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TOWN OF SALEM, NH
2019/2020 BUDGET COMPARISON

FY 20 BUDGET

DEPARTMENT	2019 BUDGET			2020 BUDGET			\$ INCREASE/(DECREASE)			% INCREASE/(DECREASE)		
	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL
Selectmen	19,010	13,247	32,257	19,050	43,197	62,247	40	29,950	29,990	0.21%	226.09%	92.97%
District Court	-	129,298	129,298	-	92,664	92,664	-	(36,634)	(36,634)	---	-28.33%	-28.33%
Town Manager	309,494	5,786	315,280	493,419	11,440	504,859	183,925	5,654	189,579	59.43%	97.72%	60.13%
Legal	-	105,628	105,628	-	168,360	168,360	-	62,732	62,732	---	59.39%	59.39%
Human Resources	247,122	97,787	344,909	253,644	95,087	348,731	6,522	(2,700)	3,822	2.64%	-2.76%	1.11%
Employee Benefits	1,274,441	-	1,274,441	1,395,118	-	1,395,118	120,677	-	120,677	9.47%	---	9.47%
Boards & Committees	6,232	16,035	22,267	5,515	17,698	23,213	(717)	1,663	946	-11.51%	10.37%	4.25%
Town Buildings	550	213,106	213,656	558	195,610	196,168	8	(17,496)	(17,488)	1.45%	-8.21%	-8.19%
Finance	743,148	40,800	783,948	786,214	42,174	828,388	43,066	1,374	44,440	5.80%	3.37%	5.67%
Information Technology	-	607,771	607,771	-	869,658	869,658	-	261,887	261,887	---	43.09%	43.09%
Assessing	378,244	7,482	385,726	387,752	9,239	396,991	9,508	1,757	11,265	2.51%	23.48%	2.92%
Town Clerk	231,273	10,735	242,008	208,383	9,910	218,293	(22,890)	(825)	(23,715)	-9.90%	-7.69%	-9.80%
Elections	14,161	8,550	22,711	62,745	16,800	79,545	48,584	8,250	56,834	343.08%	96.49%	250.25%
Collections	215,874	-	215,874	254,804	-	254,804	38,930	-	38,930	18.03%	---	18.03%
Tax Collector	169,378	16,950	186,328	173,062	17,750	190,812	3,684	800	4,484	2.18%	4.72%	2.41%
Debt Service	-	696,126	696,126	-	882,721	882,721	-	186,595	186,595	---	26.80%	26.80%
Insurance	20,000	400,462	420,462	10,000	353,531	363,531	(10,000)	(46,931)	(56,931)	-50.00%	-11.72%	-13.54%
Community Development	368,588	25,164	393,752	227,225	20,301	247,526	(141,363)	(4,863)	(146,226)	-38.35%	-19.33%	-37.14%
Planning	284,815	1,800	286,615	359,917	2,040	361,957	75,102	240	75,342	26.37%	13.33%	26.29%
Police	11,686,399	578,173	12,264,572	11,672,036	746,394	12,418,430	(14,363)	168,221	153,858	-0.12%	29.10%	1.25%
Fire	12,545,876	914,410	13,460,286	13,116,492	941,571	14,058,063	570,617	27,161	597,778	4.55%	2.97%	4.44%
Municipal Services	2,937,660	3,231,936	6,169,596	3,078,595	3,306,784	6,385,379	140,935	74,848	215,783	4.80%	2.32%	3.50%
Human Services	131,936	148,730	280,666	137,064	148,730	285,794	5,128	-	5,128	3.89%	0.00%	1.83%
Community Services	547,381	77,433	624,814	558,939	77,128	636,067	11,558	(305)	11,253	2.11%	-0.39%	1.80%
Library	1,233,275	379,906	1,613,181	1,241,026	341,704	1,582,730	7,751	(38,202)	(30,451)	0.63%	-10.06%	-1.89%
Community Contributions	-	22,879	22,879	-	23,250	23,250	-	371	371	---	1.62%	1.62%
Subtotal - General Fund	33,364,857	7,750,194	41,115,051	34,441,558	8,433,741	42,875,299	1,076,702	683,547	1,760,249	3.23%	8.82%	4.28%
Capital Improvements	-	1,469,863	1,469,863	-	2,159,607	2,159,607	-	689,744	689,744	---	46.93%	46.93%
Separate Warrant Articles	-	7,091,263	7,091,263	-	10,585,677	10,585,677	-	3,494,414	3,494,414	---	49.28%	49.28%
Total - General Fund	33,364,857	16,311,320	49,676,177	34,441,558	21,179,025	55,620,583	1,076,702	4,867,705	5,944,407	3.23%	29.84%	11.97%
Sewer Fund	336,325	2,800,758	3,137,083	305,389	3,970,079	4,275,468	(30,936)	1,169,321	1,138,385	-9.20%	41.75%	36.29%
Water Fund	1,149,829	6,245,777	7,395,606	1,163,518	3,690,460	4,853,978	13,689	(2,555,317)	(2,541,628)	1.19%	-40.91%	-34.37%
Grand Total	34,851,011	25,357,855	60,208,866	35,910,465	28,839,564	64,750,029	1,059,455	3,481,709	4,541,164	3.04%	13.73%	7.54%

2020 REVENUE REPORT

ACCOUNT NAME	2018 RECORDED	2019 BUDGET	2019 (PRE-AUDIT)	2020 MGR RECOMM.	2020 BOS RECOMM.	2020 BUD COMM. RECOMM.	2020 BUDGET
REVENUE SUMMARY							
TAXES	319,101	216,000	303,042	184,000	184,000	184,000	184,000
INTERGOVERNMENTAL REVENUES-STATE	3,217,314	2,526,606	2,863,403	2,365,592	7,040,898	7,040,898	7,040,898
LICENSES AND PERMITS	8,429,788	7,742,673	9,018,532	7,792,673	7,847,673	7,847,673	7,847,673
CHARGES FOR SERVICES	4,285,525	3,855,352	3,866,514	3,866,825	4,266,825	4,266,825	3,866,825
MISCELLANEOUS REVENUES	1,545,921	69,000	274,826	116,000	116,000	116,000	116,000
OTHER FINANCING SOURCES	141,991	3,934,137	365,113	3,145,510	7,303,010	7,303,010	4,203,010
TOTAL - GENERAL FUND	17,939,640	18,343,768	16,691,430	17,470,600	26,758,406	26,758,406	23,258,406
INCOME FROM SEWER FUND	3,041,860	3,137,083	3,711,558	3,405,841	4,275,468	4,275,468	4,275,468
INCOME FROM WATER FUND	5,034,411	7,395,606	4,771,619	4,122,915	4,853,978	4,853,978	4,853,978
TOTAL REVENUES	26,015,910	28,876,457	25,174,607	24,999,356	35,887,852	35,887,852	32,387,852

2020 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2018 RECORDED	2019 BUDGET	2019 (PRE-AUDIT)	2020 MGR RECOMM.	2020 BOS RECOMM.	2020 BUD COMM. RECOMM.	2020 BUDGET
TAXES								
1 - 3120	YIELD TAX	4,924	1,000	-	1,000	1,000	1,000	1,000
1 - 3130	BOAT TAX	13,012	12,000	12,615	10,000	10,000	10,000	10,000
	INTEREST AND PENALTIES	301,164	203,000	290,427	173,000	173,000	173,000	173,000
		319,101	216,000	303,042	184,000	184,000	184,000	184,000

2020 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2018 RECORDED	2019 BUDGET	2019 (PRE-AUDIT)	2020 MGR RECOMM.	2020 BOS RECOMM.	2020 BUD COMM. RECOMM.	2020 BUDGET
INTEREST AND PENALTIES								
1 - 3160	INTEREST-CURRENT YR. PROP TAX	38,387	28,000	22,936	28,000	28,000	28,000	28,000
1 - 3161	INTEREST-PRIOR YRS. PROP TAX	88,608	85,000	88,208	70,000	70,000	70,000	70,000
1 - 3182	INTEREST-YIELD TAX	29	-	-	-	-	-	-
1 - 3183	TAX LIEN INTEREST-2020 LEVY	-	-	-	-	-	-	-
1 - 3184	TAX LIEN INTEREST-2019 LEVY	-	-	-	25,000	25,000	25,000	25,000
1 - 3185	TAX LIEN INTEREST-2018 LEVY	-	30,000	21,040	20,000	20,000	20,000	20,000
1 - 3186	TAX LIEN INTEREST-2017 LEVY	21,393	30,000	65,753	30,000	30,000	30,000	30,000
1 - 3187	TAX LIEN INTEREST-2016 LEVY	57,281	30,000	82,980	-	-	-	-
1 - 3188	TAX LIEN INTEREST-2015 LEVY	74,027	-	1,469	-	-	-	-
1 - 3189	TAX LIEN INTEREST-2013 LEVY	1,692	-	1,574	-	-	-	-
1 - 3192	TAX LIEN INTEREST-2014 LEVY	10,260	-	2,255	-	-	-	-
1 - 3193	OTHER TAX INTEREST	9,487	-	4,212	-	-	-	-
		301,164	203,000	290,427	173,000	173,000	173,000	173,000

Effective April 1, 2019, NH State law reduces the interest rates for delinquent taxes from 12% to 8% and the interest rate on lien taxes from 18% to 14% for taxes assessed after April 1, 2019

2020 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2018 RECORDED	2019 BUDGET	2019 (PRE-AUDIT)	2020 MGR RECOMM.	2020 BOS RECOMM.	2020 BUD COMM. RECOMM.	2020 BUDGET
INTERGOVERNMENTAL REVENUES-STATE								
1 - 3207	MEALS & ROOMS	1,481,559	1,434,083	1,499,657	1,481,559	1,481,559	1,481,559	1,481,559
1 - 3202	HIGHWAY BLOCK GRANT	657,594	624,344	668,666	670,216	670,216	670,216	670,216
1 - 3215	OTHER GOVERNMENTAL REVENUE	1,078,161	468,179	695,080	213,817	4,889,123	4,889,123	4,889,123
		3,217,314	2,526,606	2,863,403	2,365,592	7,040,898	7,040,898	7,040,898

2020 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2018 RECORDED	2019 BUDGET	2019 (PRE-AUDIT)	2020 MGR RECOMM.	2020 BOS RECOMM.	2020 BUD COMM. RECOMM.	2020 BUDGET
<i>LICENSES AND PERMITS</i>								
1 - 3240	AUTO PERMITS	6,813,786	6,300,000	7,107,668	6,350,000	6,350,000	6,350,000	6,350,000
1 - 3243	DOG LICENSES	19,123	17,000	19,859	17,500	17,500	17,500	17,500
	BUSINESS LICENSES, PERMITS, FEES	1,596,879	1,425,673	1,891,005	1,425,173	1,480,173	1,480,173	1,480,173
		8,429,788	7,742,673	9,018,532	7,792,673	7,847,673	7,847,673	7,847,673

2020 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2018 RECORDED	2019 BUDGET	2019 (PRE-AUDIT)	2020 MGR RECOMM.	2020 BOS RECOMM.	2020 BUD COMM. RECOMM.	2020 BUDGET
BUSINESS LICENSES, PERMITS, FEES								
1 - 3224	OTHER BUSINESS LICENSES	90	25	57	25	25	25	25
1 - 3239	MUNICIPAL AGENT FEE	112,710	106,000	114,798	108,000	108,000	108,000	108,000
1 - 3241	TITLE FEES	16,488	15,000	16,712	13,000	13,000	13,000	13,000
1 - 3242	MARRIAGE LICENSES	2,661	3,500	2,419	3,500	3,500	3,500	3,500
1 - 3259	STREET DAMAGE FEES-ENGINEERING	1,270	-	-	-	-	-	-
1 - 3259	STREET OPENING-ENGINEERING	4,178	2,500	17,100	2,000	2,000	2,000	2,000
1 - 3260	BUILDING PERMITS	910,168	900,000	1,130,117	900,000	900,000	900,000	900,000
1 - 3261	ELECTRICAL PERMITS	158,745	95,000	180,332	95,000	95,000	95,000	95,000
1 - 3262	PLUMBING PERMITS	94,695	60,000	100,715	60,000	60,000	60,000	60,000
1 - 3263	GAS PERMITS (& OTHER)	92,655	50,000	113,143	50,000	50,000	50,000	50,000
1 - 3265	FOOD SERVICE LICENSE	45,030	44,000	46,305	44,000	44,000	44,000	44,000
1 - 3266	TATTOO PARLOR LICENSE	3,400	3,000	3,400	3,000	3,000	3,000	3,000
1 - 3268	MASSAGE LICENSE	4,400	4,500	4,050	4,500	4,500	4,500	4,500
1 - 3269	OTHER HEALTH DEPT. LICENSES	250	250	250	250	250	250	250
1 - 3365	LANDFILL-PERMITS	129,435	125,000	133,450	125,000	180,000	180,000	180,000
1 - 3366	ANIMAL CONTROL FEES	425	600	604	600	600	600	600

2020 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2018 RECORDED	2019 BUDGET	2019 (PRE-AUDIT)	2020 MGR RECOMM.	2020 BOS RECOMM.	2020 BUD COMM. RECOMM.	2020 BUDGET
1 - 3371	SEPTIC INSPECTION FEES	20,280	16,298	27,555	16,298	16,298	16,298	16,298
		1,596,879	1,425,673	1,891,005	1,425,173	1,480,173	1,480,173	1,480,173

2020 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2018 RECORDED	2019 BUDGET	2019 (PRE-AUDIT)	2020 MGR RECOMM.	2020 BOS RECOMM.	2020 BUD COMM. RECOMM.	2020 BUDGET
CHARGES FOR SERVICES								
	INCOME FROM DEPARTMENTS	3,414,968	2,982,714	2,940,623	3,003,367	3,403,367	3,403,367	3,003,367
1 - 3620	RENT OF TOWN PROPERTY	15,241	15,019	16,061	15,084	15,084	15,084	15,084
1 - 3625	INCOME FROM SCHOOL	343,629	365,028	346,324	347,744	347,744	347,744	347,744
1 - 3630	COURT HOUSE LEASE	415,581	417,591	417,647	419,622	419,622	419,622	419,622
1 - 3305	OUTSIDE POLICE DETAIL	96,106	75,000	145,859	81,008	81,008	81,008	81,008
		4,285,525	3,855,352	3,866,514	3,866,825	4,266,825	4,266,825	3,866,825

2020 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2018 RECORDED	2019 BUDGET	2019 (PRE-AUDIT)	2020 MGR RECOMM.	2020 BOS RECOMM.	2020 BUD COMM. RECOMM.	2020 BUDGET
INCOME FROM DEPARTMENTS								
1 - 3180	MISCELLANEOUS CHARGES	425	100	275	100	100	100	100
1 - 3230	ELECTIONS & REGISTRATION	625	100	639	1,500	1,500	1,500	1,500
1 - 3244	CIVIL FORFEITURE	11,250	6,800	8,475	5,500	5,500	5,500	5,500
1 - 3245	UCC FILINGS	10,425	8,000	8,700	8,000	8,000	8,000	8,000
1 - 3246	CERTIFIED COPIES	16,204	13,000	17,147	11,500	11,500	11,500	11,500
1 - 3247	RECORDING & OTHER	2,641	1,800	2,966	1,850	1,850	1,850	1,850
1 - 3248	COLLECTION FEES	1,561	1,200	1,267	1,000	1,000	1,000	1,000
1 - 3249	MISCELLANEOUS-TOWN CLERK	588	100	680	150	150	150	150
1 - 3232	MAPS, COPIES, ETC.	803	1,000	1,778	1,000	1,000	1,000	1,000
1 - 3237	PLANNING BOARD	141,194	100,000	67,019	45,000	45,000	45,000	45,000
1 - 3231	PUBLIC HEARINGS (BOA)	7,855	10,854	9,120	9,354	9,354	9,354	9,354
1 - 3300	POLICE ALARM PERMITS	2,875	3,000	2,225	1,650	1,650	1,650	1,650
1 - 3301	PISTOL PERMITS	2,370	1,500	2,110	2,100	2,100	2,100	2,100
1 - 3302	FINGERPRINTING	630	2,000	240	100	100	100	100
1 - 3304	POLICE REPORTS	5,220	6,000	1,801	1,400	1,400	1,400	1,400

2020 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2018 RECORDED	2019 BUDGET	2019 (PRE-AUDIT)	2020 MGR RECOMM.	2020 BOS RECOMM.	2020 BUD COMM. RECOMM.	2020 BUDGET
1 - 3306	POLICE ALARMS	20,950	15,000	13,850	15,000	15,000	15,000	15,000
1 - 3307	PARKING FINES	855	3,000	1,055	400	400	400	400
1 - 3308	OTHER POLICE DEPT. INCOME	23,245	23,500	23,045	23,000	23,000	23,000	23,000
1 - 3309	WITNESS FEES	4,866	6,000	4,537	6,000	6,000	6,000	6,000
1 - 3310	EVIDENCE PROCEEDS	309	-	-	-	-	-	-
1 - 3330	FIRE PERMITS	73,372	60,000	68,298	60,000	60,000	60,000	60,000
1 - 3331	FIRE/AMBULANCE REPORTS	342	799	2	-	-	-	-
1 - 3332	FIRE ALARM MONITORING FEES	114,406	117,000	121,550	117,000	117,000	117,000	117,000
1 - 3333	AMBULANCE FEES	2,002,034	1,750,000	1,610,166	1,775,443	1,775,443	1,775,443	1,775,443
1 - 3335	OTHER FIRE DEPT. INCOME	3,600	3,125	3,150	3,450	3,450	3,450	3,450
1 - 3336	CPR TRAINING EDUCATION-PUBLIC	-	-	-	7,500	7,500	7,500	7,500
1 - 3360	CEMETERY LOTS	16,080	19,000	17,820	15,000	15,000	15,000	15,000
1 - 3361	CEMETERY OPENINGS	35,925	35,000	42,575	35,000	35,000	35,000	35,000
1 - 3364	LANDFILL-REVENUE SHARING	31,128	36,000	38,817	25,000	25,000	25,000	25,000
1 - 3368	LANDFILL-TONNAGE CHARGES	309,634	240,000	341,636	280,000	280,000	280,000	280,000
1 - 3380	WELFARE CHARGES	-	200	-	50	50	50	50
1 - 3382	WELFARE LIENS	6,236	1,000	11,624	1,000	1,000	1,000	1,000

2020 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2018 RECORDED	2019 BUDGET	2019 (PRE-AUDIT)	2020 MGR RECOMM.	2020 BOS RECOMM.	2020 BUD COMM. RECOMM.	2020 BUDGET
1 - 3400	RECREATION CHARGES	6,299	6,000	11,251	6,000	6,000	6,000	6,000
1 - 3401	LIBRARY REVENUE	10,235	9,000	7,533	9,000	9,000	9,000	9,000
1 - 3404	SENIOR CENTER REVENUE	14,842	14,000	13,262	14,000	14,000	14,000	14,000
1 - 3450	SEWER ADMIN. CHARGE	212,109	223,666	223,666	233,120	233,120	233,120	233,120
1 - 3452	SCTV ADMIN. CHARGE	7,500	7,500	7,500	7,500	7,500	7,500	7,500
1 - 3460	WATER ADMIN. CHARGE	213,154	212,820	212,820	241,525	241,525	241,525	241,525
1 - 3640	COURT FINES	11,305	5,000	1,617	2,500	2,500	2,500	2,500
1 - 3780	INTERFUND TRANSFER	91,878	39,650	40,398	35,675	435,675	435,675	35,675
		3,414,968	2,982,714	2,940,623	3,003,367	3,403,367	3,403,367	3,003,367

2020 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2018 RECORDED	2019 BUDGET	2019 (PRE-AUDIT)	2020 MGR RECOMM.	2020 BOS RECOMM.	2020 BUD COMM. RECOMM.	2020 BUDGET
MISCELLANEOUS REVENUES								
1 - 3600	INTEREST EARNINGS	81,860	9,000	107,911	100,000	100,000	100,000	100,000
1 - 3710	SALE OF TOWN PROPERTY	897,111	30,000	26,131	1,000	1,000	1,000	1,000
1 - 3650	WORKERS' COMP. RETURN OF PREM.	379,064	-	62,839	-	-	-	-
1 - 3660	UNEMPLOYMENT COMP RETURN	-	-	28,693	-	-	-	-
1 - 3665	PROP/LIAB RETURN OF PREMIUM	-	-	18,512	-	-	-	-
1 - 3666	HEALTH INS. RETURN OF PREM.	20,995	-	6,064	-	-	-	-
1 - 3740	MISCELLANEOUS REVENUES	166,892	30,000	24,677	15,000	15,000	15,000	15,000
		1,545,921	69,000	274,826	116,000	116,000	116,000	116,000

2020 REVENUE REPORT

ACCT. NO.	ACCOUNT NAME	2018 RECORDED	2019 BUDGET	2019 (PRE-AUDIT)	2020 MGR RECOMM.	2020 BOS RECOMM.	2020 BUD COMM. RECOMM.	2020 BUDGET
OTHER FINANCING SOURCES								
1 - 3670	OTHER FINANCING SOURCES	21,078	21,064	21,578	391,592	391,592	391,592	391,592
1 - 3610	INTEREST EARNINGS-TRUST FUND	28,570	20,000	32,737	20,000	20,000	20,000	20,000
1 - 3615	BOND AND NOTE PROCEEDS	-	1,071,000	220,180	-	4,157,500	4,157,500	1,057,500
1 - 3616	AMORTIZED BOND PREMIUM	15,918	15,918	15,918	15,918	15,918	15,918	15,918
1 - 3700	PILOT	76,425	70,000	74,700	70,000	70,000	70,000	70,000
1 - 3800	USE OF FUND BALANCE	-	2,736,155	-	2,648,000	2,648,000	2,648,000	2,648,000
		141,991	3,934,137	365,113	3,145,510	7,303,010	7,303,010	4,203,010

DEPT.	2018 EXPENDED	2020 BUDGET		2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
		2019 BUDGET	2019 EXPENDED (PRE-AUDIT)				
<i>SELECTMEN/COURT SUMMARY</i>							
SELECTMEN	31,153	32,257	29,297	62,247	62,247	62,247	62,247
DISTRICT COURT	163,574	129,298	96,222	92,664	92,664	92,664	92,664
<hr/>							
TOTAL - SELECTMEN/COURT	194,727	161,555	125,518	154,911	154,911	154,911	154,911

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
SELECTMEN								
10100 - 4090	REGULAR PAY	14,692	15,000	15,000	15,000	15,000	15,000	15,000
10100 - 4092	TEMPORARY PAY	2,071	2,601	2,104	2,650	2,650	2,650	2,650
10100 - 4172	WORKERS' COMPENSATION	56	53	53	41	41	41	41
10100 - 4174	FICA-SOCIAL SECURITY	1,283	1,347	1,309	1,351	1,351	1,351	1,351
10100 - 4177	UNEMPLOYMENT COMPENSATION	16	9	13	8	8	8	8
10100 - 4200	OFFICE SUPPLIES	757	750	601	700	700	700	700
10100 - 4202	TOWN REPORT/WARRANT	4,787	4,750	3,998	4,750	4,750	4,750	4,750
10100 - 4400	CONTRACTED SERVICES	1,126	5,097	3,400	5,097	5,097	5,097	5,097
10100 - 4405	MEMBERSHIPS & PUBLICATIONS	-	-	-	30,000	30,000	30,000	30,000
10100 - 4406	PRINTING & BINDING	731	400	797	400	400	400	400
10100 - 4410	ADVERTISING	5,636	2,250	2,022	2,250	2,250	2,250	2,250
TOTAL		31,153	32,257	29,297	62,247	62,247	62,247	62,247

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
SELECTMEN - 10100			
4090	SELECTMEN (5)	0	15,000
			----- 15,000

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - SELECTMEN

DEPT # - 10100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	2,650	Recording secretary & staff support for Selectmen business and meetings. (2 hour minimum) 3 yr wgtd avg - 2,274	Recording secretary & staff support for Selectmen business and meetings. (2 hour minimum) 3 yr wgtd avg - 2,601
4200	Office Supplies	700	Photocopies, Selectmen nameplates, steno pads, proclamation frames, etc.	Photocopies, Selectmen nameplates, steno pads, proclamation frames, etc.
4202	Town Report/Town Warrant	4,750	Printing of annual Town Report.	Printing of annual Town Report.
4400	Contracted Services	5,097	Outside contracted services to tow vehicles, equipment, and misc. items to auction, generally held annually in May & October. (3 yr wgtd avg-2,134)	Outside contracted services to tow vehicles, equipment, and misc. items to auction, generally held annually in October. (3 yr wgtd avg-5,097)
4405	Memberships	30,000	NH Municipal Association	
4406	Printing & Binding	400	Printing of proposed and approved budget.	Printing of proposed and approved budget.
4410	Advertising	2,250	Newspaper advertising for land auctions, public hearings, (includes notices for amending / updating town codes), Town Meeting notices. Includes advertising for town-wide bids. (3 yr wgtd avg-4,507)	Newspaper advertising for land auctions, public hearings, (includes notices for amending / updating town codes), Town Meeting notices. Includes advertising for town-wide bids. (3 yr wgtd avg-2,516)

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>DISTRICT COURT</i>								
10200 - 4201	MAINTENANCE SUPPLIES	1,355	1,514	4,087	1,332	1,332	1,332	1,332
10200 - 4401	CLEANING SERVICES	21,373	31,800	8,613	-	-	-	-
10200 - 4450	TELEPHONE	323	323	326	323	323	323	323
10200 - 4452	BUILDING MAINTENANCE	39,128	17,995	14,159	18,067	18,067	18,067	18,067
10200 - 4457	GROUNDS MAINTENANCE	1,821	1,800	1,619	1,800	1,800	1,800	1,800
10200 - 4470	GENERAL LIABILITY	560	612	498	419	419	419	419
10200 - 4491	PROPERTY INSURANCE	5,081	4,721	4,238	4,064	4,064	4,064	4,064
10200 - 4495	HEAT	23,894	28,951	27,105	26,282	26,282	26,282	26,282
10200 - 4496	ELECTRICITY	36,914	40,545	34,070	39,208	39,208	39,208	39,208
10200 - 4497	OTHER UTILITIES	1,225	1,037	1,348	1,169	1,169	1,169	1,169
10200 - 4498	BUILDING REPAIRS	31,900	-	160	-	-	-	-
TOTAL		163,574	129,298	96,222	92,664	92,664	92,664	92,664

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - DISTRICT COURT

DEPT # - 10200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4201	Maintenance Supplies	1,332	Paper towels, toilet tissue, soap, plastic trash liners, light bulbs, etc. 3 yr wgt'd avg. (1,332)	Paper towels, toilet tissue, soap, plastic trash liners, light bulbs, etc. 3 yr wgt'd avg. (1,514)
4401	Cleaning Services	-	Services moved to Parks & Property-To be cleaned by Town staff	Contracted service Based on new contract (bid) 31,800
4450	Telephone	323	Elevator telephone line charge 3 yr wgt'd avg. (321)	Elevator telephone line charge 3 yr wgt'd avg. (319) 323
4452	Building Maintenance	18,067	HVAC / Burner maintenance 3,420 Elevator Inspection \$183/mo. 2,196 Elevator State Inspection 50 Alarm system monitoring 192 Pest control (52/mo.) 624 Window cleaning outside 585 Building Fire Alarm Test (2) 1,000 General maintenance to building 10,000 3 yr wgt'd avg. (35,855)	HVAC / Burner maintenance 3,420 Elevator Inspection \$177/mo. 2,124 Elevator State Inspection 50 Alarm system monitoring 192 Pest control (52/mo.) 624 Window cleaning outside 585 Building Fire Alarm Test (2) 1,000 General maintenance to building 10,000 3 yr wgt'd avg. (25,422)
4457	Grounds Maintenance	1,800	Plantings, mulch, etc 3 yr wgt'd avg. (1,830)	Plantings, mulch, etc 3 yr wgt'd avg. (1,850) 1,800
4470	General Liability	419	Liability coverage (allocation based on percentage of overall expenditures) (estimated 5% increase over 2019/20 rates)	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase 7/1/19)
4491	Property Insurance	4,064	Insurance for building (estimated 5% increase over 2019/20 rates)	Insurance for building (estimated 5% increase 7/1/19)

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - DISTRICT COURT

DEPT # - 10200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4495	Heat	26,282	Heating and air conditioning costs. 3 yr wgt'd avg. 10,951 gals. Oil @ \$2.40	Heating and air conditioning costs. 3 yr wgt'd avg. 11,443 gals. Oil @ \$2.53
4496	Electricity	39,208	Electricity for Court House building and parking lot lighting Based on 3 yr wgt'd avg plus 3% 3 yr wgt'd avg. (38,066)	Electricity for Court House building and Parking lot lighting 3 yr wgt'd avg. (40,545)
4497	Other Utilities	1,169	Sewer and Water 3 yr wgt'd avg. (1,169)	Sewer and Water 3 yr wgt'd avg. (1,037)

NOTE: Revenues from rent of the Court House - estimated at \$417,591 for 2019 and \$419,622 for 2020

DEPT.	2018 EXPENDED	2020 BUDGET		2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
		2019 BUDGET	2019 EXPENDED (PRE-AUDIT)				
TOWN MANAGER SUMMARY							
TOWN MANAGER	310,177	315,280	331,451	505,504	504,859	504,859	504,859
LEGAL	123,726	105,628	222,322	168,360	168,360	168,360	168,360
HUMAN RESOURCES	354,856	344,909	325,110	348,971	348,731	348,731	348,731
EMPLOYEE BENEFITS	1,370,502	1,274,441	1,247,705	1,398,817	1,395,118	1,395,118	1,395,118
BOARDS & COMMITTEES	22,064	22,267	23,579	23,213	23,213	23,213	23,213
TOWN BUILDINGS	211,678	213,656	210,022	196,168	196,168	196,168	196,168
TOTAL - TOWN MANAGER	2,393,003	2,276,181	2,360,189	2,641,033	2,636,449	2,636,449	2,636,449

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
TOWN MANAGER								
10300 - 4090	REGULAR PAY	201,256	203,504	217,714	323,763	323,763	323,763	323,763
10300 - 4092	TEMPORARY PAY	-	-	-	2,550	2,550	2,550	2,550
10300 - 4170	RETIREMENT	22,901	22,945	24,527	36,450	36,450	36,450	36,450
10300 - 4171	DISABILITY INSURANCE	1,445	1,452	1,515	2,271	2,271	2,271	2,271
10300 - 4172	WORKERS' COMPENSATION	640	611	611	751	751	751	751
10300 - 4174	FICA-SOCIAL SECURITY	14,818	15,568	15,706	24,963	24,963	24,963	24,963
10300 - 4176	HEALTH INSURANCE	60,533	62,176	63,663	98,166	97,635	97,635	97,635
10300 - 4177	UNEMPLOYMENT COMPENSATION	101	96	120	134	134	134	134
10300 - 4178	LIFE INSURANCE	534	534	559	828	828	828	828
10300 - 4179	DENTAL INSURANCE	2,440	2,608	2,585	4,188	4,074	4,074	4,074
10300 - 4200	OFFICE SUPPLIES	1,055	750	1,568	2,000	2,000	2,000	2,000
10300 - 4405	MEMBERSHIPS & PUBLICATIONS	1,555	1,506	1,603	3,300	3,300	3,300	3,300
10300 - 4408	VEHICLE EXPENSE	326	350	251	800	800	800	800
10300 - 4450	TELEPHONE	480	480	480	840	840	840	840
10300 - 4453	MEETINGS & TRAINING	577	2,500	185	4,500	4,500	4,500	4,500

		2020 BUDGET						
DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
10300 - 4600	OFFICE FURNITURE & EQUIPMENT	1,517	200	365	-	-	-	-
TOTAL		310,177	315,280	331,451	505,504	504,859	504,859	504,859

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
TOWN MANAGER - 10300			
4090	TOWN MANAGER	0	139,436
	ASSISTANT TOWN MANAGER (PREVIOUSLY IN COMM. DEV)	1	117,222
	EXECUTIVE ASSISTANT	0	67,105

			323,763

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - TOWN MANAGER

DEPT # - 10300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	2,550	Part time clerk coverage for Exec Asst	
4200	Office Supplies	2,000	Photocopies, envelopes, paper, file folders and other office supplies.	Photocopies, envelopes, paper, file folders and other office supplies.
4405	Memberships & Publications	3,300	NH Municipal Managers Association 100 Dues (NHMMA)	NH Municipal Managers Association 100 Dues (NHMMA)
			ICMA Dues - Town Manager 1,100	ICMA Dues 1,100
			ICMA Dues - Assistant Town Manager 1,100	
			Union Leader 146	Union Leader 146
			Eagle Tribune 160	Eagle Tribune 160
			NH Town and City (publication) 50	
			Misc dues/publications 644	
4408	Vehicle Expense	800	Mileage reimbursement for Town Manager & Assistant Town Manager	Mileage reimbursement for Town Manager.
4450	Telephone	840	Cell phone stipend for Town Manager 480 Cell phone service for Asst Town Manager 360	Cell phone stipend for Town Manager. 480
4453	Meetings & Training	4,500	Conferences for Town Manager 2,500 Per contract Conferences for Assistant Town Manager 2,000	Conferences for Town Manager 2,500 Per contract

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
LEGAL								
10310 - 4399	LEGAL SERVICES	117,792	100,000	217,320	160,000	160,000	160,000	160,000
10310 - 4400	CONTRACTED SERVICES	2,896	3,300	3,288	5,475	5,475	5,475	5,475
10310 - 4405	MEMBERSHIPS & PUBLICATIONS	3,037	2,328	1,714	2,885	2,885	2,885	2,885
TOTAL		123,726	105,628	222,322	168,360	168,360	168,360	168,360

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - LEGAL

DEPT # - 10310

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4399	Legal Services	160,000	Outside legal services (2016-2018, 3-year weighted average=103,118)	Outside legal services (2015-2017, 3-year weighted average=68,850)
4400	Contracted Services	5,475	Title searches for tax lien. The State requires Towns to notify mortgagees on tax accounts subject to possible deeding, requiring title searches. Amount reimbursed by property owners. Increase of \$3/parcel	Title searches for tax lien. The State requires Towns to notify mortgagees on tax accounts subject to possible deeding, requiring title searches. Amount reimbursed by property owners. Increase in price per parcel.
4405	Memberships & Publications	2,885	NH Statute Books (3 yr wgtd avg-2,706)	NH Statute Books (3 yr wgtd avg)

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>HUMAN RESOURCES</i>								
10320 - 4090	REGULAR PAY	136,578	148,645	145,122	151,869	151,869	151,869	151,869
10320 - 4092	TEMPORARY PAY	17,089	28,288	29,489	29,473	29,473	29,473	29,473
10320 - 4170	RETIREMENT	15,542	16,760	16,388	16,964	16,964	16,964	16,964
10320 - 4171	DISABILITY INSURANCE	1,186	1,256	1,235	1,281	1,281	1,281	1,281
10320 - 4172	WORKERS' COMPENSATION	607	531	531	417	417	417	417
10320 - 4174	FICA-SOCIAL SECURITY	11,423	13,535	12,529	13,873	13,873	13,873	13,873
10320 - 4176	HEALTH INSURANCE	34,186	35,928	35,923	37,741	37,545	37,545	37,545
10320 - 4177	UNEMPLOYMENT COMPENSATION	143	144	126	126	126	126	126
10320 - 4178	LIFE INSURANCE	480	534	480	534	534	534	534
10320 - 4179	DENTAL INSURANCE	1,404	1,501	1,487	1,606	1,562	1,562	1,562
10320 - 4200	OFFICE SUPPLIES	1,720	1,100	871	1,100	1,100	1,100	1,100
10320 - 4223	ACADEMIC REIMBURSEMENT	3,736	7,800	4,257	7,000	7,000	7,000	7,000
10320 - 4400	CONTRACTED SERVICES	278	278	347	348	348	348	348
10320 - 4405	MEMBERSHIPS & PUBLICATIONS	697	609	594	594	594	594	594
10320 - 4406	PRINTING & BINDING	70	250	167	250	250	250	250
10320 - 4410	ADVERTISING	-	500	475	500	500	500	500

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
10320 - 4423	MEDICAL EXAMS/HIRING	14,204	10,000	16,568	16,000	16,000	16,000	16,000
10320 - 4444	MEDIATION/NEGOTIATION	112,667	75,000	56,716	65,000	65,000	65,000	65,000
10320 - 4453	MEETINGS & TRAINING	2,627	2,000	1,526	2,000	2,000	2,000	2,000
10320 - 4905	JOINT LOSS SAFETY COMMITTEE	220	250	278	2,295	2,295	2,295	2,295
	TOTAL	354,856	344,909	325,110	348,971	348,731	348,731	348,731

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
HUMAN RESOURCES - 10320			
4090	HUMAN RESOURCES DIRECTOR	0	93,878
	EMPLOYEE RELATIONS COORDINATOR	0	57,991

			151,869

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - HUMAN RESOURCES

DEPT # - 10320

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	29,473	Part time Admin Assistant (24 hours/week) 29,473	Part time Admin Assistant (22.58/hr) (24 hours/week) 28,288
4200	Office Supplies	1,100	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc. (3 yr wgtd avg-1,556)	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc. (3 yr wgtd avg-1,163)
4223	Academic Reimbursement	7,000	Employee reimbursement for cost of tuition, fees and books for job related courses as required by SEA, SPAA, and non-affiliated contracts.	Employee reimbursement for cost of tuition, fees and books for job related courses as required by SEA, SPAA, and non-affiliated contracts. Increase based on renewed interest in tuition reimbursement by eligible employees.
4400	Contracted Services	348	Flexible Spending administration fee. 348 Note: \$5.79/mo./employee for 5 current participants.	Flexible Spending administration fee. 278 Note: \$5.79/mo./employee for 4 current participants.
4405	Membership & Publications	594	IPMA-HR (Required for exams) 405 Society for Human Resources (HR Director) 189	IPMA-HR (Required for exams) 400 Society for Human Resources (HR Director) 209
4406	Printing & Binding	250	Printing costs for manuals, insurance information and wellness program documents.	Printing costs for manuals, insurance information and wellness program documents.
4410	Advertising	500	Advertising for vacancies for most non-major departments, also includes advertising for management or professional positions. Includes Internet, newspaper, and professional publications.	Advertising for vacancies for most non-major departments, also includes advertising for management or professional positions. Includes Internet, newspaper, and professional publications.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - HUMAN RESOURCES

DEPT # - 10320

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4423	Medical Exams/Hiring	16,000	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	65,000	Legal assistance relating to 5 labor contracts, including negotiation, mediation, labor relations, arbitration cases, and grievances.	Legal assistance relating to 5 labor contracts, including negotiation, mediation, labor relations, arbitration cases, and grievances. Negotiations for 3 contracts (Police, SPAA and SEA)
4453	Meetings & Training	2,000	Mileage costs (.58 per mile) for HR employee training, including Primex free training, Annual Public Sector Labor and Employment Law Update, continuing education seminars and HR Certifications.	Mileage costs (.545 per mile) to attend trainings for HR employee training, including Primex free training, Annual Public Sector Labor and Employment Law Update, continuing education seminars and HR Certifications.
4905	Joint Loss Safety Committee	2,295	Per Dept. of Labor LAB 603.02 Establishment of a JLMC that states: "the committee shall have control over a portion of the budget." Panic button expansion. Includes 4 new panic buttons.	Per Dept. of Labor LAB 603.02 Establishment of a JLMC that states: "the committee shall have control over a portion of the budget."

