

TABLE OF CONTENTS

OVERVIEW

2024/2025 Budget Comparison	1
-----------------------------------	---

REVENUE

Revenue Summary	2
Taxes	3
Intergovernmental Revenues-State	5
Licenses and Permits	6
Charges for Services	8
Miscellaneous Revenues	12
Other Financing Sources	13

GENERAL FUND OPERATING BUDGET

Town Council/Court	
Town Council/Court Summary	14
Town Council	15
District Court	18
Town Manager	
Town Manager Summary.....	21
Town Manager	22
Legal	25
Human Resources	27
Employee Benefits	32
Boards & Committees Summary.....	35
Planning Board.....	36
Board of Adjustment.....	38
Budget Committee	40
Conservation Commission	42
Trustee of Trust Funds.....	44
Communications Committee.....	46
Town Buildings Summary	48

Town Hall	49
Old Town Hall.....	52
Hose House	54
Old Library	56
School House #5.....	58
Depot Train Station	60
 Financial Services	
Financial Services Summary	63
Finance	64
Information Technology.....	68
Assessing.....	75
Town Clerk.....	79
Elections	82
Collections	84
Tax Collector	87
Debt Services.....	91
Insurance	94
 Community Development	
Community Development Summary	96
Community Development.....	97
Planning	100
 Police Department	
Police Department Summary	103
Administration	104
Support Services.....	109
Patrol	118
Special Services.....	121
Investigative Services	125
Animal Control.....	129
Station	131
 Fire Department	
Fire Department Summary.....	134

Administration	135
Suppression	143
Communications	155
Stations	160
Inspectional Services	167
Municipal Services	
Municipal Services Summary	171
Administration	172
Garage	177
Fleet	179
Streets/Shops	182
Winter Weather	189
Solid Waste	191
Parks/Property	200
Engineering	206
Lighting	216
Human Services	
Human Services Summary	218
Human Services Administration	219
Direct Assistance	221
Outside Human Services	223
Community Services	
Community Services Summary	226
Community Services Administration	227
Ingram Senior Center	233
Recreational Facilities	236
Library	
Library Summary	238
Library Administration	239
Library Building	247

Community Contributions	
Community Contributions	250
 CAPITAL	
Capital Improvements	252
Warrant Articles	N/A
 ENTERPRISE FUNDS	
Sewer Fund	
Sewer Fund Summary	254
Administration	255
Debt Services.....	269
Capital Projects	271
Warrant Articles.....	N/A
 Water Fund	
Water Fund Summary.....	273
Administration	274
Operations	282
Buildings	291
Debt Services.....	293
Capital Projects	295
Warrant Articles.....	N/A
 ADDITIONAL REQUESTS.....	299

TOWN OF SALEM, NH
2024/2025 BUDGET COMPARISON

FY 25 BUDGET

DEPARTMENT	2024 BUDGET			2025 COUNCIL RECOMMENDED			\$ 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	-	104,382	104,382	-	(2,122)	(2,122)	0.00%	-1.99%	-1.99%
Town Manager	564,201	6,775	570,976	596,791	9,325	606,116	32,590	2,550	35,140	5.78%	37.64%	6.15%
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	354,555	70,128	424,683	28,250	(13,608)	14,642	8.66%	-16.25%	3.57%
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	1,127,648	58,946	1,186,594	42,114	2,330	44,444	3.88%	4.12%	3.89%
Information Technology	39,919	881,152	921,071	152,362	955,508	1,107,870	112,443	74,356	186,799	281.68%	8.44%	20.28%
Assessing	333,995	130,088	464,083	432,146	130,088	562,234	98,151	-	98,151	29.39%	0.00%	21.15%
Town Clerk	240,933	11,600	252,533	236,141	11,600	247,741	(4,792)	-	(4,792)	-1.99%	0.00%	-1.90%
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	379,240	-	379,240	36,681	-	36,681	10.71%	0.00%	10.71%
Tax Collector	192,408	22,170	214,578	192,990	22,170	215,160	582	-	582	0.30%	0.00%	0.27%
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	276,604	2,830	279,434	10,499	75	10,574	3.95%	2.72%	3.93%
Planning	296,163	2,717	298,880	297,307	2,730	300,037	1,144	13	1,157	0.39%	0.48%	0.39%
Police	13,595,737	789,970	14,385,707	14,038,399	787,032	14,825,431	442,662	(2,938)	439,724	3.26%	-0.37%	3.06%
Fire	14,931,583	1,402,385	16,333,968	15,626,173	1,419,344	17,045,517	694,590	16,959	711,549	4.65%	1.21%	4.36%
Municipal Services	3,944,814	4,376,263	8,321,077	4,066,485	4,378,766	8,445,251	121,671	2,503	124,174	3.08%	0.06%	1.49%
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	542,417	102,970	645,387	10,144	8,642	18,786	1.91%	9.16%	3.00%
Library	1,314,766	358,957	1,673,723	1,332,495	383,945	1,716,440	17,729	24,988	42,717	1.35%	6.96%	2.55%
Community Contributions	-	12,600	12,600	-	5,000	5,000	-	(7,600)	(7,600)	0.00%	-60.32%	-60.32%
Subtotal - General Fund	39,672,644	10,214,415	49,887,060	40,947,898	11,361,380	52,309,278	1,275,254	1,146,964	2,422,218	3.21%	11.23%	4.86%
Capital Improvements	-	1,859,973	1,859,973	-	10,767,030	10,767,030	-	8,907,057	8,907,057	0.00%	478.88%	478.88%
Separate Warrant Articles	-	5,740,000	5,740,000	-	-	-	-	(5,740,000)	(5,740,000)	0.00%	-100.00%	-100.00%
Total - General Fund	39,672,644	17,814,388	57,487,033	40,947,898	22,128,410	63,076,308	1,275,254	4,314,021	5,589,275	3.21%	24.22%	9.72%
Sewer Fund	366,640	4,317,853	4,684,493	396,993	4,521,646	4,918,639	30,353	203,793	234,146	8.28%	4.72%	5.00%
Water Fund	1,533,741	4,658,307	6,192,048	1,647,124	3,927,044	5,574,168	113,383	(731,263)	(617,880)	7.39%	-15.70%	-9.98%
Grand Total	41,573,025	26,790,548	68,363,574	42,992,015	30,577,100	73,569,114	1,418,990	3,786,551	5,205,541	3.41%	14.13%	7.61%

2025 REVENUE REPORT

ACCOUNT NAME	2023 RECORDED	2024 BUDGET	RECEIVED AS OF 10/22/24	2024 ESTIMATE	2025 DEPT REQ	2025 MGR RECOMM.	2025 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
REVENUE SUMMARY									
TAXES	147,709	156,000	152,000	152,000	160,000	160,000	160,000	4,000	2.56%
INTERGOVERNMENTAL REVENUES-STATE	3,631,360	4,532,696	3,450,696	3,450,696	8,470,000	8,470,000	8,470,000	3,937,304	86.86%
LICENSES AND PERMITS	9,221,370	8,898,500	9,391,248	9,391,248	9,067,900	9,067,900	9,067,900	169,400	1.90%
CHARGES FOR SERVICES	4,365,749	4,061,942	3,875,848	3,875,848	4,610,633	4,610,633	4,610,633	548,691	13.51%
MISCELLANEOUS REVENUES	925,330	121,000	531,500	531,500	321,000	321,000	321,000	200,000	165.29%
OTHER FINANCING SOURCES	796,524	3,296,853	541,853	541,853	3,426,925	3,426,925	6,371,925	3,075,072	93.27%
TOTAL - GENERAL FUND	19,088,042	21,066,991	17,943,145	17,943,145	26,056,458	26,056,458	29,001,458	7,934,467	37.66%
INCOME FROM SEWER FUND	3,041,860	4,684,493	4,069,094	4,684,493	4,920,836	4,920,836	4,918,639	234,146	5.00%
INCOME FROM WATER FUND	5,034,411	6,192,048	4,408,806	6,192,048	6,130,350	5,586,460	5,574,168	(617,880)	-9.98%
TOTAL REVENUES	27,164,312	31,943,532	26,421,045	28,819,686	37,107,644	36,563,754	39,494,265	7,550,733	23.64%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024 BUDGET	RECEIVED AS OF 10/22/24	2024 ESTIMATE	2025 DEPT REQ	2025 MGR RECOMM.	2025 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
TAXES										
1 - 3120	YIELD TAX	2,242	1,500	-	-	1,500	1,500	1,500	-	0.00%
1 - 3130	BOAT TAX	24,553	25,000	22,253	21,000	25,000	25,000	25,000	-	0.00%
	INTEREST AND PENALTIES	120,253	129,500	171,930	131,000	133,500	133,500	133,500	4,000	3.09%
		147,709	156,000	194,184	152,000	160,000	160,000	160,000	4,000	2.56%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024 BUDGET	RECEIVED AS OF 10/22/24	2024 ESTIMATE	2025 DEPT REQ	2025 MGR RECOMM.	2025 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
INTEREST AND PENALTIES										
1 - 3159	INTEREST-TAX DEEDED PROPERTY	-	-	26,236	35,000	60,000	60,000	60,000	60,000	0.00%
1 - 3160	INTEREST-CURRENT YR. PROP TAX	24,195	25,000	19,994	37,000	30,000	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	5,525	4,000	2,500	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	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-2023 LEVY	-	-	64,482	6,500	10,000	10,000	10,000	10,000	0.00%
1 - 3190	TAX LIEN INTEREST-2022 LEVY	12,139	10,000.00	21,603	16,000	20,000	20,000	20,000	10,000	0.00%
1 - 3191	TAX LIEN INTEREST-2021 LEVY	21,109	20,000	27,365	28,000	10,000	10,000	10,000	(10,000)	-50.00%
		120,253	129,500	171,930	131,000	133,500	133,500	133,500	4,000	3.09%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024 BUDGET	RECEIVED AS OF 10/22/24	2024 ESTIMATE	2025 DEPT REQ	2025 MGR RECOMM.	2025 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
INTERGOVERNMENTAL REVENUES-STATE										
1 - 3207	MEALS & ROOMS	2,880,890	2,880,000	-	2,750,000	2,880,000	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	600,000	19,304	3.32%
1 - 3215	OTHER GOVERNMENTAL REVENUE	84,904	1,072,000	133,584	120,000	4,990,000	4,990,000	4,990,000	3,918,000	365.49%
		3,631,360	4,532,696	604,494	3,450,696	8,470,000	8,470,000	8,470,000	3,937,304	86.86%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024 BUDGET	RECEIVED AS OF 10/22/24	2024 ESTIMATE	2025 DEPT REQ	2025 MGR RECOMM.	2025 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
LICENSES AND PERMITS										
1 - 3240	AUTO PERMITS	7,542,265	7,250,000	6,374,563	7,350,000	7,450,000	7,450,000	7,450,000	200,000	2.76%
1 - 3243	DOG LICENSES	23,709	19,000	22,487	20,000	20,000	20,000	20,000	1,000	5.26%
	BUSINESS LICENSES, PERMITS, FEES	1,655,396	1,629,500	2,273,134	2,021,248	1,597,900	1,597,900	1,597,900	(31,600)	-1.94%
		9,221,370	8,898,500	8,670,183	9,391,248	9,067,900	9,067,900	9,067,900	169,400	1.90%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024 BUDGET	RECEIVED AS OF 10/22/24	2024 ESTIMATE	2025 DEPT REQ	2025 MGR RECOMM.	2025 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
BUSINESS LICENSES, PERMITS, FEES										
1 - 3224	OTHER BUSINESS LICENSES	30	-	31	18	-	-	-	-	0.00%
1 - 3239	MUNICIPAL AGENT FEE	118,125	120,000	97,815	115,000	116,000	116,000	116,000	(4,000)	-3.33%
1 - 3241	TITLE FEES	15,050	15,000	13,056	15,000	15,000	15,000	15,000	-	0.00%
1 - 3242	MARRIAGE LICENSES	2,044	1,700	1,995	1,700	1,700	1,700	1,700	-	0.00%
1 - 3259	STREET OPENING-ENGINEERING	1,575	1,000	450	1,000	1,000	1,000	1,000	-	0.00%
1 - 3260	BUILDING PERMITS	892,354	950,000	1,520,887	1,300,000	950,000	950,000	950,000	-	0.00%
1 - 3261	ELECTRICAL PERMITS	184,128	115,000	166,123	150,000	115,000	115,000	115,000	-	0.00%
1 - 3262	PLUMBING PERMITS	52,300	70,000	90,455	90,000	70,000	70,000	70,000	-	0.00%
1 - 3263	GAS PERMITS (& OTHER)	43,020	75,000	41,961	75,000	50,000	50,000	50,000	(25,000)	-33.33%
1 - 3265	FOOD SERVICE LICENSE	56,455	52,000	57,330	53,730	54,000	54,000	54,000	2,000	3.85%
1 - 3266	TATTOO PARLOR LICENSE	4,450	3,500	4,900	3,350	3,500	3,500	3,500	-	0.00%
1 - 3268	MASSAGE LICENSE	900	950	900	700	950	950	950	-	0.00%
1 - 3269	OTHER HEALTH DEPT. LICENSES	250	250	250	250	250	250	250	-	0.00%
1 - 3365	LANDFILL-PERMITS	261,520	200,000	253,970	200,000	200,000	200,000	200,000	-	0.00%
1 - 3366	ANIMAL CONTROL FEES	-	100	950	500	500	500	500	400	400.00%
1 - 3371	SEPTIC INSPECTION FEES	23,195	25,000	22,060	15,000	20,000	20,000	20,000	(5,000)	-20.00%
		1,655,396	1,629,500	2,273,134	2,021,248	1,597,900	1,597,900	1,597,900	(31,600)	-1.94%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024 BUDGET	RECEIVED AS OF 10/22/24	2024 ESTIMATE	2025 DEPT REQ	2025 MGR RECOMM.	2025 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
CHARGES FOR SERVICES										
	INCOME FROM DEPARTMENTS	3,466,732	3,115,500	3,250,249	2,998,801	3,771,555	3,771,555	3,771,555	656,055	21.06%
1 - 3620	RENT OF TOWN PROPERTY	17,840	16,615	10,663	15,051	15,400	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	249,045	(118,786)	-32.29%
1 - 3630	COURT HOUSE LEASE	428,610	436,996	326,686	436,996	449,633	449,633	449,633	12,637	2.89%
1 - 3305	OUTSIDE POLICE DETAIL	133,413	125,000	-	125,000	125,000	125,000	125,000	-	0.00%
		4,365,749	4,061,942	3,765,838	3,875,848	4,610,633	4,610,633	4,610,633	548,691	13.51%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024 BUDGET	RECEIVED AS OF 10/22/24	2024 ESTIMATE	2025 DEPT REQ	2025 MGR RECOMM.	2025 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
INCOME FROM DEPARTMENTS										
1 - 3180	MISCELLANEOUS CHARGES	1,150	500	800	500	500	500	500	-	0.00%
1 - 3230	ELECTIONS & REGISTRATION	667	2,000	240	600	600	600	600	(1,400)	-70.00%
1 - 3244	CIVIL FORFEITURE	21,075	10,000	16,250	10,000	10,000	10,000	10,000	-	0.00%
1 - 3245	UCC FILINGS	8,415	9,000	6,420	8,000	8,000	8,000	8,000	(1,000)	-11.11%
1 - 3246	CERTIFIED COPIES	15,530	12,000	12,505	10,000	12,000	12,000	12,000	-	0.00%
1 - 3247	RECORDING & OTHER	5,438	4,500	4,932	4,500	4,500	4,500	4,500	-	0.00%
1 - 3248	COLLECTION FEES	1,448	1,000	1,098	750	1,000	1,000	1,000	-	0.00%
1 - 3249	MISCELLANEOUS-TOWN CLERK	336	200	1,530	1,000	200	200	200	-	0.00%
1 - 3232	MAPS, COPIES, ETC.	569	400	305	400	400	400	400	-	0.00%
1 - 3237	PLANNING BOARD	65,009	25,000	25,275	14,390	25,000	25,000	25,000	-	0.00%
1 - 3231	PUBLIC HEARINGS (BOA)	8,895	8,000	10,130	8,000	8,000	8,000	8,000	-	0.00%
1 - 3300	POLICE ALARM PERMITS	1,755	1,500	1,100	1,000	1,500	1,500	1,500	-	0.00%
1 - 3301	PISTOL PERMITS	1,310	1,000	1,170	1,000	1,000	1,000	1,000	-	0.00%
1 - 3302	FINGERPRINTING	360	300	120	200	300	300	300	-	0.00%
1 - 3303	PAWN SHOP REGISTRATIONS	21,770	20,000	20,000	20,000	20,000	20,000	20,000	-	0.00%
1 - 3304	POLICE REPORTS	3,366	1,600	3,343	2,100	2,000	2,000	2,000	400	25.00%
1 - 3306	POLICE ALARMS	19,200	15,000	5,375	15,000	15,000	15,000	15,000	-	0.00%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024 BUDGET	RECEIVED AS OF 10/22/24	2024 ESTIMATE	2025 DEPT REQ	2025 MGR RECOMM.	2025 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
1 - 3307	PARKING FINES	845	250	970	800	300	300	300	50	20.00%
1 - 3308	OTHER POLICE DEPT. INCOME	4,765	2,000	1,521	2,000	2,000	2,000	2,000	-	0.00%
1 - 3310	EVIDENCE PROCEEDS	311	250	-	50	250	250	250	-	0.00%
1 - 3330	FIRE PERMITS	70,113	55,000	53,159	60,000	55,000	55,000	55,000	-	0.00%
1 - 3332	FIRE ALARM MONITORING FEES	101,350	105,000	105,250	100,000	105,000	105,000	105,000	-	0.00%
1 - 3333	AMBULANCE FEES	1,917,719	1,700,000	2,117,707	1,909,966	1,900,000	1,900,000	1,900,000	200,000	11.76%
1 - 3335	OTHER FIRE DEPT. INCOME	3,600	3,500	4,745	4,345	3,500	3,500	3,500	-	0.00%
1 - 3336	CPR TRAINING EDUCATION-PUBLIC	180	5,000	-	-	4,000	4,000	4,000	(1,000)	-20.00%
1 - 3360	CEMETERY LOTS	30,304	20,000	25,233	20,000	20,000	20,000	20,000	-	0.00%
1 - 3361	CEMETERY OPENINGS	48,250	40,000	45,504	20,000	40,000	40,000	40,000	-	0.00%
1 - 3364	LANDFILL-REVENUE SHARING	23,978	30,000	27,337	30,000	30,000	30,000	30,000	-	0.00%
1 - 3368	LANDFILL-TONNAGE CHARGES	464,582	400,000	103,950	100,000	100,000	100,000	100,000	(300,000)	-75.00%
1 - 3382	WELFARE LIENS	4,861	1,000	146	700	1,000	1,000	1,000	-	0.00%
1 - 3401	LIBRARY REVENUE	11,457	4,000	15,689	13,000	10,000	10,000	10,000	6,000	150.00%
1 - 3404	SENIOR CENTER REVENUE	11,174	5,000	8,575	5,000	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	296,697	1,612	0.55%
1 - 3452	SCTV ADMIN. CHARGE	7,500	7,500	7,500	7,500	7,500	7,500	7,500	-	0.00%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024 BUDGET	RECEIVED AS OF 10/22/24	2024 ESTIMATE	2025 DEPT REQ	2025 MGR RECOMM.	2025 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
1 - 3460	WATER ADMIN. CHARGE	327,752	323,915	323,915	323,915	345,308	345,308	345,308	21,393	6.60%
1 - 3640	COURT FINES	3,750	2,000	2,975	2,000	2,000	2,000	2,000	-	0.00%
1 - 3780	INTERFUND TRANSFER	-	4,000	-	4,000	734,000	734,000	734,000	730,000	18250.00%
		3,466,732	3,115,500	3,250,249	2,998,801	3,771,555	3,771,555	3,771,555	656,055	21.06%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024 BUDGET	RECEIVED AS OF 10/22/24	2024 ESTIMATE	2025 DEPT REQ	2025 MGR RECOMM.	2025 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
MISCELLANEOUS REVENUES										
1 - 3600	INTEREST EARNINGS	530,779	100,000	662,276	500,000	300,000	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	1,000	-	0.00%
1 - 3740	MISCELLANEOUS REVENUES	310,862	20,000	33,702	25,000	20,000	20,000	20,000	-	0.00%
		925,330	121,000	706,423	531,500	321,000	321,000	321,000	200,000	165.29%

2025 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2023 RECORDED	2024 BUDGET	RECEIVED AS OF 10/22/24	2024 ESTIMATE	2025 DEPT REQ	2025 MGR RECOMM.	2025 TC RECOMM.	INCREASE (DECREASE)	% CHANGE
OTHER FINANCING SOURCES										
1 - 3670	OTHER FINANCING SOURCES	676,950	393,175	403,195	393,175	336,925	336,925	336,925	(56,250)	-14.31%
1 - 3610	INTEREST EARNINGS-TRUST FUND	9,337	25,000	-	20,000	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	70,000	-	0.00%
1 - 3800	USE OF FUND BALANCE	-	1,500,000	-	-	3,000,000	3,000,000	5,945,000	4,445,000	296.33%
		796,524	3,296,853	410,359	541,853	3,426,925	3,426,925	6,371,925	3,075,072	93.27%

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 10/22/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN COUNCIL/COURT SUMMARY									
TOWN COUNCIL	65,258	74,410	66,204	78,127	79,487	79,487	79,487	5,077	6.82%
DISTRICT COURT	99,538	106,504	81,928	102,553	102,882	102,882	104,382	(2,122)	-1.99%
TOTAL - TOWN COUNCIL/COURT	164,796	180,914	148,132	180,681	182,369	182,369	183,869	2,955	1.63%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN COUNCIL										
10100 - 4090	REGULAR PAY	20,662	27,000	20,250	25,604	27,000	27,000	27,000	-	0.00%
10100 - 4092	TEMPORARY PAY	3,000	2,500	2,055	2,205	2,500	2,500	2,500	-	0.00%
10100 - 4172	WORKERS' COMPENSATION	44	97	93	129	74	74	74	(23)	-23.71%
10100 - 4174	FICA-SOCIAL SECURITY	1,811	2,257	1,707	2,128	2,257	2,257	2,257	-	0.00%
10100 - 4177	UNEMPLOYMENT COMPENSATION	17	6	9	11	6	6	6	-	0.00%
10100 - 4200	OFFICE SUPPLIES	240	750	223	750	750	750	750	-	0.00%
10100 - 4202	TOWN REPORT/WARRANT	4,577	4,700	4,221	4,700	4,700	4,700	4,700	-	0.00%
10100 - 4400	CONTRACTED SERVICES	1,899	4,000	-	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	30,000	-	0.00%
10100 - 4406	PRINTING & BINDING	330	300	5,350	5,350	5,400	5,400	5,400	5,100	1700.00%
10100 - 4410	ADVERTISING	2,825	2,800	1,845	2,800	2,800	2,800	2,800	-	0.00%
TOTAL		65,258	74,410	66,204	78,127	79,487	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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
DISTRICT COURT										
10200 - 4201	MAINTENANCE SUPPLIES	3,426	2,750	4,151	3,000	3,000	3,000	3,000	250	9.09%
10200 - 4450	TELEPHONE	469	344	567	344	344	344	344	-	0.00%
10200 - 4452	BUILDING MAINTENANCE	27,617	32,077	23,288	32,077	20,570	20,570	22,070	(10,007)	-31.20%
10200 - 4457	GROUPS MAINTENANCE	2,555	2,700	2,971	2,700	2,700	2,700	2,700	-	0.00%
10200 - 4470	GENERAL LIABILITY	432	376	476	476	453	453	453	77	20.48%
10200 - 4491	PROPERTY INSURANCE	5,349	5,567	5,400	5,399	5,531	5,531	5,531	(36)	-0.65%
10200 - 4495	HEAT	25,700	30,308	17,963	23,468	27,813	27,813	27,813	(2,495)	-8.23%
10200 - 4496	ELECTRICITY	33,223	31,381	26,441	34,166	41,524	41,524	41,524	10,143	32.32%
10200 - 4497	OTHER UTILITIES	767	1,001	673	923	947	947	947	(54)	-5.37%
TOTAL		99,538	106,504	81,928	102,553	102,882	102,882	104,382	(2,122)	-1.99%

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. 3,000	Paper towels, toilet tissue, soap, plastic trash liners, light bulbs, etc. 2,750
4450	Telephone	344	Elevator telephone line charge 344	Elevator telephone line charge 344
4452	Building Maintenance	22,070	HVAC / Burner maintenance Elevator Maintenance \$146/mo. Elevator State Inspection Alarm system monitoring Pest control (59/mo.) Window cleaning outside Fire Safety Equipment Maintenance Building Fire Alarm Services General maintenance to building HVAC Technical Assistance 3,892 1,650 145 179 705 585 361 652 5,000 8,902	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 Carpeting 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. 2,700	Plantings, mulch, etc. 2,700
4470	General Liability	453	Liability coverage (allocation based on percentage of overall expenditures) (estimated 5% increase over 2024/25 rates) 453	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) 5,531	Insurance for building (estimated 5% increase over 2023/24 rates) 5,567
4495	Heat	27,813	3 Year weighted average + 5% 27,813	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%	Electricity for Court House building and parking lot lighting
4497	Other Utilities	947	Sewer and Water	Sewer and Water

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

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 10/22/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN MANAGER SUMMARY									
TOWN MANAGER	560,799	570,976	417,980	569,489	660,156	659,181	606,116	35,140	6.15%
LEGAL	162,469	163,700	410,259	408,700	169,500	164,500	164,500	800	0.49%
HUMAN RESOURCES	515,141	410,041	277,127	376,615	431,876	426,876	424,683	14,642	3.57%
EMPLOYEE BENEFITS	1,162,175	1,384,234	1,088,322	1,368,771	1,202,526	1,202,526	1,202,526	(181,708)	-13.13%
BOARDS & COMMITTEES	28,570	29,195	21,232	27,019	26,606	26,606	26,606	(2,589)	-8.87%
TOWN BUILDINGS	231,053	249,167	314,762	316,174	241,750	217,450	217,450	(31,717)	-12.73%
<hr/>									
TOTAL - TOWN MANAGER	2,660,207	2,807,313	2,529,681	3,066,768	2,732,414	2,697,139	2,641,881	(165,432)	-5.89%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN MANAGER										
10300 - 4090	REGULAR PAY	358,004	363,463	260,476	381,876	447,103	447,103	414,036	50,573	13.91%
10300 - 4092	TEMPORARY PAY	31,963	34,778	-	-	-	-	-	(34,778)	-100.00%
10300 - 4170	RETIREMENT	49,417	49,718	35,450	51,875	58,749	58,749	54,404	4,686	9.43%
10300 - 4171	DISABILITY INSURANCE	2,560	2,570	2,358	2,964	2,954	2,954	2,851	281	10.93%
10300 - 4172	WORKERS' COMPENSATION	973	1,327	1,263	1,797	1,118	1,118	1,035	(292)	-22.00%
10300 - 4174	FICA-SOCIAL SECURITY	29,602	30,773	19,914	29,094	34,202	34,202	31,673	900	2.92%
10300 - 4176	HEALTH INSURANCE	80,660	77,574	91,185	91,055	101,263	101,263	88,499	10,925	14.08%
10300 - 4177	UNEMPLOYMENT COMPENSATION	118	140	116	244	124	124	124	(16)	-11.43%
10300 - 4178	LIFE INSURANCE	828	775	618	730	901	901	901	126	16.26%
10300 - 4179	DENTAL INSURANCE	3,082	3,083	2,119	3,077	3,442	3,442	3,268	185	6.00%
10300 - 4200	OFFICE SUPPLIES	412	1,600	220	1,600	1,500	1,500	1,500	(100)	-6.25%
10300 - 4405	MEMBERSHIPS & PUBLICATIONS	1,544	3,000	2,349	3,000	1,900	1,900	1,900	(1,100)	-36.67%
10300 - 4407	VOUCHERED EXPENSE	593	525	-	525	1,500	525	525	-	0.00%
10300 - 4408	VEHICLE EXPENSE	-	400	-	400	400	400	400	-	0.00%
10300 - 4453	MEETINGS & TRAINING	1,045	1,000	1,913	1,000	5,000	5,000	5,000	4,000	400.00%
10300 - 4600	OFFICE FURNITURE & EQUIPMENT	-	250	-	250	-	-	-	(250)	-100.00%
TOTAL		560,799	570,976	417,980	569,489	660,156	659,181	606,116	35,140	6.15%

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)	220	NH Municipal Managers Association Dues (NHMMA)	220
			ICMA Dues - Town Manager	1,250	ICMA Dues - Town Manager	1,250
			Union Leader	240	ICMA Dues - Assistant Town Manager	1,100
			NH Town and City (publication)	50	Union Leader	240
			Misc. dues/publications	140	NH Town and City (publication)	50
					Misc. dues/publications	140
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	5,000	Conferences for Town Manager	500
			Per contract		Per contract	
					Conferences for Assistant Town Manager	500

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
LEGAL										
10310 - 4399	LEGAL SERVICES	155,114	155,000	404,763	400,000	160,000	155,000	155,000	-	0.00%
10310 - 4400	CONTRACTED SERVICES	5,208	5,700	4,472	5,700	5,500	5,500	5,500	(200)	-3.51%
10310 - 4405	MEMBERSHIPS & PUBLICATIONS	2,148	3,000	1,024	3,000	4,000	4,000	4,000	1,000	33.33%
TOTAL		162,469	163,700	410,259	408,700	169,500	164,500	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	Outside legal services
			155,000	155,000
4400	Contracted Services	5,500	Title searches for tax lien.	Title searches for tax lien.
			5,500	5,700
			The State requires Towns to notify mortgagees on tax accounts subject to possible deeding, requiring title searches. Amount reimbursed by property owners.	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	NH Statute Books
			Code Updates	Code Updates
				3,000

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
HUMAN RESOURCES										
10320 - 4090	REGULAR PAY	137,295	185,716	136,664	177,699	205,165	205,165	205,165	19,449	10.47%
10320 - 4092	TEMPORARY PAY	42,444	42,470	40,657	45,673	47,789	47,789	47,789	5,319	12.52%
10320 - 4170	RETIREMENT	15,042	25,128	18,651	24,203	26,958	26,958	26,958	1,830	7.28%
10320 - 4171	DISABILITY INSURANCE	1,254	1,578	1,751	1,932	1,493	1,493	1,493	(85)	-5.39%
10320 - 4172	WORKERS' COMPENSATION	535	753	712	1,007	632	632	632	(121)	-16.07%
10320 - 4174	FICA-SOCIAL SECURITY	13,229	17,456	13,710	17,122	19,352	19,352	19,352	1,896	10.86%
10320 - 4176	HEALTH INSURANCE	25,754	50,807	14,492	32,789	53,047	53,047	50,789	(18)	-0.04%
10320 - 4177	UNEMPLOYMENT COMPENSATION	127	105	88	188	93	93	93	(12)	-11.43%
10320 - 4178	LIFE INSURANCE	441	464	432	423	457	457	457	(7)	-1.51%
10320 - 4179	DENTAL INSURANCE	981	1,828	722	1,270	1,762	1,762	1,827	(1)	-0.05%
10320 - 4200	OFFICE SUPPLIES	1,643	700	55	645	600	600	600	(100)	-14.29%
10320 - 4400	CONTRACTED SERVICES	165,675	1,862	4,337	4,532	278	278	278	(1,584)	-85.07%
10320 - 4405	MEMBERSHIPS & PUBLICATIONS	600	274	339	689	350	350	350	76	27.74%
10320 - 4406	PRINTING & BINDING	85	100	90	100	100	100	100	-	0.00%
10320 - 4407	VOUCHERED EXPENSE	85	2,000	90	2,000	5,000	5,000	5,000	3,000	150.00%
10320 - 4410	ADVERTISING	1,945	900	375	900	900	900	900	-	0.00%
10320 - 4423	MEDICAL EXAMS/HIRING	17,461	20,000	22,577	26,983	20,000	20,000	20,000	-	0.00%
10320 - 4444	MEDIATION/NEGOTIATION	90,161	55,000	20,540	35,961	45,000	40,000	40,000	(15,000)	-27.27%
10320 - 4453	MEETINGS & TRAINING	282	2,400	844	2,001	2,400	2,400	2,400	-	0.00%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE					
10320 - 4905	JOINT LOSS SAFETY COMMITTEE	105	500	-	500	500	500	500	-	0.00%
TOTAL		515,141	410,041	277,127	376,615	431,876	426,876	424,683	14,642	3.57%

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)
4200	Office Supplies	600	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc.	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc.
4400	Contracted Services	278	Flexible Spending administration fee. Note: \$5.79/mo./employee for 4 participants.	Flexible Spending administration fee. Note: \$5.79/mo./employee for 4 participants. COBRA admin Note: \$.55*240*12
4405	Membership & Publications	350	Greater Merrimack HR Association Society for Human Resources (HR Director)	ANHPEHRA Membership Society for Human Resources (HR Director)
4406	Printing & Binding	100	Printing costs for manuals, insurance information and wellness program documents.	Printing costs for manuals, insurance information and wellness program documents.
4407	Vouchered Expense	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.

