

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

EXECUTIVE DEPARTMENT		DESCRIPTION	2013 ACTUALS	2014 ACTUALS	2015 ACTUALS	2016 APPROVED	*2016 YTD Dec 31 Expenses	2017 DEPT REQUEST	2017 BOS Approved	2017 BUDCOM Approved
1-4130-10-120	EX Part-Time Positions	\$12,000 for MIS/Cable position to be split between Cable/Executive budgets for Information Technology Support.	\$20,872	\$0	\$0	\$0	\$0			
1-4130-10-130	EX Town Office Salary of Selectmen	\$3,000 each for 5 Elected Members of the Board of Selectmen.	\$12,500	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
1-4130-10-310	EX Contracted Consulting Service	Technical Assistance/Consulting Services for various municipal projects such as: professional engineering; environmental services ( <i>BEEDE Superfund</i> ); water/water resources; traffic/transportation management, municipal planning; matching funds for various smaller technical assistance grants.	\$13,582	\$6,820	\$7,843	\$10,000	\$800	\$2,500	\$2,500	\$2,500
1-4130-10-315	EX Professional Mapping Services	Geographic Information Systems Consulting. Currently contracted for comprehensive assessing/GIS update.	\$0	\$4,500	\$2,600	\$3,500	\$0	\$5,000	\$5,000	\$5,000
1-4130-10-341	EX Telephone Expense	3 telephones; fax line/BOS & Town Manager @\$250/month plus Phone System Upgrades	\$5,263	\$7,349	\$11,545	\$6,000	\$11,444	\$6,100	\$6,100	\$6,100
1-4130-10-342	EX Data Processing	Computer networking (\$2225/mo) Anti-Virus License (50 licenses @ \$46); Web/Network & Computer Services; Other Licenses ( <i>licenses 4th quarter expenditure</i> )	\$32,984	\$31,820	\$36,383	\$34,000	\$35,969	\$34,000	\$34,000	\$34,000
1-4130-10-392	EX Labor Rel. Consultant	Union Negotiation Assistance; Labor Relations Assistance ( <i>Grievances and employment law</i> )	\$34,744	\$18,301	\$4,551	\$5,000	\$12,971	\$5,000	\$5,000	\$5,000
1-4130-10-500	EX Training/Conference	LGC Annual Conference; LGC Regional Meetings/Conferences; Other Training/Conferences	\$306	\$1,149	\$641	\$600	\$1,145	\$600	\$600	\$600
1-4130-10-560	EX Dues	PACE; GUCCI; NHMMA; Justice of the Peace/Notary Renewals; NHLOGIN.	\$688	\$964	\$880	\$1,000	\$110	\$800	\$800	\$800
1-4130-10-580	EX Rental & Leases	Copier/Printer for Town Hall (\$7K/YR); Postage Machine for Town Hall (\$700/YR)	\$4,088	\$5,383	\$7,298	\$6,500	\$7,031	\$7,500	\$7,500	\$7,500
1-4130-10-610	EX General Supplies	Water, coffee, hospitality supplies for committee meetings/State and Federal officials.	\$2,064	\$1,478	\$1,322	\$1,200	\$1,122	\$1,000	\$1,000	\$1,000
1-4130-10-620	EX Office Supplies	General Office Supplies (Paper, Pens, Toner, Ink) In 2012, we allowed additional funding (which were absorbed from other department budgets) to cover the centralized ordering of general supplies. i.e. copy paper, file folders, pencils, pens, paperclips, etc.	\$5,700	\$5,973	\$3,881	\$5,000	\$4,523	\$4,000	\$4,000	\$4,000

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

EXECUTIVE DEPARTMENT pg 2		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/24/2016	2017 BUDCOM Consideration
1-4130-10-625	EX Postage	Routine mailing of payables, notifications & correspondence. All postage is originally posted to the Executive budget. As it is expended adjustments are made to distribute to the individual departments. 2016 adjustments will need to be made to charge off to various Town Hall Departments.	\$3,344	\$5,323	\$649	\$4,000	\$1,288	\$2,000	\$2,000	\$2,000
1-4130-10-630	EX Office Equipment/Maintenance	Copier Maintenance; Network/Computer System Upgrades; Other Technical/Office Maintenance.	\$3,724	\$3,962	\$449	\$5,500	\$7,180	\$4,000	\$4,000	\$4,000
1-4130-10-670	EX RSA Supplies	Town Code Updates; Newspaper/Periodical Subscriptions; Other Publications. Reduced because of availability of online publications and updates being done in-house.	\$1,314	\$167	\$623	\$750	\$133	\$750	\$750	\$750
1-4130-10-680	Technical Supplies/Equipment	Software; Server Security; Computer Backup; Networking; 2.6K Annually for Virtual Town Hall (Town's Web Site), Partial Payment (\$2K)for upgrade Town's website) (4th qtr expenditure)/ Computer/Server Supplies. In 2015 there was a 1 time purchase of Phone System (\$15,000)	\$4,677	\$6,222	\$21,198	\$6,000	\$6,800	\$4,600	\$4,600	\$4,600
1-4130-10-690	EX Unanticipated	Expenses such as Cards, Flowers, Acknowledgements, Awards, Hosting Regional Meetings, Ceremonies and Events at Plaistow Town Hall	\$2,426	\$5,662	\$3,440	\$2,500	\$2,244	\$2,500	\$2,500	\$2,500
1-4130-10-840	EX Events & Activities	Community/Civic Recognition/Employee Appreciation/Recognition and community event programs	\$2,253	\$3,908	\$3,772	\$4,000	\$3,241	\$3,400	\$3,400	\$3,400
1-4130-20-110	EX Salary Town Manager	Town Manager salary @ \$108,000	\$93,272	\$90,105	\$100,406	\$108,000	\$108,000	\$108,000	\$108,000	\$108,000
1-4130-20-140	EX Overtime	Line supports the stipend for the coordination of the annual Town Report (\$2,500 @ approximately 120 hours) and the additional hours necessary to complete special projects or assignments throughout the year.	\$4,200	\$3,548	\$6,571	\$4,000	\$7,531	\$5,000	\$5,000	\$5,000
1-4130-20-801	TM Mileage & Expense Reimbursement	Stipend - Provision in Town Manager's Contract	\$1,380	\$1,252	\$1,790	\$4,800	\$2,521	\$4,800	\$4,800	\$4,800
1-4130-20-830	EX Employment Expenses	Physical Exams/background checks for prospective employment	\$52	\$562	\$402	\$400	\$97	\$400	\$400	\$400
1-4130-30-110	EX Perm Positions-BOS/TM	Executive Assistant to BOS 40 hours @ \$18.50 and 40 hour Administrative Assistant @ \$24.00 per hour.	\$59,574	\$83,742	\$67,410	\$82,264	\$73,710	\$88,400	\$88,400	\$88,400
1-4130-30-630	EX-Recycling Committee	Committee to examine money saving ideas by recycling	\$0	\$0	\$0	\$200	\$0	\$200	\$200	\$200
EXECUTIVE TOTAL			\$309,006	\$303,190	\$298,654	\$310,214	\$302,859	\$305,550	\$305,550	\$305,550

**NOTES:** The functions carried out under the Executive Budget encompass the coordination of Town Departments within the Town of Plaistow, which collectively provide numerous services to the Town's citizens. The Town Manager is responsible for the implementation of decisions made by the Plaistow Board of Selectmen and for the overall management of all Town departments, excluding the Plaistow Library and Timberlane School District. The Manager assists the Board of Selectmen in the development and formulation of Town policies, goals, and objectives, and keeps them informed of important budgetary/community issues. The Town Manager is also responsible for representing the Town's interests throughout the region and beyond through coordination of activities with various local, state and federal agencies.

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

TOWN CLERK			2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 9/19/2016	2017 BUDCOM Consideration
1-4140-10-110	TC Salary-Deputy & Assistant	2 Staff- One Full-Time 40 hours @ \$15.40 plus 10 hours OT allowed. Also One Part-Time (970 hours @14.60 per hour). No longevity eligibility.	\$43,120	\$44,430	\$40,357	\$46,750	\$36,796	\$46,425	\$46,425	\$46,425
1-4140-10-130	TC Town Clerk Salary	Elected Town Clerk Annual Salary. Includes salary increase approved by voters.	\$40,223	\$40,069	\$40,261	\$41,939	\$46,874	\$49,008	\$49,008	\$49,008
1-4140-10-341	TC Telephone	Annual Telephone Charges on 2 phone lines decreased due to new phone system	\$1,121	\$877	\$894	\$1,620	\$1,043	\$900	\$900	\$900
1-4140-10-342	TC Computer Hardware/Software	Support and Updates/Red Book (Vehicle List Price & Weight) Decrease due to new credit card provider	\$4,368	\$4,063	\$4,200	\$4,285	\$4,285	\$4,200	\$4,200	\$4,200
1-4140-10-500	TC Training Expense	This training includes annual town clerk workshop and annual conference. Added \$850 to send Deputy to Municipal Cert. School (year 1 of 3)	\$892	\$1,710	\$865	\$925	\$790	\$1,640	\$1,640	\$1,640
1-4140-10-520	TC Computer License Fee (Bond)	3 computer licenses (\$295 each)are \$885 annually.	\$885	\$885	\$885	\$885	\$885	\$885	\$885	\$885
1-4140-10-560	TC Dues	NH Town Clerk Association and New England Clerk Association	\$40	\$45	\$45	\$45	\$25	\$45	\$45	\$45
1-4140-10-610	TC Dog Tags & Forms	Printing Tags/Forms for Dog Licenses. Decrease to reflect actual drop in cost.	\$528	\$601	\$653	\$450	\$561	\$375	\$375	\$375
1-4140-10-620	TC Office Supplies	General Office Supplies. Increase as line went over in 2016, reevaluated actual cost of toner (2 @235 and 1 @175 plus copier ink etc)	\$5,228	\$1,531	\$1,012	\$1,000	\$2,276	\$2,000	\$2,000	\$2,000
1-4140-10-625	TC Postage	Decreased due to no elections in 2017.	\$4,440	\$4,983	\$5,006	\$4,500	\$3,902	\$4,000	\$4,000	\$4,000
1-4140-10-630	TC Office Equipment & Maintenance	Shredding of Departmental Confidential Information, Copier Maintenance. Emergency Repairs and purchase of 3 IPP320 Ingenico Credit Card readers with Chip readers	\$735	\$410	\$1,082	\$2,125	\$1,808	\$1,200	\$1,200	\$1,200
1-4140-10-801	TC Mileage Reimbursement	Mileage & Expenses for travel to the Bank, Workshops, Conventions and Training (\$0.54/mile). Increased for Deputy to drive to Plymouth for certification school.	\$287	\$561	\$539	\$400	\$314	\$600	\$600	\$600
TOWN CLERK TOTAL			\$101,866	\$100,165	\$95,799	\$104,924	\$99,559	\$111,278	\$111,278	\$111,278

NOTES: The Town Clerk is responsible for Town Records and keeper of the Town archives, the keeper of vital statistics, and all public records belonging to the Town of Plaistow. In addition, the Town Clerk is the administrator of the oath of office to all Town Officers and performs all duties as provided by NH RSAs. The Town Clerk's Office is responsible for Elections and also assists residents with car, boat and dog. In 2016 the office registered 11,343 motor vehicles (+294), 456 boats (+16), 1,352 dogs (+8), 83 marriage licenses (-2), and 1,338 certified vital records (+11).