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
EMPLOYEE BENEFITS								
10330 - 4090	REGULAR PAY	15,975	22,403	18,080	21,363	21,363	21,363	21,363
10330 - 4109	EMPLOYEE RETIREMENT BEN.	682,794	419,952	416,333	578,436	578,436	578,436	578,436
10330 - 4114	ANNUAL SICK LEAVE BUY-BACK	140,579	191,366	166,956	156,036	156,036	156,036	156,036
10330 - 4176	HEALTH INSURANCE	528,047	636,873	643,570	640,105	636,406	636,406	636,406
10330 - 4400	CONTRACTED SERVICES	3,107	3,847	2,767	2,877	2,877	2,877	2,877
TOTAL		1,370,502	1,274,441	1,247,705	1,398,817	1,395,118	1,395,118	1,395,118

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - EMPLOYEE BENEFITS

DEPT # - 10330

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4090	Regular Pay	21,363	Represents Non-Affiliate pool to be allocated in 2020 for the following employees not associated with a union contract: Town Manager, Executive Assistant, HR Director, Employee Relations Coord, HR Admin Asst., Finance Director, Assistant Town Manager, Municipal Services Director, Fire Chief, Police Chief, Town Clerk, and Tax Collector. Amount calculated based on 2% of budgeted annual salaries for 9 months. Total request includes \$17,396 in salary and \$3,967 in associated benefits.	Represents Non-Affiliate pool to be allocated in 2019 for the following employees not associated with a union contract: Town Manager, Executive Assistant, HR Director, Employee Relations Coord, HR Admin Asst., Finance Director, Community Development Director, Municipal Services Director, Fire Chief, Police Chief, Town Clerk, and Tax Collector. Amount calculated based on 2% of base annual salaries for 9 months. Total request includes \$18,068 in salary and \$4,335 in associated benefits.
4109	Employee Retirement Benefits	578,436	Funding for buy-outs of sick and vacation accruals for terminating employees. (3 yr wgtd avg-578,436)	Funding for buy-outs of sick and vacation accruals for terminating employees. (3 yr wgtd avg-444,952)
4114	Annual Sick/Vacation Leave Buy-Back	156,036	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. (3 yr wgtd avg-156,036)	Payment to eligible employees for sick days remaining over maximum (72) at year end. Members of SPAA and Police unions, as well as some Non-Affiliates are no longer included. Also includes redemption of unused vacation leave, per union contracts. (3 yr wgtd avg-191,366)
4176	Health Insurance	636,406	Health insurance premiums for eligible duty-related disability retirees from Police and Fire, according to their Union contract. Budgeted amount is net of the subsidy amount received on behalf of the many of the retirees. Covers 34 retirees (26 PD/8FD).	Health insurance premiums for eligible duty-related disability retirees from Police and Fire, according to their Union contract. Budgeted amount is net of the subsidy amount received on behalf most of the retirees. Covers 34 retirees (26 PD/8FD).

DEPT NAME - EMPLOYEE BENEFITS

DEPT # - 10330

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4400	Contracted Services	2,877	<p>The Employee Assistance Program (EAP) is a proactive resource that provides cost-free, confidential counseling sessions and professional referrals to employees.</p> <p>\$1.37/employee/month @ 175 2,877</p>	<p>The Employee Assistance Program (EAP) is a proactive resource that provides cost-free, confidential counseling sessions and professional referrals to employees.</p> <p>\$1.37/employee/month @ 234 3,847 (service previously included with LTD coverage)</p>

DEPT.	2018 EXPENDED	2020 BUDGET		2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
		2019 BUDGET	2019 EXPENDED (PRE-AUDIT)				
<i>BOARDS & COMMITTEES SUMMARY</i>							
PLANNING BOARD	3,647	4,559	4,302	4,005	4,005	4,005	4,005
BOARD OF ADJUSTMENT	1,568	1,758	1,467	1,757	1,757	1,757	1,757
BUDGET COMMITTEE	1,564	1,709	1,900	1,611	1,611	1,611	1,611
CONSERVATION COMMISSION	2,113	2,241	2,047	2,340	2,340	2,340	2,340
TRUSTEE OF TRUST FUNDS	13,173	12,000	13,862	13,500	13,500	13,500	13,500
<hr/>							
TOTAL-BOARDS & COMMITTEES	22,064	22,267	23,579	23,213	23,213	23,213	23,213

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
PLANNING BOARD								
10341 - 4092	TEMPORARY PAY	2,490	3,000	2,850	2,500	2,500	2,500	2,500
10341 - 4172	WORKERS' COMPENSATION	11	9	9	6	6	6	6
10341 - 4174	FICA-SOCIAL SECURITY	190	230	218	191	191	191	191
10341 - 4177	UNEMPLOYMENT COMPENSATION	17	10	14	8	8	8	8
10341 - 4210	OPERATING SUPPLIES	461	500	431	500	500	500	500
10341 - 4405	MEMBERSHIPS & PUBLICATIONS	-	100	18	100	100	100	100
10341 - 4410	ADVERTISING	423	600	702	600	600	600	600
10341 - 4453	MEETINGS & TRAINING	55	110	60	100	100	100	100
SUBTOTAL		3,647	4,559	4,302	4,005	4,005	4,005	4,005

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - PLANNING BOARD

DEPT # - 10341

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	2,500	Recording Secretary 3 yr wgt'd avg - 2,693	Recording Secretary 3 yr wgt'd avg - 3,050
4210	Operating Supplies	500	Photocopying, envelopes & stationery	Photocopying, envelopes & stationery Increase in number of special meetings
4405	Memberships & Publications	100	State Planning Statutes Book, Planning Board Handbooks	State Planning Statutes Book, Planning Board Handbooks
4410	Advertising	600 *	Public notices 3 yr wgt'd avg – 561	Public notices 3 yr wgt'd avg – 846
4453	Meetings & Training	100	Training seminars/workshops	Training seminars/workshops

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

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
BOARD OF ADJUSTMENT								
10342 - 4092	TEMPORARY PAY	999	1,000	971	1,000	1,000	1,000	1,000
10342 - 4172	WORKERS COMPENSATION	4	3	3	2	2	2	2
10342 - 4174	FICA-SOCIAL SECURITY	76	77	74	77	77	77	77
10342 - 4177	UNEMPLOYMENT COMPENSATION	-	3	-	3	3	3	3
10342 - 4210	OPERATING SUPPLIES	61	75	117	75	75	75	75
10342 - 4410	ADVERTISING	428	500	302	500	500	500	500
10342 - 4453	MEETINGS AND TRAINING	-	100	-	100	100	100	100
SUBTOTAL		1,568	1,758	1,467	1,757	1,757	1,757	1,757

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - BOARD OF ADJUSTMENT

DEPT # - 10342

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	1,000	Recording Secretary 3 yr wgt'd avg - 1,065	Recording Secretary 3 yr wgt'd avg - 1,223
4210	Operating Supplies	75	Photocopying, envelopes & stationery, maps	Photocopying, envelopes & stationery, maps
4410	Advertising	500	* Fees associated with legal notices for petitions filed 3 yr wgt'd avg - 448	Fees associated with legal notices for petitions filed 3 yr wgt'd avg - 477
4453	Meetings & Training	100	Training for Board members Conference generally in the Fall	Training for Board members Conference generally in the Fall

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

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
BUDGET COMMITTEE								
10343 - 4092	TEMPORARY PAY	748	955	1,092	798	798	798	798
10343 - 4172	WORKERS COMPENSATION	5	3	3	2	2	2	2
10343 - 4174	FICA-SOCIAL SECURITY	57	73	84	61	61	61	61
10343 - 4177	UNEMPLOYMENT COMPENSATION	-	3	-	2	2	2	2
10343 - 4210	OPERATING SUPPLIES	754	675	722	748	748	748	748
SUBTOTAL		1,564	1,709	1,900	1,611	1,611	1,611	1,611

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - BUDGET COMMITTEE

DEPT # - 10343

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	798	Recording Secretary 3 yr wgtd avg - 798	Recording Secretary 3 yr wgtd avg - 955
4210	Operating Supplies	748	Copies, public notices, binders, etc. 3 yr wgtd avg - 748	Video tapes, photocopying, public notices, binders, etc. 3 yr wgtd avg - 675

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
CONSERVATION COMMISSION								
10344 - 4092	TEMPORARY PAY	711	800	506	800	800	800	800
10344 - 4172	WORKERS COMPENSATION	4	2	2	2	2	2	2
10344 - 4174	FICA-SOCIAL SECURITY	54	61	39	61	61	61	61
10344 - 4177	UNEMPLOYMENT COMPENSATION	-	3	-	2	2	2	2
10344 - 4210	OPERATING SUPPLIES	45	100	55	100	100	100	100
10344 - 4405	MEMBERSHIPS & PUBLICATIONS	1,059	1,075	1,075	1,075	1,075	1,075	1,075
10344 - 4453	MEETINGS & TRAINING	240	200	370	300	300	300	300
SUBTOTAL		2,113	2,241	2,047	2,340	2,340	2,340	2,340

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - CONSERVATION COMMISSION

DEPT # - 10344

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	800	Recording Secretary 3 yr wgt'd avg - 777	Recording Secretary 3 yr wgt'd avg - 884
4210	Operating Supplies	100	Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures 3 yr wgt'd avg - 65	Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures 3 yr wgt'd avg - 118
4405	Memberships & Publications	1,075	NH Assoc. of Conservation Commissions (NHACC) NHACC publications	NH Assoc. of Conservation Commissions (NHACC) NHACC publications
4453	Meetings & Training	300	NHACC Mtg., training workshops/seminars (new members)	NHACC Mtg., training workshops/seminars

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
TRUSTEE OF TRUST FUNDS								
10348 - 4403	TECHNICAL SERVICES	13,173	12,000	13,862	13,500	13,500	13,500	13,500
	SUBTOTAL	13,173	12,000	13,862	13,500	13,500	13,500	13,500
	TOTAL-BOARDS & COMMITTEES	22,064	22,267	23,579	23,213	23,213	23,213	23,213

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - TRUSTEE OF TRUST FUNDS

DEPT # - 10348

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4403	Technical Services	13,500	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.

DEPT.	2018 EXPENDED	2020 BUDGET		2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
		2019 BUDGET	2019 EXPENDED (PRE-AUDIT)				
TOWN BUILDINGS SUMMARY							
TOWN HALL	171,535	186,360	183,781	165,291	165,291	165,291	165,291
OLD TOWN HALL	12,133	12,366	9,816	14,357	14,357	14,357	14,357
HOSE HOUSE	5,360	4,121	4,405	5,205	5,205	5,205	5,205
OLD LIBRARY	11,982	3,433	5,187	4,214	4,214	4,214	4,214
SCHOOL HOUSE #5	3,310	1,686	1,949	1,209	1,209	1,209	1,209
DEPOT TRAIN STATION	7,358	5,690	4,884	5,892	5,892	5,892	5,892
TOTAL-TOWN BUILDINGS	211,678	213,656	210,022	196,168	196,168	196,168	196,168

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
TOWN HALL								
10350 - 4201	MAINTENANCE SUPPLIES	2,754	2,589	4,893	2,589	2,589	2,589	2,589
10350 - 4401	CLEANING SERVICES	19,358	19,360	5,647	-	-	-	-
10350 - 4440	EQUIPMENT RENTAL	390	482	490	482	482	482	482
10350 - 4450	TELEPHONE	20,106	20,335	20,517	21,072	21,072	21,072	21,072
10350 - 4451	POSTAGE	37,738	52,357	53,130	52,357	52,357	52,357	52,357
10350 - 4452	BUILDING MAINTENANCE	27,352	29,794	49,268	30,154	30,154	30,154	30,154
10350 - 4454	ELEVATOR MAINTENANCE	2,116	2,274	2,178	2,346	2,346	2,346	2,346
10350 - 4457	GROUNDS MAINTENANCE	2,516	2,850	2,250	2,850	2,850	2,850	2,850
10350 - 4459	EQUIPMENT MAINTENANCE	11,246	12,661	10,301	12,661	12,661	12,661	12,661
10350 - 4495	HEAT	16,478	13,714	14,078	16,680	16,680	16,680	16,680
10350 - 4496	ELECTRICITY	21,078	28,926	20,044	23,193	23,193	23,193	23,193
10350 - 4497	OTHER UTILITIES	944	1,018	985	907	907	907	907
10350 - 4498	BUILDING REPAIRS	9,460	-	-	-	-	-	-
SUBTOTAL		171,535	186,360	183,781	165,291	165,291	165,291	165,291

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - TOWN HALL

DEPT # - 10350

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4201	Maintenance Supplies	2,589	Paper products, cleaning supplies, light bulbs, water, 3 yr wgtd avg. (2,983)	Paper products, cleaning supplies, light bulbs, water, 3 yr wgtd avg. (2,992)
4401	Cleaning Services	-	Services moved to Parks & Property-To be cleaned by Town staff	Cleaning services for Town Hall Based on bid
4440	Equipment Rental	482	Document disposal container-monthly service 3 yr wgtd avg. (468)	Document disposal container-monthly service 3 yr wgtd avg. (586)
4450	Telephone	21,072	Land line telephone services and fax lines. Cell phones (3) 3 yr wgtd avg. (20,253)	Land line telephone services and fax lines. Cell phones (2) 3 yr wgtd avg. (19,371)
4451	Postage	52,357	Postage costs for all Town Hall operations, motor vehicle registration mailing, public hearing notices, certified mail, ink, sealer Property Tax Bills (2 bulk mail) Permit Fee 3 yr wgtd avg. (42,124)	Postage costs for all Town Hall operations, motor vehicle registration mailing, public hearing notices, certified mail, ink, sealer Property Tax Bills (2 bulk mail) Permit Fee 3 yr wgtd avg. (52,357)
4452	Building Maintenance	30,154	Maintenance contracts: HVAC/Burner maintenance Alarm system monitoring/test Pest control (52/mo.) Window cleaning outside	Maintenance contracts: HVAC/Burner maintenance Alarm system monitoring/test Pest control (52/mo.) Window cleaning outside

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - TOWN HALL

DEPT # - 10350

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			Fire extinguisher/maintenance and inspection	2,100
			Normal upkeep of building (repairs, maintenance, painting, plumbing, electrical and carpentry including supplies for building, walkways, doors, etc.)	8,500
			Flooring improvements (Unexpected HVAC repairs in 2019) 3 yr wgtd avg. (31,675)	10,977
4454 Elevator Maintenance	2,346		Elevator Inspection \$183/mo.	2,196
			Elevator State Inspection	50
			Fire Alarm Test (3 yr wgtd avg. 2,143)	100
4457 Grounds Maintenance	2,850		Fertilize, lime, seed, loam, bark mulch, shrubs, and general maint.of grounds at the Town Hall. 3 yr wgtd avg. (2,360)	
4459 Equipment Maintenance	12,661		Postage meter maintenance contract and rental	3,012
			Copier maintenance contracts and services (3). Includes color copies and overages.	5,048
			Copier lease (1)	2,820
			Folder/sealer maint contract	1,456
			Generator Maintenance	325
			3 yr wgtd avg. (10,982)	

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - TOWN HALL

DEPT # - 10350

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4495	Heat	16,680	Estimated 12,448 therms @ \$1.34 16,680	Estimated 11,060 therms @ \$1.24 13,714
4496	Electricity	23,193	Based on 3 yr wgt'd avg plus 3% 3 yr wgt'd avg. (22,518)	3 yr wgt'd avg. (28,926)
4497	Other Utilities	907	Water and sewer charges 3 yr wgt'd avg. (907)	Water and sewer charges 3 yr wgt'd avg. (1,018)

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
OLD TOWN HALL								
10351 - 4092	TEMPORARY PAY	589	450	-	450	450	450	450
10351 - 4170	RETIREMENT	67	51	-	50	50	50	50
10351 - 4172	WORKERS' COMPENSATION	15	15	15	24	24	24	24
10351 - 4174	FICA-SOCIAL SECURITY	43	34	-	34	34	34	34
10351 - 4210	OPERATING SUPPLIES	-	100	54	100	100	100	100
10351 - 4450	TELEPHONE	1,595	1,781	1,786	1,799	1,799	1,799	1,799
10351 - 4495	HEAT	3,518	4,309	4,219	3,876	3,876	3,876	3,876
10351 - 4496	ELECTRICITY	1,221	890	937	1,138	1,138	1,138	1,138
10351 - 4497	OTHER UTILITIES	100	180	579	330	330	330	330
10351 - 4498	BUILDING REPAIRS	4,984	4,556	2,225	6,556	6,556	6,556	6,556
SUBTOTAL		12,133	12,366	9,816	14,357	14,357	14,357	14,357

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - OLD TOWN HALL

DEPT # - 10351

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	450	Hours for cleaning of building 3 yr wgt'd avg. (565)	Hours for cleaning of building 3 yr wgt'd avg. (500)
4210	Operating Supplies	100	Cleaning supplies	Cleaning supplies
4450	Telephone	1,799	Telephone line charge for alarm Internet	Telephone line charge for alarm Internet
			381 1,418	381 1,400
4495	Heat	3,876	Fuel oil for Old Town Hall. 3 yr wgt'd avg. gal 1,615 @\$2.40	Fuel oil for Old Town Hall. 3 yr wgt'd avg. gal 1,703 @\$2.53
			3,876	4,309
4496	Electricity	1,138	Electricity Based on 3 yr wgt'd avg plus 3% 3 yr wgt'd avg. (1,105)	Electricity 3 yr wgt'd avg. (890)
4497	Other Utilities	330	Water Charges Septic Pumping	Water Charges Septic Pumping
			80 250	80 100
4498	Building Repairs	6,556	Pest control (40/mo) Maintenance, repairs, electrical, etc. Burner Maintenance Contract Alarm Monitoring Fire alarm test 3 yr wgt'd avg. (4,678)	Pest control (40/mo) Maintenance, repairs, electrical, etc. Burner Maintenance Contract Alarm Monitoring Fire alarm test 3 yr wgt'd avg. (4,251)
			480 5,000 384 192 500	480 3,000 384 192 500

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
HOSE HOUSE								
10353 - 4452	BUILDING MAINTENANCE	418	580	480	580	580	580	580
10353 - 4495	HEAT	2,534	2,194	1,542	2,524	2,524	2,524	2,524
10353 - 4496	ELECTRICITY	829	555	1,686	747	747	747	747
10353 - 4497	OTHER UTILITIES	1,580	792	696	1,354	1,354	1,354	1,354
SUBTOTAL		5,360	4,121	4,405	5,205	5,205	5,205	5,205

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - HOSE HOUSE

DEPT # - 10353

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020		EXPLANATION 2019	
4452	Building Maintenance	580	Minor repairs to building	100	Minor repairs to building	100
			Pest Control (40/mo)	480	Pest Control (40/mo)	480
4495	Heat	2,524	Heat		Heat	
			1,185 gals propane @ \$2.13	2,524	984 gals propane @ \$2.23	2,194
4496	Electricity	747	Electricity		Electricity	
			Includes the cost of the Holiday Tree lighting.		Includes the cost of the Holiday Tree lighting.	
			Based on 3 yr wgt'd avg plus 3%			
			3 yr wgt'd avg. (725)		3 yr wgt'd avg. (555)	
4497	Other Utilities	1,354	Water for the Common irrigation system and Old Cemetery		Water for the Common irrigation system and Old Cemetery	
			3 yr wgt'd avg. (1,354)		3 yr wgt'd avg. (792)	

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
OLD LIBRARY								
10354 - 4452	BUILDING MAINTENANCE	3,284	1,686	1,018	2,486	2,486	2,486	2,486
10354 - 4495	HEAT	1,201	1,252	1,347	1,262	1,262	1,262	1,262
10354 - 4496	ELECTRICITY	376	422	371	395	395	395	395
10354 - 4497	OTHER UTILITIES	70	73	72	71	71	71	71
10354 - 4498	BUILDING REPAIRS	7,050	-	2,379	-	-	-	-
SUBTOTAL		11,982	3,433	5,187	4,214	4,214	4,214	4,214

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - OLD LIBRARY

DEPT # - 10354

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4452	Building Maintenance	2,486	Pest Control (43/mo) 516 Routine Maintenance 690 Burner Maintenance 480 Exterior Painting (cost of paint) 800	Pest Control (43/mo) 516 Routine Maintenance 690 Burner Maintenance 480
4495	Heat	1,262	Fuel Oil 3 yr wgt'd avg. 526 gals @ \$2.40 1,262	Fuel Oil 3 yr wgt'd avg. 495 gals @ \$2.53 1,252
4496	Electricity	395	Electricity Based on 3 yr wgt'd avg plus 3% 3 yr wgt'd avg. (384)	Electricity 3 yr wgt'd avg. (422)
4497	Other Utilities	71	Water charges Based on 3 yr wgt'd avg 3 yr wgt'd avg. (71)	Water charges Based on 3 yr wgt'd avg 3 yr wgt'd avg. (73)

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
SCHOOL HOUSE #5								
10355 - 4450	TELEPHONE	370	370	373	370	370	370	370
10355 - 4452	BUILDING MAINTENANCE	2,769	1,172	1,404	672	672	672	672
10355 - 4496	ELECTRICITY	171	144	172	167	167	167	167
SUBTOTAL		3,310	1,686	1,949	1,209	1,209	1,209	1,209

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - SCHOOL HOUSE #5

DEPT # - 10355

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020		EXPLANATION 2019	
4453	Telephone	370	Telephone line for security system 3 yr wgt'd avg. (371)		Telephone line for security system 3 yr wgt'd avg. (370)	
4452	Building Maintenance	672	Pest control (40/mo)	480	Pest control (40/mo)	480
			Alarm Monitoring	192	Alarm Monitoring	192
					Exterior Painting (cost of paint)	500
4496	Electricity	167	Electricity Based on 3 yr wgt'd avg plus 3% 3 yr wgt'd avg. (162)		Electricity 3 yr wgt'd avg. (144)	

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>DEPOT TRAIN STATION</i>								
10356 - 4452	BUILDING MAINTENANCE	4,337	2,733	2,188	2,733	2,733	2,733	2,733
10356 - 4495	HEAT	1,626	1,354	1,372	1,676	1,676	1,676	1,676
10356 - 4496	ELECTRICITY	1,287	1,496	1,216	1,376	1,376	1,376	1,376
10356 - 4497	OTHER UTILITIES	107	107	109	107	107	107	107
SUBTOTAL		7,358	5,690	4,884	5,892	5,892	5,892	5,892
TOTAL-TOWN BUILDINGS		211,678	213,656	210,022	196,168	196,168	196,168	196,168

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - DEPOT TRAIN STATION

DEPT # - 10356

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4452	Building Maintenance	2,733	Fire alarm inspection 285 Alarm monitoring 192 Fire extinguisher inspection 100 Burner maintenance contract 708 HVAC repairs 680 Pest control (64/mo) 768	Fire alarm inspection 285 Alarm monitoring 192 Fire extinguisher inspection 100 Burner maintenance contract 708 HVAC repairs 680 Pest control (64/mo) 768
4495	Heat	1,676	787 gals (3 yr wgt'd avg) propane @ \$2.13/gallon	607 gals (3 yr wgt'd avg) propane @ \$2.23/gallon
4496	Electricity	1,376	Electricity Based on 3 yr wgt'd avg plus 3% 3 yr wgt'd avg. (1,336)	Electricity 3 yr wgt'd avg. (1,496)
4497	Other Utilities	107	Water and Sewer charges 3 yr wgt'd avg. (107)	Water and Sewer charges 3 yr wgt'd avg. (107)

**Estimated offsetting revenues of \$13,284 per year plus 60% Utility cost share

2020 BUDGET							
DEPT.	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
FINANCIAL SERVICES SUMMARY							
FINANCE	720,475	783,948	786,969	823,561	828,388	828,388	828,388
INFORMATION TECHNOLOGY	517,862	607,771	556,671	869,658	869,658	869,658	869,658
ASSESSING	334,737	385,726	360,574	396,614	396,991	396,991	396,991
TOWN CLERK	220,504	242,008	201,082	217,594	218,293	218,293	218,293
ELECTIONS	44,120	22,711	21,695	79,545	79,545	79,545	79,545
COLLECTIONS	212,515	215,874	235,603	252,684	254,804	254,804	254,804
TAX COLLECTOR	184,556	186,328	186,651	190,565	190,812	190,812	190,812
DEBT SERVICES	704,280	696,126	685,731	882,721	882,721	882,721	882,721
INSURANCE	421,636	420,462	366,999	363,531	363,531	363,531	363,531
<hr/>							
TOTAL - FINANCIAL SERVICES	3,360,686	3,560,954	3,401,975	4,076,473	4,084,743	4,084,743	4,084,743

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
FINANCE DEPARTMENT								
20100 - 4090	REGULAR PAY	403,522	435,273	440,800	456,416	459,639	459,639	459,639
20100 - 4092	TEMPORARY PAY	65,344	71,621	71,648	73,330	74,375	74,375	74,375
20100 - 4111	TREASURER	2,500	2,500	2,500	2,500	2,500	2,500	2,500
20100 - 4170	RETIREMENT	40,922	43,999	44,595	50,982	51,342	51,342	51,342
20100 - 4171	DISABILITY INSURANCE	3,439	3,643	3,630	3,442	3,464	3,464	3,464
20100 - 4172	WORKERS' COMPENSATION	1,571	1,588	1,588	1,225	1,254	1,254	1,254
20100 - 4174	FICA-SOCIAL SECURITY	35,134	38,969	37,876	40,717	41,043	41,043	41,043
20100 - 4176	HEALTH INSURANCE	119,794	138,146	138,200	145,047	144,300	144,300	144,300
20100 - 4177	UNEMPLOYMENT COMPENSATION	381	384	336	336	336	336	336
20100 - 4178	LIFE INSURANCE	1,058	1,104	1,102	1,056	1,058	1,058	1,058
20100 - 4179	DENTAL INSURANCE	5,115	5,921	5,868	6,336	6,903	6,903	6,903
20100 - 4200	OFFICE SUPPLIES	841	1,945	1,293	1,251	1,251	1,251	1,251
20100 - 4400	CONTRACTED SERVICES	5,000	2,500	2,500	5,000	5,000	5,000	5,000
20100 - 4404	AUDIT	28,160	30,660	30,660	30,660	30,660	30,660	30,660
20100 - 4405	MEMBERSHIPS & PUBLICATIONS	884	619	604	569	569	569	569
20100 - 4406	PRINTING & BINDING	1,442	1,647	1,257	1,597	1,597	1,597	1,597

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
20100 - 4408	VEHICLE EXPENSE	470	414	548	432	432	432	432
20100 - 4453	MEETINGS & TRAINING	4,713	2,665	1,522	2,665	2,665	2,665	2,665
20100 - 4600	OFFICE FURNITURE & EQUIP.	187	350	442	-	-	-	-
TOTAL		720,475	783,948	786,969	823,561	828,388	828,388	828,388

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
FINANCE - 20100			
4090	FINANCE DIRECTOR	0	127,918
	ACCOUNTING AND BUDGET MANAGER	0	102,279
	PAYROLL COORDINATOR	0	63,915
	ACCOUNTING CLERK	0	52,949
	ACCOUNTS PAYABLE	0	57,619
	UTILITY COORDINATOR (30 HRS) (INCREASED TO 37.5 HRS FOR 9 MOS)	0	54,959

			459,639

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FINANCE

DEPT # - 20100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	74,375	Part time Utilities Clerk - 27.5 hours/week	33,350 Part time Utilities Clerk - 27.5 hours/week
			Part time Purchasing Agent – 27.5 hours/week	41,025 Part time Purchasing Agent – 27.5 hours/week
4111	Treasurer Pay	2,500	Compensation for Town Treasurer.	Compensation for Town Treasurer.
4200	Office Supplies	1,251	Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc. 3 yr wgt'd avg. (1,251)	Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc. 3 yr wgt'd avg. (1,945)
4400	Contracted Services	5,000	Actuarial Services for valuation of OPEBs (Other Post- Employment Benefits) (Done every 2 years)	Actuarial Services for valuation of OPEBs (Other Post- Employment Benefits) (Done every 2 years) Update needed in 2019 for GASB 75 implementation
4404	Audit	30,660	Annual financial audit (2019) and consultation calls Single Audit (Third year of 3 year contract)	28,160 Annual financial audit (2018) and consultation calls Single Audit (Second year of 3 year contract)
4405	Memberships & Publications	569	NH Government Finance Officers Association (FD, Acct&BM, and Purchasing Agent) National Government Finance Officers Association (FD)	135 NH Government Financial Officer Association (FD and Acct&BM) 225 National Government Financial Officer Association (FD)
				100 225

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FINANCE

DEPT # - 20100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			American Purchasing Society 209	American Purchasing Society 219
			Notary Renewal -	Notary Renewal 75
4406	Printing & Binding	1,597	W-2's, 1099's, and 1095 Forms 500	W-2's, 1099's, and 1095 Forms 550
			A/P checks (6,000) 697	A/P checks (6,000) 697
			Purchase order paper 400	Purchase order paper 400
4408	Vehicle Expense	432	Mileage reimbursement for finance personnel. 3 yr wgtd avg. (432)	Mileage reimbursement for finance personnel. 3 yr wgtd avg. (414)
4453	Meetings & Training	2,665	Additional as needed training for Finance staff 865	Additional as needed training for Finance staff 865
			NH Gov't Finance Officers Assoc. annual conference (Bgt Mgr) 300	NH Gov't Financial Officer Assoc. annual conference (Bgt Mgr) 300
			Continued professional education per Finance Director's employment contract 1,500	Continued professional education per Finance Director's employment contract 1,500

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
INFORMATION TECHNOLOGY								
20200 - 4210	OPERATING SUPPLIES	16,673	22,332	15,691	19,829	19,829	19,829	19,829
20200 - 4400	CONTRACTED SERVICES	466,728	509,066	476,616	795,195	795,195	795,195	795,195
20200 - 4459	EQUIPMENT MAINTENANCE	8,126	7,500	7,500	7,500	7,500	7,500	7,500
20200 - 4701	COMPUTER EQUIP ACQUISITION	25,905	52,873	40,865	47,134	47,134	47,134	47,134
20200 - 4718	COMPUTER SOFTWARE ACQUISITION	430	16,000	16,000	-	-	-	-
TOTAL		517,862	607,771	556,671	869,658	869,658	869,658	869,658

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4210	Operating Supplies	19,829	PC accessories 500 Security/ID supplies 300 Computer paper/labels 1,500 Printer supplies 17,529 (3 yr wgtd avg - 19,829)	PC accessories 500 Security/ID supplies 300 Computer paper/labels 4,500 Printer supplies 17,032 (3 yr wgtd avg - 22,332)
4400	Contracted Services	795,195	Contracted IT support 235,320 Contracted IT (Other projects) 15,000 Internet Access (Townwide and ITS) 8,605 High speed fiber-Comcast ethernet 7,677 Town Website-Hosting, maintenance, additions & updates 3,500 Wiring & support services 2,000 Telephone / Voicemail / Internet / Network (svc calls) 3,600 Pole licenses (Townwide Fiber) 400 Higgins (Security/ID maintenance) 335 Wiring and fiber termination 5,000 Xirrus Wireless Services 2,500 VueWorks Support Services (25 hours) 5,000 SonicWall (Town Hall and PD) 5,800 South and North Fire off Comcast 10,000 Mitel phone system upgrade - TH 39,000 Mitel phone system upgrade - PD 30,000 Mitel phone system upgrade - FD 28,000 Mitel phone system upgrade - Senior 8,000 Mitel phone system upgrade - DPW 11,000	Contracted IT support 237,720 (includes server backup/recovery) Contracted IT (Other projects) 15,000 Internet Access (Townwide and ITS) 8,580 High speed fiber-Comcast ethernet 7,277 Town Website-Hosting, maintenance, additions & updates 3,500 Wiring & support services 2,000 Telephone / Voicemail / Internet / Network (svc calls) 3,600 Pole licenses (Townwide Fiber) 400 Higgins (Security/ID maintenance) 335 Wiring and fiber termination 5,000 Time & Attendance service 14,600

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			IT: Comcast internet circuit with 13 public IP-ITS	
			4,200	
			Software Maintenance Agreements:	Software Maintenance Agreements:
			BOS: Box (10 seats)	1,800
			1,800	
			BOS: DocuSign	2,880
			2,880	
			Finance: Munismart	40,527
			43,039	
			Time and Attendance Service	
			14,600	
			IT: Microsoft Exchange Online (301 Lic)	32,532
			32,532	
			IT: Microsoft Office (250 Lic)	
			24,000	
			IT: Active directory auditing	1,000
			1,000	
			IT: Eventlog analyzer	2,000
			2,000	
			IT: SonicWall Firewall-ITS	
			7,255	
			IT: Veeam/StorageCraft BC software for SQL server	
			900	
			IT: Imaging software for ITS workstations in 4 field workstation	
			4,224	
			Assessing: Vision Appraisal-Software maintenance (web-hosting included in Assessing budget)	7,406
			7,900	
			Assessing: Upgrade Vision to version 8.0	
			15,000	
			Town Clerk: Interware - E-Reg Client/User Licenses	5,131
			5,593	
			CD: ArcInfo, ArcGIS, ArcView, ArcPad-GIS (ESRI)	8,320
			8,515	
			CD: Public-facing GIS web services (includes 4,000 implementation)	
			12,000	
			Adobe pro subscription (5 users)	733
			1,019	
				CD: Adobe pro subscription (4 users)

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			PD: Acorn - Telephone Recording System 1,350	Police: Acorn - Telephone Recording System 1,350
			PD: BOLO Mobile app 2,500	
			PD: Crew Sense - Scheduling software (75% offset) 8,010	
			PD: DataVis - crime analysis software 4,900	Police: DataVis - crime analysis software 4,900
			PD: Guardian Tracking 2,906	Police: Guardian 2,906
			PD: IMC/Tritech - Police Operations 29,843	Police: IMC/Tritech - Police Operations 28,163
			PD: Portsmouth PD for cross agency maintenance fee 245	Automotive Diagnostic Subscription-FD (moved to FD budget)
			PD: PowerDMS - Policy software 4,690	PD: PowerDMS - Policy software 4,285
			FD: Code Red - resident notification 12,500	FD: Code Red - resident notification 12,444
			FD: RedAlert - Dispatch, track, log and report 20,000	FD: RedAlert - Fire Department to dispatch, track, log and report 19,028
			FD: TEMSIS - Computer Aided Dispatch Support 1,800	FD: TEMSIS - Computer Aided Dispatch Support 1,800
			FD: Building Permit Software 84,930	FD: Viewpoint (Building Division) 22,360
			Engineering: Autodesk (DLT) - Architectural Drawing 5,607	Engineering: Autodesk (DLT) - Architectural Drawing 4,769
			Engineering: VueWorks - Infrastructure Asset Management 6,720	Engineering: VueWorks - Infrastructure Asset Management 6,720
4459	Equipment Maintenance	7,500	Printer maintenance contracts & miscellaneous repairs 7,500	Printer maintenance contracts & miscellaneous repairs 7,500
4701	Computer Equip Acquisition	47,134	5 repl monitors (229/monitor) 1,145	5 repl monitors (170/monitor) 850
			3 repl computers (1,000/computer) 3,000	5 repl computers (925/computer) 4,625
			1 repl computer engineering 2,590	
			2 repl switches (3,500/switch) 7,000	2 repl switches (4,000/switch) 8,000

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			2 repl GBIC/SFP	2 repl GBIC/SFP (for fiber)
			1,600	1,550
			Replace GIS server	Replacement monitors for Finance (9)
			10,200	1,980
			Replace ITS server	3 Computers for PD Cruisers (2 repl, 1
			14,824	13,368
			Replace ITS BDR server	Timeclocks (9)
			2,775	22,500
			10 UPS battery replacements	
			4,000	

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
ASSESSING								
20300 - 4090	REGULAR PAY	187,320	212,386	185,581	215,492	217,058	217,058	217,058
20300 - 4092	TEMPORARY PAY	28,472	29,013	29,018	29,265	29,683	29,683	29,683
20300 - 4170	RETIREMENT	9,400	11,889	15,728	12,280	12,454	12,454	12,454
20300 - 4171	DISABILITY INSURANCE	1,530	1,799	1,401	1,821	1,831	1,831	1,831
20300 - 4172	WORKERS' COMPENSATION	10,925	10,852	10,638	8,815	8,953	8,953	8,953
20300 - 4174	FICA-SOCIAL SECURITY	15,891	18,466	15,448	18,724	18,875	18,875	18,875
20300 - 4176	HEALTH INSURANCE	70,832	90,294	85,876	96,820	94,832	94,832	94,832
20300 - 4177	UNEMPLOYMENT COMPENSATION	143	192	210	168	168	168	168
20300 - 4178	LIFE INSURANCE	483	548	497	561	563	563	563
20300 - 4179	DENTAL INSURANCE	2,116	2,805	2,547	3,429	3,335	3,335	3,335
20300 - 4200	OFFICE SUPPLIES	634	300	452	400	400	400	400
20300 - 4237	GAS & OIL	265	400	464	410	410	410	410
20300 - 4400	CONTRACTED SERVICES	3,314	3,575	7,900	3,948	3,948	3,948	3,948
20300 - 4405	MEMBERSHIPS & PUBLICATIONS	759	795	1,119	1,268	1,268	1,268	1,268
20300 - 4406	PRINTING & BINDING	595	400	610	450	450	450	450
20300 - 4408	VEHICLE EXPENSE	566	807	1,082	858	858	858	858

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
20300 - 4453	MEETINGS & TRAINING	981	1,005	1,280	1,505	1,505	1,505	1,505
20300 - 4458	VEHICLE MAINTENANCE	512	200	723	400	400	400	400
TOTAL		334,737	385,726	360,574	396,614	396,991	396,991	396,991

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
ASSESSING - 20300			
4090	CHIEF ASSESSOR	0	105,560
	DEPUTY ASSESSOR	0	62,709
	ASSESSING CLERK	0	48,788