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.	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.	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	Legal assistance relating to 5 labor contracts, including negotiation, mediation, labor relations, arbitration cases, and grievances. union contracts negotiation
4453	Meetings & Training	2,400	Mileage costs (.655 per mile) for HR employee training, including Primex free training, Annual Public Sector Labor and Employment Law Update, continuing education seminars and HR Certifications. Labor/Arbitration Update.	Mileage costs (.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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
EMPLOYEE BENEFITS										
10330 - 4090	REGULAR PAY	33,815	45,923	42,823	45,923	46,912	46,912	46,912	989	2.15%
10330 - 4109	EMPLOYEE RETIREMENT BEN.	263,118	443,536	257,032	443,536	341,238	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	162,123	(58,845)	-26.63%
10330 - 4176	HEALTH INSURANCE	683,443	650,946	611,474	632,392	629,261	629,261	629,261	(21,685)	-3.33%
10330 - 4223	ACADEMIC REIMBURSEMENT	25,349	20,000	26,316	23,000	20,000	20,000	20,000	-	0.00%
10330 - 4400	CONTRACTED SERVICES	2,852	2,861	2,445	2,952	2,992	2,992	2,992	131	4.58%
TOTAL		1,162,175	1,384,234	1,088,322	1,368,771	1,202,526	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.	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.
4109	Employee Retirement Benefits	341,238	Funding for buy-outs of sick and vacation accruals for terminating employees.	Funding for buy-outs of sick and vacation accruals for terminating employees.
4114	Annual Sick/Vacation Leave Buy-Back	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.	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.

2025 BUDGET WORKSHEET

DEPT NAME - EMPLOYEE BENEFITS

DEPT # - 10330

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4176	Health Insurance	629,261	Health insurance premiums for eligible duty-related disability retirees from Police and Fire, according to their Union contract. Budgeted amount is net of the subsidy amount received on behalf of many of the retirees. Covers 36 retirees (27 PD/9FD).	Health insurance premiums for eligible duty-related disability retirees from Police and Fire, according to their Union contract. Budgeted amount is net of the subsidy amount received on behalf of many of the retirees. Covers 37 retirees (28 PD/9FD).
4223	Academic Reimbursement	20,000	Employee reimbursement for cost of tuition, fees and books for job related courses as required by SEA, SPAA, AFSCME, Police, Fire, and non-affiliated contracts.	Employee reimbursement for cost of tuition, fees and books for job related courses as required by SEA, SPAA, AFSCME, Police, Fire, and non-affiliated contracts.
4400	Contracted Services	2,992	The Employee Assistance Program (EAP) is a proactive resource that provides cost-free, confidential counseling sessions and professional referrals to employees. \$1.37/employee/month @ 182	The Employee Assistance Program (EAP) is a proactive resource that provides cost-free, confidential counseling sessions and professional referrals to employees. \$1.37/employee/month @ 174
			629,261	650,946
			20,000	20,000
			2,992	2,861

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 10/22/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
BOARDS & COMMITTEES SUMMARY									
PLANNING BOARD	4,545	3,916	3,205	3,572	3,914	3,914	3,914	(2)	-0.05%
BOARD OF ADJUSTMENT	2,411	1,762	1,980	2,213	1,761	1,761	1,761	(1)	-0.06%
BUDGET COMMITTEE	1,888	2,117	552	1,676	1,941	1,941	1,941	(176)	-8.31%
CONSERVATION COMMISSION	2,484	2,182	2,326	2,334	2,356	2,356	2,356	174	7.97%
TRUSTEE OF TRUST FUNDS	17,243	17,218	13,169	17,224	16,634	16,634	16,634	(584)	-3.39%
COMMUNICATIONS COMMITTEE	-	2,000	-	-	-	-	-	(2,000)	0.00%
<hr/>									
TOTAL-BOARDS & COMMITTEES	28,570	29,195	21,232	27,019	26,606	26,606	26,606	(2,589)	-8.87%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
PLANNING BOARD										
10341 - 4092	TEMPORARY PAY	3,695	2,510	2,620	2,186	2,510	2,510	2,510	-	0.00%
10341 - 4172	WORKERS' COMPENSATION	5	8	8	10	6	6	6	(2)	-25.00%
10341 - 4174	FICA-SOCIAL SECURITY	283	192	200	167	192	192	192	-	0.00%
10341 - 4177	UNEMPLOYMENT COMPENSATION	13	6	10	8	6	6	6	-	0.00%
10341 - 4210	OPERATING SUPPLIES	-	500	7	500	500	500	500	-	0.00%
10341 - 4410	ADVERTISING	549	600	360	600	600	600	600	-	0.00%
10341 - 4453	MEETINGS & TRAINING	-	100	-	100	100	100	100	-	0.00%
	SUBTOTAL	4,545	3,916	3,205	3,572	3,914	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	Recording Secretary
4210	Operating Supplies	500	Photocopying, envelopes & stationery	Photocopying, envelopes & stationery
4410	Advertising	600	* Public notices	Public notices
4453	Meetings & Training	100	Training seminars/workshops	Training seminars/workshops

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

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
BOARD OF ADJUSTMENT										
10342 - 4092	TEMPORARY PAY	1,925	1,004	1,690	1,424	1,004	1,004	1,004	-	0.00%
10342 - 4172	WORKERS COMPENSATION	3	3	3	4	3	3	3	-	0.00%
10342 - 4174	FICA-SOCIAL SECURITY	147	77	129	109	77	77	77	-	0.00%
10342 - 4177	UNEMPLOYMENT COMPENSATION	-	3	1	1	2	2	2	(1)	-33.33%
10342 - 4210	OPERATING SUPPLIES	72	75	-	75	75	75	75	-	0.00%
10342 - 4410	ADVERTISING	264	500	156	500	500	500	500	-	0.00%
10342 - 4453	MEETINGS AND TRAINING	-	100	-	100	100	100	100	-	0.00%
	SUBTOTAL	2,411	1,762	1,980	2,213	1,761	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	1,004	Recording Secretary	1,004
4210	Operating Supplies	75	Photocopying, envelopes & stationery, maps	75	Photocopying, envelopes & stationery, maps	75
4410	Advertising	500	* Fees associated with legal notices for petitions filed	500	Fees associated with legal notices for petitions filed	500
4453	Meetings & Training	100	Training for Board members Conference generally in the Fall	100	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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
BUDGET COMMITTEE										
10343 - 4092	TEMPORARY PAY	1,300	1,233	450	824	1,282	1,282	1,282	49	3.97%
10343 - 4172	WORKERS COMPENSATION	3	4	4	5	3	3	3	(1)	-25.00%
10343 - 4174	FICA-SOCIAL SECURITY	99	94	34	63	98	98	98	4	4.26%
10343 - 4177	UNEMPLOYMENT COMPENSATION	-	3	1	1	3	3	3	-	0.00%
10343 - 4210	OPERATING SUPPLIES	486	783	62	783	555	555	555	(228)	-29.12%
	SUBTOTAL	1,888	2,117	552	1,676	1,941	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	Recording Secretary
4210	Operating Supplies	555	Copies, public notices, binders, etc.	Copies, public notices, binders, etc.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
CONSERVATION COMMISSION										
10344 - 4092	TEMPORARY PAY	985	653	960	818	653	653	653	-	0.00%
10344 - 4172	WORKERS COMPENSATION	2	2	2	3	2	2	2	-	0.00%
10344 - 4174	FICA-SOCIAL SECURITY	75	50	73	63	50	50	50	-	0.00%
10344 - 4177	UNEMPLOYMENT COMPENSATION	-	2	0	1	1	1	1	(1)	-50.00%
10344 - 4210	OPERATING SUPPLIES	72	100	-	100	100	100	100	-	0.00%
10344 - 4405	MEMBERSHIPS & PUBLICATIONS	1,050	1,075	1,050	1,050	1,050	1,050	1,050	(25)	-2.33%
10344 - 4453	MEETINGS & TRAINING	300	300	240	300	500	500	500	200	66.67%
	SUBTOTAL	2,484	2,182	2,326	2,334	2,356	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	Recording Secretary	653
4210	Operating Supplies	100	Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures	100	Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures	100
4405	Memberships & Publications	1,050	NH Assoc. of Conservation Commissions (NHACC) NHACC publications	1,050	NH Assoc. of Conservation Commissions (NHACC) NHACC publications	1,075
4453	Meetings & Training	500	NHACC Mtg., training workshops/seminars	500	NHACC Mtg., training workshops/seminars (new members)	300

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TRUSTEE OF TRUST FUNDS										
10348 - 4092	TEMPORARY PAY	170	201	165	206	139	139	139	(62)	-30.85%
10348 - 4172	WORKERS COMPENSATION	1	1	1	2	1	1	1	-	0.00%
10348 - 4174	FICA-SOCIAL SECURITY	13	15	13	16	11	11	11	(4)	-26.67%
10348 - 4177	UNEMPLOYMENT COMPENSATION	-	1	1	-	-	-	-	(1)	-100.00%
10348 - 4403	TECHNICAL SERVICES	17,059	17,000	12,990	17,000	16,483	16,483	16,483	(517)	-3.04%
	SUBTOTAL	17,243	17,218	13,169	17,224	16,634	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	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.	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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
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	21,232	27,019	26,606	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 10/22/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN BUILDINGS SUMMARY									
TOWN HALL	177,311	218,681	285,443	281,830	182,652	182,652	182,652	(36,029)	-16.48%
OLD TOWN HALL	18,004	13,707	12,763	14,356	12,538	12,538	12,538	(1,169)	-8.53%
HOSE HOUSE	5,099	5,673	2,427	4,278	29,811	5,511	5,511	(162)	-2.86%
OLD LIBRARY	3,300	3,687	2,142	3,868	3,320	3,320	3,320	(367)	-9.95%
SCHOOL HOUSE #5	1,805	1,315	3,413	3,348	1,553	1,553	1,553	238	18.12%
DEPOT TRAIN STATION	25,534	6,104	8,575	8,495	11,875	11,875	11,875	5,771	94.55%
<hr/>									
TOTAL-TOWN BUILDINGS	231,053	249,167	314,762	316,174	241,750	217,450	217,450	(31,717)	-12.73%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN HALL										
10350 - 4201	MAINTENANCE SUPPLIES	6,156	5,000	5,805	5,000	5,000	5,000	5,000	-	0.00%
10350 - 4440	EQUIPMENT RENTAL	9,026	8,290	7,543	8,290	8,290	8,290	8,290	-	0.00%
10350 - 4450	TELEPHONE	24,141	23,645	20,645	25,772	26,952	26,952	26,952	3,307	13.99%
10350 - 4451	POSTAGE	49,567	54,400	48,863	54,400	57,922	57,922	57,922	3,522	6.47%
10350 - 4452	BUILDING MAINTENANCE	28,455	29,362	115,572	90,000	18,164	18,164	18,164	(11,198)	-38.14%
10350 - 4454	ELEVATOR MAINTENANCE	1,644	1,897	1,178	1,897	1,950	1,950	1,950	53	2.79%
10350 - 4457	GROUNDS MAINTENANCE	3,816	5,000	4,651	5,000	5,000	5,000	5,000	-	0.00%
10350 - 4459	EQUIPMENT MAINTENANCE	12,806	11,251	10,632	11,251	11,265	11,265	11,265	14	0.12%
10350 - 4495	HEAT	14,916	17,463	8,673	13,899	15,766	15,766	15,766	(1,697)	-9.72%
10350 - 4496	ELECTRICITY	25,981	24,225	20,627	28,056	31,426	31,426	31,426	7,201	29.73%
10350 - 4497	OTHER UTILITIES	804	755	695	871	917	917	917	162	21.46%
10350 - 4498	BUILDING REPAIRS	-	37,393	40,560	37,393	-	-	-	(37,393)	-100.00%
	SUBTOTAL	177,311	218,681	285,443	281,830	182,652	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)	21,965
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	45,160
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	4,080

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.)	8,500
					Carpeting	9,998
4454	Elevator Maintenance	1,950	Annual Maintenance \$146/mo.	1,805	Annual Maintenance \$146/mo.	1,752
			State Inspection	145	State Inspection	145
4457	Grounds Maintenance	5,000	Fertilize, lime, seed, loam, bark mulch, shrubs, and general maintenance. of grounds at the Town Hall.	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	720	Postage meter maintenance contract	720
			Copier maintenance contracts and services (3). Includes color copies and overages.	2,860	Copier maintenance contracts and services (3). Includes color copies and overages.	2,860
			Copier lease (2)	5,280	Copier lease (2)	5,280
			Folder/sealer maintenance contract	1,456	Folder/sealer maintenance contract	1,456
			Generator Maintenance	469	Generator Maintenance	455
			Pitney Bowes Service Agreement	1,200	Pitney Bowes Service Agreement	1,200
4495	Heat	15,766	3 Year weighted average + 5%	15,766	Heat for Town Hall	17,463
4496	Electricity	31,426	3 Year weighted average + 15%	31,426	Electricity for Town Hall	24,225
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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
OLD TOWN HALL										
10351 - 4210	OPERATING SUPPLIES	-	100	36	-	100	100	100	-	0.00%
10351 - 4450	TELEPHONE	1,986	1,852	2,217	2,736	2,226	2,226	2,226	374	20.18%
10351 - 4495	HEAT	2,873	4,169	3,452	4,169	3,245	3,245	3,245	(924)	-22.16%
10351 - 4496	ELECTRICITY	1,260	1,348	1,379	1,388	1,577	1,577	1,577	229	17.00%
10351 - 4497	OTHER UTILITIES	131	257	386	82	436	436	436	179	69.65%
10351 - 4498	BUILDING REPAIRS	11,754	5,981	5,294	5,981	4,954	4,954	4,954	(1,027)	-17.17%
	SUBTOTAL	18,004	13,707	12,763	14,356	12,538	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	1,852
4495	Heat	3,245	3 Year weighted average + 5%	4,169
4496	Electricity	1,577	3 Year weighted average + 15%	1,348
4497	Other Utilities	436	Water Charges	57
			Septic Pumping	250
4498	Building Repairs	4,954	Pest control (45/mo.)	540
			Maintenance, repairs, electrical, etc.	4,500
			Burner Maintenance Contract	384
			Alarm Monitoring	174
			Building Fire Alarm Services	272
			Fire Safety Equipment Maintenance	111

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
HOSE HOUSE										
10353 - 4452	BUILDING MAINTENANCE	749	640	793	850	656	656	656	16	2.50%
10353 - 4495	HEAT	2,017	2,813	809	1,387	2,218	2,218	2,218	(595)	-21.15%
10353 - 4496	ELECTRICITY	829	938	758	759	1,026	1,026	1,026	88	9.35%
10353 - 4497	OTHER UTILITIES	1,504	1,282	33	1,282	1,611	1,611	1,611	329	25.66%
10353 -4498	BUILDING REPAIRS	-	-	33	-	24,300	-	-	-	100.00%
	SUBTOTAL	5,099	5,673	2,427	4,278	29,811	5,511	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	100	Minor repairs to building	100
			Pest Control (45/mo.)	556	Pest Control (45/mo.)	540
4495	Heat	2,218	3 Year weighted average + 5%	2,218	Heat	2,813
4496	Electricity	1,026	3 Year weighted average + 15%	1,026	Electricity	938
			Includes the cost of the lighting on Town Common		Includes the cost of the lighting on Town Common	
4497	Other Utilities	1,611	Water for the Common irrigation system	1,611	Water for the Common irrigation system	1,282
			and Old Cemetery		and Old Cemetery	

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
OLD LIBRARY										
10354 - 4452	BUILDING MAINTENANCE	1,692	1,746	743	1,746	1,518	1,518	1,518	(228)	-13.06%
10354 - 4495	HEAT	1,077	1,472	997	1,472	1,175	1,175	1,175	(297)	-20.18%
10354 - 4496	ELECTRICITY	460	403	349	579	545	545	545	142	35.27%
10354 - 4497	OTHER UTILITIES	71	66	53	70	82	82	82	16	24.24%
	SUBTOTAL	3,300	3,687	2,142	3,868	3,320	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.)	576
			Routine Maintenance	690
			Burner Maintenance	480
4495	Heat	1,175	3 Year weighted average + 5%	1,472
4496	Electricity	545	3 Year weighted average + 15%	403
4497	Other Utilities	82	Water charges	66

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
SCHOOL HOUSE #5										
10355 - 4450	TELEPHONE	520	391	628	391	548	548	548	157	40.15%
10355 - 4452	BUILDING MAINTENANCE	1,061	714	2,597	2,686	735	735	735	21	2.94%
10355 - 4496	ELECTRICITY	224	210	188	271	270	270	270	60	28.73%
	SUBTOTAL	1,805	1,315	3,413	3,348	1,553	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	Telephone line for security system
			548	391
4452	Building Maintenance	735	Pest control (45/mo.)	Pest control (45/mo.)
			556	540
			Alarm Monitoring	Alarm Monitoring
			179	174
4496	Electricity	270	3 Year weighted average + 15%	Electricity
			270	210

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
DEPOT TRAIN STATION										
10356 - 4452	BUILDING MAINTENANCE	22,401	2,968	6,139	4,835	6,915	6,915	6,915	3,947	132.99%
10356 - 4457	GROUNDS MAINTENANCE	-	-	-	-	750	750	750	750	100.00%
10356 - 4495	HEAT	1,290	1,914	957	1,914	2,201	2,201	2,201	287	14.99%
10356 - 4496	ELECTRICITY	1,522	1,100	1,125	1,624	1,707	1,707	1,707	607	55.18%
10356 - 4497	OTHER UTILITIES	320	122	353	121	302	302	302	180	147.93%
	SUBTOTAL	25,534	6,104	8,575	8,495	11,875	11,875	11,875	5,771	94.55%
	TOTAL-TOWN BUILDINGS	231,053	249,167	314,762	316,174	241,750	217,450	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 262 Alarm monitoring 179 Fire Safety Equipment Maintenance 321 Burner maintenance contract 352 HVAC repairs 680 Pest control (70/mo.) 865 Camera Security System 4,256	Building Fire Alarm services 254 Alarm monitoring 174 Fire Safety Equipment Maintenance 312 Burner maintenance contract 708 HVAC repairs 680 Pest control (70/mo.) 840
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	DUE 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 10/22/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
FINANCIAL SERVICES SUMMARY									
FINANCE	975,018	1,142,150	913,408	1,176,514	1,166,381	1,194,525	1,186,594	44,444	3.89%
INFORMATION TECHNOLOGY	754,435	921,071	670,867	911,550	1,119,476	1,109,476	1,107,870	186,799	20.28%
ASSESSING	400,501	464,083	294,790	457,388	565,426	565,426	562,234	98,151	21.15%
TOWN CLERK	240,756	252,533	194,006	237,944	248,307	248,307	247,741	(4,792)	-1.90%
ELECTIONS	112,167	127,310	112,375	139,766	67,291	67,291	67,291	(60,019)	-47.14%
COLLECTIONS	275,712	342,559	298,120	364,021	383,643	383,643	379,240	36,681	10.71%
TAX COLLECTOR	195,871	214,578	171,681	207,214	216,351	216,351	215,160	582	0.27%
DEBT SERVICES	812,233	710,388	709,073	710,386	1,732,183	1,732,183	1,732,183	1,021,795	143.84%
INSURANCE	555,428	523,196	450,264	476,118	511,498	511,498	511,498	(11,698)	-2.24%
TOTAL - FINANCIAL SERVICES	4,322,120	4,697,868	3,814,585	4,680,901	6,010,556	6,028,700	6,009,811	1,311,943	27.93%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
FINANCE DEPARTMENT										
20100 - 4090	REGULAR PAY	568,607	665,635	518,851	681,646	689,988	689,988	689,988	24,353	3.66%
20100 - 4092	TEMPORARY PAY	43,253	43,521	34,651	42,576	46,637	72,692	72,692	29,171	67.03%
20100 - 4111	TREASURER	2,500	3,000	2,125	3,000	3,000	3,000	3,000	-	0.00%
20100 - 4170	RETIREMENT	78,338	90,058	70,151	92,178	90,664	90,664	90,664	606	0.67%
20100 - 4171	DISABILITY INSURANCE	4,877	5,768	5,373	6,096	5,337	5,337	5,337	(431)	-7.47%
20100 - 4172	WORKERS' COMPENSATION	1,630	2,353	2,233	3,204	1,851	1,916	1,916	(437)	-18.57%
20100 - 4174	FICA-SOCIAL SECURITY	44,905	54,519	40,930	54,926	56,581	58,574	58,574	4,055	7.44%
20100 - 4176	HEALTH INSURANCE	180,262	211,023	177,923	227,402	204,526	204,526	196,336	(14,687)	-6.96%
20100 - 4177	UNEMPLOYMENT COMPENSATION	288	315	285	577	279	310	310	(5)	-1.59%
20100 - 4178	LIFE INSURANCE	1,379	1,606	1,440	1,416	1,582	1,582	1,582	(24)	-1.49%
20100 - 4179	DENTAL INSURANCE	6,559	7,736	5,824	6,877	6,990	6,990	7,249	(487)	-6.30%
20100 - 4200	OFFICE SUPPLIES	1,068	1,296	616	1,296	1,101	1,101	1,101	(195)	-15.05%
20100 - 4400	CONTRACTED SERVICES	4,000	5,000	6,203	5,000	4,000	4,000	4,000	(1,000)	-20.00%
20100 - 4404	AUDIT	30,660	45,360	45,360	45,360	46,620	46,620	46,620	1,260	2.78%
20100 - 4405	MEMBERSHIPS & PUBLICATIONS	310	510	360	510	510	510	510	-	0.00%
20100 - 4406	PRINTING & BINDING	2,968	1,900	-	1,900	2,665	2,665	2,665	765	40.26%
20100 - 4408	VEHICLE EXPENSE	223	250	129	250	200	200	200	(50)	-20.00%
20100 - 4453	MEETINGS & TRAINING	1,851	2,300	870	2,300	2,300	2,300	2,300	-	0.00%
20100 - 4600	OFFICE FURNITURE & EQUIP.	1,084	-	85	-	1,550	1,550	1,550	1,550	100.00%
TOTAL		975,018	1,142,150	913,408	1,176,514	1,166,381	1,194,525	1,186,594	44,444	3.89%

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	Part time Purchasing Agent –27.5 hours/week
4111	Treasurer Pay	3,000	Compensation for Town Treasurer.	Compensation for Town Treasurer.
4200	Office Supplies	1,101	Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc.	Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc.
4400	Contracted Services	4,000	Actuarial Services for valuation of OPEBs (Other Post-Employment Benefits) roll-forward valuation .	Actuarial Services for valuation of OPEBs (Other Post-Employment Benefits) full valuation .
4404	Audit	46,620	Annual financial audit (2024) and consultation calls	Annual financial audit (2023) and consultation calls
			Single Audit	Single Audit
4405	Memberships & Publications	510	NH Government Finance Officers Association (FD, Acct & BM, and Purchasing Agent)	NH Government Finance Officers Association (FD, Acct & BM, and Purchasing Agent)
			National Government Finance Officers Association (FD)	National Government Finance Officers Association (FD)
			American Purchasing Society	American Purchasing Society
4406	Printing & Binding	2,665	W-2's, 1099's, and 1095 Forms A/P checks (6,000)	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
			Purchase order paper	Purchase order paper
4408	Vehicle Expense	200	Mileage reimbursement for finance personnel.	Mileage reimbursement for finance personnel. 250
4453	Meetings & Training	2,300	Additional as needed training for Finance staff	Additional as needed training for Finance staff 500
			NH Gov't Finance Officers Assoc. annual conference (Bgt Mgr)	NH Gov't Finance Officers Assoc. annual conference (Bgt Mgr) 300
			Continued professional education per Finance Director's employment contract	Continued professional education per Finance Director's employment contract 1,500
4600	Office Furniture & Equipment	1,550	5 drawer legal size filing cabinet	Office Chair (Utility Billing Clerk) 250
			Desk	1,100

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
INFORMATION TECHNOLOGY										
20200 - 4090	REGULAR PAY	-	22,585	-	17,306	90,686	90,686	90,686	68,101	301.53%
20200 - 4170	RETIREMENT	-	3,056	-	2,342	11,916	11,916	11,916	8,860	289.92%
20200 - 4171	DISABILITY INSURANCE	-	59	-	131	716	716	716	657	1113.56%
20200 - 4172	WORKERS' COMPENSATION	-	75	-	691	3,836	3,836	3,836	3,761	5014.67%
20200 - 4174	FICA-SOCIAL SECURITY	-	1,728	-	1,324	6,937	6,937	6,937	5,209	301.45%
20200 - 4176	HEALTH INSURANCE	-	12,009	-	8,256	38,425	38,425	36,774	24,765	206.23%
20200 - 4177	UNEMPLOYMENT COMPENSATION	-	35	-	29	31	31	31	(4)	-11.43%
20200 - 4178	LIFE INSURANCE	-	58	-	22	211	211	211	153	263.79%
20200 - 4179	DENTAL INSURANCE	-	314	-	297	1,210	1,210	1,255	941	299.36%
20200 - 4210	OPERATING SUPPLIES	13,549	14,836	10,005	14,836	13,429	13,429	13,429	(1,407)	-9.48%
20200 - 4400	CONTRACTED SERVICES	695,937	761,713	647,228	761,713	840,379	840,379	840,379	78,666	10.33%
20200 - 4459	EQUIPMENT MAINTENANCE	3,966	11,740	9,984	11,740	9,700	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	92,000	(863)	-0.93%
TOTAL		754,435	921,071	670,867	911,550	1,119,476	1,109,476	1,107,870	186,799	20.28%

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 wgt'd avg - 13,429)	PC accessories, employee badges, computer paper, and printing supplies (3 yr wgt'd 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

2025 BUDGET WORKSHEET**DEPT NAME - INFORMATION TECHNOLOGY****DEPT # - 20200**

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

2025 BUDGET WORKSHEET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			PD: Openfox Messenger License and Maintenance	PD: Openfox Messenger License and Maintenance
		792		180
			PD: Crew Sense - Scheduling software (50% offset)	PD: Crew Sense - Scheduling software (50% offset)
		9,364		9,364
			PD: Guardian Tracking	PD: DataVis - crime analysis software
		4,973		4,900
			PD: Central Square- Police Operations	PD: Guardian Tracking
		46,281		4,341
				PD: IMC/Tritech - Police Operations
				45,242
			PD: Muni SmartShot - booking room camera	PD: Munission - booking room camera
		499		499
			PD: PowerDMS - Policy software	PD: PowerDMS - Policy software
		19,909		18,224
			PD: Livestream for drones (4 licenses)	
		2,996		
			FD: CrewSense - Scheduling and attendance software	FD: CrewSense - Scheduling and attendance software
		7,982		7,750
			FD: Fax Software (Kno2)	FD: Fax Software (Kno2)
		1,200		1,200
			FD: RedAlert - Dispatch, track, log and report	FD: RedAlert - Dispatch, track, log and report
		27,441		21,333
			FD: Target Solutions - Training software	FD: Target Solutions - Training software
		8,741		8,741
			FD: TEMSIS - Computer Aided Dispatch Support	FD: TEMSIS - Computer Aided Dispatch Support
		1,957		1,957
			FD: Open Gov Building Permit Software	FD: Open Gov Building Permit Software
		45,844		44,080
			FD: Docuware - Property records web hosting for assessing and inspectional services	FD: Docuware - Property records web hosting for assessing and inspectional services
		19,584		20,439
			FD: Exacom recorder	FD: Exacom recorder
		2,157		2,157
			FD: Sim-u-share Training Program	FD: Sim-u-share Training Program
		500		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	FD: Image Trend Validation - Annual fee to assure fire maintains the appropriate level of documentation and & CQI
			1,600	1,600
			FD: Transunion - Billing software to obtain accurate billing information (\$85 a month)	FD: Transunion - Billing software to obtain accurate billing information (\$85 a month)
			1,020	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	Engineering: Autodesk (DLT) - Architectural Drawing
			8,500	8,500
			Engineering: Vueworks - Infrastructure Asset Management	Engineering: Vueworks - Infrastructure Asset Management
			7,000	7,000
			Engineering: Bluebeam (4 licenses)	
			1,200	
			Fleet: Fuel software	Fleet: Fuel software
			7,100	7,100
			Zoom (2 licenses)	Zoom (3 licenses)
			300	450
			HR: UKG HRIS software	HR: UKG HRIS software
			11,880	20,800
			Printer maintenance contracts & miscellaneous repairs	Printer maintenance contracts & miscellaneous repairs
			7,500	9,540
4459	Equipment Maintenance	9,700	Printer service contract (5 new printers)	Printer service contract (5 new printers)
			2,200	2,200
			5 replace monitors (400/monitor)	5 replace monitors (400/monitor)
			2,000	2,000
4701	Computer Equip	92,000	3 replace computers (1,650/computer)	3 replace computers (1,650/computer)
			4,950	4,950

