

TOWN OF SALEM, NH
2017/2018 BUDGET COMPARISON

FY 18 BUDGET

DEPARTMENT	2017 BUDGET			2018 BUDGET			\$ INCREASE/(DECREASE)			% INCREASE/(DECREASE)		
	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL	SALARY/ BENEFITS	OTHER	TOTAL
Selectmen	18,660	9,025	27,685	19,147	9,275	28,422	487	250	737	2.61%	2.77%	2.66%
District Court	-	118,706	118,706	-	148,393	148,393	-	29,687	29,687	---	25.01%	25.01%
Town Manager	294,283	7,664	301,947	304,827	6,371	311,198	10,544	(1,293)	9,251	3.58%	-16.87%	3.06%
Legal	-	100,061	100,061	-	95,276	95,276	-	(4,785)	(4,785)	---	-4.78%	-4.78%
Human Resources	289,526	23,528	313,054	300,683	38,190	338,873	11,157	14,662	25,819	3.85%	62.32%	8.25%
Employee Benefits	1,233,661	-	1,233,661	1,079,012	-	1,079,012	(154,649)	-	(154,649)	-12.54%	---	-12.54%
Boards & Committees	5,550	15,159	20,709	6,446	16,054	22,500	896	895	1,791	16.14%	5.90%	8.65%
Town Buildings	546	223,209	223,755	552	210,320	210,872	6	(12,889)	(12,883)	1.10%	-5.77%	-5.76%
Finance	690,593	38,039	728,632	744,423	43,469	787,892	53,830	5,430	59,260	7.79%	14.27%	8.13%
Information Technology	-	506,794	506,794	-	541,907	541,907	-	35,113	35,113	---	6.93%	6.93%
Assessing	246,534	6,999	253,533	350,953	7,294	358,247	104,419	295	104,714	42.35%	4.21%	41.30%
Town Clerk	228,961	8,460	237,421	231,551	12,325	243,876	2,590	3,865	6,455	1.13%	45.69%	2.72%
Elections	11,658	8,950	20,608	35,698	12,550	48,248	24,040	3,600	27,640	206.21%	40.22%	134.12%
Collections	210,487	-	210,487	218,482	-	218,482	7,995	-	7,995	3.80%	---	3.80%
Tax Collector	161,876	14,875	176,751	166,017	15,525	181,542	4,141	650	4,791	2.56%	4.37%	2.71%
Debt Service	-	731,311	731,311	-	714,531	714,531	-	(16,780)	(16,780)	---	-2.29%	-2.29%
Insurance	20,000	479,325	499,325	20,000	461,748	481,748	-	(17,577)	(17,577)	0.00%	-3.67%	-3.52%
Community Development	247,885	450	248,335	346,154	16,081	362,235	98,269	15,631	113,900	39.64%	3473.56%	45.87%
Planning	235,324	11,808	247,132	249,802	1,901	251,703	14,478	(9,907)	4,571	6.15%	-83.90%	1.85%
Police	10,528,425	574,597	11,103,022	11,150,782	563,117	11,713,899	622,357	(11,480)	610,877	5.91%	-2.00%	5.50%
Fire	10,852,163	940,644	11,792,807	12,056,385	974,005	13,030,390	1,204,222	33,361	1,237,583	11.10%	3.55%	10.49%
Municipal Services	2,499,993	2,992,161	5,492,154	2,702,209	2,964,236	5,666,445	202,216	(27,925)	174,291	8.09%	-0.93%	3.17%
Human Services	186,497	187,005	373,502	124,347	169,850	294,197	(62,150)	(17,155)	(79,305)	-33.32%	-9.17%	-21.23%
Community Services	525,192	102,810	628,002	538,473	65,317	603,790	13,281	(37,493)	(24,212)	2.53%	-36.47%	-3.86%
Library	1,194,328	321,876	1,516,204	1,205,622	324,467	1,530,089	11,294	2,591	13,885	0.95%	0.81%	0.92%
Community Contributions	-	28,694	28,694	-	22,704	22,704	-	(5,990)	(5,990)	---	-20.88%	-20.88%
Subtotal - General Fund	29,682,142	7,452,149	37,134,291	31,851,566	7,434,906	39,286,472	2,169,424	(17,243)	2,152,181	7.31%	-0.23%	5.80%
Capital Improvements	-	1,039,201	1,039,201	-	1,051,398	1,051,398	-	12,197	12,197	---	1.17%	1.17%
Separate Warrant Articles	-	6,986,324	6,986,324	-	5,093,950	5,093,950	-	(1,892,374)	(1,892,374)	---	-27.09%	-27.09%
Total - General Fund	29,682,142	15,477,674	45,159,816	31,851,566	13,580,254	45,431,820	2,169,424	(1,897,420)	272,004	7.31%	-12.26%	0.60%
Sewer Fund	209,549	3,438,616	3,648,165	225,054	3,041,054	3,266,108	15,505	(397,562)	(382,057)	7.40%	-11.56%	-10.47%
Water Fund	1,082,828	2,463,954	3,546,782	1,214,364	2,126,195	3,340,559	131,536	(337,759)	(206,223)	12.15%	-13.71%	-5.81%
Grand Total	30,974,519	21,380,244	52,354,763	33,290,984	18,747,503	52,038,487	2,316,465	(2,632,741)	(316,276)	7.48%	-12.31%	-0.60%

2018 REVENUE REPORT

ACCOUNT NAME	2016 RECEIVED	2017 BUDGET	2017 RECEIVED (PRE-AUDIT)	2018 MGR RECOMM.	2018 BOS RECOMM.	2018 BUD COMM. RECOMM.	2018 BUDGET
REVENUE SUMMARY							
TAXES	300,132	244,000	304,273	246,000	246,000	246,000	246,000
INTERGOVERNMENTAL REVENUES-STATE	2,194,778	2,051,013	2,177,728	2,455,568	2,455,568	2,455,568	2,455,568
LICENSES AND PERMITS	7,115,512	6,902,544	7,892,260	7,448,242	7,298,242	7,298,242	7,298,242
CHARGES FOR SERVICES	3,294,968	3,137,177	3,353,989	3,503,235	3,792,948	3,792,948	3,792,948
MISCELLANEOUS REVENUES	168,938	38,500	142,708	51,700	651,700	651,700	651,700
OTHER FINANCING SOURCES	131,393	4,789,937	156,584	1,044,981	1,687,149	1,687,149	1,687,149
TOTAL - GENERAL FUND	13,205,720	17,163,171	14,027,543	14,749,725	16,131,606	16,131,606	16,131,606
INCOME FROM SEWER FUND	3,041,860	3,347,165	2,599,309	3,262,729	3,262,583	3,266,108	3,266,108
INCOME FROM WATER FUND	5,034,411	3,140,782	3,903,894	3,307,649	3,306,923	3,340,559	3,340,559
TOTAL REVENUES	21,281,990	23,651,118	20,530,745	21,320,103	22,701,112	22,738,273	22,738,273

ACCT. NO.	ACCOUNT NAME	2016 RECEIVED	2017 BUDGET	2017 RECEIVED (PRE-AUDIT)	2018 MGR RECOMM.	2018 BOS RECOMM.	2018 BUD COMM. RECOMM.	2018 BUDGET
TAXES								
1 - 3120	YIELD TAX	325	1,000	2,708	1,000	1,000	1,000	1,000
1 - 3130	BOAT TAX	11,240	8,000	11,438	10,000	10,000	10,000	10,000
	INTEREST AND PENALTIES	288,567	235,000	290,127	235,000	235,000	235,000	235,000
		300,132	244,000	304,273	246,000	246,000	246,000	246,000

ACCT. NO.	ACCOUNT NAME	2016 RECEIVED	2017 BUDGET	2017 RECEIVED (PRE-AUDIT)	2018 MGR RECOMM.	2018 BOS RECOMM.	2018 BUD COMM. RECOMM.	2018 BUDGET
INTEREST AND PENALTIES								
1 - 3160	INTEREST-CURRENT YR. PROP TAX	34,962	30,000	32,913	30,000	30,000	30,000	30,000
1 - 3161	INTEREST-PRIOR YRS. PROP TAX	94,529	90,000	99,458	90,000	90,000	90,000	90,000
1 - 3183	TAX LIEN INTEREST-2010 LEVY	192	-	-	-	-	-	-
1 - 3186	TAX LIEN INTEREST-2017 LEVY	-	-	-	30,000	30,000	30,000	30,000
1 - 3187	TAX LIEN INTEREST-2016 LEVY	-	50,000	21,016	40,000	40,000	40,000	40,000
1 - 3188	TAX LIEN INTEREST-2015 LEVY	22,770	35,000	69,605	45,000	45,000	45,000	45,000
1 - 3189	TAX LIEN INTEREST-2013 LEVY	60,720	-	1,801	-	-	-	-
1 - 3190	TAX LIEN INTEREST-2012 LEVY	755	-	1,594	-	-	-	-
1 - 3191	TAX LIEN INTEREST-2011 LEVY	1,718	-	58	-	-	-	-
1 - 3192	TAX LIEN INTEREST-2014 LEVY	70,491	30,000	58,728	-	-	-	-
1 - 3193	OTHER TAX INTEREST	2,430	-	4,954	-	-	-	-
		288,567	235,000	290,127	235,000	235,000	235,000	235,000

ACCT. NO.	ACCOUNT NAME	2016 RECEIVED	2017 BUDGET	2017 RECEIVED (PRE-AUDIT)	2018 MGR RECOMM.	2018 BOS RECOMM.	2018 BUD COMM. RECOMM.	2018 BUDGET
INTERGOVERNMENTAL REVENUES-STATE								
1 - 3207	MEALS & ROOMS	1,482,718	1,396,903	1,482,088	1,405,964	1,405,964	1,405,964	1,405,964
1 - 3202	HIGHWAY BLOCK GRANT	645,669	621,270	647,004	522,905	522,905	522,905	522,905
1 - 3215	OTHER GOVERNMENTAL REVENUE	66,390	32,840	48,637	526,699	526,699	526,699	526,699
		2,194,778	2,051,013	2,177,728	2,455,568	2,455,568	2,455,568	2,455,568

ACCT. NO.	ACCOUNT NAME	2016 RECEIVED	2017 BUDGET	2017 RECEIVED (PRE-AUDIT)	2018 MGR RECOMM.	2018 BOS RECOMM.	2018 BUD COMM. RECOMM.	2018 BUDGET
LICENSES AND PERMITS								
1 - 3240	AUTO PERMITS	6,252,255	5,900,000	6,476,483	6,200,000	6,050,000	6,050,000	6,050,000
1 - 3243	DOG LICENSES	19,003	15,500	18,228	16,000	16,000	16,000	16,000
	BUSINESS LICENSES, PERMITS, FEES	844,254	987,044	1,397,550	1,232,242	1,232,242	1,232,242	1,232,242
		7,115,512	6,902,544	7,892,260	7,448,242	7,298,242	7,298,242	7,298,242

ACCT. NO.	ACCOUNT NAME	2016 RECEIVED	2017 BUDGET	2017 RECEIVED (PRE-AUDIT)	2018 MGR RECOMM.	2018 BOS RECOMM.	2018 BUD COMM. RECOMM.	2018 BUDGET
<i>BUSINESS LICENSES, PERMITS, FEES</i>								
1 - 3220	TROTting & RACING	76,150	-	-	-	-	-	-
1 - 3224	OTHER BUSINESS LICENSES	75	150	78	-	-	-	-
1 - 3239	MUNICIPAL AGENT FEE	108,177	104,000	107,775	105,000	105,000	105,000	105,000
1 - 3241	TITLE FEES	16,514	13,500	16,116	14,000	14,000	14,000	14,000
1 - 3242	MARRIAGE LICENSES	2,866	2,500	2,752	2,800	2,800	2,800	2,800
1 - 3259	STREET OPENING-ENGINEERING	4,050	2,000	2,475	3,000	3,000	3,000	3,000
1 - 3260	BUILDING PERMITS	318,150	550,000	785,590	750,000	750,000	750,000	750,000
1 - 3261	ELECTRICAL PERMITS	58,257	65,000	159,024	77,000	77,000	77,000	77,000
1 - 3262	PLUMBING PERMITS	23,035	31,000	68,175	50,000	50,000	50,000	50,000
1 - 3263	GAS PERMITS (& OTHER)	33,145	40,000	52,628	44,000	44,000	44,000	44,000
1 - 3265	FOOD SERVICE LICENSE	45,005	43,000	44,155	44,000	44,000	44,000	44,000
1 - 3266	TATTOO PARLOR LICENSE	3,050	3,000	3,300	3,000	3,000	3,000	3,000
1 - 3268	MASSAGE LICENSE	5,250	4,000	5,400	4,500	4,500	4,500	4,500
1 - 3269	OTHER HEALTH DEPT. LICENSES	250	250	250	250	250	250	250
1 - 3365	LANDFILL-PERMITS	124,440	107,844	128,270	117,844	117,844	117,844	117,844
1 - 3366	ANIMAL CONTROL FEES	570	800	2,692	550	550	550	550

ACCT. NO.	ACCOUNT NAME	2016 RECEIVED	2017 BUDGET	2017 RECEIVED (PRE-AUDIT)	2018 MGR RECOMM.	2018 BOS RECOMM.	2018 BUD COMM. RECOMM.	2018 BUDGET
1 - 3371	SEPTIC INSPECTION FEES	25,270	20,000	18,870	16,298	16,298	16,298	16,298
		844,254	987,044	1,397,550	1,232,242	1,232,242	1,232,242	1,232,242

ACCT. NO.	ACCOUNT NAME	2016 RECEIVED	2017 BUDGET	2017 RECEIVED (PRE-AUDIT)	2018 MGR RECOMM.	2018 BOS RECOMM.	2018 BUD COMM. RECOMM.	2018 BUDGET
CHARGES FOR SERVICES								
	INCOME FROM DEPARTMENTS	2,480,524	2,255,897	2,498,142	2,643,252	2,854,965	2,854,965	2,854,965
1 - 3620	RENT OF TOWN PROPERTY	18,199	16,950	27,486	16,000	16,000	16,000	16,000
1 - 3625	INCOME FROM SCHOOL	321,947	347,013	340,422	358,402	436,402	436,402	436,402
1 - 3630	COURT HOUSE LEASE	413,079	413,570	413,570	415,581	415,581	415,581	415,581
1 - 3305	OUTSIDE POLICE DETAIL	58,779	101,306	73,120	70,000	70,000	70,000	70,000
1 - 3334	OUTSIDE FIRE DETAIL	2,441	2,441	1,248	-	-	-	-
		3,294,968	3,137,177	3,353,989	3,503,235	3,792,948	3,792,948	3,792,948

ACCT. NO.	ACCOUNT NAME	2016 RECEIVED	2017 BUDGET	2017 RECEIVED (PRE-AUDIT)	2018 MGR RECOMM.	2018 BOS RECOMM.	2018 BUD COMM. RECOMM.	2018 BUDGET
INCOME FROM DEPARTMENTS								
1 - 3180	MISCELLANEOUS CHARGES	400	100	275	100	100	100	100
1 - 3230	ELECTIONS & REGISTRATION	795	100	584	500	500	500	500
1 - 3244	CIVIL FORFEITURE	11,075	4,500	5,200	4,500	4,500	4,500	4,500
1 - 3245	UCC FILINGS	4,110	4,000	7,230	8,000	8,000	8,000	8,000
1 - 3246	CERTIFIED COPIES	14,960	10,000	15,102	11,000	11,000	11,000	11,000
1 - 3247	RECORDING & OTHER	2,346	1,100	2,317	1,400	1,400	1,400	1,400
1 - 3248	COLLECTION FEES	1,325	550	1,792	850	850	850	850
1 - 3249	MISCELLANEOUS-TOWN CLERK	118	100	81	100	100	100	100
1 - 3232	MAPS, COPIES, ETC.	2,036	1,000	711	1,000	1,000	1,000	1,000
1 - 3237	PLANNING BOARD	43,953	35,210	97,623	100,000	100,000	100,000	100,000
1 - 3231	PUBLIC HEARINGS (BOA)	15,025	10,000	9,680	13,994	13,994	13,994	13,994
1 - 3300	POLICE ALARM PERMITS	3,400	3,000	2,475	3,000	3,000	3,000	3,000
1 - 3301	PISTOL PERMITS	7,750	4,500	2,930	200	200	200	200
1 - 3302	FINGERPRINTING	2,371	3,000	5,530	2,500	2,500	2,500	2,500
1 - 3304	POLICE REPORTS	9,498	10,000	11,850	9,500	9,500	9,500	9,500
1 - 3306	POLICE ALARMS	20,805	10,000	16,686	15,000	15,000	15,000	15,000
1 - 3307	PARKING FINES	9,370	8,000	2,345	3,000	3,000	3,000	3,000

ACCT. NO.	ACCOUNT NAME	2016 RECEIVED	2017 BUDGET	2017 RECEIVED (PRE-AUDIT)	2018 MGR RECOMM.	2018 BOS RECOMM.	2018 BUD COMM. RECOMM.	2018 BUDGET
1 - 3308	OTHER POLICE DEPT. INCOME	23,056	27,000	23,548	22,000	22,000	22,000	22,000
1 - 3309	WITNESS FEES	12,702	10,000	5,721	7,000	7,000	7,000	7,000
1 - 3310	EVIDENCE PROCEEDS	-	-	76	-	-	-	-
1 - 3330	FIRE PERMITS	51,641	46,000	67,348	50,600	50,600	50,600	50,600
1 - 3331	FIRE/AMBULANCE REPORTS	783	617	855	727	727	727	727
1 - 3332	FIRE ALARM MONITORING FEES	113,850	116,000	113,375	117,000	117,000	117,000	117,000
1 - 3333	AMBULANCE FEES	1,358,717	1,168,925	1,285,809	1,468,218	1,468,218	1,468,218	1,468,218
1 - 3335	OTHER FIRE DEPT. INCOME	3,200	1,000	3,100	3,000	3,000	3,000	3,000
1 - 3360	CEMETERY LOTS	20,065	20,000	20,080	20,000	20,000	20,000	20,000
1 - 3361	CEMETERY OPENINGS	45,800	32,000	46,116	32,000	32,000	32,000	32,000
1 - 3364	LANDFILL-REVENUE SHARING	34,631	34,000	38,139	34,000	34,000	34,000	34,000
1 - 3368	LANDFILL-TONNAGE CHARGES	158,918	263,507	288,262	250,000	250,000	250,000	250,000
1 - 3380	WELFARE CHARGES	557	200	1,210	200	200	200	200
1 - 3382	WELFARE LIENS	1,336	1,000	1,779	100	100	100	100
1 - 3400	RECREATION CHARGES	7,504	5,500	3,540	5,000	5,000	5,000	5,000
1 - 3401	LIBRARY REVENUE	10,689	10,000	11,075	9,000	9,000	9,000	9,000
1 - 3404	SENIOR CENTER REVENUE	17,894	17,500	17,166	15,000	15,000	15,000	15,000
1 - 3450	SEWER ADMIN. CHARGE	121,500	167,511	167,511	212,109	212,109	212,109	212,109

ACCT. NO.	ACCOUNT NAME	2016 RECEIVED	2017 BUDGET	2017 RECEIVED (PRE-AUDIT)	2018 MGR RECOMM.	2018 BOS RECOMM.	2018 BUD COMM. RECOMM.	2018 BUDGET
1 - 3452	SCTV ADMIN. CHARGE	7,500	7,500	7,500	7,500	7,500	7,500	7,500
1 - 3460	WATER ADMIN. CHARGE	186,000	210,477	210,477	213,154	213,154	213,154	213,154
1 - 3640	COURT FINES	9,061	12,000	3,045	2,000	2,000	2,000	2,000
1 - 3780	INTERFUND TRANSFER	145,782	-	-	-	211,713	211,713	211,713
		2,480,524	2,255,897	2,498,142	2,643,252	2,854,965	2,854,965	2,854,965

ACCT. NO.	ACCOUNT NAME	2016 RECEIVED	2017 BUDGET	2017 RECEIVED (PRE-AUDIT)	2018 MGR RECOMM.	2018 BOS RECOMM.	2018 BUD COMM. RECOMM.	2018 BUDGET
MISCELLANEOUS REVENUES								
1 - 3600	INTEREST EARNINGS	9,544	1,000	29,889	6,700	6,700	6,700	6,700
1 - 3710	SALE OF TOWN PROPERTY	110,407	30,000	82,300	30,000	630,000	630,000	630,000
1 - 3740	MISCELLANEOUS REVENUES	48,987	7,500	30,520	15,000	15,000	15,000	15,000
		168,938	38,500	142,708	51,700	651,700	651,700	651,700

ACCT. NO.	ACCOUNT NAME	2016 RECEIVED	2017 BUDGET	2017 RECEIVED (PRE-AUDIT)	2018 MGR RECOMM.	2018 BOS RECOMM.	2018 BUD COMM. RECOMM.	2018 BUDGET
OTHER FINANCING SOURCES								
1 - 3670	OTHER FINANCING SOURCES	21,892	79,445	19,758	139,445	19,445	19,445	19,445
1 - 3610	INTEREST EARNINGS-TRUST FUND	21,898	20,000	24,689	20,000	20,000	20,000	20,000
1 - 3615	BOND AND NOTE PROCEEDS	-	3,127,150	-	-	-	-	-
1 - 3616	AMORTIZED BOND PREMIUM	15,918	-	36,661	35,536	35,536	35,536	35,536
1 - 3700	PILOT	71,683	65,000	75,475	70,000	70,000	70,000	70,000
1 - 3800	USE OF FUND BALANCE	-	1,498,342	-	780,000	1,542,168	1,542,168	1,542,168
		131,393	4,789,937	156,584	1,044,981	1,687,149	1,687,149	1,687,149

2018 BUDGET

DEPT.	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>SELECTMEN/COURT SUMMARY</i>							
SELECTMEN	27,839	27,685	34,727	28,422	28,422	28,422	28,422
DISTRICT COURT	134,457	118,706	112,610	148,393	148,393	148,393	148,393
TOTAL - SELECTMEN/COURT	162,296	146,391	147,337	176,815	176,815	176,815	176,815

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
SELECTMEN								
10100 - 4090	REGULAR PAY	14,875	15,000	15,000	15,000	15,000	15,000	15,000
10100 - 4092	TEMPORARY PAY	2,872	2,250	2,488	2,727	2,727	2,727	2,727
10100 - 4172	WORKERS' COMPENSATION	52	55	55	50	50	50	50
10100 - 4174	FICA-SOCIAL SECURITY	1,358	1,339	1,338	1,357	1,357	1,357	1,357
10100 - 4177	UNEMPLOYMENT COMPENSATION	31	16	21	13	13	13	13
10100 - 4200	OFFICE SUPPLIES	894	1,000	458	1,000	1,000	1,000	1,000
10100 - 4202	TOWN REPORT/WARRANT	3,951	4,250	4,484	4,500	4,500	4,500	4,500
10100 - 4400	CONTRACTED SERVICES	1,145	875	7,159	875	875	875	875
10100 - 4406	PRINTING & BINDING	1,107	400	778	400	400	400	400
10100 - 4410	ADVERTISING	1,554	2,500	2,946	2,500	2,500	2,500	2,500
TOTAL		27,839	27,685	34,727	28,422	28,422	28,422	28,422

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
SELECTMEN - 10100			
4090	SELECTMEN (5)	0	15,000
			----- 15,000

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - SELECTMEN

DEPT # - 10100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	2,727	Recording secretary & staff support for Selectmen business and meetings. (2 hour minimum) 3 yr wgt'd avg - 2,727	Recording secretary & staff support for Selectmen business and meetings. (2 hour minimum) 3 yr wgt'd avg - 2,578
4200	Office Supplies	1,000	Photocopies, Selectmen nameplates, steno pads, proclamation frames, retirement clocks, etc.	Photocopies, Selectmen nameplates, steno pads, proclamation frames, retirement clocks, etc.
4202	Town Report/Town Warrant	4,500	Printing of annual Town Report.	Printing of annual Town Report.
4400	Contracted Services	875	Outside contracted services to tow vehicles, equipment, and misc. items to auction, generally held annually in October.	Outside contracted services to tow vehicles, equipment, and misc. items to auction, generally held annually in October.
4406	Printing & Binding	400	Printing of proposed and approved budget.	Printing of proposed and approved budget.
4410	Advertising	2,500	Newspaper advertising for land auctions, public hearings, (includes notices for amending / updating town codes), Town Meeting notices. (3 yr wgt'd avg-1,989) Increasing for anticipated land sales.	Newspaper advertising for land auctions, public hearings, (includes notices for amending / updating town codes), Town Meeting notices. (3 yr wgt'd avg-2,480)

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>DISTRICT COURT</i>								
10200 - 4201	MAINTENANCE SUPPLIES	837	1,416	1,736	933	933	933	933
10200 - 4401	CLEANING SERVICES	16,546	16,711	16,711	16,878	16,878	16,878	16,878
10200 - 4450	TELEPHONE	318	334	319	321	321	321	321
10200 - 4452	BUILDING MAINTENANCE	35,987	21,903	22,628	27,908	27,908	27,908	27,908
10200 - 4457	GROUNDS MAINTENANCE	1,814	1,250	1,884	1,800	1,800	1,800	1,800
10200 - 4470	GENERAL LIABILITY	505	535	518	537	537	537	537
10200 - 4491	PROPERTY INSURANCE	6,205	6,355	5,819	5,696	5,696	5,696	5,696
10200 - 4495	HEAT	30,169	26,924	22,217	24,121	24,121	24,121	24,121
10200 - 4496	ELECTRICITY	41,029	42,328	39,708	37,403	37,403	37,403	37,403
10200 - 4497	OTHER UTILITIES	1,048	950	1,070	996	996	996	996
10200 - 4498	BUILDING REPAIRS	-	-	-	31,800	31,800	31,800	31,800
TOTAL		134,457	118,706	112,610	148,393	148,393	148,393	148,393

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - DISTRICT COURT

DEPT # - 10200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4201	Maintenance Supplies	933	Paper towels, toilet tissue, soap, plastic trash liners, light bulbs, etc. 3 yr wgt'd avg. (933)	Paper towels, toilet tissue, soap, plastic trash liners, light bulbs, etc. 3 yr wgt'd avg. (1,416)
4401	Cleaning Services	16,878	Contracted service Based on contract	Contracted service Based on contract
4450	Telephone	321	Elevator telephone line charge 3 yr wgt'd avg. (321)	Elevator telephone line charge 3 yr wgt'd avg. (325)
4452	Building Maintenance	27,908	Maintenance contracts: HVAC / Burner maintenance Elevator Inspection \$172/mo. Elevator State Inspection Alarm system monitoring Pest control (49.70/mo.) Window cleaning outside Building Fire Alarm Test (2) Emergency/Exit Lighting General maintenance to building 3 yr wgt'd avg. (30,894)	Maintenance contracts: Air conditioning Furnace Elevator Inspection \$167/mo. Elevator State Inspection Alarm system monitoring Pest control (47.70/mo.) Window cleaning outside Building Fire Alarm Test (2) Duct Cleaning General maintenance to building 3 yr wgt'd avg. (23,057)
4457	Grounds Maintenance	1,800	Plantings, mulch, etc 3 yr wgt'd avg. (1,785)	Plantings, mulch, etc 3 yr wgt'd avg. (1,693)
4470	General Liability	537	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase 7/1/18)	Liability coverage (rate based on percentage of overall expenditures) (estimated 9% increase 7/1/17)

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - DISTRICT COURT

DEPT # - 10200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4491	Property Insurance	5,696	Insurance for building (estimated 5% increase 7/1/18)	Insurance for building (estimated 9% increase 7/1/17)
4495	Heat	24,121	Heating and air conditioning costs. 3 yr wgt'd avg. 12,498 gals. Oil @ \$1.93	Heating and air conditioning costs. 3 yr wgt'd avg. 11,757 gals. Oil @ \$2.29
4496	Electricity	37,403	Electricity for Court House building and Parking lot lighting 3 yr wgt'd avg. (40,436) less 7.5%	Electricity for Court House building and Parking lot lighting 3 yr wgt'd avg. (39,838) + estimated increase from provider.
4497	Other Utilities	996	Sewer and Water 3 yr wgt'd avg. (996)	Sewer and Water 3 yr wgt'd avg. (905)
4498	Building Repairs	31,800	Engineering Services (HVAC)-assessment recommendation Electrical 2,800 Mechanical 29,000	

NOTE: Revenues from rent of the Court House were estimated at \$413,570 for 2017 and \$415,581 for 2018

2018 BUDGET

DEPT.	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
TOWN MANAGER SUMMARY							
TOWN MANAGER	307,237	301,947	325,973	317,363	311,198	311,198	311,198
LEGAL	89,666	100,061	77,620	95,276	95,276	95,276	95,276
HUMAN RESOURCES	301,409	313,054	352,031	339,016	338,873	338,873	338,873
EMPLOYEE BENEFITS	956,196	1,233,661	1,288,966	1,079,012	1,079,012	1,079,012	1,079,012
BOARDS & COMMITTEES	21,841	20,709	23,689	22,500	22,500	22,500	22,500
TOWN BUILDINGS	207,644	223,755	217,915	210,872	210,872	210,872	210,872
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TOTAL - TOWN MANAGER	1,883,993	2,193,186	2,286,195	2,064,039	2,057,731	2,057,731	2,057,731

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
TOWN MANAGER								
10300 - 4090	REGULAR PAY	191,426	191,920	218,976	206,335	201,273	201,273	201,273
10300 - 4092	TEMPORARY PAY	12,563	-	92	-	-	-	-
10300 - 4098	OVERTIME PAY	840	-	-	-	-	-	-
10300 - 4170	RETIREMENT	21,419	21,638	24,717	23,480	22,904	22,904	22,904
10300 - 4171	DISABILITY INSURANCE	1,372	1,378	1,432	1,391	1,391	1,391	1,391
10300 - 4172	WORKERS' COMPENSATION	653	602	602	578	578	578	578
10300 - 4174	FICA-SOCIAL SECURITY	14,102	14,682	15,102	15,785	15,398	15,398	15,398
10300 - 4176	HEALTH INSURANCE	53,858	61,274	55,948	60,532	60,532	60,532	60,532
10300 - 4177	UNEMPLOYMENT COMPENSATION	264	134	132	132	96	96	96
10300 - 4178	LIFE INSURANCE	588	588	617	588	588	588	588
10300 - 4179	DENTAL INSURANCE	2,067	2,067	2,041	2,171	2,067	2,067	2,067
10300 - 4200	OFFICE SUPPLIES	1,066	1,000	1,252	1,000	1,000	1,000	1,000
10300 - 4405	MEMBERSHIPS & PUBLICATIONS	2,453	2,103	3,474	1,641	1,641	1,641	1,641
10300 - 4407	VOUCHERED EXPENSE	249	200	91	200	200	200	200
10300 - 4408	VEHICLE EXPENSE	-	350	174	350	350	350	350
10300 - 4450	TELEPHONE	915	1,036	766	480	480	480	480
10300 - 4453	MEETINGS & TRAINING	3,248	2,775	558	2,500	2,500	2,500	2,500
10300 - 4600	OFFICE FURNITURE & EQUIPMENT	156	200	-	200	200	200	200
TOTAL		307,237	301,947	325,973	317,363	311,198	311,198	311,198

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
TOWN MANAGER - 10300			
4090	TOWN MANAGER	0	135,540
	EXECUTIVE ASSISTANT	0	65,733

			201,273

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - TOWN MANAGER

DEPT # - 10300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
4200	Office Supplies	1,000	Photocopies, envelopes, paper, file folders and other office supplies		Photocopies, envelopes, paper, file folders and other office supplies	
4405	Memberships & Publications	1,641	NH Municipal Managers Association	100	NH Municipal Managers Association	100
			Dues (NHMMA)		Dues (NHMMA)	
			ICMA Dues	1,235	ICMA Dues	1,235
					NH Bar Association (NHBA) Annual	545
					Fees/Dues	
			Union Leader	146	Union Leader	133
			Eagle Tribune	160	Eagle Tribune	160
4407	Vouchered Expense	200	Business expenses, telephone calls, general staff meetings, etc		Business expenses, telephone calls, general staff meetings, etc	
4408	Vehicle Expense	350	Mileage reimbursement for Town Manager.		Mileage reimbursement for Town Manager.	
4450	Telephone	480	Cell phone stipend for Town Manager.	480	Cell phone stipend for Town Manager	1,036
4453	Meetings & Training	2,500	Conferences for Town Manager	2,500	ICMA Conference	1,700
			Per contract		NHMMA Conference	500
					NHBA CLE Requirements	500
					NHMMA Meetings	75
4600	Office Furniture & Equipment	200	Office furnishing replacements as needed		Office Chair	

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
LEGAL								
10310 - 4399	LEGAL SERVICES	85,551	96,961	61,988	91,376	91,376	91,376	91,376
10310 - 4400	CONTRACTED SERVICES	2,976	2,300	12,684	3,100	3,100	3,100	3,100
10310 - 4405	MEMBERSHIPS & PUBLICATIONS	1,139	800	2,948	800	800	800	800
TOTAL		89,666	100,061	77,620	95,276	95,276	95,276	95,276

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - LEGAL

DEPT # - 10310

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4399	Legal Services	91,376	Outside legal services (2014-2016, 3-year weighted average=91,376)	Outside legal services (2013-2015, 3-year weighted average=96,961)
4400	Contracted Services	3,100	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.
4405	Memberships & Publications	800	NH Statute Books	NH Statute Books

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
HUMAN RESOURCES								
10320 - 4090	REGULAR PAY	179,401	183,621	181,336	188,076	188,076	188,076	188,076
10320 - 4092	TEMPORARY PAY	390	22,118	25,870	27,770	27,770	27,770	27,770
10320 - 4170	RETIREMENT	20,039	20,703	20,451	21,404	21,404	21,404	21,404
10320 - 4171	DISABILITY INSURANCE	1,354	1,393	1,387	1,394	1,394	1,394	1,394
10320 - 4172	WORKERS' COMPENSATION	520	645	629	629	629	629	629
10320 - 4174	FICA-SOCIAL SECURITY	13,290	15,739	15,435	16,511	16,511	16,511	16,511
10320 - 4176	HEALTH INSURANCE	37,714	42,741	41,797	42,390	42,390	42,390	42,390
10320 - 4177	UNEMPLOYMENT COMPENSATION	182	201	197	198	144	144	144
10320 - 4178	LIFE INSURANCE	588	588	588	588	588	588	588
10320 - 4179	DENTAL INSURANCE	1,777	1,777	1,777	1,866	1,777	1,777	1,777
10320 - 4200	OFFICE SUPPLIES	1,095	350	1,362	600	600	600	600
10320 - 4223	ACADEMIC REIMBURSEMENT	-	-	1,710	3,700	3,700	3,700	3,700
10320 - 4400	CONTRACTED SERVICES	261	278	139	4,200	4,200	4,200	4,200
10320 - 4405	MEMBERSHIPS & PUBLICATIONS	1,018	1,200	1,420	1,590	1,590	1,590	1,590
10320 - 4406	PRINTING & BINDING	-	100	501	250	250	250	250
10320 - 4410	ADVERTISING	880	800	-	1,500	1,500	1,500	1,500
10320 - 4423	MEDICAL EXAMS/HIRING	9,287	10,000	11,134	20,000	20,000	20,000	20,000
10320 - 4444	MEDIATION/NEGOTIATION	29,989	8,000	43,464	3,000	3,000	3,000	3,000
10320 - 4450	TELEPHONE	720	-	208	600	600	600	600
10320 - 4453	MEETINGS & TRAINING	2,372	2,500	2,493	2,500	2,500	2,500	2,500
10320 - 4600	OFFICE FURNITURE & EQUIP.	350	-	-	-	-	-	-

TOWN OF SALEM, NH

FY 18 BUDGET

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
10320 - 4905	JOINT LOSS SAFETY COMMITTEE	183	300	134	250	250	250	250
TOTAL		301,409	313,054	352,031	339,016	338,873	338,873	338,873

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
HUMAN RESOURCES - 10320			
4090	HUMAN RESOURCES DIRECTOR	0	121,717
	BENEFITS ADMIN/HR ASST	0	66,359
			0

			188,076

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - HUMAN RESOURCES

DEPT # - 10320

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	27,770	Part time Admin Assistant (19/hr) (28 hours/week) 27,770 Clerk reclassified to Admin Assistant in 2017	Part time clerk (15/hr) (28 hours/week) 22,118 Request moved from Town Manager budget Increase of 6 hours based on hiring demands
4200	Office Supplies	600	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc. including files for new filing system.	Paper, pencils, pens, binders, file folders, paper clips, envelopes, etc. including files for new filing system
4223	Academic Reimbursement	3,700	Employee reimbursement for cost of tuition, fees and books for job related courses as required by SEA, SPAA, and non-affiliated contracts. Increase based on renewed interest in tuition reimbursement by eligible employees.	
4400	Contracted Services	4,200	Flexible Spending administration fee. 140 Note: \$5.79/mo./employee for 2 current participants. Salary survey for Police 4,060	Flexible Spending administration fee. Note: \$5.79/mo./employee for 4 current participants.
4405	Membership & Publications	1,590	IPMA (Required for exams) 400 HR Director New Hampshire Bar 635 Association Annual Dues/Fees Municipal Law Section 165 Society for Human Resources/Director and Benefits Admin 390	IPMA (Required for exams) 400 HR Director New Hampshire Bar 635 Association Annual Dues/Fees Municipal Law Section 165
4406	Printing & Binding	250	Printing costs for personnel manuals, insurance information and wellness program documents.	Printing costs for personnel manuals, insurance information and wellness program documents.