			217,058

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - ASSESSING

DEPT # - 20300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	29,683	Part time Clerk-25 hrs/wk	Part time Clerk-25 hrs/wk
			29,683	29,013
4200	Office Supplies	400	Paper, pens, pencils, envelopes	Paper, pens, pencils, envelopes
			400	
4237	Gas & Oil	410	Estimate 200 gals. @\$2.05 per gal.	Estimate 180 gals. @\$2.22 per gal. Deputy now full time. More field work
4400	Contracted Services	3,948	Vision Appraisal Internet web site (Software maintenance included in IT budget)	Vision Appraisal Internet web site (Software maintenance included in IT budget)
			3,648	3,300
			Deed printing cost	Deed printing cost
			300	275
4405	Memberships & Publications	1,268	Northeast Regional Association of Assessing Officers (NRAAO) Dues - Assessor	Northeast Regional Association of Assessing Officers (NRAAO) Dues - Assessor
			40	40
			NH Association of Assessing Officers (NHAAO) Dues-per statute	NH Association of Assessing Officers (NHAAO) Dues-per statute
			80	80
			Marshall & Swift (cost manual)	Marshall & Swift (cost manual)
			695	675
			MLS Access/Board Affiliate Member (GSSBR/NEREN)	
			453	
4406	Printing & Binding	450	Forms	Forms
			450	400
4408	Vehicle Expense	858	1,480 miles @.58 per mile	1,480 miles @.545 per mile
			858	807
4453	Meetings & Training	1,505	LGC Conference	LGC Conference
			200	130
			Northeast Regional Assoc. of Assessing Officials Conference	Northeast Regional Assoc. of Assessing Officials Conference
			650	650

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - ASSESSING

DEPT # - 20300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			Uniform Standards of Professional Appraisal Practices (USPAP) courses (2-Deputy) 615	Uniform Standards of Professional Appraisal Practices (USPAP) course 225
			Review courses for CNHA (Chief & Deputy) 40	
4458	Vehicle Maintenance	400	Repair & maintenance of car assigned to Assessing Department	Repair & maintenance of car assigned to Assessing Department

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
TOWN CLERK								
20400 - 4090	REGULAR PAY	129,941	144,536	133,061	147,703	148,411	148,411	148,411
20400 - 4092	TEMPORARY PAY	9,518	-	3,941	-	-	-	-
20400 - 4170	RETIREMENT	14,786	16,296	14,872	16,498	16,578	16,578	16,578
20400 - 4171	DISABILITY INSURANCE	1,086	1,202	1,046	1,219	1,226	1,226	1,226
20400 - 4172	WORKERS' COMPENSATION	452	434	434	339	344	344	344
20400 - 4174	FICA-SOCIAL SECURITY	10,421	11,057	10,446	11,299	11,353	11,353	11,353
20400 - 4176	HEALTH INSURANCE	41,575	55,078	26,871	29,201	29,070	29,070	29,070
20400 - 4177	UNEMPLOYMENT COMPENSATION	119	48	52	42	42	42	42
20400 - 4178	LIFE INSURANCE	383	412	371	414	416	416	416
20400 - 4179	DENTAL INSURANCE	1,559	2,210	795	969	943	943	943
20400 - 4200	OFFICE SUPPLIES	8,382	8,330	6,766	7,430	7,430	7,430	7,430
20400 - 4211	DOG LICENSES	1,139	1,300	1,348	1,300	1,300	1,300	1,300
20400 - 4453	MEETINGS & TRAINING	902	745	1,079	820	820	820	820
20400 - 4459	EQUIPMENT MAINTENANCE	240	360	-	360	360	360	360
TOTAL		220,504	242,008	201,082	217,594	218,293	218,293	218,293

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
TOWN CLERK - 20400			
4090	TOWN CLERK	0	97,975
	DEPUTY TOWN CLERK	0	50,436

			148,411

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - TOWN CLERK

DEPT # - 20400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4200	Office Supplies	7,430	General office supplies and copier charges for the Town Clerk's office.	General office supplies for the Town Clerk's office. Pens, pencils, paper, binders, envelopes.etc.
			Vehicle Red Book	Vehicle Red Book
				Renewal Scanners (6)
4211	Dog Licenses	1,300	Dog license tags	Dog license tags
4453	Meetings and Training	820	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

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>ELECTIONS</i>								
20500 - 4092	TEMPORARY PAY	31,709	13,600	12,649	60,300	60,300	60,300	60,300
20500 - 4172	WORKERS' COMPENSATION	129	41	41	139	139	139	139
20500 - 4174	FICA-SOCIAL SECURITY	782	520	529	2,306	2,306	2,306	2,306
20500 - 4177	UNEMPLOYMENT COMPENSATION	8	-	2	-	-	-	-
20500 - 4210	OPERATING SUPPLIES	6,140	5,900	6,004	11,300	11,300	11,300	11,300
20500 - 4408	VEHICLE EXPENSE	38	-	-	-	-	-	-
20500 - 4459	EQUIPMENT MAINTENANCE	1,350	1,350	1,500	1,500	1,500	1,500	1,500
20500 - 4468	VOTING MACHINE SET-UP	3,964	1,300	970	4,000	4,000	4,000	4,000
TOTAL		44,120	22,711	21,695	79,545	79,545	79,545	79,545

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - ELECTIONS

DEPT # - 20500

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	60,300	Poll Workers- 4 elections 40,000 Poll Workers- 1 Town meeting 500 Supervisors (3) & Moderator (1) - 1 meeting. 400 Supervisors' hours 18,000 Moderator - 4 Elections 400 Secretary-meeting minutes 1,000	Poll Workers – 1 election 6,750 Poll Workers – 1 Town meeting 350 Supervisors (3) & Moderator - 1 meeting @ \$100 400 Supervisors' hours 5,000 Moderator - 1 election 100 Secretary-meeting minutes 1,000
4210	Operating Supplies	11,300	March Ballots 6,500 Supplies (ender cards,markers, etc) 2,000 Voter Checklists –4 elections 2,800	March Ballots 5,100 Supplies (ender cards,markers, etc) 400 Voter Checklists –1 election 400
4459	Equipment Maintenance	1,500	Maintenance for 6 machines @ \$250 per machine. 1,500	Maintenance for 6 machines @ \$225 per machine. 1,350
4468	Voting Machine Set-up	4,000	Programming of voting machines and election support for four elections. 4,000	Programming of voting machines and election support for one election. 1,300

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>COLLECTIONS</i>								
20550 - 4090	REGULAR PAY	90,790	92,638	83,590	93,418	94,750	94,750	94,750
20550 - 4092	TEMPORARY PAY	61,333	61,891	68,885	66,650	67,520	67,520	67,520
20550 - 4170	RETIREMENT	10,332	10,446	9,419	10,436	10,584	10,584	10,584
20550 - 4171	DISABILITY INSURANCE	805	894	893	898	912	912	912
20550 - 4172	WORKERS' COMPENSATION	499	463	463	407	421	421	421
20550 - 4174	FICA-SOCIAL SECURITY	11,454	11,821	10,962	12,245	12,413	12,413	12,413
20550 - 4176	HEALTH INSURANCE	35,119	35,088	58,413	65,444	65,090	65,090	65,090
20550 - 4177	UNEMPLOYMENT COMPENSATION	220	197	168	168	168	168	168
20550 - 4178	LIFE INSURANCE	201	226	224	226	230	230	230
20550 - 4179	DENTAL INSURANCE	1,762	2,210	2,585	2,792	2,716	2,716	2,716
TOTAL		212,515	215,874	235,603	252,684	254,804	254,804	254,804

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
COLLECTIONS - 20550			
4090	COLLECTIONS CLERK (2)	0	94,750
			----- 94,750

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - COLLECTIONS

DEPT # - 20550

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020		EXPLANATION 2019	
4092	Temporary Pay	67,520	Part-time clerk (23.5 hrs/wk.)	28,397	Part-time clerk (24.0 hrs/wk.)	28,350
			Part-time clerk (26.5 hrs/wk)	33,478	Part-time clerk (26.5 hrs/wk)	32,732
			Coverage for vacations, etc.	5,645	Coverage for vacations, etc.	5,600

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
TAX COLLECTOR								
20600 - 4090	REGULAR PAY	94,754	96,172	96,173	97,975	97,975	97,975	97,975
20600 - 4092	TEMPORARY PAY	27,593	26,916	27,575	27,124	27,490	27,490	27,490
20600 - 4170	RETIREMENT	10,782	10,843	10,838	10,944	10,944	10,944	10,944
20600 - 4171	DISABILITY INSURANCE	732	735	739	741	741	741	741
20600 - 4172	WORKERS' COMPENSATION	381	369	369	287	289	289	289
20600 - 4174	FICA-SOCIAL SECURITY	9,247	9,416	9,345	9,570	9,598	9,598	9,598
20600 - 4176	HEALTH INSURANCE	22,827	23,990	23,987	25,201	25,070	25,070	25,070
20600 - 4177	UNEMPLOYMENT COMPENSATION	48	48	42	42	42	42	42
20600 - 4178	LIFE INSURANCE	294	294	294	294	294	294	294
20600 - 4179	DENTAL INSURANCE	557	595	590	637	619	619	619
20600 - 4200	OFFICE SUPPLIES	1,006	850	420	850	850	850	850
20600 - 4403	TECHNICAL SERVICES	9,471	8,400	9,323	9,100	9,100	9,100	9,100
20600 - 4406	PRINTING & BINDING	5,042	5,500	5,141	5,600	5,600	5,600	5,600
20600 - 4408	VEHICLE EXPENSE	297	350	238	350	350	350	350
20600 - 4453	MEETINGS & TRAINING	510	550	520	550	550	550	550
20600 - 4587	RECORDING FEES	950	1,200	1,058	1,200	1,200	1,200	1,200

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
20600 - 4600	OFFICE FURNITURE & EQUIP.	66	100	-	100	100	100	100
	TOTAL	184,556	186,328	186,651	190,565	190,812	190,812	190,812

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
TAX COLLECTOR - 20600			
4090	TAX COLLECTOR	0	97,975
			----- 97,975

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - TAX COLLECTOR

DEPT # - 20600

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	27,490	Part-time clerk (20 hrs./wk.) Coverage for vacation & tax time (approx 60 hrs)	Part-time clerk (20 hrs./wk.) Coverage for vacation & tax time (approx 60 hrs)
			26,021	25,444
			1,469	1,472
4200	Office Supplies	850	General office supplies and fax toner cartridges.	General office supplies and fax toner cartridges.
4403	Technical Services	9,100	Lock box processing services for the property tax receipts	Lock box processing services for the property tax receipts
			1,600	1,600
			Post Office box rental	Post Office box rental
			1,300	1,300
			On-line billing ACH chgs	On-line billing ACH chgs
			6,200	5,500
			(Property tax and water/sewer billing. W/S included in Admin. Service charge allocation)	(Property tax and water/sewer billing. W/S included in Admin. Service charge allocation)
				Software changes because of NH State Law interest rate reduction 4/1/19
				Invoice Cloud- the Town's on-line service provider
				No charge
				Munismart- Town's software provider
				No charge
4406	Printing & Binding	5,600	Property tax billing	Property tax billing
			5,300	5,200
				Changes to property tax bill template because of interest rate change
				No charge
			Certified cards	Certified cards
			300	300
4408	Vehicle Expense	350	Meeting and training mileage. Mileage to the bank to pick up lock box information for processing.	Meeting and training mileage. Mileage to the bank to pick up lock box information for processing.
4453	Meetings & Training	550	NH Tax Collectors Assoc. Conference per RSA 31:8 (Tax Collector)	NH Tax Collectors Assoc. Conference per RSA 31:8 (Tax Collector)
			430	400

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - TAX COLLECTOR

DEPT # - 20600

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			Dues per RSA 31:8 20	Miscellaneous dues, law books, etc. 50
			Workshops (Tax Collector) 100	Workshops (Tax Collector) 100
4587	Recording Fees	1,200	This item is paid for by the property owners on tax lien.	This item is paid for by the property owners on tax lien.
4600	Office Furniture & Equipment	100	Replacement of Office Furniture & Equipment as needed	Calculator

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
DEBT SERVICES								
20700 - 4502	BRIDGE CONST-PRINCIPAL '09	235,000	235,000	235,000	-	-	-	-
20700 - 4503	BRIDGE CONST-PRINCIPAL '10	130,000	130,000	130,000	125,000	125,000	125,000	125,000
20700 - 4504	BRIDGE CONST-PRINCIPAL '13	121,000	121,000	121,000	121,000	121,000	121,000	121,000
20700 - 4505	BRIDGE CONST-PRINCIPAL '14	140,000	140,000	140,000	140,000	140,000	140,000	140,000
20700 - 4506	DEPOT LAND-PRINCIPAL '19	-	-	-	285,000	285,000	285,000	285,000
20700 - 4507	DRINKING WATER-PRINCIPAL '19	-	-	-	40,000	40,000	40,000	40,000
20700 - 4516	BRIDGE CONST-INTEREST '09	12,925	7,050	7,050	-	-	-	-
20700 - 4517	BRIDGE CONST-INTEREST '10	14,775	9,575	9,575	4,375	4,375	4,375	4,375
20700 - 4518	BRIDGE CONST-INTEREST '13	21,180	17,550	17,550	13,920	13,920	13,920	13,920
20700 - 4519	BRIDGE CONST-INTEREST '14	29,400	25,200	25,200	21,000	21,000	21,000	21,000
20700 - 4520	DEPOT LAND-INTEREST '19	-	-	-	123,175	123,175	123,175	123,175
20700 - 4521	DRINKING WATER-INTEREST '19	-	-	-	9,000	9,000	9,000	9,000
20700 - 4571	INTEREST-TANS	-	1	-	1	1	1	1
20700 - 4572	BOND AND NOTE FEES	-	10,750	356	250	250	250	250
TOTAL		704,280	696,126	685,731	882,721	882,721	882,721	882,721

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - DEBT SERVICE

DEPT # - 20700

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4503	Bridge & Const – '10 – Principal N Main & Emerson-80%	125,000	Bond Issue 2010 Final Payment 2020	Bond Issue 2010 Final Payment 2020
4504	Bridge & Const – '13 – Principal Bluff St & Providence Hill	121,000 *	Bond Issue 2013 Final Payment 2023	Bond Issue 2013 Final Payment 2023
4505	Bridge & Const – '14 – Principal Shannon Road	140,000 *	Bond Issue 2014 Final Payment 2024	Bond Issue 2014 Final Payment 2024
4506	Depot Land Acquisition – '19 – Principal	285,000 **	Bond Issue 2019 Final Payment 2029	
4507	Drinking Water Capacity Rights – '19 – Principal	40,000	Bond Issue 2019 Final Payment 2024	
4517	Bridge & Const '10 – Interest	4,375	2020 Interest	2019 Interest
4518	Bridge & Const '13 – Interest	13,920	2020 Interest	2019 Interest
4519	Bridge & Const '14 – Interest	21,000	2020 Interest	2019 Interest
4520	Depot Land Acquisition – '19 – Interest	123,175	2020 Interest	

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - DEBT SERVICE

DEPT # - 20700

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4521	Drinking Water Capacity Rights – '19 – Principal	9,000	2020 Interest	
4571	TANS – Interest	1	2020 Interest Estimate	2019 Interest Estimate
4572	Bond and Note Fees	250	Annual Bond Disclosure	Annual Bond Disclosure 250 BAN Issuance Fees 10,000

* Principal offset of 15,918 via amortized bond premiums

**100% offset via MOU with developer and traffic impact fees

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
INSURANCE								
20800 - 4095	TEMPORARY ALTERNATE DUTY	5,645	20,000	935	10,000	10,000	10,000	10,000
20800 - 4470	GENERAL LIABILITY	183,923	180,310	161,826	155,127	155,127	155,127	155,127
20800 - 4472	POLICE LIABILITY	95,185	91,124	83,403	81,800	81,800	81,800	81,800
20800 - 4474	BONDS	100	100	100	100	100	100	100
20800 - 4475	FLEET INSURANCE	61,599	56,094	50,822	49,265	49,265	49,265	49,265
20800 - 4491	PROPERTY INSURANCE	71,003	63,834	58,871	58,239	58,239	58,239	58,239
20800 - 4493	INSURANCE DEDUCTIBLES	4,181	9,000	11,043	9,000	9,000	9,000	9,000
TOTAL		421,636	420,462	366,999	363,531	363,531	363,531	363,531

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - INSURANCE

DEPT # - 20800

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4095	Temporary Alternate Duty	10,000	Temporary Alternate Duty pay (3 yr wgt'd avg 13,852)	Temporary Alternate Duty pay (3 yr wgt'd avg 51,927)
4470	General Liability	155,127	Liability Coverage Premium allocation based on expenditures.	Liability Coverage Premium allocation based on expenditures.
4472	Police Liability	81,800	Liability coverage for Law Enforcement.	Liability coverage for Law Enforcement.
4474	Bonds	100	Highway bond.	Highway bond.
4475	Fleet Insurance	49,265	Coverage for Town-owned vehicles.	Coverage for Town-owned vehicles.
4491	Property Insurance	58,239	Coverage for Town-owned buildings and contents.	Coverage for Town-owned buildings and contents.
4493	Insurance Retention/ Deductibles	9,000	Deductible coverage up to \$1,000 per claim on property. 2020 Liability & Insurance estimates assume 5% increase over 2019/20 rates	Deductible coverage up to \$1,000 per claim on property. 2019 estimates assume 5% increase for Liability and 5% increase for Property, effective 7/1/2019

DEPT.	2018 EXPENDED	2020 BUDGET		2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
		2019 BUDGET	2019 EXPENDED (PRE-AUDIT)				
COMMUNITY DEVELOPMENT SUMMARY							
COMMUNITY DEVELOPMENT	365,370	393,752	297,827	244,952	247,526	247,526	247,526
PLANNING	250,710	286,615	263,070	360,392	361,957	361,957	361,957
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TOTAL - COMMUNITY DEVELOPMENT	616,080	680,367	560,897	605,344	609,483	609,483	609,483

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
COMMUNITY DEVELOPMENT								
30000 - 4090	REGULAR PAY	243,091	254,878	193,476	161,033	163,328	163,328	163,328
30000 - 4170	RETIREMENT	27,665	28,737	21,847	17,988	18,242	18,242	18,242
30000 - 4171	DISABILITY INSURANCE	1,953	2,025	1,630	1,330	1,341	1,341	1,341
30000 - 4172	WORKERS' COMPENSATION	772	770	770	370	385	385	385
30000 - 4174	FICA-SOCIAL SECURITY	18,276	19,499	14,487	12,319	12,495	12,495	12,495
30000 - 4176	HEALTH INSURANCE	56,343	59,078	43,125	29,201	29,070	29,070	29,070
30000 - 4177	UNEMPLOYMENT COMPENSATION	143	144	126	84	84	84	84
30000 - 4178	LIFE INSURANCE	630	652	502	388	394	394	394
30000 - 4179	DENTAL INSURANCE	2,624	2,805	2,334	1,938	1,886	1,886	1,886
30000 - 4200	OFFICE SUPPLIES	407	2,100	1,256	1,900	1,900	1,900	1,900
30000 - 4405	MEMBERSHIPS & PUBLICATIONS	10,030	19,264	17,489	17,746	17,746	17,746	17,746
30000 - 4453	MEETINGS & TRAINING	3,008	3,800	785	655	655	655	655
30000 - 4600	OFFICE FURNITURE & EQUIPMENT	429	-	-	-	-	-	-
TOTAL		365,370	393,752	297,827	244,952	247,526	247,526	247,526

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
COMMUNITY DEVELOPMENT - 30000			
4090	COMM DEV DIR/ASST. TOWN MANAGER (MOVED TO TOWN MANAGER)	(1)	0
	GIS MANAGER/PLANNING COORD	0	96,641
	COMMUNITY DEVELOPMENT COORDINATOR	0	66,687
	(INCREASE DUE TO CHANGE IN RESPONSIBILITY)		-----
			163,328

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - COMMUNITY DEVELOPMENT

DEPT # - 30000

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4200	Office Supplies	1,900	Paper, pens, envelopes, file folders, hanging files, staplers, markers, business cards, picture hangers.	White & Yellow paper pads, pens, envelopes, file folders, hanging files, staplers, markers, business cards, picture hangers.
			Plotter paper/velum/supplies (GIS)	Plotter paper/velum/supplies (GIS)
4405	Memberships & Publications	17,746	URISA Membership (Urban & Regional Information Systems Association)	AICP/APA Membership dues
			NNECAPA Membership (2) (Northern New England Chapter of American Planning Association)	NH Economic Dev. Assoc. (3)
			Regional Planning Commision Dues	ICMA Membership
				Municipal Managers Assoc. of NH
				Community Development, GIS and Planning books and publications
				NH Planners Association (3)
				Regional Planning Commision Dues (funded at 100%)
4453	Meetings & Training	655	Plan NH Training Sessions	NHPA Conference (June 2019 in NH)
			Saving Special Places (April 2020 in NH)	Municipal Managers Association
			Additional training as needed for CD Staff	Conference (June 2019 in NH)
				APA, ICMA, NEDA & ESRI Webinars
				Training for CD Director per contract

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
PLANNING								
30200 - 4090	REGULAR PAY	156,345	173,318	163,343	212,924	214,756	214,756	214,756
30200 - 4170	RETIREMENT	17,792	19,537	18,406	23,784	23,988	23,988	23,988
30200 - 4171	DISABILITY INSURANCE	1,290	1,437	1,302	1,825	1,841	1,841	1,841
30200 - 4172	WORKERS' COMPENSATION	490	600	600	490	503	503	503
30200 - 4174	FICA-SOCIAL SECURITY	11,202	13,259	11,710	16,288	16,429	16,429	16,429
30200 - 4176	HEALTH INSURANCE	59,033	73,123	62,163	98,166	97,635	97,635	97,635
30200 - 4177	UNEMPLOYMENT COMPENSATION	95	144	90	126	126	126	126
30200 - 4178	LIFE INSURANCE	428	465	430	561	565	565	565
30200 - 4179	DENTAL INSURANCE	2,440	2,932	2,585	4,188	4,074	4,074	4,074
30200 - 4200	OFFICE SUPPLIES	571	300	404	300	300	300	300
30200 - 4237	GAS & OIL	66	200	108	185	185	185	185
30200 - 4405	MEMBERSHIPS & PUBLICATIONS	654	650	594	745	745	745	745
30200 - 4406	PRINTING & BINDING	-	440	149	420	420	420	420
30200 - 4453	MEETINGS & TRAINING	45	160	467	290	290	290	290

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
30200 - 4458	VEHICLE MAINTENANCE	260	50	718	100	100	100	100
TOTAL		250,710	286,615	263,070	360,392	361,957	361,957	361,957

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
PLANNING - 30200			
4090	PLANNING DIRECTOR	0	102,279
	ASSISTANT PLANNER	0	54,858
	ADMIN. ASSISTANT	0	57,619

			214,756

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - PLANNING

DEPT # - 30200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020		EXPLANATION 2019
4200	Office Supplies	300	Paper, pens, post-it notes, tape, binders, envelopes, photocopies		Paper, pens, post-it notes, tape, binders, envelopes, photocopies
4237	Gas & Oil	185	1 vehicle: 90 gals @ 2.05	185	1 vehicle: 90 gals (3 yr wgted avg-48) @ 2.22 (more use expected for GIS and CD Director)
4405	Memberships & Publications	745	Memberships: American Planning Assoc.	585	Memberships: American Planning Assoc.
			New Hampshire Planners Assoc. (2)	160	New Hampshire Planners Assoc.
4406	Printing & Binding	420	Zoning Ordinance (Sold to public for \$10 per copy)	350	Zoning Ordinance (Sold to public for \$10 per copy)
			Business Cards	70	Business Cards
4453	Meetings & Training	290	NH Planners Association Annual Meeting (two day seminar)	200	NH Planners Association Annual Meeting (two day seminar)
			Assistant Planner-NH Planners Assoc.	90	
4458	Vehicle Maintenance	100	Repairs to Town vehicle #C-91 (3 yr wgted avg-179) Vehicle is also used by Inspections, CD, & GIS.		Repairs to Town vehicle #C-91 (3 yr wgted avg-43) vehicle is also used by Inspections staff

DEPT.	2018 EXPENDED	2020 BUDGET		2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
		2019 BUDGET	2019 EXPENDED (PRE-AUDIT)				
POLICE DEPARTMENT SUMMARY							
ADMINISTRATION	598,649	596,760	591,983	636,346	636,845	636,845	636,845
SUPPORT SERVICES	2,476,878	2,629,844	2,342,773	2,651,888	2,653,642	2,653,642	2,653,642
PATROL	5,690,834	6,302,713	6,161,442	6,357,256	6,400,595	6,400,595	6,400,595
COMMUNITY SERVICES	917,660	945,637	863,980	898,787	897,729	897,729	897,729
INVESTIGATIVE SERVICES	1,446,570	1,549,099	1,381,309	1,543,641	1,541,758	1,541,758	1,541,758
ANIMAL CONTROL	106,262	107,326	108,644	108,516	108,303	108,303	108,303
STATION	139,943	133,193	153,401	179,558	179,558	179,558	179,558
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TOTAL - POLICE DEPARTMENT	11,376,794	12,264,572	11,603,533	12,375,992	12,418,430	12,418,430	12,418,430

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>POLICE-ADMINISTRATION</i>								
40100 - 4090	REGULAR PAY	326,662	337,355	186,505	263,268	264,194	264,194	264,194
40100 - 4092	TEMPORARY PAY	-	-	3,400	-	-	-	-
40100 - 4098	OVERTIME PAY	785	1,000	535	-	-	-	-
40100 - 4110	HOLIDAY PAY	4,813	5,913	6,043	5,913	5,913	5,913	5,913
40100 - 4170	RETIREMENT	86,303	88,058	43,936	65,328	65,432	65,432	65,432
40100 - 4171	DISABILITY INSURANCE	2,268	2,277	1,386	2,064	2,068	2,068	2,068
40100 - 4172	WORKERS' COMPENSATION	10,724	11,463	11,241	6,728	6,734	6,734	6,734
40100 - 4174	FICA-SOCIAL SECURITY	10,189	9,045	7,897	7,928	7,999	7,999	7,999
40100 - 4176	HEALTH INSURANCE	37,593	39,088	32,265	82,866	82,335	82,335	82,335
40100 - 4177	UNEMPLOYMENT COMPENSATION	159	144	138	126	126	126	126
40100 - 4178	LIFE INSURANCE	739	744	436	597	599	599	599
40100 - 4179	DENTAL INSURANCE	2,522	2,805	1,958	3,063	2,980	2,980	2,980
40100 - 4182	CLOTHING ALLOWANCE	86,942	80,821	91,473	80,199	80,199	80,199	80,199
40100 - 4208	EQUIPMENT REPAIR	483	300	-	300	300	300	300
40100 - 4400	CONTRACTED SERVICES	15,551	-	187,948	108,236	108,236	108,236	108,236
40100 - 4406	PRINTING & BINDING	3,032	2,966	2,664	2,740	2,740	2,740	2,740

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
40100 - 4409	TEST SERVICES	5,800	3,450	6,171	1,640	1,640	1,640	1,640
40100 - 4410	ADVERTISING	920	1,000	-	1,000	1,000	1,000	1,000
40100 - 4424	DATA PROCESSING	-	6,500	-	-	-	-	-
40100 - 4440	EQUIPMENT RENTAL	1,127	1,081	1,134	1,100	1,100	1,100	1,100
40100 - 4453	MEETINGS & TRAINING	740	750	-	750	750	750	750
40100 - 4600	OFFICE FURNITURE & EQUIP.	1,297	2,000	6,853	2,500	2,500	2,500	2,500
SUBTOTAL		598,649	596,760	591,983	636,346	636,845	636,845	636,845

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
POLICE ADMINISTRATION - 40100			
4090	CHIEF OF POLICE (6 MONTHS)	0	71,379
	DEPUTY CHIEF	0	126,985
	ADMIN. ASST.	0	65,830

			264,194

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - POLICE - ADMINISTRATION

DEPT # - 40100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4110	Holiday Pay	5,913	Payment for Holiday hours worked. (3 yr wgtd avg - 4,665)	Payment for Holiday hours worked. (3 yr wgtd avg - 4,386) (2017 low because of retirement)
4182	Clothing Allowance	80,199	49 full-time officers @ 1,000, 4 @ fraction (current) 51,499 8 full time SPAA @950 7,600 7 dispatchers @ 600, 2 @ fraction 4,500 Replacement/repair to uniforms, 2,000 badges, patches Crossing Guards 800 Initial issue uniform (4) 12,800 ACO @ 1,000 1,000	51 full-time officers @ 1,000 51,000 8 full time SPAA @950 7,600 4 @ fraction of a yr 2,416 5 dispatchers @ 600, 3 @ fraction 4,505 Replacement/repair to uniforms, 1,500 badges, patches Crossing Guards 800 Initial issue uniform (4) 12,000 ACO @ 1,000 1,000
4208	Equipment Repairs	300	Closed Circuit TV (CCTV) repair not covered by contract, typewriters, generator, & other misc. equipment repairs.	Closed Circuit TV (CCTV) repair not covered by contract, typewriters, generator, & other misc. equipment repairs.
4400	Contracted Services	108,236	Commission on Accreditation of Law 11,500 Enforcement Agencies Public Relations - press releases, blog 6,256 update, media relations. Administrative Chief svcs. (6 months) 90,480	
4406	Printing & Binding	2,740	Provides for the printing of all forms, reports, letterhead, business cards, envelopes & forms utilized by the department. Detail & OT forms. (3 yr wgtd avg – 2,740)	Provides for the printing of all forms, reports, letterhead, business cards, envelopes & forms utilized by the department. Detail & OT forms. (3 yr wgtd avg – 2,096)

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - POLICE - ADMINISTRATION

DEPT # - 40100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020		EXPLANATION 2019	
4409	Test Services	1,640	Cost associated with anticipated hiring processes to include polygraph (4@300) and psychological (4@110).		Cost associated with anticipated entrance level testing, promotional exams, includes costs for background checks, psych. (110 each), polygraphs (250 each).	
4410	Advertising	1,000	Recruitment advertising, legal & community notices.		Recruitment advertising, legal & community notices.	
4424	Data Processing	-	NH State Police computer user fee, Contractual with State. (State is still working on fee schedule, so it will need to be revisited once they work it out)		NH State Police computer user fee, Contractual with State. Note: This connection is the major information source for all law enforcement agencies. Connection is necessary to perform Department mission. Estimated cost, fee changed to be based on usage, Salem is third highest user in the state.	
4440	Equipment Rental	1,100	Postage Meter	381	Postage Meter	362
			Document disposal container	719	Document disposal container	719
4453	Meetings & Training	750	Provide supplies while hosting meetings, e.g. Southern NH SOU, Rockingham County Chiefs Association, etc.		FBI Law Enforcement Exec. Development Training	
4600	Office furniture	2,500	Replacement of furnishings as needed.		Replacement of furnishings as needed.	

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>POLICE-SUPPORT SERVICES</i>								
40110 - 4090	REGULAR PAY	855,885	1,013,544	950,179	1,037,241	1,040,934	1,040,934	1,040,934
40110 - 4092	TEMPORARY PAY	150,856	88,309	76,465	77,068	77,068	77,068	77,068
40110 - 4093	REPLACEMENT PAY	155,552	150,000	111,978	145,000	145,000	145,000	145,000
40110 - 4094	SHIFT DIFFERENTIAL	18,155	14,500	16,027	17,100	17,100	17,100	17,100
40110 - 4098	OVERTIME PAY	50,359	52,000	43,986	50,500	50,500	50,500	50,500
40110 - 4101	TRAINING	197,037	158,000	169,938	170,000	170,000	170,000	170,000
40110 - 4110	HOLIDAY PAY	14,435	13,285	4,607	14,000	14,000	14,000	14,000
40110 - 4113	COURT TIME	32,748	40,000	32,830	38,000	38,000	38,000	38,000
40110 - 4170	RETIREMENT	234,541	237,891	223,756	233,662	234,076	234,076	234,076
40110 - 4171	DISABILITY INSURANCE	7,905	9,028	8,399	9,244	9,272	9,272	9,272
40110 - 4172	WORKERS' COMPENSATION	18,576	27,339	23,126	23,032	23,057	23,057	23,057
40110 - 4174	FICA-SOCIAL SECURITY	81,321	106,062	79,067	107,378	107,660	107,660	107,660
40110 - 4176	HEALTH INSURANCE	305,258	377,479	284,966	362,817	360,571	360,571	360,571
40110 - 4177	UNEMPLOYMENT COMPENSATION	1,101	1,070	912	945	945	945	945
40110 - 4178	LIFE INSURANCE	2,216	2,621	2,412	2,685	2,695	2,695	2,695
40110 - 4179	DENTAL INSURANCE	13,000	16,373	13,479	16,548	16,096	16,096	16,096

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
40110 - 4200	OFFICE SUPPLIES	8,051	8,000	11,650	8,500	8,500	8,500	8,500
40110 - 4213	K-9 SUPPLIES	5,207	6,000	6,081	13,500	13,500	13,500	13,500
40110 - 4216	PRISONERS SUPPLIES	902	1,200	-	1,200	1,200	1,200	1,200
40110 - 4219	INTOXILYZER SUPPLIES	785	400	122	400	400	400	400
40110 - 4221	AMMUNITION	43,892	47,500	42,989	58,049	58,049	58,049	58,049
40110 - 4223	ACADEMIC REIMBURSEMENT	17,167	3,000	6,036	11,900	11,900	11,900	11,900
40110 - 4235	SMALL TOOLS & EQUIP.	1,628	650	20	650	650	650	650
40110 - 4237	GAS & OIL	101,086	109,223	95,866	107,884	107,884	107,884	107,884
40110 - 4405	MEMBERSHIPS & PUBLICATIONS	8,957	8,952	9,317	8,900	8,900	8,900	8,900
40110 - 4412	TRAINING EXPENSE	33,379	29,000	26,338	42,250	42,250	42,250	42,250
40110 - 4421	CAR WASH	2,530	2,300	2,013	2,300	2,300	2,300	2,300
40110 - 4456	RADIO MAINTENANCE	27,844	38,000	23,921	16,161	16,161	16,161	16,161
40110 - 4458	VEHICLE MAINTENANCE	74,913	60,000	60,374	60,000	60,000	60,000	60,000
40110 - 4601	POLICE EQUIPMENT	2,955	3,800	5,718	5,000	5,000	5,000	5,000
40110 - 4606	EMERGENCY EQUIPMENT	8,635	4,318	10,200	9,974	9,974	9,974	9,974
SUBTOTAL		2,476,878	2,629,844	2,342,773	2,651,888	2,653,642	2,653,642	2,653,642

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
POLICE SUPPORT SERVICES - 40110			
4090	CAPTAIN	0	108,937
	PATROL OFFICER/SCHEDULING	0	70,321
	PROSECUTOR (2)	0	183,735
	DISPATCHER SUPERVISOR	0	70,342
	DISPATCHERS (8)	0	368,671
	SUPPORT SERVICES SUPERVISOR	0	65,829
	SUPPORT SERVICES CLERKS (3)	0	173,099

			1,040,934

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	77,068	Crossing Guards 60,480 \$14.00/hr x 180 days x 8 guards x 3hrs/day/guard 2 four hour training sessions (new hires) 168	Crossing Guards 51,840 \$12.00/hr x 180 days x 8 guards x 3hrs/day/guard 2 four hour training sessions 640 10 hours per week to assist High School at closing 3,600 P/T dispatchers 11,300 Special Officer Training 7,616 P/T Prosecutor (25 hrs/week) 13,313 (for 3 months, then full time for 9 months)
4093	Replacement Pay	145,000	Required replacement of dispatch personnel. (Vacation, personal, sick days, training, etc.) Workloads & responsibilities require full staffing at all times. (3 yr. wgt'd avg 156,499)	Required replacement of dispatch personnel. (Vacation, personal, sick days, training, etc.) Workloads & responsibilities require full staffing at all times. (3 yr. wgt'd avg 158,212)
4094	Shift Differential	17,100	Contractual (Dispatchers) Employees assigned to the evening receive an additional payment of \$40 per week; employees on Midnight shift receive an additional \$50. Overtime on both shifts is compensated at the shift differential rate. 3rd full-time dispatcher on midnight shift.	Contractual (Dispatchers) Employees assigned to the evening receive an additional payment of \$40 per week; employees on Midnight shift receive an additional \$50. Overtime on both shifts is compensated at the shift differential rate.
4098	Overtime Pay	50,500	Need for call backs, holdovers, training requirements, & fifteen minutes reporting time contractual for 9 dispatchers. Clerical staff OT.	Need for call backs, holdovers, training requirements, & fifteen minutes reporting time contractual for 8 dispatchers. Clerical staff OT.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4101	Training	170,000	Time to attend mandatory training required by State Law, various certifications, K-9 training and certification. These funds also allow officers to stay current with best practices in law enforcement. Self-defense, driving, and In-Service training of the officers. Most assignments require training to stay current in the particular area of expertise. Night Qualification. Police One Online training program. Basic Rifle Course for new officers. (3 yr wgt'd avg - 184,419)	Time to attend mandatory training required by State Law, various certifications, K-9 training and certification. Special Off. Trng. Self-defense and In-Service training of the officers. Most assignments require training to stay current in the particular area of expertise. Night Qualification, OC (pepper spray) trng. Tactical trng. Intoxilyser recert. CPR Training-Biennial only. Basic Rifle Course for new officers. (3 yr wgt'd avg - 163,810)
4110	Holiday Pay	14,000	Contractual payment for holidays worked. (3 yr wgt'd avg - 14,026)	Contractual payment for holidays worked. (3 yr wgt'd avg - 13,285)
4113	Court Time	38,000	Officers appearance in District and Superior Court for trials, suppression hearings, etc. Administrative Motor Vehicle Hearings for DWI cases, as well as Family Court cases. (3 yr wgt'd avg.- 37,670)	Officers appearance in court. Pay for Grand Jury appearances, Admin. Hearings following license seizures from DWI's and Family Court. Dept of Motor Vehicle Administrative License Hearings. District Court sessions. (3 yr wgt'd avg.- 45,505)
4200	Office Supplies	8,500	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.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4213	K-9	13,500	Provide for feeding and care of K-9, various equipment replacement (bite arms, leashes, harnesses), personal kennel, and medical bills for K-9. 3 dogs 6,000 Purchase replacement K-9 for retiring team 7,500	Provide for feeding and care of K-9, various equipment replacement (bite arms, leashes, harnesses), personal kennel, and medical bills for K-9. 3 dogs.
4216	Prisoner Supplies	1,200	Feeding of prisoners, purchase of various protective equipment items associated with handling of prisoners, trustee, cleaning of jail materials and biohazard mitigation supplies.	Feeding of prisoners, purchase of various protective equipment items associated with handling of prisoners, trustee, cleaning of jail materials. Includes flexi-cuffs, and biohazard precaution items.
4219	Intoxilyzer Supplies	400	Replacement of time dated supplies. Portable Breath Tester (PBT) device supplies.	Replacement of time dated supplies. Portable Breath Tester (PBT) device supplies.
4221	Ammunition	58,049	Ammunition & related materials to certify personnel. Ammo, targets, eye/ear protection, cleaning supplies, replacement for issue OC spray. Parts to repair/maintain Dept. firearms. Tasers (17) & parts. Last batch of replacements for obsolete models. Qualifications/training to include Rifle and Pistol.	Ammunition & related materials to certify personnel. Ammo, targets, eye/ear protection, cleaning supplies, replacement for issue OC spray. Parts to repair/maintain Dept. firearms. Tasers (10) & parts. Current model obsolete. Qualifications/training to include Rifle and Pistol.
4223	Academic Reimbursement	11,900	Contractual reimbursement to personnel for college courses successfully completed. Attendance of law enforcement related college level courses.	Contractual reimbursement to personnel for college courses successfully completed. Attendance of law enforcement related college level courses.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4235	Small Tools & Equipment	650	Batteries, bulbs, minor tools and equipment.	Batteries, bulbs, minor tools and equipment.
4237	Gas & Oil	107,884	Acct includes gas, oil & various vehicle fluids. Gas (based on 3 yr wgt'd avg gal – 49,992 @2.05) 102,484 Motor oil, various vehicle fluids 5,400	Acct includes gas, oil & various vehicle fluids. Gas (based on 3 yr wgt'd avg gal – 46,767 @2.22) 103,823 Motor oil, various vehicle fluids 5,400
4405	Memberships & Publications	8,900	Dues & Publications (3 yr wgt'd avg 8,960)	Dues & Publications (3 yr wgt'd avg 8,952)
4412	Training Expenses	42,250	Department Training Costs (Course costs, per diem, mileage and materials) Cost for various law enforcement seminars & Costs to provide in-house trainers & instructors assisting Police Standards and Training Council. PERF Senior Management Institute, K9 Patrol School, FBI Seminar	Department Training Costs (Course costs, per diem, mileage and materials) Cost for various law enforcement seminars & Costs to provide in-house trainers & instructors assisting Police Standards and Training Council.
4421	Car Wash	2,300	Cleaning, washing & general exterior maintenance of all department vehicles. Detail cruisers subjected to blood borne pathogens and body fluids which are classified as a biohazard.	Cleaning, washing & general exterior maintenance of all department vehicles. Detail cruisers subjected to blood borne pathogens and body fluids which are classified as a biohazard.
4456	Radio Maintenance	16,161	Maintenance contract for all Department radio communication equipment. 7,200 Radio batteries (replacement - for portables) 2,708	Maintenance contract for all Department radio communication equipment. 7,200 Radio batteries (replacement - for portables) 2,708

