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4092	Temporary Pay	87,160	2 employees @ \$20 an hour for 11 weeks for seasonal projects. 1 employee @ \$45 an hour for 8 weeks for MIU replacement 1 employee @ \$32 an hour for infrastructure replacement Police details	17,600 14,400 41,600 13,560	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
4098	Overtime Pay	135,000	Overtime for water breaks, pumping systems, telemetry alarms, and weekend system checks and other work conducted outside of normal business hours.	135,000	Overtime for water breaks, pumping systems, telemetry alarms, and weekend system checks and other work conducted outside of normal business hours.	101,915
4112	Stand-By Pay	19,011	1 person @ 1 hr. pay for weekdays and 1.5 hr. pay for weekends and holidays. (Cost-shared with Sewer Fund)	19,011	1 person @ 1 hr. pay for weekdays and 1.5 hr. pay for weekends and holidays. (Cost-shared with Sewer Fund)	13,197
4182	Clothing Allowance	10,150	Per Public Works/SPAA contract Boot Allowance Initial Issue of uniforms per new CBA	400 9,750	Per Public Works/SPAA contract Boot Allowance (11) Initial Issue of uniforms per new CBA	400 11,250
4200	Office Supplies	1,400	General office supplies.	1,400	General office supplies.	1,400
4399	Legal Services	10,000	Outside legal services.	10,000	Outside legal services.	10,000
4404	Audit	3,780	Annual audit.	3,780	Annual audit.	3,780

2025 BUDGET WORKSHEET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4405	Memberships & Publications	1,848	State Certification renewals: Treatment & Distribution Individual Memberships: American Backflow Prevention Assn (APBA) (1) American Water Works Association (AWWA) (2) Utility Memberships: NEWWA NH DES	State Certification renewals: Treatment & Distribution Individual Memberships: American Backflow Prevention Assn (APBA) (1) American Water Works Association (AWWA) (2) Utility Memberships: NEWWA NH DES
4406	Printing & Binding	11,492	Water billing 37/63% split S/W Meter cards Invoices Delinquent notices (N11Z) Cert. mail cards Consumer Confidence Report CCR-Data processing/labels Public notices Printing service for billings	Water billing 37/63% split S/W Meter cards Invoices Delinquent notices (N11Z) Cert. mail cards Consumer Confidence Report CCR-Data processing/labels Public notices Printing service for billings
4423	Medical Exams	675	Required random drug and alcohol exams and physicals.	Required random drug and alcohol exams and physicals.

2025 BUDGET WORKSHEET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4440	Equipment Rental	-	Moved to Operations budget 38110	Rental of heavy excavation equipment and special tools as needed for main breaks and other distribution system repairs as needed.
				Mill/Fill Old trenches
4450	Telephone	25,352	Telephone/Fax/circuits Cell phones (5) Meter towers 63/37 split Comcast Internet Circuit for resiliency Internet Broadband Communications- 5 air cards-GIS tablets	Telephone/Fax/circuits Cell phones (5) Meter towers 63/37 split Comcast Internet Circuit for resiliency Internet Broadband Communications- 5 air cards-GIS tablets
4451	Postage	28,265	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)
4453	Meetings & Training	4,700	Water industry training Safety training programs	Water industry training Safety training programs

2025 BUDGET WORKSHEET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4456	Radio Maintenance	1,634	Repairs/replacement of portable truck radios	1,634
4458	Vehicle Maintenance	10,000	Scheduled and emergency repairs to 1 backhoe, 1 compressor, 5 utility trucks, and 3 compact pick-ups & 6-wheel dump truck.	10,000
4470	General Liability	26,347	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase over 2024/25 rates)	26,347
4475	Fleet Insurance	6,888	Coverage for water vehicles (estimated 5% increase over 2024/25 rates)	6,888
4488	Administration Service Charge	323,915	Administrative charge for services provided by General Fund (i.e. purchasing, payroll, billing, accounts payable, IT, collections, engineering).	323,915
4491	Property Insurance	22,544	Coverage for building and contents, 3 pumping stations, 2 PRV stations, and 3 water towers and Dams. (estimated 5% increase over 2024/25 rates)	22,544
4587	Recording Fees	437	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds.	437

2025 BUDGET WORKSHEET**DEPT NAME - WATER - ADMINISTRATION****DEPT # - 38100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024	
4600	Office Furniture & Equip	250	Replacement office equipment.	250	Replacement office equipment. 250

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
WATER-OPERATIONS									
38110 - 4235	SMALL TOOLS & EQUIP.	29,976	9,000	16,279	15,000	15,000	15,000	6,000	66.67%
38110 - 4237	GAS & OIL	30,907	33,534	20,408	34,000	35,000	35,000	1,466	4.37%
38110 - 4244	GRAVEL/SAND	4,073	4,000	3,772	5,000	5,000	5,000	1,000	25.00%
38110 - 4249	RESURFACING	9,279	21,830	15,772	21,830	25,000	25,000	3,170	14.52%
38110 - 4255	CHEMICALS	149,364	85,000	87,112	125,000	125,000	125,000	40,000	47.06%
38110 - 4256	TUBING & PARTS	14,372	66,150	31,534	66,150	66,150	66,150	-	0.00%
38110 - 4262	SAFETY	121	750	526	750	750	750	-	0.00%
38110 - 4400	CONTRACTED SERVICES	246,696	192,690	226,856	192,690	244,274	244,274	51,584	26.77%
38110 - 4440	EQUIPMENT RENTAL NEW Line	-	-	-	-	40,000	40,000	40,000	0.00%
38110 - 4481	WATER SAMPLES/LAB EXPENSES	95,036	130,835	59,997	130,835	105,271	105,271	(25,564)	-19.54%
38110 - 4482	PURCHASE OF WATER	639,692	1,366,267	545,545	900,000	933,762	933,762	(432,505)	-31.66%
38110 - 4484	METERS/REPLACEMENT	75,997	75,000	54,391	75,000	75,000	135,500	60,500	80.67%
38110 - 4485	HYDRANTS	39,627	37,500	19,035	42,000	52,500	52,500	15,000	40.00%
38110 - 4489	PIPE REPLACEMENT	132,825	261,000	238,953	261,000	280,000	280,000	19,000	7.28%
38110 - 4496	ELECTRICITY	202,003	192,506	142,966	233,554	246,101	246,101	53,595	27.84%
38110 - 4497	OTHER UTILITIES	160,486	136,331	82,342	164,684	181,083	181,083	44,752	32.83%
38110 - 4607	EQUIPMENT	3,347	-	-	-	-	-	-	0.00%
38110 - 4610	WATER-EQUIPMENT	33,840	34,453	33,770	-	-	-	(34,453)	-100.00%
SUBTOTAL		1,867,640	2,646,846	1,579,256	2,267,493	2,429,891	2,490,391	(156,455)	-5.91%