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - HUMAN RESOURCES

DEPT # - 10320

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4410	Advertising	1,500	Advertising for vacancies for most non-major departments, also includes advertising for management or professional positions. Includes Internet, newspaper, and professional publications.	Advertising for vacancies for most non-major departments, also includes advertising for management or professional positions. Includes Internet, newspaper, and professional publications.
4423	Medical Exams/Hiring	20,000	Pre-employment/post-offer physicals, background checks, and Independent Medical Exams for all departments, w/c, booster shots. Increase based on additional hiring for new staff requests in 2018.	Pre-employment/post-offer physicals, background checks, and Independent Medical Exams for all departments, w/c, booster shots.
			GoodHire Background Check fee 100	Innovis (annual fee to provide background checks). 100
4444	Mediation / Negotiation	3,000	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.
4450	Telephone	600	Cell phone stipend for Director and Assistant	
4453	Meetings & Training	2,500	Mileage costs (.54 per mile) to 1 or 2 free trainings for HR employee training, including Primex free training, and attendance at the NH Bar Association Labor and Employment Law Annual Update and one other continuing education seminar for the HR Director.	Mileage costs (.54 per mile) to 1 or 2 free trainings for HR employee training, including Primex free training, and attendance at the NH Bar Association Labor and Employment Law Annual Update and one other continuing education seminar for the HR Director.

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - HUMAN RESOURCES

DEPT # - 10320

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4905	Joint Loss Safety Committee	250	Per Dept. of Labor LAB 603.02 Establishment of a JLMC that states: "the committee shall have control over a portion of the budget." Funds for copying, distribution of information and developing and printing photos of inspections.	Per Dept. of Labor LAB 603.02 Establishment of a JLMC that states: "the committee shall have control over a portion of the budget." Funds for copying, distribution of information and developing and printing photos of inspections.

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
EMPLOYEE BENEFITS								
10330 - 4090	REGULAR PAY	-	28,029	26,803	23,316	23,316	23,316	23,316
10330 - 4109	EMPLOYEE RETIREMENT BEN.	323,527	350,000	415,914	351,359	351,359	351,359	351,359
10330 - 4114	ANNUAL SICK LEAVE BUY-BACK	155,641	149,265	218,260	143,738	143,738	143,738	143,738
10330 - 4176	HEALTH INSURANCE	477,028	706,367	627,990	560,599	560,599	560,599	560,599
TOTAL		956,196	1,233,661	1,288,966	1,079,012	1,079,012	1,079,012	1,079,012

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - EMPLOYEE BENEFITS

DEPT # - 10330

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4090	Regular Pay	23,316	Represents Non-Affiliate pool to be allocated in 2018 for the following employees not associated with a union contract: Town Manager, Executive Assistant, HR Director, HR Assistant, HR Admin Asst., Finance Director, Community Development Director, Municipal Services Director, Fire Chief, Police Chief, Town Clerk, and Tax Collector. Amount calculated based on 2% of base annual salaries for 9 months. Total request includes \$18,758 in salary and \$4,558 in associated benefits.	Represents Non-Affiliate merit based payments to be allocated in 2017 for the following employees not associated with a union contract: Town Manager, Executive Assistant, HR Director, HR Assistant, Finance Director, Community Development Director, Municipal Services Director, Fire Chief, Police Chief, Town Clerk, and Tax Collector. Amount calculated based on 2% of annual salaries. Total request includes \$23,028 in salary and \$5,001 in associated benefits.
4109	Employee Retirement Benefits	351,359	Funding for buy-outs of sick and vacation accruals for terminating employees. (3 yr wgt'd avg-351,359)	Funding for buy-outs of sick and vacation accruals for terminating employees. (3 yr wgt'd avg-532,833)
4114	Annual Sick/Vacation Leave Buy-Back	143,738	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 wgt'd avg-143,738)	Payment to eligible employees for sick days remaining over maximum (72) at year end. Members of SPAA and Police unions, as well as some Non-Affiliates are no longer included. Also includes redemption of unused vacation leave, per union contracts. (3 yr wgt'd avg-120,103)
4176	Health Insurance	560,599	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 each retiree. Currently covers 32 retirees.	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 each retiree. Currently covers 32 retirees.

2018 BUDGET

DEPT.	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
BOARDS & COMMITTEES SUMMARY							
PLANNING BOARD	4,695	3,509	5,389	4,362	4,362	4,362	4,362
BOARD OF ADJUSTMENT	1,813	1,887	2,050	1,770	1,770	1,770	1,770
BUDGET COMMITTEE	1,819	2,311	1,599	2,033	2,033	2,033	2,033
CONSERVATION COMMISSION	2,412	2,202	2,324	2,335	2,335	2,335	2,335
TRUSTEE OF TRUST FUNDS	11,101	10,800	12,328	12,000	12,000	12,000	12,000
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TOTAL-BOARDS & COMMITTEES	21,841	20,709	23,689	22,500	22,500	22,500	22,500

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
PLANNING BOARD								
10341 - 4092	TEMPORARY PAY	2,892	2,310	3,305	3,000	3,000	3,000	3,000
10341 - 4172	WORKERS' COMPENSATION	5	7	7	8	8	8	8
10341 - 4174	FICA-SOCIAL SECURITY	221	177	253	230	230	230	230
10341 - 4177	UNEMPLOYMENT COMPENSATION	33	15	24	14	14	14	14
10341 - 4210	OPERATING SUPPLIES	679	200	741	300	300	300	300
10341 - 4405	MEMBERSHIPS & PUBLICATIONS	-	100	31	100	100	100	100
10341 - 4410	ADVERTISING	756	500	918	600	600	600	600
10341 - 4453	MEETINGS & TRAINING	110	200	110	110	110	110	110
SUBTOTAL		4,695	3,509	5,389	4,362	4,362	4,362	4,362

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - PLANNING BOARD

DEPT # - 10341

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2017	EXPLANATION 2017
4092	Temporary Pay	3,000	Recording Secretary 3 yr wgtd avg - 2,662 Increase in meetings	Recording Secretary 3 yr wgtd avg - 2,310
4210	Operating Supplies	300	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 – 823	Public notices 3 yr wgtd avg – 916
4453	Meetings & Training	110	Training seminars/workshops	Training seminars/workshops

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

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
BOARD OF ADJUSTMENT								
10342 - 4092	TEMPORARY PAY	1,182	1,000	1,214	1,000	1,000	1,000	1,000
10342 - 4172	WORKERS COMPENSATION	3	3	3	3	3	3	3
10342 - 4174	FICA-SOCIAL SECURITY	90	77	93	77	77	77	77
10342 - 4177	UNEMPLOYMENT COMPENSATION	-	7	-	5	5	5	5
10342 - 4210	OPERATING SUPPLIES	57	200	79	75	75	75	75
10342 - 4410	ADVERTISING	426	500	551	500	500	500	500
10342 - 4453	MEETINGS AND TRAINING	55	100	110	110	110	110	110
	SUBTOTAL	1,813	1,887	2,050	1,770	1,770	1,770	1,770

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - BOARD OF ADJUSTMENT

DEPT # - 10342

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	1,000	Recording Secretary 3 yr wgt'd avg - 1,146	Recording Secretary 3 yr wgt'd avg - 1,165
4210	Operating Supplies	75	Photocopying, envelopes & stationery, maps	Photocopying, envelopes & stationery, maps
4410	Advertising	500 *	Fees associated with legal notices for petitions filed 3 yr wgt'd avg – 533	Fees associated with legal notices for petitions filed 3 yr wgt'd avg – 642
4453	Meetings & Training	110	Training for Board members	Training for Board members

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

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
BUDGET COMMITTEE								
10343 - 4092	TEMPORARY PAY	848	1,300	949	1,045	1,045	1,045	1,045
10343 - 4172	WORKERS COMPENSATION	5	4	4	3	3	3	3
10343 - 4174	FICA-SOCIAL SECURITY	65	99	73	80	80	80	80
10343 - 4177	UNEMPLOYMENT COMPENSATION	-	8	-	5	5	5	5
10343 - 4210	OPERATING SUPPLIES	901	900	574	900	900	900	900
SUBTOTAL		1,819	2,311	1,599	2,033	2,033	2,033	2,033

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - BUDGET COMMITTEE

DEPT # - 10343

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	1,045	Recording Secretary 3 yr wgtd avg - 1,045	Recording Secretary 3 yr wgtd avg - 1,268
4210	Operating Supplies	900	Video tapes, photocopying, public notices, binders, etc. 3 yr wgtd avg - 922	Video tapes, photocopying, public notices, binders, etc. 3 yr wgtd avg - 896

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
CONSERVATION COMMISSION								
10344 - 4092	TEMPORARY PAY	926	500	891	900	900	900	900
10344 - 4172	WORKERS COMPENSATION	1	2	2	3	3	3	3
10344 - 4174	FICA-SOCIAL SECURITY	71	38	68	69	69	69	69
10344 - 4177	UNEMPLOYMENT COMPENSATION	-	3	-	4	4	4	4
10344 - 4210	OPERATING SUPPLIES	81	300	129	100	100	100	100
10344 - 4405	MEMBERSHIPS & PUBLICATIONS	1,059	1,059	1,059	1,059	1,059	1,059	1,059
10344 - 4453	MEETINGS & TRAINING	275	300	175	200	200	200	200
SUBTOTAL		2,412	2,202	2,324	2,335	2,335	2,335	2,335

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - CONSERVATION COMMISSION

DEPT # - 10344

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2017	EXPLANATION 2017
4092	Temporary Pay	900	Recording Secretary 3 yr wgt'd avg - 863	Recording Secretary 3 yr wgt'd avg - 784
4210	Operating Supplies	100	Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures 3 yr wgt'd avg - 88	Photo-copying, envelopes & stationery, maps, public notices, print Town Forest and Wetland brochures 3 yr wgt'd avg - 177
4405	Memberships & Publications	1,059	NH Assoc. of Conservation Commissions (NHACC) NHACC publications	NH Assoc. of Conservation Commissions (NHACC) NHACC publications
4453	Meetings & Training	200	NHACC Mtg., training workshops/seminars	NHACC Mtg., training workshops/seminars (several new members in 2016)

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
TRUSTEE OF TRUST FUNDS								
10348 - 4403	TECHNICAL SERVICES	11,101	10,800	12,328	12,000	12,000	12,000	12,000
	SUBTOTAL	11,101	10,800	12,328	12,000	12,000	12,000	12,000
	TOTAL-BOARDS & COMMITTEES	21,841	20,709	23,689	22,500	22,500	22,500	22,500

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - TRUSTEE OF TRUST FUNDS

DEPT # - 10348

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4403	Technical Services	12,000	<p>Management fees for Non-Expendable Trust Funds. These fees are based on the income that the funds earn.</p> <p>For example, higher income results in higher fees, while lower income means lower fees.</p>	<p>Management fees for Non-Expendable Trust Funds. These fees are based on the income that the funds earn.</p> <p>For example, higher income results in higher fees, while lower income reflects less in fees.</p>

2018 BUDGET

DEPT.	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
TOWN BUILDINGS SUMMARY							
TOWN HALL	184,915	197,815	192,190	178,832	178,832	178,832	178,832
OLD TOWN HALL	9,700	11,098	11,494	11,173	11,173	11,173	11,173
HOSE HOUSE	3,304	4,439	3,549	4,120	4,120	4,120	4,120
OLD LIBRARY	3,061	3,574	2,561	10,066	10,066	10,066	10,066
SCHOOL HOUSE #5	1,189	1,101	2,915	1,123	1,123	1,123	1,123
DEPOT TRAIN STATION	5,474	5,728	5,206	5,558	5,558	5,558	5,558
TOTAL-TOWN BUILDINGS	207,644	223,755	217,915	210,872	210,872	210,872	210,872

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
TOWN HALL								
10350 - 4201	MAINTENANCE SUPPLIES	3,926	2,589	2,956	2,589	2,589	2,589	2,589
10350 - 4237	GAS & OIL	389	416	508	-	-	-	-
10350 - 4401	CLEANING SERVICES	18,606	18,940	18,978	19,358	19,358	19,358	19,358
10350 - 4440	EQUIPMENT RENTAL	660	482	589	482	482	482	482
10350 - 4450	TELEPHONE	23,100	19,087	17,994	18,816	18,816	18,816	18,816
10350 - 4451	POSTAGE	45,840	44,589	55,955	45,238	45,238	45,238	45,238
10350 - 4452	BUILDING MAINTENANCE	35,594	30,470	45,045	18,790	18,790	18,790	18,790
10350 - 4454	ELEVATOR MAINTENANCE	1,997	2,154	2,393	2,214	2,214	2,214	2,214
10350 - 4457	GROUNDS MAINTENANCE	1,758	2,850	2,340	2,850	2,850	2,850	2,850
10350 - 4458	VEHICLE MAINTENANCE	324	50	-	-	-	-	-
10350 - 4459	EQUIPMENT MAINTENANCE	11,155	11,605	9,754	12,478	12,478	12,478	12,478
10350 - 4495	HEAT	11,845	12,822	12,936	13,015	13,015	13,015	13,015
10350 - 4496	ELECTRICITY	28,959	50,481	21,837	31,402	31,402	31,402	31,402
10350 - 4497	OTHER UTILITIES	762	1,280	905	1,000	1,000	1,000	1,000
10350 - 4498	BUILDING REPAIRS	-	-	-	10,600	10,600	10,600	10,600
SUBTOTAL		184,915	197,815	192,190	178,832	178,832	178,832	178,832

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - TOWN HALL

DEPT # - 10350

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4201	Maintenance Supplies	2,589	Paper products, cleaning supplies, light bulbs, water, 3 yr wgtd avg. (3,405)	Paper products, cleaning supplies, light bulbs, water, 3 yr wgtd avg. (2,385)
4401	Cleaning Services	19,358	Cleaning services for Town Hall Based on bid	Cleaning services for Town Hall Based on bid
4440	Equipment Rental	482	Document disposal container-monthly service (3 yr wgtd avg. 602)	Document disposal container-monthly service (3 yr wgtd avg. 482)
4450	Telephone	18,816	Land line telephone services and fax lines. Cell phones (2) 3 yr wgtd avg. (21,481)	Land line telephone services and fax lines. Cell phones (3) 3 yr wgtd avg. (16,965) (Inspectors' phones moved to Fire Budget)
4451	Postage	45,238	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. 45,238)	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. 44,589)
4452	Building Maintenance	18,790	Maintenance contracts: HVAC/Burner maintenance Alarm system monitoring/test Pest control (49.70/mo.) Window cleaning outside	Maintenance contracts: Air conditioning Furnace Alarm system monitoring/test Pest control (47.70/mo.) Window cleaning outside

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - TOWN HALL

DEPT # - 10350

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Fire extinguisher/maintenance and inspection	2,100
			Normal upkeep of building (repairs, maintenance, painting, plumbing, electrical and carpentry including supplies for building, walkways, doors, etc.)	8,500
			3 yr wgt'd avg. (34,557)	11,885
4454	Elevator Maintenance	2,214	Elevator Inspection \$172/mo.	2,004
			Elevator State Inspection	50
			Fire Alarm Test	100
			(3 yr wgt'd avg. 1,972)	(3 yr wgt'd avg. 2,071)
4457	Grounds Maintenance	2,850	Fertilize, lime, seed, loam, bark mulch, shrubs, and general maint.of grounds at the Town Hall.	750
			3 yr wgt'd avg. (1,876)	3 yr wgt'd avg. (1,929)
4459	Equipment Maintenance	12,478	Postage meter maintenance contract and rental	2,708
			Copier maintenance contracts and services (3). Includes color copies and overages.	4,475
			Copier lease (1)	2,820
			Folder/sealer maint contract	1,277
			Generator Maintenance	325
			(3 yr wgt'd avg. 11,022)	(3 yr wgt'd avg. 10,163)

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - TOWN HALL

DEPT # - 10350

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
4495	Heat	13,015	Estimated 10,756 therms @ \$1.21	13,015	Estimated 11,551 therms @ \$1.11	12,822
4496	Electricity	31,402	Based on 3 year weighted average, less 7.5%		Based on 3 year weighted average, plus estimated increase from provider (LED project ongoing)	
4497	Other Utilities	1,000	Water and sewer charges 3 yr wgtd avg. (1,000)		Water and sewer charges 3 yr wgtd avg. (1,519)	
4498	Building Repairs	10,600	Engineering Services (HVAC) as recommended by assessment			
			Attic Insulation	4,200		
			Mechanical	6,400		

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
OLD TOWN HALL								
10351 - 4092	TEMPORARY PAY	528	450	505	450	450	450	450
10351 - 4170	RETIREMENT	59	51	57	52	52	52	52
10351 - 4172	WORKERS' COMPENSATION	19	11	18	16	16	16	16
10351 - 4174	FICA-SOCIAL SECURITY	39	34	37	34	34	34	34
10351 - 4210	OPERATING SUPPLIES	-	100	62	100	100	100	100
10351 - 4450	TELEPHONE	811	1,602	1,574	1,603	1,603	1,603	1,603
10351 - 4495	HEAT	3,832	4,149	3,580	3,352	3,352	3,352	3,352
10351 - 4496	ELECTRICITY	884	1,003	861	840	840	840	840
10351 - 4497	OTHER UTILITIES	88	180	108	180	180	180	180
10351 - 4498	BUILDING REPAIRS	3,440	3,518	4,691	4,546	4,546	4,546	4,546
SUBTOTAL		9,700	11,098	11,494	11,173	11,173	11,173	11,173

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - OLD TOWN HALL

DEPT # - 10351

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	450	Hours for cleaning of building (3 yr wgt'd avg. 478)	Hours for cleaning of building (3 yr wgt'd avg. 422)
4210	Operating Supplies	100	Cleaning supplies	Cleaning supplies
4450	Telephone	1,603	Telephone line charge for alarm Internet	Telephone line charge for alarm Internet
			403 1,200	402 1,200
4495	Heat	3,352	Fuel oil for Old Town Hall. 3 yr wgt'd avg. gal 1,737 @\$1.93	Fuel oil for Old Town Hall. 3 yr wgt'd avg. gal 1,812 @\$2.29
			3,352	4,149
4496	Electricity	840	Electricity Based on 3 yr weighted avg, less 7.5%	Electricity Based on 3 yr weighted avg, plus estimated increase from provider.
4497	Other Utilities	180	Water Charges Septic Pumping	Water Charges Septic Pumping
			80 100	80 100
4498	Building Repairs	4,546	Pest control (39.1/mo) Maintenance, repairs, electrical, etc. Burner Maintenance Contract Alarm Monitoring Fire alarm test (3 yr wgt'd avg. 3,524)	Pest control (37.1/mo) Maintenance, repairs, etc. Burner Maintenance Alarm Monitoring Fire alarm test (3 yr wgt'd avg. 3,518)
			470 3,000 384 192 500	445 2,154 500 192 500

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
HOSE HOUSE								
10353 - 4452	BUILDING MAINTENANCE	382	482	372	506	506	506	506
10353 - 4495	HEAT	1,345	2,410	1,919	2,045	2,045	2,045	2,045
10353 - 4496	ELECTRICITY	444	485	591	425	425	425	425
10353 - 4497	OTHER UTILITIES	1,134	1,062	668	1,144	1,144	1,144	1,144
	SUBTOTAL	3,304	4,439	3,549	4,120	4,120	4,120	4,120

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - HOSE HOUSE

DEPT # - 10353

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
4452	Building Maintenance	506	Minor repairs to building	100	Minor repairs to building	100
			Pest Control (33.80/mo)	406	Pest Control (31.80/mo)	382
4495	Heat	2,045	Heat		Heat installed December 2013, based on 30 months of deliveries	
			917 gals propane @ \$2.23	2,045	1,310 gals propane @ \$1.84	2,410
4496	Electricity	425	Electricity		Electricity	
			Includes the cost of the Holiday Tree lighting.		Includes the cost of the Holiday Tree lighting.	
			Based on 3 year weighted average, less 7.5%		Based on 3 year weighted average, plus estimate increase from provider.	
4497	Other Utilities	1,144	Water for the Common irrigation system and Old Cemetery		Water for the Common irrigation system and Old Cemetery	
			(3 yr wgt'd avg – 1,144)		(3 yr wgt'd avg – 1,062)	

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
OLD LIBRARY								
10354 - 4452	BUILDING MAINTENANCE	1,567	1,835	979	1,640	1,640	1,640	1,640
10354 - 4495	HEAT	1,065	1,296	1,067	971	971	971	971
10354 - 4496	ELECTRICITY	359	376	439	335	335	335	335
10354 - 4497	OTHER UTILITIES	70	67	76	70	70	70	70
10354 - 4498	BUILDING REPAIRS	-	-	-	7,050	7,050	7,050	7,050
SUBTOTAL		3,061	3,574	2,561	10,066	10,066	10,066	10,066

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - OLD LIBRARY

DEPT # - 10354

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
4452	Building Maintenance	1,640	Pest Control (39.10/mo)	470	Pest Control (37.10/mo)	445
			Routine Maintenance	690	Routine Maintenance	690
			Burner Maintenance	480	Burner Maintenance	700
4495	Heat	971	Fuel Oil		Fuel Oil	
			3 yr wgt'd avg. 503 gals @ \$1.93	971	3 yr wgt'd avg. 566 gals @ \$2.29	1,296
4496	Electricity	335	Electricity		Electricity	
			Based on 3 year weighted average, less 7.5%		Based on 3 year weighted average, plus estimate increase from provider.	
4497	Other Utilities	70	Water charges		Water charges	
			Based on 3 yr wgt'd avg		Based on 3 yr wgt'd avg	
			(3 yr wgt'd avg – 70)		(3 yr wgt'd avg – 67)	
4498	Building Repairs	7,050	Repair/rebuild front porch and deck			

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
SCHOOL HOUSE #5								
10355 - 4450	TELEPHONE	377	402	367	400	400	400	400
10355 - 4452	BUILDING MAINTENANCE	671	574	2,399	598	598	598	598
10355 - 4496	ELECTRICITY	141	125	149	125	125	125	125
SUBTOTAL		1,189	1,101	2,915	1,123	1,123	1,123	1,123

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - SCHOOL HOUSE #5

DEPT # - 10355

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4453	Telephone	400	Telephone line for security system (3 yr wgtd avg. - 368)	Telephone line for security system (3 yr wgtd avg. - 365)
4452	Building Maintenance	598	Pest control (33.80/mo) 406 Alarm Monitoring 192	Pest control (31.80/mo) 382 Alarm Monitoring 192
4496	Electricity	125	Electricity Based on 3 year weighted average, less 7.5%	Electricity Based on 3 year weighted average, plus estimate increase from provider.

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
DEPOT TRAIN STATION								
10356 - 4452	BUILDING MAINTENANCE	2,795	2,877	2,425	2,685	2,685	2,685	2,685
10356 - 4495	HEAT	1,158	1,014	1,220	1,398	1,398	1,398	1,398
10356 - 4496	ELECTRICITY	1,419	1,740	1,450	1,374	1,374	1,374	1,374
10356 - 4497	OTHER UTILITIES	102	97	112	101	101	101	101
SUBTOTAL		5,474	5,728	5,206	5,558	5,558	5,558	5,558
TOTAL-TOWN BUILDINGS		207,644	223,755	217,915	210,872	210,872	210,872	210,872

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - DEPOT TRAIN STATION

DEPT # - 10356

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4452	Building Maintenance	2,685	Fire alarm inspection 285 Alarm monitoring 192 Fire extinguisher inspection 100 Burner maintenance contract 708 HVAC repairs 680 Pest control (60/mo) 720	Fire alarm inspection 285 Alarm monitoring 192 Fire extinguisher inspection 100 Burner maintenance contract 900 HVAC repairs 680 Pest control (60/mo) 720
4495	Heat	1,398	627 gals (3 yr wgtd avg) propane @ \$2.23/gallon	551 gals (3 yr wgtd avg) propane @ \$1.84/gallon
4496	Electricity	1,374	Electricity Based on 3 year weighted average, less 7.5%	Electricity Based on 3 year weighted average, plus estimate increase from provider.
4497	Other Utilities	101	Water and Sewer charges (3 yr wgtd avg - 101)	Water and Sewer charges (3 yr wgtd avg - 97)

**Estimated offsetting revenues of \$12,519 per year plus 60% Utility cost share (Rent was \$12,150 in 2017)

2018 BUDGET

DEPT.	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
FINANCIAL SERVICES SUMMARY							
FINANCE	707,219	728,632	725,459	788,315	787,892	787,892	787,892
INFORMATION TECHNOLOGY	487,244	506,794	443,193	553,007	541,907	541,907	541,907
ASSESSING	247,213	253,533	267,847	358,421	358,247	358,247	358,247
TOWN CLERK	247,455	237,421	227,028	244,358	244,236	244,236	244,236
ELECTIONS	75,173	20,608	20,184	48,248	48,248	48,248	48,248
COLLECTIONS	202,882	210,487	226,634	216,973	216,795	218,482	218,482
TAX COLLECTOR	173,195	176,751	177,432	181,588	181,542	181,542	181,542
DEBT SERVICES	1,163,140	731,311	731,310	714,531	714,531	714,531	714,531
INSURANCE	438,513	499,325	505,074	481,748	481,748	481,748	481,748
TOTAL - FINANCIAL SERVICES	3,742,031	3,364,862	3,324,162	3,587,190	3,575,147	3,576,834	3,576,834

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
FINANCE DEPARTMENT								
20100 - 4090	REGULAR PAY	403,319	412,015	411,285	430,601	430,601	430,601	430,601
20100 - 4092	TEMPORARY PAY	56,823	70,475	69,787	72,682	72,682	72,682	72,682
20100 - 4098	OVERTIME PAY	1,770	-	-	-	-	-	-
20100 - 4111	TREASURER	2,500	2,500	2,500	2,500	2,500	2,500	2,500
20100 - 4170	RETIREMENT	39,778	41,616	41,548	43,970	43,970	43,970	43,970
20100 - 4171	DISABILITY INSURANCE	3,218	3,372	3,359	3,477	3,477	3,477	3,477
20100 - 4172	WORKERS' COMPENSATION	1,441	1,475	1,432	1,417	1,417	1,417	1,417
20100 - 4174	FICA-SOCIAL SECURITY	35,090	36,961	36,159	38,692	38,692	38,692	38,692
20100 - 4176	HEALTH INSURANCE	112,327	114,908	115,163	143,944	143,944	143,944	143,944
20100 - 4177	UNEMPLOYMENT COMPENSATION	910	536	526	528	384	384	384
20100 - 4178	LIFE INSURANCE	1,126	1,197	1,193	1,218	1,218	1,218	1,218
20100 - 4179	DENTAL INSURANCE	4,915	5,538	5,248	5,817	5,538	5,538	5,538
20100 - 4200	OFFICE SUPPLIES	2,077	1,481	2,068	1,863	1,863	1,863	1,863
20100 - 4400	CONTRACTED SERVICES	4,675	-	-	5,000	5,000	5,000	5,000
20100 - 4404	AUDIT	34,812	31,230	31,230	30,660	30,660	30,660	30,660
20100 - 4405	MEMBERSHIPS & PUBLICATIONS	498	399	599	803	803	803	803
20100 - 4406	PRINTING & BINDING	1,351	2,315	1,647	2,028	2,028	2,028	2,028
20100 - 4408	VEHICLE EXPENSE	262	374	451	450	450	450	450
20100 - 4450	TELEPHONE	69	-	-	-	-	-	-
20100 - 4453	MEETINGS & TRAINING	259	2,240	1,265	2,665	2,665	2,665	2,665
TOTAL		707,219	728,632	725,459	788,315	787,892	787,892	787,892

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
FINANCE - 20100			
4090	FINANCE DIRECTOR	0	113,796
	ACCOUNTING AND BUDGET MANAGER	0	101,462
	PAYROLL COORDINATOR	0	60,577
	ACCOUNTS RECEIVABLE	0	55,274
	ACCOUNTS PAYABLE	0	55,274
	UTILITY COORDINATOR (30 HRS.)	0	44,218

			430,601

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - FINANCE

DEPT # - 20100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	72,682	Part time Utilities Clerk - 27.5 hours/week	Part time Utilities Clerk - 27.5 hours/week (Increase of 5 hours per week)
			Part time Purchasing Agent – 27.5 hours/week	Part time Purchasing Agent – 27.5 hours/week (increase of 2.5 hours per week)
4111	Treasurer Pay	2,500	Compensation for Town Treasurer.	Compensation for Town Treasurer.
4200	Office Supplies	1,863	Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc. (3 yr wgt'd avg - 1,863)	Binders, envelopes, pens, pencils, receipt books, storage boxes, adding machine tape, file folders, copies, etc. (3 yr wgt'd avg - 1,361)
4400	Contracted Services	5,000	Actuarial Services for valuation of OPEBs (Other Post- Employment Benefits) (Done every 2 years)	Actuarial Services for valuation of OPEBs (Other Post- Employment Benefits) (Done every 2 years)
4404	Audit	30,660	Annual financial audit (2017) and consultation calls	Annual financial audit (2016) and consultation calls
			Single Audit	Single Audit
			(First year of 3 year contract)	(Third year of 3 year contract)
4405	Memberships & Publications	803	NH Government Financial Officer Association (FD and Acct&BM)	NH Government Financial Officer Association (Finance Director)
			National Government Financial Officer Association (FD)	NH Government Financial Officer Association (Acct & Bgt Mgr)
			American Payroll Assoc. (P/R)	American Payroll Assoc. (P/R)
			New England Chapter (P/R)	New England Chapter (P/R)

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - FINANCE

DEPT # - 20100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			American Purchasing Society 199	
4406	Printing & Binding	2,028		Payroll Checks (4,000) -
				Direct Deposit Statements -
			W-2's, 1099's, and 1095 Forms 615	W-2's and 1099's 390
			A/P checks (6,000) 753	A/P checks (6,000) 700
			Purchase order paper 660	Purchase orders (3,500) 1,000
				1095 Forms for ACA 225
4408	Vehicle Expense	450	Mileage reimbursement for finance personnel. (3 yr wgt'd avg – 295)	Mileage reimbursement for finance personnel. (3 yr wgt'd avg – 374)
4453	Meetings & Training	2,665	National Year End and Preparing for 2019 (Payroll) 465	National Year End and Preparing for 2018 (Payroll) 440
			NH Gov't Financial Officer Assoc. annual conference (Bgt Mgr) 300	NH Gov't Financial Officer Assoc. annual conference (Bgt Mgr) 300
			Continued professional education per Finance Director's employment contract 1,500	Continued Professional Education per Finance Director's Terms of Employment 1,500
			Additional as needed training for payroll and purchasing agent 400	

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
INFORMATION TECHNOLOGY								
20200 - 4210	OPERATING SUPPLIES	30,464	24,850	21,817	26,446	26,446	26,446	26,446
20200 - 4400	CONTRACTED SERVICES	437,220	462,618	405,952	484,673	473,573	473,573	473,573
20200 - 4459	EQUIPMENT MAINTENANCE	7,340	7,500	7,180	7,500	7,500	7,500	7,500
20200 - 4600	OFFICE FURNITURE & EQUIP.	241	-	-	-	-	-	-
20200 - 4701	COMPUTER EQUIP ACQUISITION	10,805	11,826	8,243	34,388	34,388	34,388	34,388
20200 - 4718	COMPUTER SOFTWARE ACQUISITION	1,173	-	-	-	-	-	-
TOTAL		487,244	506,794	443,193	553,007	541,907	541,907	541,907

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4210	Operating Supplies	26,446	PC accessories 500 Security/ID supplies 300 Computer paper/labels 4,500 Printer supplies 21,146 (3 yr wgt'd avg - 26,446)	Plotter paper/velum/supplies (GIS) 1,500 PC accessories 500 Security/ID supplies 300 Computer paper/labels 4,500 Printer supplies 18,050 (3 yr wgt'd avg - 16,450)
4400	Contracted Services	473,573	Contracted IT support 235,320 Contracted IT (Other projects) 15,000 Internet Access (Townwide and ITS) 8,580 High speed fiber-Comcast ethernet 7,140 Town Website-Hosting, maintenance, additions & updates 3,500 Wiring & support services 2,000 Telephone / Voicemail / Internet / Network (svc calls) 3,600 Pole licenses (Townwide Fiber) 400 Higgins (Security/ID maintenance) 335 Software Maintenance Agreements: Acorn-Police Telephone Recording System 1,300 Vision Appraisal-Software maintenance (web-hosting included in Assessing budget) 7,190 ArcInfo, ArcGIS, ArcView, ArcPad-GIS 11,100 RedAlert-Fire Department to dispatch, track, log and report 18,532	Contracted IT support 235,320 Contracted IT (Other projects) 15,000 Internet Access (Townwide & ITS System) (2,722-ITS) 8,588 High speed fiber-Comcast ethernet 7,140 Town Website-Hosting, maintenance, additions & updates 3,500 Wiring & support services 2,000 Telephone / Voicemail / Internet / Network (svc calls) 6,000 Pole licenses (Townwide Fiber) 500 Email rentention (10 yr) 26,000 Software Maintenance Agreements: Nice Call Focus-Police Telephone Recording System (Dictronic) 1,520 Vision Appraisal-Software maintenance (web-hosting included in Assessing budget) 6,979 ArcInfo, ArcGIS, ArcView, ArcPad-GIS 8,100 RedAlert-Fire Department to dispatch, track, log and report 15,046

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			VueWorks-Infrastructure Asset Management	VueWorks-Infrastructure Asset Management
		6,720		4,720
			Autodesk (DLT)-Engineering Architectural Drawing	Autodesk (DLT)-Engineering Architectural Drawing-(add 1 license)
		4,424		7,641
			TEMSIS - Computer Aided Dispatch Support-FD	MapLogic-GIS Atlas extension
		1,750		-
			IMC/Tritech-Police Operations	IMC/Tritech-Police Operations
		26,438		25,223
			Microsoft Exchange Online (294 Lic)	Microsoft Exchange Online (283 Lic)
		27,433		14,760
			E-Reg Client/User licenses (Interware)	E-Reg Client/User licenses (Interware)
		4,873		4,873
			Code Red-FD resident notification	
		12,444		
			Automotive Diagnostic Subscription-FD	
		1,500		
			Viewpoint (Building Dept)	Viewpoint (Building Dept)
		20,824		20,023
			DocuSign	DocuSign
		2,880		1,872
			BOX (10 seats)	BOX
		1,800		1,800
			DataVis (Crime analysis software-PD)	DataVis (Crime analysis software-PD)
		5,900		9,500
			Guardian-PD	
		4,175		
			Munismart Modules:	Munismart Modules:
			Accounts Payable	Accounts Payable
		1,923		1,831
			Accounts Receivable	Accounts Receivable
		2,019		1,923
			Bank Reconciliation	Bank Reconciliation
		1,538		1,465
			Budget	Budget
		1,923		1,831
			Cash Receipting	Cash Receipting
		2,147		2,045
			Employee Portal (Payroll/HR)	Employee Portal (Payroll/HR)
		1,105		1,053
			Fixed Asset Management	Fixed Asset Management
		2,660		2,534
			General Ledger	General Ledger
		2,404		2,289
			Human Resources	Human Resources
		1,891		1,801
			Payroll	Payroll
		3,126		2,977
			Property Taxation	Property Taxation
		2,563		2,441

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - INFORMATION TECHNOLOGY

DEPT # - 20200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Purchase Orders	2,006
			Recreation Management	2,693
			Resident Taxation	1,602
			System Manager (connect modules)	3,137
			Utility Billing	3,539
			Welfare Tracking	2,139
4459	Equipment Maintenance	7,500	Printer maintenance contracts & miscellaneous repairs	7,500
4701	Computer Equip Acquisition	34,388	4 Lenovo Mobile Data Terminals and 4 Motorola Getac MDTs (Fire) (Repl)	21,479
			5 Spare monitors (170/monitor)	850
			5 spare computers (925/computer)	4,625
			2 spare switches (3,182/switch)	6,364
			1 tablet (Community Development)	900
			1 Monitor replacement-MS Director	170
			Purchase Orders	1,911
			Recreation Management	2,564
			Resident Taxation	1,526
			System Manager (connect modules)	2,988
			Utility Billing	3,297
			Welfare Tracking	2,037
			Printer maintenance contracts & miscellaneous repairs	7,500
			Dual Monitor for Acct Budt Mgr	407
			5 Spare monitors (170/monitor)	850
			5 spare computers (925/computer)	4,625
			2 spare switches (2,972/switch)	5,944

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
ASSESSING								
20300 - 4090	REGULAR PAY	144,728	148,004	148,080	205,103	205,103	205,103	205,103
20300 - 4092	TEMPORARY PAY	42,217	42,834	42,796	28,470	28,470	28,470	28,470
20300 - 4170	RETIREMENT	4,880	5,123	5,130	11,424	11,424	11,424	11,424
20300 - 4171	DISABILITY INSURANCE	1,127	1,156	1,155	1,662	1,662	1,662	1,662
20300 - 4172	WORKERS' COMPENSATION	7,543	7,140	8,356	9,819	9,819	9,819	9,819
20300 - 4174	FICA-SOCIAL SECURITY	14,426	14,599	14,691	17,868	17,868	17,868	17,868
20300 - 4176	HEALTH INSURANCE	23,522	25,839	38,281	73,801	73,801	73,801	73,801
20300 - 4177	UNEMPLOYMENT COMPENSATION	364	268	263	264	192	192	192
20300 - 4178	LIFE INSURANCE	453	457	457	585	585	585	585
20300 - 4179	DENTAL INSURANCE	1,114	1,114	1,210	2,131	2,029	2,029	2,029
20300 - 4200	OFFICE SUPPLIES	764	300	365	300	300	300	300
20300 - 4237	GAS & OIL	290	317	312	245	245	245	245
20300 - 4400	CONTRACTED SERVICES	3,490	3,575	3,719	3,575	3,575	3,575	3,575
20300 - 4405	MEMBERSHIPS & PUBLICATIONS	734	740	779	770	770	770	770
20300 - 4406	PRINTING & BINDING	265	400	240	400	400	400	400
20300 - 4408	VEHICLE EXPENSE	582	662	790	799	799	799	799
20300 - 4453	MEETINGS & TRAINING	710	805	764	1,005	1,005	1,005	1,005
20300 - 4458	VEHICLE MAINTENANCE	5	200	459	200	200	200	200
TOTAL		247,213	253,533	267,847	358,421	358,247	358,247	358,247

