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**TOWN OF SALEM, NH**  
**2020/2021 BUDGET COMPARISON**

**FY 21 BUDGET**

DEPARTMENT	2020 BUDGET			2021 BUDGET			\$ INCREASE/(DECREASE)			% INCREASE/(DECREASE)		
	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL
Selectmen	19,050	43,197	62,247	18,899	41,322	60,221	(151)	(1,875)	(2,026)	-0.79%	-4.34%	-3.25%
District Court	-	92,664	92,664	-	91,708	91,708	-	(956)	(956)	---	-1.03%	-1.03%
Town Manager	493,419	11,440	504,859	549,225	7,015	556,240	55,806	(4,425)	51,381	11.31%	-38.68%	10.18%
Legal	-	168,360	168,360	-	148,700	148,700	-	(19,660)	(19,660)	---	-11.68%	-11.68%
Human Resources	253,644	95,087	348,731	274,018	85,091	359,109	20,374	(9,996)	10,378	8.03%	-10.51%	2.98%
Employee Benefits	1,395,118	-	1,395,118	1,509,247	-	1,509,247	114,129	-	114,129	8.18%	---	8.18%
Boards & Committees	5,515	17,698	23,213	5,811	17,652	23,463	296	(46)	250	5.37%	-0.26%	1.08%
Town Buildings	558	195,610	196,168	558	191,945	192,503	-	(3,665)	(3,665)	0.00%	-1.87%	-1.87%
Finance	786,214	42,174	828,388	873,198	39,882	913,080	86,984	(2,292)	84,692	11.06%	-5.43%	10.22%
Information Technology	-	869,658	869,658	-	787,081	787,081	-	(82,577)	(82,577)	---	-9.50%	-9.50%
Assessing	387,752	9,239	396,991	390,952	9,104	400,056	3,200	(135)	3,065	0.83%	-1.46%	0.77%
Town Clerk	208,383	9,910	218,293	217,465	10,185	227,650	9,082	275	9,357	4.36%	2.77%	4.29%
Elections	62,745	16,800	79,545	14,568	11,110	25,678	(48,177)	(5,690)	(53,867)	-76.78%	-33.87%	-67.72%
Collections	254,804	-	254,804	261,148	-	261,148	6,344	-	6,344	2.49%	---	2.49%
Tax Collector	173,062	17,750	190,812	153,727	19,350	173,077	(19,335)	1,600	(17,735)	-11.17%	9.01%	-9.29%
Debt Service	-	882,721	882,721	-	975,266	975,266	-	92,545	92,545	---	10.48%	10.48%
Insurance	10,000	353,531	363,531	10,000	402,153	412,153	-	48,622	48,622	0.00%	13.75%	13.37%
Community Development	227,225	20,301	247,526	263,454	2,410	265,864	36,229	(17,891)	18,338	15.94%	-88.13%	7.41%
Planning	359,917	2,040	361,957	343,455	2,040	345,495	(16,462)	-	(16,462)	-4.57%	0.00%	-4.55%
Police	11,672,036	746,394	12,418,430	11,952,817	644,787	12,597,604	280,781	(101,607)	179,174	2.41%	-13.61%	1.44%
Fire	13,116,492	941,571	14,058,063	13,546,930	1,076,492	14,623,422	430,437	134,921	565,358	3.28%	14.33%	4.02%
Municipal Services	3,078,595	3,306,784	6,385,379	3,365,651	2,954,866	6,320,517	287,056	(351,918)	(64,862)	9.32%	-10.64%	-1.02%
Human Services	137,064	148,730	285,794	132,419	148,730	281,149	(4,645)	-	(4,645)	-3.39%	0.00%	-1.63%
Community Services	558,939	77,128	636,067	584,167	66,736	650,903	25,228	(10,392)	14,836	4.51%	-13.47%	2.33%
Library	1,241,026	341,704	1,582,730	1,274,542	337,406	1,611,948	33,516	(4,298)	29,218	2.70%	-1.26%	1.85%
Community Contributions	-	23,250	23,250	-	23,250	23,250	-	-	-	---	0.00%	0.00%
<b>Subtotal - General Fund</b>	<b>34,441,558</b>	<b>8,433,741</b>	<b>42,875,299</b>	<b>35,742,251</b>	<b>8,094,281</b>	<b>43,836,532</b>	<b>1,300,693</b>	<b>(339,460)</b>	<b>961,233</b>	<b>3.78%</b>	<b>-4.03%</b>	<b>2.24%</b>
Capital Improvements	-	2,159,607	2,159,607	-	1,349,699	1,349,699	-	(809,908)	(809,908)	---	-37.50%	-37.50%
Separate Warrant Articles	-	10,585,677	10,585,677	-	4,171,926	4,171,926	-	(6,413,751)	(6,413,751)	---	-60.59%	-60.59%
<b>Total - General Fund</b>	<b>34,441,558</b>	<b>21,179,025</b>	<b>55,620,583</b>	<b>35,742,251</b>	<b>13,615,906</b>	<b>49,358,157</b>	<b>1,300,693</b>	<b>(7,563,119)</b>	<b>(6,262,426)</b>	<b>3.78%</b>	<b>-35.71%</b>	<b>-11.26%</b>
<b>Sewer Fund</b>	<b>305,389</b>	<b>3,970,079</b>	<b>4,275,468</b>	<b>347,093</b>	<b>2,864,244</b>	<b>3,211,337</b>	<b>41,704</b>	<b>(1,105,835)</b>	<b>(1,064,131)</b>	<b>13.66%</b>	<b>-27.85%</b>	<b>-24.89%</b>
<b>Water Fund</b>	<b>1,163,518</b>	<b>3,690,460</b>	<b>4,853,978</b>	<b>1,205,013</b>	<b>4,423,644</b>	<b>5,628,657</b>	<b>41,495</b>	<b>733,184</b>	<b>774,679</b>	<b>3.57%</b>	<b>19.87%</b>	<b>15.96%</b>
<b>Grand Total</b>	<b>35,910,465</b>	<b>28,839,564</b>	<b>64,750,029</b>	<b>37,294,357</b>	<b>20,903,794</b>	<b>58,198,151</b>	<b>1,383,892</b>	<b>(7,935,770)</b>	<b>(6,551,878)</b>	<b>3.85%</b>	<b>-27.52%</b>	<b>-10.12%</b>

## 2021 REVENUE REPORT

ACCOUNT NAME	2019 RECORDED	2020		2021 MGR RECOMM.	2021 BOS RECOMM.	2021 BUD COMM. RECOMM.	2021 BUDGET
		BUDGET	(PRE-AUDIT)				
<b>REVENUE SUMMARY</b>							
TAXES	303,042	184,000	271,711	175,000	175,000	175,000	175,000
INTERGOVERNMENTAL REVENUES-STATE	2,863,403	7,115,898	2,967,949	1,956,586	2,031,586	2,031,586	2,031,586
LICENSES AND PERMITS	9,018,532	7,847,673	8,717,380	8,099,233	8,099,233	8,099,233	8,099,233
CHARGES FOR SERVICES	3,866,514	3,866,825	3,886,607	3,765,584	3,765,584	3,765,584	3,765,584
MISCELLANEOUS REVENUES	274,826	116,000	242,571	66,000	66,000	66,000	66,000
OTHER FINANCING SOURCES	365,113	4,203,010	773,609	2,571,485	2,750,750	2,737,750	2,737,750
<b>TOTAL - GENERAL FUND</b>	<b>16,691,430</b>	<b>23,333,406</b>	<b>16,859,827</b>	<b>16,633,888</b>	<b>16,888,153</b>	<b>16,875,153</b>	<b>16,875,153</b>
INCOME FROM SEWER FUND	3,041,860	4,275,468	4,047,173	3,204,706	3,214,706	3,211,337	3,211,337
INCOME FROM WATER FUND	5,034,411	4,853,978	4,567,751	5,632,766	5,644,973	5,628,657	5,628,657
<b>TOTAL REVENUES</b>	<b>24,767,701</b>	<b>32,462,852</b>	<b>25,474,750</b>	<b>25,471,360</b>	<b>25,747,832</b>	<b>25,715,147</b>	<b>25,715,147</b>

ACCT. NO.	ACCOUNT NAME	2019 RECORDED	2020	2020	2021 MGR RECOMM.	2021 BOS RECOMM.	2021 BUD COMM. RECOMM.	2021 BUDGET
			BUDGET	(PRE-AUDIT)				
<b>TAXES</b>								
1 - 3120	YIELD TAX	-	1,000	5,929	1,000	1,000	1,000	1,000
1 - 3130	BOAT TAX	12,615	10,000	39,506	12,000	12,000	12,000	12,000
	INTEREST AND PENALTIES	290,427	173,000	226,276	162,000	162,000	162,000	162,000
		303,042	184,000	271,711	175,000	175,000	175,000	175,000

ACCT. NO.	ACCOUNT NAME	2019 RECORDED	2020 BUDGET	2020 (PRE-AUDIT)	2021 MGR RECOMM.	2021 BOS RECOMM.	2021 BUD COMM. RECOMM.	2021 BUDGET
<b>INTEREST AND PENALTIES</b>								
1 - 3160	INTEREST-CURRENT YR. PROP TAX	22,936	28,000	28,454	27,000	27,000	27,000	27,000
1 - 3161	INTEREST-PRIOR YRS. PROP TAX	88,208	70,000	64,855	70,000	70,000	70,000	70,000
1 - 3183	TAX LIEN INTEREST-2020 LEVY	-	-	-	20,000	20,000	20,000	20,000
1 - 3184	TAX LIEN INTEREST-2019 LEVY	-	25,000	23,362	25,000	25,000	25,000	25,000
1 - 3185	TAX LIEN INTEREST-2018 LEVY	21,040	20,000	51,125	20,000	20,000	20,000	20,000
1 - 3186	TAX LIEN INTEREST-2017 LEVY	65,753	30,000	56,738	-	-	-	-
1 - 3187	TAX LIEN INTEREST-2016 LEVY	82,980	-	919	-	-	-	-
1 - 3188	TAX LIEN INTEREST-2015 LEVY	1,469	-	317	-	-	-	-
1 - 3189	TAX LIEN INTEREST-2013 LEVY	1,574	-	206	-	-	-	-
1 - 3192	TAX LIEN INTEREST-2014 LEVY	2,255	-	300	-	-	-	-
1 - 3193	OTHER TAX INTEREST	4,212	-	-	-	-	-	-
		290,427	173,000	226,276	162,000	162,000	162,000	162,000

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

ACCT. NO.	ACCOUNT NAME	2019 RECORDED	2020		2021 MGR RECOMM.	2021 BOS RECOMM.	2021 BUD COMM. RECOMM.	2021 BUDGET
			BUDGET	(PRE-AUDIT)				
<b><i>INTERGOVERNMENTAL REVENUES-STATE</i></b>								
1 - 3207	MEALS & ROOMS	1,499,657	1,481,559	1,515,905	1,437,112	1,437,112	1,437,112	1,437,112
1 - 3202	HIGHWAY BLOCK GRANT	668,666	670,216	659,353	489,474	489,474	489,474	489,474
1 - 3215	OTHER GOVERNMENTAL REVENUE	695,080	4,964,123	792,691	30,000	105,000	105,000	105,000
		2,863,403	7,115,898	2,967,949	1,956,586	2,031,586	2,031,586	2,031,586

ACCT. NO.	ACCOUNT NAME	2019 RECORDED	2020		2021 MGR RECOMM.	2021 BOS RECOMM.	2021 BUD COMM. RECOMM.	2021 BUDGET
			BUDGET	(PRE-AUDIT)				
<b>LICENSES AND PERMITS</b>								
1 - 3240	AUTO PERMITS	7,107,668	6,350,000	7,145,920	6,600,000	6,600,000	6,600,000	6,600,000
1 - 3243	DOG LICENSES	19,859	17,500	15,366	17,000	17,000	17,000	17,000
	BUSINESS LICENSES, PERMITS, FEES	1,891,005	1,480,173	1,556,094	1,482,233	1,482,233	1,482,233	1,482,233
		9,018,532	7,847,673	8,717,380	8,099,233	8,099,233	8,099,233	8,099,233

ACCT. NO.	ACCOUNT NAME	2019 RECORDED	2020		2021 MGR RECOMM.	2021 BOS RECOMM.	2021 BUD COMM. RECOMM.	2021 BUDGET
			BUDGET	(PRE-AUDIT)				
<b>BUSINESS LICENSES, PERMITS, FEES</b>								
1 - 3224	OTHER BUSINESS LICENSES	57	25	14	-	-	-	-
1 - 3239	MUNICIPAL AGENT FEE	114,798	108,000	114,633	110,000	110,000	110,000	110,000
1 - 3241	TITLE FEES	16,712	13,000	15,338	13,000	13,000	13,000	13,000
1 - 3242	MARRIAGE LICENSES	2,419	3,500	1,352	1,000	1,000	1,000	1,000
1 - 3258	STREET DAMAGE FEES-ENGINEERING	-	-	390	50	50	50.00	50.00
1 - 3259	STREET OPENING-ENGINEERING	17,100	2,000	2,250	1,000	1,000	1,000	1,000
1 - 3260	BUILDING PERMITS	1,130,117	900,000	886,188	900,000	900,000	900,000	900,000
1 - 3261	ELECTRICAL PERMITS	180,332	95,000	141,697	95,000	95,000	95,000	95,000
1 - 3262	PLUMBING PERMITS	100,715	60,000	74,114	60,000	60,000	60,000	60,000
1 - 3263	GAS PERMITS (& OTHER)	113,143	50,000	64,729	50,000	50,000	50,000	50,000
1 - 3265	FOOD SERVICE LICENSE	46,305	44,000	45,705	44,000	44,000	44,000	44,000
1 - 3266	TATTOO PARLOR LICENSE	3,400	3,000	3,700	3,000	3,000	3,000	3,000
1 - 3268	MASSAGE LICENSE	4,050	4,500	4,700	4,333	4,333	4,333	4,333
1 - 3269	OTHER HEALTH DEPT. LICENSES	250	250	250	250	250	250	250
1 - 3365	LANDFILL-PERMITS	133,450	180,000	170,070	180,000	180,000	180,000	180,000
1 - 3366	ANIMAL CONTROL FEES	604	600	485	600	600	600	600

ACCT. NO.	ACCOUNT NAME	2019 RECORDED	2020	2020	2021 MGR RECOMM.	2021 BOS RECOMM.	2021 BUD COMM. RECOMM.	2021 BUDGET
			BUDGET	(PRE-AUDIT)				
1 - 3371	SEPTIC INSPECTION FEES	27,555	16,298	30,480	20,000	20,000	20,000	20,000
		1,891,005	1,480,173	1,556,094	1,482,233	1,482,233	1,482,233	1,482,233

ACCT. NO.	ACCOUNT NAME	2019 RECORDED	2020		2021 MGR RECOMM.	2021 BOS RECOMM.	2021 BUD COMM. RECOMM.	2021 BUDGET
			BUDGET	(PRE-AUDIT)				
<b>CHARGES FOR SERVICES</b>								
	INCOME FROM DEPARTMENTS	2,940,623	3,003,367	2,949,651	2,869,539	2,869,539	2,869,539	2,869,539
1 - 3620	RENT OF TOWN PROPERTY	16,061	15,084	16,140	16,484	16,484	16,484	16,484
1 - 3625	INCOME FROM SCHOOL	346,324	347,744	347,069	357,677	357,677	357,677	357,677
1 - 3630	COURT HOUSE LEASE	417,647	419,622	419,397	421,884	421,884	421,884	421,884
1 - 3305	OUTSIDE POLICE DETAIL	145,859	81,008	154,350	100,000	100,000	100,000	100,000
		3,866,514	3,866,825	3,886,607	3,765,584	3,765,584	3,765,584	3,765,584

ACCT. NO.	ACCOUNT NAME	2019 RECORDED	2020		2021 MGR RECOMM.	2021 BOS RECOMM.	2021 BUD COMM. RECOMM.	2021 BUDGET
			BUDGET	(PRE-AUDIT)				
<b><i>INCOME FROM DEPARTMENTS</i></b>								
1 - 3180	MISCELLANEOUS CHARGES	275	100	500	100	100	100	100
1 - 3230	ELECTIONS & REGISTRATION	639	1,500	591	100	100	100	100
1 - 3244	CIVIL FORFEITURE	8,475	5,500	125	4,000	4,000	4,000	4,000
1 - 3245	UCC FILINGS	8,700	8,000	10,965	8,000	8,000	8,000	8,000
1 - 3246	CERTIFIED COPIES	17,147	11,500	11,367	11,000	11,000	11,000	11,000
1 - 3247	RECORDING & OTHER	2,966	1,850	5,642	1,800	1,800	1,800	1,800
1 - 3248	COLLECTION FEES	1,267	1,000	1,554	1,000	1,000	1,000	1,000
1 - 3249	MISCELLANEOUS-TOWN CLERK	680	150	1,387	150	150	150	150
1 - 3232	MAPS, COPIES, ETC.	1,778	1,000	617	750	750	750	750
1 - 3237	PLANNING BOARD	67,019	45,000	24,554	25,000	25,000	25,000	25,000
1 - 3231	PUBLIC HEARINGS (BOA)	9,120	9,354	9,605	8,000	8,000	8,000	8,000
1 - 3300	POLICE ALARM PERMITS	2,225	1,650	1,650	1,650	1,650	1,650	1,650
1 - 3301	PISTOL PERMITS	2,110	2,100	2,930	2,300	2,300	2,300	2,300
1 - 3302	FINGERPRINTING	240	100	120	70	70	70	70
1 - 3303	PAWN SHOP REGISTRATIONS	-	-	21,250	21,250	21,250	21,250	21,250

ACCT. NO.	ACCOUNT NAME	2019 RECORDED	2020		2020 (PRE-AUDIT)	2021 MGR RECOMM.	2021 BOS RECOMM.	2021 BUD COMM. RECOMM.	2021 BUDGET
			BUDGET	2020					
1 - 3304	POLICE REPORTS	1,801	1,400	1,503	1,600	1,600	1,600	1,600	1,600
1 - 3306	POLICE ALARMS	13,850	15,000	16,950	15,000	15,000	15,000	15,000	15,000
1 - 3307	PARKING FINES	1,055	400	340	350	350	350	350	350
1 - 3308	OTHER POLICE DEPT. INCOME	23,045	23,000	1,128	1,900	1,900	1,900	1,900	1,900
1 - 3309	WITNESS FEES	4,537	6,000	-	-	-	-	-	-
1 - 3330	FIRE PERMITS	68,298	60,000	58,776	55,000	55,000	55,000	55,000	55,000
1 - 3331	FIRE/AMBULANCE REPORTS	2	-	-	-	-	-	-	-
1 - 3332	FIRE ALARM MONITORING FEES	121,550	117,000	120,800	117,000	117,000	117,000	117,000	117,000
1 - 3333	AMBULANCE FEES	1,610,166	1,775,443	1,516,937	1,650,000	1,650,000	1,650,000	1,650,000	1,650,000
1 - 3335	OTHER FIRE DEPT. INCOME	3,150	3,450	2,950	3,217	3,217	3,217	3,217	3,217
1 - 3336	CPR TRAINING EDUCATION-PUBLIC	-	7,500	370	7,500	7,500	7,500	7,500	7,500
1 - 3360	CEMETERY LOTS	17,820	15,000	33,640	17,000	17,000	17,000	17,000	17,000
1 - 3361	CEMETERY OPENINGS	42,575	35,000	56,445	38,000	38,000	38,000	38,000	38,000
1 - 3364	LANDFILL-REVENUE SHARING	38,817	25,000	47,842	25,000	25,000	25,000	25,000	25,000
1 - 3368	LANDFILL-TONNAGE CHARGES	341,636	280,000	434,803	300,000	300,000	300,000	300,000	300,000
1 - 3380	WELFARE CHARGES	-	50	541	-	-	-	-	-
1 - 3382	WELFARE LIENS	11,624	1,000	52,212	1,000	1,000	1,000	1,000	1,000

ACCT. NO.	ACCOUNT NAME	2019 RECORDED	2020 BUDGET	2020 (PRE-AUDIT)	2021 MGR RECOMM.	2021 BOS RECOMM.	2021 BUD COMM. RECOMM.	2021 BUDGET
1 - 3400	RECREATION CHARGES	11,251	6,000	-	4,000	4,000	4,000	4,000
1 - 3401	LIBRARY REVENUE	7,533	9,000	4,083	2,000	2,000	2,000	2,000
1 - 3404	SENIOR CENTER REVENUE	13,262	14,000	11,625	10,000	10,000	10,000	10,000
1 - 3450	SEWER ADMIN. CHARGE	223,666	233,120	233,120	249,080	249,080	249,080	249,080
1 - 3452	SCTV ADMIN. CHARGE	7,500	7,500	7,500	7,500	7,500	7,500	7,500
1 - 3460	WATER ADMIN. CHARGE	212,820	241,525	241,525	276,722	276,722	276,722	276,722
1 - 3640	COURT FINES	1,617	2,500	6,323	2,500	2,500	2,500	2,500
1 - 3780	INTERFUND TRANSFER	40,398	35,675	7,383	-	-	-	-
		2,940,623	3,003,367	2,949,651	2,869,539	2,869,539	2,869,539	2,869,539

ACCT. NO.	ACCOUNT NAME	2019 RECORDED	2020	2020	2021 MGR RECOMM.	2021 BOS RECOMM.	2021 BUD COMM. RECOMM.	2021 BUDGET
			BUDGET	(PRE-AUDIT)				
<b>MISCELLANEOUS REVENUES</b>								
1 - 3600	INTEREST EARNINGS	107,911	100,000	37,561	50,000	50,000	50,000	50,000
1 - 3710	SALE OF TOWN PROPERTY	26,131	1,000	6,570	1,000	1,000	1,000	1,000
1 - 3650	WORKERS' COMP. RETURN OF PREM.	62,839	-	146,297	-	-	-	-
1 - 3660	UNEMPLOYMENT COMP RETURN	28,693	-	4,795	-	-	-	-
1 - 3665	PROP/LIAB RETURN OF PREMIUM	18,512	-	-	-	-	-	-
1 - 3666	HEALTH INS. RETURN OF PREM.	6,064	-	-	-	-	-	-
1 - 3740	MISCELLANEOUS REVENUES	24,677	15,000	47,347	15,000	15,000	15,000	15,000
		274,826	116,000	242,571	66,000	66,000	66,000	66,000

ACCT. NO.	ACCOUNT NAME	2019 RECORDED	2020		2021 MGR RECOMM.	2021 BOS RECOMM.	2021 BUD COMM. RECOMM.	2021 BUDGET
			BUDGET	(PRE-AUDIT)				
<b>OTHER FINANCING SOURCES</b>								
1 - 3670	OTHER FINANCING SOURCES	21,578	391,592	651,119	426,488	426,488	413,488	413,488
1 - 3610	INTEREST EARNINGS-TRUST FUND	32,737	20,000	27,169	20,000	20,000	20,000	20,000
1 - 3615	BOND AND NOTE PROCEEDS	220,180	1,057,500	-	-	-	-	-
1 - 3616	AMORTIZED BOND PREMIUM	15,918	15,918	15,918	54,997	54,997	54,997	54,997
1 - 3700	PILOT	74,700	70,000	79,402	70,000	70,000	70,000	70,000
1 - 3800	USE OF FUND BALANCE	-	2,648,000	-	2,000,000	2,179,265	2,179,265	2,179,265
		365,113	4,203,010	773,609	2,571,485	2,750,750	2,737,750	2,737,750

## 2021 BUDGET

DEPT.	2019 EXPENDED	2020			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		BUDGET	EXPENDED (PRE-AUDIT)					
<b>SELECTMEN/COURT SUMMARY</b>								
SELECTMEN	29,297	62,247	56,213		60,221	60,221	60,221	60,221
DISTRICT COURT	96,222	92,664	92,869		91,708	91,708	91,708	91,708
<b>TOTAL - SELECTMEN/COURT</b>	<b>125,518</b>	<b>154,911</b>	<b>149,082</b>		<b>151,929</b>	<b>151,929</b>	<b>151,929</b>	<b>151,929</b>

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>SELECTMEN</b>									
10100 - 4090	REGULAR PAY	15,000	15,000	15,000		15,000	15,000	15,000	15,000
10100 - 4092	TEMPORARY PAY	2,104	2,650	1,860		2,500	2,500	2,500	2,500
10100 - 4172	WORKERS' COMPENSATION	53	41	32		41	41	41	41
10100 - 4174	FICA-SOCIAL SECURITY	1,309	1,351	1,290		1,351	1,351	1,351	1,351
10100 - 4177	UNEMPLOYMENT COMPENSATION	13	8	10		7	7	7	7
10100 - 4200	OFFICE SUPPLIES	601	700	689		625	625	625	625
10100 - 4202	TOWN REPORT/WARRANT	3,998	4,750	3,854		4,500	4,500	4,500	4,500
10100 - 4400	CONTRACTED SERVICES	3,400	5,097	1,500		3,647	3,647	3,647	3,647
10100 - 4405	MEMBERSHIPS & PUBLICATIONS	-	30,000	28,093		29,500	29,500	29,500	29,500
10100 - 4406	PRINTING & BINDING	797	400	790		800	800	800	800
10100 - 4410	ADVERTISING	2,022	2,250	3,095		2,250	2,250	2,250	2,250
TOTAL		29,297	62,247	56,213		60,221	60,221	60,221	60,221

**2021 PERSONNEL WORKSHEET**

ACCOUNT	TITLE	FTE NET CHANGE	2020	2021
			BUDGETED SALARY	SALARY
SELECTMEN - 10100				
4090	SELECTMEN (5)	0	15,000	15,000
			-----	-----
			15,000	15,000

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - SELECTMEN**

**DEPT # - 10100**

<b>ACCT ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4092 Temporary Pay	2,500	Recording secretary & staff support for Selectmen business and meetings. (2 hour minimum) 3 yr wgtd avg - 2,163	Recording secretary & staff support for Selectmen business and meetings. (2 hour minimum) 3 yr wgtd avg - 2,274
4200 Office Supplies	625	Photocopies, Selectmen nameplates, steno pads, proclamation frames, etc.	Photocopies, Selectmen nameplates, steno pads, proclamation frames, etc.
4202 Town Report/Town Warrant	4,500	Printing of annual Town Report.	Printing of annual Town Report.
4400 Contracted Services	3,647	Outside contracted services to tow vehicles, equipment, and misc. items to auction, generally held annually in May & October. (3 yr wgtd avg-3,647)	Outside contracted services to tow vehicles, equipment, and misc. items to auction, generally held annually in May & October. (3 yr wgtd avg-2,134)
4405 Memberships	29,500	NH Municipal Association	NH Municipal Association
4406 Printing & Binding	800	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-2,778)	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)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>DISTRICT COURT</b>									
10200 - 4201	MAINTENANCE SUPPLIES	4,087	1,332	2,569		2,000	2,000	2,000	2,000
10200 - 4401	CLEANING SERVICES	8,613	-	-		-	-	-	-
10200 - 4450	TELEPHONE	326	323	326		332	332	332	332
10200 - 4452	BUILDING MAINTENANCE	14,159	18,067	29,057		18,127	18,127	18,127	18,127
10200 - 4457	GROUNDS MAINTENANCE	1,619	1,800	1,611		1,800	1,800	1,800	1,800
10200 - 4470	GENERAL LIABILITY	498	419	342		323	323	323	323
10200 - 4491	PROPERTY INSURANCE	4,238	4,064	3,956		4,472	4,472	4,472	4,472
10200 - 4495	HEAT	27,105	26,282	24,233		26,825	26,825	26,825	26,825
10200 - 4496	ELECTRICITY	34,070	39,208	29,186		36,548	36,548	36,548	36,548
10200 - 4497	OTHER UTILITIES	1,348	1,169	1,589		1,281	1,281	1,281	1,281
10200 - 4498	BUILDING REPAIRS	160	-	-		-	-	-	-
TOTAL		96,222	92,664	92,869		91,708	91,708	91,708	91,708

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - DISTRICT COURT**

**DEPT # - 10200**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4201	Maintenance Supplies	2,000	Paper towels, toilet tissue, soap, plastic trash liners, light bulbs, etc. 3 yr wgtd avg. (3,240)	Paper towels, toilet tissue, soap, plastic trash liners, light bulbs, etc. 3 yr wgtd avg. (1,332)
4450	Telephone	332	Elevator telephone line charge 3 yr wgtd avg. (324)	Elevator telephone line charge 3 yr wgtd avg. (321)
4452	Building Maintenance	18,127	HVAC / Burner maintenance Elevator Inspection \$188/mo. Elevator State Inspection Alarm system monitoring Pest control (52/mo.) Window cleaning outside Building Fire Alarm Test (2) General maintenance to building 3 yr wgtd avg. (19,732)	HVAC / Burner maintenance Elevator Inspection \$183/mo. Elevator State Inspection Alarm system monitoring Pest control (52/mo.) Window cleaning outside Building Fire Alarm Test (2) General maintenance to building 3 yr wgtd avg. (35,855)
4457	Grounds Maintenance	1,800	Plantings, mulch, etc 3 yr wgtd avg. (1,697)	Plantings, mulch, etc 3 yr wgtd avg. (1,830)
4470	General Liability	323	Liability coverage (allocation based on percentage of overall expenditures) (estimated 5% increase over 2020/21 rates)	Liability coverage (allocation based on percentage of overall expenditures) (estimated 5% increase over 2019/20 rates)
4491	Property Insurance	4,472	Insurance for building (estimated 5% increase over 2020/21 rates)	Insurance for building (estimated 5% increase over 2019/20 rates)
4495	Heat	26,825	Heating and air conditioning costs. 3 yr wgtd avg. 11,177 gals. Oil @ \$2.40	Heating and air conditioning costs. 3 yr wgtd avg. 10,951 gals. Oil @ \$2.40

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - DISTRICT COURT**

**DEPT # - 10200**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4496	Electricity	36,548	Electricity for Court House building and parking lot lighting Based on 3 yr wgtd avg plus 3% 3 yr wgtd avg. (35,484)	Electricity for Court House building and parking lot lighting Based on 3 yr wgtd avg plus 3% 3 yr wgtd avg. (38,066)
4497	Other Utilities	1,281	Sewer and Water 3 yr wgtd avg. (1,281)	1,281 Sewer and Water 3 yr wgtd avg. (1,169)

NOTE: Revenues from rent of the Court House - estimated at \$419,622 for 2020 and \$421,884 for 2021

DEPT.	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2020 BUDGET	2020 EXPENDED (PRE-AUDIT)					
<b>TOWN MANAGER SUMMARY</b>								
TOWN MANAGER	331,451	504,859	488,485		565,241	560,705	556,240	556,240
LEGAL	222,322	168,360	118,492		148,700	148,700	148,700	148,700
HUMAN RESOURCES	325,110	348,731	332,765		360,794	359,109	359,109	359,109
EMPLOYEE BENEFITS	1,247,705	1,395,118	1,194,566		1,561,543	1,524,247	1,509,247	1,509,247
BOARDS & COMMITTEES	23,579	23,213	23,154		23,463	23,463	23,463	23,463
TOWN BUILDINGS	210,022	196,168	214,816		192,503	192,503	192,503	192,503
<b>TOTAL - TOWN MANAGER</b>	<b>2,360,189</b>	<b>2,636,449</b>	<b>2,372,280</b>		<b>2,852,244</b>	<b>2,808,727</b>	<b>2,789,262</b>	<b>2,789,262</b>

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>TOWN MANAGER</b>									
10300 - 4090	REGULAR PAY	217,714	323,763	320,789		338,744	338,744	338,744	338,744
10300 - 4092	TEMPORARY PAY	-	2,550	-		25,000	25,000	25,000	25,000
10300 - 4170	RETIREMENT	24,527	36,450	35,710		45,888	45,888	45,888	45,888
10300 - 4171	DISABILITY INSURANCE	1,515	2,271	2,268		2,287	2,287	2,287	2,287
10300 - 4172	WORKERS' COMPENSATION	611	751	558		837	837	837	837
10300 - 4174	FICA-SOCIAL SECURITY	15,706	24,963	22,967		27,827	27,827	27,827	27,827
10300 - 4176	HEALTH INSURANCE	63,663	97,635	99,134		108,000	103,977	103,977	103,977
10300 - 4177	UNEMPLOYMENT COMPENSATION	120	134	101		156	156	156	156
10300 - 4178	LIFE INSURANCE	559	828	828		828	828	828	828
10300 - 4179	DENTAL INSURANCE	2,585	4,074	3,405		4,194	3,681	3,681	3,681
10300 - 4200	OFFICE SUPPLIES	1,568	2,000	1,890		1,800	1,800	1,800	1,800
10300 - 4405	MEMBERSHIPS & PUBLICATIONS	1,603	3,300	309		3,300	3,300	1,085	1,085
10300 - 4408	VEHICLE EXPENSE	251	800	-		800	800	800	800
10300 - 4450	TELEPHONE	480	840	406		480	480	480	480
10300 - 4453	MEETINGS & TRAINING	185	4,500	120		4,500	4,500	2,250	2,250

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
10300 - 4600	OFFICE FURNITURE & EQUIPMENT	365	-	-		600	600	600	600
	TOTAL	331,451	504,859	488,485		565,241	560,705	556,240	556,240

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020	2021
			BUDGETED SALARY	SALARY
TOWN MANAGER - 10300				
4090	TOWN MANAGER	0	139,436	150,577
	ASSISTANT TOWN MANAGER	0	117,222	121,318
	EXECUTIVE ASSISTANT	0	67,105	66,849
			-----	-----
			323,763	338,744

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - TOWN MANAGER**

**DEPT # - 10300**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>		
4092	Temporary Pay	25,000	Part time clerk coverage for Exec Asst Right to Know requests	Part time clerk coverage for Exec Asst		
4200	Office Supplies	1,800	Photocopies, envelopes, paper, file folders and other office supplies.	Photocopies, envelopes, paper, file folders and other office supplies.		
4405	Memberships & Publications	1,085	NH Municipal Managers Association Dues (NHMMA)  ICMA Dues - Town Manager  ICMA Dues - Assistant Town Manager  Union Leader  Eagle Tribune  NH Town and City (publication)  Misc dues/publications	100  -  -  178  217  50  540	NH Municipal Managers Association Dues (NHMMA)  ICMA Dues - Town Manager  ICMA Dues - Assistant Town Manager  Union Leader  Eagle Tribune  NH Town and City (publication)  Misc dues/publications	100  1,100  1,100  146  160  50  644
4408	Vehicle Expense	800	Mileage reimbursement for Town Manager & Assistant Town Manager	Mileage reimbursement for Town Manager & Assistant Town Manager		
4450	Telephone	480	Cell phone stipend for Town Manager	480	Cell phone stipend for Town Manager	
4453	Meetings & Training	2,250	Conferences for Town Manager Per contract  Conferences for Assistant Town Manager	1,250  1,000	Conferences for Town Manager Per contract  Conferences for Assistant Town Manager	
4600	Office Furniture & Equipment	600	Furniture - Desk and filing cabinet (for cle	600		

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>LEGAL</b>									
10310 - 4399	LEGAL SERVICES	217,320	160,000	111,195		140,000	140,000	140,000	140,000
10310 - 4400	CONTRACTED SERVICES	3,288	5,475	3,839		5,700	5,700	5,700	5,700
10310 - 4405	MEMBERSHIPS & PUBLICATIONS	1,714	2,885	3,458		3,000	3,000	3,000	3,000
TOTAL		222,322	168,360	118,492		148,700	148,700	148,700	148,700

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - LEGAL**

**DEPT # - 10310**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4399	Legal Services	140,000	Outside legal services (2017-2019, 3-year weighted average=178,843)	Outside legal services (2016-2018, 3-year weighted average=103,118)
4400	Contracted Services	5,700	Title searches for tax lien. The State requires Towns to notify mortgagees on tax accounts subject to possible deeding, requiring title searches. Amount reimbursed by property owners.	Title searches for tax lien. The State requires Towns to notify mortgagees on tax accounts subject to possible deeding, requiring title searches. Amount reimbursed by property owners. Increase of \$3/parcel
4405	Memberships & Publications	3,000	NH Statute Books Code Updates (3 yr wgtd avg-2,141)	NH Statute Books (3 yr wgtd avg-2,706)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>HUMAN RESOURCES</b>									
10320 - 4090	REGULAR PAY	145,122	151,869	151,337		162,750	162,750	162,750	162,750
10320 - 4092	TEMPORARY PAY	29,489	29,473	30,351		32,089	32,089	32,089	32,089
10320 - 4170	RETIREMENT	16,388	16,964	16,972		20,532	20,532	20,532	20,532
10320 - 4171	DISABILITY INSURANCE	1,235	1,281	1,293		1,341	1,341	1,341	1,341
10320 - 4172	WORKERS' COMPENSATION	531	417	319		449	449	449	449
10320 - 4174	FICA-SOCIAL SECURITY	12,529	13,873	12,493		14,906	14,906	14,906	14,906
10320 - 4176	HEALTH INSURANCE	35,923	37,545	37,545		41,376	39,888	39,888	39,888
10320 - 4177	UNEMPLOYMENT COMPENSATION	126	126	101		117	117	117	117
10320 - 4178	LIFE INSURANCE	480	534	480		534	534	534	534
10320 - 4179	DENTAL INSURANCE	1,487	1,562	1,391		1,609	1,412	1,412	1,412
10320 - 4200	OFFICE SUPPLIES	871	1,100	442		1,100	1,100	1,100	1,100
10320 - 4223	ACADEMIC REIMBURSEMENT	4,257	7,000	960		-	-	-	-
10320 - 4400	CONTRACTED SERVICES	347	348	208		209	209	209	209
10320 - 4405	MEMBERSHIPS & PUBLICATIONS	594	594	219		637	637	637	637
10320 - 4406	PRINTING & BINDING	167	250	-		200	200	200	200

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
10320 - 4410	ADVERTISING	475	500	-		300	300	300	300
10320 - 4423	MEDICAL EXAMS/HIRING	16,568	16,000	7,973		15,000	15,000	15,000	15,000
10320 - 4444	MEDIATION/NEGOTIATION	56,716	65,000	68,576		65,000	65,000	65,000	65,000
10320 - 4453	MEETINGS & TRAINING	1,526	2,000	-		2,000	2,000	2,000	2,000
10320 - 4905	JOINT LOSS SAFETY COMMITTEE	278	2,295	2,105		645	645	645	645
TOTAL		325,110	348,731	332,765		360,794	359,109	359,109	359,109

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
HUMAN RESOURCES - 10320				
4090	HUMAN RESOURCES DIRECTOR EMPLOYEE RELATIONS COORDINATOR	0 0	93,878 57,991	100,350 62,400
			-----	-----
			151,869	162,750

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - HUMAN RESOURCES**

**DEPT # - 10320**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4092	Temporary Pay	32,089	Part time Admin Assistant (24 hours/week)	Part time Admin Assistant (24 hours/week)
4200	Office Supplies	1,100	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc. (3 yr wgtd avg-1,094)	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc. (3 yr wgtd avg-1,556)
4223	Academic Reimbursement	-	Employee reimbursement for cost of tuition, fees and books for job related courses as required by SEA, SPAA, and non-affiliated contracts.  Moved to Employee Benefits	Employee reimbursement for cost of tuition, fees and books for job related courses as required by SEA, SPAA, and non-affiliated contracts.
4400	Contracted Services	209	Flexible Spending administration fee.  Note: \$5.79/mo./employee for 3 current participants.	Flexible Spending administration fee.  Note: \$5.79/mo./employee for 5 current participants.
4405	Membership & Publications	637	IPMA-HR (Required for exams)  Society for Human Resources (HR Director)	IPMA-HR (Required for exams)  Society for Human Resources (HR Director)
4406	Printing & Binding	200	Printing costs for manuals, insurance information and wellness program documents.	Printing costs for manuals, insurance information and wellness program documents.
4410	Advertising	300	Advertising for vacancies for most non-major departments, also includes advertising for management or professional positions.  Includes Internet, newspaper, and professional	Advertising for vacancies for most non-major departments, also includes advertising for management or professional positions.  Includes Internet, newspaper, and professional

**DEPT NAME - HUMAN RESOURCES**

**DEPT # - 10320**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4423	Medical Exams/Hiring	15,000	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.
4453	Meetings & Training	2,000	Mileage costs (.575 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 (.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.
4905	Joint Loss Safety Committee	645	Per Dept. of Labor LAB 603.02 Establishment of a JLMC that states: "the committee shall have control over a portion of the budget." AED Supplies replacement of expired items, Ice Alert sign (Senior Ctr)	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.