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

ELECTIONS & REGISTRATION		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 9/19/2016	2017 BUDCOM Consideration
1-4140-10-680	EL Equipment Purchase	This line item has been changed to 1-4140-30-681.	\$0	\$0	\$0	\$0				
1-4140-20-130	Supervisors of the Checklist	2017 has 1 election plus the deliberative session. 3 Supervisors updating checklist and voter registration @ election and deliberative session in 2017. It also covers 8 working sessions @3 hrs per session as required by law, plus time to print check list and enter new voter after the election. Rate of pay: \$11.50/hr	\$1,150	\$1,583	\$1,273	\$4,700	\$4,603	\$1,400	\$1,400	\$1,400
1-4140-30-110	EL Salary/Administration	2017 has 1 election. There are 4 workers @ \$11.00 x 16 hrs for the 1 elections.	\$596	\$2,502	\$776	\$3,696	\$5,586	\$700	\$700	\$700
1-4140-30-130	EL Election Moderator Salary	2017 has 1 elections and 1 deliberative session. \$250 per election x 2 persons for 1 elections and 1 deliberative session.	\$1,000	\$1,600	\$800	\$2,000	\$2,000	\$1,000	\$1,000	\$1,000
1-4140-30-150	EL Election Recount	Prepared as necessary in the event of a close election	\$0	\$0	\$0	\$500	\$0	\$500	\$500	\$500
1-4140-30-342	EL Software Support	LHS maintenance agreement.	\$1,900	\$600	\$600	\$600	\$0	\$600	\$600	\$600
1-4140-30-550	EL Ballot Printing & Checklist	Printing of ballots with LHS and calibrating of the voting machines. We now have 3 machines to calibrate x 4 elections plus printing ballots for Town Election.	\$5,948	\$8,619	\$5,529	\$9,000	\$7,900	\$4,500	\$4,500	\$4,500
1-4140-30-610	EL Repairs & Supplies	Election supplies. Seals, pens, ink and ribbons.	\$2	\$289	\$129	\$500	\$564	\$200	\$200	\$200
1-4140-30-625	EL Postage	2017 budgeted amount.	\$0	\$0	\$0	\$100	\$0	\$100	\$100	\$100
1-4140-30-630	EL Polling Booths Set Up	1 Election	\$250	\$750	\$250	\$1,000	\$1,065	\$275	\$275	\$275
1-4140-30-680	EL Meals	Meal allowance 1 election. In addition, to the purchase coffee and water for the workers.	\$229	\$554	\$235	\$1,000	\$999	\$250	\$250	\$250
1-4140-30-681	EL Equipment/Voting Booths	Batteries and/or booths, table separators etc.	\$0	\$0	\$2,666	\$100	\$108	\$0	\$0	\$0
1-4140-40-500	EL Training/Moderator	Annual moderator workshop.	\$40	\$80	\$80	\$100	\$165	\$100	\$100	\$100
1-4140-40-801	EL Mileage Reimbursement	Travel to annual training.	\$0	\$0		\$50	\$121	\$100	\$100	\$100
<b>ELECTION TOTAL</b>			<b>\$11,115</b>	<b>\$16,577</b>	<b>\$12,338</b>	<b>\$23,346</b>	<b>\$23,110</b>	<b>\$9,725</b>	<b>\$9,725</b>	<b>\$9,725</b>
<b>NOTES:</b> The Election budget includes funding for the Town of Plaistow's Municipal election. The Election & Registration budget is supported by an elected Town Moderator who oversees the annual Deliberative Session and Municipal Elections; along with an Assistant Town Moderator who helps coordinate the duties of 4 appointed election clerks. It also included the maintenance, supplies and set up for elections as well as the Supervisors of the Checklist (3 supervisors) hours to work the elections and maintain the voter checklist. The 2017 budget reflects a decrease from four (4) elections in 2016 to one four (1) in 2017.										

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

FINANCE ADMINISTRATION		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 9/19/2016	2017 BUDCOM Consideration
1-4150-10-110	FA Salaries/Accounting	Finance Director Annual Salary \$75,000. Trustees of Trust Funds \$400 and 2 Auditors @ \$200 each. Additional P/T coverage of 15-20 hours per week as needed to support the functions of A/P, A/R and to assist with the continuity of operations.	\$40,592	\$107,116	\$120,790	\$86,260	\$62,991	\$100,760	\$100,760	\$100,760
1-4150-10-120	FA part-time positions	Part-time position approximately 24 hours per week (1248 hrs @\$14.17). This position will reduce the assistance of costly financial consulting firms and provide consistent support. The position will be primarily responsible for the maintenance of the Accounts Payable up through and including 1099's at year end. In addition, they will be responsible for importing the data from the town clerks office for revenue and entering the revenue from the other departments within the town. This will allow the Finance Director to spend necessary time, as suggested in previous audits, on monthly reconciliations and financial analysis.	\$545							
1-4150-10-342	FA Data Processing	Accounting Software Support. (Fall Invoice) Prepare for upgrades as available or necessary for 2017.	\$4,385	\$210	\$6,078	\$4,500	\$5,888	\$4,500	\$4,500	\$4,500
1-4150-10-500	BK Training	Government Accounting Training/LGC Seminars.	\$498	\$0	\$0	\$1,000	\$400	\$1,000	\$1,000	\$1,000
1-4150-10-620	FA Office Supplies	Anticipate 2017 will require additional supplies as policies and procedures are updated and continued reorganization of files continues.	\$1,969	\$1,618	\$1,433	\$1,000	\$1,495	\$1,000	\$1,000	\$1,000
1-4150-10-801	BK Mileage/Reimbursement	NH Government Finance Conferences, LGC training for Municipal Accounting, quarterly networking meetings, LGC Annual Conference. (\$0.54/per Mi.)	\$185	\$0	\$0	\$350	\$158	\$350	\$350	\$350
1-4150-20-301	FA Professional Audit	Reduction of cost due to Coppola & Associates. Monies included to fund GASB 45 implementation of OPEB costs (\$5,000 in 2015).	\$75,240	\$12,480	\$18,346	\$18,500	\$10,029	\$13,700	\$13,700	\$13,700
FINANCIAL ADMINISTRATION TOTAL			\$122,869	\$121,424	\$146,647	\$111,610	\$80,961	\$121,310	\$121,310	\$121,310
<b>NOTES:</b> It is the primary mission of Finance Office to provide accurate and timely reporting of Town financial matters to the appropriate internal and external recipients. The Finance Department's major areas of responsibility include budget management, payroll, purchasing, accounting, debt management, investments, human resources, and financial reporting. The Finance Director manages and maintains financial records in conformity with generally accepted NH accounting principles and in compliance with NH and Federal Government Accounting Standards. The Finance Director provides the Town Manager, Board of Selectmen, and Budget Committee with financial information on a timely basis.										

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

ASSESSING/HUMAN RESOURCES			2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/17/2016	2017 BUDCOM Consideration
1-4150-30-120	Human Resources/Services Coordinator/Assessing Clerk	Director of Human Resources /Services/Assessing Clerk Salary (\$51,522) and \$750 longevity.	\$47,595	\$50,405	\$51,448	\$51,252	\$52,585	\$52,272	\$52,272	\$52,272
1-4150-30-240	Training	Professional job related training for Continuing Education	\$95	\$0	\$15	\$400	\$0	\$400	\$400	\$400
1-4150-30-312	Assessor's Contract	2017 includes normal assessing services and 20% cycled program and inspection of permits and sales.	\$77,959	\$74,102	\$86,037	\$114,990	\$121,480	\$86,700	\$86,700	\$86,700
1-4150-30-315	Mapping	Tax Map Updates is an ongoing process as changes are identified and sent to mapper	\$0	\$7,169	\$5,882	\$6,000	\$6,450	\$7,000	\$7,000	\$7,000
1-4150-30-342	Data Processing	Our Univers CAMA (computer assisted mass appraisal)system is supported by Tyler Technologies with an annual contract for Software system necessary upgrades.	\$6,450	\$7,116	\$6,080	\$6,200	\$6,310	\$6,500	\$6,500	\$6,500
1-4150-30-560	Dues	Professional organization memberships for Assessing, Human Services and Human Resources	\$35	\$35	\$35	\$75	\$35	\$75	\$75	\$75
1-4150-30-620	Supplies for Assessing and Human Resources	General operational supplies including ink for two printers, a copier and supplies to support the HR function including programs and training.	\$1,440	\$994	\$637	\$825	\$649	\$900	\$900	\$900
1-4150-30-625	Postage	Cycled review notices to be sent. In addition welcome letters, trash collection information and town reports are mailed to new residents when deed transfer updates are done in office.	\$121	\$1,279	\$1,960	\$2,200	\$3,868	\$2,200	\$2,200	\$2,200
1-4150-30-670	Books & Periodical	Marshall & Swift Valuation Book	\$544	\$569	\$614	\$625	\$1,268	\$675	\$675	\$675
1-4150-30-801	Mileage Reimbursement	Travel to Training @ \$0.54/per mile	\$0	\$55	\$28	\$300	\$117	\$300	\$300	\$300
ASSESSING TOTAL			\$134,239	\$141,724	\$152,736	\$182,867	\$192,762	\$157,022	\$157,022	\$157,022
NOTES: The Assessing Department budget will be reduced by \$23,845 in 2017. In 2016 the revaluation of all properties was completed. The Assessing Clerk is a shared position with Human Resources and Human Services. Approximately 32 hours per week has been designated to the Assessing Department. There is flexibility within the position for the devotion of more hours as required to meet the deadlines in place for the data collection compliance every year. The Assessing Clerk works under the supervision of an assessing contractor. The Assessor produces a database that reflects the taxable values of land, improvements, and personal property listed by the Assessor's Office. In addition to the taxable value, assessor's database cards must also indicate the current status of ownership, the owner's mailing address, and the existence of any exemptions as of the January 1st lien date. To accomplish this, the Assessor must discover, classify, and appraise all locally assessable property according to constitutional, and NH statutory requirements. The Plaistow Assessors' Office must appraise and assess approximately 3,400 parcels of property in Town. 2017 is a cycled review year when 20% of property owners will receive written notice of property review. The Data Collectors will visit and review each proerty in the cycle for accuracy of record to include size, age and condition.										
TAX COLLECTOR'S OFFICE			2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 9/19/2016	2017 BUDCOM Consideration
1-4150-40-120	TX Part-Time Position	Deputy \$16/hour 450 hours annually 2% INCREASE YEARLY	\$7,257	\$7,535	\$8,439	\$7,200	\$8,179	\$7,350	\$7,350	\$7,350
1-4150-40-130	TX Tax Collector Salary	Elected Tax Collector Monday/Tuesday/Wednesday 8:30-4:30	\$27,740	\$27,633	\$27,210	\$28,216	\$28,147	\$29,205	\$29,205	\$29,205
1-4150-40-320	TX Mortgage Research	Mortgage Research for Tax Lien/Deeds	\$2,350	\$2,090	\$1,665	\$2,500	\$661	\$1,500	\$1,500	\$1,500
1-4150-40-341	TX Telephone	Annual Telephone Charges NEW LINES \$45/mo	\$479	\$412	\$292	\$540	\$470	\$540	\$540	\$540
1-4150-40-342	TX Data Processing	Software Support with BMSI (Billed in Fall)	\$1,971	-\$157	\$2,052	\$2,200	\$2,115	\$2,200	\$2,200	\$2,200
1-4150-40-390	TX Mailing Service	Tax Bills/ 2x\$2400 & town copy 2x50 shipping	\$2,459	\$1,237	\$4,821	\$4,900	\$4,797	\$5,000	\$5,000	\$5,000
1-4150-40-500	TX Training	NHTCA Tax Collector CERT CLASSES	\$849	\$1,993	\$424	\$540	\$424	\$375	\$375	\$375
1-4150-40-560	TX Dues	Professional Association Dues	\$40	\$40	\$40	\$40	\$40	\$40	\$40	\$40
1-4150-40-620	TX Office Supplies	MISC supplies, ink cartridges 3@60/yr	\$172	\$191	\$550	\$400	\$232	\$200	\$200	\$200
1-4150-40-625	TX Postage	Certified postage for lien & deed notices also prepaid envelopes \$700-750	\$3,532	\$3,004	\$1,463	\$1,500	\$1,565	\$1,500	\$1,500	\$1,500