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
ASSESSING - 20300			
4090	CHIEF ASSESSOR	0	104,713
	DEPUTY ASSESSOR (9 months full time)	1	53,575
	ASSESSING CLERK (1)	0	46,815

			205,103

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - ASSESSING

DEPT # - 20300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	28,470	Part-time Deputy Assessor (req FT) Part time Clerk-25 hrs/wk	Part-time Deputy Assessor 15,000 Part time Clerk-25 hrs/wk 27,834 Includes step increase
4200	Office Supplies	300	Paper, pens, pencils, envelopes	Paper, pens, pencils, envelopes
4237	Gas & Oil	245	Estimate 125 gals. (3 year weighted) @\$1.96 per gal.	Estimate 138 gals. (3 year weighted) @\$2.30 per gal.
4400	Contracted Services	3,575	Vision Appraisal Internet web site (Software maintenance included in IT budget) Deed printing cost	Vision Appraisal Internet web site (Software maintenance included in IT budget) Deed printing cost
4405	Memberships & Publications	770	Northeast Regional Association of Assessing Officers (NRAAO) Dues - Assessor NH Association of Assessing Officers (NHAAO) Dues-per statute Marshall & Swift (cost manual)	Northeast Regional Association of Assessing Officers (NRAAO) Dues - Assessor NH Association of Assessing Officers (NHAAO) Dues-per statute Marshall & Swift (cost manual)
4406	Printing & Binding	400	Forms	Forms
4408	Vehicle Expense	799	1,480 miles @.54 per mile	1,225 miles @.54 per mile
4453	Meetings & Training	1,005	LGC Conference Northeast Regional Assoc. of Assessing Officials Conference Uniform Standards of Professional Appraisal Practices (USPAP) course	LGC Conference Vision user group conference Uniform Standards of Professional Appraisal Practices (USPAP) course

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - ASSESSING

DEPT # - 20300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4458	Vehicle Maintenance	200	Repair & maintenance of car assigned to Assessing Department	Repair & maintenance of car assigned to Assessing Department

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
TOWN CLERK								
20400 - 4090	REGULAR PAY	144,226	140,755	136,928	146,100	146,100	146,100	146,100
20400 - 4092	TEMPORARY PAY	2,403	-	-	-	-	-	-
20400 - 4170	RETIREMENT	17,551	15,869	15,947	16,626	16,626	16,626	16,626
20400 - 4171	DISABILITY INSURANCE	1,032	1,139	1,134	1,169	1,169	1,169	1,169
20400 - 4172	WORKERS' COMPENSATION	432	438	420	409	409	409	409
20400 - 4174	FICA-SOCIAL SECURITY	10,735	10,769	10,007	11,177	11,177	11,177	11,177
20400 - 4176	HEALTH INSURANCE	61,082	57,392	53,166	53,482	53,482	53,482	53,482
20400 - 4177	UNEMPLOYMENT COMPENSATION	132	67	66	66	48	48	48
20400 - 4178	LIFE INSURANCE	510	465	464	473	473	473	473
20400 - 4179	DENTAL INSURANCE	2,210	2,067	2,067	2,171	2,067	2,067	2,067
20400 - 4200	OFFICE SUPPLIES	5,088	6,500	4,924	10,280	10,280	10,280	10,280
20400 - 4211	DOG LICENSES	1,218	1,300	1,311	1,300	1,300	1,300	1,300
20400 - 4453	MEETINGS & TRAINING	838	660	594	745	745	745	745
20400 - 4459	EQUIPMENT MAINTENANCE	-	-	-	360	360	360	360
TOTAL		247,455	237,421	227,028	244,358	244,236	244,236	244,236

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
TOWN CLERK - 20400			
4090	TOWN CLERK	0	94,743
	DEPUTY TOWN CLERK	0	51,357

			146,100

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - TOWN CLERK

DEPT # - 20400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
4200	Office Supplies	10,280	General office supplies for the Town Clerk's office. Pens, pencils, paper, binders, envelopes.etc.	5,000	General office supplies for the Town Clerk's office. Pens, pencils, paper, binders, envelopes.etc.	4,690
			Vehicle Red Book	1,830	Vehicle Red Book	1,810
			Credit card signature pads (6)	3,450		
4211	Dog Licenses	1,300	Dog license tags	1,300	Dog license tags	1,300
4453	Meetings and Training	745	Annual Town Clerk's Assoc. dues	20	Annual Town Clerk's Assoc. dues	20
			Annual Clerk's Association meeting and mileage	100	Annual Clerk's Association meeting and mileage	80
			Conference fee	50	Conference fee	50
			Town Clerk's Convention and mileage required per RSA 31:8	575	Town Clerk's Convention and mileage required per RSA 31:8	510
4459	Equipment Maintenance	360	Annual maintenance on 6 signature pads	360		

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
ELECTIONS								
20500 - 4092	TEMPORARY PAY	55,133	11,195	11,743	34,290	34,290	34,290	34,290
20500 - 4170	RETIREMENT	94	-	-	-	-	-	-
20500 - 4172	WORKERS' COMPENSATION	229	35	32	96	96	96	96
20500 - 4174	FICA-SOCIAL SECURITY	1,302	428	431	1,312	1,312	1,312	1,312
20500 -4177	UNEMPLOYMENT COMPENSATION	21	-	5	-	-	-	-
20500 - 4210	OPERATING SUPPLIES	12,536	6,400	5,320	7,300	7,300	7,300	7,300
20500 - 4408	VEHICLE EXPENSE	44	-	-	-	-	-	-
20500 - 4459	EQUIPMENT MAINTENANCE	1,200	1,350	1,350	1,350	1,350	1,350	1,350
20500 - 4468	VOTING MACHINE SET-UP	4,614	1,200	1,303	3,900	3,900	3,900	3,900
TOTAL		75,173	20,608	20,184	48,248	48,248	48,248	48,248

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - ELECTIONS

DEPT # - 20500

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	34,290	Poll Workers – 3 elections 20,100 Poll Workers – 1 Town meeting 350 Supervisors (3) & Moderator - 1 meeting @ \$100 400 Supervisors' hours 12,140 Moderator (3) elections 300 Secretary-meeting minutes 1,000	Poll Workers – 1 election 4,160 Poll Workers – 1 Town meeting 350 Supervisors (3) & Moderator 400 - 1 meeting @ \$100 Supervisors' hours 5,285 Secretary-meeting minutes 1,000
4210	Operating Supplies	7,300	March Ballots 5,100 Supplies (ender cards,markers, etc) 1,000 Voter Checklists –3 elections 1,200	March Ballots 5,500 Supplies (ender cards,markers, etc) 500 Voter Checklists –1 election 400
4459	Equipment Maintenance	1,350	Maintenance for 6 machines @ \$225 per machine. 1,350	Maintenance for 6 machines @ \$225 per machine. 1,350
4468	Voting Machine Set-up	3,900	Programming of voting machines and election support for three elections. (State Primary, Town and General Election) 3,900	Programming of voting machines and election support for one election. (Town Election)

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
COLLECTIONS								
20550 - 4090	REGULAR PAY	82,032	89,422	88,181	92,261	92,261	92,261	92,261
20550 - 4092	TEMPORARY PAY	67,585	63,280	79,808	66,282	66,282	66,282	66,282
20550 - 4170	RETIREMENT	9,502	10,083	10,104	10,500	10,500	10,500	10,500
20550 - 4171	DISABILITY INSURANCE	841	816	813	839	839	839	839
20550 - 4172	WORKERS' COMPENSATION	431	463	447	468	468	468	468
20550 - 4174	FICA-SOCIAL SECURITY	11,062	11,680	12,452	10,441	10,441	12,128	12,128
20550 - 4176	HEALTH INSURANCE	29,031	32,164	32,186	33,517	33,517	33,517	33,517
20550 - 4177	UNEMPLOYMENT COMPENSATION	418	295	361	271	197	197	197
20550 - 4178	LIFE INSURANCE	224	217	215	223	223	223	223
20550 - 4179	DENTAL INSURANCE	1,757	2,067	2,067	2,171	2,067	2,067	2,067
TOTAL		202,882	210,487	226,634	216,973	216,795	218,482	218,482

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
COLLECTIONS - 20550			
4090	COLLECTIONS CLERK (2)	0	92,261
			----- 92,261

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - COLLECTIONS

DEPT # - 20550

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
4092	Temporary Pay	66,282	Part-time clerk (24.0 hrs/wk.)	28,568	Part-time clerk (24.0 hrs/wk.)	26,920
			Part-time clerk (26.5 hrs/wk)	32,114	Part-time clerk (26.5 hrs/wk)	30,760
			Coverage for vacations, etc.	5,600	Coverage for vacations, etc.	5,600

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
TAX COLLECTOR								
20600 - 4090	REGULAR PAY	92,577	92,801	92,418	94,743	94,743	94,743	94,743
20600 - 4092	TEMPORARY PAY	25,425	25,670	26,332	26,403	26,403	26,403	26,403
20600 - 4170	RETIREMENT	10,341	10,462	10,425	10,782	10,782	10,782	10,782
20600 - 4171	DISABILITY INSURANCE	692	701	700	703	703	703	703
20600 - 4172	WORKERS' COMPENSATION	347	367	355	339	339	339	339
20600 - 4174	FICA-SOCIAL SECURITY	8,937	9,064	8,979	9,268	9,268	9,268	9,268
20600 - 4176	HEALTH INSURANCE	19,507	21,839	21,902	22,826	22,826	22,826	22,826
20600 - 4177	UNEMPLOYMENT COMPENSATION	91	67	66	66	48	48	48
20600 - 4178	LIFE INSURANCE	348	348	348	348	348	348	348
20600 - 4179	DENTAL INSURANCE	557	557	557	585	557	557	557
20600 - 4200	OFFICE SUPPLIES	791	450	819	650	650	650	650
20600 - 4403	TECHNICAL SERVICES	6,354	6,500	7,434	7,200	7,200	7,200	7,200
20600 - 4406	PRINTING & BINDING	5,180	5,425	5,095	5,475	5,475	5,475	5,475
20600 - 4408	VEHICLE EXPENSE	331	350	326	350	350	350	350
20600 - 4453	MEETINGS & TRAINING	506	550	510	550	550	550	550
20600 - 4587	RECORDING FEES	1,136	1,500	1,070	1,200	1,200	1,200	1,200
20600 - 4600	OFFICE FURNITURE & EQUIP.	76	100	97	100	100	100	100
TOTAL		173,195	176,751	177,432	181,588	181,542	181,542	181,542

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
TAX COLLECTOR - 20600			
4090	TAX COLLECTOR	0	94,743
			----- 94,743

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - TAX COLLECTOR

DEPT # - 20600

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	26,403	Part-time clerk (20 hrs./wk.) Coverage for vacation & tax time (approx 60 hrs)	24,968 24,274 1,396
4200	Office Supplies	650	Data binders, envelopes, general office supplies, etc.	Data binders, envelopes, general office supplies, etc.
4403	Technical Services	7,200	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)	1,800 1,800 1,600 3,100 (Property tax and water/sewer billing. W/S included in Admin. Service charge allocation)
4406	Printing & Binding	5,475	Property tax billing Certified cards	5,175 275
4408	Vehicle Expense	350	Meeting and training mileage. Mileage to the bank to pick up lock box information for processing.	Meeting and training mileage. Mileage to the bank to pick up lock box information for processing.
4453	Meetings & Training	550	NH Tax Collectors Assoc. Conference per RSA 31:8 (Tax Collector) Miscellaneous dues, law books, etc. Workshops (Tax Collector)	400 400 50 100
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
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - TAX COLLECTOR

DEPT # - 20600

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4600	Office Furniture & Equipment	100	Calculator	Calculator

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
DEBT SERVICES								
20700 - 4501	ROAD IMP-PRINCIPAL '06	400,000	-	-	-	-	-	-
20700 - 4502	BRIDGE CONST-PRINCIPAL '09	240,000	240,000	240,000	235,000	235,000	235,000	235,000
20700 - 4503	BRIDGE CONST-PRINCIPAL '10	130,000	130,000	130,000	130,000	130,000	130,000	130,000
20700 - 4504	BRIDGE CONST-PRINCIPAL '13	121,000	121,000	121,000	121,000	121,000	121,000	121,000
20700 - 4505	BRIDGE CONST-PRINCIPAL '14	145,000	145,000	145,000	140,000	140,000	140,000	140,000
20700 - 4515	ROAD IMP-INTEREST '06	16,000	-	-	-	-	-	-
20700 - 4516	BRIDGE CONST-INTEREST '09	24,925	19,525	19,525	12,925	12,925	12,925	12,925
20700 - 4517	BRIDGE CONST-INTEREST '10	22,575	18,675	18,675	14,775	14,775	14,775	14,775
20700 - 4518	BRIDGE CONST-INTEREST '13	28,440	24,810	24,810	21,180	21,180	21,180	21,180
20700 - 4519	BRIDGE CONST-INTEREST '14	35,200	32,300	32,300	29,400	29,400	29,400	29,400
20700 - 4571	INTEREST-TANS	-	1	-	1	1	1	1
20700 - 4572	BOND AND NOTE FEES	-	-	-	10,250	10,250	10,250	10,250
TOTAL		1,163,140	731,311	731,310	714,531	714,531	714,531	714,531

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - DEBT SERVICE

DEPT # - 20700

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4502	Bridge & Const- '09 – Principal Lawrence & Cluff-100% Reimb	235,000	Bond Issue 2009 Final Payment 2019	Bond Issue 2009 Final Payment 2019
4503	Bridge & Const – '10 – Principal N Main & Emerson-80% reimb	130,000	Bond Issue 2010 Final Payment 2020	Bond Issue 2010 Final Payment 2020
4504	Bridge & Const – '13 – Principal Bluff St & Providence Hill	121,000	Bond Issue 2013 Final Payment 2023	Bond Issue 2013 Final Payment 2023
4505	Bridge & Const – '14 – Principal Shannon Road	140,000	Bond Issue 2014 Final Payment 2024	Bond Issue 2014 Final Payment 2024
4516	Bridge & Const '09 – Interest	12,925	2018 Interest	2017 Interest
4517	Bridge & Const '10 – Interest	14,775	2018 Interest	2017 Interest
4518	Bridge & Const '13 – Interest	21,180	2018 Interest	2017 Interest
4519	Bridge & Const '14 – Interest	29,400	2018 Interest	2017 Interest

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - DEBT SERVICE

DEPT # - 20700

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4571	TANS – Interest	1	2018 Interest Estimate	2017 Interest Estimate
4572	Bond and Note Fees	10,250	Annual Bond Disclosure BAN Issuance Fees	250 10,000

* 35,536 revenue offset for amortized bond premium and unused bond proceeds

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
INSURANCE								
20800 - 4095	TEMPORARY ALTERNATE DUTY	6,517	20,000	54,015	20,000	20,000	20,000	20,000
20800 - 4470	GENERAL LIABILITY	186,657	205,713	194,394	196,733	196,733	196,733	196,733
20800 - 4472	POLICE LIABILITY	102,439	109,028	102,901	104,006	104,006	104,006	104,006
20800 - 4474	BONDS	100	100	100	100	100	100	100
20800 - 4475	FLEET INSURANCE	69,411	76,340	70,763	70,185	70,185	70,185	70,185
20800 - 4491	PROPERTY INSURANCE	70,447	79,144	77,733	81,724	81,724	81,724	81,724
20800 - 4493	INSURANCE DEDUCTIBLES	2,942	9,000	5,169	9,000	9,000	9,000	9,000
TOTAL		438,513	499,325	505,074	481,748	481,748	481,748	481,748

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - INSURANCE

DEPT # - 20800

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4095	Temporary Alternate Duty	20,000	Temporary Alternate Duty pay (3 yr wgt'd avg 19,175)	Temporary Alternate Duty pay (3 yr wgt'd avg 59,323)
4470	General Liability	196,733	Liability Coverage Premium allocation based on expenditures.	Liability Coverage Premium allocation based on expenditures.
4472	Police Liability	104,006	Liability coverage for Law Enforcement.	Liability coverage for Law Enforcement.
4474	Bonds	100	Highway bond.	Highway bond.
4475	Fleet Insurance	70,185	Coverage for Town-owned vehicles.	Coverage for Town-owned vehicles.
4491	Property Insurance	81,724	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. 2018 estimates assume 5% increase for Liability and 5% increase for Property, effective 7/1/2018	Deductible coverage up to \$1,000 per claim on property. 2017 estimates assume 9% increase for Liability and 9% increase for Property, effective 7/1/2017

2018 BUDGET

DEPT.	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
COMMUNITY DEVELOPMENT SUMMARY							
COMMUNITY DEVELOPMENT	171,098	248,335	261,771	387,403	362,235	362,235	362,235
PLANNING	225,096	247,132	256,041	251,861	251,703	251,703	251,703
<hr/>							
TOTAL - COMMUNITY DEVELOPMENT	396,195	495,467	517,811	639,264	613,938	613,938	613,938

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
COMMUNITY DEVELOPMENT								
30000 - 4090	REGULAR PAY	8,670	124,782	177,207	244,353	244,353	244,353	244,353
30000 - 4092	TEMPORARY PAY	31,652	35,765	6,230	-	-	-	-
30000 - 4170	RETIREMENT	968	14,069	20,039	27,808	27,808	27,808	27,808
30000 - 4171	DISABILITY INSURANCE	-	1,072	1,322	1,884	1,884	1,884	1,884
30000 - 4172	WORKERS' COMPENSATION	395	530	600	683	683	683	683
30000 - 4174	FICA-SOCIAL SECURITY	3,069	12,174	13,884	18,693	18,693	18,693	18,693
30000 - 4176	HEALTH INSURANCE	-	56,370	38,558	49,652	49,652	49,652	49,652
30000 - 4177	UNEMPLOYMENT COMPENSATION	282	201	211	198	144	144	144
30000 - 4178	LIFE INSURANCE	-	470	520	686	686	686	686
30000 - 4179	DENTAL INSURANCE	-	2,452	1,281	2,365	2,251	2,251	2,251
30000 - 4200	OFFICE SUPPLIES	453	450	98	2,100	2,100	2,100	2,100
30000 - 4400	CONTRACTED SERVICES	67,859	-	-	25,000	-	-	-
30000 - 4405	MEMBERSHIPS & PUBLICATIONS	-	-	871	9,581	9,581	9,581	9,581
30000 - 4450	TELEPHONE	-	-	-	800	800	800	800
30000 - 4453	MEETINGS & TRAINING	44	-	240	3,600	3,600	3,600	3,600
30000 - 4600	OFFICE FURNITURE & EQUIPMENT	10,706	-	710	-	-	-	-
30000 - 4894	CART	47,000	-	-	-	-	-	-
TOTAL		171,098	248,335	261,771	387,403	362,235	362,235	362,235

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
COMMUNITY DEVELOPMENT - 30000			
4090	COMMUNITY DEVELOPMENT DIRECTOR/ASST. TOWN MANAGER	0	104,450
	GIS MANAGER/PLANNING COORD	0	89,749
	COMMUNITY DEVELOPMENT COORDINATOR	1	50,154
	(Was Admin Assist, combined with Human Services Admin)		-----
			244,353

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - COMMUNITY DEVELOPMENT

DEPT # - 30000

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4200	Office Supplies	2,100	Misc. paper, pens, envelopes, file folders, 3-ring binders, staplers, markers, business cards. Plotter paper/velum/supplies (GIS) (was in IT budget)	Misc. paper, pens, envelopes, file folders, photocopies, 3-ring binders.
4405	Memberships & Publications	9,581	AICP/APA Membership dues NH Economic Dev. Assoc. (3) Northeastern Econ. Dev. Association Municipal Managers Assoc. of NH Community Development, GIS and Planning books and publications NH Planners Association (3) Regional Planning Commision Dues (fund at 50%)	
4450	Telephone	800	Included is a data plan for GIS tablet	
4453	Meetings & Training	3,600	NHPA Conference (June 2018 in NH) Municipal Managers Association Conference (June 2018 in NH) Northeast Economic Development Conference (June 2018 in Northeast) APA, ICMA, NEDA & ESRI Webinars Training for CD Director per contract	

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
PLANNING								
30200 - 4090	REGULAR PAY	142,447	146,607	154,711	156,333	156,333	156,333	156,333
30200 - 4170	RETIREMENT	15,911	16,531	17,447	17,790	17,790	17,790	17,790
30200 - 4171	DISABILITY INSURANCE	1,118	1,157	1,200	1,232	1,232	1,232	1,232
30200 - 4172	WORKERS' COMPENSATION	428	448	439	438	438	438	438
30200 - 4174	FICA-SOCIAL SECURITY	10,221	11,216	11,137	11,960	11,960	11,960	11,960
30200 - 4176	HEALTH INSURANCE	50,032	56,328	56,526	59,033.43	59,033	59,033	59,033
30200 - 4177	UNEMPLOYMENT COMPENSATION	182	134	132	132	96	96	96
30200 - 4178	LIFE INSURANCE	454	463	474	480	480	480	480
30200 - 4179	DENTAL INSURANCE	2,440	2,440	2,440	2,562	2,440	2,440	2,440
30200 - 4200	OFFICE SUPPLIES	508	300	381	300	300	300	300
30200 - 4237	GAS & OIL	418	223	84	351	351	351	351
30200 - 4400	CONTRACTED SERVICES	-	10,000	10,000	-	-	-	-
30200 - 4405	MEMBERSHIPS & PUBLICATIONS	548	550	579	600	600	600	600
30200 - 4406	PRINTING & BINDING	259	400	294	440	440	440	440
30200 - 4453	MEETINGS & TRAINING	129	160	160	160	160	160	160
30200 - 4458	VEHICLE MAINTENANCE	-	175	37	50	50	50	50
TOTAL		225,096	247,132	256,041	251,861	251,703	251,703	251,703

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
PLANNING - 30200			
4090	PLANNING DIRECTOR	0	101,462
	ADMIN. ASSISTANT	0	54,871

			156,333

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - PLANNING

DEPT # - 30200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
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	351	1 vehicle: 179 gals (3 yr wgt'd avg-79) @ 1.96 (more use expected for GIS and CD Director)	351	1 vehicle: 97 gals (based on 3 yr wgt'd avg) @ 2.30	
4405	Memberships & Publications	600	Memberships: American Planning Assoc. New Hampshire Planners Assoc.	535 65	Memberships: American Planning Assoc. New Hampshire Planners Assoc.	485 65
4406	Printing & Binding	440	Zoning Ordinance (Sold to public for \$10 per copy) Business Cards	350 90	Zoning Ordinance (Sold to public for \$10 per copy) Business Cards	350 50
4453	Meetings & Training	160	NH Planners Association Annual Meeting (two day seminar)		NH Planners Association Annual Meeting (two day seminar)	
4458	Vehicle Maintenance	50	Repairs to Town vehicle #C-91 (3 yr wgt'd avg-43) vehicle is also used by Inspections staff		Repairs to Town vehicle #C-91 (3 yr wgt'd avg-101)	

2018 BUDGET

DEPT.	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>POLICE DEPARTMENT SUMMARY</i>							
ADMINISTRATION	541,134	559,753	567,027	583,122	582,936	585,993	585,993
SUPPORT SERVICES	2,248,234	2,394,788	2,387,699	2,493,277	2,492,163	2,497,379	2,497,379
PATROL	5,284,066	5,581,295	5,462,262	5,854,338	5,851,720	5,923,809	5,923,809
COMMUNITY SERVICES	687,197	875,457	884,935	936,679	936,220	936,220	936,220
INVESTIGATIVE SERVICES	1,376,067	1,431,475	1,371,098	1,525,647	1,524,933	1,524,933	1,524,933
ANIMAL CONTROL	100,211	103,915	99,569	104,671	104,596	104,596	104,596
STATION	144,720	156,339	148,709	140,969	140,969	140,969	140,969
TOTAL - POLICE DEPARTMENT	10,381,629	11,103,022	10,921,299	11,638,703	11,633,537	11,713,899	11,713,899

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>POLICE-ADMINISTRATION</i>								
40100 - 4090	REGULAR PAY	312,931	321,628	322,712	327,302	327,302	327,302	327,302
40100 - 4098	OVERTIME PAY	386	2,000	2,047	2,000	2,000	2,000	2,000
40100 - 4110	HOLIDAY PAY	5,240	5,717	3,497	5,913	5,913	5,913	5,913
40100 - 4170	RETIREMENT	76,408	81,755	81,656	86,988	86,988	86,988	86,988
40100 - 4171	DISABILITY INSURANCE	2,128	2,180	2,173	2,198	2,198	2,198	2,198
40100 - 4172	WORKERS' COMPENSATION	10,523	10,611	10,611	10,870	10,870	10,870	10,870
40100 - 4174	FICA-SOCIAL SECURITY	8,337	8,555	8,912	8,868	8,868	8,868	8,868
40100 - 4176	HEALTH INSURANCE	30,630	36,164	27,139	37,516	37,516	37,516	37,516
40100 - 4177	UNEMPLOYMENT COMPENSATION	344	201	172	198	144	144	144
40100 - 4178	LIFE INSURANCE	826	840	838	847	847	847	847
40100 - 4179	DENTAL INSURANCE	2,653	2,624	2,624	2,756	2,624	2,624	2,624
40100 - 4182	CLOTHING ALLOWANCE	79,686	72,000	89,178	80,700	80,700	83,757	83,757
40100 - 4208	EQUIPMENT REPAIR	-	271	896	250	250	250	250
40100 - 4406	PRINTING & BINDING	2,204	2,557	2,107	2,541	2,541	2,541	2,541
40100 - 4409	TEST SERVICES	4,497	1,500	5,835	2,440	2,440	2,440	2,440
40100 - 4410	ADVERTISING	770	1,000	1,099	1,000	1,000	1,000	1,000
40100 - 4424	DATA PROCESSING	1,500	6,500	-	6,500	6,500	6,500	6,500
40100 - 4440	EQUIPMENT RENTAL	1,341	900	1,247	985	985	985	985
40100 - 4453	MEETINGS & TRAINING	-	750	750	750	750	750	750
40100 - 4600	OFFICE FURNITURE & EQUIP.	730	2,000	3,536	2,500	2,500	2,500	2,500
SUBTOTAL		541,134	559,753	567,027	583,122	582,936	585,993	585,993

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
POLICE ADMINISTRATION - 40100			
4090	CHIEF OF POLICE	0	140,118
	DEPUTY CHIEF	0	124,555
	ADMIN. ASST.	0	62,629

			327,302

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - POLICE - ADMINISTRATION

DEPT # - 40100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4098	Overtime Pay	2,000	Overtime hours worked as needed for Administrative Assistant.	Overtime hours worked as needed for Administrative Assistant.
4110	Holiday Pay	5,913	Payment for Holiday hours worked. (3 yr wgt'd avg - 5,848)	Payment for Holiday hours worked. (3 yr wgt'd avg - 7,231)
4182	Clothing Allowance	83,757	49 full-time officers @ 1,000 49,000 8 full time SPAA @950 7,600 4 @ fraction of a yr 2,000 8 dispatchers @ 600 4,800 Replacement/repair to uniforms, 1,500 badges, patches Crossing Guards 800 Initial issue uniform (5) 17,057 ACO @ 1,000 1,000	58 full-time officers @ 1000 58,000 4 @1/2 year @ 500 2,000 8 dispatchers @ 600 4,800 Replacement/repair to uniforms, 1,400 badges, patches Crossing Guards 800 Initial issue uniform (1) @4,000 each 4,000 ACO @ 1000 1,000
4208	Equipment Repairs	250	Closed Circuit TV (CCTV) repair not covered by contract, typewriters, generator, & other misc. equipment repairs.	Closed Circuit TV (CCTV) repair not covered by contract, typewriters, generator, & other misc. equipment repairs.
4406	Printing & Binding	2,541	Provides for the printing of all forms, reports, letterhead, business cards, envelopes & forms utilized by the department. (3 yr wgt'd avg - 2,541)	Provides for the printing of all forms, reports, letterhead, business cards, envelopes & forms utilized by the department. (3 yr wgt'd avg - 2,557)
4409	Test Services	2,440	Cost associated with anticipated entrance level testing, promotional exams, includes costs for background checks, psych.(4 @110), polygraphs (4 @250).	Cost associated with anticipated entrance level testing, promotional exams, includes costs for background checks, psych.(1 @110), polygraphs (1 @250).

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - POLICE - ADMINISTRATION

DEPT # - 40100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4410	Advertising	1,000	Recruitment advertising, legal & community notices.	Recruitment advertising, legal & community notices.
4424	Data Processing	6,500	NH State Police computer user fee, Contractual with State. Note: This connection is the major information source for all law enforcement agencies. Connection is necessary to perform Department mission. Estimated cost, fee changed to be based on usage, Salem is third highest user in the state.	NH State Police computer user fee, Contractual with State. Note: This connection is the major information source for all law enforcement agencies. Connection is necessary to perform Department mission. Estimated cost, fee changed to be based on usage, Salem is third highest user in the state.
4440	Equipment Rental	985	Postage Meter 362 Document disposal container 623	Postage Meter 354 Document disposal container 546
4453	Meetings & Training	750	FBI Law Enforcement Exec. Development Training	FBI Law Enforcement Exec. Development Training
4600	Office furniture	2,500	Replacement of furnishings as needed.	Replacement of chairs for dispatch and roll call/report room

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>POLICE-SUPPORT SERVICES</i>								
40110 - 4090	REGULAR PAY	831,278	889,640	825,902	916,807	916,807	916,807	916,807
40110 - 4092	TEMPORARY PAY	112,049	127,157	143,133	131,543	131,543	131,543	131,543
40110 - 4093	REPLACEMENT PAY	149,063	120,000	167,726	141,817	141,817	141,817	141,817
40110 - 4094	SHIFT DIFFERENTIAL	14,773	14,211	17,485	14,500	14,500	14,500	14,500
40110 - 4098	OVERTIME PAY	49,272	51,031	53,475	52,084	52,084	52,084	52,084
40110 - 4101	TRAINING	136,522	138,000	181,841	144,161	144,161	144,161	144,161
40110 - 4110	HOLIDAY PAY	11,484	9,248	14,932	11,303	11,303	11,303	11,303
40110 - 4113	COURT TIME	54,714	59,196	40,316	57,546	57,546	57,546	57,546
40110 - 4170	RETIREMENT	198,733	213,690	221,188	225,464	225,464	225,464	225,464
40110 - 4171	DISABILITY INSURANCE	7,143	8,714	7,365	7,824	7,824	7,824	7,824
40110 - 4172	WORKERS' COMPENSATION	15,860	19,707	16,160	24,877	24,877	24,877	24,877
40110 - 4174	FICA-SOCIAL SECURITY	76,844	91,557	80,090	95,487	95,487	95,487	95,487
40110 - 4176	HEALTH INSURANCE	305,685	335,799	282,586	360,002	360,002	360,002	360,002
40110 - 4177	UNEMPLOYMENT COMPENSATION	1,926	1,426	1,430	1,408	1,023	1,023	1,023
40110 - 4178	LIFE INSURANCE	2,240	2,367	2,295	2,418	2,418	2,418	2,418
40110 - 4179	DENTAL INSURANCE	13,635	14,418	13,297	15,287	14,558	14,558	14,558
40110 - 4200	OFFICE SUPPLIES	7,997	8,000	9,510	8,000	8,000	8,000	8,000
40110 - 4213	K-9 SUPPLIES	2,556	6,000	8,232	6,000	6,000	6,000	6,000
40110 - 4216	PRISONERS SUPPLIES	1,385	1,500	411	1,000	1,000	1,000	1,000

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
40110 - 4219	INTOXILYZER SUPPLIES	320	1,000	-	325	325	325	325
40110 - 4221	AMMUNITION	26,471	31,000	40,569	33,888	33,888	36,351	36,351
40110 - 4223	ACADEMIC REIMBURSEMENT	750	3,500	750	1,500	1,500	1,500	1,500
40110 - 4235	SMALL TOOLS & EQUIP.	925	500	656	650	650	650	650
40110 - 4237	GAS & OIL	119,546	113,732	112,152	95,460	95,460	95,460	95,460
40110 - 4405	MEMBERSHIPS & PUBLICATIONS	8,796	8,000	9,134	8,694	8,694	8,694	8,694
40110 - 4412	TRAINING EXPENSE	31,295	25,840	27,324	28,160	28,160	28,160	28,160
40110 - 4421	CAR WASH	2,515	2,100	1,934	2,100	2,100	2,100	2,100
40110 - 4456	RADIO MAINTENANCE	5,025	28,725	28,854	28,725	28,725	31,478	31,478
40110 - 4458	VEHICLE MAINTENANCE	49,835	56,750	67,291	63,800	63,800	63,800	63,800
40110 - 4601	POLICE EQUIPMENT	1,224	3,800	3,574	3,800	3,800	3,800	3,800
40110 - 4606	EMERGENCY EQUIPMENT	8,372	8,180	8,088	8,647	8,647	8,647	8,647
SUBTOTAL		2,248,234	2,394,788	2,387,699	2,493,277	2,492,163	2,497,379	2,497,379

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
POLICE SUPPORT SERVICES - 40110			
4090	CAPTAIN	0	114,699
	PATROL OFFICER/SCHEDULING	0	72,371
	PROSECUTOR	0	91,244
	DISPATCHER SUPERVISOR	0	69,601
	DISPATCHERS (7)	0	344,285
	SUPPORT SERVICES SUPERVISOR	0	63,156
	SUPPORT SERVICES CLERKS (3)	0	161,451

			916,807

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	131,543	Crossing Guards 51,840 \$12.00/hr x 180 days x 8 guards x 3hrs/day/guard 2 four hour training sessions 640 10 hours per week to assist High School at closing 3,600 P/T dispatchers 11,300 Special Officer Training 7,520 P/T Prosecutor (25 hrs/week) 56,643	Crossing Guards 51,840 \$12.00/hr x 180 days x 8 guards x 3hrs/day/guard 2 four hour training sessions 640 10 hours per week to assist High School at closing 3,600 P/T dispatchers 11,300 Special Officer Training 6,304 P/T Prosecutor (25 hrs/week) 53,473
4093	Replacement Pay	141,817	Required replacement of dispatch personnel. (Vacation, personal, sick days, training, etc.) Workloads & responsibilities require full staffing at all times. (3 yr. wgtd avg 138,951+ COLA 04/1/18)	Required replacement of dispatch personnel. (Vacation, personal, sick days, training, etc.) Workloads & responsibilities require full staffing at all times. (3 yr. wgtd avg 120,975 + COLA 4/1/17)
4094	Shift Differential	14,500	Contractual (Dispatchers) Employees assigned to the evening receive an additional payment of \$40 per week; employees on Midnight shift receive an additional \$50. Overtime on both shifts is compensated at the shift differential rate.	Contractual (Dispatchers) Employees assigned to the evening receive an additional payment of \$40 per week; employees on Midnight shift receive an additional \$50. Overtime on both shifts is compensated at the shift differential rate.
4098	Overtime Pay	52,084	Need for call backs, holdovers, training requirements, & fifteen minutes reporting time contractual for 8 dispatchers. Clerical staff OT. Includes COLA 4/1/18	Need for call backs, holdovers, training requirements, & fifteen minutes reporting time contractual for 8 dispatchers. Clerical staff OT. Includes COLA 4/1/17

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4101	Training	144,161	Time to attend mandatory training required by State Law, various certifications, K-9 training and certification. Special Off. Trng. Self-defense and In-Service training of the officers. Most assignments require training to stay current in the particular area of expertise. Night Qualification, OC (pepper spray) trng. Tactical trng. Intoxilyser recert. CPR Training-Biennial only. Basic Rifle Course for new officers. (3 yr wgtd avg - 129,855) (includes COLA 4/1/18)	Time to attend mandatory training required by State Law, various certifications, K-9 training and certification. Special Off. Trng. Self-defense and In-Service training of the officers. Most assignments require training to stay current in the particular area of expertise. Night Qualification, OC (pepper spray) trng. Tactical trng. Intoxilyser recert. CPR Training-Biennial only. Basic Rifle Course for new officers. (3 yr wgtd avg - 117,544) (137,706 plus COLA 4/1/17)
4110	Holiday Pay	11,303	Contractual payment for holidays worked. (3 yr wgtd avg – 10,612) (includes COLA 4/1/18)	Contractual payment for holidays worked. (3 yr wgtd avg – 8,819) (includes COLA 4/1/17)
4113	Court Time	57,546	Officers appearance in court. Pay for Grand Jury appearances, Admin. Hearings following license seizures from DWI's and Family Court. Dept of Motor Vehicle Administrative License Hearings. District Court sessions. (3 yr wgtd avg.- 56,383) (includes COLA 4/1/18)	Officers appearance in court. Pay for Grand Jury appearances, Admin. Hearings following license seizures from DWI's and Family Court. Dept of Motor Vehicle Administrative License Hearings. District Court sessions. (3 yr wgtd avg. 57,256) (includes COLA 4/1/17)
4200	Office Supplies	8,000	General supplies for needs of all units. This account is also used for recognition award bars.	General supplies for needs of all units. This account is also used for recognition award bars.