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>EMPLOYEE BENEFITS</b>									
10330 - 4090	REGULAR PAY	18,080	21,363	32,029		23,828	23,828	23,828	23,828
10330 - 4109	EMPLOYEE RETIREMENT BEN.	416,333	578,436	413,961		460,673	460,673	460,673	460,673
10330 - 4114	ANNUAL SICK/VAC LEAVE BUY-BACK	166,956	156,036	179,324		171,110	171,110	171,110	171,110
10330 - 4117	ESICK / EFMLA	-	-	2,898		-	-	-	-
10330 - 4176	HEALTH INSURANCE	643,570	636,406	563,516		872,073	834,777	834,777	834,777
10330 - 4223	ACADEMIC REIMBURSEMENT	-	-	-		30,982	30,982	15,982	15,982
10330 - 4400	CONTRACTED SERVICES	2,767	2,877	2,839		2,877	2,877	2,877	2,877
TOTAL		1,247,705	1,395,118	1,194,566		1,561,543	1,524,247	1,509,247	1,509,247

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - EMPLOYEE BENEFITS**

**DEPT # - 10330**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4090	Regular Pay	23,828	Represents Non-Affiliate pool to be allocated in 2021 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 \$18,953 in salary and \$4,875 in associated benefits.	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.
4109	Employee Retirement Benefits	460,673	Funding for buy-outs of sick and vacation accruals for terminating employees. (3 yr wgtd avg-460,673)	Funding for buy-outs of sick and vacation accruals for terminating employees. (3 yr wgtd avg-578,436)
4114	Annual Sick/Vacation Leave Buy-Back	171,110	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-171,110)	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)
4176	Health Insurance	872,073	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 37 retirees (28 PD/9FD).	Health insurance premiums for eligible duty-related disability retirees from Police and Fire, according to their Union contract. Budgeted amount is net of the subsidy amount received on behalf of the many of the retirees. Covers 34 retirees (26 PD/8FD).

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - EMPLOYEE BENEFITS**

**DEPT # - 10330**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4223 Academic Reimbursement		15,982	<p>Employee reimbursement for cost of tuition, fees and books for job related courses as required by SEA, SPAA, AFSCME, Police, Fire, and non-affiliated contracts.</p> <p>Consolidated from other department budgets.</p>	
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</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 @ 175</p>

DEPT.	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2020 BUDGET	2020 EXPENDED (PRE-AUDIT)					
<b>BOARDS &amp; COMMITTEES SUMMARY</b>								
PLANNING BOARD	4,302	4,005	2,628		4,004	4,004	4,004	4,004
BOARD OF ADJUSTMENT	1,467	1,757	1,418		1,757	1,757	1,757	1,757
BUDGET COMMITTEE	1,900	1,611	2,101		1,795	1,795	1,795	1,795
CONSERVATION COMMISSION	2,047	2,340	2,030		2,190	2,190	2,190	2,190
TRUSTEE OF TRUST FUNDS	13,862	13,500	14,977		13,717	13,717	13,717	13,717
<b>TOTAL-BOARDS &amp; COMMITTEE</b>	<b>23,579</b>	<b>23,213</b>	<b>23,154</b>		<b>23,463</b>	<b>23,463</b>	<b>23,463</b>	<b>23,463</b>

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>PLANNING BOARD</b>									
10341 - 4092	TEMPORARY PAY	2,850	2,500	1,845		2,500	2,500	2,500	2,500
10341 - 4172	WORKERS' COMPENSATION	9	6	5		6	6	6	6
10341 - 4174	FICA-SOCIAL SECURITY	218	191	141		191	191	191	191
10341 - 4177	UNEMPLOYMENT COMPENSATION	14	8	8		7	7	7	7
10341 - 4210	OPERATING SUPPLIES	431	500	179		500	500	500	500
10341 - 4405	MEMBERSHIPS & PUBLICATIONS	18	100	-		100	100	100	100
10341 - 4410	ADVERTISING	702	600	380		600	600	600	600
10341 - 4453	MEETINGS & TRAINING	60	100	70		100	100	100	100
SUBTOTAL		4,302	4,005	2,628		4,004	4,004	4,004	4,004

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - PLANNING BOARD**

**DEPT # - 10341**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4092	Temporary Pay	2,500	Recording Secretary 3 yr wgtd avg - 2,866	Recording Secretary 3 yr wgtd avg - 2,693
4210	Operating Supplies	500	Photocopying, envelopes & stationery	Photocopying, envelopes & stationery
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 wgtd avg – 692	Public notices 3 yr wgtd avg – 561
4453	Meetings & Training	100	Training seminars/workshops	Training seminars/workshops

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

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>BOARD OF ADJUSTMENT</b>									
10342 - 4092	TEMPORARY PAY	971	1,000	1,071		1,000	1,000	1,000	1,000
10342 - 4172	WORKERS COMPENSATION	3	2	2		2	2	2	2
10342 - 4174	FICA-SOCIAL SECURITY	74	77	82		77	77	77	77
10342 - 4177	UNEMPLOYMENT COMPENSATION	-	3	-		3	3	3	3
10342 - 4210	OPERATING SUPPLIES	117	75	8		75	75	75	75
10342 - 4410	ADVERTISING	302	500	255		500	500	500	500
10342 - 4453	MEETINGS AND TRAINING	-	100	-		100	100	100	100
SUBTOTAL		1,467	1,757	1,418		1,757	1,757	1,757	1,757

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - BOARD OF ADJUSTMENT**

**DEPT # - 10342**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4092	Temporary Pay	1,000	Recording Secretary 3 yr wgtd avg - 1,016	Recording Secretary 3 yr wgtd avg - 1,065
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 wgtd avg – 365	Fees associated with legal notices for petitions filed 3 yr wgtd avg – 448
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)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b><i>BUDGET COMMITTEE</i></b>									
10343 - 4092	TEMPORARY PAY	1,092	798	975		1,011	1,011	1,011	1,011
10343 - 4172	WORKERS COMPENSATION	3	2	2		2	2	2	2
10343 - 4174	FICA-SOCIAL SECURITY	84	61	75		77	77	77	77
10343 - 4177	UNEMPLOYMENT COMPENSATION	-	2	-		3	3	3	3
10343 - 4210	OPERATING SUPPLIES	722	748	1,050		702	702	702	702
SUBTOTAL		1,900	1,611	2,101		1,795	1,795	1,795	1,795

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - BUDGET COMMITTEE**

**DEPT # - 10343**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4092	Temporary Pay	1,011	Recording Secretary 3 yr wgtd avg - 1,011	Recording Secretary 3 yr wgtd avg - 798
4210	Operating Supplies	702	Copies, public notices, binders, etc. 3 yr wgtd avg - 702	Copies, public notices, binders, etc. 3 yr wgtd avg - 748

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>CONSERVATION COMMISSION</b>									
10344 - 4092	TEMPORARY PAY	506	800	780		650	650	650	650
10344 - 4172	WORKERS COMPENSATION	2	2	2		2	2	2	2
10344 - 4174	FICA-SOCIAL SECURITY	39	61	60		61	61	61	61
10344 - 4177	UNEMPLOYMENT COMPENSATION	-	2	-		2	2	2	2
10344 - 4210	OPERATING SUPPLIES	55	100	8		100	100	100	100
10344 - 4405	MEMBERSHIPS & PUBLICATIONS	1,075	1,075	1,075		1,075	1,075	1,075	1,075
10344 - 4453	MEETINGS & TRAINING	370	300	105		300	300	300	300
SUBTOTAL		2,047	2,340	2,030		2,190	2,190	2,190	2,190

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - CONSERVATION COMMISSION**

**DEPT # - 10344**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4092	Temporary Pay	650	Recording Secretary 3 yr wgtd avg - 605	Recording Secretary 3 yr wgtd avg - 777
4210	Operating Supplies	100	Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures 3 yr wgtd avg - 66	Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures 3 yr wgtd avg - 65
4405	Memberships & Publications	1,075	NH Assoc. of Conservation Commissions (NHACC) NHACC publications	NH Assoc. of Conservation Commissions (NHACC) NHACC publications
4453	Meetings & Training	300	NHACC Mtg., training workshops/seminars (new members)	NHACC Mtg., training workshops/seminars (new members)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>TRUSTEE OF TRUST FUNDS</b>									
10348 - 4092	TEMPORARY PAY	-	-	43		200	200	200	200
10348 - 4172	WORKERS COMPENSATION	-	-	-		1	1	1	1
10348 - 4174	FICA-SOCIAL SECURITY	-	-	2		15	15	15	15
10348 - 4177	UNEMPLOYMENT COMPENSATION	-	-	-		1	1	1	1
10348 - 4403	TECHNICAL SERVICES	13,862	13,500	14,932		13,500	13,500	13,500	13,500
SUBTOTAL		13,862	13,500	14,977		13,717	13,717	13,717	13,717
TOTAL-BOARDS & COMMITTEES		23,579	23,213	23,154		23,463	23,463	23,463	23,463

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - TRUSTEE OF TRUST FUNDS**

**DEPT # - 10348**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4092	Temporary Pay	200	Recording Secretary	
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.	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2020 BUDGET	2020 EXPENDED (PRE-AUDIT)					
<b>TOWN BUILDINGS SUMMARY</b>								
TOWN HALL	183,781	165,291	188,696		154,765	154,765	154,765	154,765
OLD TOWN HALL	9,816	14,357	13,311		21,875	21,875	21,875	21,875
HOSE HOUSE	4,405	5,205	4,329		4,709	4,709	4,709	4,709
OLD LIBRARY	5,187	4,214	2,718		4,294	4,294	4,294	4,294
SCHOOL HOUSE #5	1,949	1,209	1,208		1,231	1,231	1,231	1,231
DEPOT TRAIN STATION	4,884	5,892	4,555		5,629	5,629	5,629	5,629
<b>TOTAL-TOWN BUILDINGS</b>	<b>210,022</b>	<b>196,168</b>	<b>214,816</b>		<b>192,503</b>	<b>192,503</b>	<b>192,503</b>	<b>192,503</b>

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
<b>TOWN HALL</b>								
10350 - 4201	MAINTENANCE SUPPLIES	4,893	2,589	17,399	4,000	4,000	4,000	4,000
10350 - 4401	CLEANING SERVICES	5,647	-	-	-	-	-	-
10350 - 4440	EQUIPMENT RENTAL	490	482	478	482	482	482	482
10350 - 4450	TELEPHONE	20,517	21,072	22,782	24,301	24,301	24,301	24,301
10350 - 4451	POSTAGE	53,130	52,357	52,580	52,357	52,357	52,357	52,357
10350 - 4452	BUILDING MAINTENANCE	49,268	30,154	46,291	19,177	19,177	19,177	19,177
10350 - 4454	ELEVATOR MAINTENANCE	2,178	2,346	2,242	2,406	2,406	2,406	2,406
10350 - 4457	GROUNDS MAINTENANCE	2,250	2,850	1,426	2,850	2,850	2,850	2,850
10350 - 4459	EQUIPMENT MAINTENANCE	10,301	12,661	9,773	13,941	13,941	13,941	13,941
10350 - 4495	HEAT	14,078	16,680	11,611	13,155	13,155	13,155	13,155
10350 - 4496	ELECTRICITY	20,044	23,193	23,195	21,131	21,131	21,131	21,131
10350 - 4497	OTHER UTILITIES	985	907	920	965	965	965	965
SUBTOTAL		183,781	165,291	188,696	154,765	154,765	154,765	154,765

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - TOWN HALL**

**DEPT # - 10350**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>
4201	Maintenance Supplies	4,000	Paper products, cleaning supplies, light bulbs, water, 3 yr wgtd avg. (4,213)		Paper products, cleaning supplies, light bulbs, water, 3 yr wgtd avg. (2,983)
4440	Equipment Rental	482	Document disposal container-monthly service 3 yr wgtd avg. (490)		Document disposal container-monthly service 3 yr wgtd avg. (468)
4450	Telephone	24,301	Land line telephone services and fax lines. Cell phones (5) 3 yr wgtd avg. (20,028)	22,709 1,592	Land line telephone services and fax lines. Cell phones (3) 3 yr wgtd avg. (20,253)
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. (51,035)	43,422 8,700 235	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)
4452	Building Maintenance	19,177	Maintenance contracts: HVAC/Burner maintenance  Alarm system monitoring/test Pest control (52/mo.) Window cleaning outside Fire extinguisher/maintenance and inspection	4,080 2,928 624 945 2,100	Maintenance contracts: HVAC/Burner maintenance  Alarm system monitoring/test Pest control (52/mo.) Window cleaning outside Fire extinguisher/maintenance and inspection

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - TOWN HALL**

**DEPT # - 10350**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
			Normal upkeep of building (repairs, maintenance, painting, plumbing, electrical and carpentry including supplies for building, walkways, doors, etc.)	8,500
			3 yr wgtd avg. (44,912)	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)
				10,977
				3 yr wgtd avg. (31,675)
4454	Elevator Maintenance	2,406	Elevator Inspection \$188/mo. Elevator State Inspection Fire Alarm Test (3 yr wgtd avg. 2,204)	2,256 50 100 (3 yr wgtd avg. 2,143)
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. (2,309)	Elevator Inspection \$183/mo. Elevator State Inspection Fire Alarm Test (3 yr wgtd avg. 2,143)
4459	Equipment Maintenance	13,941	Postage meter maintenance contract and rental Copier maintenance contracts and services (3). Includes color copies and overages. Copier lease (2) (1 replacement) Folder/sealer maint contract Generator Maintenance 3 yr wgtd avg. (10,367)	2,196 50 100 (3 yr wgtd avg. 2,143)
4495	Heat	13,155	Estimated 11,642 therms @ \$1.13	3,012 3,568 5,580 1,456 325 3 yr wgtd avg. (10,982)
				Postage meter maintenance contract and rental Copier maintenance contracts and services (3). Includes color copies and overages. Copier lease (1) Folder/sealer maint contract Generator Maintenance 3 yr wgtd avg. (10,982)
				3,012 5,048 2,820 1,456 325 16,680

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - TOWN HALL**

**DEPT # - 10350**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4496	Electricity	21,131	Based on 3 yr wgtd avg plus 3% 3 yr wgtd avg. (20,515)	Based on 3 yr wgtd avg plus 3% 3 yr wgtd avg. (22,518)
4497	Other Utilities	965	Water and sewer charges 3 yr wgtd avg. (965)	Water and sewer charges 3 yr wgtd avg. (907)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>OLD TOWN HALL</b>									
10351 - 4092	TEMPORARY PAY	-	450	-		450	450	450	450
10351 - 4170	RETIREMENT	-	50	-		57	57	57	57
10351 - 4172	WORKERS' COMPENSATION	15	24	24		17	17	17	17
10351 - 4174	FICA-SOCIAL SECURITY	-	34	-		34	34	34	34
10351 - 4210	OPERATING SUPPLIES	54	100	-		100	100	100	100
10351 - 4450	TELEPHONE	1,786	1,799	1,798		1,809	1,809	1,809	1,809
10351 - 4495	HEAT	4,219	3,876	3,972		4,346	4,346	4,346	4,346
10351 - 4496	ELECTRICITY	937	1,138	921		1,001	1,001	1,001	1,001
10351 - 4497	OTHER UTILITIES	579	330	89		330	330	330	330
10351 - 4498	BUILDING REPAIRS	2,225	6,556	6,506		13,731	13,731	13,731	13,731
SUBTOTAL		9,816	14,357	13,311		21,875	21,875	21,875	21,875

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - OLD TOWN HALL**

**DEPT # - 10351**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>
4092	Temporary Pay	450	Hours for cleaning of building 3 yr wgtd avg. (182)		Hours for cleaning of building 3 yr wgtd avg. (565)
4210	Operating Supplies	100	Cleaning supplies		Cleaning supplies
4450	Telephone	1,809	Telephone line charge for alarm Internet	381 1,428	Telephone line charge for alarm Internet
4495	Heat	4,346	Fuel oil for Old Town Hall. 3 yr wgtd avg. gal 1,811 @\$2.40	4,346	Fuel oil for Old Town Hall. 3 yr wgtd avg. gal 1,615 @\$2.40
4496	Electricity	1,001	Electricity Based on 3 yr wgtd avg plus 3% 3 yr wgtd avg. (972)		Electricity Based on 3 yr wgtd avg plus 3% 3 yr wgtd avg. (1,105)
4497	Other Utilities	330	Water Charges Septic Pumping	80 250	Water Charges Septic Pumping
4498	Building Repairs	13,731	Pest control (40/mo) Maintenance, repairs, electrical, etc. Burner Maintenance Contract Alarm Monitoring Fire alarm test Historic Building Assessment 3 yr wgtd avg. (3,096)	480 5,000 384 192 500 7,175	Pest control (40/mo) Maintenance, repairs, electrical, etc. Burner Maintenance Contract Alarm Monitoring Fire alarm test 3 yr wgtd avg. (4,678)

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
<b><i>HOSE HOUSE</i></b>								
10353 - 4452	BUILDING MAINTENANCE	480	580	444	580	580	580	580
10353 - 4495	HEAT	1,542	2,524	1,279	1,889	1,889	1,889	1,889
10353 - 4496	ELECTRICITY	1,686	747	1,338	1,401	1,401	1,401	1,401
10353 - 4497	OTHER UTILITIES	696	1,354	1,268	839	839	839	839
SUBTOTAL		4,405	5,205	4,329	4,709	4,709	4,709	4,709

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - HOSE HOUSE**

**DEPT # - 10353**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4452	Building Maintenance	580	Minor repairs to building Pest Control (40/mo)	100 480
4495	Heat	1,889	Heat 887 gals propane @ \$2.13	1,889 Heat 1,185 gals propane @ \$2.13
4496	Electricity	1,401	Electricity Includes the cost of the Holiday Tree lighting. Based on 3 yr wgtd avg plus 3% 3 yr wgtd avg. (1,361)	Electricity Includes the cost of the Holiday Tree lighting. Based on 3 yr wgtd avg plus 3% 3 yr wgtd avg. (725)
4497	Other Utilities	839	Water for the Common irrigation system and Old Cemetery 3 yr wgtd avg. (839)	Water for the Common irrigation system and Old Cemetery 3 yr wgtd avg. (1,354)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>OLD LIBRARY</b>									
10354 - 4452	BUILDING MAINTENANCE	1,018	2,486	979		2,486	2,486	2,486	2,486
10354 - 4495	HEAT	1,347	1,262	1,260		1,342	1,342	1,342	1,342
10354 - 4496	ELECTRICITY	371	395	408		394	394	394	394
10354 - 4497	OTHER UTILITIES	72	71	70		72	72	72	72
10354 - 4498	BUILDING REPAIRS	2,379	-	-		-	-	-	-
SUBTOTAL		5,187	4,214	2,718		4,294	4,294	4,294	4,294

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - OLD LIBRARY**

**DEPT # - 10354**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4452	Building Maintenance	2,486	Pest Control (43/mo) Routine Maintenance Burner Maintenance Exterior Painting (cost of paint - painting in 2020 cancelled due to COVID)	516 690 480 800
4495	Heat	1,342	Fuel Oil 3 yr wgtd avg. 559 gals @ \$2.40	1,342
4496	Electricity	394	Electricity Based on 3 yr wgtd avg plus 3% 3 yr wgtd avg. (383)	
4497	Other Utilities	72	Water charges Based on 3 yr wgtd avg 3 yr wgtd avg. (72)	

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>SCHOOL HOUSE #5</b>									
10355 - 4450	TELEPHONE	373	370	372		386	386	386	386
10355 - 4452	BUILDING MAINTENANCE	1,404	672	634		672	672	672	672
10355 - 4496	ELECTRICITY	172	167	202		173	173	173	173
SUBTOTAL		1,949	1,209	1,208		1,231	1,231	1,231	1,231

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - SCHOOL HOUSE #5**

**DEPT # - 10355**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4453	Telephone	386	Telephone line for security system 3 yr wgtd avg. (372)	Telephone line for security system 3 yr wgtd avg. (371)
4452	Building Maintenance	672	Pest control (40/mo) Alarm Monitoring	480 192
4496	Electricity	173	Electricity Based on 3 yr wgtd avg plus 3% 3 yr wgtd avg. (168)	Electricity Based on 3 yr wgtd avg plus 3% 3 yr wgtd avg. (162)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>DEPOT TRAIN STATION</b>									
10356 - 4452	BUILDING MAINTENANCE	2,188	2,733	2,397		2,733	2,733	2,733	2,733
10356 - 4495	HEAT	1,372	1,676	953		1,482	1,482	1,482	1,482
10356 - 4496	ELECTRICITY	1,216	1,376	1,102		1,305	1,305	1,305	1,305
10356 - 4497	OTHER UTILITIES	109	107	103		109	109	109	109
SUBTOTAL		4,884	5,892	4,555		5,629	5,629	5,629	5,629
TOTAL-TOWN BUILDINGS		210,022	196,168	214,816		192,503	192,503	192,503	192,503

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - DEPOT TRAIN STATION**

**DEPT # - 10356**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020		
4452	Building Maintenance	2,733	Fire alarm inspection Alarm monitoring Fire extinguisher inspection Burner maintenance contract HVAC repairs Pest control (64/mo)	285 192 100 708 680 768	Fire alarm inspection Alarm monitoring Fire extinguisher inspection Burner maintenance contract HVAC repairs Pest control (64/mo)	285 192 100 708 680 768
4495	Heat	1,482	696 gals (3 yr wgtd avg) propane @ \$2.13/gallon	787 gals (3 yr wgtd avg) propane @ \$2.13/gallon		
4496	Electricity	1,305	Electricity Based on 3 yr wgtd avg plus 3% 3 yr wgtd avg. (1,267)	Electricity Based on 3 yr wgtd avg plus 3% 3 yr wgtd avg. (1,336)		
4497	Other Utilities	109	Water and Sewer charges 3 yr wgtd avg. (109)	Water and Sewer charges 3 yr wgtd avg. (107)		

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

DEPT.	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2020 BUDGET	2020 EXPENDED (PRE-AUDIT)					
<b>FINANCIAL SERVICES SUMMARY</b>								
FINANCE	786,969	828,388	812,406	915,587	913,080	913,080	913,080	913,080
INFORMATION TECHNOLOGY	556,671	869,658	844,342	744,231	793,559	787,081	787,081	787,081
ASSESSING	360,574	396,991	367,288	402,036	400,056	400,056	400,056	400,056
TOWN CLERK	201,082	218,293	226,404	228,211	227,650	227,650	227,650	227,650
ELECTIONS	21,695	79,545	83,190	25,678	25,678	25,678	25,678	25,678
COLLECTIONS	235,603	254,804	212,136	262,324	261,148	261,148	261,148	261,148
TAX COLLECTOR	186,651	190,812	156,795	162,259	173,077	173,077	173,077	173,077
DEBT SERVICES	685,731	882,721	882,470	975,266	975,266	975,266	975,266	975,266
INSURANCE	366,999	363,531	354,657	412,153	412,153	412,153	412,153	412,153
<hr/> TOTAL - FINANCIAL SERVICES		3,401,975	4,084,743	3,939,688	4,127,745	4,181,667	4,175,189	4,175,189

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>FINANCE DEPARTMENT</b>									
20100 - 4090	REGULAR PAY	440,800	459,639	453,432		514,522	518,322	518,322	518,322
20100 - 4092	TEMPORARY PAY	71,648	74,375	74,407		49,019	49,428	49,428	49,428
20100 - 4111	TREASURER	2,500	2,500	2,500		2,500	2,500	2,500	2,500
20100 - 4170	RETIREMENT	44,595	51,342	49,625		64,906	65,378	65,378	65,378
20100 - 4171	DISABILITY INSURANCE	3,630	3,464	3,670		4,356	4,385	4,385	4,385
20100 - 4172	WORKERS' COMPENSATION	1,588	1,254	955		1,302	1,326	1,326	1,326
20100 - 4174	FICA-SOCIAL SECURITY	37,876	41,043	39,160		43,303	43,624	43,624	43,624
20100 - 4176	HEALTH INSURANCE	138,200	144,300	141,901		186,824	180,157	180,157	180,157
20100 - 4177	UNEMPLOYMENT COMPENSATION	336	336	269		293	293	293	293
20100 - 4178	LIFE INSURANCE	1,102	1,058	1,110		1,284	1,295	1,295	1,295
20100 - 4179	DENTAL INSURANCE	5,868	6,903	5,376		7,396	6,490	6,490	6,490
20100 - 4200	OFFICE SUPPLIES	1,293	1,251	1,281		1,347	1,347	1,347	1,347
20100 - 4400	CONTRACTED SERVICES	2,500	5,000	5,737		2,500	2,500	2,500	2,500
20100 - 4404	AUDIT	30,660	30,660	30,660		30,660	30,660	30,660	30,660
20100 - 4405	MEMBERSHIPS & PUBLICATIONS	604	569	569		644	644	644	644

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
20100 - 4406	PRINTING & BINDING	1,257	1,597	798	1,547	1,547	1,547	1,547
20100 - 4408	VEHICLE EXPENSE	548	432	39	519	519	519	519
20100 - 4453	MEETINGS & TRAINING	1,522	2,665	834	2,665	2,665	2,665	2,665
20100 - 4600	OFFICE FURNITURE & EQUIP.	442	-	81	-	-	-	-
TOTAL		786,969	828,388	812,406	915,587	913,080	913,080	913,080

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
FINANCE - 20100				
4090	FINANCE DIRECTOR	0	127,918	131,838
	ACCOUNTING AND BUDGET MANAGER	0	102,279	102,881
	PAYROLL COORDINATOR	0	63,915	73,370
	ACCOUNTING CLERK	0	52,949	56,123
	ACCOUNTS PAYABLE	0	57,619	58,230
	UTILITY COORDINATOR	0	54,959	58,230
	UTILITY CLERK (FT 9 MOS) (PT FOR 3 MOS)	1		37,649
			459,639	518,322

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FINANCE**

**DEPT # - 20100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>
4092	Temporary Pay	49,428	Part time Utilities Clerk - (3 mos) 27.5 hours/week Position transferred to FT April 1.	7,133	Part time Utilities Clerk - 27.5 hours/week
			Part time Purchasing Agent – 27.5 hours/week	42,295	Part time Purchasing Agent – 27.5 hours/week
4111	Treasurer Pay	2,500	Compensation for Town Treasurer.		Compensation for Town Treasurer.
4200	Office Supplies	1,347	Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc. 3 yr wgtd avg. (1,347)		Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc. 3 yr wgtd avg. (1,251)
4400	Contracted Services	2,500	Actuarial Services for valuation of OPEBs (Other Post- Employment Benefits) Roll-forward valuation type	2,500	Actuarial Services for valuation of OPEBs (Other Post- Employment Benefits) (Done every 2 years)
4404	Audit	30,660	Annual financial audit (2020) and consultation calls Single Audit	28,160 2,500	Annual financial audit (2019) and consultation calls Single Audit (Third year of 3 year contract)
4405	Memberships & Publications	644	NH Government Finance Officers Association (FD, Acct&BM, and Purchasing Agent) National Government Finance Officers Association (FD) American Purchasing Society	135 225 209	NH Government Finance Officers Association (FD, Acct&BM, and Purchasing Agent) National Government Finance Officers Association (FD) American Purchasing Society

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FINANCE**

**DEPT # - 20100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
			Notary Renewal	75
4406 Printing & Binding		1,547	W-2's, 1099's, and 1095 Forms	550
			A/P checks (6,000)	697
			Purchase order paper	300
4408 Vehicle Expense		519	Mileage reimbursement for finance personnel. 3 yr wgted avg. (519)	Mileage reimbursement for finance personnel. 3 yr wgted avg. (432)
4453 Meetings & Training		2,665	Additional as needed training for Finance staff	865
			NH Gov't Finance Officers Assoc. annual conference (Bgt Mgr)	300
			Continued professional education per Finance Director's employment contract	1,500

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>INFORMATION TECHNOLOGY</b>									
20200 - 4210	OPERATING SUPPLIES	15,691	19,829	22,478		17,176	17,176	17,176	17,176
20200 - 4400	CONTRACTED SERVICES	476,616	795,195	765,970		668,030	717,358	717,358	717,358
20200 - 4459	EQUIPMENT MAINTENANCE	7,500	7,500	7,645		11,585	11,585	11,585	11,585
20200 - 4701	COMPUTER EQUIP ACQUISITION	40,865	47,134	48,250		47,440	47,440	40,962	40,962
20200 - 4718	COMPUTER SOFTWARE ACQUISITION	16,000	-	-		-	-	-	-
TOTAL		556,671	869,658	844,342		744,231	793,559	787,081	787,081

## DEPT NAME - INFORMATION TECHNOLOGY

## DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020	
4210	Operating Supplies	17,176	PC accessories Security/ID supplies Computer paper/labels Printer supplies (3 yr wgtd avg - 16,876)	500 600 1,500 14,576 (3 yr wgtd avg - 19,829)	
4400	Contracted Services	668,030	Contracted IT support Contracted IT (Other projects) Internet Access (Townwide and ITS) High speed fiber-Comcast ethernet Town Website-Hosting, maintenance, additions & updates Wiring & support services Telephone / Voicemail / Internet / Network (svc calls) Pole licenses (Townwide Fiber) Higgins (Security/ID maintenance) Wiring and fiber support service (includes time for Town Fiber analysis) Xirrus Wireless Services VueWorks Support Services (25 hours) SonicWall (Town Hall and PD) Malware/virus scanning Backup/scanning microsoft 365 Mobile device management Backup and recovery system Mitel phone system upgrade - Senior Mitel phone system upgrade - DPW IT: Comcast internet circuit with 13 public IP-ITS	234,720 15,000 9,552 7,800 3,786 2,000 3,600 400 335 8,800 2,740 5,000 4,800 14,000 7,500 9,828 18,000 8,240 11,330 4,200	PC accessories Security/ID supplies Computer paper/labels Printer supplies (3 yr wgtd avg - 19,829) Contracted IT support Contracted IT (Other projects) Internet Access (Townwide and ITS) High speed fiber-Comcast ethernet Town Website-Hosting, maintenance, additions & updates Wiring & support services Telephone / Voicemail / Internet / Network (svc calls) Pole licenses (Townwide Fiber) Higgins (Security/ID maintenance) Wiring and fiber termination Xirrus Wireless Services VueWorks Support Services (25 hours) SonicWall (Town Hall and PD) South and North Fire off Comcast Mitel phone system upgrade - TH Mitel phone system upgrade - PD Mitel phone system upgrade - FD Mitel phone system upgrade - Senior Mitel phone system upgrade - DPW IT: Comcast internet circuit with 13 public IP-ITS

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - INFORMATION TECHNOLOGY**

**DEPT # - 20200**

<b>ACCT ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
		<b>Software Maintenance Agreements:</b>	<b>Software Maintenance Agreements:</b>
BOS: Box (10 seats)	1,800	BOS: Box (10 seats)	1,800
BOS: DocuSign	3,600	BOS: DocuSign	2,880
Finance: Munismart	45,606	Finance: Munismart	43,039
Time and Attendance Service	7,287	Time and Attendance Service	14,600
IT: Microsoft Exchange Online	32,760	IT: Microsoft Exchange Online (301 Lic)	32,532
IT: Microsoft Office (250 Lic)	24,000	IT: Microsoft Office (250 Lic)	24,000
IT: Active directory auditing	1,000	IT: Active directory auditing	1,000
IT: Eventlog analyzer	2,900	IT: Eventlog analyzer	2,000
IT: Solarwinds	3,000		
IT: SonicWall Firewall-ITS	7,255	IT: SonicWall Firewall-ITS	7,255
IT: Veeam/StorageCraft BC software for SQL server	900	IT: Veeam/StorageCraft BC software for SQL server	900
IT: Imaging software for ITS workstations in 4 field workstation	4,224	IT: Imaging software for ITS workstations in 4 field workstation	4,224
Assessing: Vision Appraisal-Software maintenance (web-hosting included in Assessing budget)	7,900	Assessing: Vision Appraisal-Software maintenance (web-hosting included in Assessing budget)	7,900
Assessing: Upgrade Vision to version 8.0		Assessing: Upgrade Vision to version 8.0	15,000
Town Clerk: Interware - E-Reg	6,096	Town Clerk: Interware - E-Reg	5,593
Client/User Licenses		Client/User Licenses	
CD: ArcInfo, ArcGIS, ArcView, ArcPad-GIS (ESRI)	8,516	CD: ArcInfo, ArcGIS, ArcView, ArcPad-GIS (ESRI)	8,515
CD: MapGeo Public-facing GIS web services (hosting and maintenance)	4,500	CD: Public-facing GIS web services (includes 4,000 implementation)	12,000
Adobe Acrobat pro subscription (5 users)	925	Adobe pro subscription (5 users)	1,019
CD: Adobe Photoshop license	240		
CD: CIP Management Software	3,792		
PD: Acorn - Telephone Recording	1,500	PD: Acorn - Telephone Recording	1,350

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - INFORMATION TECHNOLOGY**

**DEPT # - 20200**

<b>ACCT ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
PD: Crew Sense - Scheduling software (50% offset)	7,200	PD: BOLO Mobile app	2,500
PD: DataVis - crime analysis software	4,900	PD: Crew Sense - Scheduling software (75% offset)	8,010
PD: Guardian Tracking	3,487	PD: DataVis - crime analysis software	4,900
PD: IMC/Tritech - Police Operations	32,946	PD: Guardian Tracking	2,906
PD: Police One-Online training (was in PD in 2020)	5,600	PD: IMC/Tritech - Police Operations	29,843
PD: PowerDMS - Policy software	4,831	PD: Portsmouth PD for cross agency maintenance fee	245
FD: Code Red - resident notification	12,875	PD: PowerDMS - Policy software	4,690
FD: CrewSense - Scheduling and attendance software	7,100	FD: Code Red - resident notification	12,500
FD: MuniSmart - One time cost to create import from CrewSense to MuniSmart	1,558		
FD: Fax Software (Fax Maker Pro)	170		
FD: RedAlert - Dispatch, track, log and report	20,000	FD: RedAlert - Dispatch, track, log and report	20,000
FD: Target Solutions - Training software	8,000		
FD: TEMSIS - Computer Aided Dispatch Support	1,900	FD: TEMSIS - Computer Aided Dispatch Support	1,800
FD: Open Gov Building Permit Software	38,810	FD: Building Permit Software	84,930
FD: Docuware - Property records web hosting for assessing and inspectional services	10,200		
Engineering: Autodesk (DLT) - Architectural Drawing	4,500	Engineering: Autodesk (DLT) - Architectural Drawing	5,607
Engineering: VueWorks - Infrastructure Asset Management	6,720	Engineering: VueWorks - Infrastructure Asset Management	6,720
Fleet: Fuel software	6,679		
TM: Zoom (3 licenses)	450		