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

1-4150-40-631	TX Equipment Repairs	Copier annual warranty of \$350 shared with Town Clerk	\$270	\$125	\$200	\$400	\$193	\$400	\$400	\$400
1-4150-40-801	TX Mileage Reimbursement	Travel to Bank & Meetings (@ \$0.54 per mile)	\$163	\$254	\$99	\$300	\$213	\$300	\$300	\$300
1-4150-40-870	TX Record Registry Of Deeds	Redemption Recordings fees LIENS / CURRENT USE	\$633	\$389	\$336	\$500	\$204	\$500	\$500	\$500
TAX COLLECTOR TOTAL			\$47,923	\$44,746	\$47,591	\$49,236	\$47,240	\$49,110	\$49,110	\$49,110

**NOTES:** The Tax Collector's mission is to collect as much tax revenue as possible, in a courteous and friendly atmosphere, to help the Town meet its financial obligation each year. In 2013, the Tax Collector's office took in over \$22 Million Dollars in local property taxes. Regular office hours are: Monday-Wednesday 8:30 am to 4:30pm. Extended office hours during the tax collection months of June and November are Monday 8:30 am to 7:00 pm, Tuesday - Thursday 8:30 am to 4:30 pm and Friday 8:30 am to 3:00 pm.

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

FINANCIAL ACCOUNTING		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 9/19/2016	2017 BUDCOM Consideration
1-4150-50-110	FA Treasurer's Salary	No Increase for treasurer annual salary of \$6,844. \$400 annual stipend for Deputy Treasurer for coverage as needed.	\$7,244	\$6,844	\$7,112	\$7,244	\$7,273	\$7,112	\$7,112	\$7,112
1-4150-90-120	Budget Committee Secretary	Calculated on the number of meetings annually	\$1,566	\$1,830	\$1,560	\$1,500	\$2,550	\$1,500	\$1,500	\$1,500
1-4150-90-801	Mileage	Travel to Training estimated at @\$0.54 per mile. Anticipate utilization in 2017	\$0	\$0	\$0	\$500	\$0	\$200	\$200	\$200
1-4150-90-880	FA Budget Committee Expenses	Annual LGC Budget Workshop	\$503	\$504	\$224	\$500	\$255	\$500	\$500	\$500
FINANCIAL ACCOUNTING TOTAL			\$9,313	\$9,178	\$8,896	\$9,744	\$10,078	\$9,312	\$9,312	\$9,312

**NOTES:** The Office of the Treasurer is responsible for all cash management activities of the Town of Plaistow, including the collection of all taxes, investment of all Town funds and disbursement of all accounts payable and payroll funds. The principal mission of the Budget Committee is to develop the annual Town budget for approval at the annual Town Meeting.

LEGAL		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 9/19/2016	2017 BUDCOM Consideration
1-4153-00-320	Legal Expenses	2016 has a number of pending zoning violations that have escalated to court. Along with land use issues in Plaistow including the Beede Superfund site.	\$46,907	\$33,743	\$30,397	\$25,000	\$42,131	\$35,000	\$35,000	\$35,000
1-4153-10-320	Legal-Cable Consultant Attorney	Comcast Negotiations	\$0	\$450	\$4,880	\$0	\$1,150	\$0	\$0	\$0
LEGAL TOTAL			\$46,907	\$34,193	\$35,277	\$25,000	\$43,281	\$35,000	\$35,000	\$35,000

**NOTES:** The Legal budget funds high levels of professional legal services to assist the Town Manager, Board of Selectmen and Town Departments and Boards regarding their official capacities within Town government, in a timely and cost effective manner.



# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

PERSONNEL ADMINISTRATION		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/24/2016	2017 BUDCOM Consideration
1-4155-10-110	Performance Management	Funds Personnel Merit and Performance Adjustments for Municipal Employees (4th quarter expenditure)	\$27,550	\$30,762	\$30,715	\$30,000	\$25,118	\$30,000	\$30,000	\$30,000
1-4155-10-120	Employee Tuition Reimbursement	Funds Educational Assistance & Tuition	\$810	\$0	\$0	\$10,000	\$0	\$5,000	\$5,000	\$5,000
1-4155-20-210	Work/Health Insurance	Based on current 2016 rates with adjustments made due to changes in Town's employee census and the Collective Bargaining Agreement. This line includes health, dental, life, short and long term disability. The Union Health Insurance is based on July 2016 rates. These will renew July 2017. The non-union will incur a 5 % increase in health insurance, no increase in dental premiums, and no change in disability premiums. The 2017 requested has been adjusted on the current employee census data.	\$883,454	\$903,191	\$814,760	\$981,431	\$866,929	\$987,613	\$987,613	\$987,613
1-4155-30-220	FICA	Federal Insurance Contributions Act (12.4% of earnings (6.2% employer and employee))	\$112,123	\$119,504	\$105,165	\$108,777	\$106,636	\$124,424	\$124,424	\$124,424
1-4155-30-225	Medicare	0.029% of earnings (1.45% employer and employee) The 2016 requested funding will be based on the current employee census data and will be updated in November 2015.	\$42,500	\$42,994	\$41,867	\$46,026	\$41,731	\$50,851	\$50,851	\$50,851
1-4155-40-230	New Hampshire Retirement	NHRS rates for 2017 as follows: PD 26.38%, FD 29.16% , Employ 11.17% These rates are effective until June 2017 in which the rates will increase PD 29.43%, FD 31.89%, Employee 11.38%. An overall 6% increase. The State continues its downward shift of expense to the Towns.	\$463,943	\$465,822	\$489,494	\$528,245	\$510,822	\$600,715	\$600,715	\$600,715
1-4155-40-250	Unemployment Compensation	Based on employee class, payroll dollars in each class and loss ratio through December 2016. Decrease in rate from .72% to .58% . The 2017 expense has been adjusted.	\$3,419	\$3,429	\$5,059	\$7,171	\$7,171	\$5,871	\$5,871	\$5,871
1-4155-40-260	NH Municipal Worker's Compensation	Based on position and earnings and loss ratio factor. Our Loss Ratio decreased from .78 to .67 which is a -14.1% change. These two items result in a 15.4% decrease or \$11,049.	\$62,556	\$43,059	\$82,674	\$82,674	\$73,665	\$60,856	\$60,856	\$60,856
1-4155-40-290	125 Caf. Plan Pre-Tax	Section 125 is a pre-tax status and allows staff to enroll in a flex spending program with pre taxed payroll deductions. Administrative fees are per person participating.	\$486	\$627	\$428	\$600	\$342	\$600	\$600	\$600
1-4155-40-330	Sick Leave Buy Back	Moved to Account # 4155-50-190								
1-4155-40-350	Medical Services	Hepatitis B Shots, CPR Certification, first aid supplies.	\$990	\$480	\$591	\$1,000	\$1,297	\$1,000	\$1,000	\$1,000
1-4155-40-390	Pre-Employment Screening	Physical Exams/background checks for prospective employment.	\$871	\$581	\$986	\$1,500	\$293	\$1,500	\$1,500	\$1,500
1-4155-40-400	Town Manager Search		\$0	\$0	\$8,750	\$0	\$0	\$0	\$0	\$0
1-4155-40-550	Notices & Publications	Legally required public notices	\$0	\$0	\$0	\$1,000	\$0	\$1,000	\$1,000	\$1,000
1-4155-40-695	Employee Relations	Expenses associated with turnover and employment search	\$66	\$1,634	\$1,968	\$500	\$618	\$500	\$500	\$500
1-4155-50-190	Sick Leave Buy Back	Annual buy back as per current personnel plan (December expenditure)	\$19,584	\$23,270	\$31,356	\$20,000	\$32,603	\$26,300	\$26,300	\$26,300
PERSONNEL ADMINISTRATION TOTAL			\$1,618,351	\$1,635,352	\$1,613,813	\$1,818,924	\$1,667,225	\$1,896,230	\$1,896,230	\$1,896,230
NOTES: The Town employs 18 full time, 9 part-time, 18 police officers, 1 PT officer, 5 full time dispatchers, 1 PT dispatch, 4 full time firefighters, 30-35 call members and several seasonal and elected officials. The personnel budget covers all benefits as described in the current personnel plan.										