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4213	K-9	6,000	Provide for feeding and care of K-9, various equipment replacement (bite arms, leashes, harnesses), personal kennel, and medical bills for K-9. 3 dogs.	Provide for feeding and care of K-9, various equipment replacement (bite arms, leashes, harnesses), personal kennel, and medical bills for K-9. 2 dogs.
4216	Prisoner Supplies	1,000	Feeding of prisoners, purchase of various protective equipment items associated with handling of prisoners, trustee, cleaning of jail materials. Includes flexi-cuffs, and biohazard precaution items.	Feeding of prisoners, purchase of various protective equipment items associated with handling of prisoners, trustee, cleaning of jail materials. Includes flexi-cuffs, and biohazard precaution items.
4219	Intoxilyzer Supplies	325	Replacement of time dated supplies. Portable Breath Tester (PBT) device supplies.	Replacement of time dated supplies. Portable Breath Tester (PBT) device supplies.
4221	Ammunition	36,351	Ammunition & related materials to certify personnel. Ammo, targets, eye/ear protection, cleaning supplies, replacement for issue OC spray. Parts to repair/maintain Dept. firearms. Tasers (5) & parts. Qualifications/training to include Rifle and Pistol.	Ammunition & related materials to certify personnel. Ammo, targets, eye/ear protection, cleaning supplies, replacement for issue OC spray. Parts to repair/maintain Dept. firearms. Tasers (5) & parts. Qualifications/training to include Rifle and Pistol.
4223	Academic Reimbursement	1,500	Contractual reimbursement to personnel for college courses successfully completed. Attendance of law enforcement related college level courses.	Contractual reimbursement to personnel for college courses successfully completed. Attendance of law enforcement related college level courses.
4235	Small Tools & Equipment	650	Batteries, bulbs, minor tools and equipment.	Batteries, bulbs, minor tools and equipment.

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4237	Gas & Oil	95,460	Acct includes gas, oil & various vehicle fluids. Gas (based on 3 yr wgt'd avg gal – 45,949 @1.96) 90,060 Motor oil, various vehicle fluids 5,400	Acct includes gas, oil & various vehicle fluids. Gas (based on 3 yr wgt'd avg gal – 47,101 @2.30) 108,332 Motor oil, various vehicle fluids 5,400
4405	Memberships & Publications	8,694	Dues & Publications (3 yr wgt'd avg 8,694)	Dues & Publications (3 yr wgt'd avg 8,342)
4412	Training Expenses	28,160	Department Training Costs (Course costs, per diem, mileage and materials) Cost for various law enforcement seminars & Costs to provide in-house trainers & instructors assisting Police Standards and Training Council.	Department Training Costs (Course costs, per diem, mileage and materials) Cost for various law enforcement seminars & Costs to provide in-house trainers & instructors assisting Police Standards and Training Council.
4421	Car Wash	2,100	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	31,478	Maintenance contract for all Department radio communication equipment. 7,200 Radio batteries (replacement – 65 @ \$85 est. each for portables) 5,525 Two position base & related equipment + Mobile Data Terminals (MDT) maint. Radar unit replacement (4) & repair and maintain 9 units. (\$10K match grant for new radars) 16,000	Maintenance contract for all Department radio communication equipment. 7,200 Radio batteries (replacement – 65 @ \$85 est. each for portables) 5,525 Two position base & related equipment + Mobile Data Terminals (MDT) maint. Radar unit replacement (4) & repair and maintain 9 units. (\$10K match grant for new radars) 16,000

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - POLICE - SUPPORT

DEPT # - 40110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
			Radio Equipment purchase	2,753		
4458	Vehicle Maintenance	63,800	Repair and maintenance of Department fleet	48,000	Repair and maintenance of Department fleet	48,000
			Tires	15,800	Tires	8,750
4601	Police Equipment	3,800	Trunk equip replacements	3,000	Trunk equip replacements	3,000
			Supplies such as flares, chalk, tapes, minor equipment, etc.	100	Supplies such as flares, chalk, tapes, minor equipment, etc.	100
			Biohazard Kits and First Aid kits for cruisers, replenish FA supplies	550	Biohazard Kits and First Aid kits for cruisers, replenish FA supplies	550
			Surefire batteries	150	Surefire batteries	150
4606	Emergency Equipment	8,647	Soft Body Armor-10 vests (50% matching grant)	8,647	Soft Body Armor-10 vests (50% matching grant)	8,180

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
POLICE-PATROL								
40120 - 4090	REGULAR PAY	2,436,515	2,608,971	2,473,155	2,765,299	2,765,299	2,800,682	2,800,682
40120 - 4093	REPLACEMENT PAY	541,281	579,000	661,765	557,289	557,289	557,289	557,289
40120 - 4094	SHIFT DIFFERENTIAL	61,731	63,171	69,997	63,171	63,171	63,171	63,171
40120 - 4098	OVERTIME PAY	203,101	213,055	220,598	202,328	202,328	202,328	202,328
40120 - 4110	HOLIDAY PAY	21,556	22,323	22,638	23,146	23,146	23,146	23,146
40120 - 4170	RETIREMENT	857,710	972,955	969,567	1,062,784	1,062,784	1,073,198	1,073,198
40120 - 4171	DISABILITY INSURANCE	21,870	22,236	21,468	22,934	22,934	23,249	23,249
40120 - 4172	WORKERS' COMPENSATION	116,302	125,930	118,641	135,158	135,158	136,559	136,559
40120 - 4174	FICA-SOCIAL SECURITY	46,521	50,554	49,480	52,366	52,366	52,879	52,879
40120 - 4176	HEALTH INSURANCE	933,146	878,022	812,564	921,845.14	921,845	944,920	944,920
40120 - 4177	UNEMPLOYMENT COMPENSATION	3,604	2,680	2,704	2,772	2,016	2,064	2,064
40120 - 4178	LIFE INSURANCE	6,484	6,644	6,499	7,179	7,179	7,262	7,262
40120 - 4179	DENTAL INSURANCE	34,246	35,754	33,185	38,067	36,205	37,062	37,062
	SUBTOTAL	5,284,066	5,581,295	5,462,262	5,854,338	5,851,720	5,923,809	5,923,809

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
POLICE PATROL - 40120			
4090	CAPTAIN	0	106,237
	LIEUTENANTS (4)	1	359,069
	SERGEANTS (6)	0	467,696
	PATROL OFFICERS (31)	1	1,867,680
	(2 new Patrol Officers for 6 months, 1 new Patrol Officer for 9 months, 1 reclassification to Lieutenant)		----- 2,800,682

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - POLICE - PATROL

DEPT # - 40120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4093	Replacement Pay	557,289	Replacement of patrol personnel for sick/injured, holidays, vacation. (3 yr wgted avg – 546,027 + COLA 4/1/18)	Replacement of patrol personnel for sick/injured, holidays, vacation. (3 yr wgted avg – 542,880)
4094	Shift Differential	63,171	Contractual (Patrol officers) (3 yr wgted avg – 53,419)	Contractual (Patrol officers) (3 yr wgted avg – 36,931)
4098	Overtime pay	202,328	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. Estimated offsetting grant revenue of \$30,000 in GF 1-3215. (3 yr wgted avg – 198,239 + COLA 4/1/18)	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. Increase of 18,750 due to DWI and STEP grants for 9 months of 2017. Offsetting revenue in GF 1-3215 (3 yr wgted avg – 185,613) Includes COLA 4/1/17
4110	Holiday Pay	23,146	Contractual payment for holidays worked. (3 yr wgted avg – 22,527) (plus COLA 4/1/18)	Contractual payment for holidays worked. (3 yr wgted avg – 26,726) (portion allocated to CSU)

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
POLICE-COMMUNITY SERVICES								
40125 - 4090	REGULAR PAY	383,412	484,105	477,704	502,634	502,634	502,634	502,634
40125 - 4094	SHIFT DIFFERENTIAL	1,000	-	1,066	750	750	750	750
40125 - 4097	INCENTIVE PAY	-	-	1,100	1,200	1,200	1,200	1,200
40125 - 4098	OVERTIME PAY	28,131	26,042	31,911	27,557	27,557	27,557	27,557
40125 - 4110	HOLIDAY PAY	4,475	7,185	4,025	8,220	8,220	8,220	8,220
40125 - 4170	RETIREMENT	109,668	144,360	144,295	159,030	159,030	159,030	159,030
40125 - 4171	DISABILITY INSURANCE	3,094	4,109	4,095	4,187	4,187	4,187	4,187
40125 - 4172	WORKERS' COMPENSATION	18,494	19,888	19,888	21,139	21,139	21,139	21,139
40125 - 4174	FICA-SOCIAL SECURITY	5,847	7,500	7,270	7,835	7,835	7,835	7,835
40125 - 4176	HEALTH INSURANCE	121,905	167,236	178,367	188,455	188,455	188,455	188,455
40125 - 4177	UNEMPLOYMENT COMPENSATION	385	469	439	462	336	336	336
40125 - 4178	LIFE INSURANCE	860	1,170	1,165	1,214	1,214	1,214	1,214
40125 - 4179	DENTAL INSURANCE	5,043	6,393	6,567	6,996	6,663	6,663	6,663
40125 - 4260	CRIME PREVENTION	4,883	7,000	7,043	7,000	7,000	7,000	7,000
SUBTOTAL		687,197	875,457	884,935	936,679	936,220	936,220	936,220

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
POLICE COMMUNITY SERVICES - 40125			
4090	CSU SERGEANT	0	81,278
	JUVENILE DETECTIVE (2)	0	139,160
	COMMUNITY AFFAIRS/SAFETY OFFICER	0	72,371
	SCHOOL RESOURCE OFFICER (3)	0	209,825
	Estimated offsetting revenue from School District in GF 1-3625 of \$358,402 for SRO positions in 2018.		----- 502,634

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - POLICE - COMMUNITY SERVICES UNIT

DEPT # - 40125

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4094	Shift Differential	750	Contractual	
4097	Incentive Pay	1,200	Detective Payment Per CBA (2)	
4098	Overtime pay	27,557	15 minute early reporting time, hold-overs, & other un-scheduled events. (includes COLA 4/1/18)	15 minute early reporting time, hold-overs, & other un-scheduled events. (includes COLA 4/1/17)
4110	Holiday Pay	8,220	Contractual payment for holidays worked.	Contractual payment for holidays worked.
4260	Crime Prevention	7,000	Community / promotional items, such as stickers, coloring books, etc. and SRO supplies National Night Out	Community / promotional items, such as stickers, coloring books, etc. and SRO supplies National Night Out
			5,000	5,000
			2,000	2,000

Estimated offsetting revenue from School District in GF 1-3625 of \$332,754 for SRO positions in 2017.

Estimated offsetting revenue from School District in GF 1-3625 of \$358,402 for SRO positions in 2018.

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>POLICE-INVESTIGATIVE SERVICES</i>								
40130 - 4090	REGULAR PAY	755,678	771,172	749,371	802,395	802,395	802,395	802,395
40130 - 4094	SHIFT DIFFERENTIAL	4,184	3,000	4,431	4,000	4,000	4,000	4,000
40130 - 4097	INCENTIVE PAY	6,800	7,200	5,650	6,000	6,000	6,000	6,000
40130 - 4098	OVERTIME PAY	85,896	100,849	73,602	90,346	90,346	90,346	90,346
40130 - 4110	HOLIDAY PAY	13,271	19,949	11,841	17,488	17,488	17,488	17,488
40130 - 4170	RETIREMENT	226,089	251,748	233,432	270,828	270,828	270,828	270,828
40130 - 4171	DISABILITY INSURANCE	6,321	6,506	6,311	6,637	6,637	6,637	6,637
40130 - 4172	WORKERS' COMPENSATION	33,240	33,913	33,468	35,735	35,735	35,735	35,735
40130 - 4174	FICA-SOCIAL SECURITY	12,577	13,079	12,142	13,344	13,344	13,344	13,344
40130 - 4176	HEALTH INSURANCE	214,518	200,498	219,876	256,955	256,955	256,955	256,955
40130 - 4177	UNEMPLOYMENT COMPENSATION	944	737	608	726	528	528	528
40130 - 4178	LIFE INSURANCE	1,918	1,976	1,924	2,047	2,047	2,047	2,047
40130 - 4179	DENTAL INSURANCE	9,989	9,348	9,586	10,846	10,330	10,330	10,330
40130 - 4235	SMALL TOOLS & EQUIP.	1,892	5,000	4,856	1,800	1,800	1,800	1,800
40130 - 4400	CONTRACTED SERVICES	2,750	6,500	4,000	6,500	6,500	6,500	6,500
	SUBTOTAL	1,376,067	1,431,475	1,371,098	1,525,647	1,524,933	1,524,933	1,524,933

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
POLICE INVESTIGATIVE SERVICES - 40130			
4090	LIEUTENANT	0	98,563
	SERGEANT	0	81,278
	DETECTIVES (8)	0	550,988
	EVIDENCE OFFICER	0	71,566

			802,395

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - POLICE - INVESTIGATIVE SERVICES

DEPT # - 40130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4094	Shift Differential	4,000	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 – 3,693)	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 – 2,681) Contract increase effective 4/1/16
4097	Incentive Pay	6,000	Detective Payment Per CBA (10)	Detective Payment Per CBA
4098	Overtime pay	90,346	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 – 88,520 + COLA 4/1/18)	Detective overtime for major case investigations including drug cases. Estimated \$15,095 will be reimbursed by Federal government program. Plus 15 minute contractual OT for Roll Call. (3 yr wgtd avg – 98,811 + COLA 4/1/17)
4110	Holiday Pay	17,488	Contractual payment for holidays worked. (3 yr wgtd avg – 17,020 + COLA 4/1/18)	Contractual payment for holidays worked. (3 yr wgtd avg – 21,415) (portion allocated to CSU)
4235	Small Tools	1,800	Fingerprinting supplies. Drug testing field kits. Evidence maintenance. Investigative aids. Field print kits for Patrol. Coveralls & booties. Batteries for surveillance equipment. Equipment for evidence collection & preservation. Evidence analysis in-house.	Fingerprinting supplies. Drug testing field kits. Evidence maintenance. Investigative aids. Field print kits for Patrol. Coveralls & booties. Batteries for surveillance equipment. Equipment for evidence collection & preservation. Evidence analysis in-house.

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - POLICE - INVESTIGATIVE SERVICES

DEPT # - 40130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4400	Contracted Services	6,500	Electronic pawn registrations. (Offsetting revenue in GF 1-3308 Police Income)	Electronic pawn registrations. (Offsetting revenue in GF 1-3308 Police Income)
			6,500	6,500

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
ANIMAL CONTROL								
40135 - 4090	REGULAR PAY	45,711	46,767	46,980	48,226	48,226	48,226	48,226
40135 - 4098	OVERTIME PAY	3,614	3,062	4,141	3,920	3,920	3,920	3,920
40135 - 4170	RETIREMENT	5,510	5,618	5,767	5,934	5,934	5,934	5,934
40135 - 4171	DISABILITY INSURANCE	414	427	427	438	438	438	438
40135 - 4172	WORKERS' COMPENSATION	1,033	1,089	1,089	1,104	1,104	1,104	1,104
40135 - 4174	FICA-SOCIAL SECURITY	3,568	3,812	3,715	3,989	3,989	3,989	3,989
40135 - 4176	HEALTH INSURANCE	28,562	28,164	28,263	29,516	29,516	29,516	29,516
40135 - 4177	UNEMPLOYMENT COMPENSATION	90	67	66	66	48	48	48
40135 - 4178	LIFE INSURANCE	110	113	114	118	118	118	118
40135 - 4179	DENTAL INSURANCE	1,143	1,143	1,143	1,200	1,143	1,143	1,143
40135 - 4235	SMALL TOOLS & EQUIP.	170	200	80	350	350	350	350
40135 - 4429	KENNEL OPERATIONS	1,679	3,000	1,094	2,000	2,000	2,000	2,000
40135 - 4430	DISPOSITION OF ANIMALS	85	290	-	200	200	200	200
40135 - 4431	VETERINARIAN EMER. CARE	1,654	690	574	600	600	600	600
40135 - 4496	ELECTRICITY	6,868	9,473	6,116	7,010	7,010	7,010	7,010
	SUBTOTAL	100,211	103,915	99,569	104,671	104,596	104,596	104,596

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
ANIMAL CONTROL - 40135			
4090	ANIMAL CONTROL OFFICER	0	48,226

			48,226

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - POLICE -ANIMAL CONTROL

DEPT # - 40135

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4098	Overtime Pay	3,920	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 – 3,841 + COLA 4/1/18)	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 – 2,925) (includes COLA 4/1/17)
4235	Small Tools & Equipment	350	Equipment to operate kennel and stored within ACO truck.	Equipment to operate kennel and stored within ACO truck.
4429	Kennel Operations	2,000	Water, wood shavings, building upkeep, food for animals, kennel supplies, (plastic bags, bug spray, deodorizer). Water & Sewer charges (3 yr wgtd avg – 1,737)	Water, wood shavings, building upkeep, food for animals, kennel supplies, (plastic bags, bug spray, deodorizer). Water & Sewer charges (3 yr wgtd avg – 1,710) Increase because of needed repairs.
4430	Disposition of Animals	200	Based on number of animal deaths. Law requires proper disposal of animals. (3 yr wgtd avg – 124)	Based on number of animal deaths. Law requires proper disposal of animals. (3 yr wgtd avg – 284)
4431	Veterinarian Emergency Care	600	Cost of treatment of injured animals when Town is unable to locate owner. Costs are recovered if animal is adopted. (3 yr wgtd avg – 1,268)	Cost of treatment of injured animals when Town is unable to locate owner. Costs are recovered if animal is adopted. (3 yr wgtd avg – 686)

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - POLICE -ANIMAL CONTROL

DEPT # - 40135

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4496	Electricity	7,010	Town Kennel and SARL Trailers (2) heat and electricity. Based on 3 year weighted average, less 7.5%	Town Kennel and SARL Trailers (2) heat and electricity. Based on 3 year weighted average, plus estimated increase from provider

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
POLICE-STATION								
40140 - 4234	BUILDING SUPPLIES	3,026	3,000	2,908	2,969	2,969	2,969	2,969
40140 - 4400	CONTRACTED SERVICES	8,016	9,274	11,254	11,814	11,814	11,814	11,814
40140 - 4401	CLEANING SERVICES	16,958	17,499	17,155	17,499	17,499	17,499	17,499
40140 - 4450	TELEPHONE	32,742	46,396	43,780	38,863	38,863	38,863	38,863
40140 - 4451	POSTAGE	2,513	2,000	1,820	1,800	1,800	1,800	1,800
40140 - 4495	HEAT	5,833	7,799	5,526	7,393	7,393	7,393	7,393
40140 - 4496	ELECTRICITY	28,773	34,671	28,581	27,885	27,885	27,885	27,885
40140 - 4497	OTHER UTILITIES	357	700	588	446	446	446	446
40140 - 4498	BUILDING REPAIRS	46,502	35,000	37,096	32,300	32,300	32,300	32,300
SUBTOTAL		144,720	156,339	148,709	140,969	140,969	140,969	140,969
TOTAL-POLICE		10,381,629	11,103,022	10,921,299	11,638,703	11,633,537	11,713,899	11,713,899

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - POLICE -STATION

DEPT # - 40140

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4234	Building Supplies	2,969	Provides for all building supplies for cleaning (various soap cleaning agents, solvents) Paper products, paper towels, toilet paper, etc. (based on 3 year wgtd avg – 2,969)	Provides for all building supplies for cleaning (various soap cleaning agents, solvents) Paper products, paper towels, toilet paper, etc. (based on 3 year wgtd avg – 2,884)
4400	Contracted Services	11,814	<div>HVAC Maintenance Contract1,956</div> <div>Generator560</div> <div>Pest control (avg 79.40/mo)953</div> <div>Copier maint./service1,230</div> <div>Annual Fire Alarm System505</div> <div>Booking comp.camera maint.300</div> <div>Trauma 24(HAZMAT)1,750</div> <div>Off site storage (Iron Mt)2,160</div> <div>Protected Wifi Service2,400</div>	<div>HVAC Maintenance Contract1,550</div> <div>Generator560</div> <div>Pest control (avg 42.40/mo)509</div> <div>Copier maint./service X41,100</div> <div>Annual Fire Alarm System505</div> <div>Booking comp.camera maint.300</div> <div>Stericycle (HAZMAT)1,750</div> <div>Off site storage3,000</div>
4401	Cleaning Services	17,499	Cleaning services (per bid)17,499	Cleaning services (per bid)17,499
4450	Telephone	38,863	<div>Long distance service, phone and fax service & repairs16,999</div> <div>Cell phones (25)14,162</div> <div>Modems (16)6,722</div> <div>Internet Connection Invst Div.752</div> <div>Comcast digital box rental228</div>	<div>Long distance service, phone and fax service & repairs17,308</div> <div>Cell phones (21)12,204</div> <div>Modems (16)7,682</div> <div>Pole Rental88</div> <div>Internet Connection Invst Div.684</div> <div>Fiber conversion N Salem radio site (1/3 shared with FD & MS)8,430</div>

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - POLICE -STATION

DEPT # - 40140

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4451	Postage	1,800	Department mail. Many items require certified mail. Requests for discovery and record requests. Pkgs & other UPS shipping.	Department mail. Many items require certified mail. Requests for discovery and record requests. Pkgs & other UPS shipping.
4495	Heat	7,393	Natural gas heat. Based on 3 yr wgtd avg therms 6,110 @1.21 /therm.	Natural gas heat. Based on 3 yr wgtd avg therms 7,026 @1.11 /therm.
4496	Electricity	27,885	Based on 3 year weighted average, less 7.5%	Based on 3 year weighted average, plus estimated increase from provider
4497	Other Utilities	446	Water & sewer charges Based on 3 yr wgtd avg – 446	Water & sewer charges Based on 3 yr wgtd avg – 678
4498	Building Repairs	32,300	Basic repairs as needed to maintain 30+ year old building. 2 Furnace units	Basic repairs as needed to maintain 30+ year old building. Trailer remediation (mold) & roof
			25,000	25,000
			7,300	10,000

2018 BUDGET

DEPT.	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>FIRE DEPARTMENT SUMMARY</i>							
ADMINISTRATION	1,048,662	1,092,352	1,126,318	1,157,936	1,159,335	1,159,335	1,159,335
SUPPRESSION	8,739,670	9,079,216	9,044,364	9,953,340	10,162,244	10,162,244	10,162,244
COMMUNICATIONS	542,217	526,820	542,305	558,208	572,345	572,345	572,345
STATIONS	334,564	360,408	326,242	284,686	310,784	310,784	310,784
INSPECTIONAL SERVICES	618,440	734,011	748,500	826,090	825,682	825,682	825,682
<hr/>							
TOTAL - FIRE DEPARTMENT	11,283,554	11,792,807	11,787,729	12,780,260	13,030,390	13,030,390	13,030,390

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>FIRE-ADMINISTRATION</i>								
40200 - 4090	REGULAR PAY	437,814	497,198	499,155	519,035	520,807	520,807	520,807
40200 - 4170	RETIREMENT	130,516	139,939	148,146	152,568	152,568	152,568	152,568
40200 - 4171	DISABILITY INSURANCE	2,664	3,550	2,893	2,931	2,931	2,931	2,931
40200 - 4172	WORKERS' COMPENSATION	31,950	32,191	32,191	34,277	34,277	34,277	34,277
40200 - 4174	FICA-SOCIAL SECURITY	10,230	11,011	11,928	11,442	11,442	11,442	11,442
40200 - 4176	HEALTH INSURANCE	97,288	134,495	135,339	140,890	140,890	140,890	140,890
40200 - 4177	UNEMPLOYMENT COMPENSATION	273	335	329	330	240	240	240
40200 - 4178	LIFE INSURANCE	1,246	1,541	1,487	1,546	1,546	1,546	1,546
40200 - 4179	DENTAL INSURANCE	4,780	5,650	5,650	5,933	5,650	5,650	5,650
40200 - 4182	CLOTHING ALLOWANCE	61,210	56,850	56,644	62,990	62,990	62,990	62,990
40200 - 4200	OFFICE SUPPLIES	3,981	4,000	5,131	4,000	4,000	4,000	4,000
40200 - 4208	EQUIPMENT REPAIR	1,084	1,195	999	448	448	448	448
40200 - 4224	HAZARDOUS RESPONSE	14,043	14,935	14,957	15,929	15,929	15,929	15,929
40200 - 4227	AMBULANCE BILLING	63,070	52,602	64,322	59,966	59,966	59,966	59,966
40200 - 4232	AMBULANCE SUPPLIES	114,926	79,243	91,256	83,588	83,588	83,588	83,588
40200 - 4406	PRINTING & BINDING	1,455	1,245	2,924	1,245	1,245	1,245	1,245
40200 - 4409	TEST SERVICES	6,898	5,391	6,803	8,471	8,471	8,471	8,471
40200 - 4410	ADVERTISING	1,519	1,315	2,692	1,315	1,315	1,315	1,315
40200 - 4412	TRAINING EXPENSE	45,001	34,021	32,720	34,021	34,021	34,021	34,021
40200 - 4440	EQUIPMENT RENTAL	692	544	1,835	2,356	2,356	2,356	2,356
40200 - 4451	POSTAGE	-	1,851	1,135	1,405	1,405	1,405	1,405

TOWN OF SALEM, NH

FY 18 BUDGET

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
40200 - 4603	EMERGENCY MANAGEMENT	18,026	13,250	7,783	13,250	13,250	13,250	13,250
SUBTOTAL		1,048,662	1,092,352	1,126,318	1,157,936	1,159,335	1,159,335	1,159,335

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
FIRE ADMINISTRATION - 40200			
4090	FIRE CHIEF	0	149,227
	ASSISTANT FIRE CHIEF	0	112,863
	FIRE MARSHAL - CHIEF BUILDING OFFICIAL	0	108,461
	DIRECTOR OF EMS	0	87,100
	ADMIN. ASST.	0	63,156

			520,807

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4182	Clothing Allowance	62,990	Due to contractual obligations, each employee is entitled to an annual clothing allowance. 67 F/T employees x 725 48,575 4 F/T employees x 950 3,800 3 P/T employee x 150 450 5 F/T employees x 250 1,250 Badges/Medals/Awards 1,975 Initial Issue/Promotions 1,288 Damaged Uniforms 500 8 SAFER Hires (initial issue) \$644/ea 5,152	Due to contractual obligations, each employee is entitled to an annual clothing allowance. 67 F/T employees x 725 48,575 4 F/T employees x 950 3,800 1 P/T employee x 150 150 4 F/T employees x 250 1,000 Badges/Medals/Awards 1,975 Initial Issue/Promotions 850 Damaged Uniforms 500
4200	Office Supplies	4,000	General Office Supplies: including stationery, folders, paper, binders, toner kits, and planners	General Office Supplies: including stationery, folders, paper, binders, toner kits, and planners
4208	Equipment Repair	448	This account is for maintenance to office equipment; service & repair to copier/fax/scanner in admin. Copier Maintenance contract 448 (+ overages)	This account is for maintenance to office equipment; service & repair to 2 copiers & 2 fax machines. Copier Maintenance contract 1,171 Copier Overages & Repairs not covered 24
4224	Hazardous Response	15,929	Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District. 15,929 Expenses related to mitigating hazardous conditions (excavators, demolition, etc)	Membership fee for the Southeastern New Hampshire Hazardous Materials Mutual Aid District. Increase forecasted by annual meeting budget vote.
4227	Ambulance Billing	59,966	Fees paid to contract for ambulance billing and collection services. This fee is based on 5.5% of all funds collected.	Fees paid to contract for ambulance billing and collection services. This fee is based on 4.5% of all funds collected.

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Also includes a fee for mailing HIPPA Compliance letters. 3 Yr Avg - \$59,966	Also includes a fee for mailing HIPPA Compliance letters. 3 Yr Avg - \$55,571
4232	Ambulance Supplies	83,588	Includes all emergency equipment and supplies utilized for Emergency Medical Services. Items included are: supplies and equipment for patient examination and treatment, extrication supplies, bone needles, IV therapy, Lucas cups, medical gloves, needles and syringes, personal protective equipment, pharmaceuticals, respiratory and wound care, cardiac monitoring electrodes and modems, oxygen rental and usage, on-site maintenance agreements for cardiac monitors and AEDs, stretcher & stair chair maintenance, etc.	Includes all emergency equipment and supplies utilized for Emergency Medical Services. Items included are: supplies and equipment for patient examination and treatment, extrication supplies, bone needles, IV therapy, Lucas cups, medical gloves, needles and syringes, personal protective equipment, pharmaceuticals, respiratory and wound care, cardiac monitoring electrodes and modems, oxygen rental and usage, on-site maintenance agreements for cardiac monitors and AEDs, stretcher & stair chair maintenance, etc.
			Ballistic Gear (4 sets) 6,000	McGrath Video Laryngoscopes (3) 7,500
			Maintenance for Cardiac Monitors, AEDs and LUCAS Devices (24 units) 17,814	Maintenance for Cardiac Monitors, AEDs and LUCAS Devices (24 units) 14,764
			Oxygen rental and usage 2,487	Oxygen rental and usage 1,902
			Stretcher maintenance 950	Stretcher maintenance 950
			Supplies 56,337	Supplies 52,607
				CPR Equipment 1,520
4406	Printing & Binding	1,245	Includes printing as listed: Maintenance Work Orders Tags Envelopes & Stationery Hazard Reports Medical Releases Health Insurance Portability and Accountability Act Forms	Includes printing as listed: Maintenance Work Orders Tags Envelopes & Stationery Hazard Reports Medical Releases Health Insurance Portability and Accountability Act Forms

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Inspectional Services forms	Inspectional Services forms (Increase based on inclusion of Inspections)
4409	Test Services	8,471	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.	Expenses related to conducting annual promotional exams for Battalion Chief, Captain, Lieutenant, and Fire Inspector. Firefighter Candidate interviews, Pre-employment physical, polygraph and psychological testing.
			5,391	
			SAFER Firefighters - \$385 each	3,080
4410	Advertising	1,315	Legal notices for Equipment bids & Fire code change notifications Also includes Employment Advertising (3 yr wgtd avg = 1,552)	Legal notices for Equipment bids & Fire code change notifications Also includes Employment Advertising (3 yr wgtd avg = 1,315)
4412	Training Expenses	34,021	All expenses related to training and professional development:	All expenses related to training and professional development:
			Dues & Subscriptions	4,671
			Firefighter Certification and skills and development -NH Fire Academy	4,000
			Instruction Fees—Costs associated with classes at Salem Fire Dept.	5,800
			Outside Training—Off-site training & professional development	8,500
			Rehab Supplies	2,000
			Driver/Operator Class for 20 Members	8,550
			Meeting Expenses	500

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - FIRE-ADMINISTRATION

DEPT # - 40200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4440	Equipment Rental	2,356	Postage meter rental 414 Document disposal container rental 400 (increase in usage) Copier Lease Agreement 1,542 (replaced copier in 2017)	Postage meter rental 414 Document disposal container 130
4451	Postage	1,405	Costs of packaging, mailing and shipping. (3 yr avg - 1,405)	Costs of packaging, mailing and shipping. Moved from Communications (3 yr avg - 1,851)
4603	Emergency Management	13,250	Emergency Operations Center (EOC) 1,500 telephone lines (4) EOC equipment, charts, signs 750 Emergency Management 11,000 communications equip.	Emergency Operations Center (EOC) 1,500 telephone lines (4) EOC equipment, charts, signs 750 Emergency Management 11,000 communications equip.

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>FIRE-SUPPRESSION</i>								
40210 - 4090	REGULAR PAY	3,580,551	3,582,929	3,548,499	3,920,372	4,015,974	4,015,974	4,015,974
40210 - 4093	REPLACEMENT PAY	976,533	990,964	1,018,592	993,655	1,042,569	1,042,569	1,042,569
40210 - 4096	LONGEVITY	29,040	32,120	31,160	32,120	8,480	8,480	8,480
40210 - 4097	INCENTIVE PAY	511,959	525,199	521,122	525,199	542,459	542,459	542,459
40210 - 4098	OVERTIME PAY/CALL BACK	189,783	173,506	194,129	170,000	178,543	178,543	178,543
40210 - 4110	HOLIDAY PAY	42,922	71,525	41,485	71,525	73,921	73,921	73,921
40210 - 4170	RETIREMENT	1,520,396	1,646,026	1,612,653	1,800,384	1,856,128	1,856,128	1,856,128
40210 - 4171	DISABILITY INSURANCE	1,877	1,408	1,550	4,560	4,634	4,634	4,634
40210 - 4172	WORKERS' COMPENSATION	350,054	371,367	380,935	398,302	407,613	407,613	407,613
40210 - 4174	FICA-SOCIAL SECURITY	81,942	82,007	79,784	86,203	85,112	85,112	85,112
40210 - 4176	HEALTH INSURANCE	1,211,870	1,380,215	1,346,584	1,639,767	1,639,767	1,639,767	1,639,767
40210 - 4177	UNEMPLOYMENT COMPENSATION	5,687	4,154	4,272	4,620	3,360	3,360	3,360
40210 - 4178	LIFE INSURANCE	12,386	12,589	12,618	13,977	14,312	14,312	14,312
40210 - 4179	DENTAL INSURANCE	56,078	57,859	55,846	69,133	65,849	65,849	65,849
40210 - 4223	ACADEMIC REIMBURSEMENT	2,166	3,000	10,573	3,000	3,000	3,000	3,000
40210 - 4225	BREATHING APPARATUS	13,270	21,596	70,805	62,923	62,923	62,923	62,923
40210 - 4228	FIRE HOSE	7,749	6,574	5,704	6,574	6,574	6,574	6,574
40210 - 4229	WATER SUPPLY MAINTENANCE	391	500	-	500	500	500	500
40210 - 4230	FIREFIGHTING SUPPLIES	45,209	42,560	69,958	76,600	76,600	76,600	76,600
40210 - 4231	FIRE PREVENTION SUPPLIES	5,926	-	-	-	-	-	-
40210 - 4412	TRAINING	-	19,868	3,540	21,868	21,868	21,868	21,868

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
40210 - 4602	FIRE EQUIPMENT	80,235	39,995	23,056	38,803	38,803	38,803	38,803
40210 - 4611	EMS CERTIFICATION	13,646	13,255	11,500	13,255	13,255	13,255	13,255
SUBTOTAL		8,739,670	9,079,216	9,044,364	9,953,340	10,162,244	10,162,244	10,162,244

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
FIRE SUPPRESSION - 40210			
4090	BATTALION CHIEFS (4)	0	302,200
	CAPTAINS (3)	0	199,695
	LIEUTENANTS (9)	0	587,716
	FIREFIGHTER/PARAMEDIC (52) INCLUDES SAFER (8)	8	2,788,202
	INSPECTOR (FIREFIGHTER)	0	62,998
	MECHANIC	0	75,163

			4,015,974

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4093	Replacement Pay	1,042,569	<div>Replacement shifts for absence due to vacations, sick leave, holidays, accident on duty, open shifts, light duty, military leave, training, administrative leave, and bereavement.</div> <div><div>730Shifts (365 days/yr x 2 shift/day)</div><div>15Shift staffing (members)</div></div> <div><div>10,950Total shifts to staff</div><div>(182.50Shifts/member)</div></div> <div>3 Yr weighted average of leave use: 2,519 shifts/yr</div>	<div>Replacement shifts for absence due to vacations, sick leave, holidays, accident on duty, open shifts, light duty, military leave, training, administrative leave, and bereavement.</div> <div><div>730Shifts (365 days/yr x 2 shift/day)</div><div>15Shift staffing (members)</div></div> <div><div>10,950Total shifts to staff</div><div>(182.50Shifts/member)</div></div> <div>3 Yr weighted average of leave use: 2,564 shifts/yr</div>
			<div>2,519 replacement shifts needed @ 479.52 (avg.) = 1,207,911</div> <div>3 Year Weighted Average - 993,655</div> <div>Overspent in 2016 by \$42,334</div> <div>Overspent in 2015 by \$149,055</div>	<div>2,564 replacement shifts needed @ 469.44 (avg.) = 1,203,644</div> <div>3 Year Weighted Average - 1,040,964</div> <div>Overspent in 2015 by 149,055</div> <div>BOS reduced request by \$50,000</div>
4096	Longevity	8,480	<div>Costs are contractual obligations under the collective bargaining agreement.</div> <div>Eligible Employees receive \$200 after 5 years of service and \$40 for each additional year of service.</div>	<div>Costs are contractual obligations under the collective bargaining agreement.</div> <div>Employees receive \$200 after 5 years of service and \$40 for each additional year of service.</div>
4097	Incentive Pay	542,459	<div>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:</div> <div>Emergency Medical Technician - 64 of6.50%</div> <div>64</div>	<div>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:</div> <div>Emergency Medical Technician - 64 of6.50%</div> <div>64</div>

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Advanced Emergency Medical Technician - 42 of 64 2.50%	Advanced Emergency Medical Technician - 42 of 64 2.50%
			Defibrillator Cert – 64 of 64 1.50%	Defibrillator Cert – 64 of 64 1.50%
			Firefighter -Level II – 17 of 64 3.00%	Firefighter -Level II – 17 of 64 3.00%
			Firefighter -Level III – 47 of 64 1.50%	Firefighter -Level III – 47 of 64 1.50%
4098	Overtime Pay	178,543	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). Also includes OT expense for officer meetings, paramedic training sessions, EMS Coord., Training Officer, Mechanic, EMS Committee.	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). Also includes OT expense for officer meetings, paramedic training sessions, EMS Coord., Training Officer, Mechanic, EMS Committee.
4110	Holiday Pay	73,921	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	3,000	Tuition reimbursement for firefighting personnel who complete accredited job related courses in accordance with the collective bargaining agreement.	Tuition reimbursement for firefighting personnel who complete accredited job related courses in accordance with the collective bargaining agreement.
4225	Breathing Apparatus	62,923	Masks/Regulators & Voice Amp Units 5,988	Masks/Regulators & Voice Amp Units 5,988