2025 BUDGET WORKSHEET**DEPT NAME - INFORMATION TECHNOLOGY****DEPT # - 20200**

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

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
ASSESSING										
20300 - 4090	REGULAR PAY	103,527	186,611	103,661	176,952	251,534	251,534	251,534	64,923	34.79%
20300 - 4092	TEMPORARY PAY	30,269	31,948	25,616	31,321	33,876	33,876	33,876	1,928	6.03%
20300 - 4170	RETIREMENT	18,274	25,248	15,618	25,534	33,051	33,051	33,051	7,803	30.91%
20300 - 4171	DISABILITY INSURANCE	1,243	1,780	1,214	1,719	2,037	2,037	2,037	257	14.44%
20300 - 4172	WORKERS' COMPENSATION	7,458	8,357	8,029	11,871	8,422	8,422	8,422	65	0.78%
20300 - 4174	FICA-SOCIAL SECURITY	12,461	16,720	10,814	16,837	21,834	21,834	21,834	5,114	30.59%
20300 - 4176	HEALTH INSURANCE	42,330	60,284	37,022	60,038	80,850	80,850	77,548	17,264	28.64%
20300 - 4177	UNEMPLOYMENT COMPENSATION	94	140	88	213	124	124	124	(16)	-11.43%
20300 - 4178	LIFE INSURANCE	321	476	302	349	638	638	638	162	34.03%
20300 - 4179	DENTAL INSURANCE	1,827	2,431	1,583	2,465	2,972	2,972	3,082	651	26.78%
20300 - 4200	OFFICE SUPPLIES	943	500	159	500	500	500	500	-	0.00%
20300 - 4237	GAS & OIL	179	317	907	317	317	317	317	-	0.00%
20300 - 4400	CONTRACTED SERVICES	177,557	125,492	88,473	125,492	125,492	125,492	125,492	-	0.00%
20300 - 4405	MEMBERSHIPS & PUBLICATIONS	370	601	370	601	601	601	601	-	0.00%
20300 - 4406	PRINTING & BINDING	-	450	350	450	450	450	450	-	0.00%
20300 - 4408	VEHICLE EXPENSE	669	651	-	651	651	651	651	-	0.00%
20300 - 4453	MEETINGS & TRAINING	559	1,790	575	1,790	1,790	1,790	1,790	-	0.00%
20300 - 4458	VEHICLE MAINTENANCE	2,420	287	8	287	287	287	287	-	0.00%
TOTAL		400,501	464,083	294,790	457,388	565,426	565,426	562,234	98,151	21.15%

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
4200	Office Supplies	500	Paper, pens, pencils, envelopes	500
4237	Gas & Oil	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
				100 22,000 98,580
4405	Memberships & Publications	601	Northeast Regional Association of Assessing Officers (NRAAO) Dues - Assessor & Deputy NH Association of Assessing Officers (NHAAO) 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 (NHAAO) Dues-Assessor, Deputy, Finance Director MLS Access/Board Affiliate Member
				80 120 401
4406	Printing & Binding	450	Forms	450
4408	Vehicle Expense	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	Repair & maintenance of car assigned to Assessing Department

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TOWN CLERK										
20400 - 4090	REGULAR PAY	165,975	171,127	136,784	167,775	177,709	177,709	177,709	6,582	3.85%
20400 - 4170	RETIREMENT	22,870	23,154	18,489	22,682	23,351	23,351	23,351	197	0.85%
20400 - 4171	DISABILITY INSURANCE	1,484	1,503	1,480	1,618	1,413	1,413	1,413	(90)	-5.99%
20400 - 4172	WORKERS' COMPENSATION	408	564	532	744	445	445	445	(119)	-21.10%
20400 - 4174	FICA-SOCIAL SECURITY	12,843	13,092	10,589	12,890	13,595	13,595	13,595	503	3.84%
20400 - 4176	HEALTH INSURANCE	18,588	29,867	16,004	19,027	18,622	18,622	18,015	(11,852)	-39.68%
20400 - 4177	UNEMPLOYMENT COMPENSATION	31	35	30	63	31	31	31	(4)	-11.43%
20400 - 4178	LIFE INSURANCE	440	445	395	372	437	437	437	(8)	-1.80%
20400 - 4179	DENTAL INSURANCE	1,145	1,146	992	1,174	1,104	1,104	1,145	(1)	-0.09%
20400 - 4200	OFFICE SUPPLIES	8,902	7,640	5,543	7,640	7,640	7,640	7,640	-	0.00%
20400 - 4211	DOG LICENSES	4,399	2,400	2,582	2,400	2,400	2,400	2,400	-	0.00%
20400 - 4453	MEETINGS & TRAINING	1,397	1,200	586	1,200	1,200	1,200	1,200	-	0.00%
20400 - 4459	EQUIPMENT MAINTENANCE	2,275	360	-	360	360	360	360	-	0.00%
TOTAL		240,756	252,533	194,006	237,944	248,307	248,307	247,741	(4,792)	-1.90%

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.	General office supplies and copier charges for the Town Clerk's office.
			Vehicle Red Book	Vehicle Red Book
			EB2Gov-Dog lookup	EB2Gov-Dog lookup
4211	Dog Licenses	2,400	Dog license tags	Dog license tags
4453	Meetings and Training	1,200	Annual Town Clerk's Assoc. dues	Annual Town Clerk's Assoc. dues
			Annual Clerk's Association meeting and mileage	Annual Clerk's Association meeting and mileage
			Conference fee	Conference fee
			Town Clerk's Convention and mileage required per RSA 31:8	Town Clerk's Convention and mileage required per RSA 31:8
4459	Equipment Maintenance	360	Annual maintenance on 6 signature pads	Annual maintenance on 6 signature pads

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
ELECTIONS										
20500 - 4092	TEMPORARY PAY	18,170	94,100	82,885	103,133	19,400	19,400	19,400	(74,700)	-79.38%
20500 - 4170	RETIREMENT	21	-	-	-	-	-	-	-	100.00%
20500 - 4172	WORKERS' COMPENSATION	49	311	299	527	49	49	49	(262)	-84.24%
20500 - 4174	FICA-SOCIAL SECURITY	514	3,599	1,719	4,786	742	742	742	(2,857)	-79.38%
20500 - 4177	UNEMPLOYMENT COMPENSATION	-	-	2	-	-	-	-	-	100.00%
20500 - 4210	OPERATING SUPPLIES	89,338	21,450	22,642	21,450	43,350	43,350	43,350	21,900	102.10%
20500 - 4408	VEHICLE EXPENSE	50	100	270	270	100	100	100	-	0.00%
20500 - 4459	EQUIPMENT MAINTENANCE	1,950	1,950	2,100	2,100	1,950	1,950	1,950	-	0.00%
20500 - 4468	VOTING MACHINE SET-UP	2,076	5,800	2,457	7,500	1,700	1,700	1,700	(4,100)	-70.69%
TOTAL		112,167	127,310	112,375	139,766	67,291	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
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 March Ballots Supplies (ender cards, markers, etc.) Voter Checklists – 4 Elections Voting Booths-30 Voting Tabulators 6 @ \$6,000 ea.
4408	Vehicle Expense	100	Mileage for delivering election results to Derry PD	Mileage for delivering election results to Derry PD 100
4459	Equipment Maintenance	1,950	Maintenance for 6 machines @ \$325 per machine.	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.	Programming of voting machines and election support for 4 elections. 5,800

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COLLECTIONS										
20550 - 4090	REGULAR PAY	118,290	148,403	118,903	145,799	157,735	157,735	157,735	9,332	6.29%
20550 - 4092	TEMPORARY PAY	44,405	72,826	51,289	67,142	76,994	76,994	76,994	4,168	5.72%
20550 - 4170	RETIREMENT	16,267	20,078	16,088	19,727	19,156	19,156	19,156	(922)	-4.59%
20550 - 4171	DISABILITY INSURANCE	1,207	1,353	1,276	1,506	1,190	1,190	1,190	(163)	-12.05%
20550 - 4172	WORKERS' COMPENSATION	535	730	701	964	587	587	587	(143)	-19.59%
20550 - 4174	FICA-SOCIAL SECURITY	11,676	16,924	12,267	15,537	17,957	17,957	17,957	1,033	6.10%
20550 - 4176	HEALTH INSURANCE	80,648	79,013	94,204	109,286	106,269	106,269	101,745	22,732	28.77%
20550 - 4177	UNEMPLOYMENT COMPENSATION	177	175	147	305	155	155	155	(20)	-11.43%
20550 - 4178	LIFE INSURANCE	281	358	317	293	340	340	340	(18)	-5.03%
20550 - 4179	DENTAL INSURANCE	2,227	2,699	2,930	3,462	3,260	3,260	3,381	682	25.27%
TOTAL		275,712	342,559	298,120	364,021	383,643	383,643	379,240	36,681	10.71%

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 (23.5 hrs./wk.)	29,143
			Part-time clerk (27.5 hrs./wk.)	38,430	Part-time clerk (27.5 hrs./wk.)	36,350
			Coverage for vacations, etc.	7,333	Coverage for vacations, etc.	7,333

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
TAX COLLECTOR										
20600 - 4090	REGULAR PAY	90,052	104,266	79,983	98,429	105,071	105,071	105,071	805	0.77%
20600 - 4092	TEMPORARY PAY	33,213	32,841	26,251	30,903	33,031	33,031	33,031	190	0.58%
20600 - 4170	RETIREMENT	12,383	14,108	10,805	13,301	13,806	13,806	13,806	(302)	-2.14%
20600 - 4171	DISABILITY INSURANCE	803	847	875	931	787	787	787	(60)	-7.08%
20600 - 4172	WORKERS' COMPENSATION	320	452	424	587	346	346	346	(106)	-23.45%
20600 - 4174	FICA-SOCIAL SECURITY	9,113	10,488	7,855	9,727	10,564	10,564	10,564	76	0.72%
20600 - 4176	HEALTH INSURANCE	29,350	28,206	26,160	30,234	29,419	29,419	28,197	(9)	-0.03%
20600 - 4177	UNEMPLOYMENT COMPENSATION	32	35	29	59	31	31	31	(4)	-11.43%
20600 - 4178	LIFE INSURANCE	290	294	259	229	286	286	286	(8)	-2.72%
20600 - 4179	DENTAL INSURANCE	871	871	755	892	840	840	871	-	0.00%
20600 - 4200	OFFICE SUPPLIES	244	850	153	700	850	850	850	-	0.00%
20600 - 4403	TECHNICAL SERVICES	12,429	13,000	10,590	12,850	13,000	13,000	13,000	-	0.00%
20600 - 4406	PRINTING & BINDING	5,523	6,000	5,794	6,000	6,000	6,000	6,000	-	0.00%
20600 - 4408	VEHICLE EXPENSE	242	250	29	250	250	250	250	-	0.00%
20600 - 4453	MEETINGS & TRAINING	340	570	732	570	570	570	570	-	0.00%
20600 - 4587	RECORDING FEES	666	1,300	746	1,250	1,300	1,300	1,300	-	0.00%
20600 - 4600	OFFICE FURNITURE & EQUIP.	-	200	240	300	200	200	200	-	0.00%
TOTAL		195,871	214,578	171,681	207,214	216,351	216,351	215,160	582	0.27%

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	31,431	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.) 1,600
4200	Office Supplies	850	General office supplies and fax toner cartridges.	850 General office supplies and fax toner cartridges.
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 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)
4406	Printing & Binding	6,000	Property tax billing Certified cards	5,600 Property tax billing Certified cards 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.
4453	Meetings & Training	570	NH Tax Collectors Assoc. Conference per RSA 31:8 (Tax Collector) Dues per RSA 31:8 Workshops (Tax Collector)	450 NH Tax Collectors Assoc. Conference per RSA 31:8 (Tax Collector) Dues per RSA 31:8 Workshops (Tax Collector) 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.

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. 200

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
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	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	66,020	-	0.00%
20700 - 4511	POLICE STA CONST-PRINCIPAL '25	-	-	-	-	460,000	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	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	21,127	(1,320)	-5.88%
20700 -4570	POLICE STATION 1 - INTEREST '25	-	-	-	-	410,000	410,000	410,000	410,000	100.00%
20700 - 4571	INTEREST-TANS	-	1	-	-	1	1	1	-	0.00%
20700 - 4572	BOND AND NOTE FEES	4,406	50,250	48,937	50,250	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	53,360	18,065	51.18%
20700 -4575	FORMER WTF SOIL-INTEREST '25	-	-	-	-	27,000	27,000	27,000	27,000	100.00%
20700 -4576	POLICE STATION 2 - INTEREST '25	-	-	-	-	307,500	307,500	307,500	307,500	100.00%
TOTAL		812,233	710,388	709,073	710,386	1,732,183	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	Annual Bond Disclosure
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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
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	237,029	13,144	5.87%
20800 - 4472	POLICE LIABILITY	104,861	110,328	104,446	104,446	106,807	106,807	106,807	(3,521)	-3.19%
20800 - 4474	BONDS	100	100	100	100	100	100	100	-	0.00%
20800 - 4475	FLEET INSURANCE	62,580	65,815	63,537	63,537	66,122	66,122	66,122	307	0.47%
20800 - 4491	PROPERTY INSURANCE	79,907	84,068	85,118	85,118	92,440	92,440	92,440	8,372	9.96%
20800 - 4493	INSURANCE DEDUCTIBLES	45,665	9,000	(24,852)	1,000	9,000	9,000	9,000	-	0.00%
TOTAL		555,428	523,196	450,264	476,118	511,498	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.
4472	Police Liability	106,807	Liability coverage for Law Enforcement.	106,807 Liability coverage for Law Enforcement.
4474	Bonds	100	Highway bond.	100 Highway bond.
4475	Fleet Insurance	66,122	Coverage for Town-owned vehicles.	66,122 Coverage for Town-owned vehicles.
4491	Property Insurance	92,440	Coverage for Town-owned buildings and contents.	92,440 Coverage for Town-owned buildings and contents.
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

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 10/22/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY DEVELOPMENT SUMMARY									
COMMUNITY DEVELOPMENT	220,353	268,860	219,546	267,469	281,211	281,211	279,434	10,574	3.93%
PLANNING	444,316	298,880	231,928	246,222	302,230	302,230	300,037	1,157	0.39%
<hr/>									
TOTAL - COMMUNITY DEVELOPMENT	664,669	567,740	451,474	513,691	583,441	583,441	579,471	11,731	2.07%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY DEVELOPMENT										
30000 - 4090	REGULAR PAY	148,855	181,352	145,266	177,658	190,816	190,816	190,816	9,464	5.22%
30000 - 4170	RETIREMENT	20,449	24,536	19,655	24,037	25,073	25,073	25,073	537	2.19%
30000 - 4171	DISABILITY INSURANCE	1,241	1,555	1,533	1,665	1,478	1,478	1,478	(77)	-4.95%
30000 - 4172	WORKERS' COMPENSATION	413	598	575	797	477	477	477	(121)	-20.23%
30000 - 4174	FICA-SOCIAL SECURITY	10,909	13,874	10,463	13,342	14,598	14,598	14,598	724	5.22%
30000 - 4176	HEALTH INSURANCE	34,700	42,226	39,163	45,260	44,041	44,041	42,212	(14)	-0.03%
30000 - 4177	UNEMPLOYMENT COMPENSATION	62	105	59	125	62	62	62	(43)	-40.95%
30000 - 4178	LIFE INSURANCE	347	415	380	350	444	444	444	29	6.99%
30000 - 4179	DENTAL INSURANCE	991	1,444	1,251	1,479	1,392	1,392	1,444	(0)	-0.02%
30000 - 4200	OFFICE SUPPLIES	370	1,400	273	1,400	400	400	400	(1,000)	-71.43%
30000 - 4405	MEMBERSHIPS & PUBLICATIONS	-	280	280	280	280	280	280	-	0.00%
30000 - 4453	MEETINGS & TRAINING	2,015	1,075	648	1,075	2,150	2,150	2,150	1,075	100.00%
TOTAL		220,353	268,860	219,546	267,469	281,211	281,211	279,434	10,574	3.93%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
COMMUNITY DEVELOPMENT - 30000				
4090	GIS MANAGER/PLANNING COORD	0	108,545	111,685
	COMMUNITY DEVELOPMENT PROGRAM MANAGER	0	72,807	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)	Paper, pens, envelopes, file folders, hanging files, staplers, markers, business cards, picture hangers. Plotter paper/vellum/supplies (GIS)
				400
				1,000
4405	Memberships & Publications	280	ICMA	ICMA
				200
			NNECAPA Membership (Northern New England Chapter of American Planning Association)	NNECAPA Membership (Northern New England Chapter of American Planning Association)
				80
				80
4450	Telephone		Data plan for Vueworks iPad	Data plan for Vueworks iPad
				240
4453	Meetings & Training	2,150	GIS/Vueworks Training	Additional training as needed for CD
				275
			Additional training as needed for CD Staff	-- Vueworks Training
				800

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
PLANNING										
30200 - 4090	REGULAR PAY	144,996	154,731	122,869	122,137	165,308	165,308	165,308	10,577	6.84%
30200 - 4092	TEMPORARY PAY	-	36,194	26,270	34,419	39,645	39,645	39,645	3,451	9.53%
30200 - 4170	RETIREMENT	19,986	20,936	16,624	19,044	21,722	21,722	21,722	786	3.75%
30200 - 4171	DISABILITY INSURANCE	1,365	1,421	1,272	1,171	1,336	1,336	1,336	(85)	-5.98%
30200 - 4172	WORKERS' COMPENSATION	459	629	604	762	513	513	513	(116)	-18.44%
30200 - 4174	FICA-SOCIAL SECURITY	10,441	14,606	11,019	11,719	15,679	15,679	15,679	1,073	7.35%
30200 - 4176	HEALTH INSURANCE	67,680	64,993	50,965	52,423	53,047	53,047	50,789	(14,204)	-21.85%
30200 - 4177	UNEMPLOYMENT COMPENSATION	61	105	122	182	93	93	93	(12)	-11.43%
30200 - 4178	LIFE INSURANCE	452	422	382	317	395	395	395	(27)	-6.40%
30200 - 4179	DENTAL INSURANCE	2,126	2,126	1,519	1,330	1,762	1,762	1,827	(299)	-14.06%
30200 - 4200	OFFICE SUPPLIES	86	300	10	300	300	300	300	-	0.00%
30200 - 4237	GAS & OIL	88	222	122	222	222	222	222	-	0.00%
30200 - 4400	CONTRACTED SERVICES	195,882	-	-	-	-	-	-	-	100.00%
30200 - 4405	MEMBERSHIPS & PUBLICATIONS	99	1,175	-	1,175	678	678	678	(497)	-42.30%
30200 - 4406	PRINTING & BINDING	224	420	90	420	320	320	320	(100)	-23.81%
30200 - 4453	MEETINGS & TRAINING	315	400	55	400	1,010	1,010	1,010	610	152.50%
30200 - 4458	VEHICLE MAINTENANCE	57	200	4	200	200	200	200	-	0.00%
TOTAL		444,316	298,880	231,928	246,222	302,230	302,230	300,037	1,157	0.39%

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
			39,645	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	300
4237	Gas & Oil	222	1 vehicle	1 vehicle
			222	222
4405	Memberships & Publications	678	Memberships: American Planning Assoc. New Hampshire Planners Assoc. (1) AICP Certification	Memberships: American Planning Assoc. New Hampshire Planners Assoc. (1) AICP Certification
			586	585
			92	80
				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) Business Cards
			250	350
			70	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	400
			55	
			65	
			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 Vehicle is also used by Inspections, CD, & GIS.
			200	200

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 10/22/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
POLICE DEPARTMENT SUMMARY									
ADMINISTRATION	746,736	763,598	690,984	777,779	813,786	813,786	810,618	47,020	6.16%
SUPPORT SERVICES	2,724,618	2,957,430	2,274,947	2,928,786	3,023,245	3,021,245	3,004,324	46,894	1.59%
PATROL	6,546,831	6,766,156	5,230,770	6,514,644	6,864,645	6,864,645	6,826,999	60,843	0.90%
SPECIAL SERVICES	1,060,889	1,250,233	986,423	1,204,632	1,397,697	1,389,097	1,378,065	127,832	10.22%
INVESTIGATIVE SERVICES	1,893,934	2,499,353	2,190,292	2,603,417	2,704,499	2,704,499	2,683,146	183,793	7.35%
ANIMAL CONTROL	62,940	11,511	7,884	12,500	-	-	-	(11,511)	-100.00%
STATION	161,419	137,426	107,140	142,470	123,944	122,280	122,280	(15,146)	-11.02%
TOTAL - POLICE DEPARTMENT	13,197,366	14,385,707	11,488,440	14,184,229	14,927,815	14,915,551	14,825,431	439,724	3.06%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
POLICE-ADMINISTRATION										
40100 - 4090	REGULAR PAY	342,021	357,526	285,042	349,811	376,581	376,581	376,581	19,055	5.33%
40100 - 4092	TEMPORARY PAY	-	-	2,850	199	-	-	-	-	100.00%
40100 - 4110	HOLIDAY PAY	4,978	5,398	2,894	5,614	9,776	9,776	9,776	4,378	81.10%
40100 - 4170	RETIREMENT	101,564	101,860	80,627	99,184	107,388	107,388	107,388	5,528	5.43%
40100 - 4171	DISABILITY INSURANCE	2,477	2,509	2,748	2,870	2,347	2,347	2,347	(162)	-6.46%
40100 - 4172	WORKERS' COMPENSATION	7,484	10,352	9,803	13,613	8,304	8,304	8,304	(2,048)	-19.78%
40100 - 4174	FICA-SOCIAL SECURITY	8,949	9,336	7,899	9,425	10,633	10,633	10,633	1,297	13.89%
40100 - 4176	HEALTH INSURANCE	92,440	77,574	71,044	83,052	80,850	80,850	77,548	(26)	-0.03%
40100 - 4177	UNEMPLOYMENT COMPENSATION	78	105	89	189	93	93	93	(12)	-11.43%
40100 - 4178	LIFE INSURANCE	733	746	663	684	724	724	724	(22)	-2.95%
40100 - 4179	DENTAL INSURANCE	3,764	3,765	3,262	3,855	3,630	3,630	3,764	(1)	-0.03%
40100 - 4182	CLOTHING ALLOWANCE	107,250	100,150	108,256	100,150	104,000	104,000	104,000	3,850	3.84%
40100 - 4208	EQUIPMENT REPAIR	380	250	-	250	250	250	250	-	0.00%
40100 - 4400	CONTRACTED SERVICES	52,764	71,353	98,535	86,610	89,916	89,916	89,916	18,563	26.02%
40100 - 4406	PRINTING & BINDING	4,599	3,380	1,939	3,380	3,500	3,500	3,500	120	3.55%
40100 - 4409	TEST SERVICES	5,518	4,400	2,913	4,000	4,000	4,000	4,000	(400)	-9.09%
40100 - 4410	ADVERTISING	2,396	1,500	885	1,500	1,000	1,000	1,000	(500)	-33.33%
40100 - 4424	DATA PROCESSING	792	794	-	794	794	794	794	-	0.00%
40100 - 4440	EQUIPMENT RENTAL	1,906	2,000	2,187	2,000	2,000	2,000	2,000	-	0.00%
40100 - 4453	MEETINGS & TRAINING	478	600	93	600	500	500	500	(100)	-16.67%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE					
40100 - 4600	OFFICE FURNITURE & EQUIP.	6,166	10,000	9,255	10,000	7,500	7,500	7,500	(2,500)	-25.00%
SUBTOTAL		746,736	763,598	690,984	777,779	813,786	813,786	810,618	47,020	6.16%

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
4182	Clothing Allowance	104,000	55 full-time officers @ 1,200, 2 prorated.	67,500
			8 full time SPAA, Chief@ 1,200	8,800
			7 dispatchers 800	5,600
			Replacement/repair to uniforms, badge and patch order	8,300
			Crossing Guards	1,000
			Initial issue uniform (3)	12,000
			Animal Control Officer	800
4208	Equipment Repairs	250	Miscellaneous repairs and purchase of small equipment.	250
4400	Contracted Services	89,916	Public Relations - press releases, blog update, media relations.	6,747
			Annual CALEA Continuation fee	4,600
			Body worn camera program. 4th payment of 5 year installment.	68,569
			Wellness services for staff	10,000
4406	Printing & Binding	3,500	Printing of all letterhead, envelopes, and	3,500

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.	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.	Recruitment advertising. Membership to recruitment and media platforms. Costs for college job fairs.
4424	Data Processing	794	Annual fee for three (3) SPOTS licenses.	Annual fee for three (3) SPOTS licenses.
4440	Equipment Rental	2,000	Postage Meter Document disposal container	Postage Meter Document disposal container
4453	Meetings & Training	500	Provide supplies and light refreshments for monthly and quarterly staff meetings.	Provide supplies while hosting meetings, e.g. Southern NH SOU, Rockingham County Chiefs Association, monthly and quarterly staff meetings.
4600	Office furniture	7,500	Furniture needs while operating out of temporary space.	Purchase replacement Konica Minolta BizHub for officer report room and Investigation Division.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
POLICE-SUPPORT SERVICES										
40110 - 4090	REGULAR PAY	1,033,214	1,185,955	847,020	1,083,093	1,232,205	1,232,205	1,232,205	46,250	3.90%
40110 - 4092	TEMPORARY PAY	79,815	116,960	68,631	119,839	123,252	123,252	123,252	6,292	5.38%
40110 - 4093	REPLACEMENT PAY	162,118	114,400	138,179	134,667	118,976	118,976	118,976	4,576	4.00%
40110 - 4094	SHIFT DIFFERENTIAL	15,747	17,500	10,904	14,812	16,640	16,640	16,640	(860)	-4.91%
40110 - 4098	OVERTIME PAY	59,945	41,600	25,545	35,832	43,264	43,264	43,264	1,664	4.00%
40110 - 4101	TRAINING	185,299	193,250	190,504	208,438	199,000	199,000	199,000	5,750	2.98%
40110 - 4110	HOLIDAY PAY	12,628	15,715	7,290	14,561	16,343	16,343	16,343	628	4.00%
40110 - 4113	COURT TIME	16,299	27,000	14,846	20,642	22,000	22,000	22,000	(5,000)	-18.52%
40110 - 4170	RETIREMENT	281,775	243,944	224,129	272,472	247,969	247,969	247,969	4,025	1.65%
40110 - 4171	DISABILITY INSURANCE	10,072	11,207	8,936	10,649	10,748	10,748	10,748	(459)	-4.10%
40110 - 4172	WORKERS' COMPENSATION	11,503	17,792	14,104	25,038	17,717	17,717	17,717	(75)	-0.42%
40110 - 4174	FICA-SOCIAL SECURITY	91,232	130,998	76,081	105,988	127,177	127,177	127,177	(3,821)	-2.92%
40110 - 4176	HEALTH INSURANCE	363,482	398,343	289,014	397,649	414,923	414,923	397,887	(456)	-0.11%
40110 - 4177	UNEMPLOYMENT COMPENSATION	704	925	643	1,343	620	620	620	(305)	-32.95%
40110 - 4178	LIFE INSURANCE	2,691	2,848	2,315	2,251	2,889	2,889	2,889	41	1.44%
40110 - 4179	DENTAL INSURANCE	13,234	14,474	10,798	40,107	14,574	14,574	14,689	215	1.49%
40110 - 4200	OFFICE SUPPLIES	12,047	9,200	10,326	11,500	10,000	10,000	10,000	800	8.70%
40110 - 4213	K-9 SUPPLIES	6,180	9,000	8,976	14,000	18,500	18,500	18,500	9,500	105.56%
40110 - 4216	PRISONERS SUPPLIES	302	1,500	12	1,000	1,000	1,000	1,000	(500)	-33.33%
40110 - 4219	INTOXILYZER SUPPLIES	125	415	644	644	500	500	500	85	20.48%
40110 - 4221	AMMUNITION	40,220	60,000	13,760	60,000	60,000	60,000	60,000	-	0.00%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
40110 - 4235	SMALL TOOLS & EQUIP.	3,029	900	703	900	1,000	1,000	1,000	100	11.11%
40110 - 4237	GAS & OIL	103,182	134,144	78,006	100,000	99,790	99,790	99,790	(34,354)	-25.61%
40110 - 4405	MEMBERSHIPS & PUBLICATIONS	11,039	10,551	15,533	10,551	9,800	9,800	9,800	(751)	-7.12%
40110 - 4412	TRAINING EXPENSE	73,642	75,000	50,269	75,000	77,500	77,500	77,500	2,500	3.33%
40110 - 4421	CAR WASH	3,201	7,000	6,746	7,000	7,000	5,000	5,000	(2,000)	-28.57%
40110 - 4456	RADIO MAINTENANCE	24,111	6,400	680	6,400	3,750	3,750	3,750	(2,650)	-41.41%
40110 - 4458	VEHICLE MAINTENANCE	90,409	90,000	155,991	134,000	100,000	100,000	100,000	10,000	11.11%
40110 - 4601	POLICE EQUIPMENT	4,488	15,581	3,572	15,581	16,304	16,304	16,304	723	4.64%
40110 - 4606	BALLISTIC ARMOR	12,887	4,829	790	4,829	9,804	9,804	9,804	4,975	103.02%
SUBTOTAL		2,724,618	2,957,430	2,274,947	2,928,786	3,023,245	3,021,245	3,004,324	46,894	1.59%

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	Crossing Guards 123,252 \$21.00/hrs. x 180 days x 8 guards x 3hrs/day/guard 1 four hour training session (new hire*3) 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.	Crossing Guards 86,400 \$20.00/hrs. x 180 days x 8 guards x 3hrs/day/guard 1 four hour training session (new hire*3) 320 PT dispatchers/Cost to fill FT shifts 10,000 Special Officer Training 40 hrs. per 20,240 officer. Special Officers must be trained at the same level as FT officers. Part time officers assigned to Wellness team.
4093	Replacement Pay	118,976	Required replacement of dispatch 118,976 personnel. (Vacation, personal, sick days, training, etc.) Workloads & responsibilities require full staffing at all times.	Required replacement of dispatch 114,400 personnel. (Vacation, personal, sick days, training, etc.) Workloads & responsibilities require full staffing at all times.
4094	Shift Differential	16,640	Contractual (Dispatchers) Employees 16,640 assigned to the evening receive an additional payment of \$40 per week; employees on Midnight shift receive an additional \$50. Overtime on both shifts is compensated at the shift differential rate.	Contractual (Dispatchers) Employees 17,500 assigned to the evening receive an additional payment of \$40 per week; employees on Midnight shift receive an additional \$50. Overtime on both shifts is compensated at the shift differential rate.