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

PLANNING		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 9/19/2016	2017 BUDCOM Consideration
1-4191-10-110	PB Permanent Positions	Full Time Town Planner Annual Salary \$51,000.	\$50,157	\$54,018	\$32,096	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000
1-4191-10-120	PB Minute Taker	Minute Taker stipend of \$150 per meeting x 24 meetings annually.	\$750	\$2,850	\$3,600	\$3,600	\$3,301	\$3,600	\$3,600	\$3,600
1-4191-10-140	PB Overtime	Overtime as required for PB and other Committees, special projects, and additional work as directed by the Town Manager.	\$4,152	\$1,221	\$1,041	\$1,000	\$2,080	\$1,000	\$1,000	\$1,000
1-4191-10-310	PB Engineering/Consult Fees	Engineering and consulting services for special studies and projects as needed.	\$2,880	\$2,210	\$2,157	\$3,000	\$0	\$3,000	\$3,000	\$3,000
1-4191-10-315	PB Mapping	Geographic Information Systems Mapping technical assistance to allow the Town Planner to provide maps for numerous projects and to support committee needs.	\$2,750	\$2,989	\$3,750	\$3,000	\$5,650	\$3,000	\$3,000	\$3,000
1-4191-10-320	PB Attorney Fees	Planning Board legal advice as needed. Annual review of zoning/regulation amendments is required.	\$7,647	\$13,287	\$367	\$3,500	\$2,711	\$3,000	\$3,000	\$3,000
1-4191-10-341	PB Telephone	Charges for phone service based upon average annual cost.	\$1,002	\$814	\$322	\$900	\$407	\$300	\$300	\$300
1-4191-10-342	PB Data Processing	BMSI Support/Upgrades moved to Inspection Budget (No utility from Planning Office)	\$0	\$0	\$0	\$0	\$0			
1-4191-10-500	PB Education & Training	Regional Planning sponsored training, LGC Conference and workshops, and NH Institute of Transportation Engineers Workshop.	\$294	\$230	\$265	\$300	\$165	\$300	\$300	\$300
1-4191-10-550	PB Notices & Publications	Legal notices and other notification of meetings published in the Eagle Tribune as required by State Law.	\$2,218	\$1,542	\$1,698	\$1,500	\$1,553	\$1,500	\$1,500	\$1,500
1-4191-10-560	PB Dues	Membership in the NH Planners Association (NHPA) and Institute of Transportation Engineers (ITE).	\$10	\$0	\$0	\$100	\$0	\$100	\$100	\$100
1-4191-10-620	PB Office Supplies	Paper, plotter cartridges, ink toner and other office supplies required to support daily operations.	\$498	\$416	\$532	\$500	\$58	\$350	\$350	\$350
1-4191-10-625	PB Postage	Abutter Notices (State law requires abutter notification for subdivision and site plan public hearings.)	\$1,386	\$1,360	\$1,065	\$1,500	\$1,379	\$1,000	\$1,000	\$1,000
1-4191-10-630	PB Equipment & Repairs	Computer, HP Plotter for maps requires routine maintenance. Xerox copier no longer shared with building department. Major Repair & Maintenance for HP Plotter last done in 2010 and will be required again in 2015.	\$373	\$152	\$220	\$500	\$0	\$500	\$500	\$500
1-4191-10-670	PB Books & Periodicals	State Planning Laws (RSA) annually updated handbooks for members and other planning manuals, publications and professional resources as needed.	\$53	\$121	\$38	\$100	\$0	\$100	\$100	\$100
1-4191-10-680	PB Equipment Purchase	Office, Storage or Filing Equipment as needed. In 2014, this line item was over due to Town Planner moving into separate office. In 2015, additional map file storage drawers and filing cabinets for Planning Board development projects will be purchased.	\$0	\$1,314	\$1,275	\$1,000	\$0	\$200	\$200	\$200
1-4191-10-801	PB Mileage & Expense Reimbursement	For travel to Registry of Deeds, site visits, off site meetings and training estimated @ \$0.54 per mile. Based upon this year expenditures this line is increased to \$500.	\$262	\$400	\$436	\$300	\$434	\$500	\$500	\$500

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

PLANNING Pg 2			2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 9/19/2016	2017 BUDCOM Consideration
1-4191-10-870	PB Recording Fees	Cost of recording subdivision or site plan mylars @ Registry of Deeds. Costs for these particular fees are offset by Planning Board recording fees collected from applicants. This line item also covers the charges for the online account the Town has with RCRD allowing for in-house printing of deeds, plans or other required documentation recorded at the RCRD by various departments.	\$1,124	\$792	\$925	\$1,000	\$536	\$800	\$800	\$800
1-4191-10-875	PB Master Plan Update	In 2016, updates to the Master Plan through consulting services were budgeted and completed. Any remaining funds will be encumbered for 2017 for further updates	\$489	\$2,125	\$6,888	\$5,000	\$1,869	\$5,000	\$5,000	\$5,000
1-4191-10-876	PB Impact Fee Update	In 2016, an update to the Recreation Impact Fee continues but is not yet completed. Funds will be encumbered for 2017 for completion of the update to the Recreation Impact Fee through ongoing consulting services.	\$658	\$1,199	\$0	\$10,000	\$0	\$5,000	\$5,000	\$5,000
PLANNING TOTAL			\$76,703	\$87,040	\$56,675	\$87,800	\$71,143	\$80,250	\$80,250	\$80,250
NOTES: The Planning Department collects general revenue for site plan or subdivision applications that help to offset the cost of administration. The budgeted revenue is \$5,000 The Planning Board consists of 5 elected members who coordinate land use policies and ordinances to advance the broader interests of the Town of Plaistow. The Planning Department is also responsible for working with local officials in updating the Town's Master Plan, Capital Improvement Program, and environmental protection policies and ordinances.										
ZONING BOARD			2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/03/2016	2017 BUDCOM Consideration
1-4191-20-120	ZB Minute Taker	Minute taker stipend of \$150 per monthly event X 12 months.	\$1,398	\$1,375	\$1,579	\$1,800	\$1,546	\$1,800	\$1,800	\$1,800
1-4191-20-320	ZB Legal	Attorney Fees for Consultation and Representation.	\$0	\$0	\$0	\$1,000	\$0	\$1,000	\$1,000	\$1,000
1-4191-20-500	ZB Training	Sending 4-6 members to LGC Zoning Board training annually as offered for new members and those needing refresher	\$0	\$0	\$0	\$300	\$273	\$300	\$300	\$300
1-4191-20-550	ZB Notices & Publications	Monthly Publishing of Legal Notice in Eagle Tribune for advertising hearings.	\$1,663	\$1,618	\$745	\$1,500	\$1,212	\$1,500	\$1,500	\$1,500
1-4191-20-620	ZB Supplies	Name Plates and Other Unforeseen Office Supplies	\$46	\$41	\$46	\$100	\$92	\$50	\$50	\$50
1-4191-20-625	ZB Postage	Certified Mailings of Abutter Notices (wash item) and Other Correspondences	\$958	\$1,212	\$622	\$1,000	\$354	\$1,000	\$1,000	\$1,000
1-4191-20-630	ZB Equipment	No needs at this time.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
1-4191-20-670	ZB Books & Periodicals	Town & City Magazine (6 @ \$25 each); NH RSA Book (2 @ \$6.50 each)	\$165	\$15	\$79	\$16	\$0	\$25	\$25	\$25
1-4191-20-801	ZB Expense Reimbursement	Reimbursements for expenses for Zoning Board	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ZONING TOTAL			\$4,230	\$4,261	\$3,071	\$5,716	\$3,477	\$5,675	\$5,675	\$5,675
NOTES: The ZBA is a quasi-judicial board that reviews and decides, using the guidelines set out in the NHRsAs, when relief from the Town's Zoning Ordinances, or decisions made by other departments and boards, is needed. Each application is unique and is always carefully considered on a case-by-case basis.										

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

GOVERNMENT BUILDINGS		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/03/2016	2017 BUDCOM Consideration
1-4194-00-110	BD Permanent Positions	40 hours per week, 52 weeks @ \$22.44 per hour.	\$36,975	\$36,872	\$42,141	\$46,446	\$47,221	\$46,676	\$46,676	\$46,676
1-4194-00-120	Part-Time Positions	Library Reimburses 1 @ \$15.30 per hour for 1560 hours annually. Other part time staff works 1560 hours @ \$14.00 per hour for Safety Complex	\$10,198	\$14,152	\$19,326	\$17,839	\$14,528	\$21,840	\$21,840	\$21,840
1-4194-00-140	BD Custodian Overtime	Including Vacation and Sick Coverage @ Straight Time for Part-Time Employee help. Additional projects include: Snow removal, stripping floors, shampooing carpets, painting, PARC summer rec, town events coverage and other project work as required. Extra \$500 has been included as facilities in need of attention.	\$6,315	\$5,577	\$6,856	\$7,500	\$15,534	\$7,500	\$7,500	\$7,500
1-4194-00-291	Uniforms	Uniforms - 3 employees at \$400 per year allowance and 1 substitute at \$100. Additional \$450 for foul weather gear.	\$1,488	\$1,723	\$2,132	\$1,750	\$1,813	\$1,350	\$1,350	\$1,350
1-4194-00-341	Telephone/Communication	3 Cellular Telephones	\$835	\$984	\$1,361	\$1,000	\$1,287	\$1,100	\$1,100	\$1,100
1-4194-00-500	BD Custodian Training	Allowance for in house training such as chemical use, PPE, blood borne pathogens, etc.	\$0	\$0	\$35	\$200	\$75	\$200	\$200	\$200
1-4194-00-610	BD General Supplies	General supplies - paper products, cleaning supplies, trash bags, vacuum bags and all other products needed to maintain all buildings including PARC and Smith Field. This line also includes the cost for purchasing flags and bunting.	\$3,614	\$4,957	\$4,618	\$4,400	\$5,415	\$3,200	\$3,200	\$3,200
1-4194-00-635	Gasoline	2 Snow blowers, 1 tractor, truck and Town Hall generator.	\$101	\$404	\$162	\$400	\$378	\$400	\$400	\$400
1-4194-00-660	BD Vehicle Maintenance	Tune ups and repairs on 2 snow blowers, tractor and Truck	\$162	\$520	\$459	\$500	\$1,983	\$6,057	\$6,057	\$6,057
1-4194-00-740	BD Maintenance Equipment	Hand tools, pressure washer, leaf blower, salt spreaders, vacuum cleaners etc.	\$103	\$274	\$1,041	\$500	\$825	\$500	\$500	\$500
1-4194-00-801	BD Mileage Reimbursement	Mileage at \$0.54 per mile for reimbursement for travel to all facilities for 2 employees as required.	\$558	\$320	\$871	\$1,200	\$365	\$400	\$400	\$400
1-4194-10-390	BD Tech Svc Contract	Service Contracts - Sewer service - twice a year at the Library - \$900, once a year at Town Hall - \$150, court house - \$150, Safety Complex - \$300, Museum - Total \$2,400. HVAC spring and fall preventive maintenance for the Court House, Safety Complex, Museum and Town Hall - \$3,975. Elevator service - \$1,114.02, also \$515 for state inspection and smoke and fire detector inspection - \$1,629.02. Annual PM for all overhead doors at the Safety Complex - \$1,350. Generator PM bi-annual Highway Garage, Town Hall, and Safety Complex - \$3,000. Alarm monitoring security systems and fire alarms at the Town Hall - Panic Alarm - \$180. Fire Alarm Monitoring \$300 and Annual fire alarm inspection \$300, PARC recreation concession - Fire Alarm monitoring \$480, Security monitoring \$300 - Annual fire alarm inspection \$150, also annual fire alarm inspection at police and fire station - \$300. Annual fire extinguisher inspection District Court \$270, Town Hall - \$66.50, Historical Society - \$120 - Fire suppression system Town Hall (sprinkler system) - \$1,200. Boiler and Pressure Vessel bi-annual inspection - \$250 and Water Heater Maintenance - \$100.	\$11,351	\$10,862	\$11,351	\$18,120	\$19,826	\$18,120	\$18,120	\$18,120