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			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.	Misc. - Includes: maintenance, parts & cyclic hydrostatic testing for 68 units, 132 cylinders & 5 RIT packs, maintenance for 2 cascade systems, air quality tests, fit test machine calibration, and Posicheck calibration.
			6 SCBA 1-Hr Cylinders (replace exp)	10 SCBA Carbon-Fiber Cylinders
			8 SAFER FFs - Mask and Voice Amps	(expiring-need replacement)
			AFG Match (10% of 354,393 grant)	
4228	Fire Hose	6,574	Annual replacements of hose due to age and wear and tear.	Annual replacements of hose due to age and wear and tear.
			500' - 4"	500' - 4"
			1,200' - 1.75"	1,200' - 1.75"
			300' - 2.50"	2 - 6" Hard Suction
4229	Water Supply Maintenance	500	Items needed to maintain cisterns (8), pipes, strainers, caps, signs etc.	Items needed to maintain cisterns (8), pipes, strainers, caps, signs etc.
			Repairs to Cisterns	Repairs to Cisterns
			Misc. Maintenance	Misc. Maintenance
4230	Firefighting Supplies	76,600	Firefighter protective clothing. Includes costs for boots, gloves, hoods and face shields, maintaining compliance with the National Fire Protection Association Firefighting Safety Standard for initial issues as well as replacements	Firefighter protective clothing. Includes costs for boots, gloves, hoods and face shields, maintaining compliance with the National Fire Protection Association Firefighting Safety Standard for initial issues as well as replacements
			(10 sets) (\$2,827 each)	(10 sets)
			Boots (6 Pair)	Boots (6 Pair)
			Gloves (10 Pair)	Gloves (10 Pair)
			Hoods (10)	Hoods (10)

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Extrication Gloves (4) 260	Extrication Gloves (4) 260
			Turnout Gear Repairs 2,500	Turnout Gear Repairs 2,500
			Reflective Vests (10) 750	Reflective Vests (10) 750
			Helmets (4) 2,800	2nd Hood - Cancer Prevention - 65 3,835
			8 SAFER FFs - PPE total - \$4,935 each 39,480	2nd set Gloves - Cancer Prevention - 65 6,825
			(PPE includes turn-out gear; helmet; gloves (2); hood (2); boots; EMS coat; Escape system; and reflective vest)	
4412	EMS Training	21,868	AEMT Course 3,000	AEMT Course 3,000
			Paramedic Course 10,500	Paramedic Course 10,500
			Instructor Training 2,520	Instructor Training 2,520
			Dues and Subscriptions - EMS 1,148	Dues and Subscriptions - EMS 1,148
			Outside Training 2,450	Outside Training 2,450
			Meeting expenses 250	Meeting expenses 250
			CPR Training Supplies 2,000	
4602	Fire Equipment	38,803	Firefighting tools and equipment used in day-to-day fire department emergency operations including: Safety Equipment, Helmets, nozzles, fittings, adapters, flashlights, axes, saws, ladders, thermal imaging camera, fire extinguishers, roof saws, cones, sump pumps, foam.	Firefighting tools and equipment used in day-to-day fire department emergency operations including: Safety Equipment, Helmets, nozzles, fittings, adapters, flashlights, axes, saws, ladders, thermal imaging camera, fire extinguishers, roof saws, cones, sump pumps, foam.
			Standard equipment 31,795	Standard equipment 31,795
			Gas Detection Equipment 6,288	Gas Detection Equipment 8,200
			8 SAFER FFs - Handlights 720	

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - FIRE-SUPPRESSION

DEPT # - 40210

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4611	EMS Certification	13,255	Cost of instructor services for required medical training and recertification courses. New National Continued Competency Requirement Refresher Program targets specific organizational, state, and national topics.	Cost of instructor services for required medical training and recertification courses. New National Continued Competency Requirement Refresher Program targets specific organizational, state, and national topics.
			Mandatory continuing education for Emergency Medical Technicians (24 EMTs, 24 AEMTs, and 18 Paramedics) including CPR recert and 96 hours of con- ed including ACLS and PALS.	Mandatory continuing education for Emergency Medical Technicians (24 EMTs, 24 AEMTs, and 18 Paramedics) including CPR recert and 96 hours of con- ed including ACLS and PALS.
			National Continued Competency Requirement (NCCR)	National Continued Competency Requirement (NCCR)
			NREMT recertification fees	NREMT recertification fees
			4,999	5,130
			7,600	7,600
			656	525

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>FIRE-COMMUNICATIONS</i>								
40220 - 4090	REGULAR PAY	226,084	225,746	211,566	221,454	228,502	228,502	228,502
40220 - 4092	TEMPORARY PAY	23,549	21,813	30,774	34,509	35,730	35,730	35,730
40220 - 4093	REPLACEMENT PAY	56,124	48,166	52,209	52,398	55,943	55,943	55,943
40220 - 4097	INCENTIVE PAY	4,512	4,674	4,512	4,674	4,885	4,885	4,885
40220 - 4098	OVERTIME PAY	3,351	1,658	3,496	1,658	1,770	1,770	1,770
40220 - 4110	HOLIDAY PAY	2,622	2,000	2,484	2,000	2,090	2,090	2,090
40220 - 4170	RETIREMENT	37,141	31,824	36,509	32,114	33,364	33,364	33,364
40220 - 4171	DISABILITY INSURANCE	-	-	27	337	359	359	359
40220 - 4172	WORKERS' COMPENSATION	859	891	824	838	930	930	930
40220 - 4174	FICA-SOCIAL SECURITY	22,494	23,263	20,745	24,227	25,070	25,070	25,070
40220 - 4176	HEALTH INSURANCE	66,954	74,570	85,125	102,961	102,961	102,961	102,961
40220 - 4177	UNEMPLOYMENT COMPENSATION	546	440	489	492	357	357	357
40220 - 4178	LIFE INSURANCE	784	790	739	778	803	803	803
40220 - 4179	DENTAL INSURANCE	3,124	3,125	3,023	3,938	3,751	3,751	3,751
40220 - 4233	ALARM MAINTENANCE	8,894	12,800	6,189	12,800	12,800	12,800	12,800
40220 - 4412	TRAINING EXPENSE	899	1,600	856	1,700	1,700	1,700	1,700
40220 - 4450	TELEPHONE	45,586	49,030	46,665	44,830	44,830	44,830	44,830
40220 - 4451	POSTAGE	1,306	-	-	-	-	-	-
40220 - 4456	RADIO MAINTENANCE	37,386	24,430	36,073	16,500	16,500	16,500	16,500
	SUBTOTAL	542,217	526,820	542,305	558,208	572,345	572,345	572,345

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
FIRE COMMUNICATIONS - 40220			
4090	COMMUNICATIONS SUPERVISOR	0	57,273
	DISPATCHERS (4)	0	171,229

			228,502

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	35,730	Hourly wages paid to part-time dispatchers to cover 124 open shifts as well as other dispatcher vacancies. Increase in coverage in 2017. (Total of 202 shifts)	Hourly wages paid to part-time dispatchers to cover 124 open shifts as well as other dispatcher vacancies. (Total of 150 shifts)
4093	Replacement Pay	55,943	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.)	Coverage for dispatcher's vacations, sick leave, personal days, etc. 160 shifts are covered by full time dispatchers or firefighters.
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	1,770	Overtime paid for emergency callbacks and holdovers to cover dispatch during emergency incidents and includes overtime pay for in-service training/emergency incident critiques.	Overtime paid for emergency callbacks and holdovers to cover dispatch during emergency incidents and includes overtime pay for in-service training/emergency incident critiques.
4110	Holiday Pay	2,090	Anticipation that (5) dispatchers will redeem 2 holidays each at 1/4 week's pay for each shift (10 shifts) 3 yr avg. 2,193.	Anticipation that (5) dispatchers will redeem 2 holidays each at 1/4 week's pay for each shift (10 shifts) 3 yr avg. 1,339.
4233	Alarm Maintenance	12,800	Includes the cost of maintaining the Town's radio box fire alarm system and repairs to console equipment. Console - Inside Work 6,000 Emergency outside Radio Box Repairs 3,600 Recorder Maint. Contract 2,500 Traffic Light Repairs 700	Includes the cost of maintaining the Town's radio box fire alarm system and repairs to console equipment. Console - Inside Work 6,000 Emergency outside Radio Box Repairs 3,600 Recorder Maint. Contract 2,500 Traffic Light Repairs 700

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4412	Training Expense	1,700	Professional development training 5 Dispatchers 2 Part-time Dispatchers	Professional development training 5 Dispatchers 1 Part-time Dispatcher
			1,500 200	1,500 100
4450	Telephone	44,830	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	16,500	Repairs and maintenance Base Stations (4) -Very High Frequency (VHF) (2) -Ultra High Frequency (UHF) (2) Mobiles (24) Portables (66) Voter (1)	Repairs and maintenance Base Stations (4) -Very High Frequency (VHF) (2) -Ultra High Frequency (UHF) (2) Mobiles (24) Portables (66) Voter (1)
			13,000	13,000

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - FIRE-COMMUNICATIONS

DEPT # - 40220

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Remote Receivers (5)	Remote Receivers (5)
			Motorola Console (2)	Motorola Console (2)
			Simulcast System	Simulcast System
			Lawrence Rd/Howard St. Generators	Lawrence Rd/Howard St. Generators
			Portable Radio Batteries	Portable Radio Batteries
				Fiber conversion N Salem radio site (1/3 shared with PD & MS)
			1,000	1,000
			2,500	2,000
				8,430

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>FIRE-STATIONS</i>								
40230 - 4235	SMALL TOOLS & EQUIP.	5,743	11,216	13,508	7,895	7,895	7,895	7,895
40230 - 4237	GAS & OIL	74,538	71,167	64,091	60,370	60,370	60,370	60,370
40230 - 4452	BUILDING MAINTENANCE	7,467	7,683	6,179	7,444	7,444	7,444	7,444
40230 - 4458	VEHICLE MAINTENANCE	90,254	109,993	96,405	97,070	97,070	97,070	97,070
40230 - 4600	OFFICE FURNITURE & APPLIANCES	5,439	6,215	7,821	3,215	3,215	3,215	3,215
	SUBTOTAL	183,442	206,274	188,005	175,994	175,994	175,994	175,994
<i>CENTRAL STATION #1</i>								
40231 - 4452	BUILDING MAINTENANCE	69,825	31,030	23,938	22,057	22,057	22,057	22,057
40231 - 4495	HEAT	8,826	9,403	7,418	9,535	9,535	9,535	9,535
40231 - 4496	ELECTRICITY	16,551	21,268	17,207	15,938	15,938	15,938	15,938
40231 - 4497	OTHER UTILITIES	2,046	1,993	2,749	2,024	2,024	2,024	2,024
	SUBTOTAL	97,247	63,694	51,312	49,554	49,554	49,554	49,554
<i>OLD NORTH STATION</i>								
40232 - 4452	BUILDING MAINTENANCE	1,580	275	-	275	275	275	275
40232 - 4495	HEAT	412	517	510	593	593	593	593
40232 - 4496	ELECTRICITY	384	356	343	337	337	337	337
	SUBTOTAL	2,376	1,148	853	1,205	1,205	1,205	1,205

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>SOUTH STATION #3</i>								
40233 - 4452	BUILDING MAINTENANCE	16,485	40,290	38,086	13,720	32,318	32,318	32,318
40233 - 4495	HEAT	8,468	10,070	8,689	11,110	11,110	11,110	11,110
40233 - 4496	ELECTRICITY	4,040	5,757	4,823	4,070	4,070	4,070	4,070
40233 - 4497	OTHER UTILITIES	810	1,122	847	877	877	877	877
	SUBTOTAL	29,804	57,239	52,445	29,777	48,375	48,375	48,375
<i>NORTH STATION #2</i>								
40234 - 4452	BUILDING MAINTENANCE	6,180	12,400	14,167	9,900	17,400	17,400	17,400
40234 - 4495	HEAT	8,409	10,911	13,007	11,308	11,308	11,308	11,308
40234 - 4496	ELECTRICITY	6,761	8,314	5,996	6,571	6,571	6,571	6,571
40234 - 4497	OTHER UTILITIES	346	428	457	377	377	377	377
	SUBTOTAL	21,696	32,053	33,627	28,156	35,656	35,656	35,656
	TOTAL-STATIONS	334,564	360,408	326,242	284,686	310,784	310,784	310,784

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - FIRE-STATIONS

DEPT # - 40230

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4235	Small Tools	7,895	Tools/replacement and specialized equipment used by department mechanic.	Tools/replacement and specialized equipment used by department mechanic.
4237	Gas & Oil	60,370	Fuel Estimate: 18,979 gallons of diesel @ 1.98 and 9,333 gallons of gasoline @ 1.96 Oils, etc. (drums/quarts)	Fuel Estimate: 18,572 gallons of diesel @ 2.37 and 9,457 gallons of gasoline @ 2.30 Oils, etc. (drums/quarts) (Increase based on inclusion of Inspections)
			55,870	65,767
			4,500	5,400
4452	Building Maintenance	7,444	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 - 7,444	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 - 7,683
4458	Vehicle Maintenance	97,070	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. Services provided by private suppliers, including major repairs and repairs that require special expertise, such as tire mounting, emission tests, spring replacements, and major mechanical repairs & tests e.g. pump tests, ladder testing. Supplies including grease, rags, wax, paints, mechanic overalls, etc. Replacement of tires for Fire Department apparatus, cars & ambulances. 3 yr wgtd avg (90,919)	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. Services provided by private suppliers, including major repairs and repairs that require special expertise, such as tire mounting, emission tests, spring replacements, and major mechanical repairs & tests e.g. pump tests, ladder testing. Supplies including grease, rags, wax, paints, mechanic overalls, etc. Replacement of tires for Fire Department apparatus, cars & ambulances. 3 yr wgtd avg (96,728)
			90,919	96,728

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - FIRE-STATIONS

DEPT # - 40230

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			(Includes maintenance of Inspections vehicles)	(Includes maintenance of Inspections vehicles)
			Body work (rust mitigation) on 3 older staff vehicles	Refurbishment of Engine 3
				13,265
				(2000 Pierce Dash, Needle scale frame, replace tank cradle, replace substructure as needed.)
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
				Commercial Refrigerator - Station 1
				3,000

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - FIRE-CENTRAL STATION #1

DEPT # - 40231

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4452	Building Maintenance	22,057	Maintenance and repair costs for Central Fire Station as follows: Exhaust System Maintenance 1,800 HVAC Maintenance 2,500 Electrical Repairs 2,100 Plumbing Supplies & Repair 2,000 Overhead Door Repair 3,000 Building/Grounds Maintenance 6,600 Generator Maintenance 250 Plymovent for R-5 3,807	Maintenance and repair costs for Central Fire Station as follows: Exhaust System Maintenance 1,800 HVAC Maintenance 2,500 Electrical Repairs 2,100 Plumbing Supplies & Repair 2,000 Overhead Door Repair 3,000 Building/Grounds Maintenance 6,600 Generator Maintenance 250 Replace Front Door 3,500 Repair Apparatus Floor 6,280 Roof Repairs 3,000
4495	Heat	9,535	Heating and air conditioning costs for Central Fire Station. 7,880 therms (3 yr wgt'd avg) natural gas @ \$1.21/therm	Heating and air conditioning costs for Central Fire Station. 8,471 therms (3 yr wgt'd avg) natural gas @ \$1.11/therm
4496	Electricity	15,938	Electricity costs for Central Fire Station. Based on 3 year weighted average, less 7.5%	Electricity costs for Central Fire Station. Based on 3 year weighted average, plus estimated increase from provider.
4497	Other Utilities	2,024	Water and sewer charges. (3 yr wgt'd avg. – 2,024)	Water and sewer charges. (3 yr wgt'd avg. – 1,993)

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - FIRE-OLD NORTH STATION

DEPT # - 40232

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4452	Building Maintenance	275	General maintenance (overhead door repair, buildings and grounds).	General maintenance (overhead door repair, buildings and grounds).
4495	Heat	593	266 gallons (3 yr wgt'd avg) of propane at 2.23 per gallon.	281 gallons (3 yr wgt'd avg) of propane at 1.84 per gallon.
4496	Electricity	337	Electricity costs for Old North Station. Based on 3 year weighted average, less 7.5%	Electricity costs for Old North Station. Based on 3 year weighted average, plus estimated increase from provider.

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - FIRE-SOUTH STATION #3

DEPT # - 40233

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4452	Building Maintenance	32,318	Maintenance and repair costs for South Fire Station as follows: Exhaust System Maintenance 1,200 HVAC Maintenance 750 Electrical Repairs 2,000 Plumbing Supplies & Repair 1,000 Overhead Door Repair 1,000 Building/Grounds Maintenance 1,450 Generator Maintenance 250 Fire Alarm Annual Inspection 250 Sprinkler Annual Inspection 400 Driveway repair - to back of building 18,598 8 SAFER FFs - gear lockers 2,888 8 SAFER FFs - uniform lockers 2,532	Maintenance and repair costs for South Fire Station as follows: Exhaust System Maintenance 1,200 HVAC Maintenance 750 Electrical Repairs 2,000 Plumbing Supplies & Repair 1,000 Overhead Door Repair 1,000 Building/Grounds Maintenance 1,450 Generator Maintenance 250 Fire Alarm Annual Inspection 250 Sprinkler Annual Inspection 400 Install Concrete Pad - Front - 33'x 50' 31,990
4495	Heat	11,110	Heating costs for South Fire Station. 4,982 gal (3 yr wgt'd avg) of propane @ \$2.23/gallon	Heating costs for South Fire Station. 5,473 gal (3 yr wgt'd avg) of propane @ \$1.84/gallon
4496	Electricity	4,070	Electricity costs for South Fire Station . Based on 3 year weighted average, less 7.5%	Electricity costs for South Fire Station . Based on 3 year weighted average, plus estimated increase from provider.
4497	Other Utilities	877	Water and sewer charges. (3 yr wgt'd avg. - 877)	Water and sewer charges. (3 yr wgt'd avg. - 1,122)

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - FIRE-NORTH STATION #2

DEPT # - 40234

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4452	Building Maintenance	17,400	Maintenance and repair costs for North Fire Station as follows: Exhaust System Maintenance 750 HVAC Maintenance 3,000 Electrical Repairs 200 Plumbing Supplies & Repair 500 Overhead Door Repair 1,500 Building/Grounds Maintenance 3,000 Generator Maintenance 250 Fire Alarm Maintenance 250 Fire Sprinkler Maintenance 250 Septic/Grey Water 200 Side entry door canopy 7,500	Maintenance and repair costs for North Fire Station as follows: Exhaust System Maintenance 750 HVAC Maintenance 3,000 Electrical Repairs 200 Plumbing Supplies & Repair 500 Overhead Door Repair 1,500 Building/Grounds Maintenance 3,000 Generator Maintenance 250 Fire Alarm Maintenance 250 Fire Sprinkler Maintenance 250 Septic/Grey Water 200 Flat Roof Repair - Seal Seams 2,500
4495	Heat	11,308	Heating costs for North Fire Station. 5,071 gal (3 yr wgtd avg) of propane @ \$2.23/gallon	Heating costs for North Fire Station. 5,930 gal (3 yr wgtd avg) of propane @ \$1.84/gallon
4496	Electricity	6,571	Electricity costs for North Fire Station. Based on 3 year weighted average, less 7.5%	Electricity costs for North Fire Station. Based on 3 year weighted average, plus estimated increase from provider.
4497	Other Utilities	377	Water charges. (3 yr wgtd avg. – 377)	Water charges. (3 yr wgtd avg. – 428)

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>FIRE-INSPECTIONAL SERVICES</i>								
40240 - 4090	REGULAR PAY	334,604	414,247	400,673	426,372	426,372	426,372	426,372
40240 - 4092	TEMPORARY PAY	29,753	12,480	48,213	80,751	80,751	80,751	80,751
40240 - 4098	OVERTIME PAY	1,413	1,000	4,127	1,000	1,000	1,000	1,000
40240 - 4170	RETIREMENT	38,580	46,707	46,647	48,520	48,520	48,520	48,520
40240 - 4171	DISABILITY INSURANCE	2,956	3,428	3,395	3,490	3,490	3,490	3,490
40240 - 4172	WORKERS' COMPENSATION	19,740	23,127	25,605	24,980	24,980	24,980	24,980
40240 - 4174	FICA-SOCIAL SECURITY	27,526	32,723	32,289	38,872	38,872	38,872	38,872
40240 - 4176	HEALTH INSURANCE	85,504	114,866	111,906	120,043	120,043	120,043	120,043
40240 - 4177	UNEMPLOYMENT COMPENSATION	546	488	450	533	389	389	389
40240 - 4178	LIFE INSURANCE	977	1,111	1,102	1,133	1,133	1,133	1,133
40240 - 4179	DENTAL INSURANCE	4,081	5,248	5,106	5,512	5,248	5,248	5,248
40240 - 4200	OFFICE SUPPLIES	827	-	-	-	-	-	-
40240 - 4210	OPERATING SUPPLIES	200	-	-	-	-	-	-
40240 - 4231	INSPECTIONAL SERVICES SUPPLIES	-	5,275	3,422	5,275	5,275	5,275	5,275
40240 - 4237	GAS & OIL	3,444	-	-	-	-	-	-
40240 - 4400	CONTRACTED SERVICES	17,340	21,080	13,760	17,378	17,378	17,378	17,378
40240 - 4405	MEMBERSHIPS & PUBLICATIONS	292	2,784	2,226	2,784	2,784	2,784	2,784
40240 - 4406	PRINTING & BINDING	972	-	-	-	-	-	-
40240 - 4453	MEETINGS & TRAINING	607	1,372	1,447	1,372	1,372	1,372	1,372
40240 - 4458	VEHICLE MAINTENANCE	992	-	-	-	-	-	-
40240 - 4587	RECORDING FEES	87	75	133	75	75	75	75

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
40240 -4810	MOSQUITO CONTROL	48,000	48,000	48,000	48,000	48,000	48,000	48,000
	SUBTOTAL	618,440	734,011	748,500	826,090	825,682	825,682	825,682
	TOTAL-FIRE	11,283,554	11,792,807	11,787,729	12,780,260	13,030,390	13,030,390	13,030,390

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
FIRE-INSPECTIONAL SERVICES - 40240			
4090	BUILDING OFFICIALS/INSPECTORS (3)	0	222,821
	HEALTH OFFICER	0	101,462
	ADMIN. SECRETARY	0	55,274
	RECORDS CLERK	0	46,815

			426,372

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME -FIRE - INSPECTIONAL SERVICES

DEPT # - 40240

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	80,751	<p>This is for 2 PT inspectors to handle the increase in inspections that will occur from the Tuscan Village development.</p> <p>They will work on Tuscan as well as take workload off the FT inspectors so that citizens don't experience unexpected delays in inspections. These inspectors are currently in place.</p> <p>2 PT inspectors @ 24 hrs/wk 80,751</p>	<p>The 2 PT positions in 2016 were filled with 1 Full time Inspector, which is included in Regular Pay line for 2017.</p> <p>Part-Time Inspector (8 hrs/wk) 12,480</p> <p><i>Offset by Revenue from School District</i></p>
4098	Overtime Pay	1,000	Overtime for call backs and after hours inspections	Overtime for call backs and after hours inspections
4231	Inspectional Services Supplies	5,275	<p>Code Books/Library 2,000</p> <p>Inspection/Investigation tools and equipment including evidence collection and photo supplies 425</p> <p>Fire Prevention/Education Literature 2,400</p> <p>Safety Trailer supplies & equip. 250</p> <p>Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye 200</p>	<p>Code Books/Library 2,000</p> <p>Inspection/Investigation tools and equipment including evidence collection and photo supplies 425</p> <p>Fire Prevention/Education Literature 2,400</p> <p>Safety Trailer supplies & equip. 250</p> <p>Microbiological and environmental testing and sampling supplies, thermometers, probe wipes, disposable gloves and tracing dye 200</p>
4400	Contracted Services	17,378	<p>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.</p> <p>Estimated 54 samples @ \$20 each. 1,080</p>	<p>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.</p> <p>Estimated 54 samples @ \$20 each. 1,080</p>

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME -FIRE - INSPECTIONAL SERVICES

DEPT # - 40240

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Septic Inspections/reviews (off-setting revenue GF 1-3371) (3 yr wgt'd avg - 17,378)	16,298 Septic Inspections/reviews (off-setting revenue GF 1-3371) (3 yr wgt'd avg - 17,483)
4405	Memberships & Publications	2,784	Prof. Assn. Memberships: NH Building Officials Assn	260 Prof. Assn. Memberships: NH Building Officials Central New England Electrical Inspectors Seacoast Building Officials NH Fire Prevention and International Arson Investigators International Assn. of Electrical Inspectors
				160 20 25 24 110 60 2,300
			Code Subscriptions Service (Includes Annual Membership for Code Services - NFPA and ICC)	2,189 Code Subscriptions Service (Includes Annual Membership for Code Services - NFPA and ICC)
			N.H. Health Officers Assoc.	35 N.H. Health Officers Assoc.
			Granite State Designers and Installers	55 Granite State Designers and Installers
4453	Meetings & Training	1,372	ICC Certifications (3)	757 ICC Certifications (3)
			Code Training & Continuing Education	500 Code Training & Continuing Education
			NH Health Officers Association (Semi-Annual meetings)	70 NH Health Officers Association (Semi-Annual meetings)
			Annual Granite State Designers & Installers Conference (1-day)	45 Annual Granite State Designers & Installers Conference (1-day)

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME -FIRE - INSPECTIONAL SERVICES

DEPT # - 40240

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4587	Recording Fees	75	Deed addendums for in-law and accessory apartments (off-setting revenue GF 1-3260)	Deed addendums for in-law and accessory apartments (off-setting revenue GF 1-3260)
4810	Mosquito Control	48,000	Mosquito surveillance, larviciding, and adulticiding. Includes annual permit and event spray.	Mosquito surveillance, larviciding, and adulticiding. Includes annual permit and event spray.

2018 BUDGET

DEPT.	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
MUNICIPAL SERVICES SUMMARY							
ADMINISTRATION	478,197	512,445	487,878	488,038	482,234	482,234	482,234
GARAGE	109,317	49,739	54,057	43,123	43,123	43,123	43,123
FLEET	370,972	452,469	441,195	424,947	431,661	431,661	431,661
STREETS/SHOPS	1,879,230	2,053,060	2,236,237	2,210,309	2,336,015	2,336,015	2,336,015
SOLID WASTE	938,165	915,018	935,257	951,961	947,280	947,280	947,280
PARKS/PROPERTY	364,093	382,376	389,895	342,282	350,478	350,478	350,478
ENGINEERING	1,013,409	528,410	492,555	503,492	753,246	503,246	503,246
LIGHTING	551,951	598,637	603,550	572,407	572,407	572,407	572,407
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TOTAL - MUNICIPAL SERVICES	5,705,334	5,492,154	5,640,625	5,536,560	5,916,445	5,666,445	5,666,445

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
MUNICIPAL SERVICES-ADMINISTRATION								
50100 - 4090	REGULAR PAY	288,873	290,844	295,617	302,836	302,836	302,836	302,836
50100 - 4092	TEMPORARY PAY	840	-	7,530	-	-	-	-
50100 - 4098	OVERTIME PAY	574	-	565	-	-	-	-
50100 - 4170	RETIREMENT	32,354	32,791	33,530	34,462	34,462	34,462	34,462
50100 - 4171	DISABILITY INSURANCE	1,966	2,123	2,129	2,145	2,145	2,145	2,145
50100 - 4172	WORKERS' COMPENSATION	7,326	9,651	9,651	10,245	10,245	10,245	10,245
50100 - 4174	FICA-SOCIAL SECURITY	21,519	22,251	23,093	23,166	23,166	23,166	23,166
50100 - 4176	HEALTH INSURANCE	79,349	84,492	67,435	70,391	70,391	70,391	70,391
50100 - 4177	UNEMPLOYMENT COMPENSATION	273	201	197	198	144	144	144
50100 - 4178	LIFE INSURANCE	780	845	845	850	850	850	850
50100 - 4179	DENTAL INSURANCE	3,036	3,648	2,997	3,147	2,997	2,997	2,997
50100 - 4182	CLOTHING ALLOWANCE	250	250	250	250	250	250	250
50100 - 4200	OFFICE SUPPLIES	905	1,300	1,201	951	951	951	951
50100 - 4239	DAM REPAIR & MAINTENANCE	8,135	35,150	8,035	9,150	9,150	9,150	9,150
50100 - 4240	FLOOD CONTROL MANAGEMENT	8,290	8,290	8,290	8,290	8,290	8,290	8,290
50100 - 4400	CONTRACTED SERVICES	3,774	1,000	3,948	2,380	2,380	2,380	2,380
50100 - 4405	MEMBERSHIPS & PUBLICATIONS	570	1,388	603	1,135	1,135	1,135	1,135
50100 - 4406	PRINTING & BINDING	580	250	610	500	500	500	500
50100 - 4423	MEDICAL EXAMINATIONS	1,466	1,100	1,352	1,100	1,100	1,100	1,100
50100 - 4437	FOOD	5,100	5,600	7,780	5,600	-	-	-
50100 - 4450	TELEPHONE	7,856	8,231	8,557	8,790	8,790	8,790	8,790

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
50100 - 4453	MEETINGS & TRAINING	507	1,500	2,219	622	622	622	622
50100 - 4459	EQUIPMENT MAINTENANCE	1,009	1,040	1,089	1,500	1,500	1,500	1,500
50100 - 4600	OFFICE FURNITURE & EQUIP.	2,865	500	355	330	330	330	330
	SUBTOTAL	478,197	512,445	487,878	488,038	482,234	482,234	482,234

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
ADMINISTRATION - 50100			
4090	DIRECTOR OF MUNICIPAL SERVICES	0	131,219
	DEPUTY DIRECTOR-OPERATIONS	0	108,461
	ADMIN. ASSISTANT	0	63,156

			302,836

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - ADMINISTRATION

DEPT # - 50100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4182	Clothing Allowance	250	Contract requirement (1 employee) Boot allowance only	Contract requirement (1 employee) Boot allowance only
4200	Office Supplies	951	Supplies for Public Works Division 3 yr wgt'd avg. (951)	Supplies for Public Works Division 3 yr wgt'd avg. (1,010)
4239	Dam Repairs & Maintenance	9,150	Yearly maintenance to 3 dams and 2 flumes 4,000 Electronic gate system maint. 1,000 Annual State Dam Inspection 4,150 3 yr wgt'd avg. (10,446)	Yearly maintenance to 3 dams and 2 flumes 4,000 Electronic gate system maint. 1,000 Millville Dam repairs required by NHDES 26,000 Annual State Dam Inspection 4,150 3 yr wgt'd avg. (14,613)
4240	Flood Control Management	8,290	Maintenance of river gauge @ Cowbell Corners (North Salem) cost of 13,790 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 13,790 to be offset by 5,500 from USGS Paid annually, in the Fall, to USGS
4400	Contracted Services	2,380	Advertisements and public notices 1,000 Time & Attendance Service 1,380 3 yr wgt'd avg. (4,292)	Advertisements and public notices 3 yr wgt'd avg. (6,368)
4405	Memberships & Publications	1,135	For membership in professional organizations: NH Public Works Assn 40 Solid Waste Certifications 730 (5 scales @ 96 ea. & 5 operators @ 50 ea) State scale license 180 APWA Memberships 160 NH Road Agents 25	For membership in professional organizations: NH Public Works Assn 40 Solid Waste Certifications 1,168 (8 scales @ 96 ea. & 8 operators @ 50 ea) State scale license 180

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - ADMINISTRATION

DEPT # - 50100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4406	Printing & Binding	500	Handout notices for road detours, construction projects, etc. Stationery and envelopes 3 yr wgt'd avg. (488)	Handout notices for road detours, construction projects, etc. Stationery and envelopes 3 yr wgt'd avg. (240)
4423	Medical Exams	1,100	Physicals for employees when requested by the Town Random Drug/Alcohol testing 3 yr wgt'd avg. (1,478)	Physicals for employees when requested by the Town Random Drug/Alcohol testing 3 yr wgt'd avg. (1,330)
4437	Food	-	Provision eliminated in 2018 contract	Cost of food reimbursement, per labor contract, during emergency work on overtime. 3 yr wgt'd avg. 5,677
4450	Telephone	8,790	Telephone lines and usage Cell phones (5) 3 yr wgt'd avg. (6,966)	Telephone lines and usage Cell phones (4) 3 yr wgt'd avg. (6,362) Increased due to circuits being reinstated
4453	Meetings & Training	622	Training programs, UNH T2 3 yr wgt'd avg. (622)	Training programs, UNH T2 3 yr wgt'd avg. (685)
4459	Equipment Maintenance	1,500	Copier Maintenance & copies Emergency repairs Time clock Maintenance (2) 3 yr wgt'd avg. (1,125)	Copier Maintenance & copies Emergency repairs Time clock Maintenance (2) 3 yr wgt'd avg. (1,405)
4600	Office Furniture	330	Replacement of office furnishings as needed	Chair replacement

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
MUNICIPAL SERVICES-GARAGE								
50110 - 4401	CLEANING SERVICES	5,355	5,471	5,462	5,572	5,572	5,572	5,572
50110 - 4495	HEAT	10,263	11,885	10,531	11,240	11,240	11,240	11,240
50110 - 4496	ELECTRICITY	20,432	26,715	20,372	20,545	20,545	20,545	20,545
50110 - 4497	OTHER UTILITIES	1,021	1,218	1,190	1,300	1,300	1,300	1,300
50110 - 4498	BUILDING REPAIRS	72,246	4,450	16,501	4,466	4,466	4,466	4,466
SUBTOTAL		109,317	49,739	54,057	43,123	43,123	43,123	43,123

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - GARAGE

DEPT # - 50110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4401	Cleaning Services	5,572	Cleaning of building provided by outside contractor. Based on bid pricing	Cleaning of building provided by outside contractor. Based on bid pricing
4495	Heat	11,240	Heat for building. Natural Gas. 3 yr wgt'd avg. 9,289 @1.21/ therm.	Heat for building. Natural Gas. 3 yr wgt'd avg. (10,707) @1.11/ therm.
4496	Electricity	20,545	Based on 3 year weighted average, less 7.5%	Based on 3 year weighted average, plus estimated increase from provider.
4497	Other Utilities	1,300	Town Water 750 Septic pumping (twice/year) 450 Propane for Emergency Generator 100 3 yr wgt'd avg (1,064)	Town Water 814 Septic system pumping 225 Propane for Emergency Generator 179 3 yr wgt'd avg (1,085)
4498	Building Repairs	4,466	HVAC maintenance contract (6 garage units) 924 Fuel System fire suppression testing twice annually (\$300 ea.) 600 Annual maintenance for overhead garage doors 2,500 Generator Maint 250 Alarm monitoring 192 3 yr wgt'd avg. (56,643)	HVAC maintenance contract (6 garage units) 900 Fuel System fire suppression testing twice annually (\$300 ea.) 600 Annual maintenance for overhead garage doors 2,500 Generator Maint 250 Alarm monitoring 200 3 yr wgt'd avg. (24,721)

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
MUNICIPAL SERVICES-FLEET								
50120 - 4090	REGULAR PAY	69,463	101,304	61,266	102,375	107,258	107,258	107,258
50120 - 4098	OVERTIME PAY	5,196	8,165	5,381	8,165	8,923	8,923	8,923
50120 - 4170	RETIREMENT	8,339	12,343	7,813	12,580	13,222	13,222	13,222
50120 - 4171	DISABILITY INSURANCE	898	924	925	931	976	976	976
50120 - 4172	WORKERS' COMPENSATION	7,297	6,277	5,990	5,391	5,461	5,461	5,461
50120 - 4174	FICA-SOCIAL SECURITY	5,378	8,375	5,002	8,457	8,889	8,889	8,889
50120 - 4176	HEALTH INSURANCE	45,670	59,356	50,166	52,342	52,342	52,342	52,342
50120 - 4177	UNEMPLOYMENT COMPENSATION	182	134	132	132	96	96	96
50120 - 4178	LIFE INSURANCE	345	355	356	358	375	375	375
50120 - 4179	DENTAL INSURANCE	1,930	1,930	1,930	2,027	1,930	1,930	1,930
50120 - 4182	CLOTHING ALLOWANCE	1,267	1,341	1,416	1,392	1,392	1,392	1,392
50120 - 4237	GAS & OIL	52,796	87,365	81,845	64,689	64,689	64,689	64,689
50120 - 4456	RADIO MAINTENANCE	939	10,100	13,066	1,670	1,670	1,670	1,670
50120 - 4458	VEHICLE MAINTENANCE	171,272	154,500	205,909	164,438	164,438	164,438	164,438
	SUBTOTAL	370,972	452,469	441,195	424,947	431,661	431,661	431,661

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
FLEET - 50120			
4090	CHIEF MECHANIC	0	55,602
	FLEET MECHANIC	0	51,656

			107,258

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - FLEET

DEPT # - 50120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4098	Overtime	8,923	Projects not charged back to Divisional or Departmental accounts. Projects like vehicle inspections, welding, sandblasting and emergency repairs. 3 yr wgt'd avg. (6,328)	Projects not charged back to Divisional or Departmental accounts. Projects like vehicle inspections, welding, sandblasting and emergency repairs. 3 yr wgt'd avg. (8,064) Includes COLA effective 4/1/2017
4182	Clothing Allowance	1,392	2 mechanics - contract requirement	2 mechanics - contract requirement
4237	Gas & Oil	64,689	3 yr wgt'd avg. 10,951 gal of gasoline @ \$1.96 21,464 3 yr wgt'd avg. 19,053 gal of diesel @ \$1.98 37,725 Oil, hydraulic fluid, other lubricants, including waste oil disposal 5,500 3 yr wgt'd avg. (72,636)	3 yr wgt'd avg. 9,760 gal of gasoline @ \$2.30 22,448 3 yr wgt'd avg. 24,965 gal of diesel @ \$2.37 59,167 Oil, hydraulic fluid, other lubricants, including waste oil disposal 5,750 3 yr wgt'd avg. (112,768)
4456	Radio Maintenance	1,670	Annual repairs/maintenance 1,370 Pager rentals (5) 300 3 yr wgt'd avg. (1,329)	Annual repairs/maintenance 1,370 Pager rentals (5) 300 3 yr wgt'd avg. (1,329) Fiber conversion N Salem radio site (1/3 shared with FD and PD) 8,430
4458	Vehicle Maintenance	164,438	Vehicle parts for scheduled and emergency repairs to equipment. 3 yr wgt'd avg. (164,438)	Vehicle parts for scheduled and emergency repairs to equipment. 3 yr wgt'd avg. (145,146)