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.	Need for call backs, holdovers, training requirements, & fifteen minutes reporting time contractual for 9 dispatchers.
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.	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.
4110	Holiday Pay	16,343	Contractual payment for holidays worked.	Contractual payment for holidays worked.

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.
			22,000	27,000
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.
			10,000	9,200
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
			18,500	9,000
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.
			1,000	1,500

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.	415 Replacement of time dated supplies. Portable Breath Tester (PBT) device supplies.
4221	Ammunition	60,000	Ammunition & related equipment to certify personnel. Ammo, targets, eye/ear protection, cleaning supplies, holsters, batteries and targets. Parts to repair/maintain Dept. firearms. Qualifications/training to include Rifle and Pistol. Medical supplies (quick clot, tourniquets and associated materials).	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).
4235	Small Tools & Equipment	1,000	Batteries, bulbs, minor tools and equipment.	900 Batteries, bulbs, minor tools and equipment.
4237	Gas & Oil	99,790	Acct includes gas, oil & various vehicle fluids.	128,644 Acct includes gas, oil & various vehicle fluids. Gas Motor oil, various vehicle fluids
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	10,551 Dues & Publications

2025 BUDGET WORKSHEET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

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

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
				71,151 18,849
4601	Police Equipment	16,304	Trunk equip replacements	Trunk equip replacements
			Equipment needed to maintain body worn camera and in-car video systems program	Equipment needed to maintain body worn camera and in-car video systems program
			Portable radio purchase x 2	Purchase of two Body Worn Cameras and associated equipment, carriers, batteries, remote watches.
				10,731
			Drone hardware and parts	
				3,804
4606	Emergency Equipment	9,804	Soft Body Armor- 8	Soft Body Armor-11 vests (net cost)
			Possibility of 50% matching grant	9,658 with matching BVP grant 4,829 (5 year life-span)
				4,829

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
POLICE-PATROL										
40120 - 4090	REGULAR PAY	2,752,646	3,043,825	2,190,874	2,810,294	3,169,933	3,169,933	3,169,933	126,108	4.14%
40120 - 4093	REPLACEMENT PAY	950,556	754,000	801,351	830,021	795,000	795,000	795,000	41,000	5.44%
40120 - 4094	SHIFT DIFFERENTIAL	65,541	71,000	51,775	65,983	71,000	71,000	71,000	-	0.00%
40120 - 4098	OVERTIME PAY	277,027	267,280	191,035	248,607	277,971	277,971	277,971	10,691	4.00%
40120 - 4110	HOLIDAY PAY	21,260	28,000	11,541	25,649	23,000	23,000	23,000	(5,000)	-17.86%
40120 - 4170	RETIREMENT	1,314,399	1,302,523	1,013,973	1,243,110	1,348,896	1,348,896	1,348,896	46,373	3.56%
40120 - 4171	DISABILITY INSURANCE	26,724	28,219	23,484	27,198	27,153	27,153	27,153	(1,066)	-3.78%
40120 - 4172	WORKERS' COMPENSATION	78,217	141,999	117,400	182,930	111,895	111,895	111,895	(30,104)	-21.20%
40120 - 4174	FICA-SOCIAL SECURITY	58,432	60,381	46,976	57,554	62,885	62,885	62,885	2,504	4.15%
40120 - 4176	HEALTH INSURANCE	961,828	1,025,349	748,779	996,355	935,040	935,040	898,079	(127,270)	-12.41%
40120 - 4177	UNEMPLOYMENT COMPENSATION	1,190	1,470	1,203	2,543	1,306	1,306	1,306	(164)	-11.16%
40120 - 4178	LIFE INSURANCE	7,110	7,448	5,987	5,666	7,649	7,649	7,649	201	2.70%
40120 - 4179	DENTAL INSURANCE	31,900	34,662	26,393	18,733	32,917	32,917	32,232	(2,430)	-7.01%
SUBTOTAL		6,546,831	6,766,156	5,230,770	6,514,644	6,864,645	6,864,645	6,826,999	60,843	0.90%

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.	Replacement of patrol personnel for sick/injured, holidays, vacation.
4094	Shift Differential	71,000	Contractual (Patrol officers)	Contractual (Patrol officers)
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.	15 minute early reporting time, hold-over case investigation, accidents, & other un-scheduled events. DWI patrols. Holiday increased staffing coverage. Prisoner transports to & from jail in Brentwood.
4110	Holiday Pay	23,000	Contractual payment for holidays worked.	Contractual payment for holidays worked.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
POLICE-SPECIAL SERVICES										
40125 - 4090	REGULAR PAY	558,516	658,993	511,043	642,692	745,498	745,498	745,498	86,505	13.13%
40125 - 4092	TEMPORARY PAY	1,483	19,167	2,441	10,639	21,913	21,913	21,913	2,746	14.33%
40125 - 4094	SHIFT DIFFERENTIAL	2,410	2,600	1,655	2,078	3,072	3,072	3,072	472	18.15%
40125 - 4097	INCENTIVE PAY	-	-	600	600	-	-	-	-	100.00%
40125 - 4098	OVERTIME PAY	60,984	36,400	47,697	43,349	45,000	36,400	36,400	-	0.00%
40125 - 4110	HOLIDAY PAY	6,347	5,000	2,905	5,424	5,200	5,200	5,200	200	4.00%
40125 - 4170	RETIREMENT	197,827	211,968	163,759	207,970	248,537	248,537	248,537	36,569	17.25%
40125 - 4171	DISABILITY INSURANCE	5,362	6,031	5,295	6,002	6,046	6,046	6,046	15	0.25%
40125 - 4172	WORKERS' COMPENSATION	18,623	22,660	21,726	31,102	20,750	20,750	20,750	(1,910)	-8.43%
40125 - 4174	FICA-SOCIAL SECURITY	10,383	14,429	11,443	13,635	14,985	14,985	14,985	556	3.85%
40125 - 4176	HEALTH INSURANCE	184,449	255,744	194,811	228,131	256,404	256,404	245,535	(10,209)	-3.99%
40125 - 4177	UNEMPLOYMENT COMPENSATION	242	350	238	559	279	279	279	(71)	-20.29%
40125 - 4178	LIFE INSURANCE	1,395	1,679	1,356	1,243	1,766	1,766	1,766	87	5.18%
40125 - 4179	DENTAL INSURANCE	6,750	8,517	6,048	4,515	7,797	7,797	7,634	(883)	-10.37%
40125 - 4235	SMALL TOOLS & EQUIP-from 40135	-	-	202	-	500	500	500	500	100.00%
40125 - 4260	CRIME PREVENTION	6,118	6,695	7,522	6,695	6,900	6,900	6,900	205	3.06%
40125 - 4429	KENNEL OPERATIONS-from 40135	-	-	395	-	2,500	2,500	2,500	2,500	100.00%
40125 - 4430	DISPOSITION OF ANIMALS-from 40135	-	-	-	-	50	50	50	50	100.00%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE					
40125 - 4431	VETERINARIAN EMER. CARE-from 40135	-	-	135	-	1,000	1,000	1,000	1,000	100.00%
40125 - 4496	ELECTRICITY-from 40135	-	-	7,151	-	9,500	9,500	9,500	9,500	100.00%
	SUBTOTAL	1,060,889	1,250,233	986,423	1,204,632	1,397,697	1,389,097	1,378,065	127,832	10.22%

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)
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.
4098	Overtime pay	36,400	15 minute early reporting time, hold-overs, & other unscheduled, after hours events. Community engagement events.	15 minute early reporting time, hold-overs, & other unscheduled, after hours events. Community engagement events.
4110	Holiday Pay	5,200	Contractual payment for holidays worked.	Contractual payment for holidays worked.
4235	Small Tools & Equipment	500	Equipment to operate kennel and stored within ACO truck.	Equipment to operate kennel and stored within ACO truck.
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.
			National Night Out	National Night Out
4429	Kennel Operations	2,500	Water, wood shavings, building upkeep, food for animals, kennel supplies, (plastic bags, bug spray, deodorizer). Minor building repairs	Water, wood shavings, building upkeep, food for animals, kennel supplies, (plastic bags, bug spray, deodorizer). Minor building repairs
			Water & Sewer charges	Water & Sewer charges

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.	Based on number of animal deaths. Law requires proper disposal of animals.
4431	Veterinarian Emergency Care	1,000	Cost of treatment of injured animals when Town is unable to locate owner. Costs are recovered if animal is adopted.	Cost of treatment of injured animals when Town is unable to locate owner. Costs are recovered if animal is adopted.
4496	Electricity	9,500	Town Kennel and SARL Trailers (2) heat and electricity.	Town Kennel and SARL Trailers (2) heat and electricity.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
POLICE-INVESTIGATIVE SERVICES										
40130 - 4090	REGULAR PAY	941,950	1,370,159	1,090,460	1,305,671	1,449,368	1,449,368	1,449,368	79,209	5.78%
40130 - 4094	SHIFT DIFFERENTIAL	5,519	4,913	6,220	6,219	5,015	5,015	5,015	102	2.08%
40130 - 4097	INCENTIVE PAY	8,950	7,800	7,900	11,830	7,800	7,800	7,800	-	0.00%
40130 - 4098	OVERTIME PAY	132,424	90,480	144,286	136,436	110,000	110,000	110,000	19,520	21.57%
40130 - 4110	HOLIDAY PAY	18,125	17,221	9,117	17,794	18,200	18,200	18,200	979	5.68%
40130 - 4170	RETIREMENT	352,711	466,246	390,695	459,500	494,846	494,846	494,846	28,600	6.13%
40130 - 4171	DISABILITY INSURANCE	8,458	12,351	11,833	12,816	11,708	11,708	11,708	(643)	-5.21%
40130 - 4172	WORKERS' COMPENSATION	36,269	51,156	49,047	66,798	41,034	41,034	41,034	(10,122)	-19.79%
40130 - 4174	FICA-SOCIAL SECURITY	15,934	21,617	18,079	21,318	23,059	23,059	23,059	1,442	6.67%
40130 - 4176	HEALTH INSURANCE	342,458	421,349	433,762	535,107	505,344	505,344	484,318	62,969	14.94%
40130 - 4177	UNEMPLOYMENT COMPENSATION	231	697	484	1,052	527	527	527	(170)	-24.39%
40130 - 4178	LIFE INSURANCE	2,275	3,306	2,988	2,732	3,351	3,351	3,351	45	1.36%
40130 - 4179	DENTAL INSURANCE	11,683	16,667	15,125	8,738	16,352	16,352	16,025	(642)	-3.85%
40130 - 4235	SMALL TOOLS & EQUIP.	6,993	2,200	(1,380)	2,200	3,000	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	13,895	1,454	11.69%
40130 - 4460	TRAVEL EXPENSE	145	750	2,841	2,766	1,000	1,000	1,000	250	33.33%
SUBTOTAL		1,893,934	2,499,353	2,190,292	2,603,417	2,704,499	2,704,499	2,683,146	183,793	7.35%

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.	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)	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.	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.	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.	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)	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
			Callyo: Audio and video for investigations 3,763	Callyo: Audio and video for investigations 3,763
			TransUnion (TLO) Investigative database subscription 2,225	TransUnion (TLO) Investigative database subscription 2,225
			Investigative equipment 1,204	Investigative equipment 1,204
			Cell phone investigations 250	
4460	Travel	1,000	Travel costs for detectives in major case investigations. Rental cars for undercover work as needed. Background investigation of new hires. Fugitive return details. 1,000	Travel costs for detectives in major case investigations. Rental cars for undercover work as needed. Background investigation of new hires. Fugitive return details. 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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
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	395	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	135	-	-	-	-	(1,000)	-100.00%
40135 - 4496	ELECTRICITY-to 40125	11,318	7,461	7,151	9,500	-	-	-	(7,461)	-100.00%
	SUBTOTAL	62,940	11,511	7,884	12,500	-	-	-	(11,511)	-100.00%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
POLICE-STATION										
40140 - 4234	BUILDING SUPPLIES	6,267	7,750	6,758	9,200	7,000	7,000	7,000	(750)	-9.68%
40140 - 4400	CONTRACTED SERVICES	26,687	18,083	11,384	10,000	5,842	4,178	4,178	(13,905)	-76.90%
40140 - 4450	TELEPHONE	50,640	49,045	45,475	53,736	57,749	57,749	57,749	8,704	17.75%
40140 - 4451	POSTAGE	913	2,300	1,299	1,400	1,500	1,500	1,500	(800)	-34.78%
40140 - 4495	HEAT	6,716	7,864	3,895	6,276	7,077	7,077	7,077	(787)	-10.01%
40140 - 4496	ELECTRICITY	28,379	26,897	25,452	36,519	34,356	34,356	34,356	7,459	27.73%
40140 - 4497	OTHER UTILITIES	369	487	253	339	420	420	420	(67)	-13.76%
40140 - 4498	BUILDING REPAIRS	41,450	25,000	12,625	25,000	10,000	10,000	10,000	(15,000)	-60.00%
	SUBTOTAL	161,419	137,426	107,140	142,470	123,944	122,280	122,280	(15,146)	-11.02%
	TOTAL-POLICE	13,197,366	14,385,707	11,488,440	14,184,229	14,927,815	14,915,551	14,825,431	439,724	3.06%

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.	7,750
4400	Contracted Services	4,178	HVAC Maintenance Contract	2,264
			Generator maintenance	1,008
			Pest control (82/mo.)	328
			Copier maintenance./service	1,785
			Annual Fire Alarm System	505
			Booking comp.camera maint.	350
			HAZMAT (Trauma 24)	3,500
			Off site storage (Iron Mt)	3,657
			Protected Wi-Fi Service	2,400
			Comcast digital box rental	250
			Mat service (Cintas)	1,380
4450	Telephone	57,749	Long distance service, phone and fax service & repairs	21,095
			Cell phones (26)	19,000
			Modems (17) Added 8 tablets for ICV	8,250
			Internet Connection Invest Div.	700
4451	Postage	1,500	Department mail.	2,300

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 10/22/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>FIRE DEPARTMENT SUMMARY</i>									
ADMINISTRATION	1,186,950	1,174,385	964,030	1,205,489	1,270,226	1,257,076	1,250,765	76,380	6.50%
SUPPRESSION	12,105,947	12,856,346	10,582,217	12,863,851	13,627,672	13,548,342	13,451,020	594,674	4.63%
COMMUNICATIONS	907,241	934,437	669,941	840,642	903,604	903,604	898,361	(36,076)	-3.86%
STATIONS	494,230	420,887	359,395	444,543	418,915	413,323	413,323	(7,564)	-1.80%
INSPECTIONAL SERVICES	865,310	947,913	840,446	999,466	1,040,025	1,040,025	1,032,049	84,136	8.88%
TOTAL - FIRE DEPARTMENT	15,559,679	16,333,968	13,416,029	16,353,991	17,260,441	17,162,369	17,045,517	711,549	4.36%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>FIRE-ADMINISTRATION</i>										
40200 - 4090	REGULAR PAY	379,432	457,398	353,249	433,707	480,036	480,036	480,036	22,638	4.95%
40200 - 4170	RETIREMENT	118,529	126,746	108,156	124,717	130,113	130,113	130,113	3,367	2.66%
40200 - 4171	DISABILITY INSURANCE	2,967	3,232	3,612	3,369	3,098	3,098	3,098	(134)	-4.15%
40200 - 4172	WORKERS' COMPENSATION	40,032	47,478	45,412	71,961	59,140	59,140	59,140	11,662	24.56%
40200 - 4174	FICA-SOCIAL SECURITY	9,780	6,632	9,022	10,931	11,701	11,701	11,701	5,069	76.43%
40200 - 4176	HEALTH INSURANCE	133,044	138,567	124,476	145,062	144,694	144,694	138,519	(48)	-0.03%
40200 - 4177	UNEMPLOYMENT COMPENSATION	111	140	108	240	124	124	124	(16)	-11.43%
40200 - 4178	LIFE INSURANCE	948	1,094	938	935	1,078	1,078	1,078	(16)	-1.46%
40200 - 4179	DENTAL INSURANCE	4,217	4,636	4,010	4,741	4,470	4,470	4,334	(302)	-6.51%
40200 - 4182	CLOTHING ALLOWANCE	65,141	86,126	84,808	86,126	86,926	86,276	86,276	150	0.17%
40200 - 4200	OFFICE SUPPLIES	4,555	3,832	1,393	3,832	3,832	3,832	3,832	-	0.00%
40200 - 4208	EQUIPMENT REPAIR	1,748	-	658	284	-	-	-	-	0.00%
40200 - 4224	HAZARDOUS RESPONSE	16,250	17,250	16,701	17,250	17,701	17,701	17,701	451	2.61%
40200 - 4227	AMBULANCE BILLING	97,454	94,020	52,796	94,020	110,520	110,520	110,520	16,500	17.55%
40200 - 4232	AMBULANCE SUPPLIES	157,669	163,340	97,182	163,340	191,189	181,189	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	1,170	2,210	2,210	2,210	2,210	-	0.00%
40200 - 4409	TEST SERVICES	3,847	3,500	1,467	3,500	3,500	3,500	3,500	-	0.00%
40200 - 4410	ADVERTISING	347	100	365	365	100	100	100	-	0.00%
40200 - 4412	TRAINING EXPENSE	30,332	-	1,509	985	-	-	-	-	0.00%
40200 - 4440	EQUIPMENT RENTAL	2,446	7,206	26,034	7,206	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.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE					
40200 - 4451	POSTAGE	410	378	115	378	378	378	378	-	0.00%
40200 - 4603	EMERGENCY MANAGEMENT	29,911	5,500	10,578	12,000	7,210	4,710	4,710	(790)	-14.36%
40200 - 4609	COMMUNITY OUTREACH	-	5,000	1,941	-	5,000	5,000	5,000	-	0.00%
	SUBTOTAL	1,186,950	1,174,385	964,030	1,205,489	1,270,226	1,257,076	1,250,765	76,380	6.50%

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	General Office Supplies 3,832
4224	Hazardous Response	17,701	Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District. 16,701 Expenses related to mitigating hazardous conditions (excavators, demolition, etc.) 1,000	Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District. 16,250 Expenses related to mitigating hazardous conditions (excavators, demolition, etc.) 1,000
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	Includes all emergency equipment and supplies utilized for Emergency Medical Services. Items included are: supplies and equipment for patient examination and treatment, extrication supplies, bone needles, IV therapy, Lucas cups, medical gloves, needles and syringes, personal protective equipment, pharmaceuticals, respiratory and wound care, cardiac monitoring electrodes and modems, oxygen rental and usage, on-site maintenance agreements for cardiac monitors and AEDs, stretcher & stair chair maintenance, etc.	Includes all emergency equipment and supplies utilized for Emergency Medical Services. Items included are: supplies and equipment for patient examination and treatment, extrication supplies, bone needles, IV therapy, Lucas cups, medical gloves, needles and syringes, personal protective equipment, pharmaceuticals, respiratory and wound care, cardiac monitoring electrodes and modems, oxygen rental and usage, on-site maintenance agreements for cardiac monitors and AEDs, stretcher & stair chair maintenance, etc.
			Supplies, Oxygen rental and usage, Needle disposal services.	Supplies
			77,150	77,765
			Stryker Pro-care Maintenance for all Cardiac Monitors, AEDs and LUCAS Devices; Power load & power stretchers.	Stryker Pro-care Maintenance for all Cardiac Monitors, AEDs and LUCAS Devices; Power load & power stretchers.
			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: 56,834 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, 55,400 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: 2,210 Maintenance Work Orders Tags Envelopes & Stationery Hazard Reports Medical Releases Health Insurance Portability and Accountability Act Forms Inspectional Services forms	Includes printing as listed: 2,210 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	440	Postage meter rental	440
			Document disposal container rental	415	Document disposal container rental	400
			Copier Lease and Service Agree- Konica Sta. 1	3,777	Copier Lease Agree- Canon Sta. 1	3,786
			Copier Lease and Service Agree.- Konica Sta. 2	1,287	Copier Lease Agree.- Canon Sta. 2	1,290
			Copier Lease and Service Agree.- Konica Sta. 3	1,287	Copier Lease Agree.- Canon Sta. 3	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
			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
			Pandemic- Health and Safety PPE- FD EMS; and Replacement of 4 sets of Tactical PPE for ATR; year 1 of 6 (\$1,250 ea.)	5,000
			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	5,000

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>FIRE-SUPPRESSION</i>										
40210 - 4090	REGULAR PAY	4,462,918	4,857,399	3,617,212	5,130,826	5,086,475	5,086,475	5,086,475	229,076	4.72%
40210 - 4093	REPLACEMENT PAY	1,427,436	1,465,849	1,405,359	1,516,757	1,649,700	1,600,000	1,600,000	134,151	9.15%
40210 - 4096	LONGEVITY	1,800	1,800	-	1,800	1,800	1,800	1,800	-	0.00%
40210 - 4097	INCENTIVE PAY	668,096	705,151	687,212	660,385	718,032	718,032	718,032	12,881	1.83%
40210 - 4098	OVERTIME PAY/CALL BACK	195,988	257,644	158,872	244,183	249,999	249,999	249,999	(7,645)	-2.97%
40210 - 4110	HOLIDAY PAY	83,643	77,245	20,638	46,493	77,245	77,245	77,245	-	0.00%
40210 - 4170	RETIREMENT	2,118,322	2,220,204	1,764,486	2,110,682	2,289,132	2,274,346	2,274,346	54,142	2.44%
40210 - 4171	DISABILITY INSURANCE	1,861	602	717	1,713	2,051	2,051	2,051	1,449	240.70%
40210 - 4172	WORKERS' COMPENSATION	648,269	768,757	700,266	1,134,577	948,201	942,078	942,078	173,321	22.55%
40210 - 4174	FICA-SOCIAL SECURITY	101,049	107,676	88,044	106,831	118,334	117,613	117,613	9,937	9.23%
40210 - 4176	HEALTH INSURANCE	2,076,840	2,017,109	1,840,368	1,554,836	2,101,612	2,101,612	2,013,792	(3,317)	-0.16%
40210 - 4177	UNEMPLOYMENT COMPENSATION	2,141	2,520	2,125	4,467	2,201	2,201	2,201	(319)	-12.66%
40210 - 4178	LIFE INSURANCE	13,420	14,381	12,217	11,304	14,634	14,634	14,634	253	1.76%
40210 - 4179	DENTAL INSURANCE	64,071	79,685	39,604	53,052	78,189	78,189	68,687	(10,998)	-13.80%
40210 - 4225	BREATHING APPARATUS	23,266	18,100	16,223	18,100	19,898	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	19,950	(1,759)	-8.10%
40210 - 4229	WATER SUPPLY MAINTENANCE	-	1,100	-	-	1,000	1,000	1,000	(100)	-9.09%
40210 - 4230	FIREFIGHTING PPE	120,193	106,280	141,047	123,000	110,246	110,246	110,246	3,966	3.73%
40210 - 4412	FIRE & EMS TRAINING	26,883	40,238	23,476	30,238	38,938	38,938	38,938	(1,300)	-3.23%
40210 - 4602	FIRE EQUIPMENT	48,585	55,837	42,501	55,837	52,335	52,335	52,335	(3,502)	-6.27%
40210 - 4611	EMS RECERTIFICATION	11,148	23,060	11,559	23,060	25,700	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.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE					
40210 - 4612	PARAMEDIC & AEMT TUITION	-	14,000	-	14,000	22,000	14,000	14,000	-	0.00%
SUBTOTAL		12,105,947	12,856,346	10,582,217	12,863,851	13,627,672	13,548,342	13,451,020	594,674	4.63%

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. 1,800</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: 705,151</p>

2025 BUDGET WORKSHEET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

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

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	<p>Masks/Regulators & Voice Amp Units 19,898</p> <p>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.</p> <p>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.</p>	<p>Masks/Regulators & Voice Amp Units 18,100</p> <p>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.</p> <p>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.</p>

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 or 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 or 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, 98,458 Gloves) (\$6,564 each) Boots (4 Pair) 2,220	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, 94,650 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		
				Personal Flashlight (5)	550	
4412	Fire & EMS Training	38,938				
	Account #40200-4412		Internal SFD EMS Continuing Education-	23,500	Internal SFD EMS Continuing Education-	23,500
	merged with this		Classes taught by subject matter experts;		Classes taught by subject matter experts;	
	account for one Fire &		cardiologist, respiratory therapist, labor		cardiologist, respiratory therapist, labor	
	EMS Training account		& delivery, ER physicians		& delivery, ER physicians	
			CPR Training Supplies for SFD		CPR Training Supplies for SFD	1,438
			EMTs/Medics		EMTs/Medics	
			All expenses related to training and professional		All expenses related to training and professional	
			development:		development:	
			Dues & Subscriptions; NHAFC; IAFC; NH	4,300	Dues & Subscriptions; NHAFC; IAFC; NH	4,300
			State Fireman's Association; NFPA;		State Fireman's Association; NFPA;	
			Training resources		Training resources	
			Outside Training—Off-site training	4,980	Outside Training—Off-site training	5,000
			Purchase/update resource library		Purchase/update resource library	1,000
			Building Materials and Training Supplies	6,158	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.
			47,935	Unanticipated equipment 2,000
			Unanticipated equipment 2,000	Annual Equipment Replacement Cycle
			Marine 2 dock fee 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
				Snorkel, fins, and mask x4 \$40 ea. set \$160
				Marine 2 throw ring 127
				Marine 2 dock fender & adjuster 54
				Marine 2 water rescue rope 35
				Marine 2 dock fee 2,400
				Forestry 2 backpack water pump 139
				Forestry 2 fire rake 69
				Portable scene lights x7 \$159 ea. 1,253
				Pike poles x2 \$111 ea. 222
				Salvage covers 12'x18' vinyl 18oz x4 736
				\$184 ea.
				TL1 Rope rescue equipment; CMC clutch 4,656
				TTRS kit x1, \$4,216; CMC litter harness x1
				\$350; replace anchor strap end of life
				\$90
				Replace inflatable zodiac type boat 10,000
4611	EMS Recertification	25,700	Cost of instructor services for required medical training and recertification courses. New National Continued Competency Requirement Refresher Program targets specific organizational, state, and national topics.	Cost of instructor services for required medical training and recertification courses. New National Continued Competency Requirement Refresher Program targets specific organizational, state, and national topics.
			Mandatory continuing education for Emergency Medical Technicians includes all fees and required classes.	Mandatory continuing education for Emergency Medical Technicians (14 EMTs, 40 AEMTs, and 19 Paramedics) including CPR recert and 96 hours of con- ed
			25,700	12,000

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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>FIRE-COMMUNICATIONS</i>										
40220 - 4090	REGULAR PAY	202,852	293,401	232,682	318,462	319,953	319,953	319,953	26,552	9.05%
40220 - 4093	REPLACEMENT PAY	191,220	130,828	70,358	111,248	125,000	125,000	125,000	(5,828)	-4.45%
40220 - 4097	INCENTIVE PAY	2,996	7,148	3,313	6,914	6,137	6,137	6,137	(1,011)	-14.14%
40220 - 4098	OVERTIME PAY	8,519	4,456	6,135	6,323	4,456	4,456	4,456	-	0.00%
40220 - 4110	HOLIDAY PAY	980	10,287	39	5,183	10,287	10,287	10,287	-	0.00%
40220 - 4170	RETIREMENT	71,215	60,416	44,390	54,804	61,210	61,210	61,210	794	1.31%
40220 - 4171	DISABILITY INSURANCE	558	1,347	1,050	1,254	-	-	-	(1,347)	-100.00%
40220 - 4172	WORKERS' COMPENSATION	981	1,474	1,356	1,901	1,166	1,166	1,166	(308)	-20.90%
40220 - 4174	FICA-SOCIAL SECURITY	24,806	34,129	23,457	31,451	35,637	35,637	35,637	1,508	4.42%
40220 - 4176	HEALTH INSURANCE	83,095	173,406	103,651	87,777	115,627	115,627	110,982	(62,424)	-36.00%
40220 - 4177	UNEMPLOYMENT COMPENSATION	200	210	176	429	186	186	186	(24)	-11.43%
40220 - 4178	LIFE INSURANCE	596	873	769	676	922	922	922	49	5.61%
40220 - 4179	DENTAL INSURANCE	2,486	6,930	2,531	3,329	5,043	5,043	4,445	(2,485)	-35.86%
40220 - 4233	ALARM MAINTENANCE SUPPLIES	9,544	5,700	5,054	3,000	5,700	5,700	5,700	-	0.00%
40220 - 4412	TRAINING EXPENSE	1,872	1,880	943	1,880	1,855	1,855	1,855	(25)	-1.33%
40220 - 4450	TELEPHONE	37,709	37,198	34,409	41,259	42,505	42,505	42,505	5,307	14.27%
40220 - 4456	RADIO MAINTENANCE	267,612	164,754	139,629	164,754	167,920	167,920	167,920	3,166	1.92%
SUBTOTAL		907,241	934,437	669,941	840,642	903,604	903,604	898,361	(36,076)	-3.86%