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

GOVERNMENT BUILDINGS (PAGE 2)			2013 YTD 12/31/2013	2014 YTD 10/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/03/2016	2017 BUDCOM Consideration
1-4194-10-410	TH Town Hall Electric	Unchanged based on current figures. Will be updated late fall 2016	\$12,363	\$11,815	\$14,049	\$15,000	\$11,958	\$14,000	\$14,000	\$14,000
GOVERNMENT BUILDINGS (PAGE 2)			2013 YTD 12/31/2013	2014 YTD 12/31/14						
1-4194-10-411	TH Town Hall Heat	Gas Heat- Unchanged based on current figures. Will be updated late fall 2016	\$5,811	\$7,626	\$7,684	\$8,000	\$6,021	\$8,000	\$8,000	\$8,000
1-4194-10-430	TH Maintenance	Lights, paint ballasts, UPS batteries, ice melt, salt for water system, emergency lights etc. Steam cleaning of Great Hall once a year, also cleaning of Town Clerks office and Town Manager office rugs \$400 .	\$2,446	\$3,353	\$7,780	\$5,200	\$8,483	\$5,200	\$5,200	\$5,200
1-4194-10-431	TH Repairs	Town Hall and PARC service calls - Alarm system, HVAC plumbing, heating, electric, roofing, phone systems, keys, lock repairs etc.	\$4,062	\$6,537	\$8,444	\$5,000	\$11,047	\$5,000	\$5,000	\$5,000
1-4194-20-410	CX Safety Complex Electric	Unchanged based on current figures. Will be updated late fall 2016	\$30,221	\$33,527	\$43,885	\$34,000	\$37,042	\$39,000	\$39,000	\$39,000
1-4194-20-411	CX Safety Complex Heat	Unchanged based on current figures. Will be updated late fall 2016	\$13,243	\$18,283	\$17,676	\$18,650	\$12,825	\$15,000	\$15,000	\$15,000
1-4194-20-430	CX Safety Complex Maintenance	Paint, lights ballasts, ceiling tiles etc.	\$2,895	\$5,889	\$3,504	\$5,370	\$6,976	\$5,370	\$5,370	\$5,370
1-4194-20-431	Safety Complex Repairs	This line items covers service calls and regular building maintenance including plumbing, HVAC repairs and roof leaks. Exterior lighting on building and light poles in parking lot.	\$6,853	\$18,958	\$17,315	\$4,000	\$9,474	\$4,000	\$4,000	\$4,000
1-4194-30-341	MU Museum - Telephone	Increase reflects current level of expenditure.	\$373	\$317	\$1,154	\$336	\$1,089	\$1,155	\$1,155	\$1,155
1-4194-30-410	MU Museum Electric	Unchanged based on current figures. Will be updated late fall 2016	\$1,373	\$1,427	\$1,664	\$2,500	\$1,491	\$2,000	\$2,000	\$2,000
1-4194-30-411	MU Museum Heat	Gas Heat -Unchanged based on current figures. Will be updated late fall 2016	\$2,648	\$3,514	\$3,195	\$4,530	\$3,607	\$4,000	\$4,000	\$4,000
1-4194-30-430	MU Museum Maintenance	Paint, lights ballasts, ceiling tiles etc. Painted exterior in spring of 2016.	\$219	\$189	\$0	\$250	\$8,596	\$250	\$250	\$250
1-4194-30-431	Museum Repairs	This line items covers service calls and regular building maintenance including plumbing, HVAC repairs, roof leaks and exterior lighting on building etc.	\$1,805	\$64	\$2,923	\$500	\$35	\$500	\$500	\$500
1-4194-40-430	Courthouse Maintenance	Paint, lights ballasts, ceiling tiles etc. Painted exterior in spring of 2016.	\$1,570	\$475	\$480	\$500	\$296	\$500	\$500	\$500
1-4194-40-431	Courthouse Repairs	General repairs, service calls plumbing, heating and electrical. Unfinished work includes incomplete ceiling, doors and closures in poor condition and marginal repairs need correction.	\$636	\$948	\$10,255	\$500	\$1,483	\$500	\$500	\$500
GOVERNMENT BUILDINGS TOTAL			\$158,218	\$189,567	\$230,361	\$204,191	\$229,672	\$211,818	\$211,818	\$211,818

NOTES: Building Maintenance is staffed with one supervisor, two part-time staff members and one substitute. One employee is at the library 28 hours per week while the other is at the safety complex 25 hours per week. Each can be utilized for projects throughout the Town as needed and the overtime line is charged their basic hourly rate with any time over the base hours. We work together to maintain 5 Town buildings, two recreation fields and Town Forest for cleaning, routine maintenance and required repairs. Our mission is to protect the town's investment in facilities and property by providing safe and clean access and due diligence with regard to preventing deterioration and preserving facilities integrity. 2015 Accomplishments include: Improved departmental responsiveness, Court House renovations, Safety Complex generator refurbishing, Museum alarm replacement and , Gazebo and museum paint touch-up, PARC repairs, deep cleaning, secure Hale Spring.

INSURANCE			2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 9/19/2016	2017 BUDCOM Consideration
1-4196-00-480	Property and Liability Insurance	Premium calculated on property value of \$16.6M.	\$71,568	\$60,869	\$75,644	\$77,873	\$59,021	\$122,260	\$122,260	\$122,260
1-4196-00-490	Deductible Prop-Liability	500/1000 deductible per loss depending upon type of loss.	\$802	\$0	\$0	\$3,000	\$0	\$3,000	\$3,000	\$3,000
INSURANCE TOTAL			\$72,370	\$60,869	\$75,644	\$80,873	\$59,021	\$125,260	\$125,260	\$125,260

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

**NOTES:** The Town of Plaistow's Insurance Budget covers the building and property insurance for the Town of Plaistow. It also covers payroll and public officials bond. The plans are reviewed annually to ensure that the proper levels of insurance and inventories are included for coverage. We do an annual audit of rolling inventory, listing valuables, buildings and staff, updating all values. The increase is due to a change in census values.

ADVERTISING/ASSOCIATIONS		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/24/2016	2017 BUDCOM Consideration
1-4197-10-550	EX Notices & Publications	Town Meeting and Public Hearing Notices in Eagle Tribune.	\$492	\$497	\$215	\$500	\$1,331	\$800	\$800	\$800
1-4197-10-552	Town Report Expense	Production (Technical Assistance, Cover Production, Indexing) Printed 1000 Books (270 pages) in 2016.	\$10,274	\$11,665	\$11,419	\$12,000	\$10,613	\$11,500	\$11,500	\$11,500
1-4197-10-560	Dues	New Hampshire Municipal Association \$6789; Rockingham Planning Commission \$7526. (These numbers will be updated in November for 2016.)	\$13,051	\$13,851	\$13,919	\$14,000	\$28,882	\$14,500	\$14,500	\$14,500
ADVERTISING/ASSOCIATION TOTAL			\$23,817	\$26,013	\$25,553	\$26,500	\$40,826	\$26,800	\$26,800	\$26,800

**NOTES:** The Advertising Budget funds three main functions: 1) Public notices that are required to appear in newspapers; 2) The production costs associated with the annual Town Report as well as the printing of the Town Warrant for Town Meeting; and 3) Membership dues for the New Hampshire Local Government Center (LGC) and Rockingham Planning Commission (RPC). The LGC and RPC provide the Town of Plaistow employees with technical and legal assistance, municipal advocacy, and land use/transportation planning. The Town of Plaistow has consistently been recognized as one of the best municipalities in the state in the production of the Town Report.



# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

CABLE STUDIO			2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/17/2016	2017 BUDCOM Consideration
1-4198-10-110	CS Permanent Position	Part-Time staff for 1060 hours annually @ \$16.98 per hour.	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000	\$18,000
1-4198-10-120	CS Operators	Per diem camera operators for all public meetings paid a minimum of 2 hours per meeting at @ \$10.50 per hour. \$3000 allocated towards meeting coverage. An additional \$500 provided for additional coverage of special events.	\$2,194	\$2,775	\$2,771	\$3,633	\$2,897	\$3,500	\$3,500	\$3,500
1-4198-10-310	CS Consultants / Contracted services	Continue projects and enhancements at Town Hall, Library, and Saftey Complex for broadcasting and additional audiovisual needs. This line is to be utilized for equipment installations, wiring projects, and other professional services.	\$0	\$200	\$200	\$4,500	\$1,000	\$2,500	\$2,500	\$2,500
1-4198-10-341	CS Telephone	Annual cost	\$0	\$0	\$146	\$0	\$31	\$0	\$0	\$0
1-4198-10-430	CS Equipment Repairs	Studio equipment and camera repair. Line item adjusted based on actual expenditures.	\$480	\$26	\$99	\$500	\$80	\$500	\$500	\$500
1-4198-10-500	CS Training	Restoring Training Line item to include funds to attend conferences - NHCCM, ACM, etc.	\$99	\$405	\$478	\$400	\$374	\$400	\$400	\$400
1-4198-10-560	Cable Dues & Subscriptions	Association dues including NHCCM Membership, online video hosting subscription, remote computer access service, and website hosting. Change in 2016 request reflects movement towards subscription-based Adobe software pricing. This will not be acted on until deemed necessary.	\$880	\$656	\$317	\$1,180	\$570	\$1,180	\$1,180	\$1,180
1-4198-10-610	CS General Supplies	Operational supplies	\$740	\$330	\$60	\$500	\$344	\$500	\$500	\$500
1-4198-10-740	CS New Equipment	Proposed equipment purchases include Teleprompter, Boom Mics & stands, LED/LCD Monitors, and additional microphones for any of our facilities as needed. This line also funds batteries, lamps, and recording media as needed. This line has been reduced from previous years, due to additional capitol provided by cable company subscribers.	\$5,909	\$13,770	\$379	\$6,000	\$4,268	\$1,000	\$1,000	\$1,000
1-4198-10-801	CS Mileage	Travel Expense Reimbursement @ 0.54 per mile	\$149	\$248	\$363	\$500	\$0	\$500	\$500	\$500
CABLE STUDIO TOTAL			\$28,451	\$36,410	\$22,813	\$35,213	\$27,564	\$28,080	\$28,080	\$28,080
<b>NOTES:</b> Plaistow Access Cable (PAC17) operates P.E.G. Access (Public, Education, and Government) Community Television channels on Comcast Cable channels 17 (Public Access). PAC is overseen by the Cable Committee, whose members are appointed by the Board of Selectmen. The studio has been successfully relocated to the basement of Plaistow Town Hall. The redesigned space is adequate, well appointed and comfortable. The Cable Department is a part-time Department, which relies on volunteers for many functions. The staff includes a part-time Cable Coordinator.										
CONFLICT OF INTEREST			2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/03/2016	2017 BUDCOM Consideration
1-4199-10-500	COI Training	Member Training	\$0	\$0	\$0	\$350	\$0	\$350	\$350	\$350
1-4199-10-620	COI Office Supplies	Tapes, Ink Cartridges, Paper, memory card and CDs.	\$106	\$0	\$0	\$140	\$0	\$140	\$140	\$140
1-4199-10-625	COI Postage	PO Box and Routine Postage	\$85	\$31	\$97	\$110	\$70	\$110	\$110	\$110
CONFLICT OF INTEREST TOTAL			\$191	\$31	\$97	\$600	\$70	\$600	\$600	\$600
<b>NOTES:</b> The Conflict of Interest Committee has been established to provide guidelines for ethical standards of conduct for all officials and employees by setting forth those acts or actions that are incompatible with the best interest of the Town, thereby regulating conflicts of interest or the appearance of conflicts; and also requiring disclosure by such officials and employees of private financial or other interests in matters affecting the Town that may be or appear to be a conflict of interest.										

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

POLICE & ACO DEPARTMENTS		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/24/2016	2017 BUDCOM Consideration
1-4210-10-110	PD Administrative Salaries	Contains salary for Chief (\$85,363 & 1K Longevity), Patrol Captain (\$73,008 & \$750 Longevity), Admin Captain (\$73,008 & \$750 Longevity) Operations Lt. (\$58,948 & \$500 Longevity) Administrative Assistant (\$41,454 & \$500 Longevity), Secretary (\$39,859 & \$500 Longevity), Victim Witness Advocate(\$40,319& \$520 educational stipend), and Part-Time Records Clerk (\$22,551). Also includes ETO buyback for the two full-time Union employees and Captains (\$2,800). Increase due to colas & steps in the CBA.	\$343,895	\$323,368	\$282,220	\$439,862	\$397,568	\$441,311	\$441,311	\$441,311
1-4210-10-120	PD Prosecutor	Contractual for Assistant County Attorney which is shared with four other communities that report to the Plaistow District Court. (Increase for COLA and admin fees.)	\$34,020	\$34,706	\$50,000	\$51,802	\$52,086	\$56,151	\$56,151	\$56,151
1-4210-10-342	PD Management Information Systems (formerly known as Data Processing)	Support and Maintenance for our specialized police software/hardware, which we've had since 1994 and for network services.	\$28,148	\$35,579	\$30,330	\$34,385	\$33,918	\$34,103	\$34,103	\$34,103
1-4210-10-351	PD Pre-Employment Screening	For candidate testing, physicals, psychological exams, polygraphs, immunizations, and medical exam.	\$5,835	\$4,082	\$2,982	\$2,150	\$3,227	\$2,150	\$2,150	\$2,150
1-4210-10-500	PD Training	Tuition type training courses.	\$3,386	\$1,433	\$1,348	\$2,500	\$3,400	\$2,500	\$2,500	\$2,500
1-4210-10-510	PD Collective Bargaining Agreement Education (Union Contract)	College reimbursement for Union employees per the Collective Bargaining Agreement.	\$1,974	\$1,831	\$0	\$1,500	\$0	\$1,000	\$1,000	\$1,000
1-4210-10-560	PD Dues & Subscriptions	Memberships in Associations. Increase from increased memberships in organizations in the department.	\$562	\$525	\$907	\$1,000	\$1,042	\$1,000	\$1,000	\$1,000
1-4210-10-580	PD Rentals & Leases	Covers cost of leases for postage machine, copier, & all-in-one printer utilized by 6 work stations in administration.	\$1,644	\$2,315	\$2,853	\$3,936	\$2,986	\$3,839	\$3,839	\$3,839
1-4210-10-581	PD Communications Tower	Rte 108 Tower Lease \$7,638.48/yr (\$3,000 reimbursed by Condo Association. Lease incurs annual 3% increase; Plaistow West (Atk) \$13,497.44 with \$5,398.98 reimbursed annually by Atk PD & FD and Plaistow EM & FD each budgeting \$2,699.49/yr for their portions. Lease incurs annual 3.5% increase.			\$14,178	\$15,240	\$16,459	\$15,737	\$15,737	\$15,737
1-4210-10-610	PD General Supplies	Expenses including but not limited to training and issue ammunition, intoxilyzer supplies, fire extinguishers refills, first aid kits, investigative supplies, and flares. This line has not seen an increase since 2009 however, costs for items such as ammunition has increased over the years.	\$15,377	\$10,415	\$12,877	\$12,000	\$12,491	\$12,000	\$12,000	\$12,000
1-4210-10-615	K9-Supplies	Food, annual health insurance, veterinarian bills, supplies, and training.	\$1,301	\$1,512	\$1,134	\$2,000	\$0	\$2,000	\$2,000	\$2,000
1-4210-10-620	PD Office Supplies	Expenses including but not limited to printed forms, parking tickets, and copier and fax supplies.	\$9,372	\$9,452	\$6,489	\$8,000	\$5,862	\$6,500	\$6,500	\$6,500
1-4210-10-625	PD Postage	Mail	\$501	\$354	\$1,254	\$925	\$1,030	\$925	\$925	\$925
1-4210-10-630	PD Equipment Maintenance/Repair	Covers cost for maintenance contracts such as copier, radio console, and phones. Also covers communications general repairs, repairs for camera and telephone system, State Police Telecommunications Computer and yearly software support for Open Fox Mobile Messenger Licenses.	\$28,218	\$27,746	\$18,201	\$25,743	\$24,828	\$24,725	\$24,725	\$24,725
1-4210-10-655	PD Jail Maintenance	Expense for prisoner meals, cleaning blankets, and rubber gloves. (Use of County Trustees for Community Service projects.)	\$1,303	\$2,742	\$1,111	\$1,500	\$1,224	\$1,500	\$1,500	\$1,500



# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

POLICE & ACO DEPARTMENTS (P.2)		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/24/2016	2017 BUDCOM Consideration
1-4210-10-670	PD Books & Periodicals	Purchase of books and periodicals to include MLEFI, AA, Putney Press, Cole Directory, Blue Books, and law books. Decrease as more online options become available.	\$765	\$621	\$721	\$500	\$669	\$500	\$500	\$500
1-4210-10-680	PD Equipment Purchase	Annual purchases of computer software & hardware upgrades (CIP) and replacement of office equipment. Department has 8 printers, 19 computers, and 6 cruiser laptops. Includes firewall replacement and annual subscription.	\$12,329	\$28,957	\$6,770	\$19,400	\$10,361	\$17,630	\$17,630	\$17,630
1-4210-10-690	PD Community Service Supplies f/k/a - Unanticipated Expenses	Items not detailed elsewhere such as food for Officers on Old Home Day, Justice of the Peace renewals, and community events.	\$693	\$1,376	\$837	\$750	\$1,333	\$750	\$750	\$750
1-4210-10-801	PD Expense Reimbursement	Mileage reimbursement for employees traveling to Court, administrative hearings, and training. NH and New England Chief's Association Conferences, training seminars, and IACP National Conference.	\$564	\$1,399	\$13	\$1,100	\$839	\$1,100	\$1,100	\$1,100
1-4210-20-110	PD Officer Salaries	Salary for 14 Officers, covers base salaries (\$704,531), longevity (\$4,750), shift differentials (\$14,328), educational stipends (\$5,720), OIC (\$2,600), and ETO buybacks(\$13,000).	\$792,415	\$697,011	\$767,446	\$757,363	\$706,225	\$744,929	\$744,929	\$744,929
1-4210-20-120	PD Part-Time Officers	Salary for 1 Temporary Part-Time Officers, 1 On-Call ACO, which covers base salary, mandatory firearm training, court time, part-time holidays, and ETO fill-in.	\$19,623	\$21,517	\$11,136	\$16,934	\$4,253	\$12,047	\$12,047	\$12,047
1-4210-20-140	PD Officer Overtime	Covers mandatory firearm training, 1 Officer at the Academy, replacements for ETO's training vacancies, court time, and special investigation. Increase of 2% to help offset the 2% COLAs on 4/1/2017.	\$123,921	\$154,918	\$142,033	\$146,986	\$114,389	\$149,926	\$149,926	\$149,926
1-4210-20-192	PD Employment	Moved to account # 4210-10-351	\$697							
1-4210-20-291	PD Officer Uniforms	Union Contract. Covers uniforms for Officers, promotional stipends, cleaning reimbursements, crossing guard uniforms, and soft body armor replacements. Increase from changes in allowance amounts allotted to Officers and Class A Uniforms. Includes the cost of 6 vests.	\$32,057	\$29,678	\$23,711	\$27,750	\$22,492	\$33,550	\$33,550	\$33,550
1-4210-20-341	PD Telephone & Communications (f/k/a Telephone)	Covers two E911 lines, fax line, four administrative lines, cell phones, communication fees for mobile data terminals and modem, and internet. The Police Department dropped 2 cell lines and were able to negotiate a lower monthly rate.	\$17,845	\$27,087	\$21,300	\$21,373	\$20,354	\$17,442	\$17,442	\$17,442
1-4210-20-635	PD Gasoline	Gasoline for entire fleet of 11 cars, 1 ACO Truck, 1 motorcycle, and 2 ORHV's at 14,000 gallons per year. Decrease of fuel costs per gallon.	\$58,297	\$50,647	\$27,858	\$35,000	\$33,728	\$30,984	\$30,984	\$30,984
1-4210-20-660	PD Vehicle Maintenance/Repair (formerly known as Vehicle Maintenance)	Maintenance and repairs on 11 vehicles, 2 OHRVs, 3 mountain bikes, 1 motorcycle, and ACO truck. Includes brakes, tires, engine tune-ups, transmissions, oil changes, cleaning supplies, bulbs, and inspections.	\$27,810	\$10,845	\$16,958	\$19,000	\$30,555	\$19,000	\$19,000	\$19,000
1-4210-20-740	PD Capital Equipment	Lease two replacement vehicles, which includes equipping with safety seat, cage, gun racks, console, light bar, and siren system (\$24,500). Includes year 3 lease payment of a 3 year lease for 1 replacement vehicle leased (\$13,370) and year 2 lease payment of a 3 year lease for 2 replacement vehicles leased (\$24,122). Includes yearly motorcycle lease (\$4,400).	\$48,386	\$66,473	\$70,792	\$76,174	\$46,105	\$76,392	\$76,392	\$76,392