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
				Two position base & related equipment + Mobile Data Terminals (MDT) maint.
				Radar unit replacement (4) & repair and maintain 9 units. 16,000
			Radio Equipment purchase 6,253	Radio Equipment purchase 2,753
				License Plate Reader (net cost) 9,339
				(\$20,477 less \$11,138 grant)
4458	Vehicle Maintenance	60,000	Repair and maintenance of Department fleet 44,200	Repair and maintenance of Department fleet 44,200
			Tires + rims + sensors 15,800	Tires + rims + sensors 15,800
4601	Police Equipment	5,000	Trunk equip replacements 4,000	Trunk equip replacements 3,000
				Supplies such as flares, chalk, tapes, minor equipment, etc. 100
			Biohazard kits and materials, to include opioid exposure protection, replenish first aid supplies. 850	Biohazard Kits and First Aid kits for cruisers, replenish FA supplies 550
			Surefire batteries 150	Surefire batteries 150
4606	Emergency Equipment	9,974	Soft Body Armor-8 vests (net cost) 3,160	Soft Body Armor-11 vests (net cost) 4,318
			(\$6,320 less \$3,160 grant-expected)	(\$8,635 less \$4,317 grant)
			LifePak CR Plus AED Defibrillators (5) 6,814	

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>POLICE-PATROL</i>								
40120 - 4090	REGULAR PAY	2,614,215	3,014,608	2,786,934	3,010,707	3,010,707	3,010,707	3,010,707
40120 - 4093	REPLACEMENT PAY	667,800	614,253	786,301	645,000	645,000	645,000	645,000
40120 - 4094	SHIFT DIFFERENTIAL	70,445	63,082	73,221	68,918	68,918	68,918	68,918
40120 - 4098	OVERTIME PAY	244,646	210,000	272,030	233,714	233,714	233,714	233,714
40120 - 4110	HOLIDAY PAY	22,663	23,017	25,094	22,475	22,475	22,475	22,475
40120 - 4170	RETIREMENT	1,061,892	1,136,082	1,135,876	1,131,745	1,131,745	1,131,745	1,131,745
40120 - 4171	DISABILITY INSURANCE	23,482	26,462	24,378	26,699	26,699	26,699	26,699
40120 - 4172	WORKERS' COMPENSATION	115,279	168,916	146,166	126,971	126,971	126,971	126,971
40120 - 4174	FICA-SOCIAL SECURITY	51,781	56,944	56,539	57,725	57,725	57,725	57,725
40120 - 4176	HEALTH INSURANCE	777,471	938,739	810,989	980,605	1,025,160	1,025,160	1,025,160
40120 - 4177	UNEMPLOYMENT COMPENSATION	2,114	2,208	1,999	1,890	1,890	1,890	1,890
40120 - 4178	LIFE INSURANCE	6,642	7,283	6,962	7,447	7,447	7,447	7,447
40120 - 4179	DENTAL INSURANCE	32,403	41,119	34,954	43,360	42,144	42,144	42,144
SUBTOTAL		5,690,834	6,302,713	6,161,442	6,357,256	6,400,595	6,400,595	6,400,595

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
POLICE PATROL - 40120			
4090	CAPTAIN	0	116,014
	LIEUTENANTS (4)	0	372,258
	SERGEANTS (6)	0	475,098
	PATROL OFFICERS (35) (2 for only 6 months)	0	2,047,337

			3,010,707

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - POLICE - PATROL

DEPT # - 40120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4093	Replacement Pay	645,000	Replacement of patrol personnel for sick/injured, holidays, vacation. (3 yr wgted avg – 645,708)	Replacement of patrol personnel for sick/injured, holidays, vacation. (3 yr wgted avg – 614,253)
4094	Shift Differential	68,918	Contractual (Patrol officers) (3 yr wgted avg – 68,918)	Contractual (Patrol officers) (3 yr wgted avg – 63,082)
4098	Overtime pay	233,714	15 minute early reporting time, hold-over case investigation, accidents, & other un-scheduled events. DWI patrols. Holiday increased staffing coverage. Prisoner transports to & from jail in Brentwood. (3 yr wgted avg – 233,714)	15 minute early reporting time, hold-over case investigation, accidents, & other un-scheduled events. DWI patrols. Holiday increased staffing coverage. Prisoner transports to & from jail in Brentwood. (3 yr wgted avg – 212,280)
4110	Holiday Pay	22,475	Contractual payment for holidays worked. (3 yr wgted avg – 22,475)	Contractual payment for holidays worked. (3 yr wgted avg – 23,017)

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>POLICE-COMMUNITY SERVICES</i>								
40125 - 4090	REGULAR PAY	492,436	507,980	464,485	503,206	503,206	503,206	503,206
40125 - 4094	SHIFT DIFFERENTIAL	1,529	877	1,458	1,364	1,364	1,364	1,364
40125 - 4097	INCENTIVE PAY	1,200	1,200	1,200	1,200	1,200	1,200	1,200
40125 - 4098	OVERTIME PAY	33,400	27,000	37,913	30,000	30,000	30,000	30,000
40125 - 4110	HOLIDAY PAY	3,559	8,220	-	4,110	4,110	4,110	4,110
40125 - 4170	RETIREMENT	155,697	158,620	145,528	153,488	153,488	153,488	153,488
40125 - 4171	DISABILITY INSURANCE	4,310	4,425	4,146	4,395	4,395	4,395	4,395
40125 - 4172	WORKERS' COMPENSATION	21,315	22,150	21,624	17,384	17,384	17,384	17,384
40125 - 4174	FICA-SOCIAL SECURITY	7,370	7,949	7,069	7,829	7,829	7,829	7,829
40125 - 4176	HEALTH INSURANCE	181,767	192,528	166,990	160,987	160,130	160,130	160,130
40125 - 4177	UNEMPLOYMENT COMPENSATION	329	336	291	294	294	294	294
40125 - 4178	LIFE INSURANCE	1,168	1,228	1,129	1,219	1,219	1,219	1,219
40125 - 4179	DENTAL INSURANCE	6,929	7,124	6,432	7,311	7,110	7,110	7,110
40125 - 4260	CRIME PREVENTION	6,649	6,000	5,716	6,000	6,000	6,000	6,000
SUBTOTAL		917,660	945,637	863,980	898,787	897,729	897,729	897,729

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
POLICE COMMUNITY SERVICES - 40125			
4090	CSU SERGEANT	0	82,142
	JUVENILE DETECTIVE (2)	0	138,923
	COMMUNITY AFFAIRS/SAFETY OFFICER	0	68,602
	SCHOOL RESOURCE OFFICER (3)	0	213,539
	Estimated offsetting revenue from School District in GF 1-3625 of \$347,744 for SRO positions in 2020.		----- 503,206

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - POLICE - COMMUNITY SERVICES UNIT

DEPT # - 40125

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4094	Shift Differential	1,364	Contractual (3 yr wgtd avg) 1,364	Contractual (3 yr wgtd avg)
4097	Incentive Pay	1,200	Detective Payment Per CBA (2)	Detective Payment Per CBA (2)
4098	Overtime pay	30,000	15 minute early reporting time, hold-overs, & other un-scheduled events.	15 minute early reporting time, hold-overs, & other un-scheduled events.
4110	Holiday Pay	4,110	Contractual payment for holidays worked.	Contractual payment for holidays worked.
4260	Crime Prevention	6,000	Community / promotional items, such as stickers, coloring books, etc. and SRO supplies 4,000	Community / promotional items, such as stickers, coloring books, etc. and SRO supplies 4,000
			National Night Out 2,000	National Night Out 2,000

Estimated offsetting revenue from School District in GF 1-3625 of \$365,028 for SRO positions in 2019.

Estimated offsetting revenue from School District in GF 1-3625 of \$347,744 for SRO positions in 2020.

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>POLICE-INVESTIGATIVE SERVICES</i>								
40130 - 4090	REGULAR PAY	770,858	826,470	722,111	810,805	810,805	810,805	810,805
40130 - 4094	SHIFT DIFFERENTIAL	4,827	4,091	4,478	4,300	4,300	4,300	4,300
40130 - 4097	INCENTIVE PAY	5,900	6,000	5,550	6,000	6,000	6,000	6,000
40130 - 4098	OVERTIME PAY	85,379	85,000	87,048	83,502	83,502	83,502	83,502
40130 - 4110	HOLIDAY PAY	12,084	13,211	12,410	12,500	12,500	12,500	12,500
40130 - 4170	RETIREMENT	255,785	271,979	237,476	260,733	260,733	260,733	260,733
40130 - 4171	DISABILITY INSURANCE	6,735	7,076	6,157	6,994	6,994	6,994	6,994
40130 - 4172	WORKERS' COMPENSATION	36,034	37,980	37,181	29,578	29,578	29,578	29,578
40130 - 4174	FICA-SOCIAL SECURITY	12,400	13,630	11,751	13,300	13,300	13,300	13,300
40130 - 4176	HEALTH INSURANCE	238,064	261,544	239,036	294,977	293,430	293,430	293,430
40130 - 4177	UNEMPLOYMENT COMPENSATION	491	528	415	462	462	462	462
40130 - 4178	LIFE INSURANCE	1,920	2,046	1,754	2,018	2,018	2,018	2,018
40130 - 4179	DENTAL INSURANCE	10,007	11,044	9,695	12,222	11,886	11,886	11,886
40130 - 4235	SMALL TOOLS & EQUIP.	1,835	2,000	2,000	2,000	2,000	2,000	2,000

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
40130 - 4400	CONTRACTED SERVICES	4,250	6,500	4,250	4,250	4,250	4,250	4,250
	SUBTOTAL	1,446,570	1,549,099	1,381,309	1,543,641	1,541,758	1,541,758	1,541,758

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
POLICE INVESTIGATIVE SERVICES - 40130			
4090	LIEUTENANT	0	98,543
	SERGEANT	0	82,142
	DETECTIVES (8)	0	559,799
	EVIDENCE OFFICER	0	70,321

			810,805

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - POLICE - INVESTIGATIVE SERVICES

DEPT # - 40130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4094	Shift Differential	4,300	Contractual - Night Detective \$40/Shift for evening work based on scheduled work assignments as well as additional shifts for special investigations, major crimes. (3 yr wgt'd avg - 4,654)	Contractual - Night Detective \$40/Shift for evening work based on scheduled work assignments as well as additional shifts for special investigations, major crimes. (3 yr wgt'd avg - 4,091)
4097	Incentive Pay	6,000	Detective Payment Per CBA (10)	Detective Payment Per CBA (10)
4098	Overtime pay	83,502	Detective overtime for major case investigations including drug cases. A portion will be reimbursed by Federal government program. Plus 15 minute contractual OT for Roll Call. (3 yr wgt'd avg - 83,502)	Detective overtime for major case investigations including drug cases. A portion will be reimbursed by Federal government program. Plus 15 minute contractual OT for Roll Call. (3 yr wgt'd avg - 79,408)
4110	Holiday Pay	12,500	Contractual payment for holidays worked. (3 yr wgt'd avg - 12,241)	Contractual payment for holidays worked. (3 yr wgt'd avg - 13,211)
4235	Small Tools	2,000	Fingerprinting supplies. Drug testing field kits. Evidence maintenance. Investigative aids. Field print kits for Patrol. Coveralls & booties. Batteries for surveillance equipment. Equipment for evidence collection & preservation. Evidence analysis in-house.	Fingerprinting supplies. Drug testing field kits. Evidence maintenance. Investigative aids. Field print kits for Patrol. Coveralls & booties. Batteries for surveillance equipment. Equipment for evidence collection & preservation. Evidence analysis in-house.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - POLICE - INVESTIGATIVE SERVICES

DEPT # - 40130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4400	Contracted Services	4,250	Electronic pawn registrations. (Offsetting revenue in GF 1-3308 Police Income)	Electronic pawn registrations. (Offsetting revenue in GF 1-3308 Police Income)
			4,250	6,500

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
ANIMAL CONTROL								
40135 - 4090	REGULAR PAY	48,224	49,881	49,876	48,732	48,732	48,732	48,732
40135 - 4098	OVERTIME PAY	5,422	3,703	5,054	4,500	4,500	4,500	4,500
40135 - 4170	RETIREMENT	6,121	6,042	6,193	5,946	5,946	5,946	5,946
40135 - 4171	DISABILITY INSURANCE	465	482	469	469	469	469	469
40135 - 4172	WORKERS' COMPENSATION	1,114	1,372	1,345	1,155	1,155	1,155	1,155
40135 - 4174	FICA-SOCIAL SECURITY	3,836	4,099	3,916	4,072	4,072	4,072	4,072
40135 - 4176	HEALTH INSURANCE	29,516	31,088	31,082	32,722	32,545	32,545	32,545
40135 - 4177	UNEMPLOYMENT COMPENSATION	48	48	42	42	42	42	42
40135 - 4178	LIFE INSURANCE	117	120	118	118	118	118	118
40135 - 4179	DENTAL INSURANCE	1,143	1,222	1,210	1,307	1,271	1,271	1,271
40135 - 4235	SMALL TOOLS & EQUIP.	263	350	-	350	350	350	350
40135 - 4429	KENNEL OPERATIONS	1,504	1,243	1,200	1,450	1,450	1,450	1,450
40135 - 4430	DISPOSITION OF ANIMALS	-	75	-	50	50	50	50
40135 - 4431	VETERINARIAN EMER. CARE	1,756	775	1,046	750	750	750	750

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
40135 - 4496	ELECTRICITY	6,734	6,826	7,094	6,853	6,853	6,853	6,853
	SUBTOTAL	106,262	107,326	108,644	108,516	108,303	108,303	108,303

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
ANIMAL CONTROL - 40135			
4090	ANIMAL CONTROL OFFICER	0	48,732
			----- 48,732

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - POLICE -ANIMAL CONTROL

DEPT # - 40135

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4098	Overtime Pay	4,500	Care of animals impounded in kennel during holidays and weekends. Animal Control Officer must respond year round to animal attacks plus injured animals where owner is unknown. (3 yr wgt'd avg – 4,908)	Care of animals impounded in kennel during holidays and weekends. Animal Control Officer must respond year round to animal attacks plus injured animals where owner is unknown. (3 yr wgt'd avg – 3,703)
4235	Small Tools & Equipment	350	Equipment to operate kennel and stored within ACO truck.	Equipment to operate kennel and stored within ACO truck.
4429	Kennel Operations	1,450	Water, wood shavings, building upkeep, food for animals, kennel supplies, (plastic bags, bug spray, deodorizer). Water & Sewer charges (3 yr wgt'd avg – 1,465)	Water, wood shavings, building upkeep, food for animals, kennel supplies, (plastic bags, bug spray, deodorizer). Water & Sewer charges (3 yr wgt'd avg – 1,243)
4430	Disposition of Animals	50	Based on number of animal deaths. Law requires proper disposal of animals. (3 yr wgt'd avg – 14)	Based on number of animal deaths. Law requires proper disposal of animals. (3 yr wgt'd avg – 63)
4431	Veterinarian Emergency Care	750	Cost of treatment of injured animals when Town is unable to locate owner. Costs are recovered if animal is adopted. (3 yr wgt'd avg – 1,542)	Cost of treatment of injured animals when Town is unable to locate owner. Costs are recovered if animal is adopted. (3 yr wgt'd avg – 735)
4496	Electricity	6,853	Town Kennel and SARL Trailers (2) heat and electricity. Based on 3 yr wgt'd avg plus 3% (3 yr wgt'd avg – 6,653)	Town Kennel and SARL Trailers (2) heat and electricity. Based on 3 year weighted average (6,826)

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
POLICE-STATION								
40140 - 4234	BUILDING SUPPLIES	3,157	3,200	2,541	3,200	3,200	3,200	3,200
40140 - 4400	CONTRACTED SERVICES	10,545	11,241	15,601	12,940	12,940	12,940	12,940
40140 - 4401	CLEANING SERVICES	17,499	17,500	18,634	20,500	20,500	20,500	20,500
40140 - 4450	TELEPHONE	35,872	37,612	33,989	41,428	41,428	41,428	41,428
40140 - 4451	POSTAGE	911	1,500	1,007	1,500	1,500	1,500	1,500
40140 - 4495	HEAT	6,389	6,925	5,472	7,090	7,090	7,090	7,090
40140 - 4496	ELECTRICITY	28,199	29,709	26,515	29,209	29,209	29,209	29,209
40140 - 4497	OTHER UTILITIES	456	506	644	461	461	461	461
40140 - 4498	BUILDING REPAIRS	36,914	25,000	48,997	63,230	63,230	63,230	63,230
	SUBTOTAL	139,943	133,193	153,401	179,558	179,558	179,558	179,558
	TOTAL-POLICE	11,376,794	12,264,572	11,603,533	12,375,992	12,418,430	12,418,430	12,418,430

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - POLICE -STATION

DEPT # - 40140

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4234	Building Supplies	3,200	Provides for all building supplies for cleaning (various soap cleaning agents, solvents) Paper products, paper towels, toilet paper, etc. (3 year wgt'd avg – 3,093)	Provides for all building supplies for cleaning (various soap cleaning agents, solvents) Paper products, paper towels, toilet paper, etc. (3 year wgt'd avg – 2,938)
4400	Contracted Services	12,940	<div> <div>HVAC Maintenance Contract</div> <div>Generator maint</div> <div>Pest control (80/mo)</div> <div>Copier maint./service</div> <div>Annual Fire Alarm System</div> <div>Booking comp.camera maint.</div> <div>HAZMAT (Trauma 24)</div> <div>Off site storage (Iron Mt)</div> <div>Protected Wifi Service</div> <div>Comcast digital box rental</div> <div>Mat service (Cintas)</div> </div> <div> <div>1,956</div> <div>560</div> <div>960</div> <div>1,500</div> <div>505</div> <div>300</div> <div>750</div> <div>2,616</div> <div>2,400</div> <div>193</div> <div>1,200</div> </div>	<div> <div>HVAC Maintenance Contract</div> <div>Generator</div> <div>Pest control (80/mo)</div> <div>Copier maint./service</div> <div>Annual Fire Alarm System</div> <div>Booking comp.camera maint.</div> <div>Trauma 24(HAZMAT)</div> <div>Off site storage (Iron Mt)</div> <div>Protected Wifi Service</div> <div>Comcast digital box rental</div> </div> <div> <div>1,956</div> <div>560</div> <div>960</div> <div>1,230</div> <div>505</div> <div>300</div> <div>750</div> <div>2,387</div> <div>2,400</div> <div>193</div> </div>
4401	Cleaning Services	20,500	Cleaning services *will need to bid contract expires 12.31.19	Cleaning services (per bid)
4450	Telephone	41,428	<div> <div>Long distance service, phone and fax service & repairs</div> <div>Cell phones (26)</div> <div>Modems (17)</div> <div>Internet Connection Invst Div.</div> </div> <div> <div>16,532</div> <div>15,912</div> <div>8,232</div> <div>752</div> </div>	<div> <div>Long distance service, phone and fax service & repairs</div> <div>Cell phones (26)</div> <div>Modems (17)</div> <div>Internet Connection Invst Div.</div> </div> <div> <div>16,160</div> <div>13,000</div> <div>7,700</div> <div>752</div> </div>

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - POLICE -STATION

DEPT # - 40140

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4451	Postage	1,500	Department mail. Many items require certified mail. Requests for discovery and record requests. Pkgs & other UPS shipping.	Department mail. Many items require certified mail. Requests for discovery and record requests. Pkgs & other UPS shipping.
4495	Heat	7,090	Natural gas heat. Based on 3 yr wgt'd avg therms 5,291 @1.34 /therm.	Natural gas heat. Based on 3 yr wgt'd avg therms 5,585 @1.24 /therm.
4496	Electricity	29,209	Based on 3 yr wgt'd avg plus 3%	Based on 3 year weighted average, 29,709
4497	Other Utilities	461	Water & sewer charges Based on 3 yr wgt'd avg – 461	Water & sewer charges Based on 3 yr wgt'd avg – 506
4498	Building Repairs	63,230	Basic repairs as needed to maintain 40+ year old building. 25,000 Install replacment furnace (4th of 4) 12,500 Installation IP Camera and analog conversion (Perimeter, lot, inside) 25,730	Basic repairs as needed to maintain 40+ year old building. 25,000

DEPT.	2018 EXPENDED	2020 BUDGET		2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
		2019 BUDGET	2019 EXPENDED (PRE-AUDIT)				
<i>FIRE DEPARTMENT SUMMARY</i>							
ADMINISTRATION	1,074,901	1,185,345	1,103,772	1,167,219	1,167,514	1,167,514	1,167,514
SUPPRESSION	10,047,931	10,516,745	10,444,021	11,168,070	11,152,184	11,152,184	11,152,184
COMMUNICATIONS	549,769	585,925	533,222	573,995	573,383	573,383	573,383
STATIONS	304,383	319,121	281,725	289,573	289,573	289,573	289,573
INSPECTIONAL SERVICES	808,383	853,150	850,441	870,934	875,409	875,409	875,409
<hr/>							
TOTAL - FIRE DEPARTMENT	12,785,367	13,460,286	13,213,181	14,069,791	14,058,063	14,058,063	14,058,063

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>FIRE-ADMINISTRATION</i>								
40200 - 4090	REGULAR PAY	445,615	520,037	427,412	498,966	499,892	499,892	499,892
40200 - 4170	RETIREMENT	129,076	148,471	123,353	137,860	137,964	137,964	137,964
40200 - 4171	DISABILITY INSURANCE	2,753	3,054	2,416	2,964	2,968	2,968	2,968
40200 - 4172	WORKERS' COMPENSATION	34,563	30,905	29,986	38,824	38,830	38,830	38,830
40200 - 4174	FICA-SOCIAL SECURITY	11,364	11,531	11,056	11,258	11,329	11,329	11,329
40200 - 4176	HEALTH INSURANCE	118,042	148,342	95,286	127,367	126,705	126,705	126,705
40200 - 4177	UNEMPLOYMENT COMPENSATION	238	240	168	210	210	210	210
40200 - 4178	LIFE INSURANCE	1,101	1,332	1,047	1,332	1,334	1,334	1,334
40200 - 4179	DENTAL INSURANCE	4,758	6,122	4,260	5,748	5,592	5,592	5,592
40200 - 4182	CLOTHING ALLOWANCE	62,743	65,301	66,320	65,301	65,301	65,301	65,301
40200 - 4200	OFFICE SUPPLIES	5,815	4,000	4,941	4,000	4,000	4,000	4,000
40200 - 4208	EQUIPMENT REPAIR	1,010	1,014	1,395	1,020	1,020	1,020	1,020
40200 - 4224	HAZARDOUS RESPONSE	14,804	16,407	15,421	16,407	16,407	16,407	16,407
40200 - 4227	AMBULANCE BILLING	72,041	62,487	104,027	96,525	96,525	96,525	96,525
40200 - 4232	AMBULANCE SUPPLIES	132,745	113,281	172,887	113,281	113,281	113,281	113,281
40200 - 4406	PRINTING & BINDING	2,392	1,745	1,804	1,745	1,745	1,745	1,745

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
40200 - 4409	TEST SERVICES	7,909	6,508	5,515	5,908	5,908	5,908	5,908
40200 - 4410	ADVERTISING	1,267	1,315	-	1,250	1,250	1,250	1,250
40200 - 4412	TRAINING EXPENSE	19,084	26,647	25,662	26,647	26,647	26,647	26,647
40200 - 4440	EQUIPMENT RENTAL	2,329	2,356	2,335	2,356	2,356	2,356	2,356
40200 - 4451	POSTAGE	867	1,000	794	1,000	1,000	1,000	1,000
40200 - 4603	EMERGENCY MANAGEMENT	4,387	13,250	7,687	7,250	7,250	7,250	7,250
SUBTOTAL		1,074,901	1,185,345	1,103,772	1,167,219	1,167,514	1,167,514	1,167,514

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
FIRE ADMINISTRATION - 40200			
4090	FIRE CHIEF	0	148,845
	ASSISTANT FIRE CHIEF/FIRE MARSHAL/CHIEF BUILDING OFFICIAL	0	114,029
	DEPUTY FIRE CHIEF	0	92,123
	DIRECTOR OF EMS	0	79,065
	ADMIN. ASST.	0	65,830

			499,892

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4182	Clothing Allowance	65,301	Due to contractual obligations, each employee is entitled to an annual clothing allowance. 75 F/T employees x 725 54,375 4 F/T employees x 950 3,800 3 P/T employee x 150 450 5 F/T employees x 325 1,625 Badges/Medals/Awards 1,975 Initial Issue/Promotions 2,576 Damaged Uniforms 500	Due to contractual obligations, each employee is entitled to an annual clothing allowance. 75 F/T employees x 725 54,375 4 F/T employees x 950 3,800 3 P/T employee x 150 450 5 F/T employees x 325 1,625 Badges/Medals/Awards 1,975 Initial Issue/Promotions 2,576 Damaged Uniforms 500
4200	Office Supplies	4,000	General Office Supplies: including stationery, folders, paper, binders, toner kits, and planners	General Office Supplies: including stationery, folders, paper, binders, toner kits, and planners
4208	Equipment Repair	1,020	This account is for maintenance to office equipment; service & repair to copier/fax/scanner in admin. Copier Maintenance contract 487 Overages (estimate) 533	This account is for maintenance to office equipment; service & repair to copier/fax/scanner in admin. Copier Maintenance contract 481 Overages (estimate) 533
4224	Hazardous Response	16,407	Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District. Expenses related to mitigating hazardous conditions (excavators, demolition, etc) 16,407	Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District. Expenses related to mitigating hazardous conditions (excavators, demolition, etc) 16,407
4227	Ambulance Billing	96,525	Fees paid to contract for ambulance billing and collection services. This fee is based on 5.5% of all funds collected. Also includes a fee for mailing HIPPA Compliance letters.	Fees paid to contract for ambulance billing and collection services. This fee is based on 5.5% of all funds collected. Also includes a fee for mailing HIPPA Compliance letters.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			3 Yr Avg - \$69,259	3 Yr Avg - \$62,487
4232	Ambulance Supplies	113,281	Includes all emergency equipment and supplies utilized for Emergency Medical Services. Items included are: supplies and equipment for patient examination and treatment, extrication supplies, bone needles, IV therapy, Lucas cups, medical gloves, needles and syringes, personal protective equipment, pharmaceuticals, respiratory and wound care, cardiac monitoring electrodes and modems, oxygen rental and usage, on-site maintenance agreements for cardiac monitors and AEDs, stretcher & stair chair maintenance, etc.	Includes all emergency equipment and supplies utilized for Emergency Medical Services. Items included are: supplies and equipment for patient examination and treatment, extrication supplies, bone needles, IV therapy, Lucas cups, medical gloves, needles and syringes, personal protective equipment, pharmaceuticals, respiratory and wound care, cardiac monitoring electrodes and modems, oxygen rental and usage, on-site maintenance agreements for cardiac monitors and AEDs, stretcher & stair chair maintenance, etc.
			Maintenance for Cardiac Monitors, AEDs and LUCAS Devices (24 units) 19,143	Maintenance for Cardiac Monitors, AEDs and LUCAS Devices (24 units) 19,143
			Oxygen rental and usage 3,550	Oxygen rental and usage 3,447
			Power Load, Power Stretcher and stair chair annual maintenance agreement 8,824	Stretcher maintenance 950
			Supplies 70,292	Supplies 68,245
			Needle disposal service for ambulance needles 1,200	Year 1 of 5 year Stretcher Replacement Program 17,501
			Lifepak 1000 - replace Lifepak 500 on command car that is no longer supported by manufacturer 2,080	Pediatric Pt. Stretcher Securing Device (5) 3,995
			Equipment replacement for ambulances - replace equipment that has exceeded service life. (Phase in over 3 years) 8,192	

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4406	Printing & Binding	1,745	Includes printing as listed: Maintenance Work Orders Tags Envelopes & Stationery Hazard Reports Medical Releases Health Insurance Portability and Accountability Act Forms Inspectional Services forms (3 yr wgt'd avg=2,325)	Includes printing as listed: Maintenance Work Orders Tags Envelopes & Stationery Hazard Reports Medical Releases Health Insurance Portability and Accountability Act Forms Inspectional Services forms (3 yr wgt'd avg=2,296)
4409	Test Services	5,908	Expenses related to conducting annual promotional exams for Battalion Chief, Captain, Lieutenant, and Fire Inspector. Firefighter Candidate interviews, Pre- employment physical, polygraph and psychological testing. 5,908	Expenses related to conducting annual promotional exams for Battalion Chief, Captain, Lieutenant, and Fire Inspector. Firefighter Candidate interviews, Pre- employment physical, polygraph and psychological testing. 6,508
4410	Advertising	1,250	Legal notices for equipment bids & Fire code change notifications Also includes Employment Advertising (3 yr wgt'd avg = 1,546)	Legal notices for Equipment bids & Fire code change notifications Also includes Employment Advertising (3 yr wgt'd avg = 2,242)
4412	Training Expenses	26,647	All expenses related to training and professional development: Dues & Subscriptions 4,597 Firefighter Certification and skills and 5,000 development -NH Fire Academy Instruction Fees—Costs associated with 5,800 classes at Salem Fire Dept.	All expenses related to training and professional development: Dues & Subscriptions 4,597 Firefighter Certification and skills and 5,000 development -NH Fire Academy Instruction Fees—Costs associated with 5,800 classes at Salem Fire Dept.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			Outside Training—Off-site training & professional development	Outside Training—Off-site training & professional development
			Rehab Supplies	Rehab Supplies
			Meeting Expenses	Meeting Expenses
4440	Equipment Rental	2,356	Postage meter rental	Postage meter rental
			Document disposal container rental	Document disposal container rental
			Copier Lease Agreement	Copier Lease Agreement
4451	Postage	1,000	Costs of packaging, mailing and shipping. (3 yr avg - 1,974)	Costs of packaging, mailing and shipping. (3 yr avg - 1,428)
4603	Emergency Management	7,250	Emergency Operations Center (EOC) telephone lines (4)	Emergency Operations Center (EOC) telephone lines (4)
			EOC equipment, charts, signs	EOC equipment, charts, signs
			Emergency Management communications equip.	Emergency Management communications equip.

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>FIRE-SUPPRESSION</i>								
40210 - 4090	REGULAR PAY	3,984,669	4,221,173	4,098,850	4,342,034	4,342,034	4,342,034	4,342,034
40210 - 4093	REPLACEMENT PAY	1,069,732	1,042,569	1,220,545	1,195,894	1,195,894	1,195,894	1,195,894
40210 - 4096	LONGEVITY	5,560	5,560	5,560	5,560	5,560	5,560	5,560
40210 - 4097	INCENTIVE PAY	550,542	609,802	599,800	628,011	628,011	628,011	628,011
40210 - 4098	OVERTIME PAY/CALL BACK	227,164	192,140	149,043	215,428	215,428	215,428	215,428
40210 - 4110	HOLIDAY PAY	40,616	60,000	51,033	60,000	60,000	60,000	60,000
40210 - 4170	RETIREMENT	1,851,766	1,886,185	1,874,835	1,926,146	1,926,146	1,926,146	1,926,146
40210 - 4171	DISABILITY INSURANCE	3,017	4,797	1,465	1,764	1,764	1,764	1,764
40210 - 4172	WORKERS' COMPENSATION	397,314	437,946	419,450	574,428	574,428	574,428	574,428
40210 - 4174	FICA-SOCIAL SECURITY	87,186	93,957	87,184	97,977	97,977	97,977	97,977
40210 - 4176	HEALTH INSURANCE	1,555,779	1,750,722	1,736,114	1,867,642	1,853,780	1,853,780	1,853,780
40210 - 4177	UNEMPLOYMENT COMPENSATION	3,402	3,360	2,984	2,940	2,940	2,940	2,940
40210 - 4178	LIFE INSURANCE	11,672	12,399	12,246	12,850	12,850	12,850	12,850
40210 - 4179	DENTAL INSURANCE	60,386	69,410	67,523	73,538	71,514	71,514	71,514
40210 - 4223	ACADEMIC REIMBURSEMENT	5,749	3,000	-	3,000	3,000	3,000	3,000
40210 - 4225	BREATHING APPARATUS	51,106	12,376	24,239	12,376	12,376	12,376	12,376

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2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
40210 - 4228	FIRE HOSE	6,228	6,574	-	6,574	6,574	6,574	6,574
40210 - 4229	WATER SUPPLY MAINTENANCE	-	500	236	500	500	500	500
40210 - 4230	FIREFIGHTING SUPPLIES	78,278	54,652	57,904	61,640	61,640	61,640	61,640
40210 - 4412	EMS TRAINING	5,655	11,368	8,240	39,868	39,868	39,868	39,868
40210 - 4602	FIRE EQUIPMENT	43,335	25,000	13,897	25,000	25,000	25,000	25,000
40210 - 4611	EMS CERTIFICATION	8,775	13,255	12,874	14,900	14,900	14,900	14,900
SUBTOTAL		10,047,931	10,516,745	10,444,021	11,168,070	11,152,184	11,152,184	11,152,184

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
FIRE SUPPRESSION - 40210			
4090	BATTALION CHIEFS (4)	0	315,552
	CAPTAINS (3)	0	214,254
	LIEUTENANTS (9)	0	613,366
	FIREFIGHTER/PARAMEDIC (52)	0	3,058,701
	INSPECTOR (FIREFIGHTER)	0	67,525
	MECHANIC	0	72,636

			4,342,034

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4093	Replacement Pay	1,195,894	<p>Replacement shifts for absence due to vacations, sick leave, holidays, accident on duty, open shifts, light duty, military leave, training, administrative leave, and bereavement.</p> <p>730 Shifts (365 days/yr x 2 shift/day)</p> <p>17 Shift staffing (members)</p> <hr/> <p>12,410 Total shifts to staff (182.50 Shifts/member)</p> <hr/> <p>3 Yr weighted average of leave use: 2,329 shifts/yr</p> <hr/> <p>2,329 replacement shifts needed @ 513.48 (avg.) = 1,195,894 3 Year Weighted Average - 1,045,676</p> <p>Overspent in 2018 by \$27,163 Overspent in 2017 by \$27,268 Overspent in 2016 by \$42,334</p> <p>NOTE- 2019 Replacement pay was level funded at 2018 amount, which was based on 15 Shift Staffing; the 2020 amount is based on the additional on-duty staffing increase to 17 that occurred in 2018 with the SAFER Grant</p>	<p>Replacement shifts for absence due to vacations, sick leave, holidays, accident on duty, open shifts, light duty, military leave, training, administrative leave, and bereavement.</p> <p>730 Shifts (365 days/yr x 2 shift/day)</p> <p>17 Shift staffing (members)</p> <hr/> <p>12,410 Total shifts to staff (182.50 Shifts/member)</p> <hr/> <p>3 Yr weighted average of leave use: 2,448 shifts/yr</p> <hr/> <p>2,448 replacement shifts needed @ 481.56 (avg.) = 1,178,859 3 Year Weighted Average - 1,022,359</p> <p>Overspent in 2017 by \$27,268 Overspent in 2016 by \$42,334 Overspent in 2015 by \$149,055</p>
4096	Longevity	5,560	<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. (covers 5 remaining Grandfathered employees)</p>	<p>Costs are contractual obligations under the collective bargaining agreement.</p> <p>Eligible Employees receive \$200 after 5 years of service and \$40 for each additional year of service.</p>

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4097	Incentive Pay	628,011	<p>Costs are contractual obligations mandated by the collective bargaining agreement. These benefits are paid for the following certifications and the number of personnel holding that level:</p> <p>Emergency Medical Technician - 72 of 72 6.50%</p> <p>Advanced Emergency Medical Technician - 55 of 72 2.50%</p> <p>Defibrillator Cert – 72 of 72 1.50%</p> <p>Firefighter -Level II – 25 of 72 3.00%</p> <p>Firefighter -Level III – 48 of 72 4.50%</p>	<p>Costs are contractual obligations mandated by the collective bargaining agreement. These benefits are paid for the following certifications and the number of personnel holding that level:</p> <p>Emergency Medical Technician - 72 of 72 6.50%</p> <p>Advanced Emergency Medical Technician - 51 of 72 2.50%</p> <p>Defibrillator Cert – 72 of 72 1.50%</p> <p>Firefighter -Level II – 25 of 72 3.00%</p> <p>Firefighter -Level III – 47 of 72 1.50%</p>
4098	Overtime Pay	215,428	<p>Overtime paid for shift holdovers, emergency callbacks, callbacks to cover stations, major storms, disasters, respond to major incidents. Emergency callbacks are often utilized in conjunction with mutual aid from surrounding communities. We strive to keep 1 Engine and 1 Ambulance staffed (5 personnel – minimum town-wide).</p> <p>Also includes OT expense for officer meetings, paramedic training sessions, EMS Coord., Training Officer, Mechanic, EMS Committee.</p> <p>3 Year Weighted Average - 215,428 215,428</p>	<p>Overtime paid for shift holdovers, emergency callbacks, callbacks to cover stations, major storms, disasters, respond to major incidents. Emergency callbacks are often utilized in conjunction with mutual aid from surrounding communities. We strive to keep 1 Engine and 1 Ambulance staffed (5 personnel – minimum town-wide).</p> <p>Also includes OT expense for officer meetings, paramedic training sessions, EMS Coord., Training Officer, Mechanic, EMS Committee.</p> <p>3 Year Weighted Average - 192,140 192,140</p>
4110	Holiday Pay	60,000	<p>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.</p>	<p>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.</p>