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - INFORMATION TECHNOLOGY**

**DEPT # - 20200**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4459	Equipment Maintenance	11,585	Printer maintenance contracts & miscellaneous repairs Printer service contract (5 new printers)	9,540 2,045
4701	Computer Equip Acquisition	40,962	3 repl monitors (229/monitor) 2 repl computers (1,000/computer) 1 repl computer Chief Mechanic 1 repl switch (3,500/switch) 2 repl GBIC/SFP 2 New UPS 4 UPS battery replacements 4 new MDTs and installation (year 1 of 4 Wifi Access points (Fire Stations and Senior Center)	687 2,000 1,000 3,500 1,600 3,000 1,520 24,075 3,580
				Printer maintenance contracts & miscellaneous repairs 5 repl monitors (229/monitor) 3 repl computers (1,000/computer) 1 repl computer engineering 2 repl switches (3,500/switch) 2 repl GBIC/SFP Replace GIS server Replace ITS server Replace ITS BDR server 10 UPS battery replacements
				7,500 1,145 3,000 2,590 7,000 1,600 10,200 14,824 2,775 4,000

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>ASSESSING</b>									
20300 - 4090	REGULAR PAY	185,581	217,058	198,582		215,603	217,704	217,704	217,704
20300 - 4092	TEMPORARY PAY	29,018	29,683	3,128		27,513	27,781	27,781	27,781
20300 - 4170	RETIREMENT	15,728	12,454	22,174		27,199	27,463	27,463	27,463
20300 - 4171	DISABILITY INSURANCE	1,401	1,831	1,067		1,829	1,841	1,841	1,841
20300 - 4172	WORKERS' COMPENSATION	10,638	8,953	7,088		9,447	9,283	9,283	9,283
20300 - 4174	FICA-SOCIAL SECURITY	15,448	18,875	14,640		18,599	18,779	18,779	18,779
20300 - 4176	HEALTH INSURANCE	85,876	94,832	84,861		88,560	84,335	84,335	84,335
20300 - 4177	UNEMPLOYMENT COMPENSATION	210	168	110		156	156	156	156
20300 - 4178	LIFE INSURANCE	497	563	567		592	596	596	596
20300 - 4179	DENTAL INSURANCE	2,547	3,335	2,968		3,434	3,014	3,014	3,014
20300 - 4200	OFFICE SUPPLIES	452	400	165		420	420	420	420
20300 - 4237	GAS & OIL	464	410	311		492	492	492	492
20300 - 4400	CONTRACTED SERVICES	7,900	3,948	26,189		3,948	3,948	3,948	3,948
20300 - 4405	MEMBERSHIPS & PUBLICATIONS	1,119	1,268	976		1,236	1,236	1,236	1,236
20300 - 4406	PRINTING & BINDING	610	450	550		450	450	450	450

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
20300 - 4408	VEHICLE EXPENSE	1,082	858	1,414		858	858	858	858
20300 - 4453	MEETINGS & TRAINING	1,280	1,505	1,935		1,300	1,300	1,300	1,300
20300 - 4458	VEHICLE MAINTENANCE	723	400	563		400	400	400	400
TOTAL		360,574	396,991	367,288		402,036	400,056	400,056	400,056

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
ASSESSING - 20300				
4090	CHIEF ASSESSOR	0	105,560	93,286
	DEPUTY ASSESSOR	0	62,709	75,102
	ASSESSING CLERK	0	48,788	49,316
			-----	-----
			217,058	217,704

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - ASSESSING**

**DEPT # - 20300**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4092	Temporary Pay	27,781	Part time Clerk-25 hrs/wk	27,781
4200	Office Supplies	400	Paper, pens, pencils, envelopes	400
4237	Gas & Oil	492	Estimate 240 gals. @\$2.05 per gal.	Estimate 200 gals. @\$2.05 per gal.
4400	Contracted Services	3,948	Vision Appraisal Internet web site (Software maintenance included in IT budget)	3,648
			Deed printing cost	300
4405	Memberships & Publications	1,236	Northeast Regional Association of Assessing Officers (NRAAO) Dues - Assessor NH Association of Assessing Officers (NHAAO) Dues-per statute Marshall & Swift (cost manual) MLS Access/Board Affiliate Member (GSSBR/NEREN)	40 100 695 401
4406	Printing & Binding	450	Forms	450
4408	Vehicle Expense	858	1,480 miles @.575 per mile	858
4453	Meetings & Training	1,300	LGC Conference Northeast Regional Assoc. of Assessing Officials Conference Uniform Standards of Professional Appraisal Practices (USPAP) course	200 650 450
				615 Appraisal Practices (USPAP) courses (2-Deputy)

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - ASSESSING**

**DEPT # - 20300**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4458	Vehicle Maintenance	400	Repair & maintenance of car assigned to Assessing Department	Review courses for CNHA (Chief & Deputy) 40 Repair & maintenance of car assigned to Assessing Department

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>TOWN CLERK</b>									
20400 - 4090	REGULAR PAY	133,061	148,411	147,705		151,931	152,446	152,446	152,446
20400 - 4092	TEMPORARY PAY	3,941	-	8,581		-	-	-	-
20400 - 4170	RETIREMENT	14,872	16,578	16,610		19,166	19,231	19,231	19,231
20400 - 4171	DISABILITY INSURANCE	1,046	1,226	1,225		1,258	1,262	1,262	1,262
20400 - 4172	WORKERS' COMPENSATION	434	344	263		350	353	353	353
20400 - 4174	FICA-SOCIAL SECURITY	10,446	11,353	12,116		11,623	11,662	11,662	11,662
20400 - 4176	HEALTH INSURANCE	26,871	29,070	30,571		31,629	30,636	30,636	30,636
20400 - 4177	UNEMPLOYMENT COMPENSATION	52	42	53		39	39	39	39
20400 - 4178	LIFE INSURANCE	371	416	414		421	424	424	424
20400 - 4179	DENTAL INSURANCE	795	943	1,391		1,609	1,412	1,412	1,412
20400 - 4200	OFFICE SUPPLIES	6,766	7,430	5,653		7,430	7,430	7,430	7,430
20400 - 4211	DOG LICENSES	1,348	1,300	1,444		1,575	1,575	1,575	1,575
20400 - 4453	MEETINGS & TRAINING	1,079	820	20		820	820	820	820
20400 - 4459	EQUIPMENT MAINTENANCE	-	360	360		360	360	360	360
TOTAL		201,082	218,293	226,404		228,211	227,650	227,650	227,650

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
TOWN CLERK - 20400				
4090	TOWN CLERK	0	97,975	99,070
	DEPUTY TOWN CLERK	0	50,436	53,376
			-----	-----
			148,411	152,446

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - TOWN CLERK**

**DEPT # - 20400**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>
4200	Office Supplies	7,430	General office supplies and copier charges for the Town Clerk's office.	5,000	General office supplies and copier charges for the Town Clerk's office.
			Vehicle Red Book	1,830	Vehicle Red Book
			EB2Gov-Dog lookup	600	
4211	Dog Licenses	1,575	Dog license tags	1,575	Dog license tags
4453	Meetings and Training	820	Annual Town Clerk's Assoc. dues	20	Annual Town Clerk's Assoc. dues
			Annual Clerk's Association meeting and mileage	100	Annual Clerk's Association meeting and mileage
			Conference fee	50	Conference fee
			Town Clerk's Convention and mileage required per RSA 31:8	650	Town Clerk's Convention and mileage required per RSA 31:8
4459	Equipment Maintenance	360	Annual maintenance on 6 signature pads	360	Annual maintenance on 6 signature pads

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b><i>ELECTIONS</i></b>									
20500 - 4092	TEMPORARY PAY	12,649	60,300	60,437		14,000	14,000	14,000	14,000
20500 - 4172	WORKERS' COMPENSATION	41	139	109		32	32	32	32
20500 - 4174	FICA-SOCIAL SECURITY	529	2,306	2,147		536	536	536	536
20500 -4177	UNEMPLOYMENT COMPENSATION	2	-	2		-	-	-	-
20500 - 4210	OPERATING SUPPLIES	6,004	11,300	14,080		7,800	7,800	7,800	7,800
20500 - 4408	VEHICLE EXPENSE	-	-	44		60	60	60	60
20500 - 4459	EQUIPMENT MAINTENANCE	1,500	1,500	1,500		1,500	1,500	1,500	1,500
20500 - 4468	VOTING MACHINE SET-UP	970	4,000	4,870		1,750	1,750	1,750	1,750
<b>TOTAL</b>		<b>21,695</b>	<b>79,545</b>	<b>83,190</b>		<b>25,678</b>	<b>25,678</b>	<b>25,678</b>	<b>25,678</b>

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - ELECTIONS**

**DEPT # - 20500**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>	
4092	Temporary Pay	14,000	Poll Workers- 1 election Poll Workers- 1 Town meeting Supervisors (3) & Moderator (1) - 1 meeting. Supervisors' hours Moderator - 1 Election Secretary-meeting minutes	Poll Workers- 4 elections Poll Workers- 1 Town meeting Supervisors (3) & Moderator (1) - 1 meeting. Supervisors' hours Moderator - 4 Elections Secretary-meeting minutes	40,000 500 400 18,000 400 1,000
4210	Operating Supplies	7,800	March Ballots Supplies (ender cards,markers, etc) Voter Checklists – 1 election	March Ballots Supplies (ender cards,markers, etc) Voter Checklists –4 elections	6,500 2,000 2,800
4408	Vehicle Expense	60	Mileage for Supervisors and delivering election results		60 -
4459	Equipment Maintenance	1,500	Maintenance for 6 machines @ \$250 per machine.	Maintenance for 6 machines @ \$250 per machine.	1,500
4468	Voting Machine Set-up	1,750	Programming of voting machines and election support for one election.	Programming of voting machines and election support for four elections.	4,000

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>COLLECTIONS</b>									
20550 - 4090	REGULAR PAY	83,590	94,750	62,421		94,822	95,744	95,744	95,744
20550 - 4092	TEMPORARY PAY	68,885	67,520	64,480		66,713	67,383	67,383	67,383
20550 - 4170	RETIREMENT	9,419	10,584	6,901		11,962	12,078	12,078	12,078
20550 - 4171	DISABILITY INSURANCE	893	912	910		916	924	924	924
20550 - 4172	WORKERS' COMPENSATION	463	421	305		371	382	382	382
20550 - 4174	FICA-SOCIAL SECURITY	10,962	12,413	9,221		12,358	12,479	12,479	12,479
20550 - 4176	HEALTH INSURANCE	58,413	65,090	65,089		72,000	69,318	69,318	69,318
20550 - 4177	UNEMPLOYMENT COMPENSATION	168	168	163		156	156	156	156
20550 - 4178	LIFE INSURANCE	224	230	229		230	230	230	230
20550 - 4179	DENTAL INSURANCE	2,585	2,716	2,417		2,796	2,454	2,454	2,454
TOTAL		235,603	254,804	212,136		262,324	261,148	261,148	261,148

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
COLLECTIONS - 20550				
4090	COLLECTIONS CLERK (2)	0	94,750	95,744
			94,750	95,744

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - COLLECTIONS**

**DEPT # - 20550**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>
4092	Temporary Pay	67,383	Part-time clerk (23.5 hrs/wk.)	27,726	Part-time clerk (23.5 hrs/wk.)
			Part-time clerk (26.5 hrs/wk)	33,830	Part-time clerk (26.5 hrs/wk)
			Coverage for vacations, etc.	5,827	Coverage for vacations, etc.

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>TAX COLLECTOR</b>									
20600 - 4090	REGULAR PAY	96,173	97,975	82,225		79,278	79,278	79,278	79,278
20600 - 4092	TEMPORARY PAY	27,575	27,490	29,461		27,545	27,818	27,818	27,818
20600 - 4170	RETIREMENT	10,838	10,944	3,484		-	10,001	10,001	10,001
20600 - 4171	DISABILITY INSURANCE	739	741	185		-	661	661	661
20600 - 4172	WORKERS' COMPENSATION	369	289	226		245	247	247	247
20600 - 4174	FICA-SOCIAL SECURITY	9,345	9,598	8,453		8,173	8,193	8,193	8,193
20600 - 4176	HEALTH INSURANCE	23,987	25,070	12,830		27,629	26,636	26,636	26,636
20600 - 4177	UNEMPLOYMENT COMPENSATION	42	42	34		39	39	39	39
20600 - 4178	LIFE INSURANCE	294	294	71		-	294	294	294
20600 - 4179	DENTAL INSURANCE	590	619	150		-	560	560	560
20600 - 4200	OFFICE SUPPLIES	420	850	906		850	850	850	850
20600 - 4403	TECHNICAL SERVICES	9,323	9,100	12,514		10,800	10,800	10,800	10,800
20600 - 4406	PRINTING & BINDING	5,141	5,600	5,170		5,600	5,600	5,600	5,600
20600 - 4408	VEHICLE EXPENSE	238	350	9		250	250	250	250
20600 - 4453	MEETINGS & TRAINING	520	550	20		550	550	550	550

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
20600 - 4587	RECORDING FEES	1,058	1,200	926	1,200	1,200	1,200	1,200
20600 - 4600	OFFICE FURNITURE & EQUIP.	-	100	130	100	100	100	100
	TOTAL	186,651	190,812	156,795	162,259	173,077	173,077	173,077

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
TAX COLLECTOR - 20600				
4090	TAX COLLECTOR	0	97,975	79,278
		-----	97,975	79,278

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - TAX COLLECTOR**

**DEPT # - 20600**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>	
4092	Temporary Pay	27,818	Part-time clerk (20 hrs./wk.) Coverage for vacation & tax time (approx 60 hrs)	26,302 1,516	Part-time clerk (20 hrs./wk.) Coverage for vacation & tax time (approx 60 hrs)	26,021 1,469
4200	Office Supplies	850	General office supplies and fax toner cartridges.		General office supplies and fax toner cartridges.	
4403	Technical Services	10,800	Lock box processing services for the property tax receipts Post Office box rental On-line billing / ACH chgs (Property tax and water/sewer billing. W/S included in Admin. Service charge allocation)	2,000 1,300 7,500	Lock box processing services for the property tax receipts Post Office box rental On-line billing ACH chgs (Property tax and water/sewer billing. W/S included in Admin. Service charge allocation)	1,600 1,300 6,200
4406	Printing & Binding	5,600	Property tax billing Certified cards	5,300 300	Property tax billing Certified cards	5,300 300
4408	Vehicle Expense	250	Meeting and training mileage. Mileage to the bank to pick up lock box information for processing.	250	Meeting and training mileage. Mileage to the bank to pick up lock box information for processing.	350
4453	Meetings & Training	550	NH Tax Collectors Assoc. Conference per RSA 31:8 (Tax Collector) Dues per RSA 31:8 Workshops (Tax Collector)	430 20 100	NH Tax Collectors Assoc. Conference per RSA 31:8 (Tax Collector) Dues per RSA 31:8 Workshops (Tax Collector)	430 20 100
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.	

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - TAX COLLECTOR**

**DEPT # - 20600**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4600	Office Furniture & Equipment	100	Replacement of Office Furniture & Equipment as needed	Replacement of Office Furniture & Equipment as needed

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>DEBT SERVICES</b>									
20700 - 4502	BRIDGE CONST-PRINCIPAL '09	235,000	-	-	-	-	-	-	-
20700 - 4503	BRIDGE CONST-PRINCIPAL '10	130,000	125,000	125,000	-	-	-	-	-
20700 - 4504	BRIDGE CONST-PRINCIPAL '13	121,000	121,000	121,000	121,000	121,000	121,000	121,000	121,000
20700 - 4505	BRIDGE CONST-PRINCIPAL '14	140,000	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	285,000	285,000	285,000
20700 - 4507	DRINKING WATER-PRINCIPAL '19	-	40,000	40,000	40,000	40,000	40,000	40,000	40,000
20700 - 4509	RTE 28 BRIDGE RPLCMNT-PRIN	-	-	-	122,500	122,500	122,500	122,500	122,500
20700 - 4516	BRIDGE CONST-INTEREST '09	7,050	-	-	-	-	-	-	-
20700 - 4517	BRIDGE CONST-INTEREST '10	9,575	4,375	4,375	-	-	-	-	-
20700 - 4518	BRIDGE CONST-INTEREST '13	17,550	13,920	13,920	10,290	10,290	10,290	10,290	10,290
20700 - 4519	BRIDGE CONST-INTEREST '14	25,200	21,000	21,000	16,800	16,800	16,800	16,800	16,800
20700 - 4520	DEPOT LAND-INTEREST '19	-	123,175	123,175	108,925	108,925	108,925	108,925	108,925
20700 - 4521	DRINKING WATER-INTEREST '19	-	9,000	9,000	7,000	7,000	7,000	7,000	7,000
20700 - 4568	RTE 28 BRIDGE RPLCMNT-INT	-	-	-	73,500	73,500	73,500	73,500	73,500
20700 - 4571	INTEREST-TANS	-	1	-	1	1	1	1	1

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)	-				
20700 - 4572	BOND AND NOTE FEES	356	250	-		50,250	50,250	50,250	50,250
	TOTAL	685,731	882,721	882,470		975,266	975,266	975,266	975,266

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - DEBT SERVICE**

**DEPT # - 20700**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
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	Bond Issue 2019 Final Payment 2029
4507	Drinking Water Capacity Rights – '19 – Principal	40,000	Bond Issue 2019 Final Payment 2024	Bond Issue 2019 Final Payment 2024
4509	Rte 28 Bridge Replacement - Principal (estimate)	122,500	SRF Loan to be Issued 2021	
4518	Bridge & Const '13 – Interest	10,290	2021 Interest	2020 Interest
4519	Bridge & Const '14 – Interest	16,800	2021 Interest	2020 Interest
4520	Depot Land Acquisition – '19 – Interest	108,925	2021 Interest	2020 Interest
4521	Drinking Water Capacity Rights – '19 – Principal	7,000	2021 Interest	2020 Interest

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - DEBT SERVICE**

**DEPT # - 20700**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>
4568 Rte 28 Bridge Replacement - Interest (estimate)		73,500	2021 Interest Estimate		
4571 TANS – Interest		1	2021 Interest Estimate		2020 Interest Estimate
4572 Bond and Note Fees		50,250	Annual Bond Disclosure Bond Issuance Costs	250 50,000	Annual Bond Disclosure 250

\* Principal offset of 54,997 via amortized bond premiums

\*\*Offset with traffic impact fees and MOU with developer

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>INSURANCE</b>									
20800 - 4095	TEMPORARY ALTERNATE DUTY	935	10,000	1,459		10,000	10,000	10,000	10,000
20800 - 4470	GENERAL LIABILITY	161,826	155,127	159,068		187,579	187,579	187,579	187,579
20800 - 4472	POLICE LIABILITY	83,403	81,800	78,266		87,127	87,127	87,127	87,127
20800 - 4474	BONDS	100	100	100		100	100	100	100
20800 - 4475	FLEET INSURANCE	50,822	49,265	47,819		53,908	53,908	53,908	53,908
20800 - 4491	PROPERTY INSURANCE	58,871	58,239	56,869		64,439	64,439	64,439	64,439
20800 - 4493	INSURANCE DEDUCTIBLES	11,043	9,000	11,077		9,000	9,000	9,000	9,000
TOTAL		366,999	363,531	354,657		412,153	412,153	412,153	412,153

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - INSURANCE**

**DEPT # - 20800**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4095	Temporary Alternate Duty	10,000	Temporary Alternate Duty pay (3 yr wgtd avg 10,567)	Temporary Alternate Duty pay (3 yr wgtd avg 13,852)
4470	General Liability	187,579	Liability Coverage Premium allocation based on expenditures.	Liability Coverage Premium allocation based on expenditures.
4472	Police Liability	87,127	Liability coverage for Law Enforcement.	Liability coverage for Law Enforcement.
4474	Bonds	100	Highway bond.	Highway bond.
4475	Fleet Insurance	53,908	Coverage for Town-owned vehicles.	Coverage for Town-owned vehicles.
4491	Property Insurance	64,439	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.  2021 Liability & Insurance estimates assume 5% increase over 2020/21 rates	Deductible coverage up to \$1,000 per claim on property.  2020 Liability & Insurance estimates assume 5% increase over 2019/20 rates

DEPT.	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2020 BUDGET	2020 EXPENDED (PRE-AUDIT)					
<b>COMMUNITY DEVELOPMENT SUMMARY</b>								
COMMUNITY DEVELOPMENT	297,827	247,526	261,004		266,078	265,864	265,864	265,864
PLANNING	263,070	361,957	329,475		345,895	345,495	345,495	345,495
TOTAL - COMMUNITY DEVELOPME	560,897	609,483	590,479		611,973	611,359	611,359	611,359

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>COMMUNITY DEVELOPMENT</b>									
30000 - 4090	REGULAR PAY	193,476	163,328	159,037		169,402	171,054	171,054	171,054
30000 - 4170	RETIREMENT	21,847	18,242	18,466		21,370	21,579	21,579	21,579
30000 - 4171	DISABILITY INSURANCE	1,630	1,341	1,302		1,370	1,377	1,377	1,377
30000 - 4172	WORKERS' COMPENSATION	770	385	291		404	415	415	415
30000 - 4174	FICA-SOCIAL SECURITY	14,487	12,495	11,841		13,419	13,545	13,545	13,545
30000 - 4176	HEALTH INSURANCE	43,125	29,070	50,141		55,258	53,272	53,272	53,272
30000 - 4177	UNEMPLOYMENT COMPENSATION	126	84	67		95	95	95	95
30000 - 4178	LIFE INSURANCE	502	394	378		408	413	413	413
30000 - 4179	DENTAL INSURANCE	2,334	1,886	1,678		1,942	1,704	1,704	1,704
30000 - 4200	OFFICE SUPPLIES	1,256	1,900	140		1,400	1,400	1,400	1,400
30000 - 4405	MEMBERSHIPS & PUBLICATIONS	17,489	17,746	17,551		355	355	355	355
30000 - 4453	MEETINGS & TRAINING	785	655	111		655	655	655	655
TOTAL		297,827	247,526	261,004		266,078	265,864	265,864	265,864

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
COMMUNITY DEVELOPMENT - 30000				
4090	GIS MANAGER/PLANNING COORD	0	96,641	97,683
	COMMUNITY DEVELOPMENT PROGRAM MANAGER	0	66,687	73,370
			-----	-----
			163,328	171,054

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - COMMUNITY DEVELOPMENT**

**DEPT # - 30000**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020		
4200	Office Supplies	1,400	Paper, pens, envelopes, file folders, hanging files, staplers, markers, business cards, picture hangers. Plotter paper/vellum/supplies (GIS)	400 1,000	Paper, pens, envelopes, file folders, hanging files, staplers, markers, business cards, picture hangers. Plotter paper/vellum/supplies (GIS)	400 1,500
4405	Memberships & Publications	355	URISA Membership (Urban & Regional Information Systems Association) NNECAPA Membership (2) (Northern New England Chapter of American Planning Association)	195 160	URISA Membership (Urban & Regional Information Systems Association) NNECAPA Membership (2) (Northern New England Chapter of American Planning Association) Regional Planning Commision Dues	195 160 17,391
4453	Meetings & Training	655	Plan NH Training Sessions Saving Special Places (April 2020 in NH)  Additional training as needed for CD Staff	180 75 400	Plan NH Training Sessions Saving Special Places (April 2020 in NH)  Additional training as needed for CD Staff	180 75 400

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>PLANNING</b>									
30200 - 4090	REGULAR PAY	163,343	214,756	211,189		216,539	218,836	218,836	218,836
30200 - 4170	RETIREMENT	18,406	23,988	23,793		27,317	27,607	27,607	27,607
30200 - 4171	DISABILITY INSURANCE	1,302	1,841	1,823		1,866	1,884	1,884	1,884
30200 - 4172	WORKERS' COMPENSATION	600	503	383		498	509	509	509
30200 - 4174	FICA-SOCIAL SECURITY	11,710	16,429	15,412		16,565	16,741	16,741	16,741
30200 - 4176	HEALTH INSURANCE	62,163	97,635	72,321		77,376	74,547	74,547	74,547
30200 - 4177	UNEMPLOYMENT COMPENSATION	90	126	101		117	117	117	117
30200 - 4178	LIFE INSURANCE	430	565	559		570	575	575	575
30200 - 4179	DENTAL INSURANCE	2,585	4,074	2,616		3,007	2,639	2,639	2,639
30200 - 4200	OFFICE SUPPLIES	404	300	271		300	300	300	300
30200 - 4237	GAS & OIL	108	185	230		185	185	185	185
30200 - 4405	MEMBERSHIPS & PUBLICATIONS	594	745	551		745	745	745	745
30200 - 4406	PRINTING & BINDING	149	420	150		420	420	420	420
30200 - 4453	MEETINGS & TRAINING	467	290	65		290	290	290	290

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
30200 - 4458	VEHICLE MAINTENANCE	718	100	11	100	100	100	100
	TOTAL	263,070	361,957	329,475	345,895	345,495	345,495	345,495

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
PLANNING - 30200				
4090	PLANNING DIRECTOR	0	102,279	102,881
	ASSISTANT PLANNER	0	54,858	57,725
	ADMIN. ASSISTANT	0	57,619	58,230
			-----	-----
			214,756	218,836

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - PLANNING**

**DEPT # - 30200**

<b>ACCT ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>	
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 @ 2.05 185
4405 Memberships & Publications	745	Memberships: American Planning Assoc. New Hampshire Planners Assoc. (2)	585 160	Memberships: American Planning Assoc. 585 New Hampshire Planners Assoc. (2) 160
4406 Printing & Binding	420	Zoning Ordinance (Sold to public for \$10 per copy) Business Cards	350 70	Zoning Ordinance (Sold to public for \$10 per copy) Business Cards 350 70
4453 Meetings & Training	290	NH Planners Association Annual Meeting (two day seminar) Assistant Planner-NH Planners Assoc.	200 90	NH Planners Association Annual Meeting (two day seminar) 200 Assistant Planner-NH Planners Assoc. 90
4458 Vehicle Maintenance	100	Repairs to Town vehicle #C-91 (3 yr wgtd avg-528) Vehicle is also used by Inspections, CD, & GIS.		Repairs to Town vehicle #C-91 (3 yr wgtd avg-179) Vehicle is also used by Inspections, CD, & GIS.

DEPT.	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2020 BUDGET	2020 EXPENDED (PRE-AUDIT)					
<b>POLICE DEPARTMENT SUMMARY</b>								
ADMINISTRATION	591,983	636,845	569,028		613,713	612,482	612,482	612,482
SUPPORT SERVICES	2,342,773	2,653,642	2,130,234		2,771,096	2,761,107	2,761,107	2,761,107
PATROL	6,161,442	6,400,595	5,637,010		6,493,281	6,483,898	6,483,898	6,483,898
COMMUNITY SERVICES	863,980	897,729	851,874		921,690	914,358	914,358	914,358
INVESTIGATIVE SERVICES	1,381,309	1,541,758	1,314,126		1,568,405	1,556,526	1,556,526	1,556,526
ANIMAL CONTROL	108,644	108,303	68,554		102,555	101,005	101,005	101,005
STATION	153,401	179,558	188,060		168,228	168,228	168,228	168,228
<hr/> TOTAL - POLICE DEPARTMENT		11,603,533	12,418,430	10,758,886	12,638,968	12,597,604	12,597,604	12,597,604

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>POLICE-ADMINISTRATION</b>									
40100 - 4090	REGULAR PAY	186,505	264,194	229,028		314,369	316,044	316,044	316,044
40100 - 4092	TEMPORARY PAY	3,400	-	-		-	-	-	-
40100 - 4098	OVERTIME PAY	535	-	-		-	-	-	-
40100 - 4110	HOLIDAY PAY	6,043	5,913	3,583		4,846	4,865	4,865	4,865
40100 - 4170	RETIREMENT	43,936	65,432	56,094		88,874	89,299	89,299	89,299
40100 - 4171	DISABILITY INSURANCE	1,386	2,068	1,619		2,206	2,216	2,216	2,216
40100 - 4172	WORKERS' COMPENSATION	11,241	6,734	18,032		8,467	8,191	8,191	8,191
40100 - 4174	FICA-SOCIAL SECURITY	7,897	7,999	7,902		8,166	8,225	8,225	8,225
40100 - 4176	HEALTH INSURANCE	32,265	82,335	46,143		76,000	73,318	73,318	73,318
40100 - 4177	UNEMPLOYMENT COMPENSATION	138	126	66		117	117	117	117
40100 - 4178	LIFE INSURANCE	436	599	518		727	727	727	727
40100 - 4179	DENTAL INSURANCE	1,958	2,980	2,258		3,767	3,306	3,306	3,306
40100 - 4182	CLOTHING ALLOWANCE	91,473	80,199	72,010		86,983	86,983	86,983	86,983
40100 - 4208	EQUIPMENT REPAIR	-	300	-		300	300	300	300
40100 - 4400	CONTRACTED SERVICES	187,948	108,236	120,590		6,256	6,256	6,256	6,256

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
40100 - 4406	PRINTING & BINDING	2,664	2,740	1,147		2,633	2,633	2,633	2,633
40100 - 4409	TEST SERVICES	6,171	1,640	4,215		2,460	2,460	2,460	2,460
40100 - 4410	ADVERTISING	-	1,000	524		1,000	1,000	1,000	1,000
40100 - 4424	DATA PROCESSING	-	-	-		2,574	2,574	2,574	2,574
40100 - 4440	EQUIPMENT RENTAL	1,134	1,100	1,121		1,218	1,218	1,218	1,218
40100 - 4453	MEETINGS & TRAINING	-	750	264		250	250	250	250
40100 - 4600	OFFICE FURNITURE & EQUIP.	6,853	2,500	3,913		2,500	2,500	2,500	2,500
SUBTOTAL		591,983	636,845	569,028		613,713	612,482	612,482	612,482

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE	2020	2021
		NET CHANGE	BUDGETED SALARY	SALARY
POLICE ADMINISTRATION - 40100				
4090	CHIEF OF POLICE	0	71,379	142,657
	DEPUTY CHIEF	0	126,985	115,779
	ADMIN. ASST.	0	65,830	57,608
		-----	-----	-----
			264,194	316,044

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - POLICE - ADMINISTRATION**

**DEPT # - 40100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020		
4110	Holiday Pay	4,865	Payment for Holiday hours worked. (3 yr wgtd avg - 5,414)		Payment for Holiday hours worked. (3 yr wgtd avg - 4,665)	
4182	Clothing Allowance	86,983	49 full-time officers @ 1,000, 5 @ fraction (current) 8 full time SPAA @ 950  8 dispatchers @ 600, 1 @ fraction Replacement/repair to uniforms, badge and patch order Crossing Guards Initial issue uniform (5) ACO partial	51,250  7,600  5,000 4,500 800 17,500 333	49 full-time officers @ 1,000, 4 @ fraction (current) 8 full time SPAA @950  7 dispatchers @ 600, 2 @ fraction Replacement/repair to uniforms, badges, patches Crossing Guards Initial issue uniform (4) ACO @ 1,000	51,499  7,600  4,500 2,000 800 12,800 1,000
4208	Equipment Repairs	300	Miscellaneous repairs and purchase of small equipment.		Closed Circuit TV (CCTV) repair not covered by contract, typewriters, generator, & other misc. equipment repairs.	
4400	Contracted Services	6,256	Public Relations - press releases, blog update, media relations.	6,256	Commission on Accreditation of Law Enforcement Agencies Public Relations - press releases, blog update, media relations. Administrative Chief svcs. (6 months)	11,500 6,256 90,480
4406	Printing & Binding	2,633	Provides for the printing of all forms, reports, letterhead, business cards, envelopes & forms utilized by the department. Detail & OT forms. (3 yr wgtd avg – 2,633)		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)	

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - POLICE - ADMINISTRATION**

**DEPT # - 40100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4409	Test Services	2,460	Cost associated with anticipated hiring processes to include polygraph (6@300) and psychological (6@110).	Cost associated with anticipated hiring processes to include polygraph (4@300) and psychological (4@110).
4410	Advertising	1,000	Recruitment advertising, legal & community notices.	Recruitment advertising, legal & community notices.
4424	Data Processing	2,574	Cost for three (3) SPOTS licenses through the Department of Safety. Used by Support Service to assist prosecution. 3 licenses at \$858.00 per.	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)
4440	Equipment Rental	1,218	Postage Meter Document disposal container	Postage Meter Document disposal container
392				381
826				719
4453	Meetings & Training	250	Provide supplies while hosting meetings, e.g. Southern NH SOU, Rockingham County Chiefs Association, monthly and quarterly staff meetings.	Provide supplies while hosting meetings, e.g. Southern NH SOU, Rockingham County Chiefs Association, etc.
2,500	Office furniture	2,500	Replacement of furnishings as needed. Chairs, etc.	Replacement of furnishings as needed.