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

POLICE & ACO DEPARTMENTS (P.3)		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec EXPENSES	2017 DEPT REQUEST	2017 BOS Approved 10/24/2016	2017 BUDCOM Consideration
1-4210-30-120	PD School Crossing Guard	Salary for two Crossing Guards that cover TRMS, TRHS, and Pollard School, which is partially reimbursed in the amount of \$11,263 by the SAU. Increase is from 2% COLA received in 4/2016.	\$16,561	\$19,340	\$15,536	\$16,786	\$13,946	\$16,895	\$16,895	\$16,895
1-4210-50-110	PD Dispatch Salaries	Salary for 5 Full Time dispatchers with base salary (\$219,400) longevity (\$2,500), shift differentials (\$5,928), educational stipend (\$1,144), and ETO buybacks (\$14,500). Increases due to step rates and colas per the CBA.	\$257,537	\$173,735	\$229,065	\$236,741	\$240,839	\$243,472	\$243,472	\$243,472
1-4210-50-120	PD Part-Time Dispatch	Salary for 1 Part-Time Dispatcher, meetings, holdovers, shorthand shifts, and 8 hours week for PT dispatcher.	\$3,152	\$32,095	\$6,154	\$11,760	\$8,090	\$9,008	\$9,008	\$9,008
1-4210-50-140	PD Dispatch Overtime	Covers training, meetings, ETOs, holdovers, and shorthanded shifts. Increase of 2% to help offset the COLA received in the new CBA on 4/1/2017.	\$25,287	\$55,507	\$43,974	\$15,606	\$37,844	\$27,000	\$27,000	\$27,000
1-4210-50-291	PD Dispatch Uniforms	Covers uniforms for Dispatchers, Promotional Stipends, and Cleaning Reimbursements.	\$2,137	\$2,094	\$761	\$4,550	\$2,739	\$4,450	\$4,450	\$4,450
1-4414-00-350	ACO Medical Service	Veterinarian Services	\$0	\$56	\$128	\$500	\$0	\$500	\$500	\$500
1-4414-00-391	AC Wildlife Control	Disposal of animals.	\$0	\$0	\$0	\$150	\$40	\$150	\$150	\$150
1-4414-00-430	AC Kennel Repair & Maintenance	Cost of maintaining new kennel.	\$206	\$248	\$323	\$500	\$0	\$300	\$300	\$300
POLICE & ACO COMBINED DEPARTMENT TOTAL			\$1,915,123	\$1,829,664	\$1,811,400	\$2,011,466	\$1,850,925	\$2,011,466	\$2,011,466	\$2,011,466
NOTES: This budget funds 18 Full-Time Officers, 1 Part-Time Officers, 1 Part-Time Animal Control Officer, 5 Full-Time Dispatchers, 1 Part-Time Dispatcher, 2 Full-Time Secretaries, 1 Part-Time Records Clerk, 1 Full-Time Victim Witness Advocate, 1 Full-Time Prosecuting Attorney (Contract), 2 Part-Time Crossing Guards, and overtime as it relates to those full-time positions. The personnel and overtime lines amount to \$1,700,739 of the entire budget of \$2,011,466 approximately 84% of the Police Operating Budget. The overall budget has no increase from 2016.										

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

FIRE DEPARTMENT		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/17/2016	2017 BUDCOM Consideration
1-4220-10-110	FD Permanent Positions- Chief	Chief's Annual Salary is \$77,355 and \$500 longevity.	\$72,544	\$73,802	\$74,829	\$75,599	\$77,757	\$77,855	\$77,855	\$77,855
1-4220-10-291	FD Uniforms	Uniform Allowance for permanent and call firefighters and badges. Call members allowance is \$175/year and \$400/year fulltime staff. Allowance for call members increased in 2016 due to increase in cost of allowed items. Added funding for purchase of one Class A uniform/year.	\$4,491	\$8,321	\$3,461	\$7,450	\$8,493	\$6,925	\$6,925	\$6,925
1-4220-10-341	FD Telephones/Communications	Cell phones for the transporting ambulance and Fire Chief (R-2 and Chief) as well as updated VOIP telephone system using estimate from Town Hall. Added Hogg Hill Tower lease payment in 2015.	\$5,585	\$3,110	\$6,211	\$6,951	\$7,500	\$7,011	\$7,011	\$7,011
1-4220-10-342	FD Data Processing	Fire Department "Firehouse" Software Maintenance/License and Tech Support.	\$4,078	\$6,722	\$6,800	\$7,345	\$5,554	\$5,265	\$5,265	\$5,265
1-4220-10-350	FD Medical Services	Department flu/TB/Hep B vaccinations, physicals for new members. Includes funds for members taking courses at NHFA that will require a physical within 3 years of time of the course. Dept Flu shots (20+) and TB Screening (25+)	\$1,790	\$2,242	\$3,197	\$3,900	\$2,919	\$3,450	\$3,450	\$3,450
1-4220-10-560	FD Dues (Professional Associations)	Professional Memberships (IEU, NHAFC, NFPA, NHSFA, IAFC, SCFCA).	\$1,639	\$1,609	\$1,479	\$1,755	\$1,789	\$1,755	\$1,755	\$1,755
1-4220-10-620	FD Supplies	Administrative/Office Supplies (laser jet cartridges, copier ink/toner etc, note books, paper etc.)	\$1,115	\$662	\$672	\$700	\$1,711	\$740	\$740	\$740
1-4220-10-670	FD Books & Periodicals Professional Publications	Magazine Subscriptions (Fire House and Fire Engineering )	\$120	\$208	\$50	\$200	\$130	\$100	\$100	\$100
1-4220-10-690	FD Irregular and varied (Miscellaneous)	Background checks, CDL license renewals. Reduction due to removal of funds for grant assistance (2016 AFG).	\$953	\$499	\$1,062	\$3,040	\$2,784	\$940	\$940	\$940
1-4220-10-801	FD Mileage & Expense	Mileage Reimbursement for travel to department approved courses. Reduction based on cost-saving efforts utilizing former Command Car vs. POV.	\$3,009	\$675	\$110	\$500	\$64	\$250	\$250	\$250
1-4220-10-840	FD Events & Activities	Officer recognition, Fire Fighter recognition, Department Service award and annual pay night dinner (This is a 4th qtr. expenditure).	\$1,274	\$940	\$1,673	\$1,650	\$1,440	\$1,650	\$1,650	\$1,650
1-4220-20-110	FD Permanent Position-FF	Three Permanent Fire Fighter Positions, including shift fill coverage by call members for vacation, sick time and offsite training courses. Increase is due in part to a hourly rate increases FT staff and a change in the average hourly rate for on call members used to estimate the cost for shift fill coverage.	\$121,840	\$124,120	\$132,296	\$142,524	\$131,493	\$152,794	\$152,794	\$152,794

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

FIRE DEPARTMENT (PAGE 2)		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/17/2016	2017 BUDCOM Consideration
1-4220-20-120	FD P-T Call Firefighters	Pay for on call members for fire calls, officers meetings, EMS and holiday weekend shift coverage stipends. Stipends increased as an incentive for members to commit to coverage. Estimate based on call data through 9/26/16. Expecting call volume to exceed 1,100 in 2016. Includes a duty officer as part of the shift coverages outside of normal working hours. Each individual's rate is calculated based on certifications, length of service and rank. The holiday and weekend coverage includes a base compliment of an engine company (3 staff) in addition to the rescue company (3 staff) to ensure public safety over long holiday weekends.	\$139,359	\$137,231	\$147,507	\$173,598	\$181,510	\$217,400	\$217,400	\$217,400
1-4220-20-140	FD Overtime-Firefighters	Full Time staff OT for after hours department trainings (fire and rescue), meetings, and alarm call back @ overtime rate.	\$29,276	\$31,450	\$30,888	\$36,618	\$21,943	\$36,640	\$36,640	\$36,640
1-4220-20-430	FD Building Maintenance	Minor maintenance/supplies to Fire Department Facility.	\$120	\$786	\$2,136	\$200	\$109	\$200	\$200	\$200
1-4220-20-500	FD Training	Department training, FFI & FFII, EMS training. Budgeted will vary based on the average hourly rate for the on call members. Increase is due to the department's decision to pay members for all scheduled training to comply with the intent of DOL rules. Bulk of expenditures will be realized in the 4th quarter.	\$30,403	\$31,582	\$33,545	\$37,472	\$31,924	\$45,852	\$45,852	\$45,852
1-4220-20-560	FD Dues-Hazmat	Regional HAZMAT District membership. Calculated on the reported population of each community and the approved annual budget of the district (fiscal year cycle). Increase based on anticipated dues which will be determined after the June 2017 meeting of the Board of Directors.	\$6,207	\$6,457	\$6,578	\$6,800	\$7,391	\$7,500	\$7,500	\$7,500
1-4220-20-630	FD Equipment Maintenance	Maintenance contracts for SCBA air compressor and costs associated with our radios, fire extinguishers, apparatus bay diesel exhaust removal system, hydraulic rescue tools, and copier maintenance agreement. Variations are due to the cyclical testing of equipment (i.e. SCBA hydrostatic tests not done in 2016 are due in 2017). Reductions reflect removal of the 5 year cardiac monitor maintenance contract implemented in 2016.	\$11,030	\$9,319	\$7,451	\$15,411	\$19,268	\$11,365	\$11,365	\$11,365
1-4220-20-635	FD Fuel (Gasoline/Diesel/Propane)	Diesel & Gasoline using 3 year average cost for diesel (\$3.00/gal and avg total cost for gasoline to date). Values are based on actual fuel usage through 7/31/16. Gasoline cost is based on actual billing of fuel, diesel is based on gallons consumed and the average \$/gallon. Reduction due to propane cost being moved to town facilities budget. (-\$2374.62)	\$13,676	\$14,949	\$10,797	\$11,653	\$8,447	\$8,975	\$8,975	\$8,975
1-4220-20-660	FD Vehicle Maintenance/Supplies	All apparatus maintenance including pump tests, inspections, ladder certification and supplies necessary to maintain safety and integrity of our vehicles. T-5 tank supports will be repaired.	\$16,180	\$19,234	\$15,867	\$26,570	\$22,439	\$20,350	\$20,350	\$20,350