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
MUNICIPAL SERVICES-STREETS/SHOPS								
50130 - 4090	REGULAR PAY	472,907	566,158	492,071	611,414	630,255	630,255	630,255
50130 - 4092	TEMPORARY PAY	41,954	25,654	56,861	25,654	25,654	25,654	25,654
50130 - 4098	OVERTIME PAY	40,907	36,452	44,210	36,452	38,512	38,512	38,512
50130 - 4112	STAND-BY PAY	10,646	10,681	10,941	10,681	11,285	11,285	11,285
50130 - 4170	RETIREMENT	68,193	69,149	94,776	74,940	77,388	77,388	77,388
50130 - 4171	DISABILITY INSURANCE	4,858	5,166	4,675	5,555	5,726	5,726	5,726
50130 - 4172	WORKERS' COMPENSATION	41,753	36,857	35,779	33,602	34,297	34,297	34,297
50130 - 4174	FICA-SOCIAL SECURITY	40,712	48,881	57,974	52,343	53,989	53,989	53,989
50130 - 4176	HEALTH INSURANCE	214,119	231,432	204,845	294,754	294,754	294,754	294,754
50130 - 4177	UNEMPLOYMENT COMPENSATION	1,115	927	1,012	979	711	711	711
50130 - 4178	LIFE INSURANCE	1,864	1,983	1,802	2,171	2,194	2,194	2,194
50130 - 4179	DENTAL INSURANCE	7,811	7,910	7,870	10,803	10,289	10,289	10,289
50130 - 4182	CLOTHING ALLOWANCE	6,962	8,000	7,397	8,671	8,671	8,671	8,671
50130 - 4201	MAINTENANCE SUPPLIES	1,494	2,630	1,480	2,630	2,630	2,630	2,630
50130 - 4235	SMALL TOOLS & EQUIP.	1,367	2,500	2,988	2,500	2,500	2,500	2,500
50130 - 4238	TRAFFIC & STREET SIGNS	9,310	10,000	11,836	9,378	9,378	9,378	9,378
50130 - 4241	BRIDGE & RAIL SUPPLIES	9,376	8,500	11,109	8,339	8,339	8,339	8,339
50130 - 4242	STREET LINING	41,008	42,000	45,882	42,000	42,000	42,000	42,000
50130 - 4244	GRAVEL	8,118	4,000	5,224	7,500	7,500	7,500	7,500
50130 - 4245	BITUMINOUS CONCRETE	36,267	56,250	19,407	25,000	25,000	25,000	25,000
50130 - 4246	SAND	168	200	162	200	200	200	200

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
50130 - 4247	CRUSHED STONE	355	2,000	4,192	-	-	-	-
50130 - 4248	DRAINAGE SUPPLIES	21,204	25,000	32,996	23,389	23,389	23,389	23,389
50130 - 4262	SAFETY	3,096	3,000	2,444	2,644	2,644	2,644	2,644
50130 - 4266	COLD PATCH	6,288	3,500	3,606	6,500	6,500	6,500	6,500
50130 - 4267	CALCIUM CHLORIDE	3,780	3,500	3,920	3,500	3,500	3,500	3,500
50130 - 4268	SIDEWALK MAINTENANCE	72	2,750	3,535	849	849	849	849
50130 - 4400	CONTRACTED SERVICES	16,630	50,480	50,680	62,980	62,980	62,980	62,980
50130 - 4440	EQUIPMENT RENTAL	36,025	14,500	14,868	14,500	14,500	14,500	14,500
50130 - 4462	TREE REMOVAL	26,215	22,000	35,736	24,686	24,686	24,686	24,686
50130 - 4607	EQUIPMENT	-	1,000	971	5,695	5,695	5,695	5,695
50130 - 4983	WINTER WEATHER OPERATIONS	704,658	750,000	964,989	800,000	900,000	900,000	900,000
SUBTOTAL		1,879,230	2,053,060	2,236,237	2,210,309	2,336,015	2,336,015	2,336,015

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
STREETS/SHOPS - 50130			
4090	WORKING FOREMEN (2)	0	113,994
	HEAVY EQUIP. OPERATORS (7) (9 months for new HEO)	2	337,648
	LIGHT EQUIP. OPERATOR (4)	(1)	178,613

	(net increase of one position)		630,255

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	25,654	2 summer employees @ \$13.00/hr for 11 weeks doing brush, roadside trash pick up, patching, etc. Police details 3 yr wgt'd avg. (33,655)	2 summer employees @ \$13.00/hr for 11 weeks doing brush, roadside trash pick up, patching, etc. Police details 3 yr wgt'd avg. (18,457)
			11,440	11,440
			14,214	14,214
4098	Overtime	38,512	Emergency overtime and callouts NOT related to snow and ice removal. Sweeping, road problems, wind and rain storms, floods, street line painting, etc. 3 yr wgt'd avg. (39,443)	Emergency overtime and callouts NOT related to snow and ice removal. Sweeping, road problems, wind and rain storms, floods, street line painting, etc. 3 yr wgt'd avg. (35,715) + COLA effective 4/1/17
4112	Standby	11,285	Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day 3 yr wgt'd avg. (10,608)	Year-round on-call foreman assignments, 1 hr/man/day, 1.5 hr/holiday or weekend day 3 yr wgt'd avg. (10,465) + COLA effective 4/1/17
4182	Clothing Allowance	8,671	13 employees - contract requirement	12 employees - contract requirement
4201	Maintenance Supplies	2,630	Est. cost of maintenance materials (soap, paper products, bug sprays, bulbs, etc.). 3 yr wgt'd avg. (1,977)	Est. cost of maintenance material (soap, paper products, bug sprays, bulbs, etc.). 3 yr wgt'd avg. (2,775)
4235	Small Tools & Equipment	2,500	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.) 3 yr wgt'd avg. (1,893)	Replacement of small tools and equipment (shovels, picks, tree & brush cutting tools, saw blades, drills, etc.) 3 yr wgt'd avg. (2,619)
4238	Traffic & Street Signs	9,378	Repair and clean existing signs.	Repair and clean existing signs.

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Replace signs due to damage, fading, theft and vandalism. 3 yr wgt'd avg. (9,378)	Replace signs due to damage, fading, theft and vandalism. 3 yr wgt'd avg. (8,010)
4241	Bridge & Rail Repairs	8,339	Guardrail repairs town wide 3 yr wgt'd avg. (8,339)	Guardrail repairs town wide 3 yr wgt'd avg. (6,305)
4242	Street Lining	42,000	Cost to paint and/or thermoplastic white and yellow lines, stop bars, zebra striped islands, crosswalks and lane arrows. Also includes in house supplies, paint and glass bead materials. 3 yr wgt'd avg. (43,611)	Cost to paint and/or thermoplastic white and yellow lines, stop bars, zebra striped islands, crosswalks and lane arrows. Also includes in house supplies, paint and glass bead materials. 3 yr wgt'd avg. (53,475)
4244	Gravel/Crushed Stone	7,500	Maintenance of gravel roads twice yearly, construction projects, and drainage repairs. Construction projects, pipe installations, backfill drain structures Includes Crushed Stone (Acct 4247) 3 yr wgt'd avg. (8,768)	Maintenance of gravel roads twice yearly, construction projects, and drainage repairs. 3 yr wgt'd avg. (9,313) Using more recycled materials.
4245	Bituminous Concrete	25,000	DPW hot top operations to repair sections of roads that require attention on a prioritized yearly basis (Asphalt) 3 yr wgt'd avg. (45,542)	DPW hot top operations to repair sections of roads that require attention on a prioritized yearly basis (Asphalt) 3 yr wgt'd avg. (59,276)
4246	Sand	200	Construction projects 3 yr wgt'd avg. (335)	Construction projects 3 yr wgt'd avg. (329)

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4248	Drainage Supplies	23,389	Maintenance and emergency repairs to existing structures. Continue town wide drainage improvements as needed. Supplies required to repair system failures; culvert pipe, pre-cast concrete structures, frames and grates, etc. 3 yr wgt'd avg. (23,389)	Maintenance and emergency repairs to existing structures. Continue town wide drainage improvements as needed. Supplies required to repair system failures; culvert pipe, pre-cast concrete structures, frames and grates, etc. 3 yr wgt'd avg. (31,094)
4262	Safety	2,644	To comply with NH Department of Labor work place safety requirements and our own safety manual, repair and replace safety equipment on an as needed basis. Barricades, flags, lights, vests, ear/eye protection, safety films, cones and barrels for traffic control. Training on Hazmat, confined space entry, trenching, and other job related requirements. 3 yr wgt'd avg. (2,644)	To comply with NH Department of Labor work place safety requirements and our own safety manual, repair and replace safety equipment on an as needed basis. Barricades, flags, lights, vests, ear/eye protection, safety films, cones and barrels for traffic control. Training on Hazmat, confined space entry, trenching, and other job related requirements. 3 yr wgt'd avg. (2,201)
4266	Cold Patch	6,500	Cost of materials to make emergency road repairs 3 yr wgt'd avg. (6,646)	Cost of materials to make emergency road repairs 3 yr wgt'd avg. (7,595)
4267	Calcium Chloride	3,500	For stabilization and dust control of gravel roads during the summer. 3 yr wgt'd avg. (3,817)	For stabilization and dust control of gravel roads during the summer. 3 yr wgt'd avg. (3,667)
4268	Sidewalk Maintenance	849	Continued repairs to the sidewalks. 3 yr wgt'd avg. (849)	Continued repairs to the sidewalks. 3 yr wgt'd avg. (1,311)

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - STREETS / SHOPS

DEPT # - 50130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4400	Contracted Services	62,980	Beaver control where public safety is at risk Town wide sidewalk/island Weed Control Year 1 of 3 - Neighborhood catch basin cleaning 3 yr wgt'd avg. (38,416)	1,000 14,480 47,500 3 yr wgt'd avg. (73,367)
4440	Equipment Rental	14,500	Paving box etc. for in-house hot top operations Large excavator, 10 wheel dump, etc. 3 yr wgt'd avg. (30,928)	8,500 6,000 3 yr wgt'd avg. (15,827)
4462	Tree Removal	24,686	Scheduled and emergency removal of trees. 3 yr wgt'd avg. (24,686)	Scheduled and emergency removal of trees. 3 yr wgt'd avg. (24,126)
4607	Equipment	5,695	Plate compactor (replace broken)	Small 2 cycle Equipment
4983	Winter Weather Operations	900,000	For the purpose of winter weather operations, including, but not limited to, plowing and removing snow, sanding and chemically treating streets, and otherwise responding to hazardous road conditions related to winter weather.	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.

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
MUNICIPAL SERVICES-SOLID WASTE								
50200 - 4090	REGULAR PAY	59,409	51,396	55,893	51,949	54,487	54,487	54,487
50200 - 4098	OVERTIME PAY	10,613	9,168	9,849	9,168	13,926	13,926	13,926
50200 - 4170	RETIREMENT	8,276	6,828	7,385	6,956	7,786	7,786	7,786
50200 - 4171	DISABILITY INSURANCE	518	468	469	472	496	496	496
50200 - 4172	WORKERS' COMPENSATION	2,793	2,933	3,118	3,263	3,365	3,365	3,365
50200 - 4174	FICA-SOCIAL SECURITY	5,197	4,633	4,976	4,675	5,233	5,233	5,233
50200 - 4176	HEALTH INSURANCE	16,036	13,868	13,210	13,871	13,871	13,871	13,871
50200 - 4177	UNEMPLOYMENT COMPENSATION	91	67	66	66	48	48	48
50200 - 4178	LIFE INSURANCE	200	181	180	181	191	191	191
50200 - 4179	DENTAL INSURANCE	648	517	517	542	517	517	517
50200 - 4182	CLOTHING ALLOWANCE	594	625	678	625	625	625	625
50200 - 4400	CONTRACTED SERVICES	779,179	766,709	775,423	802,444	788,986	788,986	788,986
50200 - 4406	PRINTING & BINDING	2,980	6,050	4,851	6,085	6,085	6,085	6,085
50200 - 4440	EQUIPMENT RENTAL	2,125	1,100	-	1,100	1,100	1,100	1,100
50200 - 4450	TELEPHONE	392	418	381	2,251	2,251	2,251	2,251
50200 - 4452	BUILDING MAINTENANCE	3,636	3,930	1,920	3,927	3,927	3,927	3,927
50200 - 4459	EQUIPMENT MAINTENANCE	13,989	2,000	4,985	500	500	500	500
50200 - 4466	PEST CONTROL	1,056	1,056	1,188	1,200	1,200	1,200	1,200
50200 - 4496	ELECTRICITY	1,813	2,071	1,635	1,686	1,686	1,686	1,686
50200 - 4633	HAZARDOUS WASTE COLLECTION	23,280	21,000	17,119	21,000	21,000	21,000	21,000
50200 - 4648	TESTING	5,341	20,000	5,000	20,000	20,000	20,000	20,000

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
	SUBTOTAL	938,165	915,018	935,257	951,961	947,280	947,280	947,280

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
SOLID WASTE - 50200			
4090	WORKING FOREMAN	0	54,487
			----- 54,487

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE

DEPT # - 50200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4098	Overtime	13,926	Wednesday evenings Saturday replacement due to sick leave, vacation, holidays. 3 yr wgt'd avg. (10,100)	Wednesday evenings Saturday replacement due to sick leave, vacation, holidays. 3 yr wgt'd avg. (8,983) + COLA 4/1/17
4182	Clothing Allowance	625	1 employee - contract requirement	1 employee - contract requirement
4400	Contracted Services	788,986	Loading, hauling & disposal: (tonnage based on 3 yr wgt'd avg tons) Trash \$84/ton (8,011) 672,924 (reduce by 2% - encourage recycling) (13,458) Recyclables \$36/tons (2,145 tons) 77,220 Video Devices \$400/ton (50 tons) 20,000 C&D (offset by permit fee GF 1-3365) 15,000 Scale certification 1,300 Brush Grinder Service 14,000 Oil disposal 2,000	Loading, hauling & disposal: (tonnage based on 3 yr wgt'd avg tons) Trash \$81/ton (7,877) 638,037 Recyclables \$36/tons (2,077 tons) 74,772 Video Devices \$400/ton (59 tons) 23,600 C&D (offset by permit fee GF 1-3365) 15,000 Scale certification 1,300 Brush Grinder Service 14,000
4406	Printing & Binding	6,085	Permit stickers 8,000 cnt. 3,500 C&D tickets 1,000 cnt 650 Scale slips 950 Regulations (hand outs) 985 3 yr wgt'd avg.(4,982)	Permit stickers 8,000 cnt. 3,500 C&D tickets 1,000 cnt 650 Scale slips 950 Regulations (hand outs) 950 3 yr wgt'd avg.(8,686)
4440	Equipment Rental	1,100	Bull dozer, portable scale, etc. 3 yr wgt'd avg. (1,817)	Bull dozer, portable scale, etc. 3 yr wgt'd avg. (671)
4450	Telephone	2,251	Telephone line charge. 401 Internet 1,850	Telephone line charge.

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE

DEPT # - 50200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4452	Building Maintenance	3,927	Paper products, soap 660 Water 535 Toilet pumping 540 Building repairs 2,000 Alarm system monitoring 192 3 yr wgt'd avg. (4,755)	Paper products, soap 660 Water 535 Toilet pumping 540 Building repairs 2,000 Alarm system monitoring 195 3 yr wgt'd avg. (4,387)
4459	Equipment Maintenance	500	Normal maintenance of loader, scale, oil, filters, etc. 500 Scale repairs 3 yr wgt'd avg. (9,946)	Normal maintenance of loader, oil, filters, etc. 500 Emergency repairs to scale 1,500 3 yr wgt'd avg. (1,618)
4466	Pest Control	1,200	Contractual services (100/mo). 1,200	Contractual services (88/mo).
4496	Electricity	1,686	Outside lighting. Scale house heat/cooling. Building electricity paid by Hauler under current contract. Based on 3 year weighted average, less 7.5%	Outside lighting. Scale house heat/cooling. Building electricity paid by Hauler under current contract. Based on 3 year weighted average, plus estimated increase from provider.
4633	Hazardous Waste Collection	21,000	One day collection, in September, of household hazardous waste. 3 yr wgt'd avg. (22,801)	One day collection, in September, of household hazardous waste. 2015 cost \$22,346 3 yr wgt'd avg. (20,253)
4648	Testing	20,000	Post closure groundwater and methane gas sampling and testing costs at the Shannon Rd site. Management/Engineering 9,000	Post closure groundwater and methane gas sampling and testing costs at the Shannon Rd site. Management/Engineering 11,000

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - SOLID WASTE

DEPT # - 50200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Testing (gas, groundwater and storm water) 1,4-dioxane	Testing (gas, groundwater and storm water) 1,4-dioxane
			Storm water monitoring	Storm water monitoring
			10,000	8,000
			1,000	1,000

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
MUNICIPAL SERVICES-PARKS/PROPERTY								
50300 - 4090	REGULAR PAY	140,765	147,392	141,372	148,937	154,896	154,896	154,896
50300 - 4092	TEMPORARY PAY	10,719	11,440	16,263	11,440	11,440	11,440	11,440
50300 - 4098	OVERTIME PAY	16,488	12,034	13,046	12,034	12,979	12,979	12,979
50300 - 4170	RETIREMENT	18,135	17,975	18,442	18,318	19,104	19,104	19,104
50300 - 4171	DISABILITY INSURANCE	1,306	1,345	1,682	1,353	1,408	1,408	1,408
50300 - 4172	WORKERS' COMPENSATION	7,853	8,242	9,217	9,717	9,813	9,813	9,813
50300 - 4174	FICA-SOCIAL SECURITY	12,786	13,072	13,106	13,190	13,717	13,717	13,717
50300 - 4176	HEALTH INSURANCE	62,770	60,905	64,382	63,701	63,701	63,701	63,701
50300 - 4177	UNEMPLOYMENT COMPENSATION	395	256	228	252	183	183	183
50300 - 4178	LIFE INSURANCE	502	516	649	525	544	544	544
50300 - 4179	DENTAL INSURANCE	2,447	2,447	2,834	2,569	2,447	2,447	2,447
50300 - 4182	CLOTHING ALLOWANCE	1,602	1,650	1,609	1,650	1,650	1,650	1,650
50300 - 4250	MEMORIAL PLANTINGS	2,048	1,650	3,056	2,050	2,050	2,050	2,050
50300 - 4252	GROUNDS MAINTENANCE	17,637	14,064	16,254	16,000	16,000	16,000	16,000
50300 - 4253	PARK IMPROVEMENTS	3,283	3,000	3,045	3,000	3,000	3,000	3,000
50300 - 4258	LUMBER & MATERIALS	-	250	219	250	250	250	250
50300 - 4262	SAFETY	233	200	247	200	200	200	200
50300 - 4400	CONTRACTED SERVICES	6,630	10,000	9,812	8,059	8,059	8,059	8,059
50300 - 4450	TELEPHONE	1,421	1,450	1,270	1,439	1,439	1,439	1,439
50300 - 4452	BUILDING MAINTENANCE	4,718	6,684	5,848	5,116	5,116	5,116	5,116

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
50300 - 4459	EQUIPMENT MAINTENANCE	1,864	2,000	2,277	2,000	2,000	2,000	2,000
50300 - 4465	EXPANSION & DEVELOPMENT	30,713	40,000	42,877	1,000	1,000	1,000	1,000
50300 - 4495	HEAT	4,591	5,279	4,158	4,098	4,098	4,098	4,098
50300 - 4496	ELECTRICITY	1,135	1,206	1,755	1,054	1,054	1,054	1,054
50300 - 4497	OTHER UTILITIES	14,051	14,074	10,860	14,330	14,330	14,330	14,330
50300 - 4607	EQUIPMENT	-	5,245	5,390	-	-	-	-
SUBTOTAL		364,093	382,376	389,895	342,282	350,478	350,478	350,478

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
PARKS/PROPERTY - 50300			
4090	WORKING FOREMAN	0	56,997
	HEAVY EQUIP. OPERATOR	0	51,640
	LIGHT EQUIP. OPERATOR	0	46,259

			154,896

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	11,440	2 employees for 11 weeks @ \$13 per 3 yr wgt'd avg. (10,935) 11,440	2 employees for 11 weeks @ \$13 per 3 yr wgt'd avg. (11,276) 11,440
4098	Overtime	12,979	Burials on weekends or other overtime situations, also emergency response/callouts to public buildings. 3 yr wgt'd avg. (14,998)	Burials on weekends or other overtime situations, also emergency response/callouts to public buildings. 3 yr wgt'd avg. (11,791) + COLA 4/1/17
4182	Clothing Allowance	1,650	3 employees - contract requirement	3 employees - contract requirement
4250	Memorial Plantings	2,050	Cost of flowers for the Town to place at Veterans' memorials, exclusive of cemetery. Also includes cost of flowers on lots covered by Trust Funds. Authorized to expend interest only (approx \$400). 3 yr wgt'd avg. (2,048)	Cost of flowers for the Town to place at Veterans' memorials, exclusive of cemetery. Also includes cost of flowers on lots covered by Trust Funds. Authorized to expend interest only (approx \$400). 3 yr wgt'd avg. (2,058)
4252	Grounds Maintenance	16,000	Yearly costs to maintain parks and ball fields 2,250 Town wide Turf Management 11,250 Hydro seeding Pine Grove 2,500 3 yr wgt'd avg. (17,764)	Yearly costs to maintain parks and ball fields 2,250 Town wide Turf Management 9,314 Hydro seeding Pine Grove 2,500 3 yr wgt'd avg. (16,307)
4253	Park Improvements	3,000	Plantings, mulch, flags 2,000 General improvements 1,000 3 yr wgt'd avg. (3,772)	Plantings, mulch, flags 2,000 General improvements 1,000 3 yr wgt'd avg. (5,021)
4258	Lumber & Material	250	Building and remodeling projects, fence repairs, etc. 3 yr wgt'd avg. (43)	Building and remodeling projects, fence repairs, etc. 3 yr wgt'd avg. (175)

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4262	Safety	200	Cones, barricades, safety glasses, vests, ear and eye protection. 3 yr wgt'd avg. (194)	Cones, barricades, safety glasses, vests, ear and eye protection. 3 yr wgt'd avg. (145)
4400	Contracted Services	8,059	General contractor work and labor as needed. 3 yr wgt'd avg. (8,059)	General contractor work and labor as needed. 3 yr wgt'd avg. (9,032)
4450	Telephone	1,439	Telephone line charge 2 lines (Cemetery and Parks Building) Cell phone - Working Foreman	Telephone line charge 2 lines (Cemetery and Parks Building) Cell phone - Working Foreman
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 3 yr wgt'd avg. (4,541)	Normal building maintenance for Pine Grove Cemetery, parks building, and other properties. Burner maint. for two bldgs. Alarm monitoring 3 yr wgt'd avg. (4,373)
4459	Equipment Maintenance	2,000	Repairs to equipment that require outside service. Parts for in-house service of lawn mowers, weed wackers and power tools. New weed wackers 3 yr wgt'd avg. (1,471)	Repairs to equipment that require outside service. Parts for in-house service of lawn mowers, weed wackers and power tools. New weed wackers 3 yr wgt'd avg. (608)
4465	Expansion & Development	1,000	Blasting in Pine Grove Cemetery Tree cutting, dozer rental, loam & hydro seed for expansion. Tree removal 3 yr wgt'd avg. (21,631)	For blasting in Pine Grove Cemetery. Tree cutting, dozer rental, loam & hydro seed for expansion. Master Plan 3 yr wgt'd avg. (2,060)

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - PARKS / PROPERTIES

DEPT # - 50300

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4495	Heat	4,098	Heating oil for Pine Grove Cemetery, Parks Building 3 yr wgtd avg (2,123 gals) @ \$1.93	Heating oil for Pine Grove Cemetery, Parks Building 3 yr wgtd avg (2,305 gals) @ \$2.29
4496	Electricity	1,054	Based on 3 year weighted average, less 7.5%	Based on 3 year weighted average, plus estimated increase from provider.
4497	Other Utilities	14,330	Parks and Cemetery buildings Septic Pumping Town Water Irrigation: Michelle Park, Pine Grove Cemetery 3 yr wgtd avg. (14,055)	Parks and Cemetery buildings Septic Pumping Town Water Irrigation: Michelle Park, Pine Grove Cemetery 3 yr wgtd avg. (14,074)
			1,100	925
			13,230	13,149

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
MUNICIPAL SERVICES-ENGINEERING								
30100 - 4090	REGULAR PAY	287,153	285,218	287,246	307,480	307,480	307,480	307,480
30100 - 4092	TEMPORARY PAY	-	-	3,114	-	-	-	-
30100 - 4170	RETIREMENT	30,345	31,773	32,401	34,990	34,990	34,990	34,990
30100 - 4171	DISABILITY INSURANCE	2,081	2,132	2,118	2,216	2,216	2,216	2,216
30100 - 4172	WORKERS' COMPENSATION	17,618	16,711	16,711	18,684	18,684	18,684	18,684
30100 - 4174	FICA-SOCIAL SECURITY	21,236	21,820	21,281	23,522	23,522	23,522	23,522
30100 - 4176	HEALTH INSURANCE	76,530	84,492	84,789	88,549	88,549	88,549	88,549
30100 - 4177	UNEMPLOYMENT COMPENSATION	364	201	212	212	149	149	149
30100 - 4178	LIFE INSURANCE	1,044	1,044	1,044	1,044	1,044	1,044	1,044
30100 - 4179	DENTAL INSURANCE	3,106	3,660	3,660	3,843	3,660	3,660	3,660
30100 - 4200	OFFICE SUPPLIES	538	200	609	527	527	527	527
30100 - 4210	OPERATING SUPPLIES	437	202	18	912	912	912	912
30100 - 4237	GAS & OIL	391	853	518	453	453	453	453
30100 - 4402	ENGINEERING SERVICES	566,034	71,200	31,722	7,000	257,000	7,000	7,000
30100 - 4405	MEMBERSHIPS & PUBLICATIONS	674	795	905	1,256	1,256	1,256	1,256
30100 - 4406	PRINTING & BINDING	225	231	26	504	504	504	504
30100 - 4408	VEHICLE EXPENSE	188	400	84	100	100	100	100
30100 - 4453	MEETINGS & TRAINING	110	1,765	1,718	1,885	1,885	1,885	1,885
30100 - 4458	VEHICLE MAINTENANCE	104	350	-	500	500	500	500
30100 - 4600	OFFICE FURNITURE & EQUIP.	742	-	-	-	-	-	-
30100 - 4994	SITE REMEDIATION	4,488	5,363	4,380	9,815	9,815	9,815	9,815

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
TOTAL		1,013,409	528,410	492,555	503,492	753,246	503,246	503,246

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
ENGINEERING - 30100			
4090	DEPUTY DIRECTOR-ENGINEERING	0	108,461
	SENIOR ENGINEER	0	101,462
	CAPITAL PROJECTS ENGINEER	0	97,557

			307,480

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4200	Office Supplies	527	Misc. paper, pens, clips, envelopes, folders, binders, etc 3 year weighted average	Misc. paper, pens, clips, envelopes, folders, binders, etc Level funded
4210	Operating Supplies	912	Marking Paint 80 Batteries 18 Paint stick 45 Shop drawing stamp 75 Large format paper cutter 400 Tape measure 20 Machete 30 Grade rod section 50 Folding ruler 21 Prism Pole 150 Mag nails 23	Marking Paint 40 Batteries 18 Video Tape 24 DVD/CD - digital storage media 30 Survey flagging (2 @ \$22) 44 Safety vest for new Eng Dir 16 Tape measure 30
4237	Gas & Oil	453	231 gal @ \$ 1.96/gal - 2 vehicles 3 year weighted average gal	371 gal @ \$ 2.30/gal - 2 vehicles 3 year weighted average
4402	Engineering Services	7,000		MS4 - Filing of Annual Stormwater Report (Yr 14): preparation of annual compliance report for the current National Pollution Discharge Elimination System (NDPES) Phase II for Small Municipal Separate Storm Sewer System (MS4) Permit. 4,200

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
			Outside engineering services as required by various departments. Amount represents small scale schematic or feasibility work on potential projects, studies, minor wetlands assessments, limited easement assistance, survey work, or other general minor technical assistance to the Town. (level funded from 2017)	7,000	Outside engineering services as required by various departments. Amount represents small scale schematic or feasibility work on potential projects, studies, minor wetlands assessments, limited easement assistance, survey work, or other general minor technical assistance to the Town (level funded from 2016)	7,000
					Design of Church Street Extension- Revenue offset of 60,000 from Zone 2 Impact fees GF 1-3670	60,000
4405	Memberships & Publications	1,256	NH Public Works Association Annual Group Membership (Director, Sr Engineer & Engineer)	100	NH Public Works Association Annual Group Membership (Director, Sr Engineer & Engineer)	100
			American Society of Civil Engineers Annual Membership (Capital Projects Engineer)	310	American Society of Civil Engineers Annual Membership (Director)	310
			National Society of Professional Engineers Annual Membership (Sr Engineer & Director)	398	National Society of Professional Engineers Annual Membership (Sr Engineer)	185
			NH Professional Engineering License Renewal (Cap. Proj. Eng. & Director)	150	NH Professional Engineering License Renewal (1)	150
			AASHTO/ASCE/AutoCAD/ENR Technical Publications	60	AASHTO/ASCE/AutoCad Technical Publications	50
			American Public Works Association Annual Membership (Director)	238		

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4406	Printing & Binding	504	Business cards (1 box) for Engineer 90 Large format print paper (6 boxes @ \$33) 198 Large format ink cartridges (3 @ \$72) 216	Business cards (1 box) for new Director 75 Large format print paper (2 boxes @ \$33) 66 Door hanger notices - 1 box 90
4408	Vehicle Expense	100	Use of Private Vehicles - mileage	Use of Private Vehicles - mileage
4453	Meetings & Training	1,885	LGC Annual Conference (Sr. Engineer & Cap. Proj. Engineer) (2 @ \$ 80) 160 NH Public Works Assoc, UNH Technology Transfer, NH Society of Professional Engineers Trainings (Sr. Engineer, Cap. Proj. Engineer, Director – 2 ea) (6 @ \$ 60) 360 American Public Works Association Seminar (Director) – 2 days 1,365	LGC Annual Conference (Sr. Engineer & Engineer) (2 @ \$ 80) 160 NH Public Works Assoc & UNH Technology Transfer Trainings (Sr. Engineer & Engineer – 2 ea) (4 @ \$ 60) 240 American Society of Civil Engineers Seminar (Director) – 2 days 1,365
4458	Vehicle Maintenance	500	1st vehicle-P3 250 2nd vehicle-P100 250	1st vehicle-P3 100 2nd vehicle-P100 250
4994	Site Remediation	9,815	Municipal Underground Storage Tank Compliance Work consists of Line Leak Testing, Annual Compliance Audit, and Geotechnical Eng Consultant for: DPW 1,445 Kelley Library 1,385	Municipal Underground Storage Tank Compliance Work consists of Line Leak Testing, Annual Compliance Audit, and Geotechnical Eng Consultant for: DPW 1,348 Kelley Library 1,991

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - ENGINEERING

DEPT # - 30100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			District Court (incl. monthly inspections)	6,185
			Unanticipated parts and physical repairs associated with the above testing and audit work	800
			District Court	1,224
			Unanticipated parts and physical repairs associated with the above testing and audit work	800

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
MUNICIPAL SERVICES-LIGHTING/TRAFFIC								
50400 - 4226	TRAFFIC LIGHT MAINTENANCE	21,601	42,562	44,622	47,602	47,602	47,602	47,602
50400 - 4254	ITS MAINTENANCE	19,262	-	-	-	-	-	-
50400 - 4400	CONTRACTED SERVICES	-	9,975	9,975	9,975	9,975	9,975	9,975
50400 - 4496	ELECTRICITY	511,089	546,100	548,953	514,830	514,830	514,830	514,830
TOTAL		551,951	598,637	603,550	572,407	572,407	572,407	572,407
TOTAL-MUNICIPAL SERVICES		5,705,334	5,492,154	5,640,625	5,536,560	5,916,445	5,666,445	5,666,445

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - MUNICIPAL SERVICES - LIGHTING / TRAFFIC

DEPT # - 50400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4226	Traffic Light/System Maintenance	47,602	Emergency repairs to 30 traffic control systems, 20 flashing lights, 15 school zone lights, and 1 cross walk light Repairs to the Opticom Preventive Maintenance ITS/ATMS maintenance 3 yr avg. (32,345)	28,562 Emergency repairs to 30 traffic control systems, 20 flashing lights, 15 school zone lights, and 1 cross walk light Repairs to the Opticom 4,000 5,040 ITS/ATMS maintenance 10,000 3 yr avg. (38,251)
4400	Contracted Services	9,975	ITS/ATMS Monitoring	ITS/ATMS Monitoring
4496	Electricity	514,830	2,580 street lights. 30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light. Based on 3 year weighted average	2,580 street lights. 30 traffic control systems, 10 flashing lights, 8 school zone lights and 1 cross walk light. Based on 3 year weighted average, plus estimated increase from provider

2018 BUDGET

DEPT.	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>HUMAN SERVICES SUMMARY</i>							
ADMINISTRATION	178,581	187,202	110,033	124,776	124,697	124,697	124,697
DIRECT ASSISTANCE	62,144	65,500	16,484	44,500	44,500	44,500	44,500
OUTSIDE HUMAN SERVICES	82,153	120,800	113,300	125,000	125,000	125,000	125,000
<hr/>							
TOTAL - HUMAN SERVICES	322,878	373,502	239,817	294,276	294,197	294,197	294,197

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>HUMAN SERVICES - ADMINISTRATION</i>								
60100 - 4090	REGULAR PAY	121,176	123,103	67,352	77,604	77,604	77,604	77,604
60100 - 4170	RETIREMENT	-	114	7,015	8,832	8,832	8,832	8,832
60100 - 4171	DISABILITY INSURANCE	1,001	1,087	615	625	625	625	625
60100 - 4172	WORKERS' COMPENSATION	356	392	306	217	217	217	217
60100 - 4174	FICA-SOCIAL SECURITY	8,713	9,417	4,790	5,937	5,937	5,937	5,937
60100 - 4176	HEALTH INSURANCE	44,523	50,003	28,263	29,516	29,516	29,516	29,516
60100 - 4177	UNEMPLOYMENT COMPENSATION	182	134	114	66	48	48	48
60100 - 4178	LIFE INSURANCE	448	470	263	348	348	348	348
60100 - 4179	DENTAL INSURANCE	1,777	1,777	1,220	1,281	1,220	1,220	1,220
60100 - 4200	OFFICE SUPPLIES	340	200	46	200	200	200	200
60100 - 4453	MEETINGS & TRAINING	65	150	50	150	150	150	150
60100 - 4459	EQUIPMENT MAINTENANCE	-	355	-	-	-	-	-
SUBTOTAL		178,581	187,202	110,033	124,776	124,697	124,697	124,697

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
HUMAN SERVICES ADMINISTRATION - 60100			
4090	HUMAN SERVICES DIRECTOR (37.5 HOURS, WAS 30 HOURS)	0	77,604
	HUMAN SERVICES ADMINISTRATIVE ASSISTANT (30 HRS)	(1)	
	(combined with Community Development Admin to make Coordinator)		

			77,604

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - HUMAN SERVICES - ADMINISTRATION

DEPT # - 60100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
4200	Office Supplies	200	Copier paper		Copier paper	
			Misc pens, batteries, tape		Misc pens, batteries, tape	
			Misc. Supplies		Misc. Supplies	
4453	Meetings & Training	150	NH Local Welfare Admin. Dues	50	NH Local Welfare Admin. Dues	50
			Southern NH Council Dues	20	Southern NH Council Dues	20
			NH Welfare Admin Conf.	40	NH Welfare Admin Conf.	40
			Workshops: Domestic Violence, Child Abuse and Neglect, Legal Assistance	40	Workshops: Domestic Violence, Child Abuse and Neglect, Legal Assistance	40
			Workshop on low income issues, etc		Workshop on low income issues, etc	

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>DIRECT ASSISTANCE</i>								
60110 - 4433	OTHER ASSISTANCE	17,061	10,000	259	7,500	7,500	7,500	7,500
60110 - 4434	MEDICAL	-	500	-	500	500	500	500
60110 - 4437	FOOD	2,024	5,000	2,468	4,000	4,000	4,000	4,000
60110 - 4438	RENT	35,788	40,000	11,067	25,000	25,000	25,000	25,000
60110 - 4439	UTILITIES	7,271	10,000	2,690	7,500	7,500	7,500	7,500
SUBTOTAL		62,144	65,500	16,484	44,500	44,500	44,500	44,500

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - HUMAN SERVICES - DIRECT ASSISTANCE

DEPT # - 60110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4433	Other Assistance	7,500	Cost for transportation, burials, clothing, emergency home repairs, a catch-all category.	Cost for transportation, burials, clothing, emergency home repairs, a catch-all category.
4434	Medical	500	Cost for prescriptions, dental and emergency medical assistance.	Cost for prescriptions, dental and emergency medical assistance.
4437	Food	4,000	Provides for food purchases for Town Welfare clients.	Provides for food purchases for Town Welfare clients.
4438	Rent	25,000	Includes payments for rent, emergency housing, and security deposits of eligible clients. Rent costs continue to be our most expensive line item.	Includes payments for rent, emergency housing, and security deposits of eligible clients. Rent costs continue to be our most expensive line item.
4439	Utilities	7,500	Covers fuel costs such as oil/gas. Also includes electrical bills, and other utility costs.	Covers fuel costs such as oil/gas. Also includes electrical bills, and other utility costs.