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4223	Academic Reimbursement	3,000	Tuition reimbursement for firefighting personnel who complete accredited job related courses in accordance with the collective bargaining agreement.	Tuition reimbursement for firefighting personnel who complete accredited job related courses in accordance with the collective bargaining agreement.
4225	Breathing Apparatus	12,376	Masks/Regulators & Voice Amp Units 5,988 Misc. - Includes: maintenance, parts & cyclic hydrostatic testing for 68 units, 132 cylinders & 5 RIT packs, maintenance for 2 cascade systems, air quality tests, fit test machine calibration, and Posicheck calibration. 6,388	Masks/Regulators & Voice Amp Units 5,988 Misc. - Includes: maintenance, parts & cyclic hydrostatic testing for 68 units, 132 cylinders & 5 RIT packs, maintenance for 2 cascade systems, air quality tests, fit test machine calibration, and Posicheck calibration. 6,388
4228	Fire Hose	6,574	Annual replacements of hose due to age and wear and tear. 500' - 4" 2,975 800' - 1.75" 2,069 400' - 2.50" 1,530	Annual replacements of hose due to age and wear and tear. 500' - 4" 2,975 800' - 1.75" 2,069 400' - 2.50" 1,530
4229	Water Supply Maintenance	500	Items needed to maintain cisterns (8), pipes, strainers, caps, signs etc. Repairs to Cisterns 250 Misc. Maintenance 250	Items needed to maintain cisterns (8), pipes, strainers, caps, signs etc. Repairs to Cisterns 250 Misc. Maintenance 250
4230	Firefighting Supplies	61,640	Firefighter protective clothing. Includes costs for boots, gloves, hoods and face shields, maintaining compliance with the National Fire Protection Association Firefighting Safety Standard for initial issues as well as replacements	Firefighter protective clothing. Includes costs for boots, gloves, hoods and face shields, maintaining compliance with the National Fire Protection Association Firefighting Safety Standard for initial issues as well as replacements

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			(15 sets Coat, Pants, Boots, Hood, Gloves) (\$3,494 each) (increase from 13 sets to maintain rotation)	(13 sets Coat, Pants, Boots, Hood, Gloves) (\$3,494 each)
			Boots (2 Pair)	Boots (2 Pair)
			Gloves (10 Pair)	Gloves (10 Pair)
			Hoods (10)	Hoods (10)
			Extrication Gloves (4)	Extrication Gloves (4)
			Turnout Gear Repairs	Turnout Gear Repairs
			Reflective Vests (10)	Reflective Vests (10)
			Helmets (4)	Helmets (4)
4412	EMS Training	39,868	AEMT Course	AEMT Course
			Paramedic Course (2)	Paramedic Course
			Instructor Training	Instructor Training
			Dues and Subscriptions - EMS	Dues and Subscriptions - EMS
			Outside Training	Outside Training
			Meeting expenses	Meeting expenses
			CPR Training Supplies	CPR Training Supplies
			CPR Training-public (offset to revenue)	
4602	Fire Equipment	25,000	Firefighting tools and equipment used in day-to-day fire department emergency operations including: Safety Equipment, Helmets, nozzles, fittings, adapters, flashlights, axes, saws, ladders, thermal imaging camera, fire extinguishers, roof saws, cones, sump pumps, foam.	Firefighting tools and equipment used in day-to-day fire department emergency operations including: Safety Equipment, Helmets, nozzles, fittings, adapters, flashlights, axes, saws, ladders, thermal imaging camera, fire extinguishers, roof saws, cones, sump pumps, foam.
			Standard equipment	Standard equipment

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4611	EMS Certification	14,900	Cost of instructor services for required medical training and recertification courses. New National Continued Competency Requirement Refresher Program targets specific organizational, state, and national topics.	Cost of instructor services for required medical training and recertification courses. New National Continued Competency Requirement Refresher Program targets specific organizational, state, and national topics.
			Mandatory continuing education for Emergency Medical Technicians (24 EMTs, 24 AEMTs, and 18 Paramedics) including CPR recert and 96 hours of con- ed including ACLS and PALS.	Mandatory continuing education for Emergency Medical Technicians (24 EMTs, 24 AEMTs, and 18 Paramedics) including CPR recert and 96 hours of con- ed including ACLS and PALS.
			National Continued Competency Requirement (NCCR)	National Continued Competency Requirement (NCCR)
			NREMT recertification fees	NREMT recertification fees
			(Above are based on the number of individuals due)	
			6,260	4,999
			7,800	7,600
			840	656

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>FIRE-COMMUNICATIONS</i>								
40220 - 4090	REGULAR PAY	219,026	230,226	228,415	238,294	238,294	238,294	238,294
40220 - 4092	TEMPORARY PAY	36,525	42,364	36,093	40,400	40,400	40,400	40,400
40220 - 4093	REPLACEMENT PAY	54,169	51,670	55,921	52,920	52,920	52,920	52,920
40220 - 4097	INCENTIVE PAY	3,795	4,885	4,600	4,885	4,885	4,885	4,885
40220 - 4098	OVERTIME PAY	2,447	2,462	1,995	2,462	2,462	2,462	2,462
40220 - 4110	HOLIDAY PAY	3,261	2,320	714	2,320	2,320	2,320	2,320
40220 - 4170	RETIREMENT	37,253	31,146	36,213	33,612	33,612	33,612	33,612
40220 - 4171	DISABILITY INSURANCE	-	378	217	393	393	393	393
40220 - 4172	WORKERS' COMPENSATION	844	1,066	1,066	794	794	794	794
40220 - 4174	FICA-SOCIAL SECURITY	21,563	25,609	22,831	26,108	26,108	26,108	26,108
40220 - 4176	HEALTH INSURANCE	97,412	110,042	90,877	95,543	95,040	95,040	95,040
40220 - 4177	UNEMPLOYMENT COMPENSATION	340	440	288	341	341	341	341
40220 - 4178	LIFE INSURANCE	642	686	680	701	701	701	701
40220 - 4179	DENTAL INSURANCE	3,488	4,390	3,595	3,981	3,872	3,872	3,872
40220 - 4233	ALARM MAINTENANCE	7,802	12,800	2,284	9,800	9,800	9,800	9,800
40220 - 4412	TRAINING EXPENSE	601	1,700	229	700	700	700	700

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
40220 - 4450	TELEPHONE	45,779	47,241	42,678	47,241	47,241	47,241	47,241
40220 - 4456	RADIO MAINTENANCE	14,822	16,500	4,526	13,500	13,500	13,500	13,500
SUBTOTAL		549,769	585,925	533,222	573,995	573,383	573,383	573,383

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
FIRE COMMUNICATIONS - 40220			
4090	COMMUNICATIONS SUPERVISOR	0	60,994
	DISPATCHERS (4)	0	177,300

			238,294

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	40,400	Hourly wages paid to part-time dispatchers to cover 104 open shifts and 78 weekday shifts as well as other dispatcher vacancies(20). (Total of 202 shifts) 40,400	Hourly wages paid to part-time dispatchers to cover 124 open shifts and 78 weekday shifts as well as other dispatcher vacancies. (Total of 202 shifts) 42,364
4093	Replacement Pay	52,920	Coverage for dispatcher's vacations, sick leave, personal days, etc. Approx. 160 shifts are covered by full time dispatchers or firefighters. (3 yr wgtd avg.-54,168) (request is middle of last year and 3yr wgtd avd.)	Coverage for dispatcher's vacations, sick leave, personal days, etc. Approx. 160 shifts are covered by full time dispatchers or firefighters. (3 yr wgtd avg.-51,670)
4097	Incentive Pay	4,885	Contractually mandated payments made to full-time dispatchers for certification levels.	Contractually mandated payments made to full-time dispatchers for certification levels.
4098	Overtime Pay	2,462	Overtime paid for emergency callbacks and holdovers to cover dispatch during emergency incidents and includes overtime pay for in-service training/emergency incident critiques. 3 yr wgtd avg.-2,772	Overtime paid for emergency callbacks and holdovers to cover dispatch during emergency incidents and includes overtime pay for in-service training/emergency incident critiques. 3 yr wgtd avg.-3,154
4110	Holiday Pay	2,320	Anticipation that (5) dispatchers will redeem 3 holidays each at 1/4 week's pay for each shift (15 shifts) 3 yr wgtd avg. 3,025.	Anticipation that (5) dispatchers will redeem 3 holidays each at 1/4 week's pay for each shift (15 shifts) 3 yr wgtd avg. 2,320.
4233	Alarm Maintenance	9,800	Includes the cost of maintaining the Town's radio box fire alarm system and repairs to console equipment. Console - Inside Work 3,000 Emergency outside Radio Box Repairs 3,600	Includes the cost of maintaining the Town's radio box fire alarm system and repairs to console equipment. Console - Inside Work 6,000 Emergency outside Radio Box Repairs 3,600

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			Recorder Maint. Contract 2,500	Recorder Maint. Contract 2,500
			Traffic Light Repairs 700	Traffic Light Repairs 700
4412	Training Expense	700	Professional development training 700	Professional development training
			5 Dispatchers	5 Dispatchers 1,500
			2 Part-time Dispatchers	2 Part-time Dispatchers 200
4450	Telephone	47,241	Annual costs for all telephone services:	Annual costs for all telephone services:
			Business Lines (5)	Business Lines (5)
			Fax Lines (2)	Fax Lines (2)
			Station House Phones (3)	Station House Phones (3)
			Automatic Number Identifier (ANI)	Automatic Number Identifier (ANI)
			Automatic Location Identifier (ALI)	Automatic Location Identifier (ALI)
			Radio Circuit Lines (1)	Radio Circuit Lines (1)
			Direct lines to Police Dept. & Sub-Station (3)	Direct lines to Police Dept. & Sub-Station (3)
			Cellular Phones (17)	Cellular Phones (17)
			Broadband Communications (aircards)	Broadband Communications (aircards)
			BCN Communications Service	BCN Communications Service
			Long Distance Calls	Long Distance Calls
			Emergency Repairs, Equipment, Parts, Line Maintenance	Emergency Repairs, Equipment, Parts, Line Maintenance
			Volk Alarm Line (2)	Volk Alarm Line (2)
			Station Control Circuits (House Lights etc.)	Station Control Circuits (House Lights etc.)
			High speed fiber-Comcast - 2 lines	High speed fiber-Comcast - 2 lines
4456	Radio Maintenance	13,500	Repairs and maintenance 10,000	Repairs and maintenance 13,000
			Base Stations (4)	Base Stations (4)
			-Very High Frequency (VHF) (2)	-Very High Frequency (VHF) (2)
			-Ultra High Frequency (UHF) (2)	-Ultra High Frequency (UHF) (2)
			Mobiles (24)	Mobiles (24)

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			Portables (66)	Portables (66)
			Voter (1)	Voter (1)
			Remote Receivers (5)	Remote Receivers (5)
			Motorola Console (2)	Motorola Console (2)
			Simulcast System	Simulcast System
			Lawrence Rd/Howard St. Generators	Lawrence Rd/Howard St. Generators
			Portable Radio Batteries	Portable Radio Batteries
			1,000	1,000
			2,500	2,500

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>FIRE-STATIONS</i>								
40230 - 4235	SMALL TOOLS & EQUIP.	14,501	17,515	10,864	10,393	10,393	10,393	10,393
40230 - 4237	GAS & OIL	59,034	73,928	64,055	71,464	71,464	71,464	71,464
40230 - 4452	BUILDING MAINTENANCE	7,745	6,780	7,588	6,780	6,780	6,780	6,780
40230 - 4458	VEHICLE MAINTENANCE	77,374	99,292	76,511	85,692	85,692	85,692	85,692
40230 - 4600	OFFICE FURNITURE & APPLIANCES	4,443	3,215	9,823	3,215	3,215	3,215	3,215
SUBTOTAL		163,097	200,730	168,841	177,544	177,544	177,544	177,544
<i>CENTRAL STATION #1</i>								
40231 - 4452	BUILDING MAINTENANCE	30,217	27,745	24,480	22,750	22,750	22,750	22,750
40231 - 4495	HEAT	9,980	9,280	8,116	11,505	11,505	11,505	11,505
40231 - 4496	ELECTRICITY	18,118	18,026	17,342	18,236	18,236	18,236	18,236
40231 - 4497	OTHER UTILITIES	2,918	2,494	2,615	2,744	2,744	2,744	2,744
SUBTOTAL		61,233	57,545	52,553	55,235	55,235	55,235	55,235

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
OLD NORTH STATION								
40232 - 4452	BUILDING MAINTENANCE	50	275	4,897	275	275	275	275
40232 - 4495	HEAT	723	600	620	752	752	752	752
40232 - 4496	ELECTRICITY	346	356	334	362	362	362	362
SUBTOTAL		1,119	1,231	5,851	1,389	1,389	1,389	1,389
SOUTH STATION #3								
40233 - 4452	BUILDING MAINTENANCE	32,668	11,350	11,480	9,800	9,800	9,800	9,800
40233 - 4495	HEAT	8,615	11,110	8,699	11,851	11,851	11,851	11,851
40233 - 4496	ELECTRICITY	5,435	4,899	5,072	5,254	5,254	5,254	5,254
40233 - 4497	OTHER UTILITIES	914	1,000	1,132	1,000	1,000	1,000	1,000
SUBTOTAL		47,633	28,359	26,383	27,905	27,905	27,905	27,905

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>NORTH STATION #2</i>								
40234 - 4452	BUILDING MAINTENANCE	13,072	10,100	10,238	10,100	10,100	10,100	10,100
40234 - 4495	HEAT	11,215	14,207	10,792	10,269	10,269	10,269	10,269
40234 - 4496	ELECTRICITY	6,554	6,517	6,468	6,691	6,691	6,691	6,691
40234 - 4497	OTHER UTILITIES	459	432	599	440	440	440	440
SUBTOTAL		31,301	31,256	28,097	27,500	27,500	27,500	27,500
TOTAL-STATIONS		304,383	319,121	281,725	289,573	289,573	289,573	289,573

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-STATIONS

DEPT # - 40230

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4235	Small Tools	10,393	Tools/replacement and specialized equipment used by department mechanic. Tools/replacement equipment 7,895 Subscriptions to Vehicle Diagnostic Programs (shared with DPW) 2,498	Tools/replacement and specialized equipment used by department mechanic. Tools/replacement equipment 7,895 Power washer with under carriage cleaner 5,490 Subscriptions to Vehicle Diagnostic Programs (shared with DPW) (was in IT budget) 4,130
4237	Gas & Oil	71,464	Fuel Estimate: 19,563 gallons of diesel @ 2.35 and 9,508 gallons of gasoline @ 2.05 65,464 Oils, etc. (drums/quarts) 6,000	Fuel Estimate: 18,843 gallons of diesel @ 2.54 and 9,039 gallons of gasoline @ 2.22 67,928 Oils, etc. (drums/quarts) 6,000
4452	Building Maintenance	6,780	Supplies and equipment used for building maintenance in all fire stations. Light bulbs, cleansers, paper towels, toilet paper, trash bags, mops, sponges, buffer pads & shop safety equipment, pest control products. 3 yr wgted. avg - 7,438	Supplies and equipment used for building maintenance in all fire stations. Light bulbs, cleansers, paper towels, toilet paper, trash bags, mops, sponges, buffer pads & shop safety equipment, pest control products. 3 yr wgted. avg - 6,780
4458	Vehicle Maintenance	85,692	This category includes: Parts for repairs done by fire department personnel on 37 pieces of equipment including engine companies, a ladder company, ambulances, support vehicles, utilities vehicles, marine units, and trailers.	This category includes: Parts for repairs done by fire department personnel on 37 pieces of equipment including engine companies, a ladder company, ambulances, support vehicles, utilities vehicles, marine units, and trailers.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-STATIONS

DEPT # - 40230

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			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. 3 yr wgt'd avg (82,692) 82,692 (Includes maintenance of Inspections vehicles) Body work (rust mitigation) 3,000	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. 3 yr wgt'd avg (96,292) 96,292 (Includes maintenance of Inspections vehicles) Body work (rust mitigation) 3,000
4600	Office Furniture & Appliances	3,215	All Appliances, including refrigerators, stoves, dishwashers, washing machines, chairs, dryers and miscellaneous office furniture for all three stations. 3,215	All Appliances, including refrigerators, stoves, dishwashers, washing machines, chairs, dryers and miscellaneous office furniture for all three stations. 3,215

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-CENTRAL STATION #1

DEPT # - 40231

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4452	Building Maintenance	22,750	Maintenance and repair costs for Central Fire Station as follows: Exhaust System Maintenance 1,800 HVAC Maintenance 2,500 Electrical Repairs 2,100 Plumbing Supplies & Repair 2,000 Overhead Door Repair 7,500 Building/Grounds Maintenance 6,600 Generator Maintenance 250	Maintenance and repair costs for Central Fire Station as follows: Exhaust System Maintenance 1,800 HVAC Maintenance 2,500 Electrical Repairs 2,100 Plumbing Supplies & Repair 2,000 Overhead Door Repair 7,500 Building/Grounds Maintenance 6,600 Generator Maintenance 250 Move PPE Gear Washer 4,995
4495	Heat	11,505	Heating and air conditioning costs for Central Fire Station. 8,586 therms (3 yr wgt'd avg) natural gas @ \$1.34/therm	Heating and air conditioning costs for Central Fire Station. 7,484 therms (3 yr wgt'd avg) natural gas @ \$1.24/therm
4496	Electricity	18,236	Electricity costs for Central Fire Station. Based on 3 yr wgt'd avg plus 3%	Electricity costs for Central Fire Station. Based on 3 year weighted average, 18,026
4497	Other Utilities	2,744	Water and sewer charges. (3 yr wgt'd avg. - 2,744)	Water and sewer charges. (3 yr wgt'd avg. - 2,494)

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-OLD NORTH STATION

DEPT # - 40232

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4452	Building Maintenance	275	General maintenance (overhead door repair, buildings and grounds).	General maintenance (overhead door repair, buildings and grounds).
4495	Heat	752	353 gallons (3 yr wgt'd avg) of propane at 2.13 per gallon.	269 gallons (3 yr wgt'd avg) of propane at 2.23 per gallon.
4496	Electricity	362	Electricity costs for Old North Station. Based on 3 yr wgt'd avg plus 3%	Electricity costs for Old North Station. Based on 3 year weighted average, 356

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-SOUTH STATION #3

DEPT # - 40233

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4452	Building Maintenance	9,800	Maintenance and repair costs for South Fire Station as follows: Exhaust System Maintenance 1,200 HVAC Maintenance 750 Electrical Repairs 2,000 Plumbing Supplies & Repair 1,000 Overhead Door Repair 1,000 Building/Grounds Maintenance 1,950 Generator Maintenance 250 Fire Alarm Annual Inspection 300 Sprinkler Annual Inspection 400 Pressure Vessel Inspections State of NH 100 Pest Control 850	Maintenance and repair costs for South Fire Station as follows: Exhaust System Maintenance 1,200 HVAC Maintenance 750 Electrical Repairs 2,000 Plumbing Supplies & Repair 1,000 Overhead Door Repair 1,000 Building/Grounds Maintenance 1,950 Generator Maintenance 250 Fire Alarm Annual Inspection 300 Sprinkler Annual Inspection 400 Pressure Vessel Inspections State of NH 100 Bathroom Stall Partition 2,400
4495	Heat	11,851	Heating costs for South Fire Station. 5,564 gal of propane @ \$2.13/gallon	Heating costs for South Fire Station. 4,982 gal of propane @ \$2.23/gallon-level fund to cover increase in use for added staff
4496	Electricity	5,254	Electricity costs for South Fire Station . Based on 3 yr wgtd avg pus 3%	Electricity costs for South Fire Station . Based on 3 year weighted average, 4,899
4497	Other Utilities	1,000	Water and sewer charges. (3 yr wgtd avg. – 886)	Water and sewer charges. (3 yr wgtd avg. – 910) Increase in use for added staff

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - FIRE-NORTH STATION #2

DEPT # - 40234

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4452	Building Maintenance	10,100	Maintenance and repair costs for North Fire Station as follows: Exhaust System Maintenance 750 HVAC Maintenance 3,000 Electrical Repairs 200 Plumbing Supplies & Repair 500 Overhead Door Repair 1,500 Building/Grounds Maintenance 3,000 Generator Maintenance 250 Fire Alarm Maintenance 300 Fire Sprinkler Maintenance 400 Septic/Grey Water 200	Maintenance and repair costs for North Fire Station as follows: Exhaust System Maintenance 750 HVAC Maintenance 3,000 Electrical Repairs 200 Plumbing Supplies & Repair 500 Overhead Door Repair 1,500 Building/Grounds Maintenance 3,000 Generator Maintenance 250 Fire Alarm Maintenance 300 Fire Sprinkler Maintenance 400 Septic/Grey Water 200
4495	Heat	10,269	Heating costs for North Fire Station. 4,821 gal (3 yr wgt'd avg) of propane @ \$2.13/gallon	Heating costs for North Fire Station. 6,371 gal (3 yr wgt'd avg) of propane @ \$2.23/gallon
4496	Electricity	6,691	Electricity costs for North Fire Station. Based on 3 yr wgt'd avg plus 3%	Electricity costs for North Fire Station. Based on 3 year weighted average, 6,517
4497	Other Utilities	440	Water charges. (3 yr wgt'd avg. – 440)	Water charges. (3 yr wgt'd avg. – 432)

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>FIRE-INSPECTIONAL SERVICES</i>								
40240 - 4090	REGULAR PAY	427,068	434,254	434,206	436,173	440,931	440,931	440,931
40240 - 4092	TEMPORARY PAY	70,691	89,480	81,418	82,224	82,823	82,823	82,823
40240 - 4098	OVERTIME PAY	2,248	2,500	-	-	-	-	-
40240 - 4170	RETIREMENT	48,860	48,962	48,931	48,722	49,252	49,252	49,252
40240 - 4171	DISABILITY INSURANCE	3,665	3,705	3,697	3,711	3,740	3,740	3,740
40240 - 4172	WORKERS' COMPENSATION	25,079	31,868	31,220	21,591	22,179	22,179	22,179
40240 - 4174	FICA-SOCIAL SECURITY	35,392	41,596	36,428	39,657	40,067	40,067	40,067
40240 - 4176	HEALTH INSURANCE	116,143	118,996	124,668	156,519	154,248	154,248	154,248
40240 - 4177	UNEMPLOYMENT COMPENSATION	428	432	378	336	336	336	336
40240 - 4178	LIFE INSURANCE	1,075	1,093	1,088	1,227	1,238	1,238	1,238
40240 - 4179	DENTAL INSURANCE	5,030	5,252	5,165	6,565	6,386	6,386	6,386
40240 - 4231	INSPECTIONAL SERVICES SUPPLIES	4,394	5,275	3,256	5,275	5,275	5,275	5,275
40240 - 4400	CONTRACTED SERVICES	16,960	17,378	23,310	16,490	16,490	16,490	16,490
40240 - 4405	MEMBERSHIPS & PUBLICATIONS	1,452	2,784	3,230	2,869	2,869	2,869	2,869
40240 - 4453	MEETINGS & TRAINING	1,789	1,500	1,325	1,500	1,500	1,500	1,500
40240 - 4587	RECORDING FEES	108	75	121	75	75	75	75

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
40240 -4810	MOSQUITO CONTROL	48,000	48,000	52,000	48,000	48,000	48,000	48,000
	SUBTOTAL	808,383	853,150	850,441	870,934	875,409	875,409	875,409
	TOTAL-FIRE	12,785,367	13,460,286	13,213,181	14,069,791	14,058,063	14,058,063	14,058,063

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
FIRE-INSPECTIONAL SERVICES - 40240			
4090	BUILDING OFFICIALS/INSPECTORS (3)	0	232,245
	HEALTH OFFICER	0	102,279
	ADMIN. SECRETARY	0	57,619
	RECORDS CLERK	0	48,788

			440,931

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME -FIRE - INSPECTIONAL SERVICES

DEPT # - 40240

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	82,823	2 PT inspectors @ 24 hrs/wk 82,823	This is for 2 PT inspectors to handle the increase in inspections that will occur from the Tuscan Village development. 2 PT inspectors @ 24 hrs/wk 89,480
4231	Inspectional Services Supplies	5,275	Code Books/Library 2,000 Inspection/Investigation tools and equipment including evidence collection and photo supplies 425 Fire Prevention/Education Literature 2,400 Safety Trailer supplies & equip. 250 Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye 200	Code Books/Library 2,000 Inspection/Investigation tools and equipment including evidence collection and photo supplies 425 Fire Prevention/Education Literature 2,400 Safety Trailer supplies & equip. 250 Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye 200
4400	Contracted Services	16,490	Environmental testing done at NH Dept. of Environmental Services Lab as confirmation of food borne illnesses and pathogenic contamination of environment including suspected sewage outbreaks. Monthly beach testing samples June through August and re-samples as needed. Estimated 54 samples @ \$20 each. 1,080 Septic Inspections/reviews 15,410 (offsetting revenue GF 1-3371) (3 yr wgtd avg - 16,490)	Environmental testing done at NH Dept. of Environmental Services Lab as confirmation of food borne illnesses and pathogenic contamination of environment including suspected sewage outbreaks. Monthly beach testing samples June through August and re-samples as needed. Estimated 54 samples @ \$20 each. 1,080 Septic Inspections/reviews 16,298 (offsetting revenue GF 1-3371) (3 yr wgtd avg - 14,418)
4405	Memberships & Publications	2,869	Prof. Assn. Memberships: NH Building Officials Assn 260	Prof. Assn. Memberships: NH Building Officials Assn 260

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME -FIRE - INSPECTIONAL SERVICES

DEPT # - 40240

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			NH Fire Prevention and International Arson Investigators	NH Fire Prevention and International Arson Investigators
			International Assn. of Electrical Inspectors	International Assn. of Electrical Inspectors
			Code Subscriptions Service (Includes Annual Membership for Code Services - NFPA and ICC)	Code Subscriptions Service (Includes Annual Membership for Code Services - NFPA and ICC)
			N.H. Health Officers Assoc.	N.H. Health Officers Assoc.
			Granite State Designers and Installers	Granite State Designers and Installers
4453	Meetings & Training	1,500	ICC Certifications (3)	ICC Certifications (3)
			Code Training & Continuing Education (7 inspectors & 2 Administrative staff)	Code Training & Continuing Education
			NH Health Officers Association (Semi-Annual meetings)	NH Health Officers Association (Semi-Annual meetings)
			Annual Granite State Designers & Installers Conference (1-day)	Annual Granite State Designers & Installers Conference (1-day)
4587	Recording Fees	75	Deed addendums for in-law and accessory apartments (offsetting revenue GF 1-3260)	Deed addendums for in-law and accessory apartments (offsetting revenue GF 1-3260)
4810	Mosquito Control	48,000	Mosquito surveillance, larviciding, and adulticiding. Includes annual permit and event spray.	Mosquito surveillance, larviciding, and adulticiding. Includes annual permit and event spray.

2020 BUDGET							
DEPT.	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
MUNICIPAL SERVICES SUMMARY							
ADMINISTRATION	492,909	512,088	511,690	527,902	528,502	528,502	528,502
GARAGE	53,527	43,947	45,842	46,146	46,146	46,146	46,146
FLEET	497,380	492,209	491,623	591,706	591,124	591,124	591,124
STREETS/SHOPS	2,295,735	2,487,548	2,524,785	2,362,269	2,358,359	2,358,359	2,358,359
SOLID WASTE	991,949	949,838	1,055,080	1,019,435	1,018,607	1,018,607	1,018,607
PARKS/PROPERTY	364,880	446,026	409,404	574,497	573,752	573,752	573,752
ENGINEERING	514,104	667,798	642,830	614,862	614,179	614,179	614,179
LIGHTING	599,893	570,142	588,066	654,710	654,710	654,710	654,710
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TOTAL - MUNICIPAL SERVICES	5,810,377	6,169,596	6,269,321	6,391,527	6,385,379	6,385,379	6,385,379

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
MUNICIPAL SERVICES-ADMINISTRATION								
50100 - 4090	REGULAR PAY	302,962	306,090	307,540	307,681	308,607	308,607	308,607
50100 - 4092	TEMPORARY PAY	5,293	-	-	-	-	-	-
50100 - 4170	RETIREMENT	34,533	34,511	34,662	34,368	34,472	34,472	34,472
50100 - 4171	DISABILITY INSURANCE	2,218	2,235	2,226	2,228	2,232	2,232	2,232
50100 - 4172	WORKERS' COMPENSATION	11,181	9,541	9,352	8,964	8,970	8,970	8,970
50100 - 4174	FICA-SOCIAL SECURITY	23,245	23,416	22,682	23,537	23,608	23,608	23,608
50100 - 4176	HEALTH INSURANCE	70,392	74,114	74,100	77,984	77,565	77,565	77,565
50100 - 4177	UNEMPLOYMENT COMPENSATION	165	144	126	126	126	126	126
50100 - 4178	LIFE INSURANCE	741	744	743	744	746	746	746
50100 - 4179	DENTAL INSURANCE	2,997	3,203	3,175	3,429	3,335	3,335	3,335
50100 - 4182	CLOTHING ALLOWANCE	200	200	200	12,141	12,141	12,141	12,141
50100 - 4200	OFFICE SUPPLIES	1,272	900	1,299	900	900	900	900
50100 - 4239	DAM REPAIR & MAINTENANCE	6,600	34,150	29,277	30,150	30,150	30,150	30,150
50100 - 4240	FLOOD CONTROL MANAGEMENT	8,290	8,400	8,400	8,400	8,400	8,400	8,400
50100 - 4400	CONTRACTED SERVICES	3,129	1,000	5,660	2,000	2,000	2,000	2,000
50100 - 4405	MEMBERSHIPS & PUBLICATIONS	780	1,140	967	1,140	1,140	1,140	1,140

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
50100 - 4406	PRINTING & BINDING	1,234	500	521	500	500	500	500
50100 - 4423	MEDICAL EXAMINATIONS	953	1,100	470	1,100	1,100	1,100	1,100
50100 - 4437	FOOD	5,810	-	-	-	-	-	-
50100 - 4450	TELEPHONE	8,430	8,520	8,541	10,330	10,330	10,330	10,330
50100 - 4453	MEETINGS & TRAINING	525	680	230	680	680	680	680
50100 - 4459	EQUIPMENT MAINTENANCE	1,324	1,500	704	1,500	1,500	1,500	1,500
50100 - 4600	OFFICE FURNITURE & EQUIP.	637	-	815	-	-	-	-
SUBTOTAL		492,909	512,088	511,690	527,902	528,502	528,502	528,502

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
ADMINISTRATION - 50100			
4090	DIRECTOR OF MUNICIPAL SERVICES	0	133,444
	DEPUTY DIRECTOR MS-OPERATIONS	0	109,333
	ADMIN. ASSISTANT	0	65,830

			308,607

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - ADMINISTRATION

DEPT # - 50100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020		EXPLANATION 2019	
4182	Clothing Allowance	12,141	Contract requirements (22 employees) (Formerly allocated among MS departments)		Contract requirement (1 employee) Boot allowance only	
4200	Office Supplies	900	Supplies for Public Works Division 3 yr wgt'd avg. (1,199)		Supplies for Public Works Division 3 yr wgt'd avg. (1,135)	
4239	Dam Repairs & Maintenance	30,150	Yearly maintenance to 3 dams and 2 flumes	4,000	Yearly maintenance to 3 dams and 2 flumes	4,000
			Electronic gate system maint.	1,000	Electronic gate system maint.	1,000
			Dam Compliance Engineering	21,000	Dam Compliance Engineering	25,000
			Annual State Dam Inspection	4,150	Annual State Dam Inspection	4,150
			3 yr wgt'd avg. (7,095)		3 yr wgt'd avg. (9,516)	
4240	Flood Control Management	8,400	Maintenance of river gauge @ Cowbell Corners (North Salem) cost of 13,900 to be offset by 5,500 from USGS Paid annually, in the Fall, to USGS		Maintenance of river gauge @ Cowbell Corners (North Salem) cost of 13,900 to be offset by 5,500 from USGS Paid annually, in the Fall, to USGS	
4400	Contracted Services	2,000	Advertisements and public notices	2,000	Advertisements and public notices	1,000
			3 yr wgt'd avg. (3,373)		3 yr wgt'd avg. (4,757)	
4405	Memberships & Publications	1,140	For membership in professional organizations:		For membership in professional organizations:	
			NH Public Works Assn	40	NH Public Works Assn	40
			Solid Waste Certifications	730	Solid Waste Certifications	730
			(5 scales @ 96 ea. & 5 operators @ 50 ea)		(5 scales @ 96 ea. & 5 operators @ 50 ea)	
			State scale license	180	State scale license	180
			APWA Memberships	160	APWA Memberships	160
			NH Road Agents	30	NH Road Agents	30

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - ADMINISTRATION

DEPT # - 50100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4406	Printing & Binding	500	Handout notices for road detours, construction projects, etc. Stationery and envelopes 3 yr wgt'd avg. (1,021)	Handout notices for road detours, construction projects, etc. Stationery and envelopes 3 yr wgt'd avg. (549)
4423	Medical Exams	1,100	Physicals for employees when requested by the Town Random Drug/Alcohol testing 3 yr wgt'd avg. (1,105)	Physicals for employees when requested by the Town Random Drug/Alcohol testing 3 yr wgt'd avg. (1,350)
4450	Telephone	10,330	Telephone lines, usage, and repairs Cell phone service (5) Broadband communications- aircards- GIS tablets (7) 3 yr wgt'd avg. (8,355)	Telephone lines and usage Cell phones (5) 3 yr wgt'd avg. (8,088)
4453	Meetings & Training	680	Training programs, UNH T2 3 yr wgt'd avg. (804)	Training programs, UNH T2 3 yr wgt'd avg. (1,601)
4459	Equipment Maintenance	1,500	Copier maintenance & copies Emergency repairs Time clock maintenance (2) 3 yr wgt'd avg. (1,232)	Copier Maintenance & copies Emergency repairs Time clock Maintenance (2) 3 yr wgt'd avg. (1,140)

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
MUNICIPAL SERVICES-GARAGE								
50110 - 4401	CLEANING SERVICES	5,571	5,500	1,628	5,500	5,500	5,500	5,500
50110 - 4495	HEAT	15,284	11,087	11,690	14,506	14,506	14,506	14,506
50110 - 4496	ELECTRICITY	19,179	21,644	17,601	20,174	20,174	20,174	20,174
50110 - 4497	OTHER UTILITIES	898	1,250	1,115	1,250	1,250	1,250	1,250
50110 - 4498	BUILDING REPAIRS	12,595	4,466	13,809	4,716	4,716	4,716	4,716
	SUBTOTAL	53,527	43,947	45,842	46,146	46,146	46,146	46,146

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - GARAGE

DEPT # - 50110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4401	Cleaning Services	5,500	Cleaning of building provided by outside contractor. Based on bid pricing	Cleaning of building provided by outside contractor. Based on bid pricing
4495	Heat	14,506	Heat for building. Natural Gas. 3 yr wgt'd avg. 10,825 @1.34/ therm.	Heat for building. Natural Gas. 3 yr wgt'd avg. 8,941 @1.24/ therm.
4496	Electricity	20,174	Based on 3 yr wgt'd avg plus 3%	Based on 3 year weighted average, 21,644
4497	Other Utilities	1,250	Town Water 800 Septic pumping (twice/year) 450 Propane for Emergency Generator 3 yr wgt'd avg (967)	Town Water 800 Septic pumping (twice/year) 450 Propane for Emergency Generator 3 yr wgt'd avg (1,132)
4498	Building Repairs	4,716	General maintenance and repairs to DPW buildings and gas system HVAC maintenance contract (6 garage units) 924 Fuel System fire suppression testing twice annually (\$300 ea.) 600 Annual maintenance for overhead garage doors 2,500 Generator Maint 500 Alarm monitoring 192 3 yr wgt'd avg. (23,188)	General maintenance and repairs to DPW buildings and gas system HVAC maintenance contract (6 garage units) 924 Fuel System fire suppression testing twice annually (\$300 ea.) 600 Annual maintenance for overhead garage doors 2,500 Generator Maint 250 Alarm monitoring 192 3 yr wgt'd avg. (27,508)

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
MUNICIPAL SERVICES-FLEET								
50120 - 4090	REGULAR PAY	89,182	115,435	91,315	166,395	166,395	166,395	166,395
50120 - 4098	OVERTIME PAY	4,530	5,500	10,731	5,000	5,000	5,000	5,000
50120 - 4170	RETIREMENT	11,067	13,635	11,549	19,144	19,144	19,144	19,144
50120 - 4171	DISABILITY INSURANCE	907	1,114	873	1,590	1,590	1,590	1,590
50120 - 4172	WORKERS' COMPENSATION	5,436	7,807	7,648	8,484	8,484	8,484	8,484
50120 - 4174	FICA-SOCIAL SECURITY	6,747	9,252	7,291	13,112	13,112	13,112	13,112
50120 - 4176	HEALTH INSURANCE	47,574	62,176	46,636	90,645	90,160	90,160	90,160
50120 - 4177	UNEMPLOYMENT COMPENSATION	95	96	84	126	126	126	126
50120 - 4178	LIFE INSURANCE	277	320	267	494	494	494	494
50120 - 4179	DENTAL INSURANCE	1,668	2,482	1,558	3,515	3,418	3,418	3,418
50120 - 4182	CLOTHING ALLOWANCE	1,136	1,261	1,083	-	-	-	-
50120 - 4237	GAS & OIL	90,112	86,461	73,128	81,201	81,201	81,201	81,201
50120 - 4456	RADIO MAINTENANCE	498	1,670	2,146	2,000	2,000	2,000	2,000
50120 - 4458	VEHICLE MAINTENANCE	238,150	185,000	237,314	200,000	200,000	200,000	200,000
	SUBTOTAL	497,380	492,209	491,623	591,706	591,124	591,124	591,124

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
FLEET - 50120			
4090	CHIEF MECHANIC	0	61,777
	FLEET MECHANIC (2)	1	104,618
	(1 HEO transferred from Streets)		-----
			166,395