2025 BUDGET WORKSHEET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4235	Small Tools & Equipment	15,000	Tools & minor equipment and expendable supplies for water distribution and treatment.	15,000 Tools & minor equipment and expendable supplies for water distribution and treatment. 9,000
4237	Gas & Diesel	35,000	For vehicles, mowers and minor equipment Fuel Estimate: diesel and gasoline (based on averages)	35,000 For vehicles, mowers and minor equipment Fuel Estimate: diesel and gasoline (based on 3 yr. weight avg and 75% increase for 6 months) 33,534
4244	Gravel/Sand	5,000	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.	5,000 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. 4,000
4249	Resurfacing	25,000	Cost of hot bituminous asphalt to repair road surface after water breaks.	25,000 Cost of hot bituminous asphalt to repair road surface after water breaks. 21,830
4255	Chemicals	125,000	Bulk Chemicals for Water Treatment	125,000 Bulk Chemicals for Water Treatment 85,000
4256	Tubing & Parts	66,150	Copper tubing, brass fittings and meter horn assemblies. (5% market increase) (New Regional Customers) Partially offset by meter sales	66,150 Copper tubing, brass fittings and meter horn assemblies. (5% market increase) (New Regional Customers) Partially offset by meter sales 66,150

2025 BUDGET WORKSHEET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4262	Safety	750	Personal safety gear, traffic cones, signs, safety supplies etc.	750
4400	Contracted Services	244,274	Electronics & Controls maintenance. Mechanical systems Instrument calibration & preventative electrical maintenance Altitude valve preventive maintenance Digsafe Water Conservation Backwash tank cleaning Generator P.M. (8 Sites) PM on CO2 Storage & carbonic acid feed systems Copier maintenance Treatment technical assistance Meter reading equipment maintenance contract (63%) Software Maintenance (63%) GIS hosting/support/updates Mission Service for WTP On Call Engineering Services WaterSmart-Customer Access Neptune 360 Finish Water Pump Replacement Canobie Raw Water Pump Check Valve Replacement Fire Pump PM Services	Electronics & Controls maintenance. Mechanical systems Instrument calibration & preventative electrical maintenance Altitude valve preventive maintenance Digsafe Water Conservation Backwash tank cleaning Generator P.M. (8 Sites) PM on CO2 Storage & carbonic acid feed systems Copier maintenance Treatment technical assistance Meter reading equipment maintenance contract (63%) Software Maintenance (63%) GIS hosting/support/updates Mission Service for WTP On Call Engineering Services WaterSmart-Customer Access Neptune 360 Finish Water Pump Replacement Canobie Raw Water Pump Check Valve Replacement Fire Pump PM Services
				750
				4,000
				12,000
				6,180
				2,200
				6,396
				3,000
				6,180
				3,258
				4,500
				350
				5,000
				2,502
				1,733
				9,200
				784
				5,000
				18,285
				33,000
				45,500
				19,682
				10,874

2025 BUDGET WORKSHEET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Contracted Pump Services Installs SonicWall LogMeIn for SCADA (4) Legal Notices (materials and service bids) SCADA Security Software	25,000 2,350 1,000 2,800 13,500
4440	Equipment Rental	40,000	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	25,000
4481	Water Samples/Lab Expenses	105,271	QA/QC & certification Consumables Glassware & minor equip. Routine SDWA compliance Chemical waste disposal Hach service maintenance Lab equipment service maintenance. PFOA/PFOS testing (4) Lead/Copper Testing (Regional Line Increases) Cyanobacteria Testing UCMR5 Testing	4,000 13,225 13,225 9,500 2,000 43,500 2,500 3,500 2,250 6,000 5,571
4482	Purchase of Water	933,762	Methuen-emergency purchases	100

2025 BUDGET WORKSHEET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Manchester Water Works: Windham & PEU HAWC Salem	Manchester Water Works: Windham & PEU HAWC Salem
4484	Meters	135,500	New Meters for development Partially offset by meter sales (New Regional Customers)	135,500 New Meters for development Partially offset by meter sales (New Regional Customers)
4485	Hydrants	52,500	Replace hydrants (15 @3,500)	52,500 Replace hydrants (15 @2,200) Hydrant Parts
4489	Pipe Replacement	280,000	Scheduled and emergency repairs made to distribution system on pipes valves and fittings. Water work associated with Road Program	10,000 270,000 Scheduled and emergency repairs made to distribution system on pipes valves and fittings. Water work associated with Road Program
4496	Electricity	246,101	Cost of electricity for building and to pump water. Service for WTP, 3 booster stations and 2 raw water pumping stations, 2 PRV Stations	246,101 Cost of electricity for building and to pump water. Service for WTP, 3 booster stations and 2 raw water pumping stations, 2 PRV Stations
4497	Other Utilities	181,083	Sewer discharge, from Canobie Water Treatment Plant	181,083 Sewer discharge, from Canobie Water Treatment Plant



41 Crossroads Plz. #107
West Hartford, CT 06117
203-663-1314
www.carlsensystems.com

July 26, 2024

Ron Benjamin
Salem Municipal Services
Salem, NH

RE: Peerless Model 6AE14G Horizontal Split Case Pump Replacement

Carlsen 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: \$45,500.00

Delivery: 26-30 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
Carlsen Systems, LLC
bolsen@carlsensystems.com
603-714-9808

3rd
High Lift



Bill to
**SALEM NH DEPARTMENT OF PUBLIC
WO**
33 Geremonty Drive
Salem, NH 03079

Ship to
**Salem NH Water Treatment
Plant00013**
North Policy Street
Salem, NH 03079

Quote #: q1692

Item	Description	Quantity	Price	Amount
LAB	Labor to remove old pump and reinstall new pump. Includes concrete work to regROUT the new pump.	1	\$10,750.00	\$10,750.00

Subtotal: \$10,750.00

Tax: \$0.00

Total: \$10,750.00

Payments: \$0.00

3rd
High Lift

Boston Systems & Solutions, LLC

1 Red Oak Drive Unit D
Plaistow, NH 03865

Voice: 978-469-0002
Fax: 978-469-0155

Sales Order

Sales Order Number:

128003

Sales Order Date:

Sep 11, 2024

Page:

1

289

Sold To:

Town of Salem
Attn: Susan
33 Germonty Drive
Salem, NH 03079

Ship To

Town of Salem
Attn: Susan
33 Germonty Drive
Salem, NH 03079

Customer ID	PO Number	Sales Rep Name
Salem	Fred Wallace	Brian D. D'Ambrosio
Customer Contact	Shipping Method	Payment Terms
	Hand Deliver	Net 30 Days

Quantity	Item	Description	Unit Price	Extension
1.00		Renewal of ManageEngine Log360 Cloud - Annual subscription with added Advanced Threat Analytics Coverage for March 13, 2025 through March 12, 2026	13,500.00	13,500.00

All equipment is subject to availability, substitution and price change. BSS not responsible for errors, omissions, changes, product quality or representations made by the manufacturer. Warranty includes the hardware and labor directly related to the replacement of the defective component by the manufacturer. Labor to load software or reconfigure workstation not part of warranty labor. BSS can provide this service at our standard hourly rates. All estimates are made in good faith based on the existing knowledge of the request, equipment and physical layout of the client's site. Labor overruns caused by changes or limitations to the equipment or site will be brought to the attention and approved by the client. Unless otherwise noted, Massachusetts sales tax, shipping and installation are not included in this quote.