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>POLICE-SUPPORT SERVICES</b>									
40110 - 4090	REGULAR PAY	950,179	1,040,934	947,379		1,076,682	1,081,855	1,081,855	1,081,855
40110 - 4092	TEMPORARY PAY	76,465	77,068	36,540		94,624	94,624	94,624	94,624
40110 - 4093	REPLACEMENT PAY	111,978	145,000	76,329		135,000	135,000	135,000	135,000
40110 - 4094	SHIFT DIFFERENTIAL	16,027	17,100	15,852		17,000	17,000	17,000	17,000
40110 - 4098	OVERTIME PAY	43,986	50,500	36,250		50,500	50,500	50,500	50,500
40110 - 4101	TRAINING	169,938	170,000	96,719		176,438	176,438	176,438	176,438
40110 - 4110	HOLIDAY PAY	4,607	14,000	12,399		14,000	14,009	14,009	14,009
40110 - 4113	COURT TIME	32,830	38,000	12,515		37,500	37,500	37,500	37,500
40110 - 4170	RETIREMENT	223,756	234,076	182,213		278,597	279,457	279,457	279,457
40110 - 4171	DISABILITY INSURANCE	8,399	9,272	8,225		9,649	9,681	9,681	9,681
40110 - 4172	WORKERS' COMPENSATION	23,126	23,057	17,358		23,933	23,149	23,149	23,149
40110 - 4174	FICA-SOCIAL SECURITY	79,067	107,660	74,188		108,317	108,645	108,645	108,645
40110 - 4176	HEALTH INSURANCE	284,966	360,571	264,531		379,930	366,418	366,418	366,418
40110 - 4177	UNEMPLOYMENT COMPENSATION	912	945	665		951	951	951	951
40110 - 4178	LIFE INSURANCE	2,412	2,695	2,400		2,765	2,777	2,777	2,777

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
40110 - 4179	DENTAL INSURANCE	13,479	16,096	11,350	17,202	15,095	15,095	15,095
40110 - 4200	OFFICE SUPPLIES	11,650	8,500	9,471	9,000	9,000	9,000	9,000
40110 - 4213	K-9 SUPPLIES	6,081	13,500	19,931	6,500	6,500	6,500	6,500
40110 - 4216	PRISONERS SUPPLIES	-	1,200	1,753	2,000	2,000	2,000	2,000
40110 - 4219	INTOXILYZER SUPPLIES	122	400	191	400	400	400	400
40110 - 4221	AMMUNITION	42,989	58,049	57,662	82,549	82,549	82,549	82,549
40110 - 4223	ACADEMIC REIMBURSEMENT	6,036	11,900	17,872	-	-	-	-
40110 - 4235	SMALL TOOLS & EQUIP.	20	650	864	650	650	650	650
40110 - 4237	GAS & OIL	95,866	107,884	100,973	102,478	102,478	102,478	102,478
40110 - 4405	MEMBERSHIPS & PUBLICATIONS	9,317	8,900	8,977	9,227	9,227	9,227	9,227
40110 - 4412	TRAINING EXPENSE	26,338	42,250	33,550	45,373	45,373	45,373	45,373
40110 - 4421	CAR WASH	2,013	2,300	1,449	2,300	2,300	2,300	2,300
40110 - 4456	RADIO MAINTENANCE	23,921	16,161	11,317	16,161	16,161	16,161	16,161
40110 - 4458	VEHICLE MAINTENANCE	60,374	60,000	62,509	62,500	62,500	62,500	62,500
40110 - 4601	POLICE EQUIPMENT	5,718	5,000	812	5,000	5,000	5,000	5,000

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
40110 - 4606	EMERGENCY EQUIPMENT	10,200	9,974	7,990	3,870	3,870	3,870	3,870
	SUBTOTAL	2,342,773	2,653,642	2,130,234	2,771,096	2,761,107	2,761,107	2,761,107

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
POLICE SUPPORT SERVICES - 40110				
4090	CAPTAIN	0	108,937	114,800
	SERGEANT - 9 MONTHS (TRANSFER 1 OFFICER FROM PATROL)	1		56,141
	PATROL OFFICER/SCHEDULING	0	70,321	70,052
	PROSECUTOR (2)	0	183,735	187,381
	DISPATCHER SUPERVISOR	0	70,342	41,010
	DISPATCHERS (8)	0	368,671	378,593
	SUPPORT SERVICES SUPERVISOR	0	65,829	51,258
	SUPPORT SERVICES CLERKS (3)	0	173,099	182,620
			-----	-----
			1,040,934	1,081,855

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - POLICE - SUPPORT**

**DEPT # - 40110**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4092	Temporary Pay	94,624	<p>Crossing Guards  \$14.00/hr x 180 days x 8 guards x  3hrs/day/guard</p> <p>1 four hour training session (new hire) 100</p> <p>P/T dispatchers/Cost to fill FT shifts 10,000</p> <p>Special Officer Training 16 hrs per officer 5,440</p> <p>P/T custodian (20 hrs/wk for 6 mos) 18,604</p>	<p>Crossing Guards  \$14.00/hr x 180 days x 8 guards x  3hrs/day/guard</p> <p>2 four hour training sessions (new hires) 168</p> <p>P/T dispatchers 11,300</p> <p>Special Officer Training 5,120</p>
4093	Replacement Pay	135,000	<p>Required replacement of dispatch personnel.  (Vacation, personal, sick days, training, etc.)</p> <p>Workloads &amp; responsibilities require full staffing at all times.</p> <p>(3 yr. wgted avg 128,531)</p>	<p>Required replacement of dispatch personnel.  (Vacation, personal, sick days, training, etc.)</p> <p>Workloads &amp; responsibilities require full staffing at all times.</p> <p>(3 yr. wgted avg 156,499)</p>
4094	Shift Differential	17,000	<p>Contractual (Dispatchers) Employees assigned to the evening receive an additional payment of \$40 per week; employees on Midnight shift receive an additional \$50.</p> <p>Overtime on both shifts is compensated at the shift differential rate.</p> <p>3rd full-time dispatcher on midnight shift.</p>	<p>Contractual (Dispatchers) Employees assigned to the evening receive an additional payment of \$40 per week; employees on Midnight shift receive an additional \$50.</p> <p>Overtime on both shifts is compensated at the shift differential rate.</p> <p>3rd full-time dispatcher on midnight shift.</p>
4098	Overtime Pay	50,500	<p>Need for call backs, holdovers, training requirements, &amp; fifteen minutes reporting time contractual for 9 dispatchers.</p>	<p>Need for call backs, holdovers, training requirements, &amp; fifteen minutes reporting time contractual for 9 dispatchers. Clerical staff OT.</p>

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - POLICE - SUPPORT**

**DEPT # - 40110**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4101	Training	176,438	<p>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. Represents cost to send new sergeants to first line FBI LEEDS training.</p> <p>Basic Rifle Course for new officers.</p> <p>(3 yr wgtd avg - 176,438)</p>	<p>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.</p> <p>Basic Rifle Course for new officers.</p> <p>(3 yr wgtd avg - 184,419)</p>
4110	Holiday Pay	14,009	<p>Contractual payment for holidays worked.</p> <p>(3 yr wgtd avg – 7,966)</p>	<p>Contractual payment for holidays worked.</p> <p>(3 yr wgtd avg – 14,026)</p>
4113	Court Time	37,500	<p>Officers appearance in District and Superior Court for trials, suppression hearings, etc.</p> <p>Administrative Motor Vehicle Hearings for DWI cases, as well as Family Court cases.</p> <p>(3 yr wgtd avg.- 34,064)</p>	<p>Officers appearance in District and Superior Court for trials, suppression hearings, etc.</p> <p>Administrative Motor Vehicle Hearings for DWI cases, as well as Family Court cases.</p> <p>(3 yr wgtd avg.- 37,670)</p>
4200	Office Supplies	9,000	<p>General supplies for needs of all units. This account is also used for recognition award bars.</p>	<p>General supplies for needs of all units. This account is also used for recognition award bars.</p>
4213	K-9	6,500	<p>Provide for feeding and care of K-9, various equipment replacement (bite arms, leashes, harnesses), personal kennel, and medical bills for K-9.</p> <p>3 dogs</p>	<p>Provide for feeding and care of K-9, various equipment replacement (bite arms, leashes, harnesses), personal kennel, and medical bills for K-9.</p> <p>3 dogs</p>
				6,000

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - POLICE - SUPPORT**

**DEPT # - 40110**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4216	Prisoner Supplies	2,000	<p>Purchase of various disposable items associate with the temporary detention of prisoners to include: blankets, gloves, masks, etc. Purchase of decontamination supplies.</p> <p>Purchase of gloves and masks</p>	<p>Purchase replacement K-9 for retiring team</p> <p>7,500</p> <p>Feeding of prisoners, purchase of various protective equipment items associated with handling of prisoners, trustee, cleaning of jail materials and biohazard mitigation supplies.</p>
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	82,549	<p>Ammunition &amp; related materials to certify personnel. Ammo, targets, eye/ear protection, cleaning supplies.</p> <p>Parts to repair/maintain Dept. firearms.</p> <p>Tasers (5) &amp; associated equipment. This will complete the entire department changeover to the Qualifications/training to include Rifle and Pistol.</p> <p>Replace 20 Colt M4 patrol rifles with Sig Sauer M400 patrol rifle and associated equipment.</p>	<p>Ammunition &amp; related materials to certify personnel. Ammo, targets, eye/ear protection, cleaning supplies, replacement for issue OC spray.</p> <p>Parts to repair/maintain Dept. firearms.</p> <p>Tasers (17) &amp; parts. Last batch of replacements for obsolete models.</p> <p>Qualifications/training to include Rifle and Pistol.</p>
4223	Academic Reimbursement	-	<p>Contractual reimbursement to personnel for college courses successfully completed. Attendance of law enforcement related college level courses.</p> <p>Moved to Employee Benefits</p>	Contractual reimbursement to personnel for college courses successfully completed. Attendance of law enforcement related college level courses.
4235	Small Tools & Equipment	650	Batteries, bulbs, minor tools and equipment.	Batteries, bulbs, minor tools and equipment.

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - POLICE - SUPPORT**

**DEPT # - 40110**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4237	Gas & Oil	102,478	Acct includes gas, oil & various vehicle fluids. Gas (based on 3 yr wgtd avg gal – 47,355 @2.05) 97,078 Motor oil, various vehicle fluids 5,400	Acct includes gas, oil & various vehicle fluids. Gas (based on 3 yr wgtd avg gal – 49,992 @2.05) 102,484 Motor oil, various vehicle fluids 5,400
4405	Memberships & Publications	9,227	Dues & Publications (3 yr wgtd avg 9,227)	Dues & Publications (3 yr wgtd avg 8,960)
4412	Training Expenses	45,373	Department Training Costs (Course costs, per diem, mileage and materials) Cost for various law enforcement seminars & schools. Costs to provide in-house trainers & instructors assisting Police Standards and Training Council. PERF Senior Management Institute for Police, FBI LEEDA for supervisors (Police One moved to IT Budget)	Department Training Costs (Course costs, per diem, mileage and materials) Cost for various law enforcement seminars & schools. Costs to provide in-house trainers & instructors assisting Police Standards and Training Council. PERF Senior Management Institute, K9 Patrol School, FBI Seminar Police One Online training program.
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. Radio batteries (replacement - for portables) 2,708	Maintenance contract for all Department radio communication equipment. Radio batteries (replacement - for portables) 2,708

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - POLICE - SUPPORT**

**DEPT # - 40110**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>
			Radio Equipment purchase	6,253	Radio Equipment purchase
4458	Vehicle Maintenance	62,500	Repair and maintenance of Department fleet	44,200	Repair and maintenance of Department fleet
			Tires + rims + sensors	18,300	Tires + rims + sensors
4601	Police Equipment	5,000	Trunk equip replacements	3,500	Trunk equip replacements
			Purchase of PPE if state support and grant funding are eliminated. Biohazard mitigation materials. First aid supplies.	1,350	Biohazard kits and materials, to include opioid exposure protection, replenish first aid supplies.
			Surefire batteries	150	Surefire batteries
4606	Emergency Equipment	3,870	Soft Body Armor-9 vests (net cost) 7,740 with matching BVP grant 3870	3,870	Soft Body Armor-8 vests (net cost) (\$6,320 less \$3,160 grant-expected) LifePak CR Plus AED Defibrillators (5)
					6,814

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>POLICE-PATROL</b>									
40120 - 4090	REGULAR PAY	2,786,934	3,010,707	2,573,906		2,918,765	2,935,723	2,935,723	2,935,723
40120 - 4093	REPLACEMENT PAY	786,301	645,000	636,456		700,000	700,000	700,000	700,000
40120 - 4094	SHIFT DIFFERENTIAL	73,221	68,918	69,107		71,000	71,000	71,000	71,000
40120 - 4098	OVERTIME PAY	272,030	233,714	243,783		240,000	242,442	242,442	242,442
40120 - 4110	HOLIDAY PAY	25,094	22,475	35,781		24,280	24,301	24,301	24,301
40120 - 4170	RETIREMENT	1,135,876	1,131,745	1,008,650		1,231,888	1,238,276	1,238,276	1,238,276
40120 - 4171	DISABILITY INSURANCE	24,378	26,699	24,751		25,965	26,105	26,105	26,105
40120 - 4172	WORKERS' COMPENSATION	146,166	126,971	85,748		125,738	121,217	121,217	121,217
40120 - 4174	FICA-SOCIAL SECURITY	56,539	57,725	50,400		57,332	57,616	57,616	57,616
40120 - 4176	HEALTH INSURANCE	810,989	1,025,160	866,979		1,045,155	1,019,073	1,019,073	1,019,073
40120 - 4177	UNEMPLOYMENT COMPENSATION	1,999	1,890	1,348		1,755	1,794	1,794	1,794
40120 - 4178	LIFE INSURANCE	6,962	7,447	7,074		7,384	7,415	7,415	7,415
40120 - 4179	DENTAL INSURANCE	34,954	42,144	33,028		44,019	38,936	38,936	38,936
SUBTOTAL		6,161,442	6,400,595	5,637,010		6,493,281	6,483,898	6,483,898	6,483,898

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
POLICE PATROL - 40120				
4090	CAPTAIN	0	116,014	108,585
	LIEUTENANTS (4)	0	372,258	365,213
	SERGEANTS (6)	0	475,098	464,028
	PATROL OFFICERS (35)	0	2,047,337	1,997,896
	(TRF 1 FOR 9 MOS TO SUPPORT SGT).			-----
	(ADD 1 NEW PPO FOR 3 MONTHS)		3,010,707	2,935,723

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - POLICE - PATROL**

**DEPT # - 40120**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4093	Replacement Pay	700,000	Replacement of patrol personnel for sick/injured, holidays, vacation. (3 yr wgtd avg – 745,795)	Replacement of patrol personnel for sick/injured, holidays, vacation. (3 yr wgtd avg – 645,708)
4094	Shift Differential	71,000	Contractual (Patrol officers) (3 yr wgtd avg – 72,221)	Contractual (Patrol officers) (3 yr wgtd avg – 68,918)
4098	Overtime pay	242,442	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 wgtd avg – 258,894)	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 wgtd avg – 233,714)
4110	Holiday Pay	24,301	Contractual payment for holidays worked. (3 yr wgtd avg – 24,280)	Contractual payment for holidays worked. (3 yr wgtd avg – 22,475)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>POLICE-COMMUNITY SERVICES</b>									
40125 - 4090	REGULAR PAY	464,485	503,206	498,244		507,326	507,326	507,326	507,326
40125 - 4094	SHIFT DIFFERENTIAL	1,458	1,364	2,529		1,405	1,405	1,405	1,405
40125 - 4097	INCENTIVE PAY	1,200	1,200	1,200		1,200	1,200	1,200	1,200
40125 - 4098	OVERTIME PAY	37,913	30,000	25,104		32,000	32,000	32,000	32,000
40125 - 4110	HOLIDAY PAY	-	4,110	4,048		4,000	4,000	4,000	4,000
40125 - 4170	RETIREMENT	145,528	153,488	149,715		170,089	170,089	170,089	170,089
40125 - 4171	DISABILITY INSURANCE	4,146	4,395	4,324		4,422	4,422	4,422	4,422
40125 - 4172	WORKERS' COMPENSATION	21,624	17,384	15,648		17,362	16,705	16,705	16,705
40125 - 4174	FICA-SOCIAL SECURITY	7,069	7,829	7,461		7,915	7,915	7,915	7,915
40125 - 4176	HEALTH INSURANCE	166,990	160,130	134,785		162,988	156,985	156,985	156,985
40125 - 4177	UNEMPLOYMENT COMPENSATION	291	294	183		273	273	273	273
40125 - 4178	LIFE INSURANCE	1,129	1,219	1,183		1,229	1,229	1,229	1,229
40125 - 4179	DENTAL INSURANCE	6,432	7,110	4,833		5,481	4,809	4,809	4,809
40125 - 4260	CRIME PREVENTION	5,716	6,000	2,617		6,000	6,000	6,000	6,000
SUBTOTAL		863,980	897,729	851,874		921,690	914,358	914,358	914,358

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
POLICE COMMUNITY SERVICES - 40125				
4090	CSU SERGEANT	0	82,142	86,026
	JUVENILE DETECTIVE (2)	0	138,923	140,006
	COMMUNITY AFFAIRS/SAFETY OFFICER	0	68,602	68,340
	SCHOOL RESOURCE OFFICER (3)	0	213,539	212,954
	Estimated offsetting revenue from School District in GF 1-3625 of \$357,677 for SRO positions in 2021.		-----	-----
			503,206	507,326

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - POLICE - COMMUNITY SERVICES UNIT**

**DEPT # - 40125**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4094	Shift Differential	1,405	Contractual (3 yr wgtd avg)	1,405
4097	Incentive Pay	1,200	Detective Payment Per CBA (2)	Detective Payment Per CBA (2)
4098	Overtime pay	32,000	15 minute early reporting time, hold-overs, & other unscheduled, after hours events. (3 yr wgtd avg-36,161)	15 minute early reporting time, hold-overs, & other un-scheduled events.
4110	Holiday Pay	4,000	Contractual payment for holidays worked. (3 yr wgtd avg-1,264)	Contractual payment for holidays worked.
4260	Crime Prevention	6,000	Community / promotional items, such as stickers, coloring books, etc. and SRO supplies National Night Out	4,000 Community / promotional items, such as stickers, coloring books, etc. and SRO supplies National Night Out
				2,000

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

Estimated offsetting revenue from School District in GF 1-3625 of \$357,677 for SRO positions in 2021.

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>POLICE-INVESTIGATIVE SERVICES</b>									
40130 - 4090	REGULAR PAY	722,111	810,805	691,512		798,959	799,924	799,924	799,924
40130 - 4094	SHIFT DIFFERENTIAL	4,478	4,300	5,043		4,529	4,529	4,529	4,529
40130 - 4097	INCENTIVE PAY	5,550	6,000	5,050		5,850	5,850	5,850	5,850
40130 - 4098	OVERTIME PAY	87,048	83,502	76,852		84,529	84,978	84,978	84,978
40130 - 4110	HOLIDAY PAY	12,410	12,500	9,540		12,250	12,252	12,252	12,252
40130 - 4170	RETIREMENT	237,476	260,733	221,767		282,450	282,891	282,891	282,891
40130 - 4171	DISABILITY INSURANCE	6,157	6,994	6,007		6,957	6,961	6,961	6,961
40130 - 4172	WORKERS' COMPENSATION	37,181	29,578	26,947		28,829	27,788	27,788	27,788
40130 - 4174	FICA-SOCIAL SECURITY	11,751	13,300	11,134		13,148	13,169	13,169	13,169
40130 - 4176	HEALTH INSURANCE	239,036	293,430	242,630		309,747	298,524	298,524	298,524
40130 - 4177	UNEMPLOYMENT COMPENSATION	415	462	295		429	429	429	429
40130 - 4178	LIFE INSURANCE	1,754	2,018	1,727		1,988	1,988	1,988	1,988
40130 - 4179	DENTAL INSURANCE	9,695	11,886	9,329		12,240	10,743	10,743	10,743
40130 - 4235	SMALL TOOLS & EQUIP.	2,000	2,000	1,578		2,000	2,000	2,000	2,000
40130 - 4400	CONTRACTED SERVICES-PAWN SHOF	4,250	4,250	4,620		4,500	4,500	4,500	4,500

DEPT.	ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
40130 - 4460	TRAVEL EXPENSE		-	-	96	-	-	-	-
	SUBTOTAL		1,381,309	1,541,758	1,314,126	1,568,405	1,556,526	1,556,526	1,556,526

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
POLICE INVESTIGATIVE SERVICES - 40130				
4090	LIEUTENANT	0	98,543	99,936
	SERGEANT	0	82,142	81,829
	DETECTIVES (8)	0	559,799	548,107
	EVIDENCE OFFICER	0	70,321	70,052
			-----	-----
			810,805	799,924

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - POLICE - INVESTIGATIVE SERVICES**

**DEPT # - 40130**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4094	Shift Differential	4,529	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 wgtd avg – 4,529)	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 wgtd avg – 4,654)
4097	Incentive Pay	5,850	Detective Payment Per CBA (9 full year, 1 prorated)	Detective Payment Per CBA (10)
4098	Overtime pay	84,978	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 wgtd avg – 84,529)	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 wgtd avg – 83,502)
4110	Holiday Pay	12,252	Contractual payment for holidays worked. (3 yr wgtd avg – 12,261)	Contractual payment for holidays worked. (3 yr wgtd avg – 12,241)
4235	Small Tools	2,000	Drug testing field kits. Evidence maintenance. Investigative aids. Field print kits for Patrol. Coveralls & booties. Misc supplies used by the ISU Purchase equipment for Crime Scene Response van.	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**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - POLICE - INVESTIGATIVE SERVICES**

**DEPT # - 40130**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4400	Contracted Services	4,500	Electronic pawn registrations. (Offsetting revenue in GF 1-3303 Pawn Shop Registrations)	4,500 Electronic pawn registrations. (Offsetting revenue in GF 1-3308 Police Income)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>ANIMAL CONTROL</b>									
40135 - 4090	REGULAR PAY	49,876	48,732	29,016		40,509	40,509	40,509	40,509
40135 - 4098	OVERTIME PAY	5,054	4,500	2,105		4,000	4,000	4,000	4,000
40135 - 4170	RETIREMENT	6,193	5,946	3,476		5,614	5,614	5,614	5,614
40135 - 4171	DISABILITY INSURANCE	469	469	313		391	391	391	391
40135 - 4172	WORKERS' COMPENSATION	1,345	1,155	1,150		1,313	1,264	1,264	1,264
40135 - 4174	FICA-SOCIAL SECURITY	3,916	4,072	2,367		3,405	3,405	3,405	3,405
40135 - 4176	HEALTH INSURANCE	31,082	32,545	22,946		36,000	34,659	34,659	34,659
40135 - 4177	UNEMPLOYMENT COMPENSATION	42	42	34		39	39	39	39
40135 - 4178	LIFE INSURANCE	118	118	78		98	98	98	98
40135 - 4179	DENTAL INSURANCE	1,210	1,271	720		1,309	1,149	1,149	1,149
40135 - 4235	SMALL TOOLS & EQUIP.	-	350	-		250	250	250	250
40135 - 4429	KENNEL OPERATIONS	1,200	1,450	521		1,500	1,500	1,500	1,500
40135 - 4430	DISPOSITION OF ANIMALS	-	50	-		50	50	50	50
40135 - 4431	VETERINARIAN EMER. CARE	1,046	750	155		1,000	1,000	1,000	1,000

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
40135 - 4496	ELECTRICITY	7,094	6,853	5,672	7,077	7,077	7,077	7,077
	SUBTOTAL	108,644	108,303	68,554	102,555	101,005	101,005	101,005

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
ANIMAL CONTROL - 40135				
4090	ANIMAL CONTROL OFFICER	0	48,732	40,509
		-----	48,732	40,509

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - POLICE -ANIMAL CONTROL**

**DEPT # - 40135**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4098	Overtime Pay	4,000	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. (New ACO)  (3 yr wgtd avg – 4,963)	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 wgtd avg – 4,908)
4235	Small Tools & Equipment	250	Equipment to operate kennel and stored within ACO truck.	Equipment to operate kennel and stored within ACO truck.
4429	Kennel Operations	1,500	Water, wood shavings, building upkeep, food for animals, kennel supplies, (plastic bags, bug spray, deodorizer).  Water & Sewer charges  (3 yr wgtd avg – 1,233)	Water, wood shavings, building upkeep, 850 food for animals, kennel supplies, (plastic bags, bug spray, deodorizer).  Water & Sewer charges 600  (3 yr wgtd avg – 1,465)
4430	Disposition of Animals	50	Based on number of animal deaths.  Law requires proper disposal of animals.  (3 yr wgtd avg – 0)	Based on number of animal deaths.  Law requires proper disposal of animals.  (3 yr wgtd avg – 14)
4431	Veterinarian Emergency Care	1,000	Cost of treatment of injured animals when Town is unable to locate owner.  Costs are recovered if animal is adopted.  (3 yr wgtd avg – 1,086)	Cost of treatment of injured animals when Town is unable to locate owner.  Costs are recovered if animal is adopted.  (3 yr wgtd avg – 1,542)
4496	Electricity	7,077	Town Kennel and SARC Trailers (2) heat and electricity.  Based on 3 yr wgtd avg plus 3%  (3 yr wgtd avg – 6,871)	Town Kennel and SARC Trailers (2) heat and electricity.  Based on 3 yr wgtd avg plus 3%  (3 yr wgtd avg – 6,653)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>POLICE-STATION</b>									
40140 - 4234	BUILDING SUPPLIES	2,541	3,200	3,912		2,705	2,705	2,705	2,705
40140 - 4400	CONTRACTED SERVICES	15,601	12,940	15,011		15,620	15,620	15,620	15,620
40140 - 4401	CLEANING SERVICES	18,634	20,500	19,800		15,420	15,420	15,420	15,420
40140 - 4450	TELEPHONE	33,989	41,428	40,782		44,359	44,359	44,359	44,359
40140 - 4451	POSTAGE	1,007	1,500	2,362		2,000	2,000	2,000	2,000
40140 - 4495	HEAT	5,472	7,090	4,703		5,336	5,336	5,336	5,336
40140 - 4496	ELECTRICITY	26,515	29,209	25,378		27,955	27,955	27,955	27,955
40140 - 4497	OTHER UTILITIES	644	461	1,293		603	603	603	603
40140 - 4498	BUILDING REPAIRS	48,997	63,230	74,819		54,230	54,230	54,230	54,230
SUBTOTAL		153,401	179,558	188,060		168,228	168,228	168,228	168,228
TOTAL-POLICE		11,603,533	12,418,430	10,758,886		12,638,968	12,597,604	12,597,604	12,597,604

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - POLICE -STATION**

**DEPT # - 40140**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4234	Building Supplies	2,705	Provides for all building supplies for cleaning (various soap cleaning agents, solvents) Paper products, paper towels, toilet paper, carpet cleaner. (3 year wgtd avg – 2,705)	Provides for all building supplies for cleaning (various soap cleaning agents, solvents) Paper products, paper towels, toilet paper, etc. (3 year wgtd avg – 3,093)
4400	Contracted Services	15,620	HVAC Maintenance Contract Generator maint Pest control (80/mo) Copier maint./service Annual Fire Alarm System Booking comp.camera maint. HAZMAT (Trauma 24) Off site storage (Iron Mt) Protected Wifi Service Comcast digital box rental Mat service (Cintas)	HVAC Maintenance Contract Generator maint Pest control (80/mo) Copier maint./service Annual Fire Alarm System Booking comp.camera maint. HAZMAT (Trauma 24) Off site storage (Iron Mt) Protected Wifi Service Comcast digital box rental Mat service (Cintas)
4401	Cleaning Services	15,420	Cleaning services (6 months) Quarterly deep clean \$1,380 * 4	Cleaning services *will need to bid contract expires 12.31.19
4450	Telephone	44,359	Long distance service, phone and fax service & repairs Cell phones (26) Modems (17) Internet Connection Invst Div.	Long distance service, phone and fax service & repairs Cell phones (26) Modems (17) Internet Connection Invst Div.

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - POLICE -STATION**

**DEPT # - 40140**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>
4451	Postage	2,000	Department mail. Many items require certified mail. Requests for discovery and record requests. Pkgs & other UPS shipping. More items mailed due to COVID		Department mail. Many items require certified mail. Requests for discovery and record requests. Pkgs & other UPS shipping.
4495	Heat	5,336	Natural gas heat. Based on 3 yr wgted avg therms 4,722 @1.13 /therm.		Natural gas heat. Based on 3 yr wgted avg therms 5,291 @1.34 /therm.
4496	Electricity	27,955	Based on 3 yr wgted avg plus 3%		Based on 3 yr wgted avg plus 3%
4497	Other Utilities	603	Water & sewer charges Based on 3 yr wgted avg – 603		Water & sewer charges Based on 3 yr wgted avg – 461
4498	Building Repairs	54,230	Basic repairs as needed to maintain 40+ year old building. Conex box to replace our 3rd nylon storage area which becomes damaged by weather. Installation IP Camera and analog conversion (Perimeter, lot, inside)	25,000 3,500 25,730	Basic repairs as needed to maintain 40+ year old building. Install replacment furnace (4th of 4) 12,500 Installation IP Camera and analog conversion (Perimeter, lot, inside) 25,730

DEPT.	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2020 BUDGET	2020 EXPENDED (PRE-AUDIT)					
<b>FIRE DEPARTMENT SUMMARY</b>								
ADMINISTRATION	1,103,772	1,167,514	1,287,537		1,295,717	1,319,741	1,319,741	1,319,741
SUPPRESSION	10,444,021	11,152,184	10,791,282		11,631,805	11,518,973	11,518,973	11,518,973
COMMUNICATIONS	533,222	573,383	648,149		610,312	604,482	604,482	604,482
STATIONS	281,725	289,573	283,921		284,506	284,506	284,506	284,506
INSPECTIONAL SERVICES	850,441	875,409	779,577		897,474	895,720	895,720	895,720
<hr/> TOTAL - FIRE DEPARTMENT		13,213,181	14,058,063	13,790,466	14,719,814	14,623,422	14,623,422	14,623,422

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
<b>FIRE-ADMINISTRATION</b>								
40200 - 4090	REGULAR PAY	427,412	499,892	476,590	516,328	519,083	519,083	519,083
40200 - 4170	RETIREMENT	123,353	137,964	137,390	150,381	151,224	151,224	151,224
40200 - 4171	DISABILITY INSURANCE	2,416	2,968	2,954	3,018	3,030	3,030	3,030
40200 - 4172	WORKERS' COMPENSATION	29,986	38,830	48,466	41,947	40,596	40,596	40,596
40200 - 4174	FICA-SOCIAL SECURITY	11,056	11,329	12,073	11,573	11,656	11,656	11,656
40200 - 4176	HEALTH INSURANCE	95,286	126,705	119,231	131,258	126,590	126,590	126,590
40200 - 4177	UNEMPLOYMENT COMPENSATION	168	210	168	195	195	195	195
40200 - 4178	LIFE INSURANCE	1,047	1,334	1,276	1,334	1,337	1,337	1,337
40200 - 4179	DENTAL INSURANCE	4,260	5,592	4,607	5,330	4,677	4,677	4,677
40200 - 4182	CLOTHING ALLOWANCE	66,320	65,301	65,563	65,301	65,301	65,301	65,301
40200 - 4200	OFFICE SUPPLIES	4,941	4,000	5,819	4,000	4,000	4,000	4,000
40200 - 4208	EQUIPMENT REPAIR	1,395	1,020	1,862	1,664	1,664	1,664	1,664
40200 - 4224	HAZARDOUS RESPONSE	15,421	16,407	15,391	16,581	16,581	16,581	16,581
40200 - 4227	AMBULANCE BILLING	104,027	96,525	87,847	109,763	109,763	109,763	109,763
40200 - 4232	AMBULANCE SUPPLIES	172,887	113,281	268,206	156,440	183,440	183,440	183,440

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
40200 - 4400	CONTRACTED SERVICES	-	-	5,562		-	-	-	-
40200 - 4406	PRINTING & BINDING	1,804	1,745	780		1,745	1,745	1,745	1,745
40200 - 4409	TEST SERVICES	5,515	5,908	3,634		5,500	5,500	5,500	5,500
40200 - 4410	ADVERTISING	-	1,250	-		660	660	660	660
40200 - 4412	TRAINING EXPENSE	25,662	26,647	13,077		33,485	33,485	33,485	33,485
40200 - 4440	EQUIPMENT RENTAL	2,335	2,356	2,335		2,356	2,356	2,356	2,356
40200 - 4451	POSTAGE	794	1,000	644		863	863	863	863
40200 - 4603	EMERGENCY MANAGEMENT	7,687	7,250	14,063		35,995	35,995	35,995	35,995
SUBTOTAL		1,103,772	1,167,514	1,287,537		1,295,717	1,319,741	1,319,741	1,319,741

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
FIRE ADMINISTRATION - 40200				
4090	FIRE CHIEF	0	148,845	150,452
	ASSISTANT FIRE CHIEF/FIRE MARSHAL/CHIEF BUILDING OFFICIAL	0	114,029	114,702
	DEPUTY FIRE CHIEF	0	92,123	104,089
	DIRECTOR OF EMS	0	79,065	83,309
	ADMIN. ASST.	0	65,830	66,531
		-----	499,892	519,083

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-ADMINISTRATION**

**DEPT # - 40200**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4182	Clothing Allowance	65,301	<p>Due to contractual obligations, each employee is entitled to an annual clothing allowance.</p> <p>75 F/T employees x 725</p> <p>4 F/T employees x 950</p> <p>3 P/T employee x 150</p> <p>5 F/T employees x 325</p> <p>Badges/Medals/Name Tags</p> <p>Initial Issue/Promotions</p> <p>Damaged Uniforms</p>	<p>Due to contractual obligations, each employee is entitled to an annual clothing allowance.</p> <p>75 F/T employees x 725</p> <p>4 F/T employees x 950</p> <p>3 P/T employee x 150</p> <p>5 F/T employees x 325</p> <p>Badges/Medals/Awards</p> <p>Initial Issue/Promotions</p> <p>Damaged Uniforms</p>
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	1,664	<p>This account is for maintenance to office equipment; service &amp; repair to copier/fax/scanner in admin.</p> <p>Copier Maintenance contract</p> <p>Overages (estimate)</p>	<p>This account is for maintenance to office equipment; service &amp; repair to copier/fax/scanner in admin.</p> <p>Copier Maintenance contract</p> <p>Overages (estimate)</p>
4224	Hazardous Response	16,581	<p>Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District.</p> <p>Expenses related to mitigating hazardous conditions (excavators, demolition, etc)</p>	<p>Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District.</p> <p>Expenses related to mitigating hazardous conditions (excavators, demolition, etc)</p>
4227	Ambulance Billing	109,763	<p>Fees paid to contract for ambulance billing and collection services.</p> <p>This fee is based on 5.5% of all funds collected.</p> <p>Also includes a fee for mailing HIPPA Compliance letters.</p>	<p>Fees paid to contract for ambulance billing and collection services.</p> <p>This fee is based on 5.5% of all funds collected.</p> <p>Also includes a fee for mailing HIPPA Compliance letters.</p>

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-ADMINISTRATION**

**DEPT # - 40200**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
			Offset- Revenue Ambulance Fees GF 1-3333 3 Yr Avg - \$92,078	3 Yr Avg - \$69,259
4232 Ambulance Supplies		183,440	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 (28 units) 20,709 Oxygen rental and usage 3,657 Power Load and Power Stretcher annual maintenance agreement 11,236 Supplies 72,400 Knox MedVault Replacement. Current units no longer supported (2 of 6 req)(year 1 of 3 year plan) 4,000 Needle disposal service for ambulance needles 1,200 Lifepak 15 Replacement for 2 units - Our version has a computer board that can no longer be replaced 54,000 Cyanokits 6 needed 7,800	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 Oxygen rental and usage 3,550 Power Load, Power Stretcher and stair chair annual maintenance agreement 8,824 Supplies 70,292  Needle disposal service for ambulance needles 1,200 Lifepak 1000 - replace Lifepak 500 on command car that is no longer supported by manufacturer 2,080

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-ADMINISTRATION**

**DEPT # - 40200**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4406	Printing & Binding	1,745	Equipment replacement for ambulances - replace equipment that has exceeded service life. (Phase in over 3 years)  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 wgtd avg=2,089)	8,438  Equipment replacement for ambulances - replace equipment that has exceeded service life. (Phase in over 3 years)  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 wgtd avg=2,325)
4409	Test Services	5,500	Expenses related to conducting annual promotional exams for Battalion Chief, Captain, Lieutenant, and Fire Inspector. Firefighter Candidate interviews, polygraph and psychological testing.	5,500  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.
4410	Advertising	660	Legal notices for equipment bids & Fire code change notifications  Also includes Employment Advertising (3 yr wgtd avg = 660)	5,908  Legal notices for equipment bids & Fire code change notifications  Also includes Employment Advertising (3 yr wgtd avg = 1,546)
4412	Training Expenses	33,485	All expenses related to training and professional development:  Dues & Subscriptions	4,735  All expenses related to training and professional development:  Dues & Subscriptions
				4,597

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-ADMINISTRATION**

**DEPT # - 40200**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>
			Leadership Academy - 3 day course consisting of professional development for all company officers up to and including all chief officers. (held twice each year to capture all members)	5,000	Firefighter Certification and skills and development -NH Fire Academy
			Instruction Fees—Costs associated with classes at Salem Fire Dept.	15,500	Instruction Fees—Costs associated with classes at Salem Fire Dept.
			Outside Training—Off-site training & professional development	5,000	Outside Training—Off-site training & professional development
			Rehab Supplies	2,500	Rehab Supplies
			Meeting Expenses	750	Meeting Expenses
4440	Equipment Rental	2,356	Postage meter rental	414	Postage meter rental
			Document disposal container rental	400	Document disposal container rental
			Copier Lease Agreement	1,542	Copier Lease Agreement
4451	Postage	863	Costs of packaging, mailing and shipping. (3 yr avg - 863)		Costs of packaging, mailing and shipping. (3 yr avg - 1,974)
4603	Emergency Management	35,995	Emergency Operations Center (EOC) telephone lines (4)	1,500	Emergency Operations Center (EOC) telephone lines (4)
			EOC equipment, charts, signs	750	EOC equipment, charts, signs
			Emergency Management communications equip.	5,000	Emergency Management communications equip.
			Pandemic- Health and Safety PPE- FD EMS	17,745	
			Town of Salem 5 year Emergency Operations Plan Update	11,000	

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>FIRE-SUPPRESSION</b>									
40210 - 4090	REGULAR PAY	4,098,850	4,342,034	4,031,089		4,363,524	4,363,524	4,363,524	4,363,524
40210 - 4093	REPLACEMENT PAY	1,220,545	1,195,894	1,285,602		1,222,894	1,222,894	1,222,894	1,222,894
40210 - 4096	LONGEVITY	5,560	5,560	5,560		3,160	3,160	3,160	3,160
40210 - 4097	INCENTIVE PAY	599,800	628,011	621,318		646,956	647,220	647,220	647,220
40210 - 4098	OVERTIME PAY/CALL BACK	149,043	215,428	208,422		215,428	215,428	215,428	215,428
40210 - 4110	HOLIDAY PAY	51,033	60,000	80,937		60,000	60,034	60,034	60,034
40210 - 4170	RETIREMENT	1,874,835	1,926,146	1,846,496		2,071,510	2,071,510	2,071,510	2,071,510
40210 - 4171	DISABILITY INSURANCE	1,465	1,764	1,940		3,023	3,023	3,023	3,023
40210 - 4172	WORKERS' COMPENSATION	419,450	574,428	532,428		621,759	598,300	598,300	598,300
40210 - 4174	FICA-SOCIAL SECURITY	87,184	97,977	92,091		100,127	100,127	100,127	100,127
40210 - 4176	HEALTH INSURANCE	1,736,114	1,853,780	1,812,254		2,056,588	1,975,865	1,975,865	1,975,865
40210 - 4177	UNEMPLOYMENT COMPENSATION	2,984	2,940	2,451		2,730	2,730	2,730	2,730
40210 - 4178	LIFE INSURANCE	12,246	12,850	12,716		12,924	12,924	12,924	12,924
40210 - 4179	DENTAL INSURANCE	67,523	71,514	62,069		73,151	64,203	64,203	64,203
40210 - 4223	ACADEMIC REIMBURSEMENT	-	3,000	-		-	-	-	-

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
40210 - 4225	BREATHING APPARATUS	24,239	12,376	37,541		12,376	12,376	12,376	12,376
40210 - 4228	FIRE HOSE	-	6,574	10,587		6,574	6,574	6,574	6,574
40210 - 4229	WATER SUPPLY MAINTENANCE	236	500	-		500	500	500	500
40210 - 4230	FIREFIGHTING SUPPLIES	57,904	61,640	78,934		77,313	77,313	77,313	77,313
40210 - 4412	EMS TRAINING	8,240	39,868	38,787		39,468	39,468	39,468	39,468
40210 - 4602	FIRE EQUIPMENT	13,897	25,000	16,434		25,000	25,000	25,000	25,000
40210 - 4611	EMS CERTIFICATION	12,874	14,900	13,627		16,800	16,800	16,800	16,800
SUBTOTAL		10,444,021	11,152,184	10,791,282		11,631,805	11,518,973	11,518,973	11,518,973