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) 10,287	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.	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	Emergency outside Radio Box Repairs 2,500
			Recorder Maintenance. Contract 2,500	Recorder Maintenance. Contract 2,500
			Traffic Light Repairs 700	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	Professional development training APCO Membership
			1,480 375	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)	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	34,958
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	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	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	LMR System Support contract; year 2 (covers Town wide system (Fire, PD and Municipal Svc). Multi-year Svc. Agreement: yr. 1 = \$143,931; yr. 2 = \$147,004; yr. 3 = \$150,170; yr. 4 = \$153,430; yr. 5 = \$156,788; yr. 6 = \$160,245
			Knox system maintenance; covers Town wide system to access to buildings. Knox boxes, Mounts, Keys	Knox system maintenance; covers Town wide system to access to buildings. Knox boxes, Mounts, Keys
			Knox Connect Software to support the new Knox Box units	Knox Connect Software to support the new Knox Box units

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>FIRE-STATIONS</i>										
40230 -4234	BUILDING SUPPLIES	-	12,500	9,065	12,500	14,500	12,500	12,500	-	0.00%
40230 - 4235	SMALL TOOLS & EQUIP.	13,041	10,900	7,916	10,900	10,098	10,098	10,098	(802)	-7.36%
40230 - 4237	GAS & OIL	75,795	85,706	52,943	75,000	85,706	85,706	85,706	-	0.00%
40230 - 4452	BUILDING MAINTENANCE	14,697	100	361	361	375	375	375	275	275.00%
40230 - 4458	VEHICLE MAINTENANCE	169,660	140,000	167,258	166,000	161,493	161,493	161,493	21,493	15.35%
40230 - 4600	OFFICE FURNITURE & APPLIANCES	12,398	5,165	252	5,165	5,165	5,165	5,165	-	0.00%
SUBTOTAL		285,591	254,371	237,794	269,926	277,337	275,337	275,337	20,966	8.24%
<i>CENTRAL STATION #1</i>										
40231 - 4452	BUILDING MAINTENANCE	52,269	39,728	17,347	39,728	27,706	26,514	26,514	(13,214)	-33.26%
40231 - 4495	HEAT	6,996	9,130	4,029	6,499	7,648	7,648	7,648	(1,482)	-16.23%
40231 - 4496	ELECTRICITY	20,135	19,900	19,256	25,791	24,870	24,870	24,870	4,970	24.97%
40231 - 4497	OTHER UTILITIES	3,195	2,496	2,416	3,170	3,487	3,487	3,487	991	39.71%
SUBTOTAL		82,594	71,254	43,048	75,188	63,711	62,519	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
4235	Small Tools	10,098	Tools/replacement and specialized equipment used by department mechanic.	Tools/replacement and specialized equipment used by department mechanic.
			Tools/replacement equipment	Tools/replacement equipment
			Subscriptions for Vehicle Diagnostic & Repair Programs	Subscriptions for Vehicle Diagnostic & Repair Programs
			Identifix	Identifix
			Cummins Engines	Cummins Engines
			Engine Code Reading Unit Software update	Engine Code Reading Unit Software update
4237	Gas & Oil	85,706	Fuel Estimate: diesel and gasoline (based on 3 yr. weighted avg and 75% increase for 6 months)	Fuel Estimate: diesel and gasoline (based on 3 yr. weighted avg and 75% increase for 6 months)
			DEF, Oils, waste oil, etc. (drums/quarts)	DEF, Oils, waste oil, etc. (drums/quarts)
4452	Building Maintenance	375	Replace American Flags at each station (3)	Building supplies
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
			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.	Parts for repairs done by fire department personnel on 37 pieces of equipment including engine companies, a ladder company, ambulances, support vehicles, utilities vehicles, marine units, and trailers.
			Services provided by private suppliers, including major repairs and repairs that require special expertise, such as tire mounting, emission tests, spring replacements, and major mechanical repairs & tests e.g. pump tests, ladder testing.	Services provided by private suppliers, including major repairs and repairs that require special expertise, such as tire mounting, emission tests, spring replacements, and major mechanical repairs & tests e.g. pump tests, ladder testing.
			Supplies including grease, rags, wax, paints, mechanic overalls, etc. Replacement of tires for Fire Department apparatus, cars & ambulances.	Supplies including grease, rags, wax, paints, mechanic overalls, etc. Replacement of tires for Fire Department apparatus, cars & ambulances.
			161,493	140,000
				Rust repair necessary to keep vehicles on road. (Proposed to be replaced in 2023 CIP)
4600	Office Furniture & Appliances	5,165	All Appliances, including refrigerators, stoves, dishwashers, washing machines, chairs, dryers and miscellaneous office furniture for all three stations.	All Appliances, including refrigerators, stoves, dishwashers, washing machines, chairs, dryers and miscellaneous office furniture for all three stations.
			5,165	5,165

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:	Maintenance and repair costs for Central Fire Station as follows:
	Constructed in 1967		Exhaust System Maintenance 3,348	Exhaust System Maintenance 3,250
			HVAC Maintenance (filters, service etc.) 2,060	HVAC Maintenance (filters, service etc.) 2,000
			Electrical Repairs 2,629	Electrical Repairs 2,552
			Plumbing Supplies & Repair 2,671	Plumbing Supplies & Repair 2,468
			Overhead Door Repair 3,841	Overhead Door Repair 3,729
			Building/Grounds Maintenance 8,674	Building/Grounds Maintenance 8,421
			Generator Maintenance 709	Generator Maintenance 688
			Building Decontamination / disinfecting /carpet cleaning 704	Building Decontamination / disinfecting /carpet cleaning 1,100
			Pest Control 804	Pest Control 780
			State of NH Pressure Vessel Inspection 100	State of NH Pressure Vessel Inspection 100
			Cleaning Supplies 974	Metal security door x2 \$6,026 ea. 12,052
				Hallway floor 2,588
4495	Heat	7,648	3 Year weighted average + 5% 7,648	Heating and air conditioning costs for Central Fire Station. 9,130
4496	Electricity	24,870	3 Year weighted average + 15% 24,870	Electricity costs for Central Fire Station. 19,900
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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
SOUTH STATION #3										
40233 - 4452	BUILDING MAINTENANCE	33,150	25,576	23,072	25,576	14,300	13,100	13,100	(12,476)	-48.78%
40233 - 4495	HEAT	8,963	11,445	5,789	9,923	9,419	9,419	9,419	(2,026)	-17.70%
40233 - 4496	ELECTRICITY	8,870	6,711	8,377	11,501	9,969	9,969	9,969	3,258	48.54%
40233 - 4497	OTHER UTILITIES	1,179	1,208	1,043	1,121	1,555	1,555	1,555	347	28.75%
	SUBTOTAL	52,162	44,940	38,280	48,121	35,243	34,043	34,043	(10,897)	-24.25%
NORTH STATION #2										
40234 - 4452	BUILDING MAINTENANCE	56,412	28,425	23,589	28,425	19,500	18,300	18,300	(10,125)	-35.62%
40234 - 4495	HEAT	10,200	13,987	9,377	13,987	13,987	13,987	13,987	-	0.00%
40234 - 4496	ELECTRICITY	6,814	7,473	6,912	8,349	8,597	8,597	8,597	1,124	15.04%
40234 - 4497	OTHER UTILITIES	458	437	394	547	540	540	540	103	23.58%
	SUBTOTAL	73,883	50,322	40,272	51,308	42,624	41,424	41,424	(8,898)	-17.68%
	TOTAL-STATIONS	494,230	420,887	359,395	444,543	418,915	413,323	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:	Maintenance and repair costs for South Fire Station as follows:
			Exhaust System Maintenance 1,200	Exhaust System Maintenance 1,200
			HVAC Maintenance (filters & service) 2,700	HVAC Maintenance (filters & service) 2,000
			Electrical Repairs 1,000	Electrical Repairs 2,000
			Plumbing Supplies & Repair 1,000	Plumbing Supplies & Repair 1,000
			Overhead Door Repair 1,200	Overhead Door Repair 1,200
			Building/Grounds Maintenance 3,000	Building/Grounds Maintenance 3,000
			Generator Maintenance 300	Generator Maintenance 300
			Fire Alarm Annual Inspection 300	Fire Alarm Annual Inspection 300
			Sprinkler Annual Inspection 500	Sprinkler Annual Inspection 500
			Pressure Vessel Inspections State of NH 100	Pressure Vessel Inspections State of NH 100
			Pest Control 900	Pest Control 900
			Building Decontamination/disinfecting 900	Building Decontamination/disinfecting 900
				Commercial entry door 6,176
				Siding replacement 6,000
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	1,800	Exhaust System Maintenance	1,800
			HVAC Maintenance	2,700	HVAC Maintenance	4,450
			Electrical Repairs	2,200	Electrical Repairs	2,200
			Plumbing Supplies & Repair	1,200	Plumbing Supplies & Repair	1,200
			Overhead Door Repair	2,200	Overhead Door Repair	2,200
			Building/Grounds Maintenance	3,600	Building/Grounds Maintenance	3,600
			Generator Maintenance	400	Generator Maintenance	400
			Fire Alarm Maintenance	700	Fire Alarm Maintenance	700
			Fire Sprinkler Maintenance	600	Fire Sprinkler Maintenance	600
			Septic/Grey Water	400	Septic/Grey Water	400
			Pest Control	1,500	Pest Control	1,500
			Building Decon / disinfecting	900	Building Decon / disinfecting	900
			State of NH Pressure Vessel Inspection	100	State of NH Pressure Vessel Inspection	100
					Replace air compressor	1,515
					Replace overhead door motors x2	4,770
					Apparatus bay exhaust fan	590
					Replace/update apparatus bay LED lights	1,500
4495	Heat	13,987	3 Year weighted average + 5%	13,987	Heating costs for North Fire Station.	13,987
4496	Electricity	8,597	3 Year weighted average + 15%	8,597	Electricity costs for North Fire Station.	7,473
4497	Other Utilities	540	Water charges	540	Water charges	437

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>FIRE-INSPECTIONAL SERVICES</i>										
40240 - 4090	REGULAR PAY	455,558	488,604	365,652	455,314	505,635	505,635	505,635	17,031	3.49%
40240 - 4092	TEMPORARY PAY	77,597	99,248	76,555	97,325	110,510	110,510	110,510	11,262	11.35%
40240 - 4170	RETIREMENT	62,916	66,110	52,321	54,892	66,441	66,441	66,441	331	0.50%
40240 - 4171	DISABILITY INSURANCE	4,212	4,385	4,001	4,431	4,089	4,089	4,089	(296)	-6.74%
40240 - 4172	WORKERS' COMPENSATION	17,713	19,935	18,995	28,654	21,162	21,162	21,162	1,227	6.16%
40240 - 4174	FICA-SOCIAL SECURITY	38,217	45,047	29,831	39,725	47,137	47,137	47,137	2,090	4.64%
40240 - 4176	HEALTH INSURANCE	126,866	115,219	153,539	180,843	194,526	194,526	186,336	71,117	61.72%
40240 - 4177	UNEMPLOYMENT COMPENSATION	240	315	241	492	248	248	248	(67)	-21.27%
40240 - 4178	LIFE INSURANCE	1,149	1,155	1,029	969	1,144	1,144	1,144	(11)	-0.95%
40240 - 4179	DENTAL INSURANCE	4,789	4,716	4,430	5,375	5,780	5,780	5,994	1,279	27.11%
40240 - 4231	INSPECTIONAL SERVICES SUPPLIES	3,571	3,325	2,150	3,325	3,325	3,325	3,325	-	0.00%
40240 - 4400	CONTRACTED SERVICES	18,745	43,383	75,390	74,148	24,675	24,675	24,675	(18,708)	-43.12%
40240 - 4405	MEMBERSHIPS & PUBLICATIONS	550	2,889	3,464	2,889	2,800	2,800	2,800	(89)	-3.08%
40240 - 4453	MEETINGS & TRAINING	843	1,500	680	1,000	1,500	1,500	1,500	-	0.00%
40240 - 4587	RECORDING FEES	-	83	167	83	83	83	83	-	0.00%
40240 -4810	MOSQUITO CONTROL	52,343	52,000	52,000	50,000	50,970	50,970	50,970	(1,030)	-1.98%
SUBTOTAL		865,310	947,913	840,446	999,466	1,040,025	1,040,025	1,032,049	84,136	8.88%
TOTAL-FIRE		15,559,679	16,333,968	13,416,029	16,353,991	17,260,441	17,162,369	17,045,517	711,549	4.36%

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 - INSPECTIONAL 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.
			110,510	99,248
4231	Inspectional Services Supplies	3,325	Inspection/Investigation tools and equipment including evidence collection and photo supplies	Inspection/Investigation tools and equipment including evidence collection and photo supplies
			425	425
			Fire Prevention/Education Literature	Fire Prevention/Education Literature
			2,500	2,500
			Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye	Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye
			400	400
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.	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.	Estimated 75 samples @ \$35 each.
			2,625	2,625
			Septic Inspections/reviews (offsetting revenue GF 1-3371)	Septic Inspections/reviews (offsetting revenue GF 1-3371)
			22,050	40,758
4405	Memberships & Publications	2,800	Prof. Assn. Memberships:	Prof. Assn. Memberships:
			NH Building Officials Assn	NH Building Officials Assn
			310	310
			NH Fire Prevention and International	NH Fire Prevention and International
			211	100
			Arson Investigators	Arson Investigators

2025 BUDGET WORKSHEET

DEPT NAME -FIRE - INSPECTIONAL SERVICES

DEPT # - 40240

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

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 10/22/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES SUMMARY									
ADMINISTRATION	556,055	543,459	477,814	579,712	584,997	582,698	579,921	36,462	6.71%
GARAGE	93,238	84,077	78,092	83,067	73,074	73,074	73,074	(11,003)	-13.09%
FLEET	347,602	700,826	439,533	648,489	712,668	702,668	698,247	(2,579)	-0.37%
STREETS/SHOPS	1,364,181	1,669,367	1,342,132	1,615,729	1,742,638	1,742,638	1,730,829	61,462	3.68%
WINTER WEATHER	1,121,589	1,200,035	801,016	1,314,194	1,171,039	1,171,039	1,171,039	(28,996)	-2.42%
SOLID WASTE	1,594,262	1,781,467	870,277	1,784,938	1,804,089	1,756,607	1,755,908	(25,559)	-1.43%
PARKS/PROPERTY	676,742	739,704	602,061	723,304	717,233	717,233	713,892	(25,812)	-3.49%
ENGINEERING	700,614	954,145	614,082	881,720	994,138	994,138	987,744	33,599	3.52%
LIGHTING	717,184	647,997	475,431	712,985	734,596	734,596	734,596	86,599	13.36%
TOTAL - MUNICIPAL SERVICES	7,171,467	8,321,077	5,700,438	8,344,139	8,534,473	8,474,692	8,445,251	124,174	1.49%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-ADMINISTRATION										
50100 - 4090	REGULAR PAY	321,530	333,595	270,260	331,353	353,062	353,062	353,062	19,467	5.84%
50100 - 4170	RETIREMENT	44,306	45,136	36,543	44,809	46,392	46,392	46,392	1,256	2.78%
50100 - 4171	DISABILITY INSURANCE	2,438	2,486	2,690	2,830	2,355	2,355	2,355	(131)	-5.27%
50100 - 4172	WORKERS' COMPENSATION	9,201	8,497	8,046	12,146	8,800	8,800	8,800	303	3.57%
50100 - 4174	FICA-SOCIAL SECURITY	24,797	25,520	21,080	25,932	27,010	27,010	27,010	1,490	5.84%
50100 - 4176	HEALTH INSURANCE	56,918	54,807	63,182	73,760	71,844	71,844	68,971	14,164	25.84%
50100 - 4177	UNEMPLOYMENT COMPENSATION	86	105	88	188	93	93	93	(12)	-11.43%
50100 - 4178	LIFE INSURANCE	737	737	667	672	726	726	726	(11)	-1.49%
50100 - 4179	DENTAL INSURANCE	2,352	2,401	2,338	2,764	2,602	2,602	2,698	297	12.37%
50100 - 4182	CLOTHING ALLOWANCE	40,405	27,350	21,359	27,350	25,000	25,000	25,000	(2,350)	-8.59%
50100 - 4200	OFFICE SUPPLIES	873	1,700	431	1,200	1,200	1,200	1,200	(500)	-29.41%
50100 - 4239	DAM REPAIR & MAINTENANCE	22,976	9,150	14,426	15,000	9,150	9,150	9,150	-	0.00%
50100 - 4240	FLOOD CONTROL MANAGEMENT	9,400	9,400	11,400	9,400	9,400	9,400	9,400	-	0.00%
50100 - 4400	CONTRACTED SERVICES	3,093	5,000	5,803	8,000	5,000	5,000	5,000	-	0.00%
50100 - 4405	MEMBERSHIPS & PUBLICATIONS	788	1,140	945	1,500	1,478	1,478	1,478	338	29.65%
50100 - 4406	PRINTING & BINDING	603	500	158	500	500	500	500	-	0.00%
50100 - 4423	MEDICAL EXAMINATIONS	918	1,958	3,143	4,300	1,958	1,958	1,958	-	0.00%
50100 - 4450	TELEPHONE	11,331	10,514	9,433	11,801	12,665	12,665	12,665	2,151	20.46%
50100 - 4453	MEETINGS & TRAINING	874	1,455	4,060	4,200	3,754	1,455	1,455	-	0.00%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE					
50100 - 4459	EQUIPMENT MAINTENANCE	2,427	2,008	1,762	2,008	2,008	2,008	2,008	-	0.00%
	SUBTOTAL	556,055	543,459	477,814	579,712	584,997	582,698	579,921	36,462	6.71%

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)	Clothing and Boot Allowance Contract Requirements (22 Employees)
			25,000	27,350
4200	Office Supplies	1,200	Supplies for Public Works Division	Supplies for Public Works Division
			1,200	1,700
4239	Dam Repairs & Maintenance	9,150	Yearly maintenance to 3 dams and 2 flumes	Yearly maintenance to 3 dams and 2 flumes
			4,000	4,000
			Electronic gate system maintenance.	Electronic gate system maintenance.
			1,000	1,000
			Annual State Dam Inspection	Annual State Dam Inspection
			4,150	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	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	Paid annually, in the Fall, to USGS
			9,400	9,400
4400	Contracted Services	5,000	Advertisements and public notices	Advertisements and public notices
			2,000	2,000
			Legal Notices (materials and service bids)	Legal Notices (materials and service bids)
			3,000	3,000
4405	Memberships & Publications	1,478	For membership in professional organizations:	For membership in professional organizations:
			NH Public Works Assn	NH Public Works Assn
			100	40
			Solid Waste Certifications	Solid Waste Certifications
			730	730
			(5 scales @ 96 ea. & 5 operators @ 50 ea.)	(5 scales @ 96 ea. & 5 operators @ 50 ea.)
			State scale license	State scale license
			180	180
			ICMA	
			200	
			APWA Memberships	APWA Memberships
			238	160
			NH Road Agents	NH Road Agents
			30	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 Handout notices for road detours, construction projects, etc. and stationary and envelopes.
4423	Medical Exams	1,958	Physicals for employees when requested by the Town	1,958 Physicals for employees when requested by the Town
4450	Telephone	12,665	Telephone lines, usage, and repairs Cell phone service (5) Broadband communications- air cards- GIS tablets (4)	12,665 Telephone lines, usage, and repairs Cell phone service (5) Broadband communications- air cards- GIS tablets (4)
4453	Meetings & Training	1,455	Training programs, UNH T2 HVAC Facility Systems Training	680 Training programs, UNH T2 775 HVAC Facility Systems Training
4459	Equipment Maintenance	2,008	Copier maintenance / copies Emergency repairs	2,008 Copier maintenance / copies Emergency repairs

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-GARAGE										
50110 -4400	CONTRACTED SERVICES	-	16,493	25,995	16,493	-	-	-	(16,493)	-100.00%
50110 - 4401	CLEANING SERVICES	20,600	20,900	17,417	20,900	20,900	20,900	20,900	-	0.00%
50110 - 4495	HEAT	12,847	14,561	8,408	13,632	13,341	13,341	13,341	(1,220)	-8.38%
50110 - 4496	ELECTRICITY	22,046	18,819	12,811	23,303	26,079	26,079	26,079	7,260	38.58%
50110 - 4497	OTHER UTILITIES	1,051	1,218	1,149	739	1,269	1,269	1,269	51	4.19%
50110 - 4498	BUILDING REPAIRS	36,693	12,086	12,313	8,000	11,485	11,485	11,485	(601)	-4.97%
	SUBTOTAL	93,238	84,077	78,092	83,067	73,074	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.	Cleaning of building provided by outside contractor. 20,900
4495	Heat	13,341	3 Year weighted average + 5%	Heat for building, Natural Gas. 14,561
4496	Electricity	26,079	3 Year weighted average + 15%	Electricity for Garage 18,819
4497	Other Utilities	1,269	Town Water Septic pumping Propane for Emergency Generator	Town Water 1,218 Septic pumping Propane for Emergency Generator
4498	Building Repairs	11,485	General maintenance and repairs to DPW buildings and gas system	General maintenance and repairs to DPW buildings and gas system 5,000
			HVAC maintenance contract (6 garage units)	HVAC maintenance contract (6 garage units) 924
			Fuel System Compliance	Fuel System Compliance 1,500
			Pest control (79/mo.)	Pest control (79/mo.) 948
			Fuel System fire suppression testing twice annually (\$300 ea.)	Fuel System fire suppression testing twice annually (\$300 ea.) 600
			Annual maintenance for overhead garage doors	Annual maintenance for overhead garage doors 1,250
			Generator Maintenance	Generator Maintenance 530
			Compressor Maintenance	Compressor Maintenance 275
			Alarm monitoring	Alarm monitoring 174
			Fire Safety Equipment Maintenance	Fire Safety Equipment Maintenance 135
			Vehicle Lift Inspection	Vehicle Lift Inspection 750

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-FLEET										
50120 - 4090	REGULAR PAY	43,832	170,782	91,763	140,737	183,579	183,579	183,579	12,797	7.49%
50120 - 4098	OVERTIME PAY	2,237	4,000	9,843	9,361	15,000	15,000	15,000	11,000	275.00%
50120 - 4170	RETIREMENT	6,306	23,650	13,747	20,309	26,093	26,093	26,093	2,443	10.33%
50120 - 4171	DISABILITY INSURANCE	243	1,764	1,015	1,431	1,672	1,672	1,672	(92)	-5.22%
50120 - 4172	WORKERS' COMPENSATION	7,895	10,785	10,361	14,320	9,314	9,314	9,314	(1,471)	-13.64%
50120 - 4174	FICA-SOCIAL SECURITY	3,514	13,371	7,391	11,256	15,192	15,192	15,192	1,821	13.62%
50120 - 4176	HEALTH INSURANCE	6,805	110,361	60,182	86,272	106,269	106,269	101,745	(8,616)	-7.81%
50120 - 4177	UNEMPLOYMENT COMPENSATION	78	105	59	158	93	93	93	(12)	-11.43%
50120 - 4178	LIFE INSURANCE	95	505	309	327	529	529	529	24	4.75%
50120 - 4179	DENTAL INSURANCE	89	3,525	1,491	2,339	2,778	2,778	2,881	(644)	-18.27%
50120 - 4235	SMALL TOOLS & EQUIPMENT	1,726	2,500	2,839	2,500	2,500	2,500	2,500	-	0.00%
50120 - 4237	GAS & OIL	103,643	97,478	74,717	97,478	92,649	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	(5,000)	-50.00%
50120 - 4456	RADIO MAINTENANCE	-	2,000	-	2,000	2,000	2,000	2,000	-	0.00%
50120 - 4458	VEHICLE MAINTENANCE	163,129	250,000	162,917	250,000	250,000	240,000	240,000	(10,000)	-4.00%
	SUBTOTAL	347,602	700,826	439,533	648,489	712,668	702,668	698,247	(2,579)	-0.37%

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.	15,000	Projects not charged back to divisional or departmental accounts.
		Projects like vehicle inspections, welding, sandblasting and emergency repairs.		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	86,649	Fuel Estimate: diesel and gasoline
		Oil, hydraulic fluid, other lubricants, including waste oil disposal	6,000	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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-STREETS/SHOPS										
50130 - 4090	REGULAR PAY	381,565	668,598	454,261	586,358	710,403	710,403	710,403	41,805	6.25%
50130 - 4092	TEMPORARY PAY	48,919	33,920	41,256	34,049	39,680	39,680	39,680	5,760	16.98%
50130 - 4098	OVERTIME PAY	59,076	60,000	67,217	75,895	70,000	70,000	70,000	10,000	16.67%
50130 - 4112	STAND-BY PAY	9,018	13,905	8,024	11,526	12,203	12,203	12,203	(1,702)	-12.24%
50130 - 4170	RETIREMENT	74,598	100,466	80,235	95,696	104,149	104,149	104,149	3,683	3.67%
50130 - 4171	DISABILITY INSURANCE	4,553	6,847	5,085	6,175	6,527	6,527	6,527	(320)	-4.67%
50130 - 4172	WORKERS' COMPENSATION	35,376	47,905	46,023	46,023	39,033	39,033	39,033	(8,872)	-18.52%
50130 - 4174	FICA-SOCIAL SECURITY	35,975	59,396	40,785	52,811	63,672	63,672	63,672	4,276	7.20%
50130 - 4176	HEALTH INSURANCE	155,883	284,802	213,097	280,896	293,112	293,112	280,977	(3,825)	-1.34%
50130 - 4177	UNEMPLOYMENT COMPENSATION	396	505	363	778	403	403	403	(102)	-20.20%
50130 - 4178	LIFE INSURANCE	1,309	1,984	1,550	1,457	2,049	2,049	2,049	65	3.28%
50130 - 4179	DENTAL INSURANCE	5,631	9,705	6,338	7,750	8,761	8,761	9,087	(618)	-6.37%
50130 - 4201	MAINTENANCE SUPPLIES	721	1,274	1,507	1,274	1,274	1,274	1,274	-	0.00%
50130 - 4235	SMALL TOOLS & EQUIP.	3,547	3,000	2,883	3,000	4,760	4,760	4,760	1,760	58.67%
50130 - 4238	TRAFFIC & STREET SIGNS	19,568	15,000	10,907	15,000	17,000	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	7,000	(1,339)	-16.06%
50130 - 4242	STREET LINING	93,547	90,000	81,884	95,000	95,000	95,000	95,000	5,000	5.56%
50130 - 4244	GRAVEL/CRUSHED STONE	24,810	10,500	18,250	17,000	15,000	15,000	15,000	4,500	42.86%
50130 - 4245	BITUMINOUS CONCRETE	19,434	29,500	31,337	20,000	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	10,000	(6,000)	-37.50%
50130 - 4262	SAFETY	2,999	2,396	1,176	2,396	2,700	2,700	2,700	304	12.69%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
50130 - 4266	COLD PATCH	2,500	2,552	1,095	2,552	2,552	2,552	2,552	-	0.00%
50130 - 4267	CALCIUM CHLORIDE	-	4,500	-	2,500	2,500	2,500	2,500	(2,000)	-44.44%
50130 - 4400	CONTRACTED SERVICES	240,264	128,180	134,140	150,000	138,360	138,360	138,360	10,180	7.94%
50130 - 4440	EQUIPMENT RENTAL	19,573	14,500	16,878	15,000	16,500	16,500	16,500	2,000	13.79%
50130 - 4462	TREE REMOVAL	61,597	50,000	65,006	70,000	60,000	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	1,342,132	1,615,729	1,742,638	1,742,638	1,730,829	61,462	3.68%

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)	2 summer employees @ \$16/hr. for 12 weeks doing brush, roadside trash pick up, patching, etc. Police details Police details for catch basin cleaning 3 yr. weighted avg. (47,608)
			21,120	15,360
			13,560	13,560
			5,000	5,000
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.	Emergency overtime and callouts NOT related to snow and ice removal. Sweeping, road problems, wind and rain storms, floods, street line painting, etc.
4112	Standby	12,203	Year-round on-call foreman assignments, 1 hr./man/day, 1.5 hr./holiday or weekend day	Year-round on-call foreman assignments, 1 hr./man/day, 1.5 hr./holiday or weekend day
4201	Maintenance Supplies	1,274	Est. cost of maintenance materials (soap, paper products, bug sprays, bulbs, etc.).	Est. cost of maintenance materials (soap, paper products, bug sprays, bulbs, etc.).
4235	Small Tools & Equipment	4,760	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.)	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.)
4238	Traffic & Street Signs	17,000	Repair and clean existing signs. Replace signs due to damage, fading, theft and	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	Guardrail repairs town wide 8,339
4242	Street Lining	95,000	Cost to paint and/or thermoplastic white and yellow lines, stop bars, zebra striped islands, crosswalks and lane arrows. 95,000	Cost to paint and/or thermoplastic white and yellow lines, stop bars, zebra striped islands, crosswalks and lane arrows. 90,000
			Also includes in house supplies, paint and glass bead	Also includes in house supplies, paint and glass bead
4244	Gravel/Crushed Stone	15,000	Construction projects, pipe installations, backfill Maintenance of gravel roads twice yearly, construction projects, and drainage repairs. 9,000	Construction projects, pipe installations, backfill Maintenance of gravel roads twice yearly, construction projects, and drainage repairs. 6,000
			Road Construction Waste Disposal 6,000	Road Construction Waste Disposal 4,500
4245	Bituminous Concrete	20,000	DPW hot top operations to repair sections of roads that require attention 20,000	DPW hot top operations to repair sections of roads that require attention 24,500
				Includes add 'l sidewalk maintenance 5,000
4248	Drainage Supplies	10,000	Maintenance and emergency repairs to existing structures. Continue town wide drainage improvements as needed. 10,000	Maintenance and emergency repairs to existing structures. Continue town wide drainage improvements as needed. 16,000
			Supplies required to repair system failures; culvert pipe, pre-cast concrete structures, frames and grates, etc.	Supplies required to repair system failures; culvert pipe, pre-cast concrete structures, frames and grates, etc.