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - FLEET

DEPT # - 50120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4098	Overtime	5,000	Projects not charged back to Divisional or Departmental accounts. Projects like vehicle inspections, welding, sandblasting and emergency repairs. 3 yr wgt'd avg. (4,783)	Projects not charged back to Divisional or Departmental accounts. Projects like vehicle inspections, welding, sandblasting and emergency repairs. 3 yr wgt'd avg. (5,549)
4182	Clothing Allowance	-	Transferred to Administration	2 mechanics - contract requirement
4237	Gas & Oil	81,201	3 yr wgt'd avg. 13,744 gal of gasoline @ \$2.05 28,175 3 yr wgt'd avg. 20,224 gal of diesel @ \$2.35 47,526 Oil, hydraulic fluid, other lubricants, including waste oil disposal 5,500 3 yr wgt'd avg. (82,515)	3 yr wgt'd avg. 12,419 gal of gasoline @ \$2.22 27,570 3 yr wgt'd avg. 21,020 gal of diesel @ \$2.54 53,391 Oil, hydraulic fluid, other lubricants, including waste oil disposal 5,500 3 yr wgt'd avg. (81,988)
4456	Radio Maintenance	2,000	Annual repairs/maintenance 2,000 Pager rentals (0) - 3 yr wgt'd avg. (2,666)	Annual repairs/maintenance 1,370 Pager rentals (5) 300 3 yr wgt'd avg. (8,986)
4458	Vehicle Maintenance	200,000	Vehicle parts for scheduled and emergency repairs to equipment. 3 yr wgt'd avg. (221,630)	Vehicle parts for scheduled and emergency repairs to equipment. 3 yr wgt'd avg. (189,316)

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
MUNICIPAL SERVICES-STREETS/SHOPS								
50130 - 4090	REGULAR PAY	541,782	660,921	521,502	613,969	613,969	613,969	613,969
50130 - 4092	TEMPORARY PAY	49,682	30,000	40,032	31,040	31,040	31,040	31,040
50130 - 4098	OVERTIME PAY	52,146	40,000	54,854	42,000	42,000	42,000	42,000
50130 - 4112	STAND-BY PAY	11,543	10,831	11,572	11,373	11,373	11,373	11,373
50130 - 4170	RETIREMENT	100,998	80,299	100,563	74,544	74,544	74,544	74,544
50130 - 4171	DISABILITY INSURANCE	5,350	6,372	5,283	5,887	5,887	5,887	5,887
50130 - 4172	WORKERS' COMPENSATION	33,884	36,664	35,923	34,568	34,568	34,568	34,568
50130 - 4174	FICA-SOCIAL SECURITY	62,410	56,778	63,396	53,427	53,427	53,427	53,427
50130 - 4176	HEALTH INSURANCE	235,576	291,668	247,268	269,884	266,273	266,273	266,273
50130 - 4177	UNEMPLOYMENT COMPENSATION	605	726	552	597	597	597	597
50130 - 4178	LIFE INSURANCE	1,640	1,961	1,618	1,821	1,821	1,821	1,821
50130 - 4179	DENTAL INSURANCE	9,184	11,686	8,945	10,886	10,587	10,587	10,587
50130 - 4182	CLOTHING ALLOWANCE	7,754	7,102	5,378	-	-	-	-
50130 - 4201	MAINTENANCE SUPPLIES	1,295	1,500	1,217	1,359	1,359	1,359	1,359
50130 - 4235	SMALL TOOLS & EQUIP.	3,385	2,500	2,591	2,500	2,500	2,500	2,500
50130 - 4238	TRAFFIC & STREET SIGNS	5,708	9,378	6,122	7,330	7,330	7,330	7,330

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
50130 - 4241	BRIDGE & RAIL SUPPLIES	8,976	8,339	8,419	8,339	8,339	8,339	8,339
50130 - 4242	STREET LINING	53,615	42,000	58,341	42,000	42,000	42,000	42,000
50130 - 4244	GRAVEL/CRUSHED STONE	3,846	7,500	17,640	9,000	9,000	9,000	9,000
50130 - 4245	BITUMINOUS CONCRETE	22,850	25,000	20,476	24,101	24,101	24,101	24,101
50130 - 4246	SAND	9	149	-	61	61	61	61
50130 - 4248	DRAINAGE SUPPLIES	24,477	23,389	23,452	23,389	23,389	23,389	23,389
50130 - 4262	SAFETY	2,307	2,396	2,489	2,396	2,396	2,396	2,396
50130 - 4266	COLD PATCH	1,355	4,788	4,297	2,552	2,552	2,552	2,552
50130 - 4267	CALCIUM CHLORIDE	4,256	3,811	3,808	3,811	3,811	3,811	3,811
50130 - 4268	SIDEWALK MAINTENANCE	-	2,369	-	-	-	-	-
50130 - 4400	CONTRACTED SERVICES	65,607	72,480	65,468	77,980	77,980	77,980	77,980
50130 - 4440	EQUIPMENT RENTAL	13,042	14,500	11,315	14,500	14,500	14,500	14,500
50130 - 4462	TREE REMOVAL	49,175	32,441	44,691	40,000	40,000	40,000	40,000
50130 - 4607	EQUIPMENT	5,614	-	225	2,955	2,955	2,955	2,955
50130 - 4983	WINTER WEATHER OPERATIONS	917,664	1,000,000	1,157,345	950,000	950,000	950,000	950,000
	SUBTOTAL	2,295,735	2,487,548	2,524,785	2,362,269	2,358,359	2,358,359	2,358,359

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
STREETS/SHOPS - 50130			
4090	WORKING FOREMEN (2)	0	121,143
	HEAVY EQUIP. OPERATORS (6)	(1)	315,754
	(1 transferred to Fleet-Mechanic)		
	LIGHT EQUIP. OPERATOR (4)	0	177,072

			613,969

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	31,040	2 summer employees @ \$13/hr for 12 weeks doing brush, roadside trash pick up, patching, etc. Police details Police details for catch basin cleaning 3 yr wgt'd avg. (49,591)	12,480 11,440 13,560 5,000 3 yr wgt'd avg. (47,522)
4098	Overtime	42,000	Emergency overtime and callouts NOT related to snow and ice removal. Sweeping, road problems, wind and rain storms, floods, street line painting, etc. 3 yr wgt'd avg. (48,950)	Emergency overtime and callouts NOT related to snow and ice removal. Sweeping, road problems, wind and rain storms, floods, street line painting, etc. 3 yr wgt'd avg. (42,424)
4112	Standby	11,373	Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day 3 yr wgt'd avg. (11,293)	Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day 3 yr wgt'd avg. (10,831)
4182	Clothing Allowance	-	Transferred to Administration	13 employees - contract requirement
4201	Maintenance Supplies	1,359	Est. cost of maintenance materials (soap, paper products, bug sprays, bulbs, etc.). 3 yr wgt'd avg. (1,359)	Est. cost of maintenance materials (soap, paper products, bug sprays, bulbs, etc.). 3 yr wgt'd avg. (1,724)
4235	Small Tools & Equipment	2,500	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.) 3 yr wgt'd avg. (2,983)	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.) 3 yr wgt'd avg. (2,643)
4238	Traffic & Street Signs	7,330	Repair and clean existing signs.	Repair and clean existing signs.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			Replace signs due to damage, fading, theft and vandalism. 3 yr wgt'd avg. (7,330)	Replace signs due to damage, fading, theft and vandalism. 3 yr wgt'd avg. (10,732)
4241	Bridge & Rail Repairs	8,339	Guardrail repairs town wide 3 yr wgt'd avg. (9,398)	Guardrail repairs town wide 3 yr wgt'd avg. (9,677)
4242	Street Lining	42,000	Cost to paint and/or thermoplastic white and yellow lines, stop bars, zebra striped islands, crosswalks and lane arrows. Also includes in house supplies, paint and glass bead materials. 3 yr wgt'd avg. (50,225)	Cost to paint and/or thermoplastic white and yellow lines, stop bars, zebra striped islands, crosswalks and lane arrows. Also includes in house supplies, paint and glass bead materials. 3 yr wgt'd avg. (47,230)
4244	Gravel/Crushed Stone	9,000	Maintenance of gravel roads twice yearly, construction projects, and drainage repairs. Construction projects, pipe installations, backfill drain structures 3 yr wgt'd avg. (5,546)	Maintenance of gravel roads twice yearly, construction projects, and drainage repairs. Construction projects, pipe installations, backfill drain structures 3 yr wgt'd avg. (9,825)
4245	Bituminous Concrete	24,101	DPW hot top operations to repair sections of roads that require attention on a prioritized yearly basis (Asphalt) 3 yr wgt'd avg. (24,512) Added Sidewalk Maintenance (Acct- 4268)	DPW hot top operations to repair sections of roads that require attention on a prioritized yearly basis (Asphalt) 3 yr wgt'd avg. (27,176)
4246	Sand	61	Construction projects 3 yr wgt'd avg. (61)	Construction projects 3 yr wgt'd avg. (149)

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4248	Drainage Supplies	23,389	Maintenance and emergency repairs to existing structures. Continue town wide drainage improvements as needed. Supplies required to repair system failures; culvert pipe, pre-cast concrete structures, frames and grates, etc. 3 yr wgt'd avg. (25,351)	Maintenance and emergency repairs to existing structures. Continue town wide drainage improvements as needed. Supplies required to repair system failures; culvert pipe, pre-cast concrete structures, frames and grates, etc. 3 yr wgt'd avg. (31,442)
4262	Safety	2,396	To comply with NH Department of Labor work place safety requirements and our own safety manual, repair and replace safety equipment on an as needed basis. Barricades, flags, lights, vests, ear/eye protection, safety films, cones and barrels for traffic control. Training on Hazmat, confined space entry, trenching, and other job related requirements. 3 yr wgt'd avg. (2,461)	To comply with NH Department of Labor work place safety requirements and our own safety manual, repair and replace safety equipment on an as needed basis. Barricades, flags, lights, vests, ear/eye protection, safety films, cones and barrels for traffic control. Training on Hazmat, confined space entry, trenching, and other job related requirements. 3 yr wgt'd avg. (2,396)
4266	Cold Patch	2,552	Cost of materials to make emergency road repairs 3 yr wgt'd avg. (2,552)	Cost of materials to make emergency road repairs 3 yr wgt'd avg. (4,788)
4267	Calcium Chloride	3,811	For stabilization and dust control of gravel roads during the summer. 3 yr wgt'd avg. (4,121)	For stabilization and dust control of gravel roads during the summer. 3 yr wgt'd avg. (3,811)
4268	Sidewalk Maintenance	-	Continued repairs to the sidewalks. 3 yr wgt'd avg. (601) Combined with Bituminous Concrete - 4245	Continued repairs to the sidewalks. 3 yr wgt'd avg. (2,369)

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4400	Contracted Services	77,980	Beaver control where public safety is at risk Town wide sidewalk/island weed control Annual catch basin cleaning program (no treat/dispose included) 3 yr wgt'd avg. (54,956)	Beaver control where public safety is at risk Town wide sidewalk/island weed control Year 2 of 3 - Neighborhood catch basin cleaning (no treat/dispose) 3 yr wgt'd avg. (51,111)
			1,000	1,000
			14,280	14,480
			62,700	57,000
4440	Equipment Rental	14,500	Paving box etc. for in-house hot top operations Large excavator, 10 wheel dump, etc. 3 yr wgt'd avg. (17,177)	Paving box etc. for in-house hot top operations Large excavator, 10 wheel dump, etc. 3 yr wgt'd avg. (18,452)
			8,500	8,500
			6,000	6,000
4462	Tree Removal	40,000	Scheduled and emergency removal of trees. 3 yr wgt'd avg. (43,108)	Scheduled and emergency removal of trees. 3 yr wgt'd avg. (32,441)
4607	Equipment	2,955	Trench Compactor	
			2,955	
4983	Winter Weather Operations	950,000	For the purpose of winter weather operations, including, but not limited to, plowing and removing snow, sanding and chemically treating streets, and otherwise responding to hazardous road conditions related to winter weather. 3 yr wgt'd avg. (890,051)	For the purpose of winter weather operations, including, but not limited to, plowing and removing snow, sanding and chemically treating streets, and otherwise responding to hazardous road conditions related to winter weather.

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
MUNICIPAL SERVICES-SOLID WASTE								
50200 - 4090	REGULAR PAY	58,667	60,587	62,172	60,759	60,759	60,759	60,759
50200 - 4098	OVERTIME PAY	14,349	15,500	15,164	15,500	15,500	15,500	15,500
50200 - 4170	RETIREMENT	8,309	8,579	8,999	8,518	8,518	8,518	8,518
50200 - 4171	DISABILITY INSURANCE	527	580	559	580	580	580	580
50200 - 4172	WORKERS' COMPENSATION	3,570	2,808	2,754	2,608	2,608	2,608	2,608
50200 - 4174	FICA-SOCIAL SECURITY	5,541	5,821	6,078	5,834	5,834	5,834	5,834
50200 - 4176	HEALTH INSURANCE	13,871	14,717	14,715	15,598	14,786	14,786	14,786
50200 - 4177	UNEMPLOYMENT COMPENSATION	48	48	42	42	42	42	42
50200 - 4178	LIFE INSURANCE	161	179	171	179	179	179	179
50200 - 4179	DENTAL INSURANCE	517	552	547	591	575	575	575
50200 - 4182	CLOTHING ALLOWANCE	502	445	444	-	-	-	-
50200 - 4400	CONTRACTED SERVICES	816,341	787,482	865,285	834,109	834,109	834,109	834,109
50200 - 4406	PRINTING & BINDING	3,071	6,085	9,951	6,085	6,085	6,085	6,085
50200 - 4440	EQUIPMENT RENTAL	-	500	7,210	500	500	500	500
50200 - 4450	TELEPHONE	385	386	382	388	388	388	388
50200 - 4452	BUILDING MAINTENANCE	4,106	4,047	5,370	4,047	4,047	4,047	4,047

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
50200 - 4459	EQUIPMENT MAINTENANCE	4,160	500	249	500	500	500	500
50200 - 4466	PEST CONTROL	1,208	1,248	1,248	1,248	1,248	1,248	1,248
50200 - 4496	ELECTRICITY	2,035	1,757	1,823	1,989	1,989	1,989	1,989
50200 - 4633	HAZARDOUS WASTE COLLECTION	35,087	19,017	35,058	34,160	34,160	34,160	34,160
50200 - 4648	TESTING	19,495	19,000	16,857	26,200	26,200	26,200	26,200
SUBTOTAL		991,949	949,838	1,055,080	1,019,435	1,018,607	1,018,607	1,018,607

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
SOLID WASTE - 50200			
4090	WORKING FOREMAN	0	60,759
			----- 60,759

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE

DEPT # - 50200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4098	Overtime	15,500	Wednesday evenings Saturday replacement due to sick leave, vacation, holidays. 3 yr wgt'd avg. (12,976)	Wednesday evenings Saturday replacement due to sick leave, vacation, holidays. 3 yr wgt'd avg. (9,780) based on new contract
4182	Clothing Allowance	-	Transferred to Administration	1 employee - contract requirement
4400	Contracted Services	834,109	Loading, hauling & disposal: (tonnage based on 3 yr wgt'd avg tons) Trash \$85/ton (8,184 tons) 695,640 Recyclables \$37/tons (2,081 tons) 76,997 Video Devices \$408/ton (59 tons) 24,072 C&D (offset by permit fee GF 1-3365) 18,000 Scale certification 1,400 Brush Grinder Service 14,000 Oil disposal 4,000	Loading, hauling & disposal: (tonnage based on 3 yr wgt'd avg tons) Trash \$84/ton (7,730 tons) 649,320 Recyclables \$36/tons (2,250 tons) 81,000 Video Devices \$403/ton (54 tons) 21,762 C&D (offset by permit fee GF 1-3365) 16,000 Scale certification 1,400 Brush Grinder Service 14,000 Oil disposal 4,000
4406	Printing & Binding	6,085	Permit stickers 8,500 cnt. 3,715 C&D tickets 1,000 cnt 650 Scale slips 950 Regulations (hand outs) 770 3 yr wgt'd avg.(3,353)	Permit stickers 8,500 cnt. 3,715 C&D tickets 1,000 cnt 650 Scale slips 950 Regulations (hand outs) 770 3 yr wgt'd avg.(5,396)
4440	Equipment Rental	500	Bull dozer, portable scale, etc. 3 yr wgt'd avg. (354)	Bull dozer, portable scale, etc. 3 yr wgt'd avg. (354)
4450	Telephone	388	Telephone line charge. 388	Telephone line charge. 386

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE

DEPT # - 50200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4452	Building Maintenance	4,047	Paper products, soap 660 Water 535 Toilet rental 660 Building repairs 2,000 Alarm system monitoring 192 3 yr wgt'd avg. (3,663)	Paper products, soap 660 Water 535 Toilet pumping 660 Building repairs 2,000 Alarm system monitoring 192 3 yr wgt'd avg. (2,211)
4459	Equipment Maintenance	500	Normal maintenance of loader, scale, oil, filters, etc. 500 Scale repairs 3 yr wgt'd avg. (5,935)	Normal maintenance of loader, scale, oil, filters, etc. 500 Scale repairs 3 yr wgt'd avg. (5,887)
4466	Pest Control	1,248	Contractual services (104/mo). 1,248	Contractual services (100/mo). 1,248
4496	Electricity	1,989	Outside lighting. Scale house heat/cooling. Building electricity paid by Hauler under current contract. Based on 3 yr wgt'd avg plus 3%	Outside lighting. Scale house heat/cooling. Building electricity paid by Hauler under current contract. Based on 3 year weighted average, 1,757
4633	Hazardous Waste Collection	34,160	One day collection, in the Fall, of household hazardous waste. 3 yr wgt'd avg. (30,124)	One day collection, in the Fall of household hazardous waste. 3 yr wgt'd avg. (19,017)
4648	Testing	26,200	Post closure groundwater and methane gas sampling and testing costs at the Shannon Rd site. Management/Engineering 11,000 Testing (gas, groundwater and storm water) 1,4-dioxane 6,000	Post closure groundwater and methane gas sampling and testing costs at the Shannon Rd site. Management/Engineering 7,000 Testing (gas, groundwater and storm water) 1,4-dioxane 6,000

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE

DEPT # - 50200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			Storm water monitoring	Storm water monitoring
			PFOS, PFAS (contam. testing)	PFOS, PFAS (contam. testing)
			1,000	1,000
			8,200	5,000

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
MUNICIPAL SERVICES-PARKS/PROPERTY								
50300 - 4090	REGULAR PAY	162,596	192,795	176,302	263,386	263,386	263,386	263,386
50300 - 4092	TEMPORARY PAY	16,569	11,440	8,652	12,480	12,480	12,480	12,480
50300 - 4098	OVERTIME PAY	19,047	13,000	32,638	17,000	17,000	17,000	17,000
50300 - 4170	RETIREMENT	20,937	23,192	23,017	31,320	31,320	31,320	31,320
50300 - 4171	DISABILITY INSURANCE	1,659	1,849	1,596	2,534	2,534	2,534	2,534
50300 - 4172	WORKERS' COMPENSATION	10,869	10,689	10,480	10,256	10,256	10,256	10,256
50300 - 4174	FICA-SOCIAL SECURITY	14,883	16,619	16,767	22,722	22,722	22,722	22,722
50300 - 4176	HEALTH INSURANCE	62,138	91,898	54,217	114,706	114,110	114,110	114,110
50300 - 4177	UNEMPLOYMENT COMPENSATION	267	231	208	260	260	260	260
50300 - 4178	LIFE INSURANCE	510	596	489	779	779	779	779
50300 - 4179	DENTAL INSURANCE	2,531	3,606	2,592	5,413	5,264	5,264	5,264
50300 - 4182	CLOTHING ALLOWANCE	1,406	2,130	2,124	-	-	-	-
50300 - 4250	MEMORIAL PLANTINGS	2,026	2,050	2,394	2,394	2,394	2,394	2,394
50300 - 4252	GROUNDS MAINTENANCE	13,751	16,000	18,212	16,000	16,000	16,000	16,000
50300 - 4253	PARK IMPROVEMENTS	2,940	3,000	4,033	3,000	3,000	3,000	3,000
50300 - 4258	LUMBER & MATERIALS	355	250	108	250	250	250	250

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
50300 - 4262	SAFETY	389	200	268	300	300	300	300
50300 - 4400	CONTRACTED SERVICES	6,932	8,059	10,223	7,362	7,362	7,362	7,362
50300 - 4450	TELEPHONE	1,147	1,551	1,301	1,788	1,788	1,788	1,788
50300 - 4452	BUILDING MAINTENANCE	2,567	5,116	4,591	15,496	15,496	15,496	15,496
50300 - 4459	EQUIPMENT MAINTENANCE	3,816	1,000	248	1,000	1,000	1,000	1,000
50300 - 4465	EXPANSION & DEVELOPMENT	1,971	19,700	18,881	500	500	500	500
50300 - 4495	HEAT	5,557	5,162	4,931	5,493	5,493	5,493	5,493
50300 - 4496	ELECTRICITY	1,501	1,563	1,568	1,527	1,527	1,527	1,527
50300 - 4497	OTHER UTILITIES	7,738	14,330	13,565	10,000	10,000	10,000	10,000
50300 - 4607	EQUIPMENT	780	-	-	15,036	15,036	15,036	15,036
50300 - 4994	SITE REMEDIATION	-	-	-	13,495	13,495	13,495	13,495
SUBTOTAL		364,880	446,026	409,404	574,497	573,752	573,752	573,752

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
PARKS/PROPERTY - 50300			
4090	WORKING FOREMAN (2)	0	117,771
	HEAVY EQUIP. OPERATOR	0	56,602
	LIGHT EQUIP. OPERATOR	0	51,326
	CUSTODIAN	1	37,687
	(replaces contracted service-Town Hall and District Court)		

			263,386

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	12,480	2 employees for 12 weeks @ \$13/hr 3 yr wgt'd avg. (15,543)	2 employees for 11 weeks @ \$13 per 3 yr wgt'd avg. (14,793)
4098	Overtime	17,000	Burials on weekends or other overtime situations, also emergency response/callouts to public buildings. 3 yr wgt'd avg. (17,620)	Burials on weekends or other overtime situations, also emergency response/callouts to public buildings. 3 yr wgt'd avg. (13,275)
4182	Clothing Allowance	-	Transferred to Administration	4 employees - contract requirement
4250	Memorial Plantings	2,394	Cost of flowers for the Town to place at Veterans' memorials, exclusive of cemetery. Also includes cost of flowers on lots covered by Trust Funds. Authorized to expend interest only (approx \$400). 3 yr wgt'd avg. (2,201)	Cost of flowers for the Town to place at Veterans' memorials, exclusive of cemetery. Also includes cost of flowers on lots covered by Trust Funds. Authorized to expend interest only (approx \$400). 3 yr wgt'd avg. (2,721)
4252	Grounds Maintenance	16,000	Yearly costs to maintain parks and ball fields Town wide Turf Management Hydro seeding Pine Grove Includes maintenance and repairs of irrigation components. 3 yr wgt'd avg. (14,816)	Yearly costs to maintain parks and ball fields Town wide Turf Management Hydro seeding Pine Grove 3 yr wgt'd avg. (16,132)
4253	Park Improvements	3,000	Plantings, mulch, flags General improvements 3 yr wgt'd avg. (3,015)	Plantings, mulch, flags General improvements 3 yr wgt'd avg. (3,516)

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4258	Lumber & Material	250	Building and remodeling projects, fence repairs, etc. 3 yr wgt'd avg. (273)	Building and remodeling projects, fence repairs, etc. 3 yr wgt'd avg. (187)
4262	Safety	300	Cones, barricades, safety glasses, vests, ear and eye protection. 3 yr wgt'd avg. (339)	Cones, barricades, safety glasses, vests, ear and eye protection. 3 yr wgt'd avg. (214)
4400	Contracted Services	7,362	General contractor work and labor as needed. 3 yr wgt'd avg. (7,362)	General contractor work and labor as needed. 3 yr wgt'd avg. (8,786)
4450	Telephone	1,788	Telephone line charge 828 2 lines (Cemetery and Parks Building) Cell phone - Working Foreman (2) 960	Telephone line charge 816 2 lines (Cemetery and Parks Building) Cell phone - Working Foreman 735 (partial year for new position)
4452	Building Maintenance	15,496	Normal building maintenance for Pine Grove Cemetery, parks building, and other properties. 3,400 HVAC/Burner maint. for two bldgs. 1,332 Alarm monitoring (2) 384 Oil Tank Removal 2,500 New Oil Tanks 7,880 3 yr wgt'd avg. (3,472)	Normal building maintenance for Pine Grove Cemetery, parks building, and other properties. 3,400 HVAC/Burner maint. for two bldgs. 1,332 Alarm monitoring 384 3 yr wgt'd avg. (5,326)
4459	Equipment Maintenance	1,000	Repairs to equipment that require outside service. Parts for in-house service of lawn mowers, weed wackers and power tools. 1,000	Repairs to equipment that require outside service. Parts for in-house service of lawn mowers, weed wackers and power tools. 1,000

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			3 yr wgt'd avg. (3,234)	3 yr wgt'd avg. (1,955)
4465	Expansion & Development	500	Blasting in Pine Grove Cemetery 500	Blasting in Pine Grove Cemetery 500 Tree cutting, dozer rental, loam & hydro seed for expansion. 500 Phase I Expansion 18,700 3 yr wgt'd avg. (33,987)
			3 yr wgt'd avg. (13,579)	3 yr wgt'd avg. (33,987)
4495	Heat	5,493	Heating oil for Pine Grove Cemetery, Parks Building 3 yr wgt'd avg (2,289 gals) @ \$2.40	Heating oil for Pine Grove Cemetery, Parks Building 3 yr wgt'd avg (2,040 gals) @ \$2.53
4496	Electricity	1,527	Based on 3 yr wgt'd avg plus 3%	Based on 3 year weighted average, 1,563
4497	Other Utilities	10,000	Parks and Cemetery buildings Septic Pumping (4) 1,200 Town Water Irrigation: Michelle Park, Pine Grove Cemetery 8,800 3 yr wgt'd avg. (9,310)	Parks and Cemetery buildings Septic Pumping 1,100 Town Water Irrigation: Michelle Park, Pine Grove Cemetery 13,230 3 yr wgt'd avg. (11,993)
4607	Equipment	15,036	Cemetery Mower (2 repl.) 15,036	
4994	Site Remediation	13,495	Municipal Underground Storage Tank Compliance Work consists of Line Leak Testing, Annual Compliance Audit, and Project Mgt** Geotechnical Eng Consultant for: DPW 1,595 Kelley Library 1,375 District Court 1,375	

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			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	
			Transferred from Engineering	

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
MUNICIPAL SERVICES-ENGINEERING								
30100 - 4090	REGULAR PAY	307,508	349,947	346,708	380,328	380,328	380,328	380,328
30100 - 4092	TEMPORARY PAY	6,655	-	-	-	-	-	-
30100 - 4170	RETIREMENT	34,831	39,445	35,608	35,060	35,060	35,060	35,060
30100 - 4171	DISABILITY INSURANCE	2,284	2,633	2,458	2,914	2,914	2,914	2,914
30100 - 4172	WORKERS' COMPENSATION	20,730	25,800	23,186	19,626	19,626	19,626	19,626
30100 - 4174	FICA-SOCIAL SECURITY	23,016	28,291	25,553	29,094	29,094	29,094	29,094
30100 - 4176	HEALTH INSURANCE	88,549	110,684	93,937	102,166	101,635	101,635	101,635
30100 - 4177	UNEMPLOYMENT COMPENSATION	167	260	168	168	168	168	168
30100 - 4178	LIFE INSURANCE	882	1,016	956	1,176	1,176	1,176	1,176
30100 - 4179	DENTAL INSURANCE	3,660	4,577	3,878	5,584	5,432	5,432	5,432
30100 - 4182	CLOTHING ALLOWANCE	1,308	600	600	800	800	800	800
30100 - 4200	OFFICE SUPPLIES	361	547	772	432	432	432	432
30100 - 4210	OPERATING SUPPLIES	830	119	-	119	119	119	119
30100 - 4237	GAS & OIL	276	488	374	569	569	569	569
30100 - 4402	ENGINEERING SERVICES	3,603	89,500	88,240	20,000	20,000	20,000	20,000
30100 - 4405	MEMBERSHIPS & PUBLICATIONS	1,123	1,263	1,300	1,621	1,621	1,621	1,621

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
30100 - 4406	PRINTING & BINDING	190	438	420	132	132	132	132
30100 - 4408	VEHICLE EXPENSE	244	135	442	208	208	208	208
30100 - 4450	TELEPHONE	358	300	600	600	600	600	600
30100 - 4453	MEETINGS & TRAINING	774	1,885	817	2,115	2,115	2,115	2,115
30100 - 4458	VEHICLE MAINTENANCE	3,758	500	1,106	1,000	1,000	1,000	1,000
30100 - 4600	OFFICE FURNITURE & EQUIP.	1,329	-	665	11,150	11,150	11,150	11,150
30100 - 4994	SITE REMEDIATION	11,668	9,370	15,043	-	-	-	-
TOTAL		514,104	667,798	642,830	614,862	614,179	614,179	614,179

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
ENGINEERING - 30100			
4090	DEPUTY DIRECTOR MS-ENGINEERING	0	109,333
	SENIOR ENGINEER	0	102,279
	CAPITAL PROJECTS ENGINEER	0	102,279
	PROJECT ENGINEER (30 HOURS)	0	66,437

			380,328

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4182	Clothing Allowance	800	Boot allowance per contract (4) 800	Boot allowance per contract (3) 600
4200	Office Supplies	432	Misc. paper, pens, clips, envelopes, folders, binders, etc 3 year weighted average 432	Misc. paper, pens, clips, envelopes, folders, binders, etc 3 year weighted average 547
4210	Operating Supplies	119	Marking Paint, batteries, paint, field equipment 3 year weighted average 119	Marking Paint, batteries, paint, field equipment 3 year weighted average 119
4237	Gas & Oil	569	244 gal @ \$2.33/gal - 2 vehicles 3 year weighted average gal	220 gal @ \$2.22/gal - 2 vehicles 3 year weighted average gal
4402	Engineering Services	20,000	Outside engineering services as required by various departments. Amount represents small scale schematic or feasibility work on potential projects, studies, minor wetlands assessments, limited easement assistance, survey work, or other general minor technical assistance to the Town. 12,000 Bridge Engineering - Millville Street culvert at Hittytitty Brook - Hydrologic and hydraulic study to determine appropriate size of a future replacement structure to support adding the location to the NHDOT State Aid Bridge program. 8,000	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. (level funded from 2018) 7,000 Construction engineering for South Broadway culvert 75,000

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			MS4 Moved to Capital	MS4 (Stormwater): Annual Report (Yr 1), dry weather outfall/interconnection screening and sampling, illicit discharge detection and elimination (DDE) investigations, municipal employee training, and additional supplemental stormwater services. The new MS4 permit became effective July 1, 2018 and requires the above reporting, outfall sampling, training, and mitigation of illicit discharges. 7,500
4405	Memberships & Publications	1,621	NH Public Works Association Annual Group Membership 100	NH Public Works Association Annual Group Membership (Director, Sr Engineer, & Cap. Proj. Engineer) 100
			American Society of Civil Engineers Annual Membership (Capital Projects Engineer and Projects Engineer) 540	American Society of Civil Engineers Annual Membership (Capital Projects Engineer) 310
			National Society of Professional Engineers Annual Membership (Sr Engineer & Director) 498	National Society of Professional Engineers Annual Membership (Sr Engineer & Director) 398
			NH Professional Engineering License Renewal (Cap. Proj. Eng. & Director) 150	NH Professional Engineering License Renewal (Cap. Proj. Eng. & Director) 150
			AASHTO/ASCE/AutoCAD/ENR Technical Publications 80	AASHTO/ASCE/AutoCAD/ENR Technical Publications 60
			American Public Works Association Annual Membership (Director) 253	American Public Works Association Annual Membership (Director) 245
4406	Printing & Binding	132		Business cards (1 box) 90

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019		
			Large format print paper (4 boxes @ \$33)	132		
				Large format print paper (4 boxes @ \$33)	132	
				Large format ink cartridges (3 @ \$72)	216	
4408	Vehicle Expense	208	Use of Private Vehicles - mileage (3 year weighted average)	208	Use of Private Vehicles - mileage (3 year weighted average)	135
4450	Telephone	600	Telephone stipend for Director and Cap Projects Eng	600	Telephone stipend for Deputy Director	300
4453	Meetings & Training	2,115	LGC Annual Conference (Sr. Engineer & Cap. Proj. Engineer) (2 @ \$ 80)	160	LGC Annual Conference (Sr. Engineer & Cap. Proj. Engineer) (2 @ \$ 80)	160
			NH Public Works Assoc, UNH Technology Transfer, NH Society of Professional Engineers Trainings (Dir., Sr. Eng., Cap. Proj. Eng., Proj. Eng. – 2 ea) (8 @ \$ 60)	480	NH Public Works Assoc, UNH Technology Transfer, NH Society of Professional Engineers Trainings (Sr. Engineer, Cap. Proj. Engineer, Director – 2 ea) (6 @ \$ 60)	360
			American Public Works Association Seminar (Director) – 2 days	1,475	American Public Works Association Seminar (Director) – 2 days	1,365
4458	Vehicle Maintenance	1,000	P100 (P3 moved to Parks & Property, additional vehicles requested in Capital Budget)	1,000	1st vehicle-P3	250
					2nd vehicle-P100	250
4600	Office Furniture & Equip	11,150	Replacement chair	150		

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			Large format multi-function plotter (shared w/ Planning, Inspectional Services, GIS, and other Departments). Current plotter purchased in 2008 and reaching end of useful life.	11,000
4994	Site Remediation	-	Transferred to Parks & Property budget for oversight by Facilities Foreman	Municipal Underground Storage Tank Compliance Work consists of Line Leak Testing, Annual Compliance Audit, and Geotechnical Eng Consultant for: DPW 1,350 Kelley Library 1,200 District Court (incl. monthly inspections) 6,050 Unanticipated parts and physical repairs associated with the above testing and audit work 770

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>MUNICIPAL SERVICES-LIGHTING/TRAFFIC</i>								
50400 - 4226	TRAFFIC LIGHT MAINTENANCE	55,722	42,562	50,010	78,724	78,724	78,724	78,724
50400 - 4400	CONTRACTED SERVICES	19,925	12,750	12,750	34,030	34,030	34,030	34,030
50400 - 4496	ELECTRICITY	524,246	514,830	525,307	541,956	541,956	541,956	541,956
TOTAL		599,893	570,142	588,066	654,710	654,710	654,710	654,710
TOTAL-MUNICIPAL SERVICES		5,810,377	6,169,596	6,269,321	6,391,527	6,385,379	6,385,379	6,385,379

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - MUNICIPAL SERVICES - LIGHTING / TRAFFIC

DEPT # - 50400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4226	Traffic Light/System Maintenance	78,724	Emergency repairs to 30 traffic control systems, 20 flashing lights, 15 school zone lights, and 1 cross walk light Repairs to the Opticom ITS/ATMS maintenance 3 yr avg. (48,185) Traffic cameras-Phase II	Emergency repairs to 30 traffic control systems, 20 flashing lights, 15 school zone lights, and 1 cross walk light Repairs to the Opticom ITS/ATMS maintenance 3 yr avg. (38,869)
			35,000	28,562
			4,000	4,000
			10,000	10,000
			29,724	
4400	Contracted Services	34,030	ITS/ATMS Monitoring ITS/ATMS System Evaluation	ITS/ATMS Monitoring
			12,750	12,750
			21,280	
4496	Electricity	541,956	2,569 street lights. 30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light. Based on 3 yr wgt'd avg plus 3%	2,596 street lights. 30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light. 3 year weighted average-542,846 Planning more conversions in 2019

DEPT.	2018 EXPENDED	2020 BUDGET		2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
		2019 BUDGET	2019 EXPENDED (PRE-AUDIT)				
<i>HUMAN SERVICES SUMMARY</i>							
ADMINISTRATION	123,799	132,266	130,133	137,609	137,394	137,394	137,394
DIRECT ASSISTANCE	17,256	34,900	9,800	34,900	34,900	34,900	34,900
OUTSIDE HUMAN SERVICES	117,125	113,500	113,500	113,500	113,500	113,500	113,500
<hr/>							
TOTAL - HUMAN SERVICES	258,180	280,666	253,433	286,009	285,794	285,794	285,794

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>HUMAN SERVICES - ADMINISTRATION</i>								
60100 - 4090	REGULAR PAY	77,454	82,639	81,430	82,216	82,216	82,216	82,216
60100 - 4092	TEMPORARY PAY	-	-	-	3,950	3,950	3,950	3,950
60100 - 4170	RETIREMENT	8,814	9,317	9,176	9,184	9,184	9,184	9,184
60100 - 4171	DISABILITY INSURANCE	651	676	670	673	673	673	673
60100 - 4172	WORKERS' COMPENSATION	218	248	248	198	198	198	198
60100 - 4174	FICA-SOCIAL SECURITY	5,442	6,322	5,784	6,592	6,592	6,592	6,592
60100 - 4176	HEALTH INSURANCE	29,516	31,088	31,082	32,722	32,545	32,545	32,545
60100 - 4177	UNEMPLOYMENT COMPENSATION	48	48	42	54	54	54	54
60100 - 4178	LIFE INSURANCE	294	294	294	294	294	294	294
60100 - 4179	DENTAL INSURANCE	1,220	1,304	1,293	1,396	1,358	1,358	1,358
60100 - 4200	OFFICE SUPPLIES	92	200	64	200	200	200	200
60100 - 4453	MEETINGS & TRAINING	50	130	50	130	130	130	130
SUBTOTAL		123,799	132,266	130,133	137,609	137,394	137,394	137,394

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
HUMAN SERVICES ADMINISTRATION - 60100			
4090	HUMAN SERVICES DIRECTOR	0	82,216
			----- 82,216

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - HUMAN SERVICES - ADMINISTRATION

DEPT # - 60100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	3,950	Part time clerk coverage for Director	3,950
4200	Office Supplies	200	Copier paper, pens, tape, file folders, misc supplies. Copier expenses.	Copier paper, pens, tape, file folders, misc supplies. Copier expenses.
4453	Meetings & Training	130	NH Local Welfare Admin. Dues	NH Local Welfare Admin. Dues
			NH Welfare Admin Conf.	NH Welfare Admin Conf.
			Workshops: Domestic Violence, Child	Workshops: Domestic Violence, Child
			Abuse and Neglect, Legal Assistance	Abuse and Neglect, Legal Assistance
			Workshop on low income issues, etc.	Workshop on low income issues, etc.