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
FIRE SUPPRESSION - 40210				
4090	BATTALION CHIEFS (4)	0	315,552	311,600
	CAPTAINS (3)	0	214,254	223,452
	LIEUTENANTS (9)	0	613,366	623,624
	FIREFIGHTER/PARAMEDIC (52)	0	3,058,701	3,065,232
	INSPECTOR (FIREFIGHTER)	0	67,525	69,562
	MECHANIC	0	72,636	70,054
			4,342,034	4,363,524

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-SUPPRESSION**

**DEPT # - 40210**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4093	Replacement Pay	1,222,894	<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</p> <p>(182.50 Shifts/member)</p> <hr/> <p>3 Yr weighted average of leave use:</p> <p>2,548 shifts/yr</p> <hr/> <p>2,548 replacement shifts needed  <math>\text{@ } 516.48 \text{ (avg.) } = 1,315,991</math></p> <p>3 Year Weighted Average - 1,161,750</p> <p>Overspent in 2019 by \$177,976  Overspent in 2018 by \$27,163  Overspent in 2017 by \$27,268</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</p> <p>(182.50 Shifts/member)</p> <hr/> <p>3 Yr weighted average of leave use:</p> <p>2,329 shifts/yr</p> <hr/> <p>2,329 replacement shifts needed  <math>\text{@ } 513.48 \text{ (avg.) } = 1,195,894</math></p> <p>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>
4096	Longevity	3,160	<p>Costs are contractual obligations under the collective bargaining agreement.</p> <p>Eligible Employees receive \$200 after 5 years of service and \$40 for each additional year of service.</p> <p>(covers 3 remaining Grandfathered employees)</p>	<p>Costs are contractual obligations under the collective bargaining agreement.</p> <p>Eligible Employees receive \$200 after 5 years of service and \$40 for each additional year of service.</p> <p>(covers 5 remaining Grandfathered employees)</p>

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-SUPPRESSION**

**DEPT # - 40210**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>																																								
4097	Incentive Pay	647,220	<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> <table> <tr> <td>Emergency Medical Technician - 72 of 72</td> <td>6.50%</td> <td>Emergency Medical Technician - 72 of 72</td> <td>6.50%</td> </tr> <tr> <td>Advanced Emergency Medical Technician - 56 of 72</td> <td>2.50%</td> <td>Advanced Emergency Medical Technician - 55 of 72</td> <td>2.50%</td> </tr> <tr> <td>Defibrillator Cert – 72 of 72</td> <td>1.50%</td> <td>Defibrillator Cert – 72 of 72</td> <td>1.50%</td> </tr> <tr> <td>Firefighter -Level II – 20 of 72</td> <td>3.00%</td> <td>Firefighter -Level II – 25 of 72</td> <td>3.00%</td> </tr> <tr> <td>Firefighter -Level III – 52 of 72</td> <td>4.50%</td> <td>Firefighter -Level III – 48 of 72</td> <td>4.50%</td> </tr> </table>	Emergency Medical Technician - 72 of 72	6.50%	Emergency Medical Technician - 72 of 72	6.50%	Advanced Emergency Medical Technician - 56 of 72	2.50%	Advanced Emergency Medical Technician - 55 of 72	2.50%	Defibrillator Cert – 72 of 72	1.50%	Defibrillator Cert – 72 of 72	1.50%	Firefighter -Level II – 20 of 72	3.00%	Firefighter -Level II – 25 of 72	3.00%	Firefighter -Level III – 52 of 72	4.50%	Firefighter -Level III – 48 of 72	4.50%	<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> <table> <tr> <td>Emergency Medical Technician - 72 of 72</td> <td>6.50%</td> <td>Emergency Medical Technician - 72 of 72</td> <td>6.50%</td> </tr> <tr> <td>Advanced Emergency Medical Technician - 55 of 72</td> <td>2.50%</td> <td>Advanced Emergency Medical Technician - 55 of 72</td> <td>2.50%</td> </tr> <tr> <td>Defibrillator Cert – 72 of 72</td> <td>1.50%</td> <td>Defibrillator Cert – 72 of 72</td> <td>1.50%</td> </tr> <tr> <td>Firefighter -Level II – 25 of 72</td> <td>3.00%</td> <td>Firefighter -Level II – 25 of 72</td> <td>3.00%</td> </tr> <tr> <td>Firefighter -Level III – 48 of 72</td> <td>4.50%</td> <td>Firefighter -Level III – 48 of 72</td> <td>4.50%</td> </tr> </table>	Emergency Medical Technician - 72 of 72	6.50%	Emergency Medical Technician - 72 of 72	6.50%	Advanced Emergency Medical Technician - 55 of 72	2.50%	Advanced Emergency Medical Technician - 55 of 72	2.50%	Defibrillator Cert – 72 of 72	1.50%	Defibrillator Cert – 72 of 72	1.50%	Firefighter -Level II – 25 of 72	3.00%	Firefighter -Level II – 25 of 72	3.00%	Firefighter -Level III – 48 of 72	4.50%	Firefighter -Level III – 48 of 72	4.50%
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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, training sessions, mechanic, EMS Committee.</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>																																								

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-SUPPRESSION**

**DEPT # - 40210**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4110	Holiday Pay	60,034	Lump sum payment provided to firefighting personnel for each holiday not used. It is estimated that on avg. each member will redeem 3.5 of their 12 holiday shifts @ 1/4 of a week's pay per holiday redeemed at straight-time rate.	Lump sum payment provided to firefighting personnel for each holiday not used. It is estimated that on avg. each member will redeem 3.5 of their 12 holiday shifts @ 1/4 of a week's pay per holiday redeemed at straight-time rate.
4223	Academic Reimbursement	-	Tuition reimbursement for firefighting personnel who complete accredited job related courses in accordance with the collective bargaining agreement.  Moved to Employee Benefits	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  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.	Masks/Regulators & Voice Amp Units  Misc. - Includes: maintenance, parts & cyclic hydrostatic testing for 68 units, 132 cylinders & 5 RIT packs, maintenance for 2 cascade systems, air quality tests, fit test machine calibration, and Posicheck calibration.
4228	Fire Hose	6,574	Annual replacements of hose due to age and wear and tear.  500' - 4" 800' - 1.75" 400' - 2.50"	Annual replacements of hose due to age and wear and tear.  500' - 4" 800' - 1.75" 400' - 2.50"
4229	Water Supply Maintenance	500	Items needed to maintain cisterns (8), pipes, strainers, caps, signs etc.  Repairs to Cisterns Misc. Maintenance	Items needed to maintain cisterns (8), pipes, strainers, caps, signs etc.  Repairs to Cisterns Misc. Maintenance

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-SUPPRESSION**

**DEPT # - 40210**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4230	Firefighting Supplies	77,313	<p>Firefighter protective clothing. Includes costs for boots, gloves, hoods and face shields, maintaining compliance with the National Fire Protection Association Firefighting Safety Standard for initial issues as well as replacements</p> <p>(15 sets Coat, Pants, Boots, Hood, Gloves) (\$4,525 each)</p> <p>Boots (2 Pair) 958</p> <p>Gloves (10 Pair) 1,050</p> <p>Hoods (10) 1,100</p> <p>Extrication Gloves (4) 280</p> <p>Turnout Gear Repairs 2,500</p> <p>Reflective Vests (10) 750</p> <p>Helmets (4) 2,800</p>	<p>Firefighter protective clothing. Includes costs for boots, gloves, hoods and face shields, maintaining compliance with the National Fire Protection Association Firefighting Safety Standard for initial issues as well as replacements</p> <p>(15 sets Coat, Pants, Boots, Hood, Gloves) (\$3,494 each) (increase from 13 sets to maintain rotation)</p> <p>Boots (2 Pair) 790</p> <p>Gloves (10 Pair) 1,050</p> <p>Hoods (10) 1,080</p> <p>Extrication Gloves (4) 260</p> <p>Turnout Gear Repairs 2,500</p> <p>Reflective Vests (10) 750</p> <p>Helmets (4) 2,800</p>
4412	EMS Training	39,468	<p>AEMT Course 1,600</p> <p>Paramedic Course (2) 22,000</p> <p>Instructor Training 2,520</p> <p>Dues and Subscriptions - EMS 1,148</p> <p>Outside Training 2,450</p> <p>Meeting expenses 250</p> <p>CPR Training Supplies 2,000</p> <p>CPR Training-public (offset to revenue GF 1-3336) 7,500</p>	<p>AEMT Course 3,000</p> <p>Paramedic Course (2) 21,000</p> <p>Instructor Training 2,520</p> <p>Dues and Subscriptions - EMS 1,148</p> <p>Outside Training 2,450</p> <p>Meeting expenses 250</p> <p>CPR Training Supplies 2,000</p> <p>CPR Training-public (offset to revenue) 7,500</p>

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-SUPPRESSION**

**DEPT # - 40210**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4602	Fire Equipment	25,000	<p>Firefighting tools and equipment used in day-to-day fire department emergency operations including: Safety Equipment, nozzles, fittings, adapters, flashlights, axes, saws, ladders, thermal imaging camera, fire extinguishers, roof saws, cones, sump pumps, foam.</p> <p>Standard equipment 25,000</p>	<p>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.</p> <p>Standard equipment 25,000</p>
4611	EMS Certification	16,800	<p>Cost of instructor services for required medical training and recertification courses. New National Continued Competency Requirement Refresher Program targets specific organizational, state, and national topics.</p> <p>Mandatory continuing education for Emergency Medical Technicians (18 EMTs, 37 AEMTs, and 18 Paramedics) including CPR recert and 96 hours of con-ed</p> <p>National Continued Competency Requirement (NCCR)</p> <p>NREMT recertification fees 840</p> <p>(Above are based on the number of individuals due)</p>	<p>Cost of instructor services for required medical training and recertification courses. New National Continued Competency Requirement Refresher Program targets specific organizational, state, and national topics.</p> <p>Mandatory continuing education for Emergency Medical Technicians (24 EMTs, 24 AEMTs, and 18 Paramedics) including CPR recert and 96 hours of con-ed including ACLS and PALS.</p> <p>National Continued Competency Requirement (NCCR)</p> <p>NREMT recertification fees 840</p> <p>(Above are based on the number of individuals due)</p>

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>FIRE-COMMUNICATIONS</b>									
40220 - 4090	REGULAR PAY	228,415	238,294	224,074		244,711	244,711	244,711	244,711
40220 - 4092	TEMPORARY PAY	36,093	40,400	44,547		39,468	39,468	39,468	39,468
40220 - 4093	REPLACEMENT PAY	55,921	52,920	72,745		55,011	55,011	55,011	55,011
40220 - 4097	INCENTIVE PAY	4,600	4,885	4,753		4,885	4,885	4,885	4,885
40220 - 4098	OVERTIME PAY	1,995	2,462	4,981		2,320	2,320	2,320	2,320
40220 - 4110	HOLIDAY PAY	714	2,320	3,996		2,320	2,320	2,320	2,320
40220 - 4170	RETIREMENT	36,213	33,612	39,299		39,504	39,504	39,504	39,504
40220 - 4171	DISABILITY INSURANCE	217	393	-		405	405	405	405
40220 - 4172	WORKERS' COMPENSATION	1,066	794	738		836	836	836	836
40220 - 4174	FICA-SOCIAL SECURITY	22,831	26,108	24,455		27,842	27,842	27,842	27,842
40220 - 4176	HEALTH INSURANCE	90,877	95,040	91,486		118,158	112,817	112,817	112,817
40220 - 4177	UNEMPLOYMENT COMPENSATION	288	341	235		335	335	335	335
40220 - 4178	LIFE INSURANCE	680	701	687		727	727	727	727
40220 - 4179	DENTAL INSURANCE	3,595	3,872	3,304		3,987	3,498	3,498	3,498
40220 - 4233	ALARM MAINTENANCE	2,284	9,800	73,555		9,800	9,800	9,800	9,800

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
40220 - 4412	TRAINING EXPENSE	229	700	119		1,880	1,880	1,880	1,880
40220 - 4450	TELEPHONE	42,678	47,241	45,676		44,623	44,623	44,623	44,623
40220 - 4456	RADIO MAINTENANCE	4,526	13,500	13,499		13,500	13,500	13,500	13,500
SUBTOTAL		533,222	573,383	648,149		610,312	604,482	604,482	604,482

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
FIRE COMMUNICATIONS - 40220				
4090	COMMUNICATIONS SUPERVISOR	0	60,994	63,311
	DISPATCHERS (4)	0	177,300	181,400
			-----	-----
			238,294	244,711

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-COMMUNICATIONS**

**DEPT # - 40220**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4092	Temporary Pay	39,468	Hourly wages paid to part-time dispatchers to cover 104 open shifts and 98 weekday shifts.  Total # of Shifts 202	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
4093	Replacement Pay	55,011	Coverage for dispatcher's vacations, sick leave, personal days, etc. Approx. 219 shifts are covered by full time dispatchers or firefighters.  (3 yr wgtd avg.-55,011)	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.)
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	2,320	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.-2,320	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
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. 1,433	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.
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 3,000  Emergency outside Radio Box Repairs 3,600

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-COMMUNICATIONS**

**DEPT # - 40220**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
			Recorder Maint. Contract Traffic Light Repairs	Recorder Maint. Contract Traffic Light Repairs
4412 Training Expense	1,880		Professional development training 5 Dispatchers 2 Part-time Dispatchers APCO Membership	Professional development training 5 Dispatchers 2 Part-time Dispatchers
4450 Telephone	44,623		Annual costs for all telephone services: Business Lines (5) Fax Lines (2) Station House Phones (3) Automatic Number Identifier (ANI) Automatic Location Identifier (ALI) Radio Circuit Lines (1) Direct lines to Police Dept. & Sub-Stations (3) Cellular Phones (17) Broadband Communications (aircards) BCN Communications Service Long Distance Calls Emergency Repairs, Equipment, Parts, Line Maintenance Volk Alarm Line (2) Station Control Circuits (House Lights etc.) High speed fiber-Comcast - 2 lines	Annual costs for all telephone services: Business Lines (5) Fax Lines (2) Station House Phones (3) Automatic Number Identifier (ANI) Automatic Location Identifier (ALI) Radio Circuit Lines (1) Direct lines to Police Dept. & Sub-Stations (3) Cellular Phones (17) Broadband Communications (aircards) BCN Communications Service Long Distance Calls Emergency Repairs, Equipment, Parts, Line Maintenance Volk Alarm Line (2) Station Control Circuits (House Lights etc.) High speed fiber-Comcast - 2 lines
4456 Radio Maintenance	13,500		Repairs and maintenance Base Stations (4) -Very High Frequency (VHF) (2) -Ultra High Frequency (UHF) (2)	Repairs and maintenance Base Stations (4) -Very High Frequency (VHF) (2) -Ultra High Frequency (UHF) (2)

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-COMMUNICATIONS**

**DEPT # - 40220**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
			Mobiles (24)	Mobiles (24)
			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
		1,000		1,000
			Portable Radio Batteries	Portable Radio Batteries
		2,500		2,500

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
<b>FIRE-STATIONS</b>								
40230 - 4235	SMALL TOOLS & EQUIP.	10,864	10,393	9,111	10,393	10,393	10,393	10,393
40230 - 4237	GAS & OIL	64,055	71,464	54,135	68,901	68,901	68,901	68,901
40230 - 4452	BUILDING MAINTENANCE	7,588	6,780	10,274	7,379	7,379	7,379	7,379
40230 - 4458	VEHICLE MAINTENANCE	76,511	85,692	97,826	79,970	79,970	79,970	79,970
40230 - 4600	OFFICE FURNITURE & APPLIANCES	9,823	3,215	2,899	3,215	3,215	3,215	3,215
SUBTOTAL		168,841	177,544	174,245	169,858	169,858	169,858	169,858
<b>CENTRAL STATION #1</b>								
40231 - 4452	BUILDING MAINTENANCE	24,480	22,750	34,358	26,850	26,850	26,850	26,850
40231 - 4495	HEAT	8,116	11,505	5,837	8,802	8,802	8,802	8,802
40231 - 4496	ELECTRICITY	17,342	18,236	17,248	17,972	17,972	17,972	17,972
40231 - 4497	OTHER UTILITIES	2,615	2,744	2,527	2,687	2,687	2,687	2,687
SUBTOTAL		52,553	55,235	59,970	56,311	56,311	56,311	56,311

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
<b>OLD NORTH STATION</b>								
40232 - 4452	BUILDING MAINTENANCE	4,897	275	3,659	-	-	-	-
40232 - 4495	HEAT	620	752	372	-	-	-	-
40232 - 4496	ELECTRICITY	334	362	387	-	-	-	-
SUBTOTAL		5,851	1,389	4,418	-	-	-	-
<b>SOUTH STATION #3</b>								
40233 - 4452	BUILDING MAINTENANCE	11,480	9,800	9,751	11,100	11,100	11,100	11,100
40233 - 4495	HEAT	8,699	11,851	7,674	9,728	9,728	9,728	9,728
40233 - 4496	ELECTRICITY	5,072	5,254	5,022	5,244	5,244	5,244	5,244
40233 - 4497	OTHER UTILITIES	1,132	1,000	1,384	1,048	1,048	1,048	1,048
SUBTOTAL		26,383	27,905	23,831	27,120	27,120	27,120	27,120

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b><i>NORTH STATION #2</i></b>									
40234 - 4452	BUILDING MAINTENANCE	10,238	10,100	7,231		12,850	12,850	12,850	12,850
40234 - 4495	HEAT	10,792	10,269	6,953		11,219	11,219	11,219	11,219
40234 - 4496	ELECTRICITY	6,468	6,691	6,928		6,596	6,596	6,596	6,596
40234 - 4497	OTHER UTILITIES	599	440	345		552	552	552	552
SUBTOTAL		28,097	27,500	21,457		31,217	31,217	31,217	31,217
TOTAL-STATIONS		281,725	289,573	283,921		284,506	284,506	284,506	284,506

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-STATIONS**

**DEPT # - 40230**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4235	Small Tools	10,393	Tools/replacement and specialized equipment used by department mechanic.  Tools/replacement equipment	Tools/replacement and specialized equipment used by department mechanic.  Tools/replacement equipment
			7,895	7,895
			Subscriptions to Vehicle Diagnostic Programs (shared with DPW)	Subscriptions to Vehicle Diagnostic Programs (shared with DPW)
			2,498	2,498
4237	Gas & Oil	68,901	Fuel Estimate: 19,191 gallons of diesel @ 2.35 and 8,684 gallons of gasoline @ 2.05  DEF, Oils, waste oil, etc. (drums/quarts)	Fuel Estimate: 19,563 gallons of diesel @ 2.35 and 9,508 gallons of gasoline @ 2.05  Oils, waste oil, etc. (drums/quarts)
			62,901	65,464
			6,000	6,000
4452	Building Maintenance	7,379	Supplies and equipment used for building maintenance in all fire stations. Light bulbs, cleansers, paper towels, toilet paper, trash bags, mops, sponges, buffer pads & shop safety equipment, pest control products. Pandemic cleaning supplies  3 yr wgtd. avg - 7,379	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 wgtd. avg - 7,438
4458	Vehicle Maintenance	79,970	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**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-STATIONS**

**DEPT # - 40230**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
			<p>Services provided by private suppliers, including major repairs and repairs that require special expertise, such as tire mounting, emission tests, spring replacements, and major mechanical repairs &amp; tests e.g. pump tests, ladder testing.</p> <p>Supplies including grease, rags, wax, paints, mechanic overalls, etc. Replacement of tires for Fire Department apparatus, cars &amp; ambulances.</p> <p>3 yr wgtd avg (79,970) 79,970            (Includes maintenance of Inspections vehicles)</p>	<p>Services provided by private suppliers, including major repairs and repairs that require special expertise, such as tire mounting, emission tests, spring replacements, and major mechanical repairs &amp; tests e.g. pump tests, ladder testing.</p> <p>Supplies including grease, rags, wax, paints, mechanic overalls, etc. Replacement of tires for Fire Department apparatus, cars &amp; ambulances.</p> <p>3 yr wgtd avg (82,692) 82,692            (Includes maintenance of Inspections vehicles)</p> <p>Body work (rust mitigation) 3,000</p>
4600	Office Furniture & Appliances	3,215	All Appliances, including refrigerators, stoves, dishwashers, washing machines, chairs, dryers and miscellaneous office furniture for all three stations.	All Appliances, including refrigerators, stoves, dishwashers, washing machines, chairs, dryers and miscellaneous office furniture for all three stations.
			3,215	3,215

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-CENTRAL STATION #1**

**DEPT # - 40231**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4452	Building Maintenance	26,850	Maintenance and repair costs for Central Fire Station as follows:  Constructed in 1967 Exhaust System Maintenance HVAC Maintenance (includes duct cleaning, milkicide tx, odor neut. UV) Electrical Repairs Plumbing Supplies & Repair Overhead Door Repair Building/Grounds Maintenance Generator Maintenance Quarterly Building Decon / disinfecting Alarm Monitoring (panic buttons)	Maintenance and repair costs for Central Fire Station as follows:  Exhaust System Maintenance HVAC Maintenance Electrical Repairs Plumbing Supplies & Repair Overhead Door Repair Building/Grounds Maintenance Generator Maintenance
4495	Heat	8,802	Heating and air conditioning costs for Central Fire Station.  7,789 therms (3 yr wgtd avg) natural gas @ \$1.13/therm	Heating and air conditioning costs for Central Fire Station.  8,586 therms (3 yr wgtd avg) natural gas @ \$1.34/therm
4496	Electricity	17,972	Electricity costs for Central Fire Station. Based on 3 yr wgtd avg plus 3%	Electricity costs for Central Fire Station. Based on 3 yr wgtd avg plus 3%
4497	Other Utilities	2,687	Water and sewer charges. (3 yr wgtd avg. - 2,687)	Water and sewer charges. (3 yr wgtd avg. - 2,744)

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-SOUTH STATION #3**

**DEPT # - 40233**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4452	Building Maintenance	11,100	Maintenance and repair costs for South Fire Station as follows:  Constructed in 1974 Exhaust System Maintenance HVAC Maintenance Electrical Repairs Plumbing Supplies & Repair Overhead Door Repair Building/Grounds Maintenance Generator Maintenance Fire Alarm Annual Inspection Sprinkler Annual Inspection Pressure Vessel Inspections State of NH Pest Control Quarterly Building Decon / disinfecting)	Maintenance and repair costs for South Fire Station as follows:  Exhaust System Maintenance HVAC Maintenance Electrical Repairs Plumbing Supplies & Repair Overhead Door Repair Building/Grounds Maintenance Generator Maintenance Fire Alarm Annual Inspection Sprinkler Annual Inspection Pressure Vessel Inspections State of NH Pest Control
4495	Heat	9,728	Heating costs for South Fire Station. 4,567 gal of propane @ \$2.13/gallon	Heating costs for South Fire Station. 5,564 gal of propane @ \$2.13/gallon
4496	Electricity	5,244	Electricity costs for South Fire Station . Based on 3 yr wgtd avg plus 3%	Electricity costs for South Fire Station . Based on 3 yr wgtd avg plus 3%
4497	Other Utilities	1,048	Water and sewer charges. (3 yr wgtd avg. – 1,048)	Water and sewer charges. (3 yr wgtd avg. – 886)

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - FIRE-NORTH STATION #2**

**DEPT # - 40234**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4452	Building Maintenance	12,850	Maintenance and repair costs for North Fire Station as follows:  Constructed in 2005 Exhaust System Maintenance HVAC Maintenance Electrical Repairs Plumbing Supplies & Repair Overhead Door Repair Building/Grounds Maintenance Generator Maintenance Fire Alarm Maintenance Fire Sprinkler Maintenance Septic/Grey Water Pest Control Quarterly Building Decon / disinfecting	Maintenance and repair costs for North Fire Station as follows:  Exhaust System Maintenance HVAC Maintenance Electrical Repairs Plumbing Supplies & Repair Overhead Door Repair Building/Grounds Maintenance Generator Maintenance Fire Alarm Maintenance Fire Sprinkler Maintenance Septic/Grey Water
4495	Heat	11,219	Heating costs for North Fire Station. 5,267 gal (3 yr wgtd avg) of propane @ \$2.13/gallon	Heating costs for North Fire Station. 4,821 gal (3 yr wgtd avg) of propane @ \$2.13/gallon
4496	Electricity	6,596	Electricity costs for North Fire Station. Based on 3 yr wgtd avg plus 3%	Electricity costs for North Fire Station. Based on 3 yr wgtd avg plus 3%
4497	Other Utilities	552	Water charges. (3 yr wgtd avg. – 552)	Water charges. (3 yr wgtd avg. – 440)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>FIRE-INSPECTIONAL SERVICES</b>									
40240 - 4090	REGULAR PAY	434,206	440,931	400,527		427,864	432,479	432,479	432,479
40240 - 4092	TEMPORARY PAY	81,418	82,823	50,683		85,579	85,579	85,579	85,579
40240 - 4170	RETIREMENT	48,931	49,252	44,717		53,975	54,502	54,502	54,502
40240 - 4171	DISABILITY INSURANCE	3,697	3,740	3,461		3,691	3,715	3,715	3,715
40240 - 4172	WORKERS' COMPENSATION	31,220	22,179	20,317		22,882	22,531	22,531	22,531
40240 - 4174	FICA-SOCIAL SECURITY	36,428	40,067	31,591		39,279	39,632	39,632	39,632
40240 - 4176	HEALTH INSURANCE	124,668	154,248	116,510		172,942	166,774	166,774	166,774
40240 - 4177	UNEMPLOYMENT COMPENSATION	378	336	302		312	312	312	312
40240 - 4178	LIFE INSURANCE	1,088	1,238	1,026		1,195	1,204	1,204	1,204
40240 - 4179	DENTAL INSURANCE	5,165	6,386	4,347		6,956	6,193	6,193	6,193
40240 - 4231	INSPECTIONAL SERVICES SUPPLIES	3,256	5,275	1,509		5,275	5,275	5,275	5,275
40240 - 4400	CONTRACTED SERVICES	23,310	16,490	58,460		21,080	21,080	21,080	21,080
40240 - 4405	MEMBERSHIPS & PUBLICATIONS	3,230	2,869	1,493		2,869	2,869	2,869	2,869
40240 - 4453	MEETINGS & TRAINING	1,325	1,500	145		1,500	1,500	1,500	1,500
40240 - 4587	RECORDING FEES	121	75	108		75	75	75	75

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
40240 -4810	MOSQUITO CONTROL	52,000	48,000	44,000	52,000	52,000	52,000	52,000
	SUBTOTAL	850,441	875,409	779,577	897,474	895,720	895,720	895,720
	TOTAL-FIRE	13,213,181	14,058,063	13,790,466	14,719,814	14,623,422	14,623,422	14,623,422

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE	2020	2021
		NET CHANGE	BUDGETED SALARY	SALARY
FIRE-INSPECTIONAL SERVICES - 40240				
4090	BUILDING OFFICIALS/INSPECTORS (3)	0	232,245	222,051
	HEALTH OFFICER	0	102,279	102,881
	ADMIN. SECRETARY	0	57,619	58,230
	RECORDS CLERK	0	48,788	49,316
			-----	-----
			440,931	432,479

## 2021 BUDGET WORKSHEET

## DEPT NAME -FIRE - INSPECTATIONAL SERVICES

DEPT # - 40240

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4092	Temporary Pay	85,579	2 PT inspectors @ 24 hrs/wk	85,579 2 PT inspectors @ 24 hrs/wk
4231	Inspectional Services Supplies	5,275	Code Books/Library Inspection/Investigation tools and equipment including evidence collection and photo supplies Fire Prevention/Education Literature Safety Trailer supplies & equip. Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye	2,000 425 2,400 250 200 Code Books/Library Inspection/Investigation tools and equipment including evidence collection and photo supplies Fire Prevention/Education Literature Safety Trailer supplies & equip. Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye
4400	Contracted Services	21,080	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. Septic Inspections/reviews (offsetting revenue GF 1-3371) (3 yr wgtd avg - 20,660)	1,080 20,000 1,080 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. Septic Inspections/reviews (offsetting revenue GF 1-3371) (3 yr wgtd avg - 16,490)
4405	Memberships & Publications	2,869	Prof. Assn. Memberships: NH Building Officials Assn NH Fire Prevention and International Arson Investigators	260 150 Prof. Assn. Memberships: NH Building Officials Assn NH Fire Prevention and International Arson Investigators

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME -FIRE - INSPECTIONAL SERVICES**

**DEPT # - 40240**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
			NH Building Officials Support Staff (2)	100
			Code Subscriptions Service	1,874
			NFPA	175
			ICC	135
			N.H. Health Officers Assoc.	35
			Granite State Designers and Installers	140
4453	Meetings & Training	1,500	ICC Certifications (3)	757
			Code Training & Continuing Education (7 inspectors & 2 Administrative staff)	500
			NH Health Officers Association (Semi-Annual meetings)	198
			Annual Granite State Designers & Installers Conference (1-day)	45
4587	Recording Fees	75	Deed addendums for in-law and accessory apartments (offsetting revenue GF 1-3260)	
4810	Mosquito Control	52,000	Mosquito surveillance, larvicing and adulticiding. Includes annual permit and special event spraying	48,000
			Targeted Spraying	4,000

DEPT.	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2020 BUDGET	2020 EXPENDED (PRE-AUDIT)					
<b>MUNICIPAL SERVICES SUMMARY</b>								
ADMINISTRATION	511,690	528,502	528,153		521,416	519,650	519,650	519,650
GARAGE	45,842	46,146	54,885		43,576	43,576	43,576	43,576
FLEET	491,623	591,124	515,691		603,676	599,331	599,331	599,331
STREETS/SHOPS	2,524,785	2,358,359	1,668,034		1,505,596	1,495,894	1,495,894	1,495,894
WINTER WEATHER	-	-	314,129		1,000,000	850,000	850,000	850,000
SOLID WASTE	1,055,080	1,018,607	1,188,676		1,039,044	1,037,318	1,037,318	1,037,318
PARKS/PROPERTY	409,404	573,752	508,470		578,059	574,099	571,099	571,099
ENGINEERING	642,830	614,179	440,248		598,011	596,956	596,956	596,956
LIGHTING	588,066	654,710	614,107		606,693	606,693	606,693	606,693
<hr/> TOTAL - MUNICIPAL SERVICES		6,269,321	6,385,379	5,832,392	6,496,071	6,323,517	6,320,517	6,320,517

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>MUNICIPAL SERVICES-ADMINISTRATION</b>									
50100 - 4090	REGULAR PAY	307,540	308,607	308,578		310,380	312,085	312,085	312,085
50100 - 4170	RETIREMENT	34,662	34,472	34,443		39,155	39,369	39,369	39,369
50100 - 4171	DISABILITY INSURANCE	2,226	2,232	2,231		2,233	2,241	2,241	2,241
50100 - 4172	WORKERS' COMPENSATION	9,352	8,970	6,587		7,838	7,609	7,609	7,609
50100 - 4174	FICA-SOCIAL SECURITY	22,682	23,608	22,696		23,745	23,875	23,875	23,875
50100 - 4176	HEALTH INSURANCE	74,100	77,565	77,564		85,747	82,570	82,570	82,570
50100 - 4177	UNEMPLOYMENT COMPENSATION	126	126	101		117	117	117	117
50100 - 4178	LIFE INSURANCE	743	746	746		746	749	749	749
50100 - 4179	DENTAL INSURANCE	3,175	3,335	2,968		3,434	3,014	3,014	3,014
50100 - 4182	CLOTHING ALLOWANCE	200	12,141	12,142		12,141	12,141	12,141	12,141
50100 - 4200	OFFICE SUPPLIES	1,299	900	3,166		900	900	900	900
50100 - 4239	DAM REPAIR & MAINTENANCE	29,277	30,150	30,280		9,150	9,150	9,150	9,150
50100 - 4240	FLOOD CONTROL MANAGEMENT	8,400	8,400	8,400		9,100	9,100	9,100	9,100
50100 - 4400	CONTRACTED SERVICES	5,660	2,000	1,572		2,000	2,000	2,000	2,000
50100 - 4405	MEMBERSHIPS & PUBLICATIONS	967	1,140	996		1,140	1,140	1,140	1,140

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
50100 - 4406	PRINTING & BINDING	521	500	714		500	500	500	500
50100 - 4423	MEDICAL EXAMINATIONS	470	1,100	1,420		1,100	1,100	1,100	1,100
50100 - 4450	TELEPHONE	8,541	10,330	10,023		10,438	10,438	10,438	10,438
50100 - 4453	MEETINGS & TRAINING	230	680	606		680	680	680	680
50100 - 4459	EQUIPMENT MAINTENANCE	704	1,500	1,880		872	872	872	872
50100 - 4600	OFFICE FURNITURE & EQUIP.	815	-	394		-	-	-	-
SUBTOTAL		511,690	528,502	528,153		521,416	519,650	519,650	519,650

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
ADMINISTRATION - 50100				
4090	DIRECTOR OF MUNICIPAL SERVICES	0	133,444	135,576
	DEPUTY DIRECTOR MS-OPERATIONS	0	109,333	109,978
	ADMIN. ASSISTANT	0	65,830	66,531
			-----	-----
			308,607	312,085

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - ADMINISTRATION**

**DEPT # - 50100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4182	Clothing Allowance	12,141	Contract requirements (22 employees) (Formerly allocated among MS departments) Uniform Service Boot Allowance	Contract requirements (22 employees) (Formerly allocated among MS departments) 6,691 5,450
4200	Office Supplies	900	Supplies for Public Works Division 3 yr wgtd avg. (1,278)	Supplies for Public Works Division 3 yr wgtd avg. (1,199)
4239	Dam Repairs & Maintenance	9,150	Yearly maintenance to 3 dams and 2 flumes Electronic gate system maint. Annual State Dam Inspection 3 yr wgtd avg. (21,957)	Yearly maintenance to 3 dams and 2 flumes 1,000 4,000 21,000 Annual State Dam Inspection 4,150 3 yr wgtd avg. (7,095)
4240	Flood Control Management	9,100	Maintenance of river gauge @ Cowbell Corners (North Salem) cost of 14,600 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 3 yr wgtd avg. (3,373)	Advertisements and public notices 2,000 3 yr wgtd avg. (3,373)
4405	Memberships & Publications	1,140	For membership in professional organizations: NH Public Works Assn Solid Waste Certifications (5 scales @ 96 ea. & 5 operators @ 50 ea) State scale license APWA Memberships	For membership in professional organizations: NH Public Works Assn 730 40 (5 scales @ 96 ea. & 5 operators @ 50 ea) State scale license 180 160 APWA Memberships 160

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - ADMINISTRATION**

**DEPT # - 50100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>
			NH Road Agents	30	NH Road Agents
4406	Printing & Binding	500	Handout notices for road detours, construction projects, etc. Stationery and envelopes 3 yr wgtd avg. (655)		Handout notices for road detours, construction projects, etc. Stationery and envelopes 3 yr wgtd avg. (1,021)
4423	Medical Exams	1,100	Physicals for employees when requested by the Town Random Drug/Alcohol testing 3 yr wgtd avg. (697)	200 900	Physicals for employees when requested by the Town Random Drug/Alcohol testing 3 yr wgtd avg. (1,105)
4450	Telephone	10,438	Telephone lines, usage, and repairs Cell phone service (5) Broadband communications- aircards- GIS tablets (4) 3 yr wgtd avg. (8,525)	6,039 2,892 1,507	Telephone lines, usage, and repairs Cell phone service (5) Broadband communications- aircards- GIS tablets (7) 3 yr wgtd avg. (8,355)
4453	Meetings & Training	680	Training programs, UNH T2 3 yr wgtd avg. (611)	680	Training programs, UNH T2 3 yr wgtd avg. (804)
4459	Equipment Maintenance	872	Copier maintenance & copies Emergency repairs 3 yr wgtd avg. (872)	872 - 3 yr wgtd avg. (1,232)	Copier maintenance & copies Emergency repairs Time clock maintenance (2) 3 yr wgtd avg. (1,232)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b><i>MUNICIPAL SERVICES-GARAGE</i></b>									
50110 - 4401	CLEANING SERVICES	1,628	5,500	7,600		5,500	5,500	5,500	5,500
50110 - 4495	HEAT	11,690	14,506	9,524		10,433	10,433	10,433	10,433
50110 - 4496	ELECTRICITY	17,601	20,174	18,134		18,876	18,876	18,876	18,876
50110 - 4497	OTHER UTILITIES	1,115	1,250	865		1,091	1,091	1,091	1,091
50110 - 4498	BUILDING REPAIRS	13,809	4,716	18,762		7,676	7,676	7,676	7,676
SUBTOTAL		45,842	46,146	54,885		43,576	43,576	43,576	43,576