Subtotal 13,500.00

Sales Tax

Freight 0.00

TOTAL ORDER 13,500.00

09/23/2024

Authorized Signature



First Electric Motor Service Inc.

73 Olympia Avenue
Woburn, Massachusetts 01801
Ph. 781-491-1100 Fx.781-491-1102
www.firstelectricmotor.com

Quote



Quote Date

6/23/2023

Quote Number

SQ23-3633

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, unwire 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-OFPA	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

Subtotal:	8,250.00
Freight:	0.00
Convenience Fee:	0.00
6.250 %	Sales Tax 1: 0.00
0.000 %	Sales Tax 2: 0.00
	Total: 8,250.00

Thank you for your patronage!

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

3 PUMPS TOTAL = 24,750.00

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
WATER-BUILDINGS									
38120 - 4401	CLEANING SERVICES	13,300	13,500	10,125	13,500	13,500	13,500	-	0.00%
38120 - 4452	BUILDING MAINTENANCE	35,936	116,931	12,505	116,931	20,532	20,532	(96,399)	-82.44%
38120 - 4495	HEAT	27,507	35,931	18,108	31,042	44,914	44,914	8,983	25.00%
SUBTOTAL		76,743	166,362	40,737	161,473	78,946	78,946	(87,416)	-52.55%

2025 BUDGET WORKSHEET

DEPT NAME - WATER - BUILDINGS

DEPT # - 38120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024		
4401	Cleaning Services	13,500	Cleaning services	13,500		
4452	Building Maintenance	20,532	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. Alarm monitoring Fire Alarm Inspection - five (5) locations	10,000 1,250 174 1,237	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. Alarm monitoring Fire Alarm Inspection - five (5) locations	10,000 1,250 174 1,237
			Fuel for Generators HVAC Maintenance Grounds Maintenance, includes fertilization Security gate annual maintenance Pest Control Fire Safety Equipment Maintenance	1,700 1,176 2,500 400 1500 595	Fuel for Generators HVAC Maintenance Grounds Maintenance, includes fertilization Security gate annual maintenance Pest Control Fire Safety Equipment Maintenance Boiler Replacement WTP	1,700 1,176 2,500 400 1500 595 96,399
4495	Heat	44,914	Propane heat 3 Year weighted average + 5%	44,914	Propane heat 3 Year weighted average + 5%	35,931

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
WATER-DEBT SERVICES									
38130 - 4507	DRINKING WATER #21-PRINCIPAL '19	160,000	160,000	160,000	160,000	-	-	(160,000)	-100.00%
38130 - 4509	RTE 28 WATER MAIN-PRIN	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	-	0.00%
38130 - 4521	DRINKING WATER #21-INTEREST '19	12,000	4,000	4,000	4,000	-	-	(4,000)	-100.00%
38130 - 4568	RTE 28 WATER MAIN-INT	18,683	16,347	16,347	16,347	14,012	14,012	(2,335)	-14.28%
38130 - 4569	WEST DUSTON WATER-INT	23,046	20,120	20,120	20,120	17,194	17,194	(2,926)	-14.54%
38130 - 4669	WATER CON #15-PRINCIPAL '04	35,000	35,000	35,000	35,000	-	-	(35,000)	-100.00%
38130 - 4671	WATER CON #16-PRINCIPAL '13	69,000	-	-	-	-	-	-	0.00%
38130 - 4672	WATER CON #17-PRINCIPAL '14	105,000	105,000	105,000	105,000	-	-	(105,000)	-100.00%
38130 - 4673	WATER CON #18-PRINCIPAL '14	80,000	80,000	80,000	80,000	-	-	(80,000)	-100.00%
38130 - 4674	WATER CON #19-PRINCIPAL '15	110,000	110,000	110,000	110,000	110,000	110,000	-	0.00%
38130 - 4675	WATER CON #20-PRINCIPAL '18	151,892	154,194	154,193	154,194	156,530	156,530	2,336	1.51%
38130 - 4689	WATER CON #19-INTEREST '15	2,728	1,057	1,057	1,057	-	-	(1,057)	-100.00%
38130 - 4690	WATER CON #16-INTEREST '16	2,070	-	-	-	-	-	-	0.00%
38130 - 4691	WATER CON #17-INTEREST '17	6,300	3,150	3,150	3,150	-	-	(3,150)	-100.00%
38130 - 4692	WATER CON #18-INTEREST '18	4,800	2,400	2,400	2,400	-	-	(2,400)	-100.00%
38130 - 4693	WATER CON #19-INTEREST '19	13,200	8,800	8,800	8,800	4,400	4,400	(4,400)	-50.00%
38130 - 4694	WATER CON #20-INTEREST '20	11,895	9,594	9,593	9,593	7,258	7,258	(2,336)	-24.35%
SUBTOTAL		992,456	1,056,505	1,056,503	1,056,504	656,237	656,237	(400,268)	-37.89%

2025 BUDGET WORKSHEET

DEPT NAME - WATER - DEBT

DEPT # - 38130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025		EXPLANATION 2024
4674	Water Const. #19 – Principal (N Policy/Old Rockingham)	110,000 *	Bond Issue 2015 Final Payment 2025	110,000 *	Bond Issue 2015 Final Payment 2025
4675	Water Const. #20 – Principal (Exit 2 Booster Station)	156,530	Bond Issue 2018 Final Payment 2028	156,530	Bond Issue 2018 Final Payment 2028
4509	Rte. 28 Water Main Replacement - Principal	288,313 **	SRF Loan Issued 2021 Final Payment 2030	288,313 **	SRF Loan Issued 2021 Final Payment 2030
4510	West Duston Main - Principal	58,530	Bond Issue 2021 Final Payment 2031	58,530	Bond Issue 2021 Final Payment 2031
4568	Rte. 28 Water Main Replacement - Interest	14,012 **	2025 Interest	14,012 **	2024 Interest
4569	West Duston Main - Interest	17,194	2025 Interest	17,194	2024 Interest
4693	Water Const. #19 – Interest	4,400	2025 Interest	4,400	2024 Interest
4694	Water Const. #20 – Interest	7,258	2025 Interest	7,258	2024 Interest