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.	2,396 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.	4,500 For stabilization and dust control of gravel roads during the summer.
4400	Contracted Services	138,360	Beaver control where public safety is at risk	1,000 Beaver control where public safety is at risk
			Town wide sidewalk/island weed control	14,280 Town wide sidewalk/island weed control
			Town wide Knotweed Control	8,400 Town wide Knotweed Control
			Annual catch basin cleaning program (no treat/dispose included)	86,500 Annual catch basin cleaning program (no treat/dispose included)
			Gravel Road Grading Services	15,000 Gravel Road Grading Services
			Street Sweeping Services	3,000 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	Paving box etc. for in-house hot top operations
			Large excavator, 10 wheel dump, etc.	Large excavator, 10 wheel dump, etc.
4462	Tree Removal	60,000	Scheduled and emergency removal of trees.	Scheduled and emergency removal of trees.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
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	10,000	-	0.00%
50135 - 4098	OVERTIME PAY	161,978	215,000	157,541	265,868	215,000	215,000	215,000	-	0.00%
50135 - 4170	RETIREMENT	27,242	29,090	22,978	37,635	28,251	28,251	28,251	(839)	-2.88%
50135 - 4172	WORKERS' COMPENSATION	12,828	13,883	13,338	18,349	10,553	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	17,213	-	0.00%
50135 - 4177	UNEMPLOYMENT COMPENSATION	69	60	72	112	22	22	22	(38)	-63.33%
50135 - 4400	CONTRACTED SERVICES	398,266	364,789	216,727	364,789	360,000	360,000	360,000	(4,789)	-1.31%
50135 - 4983	WINTER WEATHER OPERATIONS	473,183	550,000	326,629	550,000	530,000	530,000	530,000	(20,000)	-3.64%
SUBTOTAL		1,121,589	1,200,035	801,016	1,314,194	1,171,039	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	Winter laborers, plow operators, snow shovelers
4098	Overtime	215,000	Emergency overtime and callouts related to snow and ice removal and treatment	Emergency overtime and callouts related to snow and ice removal and treatment
4400	Contracted Services	360,000	Contracted labor for winter weather operations, e.g. plow operators, sanders, salters.	Contracted labor for winter weather operations, e.g. plow operators, sanders, salters.
4983	Winter Weather Operations	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.	Sand, salt, and other treatments for winter weather operations, as well as equipment, parts, repairs, and all other expenses related to winter weather equipment.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-SOLID WASTE										
50200 - 4090	REGULAR PAY	78,300	75,320	66,377	81,792	80,600	80,600	80,600	5,280	7.01%
50200 - 4098	OVERTIME PAY	20,198	17,366	15,221	17,766	17,366	17,366	17,366	-	0.00%
50200 - 4170	RETIREMENT	13,585	12,540	11,046	12,826	12,873	12,873	12,873	333	2.66%
50200 - 4171	DISABILITY INSURANCE	675	700	647	724	665	665	665	(35)	-5.00%
50200 - 4172	WORKERS' COMPENSATION	3,017	3,791	3,642	5,012	2,988	2,988	2,988	(803)	-21.18%
50200 - 4174	FICA-SOCIAL SECURITY	7,505	7,090	6,116	7,172	7,494	7,494	7,494	404	5.70%
50200 - 4176	HEALTH INSURANCE	16,790	16,041	13,151	10,760	15,064	15,064	14,346	(1,695)	-10.57%
50200 - 4177	UNEMPLOYMENT COMPENSATION	29	35	30	81	31	31	31	(4)	-11.43%
50200 - 4178	LIFE INSURANCE	209	223	198	183	232	232	232	9	4.04%
50200 - 4179	DENTAL INSURANCE	531	531	460	544	512	512	531	-	0.00%
50200 - 4400	CONTRACTED SERVICES	1,335,050	1,558,286	704,935	1,558,286	1,529,546	1,482,064	1,482,064	(76,222)	-4.89%
50200 - 4406	PRINTING & BINDING	8,129	6,760	5,261	6,760	7,490	7,490	7,490	730	10.80%
50200 - 4440	EQUIPMENT RENTAL	-	500	-	500	500	500	500	-	0.00%
50200 - 4450	TELEPHONE	177	234	123	143	244	244	244	10	4.27%
50200 - 4452	BUILDING MAINTENANCE	15,010	7,839	2,803	7,839	8,254	8,254	8,254	415	5.29%
50200 - 4459	EQUIPMENT MAINTENANCE	-	1,000	-	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	2,100	500	31.25%
50200 - 4496	ELECTRICITY	2,403	2,111	1,305	2,450	2,709	2,709	2,709	598	28.33%
50200 - 4633	HAZARDOUS WASTE COLLECTION	49,242	40,000	-	40,000	49,421	49,421	49,421	9,421	23.55%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE					
50200 - 4648	TESTING	42,143	29,500	37,558	29,500	65,000	65,000	65,000	35,500	120.34%
	SUBTOTAL	1,594,262	1,781,467	870,277	1,784,938	1,804,089	1,756,607	1,755,908	(25,559)	-1.43%

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 17,366 Saturday replacement due to sick leave, vacation,	Wednesday evenings 17,366 Saturday replacement due to sick leave, vacation,
4400	Contracted Services	1,482,064	Loading, hauling & disposal: (tonnage based on 3 yr wgt'd avg tons) Trash \$125/ton (9,200 tons) 1,150,000 Recyclables (1950 tons) Load/Haul \$49.28/ton 96,096 Processing/Disposal \$80.65/ton 157,268 Video Devices \$1500/month avg. 18,000 C&D (offset by permit fee GF 1-3365) 19,000 Scale certification 1,700 Brush Grinder Service 40,000	Loading, hauling & disposal: (tonnage based on 3 yr wgt'd avg tons) Trash \$120/ton (9,827 tons) 1,179,240 Recyclables (2,029 tons) Load/Haul \$47.61/ton 96,601 Processing/Disposal \$105/ton 213,045 Video Devices \$1500/month avg. 18,000 C&D (offset by permit fee GF 1-3365) 19,000 Scale certification 1,400 Brush Grinder Service 31,000
4406	Printing & Binding	7,490	Permit stickers 8,500 count. 3,740 C&D tickets 2,000 count 1,300 Scale slips 950 Regulations (hand outs) 1,500	Permit stickers 8,500 count. 3,740 C&D tickets 2,000 count 1,300 Scale slips 950 Regulations (hand outs) 770
4440	Equipment Rental	500	Bull dozer, portable scale, etc. 500	Bull dozer, portable scale, etc. 500
4450	Telephone	244	Telephone line charge. 244	Telephone line charge. 234
4452	Building Maintenance	8,254	Paper products, soap 660 Water 535 Scale House Restroom 1,800 Portable Public Toilet 1,080 Building repairs 4,000 Alarm system monitoring 179	Paper products, soap 660 Water 535 Scale House Restroom 1,560 Portable Public Toilet 910 Building repairs 4,000 Alarm system monitoring 174

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.	Normal maintenance of loader, scale, oil, filters, etc. 1,000
4466	Pest Control	2,100	Contractual services (133/mo.) Additional Traps	Contractual services (133/mo.) Additional Traps 1,600
4496	Electricity	2,709	Outside lighting. Scale house heat/cooling. Building electricity paid by Hauler under current contract.	Outside lighting. Scale house heat/cooling. Building electricity paid by Hauler under current contract. 2,111
4633	Hazardous Waste Collection	49,421	One day collection, in the Fall, of household hazardous waste.	One day collection, in the Fall, of household hazardous waste. 40,000
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	Post closure groundwater and methane gas sampling Management/Engineering 16,000 Testing (gas, groundwater and storm water) 1,4-dioxane includes PFAS Residential 12,500
			Storm water monitoring	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*.

NHDES offers the following comments based on our review of the information provided in the Summary Report and available in the project file.

Potential Receptor Survey

Special Condition #13 of the Permit requires that each Periodic Summary Report (PSR) include updated potential receptor information meeting the requirements of Env-Or 606.07(d), which states that streets, properties, surface water, sensitive human populations, and water supply wells within 1,000 feet of the site must be identified on a figure. Figure 1 (Receptor Map) of the Summary Report does not include the required details for the area within the 1,000-foot buffer to the east of the site that is in Atkinson, New Hampshire. Potential receptor surveys are not limited by Town lines nor does Env-Or 606.07(d) allow for the exclusion of presumed upgradient or sidegradient areas from a potential receptor survey. Assessing potential receptors in all directions around the site is especially important as bedrock groundwater flow direction at the site is not well defined and fractured bedrock flow may occur in directions dissimilar to overburden groundwater flow depending on the orientation of the fractures and pumping stresses from supply wells.

In addition, Env-Or606.07(d)(5) requires that the potential receptor survey identify water supply wells within the 1,000-foot radius by tax map and lot number and by owner's name and mailing address. Locations of water supply wells within Salem, and the associated tax map and lot number, are provided on Figure 1; however, owner name and address information are only provided for the four water supply wells included in the Permit monitoring program.

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-Or606.07(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 couplets 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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-PARKS/PROPERTY										
50300 - 4090	REGULAR PAY	294,139	331,717	240,641	308,198	351,300	351,300	351,300	19,583	5.90%
50300 - 4092	TEMPORARY PAY	21,044	15,360	29,625	19,814	19,200	19,200	19,200	3,840	25.00%
50300 - 4098	OVERTIME PAY	48,779	37,000	43,684	43,057	37,000	37,000	37,000	-	0.00%
50300 - 4112	STAND BY PAY	9,663	8,000	8,419	9,114	10,220	10,220	10,220	2,220	27.75%
50300 - 4170	RETIREMENT	48,626	50,968	42,083	25,907	52,365	52,365	52,365	1,397	2.74%
50300 - 4171	DISABILITY INSURANCE	3,069	3,219	2,843	3,247	3,044	3,044	3,044	(175)	-5.44%
50300 - 4172	WORKERS' COMPENSATION	15,842	22,092	21,224	29,133	17,596	17,596	17,596	(4,496)	-20.35%
50300 - 4174	FICA-SOCIAL SECURITY	28,403	29,994	24,763	29,085	31,955	31,955	31,955	1,961	6.54%
50300 - 4176	HEALTH INSURANCE	99,248	95,594	82,759	96,360	90,466	90,466	86,986	(8,608)	-9.00%
50300 - 4177	UNEMPLOYMENT COMPENSATION	200	214	161	386	186	186	186	(28)	-13.08%
50300 - 4178	LIFE INSURANCE	909	982	872	803	1,011	1,011	1,011	29	2.95%
50300 - 4179	DENTAL INSURANCE	4,221	4,221	3,485	4,093	3,717	3,717	3,856	(365)	-8.65%
50300 - 4250	MEMORIAL PLANTINGS	3,294	3,500	3,292	3,500	3,500	3,500	3,500	-	0.00%
50300 - 4252	GROUND MAINTENANCE	28,595	23,237	26,955	24,000	24,500	24,500	24,500	1,263	5.44%
50300 - 4253	PARK IMPROVEMENTS	13,752	6,500	8,336	7,000	6,500	6,500	6,500	-	0.00%
50300 - 4258	LUMBER & MATERIALS	-	500	617	500	500	500	500	-	0.00%
50300 - 4262	SAFETY	1,530	300	188	300	300	300	300	-	0.00%
50300 - 4400	CONTRACTED SERVICES	7,835	8,000	14,318	12,000	13,000	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	1,240	1,526	1,448	1,448	1,448	394	37.39%
50300 - 4452	BUILDING MAINTENANCE	4,053	5,080	1,526	5,080	5,051	5,051	5,051	(29)	-0.57%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE					
50300 - 4459	EQUIPMENT MAINTENANCE	472	1,500	81	1,500	1,500	1,500	1,500	-	0.00%
50300 - 4465	EXPANSION & DEVELOPMENT	-	7,422	-	7,422	4,000	4,000	4,000	(3,422)	-46.11%
50300 - 4495	HEAT	5,175	6,693	4,534	7,507	5,563	5,563	5,563	(1,130)	-16.88%
50300 - 4496	ELECTRICITY	2,015	2,186	1,627	2,531	2,591	2,591	2,591	405	18.53%
50300 - 4497	OTHER UTILITIES	5,223	11,622	7,013	11,622	11,622	11,622	11,622	-	0.00%
50300 - 4607	EQUIPMENT	16,329	15,204	10,860	15,204	4,000	4,000	4,000	(11,204)	-73.69%
50300 - 4994	SITE REMEDIATION	12,950	12,545	14,415	14,415	15,098	15,098	15,098	2,553	20.35%
	SUBTOTAL	676,742	739,704	602,061	723,304	717,233	717,233	713,892	(25,812)	-3.49%

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 4,500 Town wide turf management 17,500 Hydro seeding Pine Grove 2,500 Includes maintenance and repairs of irrigation components.	Yearly costs to maintain parks and ball fields 4,500 Town wide turf management 16,237 Hydro seeding Pine Grove 2,500 Includes maintenance and repairs of irrigation components.
4253	Park Improvements	6,500	Plantings, mulch, flags 4,000 General improvements 2,500	Plantings, mulch, flags 4,000 General improvements 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.	Normal building maintenance for Pine Grove Cemetery, parks building, and other properties. 3,400
			HVAC/Burner maintenance. for two bldgs.	HVAC/Burner maintenance. for two bldgs. 1,332
			Alarm monitoring (2)	Alarm monitoring (2) 348
4459	Equipment Maintenance	1,500	Repairs to equipment that require outside service.	Repairs to equipment that require outside service. 1,500
			Parts for in-house service of lawn mowers, weed whackers and power tools.	Parts for in-house service of lawn mowers, weed whackers and power tools.
4465	Expansion & Development	4,000	Blasting in Pine Grove Cemetery	Blasting in Pine Grove Cemetery 500
			Section Signs	Rear Expansion Exit Gate 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 6,693
4496	Electricity	2,591	3 Year weighted average + 15%	2,591 Electricity for Parks and Cemetery Buildings 2,186
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 11,622
4607	Equipment	4,000	Power Tool Pack	4,000 Leaf Blower 8,923 Carpet Cleaner 6,281
4994	Site Remediation	15,098	Municipal Underground Storage Tank Compliance Work consists of Line Leak Testing, Annual Geotechnical Eng Consultant for: DPW 2,940 District Court 1,208 Monthly Inspections (DPW & Court) 10,200 Does not include unanticipated parts and physical repairs associated with above testing and audit work Parts and repairs as needed 750	Municipal Underground Storage Tank Compliance Work consists of Line Leak Testing, Annual Geotechnical Eng Consultant for: DPW 2,300 District Court 1,095 Monthly Inspections (DPW & Court) 8,400 Does not include unanticipated parts and physical repairs associated with above testing and audit work Parts and repairs as needed 750

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-ENGINEERING										
30100 - 4090	REGULAR PAY	423,246	519,840	357,903	471,953	532,521	532,521	532,521	12,681	2.44%
30100 - 4170	RETIREMENT	58,330	70,336	48,425	63,856	69,974	69,974	69,974	(362)	-0.51%
30100 - 4171	DISABILITY INSURANCE	3,416	4,225	3,753	4,110	3,967	3,967	3,967	(258)	-6.11%
30100 - 4172	WORKERS' COMPENSATION	25,364	31,035	29,816	40,195	22,525	22,525	22,525	(8,510)	-27.42%
30100 - 4174	FICA-SOCIAL SECURITY	31,673	39,768	26,737	35,742	40,739	40,739	40,739	971	2.44%
30100 - 4176	HEALTH INSURANCE	119,990	153,691	105,816	131,834	158,700	158,700	152,096	(1,595)	-1.04%
30100 - 4177	UNEMPLOYMENT COMPENSATION	110	175	118	279	155	155	155	(20)	-11.43%
30100 - 4178	LIFE INSURANCE	1,176	1,394	1,047	1,046	1,346	1,346	1,346	(48)	-3.44%
30100 - 4179	DENTAL INSURANCE	4,562	5,941	4,017	5,340	5,680	5,680	5,890	(51)	-0.86%
30100 - 4182	CLOTHING ALLOWANCE	800	1,000	800	800	1,000	1,000	1,000	-	0.00%
30100 - 4200	OFFICE SUPPLIES	171	432	320	432	186	186	186	(246)	-56.94%
30100 - 4210	OPERATING SUPPLIES	1,095	119	433	300	300	300	300	181	152.10%
30100 - 4237	GAS & OIL	676	513	440	513	513	513	513	-	0.00%
30100 - 4402	ENGINEERING SERVICES	28,035	120,000	33,070	120,000	150,000	150,000	150,000	30,000	25.00%
30100 - 4405	MEMBERSHIPS & PUBLICATIONS	430	1,621	736	1,621	1,621	1,621	1,621	-	0.00%
30100 - 4406	PRINTING & BINDING	170	132	-	132	132	132	132	-	0.00%
30100 - 4408	VEHICLE EXPENSE	-	208	-	150	150	150	150	(58)	-27.88%
30100 - 4450	TELEPHONE	306	600	242	300	600	600	600	-	0.00%
30100 - 4453	MEETINGS & TRAINING	1,059	2,115	405	2,115	3,029	3,029	3,029	914	43.22%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE					
30100 - 4458	VEHICLE MAINTENANCE	4	1,000	4	1,000	1,000	1,000	1,000	-	0.00%
TOTAL		700,614	954,145	614,082	881,720	994,138	994,138	987,744	33,599	3.52%

2025 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2024 BUDGETED SALARY	2025 BUDGETED SALARY
ENGINEERING - 30100				
4090	DEPUTY DIRECTOR MUNICIPAL 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	432
4210	Operating Supplies	300	Marking Paint, batteries, paint, field equipment	119
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	100,000
4405	Memberships & Publications	1,621	NH Public Works Association Annual Group Membership	100
			American Society of Civil Engineers Annual Membership (Capital Projects Engineer and Projects Engineer)	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
			NH Professional Engineering License Renewal (Cap. Proj. Eng. & Director)	150
			AASHTO/ASCE/AutoCAD/ENR Technical Publications	80
			American Public Works Association Annual Membership (Director)	253
4406	Printing & Binding	132	Large format print paper (4 boxes @ \$33)	132
4408	Vehicle Expense	150	Use of Private Vehicles - mileage	150
4450	Telephone	600	Telephone stipend for Cap Projects Eng	600
4453	Meetings & Training	3,029	NHMA Annual Conference (Sr. Engineer & Cap. Proj. Engineer) (2 @ \$ 125)	250
			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)	480
			NH State Certified Public Manager Training	2,299
			National Society of Professional Engineers Annual Membership (Sr Engineer & Director)	498
			NH Professional Engineering License Renewal (Cap. Proj. Eng. & Director)	150
			AASHTO/ASCE/AutoCAD/ENR Technical Publications	80
			American Public Works Association Annual Membership (Director)	253
			Large format print paper (4 boxes @ \$33)	132
			Use of Private Vehicles - mileage	208
			Telephone stipend for Director and Cap Projects Eng	600
			NHMA Annual Conference (Sr. Engineer & Cap. Proj. Engineer) (2 @ \$ 80)	160
			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)	480
			American Public Works Association Seminar (Director) – 2 days	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	P100, E1
			1,000	1,000



Town of Salem

Budget Development

Funding Request

Department:

Funding Request:

Description of Request:

Costs:

What is the impact if this request is not funded?

Budgetary Considerations

Yes

No

Does this request address a goal of the Town Council?

Has the request been submitted before?

Are there additional costs to implement this request? NOT included in the request?

Is there a recurring cost?````

Supplemental Information:

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



Josi Bicia PE
Vice President
Senior Structural Engineer

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
MUNICIPAL SERVICES-LIGHTING/TRAFFIC										
50400 - 4226	TRAFFIC LIGHT MAINTENANCE	58,130	73,055	93,628	73,055	70,000	70,000	70,000	(3,055)	-4.18%
50400 - 4400	CONTRACTED SERVICES	76,775	12,750	16,300	14,750	14,750	14,750	14,750	2,000	15.69%
50400 - 4496	ELECTRICITY	582,279	562,192	365,503	625,180	649,846	649,846	649,846	87,654	15.59%
	TOTAL	717,184	647,997	475,431	712,985	734,596	734,596	734,596	86,599	13.36%
	TOTAL-MUNICIPAL SERVICES	7,171,467	8,321,077	5,700,438	8,344,139	8,534,473	8,474,692	8,445,251	124,174	1.49%

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	Emergency repairs to 30 traffic control systems, 20 flashing lights, 15 school zone lights, and 1 cross walk light
			Repairs to the Opticom	Repairs to the Opticom
			ITS/ATMS maintenance	ITS/ATMS maintenance
				CMAQ Grant match (10%) Reflective Signal Head Plates
4400	Contracted Services	14,750	ITS/ATMS Monitoring	ITS/ATMS Monitoring
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%	2,574 street lights. 30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light. Electricity
			56,000	50,055
			4,000	4,000
			10,000	10,000
				9,000
			14,750	12,750
			649,846	562,192

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 10/22/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>HUMAN SERVICES SUMMARY</i>									
ADMINISTRATION	127,029	138,348	32,665	30,226	59,020	59,020	59,020	(79,328)	-57.34%
DIRECT ASSISTANCE	500	34,900	29,688	36,500	44,900	44,900	44,900	10,000	28.65%
OUTSIDE HUMAN SERVICES	104,500	106,300	40,500	106,300	107,300	107,300	107,300	1,000	0.94%
TOTAL - HUMAN SERVICES	232,029	279,548	102,853	173,026	211,220	211,220	211,220	(68,328)	-24.44%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
HUMAN SERVICES - ADMINISTRATION										
60100 - 4090	REGULAR PAY	77,543	88,802	2,004	-	-	-	-	(88,802)	-100.00%
60100 - 4092	TEMPORARY PAY	-	-	24,418	24,586	54,225	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	136	(157)	-53.58%
60100 - 4174	FICA-SOCIAL SECURITY	5,758	6,793	2,010	2,670	4,148	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	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	185	200	250	250	250	126	101.61%
60100 - 4408	VEHICLE EXPENSE	-	-	246	-	-	-	-	-	0.00%
60100 - 4453	MEETINGS & TRAINING	50	180	246	150	230	230	230	50	27.78%
SUBTOTAL		127,029	138,348	32,665	30,226	59,020	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)	100	NH Local Welfare Admin. Dues (x2)	100
			NH Welfare Admin Conf.	50	NH Welfare Admin Conf.	40
			Workshops: Domestic Violence, Child Abuse and Neglect, Legal Assistance	80	Workshops: Domestic Violence, Child Abuse and Neglect, Legal Assistance	40
			Workshop on low income issues, etc.		Workshop on low income issues, etc.	

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>DIRECT ASSISTANCE</i>										
60110 - 4433	OTHER ASSISTANCE	-	7,500	3,813	3,000	7,500	7,500	7,500	-	0.00%
60110 - 4434	MEDICAL	-	400	-	200	400	400	400	-	0.00%
60110 - 4437	FOOD	-	4,000	-	1,500	4,000	4,000	4,000	-	0.00%
60110 - 4438	RENT	500	18,000	25,074	27,800	28,000	28,000	28,000	10,000	55.56%
60110 - 4439	UTILITIES	-	5,000	800	4,000	5,000	5,000	5,000	-	0.00%
	SUBTOTAL	500	34,900	29,688	36,500	44,900	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. We have spent \$18375 to date with 4.5 months to go. This is an average of \$2450/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, all of which the cost has risen.	Covers fuel costs such as oil, gas, electric and water bills. 5,000

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
OUTSIDE HUMAN SERVICES										
60200 - 4814	BOYS & GIRLS CLUB	15,500	15,500	7,750	15,500	15,500	15,500	15,500	-	0.00%
60200 - 4856	BRIDGES	-	-	-	-	1,000	1,000	1,000	1,000	100.00%
60200 - 4894	CART (was MANCHESTER TRANSIT AUTI	47,000	48,800	11,750	48,800	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	10,000	-	0.00%
60200 - 4926	GREATER SALEM CAREGIVERS	17,000	17,000	8,500	17,000	17,000	17,000	17,000	-	0.00%
60200 - 4937	ROCKINGHAM NTR, MEALS ON WHEELS	15,000	15,000	7,500	15,000	15,000	15,000	15,000	-	0.00%
	SUBTOTAL	104,500	106,300	40,500	106,300	107,300	107,300	107,300	1,000	0.94%
	TOTAL-HUMAN SERVICES	232,029	279,548	102,853	173,026	211,220	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	Mission: "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.	Mission: "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	Mission: "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.	Mission: "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 10/22/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY SERVICES SUMMARY									
ADMINISTRATION	462,925	560,565	447,375	526,660	579,687	578,368	576,246	15,681	2.80%
INGRAM SENIOR CENTER	77,384	54,609	41,753	39,765	112,485	64,914	64,914	10,305	18.87%
FACILITIES	8,212	11,427	4,778	11,727	4,227	4,227	4,227	(7,200)	-63.01%
<hr/>									
TOTAL - COMMUNITY SERVICES	548,521	626,601	493,906	578,153	696,399	647,509	645,387	18,786	3.00%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY SERVICES-ADMINISTRATION										
60400 - 4090	REGULAR PAY	272,848	330,010	258,960	318,146	347,173	347,173	347,173	17,163	5.20%
60400 - 4092	TEMPORARY PAY	33,172	47,516	30,150	38,558	41,980	41,980	41,980	(5,536)	-11.65%
60400 - 4098	OVERTIME PAY	1,374	500	2,047	1,137	400	400	400	(100)	-20.00%
60400 - 4170	RETIREMENT	38,724	44,718	35,314	43,200	45,672	45,672	45,672	954	2.13%
60400 - 4171	DISABILITY INSURANCE	2,696	3,155	2,735	3,116	2,977	2,977	2,977	(178)	-5.64%
60400 - 4172	WORKERS' COMPENSATION	6,758	8,146	7,826	10,422	5,689	5,689	5,689	(2,457)	-30.16%
60400 - 4174	FICA-SOCIAL SECURITY	23,991	28,919	22,739	27,703	29,801	29,801	29,801	882	3.05%
60400 - 4176	HEALTH INSURANCE	52,671	64,807	56,628	65,530	66,047	66,047	63,789	(1,018)	-1.57%
60400 - 4177	UNEMPLOYMENT COMPENSATION	204	245	198	395	217	217	217	(28)	-11.43%
60400 - 4178	LIFE INSURANCE	763	985	736	683	917	917	917	(68)	-6.90%
60400 - 4179	DENTAL INSURANCE	3,151	3,272	3,128	3,727	3,666	3,666	3,802	530	16.20%
60400 - 4182	CLOTHING ALLOWANCE	977	502	1,766	-	1,000	1,000	1,000	498	99.20%
60400 - 4200	OFFICE SUPPLIES	468	900	348	725	2,750	1,431	1,431	531	59.00%
60400 - 4210	OPERATING SUPPLIES	7,990	8,908	6,997	8,500	10,540	10,540	10,540	1,632	18.32%
60400 - 4237	GAS & OIL	145	400	206	300	400	400	400	-	0.00%
60400 - 4400	CONTRACTED SERVICES	9,200	11,650	11,650	-	11,850	11,850	11,850	200	1.72%
60400 - 4405	MEMBERSHIPS & PUBLICATIONS	255	450	380	305	450	450	450	-	0.00%
60400 - 4406	PRINTING & BINDING	170	-	-	-	-	-	-	-	100.00%
60400 - 4408	VEHICLE EXPENSE	507	625	369	200	670	670	670	45	7.20%
60400 - 4410	ADVERTISING	1,315	-	-	-	500	500	500	500	100.00%
60400 - 4450	TELEPHONE	1,626	1,446	1,438	1,714	1,777	1,777	1,777	331	22.87%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE					
60400 - 4453	MEETINGS/TRAINING	2,672	1,340	1,250	1,700	3,140	3,140	3,140	1,800	134.33%
60400 - 4458	VEHICLE MAINTENANCE	53	250	-	100	250	250	250	-	0.00%
60400 - 4459	EQUIPMENT MAINTENANCE	1,196	1,821	2,514	500	1,821	1,821	1,821	-	0.00%
	SUBTOTAL	462,925	560,565	447,375	526,660	579,687	578,368	576,246	15,681	2.80%

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 47,516
4098	Overtime	400	Overtime as needed for Summer help 400	Overtime as needed for Summer help 500
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 502
4200	Office Supplies	1,431	Miscellaneous office supplies 1,431 MyRec printer cartridge x2(new), pens, pencils, adding machine tape, paper, masking tape, poster board, small staples, markers, clip boards, laminating, and calendars.	Miscellaneous office supplies 900 Pens, pencils, adding machine tape, paper, masking tape, poster board, small staples, markers, clip boards, laminating, and calendars.
4210	Operating Supplies	10,540	ASCAP (license to play music) 440 Activities, programs and volunteer supplies, coffee, etc. Fishing Derby: 1,250 Fish, ribbons, trophies, prizes (Funds are in addition to annual donation of 1,000 from Salem Rotary for Fish) Staff T-Shirts-Summer 600 Equipment: 750 First aid supplies, balls, writing materials, athletic equipment, craft materials etc. Halloween Party: 1,500 Candy, prizes, games, entertainment Volunteer appreciation lunch 6,000 (150 volunteers)	ASCAP (license to play music) 390 Activities, programs and volunteer supplies, coffee, etc., >COA/donations Fishing Derby: 1,250 Fish, ribbons, trophies, prizes (Funds are in addition to annual donation of 1,000 from Salem Rotary for Fish) Staff T-Shirts 518 Equipment: 750 Life guard saving devices, first aid supplies, ice packs Halloween Party: 1,500 Candy, prizes, games, entertainment Volunteer appreciation lunch 4,500 (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	Gas & Oil 400
4400	Contracted Services	11,850	Portable toilets: 11,850 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: 11,650 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) 150 US Tennis Association 65 National Rec & Park Assoc 170 New England Park Association 25 NH Assoc. of Senior Centers 40	New Hampshire Recreation Park Association (2) 150 US Tennis Association 65 National Rec & Park Assoc 170 New England Park Association 25 NH Assoc. of Senior Centers 40
4408	Vehicle expense	670	Mileage reimbursement @ .625 670 Includes Custodian, Director, and Program Coordinator (1k Miles)	Mileage reimbursement @ .625 625 Includes Custodian, Director, and Program Coordinator (1k Miles)
4410	Advertising	500	500	
4450	Telephone	1,777	Telephone Service: 1,777 Hedgehog Park and Community Services Office Cell phone service for Director	Telephone Service: 1,446 Hedgehog Park and Community Services Office Cell phone service for Director
4453	Meetings/Training	3,140	NH Assoc. of Senior Centers-Augeri 140 NRPA Conference + flight & hotel Duffey 1,700	NH Assoc. of Senior Centers 140 Seminars 500