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - GARAGE**

**DEPT # - 50110**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>		
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	10,433	Heat for building. Natural Gas. 3 yr wgtd avg. 9,233 @1.13/ therm.			Heat for building. Natural Gas. 3 yr wgtd avg. 10,825 @1.34/ therm.
4496	Electricity	18,876	Based on 3 yr wgtd avg plus 3%			Based on 3 yr wgtd avg plus 3%
4497	Other Utilities	1,091	Town Water Septic pumping Propane for Emergency Generator 3 yr wgtd avg (1,091)	841 250	800 450	Town Water Septic pumping (twice/year) Propane for Emergency Generator 3 yr wgtd avg (967)
4498	Building Repairs	7,676	General maintenance and repairs to DPW buildings and gas system HVAC maintenance contract (6 garage units) Air Intake HVAC repair Fuel System fire suppression testing twice annually (\$300 ea.) Annual maintenance for overhead garage doors Generator Maint Compressor Maint Alarm monitoring 3 yr wgtd avg. (14,055)	924 2,685 600 2,500 500 275 192	924 600 2,500 500 192	General maintenance and repairs to DPW buildings and gas system HVAC maintenance contract (6 garage units) Fuel System fire suppression testing twice annually (\$300 ea.) Annual maintenance for overhead garage doors Generator Maint 3 yr wgtd avg. (23,188)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>MUNICIPAL SERVICES-FLEET</b>									
50120 - 4090	REGULAR PAY	91,315	166,395	111,285		165,853	165,853	165,853	165,853
50120 - 4098	OVERTIME PAY	10,731	5,000	8,894		5,000	5,000	5,000	5,000
50120 - 4170	RETIREMENT	11,549	19,144	13,394		21,554	21,554	21,554	21,554
50120 - 4171	DISABILITY INSURANCE	873	1,590	1,064		1,579	1,579	1,579	1,579
50120 - 4172	WORKERS' COMPENSATION	7,648	8,484	6,243		6,784	6,544	6,544	6,544
50120 - 4174	FICA-SOCIAL SECURITY	7,291	13,112	8,588		13,071	13,071	13,071	13,071
50120 - 4176	HEALTH INSURANCE	46,636	90,160	57,615		99,629	95,954	95,954	95,954
50120 - 4177	UNEMPLOYMENT COMPENSATION	84	126	67		117	117	117	117
50120 - 4178	LIFE INSURANCE	267	494	328		492	492	492	492
50120 - 4179	DENTAL INSURANCE	1,558	3,418	1,911		3,520	3,090	3,090	3,090
50120 - 4182	CLOTHING ALLOWANCE	1,083	-	-		-	-	-	-
50120 - 4237	GAS & OIL	73,128	81,201	85,904		84,077	84,077	84,077	84,077
50120 - 4400	CONTRACTED SERVICES	-	-	3,840		-	-	-	-
50120 - 4456	RADIO MAINTENANCE	2,146	2,000	3,094		2,000	2,000	2,000	2,000

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
50120 - 4458	VEHICLE MAINTENANCE	237,314	200,000	213,463	200,000	200,000	200,000	200,000
	SUBTOTAL	491,623	591,124	515,691	603,676	599,331	599,331	599,331

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
FLEET - 50120				
4090	CHIEF MECHANIC	0	61,777	63,794
	FLEET MECHANIC (2)	0	104,618	102,059
			-----	-----
			166,395	165,853

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - FLEET**

**DEPT # - 50120**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020		
4098	Overtime	5,000	Projects not charged back to Divisional or Departmental accounts.  Projects like vehicle inspections, welding, sandblasting and emergency repairs.  3 yr wgtd avg. (8,806)	Projects not charged back to Divisional or Departmental accounts.  Projects like vehicle inspections, welding, sandblasting and emergency repairs.  3 yr wgtd avg. (4,783)		
4237	Gas & Oil	84,077	3 yr wgtd avg. 13,387 gal of gasoline @ \$2.05  3 yr wgtd avg. 21,759 gal of diesel @ \$2.35  Oil, hydraulic fluid, other lubricants, including waste oil disposal  3 yr wgtd avg. (77,412)	27,443  51,134  5,500	3 yr wgtd avg. 13,744 gal of gasoline @ \$2.05  3 yr wgtd avg. 20,224 gal of diesel @ \$2.35  Oil, hydraulic fluid, other lubricants, including waste oil disposal  3 yr wgtd avg. (82,515)	28,175  47,526  5,500
4456	Radio Maintenance	2,000	Annual repairs/maintenance  3 yr wgtd avg. (3,691)	2,000	Annual repairs/maintenance  3 yr wgtd avg. (2,666)	2,000
4458	Vehicle Maintenance	200,000	Vehicle parts for scheduled and emergency repairs to equipment.  3 yr wgtd avg. (232,219)		Vehicle parts for scheduled and emergency repairs to equipment.  3 yr wgtd avg. (221,630)	

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>MUNICIPAL SERVICES-STREETS/SHOPS</b>									
50130 - 4090	REGULAR PAY	521,502	613,969	555,275		623,201	623,201	623,201	623,201
50130 - 4092	TEMPORARY PAY	40,032	31,040	28,031		31,040	31,040	31,040	31,040
50130 - 4098	OVERTIME PAY	54,854	42,000	61,517		42,000	42,000	42,000	42,000
50130 - 4112	STAND-BY PAY	11,572	11,373	10,968		11,373	11,373	11,373	11,373
50130 - 4170	RETIREMENT	100,563	74,544	85,134		85,349	85,349	85,349	85,349
50130 - 4171	DISABILITY INSURANCE	5,283	5,887	5,498		5,979	5,979	5,979	5,979
50130 - 4172	WORKERS' COMPENSATION	35,923	34,568	25,437		28,094	27,102	27,102	27,102
50130 - 4174	FICA-SOCIAL SECURITY	63,396	53,427	52,832		54,132	54,132	54,132	54,132
50130 - 4176	HEALTH INSURANCE	247,268	266,273	232,345		290,182	277,894	277,894	277,894
50130 - 4177	UNEMPLOYMENT COMPENSATION	552	597	443		554	554	554	554
50130 - 4178	LIFE INSURANCE	1,618	1,821	1,685		1,849	1,849	1,849	1,849
50130 - 4179	DENTAL INSURANCE	8,945	10,587	8,318		11,619	10,197	10,197	10,197
50130 - 4182	CLOTHING ALLOWANCE	5,378	-	-		-	-	-	-
50130 - 4201	MAINTENANCE SUPPLIES	1,217	1,359	1,134		1,274	1,274	1,274	1,274
50130 - 4235	SMALL TOOLS & EQUIP.	2,591	2,500	3,780		2,500	2,500	2,500	2,500

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
50130 - 4238	TRAFFIC & STREET SIGNS	6,122	7,330	8,976	11,830	11,830	11,830	11,830
50130 - 4241	BRIDGE & RAIL SUPPLIES	8,419	8,339	6,366	8,339	8,339	8,339	8,339
50130 - 4242	STREET LINING	58,341	42,000	61,989	50,000	50,000	50,000	50,000
50130 - 4244	GRAVEL/CRUSHED STONE	17,640	9,000	8,082	12,000	12,000	12,000	12,000
50130 - 4245	BITUMINOUS CONCRETE	20,476	24,101	17,635	21,282	26,282	26,282	26,282
50130 - 4246	SAND	-	61	-	61	61	61	61
50130 - 4248	DRAINAGE SUPPLIES	23,452	23,389	18,347	23,389	23,389	23,389	23,389
50130 - 4262	SAFETY	2,489	2,396	829	2,396	2,396	2,396	2,396
50130 - 4266	COLD PATCH	4,297	2,552	2,330	2,552	2,552	2,552	2,552
50130 - 4267	CALCIUM CHLORIDE	3,808	3,811	4,588	3,811	3,811	3,811	3,811
50130 - 4400	CONTRACTED SERVICES	65,468	77,980	65,882	77,980	77,980	77,980	77,980
50130 - 4440	EQUIPMENT RENTAL	11,315	14,500	16,770	14,500	14,500	14,500	14,500
50130 - 4462	TREE REMOVAL	44,691	40,000	63,736	50,000	50,000	50,000	50,000
50130 - 4607	EQUIPMENT	225	2,955	2,692	38,310	38,310	38,310	38,310
50130 - 4983	WINTER WEATHER OPERATIONS	1,157,345	950,000	317,415	-	-	-	-
SUBTOTAL		2,524,785	2,358,359	1,668,034	1,505,596	1,495,894	1,495,894	1,495,894

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
STREETS/SHOPS - 50130				
4090	WORKING FOREMEN (2)	0	121,143	125,518
	HEAVY EQUIP. OPERATORS (6)	0	315,754	315,503
	LIGHT EQUIP. OPERATOR (4)	0	177,072	182,180
		-----	-----	-----
			613,969	623,201

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS**

**DEPT # - 50130**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020	
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 wgtd avg. (44,445)	12,480  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 wgtd avg. (49,591)	12,480  13,560  5,000  12,480  13,560  5,000
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 wgtd avg. (52,629)	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 wgtd avg. (48,950)	
4112	Standby	11,373	Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day  3 yr wgtd avg. (11,462)	Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day  3 yr wgtd avg. (11,293)	
4201	Maintenance Supplies	1,274	Est. cost of maintenance materials (soap, paper products, bug sprays, bulbs, etc.).  3 yr wgtd avg. (1,274)	Est. cost of maintenance materials (soap, paper products, bug sprays, bulbs, etc.).  3 yr wgtd avg. (1,359)	
4235	Small Tools & Equipment	2,500	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.)  3 yr wgtd avg. (2,789)	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.)  3 yr wgtd avg. (2,983)	
4238	Traffic & Street Signs	11,830	Repair and clean existing signs.  Replace signs due to damage, fading, theft and vandalism.	Repair and clean existing signs.  Replace signs due to damage, fading, theft and vandalism.	

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS**

**DEPT # - 50130**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
			Town of Salem Sign 3 yr wgtd avg. (7,005)	4,500 3 yr wgtd avg. (7,330)
4241	Bridge & Rail Repairs	8,339	Guardrail repairs town wide 3 yr wgtd avg. (8,960)	Guardrail repairs town wide 3 yr wgtd avg. (9,398)
4242	Street Lining	50,000	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 wgtd avg. (55,477)	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 wgtd avg. (50,225)
4244	Gravel/Crushed Stone	12,000	Maintenance of gravel roads twice yearly, construction projects, and drainage repairs. Construction projects, pipe installations, backfill drain structures 3 yr wgtd avg. (13,971)	Maintenance of gravel roads twice yearly, construction projects, and drainage repairs. Construction projects, pipe installations, backfill drain structures 3 yr wgtd avg. (5,546)
4245	Bituminous Concrete	26,282	DPW hot top operations to repair sections of roads that require attention on a prioritized yearly basis (Asphalt) 3 yr wgtd avg. (21,282) Includes add'l sidewalk maintenance	21,282 3 yr wgtd avg. (24,512) 23,500 Added Sidewalk Maintenance (Acct- 4268)
4246	Sand	61	Construction projects 3 yr wgtd avg. (29)	Construction projects 3 yr wgtd avg. (61)

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS**

**DEPT # - 50130**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4248	Drainage Supplies	23,389	<p>Maintenance and emergency repairs to existing structures. Continue town wide drainage improvements as needed.</p> <p>Supplies required to repair system failures; culvert pipe, pre-cast concrete structures, frames and grates, etc.</p> <p>3 yr wgtd avg. (25,214)</p>	<p>Maintenance and emergency repairs to existing structures. Continue town wide drainage improvements as needed.</p> <p>Supplies required to repair system failures; culvert pipe, pre-cast concrete structures, frames and grates, etc.</p> <p>3 yr wgtd avg. (25,351)</p>
4262	Safety	2,396	<p>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.</p> <p>Barricades, flags, lights, vests, ear/eye protection, safety films, cones and barrels for traffic control.</p> <p>Training on Hazmat, confined space entry, trenching, and other job related requirements.</p> <p>3 yr wgtd avg. (2,451)</p>	<p>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.</p> <p>Barricades, flags, lights, vests, ear/eye protection, safety films, cones and barrels for traffic control.</p> <p>Training on Hazmat, confined space entry, trenching, and other job related requirements.</p> <p>3 yr wgtd avg. (2,461)</p>
4266	Cold Patch	2,552	<p>Cost of materials to make emergency road repairs</p> <p>3 yr wgtd avg. (3,692)</p>	<p>Cost of materials to make emergency road repairs</p> <p>3 yr wgtd avg. (2,552)</p>
4267	Calcium Chloride	3,811	<p>For stabilization and dust control of gravel roads during the summer.</p> <p>3 yr wgtd avg. (3,901)</p>	<p>For stabilization and dust control of gravel roads during the summer.</p> <p>3 yr wgtd avg. (4,121)</p>
4400	Contracted Services	77,980	<p>Beaver control where public safety is at risk</p> <p>Town wide sidewalk/island weed control</p>	<p>Beaver control where public safety is at risk</p> <p>Town wide sidewalk/island weed control</p>
			1,000	1,000
			14,280	14,280

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS**

**DEPT # - 50130**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
			Annual catch basin cleaning program (no treat/dispose included) 3 yr wgtd avg. (63,027)	Annual catch basin cleaning program (no treat/dispose included) 3 yr wgtd avg. (54,956)
4440	Equipment Rental	14,500	Paving box etc. for in-house hot top operations Large excavator, 10 wheel dump, etc. 3 yr wgtd avg. (12,195)	Paving box etc. for in-house hot top operations Large excavator, 10 wheel dump, etc. 3 yr wgtd avg. (17,177)
4462	Tree Removal	50,000	Scheduled and emergency removal of trees. 3 yr wgtd avg. (43,946)	Scheduled and emergency removal of trees. 3 yr wgtd avg. (43,108)
4607	Equipment	38,310	Chain Saws (2) and Pole Saw Boom Flail	Trench Compactor
4983	Winter Weather Operations	-	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 wgtd avg. (1,085,339) **TRANSFERRED TO NEW DEPT: WINTER WEATHER 50135	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 wgtd avg. (890,051)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>MUNICIPAL SERVICES-WINTER WEATHER</b>									
50135 - 4092	TEMPORARY PAY	-	-	796		5,000	5,000	5,000	5,000
50135 - 4098	OVERTIME PAY	-	-	24,066		200,000	200,000	200,000	200,000
50135 - 4170	RETIREMENT	-	-	3,719		25,230	25,230	25,230	25,230
50135 - 4172	WORKERS' COMPENSATION	-	-	-		8,139	8,139	8,139	8,139
50135 - 4174	FICA-SOCIAL SECURITY	-	-	2,559		15,683	15,683	15,683	15,683
50135 - 4177	UNEMPLOYMENT COMPENSATION	-	-	-		14	14	14	14
50135 - 4400	CONTRACTED SERVICES	-	-	92,355		350,000	350,000	350,000	350,000
50135 - 4983	WINTER WEATHER OPERATIONS	-	-	183,718		395,934	245,934	245,934	245,934
SUBTOTAL		-	-	314,129		1,000,000	850,000	850,000	850,000

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - WINTER WEATHER**

**DEPT # - 50135**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4092	Temporary Pay	5,000	Winter laborers, plow operators, snow shovelers	
4098	Overtime	200,000	Emergency overtime and callouts related to snow and ice removal and treatment	
4400	Contracted Services	350,000	Contracted labor for winter weather operations, e.g. plow operators, sanders, salters.	
4983	Winter Weather Operations	295,934	Sand, salt, and other treatments for winter weather operations, as well as equipment, parts, repairs, and all other expenses related to winter weather equipment.	

\*\*TRANSFERRED FROM STREETS AND SHOPS

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>MUNICIPAL SERVICES-SOLID WASTE</b>									
50200 - 4090	REGULAR PAY	62,172	60,759	66,435		62,699	62,699	62,699	62,699
50200 - 4098	OVERTIME PAY	15,164	15,500	15,907		14,500	14,500	14,500	14,500
50200 - 4170	RETIREMENT	8,999	8,518	9,223		9,866	9,866	9,866	9,866
50200 - 4171	DISABILITY INSURANCE	559	580	579		589	589	589	589
50200 - 4172	WORKERS' COMPENSATION	2,754	2,608	2,152		2,839	2,729	2,729	2,729
50200 - 4174	FICA-SOCIAL SECURITY	6,078	5,834	6,278		5,982	5,982	5,982	5,982
50200 - 4176	HEALTH INSURANCE	14,715	14,786	14,786		16,560	15,017	15,017	15,017
50200 - 4177	UNEMPLOYMENT COMPENSATION	42	42	34		39	39	39	39
50200 - 4178	LIFE INSURANCE	171	179	179		185	185	185	185
50200 - 4179	DENTAL INSURANCE	547	575	512		592	519	519	519
50200 - 4182	CLOTHING ALLOWANCE	444	-	-		-	-	-	-
50200 - 4400	CONTRACTED SERVICES	865,285	834,109	991,953		848,299	848,299	848,299	848,299
50200 - 4406	PRINTING & BINDING	9,951	6,085	5,075		11,380	11,380	11,380	11,380
50200 - 4440	EQUIPMENT RENTAL	7,210	500	-		500	500	500	500
50200 - 4450	TELEPHONE	382	388	381		397	397	397	397

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
50200 - 4452	BUILDING MAINTENANCE	5,370	4,047	9,055		6,487	6,487	6,487	6,487
50200 - 4459	EQUIPMENT MAINTENANCE	249	500	922		1,000	1,000	1,000	1,000
50200 - 4466	PEST CONTROL	1,248	1,248	1,100		1,248	1,248	1,248	1,248
50200 - 4496	ELECTRICITY	1,823	1,989	2,318		1,882	1,882	1,882	1,882
50200 - 4633	HAZARDOUS WASTE COLLECTION	35,058	34,160	40,487		36,000	36,000	36,000	36,000
50200 - 4648	TESTING	16,857	26,200	21,301		18,000	18,000	18,000	18,000
SUBTOTAL		1,055,080	1,018,607	1,188,676		1,039,044	1,037,318	1,037,318	1,037,318

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
SOLID WASTE - 50200				
4090	WORKING FOREMAN	0	60,759	62,699
			60,759	62,699

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE**

**DEPT # - 50200**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4098	Overtime	14,500	Wednesday evenings Saturday replacement due to sick leave, vacation, holidays. 3 yr wgtd avg. (14,143)	Wednesday evenings Saturday replacement due to sick leave, vacation, holidays. 3 yr wgtd avg. (12,976)
4400	Contracted Services	848,299	Loading, hauling & disposal: (tonnage based on 3 yr wgtd avg tons) Trash \$85/ton (8,200 tons) 697,000 Recyclables \$38/tons (2,200 tons) 83,600 Video Devices \$411/ton (59 tons) 24,249 C&D (offset by permit fee GF 1-3365) 18,000 Scale certification 1,400 Brush Grinder Service 19,500 Oil disposal 4,550	Loading, hauling & disposal: (tonnage based on 3 yr wgtd 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
4406	Printing & Binding	11,380	Permit stickers 19,000 cnt. 8,360 C&D tickets 2,000 cnt 1,300 Scale slips 950 Regulations (hand outs) 770 3 yr wgtd avg.(7,954)	Permit stickers 8,500 cnt. 3,715 C&D tickets 1,000 cnt 650 Scale slips 950 Regulations (hand outs) 770 3 yr wgtd avg.(3,353)
4440	Equipment Rental	500	Bull dozer, portable scale, etc. 3 yr wgtd avg. (4,807)	Bull dozer, portable scale, etc. 3 yr wgtd avg. (354)
4450	Telephone	397	Telephone line charge.	397
4452	Building Maintenance	6,487	Paper products, soap 660 Water 535 Toilet rental (2) 1,100	Paper products, soap 660 Water 535 Toilet rental 660

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE**

**DEPT # - 50200**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
			Building repairs Alarm system monitoring 3 yr wgtd avg. (4,584)	Building repairs Alarm system monitoring 3 yr wgtd avg. (3,663)
4459	Equipment Maintenance	1,000	Normal maintenance of loader, scale, oil, filters, etc. Scale repairs 3 yr wgtd avg. (1,690)	Normal maintenance of loader, scale, oil, filters, etc. Scale repairs 3 yr wgtd avg. (5,935)
4466	Pest Control	1,248	Contractual services (104/mo).	Contractual services (104/mo).
4496	Electricity	1,882	Outside lighting. Scale house heat/cooling. Building electricity paid by Hauler under current contract. Based on 3 yr wgtd avg plus 3%	Outside lighting. Scale house heat/cooling. Building electricity paid by Hauler under current contract. Based on 3 yr wgtd avg plus 3%
4633	Hazardous Waste Collection	36,000	One day collection, in the Fall, of household hazardous waste. 3 yr wgtd avg. (32,073)	One day collection, in the Fall, of household hazardous waste. 3 yr wgtd avg. (30,124)
4648	Testing	18,000	Post closure groundwater and methane gas sampling and testing costs at the Shannon Rd site. Management/Engineering Testing (gas, groundwater and storm water) 1,4-dioxane includes PFAS Residential Storm water monitoring	Post closure groundwater and methane gas sampling and testing costs at the Shannon Rd site. Management/Engineering Testing (gas, groundwater and storm water) 1,4-dioxane Storm water monitoring PFOS, PFAS (contam. testing)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>MUNICIPAL SERVICES-PARKS/PROPERTY</b>									
50300 - 4090	REGULAR PAY	176,302	263,386	240,742		271,827	271,827	271,827	271,827
50300 - 4092	TEMPORARY PAY	8,652	12,480	-		12,480	12,480	12,480	12,480
50300 - 4098	OVERTIME PAY	32,638	17,000	32,642		17,000	17,000	17,000	17,000
50300 - 4112	STAND BY PAY	-	-	1,527		-	-	-	-
50300 - 4170	RETIREMENT	23,017	31,320	31,223		36,436	36,436	36,436	36,436
50300 - 4171	DISABILITY INSURANCE	1,596	2,534	2,289		2,608	2,608	2,608	2,608
50300 - 4172	WORKERS' COMPENSATION	10,480	10,256	11,603		16,394	15,789	15,789	15,789
50300 - 4174	FICA-SOCIAL SECURITY	16,767	22,722	21,212		23,051	23,051	23,051	23,051
50300 - 4176	HEALTH INSURANCE	54,217	114,110	76,167		85,376	82,547	82,547	82,547
50300 - 4177	UNEMPLOYMENT COMPENSATION	208	260	139		229	229	229	229
50300 - 4178	LIFE INSURANCE	489	779	702		806	806	806	806
50300 - 4179	DENTAL INSURANCE	2,592	5,264	3,481		4,297	3,771	3,771	3,771
50300 - 4182	CLOTHING ALLOWANCE	2,124	-	-		-	-	-	-
50300 - 4250	MEMORIAL PLANTINGS	2,394	2,394	2,980		2,443	2,443	2,443	2,443
50300 - 4252	GROUNDS MAINTENANCE	18,212	16,000	6,733		17,150	17,150	17,150	17,150

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
50300 - 4253	PARK IMPROVEMENTS	4,033	3,000	2,612		3,000	3,000	3,000	3,000
50300 - 4258	LUMBER & MATERIALS	108	250	263		250	250	250	250
50300 - 4262	SAFETY	268	300	31		300	300	300	300
50300 - 4400	CONTRACTED SERVICES	10,223	7,362	6,229		7,362	7,362	7,362	7,362
50300 - 4450	TELEPHONE	1,301	1,788	1,342		1,508	1,508	1,508	1,508
50300 - 4452	BUILDING MAINTENANCE	4,591	15,496	15,375		5,116	5,116	5,116	5,116
50300 - 4459	EQUIPMENT MAINTENANCE	248	1,000	-		1,000	1,000	1,000	1,000
50300 - 4465	EXPANSION & DEVELOPMENT	18,881	500	1,775		24,223	24,223	21,223	21,223
50300 - 4495	HEAT	4,931	5,493	5,108		5,129	5,129	5,129	5,129
50300 - 4496	ELECTRICITY	1,568	1,527	1,800		1,636	1,636	1,636	1,636
50300 - 4497	OTHER UTILITIES	13,565	10,000	15,740		12,143	12,143	12,143	12,143
50300 - 4607	EQUIPMENT	-	15,036	13,255		12,800	12,800	12,800	12,800
50300 - 4994	SITE REMEDIATION	-	13,495	13,495		13,495	13,495	13,495	13,495
SUBTOTAL		409,404	573,752	508,470		578,059	574,099	571,099	571,099

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
PARKS/PROPERTY - 50300				
4090	WORKING FOREMAN (2)	0	117,771	122,628
	HEAVY EQUIP. OPERATOR	0	56,602	56,439
	LIGHT EQUIP. OPERATOR	0	51,326	52,930
	CUSTODIAN	0	37,687	39,830
			-----	-----
			263,386	271,827

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES**

**DEPT # - 50300**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4092	Temporary Pay	12,480	2 employees for 12 weeks @ \$13/hr 3 yr wgtd avg. (11,240)	2 employees for 12 weeks @ \$13/hr 3 yr wgtd avg. (15,543)
4098	Overtime	17,000	Burials on weekends or other overtime situations, also emergency response/callouts to public buildings. 3 yr wgtd avg. (27,107)	Burials on weekends or other overtime situations, also emergency response/callouts to public buildings. 3 yr wgtd avg. (17,620)
4112	Standby		Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day	
4250	Memorial Plantings	2,443	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 wgtd avg. (2,443)	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 wgtd avg. (2,201)
4252	Grounds Maintenance	17,150	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 wgtd avg. (17,142)	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 wgtd avg. (14,816)
4253	Park Improvements	3,000	Plantings, mulch, flags General improvements  3 yr wgtd avg. (3,686)	Plantings, mulch, flags General improvements  3 yr wgtd avg. (3,015)

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES**

**DEPT # - 50300**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4258	Lumber & Material	250	Building and remodeling projects, fence repairs, etc. 3 yr wgtd avg. (167)	Building and remodeling projects, fence repairs, etc. 3 yr wgtd avg. (273)
4262	Safety	300	Cones, barricades, safety glasses, vests, ear and eye protection. 3 yr wgtd avg. (284)	Cones, barricades, safety glasses, vests, ear and eye protection. 3 yr wgtd avg. (339)
4400	Contracted Services	7,362	General contractor work and labor as needed. 3 yr wgtd avg. (9,606)	General contractor work and labor as needed. 3 yr wgtd avg. (7,362)
4450	Telephone	1,508	Telephone line charge 2 lines (Cemetery and Parks Building) Cell phone - Working Foreman (2)	Telephone line charge 2 lines (Cemetery and Parks Building) Cell phone - Working Foreman (2)
4452	Building Maintenance	5,116	Normal building maintenance for Pine Grove Cemetery, parks building, and other properties. HVAC/Burner maint. for two bldgs. Alarm monitoring (2)  3 yr wgtd avg. (4,463)	Normal building maintenance for Pine Grove Cemetery, parks building, and other properties. HVAC/Burner maint. for two bldgs. Alarm monitoring (2) Oil Tank Removal New Oil Tanks  3 yr wgtd avg. (3,472)
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. 3 yr wgtd avg. (1,181)	Repairs to equipment that require outside service. Parts for in-house service of lawn mowers, weed wackers and power tools. 3 yr wgtd avg. (3,234)
4465	Expansion &	21,223	Blasting in Pine Grove Cemetery	Blasting in Pine Grove Cemetery
				500

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES**

**DEPT # - 50300**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
	Development		Fencing 3 yr wgtd avg. (20,062)	20,723 3 yr wgtd avg. (13,579)
4495	Heat	5,129	Heating oil for Pine Grove Cemetery, Parks Building 3 yr wgtd avg (2,137 gals) @ \$2.40	Heating oil for Pine Grove Cemetery, Parks Building 3 yr wgtd avg (2,289 gals) @ \$2.40
4496	Electricity	1,636	Based on 3 yr wgtd avg plus 3%	Based on 3 yr wgtd avg plus 3%
4497	Other Utilities	12,143	Parks and Cemetery buildings Septic Pumping (4) Town Water Irrigation: Michelle Park, Pine Grove Cemetery 3 yr wgtd avg. (12,143)	1,200 12,000 Town Water Irrigation: Michelle Park, Pine Grove Cemetery 3 yr wgtd avg. (9,310)
4607	Equipment	12,800	Cemetery Mower (1 repl.)	12,800 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 Kelley Library District Court Monthly Inspections (DPW & Court)	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 Monthly Inspections (DPW & Court) 8,400
			** Does not include unanticipated parts and physical repairs associated with above testing and audit work	** Does not include unanticipated parts and physical repairs associated with above testing and audit work

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES**

**DEPT # - 50300**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
			Parts and repairs as needed	750 Parts and repairs as needed Transferred from Engineering

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>MUNICIPAL SERVICES-ENGINEERING</b>									
30100 - 4090	REGULAR PAY	346,708	380,328	270,529		370,111	373,662	373,662	373,662
30100 - 4170	RETIREMENT	35,608	35,060	22,849		37,616	37,976	37,976	37,976
30100 - 4171	DISABILITY INSURANCE	2,458	2,914	2,120		2,876	2,890	2,890	2,890
30100 - 4172	WORKERS' COMPENSATION	23,186	19,626	15,787		20,578	20,034	20,034	20,034
30100 - 4174	FICA-SOCIAL SECURITY	25,553	29,094	20,301		28,313	28,584	28,584	28,584
30100 - 4176	HEALTH INSURANCE	93,937	101,635	69,090		112,000	107,977	107,977	107,977
30100 - 4177	UNEMPLOYMENT COMPENSATION	168	168	134		156	156	156	156
30100 - 4178	LIFE INSURANCE	956	1,176	882		1,176	1,176	1,176	1,176
30100 - 4179	DENTAL INSURANCE	3,878	5,432	2,417		5,592	4,908	4,908	4,908
30100 - 4182	CLOTHING ALLOWANCE	600	800	600		800	800	800	800
30100 - 4200	OFFICE SUPPLIES	772	432	573		432	432	432	432
30100 - 4210	OPERATING SUPPLIES	-	119	142		119	119	119	119
30100 - 4237	GAS & OIL	374	569	510		416	416	416	416
30100 - 4402	ENGINEERING SERVICES	88,240	20,000	19,478		12,000	12,000	12,000	12,000
30100 - 4405	MEMBERSHIPS & PUBLICATIONS	1,300	1,621	504		1,621	1,621	1,621	1,621

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
30100 - 4406	PRINTING & BINDING	420	132	-		132	132	132	132
30100 - 4408	VEHICLE EXPENSE	442	208	194		208	208	208	208
30100 - 4450	TELEPHONE	600	600	306		600	600	600	600
30100 - 4453	MEETINGS & TRAINING	817	2,115	3,455		2,115	2,115	2,115	2,115
30100 - 4458	VEHICLE MAINTENANCE	1,106	1,000	236		1,000	1,000	1,000	1,000
30100 - 4600	OFFICE FURNITURE & EQUIP.	665	11,150	10,142		150	150	150	150
TOTAL		642,830	614,179	440,248		598,011	596,956	596,956	596,956

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE	2020	2021
		NET CHANGE	BUDGETED SALARY	SALARY
ENGINEERING - 30100				
4090	DEPUTY DIRECTOR MS-ENGINEERING	0	109,333	95,268
	SENIOR ENGINEER	0	102,279	102,881
	CAPITAL PROJECTS ENGINEER	0	102,279	102,881
	PROJECT ENGINEER (30 HOURS)	0	66,437	72,630
			-----	-----
			380,328	373,662

## 2021 BUDGET WORKSHEET

## DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

## DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4182	Clothing Allowance	800	Boot allowance per contract (4)	800
4200	Office Supplies	432	Misc. paper, pens, clips, envelopes, folders, binders, etc 3 year weighted average	Misc. paper, pens, clips, envelopes, folders, binders, etc 3 year weighted average
4210	Operating Supplies	119	Marking Paint, batteries, paint, field equipment 3 year weighted average	Marking Paint, batteries, paint, field equipment 3 year weighted average
4237	Gas & Oil	416	203 gal @ \$2.05/gal - 2 vehicles 3 year weighted average gal	244 gal @ \$2.33/gal - 2 vehicles 3 year weighted average gal
4402	Engineering Services	12,000	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.	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.
				Bridge Engineering - Millville Street culvert at Hittyitty 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.

## 2021 BUDGET WORKSHEET

## DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

## DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4405	Memberships & Publications	1,621	NH Public Works Association Annual Group Membership American Society of Civil Engineers Annual Membership (Capital Projects Engineer and Projects Engineer) National Society of Professional Engineers Annual Membership (Sr Engineer & Director) NH Professional Engineering License Renewal (Cap. Proj. Eng. & Director) AASHTO/ASCE/AutoCAD/ENR Technical Publications American Public Works Association Annual Membership (Director)	NH Public Works Association Annual Group Membership American Society of Civil Engineers Annual Membership (Capital Projects Engineer and Projects Engineer) National Society of Professional Engineers Annual Membership (Sr Engineer & Director) NH Professional Engineering License Renewal (Cap. Proj. Eng. & Director) AASHTO/ASCE/AutoCAD/ENR Technical Publications American Public Works Association Annual Membership (Director)
4406	Printing & Binding	132	Large format print paper (4 boxes @ \$33)	Large format print paper (4 boxes @ \$33)
4408	Vehicle Expense	208	Use of Private Vehicles - mileage	Use of Private Vehicles - mileage (3 year weighted average)
4450	Telephone	600	Telephone stipend for Director and Cap Projects Eng	Telephone stipend for Director and Cap Projects Eng
4453	Meetings & Training	2,115	LGC Annual Conference (Sr. Engineer & Cap. Proj. Engineer) (2 @ \$ 80)	LGC Annual Conference (Sr. Engineer & Cap. Proj. Engineer) (2 @ \$ 80)

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - ENGINEERING**

**DEPT # - 30100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
			NH Public Works Assoc, UNH Technology Transfer, NH Society of Professional Engineers Trainings (Dir., Sr. Eng., Cap. Proj. Eng., Proj. Eng. – 2 ea) (8 @ \$ 60) American Public Works Association Seminar (Director) – 2 days	NH Public Works Assoc, UNH Technology Transfer, NH Society of Professional Engineers Trainings (Dir., Sr. Eng., Cap. Proj. Eng., Proj. Eng. – 2 ea) (8 @ \$ 60) American Public Works Association Seminar (Director) – 2 days
4458	Vehicle Maintenance	1,000	P100, E1	P100 (P3 moved to Parks & Property, additional vehicles requested in Capital Budget)
4600	Office Furniture & Equip	150	Replacement chair	Replacement chair 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.

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>MUNICIPAL SERVICES-LIGHTING/TRAFFIC</b>									
50400 - 4226	TRAFFIC LIGHT MAINTENANCE	50,010	78,724	63,058		49,000	49,000	49,000	49,000
50400 - 4400	CONTRACTED SERVICES	12,750	34,030	34,030		12,750	12,750	12,750	12,750
50400 - 4496	ELECTRICITY	525,307	541,956	517,019		544,943	544,943	544,943	544,943
TOTAL		588,066	654,710	614,107		606,693	606,693	606,693	606,693
TOTAL-MUNICIPAL SERVICES		6,269,321	6,385,379	5,832,392		6,496,071	6,323,517	6,320,517	6,320,517

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - MUNICIPAL SERVICES - LIGHTING / TRAFFIC**

**DEPT # - 50400**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>	
4226	Traffic Light/System Maintenance	49,000	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. (50,064)	35,000  4,000  10,000	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	35,000  4,000  10,000  29,724
4400	Contracted Services	12,750	ITS/ATMS Monitoring	12,750	ITS/ATMS Monitoring ITS/ATMS System Evaluation	12,750 21,280
4496	Electricity	544,943	2,564 street lights.  30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light.  Total based on 3 yr wgtd avg plus 3%  Electricity Streetlight changeovers	514,943  30,000	2,569 street lights.  30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light.  Based on 3 yr wgtd avg plus 3%	

DEPT.	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2020 BUDGET	2020 EXPENDED (PRE-AUDIT)					
<b>HUMAN SERVICES SUMMARY</b>								
ADMINISTRATION	130,133	137,394	122,720		132,896	132,749	132,749	132,749
DIRECT ASSISTANCE	9,800	34,900	1,230		34,900	34,900	34,900	34,900
OUTSIDE HUMAN SERVICES	113,500	113,500	88,500		113,500	113,500	113,500	113,500
<hr/> TOTAL - HUMAN SERVICES		253,433	285,794	212,450	281,296	281,149	281,149	281,149

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>HUMAN SERVICES - ADMINISTRATION</b>									
60100 - 4090	REGULAR PAY	81,430	82,216	80,647		81,902	82,700	82,700	82,700
60100 - 4092	TEMPORARY PAY	-	3,950	-		3,950	3,950	3,950	3,950
60100 - 4170	RETIREMENT	9,176	9,184	9,008		10,332	10,433	10,433	10,433
60100 - 4171	DISABILITY INSURANCE	670	673	672		673	676	676	676
60100 - 4172	WORKERS' COMPENSATION	248	198	156		197	199	199	199
60100 - 4174	FICA-SOCIAL SECURITY	5,784	6,592	5,959		6,568	6,629	6,629	6,629
60100 - 4176	HEALTH INSURANCE	31,082	32,545	25,070		27,629	26,636	26,636	26,636
60100 - 4177	UNEMPLOYMENT COMPENSATION	42	54	34		50	50	50	50
60100 - 4178	LIFE INSURANCE	294	294	294		294	294	294	294
60100 - 4179	DENTAL INSURANCE	1,293	1,358	839		971	852	852	852
60100 - 4200	OFFICE SUPPLIES	64	200	41		200	200	200	200
60100 - 4453	MEETINGS & TRAINING	50	130	-		130	130	130	130
SUBTOTAL		130,133	137,394	122,720		132,896	132,749	132,749	132,749

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
HUMAN SERVICES ADMINISTRATION - 60100				
4090	HUMAN SERVICES DIRECTOR	0	82,216	82,700
			----- 82,216	82,700

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - HUMAN SERVICES - ADMINISTRATION**

**DEPT # - 60100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>
4092	Temporary Pay	3,950	Part time clerk coverage for Director	3,950	Part time clerk coverage for Director
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 Welfare Admin Conf. Workshops: Domestic Violence, Child Abuse and Neglect, Legal Assistance Workshop on low income issues, etc.	50 40 40	NH Local Welfare Admin. Dues NH Welfare Admin Conf. Workshops: Domestic Violence, Child Abuse and Neglect, Legal Assistance Workshop on low income issues, etc.