* Principal offset of 7,044 via amortized bond premiums

** Offset by DBA

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
			BUDGET	EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE				
WATER-CAPITAL PROJECTS									
38140 - 4402	ENGINEERING SERVICES	-	225,000	225,000	225,000	650,000	-	(225,000)	-100.00%
38140 - 4607	EQUIPMENT	-	-	-	-	105,400	105,400	105,400	0.00%
38140 - 4738	WATER - VEHICLES	147,707	35,000	34,792	35,000	85,000	85,000	50,000	142.86%
38140 - 4765	IMPROVEMENTS	406,280	-	-	-	-	-	-	0.00%
38140 - 4888	GIS FLYOVER	4,199	-	-	-	-	-	-	0.00%
SUBTOTAL		558,186	260,000	259,792	260,000	840,400	190,400	(69,600)	-26.77%

2025 BUDGET WORKSHEET

DEPT NAME - WATER - CAPITAL PROJECTS

DEPT # - 38140

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4607	Equipment	105,400	Vacuum Trailer	105,400
4738	Water - Vehicles	85,000	4x4 Utility truck (P70)	Ford Ranger P72 Replace engine in P76 30,000 5,000

FY 2025 BUDGET

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

Quote

297

Date	Quote #
8/1/2024	3212

Name / Address

Salem Utilities Division
33 Geremonty Drive
Salem, NH 03079



Rep	Project
MH	

Item	Description	Qty	Cost	Total
Equip Misc - Sales	350 gallon debris tank, Drive One 38 HP EFI gas engine, 580 CFM blower, 3" x 25' vacuum hose and 5' pick-up wand, electric clutch engaged pressure washer 3500 PSI @ 4 GPM, 100 gallon water tank, 50' hose reel, Anti-freeze kit, air gap, LED traffic director, Trailer-9,990# GVWR, tandem 6,000# rated axles, electric brakes, powder coated Pacific Tek Safety Yellow	1	97,400.00	97,400.00
Freight In / Shippi...	Freight	1	8,000.00	8,000.00

TOWN OF SALEM, NH

09/23/2024

Sales Tax (5.5%)

\$0.00

\$105,400.00

38140-4738

DIVISION	PUBLIC WORKS	
ID		P70
General Description		4X4 Utility Body
Manufacturer		Ford
Model		F350
Fuel Type		Gasoline
Date of Purchase		6/1/2012
Useful Life		10 years
Mileage		143,224
Hours		N/A
VCI	15 (REPLACE)	



REPLACEMENT COST

\$85,000.00

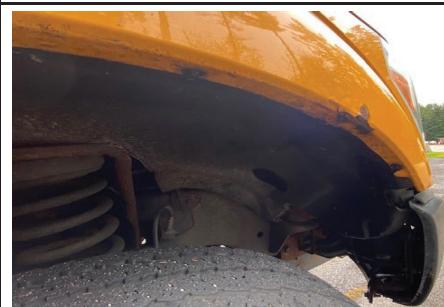
VEHICLE USE

This truck is the primary vehicle for the on-call Systems Foreman and is equipped with items related to both sewer and water be it day to day or emergency operations. P77 is utilized as a multi-purpose vehicle as needed including as a support vehicle for winter operations and road calls similar to all foremans vehicles. It supports as necessary for large scale town emergencies occur such as floods, ice storms, water main breaks, sewer overflows, and large scale detours are needed to be set up as well.



RECOMMENDATION

This vehicle will be approaching 200,000 miles once replaced next year and should not be deferred or risk decommissioning leaving the top-tier position without a vehicle. The body has succumbed to major rust and corrosion and many of the steering and bracket components will need to be replaced next for those very reasons. The vehicle will also need new plugs and wires in the coming year to continue to stay running. The vehicle needs to be able to respond to all the water and sewer lift stations that run 24/7/365.



VCI	NEW	GOOD	AVERAGE	POOR	REPLACE
-----	-----	------	---------	------	---------

TOWN OF SALEM**2025 BUDGET****ADDITIONAL REQUESTS**

DEPARTMENT	DEPARTMENT ACCOUNT	AMOUNT	DESCRIPTION
Municipal Services-DPW	10200-4452	\$18,030.00	District Court Carpeting
Municipal Services-DPW	10200-4498	\$96,545.48	Fire Alarm Court House
Human Resources	10320-4092	\$7,000.00	Update job titles/description for FT & PT
Municipal Services-DPW	10350-4452	\$20,992.80	Town Hall Carpeting
Municipal Services-DPW	10353-4498	\$24,300.00	Window restoration at Hose House
Information Technology	20200-4200	\$18,900.00	Human Services New Software
Fire	40231-4452	\$12,965.00	Admin Area Flooring Replacement
Fire	40231-4452	\$17,550.00	Apparatus Bay Gear Storage Lockers
Fire	40210-4232	\$4,873.00	Butterfly Ultrasound
Fire	40210-4602	\$885.00	Bresnahan/Cellar Nozzle
Fire	40231-4452	\$1,406.00	Company Officer room flooring
Fire	40231-4452	\$1,627.00	Communication Supervisor Office Flooring
Fire	40230-4600	\$7,137.00	Commercial refrigerator for Central
Fire	40231-4452	\$1,887.00	EMS Room Flooring
Fire	40230-4600	\$3,314.00	Fire Alarm Console Chairs
Fire	40231-4452	\$1,200.00	Flammable Liquids Cabinet
Fire	40231-4452	\$2,667.00	Hallway flooring
Fire	40210-4602	\$550.00	Hose Washer
Fire	40231-4452	\$4,359.00	Metal Security Door-Station 1
Fire	40231-4452	\$1,784.00	Central bay Door Openers
Fire	40231-4452	\$60,158.00	Resurface Apparatus Bay Floor
Fire	40210-4602	\$3,180.00	SCBA air tool adapter
Fire	40231-4452	\$80,000.00	Station 1 Repair back Parking Lot
Fire	40230-4600	\$2,200.00	Station 1 Stackable Washer and Dryer
Fire	40234-4452	\$30,000.00	Station 2 Replace HVAC system
Fire	40234-4452	\$4,770.00	Station 2 Replace two overhead door openers
Fire	40234-4452	\$85,180.00	Station 2 Replace existing roof
Fire	40230-4600	\$999.00	Station 2 Maytag washer and dryer
Fire	40231-4452	\$5,021.00	Training room flooring
Fire	40231-4452	\$74,200.00	Upstairs bathroom renovation
Municipal Services-DPW	50110-4607	\$71,712.67	Large Garage Lifts
Municipal Services-DPW	50120-4607	\$34,900.00	Skid steer

