

## October 9, 2024, Town Council Meeting Budget Questions

1. Please provide the changes to the revenue budget if the Townwide fee schedule is adopted
  - a. These should be provided by the department heads at the meeting.
2. Please provide the motion needed to reduce the Assistant Town Manager from 12 months to 9 months. Total budget reduction \$49,098  
Reduce the following line items:

10300-4090	\$33,067
10300-4170	\$4,345
10300-4171	\$103
10300-4172	\$83
10300-4174	\$2,529
10300-4176	\$8,669
10300-4179	\$302
3. Please add that the Part Time Accounts Payable Clerk is a new position on the SALWK.
  - a. All set.
4. The Regular under collections, the detail does not agree with the SAKWK
  - a. All set. There was a salary that wasn't linked correctly and has been updated.
5. Please review page 122 Special Services SALWK.
  - a. In the 2024 budget, the Elder Affairs & Training Officers were open positions budget as a probationary officer at starting pay. In 2024 the positions were filled by existing employees at a higher level. Elder Affairs is at a Police Officer II at step 2 and the Training Officer is at a Master Police Officer step 1.
6. Please update page 252 Capital Improvements percent change.
  - a. All set.
7. There was a recent legislative change for Group 2 retirees. Please provide the motion required to change the budget.
  - a. If the question refers to the employer rate reduction change effective 7/1/25, it is already factored into the budget.
  - b. I don't see anything voted yet, HB 1653 and HB 1673 have been introduced and the next Executive Session is 10/17/24.

[Bill tracking in New Hampshire - HB 1653 \(2024 legislative session\) - FastDemocracy](#)  
[Bill tracking in New Hampshire - HB 1673 \(2024 legislative session\) - FastDemocracy](#)
8. Please update page 183 percent change.
  - a. All set.
9. Please provide the vehicles and the condition of each vehicle to be replaced in the fleet replacement schedule.

### Police:

Please see the attached document

**Fire:**

**C3 (2016 Ford Explorer)- 92,701 miles**

Maintenance costs per year with mileages that year:

2024- \$995.00: 93k miles

2023- \$1015: 87k miles

2022- \$985.00: 80K miles

Mechanic summary: Vehicle is just below 100k miles. I'm recommending replacement so that we can retire this to replace either K2 vehicle or B1 vehicle in inspectional services.

**Medic 1 (2020 Chevrolet Tahoe)- 41,337 miles**

Maintenance Costs per year with mileages that year:

2024- \$704.36 : 42k miles

2023- \$1,625 : 29k miles

2022- \$50.00 : 10k miles

Mechanic summary: This truck gets used very hard. Could be the most abused in the fleet and it needs to be reliable to make it to every ALS call. I'm recommending replacement so that we can retire this to replace either K2 vehicle or B1 vehicle in inspectional services.

Note: Fire will be replacing C3 and M1 vehicles and when they retire them, they will be repurposed to B1 and K2.

B1 & K2 passed inspection this year, but the rust is consuming these vehicles, and they will not be passing inspection next year without 3-5k worth of rust repairs. These vehicles are both used for inspectional services.

B1 is a 2010 ford fusion with 60k miles.

K2 is a 2012 Chevrolet Tahoe with 122k miles.

10. Are the police department and fire department undercoating their vehicles?

**Police:** The police department undercoats the vehicles that they expect to keep around the ten year mark. This includes, but is not limited to, their evidence van, utility pickup truck, arrest van, animal control officer truck, etc. They do not undercoat the vehicles that they turn over quickly (approximately 3-4 years). This includes the patrol vehicles. A note regarding their new station. Included in the back building will be an area to store the longer term vehicles so that they will be out of the weather.

**Fire:** - No, the fire department no longer undercoats their vehicles. Fire did undercoat the vehicles for the first two years their current mechanic (Leo) was here. They stopped due to complaints received from DMV customers about the undercoating being done in the back parking lot of central (there was a large cloud of undercoating in the air and smelled). We paid a vendor to come and spray all the vehicles. Cost was \$3,700 for the entire fleet.