2025 BUDGET WORKSHEET**DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION****DEPT # - 60400**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Training for summer staff	200
			New England Recreation Park Conference	600
			- Rec Coordinator	
			Certification for staff (CPRP) - Director	500
4458	Vehicle Maintenance	250	Repairs and maintenance to van	250
4459	Equipment Maintenance	1,821	Annual Piano Tuning (2)	180
			Copier Maintenance & Overages (Leased	1,641
			copier in 2017)	(Leased copier in 2017)

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY SERVICES-INGRAM SENIOR CENTER										
60430 - 4201	MAINTENANCE SUPPLIES	4,442	2,700	3,116	1,030	8,621	8,621	8,621	5,921	219.30%
60430 - 4452	BUILDING MAINTENANCE	41,495	19,215	17,666	8,440	67,775	20,204	20,204	989	5.15%
60430 - 4457	GROUNDS MAINTENANCE	1,210	1,300	595	700	1,300	1,300	1,300	-	0.00%
60430 - 4495	HEAT	10,138	14,331	5,159	8,519	11,375	11,375	11,375	(2,956)	-20.63%
60430 - 4496	ELECTRICITY	18,643	16,000	13,996	20,152	21,886	21,886	21,886	5,886	36.79%
60430 - 4497	OTHER UTILITIES	1,456	1,063	1,220	924	1,528	1,528	1,528	465	43.77%
	SUBTOTAL	77,384	54,609	41,753	39,765	112,485	64,914	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.
4452	Building Maintenance	20,204	Pest Control (JP Pest monthly @ \$88)	1,056 Pest Control (do own-supplies)
			Alarm annual monitoring service	192 Alarm annual monitoring service
			HVAC annual maintenance (monthly @ \$368)	4,416 HVAC annual maintenance
			HVAC repairs	6,500 HVAC repairs
			Elevator annual maintenance (monthly @ \$140)	1,680 Elevator annual maintenance
			Elevator annual Insp.(East Coast)	150 Elevator annual Insp.(East Coast)
			Elevator annual State test	50 Elevator annual State test
			Painting	350 Painting
			Misc. building repairs, supplies	2,000 Misc. building repairs, supplies
			Fire Alarm annual inspection	1,300 Fire Alarm annual inspection
			Kitchen equip maintenance/repairs	250 Kitchen equip maintenance/repairs
			Parking lot lights/bulbs	250 Parking lot lights/bulbs
			Generator Maintenance	500 Generator Maintenance
			Building pressure washing	500 Building pressure washing
			Fire system/burglar alarm repairs	510 Fire system/burglar alarm repairs
			Tools	500 Tools
4457	Grounds Maintenance	1,300	Fertilizer, lawn supplies, mulch, ice melt, parking lot paint	500 Fertilizer, lawn supplies, mulch, ice melt, parking lot paint
			Sprinkler system fall drain, spring open	200 Sprinkler system fall drain, spring open

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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY SERVICES-RECREATIONAL FACILITIES										
60450 - 4452	BUILDING MAINTENANCE	6,444	9,900	3,789	9,900	2,700	2,700	2,700	(7,200)	-72.73%
60450 - 4496	ELECTRICITY	1,768	1,527	989	1,827	1,527	1,527	1,527	-	0.00%
60450 - 4497	OTHER UTILITIES	-	-	-	-	-	-	-	-	0.00%
	SUBTOTAL	8,212	11,427	4,778	11,727	4,227	4,227	4,227	(7,200)	-63.01%
	TOTAL-COMMUNITY SERVICES	548,521	626,601	493,906	578,153	696,399	647,509	645,387	18,786	3.00%

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)	Supplies for Hedgehog Park (maintenance, repairs, etc.) Hedgehog Park/Beach: -Signs-Rules & Regulations -Sand -Picnic Tables ADA 8'X2 (\$1300), 6' X2 (2K) Shed @ Michele Memorial Tennis net
				400 1,000 1,300 7,000 200
4496	Electricity	1,527	Hedgehog Park & Millville, and Palmer Field	Hedgehog Park & Millville, and Palmer Field
				1,527

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 10/22/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>LIBRARY SUMMARY</i>									
ADMINISTRATION	1,477,417	1,586,673	1,209,001	1,543,675	1,622,992	1,622,992	1,616,352	29,679	1.87%
BUILDING	83,842	87,050	67,445	85,062	100,088	100,088	100,088	13,038	14.98%
TOTAL - LIBRARY	1,561,259	1,673,723	1,276,445	1,628,737	1,723,080	1,723,080	1,716,440	42,717	2.55%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
<i>LIBRARY-ADMINISTRATION</i>										
70100 - 4090	REGULAR PAY	722,017	771,709	563,827	721,963	746,388	746,388	746,388	(25,321)	-3.28%
70100 - 4092	TEMPORARY PAY	117,195	147,448	101,683	131,191	177,875	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	2,186	(764)	-25.90%
70100 - 4170	RETIREMENT	94,805	104,810	74,119	97,409	98,363	98,363	98,363	(6,447)	-6.15%
70100 - 4171	DISABILITY INSURANCE	7,388	7,593	6,192	7,342	6,612	6,612	6,612	(981)	-12.92%
70100 - 4172	WORKERS' COMPENSATION	3,744	3,042	2,923	4,744	3,871	3,871	3,871	829	27.25%
70100 - 4174	FICA-SOCIAL SECURITY	63,773	70,541	50,181	65,030	70,874	70,874	70,874	333	0.47%
70100 - 4176	HEALTH INSURANCE	207,840	195,257	196,175	228,712	224,926	224,926	215,388	20,131	10.31%
70100 - 4177	UNEMPLOYMENT COMPENSATION	638	827	575	913	372	372	372	(455)	-55.02%
70100 - 4178	LIFE INSURANCE	1,798	1,862	1,541	1,456	1,734	1,734	1,734	(128)	-6.87%
70100 - 4179	DENTAL INSURANCE	8,722	8,727	7,332	9,455	8,516	8,516	8,832	105	1.20%
70100 - 4200	OFFICE SUPPLIES	426	1,000	437	1,000	1,000	1,000	1,000	-	0.00%
70100 - 4210	OPERATING SUPPLIES	10,630	10,997	10,841	10,997	10,997	10,997	10,997	-	0.00%
70100 - 4257	MATERIALS OF TRADE	145,031	166,862	102,411	166,862	172,292	172,292	172,292	5,430	3.25%
70100 - 4400	CONTRACTED SERVICES	67,302	68,234	76,257	68,234	73,912	73,912	73,912	5,678	8.32%
70100 - 4404	AUDIT	730	730	1,080	730	1,080	1,080	1,080	350	47.95%
70100 - 4405	MEMBERSHIPS & PUBLICATIONS	35	35	-	35	35	35	35	-	0.00%
70100 - 4406	PRINTING & BINDING	-	250	-	250	250	250	250	-	0.00%
70100 - 4408	VEHICLE EXPENSE	514	426	251	426	439	439	439	13	3.05%
70100 - 4450	TELEPHONE	3,156	3,579	3,329	3,984	4,260	4,260	4,260	681	19.02%
70100 - 4451	POSTAGE	1,323	759	415	759	557	557	557	(202)	-26.61%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024			2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
			2024 BUDGET	EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE					
70100 - 4453	MEETINGS & TRAINING	673	750	402	750	750	750	750	-	0.00%
70100 - 4459	EQUIPMENT MAINTENANCE	955	250	272	250	250	250	250	-	0.00%
70100 - 4600	OFFICE FURNITURE & EQUIP.	7,047	7,453	258	7,453	7,453	7,453	7,453	-	0.00%
70100 - 4608	PUBLIC FURNITURE & EQUIP.	4,233	3,582	1,117	3,582	1,000	1,000	3,582	-	0.00%
70100 - 4885	PROGRAMMING	5,825	7,000	5,722	7,000	7,000	7,000	7,000	-	0.00%
SUBTOTAL		1,477,417	1,586,673	1,209,001	1,543,675	1,622,992	1,622,992	1,616,352	29,679	1.87%

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.

2025 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4257	Materials of Trade	172,292	<p>Collections of print & non-print materials. 172,292</p> <p>Includes \$2,218 increase in dues to participate in 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>Collections of print & non-print materials. 166,862</p> <p>Increase due to the cost of books, DVDs and other Material of Trade. \$1,650 worth of materials will be offset by restricted trusts, following the restrictions of the trusts.</p> <p>Pursuant to RSA, these expenditures must be included in the operating budget.</p>
4400	Contracted Services	73,912	<p>1) GMILCS annual membership 45,968</p> <p>2) IT Independent contract 9,247</p> <p>3) Internet provider, webpage and email 3,318</p> <p>4) Event calendar 1,219</p> <p>5) Stationary IP address 199</p> <p>6) Copier rental 9,252</p> <p>7) Constant Contact/Wowbrary 899</p> <p>8) Time Management public PCs 425</p> <p>9) Scheduling software 629</p> <p>10) Virus protection - PCs/firewall 859</p> <p>11) Misc. licenses 1,198</p> <p>12)Princh 699</p>	<p>1) GMILCS annual membership 45,256</p> <p>2) IT Independent contract 8,957</p> <p>3) Internet provider, webpage and email 3,295</p> <p>4) Event calendar 1,219</p> <p>5) Stationary IP address 199</p> <p>6) Copier rental 4,599</p> <p>7) Constant Contact/Wowbrary 899</p> <p>8) Time Management public PCs 425</p> <p>9) Scheduling software 629</p> <p>10) Virus protection - PCs/firewall 859</p> <p>11) Misc. licenses 1,198</p> <p>12)Princh 699</p>
4404	Audit	1,080	Annual Financial Audit. 1,080	Annual Financial Audit. 730

2025 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4405	Memberships & Publications	35	Dues for library's membership in Merri-Hill-Rock Cooperative.	Dues for library's membership in Merri-Hill-Rock Cooperative. 35
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 212 2) GMILCS meetings and training 227	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

2025 BUDGET WORKSHEET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4459	Equipment maintenance	250	Maintenance for library equipment including cash registers, microfilm reader and computers. 250	Maintenance for library equipment including cash registers, microfilm reader and computers. 250
4600	Office Furniture & Equipment	7,453	1) 6 Workstations (staff computers) 6,703 2) 1 Task chair 150 3) 2 Barcode scanners 100 4) Replacement parts 200 5) Replacement Receipt printers 300 Workstations are part of the library's ongoing phased purchases to keep some 50 computers usable. The chairs and scanners are replacements for units that have been broken or for expanded need. Replacement parts (wireless cards, modems, surge protectors, mice, monitors, etc.) are needed each year as parts fail.	1) 7 Workstations (staff computers) 6,503 2) 1 Task chair 250 3) 2 Barcode scanners 200 4) Replacement parts 200 5) Replacement Receipt printers 300 Workstations are part of the library's ongoing phased purchases to keep some 50 computers usable. The chairs and scanners are replacements for units that have been broken or for expanded need. Replacement parts (wireless cards, modems, surge protectors, mice, monitors, etc.) are needed each year as parts fail.
4608	Public Furniture & Equipment	3,582	This line supports the needs of the modern library user, emphasizing digital services and support. The contents of this line include: 1) 10 replacement office desk chairs for the almost 50 computer stations and meeting room. 1,000 AWE computer for elementary age students 2,582	This line supports the needs of the modern library user, emphasizing digital services and support. The contents of this line include: 1) 3 large screen laptops 2,011 2) 3 child height shelving units 1,256 3) 3 hanging bag media racks 315

2025 BUDGET WORKSHEET**DEPT NAME - LIBRARY - ADMINISTRATION****DEPT # - 70100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4885	Programming	7,000	Programming is a basic library service. 7,000 Expenditures are completely offset by Fees & Charges income which is included on the Revenue side of the budget. The income currently comes from : vending machine, copiers, printers, sale of non-resident cards, book sales, and miscellaneous charges.	Programming is a basic library service. 7,000 Expenditures are completely offset by Fees & Charges income which is included on the Revenue side of the budget. 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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
BUILDING										
70110 - 4201	MAINTENANCE SUPPLIES	5,519	5,027	3,343	5,027	4,697	4,697	4,697	(330)	-6.56%
70110 - 4452	BUILDING MAINTENANCE	25,234	23,861	18,869	23,861	24,901	24,901	24,901	1,040	4.36%
70110 - 4469	BUILDING IMPROVEMENTS	3,508	2,830	3,173	2,830	3,501	3,501	3,501	671	23.71%
70110 - 4470	GENERAL LIABILITY	6,484	6,712	6,771	6,771	7,122	7,122	7,122	410	6.11%
70110 - 4491	PROPERTY INSURANCE	7,065	7,352	7,131	7,131	7,305	7,305	7,305	(47)	-0.64%
70110 - 4495	HEAT	9,455	16,393	5,164	8,578	10,738	10,738	10,738	(5,655)	-34.50%
70110 - 4496	ELECTRICITY	25,395	24,026	22,172	29,904	20,584	20,584	20,584	(3,442)	-14.33%
70110 - 4497	OTHER UTILITIES	1,182	849	822	960	1,265	1,265	1,265	416	49.00%
70100 - 4607	EQUIPMENT	-	-	-	-	19,975	19,975	19,975	19,975	0.00%
SUBTOTAL		83,842	87,050	67,445	85,062	100,088	100,088	100,088	13,038	14.98%
TOTAL-LIBRARY		1,561,259	1,673,723	1,276,445	1,628,737	1,723,080	1,723,080	1,716,440	42,717	2.55%

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

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.	Town water and sewer based on 3 year weighted average of usage.
4607	Equipment	19,975	Lawn & snow equipment	

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
COMMUNITY CONTRIBUTIONS										
70200 - 4913	SALEM VETERANS' ASSOCIATION	5,000	5,000	5,000	5,000	5,000	5,000	5,000	-	0.00%
70200 - 4915	INDEPENDENCE DAY	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	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	Salem Veterans' Association annual programs & engraving of additional names	5,000

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
CAPITAL IMPROVEMENTS										
80100 - 4402	ENGINEERING SERVICES	200,000	150,000	150,000	150,000	150,000	150,000	150,000	-	0.00%
80100 - 4601	POLICE EQUIPMENT	-	-	-	-	67,856	67,856	345,000	345,000	100.00%
80100 - 4624	BRIDGE/CULVERT RECONSTRUCTION	-	-	-	-	6,200,000	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	3,065,880	2,668,880	672.26%
80100 - 4729	MS-EQUIPMENT REPLACEMENT	36,808	235,000	227,331	235,000	367,300	202,300	202,300	(32,700)	-13.91%
80100 - 4730	FLEET REPLACEMENT	635,676	577,973	581,318	577,973	603,850	603,850	603,850	25,877	4.48%
80100 - 4773	UTILITY UNDERGROUNDING	-	400,000	612	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	200,000	100.00%
80100 - 4930	DOCUMENT SCANNING	-	100,000	-	-	-	-	-	(100,000)	-100.00%
TOTAL		1,530,295	1,859,973	960,272	1,760,973	8,054,886	7,889,886	10,767,030	8,907,057	478.88%

2025 BUDGET WORKSHEET

DEPT NAME - CAPITAL

DEPT # - 80100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
4402	Engineering Services	150,000	MS4 Compliance	MS4 Compliance
4601	Police Equipment	345,000	Taser Replacement (Year 1)	
4624	Bridge/Culvert Reconstruction	6,200,000	Bridge St. Bridge (Offsetting revenues \$5,690,000, net tax impact \$510,000)	
4727	Fire Department Vehicles	3,065,880	Ambulance Ladder Truck	Ambulance
4729	DPW Equipment Replacement	202,300	Sidewalk Tractor (T2)	6 wheel multipurpose J Hook truck
4730	Fleet Replacement	603,850	Year 3	Year 2
4932	Town-wide revaluation	200,000	RSA 75:8 requires that all towns do a revaluation every five years	RSA 75:8 requires that all towns do a revaluation every five years

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 10/22/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
SEWER FUND SUMMARY									
ADMINISTRATION	2,552,785	3,025,847	2,889,237	3,040,487	3,180,286	3,180,286	3,178,089	152,242	5.03%
DEBT SERVICES	943,365	593,646	609,981	593,646	765,550	765,550	765,550	171,904	28.96%
CAPITAL PROJECTS	5,093	1,060,000	802,080	1,060,000	975,000	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	4,306,298	4,699,133	4,920,836	4,920,836	4,918,639	234,146	5.00%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
SEWER-ADMINISTRATION										
28100 - 4090	REGULAR PAY	176,242	193,002	152,745	188,063	205,490	205,490	205,490	12,488	6.47%
28100 - 4092	TEMPORARY PAY	405	7,300	-	3,678	7,300	7,300	7,300	-	0.00%
28100 - 4098	OVERTIME PAY	62,940	54,459	58,550	68,998	60,000	60,000	60,000	5,541	10.17%
28100 - 4112	STAND-BY PAY	4,797	4,516	4,011	4,651	6,317	6,317	6,317	1,801	39.88%
28100 - 4170	RETIREMENT	33,769	34,092	29,131	31,379	35,716	35,716	35,716	1,624	4.76%
28100 - 4171	DISABILITY INSURANCE	1,823	1,924	1,671	1,648	1,816	1,816	1,816	(108)	-5.61%
28100 - 4172	WORKERS' COMPENSATION	5,083	6,923	6,651	8,678	5,805	5,805	5,805	(1,118)	-16.15%
28100 - 4174	FICA-SOCIAL SECURITY	18,171	19,834	16,235	17,973	21,351	21,351	21,351	1,517	7.65%
28100 - 4176	HEALTH INSURANCE	43,181	42,226	47,025	54,553	53,047	53,047	50,789	8,563	20.28%
28100 - 4177	UNEMPLOYMENT COMPENSATION	91	123	88	201	109	109	109	(14)	-11.38%
28100 - 4178	LIFE INSURANCE	531	573	511	425	594	594	594	21	3.66%
28100 - 4179	DENTAL INSURANCE	1,462	1,668	1,478	1,747	1,645	1,645	1,706	38	2.28%
28100 - 4182	CLOTHING ALLOWANCE	5,546	3,750	3,000	3,750	3,750	3,750	3,750	-	0.00%
28100 - 4200	OFFICE SUPPLIES	-	300	11	300	300	300	300	-	0.00%
28100 - 4235	SMALL TOOLS & EQUIP.	1,483	2,000	1,800	2,000	2,000	2,000	2,000	-	0.00%
28100 - 4237	GAS & OIL	3,299	3,018	2,594	3,018	3,018	3,018	3,018	-	0.00%
28100 - 4262	SAFETY	32	230	-	230	230	230	230	-	0.00%
28100 - 4400	CONTRACTED SERVICES	104,579	125,799	101,457	125,799	187,154	187,154	187,154	61,355	48.77%
28100 - 4404	AUDIT	2,555	3,780	3,780	3,780	3,780	3,780	3,780	-	0.00%
28100 - 4406	PRINTING & BINDING	2,820	3,371	2,338	3,371	3,371	3,371	3,371	-	0.00%
28100 - 4423	MEDICAL EXAMINATIONS	100	187	-	187	187	187	187	-	0.00%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
28100 - 4450	TELEPHONE	1,347	1,526	1,010	1,526	1,572	1,572	1,572	46	3.01%
28100 - 4451	POSTAGE	5,607	5,691	4,262	5,691	6,125	6,125	6,125	434	7.63%
28100 - 4452	BUILDING MAINTENANCE	1,022	5,000	472	5,000	5,000	5,000	5,000	-	0.00%
28100 - 4453	MEETINGS & TRAINING	349	700	1,160	700	700	700	700	-	0.00%
28100 - 4456	RADIO MAINTENANCE	-	63	-	63	63	63	63	-	0.00%
28100 - 4458	VEHICLE MAINTENANCE	3,583	3,036	850	3,036	3,036	3,036	3,036	-	0.00%
28100 - 4459	EQUIPMENT MAINTENANCE	6,596	2,000	897	2,000	2,000	2,000	2,000	-	0.00%
28100 - 4470	GENERAL LIABILITY	34,691	35,825	27,182	27,182	19,932	19,932	19,932	(15,893)	-44.36%
28100 - 4475	FLEET INSURANCE	1,304	1,372	1,324	1,324	1,378	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	296,697	1,612	0.55%
28100 - 4491	PROPERTY INSURANCE	4,546	4,560	4,729	4,729	5,009	5,009	5,009	449	9.85%
28100 - 4496	ELECTRICITY	34,066	32,300	24,284	41,179	41,947	41,947	41,947	9,647	29.87%
28100 - 4497	OTHER UTILITIES	26,676	32,580	20,563	31,509	33,549	33,549	33,549	969	2.97%
28100 - 4587	RECORDING FEES	68	450	88	450	450	450	450	-	0.00%
28100 - 4615	SEWER EQUIPMENT	13,103	16,000	3,277	16,000	16,000	16,000	16,000	-	0.00%
28100 - 4646	GLSD OPERATING COSTS	1,692,927	2,080,584	2,070,979	2,080,584	2,143,848	2,143,848	2,143,848	63,264	3.04%
SUBTOTAL		2,552,785	3,025,847	2,889,237	3,040,487	3,180,286	3,180,286	3,178,089	152,242	5.03%

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	Police details Manhole repairs
4098	Overtime Pay	60,000	For overtime calls and emergency work on the sewer system.	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)	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	Per Public Works contract, 3 employees Initial Issue of uniforms per new CBA
4200	Office Supplies	300	Copy paper, pens, and other expendables.	Copy paper, pens, and other expendables.
4235	Small Tools & Equipment	2,000	Ladders, shovels, pumps, hoses, dye tablets, etc.	Ladders, shovels, pumps, hoses, dye tablets, etc.
4237	Gas & Oil	3,018	For vehicles, mowers and minor equipment. Fuel Estimate: diesel and gasoline	For vehicles, mowers and minor equipment. Fuel Estimate: diesel and gasoline
4262	Safety	230	Hard Hats and safety vests traffic cones/barricades Special equipment needed for handling of wastewater and confined space entry.	Hard Hats and safety vests traffic cones/barricades Special equipment needed for handling of wastewater and confined space entry.

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 7,993 contract for sewer lift stations Sewer lift station pumps (10) Preventive maintenance 12,000 Pump station wet well cleaning 7,000 P.S. Mission controllers maintenance 500 Video inspection-sewer mains 6,000 Manhole reconstruction 10,000 Emergency repairs to sewer system and pumping stations 18,000 Lift stations generator PM 4,199 Post-Thermal Remediation Groundwater Monitoring 61,000 Groundwater Management Permit-WWTP 51,300 Mission Controllers R/F for 10 Sewer Lift Stations 4,474 Legal Notices (materials and service bids) 2,000 Meter reading equipment: Maintenance contract (37%) 1,470 Software maintenance (37%) 1,018 Fire Extinguisher Inspection 200	Annual Preventative Maintenance 7,760 contract for sewer lift stations Sewer lift station pumps (10) Preventive maintenance 12,000 Pump station wet well cleaning 7,000 P.S. Mission controllers maintenance 500 Video inspection-sewer mains 6,000 Manhole reconstruction 10,000 Emergency repairs to sewer system and pumping stations 18,000 Lift stations generator PM 4,077 Groundwater Management Permit-WWTP 51,300 Mission Controllers R/F for 10 Sewer Lift Stations 4,474 Legal Notices (materials and service bids) 2,000 Meter reading equipment: Maintenance contract (37%) 1,470 Software maintenance (37%) 1,018 Fire Extinguisher Inspection 200
4404	Audit	3,780	Annual audit 3,780	Annual audit 3,780
4406	Printing & Binding	3,371	Sewer billing 37/63% split S/W 666 Delinquent notices (N11Z) 71	Sewer billing 37/63% split S/W 666 Delinquent notices (N11Z) 71

2025 BUDGET WORKSHEET**DEPT NAME - SEWER - ADMINISTRATION****DEPT # - 28100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Cert. mail cards 168	Cert. mail cards 168
			Printing service for billings 2,466	Printing service for billings 2,466
4423	Medical Exams	187	Required random drug and alcohol exams and physicals 187	Required random drug and alcohol exams and physicals 187
4450	Telephone	1,572	Cell phone (1) 1,572	Cell phone (1) 1,526
			Meter towers 37/63 split	Meter towers 37/63 split
			Broadband Communications- air card- GIS tablet	Broadband Communications- air card- GIS tablet
4451	Postage	6,125	Postage for monthly and quarterly billings and delinquency notices 6,003	Postage for monthly and quarterly billings and delinquency notices 5,569
			Postage for Betterment & DBA billings S/W 37-63% split 122	Postage for Betterment & DBA billings S/W 37-63% split 122
4452	Building Maintenance	5,000	Exterior building repairs various stations 5,000	Exterior building repairs various stations 5,000
4453	Meetings & Training	700	I/I training 700	I/I training 700
4456	Radio Maintenance	63	Radio repair 63	Radio repair 63
4458	Vehicle Maintenance	3,036	Normal maintenance and inspection of pickup with plow 3,036	Normal maintenance and inspection of pickup with plow 3,036
			P77-2012 Ford F350	P77-2012 Ford F350
			P73-2019 Ford F350	P73-2019 Ford F350

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.	Replacement parts for equipment at lift stations. Maintain generators, breathing and ventilation equipment, propane for backup generators.
4470	General Liability	19,932	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase over 2024/25 rates)	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase over 2023/24 rates)
4475	Fleet Insurance	1,378	Coverage for sewer vehicles (estimated 5% increase over 2024/25 rates)	Coverage for sewer vehicles (estimated 5% increase over 2023/24 rates)
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).	Administrative charge for services provided by General Fund (purchasing, payroll, billing, accounts payable, IT, personnel, collections, DPW)
4491	Property Insurance	5,009	Coverage for building and contents, plus lift stations and former treatment plant. (estimated 5% increase over 2024/25 rates)	Coverage for building and contents, plus lift stations and former treatment plant. (estimated 5% increase over 2023/24 rates)
4496	Electricity	41,947	Electricity to operate lift stations and meter stations. 3 Year weighted average + 15%	Electricity to operate lift stations and meter stations. 3 Year weighted average + 3%

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

Dear Mr. Sorenson:

GeoInsight, Inc. (GeoInsight) is pleased to present this Scope of Work (SOW) to complete Groundwater Management Permit environmental activities in 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).