TOWN OF SALEM**2025 BUDGET****ADDITIONAL REQUESTS**

Municipal Services-DPW	50400-4226	\$19,875.00	Lancaster School Zone
Human Services	60100-4092	\$8,132.80	Director 4 hours/week increase
Human Services	60100-4092	\$23,952.00	Part Time Administrative Assistant
Community Services	60400-4459	\$1,319.00	Network Decoder/Receiver Device
Community Services	60430-4452	\$45,962.00	Ingram Replacement Vinyl Windows
Community Services	60430-4452	\$1,608.78	Ingram New Door
Community Services	60450-4452	\$1,603.00	Hot Coal Containers
Community Services	60450-4452	\$5,999.00	Outdoor Wood Shed
Community Contributions	70200	\$15,000.00	Estimated "Salembration" fireworks cost (no quote)
MS Equipment Replacement	80100-4729	\$16,500.00	D86 Small 6-wheel dump truck (no quote)
Municipal Services- Sewer	28100-4400	\$65,000.00	Sewer Rate Study
Municipal Services- Water	38140-4402	\$65,000.00	Water Rate Study

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 1, 2024

To: Town of Salem

Attn: James Pacheco

Re: Salem District Court
35 Geremonty Dr
Salem, NH 03079

Adult & Juvenile Probation

Shaw Carpet Tiles 24"x24" Glued Down – Carbon Copy 54806-06505 Imprint

2,400 Square Feet @ \$4.35	\$10,440.00
Additional Off Hours Labor @ \$0.50	1,200.00

Removal & Disposal of Carpet @ \$0.60	1,440.00
Skim All Areas with Ardex Cement @ \$1.25	3,000.00

Johnsonite 4.5" Duracove Rubber Base – CB20 Charcoal

600 Lineal Feet @ \$3.25	1,950.00
Total	\$18,030.00

- ❖ 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

Scope of Work

- Total cost based upon quantities indicated, annual inspection reports with device counts and 7/31/24 site survey with James Pacheco
- Some hardware may have extended lead times. Minuteman will not be held responsible for product delays due to supply chain issues. Equipment should be authorized for ordering asap.
- Quote includes 2 year warranty on the fire alarm control panel; 1 year warranty on all other materials and labor
- Quote does not include any changes or additions requested by the fire dept. during the plans review or final acceptance test
- Quote does not include FPE review, stamp or control documentation

Minuteman assumes the following will be provided and/or installed by others:

- Painting and patching as needed
- Access to all areas and device locations

Minuteman assumes:

- Assumes all work will be completed during **AFTER normal business hours of Monday - Friday 4PM - 12AM and/or Saturdays and that there is not a requirement for prevailing wage and or union labor.**
- Replacement, repairs and or changes to equipment will require change order authorization by both the customer & Minuteman Security & Life Safety

Payment Info:

- Equipment will be invoiced once received
- Progress labor billing may be performed for long projects
- Final Payment due upon completion of project.
- Payment Terms: [Net30]

Fire Alarm Materials & Labor

Description	Qty
Fire-Lite ES-1000X Addressable fire alarm panel	1
12V 18AH BATTERY	2
EMERGENCY COMMAND CENTER 50WT	1
12V 7AH BATTERY	2
CAT30 HOOK CAM PANEL LOCK	1
80 CHAR LCD ANNUNCIATOR RED	1

Fire Alarm Materials & Labor

Description	Qty
ADDRESSABLE PULL STATION	6
CAT30 PULL STATION LOCK	7
ADDRESSABLE SMOKE DETECTOR	71
ADDRESSABLE HEAT DETECTOR	3
CONVENTIONAL CARBON MONOXIDE DETECTOR 12/24 VDC	1
ADDRESSABLE MINI MONITOR MODULE	1
DUCT DETECTOR - NO HEAD	4
REMOTE TEST SMOKE DETECTOR	4
3' SAMPLING TUBE	4
REMOTE TEST STATION	4
ADDRESSABLE RELAY MODULE	7
SPEAKER STROBE LED RED WALL BULK PACK W/10	1
SPEAKER STROBE LED RED WALL	5
WALL SPEAKER SURFACE MOUNT BACK BOX RED	15
RED RETROFIT PLATE (5 PACK)	2
red retrofit plate	3
SPEAKER STROBE LED RED CEILING	1
STROBE LED RED CEIL 4X4 BULK PACK W/10	2
FIRE BREAKER LOCK	1
120VAC SURGE PROTECTOR	1
FIRE ALARM RECORDS CABINET	1
Fire Alarm wire	1
16-02 OAS SOL FPLP Red Jkt - Plenum	1500
Cable 14-02 UnShielded Solid FPLR Red	1500
Cable 16-02 UnShielded Solid FPLP Red	1500
Misc Fire Installation Materials	1

Fire Alarm Materials & Labor

Description	Qty
Fire Alarm Project Permitting	1
Shipping & Handling	1
Labor - Commissioning/ Programming	1
Subtotal:	\$96,545.48

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 1, 2024

To: Town of Salem
 33 Geremonty Dr
 Salem, NH 03079

Attn: James Pacheco

Town Hall – Lower-Level Assessing, Tax & Town Clerk Areas

Assessing, Tax Collector & Town Clerk Areas Including All Halls

Shaw Carbon Copy – TBD 24"x24" Glued Down

2,784 Square Feet @ \$4.35	\$12,110.40
Additional Off Hours Labor @ \$0.50	1,392.00
Removal & Disposal of Carpet @ \$0.60	1,670.40
Skim All Areas with Ardex Cement @ \$1.25	3,480.00

Johnsonite 4.5" Duracove Rubber Base

720 Lineal Feet @ \$3.25	<u>2,340.00</u>
Total	\$20,992.80

❖ **Town staff to move all furniture.**

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

Dylan Runnion Restoration Carpentry LLC

121 Cider Hill Road
York, Maine 03909 US
+1 9789687027
runnionrestoration@gmail.com

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Estimate

ADDRESS
Salem NH DPW

ESTIMATE 1027
DATE 07/29/2024

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Window Restoration	Removal of window sash, inspection of frame/ jamb, full restoration of window (stripping, removal of glass, rebed glass, glaze and paint) reinstall window with new ropes, weatherstrip as nessacary. Per window price. Site work and any repairs to the jamb (if needed) billable at \$80/ hour + materials	18	1,350.00	24,300.00
TOTAL					\$24,300.00

Accepted By

Accepted Date

TOWN OF SALEM, NH

09/23/2024

Town of Salem

Budget Development Funding Request

Department: Human Services

Funding Request: Software

Description of Request: I am requesting software for Human Services. The current software of MuniSmart is very outdated and difficult to use, it also does not allow us to capture all the information that is needed to track in HS. This new software would enable us to track both internal and external services and goods given, so we would be able to see in 1 report all the services given an individual, not just what came out of the town budget. It allows you to run a large variety of reports, enter case notes and files. This would save a significant amount of time from what I do currently of keeping excel tracking sheets, creating files, and creating reports from various tracking sheets. So, to get all the information on 1 resident I have to use multiple sources and put this together rather than being able to run just 1 report. It is vital that Human Services is able to report accurately and keep accurate records and with the software there is less chance of error. I propose we buy the software from the Town of Nashua Welfare Department, this is also used in Concord who bought it from Nashua. Nashua bought the original software from Rochester Human Services and then updated it to make it more user friendly. This has proven to work well for the Welfare Departments that are using it. See Nashua's quote below in supplemental information.