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
OUTSIDE HUMAN SERVICES								
60200 - 4812	UPPER ROOM	10,000	10,000	7,500	7,500	7,500	7,500	7,500
60200 - 4813	FAMILY PROMISE	5,000	5,000	-	-	-	-	-
60200 - 4814	BOYS & GIRLS CLUB	12,500	12,500	12,500	15,000	15,000	15,000	15,000
60200 - 4856	BRIDGES	1,000	1,000	1,000	1,000	1,000	1,000	1,000
60200 - 4894	CART	-	47,000	47,000	47,000	47,000	47,000	47,000
60200 - 4906	SALEM FAMILY RESOURCE CENTER	7,000	7,000	7,000	7,000	7,000	7,000	7,000
60200 - 4920	ROCK. CTY. COMMUN. ACTION	-	-	-	10,000	10,000	10,000	10,000
60200 - 4921	RET. SENIORS VOL. PROGRAM	4,000	4,000	4,000	4,000	4,000	4,000	4,000
60200 - 4923	A SAFE PLACE (HAVEN)	2,000	1,000	1,000	1,000	1,000	1,000	1,000
60200 - 4926	GREATER SALEM CAREGIVERS	15,000	15,000	15,000	15,000	15,000	15,000	15,000
60200 - 4937	ROCKINGHAM NTR, MEALS ON WHEELS	11,653	13,000	13,000	13,000	13,000	13,000	13,000
60200 - 4969	COMMUNITY HEALTH SERVICES	14,000	5,300	5,300	4,500	4,500	4,500	4,500
SUBTOTAL		82,153	120,800	113,300	125,000	125,000	125,000	125,000
TOTAL-HUMAN SERVICES		322,878	373,502	239,817	294,276	294,197	294,197	294,197

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - HUMAN SERVICES - OUTSIDE HUMAN SERVICES

DEPT # - 60200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4812	Upper Room	7,500	Provides Salem families and youth with Juvenile Diversion Programs, Adolescent Wellness, Community Service opportunities, help with combating youth shoplifting and parent support groups.	Provides Salem families and youth with Juvenile Diversion Programs, Adolescent Wellness, Community Service opportunities, help with combating youth shoplifting and parent support groups.
4814	Boys & Girls Club	15,000	Provides children of Salem with impactful educational programing, math and reading assistance and a host of after school enrichment programs as well as extensive summer programming. Adding new drug and alcohol deterrent programs and has developed coalation "Stand Up Salem" to combat growing drug abuse issue in Salem. In 2016, 942 youths participated in 59,149 visits to the club.	Provides children of Salem with impactful educational programing, math and reading assistance and a host of after school enrichment programs as well as extensive summer programming. Adding new drug and alcohol deterrent programs in the club as well as Salem Schools and has developed community coalation "Stand Up Salem" to combat growing drug abuse issue in Salem.
4856	Bridges	1,000	Bridges provides services to victims of sexual violence. In 2016, Bridges provided 36 Salem residents with Crisis Intervention and Advocacy. 863 residents were helped with Education and Outreach Program.	Bridges provides services to victims of sexual violence in Salem. Last year Bridges served a total of 5 shelter beds for Salem clients and 50 crisis intervention and advocacy units.
4894	CART	47,000	CART provides the opnly public transportation in Salem. Last year they provided 13,151 trips to 229 duplicated residents.	Cooperative Alliance for Regional Transportation (moved from Community Development & reduced funding)

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - HUMAN SERVICES - OUTSIDE HUMAN SERVICES

DEPT # - 60200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4906	Salem Family Resources	7,000	Provided 157 clients with 35 units Parenting and Play groups to Salem Families in addition to referrals for parents to counseling, health care, special education.	Provided 135 clients with 40 units Parenting and Play groups to Salem Families in addition to referrals for parents to counseling, health care, special education. Have increased playgroups from 25-36 and added new intensive parenting curriculum. Amount of grant indicates combination of old and new programs.
4920	Rockingham County Community Action	10,000	472 Salem households were assisted with Fuel Assistance grants. 204 were also provided a food pantry. Electric discounts were granted to 509 families.	Provides a number of services to Salem's low income families including fuel assistance. Human Service Was a warrant article in 2016.
4921	Retired Senior Volunteers Prog.	4,000	2,002 Salem residents were assisted by a "Friends" volunteer last year. They volunteer at the Ingram Center, AARP, Caregivers, NE Rehab, Salem Haven and other local agencies.	Provided 33 volunteers who donated 2,205 hours of service to seniors in 6 Salem non-profit agencies last year.
4923	A Safe Place	1,000	Agency provides limited case management services for domestic violence victims in the Town of Salem. In 2016, their report states 128 Salem residents were served.	Agency provides limited case management services for domestic violence victims in the Town of Salem. Agency has not provided timely reports. Human Service Director recommends reducing grant by \$1,000.
4926	Greater Salem Caregivers	15,000	Provides to frail, elderly, temporarily or permanently disabled. Provided 2,062 services such as rides, shopping, visits and wellness checks to 184 Salem Residents.	Provides to frail, elderly, temporarily or permanently disabled. Provided 2,811 services such as rides, shopping, visits and wellness checks to 230 Salem Residents.

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - HUMAN SERVICES - OUTSIDE HUMAN SERVICES

DEPT # - 60200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4937	Rockingham NTR, Meals on Wheels	13,000	Agency is feeding 361 Salem clients per day nutritional individual meals to Seniors both at the Ingram Center and to Salem homebound residents. Served over 38,128 meals to Salem residents and have significantly improved the nutrition content of their meals. 6,899 were group meals and 31,229 were home delivered.	Are feeding 155 Salem clients per day nutritional individual meals to Salem Seniors both at the Salem Senior center and to Salem homebound residents. Served over 38,627 meals to Salem residents and have significantly improved the nutrition content of their meals.
4969	Community Health Services	4,500	The Affordable Care Act has affected the services CHS has historically provided to Salem residents. The Core HMO program no longer being utilized by Salem residents. The agency is offering case management services and help with enrollment in either Medicaid or in Health Insurance Marketplace.	Agency has changed focus due to Federal Healthcare Mandates and in both 2015 and 2016 have seen a 60% decrease in Salem residents accessing their services. In a letter dated June 9, 2016 they requested a \$2,000 decrease in funding. The Salem Human Services Director recommends reducing the funding by approximately 60%.

2018 BUDGET

DEPT.	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
COMMUNITY SERVICES SUMMARY							
ADMINISTRATION	493,635	540,963	478,597	553,885	555,007	555,007	555,007
INGRAM SENIOR CENTER	30,171	75,265	66,935	37,204	37,204	37,204	37,204
FACILITIES	20,582	11,774	11,408	11,579	11,579	11,579	11,579
<hr/>							
TOTAL - COMMUNITY SERVICES	544,389	628,002	556,940	602,668	603,790	603,790	603,790

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
COMMUNITY SERVICES-ADMINISTRATION								
60400 - 4090	REGULAR PAY	278,419	287,715	247,362	278,443	279,648	279,648	279,648
60400 - 4092	TEMPORARY PAY	40,213	65,404	55,204	71,553	71,553	71,553	71,553
60400 - 4098	OVERTIME PAY	668	300	68	300	300	300	300
60400 - 4170	RETIREMENT	30,737	32,441	30,001	31,686	31,824	31,824	31,824
60400 - 4171	DISABILITY INSURANCE	2,344	2,449	2,195	2,436	2,447	2,447	2,447
60400 - 4172	WORKERS' COMPENSATION	9,304	7,327	7,224	8,091	8,135	8,135	8,135
60400 - 4174	FICA-SOCIAL SECURITY	23,897	27,037	22,643	26,797	26,889	26,889	26,889
60400 - 4176	HEALTH INSURANCE	85,036	97,292	94,714	112,144	112,144	112,144	112,144
60400 - 4177	UNEMPLOYMENT COMPENSATION	587	558	442	554	401	401	401
60400 - 4178	LIFE INSURANCE	827	852	737	874	874	874	874
60400 - 4179	DENTAL INSURANCE	3,595	3,817	3,410	4,473	4,258	4,258	4,258
60400 - 4182	CLOTHING ALLOWANCE	669	667	676	667	667	667	667
60400 - 4200	OFFICE SUPPLIES	2,211	950	663	950	950	950	950
60400 - 4210	OPERATING SUPPLIES	3,833	3,895	3,213	3,895	3,895	3,895	3,895
60400 - 4237	GAS & OIL	63	-	-	400	400	400	400
60400 - 4400	CONTRACTED SERVICES	2,975	2,800	2,528	2,800	2,800	2,800	2,800
60400 - 4405	MEMBERSHIPS & PUBLICATIONS	330	400	310	440	440	440	440
60400 - 4406	PRINTING & BINDING	1,880	1,250	1,657	1,500	1,500	1,500	1,500
60400 - 4408	VEHICLE EXPENSE	696	1,300	1,210	450	450	450	450

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
60400 - 4410	ADVERTISING	934	1,000	1,186	1,100	1,100	1,100	1,100
60400 - 4448	BUS RENTAL	1,320	1,000	-	-	-	-	-
60400 - 4450	TELEPHONE	1,597	1,234	1,487	1,752	1,752	1,752	1,752
60400 - 4453	MEETINGS/TRAINING	625	675	474	780	780	780	780
60400 - 4459	EQUIPMENT MAINTENANCE	874	600	1,192	1,800	1,800	1,800	1,800
SUBTOTAL		493,635	540,963	478,597	553,885	555,007	555,007	555,007

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
COMMUNITY SERVICES ADMINISTRATION - 60400			
4090	COMMUNITY SERVICES DIRECTOR	0	81,415
	SENIOR CENTER COORDINATOR (2)	0	106,251
	RECREATION CLERK	0	46,815
	CUSTODIAN	0	45,167

			279,648

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	71,553	Painting Instructor 40 weeks @ \$25 1,000 (Instructor partially offset by registration fees) Recreation Coordinator 38,105 Beach Staff 32,448	Painting Instructor 40 weeks @ \$25 1,000 (Instructors partially offset by registration fees) Recreation Coordinator 34,588 Beach Staff 29,328
4098	Overtime	300	Overtime as needed for Summer help	Overtime as needed for Summer help
4182	Clothing Allowance	667	Custodian/AFSCME contract 667 (uniform service \$417, boot allowance \$250)	Custodian/AFSCME contract 667 (uniform service \$417, boot allowance \$250)
4200	Office Supplies	950	Miscellaneous office supplies 950 Pens, pencils, adding machine tape, paper, masking tape, poster board, small staples, markers, clip boards, laminating, and calendars.	Miscellaneous office supplies 950 Pens, pencils, adding machine tape, paper, masking tape, poster board, small staples, markers, clip boards, laminating, and calendars.
4210	Operating Supplies	3,895	ASCAP (license to play music) 345 Activities, programs and volunteer supplies, coffee, etc, >COA/donations Fishing Derby: 1,250 Fish, ribbons, trophies, prizes (Funds are in addition to annual donation of 1,000 from Salem Rotary for Fish) Staff T-Shirts 300 Equipment: 500 Life guard saving devices, first aid supplies, ice packs Halloween Party: 1,500 Candy, prizes, games, entertainment	ASCAP (license to play music) 345 Activities, programs and volunteer supplies, coffee, etc, >COA/donations Fishing Derby: 1,250 Fish, ribbons, trophies, prizes (Funds are in addition to annual donation of 1,000 from Salem Rotary for Fish) Staff T-Shirts 300 Equipment: 500 Life guard saving devices, first aid supplies, ice packs Halloween Party: 1,500 Candy, prizes, games, entertainment
4237	Gas & Oil	400	Gas & Oil 400	

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4400	Contracted Services	2,800	Portable toilets: 2,800 Michele Memorial Park Tennis Courts (2), DeBenedetto (Shannon) (1), Morse Soccer (2), Field of Dreams (2), Palmer (1), Wal-Mart (1), Hedgehog Park (1)	Portable toilets: 2,800 Michele Memorial Park Tennis Courts (2), DeBenedetto (Shannon) (1), Morse Soccer (2), Field of Dreams (2), Palmer (1), Wal-Mart (1), Hedgehog Park (1)
4405	Membership & Publications	440	New Hampshire Recreation Park 140 Association (2 memberships) US Tennis Association 65 National Rec & Park Assoc 170 New England Park Association 25 NH Assoc. of Senior Centers 40	New Hampshire Recreation Park 105 Association (2 memberships) US Tennis Association 65 National Rec & Park Assoc 165 New England Park Association 25 NH Assoc. of Senior Centers 40
4406	Printing & Binding	1,500	Printing Brochures: Summer 13,350 copies 350 Flyers (3 flyers per year) 1,150	Printing Brochures: Summer 13,350 copies 350 Flyers (3 flyers per year) 900
4408	Vehicle expense	450	Mileage reimbursement @ .54 450 Includes Custodian, Director, and Program Coordinator Decrease is taking into consideration availability of Town Vehicle	Mileage reimbursement @ .54 1,300 Includes Custodian, Director, and Program Coordinator Increase based on decreased availability of Town Vehicle
4410	Advertising	1,100	Summer Jobs 1,100	Summer Jobs 1,000
4450	Telephone	1,752	Telephone Service: Hedgehog Park and Community Services 1,262 Office (underbudgeted for 2017)	Telephone Service: Hedgehog Park and Recreation Office 744

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - COMMUNITY SERVICES - ADMINISTRATION

DEPT # - 60400

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Cell phone for Director	490
4453	Meetings/Training	780	NH Assoc. of Senior Centers	
			Conference (Sept)	140
			Seminars	440
			Training for Summer Staff	200
4459	Equipment Maintenance	1,800	Annual Piano Tuning (two)	180
			Copier Maintenance & Overages	1,620
			(Leased new copier)	

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
COMMUNITY SERVICES-INGRAM SENIOR CENTER								
60430 - 4201	MAINTENANCE SUPPLIES	2,339	2,000	2,536	2,000	2,000	2,000	2,000
60430 - 4452	BUILDING MAINTENANCE	6,143	45,056	41,251	11,115	11,115	11,115	11,115
60430 - 4457	GROUNDS MAINTENANCE	100	650	214	680	680	680	680
60430 - 4495	HEAT	6,071	8,117	6,896	7,800	7,800	7,800	7,800
60430 - 4496	ELECTRICITY	13,890	18,094	14,294	14,064	14,064	14,064	14,064
60430 - 4497	OTHER UTILITIES	1,628	1,348	1,745	1,545	1,545	1,545	1,545
	SUBTOTAL	30,171	75,265	66,935	37,204	37,204	37,204	37,204

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - COMMUNITY SERVICES - INGRAM SENIOR CENTER

DEPT # - 60430

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4201	Maintenance Supplies	2,000	Paper towels, toilet tissue, hand soap, deodorizers, trash bags, cleaning supplies (floor, window, carpet, furniture), etc. (3 yr wgt'd avg =2,082)	Paper towels, toilet tissue, hand soap, deodorizers, trash bags, cleaning supplies (floor, window, carpet, furniture), etc. (3 yr wgt'd avg =1,677)
4452	Building Maintenance	11,115	Pest Control (do own, supplies) 150 Alarm annual monitoring service 192 HVAC annual maintenance 4,608 HVAC repairs 2,000 Elevator annual maintenance 1,220 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 295	Pest Control (do own, supplies) 150 Alarm annual monitoring service 192 HVAC annual maintenance 2,050 Elevator annual maintenance 1,105 (now bi-monthly) 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 295 Generator-New ATS controller 4,297 Roof repairs 17,900 Insulation 12,417 Roof Turbines 2,400 Emergency Exit doors (2) 1,600
4457	Grounds Maintenance	680	Fertilizer, lawn supplies, mulch, ice melt, parking lot paint 500	Fertilizer, lawn supplies, mulch, ice melt, parking lot paint 500

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - COMMUNITY SERVICES - INGRAM SENIOR CENTER

DEPT # - 60430

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Sprinkler system fall drain, spring open 180	Sprinkler system fall drain, spring open 150
4495	Heat	7,800	6,446 therms at \$1.21/therm natural gas (3 yr weighted avg)	7,313 therms at \$1.11/therm natural gas (3 yr weighted avg)
4496	Electricity	14,064	Based on 3 year weighted average, less 7.5%	Based on 3 year weighted average, plus estimated increase from provider
4497	Other Utilities	1,545	Water, sewer, back-flow inspection (3 yr weighted avg)	Water, sewer, back-flow inspection (3 yr weighted avg)

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
COMMUNITY SERVICES-RECREATIONAL FACILITIES								
60450 - 4452	BUILDING MAINTENANCE	18,867	9,910	9,365	9,910	9,910	9,910	9,910
60450 - 4496	ELECTRICITY	915	1,064	1,243	869	869	869	869
60450 - 4497	OTHER UTILITIES	800	800	800	800	800	800	800
	SUBTOTAL	20,582	11,774	11,408	11,579	11,579	11,579	11,579
	TOTAL-COMMUNITY SERVICES	544,389	628,002	556,940	602,668	603,790	603,790	603,790

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - COMMUNITY SERVICES - RECREATIONAL FACILITIES

DEPT # - 60450

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4452	Building Maintenance	9,910	Supplies for Hedgehog Park (maintenance, sanitary supplies, repairs, etc.) Hedgehog Park/Beach: -Signs-Rules & Regulations -Sand -Picnic Table -Ramp Repair Fencing	Supplies for Hedgehog Park (maintenance, sanitary supplies, repairs, etc.) Hedgehog Park/Beach: -Signs-Rules & Regulations -Sand -Picnic Table -Ramp Repair Fencing
			400	400
			300	300
			650	650
			1,060	1,060
			4,500	4,500
			3,000	3,000
4496	Electricity	869	Hedgehog Park & Millville, and Palmer Field Based on 3 year weighted average, less 7.5%	Hedgehog Park & Millville, and Palmer Field Based on 3 year weighted average, plus estimated increase from provider.
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)

2018 BUDGET

DEPT.	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>LIBRARY SUMMARY</i>							
ADMINISTRATION	1,332,723	1,425,531	1,354,415	1,438,264	1,452,733	1,452,733	1,452,733
BUILDING	82,381	90,673	102,811	77,356	77,356	77,356	77,356
<hr/>							
TOTAL - LIBRARY	1,415,104	1,516,204	1,457,225	1,515,620	1,530,089	1,530,089	1,530,089

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>LIBRARY-ADMINISTRATION</i>								
70100 - 4090	REGULAR PAY	665,155	677,660	639,761	676,043	685,508	685,508	685,508
70100 - 4092	TEMPORARY PAY	72,065	93,309	86,357	92,445	93,930	93,930	93,930
70100 - 4109	EMPLOYEE RETIREMENT BEN.	-	1	1	1	1	1	1
70100 - 4114	ANNUAL SICK LEAVE BUY-BACK	7,490	7,616	8,365	5,420	5,796	5,796	5,796
70100 - 4170	RETIREMENT	75,582	77,354	75,378	74,338	77,004	77,004	77,004
70100 - 4171	DISABILITY INSURANCE	5,891	5,991	5,792	5,940	6,142	6,142	6,142
70100 - 4172	WORKERS' COMPENSATION	3,823	4,016	3,976	4,094	4,123	4,123	4,123
70100 - 4174	FICA-SOCIAL SECURITY	54,802	59,428	55,074	59,300	60,093	60,093	60,093
70100 - 4176	HEALTH INSURANCE	212,680	256,147	244,331	260,036	260,036	260,036	260,036
70100 - 4177	UNEMPLOYMENT COMPENSATION	1,623	1,372	1,236	1,292	1,178	1,178	1,178
70100 - 4178	LIFE INSURANCE	1,611	1,663	1,587	1,636	1,711	1,711	1,711
70100 - 4179	DENTAL INSURANCE	9,610	9,771	9,661	10,608	10,100	10,100	10,100
70100 - 4200	OFFICE SUPPLIES	980	1,000	970	1,000	1,000	1,000	1,000
70100 - 4210	OPERATING SUPPLIES	10,912	11,250	10,426	11,250	11,250	11,250	11,250
70100 - 4223	ACADEMIC REIMBURSEMENT	-	750	750	-	-	-	-
70100 - 4257	MATERIALS OF TRADE	131,260	138,184	135,598	152,290	152,290	152,290	152,290
70100 - 4400	CONTRACTED SERVICES	52,415	55,327	55,557	55,327	55,327	55,327	55,327
70100 - 4404	AUDIT	727	727	744	730	730	730	730
70100 - 4405	MEMBERSHIPS & PUBLICATIONS	35	35	35	35	35	35	35
70100 - 4406	PRINTING & BINDING	216	2,950	2,065	250	250	250	250
70100 - 4408	VEHICLE EXPENSE	528	602	468	325	325	325	325

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
70100 - 4423	MEDICAL EXAMINATIONS	-	134	-	-	-	-	-
70100 - 4450	TELEPHONE	3,178	3,204	3,315	3,372	3,372	3,372	3,372
70100 - 4451	POSTAGE	588	750	487	588	588	588	588
70100 - 4453	MEETINGS & TRAINING	441	1,120	509	740	740	740	740
70100 - 4459	EQUIPMENT MAINTENANCE	220	250	125	250	250	250	250
70100 - 4467	FEES & CHARGES	5,267	-	-	-	-	-	-
70100 - 4600	OFFICE FURNITURE & EQUIP.	1,482	1,342	970	7,486	7,486	7,486	7,486
70100 - 4608	PUBLIC FURNITURE & EQUIP.	10,509	6,578	5,259	6,468	6,468	6,468	6,468
70100 - 4885	PROGRAMMING	3,631	7,000	5,615	7,000	7,000	7,000	7,000
	SUBTOTAL	1,332,723	1,425,531	1,354,415	1,438,264	1,452,733	1,452,733	1,452,733

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
LIBRARY ADMINISTRATION - 70100			
4090	DIRECTOR	0	94,104
	ASST. DIRECTOR	0	74,135
	SR. REFERENCE LIBRARIAN	0	60,778
	SUPPLY CHAIN MANAGER	0	48,377
	HEAD OF CIRCULATION	0	51,157
	SR. GENERAL LIBRARIAN	0	60,778
	CATALOGER	0	48,054
	YOUTH SERVICES LIBRARIAN	0	54,109
	LIBRARY ASST.-CIRCULATION (4)	0	145,643
	SENIOR CUSTODIAN	0	48,372

			685,508

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
4092	Temporary Pay	93,930	Pages (2)	7,245	Pages (2)	7,145
			Multifunctional P/T (8)	59,666	Multifunctional P/T (8)	58,842
			Library Assistants (1)	18,714	Library Assistants (1)	18,456
			Reference technician (1)	8,305	Reference technician (1)	8,190
4109	Employee Retirement Benefits	1	This line item was used through 2006 to pay for vacation and sick accruals for retiring employees. An expendable trust fund was established at the 2006 Town Meeting to handle these payments in the future.		This line item was used through 2006 to pay for vacation and sick accruals for retiring employees. An expendable trust fund was established at the 2006 Town Meeting to handle these payments in the future.	
4114	Annual Sick Leave Buy Back	5,796	Payment to eligible employees for 50% of sick days remaining over maximum (72) at year end.		Payment to eligible employees for 50% of sick days remaining over maximum (72) at year end.	
4200	Office Supplies	1,000	General office supplies.		General office supplies.	
4210	Operating Supplies	11,250	Library supplies such as barcodes, date due cards, plastic albums to circulate media, and library cards.		Library supplies such as barcodes, date due cards, plastic albums to circulate media, and library cards.	
4257	Materials of Trade	152,290	Collections of print & non-print materials. \$2,200 worth of materials will be offset by restricted trusts, following the restrictions of the trusts. Pursuant to RSA, these expenditures must be included in the operating budget.		Collections of print & non-print materials. \$2,200 worth of materials will be offset by restricted trusts, following the restrictions of the trusts. Pursuant to RSA, these expenditures must be included in the operating budget.	
4400	Contracted Services	55,327	1) GMILCS annual membership	38,533	1) GMILCS annual membership	38,533
			2) IT Independent contract	7,850	2) IT Independent contract	7,850
			3) Internet provider, webpage and email	2,618	3) Internet provider, webpage and email	2,618

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			4) Event calendar 1,250	4) Event calendar 1,250
			5) Stationary IP address 179	5) Stationary IP address 179
			6) Copier rental 3,300	6) Copier rental 3,300
			7) Constant Contact (newsletter) 306	7) Constant Contact (newsletter) 306
			8) CybraryN (internet computer management) 875	8) CybraryN (internet computer management) 875
			9) Misc (motion picture licenses, etc.) 416	9) Misc (motion picture licenses, etc.) 416
				The copier rental is an addition to this line, with the total cost offset by funds moved from the Fees and Charges line
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. Added \$2,800 to cover cost of producing 10,000 library cards
4408	Vehicle Expense	325	Mileage reimbursements for library personnel, calculated at current rate of \$.56 per mile. Components are:	Mileage reimbursements for library personnel, calculated at current rate of \$.56 per mile. Components are:
			1) Custodian/Courier 194	1) Outreach to Homebound: 31
			2) GMILCS meetings and training 377	2) Custodian/Courier 194
				3) GMILCS meetings 377
4450	Telephone	3,372	Three voice lines and one fax line from Earthlink.	Three voice lines and one fax line from Earthlink.

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4451	Postage	588	Postage costs for library operations: mailing notices (overdue and request), etc.	Postage costs for library operations: mailing notices (overdue and request), etc.
4453	Meetings & Training	740	Registrations and fees for workshops and work related training. Includes regional library association confernecees and sub-conferences, management workshops.	Registrations and fees for workshops and work related training. Includes regional library association confernecees 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	7,486	<div> <div>1) 7 Workstations (staff computers) 6,088</div> <div>2) 5 Task chairs 500</div> <div>3) 2 Barcode scanners 198</div> <div>4) Interior signage 500</div> <div>5) Replacement parts 200</div> </div> <p>Workstations are part of the library's ongoing phased purchases to keep some 50 computers usable. The chairs and scanners are replacements for units that have been broken or for expanded need.</p> <p>Replacement parts (wireless cards, modems, surge protectors, mice, monitors, etc.) are needed each year as parts fail.</p>	<div> <div>1) Reading/Writing easel 327</div> <div>2) 2 Barcode scanners 204</div> <div>3) 3 Kick stools 163</div> <div>4) Utility cart for programming 328</div> <div>5) Interior signage 161</div> <div>5) Replacement parts 159</div> </div> <p>Scanners and stools are ongoing project to replace worn out/broken items. The easel and cart will be used in programming or in support of programming. Signage to reflect changes in the library and misc parts for computers, wifi system, and similar.</p> <p>Replacement parts (wireless cards, modems, surge protectors, mice, monitors, etc.) are needed each year as parts fail.</p>

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - LIBRARY - ADMINISTRATION

DEPT # - 70100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4608	Public Furniture & Equipment	6,468	<p>This line supports the needs of the modern library user, emphasizing digital services and support. The contents of this line include:</p> <p>1) Shelving for paperback picture books 1,352</p> <p>2) Shelving for early readers 5,116</p>	<p>This line supports the needs of the modern library user, emphasizing digital services and support. The contents of this line include:</p> <p>1) 7 Child Chairs for iPad table and AWE computer tables 385</p> <p>2) 4 Public use tables, main floor 3,068</p> <p>3) 4 Public use tables, Kelly Room 2,836</p> <p>4) Storage unit for puzzles, toys 289</p>
4885	Programming	7,000	<p>Programming is a basic library service. Expenditures are completely offset by Fees & Charges income which is included on the Revenue side of the budget. Additional F&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>Programming is a basic library service. Expenditures are completely offset by Fees & Charges income which is included on the Revenue side of the budget. Additional F&C funds have been added to offset the increase to this line.</p> <p>The income currently comes from : vending machine, copiers, printers, sale of non-resident cards, book sales, and miscellaneous charges.</p>

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
BUILDING								
70110 - 4201	MAINTENANCE SUPPLIES	4,432	4,016	3,890	4,016	4,016	4,016	4,016
70110 - 4452	BUILDING MAINTENANCE	17,316	20,131	40,812	20,131	20,131	20,131	20,131
70110 - 4469	BUILDING IMPROVEMENTS	10,891	10,839	6,455	5,380	5,380	5,380	5,380
70110 - 4470	GENERAL LIABILITY	6,634	6,678	6,783	6,854	6,854	6,854	6,854
70110 - 4491	PROPERTY INSURANCE	7,607	7,599	7,614	7,469	7,469	7,469	7,469
70110 - 4495	HEAT	10,691	11,782	10,194	9,445	9,445	9,445	9,445
70110 - 4496	ELECTRICITY	23,662	28,402	25,806	22,892	22,892	22,892	22,892
70110 - 4497	OTHER UTILITIES	1,148	1,225	1,257	1,169	1,169	1,169	1,169
70110 - 4607	EQUIPMENT	-	1	-	-	-	-	-
SUBTOTAL		82,381	90,673	102,811	77,356	77,356	77,356	77,356
TOTAL-LIBRARY		1,415,104	1,516,204	1,457,225	1,515,620	1,530,089	1,530,089	1,530,089

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - LIBRARY - BUILDING

DEPT # - 70110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4201	Maintenance Supplies	4,016	Basic janitorial supplies such as cleaning supplies, toilet paper & paper towels for bathrooms, etc.	Basic janitorial supplies such as cleaning supplies, toilet paper & paper towels for bathrooms, etc.
4452	Building Maintenance	20,131	1) HVAC contract 5,195 2) Fire and Security 610 3) Elevator contract 600 4) General repairs and maint. 13,726 This number includes grounds maintenance and the cost for work, expected and unexpected, to maintain a 40 yr old, heavily used facility.	1) HVAC contract 5,195 2) Fire and Security 610 3) Elevator contract 600 4) General repairs and maint. 13,726 This number includes grounds maintenance and the cost for work, expected and unexpected, to maintain a 40 yr old, heavily used facility.
4469	Building Improvements	5,380	2) Replace air conditioner as part of replacement plan for units 30+ years old 5,380	1) New fixtures for handicapped bathrooms (2). Plumbing costs absorbed by maintenance line 1,021 2) Replace air conditioner as part of replacement plan for units 30+ years old 9,818
4470	General Liability	6,854	Liability Coverage as part of the Town policy	Liability Coverage as part of the Town policy
4491	Property Insurance	7,469	Property Coverage as part of the Town policy	Property Coverage as part of the Town policy
4495	Heat	9,445	Heating oil. Based on 3 year weighted average of oil used, with the estimated cost per gallon of \$1.93	Heating oil. Based on 3 year weighted average of oil used, with the estimated cost per gallon of \$2.29

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - LIBRARY - BUILDING

DEPT # - 70110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4496	Electricity	22,892	Based on a 3 yr weighted average, less 7.5%	Based on a 3 yr weighted average, plus 25% increase on 25% of distribution rates
4497	Other Utilities	1,169	Town water and sewer based on 3 year weighted average of usage.	Town water and sewer based on 3 year weighted average of usage.

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
COMMUNITY CONTRIBUTIONS								
70200 - 4913	SALEM VETERANS' ASSOCIATION	5,000	5,000	5,000	5,000	5,000	5,000	5,000
70200 - 4914	HOLIDAY CELEBRATIONS	-	5,300	3,015	-	-	-	-
70200 - 4915	INDEPENDENCE DAY	18,797	18,394	16,709	17,704	17,704	17,704	17,704
TOTAL		23,797	28,694	24,724	22,704	22,704	22,704	22,704

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - COMMUNITY CONTRIBUTIONS

DEPT # - 70200

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
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	17,704	Fireworks display	10,000
			Police Detail	6,006
			Fire Detail	1,348
			Entertainment	350

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
<i>CAPITAL IMPROVEMENTS</i>								
80100 - 4469	BUILDING IMPROVEMENTS	-	-	-	286,133	-	-	-
80100 - 4616	COMMUNICATIONS EQUIPMENT	-	282,879	265,675	-	-	-	-
80100 - 4624	BRIDGE / CULVERT RECONSTRUCTION	262,746	-	-	-	-	-	-
80100 - 4719	LEASE/PURCHASE	433,302	756,322	904,942	871,041	880,199	880,199	880,199
80100 - 4727	FIRE DEPARTMENT VEHICLES	540,255	-	-	16,697	31,969	31,969	31,969
80100 - 4729	PW-EQUIPMENT REPLACEMENT	228,156	-	-	31,680	31,680	31,680	31,680
80100 - 4823	FIRE FACILITIES	-	-	-	41,500	41,500	41,500	41,500
80100 - 4888	GEOGRAPHIC INFO. SYSTEM-FLYOVER	-	-	-	110,000	-	-	-
80100 - 4896	PC TECHNOLOGY UPGRADE	49,464	-	-	66,050	66,050	66,050	66,050
TOTAL		1,513,923	1,039,201	1,170,617	1,423,101	1,051,398	1,051,398	1,051,398

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - CAPITAL

DEPT # - 80100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4719	Lease/Purchase	880,199	See lease schedule for existing lease agreements New Leases: Police-Prisoner transport van Fire-Ambulance Fire-Utility DPW-Large dump truck DPW-Sidewalk tractor DPW-Landfill Scale	See lease schedule for existing lease agreements New leases for Fire and MS-DPW Equipment
4727	Fire Department Vehicles	31,969	1 Medium-duty, Horton Ambulance with International Chassis and all equipment including: Lettering, Radio & Knox Box installation (amount represents equipment-ambulance cost in lease amount) Chevy 3500 Utility Body and Plow with . Includes mobile radio, emergency lighting, and tool boxes for equipment storage. (replaces a 2003 Chevy Tahoe) (amount represents equipment-vehicle cost in lease amount)	591,609 164,713
4729	DPW Equipment Replacement	31,680	Sidewalk tractor equipment (tractor included in lease amount) Landfill scale (design & bid specs)	20,800 10,880

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - CAPITAL

DEPT # - 80100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4823	Fire Facilities	41,500	Consulting report for facility and needs assessment for all existing fire facilities. Assessment to include space needs (programming) present and future as well as existing deficiencies and suggestions for improvement.	41,500
4896	PC Technology Upgrade	66,050	50 New (replacement) computers (1,321/each) Approximately 1/3rd	66,050

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
WARRANT ARTICLES								
90110 - 4452	BUILDING MAINTENANCE	-	13,500	12,235		69,843	69,843	69,843
90110 - 4616	TOWN WIDE COMMUNICATIONS	-	-	-		640,000	640,000	640,000
90110 - 4710	LAND ACQUISITION	-	3,127,150	-		-	-	-
90110 - 4809	EXP TRUST FUND-EMP SEP-KELLEY LIE	15,000	-	-		-	-	-
90110 - 4811	CHILD AND FAMILY SERVICES	3,500	-	-		-	-	-
90110 - 4824	PORTABLE CLASSROOMS	-	-	-		340,000	340,000	340,000
90110 - 4912	CAPITAL RESERVE-ROADS	4,757,604	3,785,332	3,785,332		4,036,107	4,036,107	4,036,107
90110 - 4920	ROCKINGHAM COMMUNITY ACTION	15,000	15,000	15,000		-	-	-
90110 - 4925	WEEDS IN MILLVILLE	-	-	-		3,000	3,000	3,000
90110 - 4929	ISAIAH 58 NH	-	-	-		5,000	5,000	5,000
90110 - 4967	SNOW MANAGEMENT TRUST FUND	250,000	45,342	45,342		-	-	-
90110 - 9990	OPERATING TRANSFER	112,131	-	-		-	-	-
TOTAL		5,153,235	6,986,324	3,857,909		5,093,950	5,093,950	5,093,950

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - SEPARATE WARRANT ARTICLES

DEPT # - 90110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4452	Building Maintenance	69,843	For carpet replacement at the Kelley Library	For painting the exterior of the Kelley Library
4616	Town Wide Communications	640,000	First year's payment for replacement and expansion of the public safety radio communications system	
4824	Portable Classrooms	340,000	For relocating two portable classrooms from Salem High School to the Police Department	
4912	Capital Reserve - Roads	4,036,107	Road Construction and Engineering Program	Road Construction and Engineering Program
4925	Weed Elimination	3,000	To help eliminate weeds that have taken over parts of Millville Lake	
4929	Isaiah 58 NH	5,000	Funding for Isaiah 58 NH	

2018 BUDGET

DEPT.	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
SEWER FUND SUMMARY							
ADMINISTRATION	2,265,048	2,593,494	2,706,804	2,378,842	2,382,221	2,382,221	2,382,221
DEBT SERVICES	425,216	433,671	424,172	423,887	423,887	423,887	423,887
CAPITAL PROJECTS	-	320,000	190,143	460,000	460,000	460,000	460,000
WARRANT ARTICLES	287,600	301,000	301,000	-	-	-	-
<hr/>							
TOTAL - SEWER FUND	2,977,864	3,648,165	3,622,119	3,262,729	3,266,108	3,266,108	3,266,108

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
SEWER-ADMINISTRATION								
28100 - 4090	REGULAR PAY	70,579	101,581	101,893	100,838	102,947	102,947	102,947
28100 - 4092	TEMPORARY PAY	6,545	1,000	19,857	10,000	10,000	10,000	10,000
28100 - 4098	OVERTIME PAY	20,050	9,186	35,977	15,000	15,642	15,642	15,642
28100 - 4112	STAND-BY PAY	2,376	3,547	4,057	3,547	3,699	3,699	3,699
28100 - 4170	RETIREMENT	12,011	12,889	20,820	13,588	13,918	13,918	13,918
28100 - 4171	DISABILITY INSURANCE	604	927	1,308	916	935	935	935
28100 - 4172	WORKERS' COMPENSATION	3,419	3,491	4,279	4,826	4,870	4,870	4,870
28100 - 4174	FICA-SOCIAL SECURITY	6,942	8,822	10,769	9,899	10,120	10,120	10,120
28100 - 4176	HEALTH INSURANCE	41,136	65,681	64,053	60,500	60,500	60,500	60,500
28100 - 4177	UNEMPLOYMENT COMPENSATION	91	139	132	179	130	130	130
28100 - 4178	LIFE INSURANCE	233	356	368	355	363	363	363
28100 - 4179	DENTAL INSURANCE	1,201	1,930	2,286	2,027	1,930	1,930	1,930
28100 - 4182	CLOTHING ALLOWANCE	860	1,362	1,012	1,362	1,362	1,362	1,362
28100 - 4200	OFFICE SUPPLIES	416	100	504	100	100	100	100
28100 - 4235	SMALL TOOLS & EQUIP.	967	709	1,694	709	709	709	709
28100 - 4237	GAS & OIL	2,516	2,505	3,118	1,960	1,960	1,960	1,960
28100 - 4249	RESURFACING	-	-	1,321	-	-	-	-
28100 - 4262	SAFETY	74	230	356	230	230	230	230
28100 - 4399	LEGAL SERVICES	313	2,500	-	1,030	1,030	1,030	1,030