11. What was the unassigned fund balance in 2022 and 2023. Why did it not decrease as expected?

2022 \$14,200,238

2023 \$14,625,625

The Meals and Room Tax received was \$680,000 greater than what was budgeted. Interest earnings were \$500,000 greater than what was budgeted. Miscellaneous revenues came in \$300,000 greater than what was budgeted. This was mostly due to a return of premium from Cigna. Vacancies were also a factor to why fund balance did not decrease as expected.

12. When does the current IT contract end?

7/31/2026

**Other:**

Propose budget amendment to GF-10200-4452 to increase from \$150 to \$1,800. Elevator maintenance should be \$150 per month

Propose budget amendment to GF70100-4608 to increase from \$1,000 to \$3,582. Include cost of AWE computers for elementary age students \$2,582.

**Police Department  
2025 Proposed Vehicle Trade In - Auction**

We currently plan on purchasing 7 new vehicles. However, while we don't have confirmed pricing at this point, early estimates indicate that there will be a significant increase in cost per vehicle. If that is the case, we plan on cutting a vehicle to remain within budget.

The proposed Trade-in /Auction vehicles may change, depending on department needs and vehicle maintenance status in the Spring of 2025.

#	Make	Model	Year	VIN	Mileage	Engine	Idle
S1	Dodge	Charger	2019	2C3CDXAT9KH688702	98,065	13,412	8,893
S2	Chevrolet	Tahoe	2019	1GNSKDEC2KR390411	106,917	14,893	Unavailable
S3	Ford	Explorer	2016	1FM5K8AT9GGD16856	113,790	12,669	8,838
T1	Dodge	Charger	2019	2C3CDXATXKH688708	108,423	14,128	8,916
T2	Dodge	Charger	2019	2C3CDXAT6JG688706	94,077	11,905	7,007
D11	Ford	Fusion	2017	3FA6P0G79HR113648	57,054	Unavail.	Unavailable
D12	Ford	Fusion	2017	3FA6P0G77HR113647	54,430	Unavail.	Unavailable

**#S1 – 2019 DODGE CHARGER**  
**2C3CDXAT9KH688702**





**#T1 – 2019 DODGE CHARGER  
2C3CDXATXKH688708**





**#T2 – 2019 DODGE CHARGER**  
**2C3CDXAT6JG688706**





**#D11 – 2017 FORD FUSION**  
**3FA6P0G79HR113648**



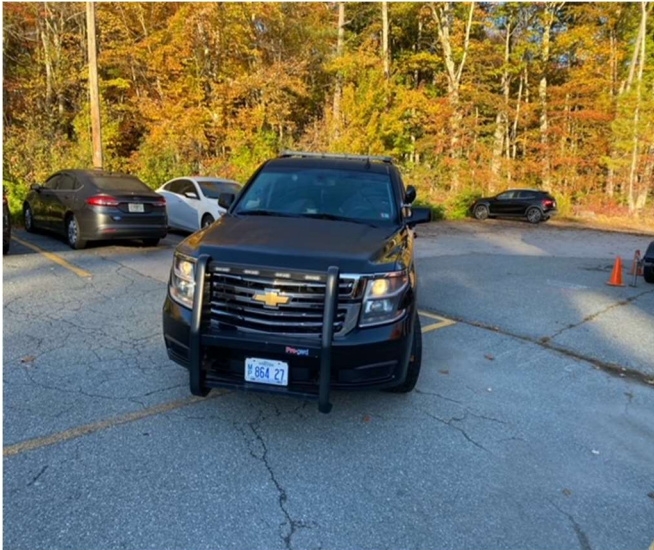


**#D12 – 2017 FORD FUSION**  
**3FA6P0G77HR113647**





#S2 – 2019 CHEVROLET TAHOE  
1GNSKDEC2KR390411



**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
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			665,635	689,988

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



**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
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			148,403	157,735

## 2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
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 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 9/19/24) (incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	INCREASE (DECREASE)	% CHANGE
<b>CAPITAL IMPROVEMENTS</b>									
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%