Costs: \$18,900

What is the impact if this request is not funded? The impact if we do not purchase software is the significant additional staff time of creating and completing several different tracking sheets as well as needing to use various sheets for reports instead of getting the information from 1 place. Less chance of inaccuracies in the data.

Does this request address a goal of the Town Council? No

308

Has the request been submitted before? No

FY Are there additional costs to implement this request? NOT included in the request No

Is there a recurring cost? Yes – IT maintenance of software

Supplemental Information:

1. **Price.** Nashua would sell their Welfare Application to Salem for an agreed upon cost of Eighteen Thousand Nine Hundred Dollars (\$18,900.00). It is further understood that Salem will not re-sell or transfer in any manner the Welfare Application or any iteration or derivative of the Welfare Application.
2. **Product Only.** It is understood and agreed between the Parties that Nashua is only providing Salem with the Welfare Application and backend SQL Database. The backend SQL database will contain no data. **No support services will be provided by Nashua.**
3. **Product Modification.** Salem may, at its sole discretion, make any modifications to the Welfare Application as it sees fit, at any time and for any reason. Nashua may, with Salem's assent, which shall not be unreasonably withheld, have access, at no charge, to any such modifications.

Town of Salem

Budget Development Funding Request

Department: Human Services

Funding Request: Part Time Position

Description of Request: I am requesting an Administrative Assistant for 20 hours a week. They would work 4 hours a day Monday – Friday from 12 – 4. The position's responsibilities would include pre-screening, setting up appointments, data entry, maintaining files, maintaining tracking sheets as well as other duties assigned. The addition of this position would provide full-day coverage as required by NH Welfare Laws (see supplemental information). To provide cost savings to the town we need to work closely with other towns and community agencies. For example, I worked with another agency and local church with a client, and we were able to share the cost of a hotel, food and transportation. The purpose of the p/t position would be to free me up to do relationship building, explore alternatives to getting residents needs met with the least amount of town money and explore other sources of funding. I could reestablish relationships with Lions Club, Knights of Columbus, Rotary, and Women's Club, all of whom in the past have contributed generously with goods and services.

This additional part-time position would allow the Director time to do due diligence to ensure that residents are following through with the Directors requirements and declaring all sources of their income.

Towns that are approximately the same size as Salem and even smaller have at least 1.5 staff in their Human Services Department.

The following are some towns and the size of their Human Services Department

Town	Population	Staff
Salem	31549	1 – 24 hr.
Rochester	33519	3 F/T
Derry	34248	3 F/T
Dover	33485	2 F/T
Portsmouth	22737	1.5 F/T

Costs: \$23,952 - \$23/Hr. Since it is part time there are no benefits

What is the impact if this request is not funded? The impact if the position is not funded would be a loss of community relationships which could result in increased cost to the town for goods and services as well as a creating an appearance in our community and state as the town working in isolation rather than together with the community.

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Budgetary Considerations Yes No

Does this request address a goal of the Town Council? No

Has the request been submitted before? No

Are there additional costs to implement this request? NOT included in the request No

Is there a recurring cost? Yes

Supplemental Information:

V. Availability

Most cities have full-time welfare directors and may have one or more caseworkers, as well. In towns, the governing body should delegate the dual responsibilities of receiving an application and making an emergency aid decision to someone who is available during business hours, such as a single select board member, the administrative assistant, or an appointed welfare administrator. The people who staff the town office during business hours should have a written procedure available to them regarding who is responsible for the welfare function and how that person may be contacted during business hours. Otherwise, the town or city could be sued for violating the applicant's due process rights guaranteed by the federal constitution.

Most cities have full-time welfare directors and may have one or more caseworkers, as well.

Town of Salem

Budget Development Funding Request

Department: Human Services

Funding Request: Increase Directors position 4 hours a week

Description of Request: Increasing hours would put the Directors position at 28 hours a week, remaining a part time position. At 24 hours a week I have been unable to meet all the requirements of the position, particularly building relationships in the community. I am working an average of 27 hours a week, not counting the time I work at home. In the 4 months I've been in the position I have met with 64 individual residents. Each appointment on average is 1.5 hours, not including the notes and paperwork that needs to be completed or the follow-up ensuring they are completing the tasks given to them. Many of these residents require multiple meetings, so I spend at least 3.5 hours a day interacting with residents. I take a minimum of 8 calls a day. To date I have not been able to go into the community and reestablish collaborative relationships which could benefit the town financially. Since I am currently working at least 28 hours a week but only scheduled for 24 hours, this increase in hours would allow me to be compensated for the hours I am working.

Costs: \$8,132.80

What is the impact if this request is not funded? The impact would be that some resident's needs will not be addressed in a timely manner.

Budgetary Considerations Yes _____ **No²**

Does this request address a goal of the Town Council? No

Has the request been submitted before? No

Are there additional costs to implement this request? NOT included in the request? No

Is there a recurring cost? Yes

Supplemental Information:



The Professional's Source Since 1973

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AVPro Edge MXNet 1G Decoder/Receiver Device (TAA Compliant)

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Authorized Dealer

① Special Order

\$1,319.00

Key Features

- Decode Fiber/IP Video to HDMI Output
- Requires an L3 Multicast/MXNet Switch
- Supports up to 4K60 4:4:4 Resolution
- Works with AC-MXNET-1G-E Encoder
- 1 GB/s Maximum Data Rate
- Analog Stereo Audio De-Embedded Output
- PoE (Power-over-Ethernet) Support
- RS-232 & IR Pass-Through
- Dolby & DTS, HDR/HLG Support
- Near Zero Latency



In the Box

AVPro Edge MXNet 1G Decoder/Receiver Device (TAA Compliant)

IR Emitter

IR Eye

2 x Rack Ear

4 x Screw

2 x 3-Pin Terminal Block Connectors

Limited 10-Year Manufacturer Warranty



To: Town of Salem
33 Geremonty Drive
Salem, NH 03079

REF: Ingram Senior Center

ATTN: James 603-234-0110
jpacheco@salemnh.gov

Charles Cantor
Estimator / PM
Office / Text: (603)272-6725
charles.cantor@portlandglass.com

THIS IS A *BUDGETARY* PROPOSAL DATED 02/19/2024:

We propose to furnish and install the following materials in accordance with the outline below:

Replacement Vinyl window as per site visit discussion with Ron.