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>DIRECT ASSISTANCE</i>								
60110 - 4433	OTHER ASSISTANCE	1,232	7,500	1,986	7,500	7,500	7,500	7,500
60110 - 4434	MEDICAL	90	400	-	400	400	400	400
60110 - 4437	FOOD	2,310	4,000	580	4,000	4,000	4,000	4,000
60110 - 4438	RENT	11,207	18,000	4,563	18,000	18,000	18,000	18,000
60110 - 4439	UTILITIES	2,417	5,000	2,671	5,000	5,000	5,000	5,000
SUBTOTAL		17,256	34,900	9,800	34,900	34,900	34,900	34,900

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - HUMAN SERVICES - DIRECT ASSISTANCE

DEPT # - 60110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4433	Other Assistance	7,500	Vouchers provided for transportation, burials, clothing, and other emergency aid.	Vouchers provided for transportation, burials, clothing, and other emergency aid.
4434	Medical	400	Covers prescriptions, dental and emergency medical assistance.	Covers prescriptions, dental and emergency medical assistance.
4437	Food	4,000	Vouchers for food purchases for Town Residents.	Vouchers for food purchases for Town Residents.
4438	Rent	18,000	Payments for rent, emergency housing, and security deposits of eligible clients. Rent costs are at a record high in Southern New Hampshire.	Payments for rent, emergency housing, and security deposits of eligible clients. Rent costs are at a record high in Southern New Hampshire.
4439	Utilities	5,000	Covers fuel costs such as oil, gas, electric and water bills.	Covers fuel costs such as oil, gas, electric and water bills.

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
OUTSIDE HUMAN SERVICES								
60200 - 4812	UPPER ROOM	1,875	-	-	-	-	-	-
60200 - 4814	BOYS & GIRLS CLUB	15,000	15,500	15,500	15,500	15,500	15,500	15,500
60200 - 4856	BRIDGES	1,000	1,000	1,000	1,000	1,000	1,000	1,000
60200 - 4894	CART	47,000	47,000	47,000	47,000	47,000	47,000	47,000
60200 - 4906	SALEM FAMILY RESOURCE CENTER	7,000	7,000	7,000	7,000	7,000	7,000	7,000
60200 - 4920	SOUTHERN NH SERVICES (ROCK COM	10,000	10,000	10,000	10,000	10,000	10,000	10,000
60200 - 4921	FRIENDS PROGRAM (RSVP)	4,000	4,000	4,000	4,000	4,000	4,000	4,000
60200 - 4923	HAVEN (was A SAFE PLACE)	1,000	1,000	1,000	1,000	1,000	1,000	1,000
60200 - 4926	GREATER SALEM CAREGIVERS	15,000	15,000	15,000	15,000	15,000	15,000	15,000
60200 - 4937	ROCKINGHAM NTR, MEALS ON WHEEL	13,000	13,000	13,000	13,000	13,000	13,000	13,000
60200 - 4969	COMMUNITY HEALTH SERVICES	2,250	-	-	-	-	-	-
SUBTOTAL		117,125	113,500	113,500	113,500	113,500	113,500	113,500
TOTAL-HUMAN SERVICES		258,180	280,666	253,433	286,009	285,794	285,794	285,794

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - HUMAN SERVICES - OUTSIDE HUMAN SERVICES

DEPT # - 60200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
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 2018, 368 children were granted \$266,872 In-House Financial Aid.	Provides children of Salem with impactful educational programing, math and reading assistance and a host of after school enrichment programs as well as extensive summer programming, and drug and alcohol deterrent programs. In 2017, 597 children were granted \$276,336 In-House Financial Aid.
4856	Bridges	1,000	Mission: "To cultivate communities free from violence as we support victims and survivors of sexual assault, domestic violence and stalking." 113 residents were served at a value of \$12,208.	Bridges provides services to victims of sexual violence. In 2017, Bridges provided 48 contacts for Salem residents with Crisis Intervention and Advocacy at a value \$5,949.
4894	CART	47,000	Mission: "To provide public transit services. The majority of riders are seniors, disabled and low income residents. In 2018, 5608 trips provided.	CART provides the only public transportation in Salem. In 2017, they provided (34.4%) 5,178 trips to Salem residents out of a total 15,052.
4906	Salem Family Resources	7,000	Mission: "Provides support and programs to help families and educators to meet the needs of young children." 26 playgroups at a value of \$26,534.	Provided 21 Play Groups for Salem Families at a value of \$16,470. In addition, referrals to parents for counseling, health care, special education.
4920	Southern NH Services (was Rock Cty Cmnty	10,000	Mission: "To prevent, reduce and work towards the elimination of poverty." 489 homes aided with \$518,863 fuel, 634 food pantries, electric discounts 411 families. Total aided \$725,647.	407 Salem households were assisted with Fuel Assistance grants. 159 households were also provided food pantries. Electric discounts were granted to 402 families. Total aided, \$687,032. They maintain an office in Salem.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - HUMAN SERVICES - OUTSIDE HUMAN SERVICES

DEPT # - 60200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4921	Friends Program (was RSVP)	4,000	Mission: "To strengthen communities by building relationships that empower people and encourage community spirit." 23 volunteers provided 4611 units of services, valued \$52,663.	4,866 duplicated Salem residents were assisted by 23 "Friends" volunteers last year. At a value of \$37,414. They volunteer at the Ingram Center, AARP, Caregivers, NE Rehab, and Salem Haven.
4923	HAVEN (was A Safe Place)	1,000	Mission: "To prevent sexual and domestic assault and help victims rebuild their lives." In 2018 their report states 134 Salem residents were served at a value \$28,600.	Agency provides limited case management services for domestic violence victims in the Town of Salem. In 2017, their report states 120 Salem residents were served.
4926	Greater Salem Caregivers	15,000	Mission: "To provide supplemental assistance to adults who are home bound." 195 residents were aided at a value \$52,853.	Serves the frail, elderly, temporarily or permanently disabled. 1950 services such as rides, shopping, visits and wellness checks to 211 Salem Residents at a value of \$39,061.
4937	Rockingham NTR, Meals on Wheels	13,000	Mission: "To provide nutritious meals, safety and support to residents to maintain their health, well-being and independence." 342 different seniors were aided. 6834 group meals, 33,320 home bound meals. Total value \$330,332.	Agency is feeding 340 unduplicated Salem clients per year. 5,867 Group meals at the Ingram Center (average of 113 per week) and 28,142 (541 per week) were delivered to Salem homebound residents. Total value was \$280,995.

DEPT.	2018 EXPENDED	2020 BUDGET		2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
		2019 BUDGET	2019 EXPENDED (PRE-AUDIT)				
COMMUNITY SERVICES SUMMARY							
ADMINISTRATION	498,718	564,667	527,963	575,129	577,391	577,391	577,391
INGRAM SENIOR CENTER	47,393	42,939	56,159	49,499	49,499	49,499	49,499
FACILITIES	6,793	17,208	4,423	9,177	9,177	9,177	9,177
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TOTAL - COMMUNITY SERVICES	552,903	624,814	588,546	633,805	636,067	636,067	636,067

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
COMMUNITY SERVICES-ADMINISTRATION								
60400 - 4090	REGULAR PAY	247,004	282,790	266,770	294,166	298,520	298,520	298,520
60400 - 4092	TEMPORARY PAY	69,807	70,359	67,996	69,689	70,284	70,284	70,284
60400 - 4098	OVERTIME PAY	322	300	104	300	300	300	300
60400 - 4170	RETIREMENT	28,582	31,886	30,356	32,860	33,344	33,344	33,344
60400 - 4171	DISABILITY INSURANCE	2,239	2,639	2,429	2,699	2,742	2,742	2,742
60400 - 4172	WORKERS' COMPENSATION	8,159	3,673	3,616	6,334	6,389	6,389	6,389
60400 - 4174	FICA-SOCIAL SECURITY	24,138	27,041	25,207	27,859	28,237	28,237	28,237
60400 - 4176	HEALTH INSURANCE	99,301	122,284	108,581	117,154	113,624	113,624	113,624
60400 - 4177	UNEMPLOYMENT COMPENSATION	383	361	331	344	344	344	344
60400 - 4178	LIFE INSURANCE	648	816	718	827	831	831	831
60400 - 4179	DENTAL INSURANCE	3,392	5,232	3,668	4,445	4,324	4,324	4,324
60400 - 4182	CLOTHING ALLOWANCE	614	445	207	502	502	502	502
60400 - 4200	OFFICE SUPPLIES	252	900	476	900	900	900	900
60400 - 4210	OPERATING SUPPLIES	1,861	3,898	5,891	3,907	3,907	3,907	3,907
60400 - 4237	GAS & OIL	51	400	362	400	400	400	400
60400 - 4400	CONTRACTED SERVICES	3,902	4,400	3,941	5,000	5,000	5,000	5,000

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
60400 - 4405	MEMBERSHIPS & PUBLICATIONS	180	440	280	440	440	440	440
60400 - 4406	PRINTING & BINDING	1,840	1,500	1,840	1,500	1,500	1,500	1,500
60400 - 4408	VEHICLE EXPENSE	953	450	690	450	450	450	450
60400 - 4410	ADVERTISING	828	500	-	500	500	500	500
60400 - 4450	TELEPHONE	1,436	1,752	1,167	1,752	1,752	1,752	1,752
60400 - 4453	MEETINGS/TRAINING	102	780	100	780	780	780	780
60400 - 4459	EQUIPMENT MAINTENANCE	1,627	1,821	1,844	1,821	1,821	1,821	1,821
SUBTOTAL		498,718	564,667	527,963	575,129	577,391	577,391	577,391

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
COMMUNITY SERVICES ADMINISTRATION - 60400			
4090	COMMUNITY SERVICES DIRECTOR	0	85,121
	SENIOR CENTER COORDINATOR (2)	0	116,968
	RECREATION CLERK	0	48,788
	CUSTODIAN	0	47,643

			298,520

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	70,284	Painting Instructor moved to Revolving Fund	Painting Instructor 40 weeks @ \$25 1,000 (Instructor partially offset by registration fees)
			Recreation Coordinator 42,284	Recreation Coordinator 41,359
			Beach Staff 28,000	Beach Staff 28,000
4098	Overtime	300	Overtime as needed for Summer help	Overtime as needed for Summer help
4182	Clothing Allowance	502	Custodian/AFSCME contract 502 (uniform service \$252, boot allowance \$250)	Custodian/AFSCME contract 445 (uniform service \$195, boot allowance \$250)
4200	Office Supplies	900	Miscellaneous office supplies 1,100 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	3,907	ASCAP (license to play music) 357 Activities, programs and volunteer supplies, coffee, etc, >COA/donations Fishing Derby: 1,250 Fish, ribbons, trophies, prizes (Funds are in addition to annual donation of 1,000 from Salem Rotary for Fish) Staff T-Shirts 300 Equipment: 500 Life guard saving devices, first aid supplies, ice packs Halloween Party: 1,500 Candy, prizes, games, entertainment	ASCAP (license to play music) 348 Activities, programs and volunteer supplies, coffee, etc, >COA/donations Fishing Derby: 1,250 Fish, ribbons, trophies, prizes (Funds are in addition to annual donation of 1,000 from Salem Rotary for Fish) Staff T-Shirts 300 Equipment: 500 Life guard saving devices, first aid supplies, ice packs Halloween Party: 1,500 Candy, prizes, games, entertainment
4237	Gas & Oil	400	Gas & Oil 400	Gas & Oil 400

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4400	Contracted Services	5,000	Portable toilets: 5,000 Michele Memorial Park Tennis Courts (1), DeBenedetto (Shannon) (1), Morse Soccer (2), Field of Dreams (2-3), Palmer (1), Wal-Mart (1), Hedgehog Park (1-2)	Portable toilets: 4,400 Michele Memorial Park Tennis Courts (1), DeBenedetto (Shannon) (1), Morse Soccer (2), Field of Dreams (2), Palmer (1), Wal-Mart (1), Hedgehog Park (1) (based on current bid)
4405	Membership & Publications	440	New Hampshire Recreation Park 140 Association (2) US Tennis Association 65 National Rec & Park Assoc 170 New England Park Association 25 NH Assoc. of Senior Centers 40	New Hampshire Recreation Park 140 Association (2 memberships) US Tennis Association 65 National Rec & Park Assoc 170 New England Park Association 25 NH Assoc. of Senior Centers 40
4406	Printing & Binding	1,500	Printing Brochures: Summer 13,350 copies 350 Flyers (3 per year) 1,150	Printing Brochures: Summer 13,350 copies 350 Flyers (3 flyers per year) 1,150
4408	Vehicle expense	450	Mileage reimbursement @ .58 450 Includes Custodian, Director, and Program Coordinator	Mileage reimbursement @ .545 450 Includes Custodian, Director, and Program Coordinator
4410	Advertising	500	Summer Jobs 500 Advertise through indeed. No newspaper advertisement.	Summer Jobs 500 Advertise through indeed. No newspaper advertisement.
4450	Telephone	1,752	Telephone Service:	Telephone Service:

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			Hedgehog Park and Community Services Office	Hedgehog Park and Community Services Office
			1,262	1,262
			Cell phone for Director	Cell phone for Director
			490	490
4453	Meetings/Training	780	NH Assoc. of Senior Centers Conference (Sept)	NH Assoc. of Senior Centers Conference (Sept)
			140	140
			Seminars	Seminars
			440	440
			Training for Summer Staff	Training for Summer Staff
			200	200
4459	Equipment Maintenance	1,821	Annual Piano Tuning (2)	Annual Piano Tuning (two)
			180	180
			Copier Maintenance & Overages	Copier Maintenance & Overages
			1,641	1,641
			(Leased new copier in 2017)	(Leased new copier in 2017)

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
COMMUNITY SERVICES-INGRAM SENIOR CENTER								
60430 - 4201	MAINTENANCE SUPPLIES	2,040	2,318	3,856	2,318	2,318	2,318	2,318
60430 - 4452	BUILDING MAINTENANCE	17,733	15,144	25,152	18,144	18,144	18,144	18,144
60430 - 4457	GROUNDS MAINTENANCE	-	680	740	680	680	680	680
60430 - 4495	HEAT	9,471	8,372	9,211	10,532	10,532	10,532	10,532
60430 - 4496	ELECTRICITY	16,290	14,773	15,849	16,024	16,024	16,024	16,024
60430 - 4497	OTHER UTILITIES	1,859	1,652	1,351	1,801	1,801	1,801	1,801
SUBTOTAL		47,393	42,939	56,159	49,499	49,499	49,499	49,499

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - COMMUNITY SERVICES - INGRAM SENIOR CENTER

DEPT # - 60430

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4201	Maintenance Supplies	2,318	Paper towels, toilet tissue, hand soap, deodorizers, trash bags, cleaning supplies (floor, window, carpet, furniture), etc. (3 yr wgt'd avg =2,172)	Paper towels, toilet tissue, hand soap, deodorizers, trash bags, cleaning supplies (floor, window, carpet, furniture), etc. (3 yr wgt'd avg =2,318)
4452	Building Maintenance	18,144	Pest Control (do own-supplies) 150 Alarm annual monitoring service 192 HVAC annual maintenance 4,608 HVAC repairs 3,000 Elevator annual maintenance 1,280 Elevator annual Insp.(East Coast) 150 Elevator annual State test 50 Painting 250 Misc. building repairs, supplies 500 Fire Alarm annual inspection 1,200 Extinguishers/sprinklers Fire suppression inspections (required for hood over kitchen stove) Kitchen equip maint/repairs 250 Parking lot lights/bulbs 250 Generator Maintenance 425 Elevator piston repack (second piston) 2,339 Fire system/Burglar alarm repairs 500 Carpet Cleaning and Floor resurfacing 3,000	Pest Control (do own, supplies) 150 Alarm annual monitoring service 192 HVAC annual maintenance 4,608 HVAC repairs 3,000 Elevator annual maintenance 1,280 Elevator annual Insp.(east coast) 150 Elevator annual State test 50 Painting 250 Misc. building repairs, supplies 500 Fire Alarm annual inspection 1,200 Extinguishers/sprinklers Fire suppression inspections (required for hood over kitchen stove) Kitchen equip maint/repairs 250 Parking lot lights/bulbs 250 Generator Maintenance 425 Elevator piston repack (need to pass inspection) 2,339 Fire system/Burglar alarm repairs 500
4457	Grounds Maintenance	680	Fertilizer, lawn supplies, mulch, ice melt, parking lot paint 500	Fertilizer, lawn supplies, mulch, ice melt, parking lot paint 500

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - COMMUNITY SERVICES - INGRAM SENIOR CENTER

DEPT # - 60430

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			Sprinkler system fall drain, spring open Maintenance of grounds equipment	Sprinkler system fall drain, spring open
			180	180
4495	Heat	10,532	7,860 therms at \$1.34/therm natural gas (3 yr weighted avg)	6,752 therms at \$1.24/therm natural gas (3 yr weighted avg)
4496	Electricity	16,024	Based on 3 yr wgtd avg plus 3%	Based on 3 year weighted average, 14,773
4497	Other Utilities	1,801	Water, sewer, back-flow inspection (3 yr weighted avg)	Water, sewer, back-flow inspection (3 yr weighted avg)
			1,801	1,652

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
COMMUNITY SERVICES-RECREATIONAL FACILITIES								
60450 - 4452	BUILDING MAINTENANCE	4,599	15,264	3,078	7,050	7,050	7,050	7,050
60450 - 4496	ELECTRICITY	1,393	1,144	1,345	1,327	1,327	1,327	1,327
60450 - 4497	OTHER UTILITIES	800	800	-	800	800	800	800
SUBTOTAL		6,793	17,208	4,423	9,177	9,177	9,177	9,177
TOTAL-COMMUNITY SERVICES		552,903	624,814	588,546	633,805	636,067	636,067	636,067

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - COMMUNITY SERVICES - RECREATIONAL FACILITIES

DEPT # - 60450

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4452	Building Maintenance	7,050	Supplies for Hedgehog Park (maintenance, sanitary supplies, repairs, etc.) Hedgehog Park/Beach: -Signs-Rules & Regulations -Sand -Picnic Tables -Ramp Repair Playground Fiber Mulch Tennis net	Supplies for Hedgehog Park (maintenance, sanitary supplies, repairs, etc.) Hedgehog Park/Beach: -Signs-Rules & Regulations -Sand -Picnic Table -Ramp Repair Tennis court cracks repair Tennis net
			400	400
			300	300
			650	650
			1,500	1,060
			1,000	4,500
			3,000	8,154
			200	200
4496	Electricity	1,327	Hedgehog Park & Millville, and Palmer Field Based on 3 yr wgtd avg plus 3%	Hedgehog Park & Millville, and Palmer Field Based on 3 year weighted average, 1,144
4497	Other Utilities	800	Pump Holding Tank at Hedgehog Park & Michele Park (done in the Fall)	Pump Holding Tank at Hedgehog Park & Michele Park (done in the Fall)

DEPT.	2018 EXPENDED	2020 BUDGET		2020 TRUSTEE RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
		2019 BUDGET	2019 EXPENDED (PRE-AUDIT)				
<i>LIBRARY SUMMARY</i>							
ADMINISTRATION	1,396,399	1,476,157	1,399,854	1,476,770	1,491,428	1,491,428	1,491,428
BUILDING	81,876	137,024	139,241	91,302	91,302	91,302	91,302
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TOTAL - LIBRARY	1,478,275	1,613,181	1,539,095	1,568,072	1,582,730	1,582,730	1,582,730

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 TRUSTEE RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>LIBRARY-ADMINISTRATION</i>								
70100 - 4090	REGULAR PAY	690,795	712,293	689,177	706,533	721,370	721,370	721,370
70100 - 4092	TEMPORARY PAY	61,262	95,416	81,166	110,599	112,922	112,922	112,922
70100 - 4109	EMPLOYEE RETIREMENT BEN.	-	-	-	-	-	-	-
70100 - 4114	ANNUAL SICK LEAVE BUY-BACK	14,602	5,239	4,627	5,775	5,775	5,775	5,775
70100 - 4170	RETIREMENT	75,872	78,147	76,598	79,568	81,225	81,225	81,225
70100 - 4171	DISABILITY INSURANCE	6,294	6,597	6,467	6,613	6,757	6,757	6,757
70100 - 4172	WORKERS' COMPENSATION	4,128	4,284	4,027	4,211	4,211	4,211	4,211
70100 - 4174	FICA-SOCIAL SECURITY	57,733	62,192	59,085	62,955	64,268	64,268	64,268
70100 - 4176	HEALTH INSURANCE	242,000	255,814	230,066	235,930	230,583	230,583	230,583
70100 - 4177	UNEMPLOYMENT COMPENSATION	914	944	815	920	920	920	920
70100 - 4178	LIFE INSURANCE	1,632	1,741	1,683	1,710	1,758	1,758	1,758
70100 - 4179	DENTAL INSURANCE	9,547	10,608	10,323	11,554	11,237	11,237	11,237
70100 - 4200	OFFICE SUPPLIES	971	1,000	977	1,000	1,000	1,000	1,000
70100 - 4210	OPERATING SUPPLIES	11,224	11,250	8,269	11,250	11,250	11,250	11,250
70100 - 4257	MATERIALS OF TRADE	130,901	152,290	144,542	152,290	152,290	152,290	152,290
70100 - 4400	CONTRACTED SERVICES	57,484	56,436	58,792	63,247	63,247	63,247	63,247

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TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 TRUSTEE RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
70100 - 4404	AUDIT	730	730	730	730	730	730	730
70100 - 4405	MEMBERSHIPS & PUBLICATIONS	35	35	35	35	35	35	35
70100 - 4406	PRINTING & BINDING	230	250	325	250	250	250	250
70100 - 4408	VEHICLE EXPENSE	231	269	1,984	269	269	269	269
70100 - 4450	TELEPHONE	3,377	3,372	3,405	3,420	3,420	3,420	3,420
70100 - 4451	POSTAGE	680	588	502	588	588	588	588
70100 - 4453	MEETINGS & TRAINING	614	250	438	1,120	1,120	1,120	1,120
70100 - 4459	EQUIPMENT MAINTENANCE	-	250	-	250	250	250	250
70100 - 4600	OFFICE FURNITURE & EQUIP.	13,128	7,362	8,341	7,153	7,153	7,153	7,153
70100 - 4608	PUBLIC FURNITURE & EQUIP.	6,746	1,800	2,713	1,800	1,800	1,800	1,800
70100 - 4885	PROGRAMMING	4,623	7,000	4,767	7,000	7,000	7,000	7,000
SUBTOTAL		1,396,399	1,476,157	1,399,854	1,476,770	1,491,428	1,491,428	1,491,428

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
LIBRARY ADMINISTRATION - 70100			
4090	DIRECTOR	0	93,006
	ASST. DIRECTOR	0	76,475
	SR. REFERENCE LIBRARIAN	0	63,476
	SUPPLY CHAIN MANAGER	0	50,662
	ADULT SERVICES LIBRARIAN	0	63,476
	YOUTH SERVICES LIBRARIAN	0	59,094
	CATALOGER	0	53,673
	ASSISTANT YOUTH SERVICES LIBRARIAN	0	46,268
	LIBRARY ASST.-CIRCULATION (4)	0	164,716
	SENIOR CUSTODIAN	0	50,525

			721,370

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	112,922	Pages (2) Multifunctional P/T (7) Library Assistants (1) Reference technician (1) Same staff, new higher wages	Pages (2) 7,404 Multifunctional P/T (7) 56,511 Library Assistants (1) 18,001 Reference technician (1) 13,501
4114	Annual Sick Leave Buy Back	5,775	Payment to eligible employees for 50% of sick days remaining over maximum (72) at year end.	Payment to eligible employees for 50% of sick days remaining over maximum (72) at year end.
4200	Office Supplies	1,000	General office supplies.	General office supplies.
4210	Operating Supplies	11,250	Library supplies such as barcodes, date due cards, plastic albums to circulate media, and library cards.	Library supplies such as barcodes, date due cards, plastic albums to circulate media, and library cards.
4257	Materials of Trade	152,290	Collections of print & non-print materials. \$2,200 worth of materials will be offset by restricted trusts, following the restrictions of the trusts. Pursuant to RSA, these expenditures must be included in the operating budget.	Collections of print & non-print materials. \$2,200 worth of materials will be offset by restricted trusts, following the restrictions of the trusts. Pursuant to RSA, these expenditures must be included in the operating budget.
4400	Contracted Services	63,247	1) GMILCS annual membership 43,318 2) IT Independent contract 8,250 3) Internet provider, webpage and email 2,744 4) Event calendar 1,075 5) Stationary IP address 179 6) Copier rental 4,500 7) Constant Contact/Wowbrary 859	1) GMILCS annual membership 39,642 2) IT Independent contract 7,850 3) Internet provider, webpage and email 2,618 4) Event calendar 1,250 5) Stationary IP address 179 6) Copier rental 3,300 7) Constant Contact (newsletter) 306

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			8) Time Management public PCs 313	8) CybraryN (internet computer management 875
			9) Scheduling software 499	9) Misc (motion picture licenses, etc.) 416
			10) Virus protection - PCs/firewall 780	
			11) Misc licenses 730	
4404	Audit	730	Annual Financial Audit.	Annual Financial Audit.
4405	Memberships & Publications	35	Dues for library's membership in Merri-Hill-Rock Cooperative.	Dues for library's membership in Merri-Hill-Rock Cooperative.
4406	Printing & Binding	250	Printing Library forms, envelopes, and brochures.	Printing Library forms, envelopes, and brochures.
4408	Vehicle Expense	269	Mileage reimbursements for library personnel, calculated at current rate of \$.545 per mile. Components are:	Mileage reimbursements for library personnel, calculated at current rate of \$.545 per mile. Components are:
			1) Custodian/Courier 194	1) Custodian/Courier 194
			2) GMILCS meetings and training 75	2) GMILCS meetings and training 75
4450	Telephone	3,420	Three voice lines and one fax line from Earthlink.	Three voice lines and one fax line from Earthlink.
4451	Postage	588	Postage costs for library operations: mailing notices (overdue and request), etc.	Postage costs for library operations: mailing notices (overdue and request), etc.
4453	Meetings & Training	1,120	Registrations and fees for workshops and work related training. Includes regional library association conferneces and sub-conferences, management workshops.	Registrations and fees for workshops and work related training. Includes regional library association conferneces and sub-conferences, management workshops.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4459	Equipment maintenance	250	Maintenance for library equipment including cash registers, microfilm reader and computers.	Maintenance for library equipment including cash registers, microfilm reader and computers.
4600	Office Furniture & Equipment	7,153	1) 7 Workstations (staff computers) 6,503 2) 1 Task chair 250 3) 2 Barcode scanners 200 4) Replacement parts 200 Workstations are part of the library's ongoing phased purchases to keep some 50 computers usable. The chairs and scanners are replacements for units that have been broken or for expanded need. Replacement parts (wireless cards, modems, surge protectors, mice, monitors, etc.) are needed each year as parts fail.	1) 7 Workstations (staff computers) 6,714 2) 2 Task chairs 250 3) 2 Barcode scanners 198 4) Replacement parts 200 Workstations are part of the library's ongoing phased purchases to keep some 50 computers usable. The chairs and scanners are replacements for units that have been broken or for expanded need. Replacement parts (wireless cards, modems, surge protectors, mice, monitors, etc.) are needed each year as parts fail.
4608	Public Furniture & Equipment	1,800	This line supports the needs of the modern library user, emphasizing digital services and support. The contents of this line include: 1) 2 large screen laptops 1,800	This line supports the needs of the modern library user, emphasizing digital services and support. The contents of this line include: 1) 2 large screen laptops 1,800
4885	Programming	7,000	Programming is a basic library service. Expenditures are completely offset by Fees & Charges income which is included on the Revenue side of the budget. Additional F&C funds have been added to offset the increase to this line.	Programming is a basic library service. Expenditures are completely offset by Fees & Charges income which is included on the Revenue side of the budget. Additional F&C funds have been added to offset the increase to this line.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			The income currently comes from : vending machine, copiers, printers, sale of non-resident cards, book sales, and miscellaneous charges.	The income currently comes from : vending machine, copiers, printers, sale of non-resident cards, book sales, and miscellaneous charges.

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 TRUSTEE RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
BUILDING								
70110 - 4201	MAINTENANCE SUPPLIES	4,215	4,016	4,701	4,016	4,016	4,016	4,016
70110 - 4452	BUILDING MAINTENANCE	22,227	59,666	82,547	22,631	22,631	22,631	22,631
70110 - 4469	BUILDING IMPROVEMENTS	6,556	21,492	5,397	16,092	16,092	16,092	16,092
70110 - 4470	GENERAL LIABILITY	6,419	6,306	5,562	5,221	5,221	5,221	5,221
70110 - 4491	PROPERTY INSURANCE	6,663	6,191	5,557	5,329	5,329	5,329	5,329
70110 - 4495	HEAT	11,245	12,192	14,409	13,358	13,358	13,358	13,358
70110 - 4496	ELECTRICITY	23,382	25,941	19,858	23,475	23,475	23,475	23,475
70110 - 4497	OTHER UTILITIES	1,169	1,220	1,209	1,180	1,180	1,180	1,180
SUBTOTAL		81,876	137,024	139,241	91,302	91,302	91,302	91,302
TOTAL-LIBRARY		1,478,275	1,613,181	1,539,095	1,568,072	1,582,730	1,582,730	1,582,730

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - LIBRARY - BUILDING

DEPT # - 70110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4201	Maintenance Supplies	4,016	Basic janitorial supplies such as cleaning supplies, toilet paper & paper towels for bathrooms, etc.	Basic janitorial supplies such as cleaning supplies, toilet paper & paper towels for bathrooms, etc.
4452	Building Maintenance	22,631	1) HVAC contract 5,195 2) Fire and Security 914 3) Elevator contract 1,723 4) General repairs and maint. 14,799 This number includes grounds maintenance and the cost for work, expected and unexpected, to maintain a 50+ yr old, heavily used facility.	1) HVAC contract 5,195 2) Fire and Security 610 3) Elevator contract 600 4) General repairs and maint. 12,365 5) Electrical service repairs 40,896 This number includes grounds maintenance and the cost for work, expected and unexpected, to maintain a 50+ yr old, heavily used facility.
4469	Building Improvements	16,092	1) Repair, sealing, and relining parking lots and drives 7,732 2) Replace original fixtures and plumbing in public bathrooms 8,360	1) Replace air conditioner as part of replacement plan for units 30+ years old 6,556 2) Replace fire radio box as part of project to update fire alarm system 10,808 3) Replace strobes as final part of project to update fire alarm system 4,128
4470	General Liability	5,221	Liability Coverage as part of the Town policy	Liability Coverage as part of the Town policy
4491	Property Insurance	5,329	Property Coverage as part of the Town policy	Property Coverage as part of the Town policy
4495	Heat	13,358	Heating oil. Based on 3 year weighted average of oil used, with the estimated cost per gallon of \$2.40	Heating oil. Based on 3 year weighted average of oil used, with the estimated cost per gallon of \$2.53

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - LIBRARY - BUILDING

DEPT # - 70110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4496	Electricity	23,475	Based on 3 yr wgt'd avg less 1.5%	Based on a 3 yr weighted average, 25,941
4497	Other Utilities	1,180	Town water and sewer based on 3 year weighted average of usage.	Town water and sewer based on 3 year weighted average of usage.

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
COMMUNITY CONTRIBUTIONS								
70200 - 4913	SALEM VETERANS' ASSOCIATION	5,000	5,000	5,000	5,000	5,000	5,000	5,000
70200 - 4915	INDEPENDENCE DAY	17,577	17,879	18,101	18,250	18,250	18,250	18,250
TOTAL		22,577	22,879	23,101	23,250	23,250	23,250	23,250

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - COMMUNITY CONTRIBUTIONS

DEPT # - 70200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020		EXPLANATION 2019	
4913	Salem Veterans' Association	5,000	Salem Veterans' Association annual programs		Salem Veterans' Association annual programs	
			Engraving of additional names		Engraving of additional names	
4915	Independence Day	18,250	Fireworks display	10,000	Fireworks display	10,000
			Police Detail	6,500	Police Detail	6,006
			Fire Detail	1,100	Fire Detail	1,223
			Entertainment	350	Entertainment	350
			Dunk Booth	300	Dunk Booth	300

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>CAPITAL IMPROVEMENTS</i>								
80100 - 4402	ENGINEERING SERVICES	-	-	-	83,500	83,500	83,500	83,500
80100 - 4469	BUILDING IMPROVEMENTS	-	-	-	200,000	200,000	200,000	200,000
80100 - 4602	FIRE EQUIPMENT	-	65,000	65,000	81,000	81,000	81,000	81,000
80100 - 4616	COMMUNICATIONS EQUIPMENT	-	480,000	480,000	480,000	480,000	480,000	480,000
80100 - 4629	BRIDGE ENGINEERING	-	-	-	-	158,000	158,000	158,000
80100 - 4719	LEASE/PURCHASE	896,981	752,268	728,377	697,027	697,027	697,027	697,027
80100 - 4724	POLICE-VEHICLES	-	51,545	53,460	53,680	53,680	53,680	53,680
80100 - 4727	FIRE DEPARTMENT VEHICLES	32,669	-	-	-	-	-	-
80100 - 4729	MS-EQUIPMENT REPLACEMENT	21,100	-	-	61,400	261,400	261,400	261,400
80100 - 4823	FIRE FACILITIES	56,000	-	-	-	-	-	-
80100 - 4888	GEOGRAPHIC INFORMATION SYSTEM	-	55,000	50,632	-	-	-	-
80100 - 4896	PC TECHNOLOGY UPGRADE	58,790	66,050	65,563	80,000	80,000	80,000	80,000
80100 - 4949	CEMETERY EXPANSION/DEVELOPMENT	-	-	-	65,000	65,000	65,000	65,000
TOTAL		1,065,540	1,469,863	1,443,033	1,801,607	2,159,607	2,159,607	2,159,607

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - CAPITAL

DEPT # - 80100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4402	Engineering Services	83,500	MS4 (Stormwater): Annual Report (Yr 2; \$8K), dry weather outfall/interconnection screening and sampling (300 outfalls; \$57K), wet weather screening and sampling (\$10K) illicit discharge detection and elimination (DDE) investigations (\$85K), municipal employee training (\$5K), and storm water plan updates (\$3.5K). The new MS4 permit became effective July 1, 2018 and requires the above reporting, outfall sampling, training, and mitigation of illicit discharges.	
4469	Building Improvements	200,000	Town buildings facility study and master plan	
4602	Fire Equipment	81,000	Radio Box Fire Alarm Receiver Equipment	Technical Rescue Equipment - Trench and Building Collapse (39,650 Impact fee offset-GF 1-3780) 65,000
4616	Town Wide Communications	480,000	Year 3 of 3 year program from 2018	Year II of program from 2018 warrant (480,000 Use of FB offset-GF 1-3800) 480,000
4629	Bridge Engineering	158,000	Engineering for Bridge St bridge over Spicket River	
4719	Lease/Purchase	697,027	Existing lease agreements	Existing lease agreements 610,177 New Leases: 142,091

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TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - CAPITAL

DEPT # - 80100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020		EXPLANATION 2019	
					Police - 11 cruisers, 1 SUV, and 1 SOU vehicle	
4724	Police Department Vehicles	53,680	Animal control officer F150 (4wd option and includes emergency lighting and related equipment)	53,680	Equipment for new cruisers (cruiser cost in lease amount)	51,545
4729	DPW Equipment Replacement	261,400	Vehicle Lift	16,160	Trackless sidewalk plow/mower	151,030
			F350 Fleet Foreman pickup	29,240		
			AWD Engineering staff vehicle	16,000		
			6 wheel dump truck with plow	200,000		
4896	PC Technology Upgrade	80,000	Replace five servers (TH, FD, and PD)	80,000	50 New (replacement) computers Approximately 1/3rd (year 2)	66,050
4949	Cemetery Expansion	65,000	Pine Grove Cemetery phases 1 and 3	65,000		

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
WARRANT ARTICLES								
90110 - 4452	BUILDING MAINTENANCE	65,804	-	-		-	-	-
90110 - 4469	BUILDING IMPROVEMENTS	-	788,426	778,576		-	-	-
90110 - 4616	TOWN WIDE COMMUNICATIONS	640,000	85,000	85,000		-	-	-
90110 - 4625	PURCHASE WATER RIGHTS	-	1,071,000	224,955		-	-	-
90110 - 4719	LEASE/PURCHASE	-	166,160	155,985		-	-	-
90110 - 4815	INTELLIGENT TRANSPORTATION SYS	-	-	-		1,500,000	1,500,000	1,500,000
90110 - 4912	CAPITAL RESERVE-ROADS	4,036,107	4,730,677	4,730,677		4,730,677	4,730,677	4,730,677
90110 - 4925	WEEDS IN MILLVILLE	3,000	-	-		-	-	-
90110 - 4929	ISAIAH 58 NH	5,000	-	-		-	-	-
90110 - 4950	STORMWATER PLANNING	-	-	-		75,000	75,000	75,000
90110 - 4952	HAZARD MITIGATION	-	-	-		4,230,000	4,230,000	4,230,000
90110 - 4967	SNOW MANAGEMENT TRUST FUND	-	250,000	250,000		-	-	-
90110 - 4968	OPEB TRUST	-	-	-		50,000	50,000	50,000
	LAND ACQUISITION-BOND-ART 7	-	-	-		2,300,000	2,300,000	-

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
	LAND ACQUISITION-BOND-ART 8	-	-	-		1,200,000	1,200,000	-
	TOTAL	4,749,911	7,091,263	6,225,192	-	14,085,677	14,085,677	10,585,677

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - SEPARATE WARRANT ARTICLES

DEPT # - 90110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4815	Intelligent Transportation Systems	1,500,000	Traffic signal optimization, to be partially funded by NH DOT grant	
4912	Capital Reserve - Roads	4,730,677	Road Construction and Engineering Program	Road Construction and Engineering Program
4950	Stormwater Planning	75,000	Stormwater planning work in accordance with the MS4 permit, to be funded by CWSRF loan	
4952	Hazard Mitigation	4,230,000	Policy Brook Flood Hazard Mitigation for replacement of two culverts in the Policy brook watershed. To be bonded and partially funded by a FEMA grant	
4968	OPEB Trust	50,000	To establish an OPEB Trust for Other Post Employment Benefits	

DEPT.	2018 EXPENDED	2020 BUDGET		2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
		2019 BUDGET	2019 EXPENDED (PRE-AUDIT)				
SEWER FUND SUMMARY							
ADMINISTRATION	2,336,445	2,194,892	2,121,783	2,340,262	2,336,424	2,336,424	2,336,424
DEBT SERVICES	424,577	375,691	368,947	390,579	384,044	384,044	384,044
CAPITAL PROJECTS	400,894	566,500	564,400	675,000	675,000	675,000	675,000
WARRANT ARTICLES	-	-	-	-	880,000	880,000	880,000
<hr/>							
TOTAL - SEWER FUND	3,161,917	3,137,083	3,055,130	3,405,841	4,275,468	4,275,468	4,275,468