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>DIRECT ASSISTANCE</b>									
60110 - 4433	OTHER ASSISTANCE	1,986	7,500	115		7,500	7,500	7,500	7,500
60110 - 4434	MEDICAL	-	400	-		400	400	400	400
60110 - 4437	FOOD	580	4,000	135		4,000	4,000	4,000	4,000
60110 - 4438	RENT	4,563	18,000	980		18,000	18,000	18,000	18,000
60110 - 4439	UTILITIES	2,671	5,000	-		5,000	5,000	5,000	5,000
SUBTOTAL		9,800	34,900	1,230		34,900	34,900	34,900	34,900

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - HUMAN SERVICES - DIRECT ASSISTANCE**

**DEPT # - 60110**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
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.

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>OUTSIDE HUMAN SERVICES</b>									
60200 - 4814	BOYS & GIRLS CLUB	15,500	15,500	15,500		15,500	15,500	15,500	15,500
60200 - 4856	BRIDGES	1,000	1,000	500		1,000	1,000	1,000	1,000
60200 - 4894	CART	47,000	47,000	35,250		47,000	47,000	47,000	47,000
60200 - 4906	SALEM FAMILY RESOURCE CENTER	7,000	7,000	5,250		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
60200 - 4921	FRIENDS PROGRAM (RSVP)	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
60200 - 4926	GREATER SALEM CAREGIVERS	15,000	15,000	17,000		15,000	17,000	17,000	17,000
60200 - 4937	ROCKINGHAM NTR, MEALS ON WHEEL	13,000	13,000	15,000		13,000	15,000	15,000	15,000
SUBTOTAL		113,500	113,500	88,500		113,500	113,500	113,500	113,500
TOTAL-HUMAN SERVICES		253,433	285,794	212,450		281,296	281,149	281,149	281,149

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - HUMAN SERVICES - OUTSIDE HUMAN SERVICES**

**DEPT # - 60200**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4814	Boys & Girls Club	15,500	Misson: "To inspire and enable all young people, especially those who need us the most, to realize their full potential as productive, caring citizens." In 2019, <b>859 children were granted \$260,925 In-House Financial Aid.</b>	Misson: "To inspire and enable all young people, especially those who need us the most, to realize their full potential as productive, caring citizens." In 2018, <b>368 children were granted \$266,872 In-House Financial Aid.</b>
4856	Bridges	1,000	Mission: "To cultivate communities free from violence as we support victims and survivors of sexual assault, domestic violence and stalking." 65 residents were served at a value of \$6,433.	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.
4894	CART	47,000	Misson: "To provide public transit services." The majority of riders are seniors, disabled and low income residents. In 2019, 6,686 trips provided, increase of 1,078. During COVID pandemic, CART continued to provide essential trasportation.	Misson: "To provide public transit services. The majority of riders are seniors, disabled and low income residents. In 2018, 5608 trips provided.
4906	Salem Family Resources	7,000	Mission: "Provides support and programs to help families and educators to meet the needs of young children."  Average 20 groups/quarter	Mission: "Provides support and programs to help families and educators to meet the needs of young children."  <b>26 playgroups at a value of \$26,534.</b>
4920	Southern NH Services (was Rock Cty Cmmty)	10,000	Mission: "To prevent, reduce and work towards the elimination of poverty." 772 homes aided with \$345,569 fuel, 630 food pantries, electric discounts 373 families. Total aided \$529,715.	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.

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - HUMAN SERVICES - OUTSIDE HUMAN SERVICES**

**DEPT # - 60200**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4923	HAVEN (was A Safe Place)	1,000	Mission: "To prevent sexual and domestic assault and help victims rebuild their lives." In 2019 their report states 154 Salem residents were served at a value \$29,250.	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.
4926	Greater Salem Caregivers	17,000	Mission: "To provide supplemental assistance to adults who are home bound." 219 residents were aided at a value \$52,802.	Mission: "To provide supplemental assistance to adults who are home bound." 195 residents were aided at a value \$52,853.
4937	Rockingham NTR, Meals on Wheels	15,000	Mission: "To provide nutritious meals, safety and support to residents to maintain their health, well-being and independence." 328 different seniors were aided. In 2019, <b>31,996 meals. Home delivered valued at \$9.75, group meal is \$8.50.</b>	Mission: "To provide nutritious meals, safety and support to residents to maintain their health, well-being and independence." 342 different seniors were aided. <b>6834 group meals, 33,320 home bound meals. Total value \$330,332.</b>

## 2021 BUDGET

DEPT.	2019 EXPENDED	2020			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		BUDGET	EXPENDED (PRE-AUDIT)					
<b>COMMUNITY SERVICES SUMMARY</b>								
ADMINISTRATION	527,963	577,391	506,109	627,535	622,061	602,061	602,061	
INGRAM SENIOR CENTER	56,159	49,499	45,222	42,616	42,616	42,616	42,616	
FACILITIES	4,423	9,177	2,740	6,226	6,226	6,226	6,226	
<b>TOTAL - COMMUNITY SERVICE</b>	<b>588,546</b>	<b>636,067</b>	<b>554,071</b>	<b>676,377</b>	<b>670,903</b>	<b>650,903</b>	<b>650,903</b>	

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>COMMUNITY SERVICES-ADMINISTRATION</b>									
60400 - 4090	REGULAR PAY	266,770	298,520	272,736		307,792	310,322	310,322	310,322
60400 - 4092	TEMPORARY PAY	67,996	70,284	41,431		70,347	70,760	70,760	70,760
60400 - 4098	OVERTIME PAY	104	300	-		300	300	300	300
60400 - 4170	RETIREMENT	30,356	33,344	30,703		38,828	39,148	39,148	39,148
60400 - 4171	DISABILITY INSURANCE	2,429	2,742	2,654		2,784	2,805	2,805	2,805
60400 - 4172	WORKERS' COMPENSATION	3,616	6,389	8,088		9,158	8,908	8,908	8,908
60400 - 4174	FICA-SOCIAL SECURITY	25,207	28,237	23,655		28,952	29,177	29,177	29,177
60400 - 4176	HEALTH INSURANCE	108,581	113,624	111,772		125,882	117,686	117,686	117,686
60400 - 4177	UNEMPLOYMENT COMPENSATION	331	344	202		311	311	311	311
60400 - 4178	LIFE INSURANCE	718	831	802		834	842	842	842
60400 - 4179	DENTAL INSURANCE	3,668	4,324	3,772		4,453	3,908	3,908	3,908
60400 - 4182	CLOTHING ALLOWANCE	207	502	523		502	502	502	502
60400 - 4200	OFFICE SUPPLIES	476	900	478		900	900	900	900
60400 - 4210	OPERATING SUPPLIES	5,891	3,907	3,757		3,907	3,907	3,907	3,907
60400 - 4237	GAS & OIL	362	400	302		400	400	400	400

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
60400 - 4400	CONTRACTED SERVICES	3,941	5,000	64		25,000	25,000	5,000	5,000
60400 - 4405	MEMBERSHIPS & PUBLICATIONS	280	440	145		440	440	440	440
60400 - 4406	PRINTING & BINDING	1,840	1,500	1,055		1,500	1,500	1,500	1,500
60400 - 4408	VEHICLE EXPENSE	690	450	804		450	450	450	450
60400 - 4410	ADVERTISING	-	500	-		500	500	500	500
60400 - 4450	TELEPHONE	1,167	1,752	1,162		1,194	1,194	1,194	1,194
60400 - 4453	MEETINGS/TRAINING	100	780	-		780	780	780	780
60400 - 4458	VEHICLE MAINTENANCE	1,389	500	98		500	500	500	500
60400 - 4459	EQUIPMENT MAINTENANCE	1,844	1,821	1,906		1,821	1,821	1,821	1,821
SUBTOTAL		527,963	577,391	506,109		627,535	622,061	602,061	602,061

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
COMMUNITY SERVICES ADMINISTRATION - 60400				
4090	COMMUNITY SERVICES DIRECTOR	0	85,121	96,369
	SENIOR CENTER COORDINATOR (2)	0	116,968	116,461
	RECREATION CLERK	0	48,788	49,316
	CUSTODIAN	0	47,643	48,177
			-----	-----
			298,520	310,322

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION**

**DEPT # - 60400**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4092	Temporary Pay	70,760	Recreation Coordinator Beach Staff	Recreation Coordinator Beach Staff
4098	Overtime	300	Overtime as needed for Summer help	Overtime as needed for Summer help
4182	Clothing Allowance	502	Custodian/AFSCME contract Boot Allowance Uniform Service	Custodian/AFSCME contract (uniform service \$252, boot allowance \$250)
4200	Office Supplies	900	Miscellaneous office supplies Pens, pencils, adding machine tape, paper, masking tape, poster board, small staples, markers, clip boards, laminating, and calendars.	Miscellaneous office supplies 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) Activities, programs and volunteer supplies, coffee, etc, >COA/donations Fishing Derby: Fish, ribbons, trophies, prizes (Funds are in addition to annual donation of 1,000 from Salem Rotary for Fish) Staff T-Shirts Equipment: Life guard saving devices, first aid supplies, ice packs Halloween Party: Candy, prizes, games, entertainment	ASCAP (license to play music) Activities, programs and volunteer supplies, coffee, etc, >COA/donations Fishing Derby: Fish, ribbons, trophies, prizes (Funds are in addition to annual donation of 1,000 from Salem Rotary for Fish) Staff T-Shirts Equipment: Life guard saving devices, first aid supplies, ice packs Halloween Party: Candy, prizes, games, entertainment
4237	Gas & Oil	400	Gas & Oil	Gas & Oil

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION**

**DEPT # - 60400**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4400	Contracted Services	5,000	Portable toilets: Michele Memorial Park Tennis Courts (1), DeBenedetto (Shannon) (1), Morse Soccer (2), Field of Dreams (2-3), Palmer (1), Wal-Mart (1), Hedgehog Park (1-2)	Portable toilets: Michele Memorial Park Tennis Courts (1), DeBenedetto (Shannon) (1), Morse Soccer (2), Field of Dreams (2-3), Palmer (1), Wal-Mart (1), Hedgehog Park (1-2)
4405	Membership & Publications	440	New Hampshire Recreation Park Association (2)  US Tennis Association  National Rec & Park Assoc  New England Park Association  NH Assoc. of Senior Centers	New Hampshire Recreation Park Association (2)  US Tennis Association  National Rec & Park Assoc  New England Park Association  NH Assoc. of Senior Centers
4406	Printing & Binding	1,500	Printing Brochures: Summer 13,350 copies  Flyers (3 per year)	Printing Brochures: Summer 13,350 copies  Flyers (3 per year)
4408	Vehicle expense	450	Mileage reimbursement @ .58  Includes Custodian, Director, and Program Coordinator	Mileage reimbursement @ .58  Includes Custodian, Director, and Program Coordinator
4410	Advertising	500	Summer Jobs  Advertise through indeed. No newspaper advertisement.	Summer Jobs  Advertise through indeed. No newspaper advertisement.
4450	Telephone	1,194	Telephone Service: Hedgehog Park and Community Services Office	Telephone Service: Hedgehog Park and Community Services Office  Cell phone for Director

**TOWN OF SALEM, NH  
2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION**

**DEPT # - 60400**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>	
4453	Meetings/Training	780	NH Assoc. of Senior Centers Conference (Sept) Seminars Training for Summer Staff	140 440 200	NH Assoc. of Senior Centers Conference (Sept) Seminars Training for Summer Staff	140 440 200
4458	Vehicle Maintenance	500	Repairs and maintenance to van	500	Repairs and maintenance to van	500
4459	Equipment Maintenance	1,821	Annual Piano Tuning (2) Copier Maintenance & Overages (Leased copier in 2017)	180 1,641	Annual Piano Tuning (2) Copier Maintenance & Overages (Leased new copier in 2017)	180 1,641

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>COMMUNITY SERVICES-INGRAM SENIOR CENTER</b>									
60430 - 4201	MAINTENANCE SUPPLIES	3,856	2,318	3,555		2,318	2,318	2,318	2,318
60430 - 4452	BUILDING MAINTENANCE	25,152	18,144	16,915		12,805	12,805	12,805	12,805
60430 - 4457	GROUNDS MAINTENANCE	740	680	758		680	680	680	680
60430 - 4495	HEAT	9,211	10,532	9,310		9,179	9,179	9,179	9,179
60430 - 4496	ELECTRICITY	15,849	16,024	13,584		16,133	16,133	16,133	16,133
60430 - 4497	OTHER UTILITIES	1,351	1,801	1,101		1,501	1,501	1,501	1,501
SUBTOTAL		56,159	49,499	45,222		42,616	42,616	42,616	42,616

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - COMMUNITY SERVICES - INGRAM SENIOR CENTER**

**DEPT # - 60430**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4201	Maintenance Supplies	2,318	Paper towels, toilet tissue, hand soap, deodorizers, trash bags, cleaning supplies (floor, window, carpet, furniture), etc.  (3 yr wgtd avg =3,333)	Paper towels, toilet tissue, hand soap, deodorizers, trash bags, cleaning supplies (floor, window, carpet, furniture), etc.  (3 yr wgtd avg =2,172)
4452	Building Maintenance	12,805	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 Fire system/Burglar alarm repairs 500	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
4457	Grounds Maintenance	680	Fertilizer, lawn supplies, mulch, ice melt, parking lot paint 500 Sprinkler system fall drain, spring open 180	Fertilizer, lawn supplies, mulch, ice melt, parking lot paint 500 Sprinkler system fall drain, spring open 180

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - COMMUNITY SERVICES - INGRAM SENIOR CENTER**

**DEPT # - 60430**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4495	Heat	9,179	Maintenance of grounds equipment  8,123 therms at \$1.34/therm natural gas (3 yr weighted avg)	Maintenance of grounds equipment  7,860 therms at \$1.34/therm natural gas (3 yr weighted avg)
4496	Electricity	16,133	Based on 3 yr wgtd avg plus 3%	Based on 3 yr wgtd avg plus 3%
4497	Other Utilities	1,501	Water, sewer, back-flow inspection  (3 yr weighted avg)	Water, sewer, back-flow inspection  (3 yr weighted avg)
				1,801

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>COMMUNITY SERVICES-RECREATIONAL FACILITIES</b>									
60450 - 4452	BUILDING MAINTENANCE	3,078	7,050	1,062		4,050	4,050	4,050	4,050
60450 - 4496	ELECTRICITY	1,345	1,327	1,279		1,376	1,376	1,376	1,376
60450 - 4497	OTHER UTILITIES	-	800	400		800	800	800	800
SUBTOTAL		4,423	9,177	2,740		6,226	6,226	6,226	6,226
TOTAL-COMMUNITY SERVICES		588,546	636,067	554,071		676,377	670,903	650,903	650,903

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - COMMUNITY SERVICES - RECREATIONAL FACILITIES**

**DEPT # - 60450**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4452	Building Maintenance	4,050	Supplies for Hedgehog Park (maintenance, sanitary supplies, repairs, etc.) Hedgehog Park/Beach: -Signs-Rules & Regulations -Sand -Picnic Tables -Ramp Repair Tennis net	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
4496	Electricity	1,376	Hedgehog Park & Millville, and Palmer Field Based on 3 yr wgtd avg plus 3%	Hedgehog Park & Millville, and Palmer Field Based on 3 yr wgtd avg plus 3%
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.	2019 EXPENDED	2021 BUDGET			2021 TRUSTEE RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2020 BUDGET	2020 EXPENDED (PRE-AUDIT)					
<b><i>LIBRARY SUMMARY</i></b>								
ADMINISTRATION	1,399,854	1,491,428	1,290,588		1,531,639	1,527,751	1,527,751	1,527,751
BUILDING	139,241	91,302	88,326		84,197	84,197	84,197	84,197
<b>TOTAL - LIBRARY</b>	<b>1,539,095</b>	<b>1,582,730</b>	<b>1,378,914</b>		<b>1,615,836</b>	<b>1,611,948</b>	<b>1,611,948</b>	<b>1,611,948</b>

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 TRUSTEE RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>LIBRARY-ADMINISTRATION</b>									
70100 - 4090	REGULAR PAY	689,177	721,370	582,989		706,755	713,646	713,646	713,646
70100 - 4092	TEMPORARY PAY	81,166	112,922	116,492		124,795	126,012	126,012	126,012
70100 - 4109	EMPLOYEE RETIREMENT BEN.	-	-	24,545		-	-	-	-
70100 - 4114	ANNUAL SICK LEAVE BUY-BACK	4,627	5,775	5,974		7,547	7,547	7,547	7,547
70100 - 4170	RETIREMENT	76,598	81,225	66,191		90,110	90,880	90,880	90,880
70100 - 4171	DISABILITY INSURANCE	6,467	6,757	5,564		6,548	6,615	6,615	6,615
70100 - 4172	WORKERS' COMPENSATION	4,027	4,211	2,538		3,397	3,341	3,341	3,341
70100 - 4174	FICA-SOCIAL SECURITY	59,085	64,268	55,095		64,192	64,812	64,812	64,812
70100 - 4176	HEALTH INSURANCE	230,066	230,583	190,167		260,860	248,868	248,868	248,868
70100 - 4177	UNEMPLOYMENT COMPENSATION	815	920	676		851	851	851	851
70100 - 4178	LIFE INSURANCE	1,683	1,758	1,445		1,708	1,730	1,730	1,730
70100 - 4179	DENTAL INSURANCE	10,323	11,237	7,795		11,667	10,240	10,240	10,240
70100 - 4200	OFFICE SUPPLIES	977	1,000	931		1,000	1,000	1,000	1,000
70100 - 4210	OPERATING SUPPLIES	8,269	11,250	16,878		12,750	12,750	12,750	12,750
70100 - 4223	ACADEMIC REIMBURSEMENT	-	-	-		750	750	750	750

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 TRUSTEE RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
70100 - 4257	MATERIALS OF TRADE	144,542	152,290	134,258		152,290	152,290	152,290	152,290
70100 - 4400	CONTRACTED SERVICES	58,792	63,247	62,080		63,625	63,625	63,625	63,625
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	325	250	33		250	250	250	250
70100 - 4408	VEHICLE EXPENSE	1,984	269	235		269	269	269	269
70100 - 4450	TELEPHONE	3,405	3,420	3,549		3,624	3,624	3,624	3,624
70100 - 4451	POSTAGE	502	588	502		628	628	628	628
70100 - 4453	MEETINGS & TRAINING	438	1,120	679		755	755	755	755
70100 - 4459	EQUIPMENT MAINTENANCE	-	250	-		250	250	250	250
70100 - 4600	OFFICE FURNITURE & EQUIP.	8,341	7,153	5,930		7,453	7,453	7,453	7,453
70100 - 4608	PUBLIC FURNITURE & EQUIP.	2,713	1,800	309		1,800	1,800	1,800	1,800
70100 - 4885	PROGRAMMING	4,767	7,000	4,967		7,000	7,000	7,000	7,000
SUBTOTAL		1,399,854	1,491,428	1,290,588		1,531,639	1,527,751	1,527,751	1,527,751

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
LIBRARY ADMINISTRATION - 70100				
4090	DIRECTOR	0	93,006	96,684
	ASST. DIRECTOR	0	76,475	70,465
	HEAD OF INFORMATION SERVICES	0	63,476	64,535
	SUPPLY CHAIN MANAGER	0	50,662	52,585
	HEAD OF USER SERVICES	0	63,476	65,555
	ASST YOUTH SERVICES LIBRARIAN (2)	0	105,362	95,139
	TECH SRVS LIBRARIAN	0	53,673	55,305
	LIBRARY ASST.-CIRCULATION (4)	0	164,716	162,007
	SENIOR CUSTODIAN	0	50,525	51,371
			721,370	713,646

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - LIBRARY - ADMINISTRATION**

**DEPT # - 70100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4092	Temporary Pay	124,795	Page (1) Multifunctional P/T (7) Library Assistants (2) Reference technician (1) Cleaner (1) Additional p/t position - custodian (1)	Pages (2) Multifunctional P/T (7) Library Assistants (1) Reference technician (1) Same staff, new higher wages
4114	Annual Sick Leave Buy Back	7,547	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	12,750	Library supplies such as barcodes, date due cards, plastic albums to circulate media. \$1,500 increase due to PPE (masks, sanitizer, gloves) for public and staff	Library supplies such as barcodes, date due cards, plastic albums to circulate media, and library cards.
4223	Academic Reimbursement	750	A Staff Member is pursuing her masters degree in Library and Information Science. Providing funds for her study will result in many benefits for the library and community.	New line mirroring the benefit offered to the SEA Union. Will reimburse staff person currently pursuing masters in the field of librarianship and information science.
4257	Materials of Trade	152,290	Collections of print & non-print materials. \$1,575 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	63,625	1) GMILCS annual membership	43,318
				1) GMILCS annual membership
				43,318

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - LIBRARY - ADMINISTRATION**

**DEPT # - 70100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
			2) IT Independent contract 3) Internet provider, webpage and email 4) Event calendar 5) Stationary IP address 6) Copier rental 7) Constant Contact/Wowbrary 8) Time Management public PCs 9) Scheduling software 10) Virus protection - PCs/firewall 11) Misc licenses	2) IT Independent contract 3) Internet provider, webpage and email 4) Event calendar 5) Stationary IP address 6) Copier rental 7) Constant Contact/Wowbrary 8) Time Management public PCs 9) Scheduling software 10) Virus protection - PCs/firewall 11) Misc licenses
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 \$.575 per mile.  Components are:  1) Custodian/Courier 2) GMILCS meetings and training	Mileage reimbursements for library personnel, calculated at current rate of \$.545 per mile.  Components are:  1) Custodian/Courier 2) GMILCS meetings and training
4450	Telephone	3,624	Three voice lines and one fax line from Earthlink.	Three voice lines and one fax line from Earthlink.
4451	Postage	628	Postage costs for library operations: mailing notices (overdue and request), etc.	Postage costs for library operations: mailing notices (overdue and request), etc.

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - LIBRARY - ADMINISTRATION**

**DEPT # - 70100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>																		
4453	Meetings & Training	755	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.																		
4459	Equipment maintenance	250	Maintenance for library equipment including cash registers, microfilm reader and computers.	Maintenance for library equipment including cash registers, microfilm reader and computers.																		
4600	Office Furniture & Equipment	7,453	<table> <tr> <td>1) 7 Workstations (staff computers)</td> <td>6,503</td> </tr> <tr> <td>2) 1 Task chair</td> <td>250</td> </tr> <tr> <td>3) 2 Barcode scanners</td> <td>200</td> </tr> <tr> <td>4) Replacement parts</td> <td>200</td> </tr> <tr> <td>5) Replacement Receipt printers</td> <td>300</td> </tr> </table> <p>Workstations are part of the library's ongoing phased purchases to keep some 50 computers  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.</p>	1) 7 Workstations (staff computers)	6,503	2) 1 Task chair	250	3) 2 Barcode scanners	200	4) Replacement parts	200	5) Replacement Receipt printers	300	<table> <tr> <td>1) 7 Workstations (staff computers)</td> <td>6,503</td> </tr> <tr> <td>2) 1 Task chair</td> <td>250</td> </tr> <tr> <td>3) 2 Barcode scanners</td> <td>200</td> </tr> <tr> <td>4) Replacement parts</td> <td>200</td> </tr> </table> <p>Workstations are part of the library's ongoing phased purchases to keep some 50 computers  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.</p>	1) 7 Workstations (staff computers)	6,503	2) 1 Task chair	250	3) 2 Barcode scanners	200	4) Replacement parts	200
1) 7 Workstations (staff computers)	6,503																					
2) 1 Task chair	250																					
3) 2 Barcode scanners	200																					
4) Replacement parts	200																					
5) Replacement Receipt printers	300																					
1) 7 Workstations (staff computers)	6,503																					
2) 1 Task chair	250																					
3) 2 Barcode scanners	200																					
4) Replacement parts	200																					
4608	Public Furniture & Equipment	1,800	<p>This line supports the needs of the modern library user, emphasizing digital services and support. The contents of this line include:</p> <table> <tr> <td>1) 2 large screen laptops</td> <td>1,800</td> </tr> </table>	1) 2 large screen laptops	1,800	<p>This line supports the needs of the modern library user, emphasizing digital services and support. The contents of this line include:</p> <table> <tr> <td>1) 2 large screen laptops</td> <td>1,800</td> </tr> </table>	1) 2 large screen laptops	1,800														
1) 2 large screen laptops	1,800																					
1) 2 large screen laptops	1,800																					
4885	Programming	7,000	Programming is a basic library service.	Programming is a basic library service.																		

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - LIBRARY - ADMINISTRATION**

**DEPT # - 70100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
			<p>Expenditures are completely offset by Fees &amp; Charges income which is included on the Revenue side of the budget. Additional F&amp;C funds have been added to offset the increase to this line.</p> <p>The income currently comes from : vending machine, copiers, printers, sale of non-resident cards, book sales, and miscellaneous charges.</p>	<p>Expenditures are completely offset by Fees &amp; Charges income which is included on the Revenue side of the budget. Additional F&amp;C funds have been added to offset the increase to this line.</p> <p>The income currently comes from : vending machine, copiers, printers, sale of non-resident cards, book sales, and miscellaneous charges.</p>

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 TRUSTEE RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>BUILDING</b>									
70110 - 4201	MAINTENANCE SUPPLIES	4,701	4,016	5,493		5,327	5,327	5,327	5,327
70110 - 4452	BUILDING MAINTENANCE	82,547	22,631	23,080		22,959	22,959	22,959	22,959
70110 - 4469	BUILDING IMPROVEMENTS	5,397	16,092	15,590		7,416	7,416	7,416	7,416
70110 - 4470	GENERAL LIABILITY	5,562	5,221	4,968		5,504	5,504	5,504	5,504
70110 - 4491	PROPERTY INSURANCE	5,557	5,329	5,208		5,906	5,906	5,906	5,906
70110 - 4495	HEAT	14,409	13,358	12,920		13,795	13,795	13,795	13,795
70110 - 4496	ELECTRICITY	19,858	23,475	20,458		22,080	22,080	22,080	22,080
70110 - 4497	OTHER UTILITIES	1,209	1,180	609		1,210	1,210	1,210	1,210
SUBTOTAL		139,241	91,302	88,326		84,197	84,197	84,197	84,197
TOTAL-LIBRARY		1,539,095	1,582,730	1,378,914		1,615,836	1,611,948	1,611,948	1,611,948

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - LIBRARY - BUILDING**

**DEPT # - 70110**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4201	Maintenance Supplies	5,327	Basic janitorial supplies such as cleaning supplies, toilet paper & paper towels for bathrooms, etc.  Increase due to additional supplies for Coronavirus	Basic janitorial supplies such as cleaning supplies, toilet paper & paper towels for bathrooms, etc.
4452	Building Maintenance	22,959	1) HVAC contract 2) Fire and Security 3) Elevator contract 4) General repairs and maint.  This number includes grounds maintenance and the cost for work, expected and unexpected, to maintain a 50+ yr old, heavily used facility.	5,523 914 1,723 14,799  1) HVAC contract 2) Fire and Security 3) Elevator contract 4) General repairs and maint.  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	7,416	1) Continue replacement of original fixtures and plumbing in public 2) Replace drinking fountain in lobby	5,405 2,011  1) Repair, sealing, and relining parking lots and drives 2) Replace original fixtures and plumbing in public bathrooms
4470	General Liability	5,504	Liability Coverage as part of the Town policy	Liability Coverage as part of the Town policy
4491	Property Insurance	5,906	Property Coverage as part of the Town policy	Property Coverage as part of the Town policy
4495	Heat	13,795	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 \$2.40
4496	Electricity	22,080	Based on 3 yr wgtd avg plus 3%	Based on 3 yr wgtd avg less 1.5%
4497	Other Utilities	1,210	Town water and sewer based on 3 year weighted average of usage.	Town water and sewer based on 3 year weighted average of usage.

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
<b>COMMUNITY CONTRIBUTIONS</b>								
70200 - 4913	SALEM VETERANS' ASSOCIATION	5,000	5,000	5,000	5,000	5,000	5,000	5,000
70200 - 4915	INDEPENDENCE DAY	18,101	18,250	-	-	18,250	18,250	18,250
TOTAL		23,101	23,250	5,000	5,000	23,250	23,250	23,250

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - COMMUNITY CONTRIBUTIONS**

**DEPT # - 70200**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>	
4913	Salem Veterans' Association	5,000	Salem Veterans' Association annual programs Engraving of additional names	Salem Veterans' Association annual programs Engraving of additional names	
4915	Independence Day	18,250	Fireworks display Police Detail Fire Detail Entertainment Dunk Booth	10,000 6,500 1,100 350 300	10,000 6,500 1,100 350 300

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>CAPITAL IMPROVEMENTS</b>									
80100 - 4402	ENGINEERING SERVICES	-	83,500	83,500		85,000	85,000	85,000	85,000
80100 - 4469	BUILDING IMPROVEMENTS	-	200,000	-		200,000	125,000	125,000	125,000
80100 - 4602	FIRE EQUIPMENT	65,000	81,000	76,878		310,000	310,000	310,000	310,000
80100 - 4616	COMMUNICATIONS EQUIPMENT	480,000	480,000	480,000		-	-	-	-
80100 - 4623	DRAINAGE IMPROVEMENTS	-	-	-		120,000	-	-	-
80100 - 4629	BRIDGE ENGINEERING	-	158,000	149,472		-	-	-	-
80100 - 4719	LEASE/PURCHASE	728,377	697,027	697,027		404,699	404,699	404,699	404,699
80100 - 4724	POLICE-VEHICLES	53,460	53,680	47,814		74,668	-	-	-
80100 - 4727	FIRE DEPARTMENT VEHICLES	-	-	-		460,236	-	-	-
80100 - 4729	MS-EQUIPMENT REPLACEMENT	-	261,400	250,583		278,000	-	-	-
80100 - 4888	GEOGRAPHIC INFORMATION SYSTEM	50,632	-	-		-	-	-	-
80100 - 4896	PC TECHNOLOGY UPGRADE	65,563	80,000	95,837		85,000	85,000	85,000	85,000
80100 - 4932	TOWN WIDE REVALUATION	-	-	-		275,000	275,000	275,000	275,000
80100 - 4949	CEMETERY EXPANSION/DEVELOPMENT	-	65,000	-		65,000	65,000	65,000	65,000
TOTAL		1,443,033	2,159,607	1,881,112		2,357,603	1,349,699	1,349,699	1,349,699

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - CAPITAL**

**DEPT # - 80100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>
4402	Engineering Services	85,000	MS4 (Stormwater): Stormwater Management Plan Update, Preparation of Year 3 MS4 Annual Report, Illicit Discharge Detection & Elimination (IDDE) Investigations, Municipal Employee Training, Inspection of Structural BMPs, and Preparation/Update of MS4 Cost Compliance Spreadsheets through Year 8 to provide a 5-year outlook.	85,000	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). <b>The new MS4 permit became effective July 1, 2018 and requires the above reporting, outfall sampling, training, and mitigation of illicit discharges.</b>
4469	Building Improvements	125,000	Town buildings facility study and master plan	125,000	Town buildings facility study and master plan
4602	Fire Equipment	310,000	Radio Box Fire Alarm Receiver Equipment Portable Radios	85,000 225,000	Radio Box Fire Alarm Receiver Equipment
4719	Lease/Purchase	404,699	Existing lease agreements	404,699	Existing lease agreements
4896	PC Technology Upgrade	85,000	Replace servers	85,000	Replace five servers (TH, FD, and PD)
4932	Town-wide revaluation	275,000	RSA 75:8 requires that all towns do a revaluation every five years	275,000	

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - CAPITAL**

**DEPT # - 80100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4949	Cemetery Expansion	65,000	Pine Grove Cemetery Expansion (multi phased project)	Pine Grove Cemetery phases 1 and 3 expansion

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>WARRANT ARTICLES</b>									
90110 - 4719	LEASE/PURCHASE	155,985	-	-			336,249	336,249	336,249
90110 - 4815	INTELLIGENT TRANSPORTATION SYST	-	1,500,000	300,000			-	-	-
90110 - 4912	CAPITAL RESERVE-ROADS	4,730,677	4,730,677	4,730,677			3,630,677	3,630,677	3,630,677
90110 - 4950	STORMWATER PLANNING	-	75,000	75,000			75,000	75,000	75,000
90110 - 4952	HAZARD MITIGATION	-	4,230,000	-			-	-	-
90110 - 4968	OPEB TRUST	-	50,000	50,000			30,000	30,000	30,000
90110 - 4995	CAPITAL RESERVE-FACILITY MAINT/IM	-	-	-			100,000	-	100,000
<b>TOTAL</b>		<b>6,225,192</b>	<b>10,585,677</b>	<b>5,155,677</b>			<b>4,171,926</b>	<b>4,071,926</b>	<b>4,171,926</b>

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - SEPARATE WARRANT ARTICLES**

**DEPT # - 90110**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4719	Lease/Purchase	336,249	Lease/purchase of Town Vehicles	
4912	Capital Reserve - Roads	3,630,677	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	Stormwater planning work in accordance with the MS4 permit, to be funded by CWSRF loan
4968	OPEB Trust	30,000	To be placed in the OPEB Trust for Other Post Employment Benefits	To establish an OPEB Trust for Other Post Employment Benefits
4995	Capital Reserve-Facility Maint/Imp	100,000	To establish a Capital Reserve Fund for future repairs, improvements, and/or replacement of municipal facilities	

DEPT.	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2020 BUDGET	2020 EXPENDED (PRE-AUDIT)					
<b>SEWER FUND SUMMARY</b>								
ADMINISTRATION	2,121,783	2,336,424	3,931,355		2,402,669	2,399,300	2,399,300	2,399,300
DEBT SERVICES	368,947	384,044	374,617		762,037	762,037	762,037	762,037
CAPITAL PROJECTS	564,400	675,000	533,858		40,000	40,000	40,000	40,000
WARRANT ARTICLES	-	880,000	764,633		-	10,000	10,000	10,000
<b>TOTAL - SEWER FUND</b>	<b>3,055,130</b>	<b>4,275,468</b>	<b>5,604,463</b>		<b>3,204,706</b>	<b>3,211,337</b>	<b>3,211,337</b>	<b>3,211,337</b>

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>SEWER-ADMINISTRATION</b>									
28100 - 4090	REGULAR PAY	104,534	150,452	156,097		158,844	158,844	158,844	158,844
28100 - 4092	TEMPORARY PAY	4,400	7,300	670		7,300	7,300	7,300	7,300
28100 - 4098	OVERTIME PAY	55,945	30,000	94,679		50,000	50,000	50,000	50,000
28100 - 4112	STAND-BY PAY	1,737	3,400	7,200		3,400	3,400	3,400	3,400
28100 - 4170	RETIREMENT	18,500	20,538	29,008		26,775	26,775	26,775	26,775
28100 - 4171	DISABILITY INSURANCE	959	1,446	1,433		1,534	1,534	1,534	1,534
28100 - 4172	WORKERS' COMPENSATION	5,337	4,223	3,464		5,028	4,831	4,831	4,831
28100 - 4174	FICA-SOCIAL SECURITY	12,336	14,623	18,948		16,795	16,795	16,795	16,795
28100 - 4176	HEALTH INSURANCE	41,289	70,090	70,090		77,376	74,547	74,547	74,547
28100 - 4177	UNEMPLOYMENT COMPENSATION	127	148	101		137	137	137	137
28100 - 4178	LIFE INSURANCE	294	447	439		470	470	470	470
28100 - 4179	DENTAL INSURANCE	1,381	2,722	2,320		2,803	2,460	2,460	2,460
28100 - 4182	CLOTHING ALLOWANCE	1,157	1,548	1,563		1,574	1,574	1,574	1,574
28100 - 4200	OFFICE SUPPLIES	104	300	458		300	300	300	300
28100 - 4235	SMALL TOOLS & EQUIP.	630	1,300	267		1,300	1,300	1,300	1,300