NEW VINYL WINDOW: (Type - A) (See Basic Drawings)

1 – App. Size of 48" x 82" fixed white vinyl window.

Nor'easter Lansing classic new construction window with nailing fin & j-channel, white, double glazed (*Energy Star*)
clear Lo-e argon filled glass, internal white contoured grids (*4 horizontal 2 vertical buttons*).

(PRICE EACH) - **TOTAL \$1,884.00**

NEW VINYL WINDOW: (Type - B) (See Basic Drawings)

1 – App. Size of 48" x 72" fixed white vinyl window.

Nor'easter Lansing classic new construction window with nailing fin & j-channel, white, double glazed (*Energy Star*)
clear Lo-e argon filled glass, internal white contoured grids (*4 horizontal 2 vertical buttons*).

(PRICE EACH) - **TOTAL \$1,769.00**

NEW VINYL WINDOW: (Type - C) (See Basic Drawings)

1 – App. Size of 36" x 82" fixed white vinyl window.

Nor'easter Lansing classic new construction window with nailing fin & j-channel, white, double glazed (*Energy Star*)
clear Lo-e argon filled glass, internal white contoured grids (*4 horizontal 1 vertical buttons*).

(PRICE EACH) - **TOTAL \$1,712.00**

***** For any of the above windows to be a double hung window in-lieu of fixed window. – ADD PER WINDOW: \$96.00.**

ALTERNATE / ADD FIXED ONLY VINYL WINDOWS:

NEW FIXED VINYL WINDOW: (Type - D) (See Basic Drawings)

1 – App. Size of 72" x 24" fixed white vinyl window.

Nor'easter Lansing classic new construction window with nailing fin & j-channel, white, double glazed (*Energy Star*)
clear Lo-e argon filled glass, internal white contoured grids (*4 horizontal 2 vertical buttons*).

(PRICE EACH) - **TOTAL \$1,332.00**

NEW FIXED VINYL WINDOW: (Type - E) (See Basic Drawings)

1 – App. Size of 36" x 24" fixed white vinyl window.

Nor'easter Lansing classic new construction window with nailing fin & j-channel, white, double glazed (*Energy Star*)
clear Lo-e argon filled glass, internal white contoured grids (*1 horizontal 2 vertical buttons*).

(PRICE EACH) - **TOTAL \$1,160.00**

NEW FIXED VINYL WINDOW: (Type - F) (See Basic Drawings)

1 – App. Size of 24" x 24" fixed white vinyl window.

Nor'easter Lansing classic new construction window with nailing fin & j-channel, white, double glazed (*Energy Star*)
clear Lo-e argon filled glass, internal white contoured grids (*1 horizontal 1 vertical buttons*).

(PRICE EACH) - **TOTAL \$1,150.00**

INCLUDES:

Removal and disposal of existing windows to be replaced, where applicable.
All job supplies needed to complete work listed above.
Basic CAD Drawings for approval.
Final cleaning of all products installed by Portland Glass Company, upon completion of installation.

EXCLUDES:

Any permits, fees, and inspections, if applicable.
Any other materials or labor other than what is stated above including carpentry, trim work, wall repair, painting, etc.
Any entrances at this job site.
Any replacement of rotted/deteriorated sills, wood framing, etc.
Any removal and reinstallation of interior fixtures, blinds, furniture. Etc.
Any removal and reinstallation of exterior vinyl siding, panels, gutters, house wrap, trim, etc.

NOTES:

*** All permits, fees, and inspections by others, if applicable.
*** All removal and reinstallation of interior fixtures, blinds, furniture. etc. to be completed by others.
*** All removal and reinstallation of exterior vinyl siding, panels, gutters, house wrap, trim, etc. to be completed by others.
*** Drawings and descriptions will need to be approved prior to ordering.
*** Will need to final measure all openings prior to ordering materials.
*** All work to be completed during normal business hours.

*** All precautions to be taken to protect landscaping, PG cannot be held responsible for existing conditions.

*** For a lift to be supplied by PG in-lieu of Town it would be at an additional cost.

*** Prevailing Wages are not included, if required it would be at an additional cost.

*** If customer decides to do all window removal, disposal, and repairs prior to PG installation – there would be a reduced cost.

*** This proposal is for **BUDGETARY PURPOSES ONLY**. We will need to review the final scope of work to be completed once all final decisions / selections have been made and agreed upon, a final proposal will be provided for execution prior to ordering.

For the above we are pleased to quote the following:

TBD

*Pricing is good for 15 days from date of proposal.

*Please sign and return one copy, at that time material will be ordered.

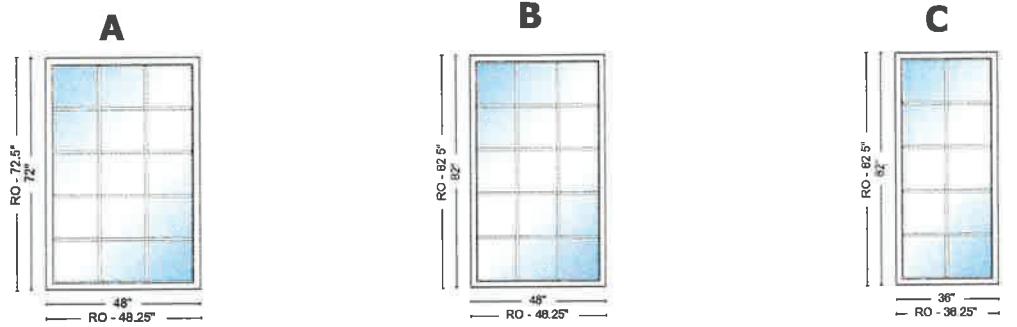
*Term Net 30 for account holders, COD 50% deposit and balance upon completion of work for others.

Accepted: _____
Printed: _____
Date: _____

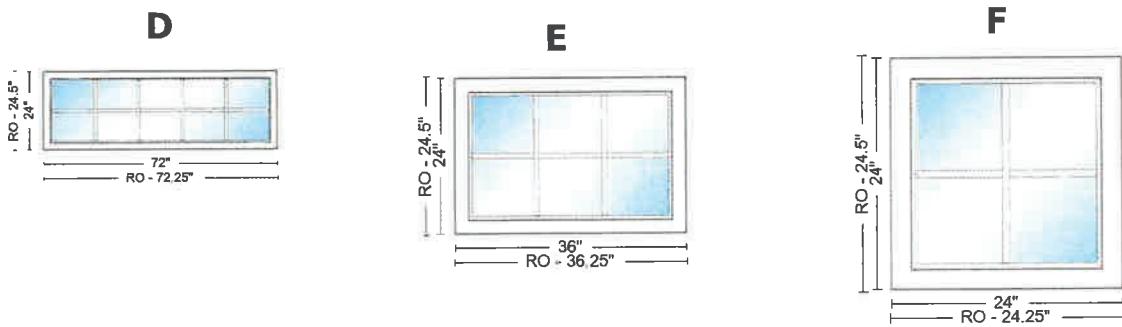
By Portland Glass Co.