TOWN OF SALEM, NH

FY 18 BUDGET

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
28100 - 4400	CONTRACTED SERVICES	453,436	780,775	846,326	504,094	504,094	504,094	504,094
28100 - 4404	AUDIT	2,545	2,602	2,602	2,555	2,555	2,555	2,555
28100 - 4406	PRINTING & BINDING	1,730	1,574	1,612	3,562	3,562	3,562	3,562
28100 - 4423	MEDICAL EXAMINATIONS	80	82	379	82	82	82	82
28100 - 4450	TELEPHONE	1,490	1,728	1,527	1,500	1,500	1,500	1,500
28100 - 4451	POSTAGE	6,197	6,110	5,907	6,205	6,205	6,205	6,205
28100 - 4453	MEETINGS & TRAINING	4,950	500	-	500	500	500	500
28100 - 4456	RADIO MAINTENANCE	2,318	63	15	63	63	63	63
28100 - 4458	VEHICLE MAINTENANCE	-	150	1,513	150	150	150	150
28100 - 4459	EQUIPMENT MAINTENANCE	1,743	2,000	3,097	2,000	2,000	2,000	2,000
28100 - 4470	GENERAL LIABILITY	13,813	12,717	13,465	15,130	15,130	15,130	15,130
28100 - 4475	FLEET INSURANCE	1,509	1,660	1,517	1,483	1,483	1,483	1,483
28100 - 4488	ADMIN. SERVICE CHARGE	121,500	167,511	167,511	212,109	212,109	212,109	212,109
28100 - 4491	PROPERTY INSURANCE	4,747	5,333	4,890	4,795	4,795	4,795	4,795
28100 - 4496	ELECTRICITY	26,358	30,387	27,696	25,074	25,074	25,074	25,074
28100 - 4497	OTHER UTILITIES	14,682	9,000	17,749	15,703	15,703	15,703	15,703
28100 - 4587	RECORDING FEES	317	150	340	250	250	250	250
28100 - 4615	SEWER EQUIPMENT	5,520	9,000	11,925	16,000	16,000	16,000	16,000
28100 - 4646	GLSD OPERATING COSTS	1,270,357	1,345,197	1,324,931	1,340,521	1,340,521	1,340,521	1,340,521
28100 - 9990	OPERATING TRANSFER	161,420	-	-	-	-	-	-
	SUBTOTAL	2,265,048	2,593,494	2,706,804	2,378,842	2,382,221	2,382,221	2,382,221

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
SEWER ADMINISTRATION - 28100			
4090	WORKING FOREMAN	0	59,428
	LEO-WTP OPERATOR I	0	43,519

			102,947

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	10,000	Police details Manhole repairs 3 yr wgt'd avg. (4,884)	Police details 3 yr wgt'd avg. (1,926)
4098	Overtime Pay	15,642	For overtime calls and emergency work on the sewer system. 3 yr wgt'd avg. (14,667)	For overtime calls and emergency work on the sewer system. 3 yr wgt'd avg. (5,567) Includes COLA effective 4/1/17
4112	Stand-By Pay	3,699	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (1/3 of cost-shared with Water Fund) 3 yr wgt'd avg. (1,616)	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (1/3 of cost-shared with Water Fund) 3 yr wgt'd avg. (505) (2016 low because of staffing) Includes COLA effective 4/1/17
4182	Clothing Allowance	1,362	Per Public Works contract, 2 employees	Per Public Works contract, 2 employees
4200	Office Supplies	100	Copy paper, pens, and other expendables.	Copy paper, pens, and other expendables.
4235	Small Tools & Equipment	709	Ladders, shovels, pumps, hoses, dye tablets, etc. 3 yr wgt'd avg. (798)	Ladders, shovels, pumps, hoses, dye tablets, etc. 3 yr wgt'd avg. (507)
4237	Gas & Oil	1,960	For vehicles, mowers and minor equipment. 1,000 gallons @ \$1.96/gal 3 yr wgt'd avg. (2,749)	For vehicles, mowers and minor equipment. 1,089 gallons @ \$2.30/gal 3 yr wgt'd avg. (3,301)
4262	Safety	230	Hard Hats and safety vests traffic cones/barricades	Hard Hats and safety vests traffic cones/barricades

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Special equipment needed for handling of wastewater and confined space entry. 3 yr wgt'd avg. (98)	Special equipment needed for handling of wastewater and confined space entry. 3 yr wgt'd avg. (107)
4399	Legal Services	1,470	Outside legal services 3 yr wgt'd avg. (1,030)	Outside legal services 3 yr wgt'd avg. (1,447)
4400	Contracted Services	504,094	Annual Preventative Maintenance 9,560 contract for sewer lift stations Sewer lift station pumps (10) Preventive maintenance 12,000 Pump station wet well cleaning 7,000 P.S. Mission controllers maint 500 Video inspection-sewer mains 6,000 Manhole reconstruction 20,000 Emergency repairs to sewer system and pumping stations 18,000 Lift stations generator PM 2,280 Groundwater Management Permit-WWTP 60,300 Soil Remediation Action Plan Implementation-WWTP 335,040 Keewaydin Dr Station check valve 11,111 Sanitary Pumps and Drives (repl) 19,594 Meter reading equipment: Maintenance contract (37%) 1,470 Software maintenance (37%) 1,018 Fire Extinguisher Inspection 125 Time & Attendance Service 96	Annual Preventative Maintenance 9,560 contract for sewer lift stations Sewer lift station pumps (10) Preventive maintenance 12,000 Pump station wet well cleaning 7,000 P.S. Mission controllers maint 500 Video inspection-sewer mains 4,000 Manhole reconstruction 14,000 Emergency repairs to sewer system and pumping stations 18,000 Lift stations generator PM 2,280 Mission Controllers R/F for 10 sewer lift stations \$450 ea 4,500 Balance of Remediation/Demolition of Former Waste Water Treatment Plant 699,778 Meter reading equipment: Maintenance contract (37%) 1,470 Software maintenance (37%) 1,018 Rotating assembly 6,544 Fire Extinguisher Inspection 125

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4404	Audit	2,555	Annual audit	Annual audit
4406	Printing & Binding	3,562	Sewer billing 1,378 Delinquent notices (N11Z) 143 Cert. mail cards 168 3 yr wgt'd avg. (1,680) Printing service for billings 1,873	Sewer billing 1,332 Delinquent notices (N11Z) 74 Cert. mail cards 168 3 yr wgt'd avg. (1,473)
4423	Medical Exams	82	Required random drug and alcohol exams and physicals 3 yr wgt'd avg. (78)	Required random drug and alcohol exams and physicals 3 yr wgt'd avg. (143)
4450	Telephone	1,500	Cell phone (1) 432 Meter towers 37/63 split 1,068	Cell phone (1) 468 Meter towers 37/63 split 1,260
4451	Postage	6,205	Postage for monthly and quarterly billings and delinquency notices 6,085 Postage for Betterment & DBA billings 120 S/W 37-63% split 3 yr wgt'd avg. (6,205)	Postage for monthly and quarterly billings and delinquency notices 5,990 Postage for Betterment & DBA billings 120 S/W 37-63% split 3 yr wgt'd avg. (6,110)
4453	Meetings & Training	500	Sewer operations training	Sewer operations training
4456	Radio Maintenance	63	Radio repair and pager rental 3 yr wgt'd avg. (1,634)	Radio repair and pager rental 3 yr wgt'd avg. (159)
4458	Vehicle Maintenance	150	Normal maintenance and inspection of pickup with plow	Normal maintenance and inspection of pickup with plow

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			P77-2012 Ford F350 3 yr wgt'd avg. (201)	P77-2012 Ford F350 3 yr wgt'd avg. (276)
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. (2,314)	Replacement parts for equipment at lift stations. Maintain generators, breathing and ventilation equipment, propane for backup generators. 3 yr. avg. (3,793)
4470	General Liability	15,130	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase 7/1/18)	Liability coverage (rate based on percentage of overall expenditures) (estimated 9% increase 7/1/17)
4475	Fleet Insurance	1,483	Coverage for sewer vehicles (estimated 5% increase 7/1/18)	Coverage for sewer vehicles (estimated 9% increase 7/1/17)
4488	Administrative Service Charge	212,109	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	4,795	Coverage for building and contents, plus lift stations and former treatment plant. (estimated 5% increase 7/1/18)	Coverage for building and contents, plus lift stations and former treatment plant. (estimated 9% increase 7/1/17)
4496	Electricity	25,074	Electricity to operate lift stations and meter stations. Based on 3 year weighted average, less 7.5%	Electricity to operate lift stations and meter stations. Based on 3 year weighted average, plus estimated increase from provider
4497	Other Utilities	15,703	Water service at South Policy lift station 72	Water service at South Policy lift station 99

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - SEWER - ADMINISTRATION

DEPT # - 28100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Annual backflow test 40	Annual backflow test 40
			Silverbrook Development charges 15,591	Silverbrook Development charges 8,861
			Methuen – offsetting revenue	Methuen – offsetting revenue
			3 yr wgt'd avg. (13,092)	3 yr wgt'd avg. (10,189)
4587	Recording Fees	250	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds. 3 yr wgt'd avg. (272)	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds. 3 yr wgt'd avg. (194)
4615	Sewer Equipment	16,000	Fittings & adapters 1,000	Fittings & adapters 1,000
			Manhole rims, covers, raisers 15,000	Manhole rims, covers, raisers 8,000
			3 yr wgt'd avg. (3,783)	3 yr wgt'd avg. (1,309)
4646	GLSD Operating Cost	1,340,521	01/01 - 06/30 (fixed) 665,521	01/01 - 06/30 (fixed) 659,410
			07/01 - 12/31 (estimate) 675,000	07/01 - 12/31 (estimate) 685,787

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
SEWER-DEBT SERVICES								
28110 - 4500	GLSD-DEBT	358,436	366,171	356,672	355,847	355,847	355,847	355,847
28110 - 4557	SEWER #11-PRINCIPAL '98	57,600	61,200	61,200	64,800	64,800	64,800	64,800
28110 - 4567	SEWER #11-INTEREST '98	9,180	6,300	6,300	3,240	3,240	3,240	3,240
	SUBTOTAL	425,216	433,671	424,172	423,887	423,887	423,887	423,887

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - SEWER - DEBT

DEPT # - 28110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
4500	GLSD Debt	355,847	01/01 - 06/30 (fixed)	175,847	01/01 - 06/30 (fixed)	180,825
			07/01 - 12/31 (estimate)	180,000	07/01 - 12/31 (estimate)	185,346
4557	Sewer # 11 - Principal	64,800	Bond Issue 1998		Bond Issue 1998	
			Final Payment 2018		Final Payment 2018	
4567	Sewer # 11 - Interest	3,240	2018 Interest		2017 Interest	

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
SEWER-CAPITAL PROJECTS								
28120 - 4765	IMPROVEMENTS	-	320,000	190,143	260,000	260,000	260,000	260,000
28120 - 4848	SEWER INFLOW AND INFILTRATION	-	-	-	200,000	200,000	200,000	200,000
	SUBTOTAL	-	320,000	190,143	460,000	460,000	460,000	460,000

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - SEWER - CAPITAL PROJECTS

DEPT # - 28120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
4765	Improvements	260,000	Pumping Station Improvements per Master Plan	260,000	CCTV	200,000
			DBA funding offset 100%		Pump	50,000
					Commercial Drive Generator	70,000
4848	Sewer I & I	200,000	Inflow and Infiltration (I/I)	200,000		

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
SEWER-WARRANT ARTICLES								
28130 - 4402	SEWER ENGINEERING	287,600	-	-	-	-	-	-
28130 - 4924	DBA PROJECTS	-	301,000	301,000	-	-	-	-
SUBTOTAL		287,600	301,000	301,000	-	-	-	-
GRAND TOTAL-SEWER		2,977,864	3,648,165	3,622,119	3,262,729	3,266,108	3,266,108	3,266,108

2018 BUDGET

DEPT.	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
WATER FUND SUMMARY							
ADMINISTRATION	1,344,142	1,471,855	1,377,480	1,551,856	1,584,766	1,584,766	1,584,766
OPERATIONAL	676,300	696,204	801,264	780,067	780,067	780,067	780,067
BUILDINGS	68,109	77,765	79,779	62,389	62,389	62,389	62,389
DEBT SERVICES	797,652	539,758	539,758	717,249	717,249	717,249	717,249
CAPITAL PROJECTS	697,914	701,200	762,295	196,088	196,088	196,088	196,088
WARRANT ARTICLES	1,811,800	60,000	(1,475)	-	-	-	-
<hr/>							
TOTAL - WATER FUND	5,395,916	3,546,782	3,559,100	3,307,649	3,340,559	3,340,559	3,340,559

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
WATER-ADMINISTRATION								
38100 - 4090	REGULAR PAY	528,234	575,218	494,653	614,736	637,480	637,480	637,480
38100 - 4092	TEMPORARY PAY	20,400	19,000	51,054	20,487	20,487	20,487	20,487
38100 - 4098	OVERTIME PAY	70,668	72,918	76,276	72,918	77,447	77,447	77,447
38100 - 4109	EMPLOYEE RETIREMENT BENEFIT	14,645	-	947	-	-	-	-
38100 - 4112	STAND-BY PAY	8,101	7,726	7,110	7,726	8,206	8,206	8,206
38100 - 4170	RETIREMENT	71,198	73,838	71,852	79,132	82,292	82,292	82,292
38100 - 4171	DISABILITY INSURANCE	4,574	4,970	4,556	5,286	5,492	5,492	5,492
38100 - 4172	WORKERS' COMPENSATION	19,080	20,132	23,316	27,202	27,565	27,565	27,565
38100 - 4174	FICA-SOCIAL SECURITY	47,088	51,552	46,243	55,493	57,614	57,614	57,614
38100 - 4176	HEALTH INSURANCE	197,149	246,335	208,048	285,113	285,113	285,113	285,113
38100 - 4177	UNEMPLOYMENT COMPENSATION	1,054	761	681	867	630	630	630
38100 - 4178	LIFE INSURANCE	1,934	2,084	1,931	2,228	2,261	2,261	2,261
38100 - 4179	DENTAL INSURANCE	7,533	8,294	7,384	10,266	9,777	9,777	9,777
38100 - 4182	CLOTHING ALLOWANCE	5,404	6,030	6,268	6,690	6,690	6,690	6,690
38100 - 4200	OFFICE SUPPLIES	505	800	537	437	437	437	437
38100 - 4399	LEGAL SERVICES	1,048	600	10,616	600	600	600	600
38100 - 4404	AUDIT	2,545	2,602	2,602	2,555	2,555	2,555	2,555
38100 - 4405	MEMBERSHIPS & PUBLICATIONS	822	3,513	1,430	1,800	1,800	1,800	1,800
38100 - 4406	PRINTING & BINDING	7,752	6,233	5,485	9,587	9,587	9,587	9,587
38100 - 4423	MEDICAL EXAMINATIONS	413	1,150	344	500	500	500	500
38100 - 4437	FOOD	1,850	2,400	4,110	2,400	2,400	2,400	2,400

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
38100 - 4440	EQUIPMENT RENTAL	25,710	30,000	26,034	30,000	30,000	30,000	30,000
38100 - 4450	TELEPHONE	27,183	29,487	30,392	31,058	31,058	31,058	31,058
38100 - 4451	POSTAGE	29,691	32,847	26,802	33,140	33,140	33,140	33,140
38100 - 4453	MEETINGS & TRAINING	11,230	2,500	4,840	4,700	4,700	4,700	4,700
38100 - 4456	RADIO MAINTENANCE	2,173	145	90	145	145	145	145
38100 - 4458	VEHICLE MAINTENANCE	1,816	8,500	13,987	4,242	4,242	4,242	4,242
38100 - 4470	GENERAL LIABILITY	24,049	25,033	18,903	14,197	14,197	14,197	14,197
38100 - 4475	FLEET INSURANCE	4,527	4,979	5,034	5,437	5,437	5,437	5,437
38100 - 4488	ADMIN. SERVICE CHARGE	186,000	210,477	210,477	213,154	213,154	213,154	213,154
38100 - 4491	PROPERTY INSURANCE	18,562	21,331	14,723	9,260	9,260	9,260	9,260
38100 - 4587	RECORDING FEES	317	150	340	250	250	250	250
38100 - 4600	OFFICE FURNITURE & EQUIPMENT	887	250	416	250	250	250	250
SUBTOTAL		1,344,142	1,471,855	1,377,480	1,551,856	1,584,766	1,584,766	1,584,766

2018 PERSONNEL WORKSHEET

ACCOUNT	TITLE	NET CHANGE	2018 SALARY
WATER ADMINISTRATION - 38100			
4090	UTILITIES MANAGER (INCLUDES CERTIFICATION STIPEND)	0	102,712
	CHEMIST	0	81,658
	WORKING FOREMAN (2)	0	114,770
	HEO(4) : CONST MNT REP III, BACKFLOW INSP, HEAVY EQUIP OPER (2) (9 months for new HEO)	0	198,029
	MEO(1) : WTP OPERATOR II	1	44,533
	LEO(2) : CONST MAINT REPAIR , METER REPAIR TECH	0	95,778

	(net increase of 1 position)		637,480

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4092	Temporary Pay	20,487	2 employees @ \$13 an hour for 11 weeks for seasonal projects. Police details 3 yr wgt'd avg. (20,487)	11,440 11,440 7,560 22,628
4098	Overtime Pay	77,447	Overtime for water breaks, pumping systems, telemetry alarms, and weekend system checks and other work conducted outside of normal business hours. 3 yr wgt'd avg. (76,176)	Overtime for water breaks, pumping systems, telemetry alarms, and weekend system checks and other work conducted outside of normal business hours. 3 yr wgt'd avg. (80,424) Includes COLA effective 4/1/17
4112	Stand-By Pay	8,206	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (2/3 of cost-shared with Sewer Fund) 3 yr wgt'd avg. (8,256)	1 person @ 1 hr pay for weekdays and 1.5 hr pay for weekends and holidays. (2/3 of cost-shared with Sewer Fund) 3 yr wgt'd avg. (7,655) Includes COLA effective 4/1/17
4182	Clothing Allowance	6,690	Per Public Works contract, 9 employees + 2 employees-boot allowance only	Per Public Works contract, 8 employees + 2 employees-boot allowance only
4200	Office Supplies	437	General office supplies. 3 yr wgt'd avg. (437)	General office supplies. 3 yr wgt'd avg. (440)
4399	Legal Services	600	Outside legal services. 3 yr wgt'd avg. (1,012)	Outside legal services. 3 yr wgt'd avg. (1,514)
4404	Audit	2,555	Annual audit.	Annual audit.

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4405	Memberships & Publications	1,800	State Certification renewals: Treatment & Distribution 900 Individual Memberships: American Backflow Prevention Assn (APBA) (1) 77 American Water Works Association (AWWA) (2) 208 Utility Memberships: NEWWA 415 NH DES 200	State Certification renewals: Treatment & Distribution 900 Individual Memberships: American Backflow Prevention Assn (APBA) (1) 77 American Water Works Association (AWWA) (2) 208 Utility Memberships: NEWWA 415 NH DES 200 Lab Assn of NH 100 Foundation for Cross Contam. Publications: 287 AWWA standards 300 Backflow Prevention license (3) 126 NHWWA Leg. Services 900
4406	Printing & Binding	9,587	Water billing 37/63% split S/W 2,347 Meter cards 265 Invoices 337 Delinquent notices (N11Z) 143 Cert. mail cards 282 Consumer Confidence Report 1,632 CCR-Data processing/labels 630 Public notices 823 Printing service for billings 3,128	Water billing 37/63% split S/W 2,268 Meter cards 265 Invoices 337 Delinquent notices (N11Z) 126 Cert. mail cards 282 Consumer Confidence Report 1,502 CCR-Data processing/labels 630 Public notices 823
4423	Medical Exams	500	Required random drug and alcohol exams and physicals.	Required random drug and alcohol exams and physicals.

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			3 yr wgt'd avg. (480)	3 yr wgt'd avg. (721)
4437	Food	2,400	Meal allowance is \$10 per 4 hr OT as defined in the union contract 3 yr wgt'd avg. (2,117)	Meal allowance is \$10 per 4 hr OT as defined in the union contract 3 yr wgt'd avg. (2,618)
4440	Equipment Rental	30,000	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 wgt'd avg. (34,357)	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 wgt'd avg. (48,050)
4450	Telephone	31,058	Telephone/Fax/circuits Cell phones (3) Meter towers 63/37 split High speed fiber-Comcast Internet 3 yr wgt'd avg. (22,895)	Telephone/Fax/circuits Cell phones (3) Meter towers 63/37 split High speed fiber-Comcast 3 yr wgt'd avg. (15,381)
4451	Postage	33,140	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)	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)

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4453	Meetings & Training	4,700	Water treatment training 2,200 Water distribution training 2,200 Safety training programs 300	Water treatment training 1,100 Water distribution training 1,100 Safety training programs 300
4456	Radio Maintenance	145	Repairs to portable radios 25 Pager fees (3) 120 3 yr wgt'd avg. (1,631)	Repairs to portable radios 25 Pager fees (3) 120 3 yr wgt'd avg. (392)
4458	Vehicle Maintenance	4,242	Scheduled and emergency repairs to 1 backhoe, 1 compressor, 5 utility trucks, and 3 compact pick-ups & 6-wheel dump truck. 3 yr wgt'd avg. (4,242)	Scheduled and emergency repairs to 1 backhoe, 1 compressor, 5 utility trucks, and 3 compact pick-ups & 6-wheel dump truck. 3 yr wgt'd avg. (8,995)
4470	General Liability	14,197	Liability coverage (rate based on percentage of overall expenditures) (estimated 5% increase 7/1/18)	Liability coverage (rate based on percentage of overall expenditures) (estimated 9% increase 7/1/17)
4475	Fleet Insurance	5,437	Coverage for water vehicles (estimated 5% increase 7/1/18)	Coverage for water vehicles (estimated 9% increase 7/1/17)
4488	Administration Service Charge	213,154	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	9,260	Coverage for building and contents, plus pumping stations and 3 water towers and Dams. (estimated 5% increase 7/1/18)	Coverage for building and contents, plus pumping stations and 3 water towers and Dams. (estimated 9% increase 7/1/17)

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - WATER - ADMINISTRATION

DEPT # - 38100

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4587	Recording Fees	250	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds. 3 yr wgt'd avg. (276)	Charges for recording Demand and Benefit Assessment liens with Registry of Deeds. 3 yr wgt'd avg. (199)
4600	Office Furniture & Equip	250	Replacement office equipment. 3 yr wgt'd avg. (591)	Replacement office equipment. 3 yr wgt'd avg. (89)

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
WATER-OPERATIONS								
38110 - 4235	SMALL TOOLS & EQUIP.	9,040	9,000	10,829	9,000	9,000	9,000	9,000
38110 - 4237	GAS & OIL	19,955	18,854	21,714	15,588	15,588	15,588	15,588
38110 - 4244	GRAVEL/SAND	1,101	4,500	12,084	3,116	3,116	3,116	3,116
38110 - 4249	RESURFACING	21,723	25,000	28,515	25,000	25,000	25,000	25,000
38110 - 4255	CHEMICALS	59,396	65,000	62,016	65,000	65,000	65,000	65,000
38110 - 4256	TUBING & PARTS	28,089	20,000	33,256	48,870	48,870	48,870	48,870
38110 - 4262	SAFETY	882	750	1,132	750	750	750	750
38110 - 4400	CONTRACTED SERVICES	177,665	123,655	213,752	143,632	143,632	143,632	143,632
38110 - 4481	WATER SAMPLES/LAB EXPENSES	45,975	60,961	54,574	51,586	51,586	51,586	51,586
38110 - 4482	PURCHASE OF WATER	-	1,000	-	100	100	100	100
38110 - 4484	METERS/REPLACEMENT	-	-	-	56,246	56,246	56,246	56,246
38110 - 4485	HYDRANTS	13,976	14,700	22,186	21,500	21,500	21,500	21,500
38110 - 4489	PIPE REPLACEMENT	11,753	15,500	16,787	14,226	14,226	14,226	14,226
38110 - 4496	ELECTRICITY	186,302	219,797	174,405	176,202	176,202	176,202	176,202
38110 - 4497	OTHER UTILITIES	98,870	93,037	122,189	97,595	97,595	97,595	97,595
38110 - 4607	EQUIPMENT	-	-	-	28,045	28,045	28,045	28,045
38110 - 4610	WATER-EQUIPMENT	1,572	24,450	27,825	23,611	23,611	23,611	23,611
SUBTOTAL		676,300	696,204	801,264	780,067	780,067	780,067	780,067

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4235	Small Tools & Equipment	9,000	Tools & minor equipment and expendable supplies for water distribution and treatment. 3 yr wgtd avg. (9,416)	Tools & minor equipment and expendable supplies for water distribution and treatment. 3 yr wgtd avg. (10,855)
4237	Gas & Diesel	15,588	For vehicles, mowers and minor equipment 6,957 gal. gas @ \$1.96 13,636 986 gal diesel @ \$1.98 1,952	For vehicles, mowers and minor equipment 7,201 gal. gas @ \$2.30 16,562 967 gal diesel @ \$2.37 2,292
4244	Gravel/Sand	3,116	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. (3,116)	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. (6,942)
4249	Resurfacing	25,000	Cost of hot bituminous asphalt to repair road surface after water breaks. 3 yr wgtd avg. (26,343)	Cost of hot bituminous asphalt to repair road surface after water breaks. 3 yr wgtd avg. (39,021)
4255	Chemicals	65,000	Bulk Chemicals for Water Treatment 3 yr wgtd avg. (60,742)	Bulk Chemicals for Water Treatment 3 yr wgtd avg. (64,386)
4256	Tubing & Parts	48,870	Copper tubing, brass fittings and meter horn assemblies. (7% market increase) Increase in quantity based on development Partially offset by meter sales 3 yr wgtd avg. (25,601)	Copper tubing, brass fittings and meter horn assemblies. 3 yr wgtd avg. (18,125)
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
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			3 yr wgt'd avg. (813)	3 yr wgt'd avg. (740)
4400	Contracted Services	143,632	Electronics & Controls maint. 4,000	Electronics & Controls maint. 4,000
			Mechanical systems 12,000	Mechanical systems 12,000
			Instrument calibration & preventative electrical maintenance 6,000	Instrument calibration & preventative electrical maintenance 6,000
			Altitude valve preventive maintenance 2,200	Altitude valve preventive maintenance 2,200
			Digsafe 5,988	Digsafe 3,700
			Water Conservation 3,000	Water Conservation 3,000
			Backwash tank cleaning 2,250	Backwash tank cleaning 2,250
			Generator P.M. (4 Sites) 1,645	Generator P.M. (4 Sites) 1,645
			PM on CO2 Storage & carbonic acid feed systems 4,500	PM on CO2 Storage & carbonic acid feed systems 4,500
			Copier maintenance 350	Copier maintenance 350
			Treatment technical assistance 5,000	Treatment technical assistance 5,000
			Meter reading equipment maintenance contract (63%) 2,502	Meter reading equipment maintenance contract (63%) 2,502
			Software Maintenance (63%) 1,733	Software Maintenance (63%) 1,733
			GIS Update System -	GIS Update System 8,500
			SCADA Control Room 34,360	Water audit 9,000
			Chemical feed pumps 10,115	Chemical feed pumps 10,115
			Fire Extinguisher Inspections 185	Fire Extinguisher Inspections 185
			Master Plan Update 47,000	Remote SCADA 10,275
			Time & Attendance Service 804	Arlington and Taylor Dams-Breach analysis 36,700
4481	Water Samples/Lab Expenses	51,586	QA/QC & certification 3,000	QA/QC & certification 3,000
			Consumables 7,000	Consumables 7,000
			Glassware & minor equip. 6,000	Glassware & minor equip. 6,000

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
			Routine SDWA compliance 9,500	Routine SDWA compliance 9,500
			Chemical waste disposal 5,000	Chemical waste disposal 5,000
			Hach service maintenance 18,841	Hach service maintenance 18,292
			Lab equipment service maint. 1,505	Lab equipment service maint. 1,505
			PFOA/PFOS testing 740	PFOA/PFOS testing 740
			3 yr wgtd avg (45,456)	Surface Water LT2 - Round 2 testing 9,924
				3 yr wgtd avg (50,022)
4482	Purchase of Water	100	Methuen-emergency purchases 100	Methuen-emergency purchases 1,000
4484	Meters	56,246	New Meters for development 56,246	
			Partially offset by meter sales	
4485	Hydrants	21,500	Replace hydrants (10 @ 1,700) 17,000	Replace hydrants (6 @ 1,700) 10,200
			Hydrant Parts 4,500	Hydrant Parts 4,500
			3 yr wgtd avg. (14,391)	3 yr wgtd avg. (10,795)
4489	Pipe Replacement	14,226	Scheduled and emergency repairs made to distribution system on pipes valves and fittings. 3 yr wgtd avg. (14,226)	Scheduled and emergency repairs made to distribution system on pipes valves and fittings. 3 yr wgtd avg. (19,407)
4496	Electricity	176,202	Cost to pump water. Service for WTP, 2 booster stations and 2 raw water pumping stations. Based on 3 year weighted average, less 7.5% 3 yr wgtd avg. (190,489)	Cost to pump water. Service for WTP, 2 booster stations and 2 raw water pumping stations. Based on 3 year weighted average, plus estimated increase from provider. 3 yr wgtd avg. (206,868)

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - WATER - OPERATIONS

DEPT # - 38110

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
4497	Other Utilities	97,595	Sewer discharge, from Canobie Water Treatment Plant. 3 yr wgted. avg. (97,595)		Sewer discharge, from Canobie Water Treatment Plant. 3 yr wgted. avg. (93,037)	
4607	Equipment	28,045	Message boards	16,900		
			Closed trailer for water main breaks	7,800		
			Emergency mobile lighting	3,345		
4610	Water Equipment	23,611	Monochloramine Analyzer	23,611	TOC Analyzer (Total Organic Compounds)	24,450

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
WATER-BUILDINGS								
38120 - 4401	CLEANING SERVICES	3,998	4,087	4,080	4,163	4,163	4,163	4,163
38120 - 4452	BUILDING MAINTENANCE	43,208	54,923	52,062	33,770	33,770	33,770	33,770
38120 - 4495	HEAT	20,903	18,755	23,637	24,456	24,456	24,456	24,456
	SUBTOTAL	68,109	77,765	79,779	62,389	62,389	62,389	62,389

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - WATER - BUILDINGS

DEPT # - 38120

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4401	Cleaning Services	4,163	Cleaning services Based on bid pricing	Cleaning services Based on bid pricing
4452	Building Maintenance	33,770	Building repairs and expendable building supplies. Annual radio box testing/monitoring: Water Treatment Plant, Spicket, Manor Pkwy, Arlington & Nirvana Booster Stations. Alarm monitoring Fuel for Generators Arlington Pump House Floor Coating HVAC Maintenance Intercom system Security gate annual maintenance 3 yr wgt'd avg (58,065)	Building repairs and expendable building supplies. Annual radio box testing/monitoring: Water Treatment Plant, Spicket, Manor Pkwy, Arlington & Nirvana Booster Stations. Alarm monitoring Fuel for Generators Raw water screen floor and pipe coating HVAC Maintenance Light fixture renovations 3 yr wgt'd avg (93,581)
4495	Heat	24,456	Propane heat 10,967 gal (3 yr wgt'd avg) propane @ \$2.23	Propane heat 10,193 gal (3 yr wgt'd avg) propane @ \$1.84

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
WATER-DEBT SERVICES								
38130 - 4666	WATER CON #12-PRINCIPAL '96	235,000	-	-	-	-	-	-
38130 - 4668	WATER CON #14-PRINCIPAL '98	22,400	23,800	23,800	25,200	25,200	25,200	25,200
38130 - 4669	WATER CON #15-PRINCIPAL '04	35,000	35,000	35,000	35,000	35,000	35,000	35,000
38130 - 4671	WATER CON #16-PRINCIPAL '13	69,000	69,000	69,000	69,000	69,000	69,000	69,000
38130 - 4672	WATER CON #17-PRINCIPAL '14	110,000	110,000	110,000	110,000	110,000	110,000	110,000
38130 - 4673	WATER CON #18-PRINCIPAL '14	85,000	85,000	85,000	85,000	85,000	85,000	85,000
38130 - 4674	WATER CON #19-PRINCIPAL '15	115,000	115,000	115,000	110,000	110,000	110,000	110,000
38130 - 4675	WATER CON #20-PRINCIPAL '18	-	-	-	167,000	167,000	167,000	167,000
38130 - 4686	WATER CON #12-INTEREST '96	13,513	-	-	-	-	-	-
38130 - 4688	WATER CON #14-INTEREST '98	3,570	2,450	2,450	1,260	1,260	1,260	1,260
38130 - 4689	WATER CON #15-INTEREST '04	14,962	12,968	12,968	11,218	11,218	11,218	11,218
38130 - 4690	WATER CON #16-INTEREST '13	16,560	14,490	14,490	12,420	12,420	12,420	12,420
38130 - 4691	WATER CON #17-INTEREST '14	26,750	24,550	24,550	22,350	22,350	22,350	22,350
38130 - 4692	WATER CON #18-INTEREST '14	20,500	18,800	18,800	17,100	17,100	17,100	17,100
38130 - 4693	WATER CON #19-INTEREST '15	30,397	28,700	28,700	26,400	26,400	26,400	26,400
38130 - 4694	WATER CON #20-INTEREST '18	-	-	-	25,301	25,301	25,301	25,301
SUBTOTAL		797,652	539,758	539,758	717,249	717,249	717,249	717,249

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - WATER - DEBT

DEPT # - 38130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4668	Water Const. #14 – Principal (Canobie Phase I)	25,200	Bond Issue 1998 Final Payment 2018	Bond Issue 1998 Final Payment 2018
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)	110,000	Bond Issue 2014 Final Payment 2024	* Bond Issue 2014 Final Payment 2024
4673	Water Const. #18 – Principal (North Policy)	85,000	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)	167,000	Bond Issue 2018 Final Payment 2028	
4688	Water Const. #14 – Interest	1,260	2018 Interest	2017 Interest

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - WATER - DEBT

DEPT # - 38130

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018	EXPLANATION 2017
4689	Water Const. #15 – Interest	11,218	2018 Interest	2017 Interest
4690	Water Const. #16 – Interest	12,420	2018 Interest	2017 Interest
4691	Water Const. #17 – Interest	22,350	2018 Interest	2017 Interest
4692	Water Const. #18 – Interest	17,100	2018 Interest	2017 Interest
4693	Water Const. #19 – Interest	26,400	2018 Interest	2017 Interest
4694	Water Const. #20 – Interest	25,301	2018 Interest	2017 Interest

*Principal offset of \$22,884

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
WATER-CAPITAL PROJECTS								
38140 - 4402	ENGINEERING SERVICES	69,800	-	74,700	-	-	-	-
38140 - 4469	BUILDING IMPROVEMENTS	212,427	-	-	-	-	-	-
38140 - 4738	WATER - VEHICLES	-	163,200	149,595	196,088	196,088	196,088	196,088
38140 - 4765	IMPROVEMENTS	415,687	132,000	132,000	-	-	-	-
38140 - 4924	DBA PROJECTS	-	406,000	406,000	-	-	-	-
SUBTOTAL		697,914	701,200	762,295	196,088	196,088	196,088	196,088

**TOWN OF SALEM, NH
2018 BUDGET WORKSHEET**

FY 18 BUDGET

DEPT NAME - WATER - CAPITAL PROJECTS

DEPT # - 38140

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
4738	Vehicles	196,088	Water meter van, backflows	31,894	Backhoe replacement with thumb and hammer	139,550
			Water Utility Truck w/ crane	59,504	Tractor	23,650
			Large Dump truck	104,690		

2018 BUDGET

DEPT. ACCT. NO.	ACCOUNT NAME	2016 EXPENDED	2017 BUDGET	2017 EXPENDED (PRE-AUDIT) (incl. encumb)	2018 MANAGER RECOMM.	2018 BOS RECOMM.	2018 BUD COM RECOMM.	2018 BUDGET
WATER-WARRANT ARTICLES								
38150 - 4402	ENGINEERING SERVICES	141,800	60,000	-	-	-	-	-
38150 - 4765	WATER IMPROVEMENTS	1,670,000	-	(1,475)	-	-	-	-
SUBTOTAL		1,811,800	60,000	(1,475)	-	-	-	-
GRAND TOTAL-WATER		5,395,916	3,546,782	3,559,100	3,307,649	3,340,559	3,340,559	3,340,559

TOWN OF SALEM, NH
2018 BUDGET WORKSHEET

FY 18 BUDGET

DEPT NAME - WATER - WARRANT ARTICLES

DEPT # - 38150

ACCT	ACCOUNT NAME	AMOUNT	EXPLANATION 2018		EXPLANATION 2017	
4402	Engineering Services	60,000	Wastewater and Stormwater Asset Management Plan-SRF	60,000	Wastewater and Stormwater Asset Management Plan-SRF	60,000