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
SEWER-ADMINISTRATION								
28100 - 4090	REGULAR PAY	67,469	149,176	104,534	150,452	150,452	150,452	150,452
28100 - 4092	TEMPORARY PAY	4,322	10,000	4,400	7,300	7,300	7,300	7,300
28100 - 4098	OVERTIME PAY	30,118	25,000	55,945	30,000	30,000	30,000	30,000
28100 - 4112	STAND-BY PAY	1,532	3,101	1,737	3,400	3,400	3,400	3,400
28100 - 4170	RETIREMENT	12,484	19,988	18,500	20,538	20,538	20,538	20,538
28100 - 4171	DISABILITY INSURANCE	722	1,440	959	1,446	1,446	1,446	1,446
28100 - 4172	WORKERS' COMPENSATION	4,867	5,449	5,337	4,223	4,223	4,223	4,223
28100 - 4174	FICA-SOCIAL SECURITY	7,352	14,327	12,336	14,623	14,623	14,623	14,623
28100 - 4176	HEALTH INSURANCE	40,754	103,936	41,289	70,463	70,090	70,090	70,090
28100 - 4177	UNEMPLOYMENT COMPENSATION	95	178	127	148	148	148	148
28100 - 4178	LIFE INSURANCE	222	444	294	447	447	447	447
28100 - 4179	DENTAL INSURANCE	1,486	3,286	1,381	2,799	2,722	2,722	2,722
28100 - 4182	CLOTHING ALLOWANCE	1,332	1,261	1,157	1,548	1,548	1,548	1,548
28100 - 4200	OFFICE SUPPLIES	237	300	104	300	300	300	300
28100 - 4235	SMALL TOOLS & EQUIP.	1,268	1,300	630	1,300	1,300	1,300	1,300
28100 - 4237	GAS & OIL	2,474	2,895	3,223	2,868	2,868	2,868	2,868

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
28100 - 4262	SAFETY	184	230	222	230	230	230	230
28100 - 4400	CONTRACTED SERVICES	495,316	122,297	118,850	226,921	226,921	226,921	226,921
28100 - 4404	AUDIT	2,555	2,555	2,555	2,555	2,555	2,555	2,555
28100 - 4406	PRINTING & BINDING	877	3,562	3,382	3,930	3,930	3,930	3,930
28100 - 4423	MEDICAL EXAMINATIONS	216	82	180	82	82	82	82
28100 - 4450	TELEPHONE	1,311	1,560	1,238	1,860	1,860	1,860	1,860
28100 - 4451	POSTAGE	5,769	6,215	5,412	5,584	5,584	5,584	5,584
28100 - 4453	MEETINGS & TRAINING	432	-	-	700	700	700	700
28100 - 4456	RADIO MAINTENANCE	-	63	-	63	63	63	63
28100 - 4458	VEHICLE MAINTENANCE	1,430	150	3,818	374	374	374	374
28100 - 4459	EQUIPMENT MAINTENANCE	1,510	2,000	1,872	2,000	2,000	2,000	2,000
28100 - 4470	GENERAL LIABILITY	13,946	13,460	11,400	10,153	10,153	10,153	10,153
28100 - 4475	FLEET INSURANCE	1,336	1,256	1,123	1,071	1,071	1,071	1,071
28100 - 4488	ADMIN. SERVICE CHARGE	212,109	223,666	223,666	233,120	233,120	233,120	233,120
28100 - 4491	PROPERTY INSURANCE	4,342	4,107	3,733	3,634	3,634	3,634	3,634
28100 - 4496	ELECTRICITY	32,901	28,044	32,937	31,871	31,871	31,871	31,871
28100 - 4497	OTHER UTILITIES	20,759	18,512	24,971	20,112	20,112	20,112	20,112

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2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
28100 - 4587	RECORDING FEES	257	250	347	250	250	250	250
28100 - 4615	SEWER EQUIPMENT	5,138	16,000	12,427	16,000	16,000	16,000	16,000
28100 - 4646	GLSD OPERATING COSTS	1,359,323	1,408,802	1,411,698	1,467,897	1,464,509	1,464,509	1,464,509
28100 - 9990	OPERATING TRANSFER	-	-	10,000	-	-	-	-
SUBTOTAL		2,336,445	2,194,892	2,121,783	2,340,262	2,336,424	2,336,424	2,336,424

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
SEWER ADMINISTRATION - 28100			
4090	WORKING FOREMAN	0	56,217
	HEO-WTP OPERATOR II	0	49,960
	LEO-WTP OPERATOR I	0	44,275

			150,452

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	7,300	Police details Manhole repairs 3 yr wgt'd avg. (7,282)	Police details Manhole repairs 3 yr wgt'd avg. (14,764)
4098	Overtime Pay	30,000	For overtime calls and emergency work on the sewer system. 3 yr wgt'd avg. (29,417)	For overtime calls and emergency work on the sewer system. 3 yr wgt'd avg. (27,800)
4112	Stand-By Pay	3,400	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (1/3 of cost-shared with Water Fund) 3 yr wgt'd avg. (2,094)	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (1/3 of cost-shared with Water Fund) 3 yr wgt'd avg. (3,101)
4182	Clothing Allowance	1,548	Per Public Works contract, 3 employees	Per Public Works contract, 3 employees
4200	Office Supplies	300	Copy paper, pens, and other expendables.	Copy paper, pens, and other expendables.
4235	Small Tools & Equipment	1,300	Ladders, shovels, pumps, hoses, dye tablets, etc. 3 yr wgt'd avg. (1,289)	Ladders, shovels, pumps, hoses, dye tablets, etc. 3 yr wgt'd avg. (1,335)
4237	Gas & Oil	2,868	For vehicles, mowers and minor equipment. 1,148 gal. gas @ \$2.05/gal, 219 gal. diesel @ \$2.35/gal 3 yr wgt'd avg. (2,589)	For vehicles, mowers and minor equipment. 1,098 gal. gas @ \$2.22/gal, 180 gal. diesel @ \$2.54/gal 3 yr wgt'd avg. (3,068)
4262	Safety	230	Hard Hats and safety vests traffic cones/barricades Special equipment needed for handling of wastewater and confined space entry. 3 yr wgt'd avg. (194)	Hard Hats and safety vests traffic cones/barricades Special equipment needed for handling of wastewater and confined space entry. 3 yr wgt'd avg. (255)

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4400	Contracted Services	226,921	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 maint 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 2,880 Groundwater Management Permit-WWTP 122,000 Mission Controllers R/F for 10 Sewer Lift Stations 4,474 Stiles Road Lift Station Pump Rotating Assembly 10,358 Keeywadin Drive Lift Station Pump Rotating Assembly 8,192 Pump water from former WWTP (2) 15,000 Meter reading equipment: Maintenance contract (37%) 1,470 Software maintenance (37%) 1,018 Fire Extinguisher Inspection 125 Time & Attendance Service 144	Annual Preventative Maintenance 7,760 contract for sewer lift stations Sewer lift station pumps (10) Preventive maintenance 18,000 (includes repairs to some issues identified in 2018) Pump station wet well cleaning 7,000 P.S. Mission controllers maint 500 Video inspection-sewer mains 6,000 Manhole reconstruction 20,000 Emergency repairs to sewer system and pumping stations 18,000 Lift stations generator PM 2,280 Groundwater Management Permit-WWTP 40,000 Meter reading equipment: Maintenance contract (37%) 1,470 Software maintenance (37%) 1,018 Fire Extinguisher Inspection 125 Time & Attendance Service 144

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4404	Audit	2,555	Annual audit	Annual audit
4406	Printing & Binding	3,930	Sewer billing 37/63% split S/W 1,234 Delinquent notices (N11Z) 71 Cert. mail cards 168 3 yr wgt'd avg. (1,142) Printing service for billings 2,457	Sewer billing 37/63% split S/W 1,378 Delinquent notices (N11Z) 143 Cert. mail cards 168 3 yr wgt'd avg. (1,655) Printing service for billings 1,873
4423	Medical Exams	82	Required random drug and alcohol exams and physicals 3 yr wgt'd avg. (221)	Required random drug and alcohol exams and physicals 3 yr wgt'd avg. (291)
4450	Telephone	1,860	Cell phone (1) 480 Meter towers 37/63 split 1,140 Broadband Communications- aircard-GIS tablet 240	Cell phone (1) 480 Meter towers 37/63 split 1,080
4451	Postage	5,584	Postage for monthly and quarterly billings and delinquency notices 5,454 Postage for Betterment & DBA billings 130 S/W 37-63% split 3 yr wgt'd avg. (5,863)	Postage for monthly and quarterly billings and delinquency notices 6,085 Postage for Betterment & DBA billings 130 S/W 37-63% split 3 yr wgt'd avg. (5,997)
4453	Meetings & Training	700	I/I training 700	
4456	Radio Maintenance	63	Radio repair 3 yr wgt'd avg. (389)	Radio repair and pager rental 3 yr wgt'd avg. (406)

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4458	Vehicle Maintenance	374	Normal maintenance and inspection of pickup with plow P77-2012 Ford F350 3 yr wgt'd avg. (1,205)	Normal maintenance and inspection of pickup with plow P77-2012 Ford F350 3 yr wgt'd avg. (1,029)
4459	Equipment Maintenance	2,000	Replacement parts for equipment at lift stations. Maintain generators, breathing and ventilation equipment, propane for backup generators. 3 yr. avg. (1,813)	Replacement parts for equipment at lift stations. Maintain generators, breathing and ventilation equipment, propane for backup generators. 3 yr. avg. (3,162)
4470	General Liability	10,153	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase over 2019/20 rates)	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase 7/1/19)
4475	Fleet Insurance	1,071	Coverage for sewer vehicles (estimated 5% increase over 2019/20 rates)	Coverage for sewer vehicles (estimated 5% increase 7/1/19)
4488	Administrative Service Charge	233,120	Administrative charge for services provided by General Fund (purchasing, payroll, billing, accounts payable, IT, personnel, collections, DPW)	Administrative charge for services provided by General Fund (purchasing, payroll, billing, accounts payable, IT, personnel, collections, DPW)
4491	Property Insurance	3,634	Coverage for building and contents, plus lift stations and former treatment plant. (estimated 5% increase over 2019/20 rates)	Coverage for building and contents, plus lift stations and former treatment plant. (estimated 5% increase 7/1/19)
4496	Electricity	31,871	Electricity to operate lift stations and meter stations. Based on 3 yr wgt'd avg plus 3%	Electricity to operate lift stations and meter stations. Based on 3 year weighted average, 28,044

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020		EXPLANATION 2019	
4497	Other Utilities	20,112	Water service at South Policy lift station	72	Water service at South Policy lift station	72
			Annual backflow test	40	Annual backflow test	40
			Silverbrook Development charges	20,000	Silverbrook Development charges	18,400
			Methuen – offsetting revenue		Methuen – offsetting revenue	
			3 yr wgted avg. (19,244)		3 yr wgted avg. (16,171)	
4587	Recording Fees	250	Charges for recording Demand and Benefit		Charges for recording Demand and Benefit	
			Assessment liens with Registry of Deeds.		Assessment liens with Registry of Deeds.	
			3 yr wgted avg. (281)		3 yr wgted avg. (317)	
4615	Sewer Equipment	16,000	Fittings & adapters	1,000	Fittings & adapters	1,000
			Manhole rims, covers, raisers	15,000	Manhole rims, covers, raisers	15,000
			3 yr wgted avg. (6,332)		3 yr wgted avg. (8,870)	
4646	GLSD Operating Cost	1,464,509	01/01 - 06/30 (fixed)	717,897	01/01 - 06/30 (fixed)	693,802
			07/01 - 12/31 (estimate)	746,612	07/01 - 12/31 (estimate)	715,000

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
SEWER-DEBT SERVICES								
28110 - 4500	GLSD-DEBT	356,537	375,691	368,947	390,579	384,044	384,044	384,044
28110 - 4557	SEWER #11-PRINCIPAL '98	64,800	-	-	-	-	-	-
28110 - 4567	SEWER #11-INTEREST '98	3,240	-	-	-	-	-	-
SUBTOTAL		424,577	375,691	368,947	390,579	384,044	384,044	384,044

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - SEWER - DEBT

DEPT # - 28110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020		EXPLANATION 2019	
4500	GLSD Debt	384,044	01/01 - 06/30 (fixed)	188,257	01/01 - 06/30 (fixed)	175,847
			07/01 - 12/31 (estimate)	195,787	07/01 - 12/31 (estimate)	180,000

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
SEWER-CAPITAL PROJECTS								
28120 - 4402	ENGINEERING SERVICES	-	350,000	350,000	-	-	-	-
28120 - 4765	IMPROVEMENTS	233,497	200,000	200,000	675,000	675,000	675,000	675,000
28120 - 4848	SEWER INFLOW AND INFILTRATION	167,398	-	-	-	-	-	-
28120 - 4888	GIS FLYOVER	-	16,500	14,400	-	-	-	-
SUBTOTAL		400,894	566,500	564,400	675,000	675,000	675,000	675,000

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - SEWER - CAPITAL PROJECTS

DEPT # - 28120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4765	Improvements	675,000	I/I Improvements (physical improvements)	I/I Improvements (physical improvements)
			200,000	200,000
			Former WWTP main building basement remediation/disposal of contents	
			475,000	

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
SEWER-WARRANT ARTICLES								
28130 - 4723	WASTEWATER PUMP STATION	-	-	-	-	30,000	30,000	30,000
28130 - 4765	SEWER IMPROVEMENTS	-	-	-	-	850,000	850,000	850,000
SUBTOTAL		-	-	-	-	880,000	880,000	880,000
GRAND TOTAL-SEWER		3,161,917	3,137,083	3,055,130	3,405,841	4,275,468	4,275,468	4,275,468

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - SEWER - WARRANT ARTICLES

DEPT # - 28130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4723	Wastewater Pump Station	30,000	Planning work relative to to the management of the municipal wastewater pump station system	
4765	Sewer Improvements	850,000	West Duston Road sewer improvements	

2020 BUDGET							
DEPT.	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
WATER FUND SUMMARY							
ADMINISTRATION	1,499,945	1,529,928	1,529,906	1,579,059	1,567,852	1,567,852	1,567,852
OPERATIONAL	776,848	721,344	699,196	1,074,098	1,066,368	1,066,368	1,066,368
BUILDINGS	57,243	68,031	49,803	63,358	63,358	63,358	63,358
DEBT SERVICES	688,735	650,405	650,405	824,709	824,709	824,709	824,709
CAPITAL PROJECTS	207,486	141,898	148,540	581,691	581,691	581,691	581,691
WARRANT ARTICLES	-	4,284,000	1,416,324	-	750,000	750,000	750,000
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TOTAL - WATER FUND	3,230,257	7,395,606	4,494,175	4,122,915	4,853,978	4,853,978	4,853,978

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
WATER-ADMINISTRATION								
38100 - 4090	REGULAR PAY	554,233	614,581	552,574	627,057	627,057	627,057	627,057
38100 - 4092	TEMPORARY PAY	52,954	25,000	42,276	29,160	29,160	29,160	29,160
38100 - 4098	OVERTIME PAY	99,058	77,447	102,986	80,000	80,000	80,000	80,000
38100 - 4109	EMPLOYEE RETIREMENT BENEFIT	3,385	-	36,019	-	-	-	-
38100 - 4112	STAND-BY PAY	10,701	7,310	10,354	9,500	9,500	9,500	9,500
38100 - 4170	RETIREMENT	77,432	78,848	75,898	80,040	80,040	80,040	80,040
38100 - 4171	DISABILITY INSURANCE	5,049	5,591	5,037	5,648	5,648	5,648	5,648
38100 - 4172	WORKERS' COMPENSATION	27,430	21,080	20,642	16,481	16,481	16,481	16,481
38100 - 4174	FICA-SOCIAL SECURITY	53,578	55,412	55,696	57,049	57,049	57,049	57,049
38100 - 4176	HEALTH INSURANCE	211,343	252,247	214,953	257,564	246,627	246,627	246,627
38100 - 4177	UNEMPLOYMENT COMPENSATION	530	565	397	507	507	507	507
38100 - 4178	LIFE INSURANCE	1,680	1,883	1,670	1,901	1,901	1,901	1,901
38100 - 4179	DENTAL INSURANCE	7,516	9,865	7,978	9,818	9,548	9,548	9,548
38100 - 4182	CLOTHING ALLOWANCE	5,044	5,230	4,315	4,839	4,839	4,839	4,839
38100 - 4200	OFFICE SUPPLIES	1,126	500	1,562	900	900	900	900
38100 - 4399	LEGAL SERVICES	36,291	10,052	26,551	10,000	10,000	10,000	10,000

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TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
38100 - 4404	AUDIT	2,555	2,555	2,555	2,555	2,555	2,555	2,555
38100 - 4405	MEMBERSHIPS & PUBLICATIONS	935	1,848	1,620	1,848	1,848	1,848	1,848
38100 - 4406	PRINTING & BINDING	5,082	9,587	9,156	10,503	10,503	10,503	10,503
38100 - 4423	MEDICAL EXAMINATIONS	99	500	325	250	250	250	250
38100 - 4437	FOOD	1,790	-	-	-	-	-	-
38100 - 4440	EQUIPMENT RENTAL	18,986	30,000	22,000	25,000	25,000	25,000	25,000
38100 - 4450	TELEPHONE	29,898	29,388	29,576	29,616	29,616	29,616	29,616
38100 - 4451	POSTAGE	25,331	33,140	26,695	22,584	22,584	22,584	22,584
38100 - 4453	MEETINGS & TRAINING	2,616	4,700	2,570	4,700	4,700	4,700	4,700
38100 - 4456	RADIO MAINTENANCE	-	145	2,429	900	900	900	900
38100 - 4458	VEHICLE MAINTENANCE	18,077	4,000	22,837	4,655	4,655	4,655	4,655
38100 - 4470	GENERAL LIABILITY	13,640	13,767	18,113	23,935	23,935	23,935	23,935
38100 - 4475	FLEET INSURANCE	4,898	4,605	4,626	4,998	4,998	4,998	4,998
38100 - 4488	ADMIN. SERVICE CHARGE	213,154	212,820	212,820	241,525	241,525	241,525	241,525
38100 - 4491	PROPERTY INSURANCE	12,693	16,762	15,331	15,026	15,026	15,026	15,026
38100 - 4587	RECORDING FEES	257	250	347	250	250	250	250

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
38100 - 4600	OFFICE FURNITURE & EQUIPMENT	2,582	250	-	250	250	250	250
SUBTOTAL		1,499,945	1,529,928	1,529,906	1,579,059	1,567,852	1,567,852	1,567,852

2020 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2020 SALARY
WATER ADMINISTRATION - 38100			
4090	DEP DIR UTILITIES (INCLUDES CERTIFICATION STIPEND)	0	102,720
	CHEMIST	0	82,334
	WORKING FOREMAN (2)	0	126,082
	HEAVY EQUIPMENT OPERATOR (2)	0	115,212
	CONSTRUCTION MAINT REPAIR III	0	54,732
	CONSTRUCTION MAINT REPAIR I	0	51,816
	BACKFLOW INSP	0	50,807
	METER REPAIR TECH	0	43,354

			627,057

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4092	Temporary Pay	29,160	2 employees @ \$13 an hour for 11 weeks for seasonal projects. 1 employee @ \$13 an hour for 8 weeks for GIS support Police details 3 yr wgt'd avg. (47,212)	11,440 11,440 4,160 13,560 13,560 3 yr wgt'd avg. (41,721)
4098	Overtime Pay	80,000	Overtime for water breaks, pumping systems, telemetry alarms, and weekend system checks and other work conducted outside of normal business hours. 3 yr wgt'd avg. (90,529)	Overtime for water breaks, pumping systems, telemetry alarms, and weekend system checks and other work conducted outside of normal business hours. 3 yr wgt'd avg. (76,204)
4112	Stand-By Pay	9,500	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (2/3 of cost-shared with Sewer Fund) 3 yr wgt'd avg. (9,669)	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (2/3 of cost-shared with Sewer Fund) 3 yr wgt'd avg. (7,310)
4182	Clothing Allowance	4,839	Per Public Works contract, 8 employees + 2 employees-boot allowance only	4,830 400
4200	Office Supplies	900	General office supplies. 3 yr wgt'd avg. (924)	General office supplies. 3 yr wgt'd avg. (481)
4399	Legal Services	10,000	Outside legal services. 3 yr wgt'd avg. (26,138)	10,052 3 yr wgt'd avg. (7,552)
4404	Audit	2,555	Annual audit.	Annual audit.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
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	10,503	Water billing 37/63% split S/W 2,102 Meter cards 282 Invoices 337 Delinquent notices (N11Z) 121 Cert. mail cards 282 Consumer Confidence Report 1,743 CCR-Data processing/labels 630 Public notices 823 Printing service for billings 4,183	Water billing 37/63% split S/W 2,347 Meter cards 265 Invoices 337 Delinquent notices (N11Z) 143 Cert. mail cards 282 Consumer Confidence Report 1,632 CCR-Data processing/labels 630 Public notices 823 Printing service for billings 3,128
4423	Medical Exams	250	Required random drug and alcohol exams and physicals. 3 yr wgted avg. (192)	Required random drug and alcohol exams and physicals. 3 yr wgted avg. (388)
4440	Equipment Rental	25,000	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. 20,000

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			Mill/Fill Old trenches 3 yr wgt'd avg. (21,281)	10,000 3 yr wgt'd avg. (31,182)
4450	Telephone	29,616	Telephone/Fax/circuits Cell phones (3) Meter towers 63/37 split High speed fiber-Comcast Internet Broadband Communications- 1 aircard- GIS tablet 3 yr wgt'd avg. (29,528)	17,484 900 1,860 7,392 1,740 240 3 yr wgt'd avg. (27,739)
4451	Postage	22,584	Postage for monthly and quarterly billings and delinquency notices Postage for Betterment & DBA billings S/W 37-63% split Violations notices, backflow letters, annual water quality report to users etc. Certified shut off letters (Offsetting revenue-cost passed on to customers)	16,000 180 4,000 12,960 (Offsetting revenue-cost passed on to customers)
4453	Meetings & Training	4,700	Water industry training Safety training programs	2,200 2,200 300
4456	Radio Maintenance	900	Repairs/replacement of portable truck radios Pager fees (0)-eliminated 3/19 3 yr wgt'd avg. (377)	25 120 3 yr wgt'd avg. (462)

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TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4458	Vehicle Maintenance	4,655	Scheduled and emergency repairs to 1 backhoe, 1 compressor, 5 utility trucks, and 3 compact pick-ups & 6-wheel dump truck. 3 yr wgt'd avg. (14,685)	Scheduled and emergency repairs to 1 backhoe, 1 compressor, 5 utility trucks, and 3 compact pick-ups & 6-wheel dump truck. 3 yr wgt'd avg. (11,166)
4470	General Liability	23,935	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase over 2019/20 rates)	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase 7/1/19)
4475	Fleet Insurance	4,998	Coverage for water vehicles (estimated 5% increase over 2019/20 rates)	Coverage for water vehicles (estimated 5% increase 7/1/19)
4488	Administration Service Charge	241,525	Administrative charge for services provided by General Fund (purchasing, payroll, billing, accounts payable, IT, personnel, collections, DPW).	Administrative charge for services provided by General Fund (purchasing, payroll, billing, accounts payable, IT, personnel, collections, DPW).
4491	Property Insurance	15,026	Coverage for building and contents, 3 pumping stations, 2 PRV stations, and 3 water towers and Dams. (estimated 5% increase over 2019/20 rates)	Coverage for building and contents, plus pumping stations and 3 water towers and Dams. (estimated 5% increase 7/1/19)
4587	Recording Fees	250	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds. 3 yr wgt'd avg. (281)	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds. 3 yr wgt'd avg. (317)
4600	Office Furniture & Equip	250	Replacement office equipment. 3 yr wgt'd avg. (1,939)	Replacement office equipment. 3 yr wgt'd avg. (425)

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
WATER-OPERATIONS								
38110 - 4235	SMALL TOOLS & EQUIP.	9,926	9,000	6,573	9,000	9,000	9,000	9,000
38110 - 4237	GAS & OIL	19,604	20,227	24,181	20,797	20,797	20,797	20,797
38110 - 4244	GRAVEL/SAND	7,233	2,500	5,130	2,500	2,500	2,500	2,500
38110 - 4249	RESURFACING	15,486	25,000	17,474	25,000	25,000	25,000	25,000
38110 - 4255	CHEMICALS	59,554	65,000	65,963	65,000	65,000	65,000	65,000
38110 - 4256	TUBING & PARTS	49,053	25,485	34,479	27,861	27,861	27,861	27,861
38110 - 4262	SAFETY	1,092	750	669	750	750	750	750
38110 - 4400	CONTRACTED SERVICES	152,941	106,737	108,599	110,206	110,206	110,206	110,206
38110 - 4481	WATER SAMPLES/LAB EXPENSES	58,562	63,070	57,958	69,436	69,436	69,436	69,436
38110 - 4482	PURCHASE OF WATER	-	100	-	315,450	315,450	315,450	315,450
38110 - 4484	METERS/REPLACEMENT	56,139	9,688	9,908	25,207	25,207	25,207	25,207
38110 - 4485	HYDRANTS	26,585	38,500	33,536	37,500	37,500	37,500	37,500
38110 - 4489	PIPE REPLACEMENT	9,454	14,226	8,119	11,000	11,000	11,000	11,000
38110 - 4496	ELECTRICITY	166,010	186,055	167,565	180,243	180,243	180,243	180,243
38110 - 4497	OTHER UTILITIES	118,147	111,440	121,561	115,608	115,608	115,608	115,608
38110 - 4607	EQUIPMENT	3,450	-	-	-	-	-	-

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
38110 - 4610	WATER-EQUIPMENT	23,611	43,566	37,483	58,540	50,810	50,810	50,810
	SUBTOTAL	776,848	721,344	699,196	1,074,098	1,066,368	1,066,368	1,066,368

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4235	Small Tools & Equipment	9,000	Tools & minor equipment and expendable supplies for water distribution and treatment. 3 yr wgtd avg. (9,929)	Tools & minor equipment and expendable supplies for water distribution and treatment. 3 yr wgtd avg. (10,592)
4237	Gas & Diesel	20,797	For vehicles, mowers and minor equipment 9,266 gal. gas @ \$2.05 18,995 767 gal diesel @ \$2.35 1,802	For vehicles, mowers and minor equipment 8,357 gal. gas @ \$2.22 18,553 659 gal diesel @ \$2.54 1,674
4244	Gravel/Sand	2,500	Gravel, Sand and other aggregate materials. Used to backfill after excavations, for pipe bedding after installation & repairs, and loam & seed for lawn damage from main breaks. 3 yr wgtd avg. (7,019)	Gravel, Sand and other aggregate materials. Used to backfill after excavations, for pipe bedding after installation & repairs, and loam & seed for lawn damage from main breaks. 3 yr wgtd avg. (9,511)
4249	Resurfacing	25,000	Cost of hot bituminous asphalt to repair road surface after water breaks. 3 yr wgtd avg. (18,697)	Cost of hot bituminous asphalt to repair road surface after water breaks. 3 yr wgtd avg. (31,298)
4255	Chemicals	65,000	Bulk Chemicals for Water Treatment 3 yr wgtd avg. (59,938)	Bulk Chemicals for Water Treatment 3 yr wgtd avg. (62,088)
4256	Tubing & Parts	27,861	Copper tubing, brass fittings and meter horn assemblies. (5% market increase) Partially offset by meter sales 3 yr wgtd avg. (42,926)	Copper tubing, brass fittings and meter horn assemblies. (5% market increase) Partially offset by meter sales 3 yr wgtd avg. (29,402)
4262	Safety	750	Personal safety gear, traffic cones, signs, safety supplies etc.	Personal safety gear, traffic cones, signs, safety supplies etc.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			3 yr wgtd avg. (1,064)	3 yr wgtd avg. (1,010)
4400	Contracted Services	110,206	Electronics & Controls maint. 4,000	Electronics & Controls maint. 4,000
			Mechanical systems 12,000	Mechanical systems 12,000
			Instrument calibration & preventative electrical maintenance 6,000	Instrument calibration & preventative electrical maintenance 6,000
			Altitude valve preventive maintenance 2,200	Altitude valve preventive maintenance 2,200
			Digsafe 6,396	Digsafe 6,216
			Water Conservation 3,000	Water Conservation 3,000
			Backwash tank cleaning 6,000	Backwash tank cleaning 6,000
			Generator P.M. (4 Sites) 1,645	Generator P.M. (4 Sites) 1,645
			PM on CO2 Storage & carbonic acid feed systems 4,500	PM on CO2 Storage & carbonic acid feed systems 4,500
			Copier maintenance 350	Copier maintenance 350
			Treatment technical assistance 5,000	Treatment technical assistance 5,000
			Meter reading equipment maintenance contract (63%) 2,502	Meter reading equipment maintenance contract (63%) 2,502
			Software Maintenance (63%) 1,733	Software Maintenance (63%) 1,733
			GIS hosting/support/updates 9,200	GIS hosting/support/updates 6,000
			Mission Service for WTP 784	SCADA Equipment Rack 3,470
			On Call Engineering Services 5,000	Conversion of phone system to IP phone 13,201
			Fire Extinguisher Inspections 339	Fire Extinguisher Inspections 287
			WaterSmart-Customer Access 38,077	WaterSmart-Customer Access 28,153
			(Year 2 of 3 yr implementation)	(includes set-up and 1 year subscription)
			Time & Attendance Service 480	Time & Attendance Service 480
			LogMeln for SCADA (4) 1,000	
4481	Water Samples/Lab Expenses	69,436	QA/QC & certification 3,800	QA/QC & certification 3,000
			Consumables 8,000	Consumables 7,000

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TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			Glassware & minor equip. 8,000	Glassware & minor equip. 6,000
			Routine SDWA compliance 9,500	Routine SDWA compliance 9,500
			Chemical waste disposal 3,500	Chemical waste disposal 5,000
			Hach service maintenance 24,476	Hach service maintenance 22,885
			Lab equipment service maint. 2,000	Lab equipment service maint. 1,505
			PFOA/PFOS testing (4) 2,720	PFOA/PFOS testing 740
			UCMR4 testing (new EPA req) 6,480	UCMR4 testing (new EPA req) 6,480
			Lead/Copper Testing 960	Lead/Copper Testing 960
			3 yr wgt'd avg (55,799)	3 yr wgt'd avg (51,898)
4482	Purchase of Water	315,450	Methuen-emergency purchases 100	Methuen-emergency purchases 100
			Manchester Water Works 315,350	
			500,000 GPD for 6 mos (includes HAWC consumption)	
4484	Meters	25,207	New Meters for development 25,207	New Meters for development 9,688
			Partially offset by meter sales	Partially offset by meter sales
4485	Hydrants	37,500	Replace hydrants (15 @2,200) 33,000	Replace hydrants (20 @ 1,700) 34,000
			Hydrant Parts 4,500	Hydrant Parts 4,500
			3 yr wgt'd avg. (23,750)	3 yr wgt'd avg. (18,268)
4489	Pipe Replacement	11,000	Scheduled and emergency repairs made to distribution system on pipes valves and fittings. 3 yr wgt'd avg. (11,059)	Scheduled and emergency repairs made to distribution system on pipes valves and fittings. 3 yr wgt'd avg. (16,871)
4496	Electricity	180,243	Cost to pump water. Service for WTP, 3 booster stations and 2 raw water pumping stations, 2 PRV Stations	Cost to pump water. Service for WTP, 2 booster stations and 2 raw water pumping stations.

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
			Additional Pressure reduction valves online approx. July 3 yr wgt'd avg. (170,791)	Based on 3 year weighted average 3 yr wgt'd avg. (186,055)
4497	Other Utilities	115,608	Sewer discharge, from Canobie Water Treatment Plant. 3 yr wgt'd. avg. (115,608)	Sewer discharge, from Canobie Water Treatment Plant. 3 yr wgt'd. avg. (111,440)
4610	Water Equipment	50,810		
			QuikChem 8500 Peristaltic Pump	Spectrophotometer Filter Room Water Turbidimeter Water Lab Turbidimeter
			46,517 4,293	9,093 30,699 3,774

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
WATER-BUILDINGS								
38120 - 4401	CLEANING SERVICES	4,163	4,165	1,215	4,165	4,165	4,165	4,165
38120 - 4452	BUILDING MAINTENANCE	25,149	37,949	26,064	32,643	32,643	32,643	32,643
38120 - 4495	HEAT	27,931	25,917	22,524	26,550	26,550	26,550	26,550
SUBTOTAL		57,243	68,031	49,803	63,358	63,358	63,358	63,358

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - WATER - BUILDINGS

DEPT # - 38120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4401	Cleaning Services	4,165	Cleaning services	Cleaning services Based on bid pricing
4452	Building Maintenance	32,643	Building repairs and expendable building supplies/cleaning products.	Building repairs and expendable building supplies.
			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	Fire Alarm Inspection
			Fuel for Generators	Fuel for Generators
				South Policy Floor Coating
			HVAC Maintenance	HVAC Maintenance
			Back Parking Lot Improvement	Wheeler Dam/WTP DVR Security (includes 1 time license fee)
				Long Range Gate Reader
			Security gate annual maintenance 3 yr wgt'd avg (32,644)	Security gate annual maintenance 3 yr wgt'd avg (56,230)
4495	Heat	26,550	Propane heat 12,465 gal (3 yr wgt'd avg) propane @ \$2.13	Propane heat 11,622 gal (3 yr wgt'd avg) propane @ \$2.23

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
WATER-DEBT SERVICES								
38130 - 4668	WATER CON #14-PRINCIPAL '98	25,200	-	-	-	-	-	-
38130 - 4669	WATER CON #15-PRINCIPAL '04	35,000	35,000	35,000	35,000	35,000	35,000	35,000
38130 - 4671	WATER CON #16-PRINCIPAL '13	69,000	69,000	69,000	69,000	69,000	69,000	69,000
38130 - 4672	WATER CON #17-PRINCIPAL '14	110,000	110,000	110,000	105,000	105,000	105,000	105,000
38130 - 4673	WATER CON #18-PRINCIPAL '14	85,000	85,000	85,000	80,000	80,000	80,000	80,000
38130 - 4674	WATER CON #19-PRINCIPAL '15	110,000	110,000	110,000	110,000	110,000	110,000	110,000
38130 - 4675	WATER CON #20-PRINCIPAL '18	138,912	143,026	143,026	145,193	145,193	145,193	145,193
38130 - 4507	DRINKING WATER #21-PRINCIPAL '19	-	-	-	160,000	160,000	160,000	160,000
38130 - 4688	WATER CON #14-INTEREST '98	1,260	-	-	-	-	-	-
38130 - 4689	WATER CON #15-INTEREST '04	11,218	9,468	9,468	7,891	7,891	7,891	7,891
38130 - 4690	WATER CON #16-INTEREST '13	12,420	10,350	10,350	8,280	8,280	8,280	8,280
38130 - 4691	WATER CON #17-INTEREST '14	22,350	19,050	19,050	15,750	15,750	15,750	15,750
38130 - 4692	WATER CON #18-INTEREST '14	17,100	14,550	14,550	12,000	12,000	12,000	12,000
38130 - 4693	WATER CON #19-INTEREST '15	26,400	24,200	24,200	22,000	22,000	22,000	22,000
38130 - 4694	WATER CON #20-INTEREST '18	24,874	20,761	20,761	18,595	18,595	18,595	18,595

TOWN OF SALEM, NH

FY 20 BUDGET

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
38130 - 4521	DRINKING WATER #21-INTEREST '19	-	-	-	36,000	36,000	36,000	36,000
	SUBTOTAL	688,735	650,405	650,405	824,709	824,709	824,709	824,709

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - WATER - DEBT

DEPT # - 38130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4669	Water Const. #15 – Principal (Blake Road)	35,000	Bond Issue 2004 Final Payment 2024	Bond Issue 2004 Final Payment 2024
4671	Water Const. #16 – Principal (Pond Street)	69,000	Bond Issue 2013 Final Payment 2023	* Bond Issue 2013 Final Payment 2023
4672	Water Const. #17 – Principal (Discharge Management)	105,000	Bond Issue 2014 Final Payment 2024	* Bond Issue 2014 Final Payment 2024
4673	Water Const. #18 – Principal (North Policy)	80,000	Bond Issue 2014 Final Payment 2024	* Bond Issue 2014 Final Payment 2024
4674	Water Const. #19 – Principal (N Policy/Old Rockingham)	110,000	Bond Issue 2015 Final Payment 2025	* Bond Issue 2015 Final Payment 2025
4675	Water Const. #20 – Principal (Exit 2 Booster Station)	145,193	Bond Issue 2018 Final Payment 2028	Bond Issue 2018 Final Payment 2028
4507	Drinking Water Capacity Rights #21 – Principal	160,000	Bond Issue 2019 Final Payment 2024	2019 Interest

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - WATER - DEBT

DEPT # - 38130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4689	Water Const. #15 – Interest	7,891	2020 Interest	2019 Interest
4690	Water Const. #16 – Interest	8,280	2020 Interest	2019 Interest
4691	Water Const. #17 – Interest	15,750	2020 Interest	2019 Interest
4692	Water Const. #18 – Interest	12,000	2020 Interest	2019 Interest
4693	Water Const. #19 – Interest	22,000	2020 Interest	2019 Interest
4694	Water Const. #20 – Interest	18,595	2020 Interest	2019 Interest
4521	Drinking Water Capacity Rights #21 – Interest	36,000	2020 Interest	

* Principal offset of 22,884 via amortized bond premiums

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
<i>WATER-CAPITAL PROJECTS</i>								
38140 - 4402	ENGINEERING SERVICES	-	75,000	75,000	-	-	-	-
38140 - 4738	WATER - VEHICLES	207,486	28,398	39,940	-	-	-	-
38140 - 4765	IMPROVEMENTS	-	-	-	581,691	581,691	581,691	581,691
38140 - 4888	GIS FLYOVER	-	38,500	33,600	-	-	-	-
SUBTOTAL		207,486	141,898	148,540	581,691	581,691	581,691	581,691

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - WATER - CAPITAL PROJECTS

DEPT # - 38140

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4765	Improvements	581,691	Improvements: Extend New Water Main from Depot Intersection on Main to Pleasant St Extend New Water Main from Route 28 to Willow St	581,691

2020 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2018 EXPENDED	2019 BUDGET	2019 EXPENDED (PRE-AUDIT) (incl. encumb)	2020 MANAGER RECOMM.	2020 BOS RECOMM.	2020 BUD COM RECOMM.	2020 BUDGET
WATER-WARRANT ARTICLES								
38150 - 4625	PURCHASE WATER RIGHTS	-	4,284,000	898,574	-	-	-	-
38150 - 4765	WATER IMPROVEMENTS	-	-	-	-	750,000	750,000	750,000
38150 - 9990	OPERATING TRANSFER	-	-	517,750	-	-	-	-
SUBTOTAL		-	4,284,000	1,416,324	-	750,000	750,000	750,000
GRAND TOTAL-WATER		3,230,257	7,395,606	4,494,175	4,122,915	4,853,978	4,853,978	4,853,978

TOWN OF SALEM, NH
2020 BUDGET WORKSHEET

FY 20 BUDGET

DEPT NAME - WATER - WARRANT ARTICLES

DEPT # - 38150

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2020	EXPLANATION 2019
4765	Water Improvements	750,000	West Duston Road Water Improvements	