Town of Salem Ingram Senior Center

**Window Type
A, B, & C**
Can also be Double Hung Windows



**Window Type
D, E, & F**
FIXED ONLY Windows





Town of Salem, NH
Senior Services Division



Item	Mfg	Part Description	Qty	Sell	Ext Sell
1	IOR	Left Hand Door Panel 85H x 48W	1	\$ 612.00	\$ 612.00
2	IOR	Fabric Panel - Non Powered - 85H x 12W	1	\$ 175.00	\$ 175.00
3	IOR	Wall Mount Kit 80/85H	1	\$ 20.73	\$ 20.73
4	IOR	Straight Rod Connector - 80/85H	2	\$ 15.59	\$ 31.18
5	IOR	3-Way 90 Degree Connector - 85H	1	\$ 79.87	\$ 79.87
6		Regular Time Delivery & Installation	1	\$ 690.00	\$ 690.00
		Grand Total			\$ 1,608.78

Amazon

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7 different colors

\$54.99 X \$384.93

W/logo Hedge Hog Park

Manufacturer : CUSEVE

ASIN : B0CJ8LSP1B



HOT COAL CONTAINERS LARGE - HCC-L

ITEM: #HCC-L

Securr \$1603.00

Securr

NEED ASSISTANCE? CALL 888-
671-7066

REMITTANCE ADDRESS: P.O.
BOX 1438, GUASTI CA 91743

Product Name Hot Coal
Containers Large - HCC-L

Manufacturer Name Securr

Item # HCC-L

Weight 260 lbs

Assembled Width 26 in

Assembled Height 48 in

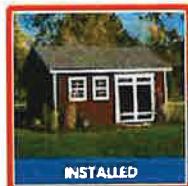
Assembled Length 42 in

Shipped From Ontario,

California 91761

Warranty 1 year

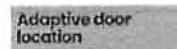




Installed on-site for you
Timelines for installation
vary by region
Local team will contact you
to arrange installation dates
for professional delivery



Easy access



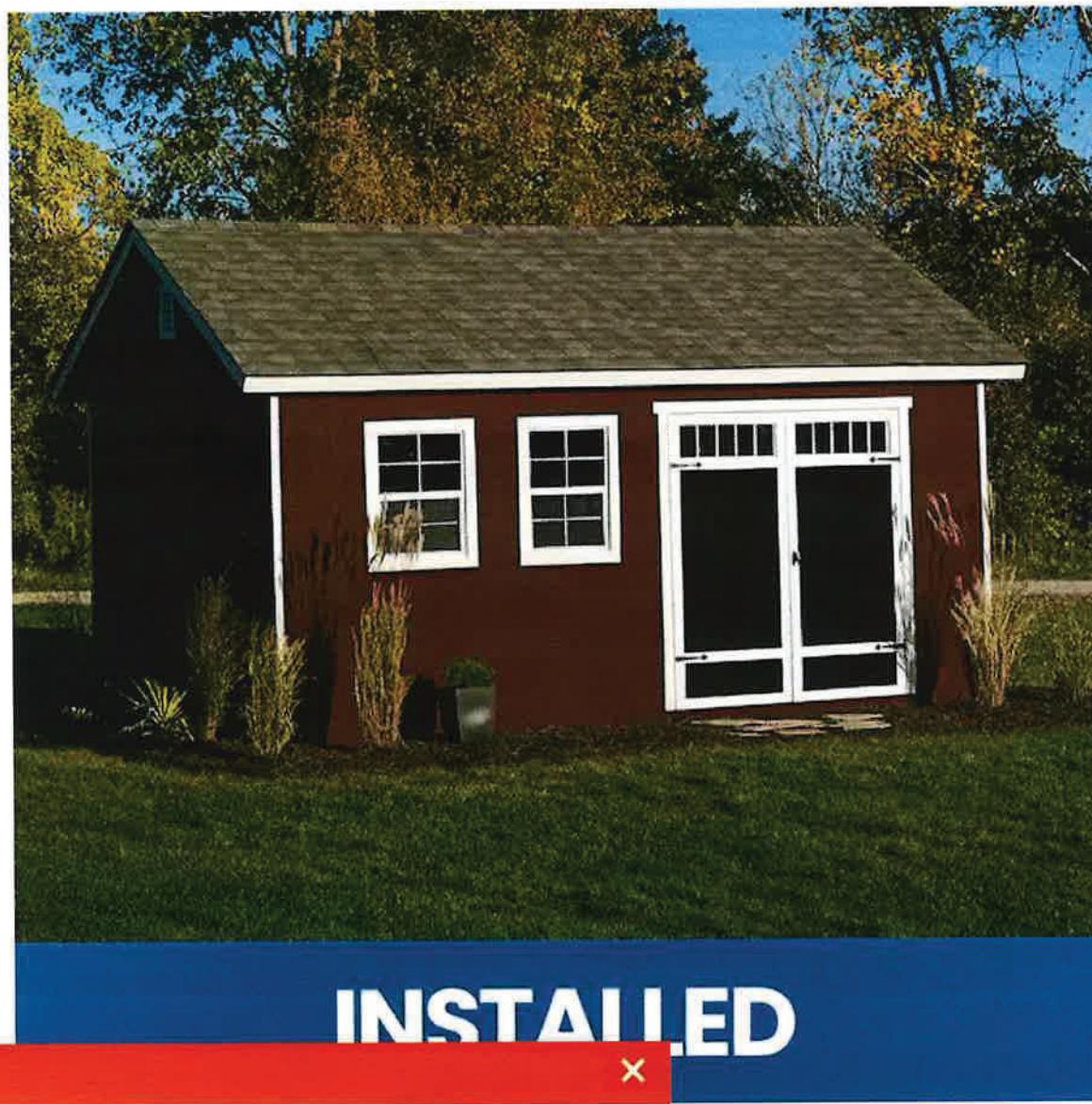
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320

\$5999⁰⁰

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- Shed is professionally delivered, installed on-site in backyard
- Huge high wall footprint for Backyard Me-Shed or tons of storage
- Timeframe for shed installations vary by region (3-6 weeks)
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Roof Color Family: **Black**

Black

Brown

Gray

Unavailable at Salem, NH Delivering to 03079

Pickup

Unavailable

Delivery

Oct 14 - Oct 17

64 available

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