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
28100 - 4237	GAS & OIL	3,223	2,868	3,517	3,207	3,207	3,207	3,207
28100 - 4262	SAFETY	222	230	407	230	230	230	230
28100 - 4400	CONTRACTED SERVICES	118,850	226,921	156,742	123,555	123,555	123,555	123,555
28100 - 4404	AUDIT	2,555	2,555	2,555	2,555	2,555	2,555	2,555
28100 - 4406	PRINTING & BINDING	3,382	3,930	2,774	3,322	3,322	3,322	3,322
28100 - 4423	MEDICAL EXAMINATIONS	180	82	143	82	82	82	82
28100 - 4450	TELEPHONE	1,238	1,860	1,785	2,627	2,627	2,627	2,627
28100 - 4451	POSTAGE	5,412	5,584	4,774	5,671	5,671	5,671	5,671
28100 - 4453	MEETINGS & TRAINING	-	700	40	700	700	700	700
28100 - 4456	RADIO MAINTENANCE	-	63	-	63	63	63	63
28100 - 4458	VEHICLE MAINTENANCE	3,818	374	429	3,036	3,036	3,036	3,036
28100 - 4459	EQUIPMENT MAINTENANCE	1,872	2,000	1,740	2,000	2,000	2,000	2,000
28100 - 4470	GENERAL LIABILITY	11,400	10,153	11,644	14,867	14,867	14,867	14,867
28100 - 4475	FLEET INSURANCE	1,123	1,071	966	1,018	1,018	1,018	1,018
28100 - 4488	ADMIN. SERVICE CHARGE	223,666	233,120	233,120	249,080	249,080	249,080	249,080
28100 - 4491	PROPERTY INSURANCE	3,733	3,634	3,392	3,694	3,694	3,694	3,694
28100 - 4496	ELECTRICITY	32,937	31,871	30,862	33,019	33,019	33,019	33,019

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
28100 - 4497	OTHER UTILITIES	24,971	20,112	32,233		33,065	33,065	33,065	33,065
28100 - 4587	RECORDING FEES	347	250	312		250	250	250	250
28100 - 4615	SEWER EQUIPMENT	12,427	16,000	-		16,000	16,000	16,000	16,000
28100 - 4646	GLSD OPERATING COSTS	1,411,698	1,464,509	1,478,185		1,550,992	1,550,992	1,550,992	1,550,992
28100 - 9990	OPERATING TRANSFER	10,000	-	1,579,000		-	-	-	-
SUBTOTAL		2,121,783	2,336,424	3,931,355		2,402,669	2,399,300	2,399,300	2,399,300

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE	2020	2021
		NET CHANGE	BUDGETED SALARY	SALARY
SEWER ADMINISTRATION - 28100				
4090	WORKING FOREMAN	0	56,217	59,542
	HEO-WTP OPERATOR II	0	49,960	51,814
	LEO-WTP OPERATOR I	0	44,275	47,488
			-----	-----
			150,452	158,844

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - SEWER - ADMINISTRATION**

**DEPT # - 28100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4092	Temporary Pay	7,300	Police details Manhole repairs 3 yr wgtd avg. (6,963)	Police details Manhole repairs 3 yr wgtd avg. (7,282)
4098	Overtime Pay	50,000	For overtime calls and emergency work on the sewer system. 3 yr wgtd avg. (48,312)	For overtime calls and emergency work on the sewer system. 3 yr wgtd avg. (29,417)
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 wgtd avg. (2,089)	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 wgtd avg. (2,094)
4182	Clothing Allowance	1,574	Per Public Works contract, 3 employees Boot Allowance 750 Uniform Service 824	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 wgtd avg. (914)	Ladders, shovels, pumps, hoses, dye tablets, etc. 3 yr wgtd avg. (1,289)
4237	Gas & Oil	3,207	For vehicles, mowers and minor equipment. 1,467 gal. gas @ \$2.05/gal, 85 gal. diesel @ \$2.35/gal 3 yr wgtd avg. (3,081)	For vehicles, mowers and minor equipment. 1,148 gal. gas @ \$2.05/gal, 219 gal. diesel @ \$2.35/gal 3 yr wgtd avg. (2,589)
4262	Safety	230	Hard Hats and safety vests traffic cones/barricades	Hard Hats and safety vests traffic cones/barricades

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - SEWER - ADMINISTRATION**

**DEPT # - 28100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>	
			Special equipment needed for handling of wastewater and confined space entry. 3 yr wgtd avg. (238)		Special equipment needed for handling of wastewater and confined space entry. 3 yr wgtd avg. (194)	
4400 Contracted Services		123,555	Annual Preventative Maintenance contract for sewer lift stations Sewer lift station pumps (10) Preventive maintenance	7,760 12,000	Annual Preventative Maintenance contract for sewer lift stations Sewer lift station pumps (10) Preventive maintenance	7,760 12,000
			Pump station wet well cleaning P.S. Mission controllers maint Video inspection-sewer mains Manhole reconstruction Emergency repairs to sewer system and pumping stations Lift stations generator PM Groundwater Management Permit-WWTP Mission Controllers R/F for 10 Sewer Lift Stations Fence Repairs various stations	7,000 500 6,000 10,000 18,000 2,880 48,700 4,474 3,628	Pump station wet well cleaning P.S. Mission controllers maint Video inspection-sewer mains Manhole reconstruction Emergency repairs to sewer system and pumping stations Lift stations generator PM Groundwater Management Permit-WWTP Mission Controllers R/F for 10 Sewer Lift Stations Stiles Road Lift Station Pump Rotating Assembly Keeywadin Drive Lift Station Pump Rotating Assembly Pump water from former WWTP (2)	7,000 500 6,000 10,000 18,000 2,880 122,000 4,474 10,358 8,192 15,000
			Meter reading equipment: Maintenance contract (37%) Software maintenance (37%)	1,470 1,018	Meter reading equipment: Maintenance contract (37%) Software maintenance (37%)	1,470 1,018

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - SEWER - ADMINISTRATION**

**DEPT # - 28100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
			Fire Extinguisher Inspection	125
4404 Audit		2,555	Annual audit	Annual audit
4406 Printing & Binding		3,322	Sewer billing 37/63% split S/W Delinquent notices (N11Z) Cert. mail cards 3 yr wgtd avg. (2,669) Printing service for billings	617 71 168 2,466
4423 Medical Exams		82	Required random drug and alcohol exams and physicals 3 yr wgtd avg. (219)	Required random drug and alcohol exams and physicals 3 yr wgtd avg. (221)
4450 Telephone		2,627	Cell phone (1) Meter towers 37/63 split Broadband Communications- aircard-GIS tablet	211 2,294 122
4451 Postage		5,671	Postage for monthly and quarterly billings and delinquency notices Postage for Betterment & DBA billings S/W 37-63% split 3 yr wgtd avg. (5,554)	5,551 120
4453 Meetings & Training		700	I/I training	700
4456 Radio Maintenance		63	Radio repair	Radio repair

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - SEWER - ADMINISTRATION**

**DEPT # - 28100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4458	Vehicle Maintenance	3,036	3 yr wgtd avg. (2)  Normal maintenance and inspection of pickup with plow  P77-2012 Ford F350 P76-2013 Ford F150 3 yr wgtd avg. (3,036)	3 yr wgtd avg. (389)  Normal maintenance and inspection of pickup with plow  P77-2012 Ford F350 P76-2013 Ford F150 3 yr wgtd avg. (1,205)
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. (2,016)	Replacement parts for equipment at lift stations.  Maintain generators, breathing and ventilation equipment, propane for backup generators.  3 yr. avg. (1,813)
4470	General Liability	14,867	Liability coverage (rate based on percentage of overall expenditures)  (estimated 5% increase over 2020/21 rates)	Liability coverage (rate based on percentage of overall expenditures)  (estimated 5% increase over 2019/20 rates)
4475	Fleet Insurance	1,018	Coverage for sewer vehicles  (estimated 5% increase over 2020/21 rates)	Coverage for sewer vehicles  (estimated 5% increase over 2019/20 rates)
4488	Administrative Service Charge	249,080	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	3,694	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 over 2019/20 rates)

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - SEWER - ADMINISTRATION**

**DEPT # - 28100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4496	Electricity	33,019	Electricity to operate lift stations and meter stations. Based on 3 yr wgtd avg plus 3%	Electricity to operate lift stations and meter stations. Based on 3 yr wgtd avg plus 3%
4497	Other Utilities	33,065	Water service at South Policy lift station Annual backflow test Silverbrook Development charges Methuen – offsetting revenue 3 yr wgtd avg. (23,065)	Water service at South Policy lift station Annual backflow test Silverbrook Development charges Methuen – offsetting revenue 3 yr wgtd avg. (19,244)
4587	Recording Fees	250	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds. 3 yr wgtd avg. (331)	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds. 3 yr wgtd avg. (281)
4615	Sewer Equipment	16,000	Fittings & adapters Manhole rims, covers, raisers 3 yr wgtd avg. (11,129)	Fittings & adapters Manhole rims, covers, raisers 3 yr wgtd avg. (6,332)
4646	GLSD Operating Cost	1,550,992	01/01 - 06/30 (fixed) 07/01 - 12/31 (estimate)	01/01 - 06/30 (fixed) 07/01 - 12/31 (estimate)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>SEWER-DEBT SERVICES</b>									
28110 - 4500	GLSD-DEBT	368,947	384,044	368,359		367,412	367,412	367,412	367,412
28110 - 4509	RTE 28 SEWER REPL-PRIN	-	-	-		227,500	227,500	227,500	227,500
28110 - 4568	RTE 28 SEWER REPL-INT	-	-	-		136,500	136,500	136,500	136,500
28110 - 4572	BOND AND NOTE FEES	-	-	6,258		20,000	20,000	20,000	20,000
28110 - 4573	BAN INTEREST	-	-	-		10,625	10,625	10,625	10,625
SUBTOTAL		368,947	384,044	374,617		762,037	762,037	762,037	762,037

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - SEWER - DEBT**

**DEPT # - 28110**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>
4500	GLSD Debt	367,412	01/01 - 06/30 (fixed) 07/01 - 12/31 (estimate)	180,104 187,308	01/01 - 06/30 (fixed) 07/01 - 12/31 (estimate)
4509	Rte 28 Sewer Main Replacement - Principal (estimate)	227,500	* SRF Loan to be Issued 2021		
4568	Rte 28 Sewer Main Replacement - Interest (estimate)	136,500	2021 Interest		
4572	Bond and Note Fees	20,000	Bond Issuance Costs	20,000	
4573	BAN Interest-West Duston	10,625	2021 Interest	10,625	

\* Offset by DBA

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
<b>SEWER-CAPITAL PROJECTS</b>								
28120 - 4402	ENGINEERING SERVICES	350,000	-	-	-	-	-	-
28120 - 4765	IMPROVEMENTS	200,000	675,000	533,858	-	-	-	-
28120 - 4848	SEWER INFLOW AND INFILTRATION	-	-	-	40,000	40,000	40,000	40,000
28120 - 4888	GIS FLYOVER	14,400	-	-	-	-	-	-
SUBTOTAL		564,400	675,000	533,858	40,000	40,000	40,000	40,000

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - SEWER - CAPITAL PROJECTS**

**DEPT # - 28120**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4848	Inflow and Infiltration	40,000	I/I Engineering	40,000

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>SEWER-WARRANT ARTICLES</b>									
28130 - 4723	WASTEWATER PUMP STATION	-	30,000	30,000			-	-	-
28130 - 4765	SEWER IMPROVEMENTS	-	850,000	734,633			-	-	-
28130 - 4968	OPEB TRUST		-	-			10,000	10,000	10,000
SUBTOTAL		-	880,000	764,633			10,000	10,000	10,000
GRAND TOTAL-SEWER		3,055,130	4,275,468	5,604,463		3,204,706	3,211,337	3,211,337	3,211,337

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - SEWER - WARRANT ARTICLES**

**DEPT # - 28130**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4968	OPEB Trust	10,000	To be placed in the OPEB Trust for Other Post Employment Benefits	

DEPT.	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2020 BUDGET	2020 EXPENDED (PRE-AUDIT)					
<b>WATER FUND SUMMARY</b>								
ADMINISTRATION	1,529,906	1,567,852	1,559,240		1,656,278	1,642,169	1,642,169	1,642,169
OPERATIONAL	699,196	1,066,368	1,001,208		2,066,770	2,066,770	2,066,770	2,066,770
BUILDINGS	49,803	63,358	54,866		43,317	43,317	43,317	43,317
DEBT SERVICES	650,405	824,709	830,229		1,206,401	1,206,401	1,206,401	1,206,401
CAPITAL PROJECTS	148,540	581,691	581,691		660,000	660,000	660,000	660,000
WARRANT ARTICLES	1,416,324	750,000	777,963		-	10,000	10,000	10,000
<b>TOTAL - WATER FUND</b>	<b>4,494,175</b>	<b>4,853,978</b>	<b>4,805,197</b>		<b>5,632,766</b>	<b>5,628,657</b>	<b>5,628,657</b>	<b>5,628,657</b>

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>WATER-ADMINISTRATION</b>									
38100 - 4090	REGULAR PAY	552,574	627,057	561,175		650,086	651,880	651,880	651,880
38100 - 4092	TEMPORARY PAY	42,276	29,160	13,721		29,160	29,160	29,160	29,160
38100 - 4095	TEMPORARY ALTERNATE DUTY	-	-	11,165		-	-	-	-
38100 - 4098	OVERTIME PAY	102,986	80,000	86,297		67,000	67,000	67,000	67,000
38100 - 4109	EMPLOYEE RETIREMENT BENEFIT	36,019	-	2,231		-	-	-	-
38100 - 4112	STAND-BY PAY	10,354	9,500	5,023		9,500	9,500	9,500	9,500
38100 - 4170	RETIREMENT	75,898	80,040	75,035		91,660	91,886	91,886	91,886
38100 - 4171	DISABILITY INSURANCE	5,037	5,648	5,710		5,865	5,873	5,873	5,873
38100 - 4172	WORKERS' COMPENSATION	20,642	16,481	13,520		17,307	16,668	16,668	16,668
38100 - 4174	FICA-SOCIAL SECURITY	55,696	57,049	49,959		57,816	57,954	57,954	57,954
38100 - 4176	HEALTH INSURANCE	214,953	246,627	248,175		278,554	264,108	264,108	264,108
38100 - 4177	UNEMPLOYMENT COMPENSATION	397	507	336		470	470	470	470
38100 - 4178	LIFE INSURANCE	1,670	1,901	1,907		1,968	1,968	1,968	1,968
38100 - 4179	DENTAL INSURANCE	7,978	9,548	8,318		9,736	8,546	8,546	8,546
38100 - 4182	CLOTHING ALLOWANCE	4,315	4,839	4,564		4,839	4,839	4,839	4,839

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
38100 - 4200	OFFICE SUPPLIES	1,562	900	1,530	900	900	900	900
38100 - 4399	LEGAL SERVICES	26,551	10,000	59,490	10,000	10,000	10,000	10,000
38100 - 4404	AUDIT	2,555	2,555	2,555	2,555	2,555	2,555	2,555
38100 - 4405	MEMBERSHIPS & PUBLICATIONS	1,620	1,848	455	1,848	1,848	1,848	1,848
38100 - 4406	PRINTING & BINDING	9,156	10,503	11,580	9,468	9,468	9,468	9,468
38100 - 4423	MEDICAL EXAMINATIONS	325	250	783	250	250	250	250
38100 - 4440	EQUIPMENT RENTAL	22,000	25,000	39,720	25,000	25,000	25,000	25,000
38100 - 4450	TELEPHONE	29,576	29,616	31,059	32,635	32,635	32,635	32,635
38100 - 4451	POSTAGE	26,695	22,584	20,830	22,224	22,224	22,224	22,224
38100 - 4453	MEETINGS & TRAINING	2,570	4,700	2,101	4,700	4,700	4,700	4,700
38100 - 4456	RADIO MAINTENANCE	2,429	900	934	1,634	1,634	1,634	1,634
38100 - 4458	VEHICLE MAINTENANCE	22,837	4,655	21,112	5,500	5,500	5,500	5,500
38100 - 4470	GENERAL LIABILITY	18,113	23,935	18,798	16,879	16,879	16,879	16,879
38100 - 4475	FLEET INSURANCE	4,626	4,998	4,669	5,086	5,086	5,086	5,086
38100 - 4488	ADMIN. SERVICE CHARGE	212,820	241,525	241,525	276,722	276,722	276,722	276,722
38100 - 4491	PROPERTY INSURANCE	15,331	15,026	14,572	16,416	16,416	16,416	16,416
38100 - 4587	RECORDING FEES	347	250	312	250	250	250	250

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
38100 - 4600	OFFICE FURNITURE & EQUIPMENT	-	250	81		250	250	250	250
	SUBTOTAL	1,529,906	1,567,852	1,559,240		1,656,278	1,642,169	1,642,169	1,642,169

## 2021 PERSONNEL WORKSHEET

ACCOUNT	TITLE	FTE NET CHANGE	2020 BUDGETED SALARY	2021 SALARY
WATER ADMINISTRATION - 38100				
4090	DEP DIR UTILITIES (INCLUDES CERTIFICATION STIPEND)	0	102,720	104,382
	CHEMIST	0	82,334	82,819
	WORKING FOREMAN (2)	0	126,082	129,201
	HEAVY EQUIPMENT OPERATOR (2)	0	115,212	118,829
	CONSTRUCTION MAINT REPAIR III	0	54,732	56,439
	CONSTRUCTION MAINT REPAIR I	0	51,816	53,580
	BACKFLOW INSP	0	50,807	55,594
	METER REPAIR TECH	0	43,354	51,036
			-----	-----
			627,057	651,880

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - ADMINISTRATION**

**DEPT # - 38100**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021		EXPLANATION 2020	
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 wgtd avg. (45,518)	11,440 4,160 13,560	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 wgtd avg. (47,212)	11,440 4,160 13,560
4098	Overtime Pay	67,000	Overtime for water breaks, pumping systems, telemetry alarms, and weekend system checks and other work conducted outside of normal business hours. 3 yr wgtd avg. (97,879)		Overtime for water breaks, pumping systems, telemetry alarms, and weekend system checks and other work conducted outside of normal business hours. 3 yr wgtd avg. (90,529)	
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 wgtd avg. (9,871)		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 wgtd avg. (9,669)	
4182	Clothing Allowance	4,839	Per Public Works/SPAA contract Boot Allowance (10) Uniform Service (8)	2,400 2,439	Per Public Works contract, 8 employees + 2 employees-boot allowance only	4,439 400
4200	Office Supplies	900	General office supplies. 3 yr wgtd avg. (1,318)		General office supplies. 3 yr wgtd avg. (924)	
4399	Legal Services	10,000	Outside legal services. 3 yr wgtd avg. (25,518)	10,000	Outside legal services. 3 yr wgtd avg. (26,138)	10,000
4404	Audit	2,555	Annual audit.		Annual audit.	

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - ADMINISTRATION**

**DEPT # - 38100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4405	Memberships & Publications	1,848	State Certification renewals: Treatment & Distribution Individual Memberships: American Backflow Prevention Assn (APBA) (1) American Water Works Association (AWWA) (2) Utility Memberships: NEWWA NH DES	State Certification renewals: Treatment & Distribution Individual Memberships: American Backflow Prevention Assn (APBA) (1) American Water Works Association (AWWA) (2) Utility Memberships: NEWWA NH DES
4406	Printing & Binding	9,468	Water billing 37/63% split S/W Meter cards Invoices Delinquent notices (N11Z) Cert. mail cards Consumer Confidence Report CCR-Data processing/labels Public notices Printing service for billings	Water billing 37/63% split S/W Meter cards Invoices Delinquent notices (N11Z) Cert. mail cards Consumer Confidence Report CCR-Data processing/labels Public notices Printing service for billings
4423	Medical Exams	250	Required random drug and alcohol exams and physicals. 3 yr wgtd avg. (290)	Required random drug and alcohol exams and physicals. 3 yr wgtd avg. (192)

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - ADMINISTRATION**

**DEPT # - 38100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>		<b>EXPLANATION 2020</b>
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.  Mill/Fill Old trenches 3 yr wgtd avg. (22,170)	15,000	Rental of heavy excavation equipment and special tools as needed for main breaks and other distribution system repairs as needed.  Mill/Fill Old trenches 3 yr wgtd avg. (21,281)
4450	Telephone	32,635	Telephone/Fax/circuits  Cell phones (3)  Meter towers 63/37 split  High speed fiber-Comcast  Internet  Broadband Communications- 3 aircards- GIS tablets  3 yr wgtd avg. (29,766)	18,392  905  3,738  7,538  1,688  374	Telephone/Fax/circuits  Cell phones (3)  Meter towers 63/37 split  High speed fiber-Comcast  Internet  Broadband Communications- 1 aircard- GIS tablet  3 yr wgtd avg. (29,528)
4451	Postage	22,224	Postage for monthly and quarterly billings and delinquency notices (N11Z)  Postage for Betterment & DBA billings S/W 37-63% split  Violations notices, backflow letters, annual water quality report to users etc.  Certified shut off letters  (Offsetting revenue-cost passed on to customers)	9,449  205  1,250  11,320	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)
4453	Meetings & Training	4,700	Water industry training  Safety training programs	4,400  300	Water industry training  Safety training programs

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - ADMINISTRATION**

**DEPT # - 38100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4456	Radio Maintenance	1,634	Repairs/replacement of portable truck radios  3 yr wgtd avg. (1,634)	Repairs/replacement of portable truck radios  3 yr wgtd avg. (377)
4458	Vehicle Maintenance	5,500	Scheduled and emergency repairs to 1 backhoe, 1 compressor, 5 utility trucks, and 3 compact pick-ups & 6-wheel dump truck.  3 yr wgtd avg. (20,569)	Scheduled and emergency repairs to 1 backhoe, 1 compressor, 5 utility trucks, and 3 compact pick-ups & 6-wheel dump truck.  3 yr wgtd avg. (14,685)
4470	General Liability	16,879	Liability coverage (rate based on percentage of overall expenditures)  (estimated 5% increase over 2020/21 rates)	Liability coverage (rate based on percentage of overall expenditures)  (estimated 5% increase over 2019/20 rates)
4475	Fleet Insurance	5,086	Coverage for water vehicles  (estimated 5% increase over 2020/21 rates)	Coverage for water vehicles  (estimated 5% increase over 2019/20 rates)
4488	Administration Service Charge	276,722	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	16,416	Coverage for building and contents, 3 pumping stations, 2 PRV stations, and 3 water towers and Dams.  (estimated 5% increase over 2020/21 rates)	Coverage for building and contents, 3 pumping stations, 2 PRV stations, and 3 water towers and Dams.  (estimated 5% increase over 2019/20 rates)
4587	Recording Fees	250	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds.  3 yr wgtd avg. (331)	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds.  3 yr wgtd avg. (281)

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - ADMINISTRATION**

**DEPT # - 38100**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4600	Office Furniture & Equip	250	Replacement office equipment. 3 yr wgtd avg. (500)	Replacement office equipment. 3 yr wgtd avg. (1,939)

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>WATER-OPERATIONS</b>									
38110 - 4235	SMALL TOOLS & EQUIP.	6,573	9,000	9,362		9,000	9,000	9,000	9,000
38110 - 4237	GAS & OIL	24,181	20,797	24,201		23,298	23,298	23,298	23,298
38110 - 4244	GRAVEL/SAND	5,130	2,500	9,466		4,000	4,000	4,000	4,000
38110 - 4249	RESURFACING	17,474	25,000	23,643		18,983	18,983	18,983	18,983
38110 - 4255	CHEMICALS	65,963	65,000	73,753		67,000	67,000	67,000	67,000
38110 - 4256	TUBING & PARTS	34,479	27,861	29,340		60,000	60,000	60,000	60,000
38110 - 4262	SAFETY	669	750	731		750	750	750	750
38110 - 4400	CONTRACTED SERVICES	108,599	110,206	154,427		148,357	148,357	148,357	148,357
38110 - 4481	WATER SAMPLES/LAB EXPENSES	57,958	69,436	65,177		67,145	67,145	67,145	67,145
38110 - 4482	PURCHASE OF WATER	-	315,450	217,036		1,177,452	1,177,452	1,177,452	1,177,452
38110 - 4484	METERS/REPLACEMENT	9,908	25,207	30,088		60,000	60,000	60,000	60,000
38110 - 4485	HYDRANTS	33,536	37,500	35,953		37,500	37,500	37,500	37,500
38110 - 4489	PIPE REPLACEMENT	8,119	11,000	11,111		86,000	86,000	86,000	86,000
38110 - 4496	ELECTRICITY	167,565	180,243	185,478		180,243	180,243	180,243	180,243
38110 - 4497	OTHER UTILITIES	121,561	115,608	127,145		121,097	121,097	121,097	121,097

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
38110 - 4610	WATER-EQUIPMENT	37,483	50,810	4,298	5,945	5,945	5,945	5,945
	SUBTOTAL	699,196	1,066,368	1,001,208	2,066,770	2,066,770	2,066,770	2,066,770

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - OPERATIONS**

**DEPT # - 38110**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4235	Small Tools & Equipment	9,000	Tools & minor equipment and expendable supplies for water distribution and treatment. 3 yr wgtd avg. (7,841)	Tools & minor equipment and expendable supplies for water distribution and treatment. 3 yr wgtd avg. (9,929)
4237	Gas & Diesel	23,298	For vehicles, mowers and minor equipment 10,215 gal. gas @ \$2.05 1,003 gal diesel @ \$2.35	For vehicles, mowers and minor equipment 9,266 gal. gas @ \$2.05 767 gal diesel @ \$2.35
4244	Gravel/Sand	4,000	Gravel, Sand and other aggregate materials. Used to backfill after excavations, for pipe bedding after installation & repairs, and loam & seed for lawn damage from main breaks. 3 yr wgtd avg. (6,639)	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)
4249	Resurfacing	18,983	Cost of hot bituminous asphalt to repair road surface after water breaks. 3 yr wgtd avg. (18,983)	Cost of hot bituminous asphalt to repair road surface after water breaks. 3 yr wgtd avg. (18,697)
4255	Chemicals	67,000	Bulk Chemicals for Water Treatment 3 yr wgtd avg. (64,237)	Bulk Chemicals for Water Treatment 3 yr wgtd avg. (59,938)
4256	Tubing & Parts	60,000	Copper tubing, brass fittings and meter horn assemblies. (5% market increase) (New Regional Customers) Partially offset by meter sales 3 yr wgtd avg. (36,704)	Copper tubing, brass fittings and meter horn assemblies. (5% market increase) Partially offset by meter sales 3 yr wgtd avg. (42,926)
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**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - OPERATIONS**

**DEPT # - 38110**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
			3 yr wgtd avg. (817)	3 yr wgtd avg. (1,064)
4400 Contracted Services		148,357	Electronics & Controls maint.	4,000
			Mechanical systems	12,000
			Instrument calibration & preventative electrical maintenance	6,000
			Altitude valve preventive maintenance	2,200
			Digsafe	6,396
			Water Conservation	3,000
			Backwash tank cleaning	6,000
			Generator P.M. (4 Sites)	1,645
			PM on CO2 Storage & carbonic acid feed systems	4,500
			Copier maintenance	350
			Treatment technical assistance	5,000
			Meter reading equipment maintenance contract (63%)	2,502
			Software Maintenance (63%)	1,733
			GIS hosting/support/updates	9,200
			Mission Service for WTP	784
			On Call Engineering Services	5,000
			Fire Extinguisher Inspections	339
			WaterSmart-Customer Access	15,900
			Neptune 360	23,850
			VFD's at Arlington Pump Station (2)	21,748
			Leak Detection	13,200
			SonicWall	2,010
			LogMeIn for SCADA (4)	1,000
			LogMeIn for SCADA (4)	1,000

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - OPERATIONS**

**DEPT # - 38110**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020		
4481	Water Samples/Lab Expenses	67,145	QA/QC & certification Consumables Glassware & minor equip. Routine SDWA compliance Chemical waste disposal Hach service maintenance Lab equipment service maint. PFOA/PFOS testing (4)  Lead/Copper Testing (Regional Line Increases) 3 yr wgtd avg (57,495)	3,800 9,000 9,000 9500 3,605 25,210 2,060 2,720  2,250  3 yr wgtd avg (55,799)	QA/QC & certification Consumables Glassware & minor equip. Routine SDWA compliance Chemical waste disposal Hach service maintenance Lab equipment service maint. PFOA/PFOS testing (4) UCMR4 testing (new EPA req) Lead/Copper Testing  3 yr wgtd avg (55,799)	3,800 8,000 8,000 9,500 3,500 24,476 2,000 2,720 6,480 960
4482	Purchase of Water	1,177,452	Methuen-emergency purchases Manchester Water Works: Windham HAWC Salem	100  142,317 646,897 388,138	Methuen-emergency purchases Manchester Water Works 500,000 GPD for 6 mos (includes HAWC consumption)	100  315,350
4484	Meters	60,000	New Meters for development Partially offset by meter sales (New Regional Customers)	60,000	New Meters for development Partially offset by meter sales	25,207
4485	Hydrants	37,500	Replace hydrants (15 @2,200) Hydrant Parts 3 yr wgtd avg. (30,486)	33,000 4,500  3 yr wgtd avg. (23,750)	Replace hydrants (15 @2,200) Hydrant Parts  3 yr wgtd avg. (23,750)	33,000 4,500
4489	Pipe Replacement	86,000	Scheduled and emergency repairs made to distribution system on pipes valves and fittings.		Scheduled and emergency repairs made to distribution system on pipes valves and fittings.	

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - OPERATIONS**

**DEPT # - 38110**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4496 Electricity		180,243	<p>Water work associated with Road Program  3 yr wgtd avg. (9,786)</p> <p>Cost to pump water.  Service for WTP, 3 booster stations and 2 raw water pumping stations, 2 PRV Stations</p> <p>3 yr wgtd avg. (168,446)</p>	<p>75,000</p> <p>3 yr wgtd avg. (11,059)</p> <p>Cost to pump water.  Service for WTP, 3 booster stations and 2 raw water pumping stations, 2 PRV Stations</p> <p>Additional Pressure reduction valves online approx. July  3 yr wgtd avg. (170,791)</p>
4497 Other Utilities		121,097	<p>Sewer discharge, from Canobie Water Treatment Plant.  3 yr wgtd. avg. (121,097)</p>	<p>Sewer discharge, from Canobie Water Treatment Plant.  3 yr wgtd. avg. (115,608)</p>
4610 Water Equipment		5,945	<p>Pipe Locater line tracer  ICS Pipe Chain Saw  CST Magnatrak Locaters (2)</p>	<p>2,795</p> <p>1,650</p> <p>1,500</p> <p>QuikChem 8500  Peristaltic Pump</p> <p>46,517  4,293</p>

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>WATER-BUILDINGS</b>									
38120 - 4401	CLEANING SERVICES	1,215	4,165	4,068		4,165	4,165	4,165	4,165
38120 - 4452	BUILDING MAINTENANCE	26,064	32,643	22,877		15,143	15,143	15,143	15,143
38120 - 4495	HEAT	22,524	26,550	27,921		24,009	24,009	24,009	24,009
SUBTOTAL		49,803	63,358	54,866		43,317	43,317	43,317	43,317

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - BUILDINGS**

**DEPT # - 38120**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021		EXPLANATION 2020	
4401	Cleaning Services	4,165	Cleaning services	4,165	Cleaning services 4,165	
4452	Building Maintenance	15,143	Building repairs and expendable building supplies/cleaning products. Additional Electrical work (SCADA)  Annual radio box testing/monitoring: Water Treatment Plant, Spicket, Manor Pkwy, Arlington & Nirvana Booster Stations.  Alarm monitoring Fire Alarm Inspection Fuel for Generators HVAC Maintenance  Security gate annual maintenance 3 yr wgtd avg (30,244)	10,000  1,250  192 425 1,700 1,176  400	Building repairs and expendable building supplies/cleaning products.  Annual radio box testing/monitoring: Water Treatment Plant, Spicket, Manor Pkwy, Arlington & Nirvana Booster Stations.  Alarm monitoring 192 Fire Alarm Inspection 425 Fuel for Generators 1,700 HVAC Maintenance 1,176  Back Parking Lot Improvement 22,500 Security gate annual maintenance 3 yr wgtd avg (32,644)	5,000  1,250  192 425 1,700 1,176  400
4495	Heat	24,009	Propane heat  11,272 gal (3 yr wgtd avg) propane @ \$2.13		Propane heat  12,465 gal (3 yr wgtd avg) propane @ \$2.13	

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>WATER-DEBT SERVICES</b>									
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	105,000	105,000		105,000	105,000	105,000	105,000
38130 - 4673	WATER CON #18-PRINCIPAL '14	85,000	80,000	80,000		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	143,026	145,193	145,193		147,393	147,393	147,393	147,393
38130 - 4507	DRINKING WATER #21-PRINCIPAL '19	-	160,000	160,000		160,000	160,000	160,000	160,000
38130 - 4509	RTE 28 WATER MAIN-PRIN	-	-	-		286,000	286,000	286,000	286,000
38130 - 4568	RTE 28 WATER MAIN-INT	-	-	-		85,800	85,800	85,800	85,800
38130 - 4689	WATER CON #15-INTEREST '04	9,468	7,891	7,891		6,228	6,228	6,228	6,228
38130 - 4690	WATER CON #16-INTEREST '13	10,350	8,280	8,280		6,210	6,210	6,210	6,210
38130 - 4691	WATER CON #17-INTEREST '14	19,050	15,750	15,750		12,600	12,600	12,600	12,600
38130 - 4692	WATER CON #18-INTEREST '14	14,550	12,000	12,000		9,600	9,600	9,600	9,600
38130 - 4693	WATER CON #19-INTEREST '15	24,200	22,000	22,000		19,800	19,800	19,800	19,800
38130 - 4694	WATER CON #20-INTEREST '18	20,761	18,595	18,594		16,395	16,395	16,395	16,395

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
38130 - 4521	DRINKING WATER #21-INTEREST '19	-	36,000	36,000		28,000	28,000	28,000	28,000
38130 - 4572	BOND AND NOTE FEES	-	-	5,522		20,000	20,000	20,000	20,000
38130 - 4573	BOND ANTICIPATION NOTE INTEREST	-	-	-		9,375	9,375	9,375	9,375
SUBTOTAL		650,405	824,709	830,229		1,206,401	1,206,401	1,206,401	1,206,401

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - DEBT**

**DEPT # - 38130**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
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)	147,393	Bond Issue 2018 Final Payment 2028	Bond Issue 2018 Final Payment 2028
4507	Drinking Water Capacity Rights #21 – Principal	160,000	Bond Issue 2019 Final Payment 2024	Bond Issue 2019 Final Payment 2024

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - DEBT**

**DEPT # - 38130**

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2021	EXPLANATION 2020
4509	Rte 28 Water Main Replacement - Principal (estimate)	286,000	SRF Loan to be Issued 2021	**
4568	Rte 28 Water Main Replacement - Interest (estimate)	85,800	2021 Interest	**
4689	Water Const. #15 – Interest	6,228	2021 Interest	2020 Interest
4690	Water Const. #16 – Interest	6,210	2021 Interest	2020 Interest
4691	Water Const. #17 – Interest	12,600	2021 Interest	2020 Interest
4692	Water Const. #18 – Interest	9,600	2021 Interest	2020 Interest
4693	Water Const. #19 – Interest	19,800	2021 Interest	2020 Interest
4694	Water Const. #20 – Interest	16,395	2021 Interest	2020 Interest
4521	Drinking Water Capacity Rights #21 – Interest	28,000	2021 Interest	2020 Interest

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - DEBT**

**DEPT # - 38130**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4572	Bond and Note Fees	20,000	Bond Issuance Costs	
4573	Bond Anticipation Note Interest-West Duston	9,375	2021 Interest	

\* Principal offset of 39,565 via amortized bond premiums

\*\* Offset by DBA

DEPT. ACCT. NO.	ACCOUNT NAME	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
		2019 EXPENDED	2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)				
<b>WATER-CAPITAL PROJECTS</b>								
38140 - 4402	ENGINEERING SERVICES	75,000	-	-	-	-	-	-
38140 - 4738	WATER - VEHICLES	39,940	-	-	-	-	-	-
38140 - 4765	IMPROVEMENTS	-	581,691	581,691	660,000	660,000	660,000	660,000
38140 - 4888	GIS FLYOVER	33,600	-	-	-	-	-	-
SUBTOTAL		148,540	581,691	581,691	660,000	660,000	660,000	660,000

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - CAPITAL PROJECTS**

**DEPT # - 38140**

<b>ACCT</b>	<b>ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>	
4765	Improvements	660,000	Improvements: Atkinson Road Water  West Duston Pump Station	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

DEPT. ACCT. NO.	ACCOUNT NAME	2019 EXPENDED	2021 BUDGET			2021 MANAGER RECOMM.	2021 BOS RECOMM.	2021 BUD COM RECOMM.	2021 BUDGET
			2020 BUDGET	2020 EXPENDED (PRE-AUDIT) (incl. encumb)					
<b>WATER-WARRANT ARTICLES</b>									
38150 - 4625	PURCHASE WATER RIGHTS	898,574	-	-		-	-	-	-
38150 - 4765	WATER IMPROVEMENTS	-	750,000	677,963		-	-	-	-
38150 - 4968	OPEB TRUST	-	-	-		10,000	10,000	10,000	10,000
38150 - 9990	OPERATING TRANSFER	517,750	-	100,000		-	-	-	-
SUBTOTAL		1,416,324	750,000	777,963		-	10,000	10,000	10,000
GRAND TOTAL-WATER		4,494,175	4,853,978	4,805,197		5,632,766	5,628,657	5,628,657	5,628,657

**TOWN OF SALEM, NH**  
**2021 BUDGET WORKSHEET**

**FY 2021 BUDGET**

**DEPT NAME - WATER - WARRANT ARTICLES**

**DEPT # - 38150**

<b>ACCT ACCOUNT NAME</b>	<b>AMOUNT</b>	<b>EXPLANATION 2021</b>	<b>EXPLANATION 2020</b>
4968 OPEB Trust	10,000	To be placed in the OPEB Trust for Other Post Employment Benefits	