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	\$5,000
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	\$49,800
1.2 Subcontracted Laboratory Analytical Charges	\$11,200
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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
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	264,078	-	0.00%
28110 - 4510	WEST DUSTON SEWER-PRIN	61,470	61,470	61,470	61,470	61,470	61,470	61,470	-	0.00%
28110 - 4568	RTE 28 SEWER REPL-INT	95,068	89,787	89,786	89,787	84,505	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	18,057	(3,074)	-14.55%
28110 - 45	FORMER WWTF SOIL REMEDITATION	-	-	21,130	-	108,000	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	16,000	-	0.00%
28110 - 4573	BAN INTEREST	187,544	141,180	141,180	141,180	213,440	213,440	213,440	72,260	51.18%
	SUBTOTAL	943,365	593,646	609,981	593,646	765,550	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	264,078
4510	West Duston Sewer Main - Principal	61,470	Bond Issue 2021 Final Payment 2031	61,470	Bond Issue 2021 Final Payment 2031	61,470
4568	Rte. 28 Sewer Main Replacement - Interest	84,505	2025 Interest	84,505	2024 Interest	89,787
4569	West Duston Sewer Main - Interest	18,057	2025 Interest	18,057	2024 Interest	21,131
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	16,000
4573	BAN Interest	213,440	2025 Interest for BAN	213,440	2024 Interest for BAN	141,180

* Offset by DBA

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
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	875,000	95,000	12.18%
28120 - 4765	IMPROVEMENTS	894	-	-	-	-	-	-	-	0.00%
28120 - 4848	SEWER INFLOW AND INFILTRATION	-	200,000	28,300	200,000	100,000	100,000	100,000	(100,000)	-50.00%
28120 - 4888	GIS FLYOVER	4,199	-	-	-	-	-	-	-	0.00%
	SUBTOTAL	5,093	1,060,000	802,080	1,060,000	975,000	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	Butler Street Sewer Pump Station	780,000
4848	Inflow and Infiltration	100,000	Inflow and Infiltration	100,000	Inflow and Infiltration	200,000

2025 BUDGET

DEPT.	2023 EXPENDED	2024 BUDGET	EXPENDED (AS OF 10/22/24)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
WATER FUND SUMMARY									
ADMINISTRATION	1,964,713	2,057,335	1,666,324	2,036,759	2,124,876	2,170,486	2,158,194	100,859	4.90%
OPERATIONAL	1,867,640	2,646,846	1,896,363	2,267,493	2,429,891	2,490,391	2,490,391	(156,455)	-5.91%
BUILDINGS	76,743	166,362	106,366	161,473	78,946	78,946	78,946	(87,416)	-52.55%
DEBT SERVICES	992,456	1,056,505	896,503	1,056,504	656,237	656,237	656,237	(400,268)	-37.89%
CAPITAL PROJECTS	558,186	260,000	259,792	260,000	840,400	190,400	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	4,830,349	5,787,229	6,130,350	5,586,460	5,574,168	(617,880)	-9.98%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
WATER-ADMINISTRATION										
38100 - 4090	REGULAR PAY	760,564	843,336	593,920	772,557	857,415	857,415	857,415	14,079	1.67%
38100 - 4092	TEMPORARY PAY	17,442	32,760	60,027	42,328	45,560	87,160	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	127,862	149,326	135,000	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	13,414	14,777	19,011	19,011	19,011	5,814	44.06%
38100 - 4170	RETIREMENT	126,632	129,682	100,721	126,995	132,900	132,900	132,900	3,218	2.48%
38100 - 4171	DISABILITY INSURANCE	7,201	7,769	6,461	7,534	7,119	7,119	7,119	(650)	-8.37%
38100 - 4172	WORKERS' COMPENSATION	19,922	26,464	25,424	34,637	21,033	21,861	21,861	(4,603)	-17.39%
38100 - 4174	FICA-SOCIAL SECURITY	69,858	75,827	60,084	74,265	80,860	84,042	84,042	8,215	10.83%
38100 - 4176	HEALTH INSURANCE	296,539	290,158	218,478	279,446	303,004	303,004	290,476	318	0.11%
38100 - 4177	UNEMPLOYMENT COMPENSATION	329	420	369	769	372	372	372	(48)	-11.43%
38100 - 4178	LIFE INSURANCE	2,252	2,434	1,971	1,877	2,403	2,403	2,403	(31)	-1.27%
38100 - 4179	DENTAL INSURANCE	9,696	9,779	7,252	9,229	9,129	9,129	9,365	(414)	-4.23%
38100 - 4182	CLOTHING ALLOWANCE	17,262	11,650	11,500	11,650	10,150	10,150	10,150	(1,500)	-12.88%
38100 - 4200	OFFICE SUPPLIES	1,809	1,400	1,819	1,400	1,400	1,400	1,400	-	0.00%
38100 - 4399	LEGAL SERVICES	-	10,000	-	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	3,780	-	0.00%
38100 - 4405	MEMBERSHIPS & PUBLICATIONS	2,050	1,848	1,289	1,848	1,848	1,848	1,848	-	0.00%
38100 - 4406	PRINTING & BINDING	7,825	9,923	8,202	10,000	11,492	11,492	11,492	1,569	15.81%
38100 - 4423	MEDICAL EXAMINATIONS	1,085	675	257	675	675	675	675	-	0.00%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
38100 - 4440	EQUIPMENT RENTAL MOVED to Operati	19,440	30,000	6,800	35,000	-	-	-	(30,000)	-100.00%
38100 - 4450	TELEPHONE	22,288	22,248	22,328	26,885	25,352	25,352	25,352	3,104	13.95%
38100 - 4451	POSTAGE	24,703	27,219	11,980	27,219	28,265	28,265	28,265	1,046	3.84%
38100 - 4453	MEETINGS & TRAINING	4,130	4,700	4,015	4,700	4,700	4,700	4,700	-	0.00%
38100 - 4456	RADIO MAINTENANCE	-	1,634	-	1,634	1,634	1,634	1,634	-	0.00%
38100 - 4458	VEHICLE MAINTENANCE	18,100	20,000	425	10,000	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	26,347	1,564	6.31%
38100 - 4475	FLEET INSURANCE	6,519	6,856	6,618	6,619	6,888	6,888	6,888	32	0.47%
38100 - 4488	ADMIN. SERVICE CHARGE	327,752	323,915	323,915	323,915	345,308	345,308	345,308	21,393	6.60%
38100 - 4491	PROPERTY INSURANCE	21,367	22,276	21,773	21,773	22,544	22,544	22,544	268	1.20%
38100 - 4587	RECORDING FEES	68	437	88	437	437	437	437	-	0.00%
38100 - 4600	OFFICE FURNITURE & EQUIPMENT	207	250	319	250	250	250	250	-	0.00%
	SUBTOTAL	1,964,713	2,057,335	1,666,324	2,036,759	2,124,876	2,170,486	2,158,194	100,859	4.90%

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	2 employees @ \$16 an hour for 11 weeks for seasonal projects. 1 employee @ \$16 an hour for 8 weeks for GIS support Police details
			17,600	14,080
			14,400	5,120
			41,600	
			13,560	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.	Overtime for water breaks, pumping systems, telemetry alarms, and weekend system checks and other work conducted outside of normal business hours.
			135,000	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)	1 person @ 1 hr. pay for weekdays and 1.5 hr. pay for weekends and holidays. (Cost-shared with Sewer Fund)
			19,011	13,197
4182	Clothing Allowance	10,150	Per Public Works/SPAA contract Boot Allowance Initial Issue of uniforms per new CBA	Per Public Works/SPAA contract Boot Allowance (11) Initial Issue of uniforms per new CBA
			400	400
			9,750	11,250
4200	Office Supplies	1,400	General office supplies.	General office supplies.
			1,400	1,400
4399	Legal Services	10,000	Outside legal services.	Outside legal services.
			10,000	10,000
4404	Audit	3,780	Annual audit.	Annual audit.
			3,780	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 900 Individual Memberships: American Backflow Prevention Assn (APBA) (1) 100 American Water Works Association (AWWA) (2) 208 Utility Memberships: NEWWA 440 NH DES 200	State Certification renewals: Treatment & Distribution 900 Individual Memberships: American Backflow Prevention Assn (APBA) (1) 100 American Water Works Association (AWWA) (2) 208 Utility Memberships: NEWWA 440 NH DES 200
4406	Printing & Binding	11,492	Water billing 37/63% split S/W 1,134 Meter cards 282 Invoices 337 Delinquent notices (N11Z) 121 Cert. mail cards 282 Consumer Confidence Report 1,965 CCR-Data processing/labels 2,349 Public notices 823 Printing service for billings 4,199	Water billing 37/63% split S/W 1,134 Meter cards 282 Invoices 337 Delinquent notices (N11Z) 121 Cert. mail cards 282 Consumer Confidence Report 2,015 CCR-Data processing/labels 730 Public notices 823 Printing service for billings 4,199
4423	Medical Exams	675	Required random drug and alcohol exams and physicals. 675	Required random drug and alcohol exams and physicals. 675

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. 15,000
				Mill/Fill Old trenches 15,000
4450	Telephone	25,352	Telephone/Fax/circuits 25,352 Cell phones (5) Meter towers 63/37 split Comcast Internet Circuit for resiliency Internet Broadband Communications- 5 air cards- GIS tablets	Telephone/Fax/circuits 22,248 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) 14,239 Postage for Betterment & DBA billings S/W 37-63% split 223 Violations notices, backflow letters, annual water quality report to users etc. 1,275 Certified shut off letters 12,528 (Offsetting revenue-cost passed on to customers)	Postage for monthly and quarterly billings and delinquency notices (N11Z) 13,209 Postage for Betterment & DBA billings S/W 37-63% split 207 Violations notices, backflow letters, annual water quality report to users etc. 1,275 Certified shut off letters 12,528 (Offsetting revenue-cost passed on to customers)
4453	Meetings & Training	4,700	Water industry training 4,400 Safety training programs 300	Water industry training 4,400 Safety training programs 300

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	Repairs/replacement of portable truck radios
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.	Scheduled and emergency repairs to 1 backhoe, 1 compressor, 5 utility trucks, and 3 compact pick-ups & 6-wheel dump truck.
4470	General Liability	26,347	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase over 2024/25 rates)	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase over 2023/24 rates)
4475	Fleet Insurance	6,888	Coverage for water vehicles (estimated 5% increase over 2024/25 rates)	Coverage for water vehicles (estimated 5% increase over 2023/24 rates)
4488	Administration Service Charge	323,915	Administrative charge for services provided by General Fund (i.e. purchasing, payroll, billing, accounts payable, IT, collections, engineering).	Administrative charge for services provided by General Fund (purchasing, payroll, billing, accounts payable, IT, personnel, collections, DPW).
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)	Coverage for building and contents, 3 pumping stations, 2 PRV stations, and 3 water towers and Dams. (estimated 5% increase over 2023/24 rates)
4587	Recording Fees	437	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds.	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds.

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.	Replacement office equipment.

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
WATER-OPERATIONS										
38110 - 4235	SMALL TOOLS & EQUIP.	29,976	9,000	16,784	15,000	15,000	15,000	15,000	6,000	66.67%
38110 - 4237	GAS & OIL	30,907	33,534	22,827	34,000	35,000	35,000	35,000	1,466	4.37%
38110 - 4244	GRAVEL/SAND	4,073	4,000	3,772	5,000	5,000	5,000	5,000	1,000	25.00%
38110 - 4249	RESURFACING	9,279	21,830	15,772	21,830	25,000	25,000	25,000	3,170	14.52%
38110 - 4255	CHEMICALS	149,364	85,000	113,204	125,000	125,000	125,000	125,000	40,000	47.06%
38110 - 4256	TUBING & PARTS	14,372	66,150	32,238	66,150	66,150	66,150	66,150	-	0.00%
38110 - 4262	SAFETY	121	750	526	750	750	750	750	-	0.00%
38110 - 4400	CONTRACTED SERVICES	246,696	192,690	229,894	192,690	244,274	244,274	244,274	51,584	26.77%
38110 -4440	EQUIPMENT RENTAL NEW Line	-	-	229,894	-	40,000	40,000	40,000	40,000	0.00%
38110 - 4481	WATER SAMPLES/LAB EXPENSES	95,036	130,835	62,674	130,835	105,271	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	933,762	(432,505)	-31.66%
38110 - 4484	METERS/REPLACEMENT	75,997	75,000	54,391	75,000	75,000	135,500	135,500	60,500	80.67%
38110 - 4485	HYDRANTS	39,627	37,500	19,035	42,000	52,500	52,500	52,500	15,000	40.00%
38110 - 4489	PIPE REPLACEMENT	132,825	261,000	239,800	261,000	280,000	280,000	280,000	19,000	7.28%
38110 - 4496	ELECTRICITY	202,003	192,506	162,382	233,554	246,101	246,101	246,101	53,595	27.84%
38110 - 4497	OTHER UTILITIES	160,486	136,331	113,826	164,684	181,083	181,083	181,083	44,752	32.83%
38110 - 4607	EQUIPMENT	3,347	-	-	-	-	-	-	-	0.00%
38110 - 4610	WATER-EQUIPMENT	33,840	34,453	33,800	-	-	-	-	(34,453)	-100.00%
SUBTOTAL		1,867,640	2,646,846	1,896,363	2,267,493	2,429,891	2,490,391	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.	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)	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.	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.	Cost of hot bituminous asphalt to repair road surface after water breaks. 21,830
4255	Chemicals	125,000	Bulk Chemicals for Water Treatment	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	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.	Personal safety gear, traffic cones, signs, safety supplies etc.
4400	Contracted Services	244,274	Electronics & Controls maintenance.	Electronics & Controls maintenance.
			Mechanical systems	Mechanical systems
			Instrument calibration & preventative electrical maintenance	Instrument calibration & preventative electrical maintenance
			Altitude valve preventive maintenance	Altitude valve preventive maintenance
			Digsafe	Digsafe
			Water Conservation	Water Conservation
			Backwash tank cleaning	Backwash tank cleaning
			Generator P.M. (8 Sites)	Generator P.M. (8 Sites)
			PM on CO2 Storage & carbonic acid feed systems	PM on CO2 Storage & carbonic acid feed systems
			Copier maintenance	Copier maintenance
			Treatment technical assistance	Treatment technical assistance
			Meter reading equipment maintenance contract (63%)	Meter reading equipment maintenance contract (63%)
			Software Maintenance (63%)	Software Maintenance (63%)
			GIS hosting/support/updates	GIS hosting/support/updates
			Mission Service for WTP	Mission Service for WTP
			On Call Engineering Services	On Call Engineering Services
			WaterSmart-Customer Access	WaterSmart-Customer Access
			Neptune 360	Neptune 360
			Finish Water Pump Replacement	Finish Water Pump Replacement
			Canobie Raw Water Pump Check Valve Replacement	Arlington Pond Raw Water Pumps
			Fire Pump PM Services	

2025 BUDGET WORKSHEET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025		EXPLANATION 2024	
			Contracted Pump Services Installs	25,000		
			SonicWall	2,350	SonicWall	2,350
			LogMeln for SCADA (4)	1,000	LogMeln for SCADA (4)	1,000
			Legal Notices (materials and service bids)	2,800	Legal Notices (materials and service bids)	2,800
			SCADA Security Software	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	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	Mill/Fill Old trenches	15,000
4481	Water Samples/Lab Expenses	105,271	QA/QC & certification	4,000	QA/QC & certification	4,000
			Consumables	13,225	Consumables	13,225
			Glassware & minor equip.	13,225	Glassware & minor equip.	13,225
			Routine SDWA compliance	9,500	Routine SDWA compliance	9,500
			Chemical waste disposal	2,000	Chemical waste disposal	2,000
			Hach service maintenance	43,500	Hach service maintenance	38,500
			Lab equipment service maintenance.	2,500	Lab equipment service maintenance.	2,300
			PFOA/PFOS testing (4)	3,500	PFOA/PFOS testing (4)	2,720
			Lead/Copper Testing	2,250	Lead/Copper Testing	2,250
			(Regional Line Increases)		(Regional Line Increases)	
			Cyanobacteria Testing	6,000	Cyanobacteria Testing	1,000
			UCMR5 Testing	5,571	UCMR5 Testing	3,896
					Coliform Analyzer	38,219
4482	Purchase of Water	933,762	Methuen-emergency purchases	100	Methuen-emergency purchases	100

2025 BUDGET WORKSHEET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2025	EXPLANATION 2024
			Manchester Water Works:	Manchester Water Works:
			Windham & PEU 155,610	Windham & PEU 160,726
			HAWC 466,831	HAWC 803,627
			Salem 311,221	Salem 401,814
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) 75,000
4485	Hydrants	52,500	Replace hydrants (15 @3,500) 52,500	Replace hydrants (15 @2,200) Hydrant Parts 33,000 4,500
4489	Pipe Replacement	280,000	Scheduled and emergency repairs made to distribution system on pipes valves and fittings. 10,000 Water work associated with Road Program 270,000	Scheduled and emergency repairs made to distribution system on pipes valves and fittings. 11,000 Water work associated with Road Program 250,000
4496	Electricity	246,101	Cost of electricity for building and to pump water. 246,101 Service for WTP, 3 booster stations and 2 raw water pumping stations, 2 PRV Stations	Cost of electricity for building and to pump water. 192,506 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 136,331



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@carlensystems.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

FY 25 BUDGET

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

Sales Order Number:

Sales Order Date:

Sep 11, 2024

Page:

1

Page 291 of 323

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

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
--------------------	-----------

10/23/2024

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



Customer Number

CASH

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 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
WATER-BUILDINGS										
38120 - 4401	CLEANING SERVICES	13,300	13,500	11,250	13,500	13,500	13,500	13,500	-	0.00%
38120 - 4452	BUILDING MAINTENANCE	35,936	116,931	74,134	116,931	20,532	20,532	20,532	(96,399)	-82.44%
38120 - 4495	HEAT	27,507	35,931	20,983	31,042	44,914	44,914	44,914	8,983	25.00%
	SUBTOTAL	76,743	166,362	106,366	161,473	78,946	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	Cleaning services
4452	Building Maintenance	20,532	Building repairs and expendable building supplies/cleaning products. Outdoor Lighting replacements	Building repairs and expendable building supplies/cleaning products. Outdoor Lighting replacements
			Annual radio box testing/monitoring: Water Treatment Plant, Spicket, Manor Pkwy, Arlington & Nirvana Booster Stations.	Annual radio box testing/monitoring: Water Treatment Plant, Spicket, Manor Pkwy, Arlington & Nirvana Booster Stations.
			Alarm monitoring	Alarm monitoring
			Fire Alarm Inspection - five (5) locations	Fire Alarm Inspection - five (5) locations
			Fuel for Generators	Fuel for Generators
			HVAC Maintenance	HVAC Maintenance
			Grounds Maintenance, includes fertilization	Grounds Maintenance, includes fertilization
			Security gate annual maintenance	Security gate annual maintenance
			Pest Control	Pest Control
			Fire Safety Equipment Maintenance	Fire Safety Equipment Maintenance
				Boiler Replacement WTP
4495	Heat	44,914	Propane heat	Propane heat
			3 Year weighted average + 5%	3 Year weighted average + 5%

2025 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2023 EXPENDED (PREAUDIT)	2024 BUDGET	2024 EXPENDED (AS OF 10/22/24, incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
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	288,313	-	0.00%
38130 - 4510	WEST DUSTON WATER-PRIN	58,530	58,530	58,530	58,530	58,530	58,530	58,530	-	0.00%
38130 - 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	14,012	(2,335)	-14.28%
38130 - 4569	WEST DUSTON WATER-INT	23,046	20,120	20,120	20,120	17,194	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	110,000	-	0.00%
38130 - 4675	WATER CON #20-PRINCIPAL '18	151,892	154,194	154,193	154,194	156,530	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	(4,400)	-50.00%
38130 - 4694	WATER CON #20-INTEREST '20	11,895	9,594	9,593	9,593	7,258	7,258	7,258	(2,336)	-24.35%
SUBTOTAL		992,456	1,056,505	896,503	1,056,504	656,237	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 BUDGET	2024 EXPENDED (AS OF 10/22/24; incl. encumb)	2024 ESTIMATE	2025 DEPT REQ	2025 MANAGER RECOMM.	2025 COUNCIL RECOMM.	INCREASE (DECREASE)	% CHANGE
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	105,400	0.00%
38140 - 4738	WATER - VEHICLES	147,707	35,000	34,792	35,000	85,000	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	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)	85,000
				Ford Ranger P72 30,000
				Replace engine in P76 5,000

FY 25 BUDGET

Page 299 of 323

Page 299 of 323

Name / Address
Salem Utilities Division 33 Geremonty Drive Salem, NH 03079



Rep	Project
MH	

TOWN OF SALEM NH

~~10/23/2024~~



SALEM MUNICIPAL SERVICES

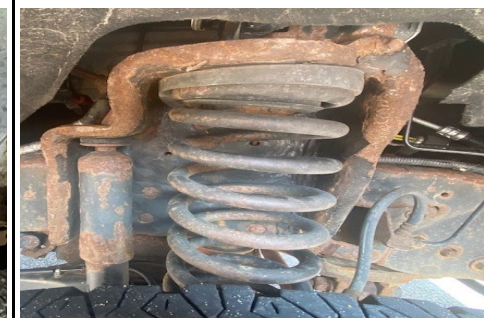
ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES

FY2025

CAPITAL IMPROVEMENTS

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	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 "Salembraction" 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	2,340.00
--------------------------	----------

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
+1 978 896 87027
runnionrestoration@gmail.com

Estimate

ADDRESS
Salem NH DPW

ESTIMATE
DATE 1027
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

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 Nasuha. 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 Nasuha'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.

FY 25 BUDGET 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 – 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.

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

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:

Yes

No



420 9th Ave. at 34th St. in New York City
www.bhphotovideo.com

The Professional's Source Since 1973

Sales: 212.444.6615
Customer Service: 212.239.7765

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

BH #AVMXNET1GDT • MFR #AC-MXNET-1G-D-TAA



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 muttons).

(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 muttons).

(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 muttons).

(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 muttons).

(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 muttons).

(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 muttons).

(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

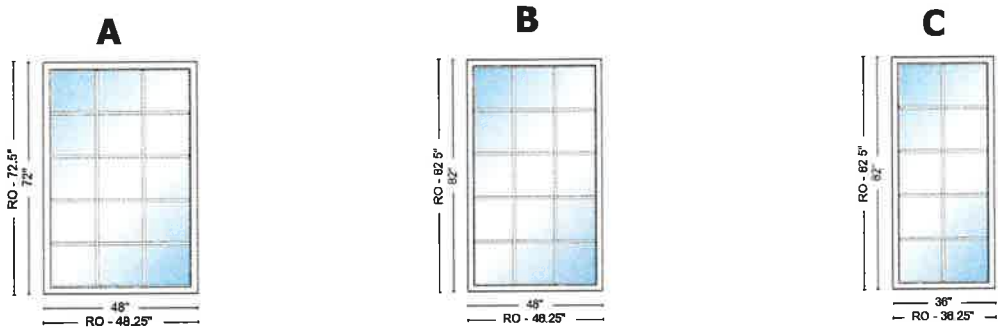
- *Pricing is good for 15 days from date of proposal.
- *Please sign and return one copy, at that time material will be ordered.
- *Term Net 30 for account holders, COD 50% deposit and balance upon completion of work for others.

Accepted: _____
Printed: _____
Date: _____

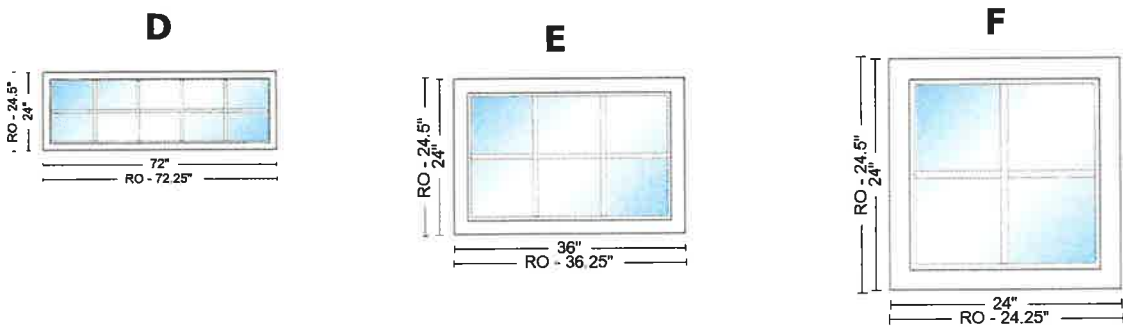
By Portland Glass Co.

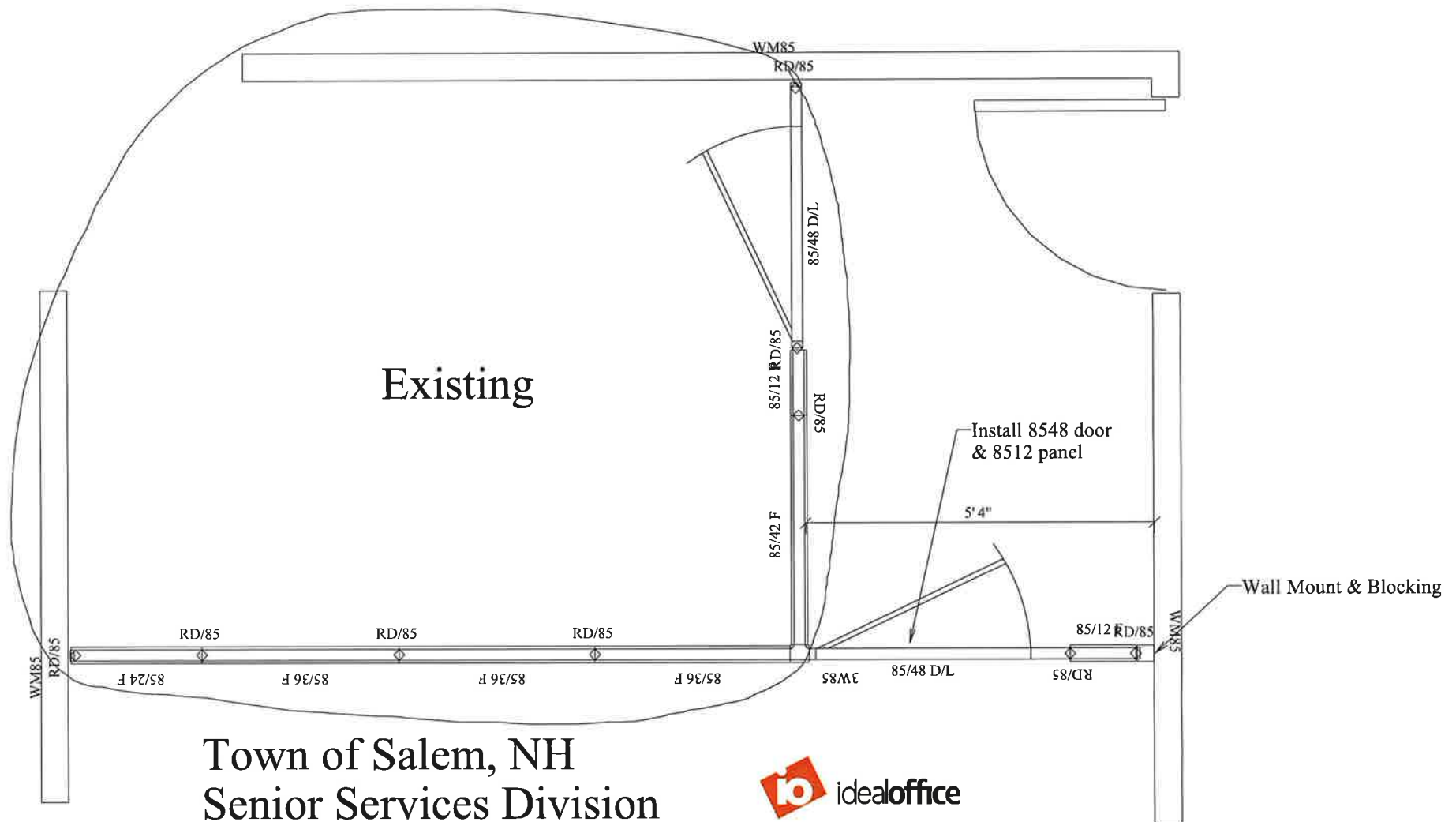
Town of Salem Ingram Senior Center

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



Window Type D, E, & F FIXED ONLY Windows





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
With logo of Hedge Hog Park
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

Handy Home Products



Easy access



64" Extra large double doors

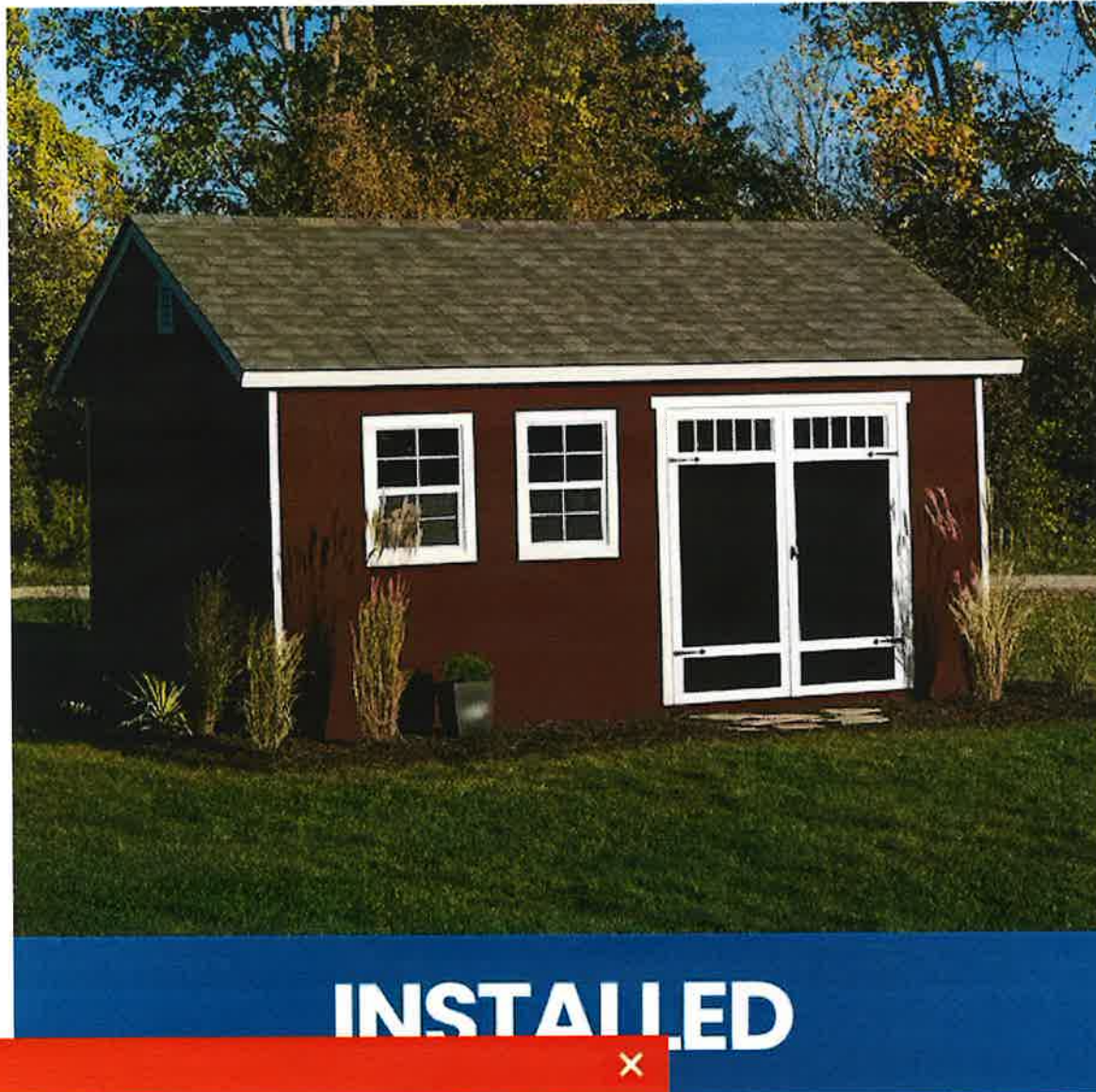
Window package included

2 operable windows with screens

Exclusive for and first use



Adaptive door location



make us better!



How was your shopping experience today?

Let us know how we can improve your experience to better serve you.

Yes, I'll give feedback

No, thanks

by Qualtrics Terms & Conditions


10/23/2024

Page 322 of 323



\$5999⁰⁰ Limit 5 per order



\$1,000.00 /mo** suggested payments with \$6 months** financing [Apply Now](#) 

- 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)
- [View More Details](#)

Roof Color Family: **Black**

Black

Brown

Gray

Unavailable at [Salem, NH](#) Delivering to [03079](#)

Pickup

Unavailable

Delivery

Oct 14 - Oct 17

64 available

FREE

make us better!



Was your shopping experience today?

Let us know how we can improve your experience to better serve you.

Yes, I'll give feedback

No, thanks

[by Qualtrics](#) [Terms & Conditions](#)

10/23/2024

Page 323 of 323

 **Live Chat**

 **Feedback**