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

FIRE DEPARTMENT (PAGE 3)		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/17/2016	2017 BUDCOM Consideration
1-4220-20-661	FD Vehicle Repairs	Unexpected maintenance items on apparatus. This line varies annually. In 2016 we engaged a new maintenance shop and found several items on different trucks that needed to be addressed.	\$1,054	\$5,039	\$24,660	\$5,000	\$16,086	\$7,500	\$7,500	\$7,500
1-4220-20-740	FD Equipment	Disposable batteries, portable radio supplies. 5" supply hose which failed hydro test, we are planning to replace 5 lengths/year over next few years, Replacing E-1 light bar.	\$23,756	\$15,863	\$8,431	\$8,525	\$18,495	\$10,125	\$10,125	\$10,125
1-4220-20-741	FD Equipment-Bunker Gear	New bunker gear (3 sets/\$1,600 set), existing gear repairs, NFPA compliant boots, helmets, gloves, etc.	\$10,966	\$7,232	\$8,553	\$6,975	\$7,708	\$6,975	\$6,975	\$6,975
1-4220-30-670	FD Books & Periodicals (Fire Prevention and Inspection)	NFPA Fire Codes, Fire Prevention Materials, increase in fire prevention week materials distributed throughout the community. Includes a component to purchase additional fire prevention/safety items specifically for alternative 'at-risk' populations. Dept plans on initiating a CO/Smoke detector program in 2017.	\$2,817	\$1,929	\$3,681	\$3,815	\$3,196	\$3,565	\$3,565	\$3,565
1-4220-70-610	FD General Supplies - EMS (Medical)	Encompasses all medical supplies necessary for EMS (largest component of our responses). Replacement CPR/AED pads for AEDs and cardiac monitor.	\$6,126	\$5,664	\$7,500	\$6,750	\$8,934	\$7,070	\$7,070	\$7,070
1-4220-90-120	FD Part-Time Forest Fire	Reimbursement to Deputy Fire Wardens for issuing fire permits. (4th Qtr. Expenditure)	\$372	\$9	\$9	\$150	\$15	\$75	\$75	\$75
FIRE DEPARTMENT TOTAL			\$509,780	\$509,654	\$539,443	\$591,151	\$589,101	\$642,327	\$642,327	\$642,327

NOTES: The Fire Department consists of 4 full time staff, including the Fire Chief, assisted by the on-call staff, which consists of up to 36 members. Our budget supports a per diem position (currently limited to PFD members when available) M-F which allows 2 responders in the station from 6 am - 4pm. We currently have a total of 29 members (combined), with 1 awaiting to be placed on probation. The volunteer staff responds as necessary during normal work hours (M-F 8 am-4pm), after hours and weekends. We are experiencing a decrease in the availability of on-call members during the normal workday (this is a regional if not national concern, not limited to PFD). Based on the type of alarm or emergency, the FT staff will also respond after their normal work period. We anticipate answering between 1,100 and 1,200 9-1-1 calls this year (currently at 1020, average approx 96/month). In addition, we provide fire inspections/code interpretation, fire prevention education, Community CPR classes and volunteer for various recreational activities that require EMS coverage. (e.g. junior football league, Old Home Day, Timberlane PAC events, based on the activity).

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

BUILDING INSPECTION		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/17/2016	2017 BUDCOM Consideration
1-4240-10-110	IN Permanent Positions	Building Inspector salary is \$27.36/hour (\$56,908.80 annually) which includes 2% increase from CBA and \$1,000 longevity and 1 Office Manager 40 hours @ \$20.02 per hour and \$750 longevity.	\$89,216	\$89,894	\$95,484	\$100,301	\$100,519	\$100,301	\$100,301	\$100,301
1-4240-10-140	IN Back up Inspector	Back up Bldg Inspector 10 inspections @ \$40 The Back Up Inspector is only sparingly when the Building Inspector is not available and an inspection cannot wait or there is a threat to the health, safety and welfare of the community	\$210	\$540	\$0	\$300	\$150	\$400	\$400	\$400
1-4240-10-341	IN Telephone	VOIP Landline phones \$41.08/month and 2 cell phones \$104.57/month. We are dropping the 3rd cell phone	\$2,313	\$2,157	\$2,026	\$2,498	\$2,135	\$1,748	\$1,748	\$1,748
1-4240-10-342	IN Data Processing	BMSI Annual Software Support for permitting software with estimated annual increase - 4th Quarter Expense	\$925	-\$52	\$964	\$1,025	\$993	\$1,025	\$1,025	\$1,025
1-4240-10-500	IN Training & Conference	NEMBO, ESBOF, NHMA, NHBOA annual conferences and meetings. PACE monthly meetings, NHBOSS meetings for Support Staff and other job specific training. This training is important for certification and to keep up with current code changes. More applicable training has also become available for this department's support staff.	\$1,410	\$1,214	\$1,472	\$2,500	\$2,240	\$2,500	\$2,500	\$2,500
1-4240-10-560	IN Dues & Subscriptions	ICC (\$135), ESBOF (\$25), NHBOA (\$75), NHBOSS (\$50) Membership Dues	\$200	\$277	\$347	\$250	\$285	\$285	\$285	\$285
1-4240-10-620	IN Supplies	3rd floor Copier Maintenance and other Department specific operational supplies. The copier while still working well, is not under a service contract, so repairs /service can be costly.	\$718	\$701	\$872	\$900	\$386	\$900	\$900	\$900
1-4240-10-625	IN Postage	Routine certified and metered mail	\$224	\$189	\$188	\$300	\$244	\$300	\$300	\$300
1-4240-10-635	IN Gasoline	The usage is approximately 550-600 gallons	\$2,108	\$1,859	\$1,418	\$1,500	\$1,537	\$1,500	\$1,500	\$1,500
1-4240-10-660	IN Vehicle Maintenance Supplies	Routine oil changes (2 @ \$50), tire rotation (1 @ \$25), vehicle inspection (1 @ \$50). Any other items should be under new vehicle warranty	\$441	\$229	\$15	\$465	\$148	\$175	\$175	\$175
1-4240-10-661	IN Vehicle	Lease of vehicle - \$6,171.32/annually - This will be payment 2 of 5.	\$123	\$1,348	\$1,535	\$6,000	\$7,759	\$6,172	\$6,172	\$6,172
1-4240-10-670	IN Books & Periodicals	NH RSA (\$7), Town & City Magazine (\$25), \$600 for new code books. Were intended to be purchased in 2016, but the NH Legislature has not yet adopted the codes.	\$25	\$32	\$25	\$645	\$48	\$632	\$632	\$632
1-4240-10-740	IN Equipment Purchase	The 10+ year old Pictometry printer, which is just a small desktop color printer, has stopped working and needs to be replaced.	\$0	\$828	\$176	\$150	\$0	\$100	\$100	\$100
1-4240-40-308	Consultant-Plumbing	Mechanical & Plumbing on-call inspections @ \$40 each. Offset 100% by fees collected at permitting.	\$6,960	\$9,690	\$9,330	\$7,000	\$13,140	\$12,000	\$12,000	\$12,000
1-4240-40-309	Consultant-Electrical	Electrical on-call inspections @ \$40 each. Offset 100% by fees collected at permitting.	\$6,750	\$8,910	\$9,150	\$7,000	\$11,010	\$12,000	\$12,000	\$12,000
<b>BUILDING INSPECTION TOTAL</b>			<b>\$111,624</b>	<b>\$117,816</b>	<b>\$123,002</b>	<b>\$130,834</b>	<b>\$140,595</b>	<b>\$140,038</b>	<b>\$140,038</b>	<b>\$140,038</b>
<b>NOTES:</b> The Building Inspections Office provides permitting, plan review, inspections and related services in order to ensure compliance with the New Hampshire State Building Code and Town of Plaistow's Zoning Ordinance. Responsibilities include reviewing plans and issuing permits to homeowners, licensed contractors or architects, conducting field inspections on building permits, certificates of occupancy, and certificates of inspection. The Department also is responsible for enforcement of the Town's Zoning Ordinances and working to resolve non-compliance matters. The Department's 2016 Revenues as of September 22 are close to \$140,000.00, which completely funds of our 2016 budget of \$130,834.00. A new 39 unit 55+ income-qualified rental property broke ground in 2016 as well as substantial renovations to the Methuen Construction building (formerly Chart) and the Plaistow Center Plaza. The inspection department provides staffing and/or support for Plaistow First Committee, Conservation Commission, Emergency Management Department, Safety Complex Building Committee(s), and MS-4 compliance. The Department also works closely with the Planning Office and the Health Department. The Department has been heavily involved in implementing a Source Water Protection Program Grant.										



# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

EMERGENCY MANAGEMENT		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/17/2016	2017 BUDCOM Consideration
1-4290-10-120	EM Part-Time Positions	Annual stipend for Emergency Director (\$5,000) and 2 Deputy Directors (\$2,500 each) for training, preparation and emergencies estimated. Includes time for payroll to complete FEMA and State Homeland Security documentation for event reimbursement, Updating of the EOC Plan and Development of SOG's and Sheltering Plans.	\$10,438	\$10,019	\$9,942	\$10,000	\$9,231	\$10,000	\$10,000	\$10,000
1-4290-10-341	EM Telephone	Emergency Command Center phones includes data plan on EMD phone for emergency communication and internet access. This line also includes the Tower Lease.	\$555	\$998	\$3,338	\$3,750	\$3,391	\$3,750	\$3,750	\$3,750
1-4290-10-500	EM Training	Classes, seminars, meetings related to EOC operations and events, planning and preparedness for three EMD staff. This will also be utilized for CERT academies and training required courses	\$0	\$40	\$5	\$1,000	\$0	\$500	\$500	\$500
1-4290-10-560	EM Dues	Emergency Management Dues Subscriptions								
1-4290-10-620	EM Office Supplies	Operational, as needed for Emergency Command Center. Supplies for the CERT Team and training (notebooks), Training material	\$0	\$119	\$0	\$400	\$75	\$200	\$200	\$200
1-4290-10-625	EM Postage	Mailing letters to other communities, utilities, EMD's. Increase due to anticipated 2015 Emergency Management activities.	\$0	\$304	\$100	\$300	\$0	\$100	\$100	\$100
1-4290-10-630	EM Equipment Maintenance	Line supports equipment maintenance.	\$0	\$0	\$0	\$150	\$0	\$150	\$150	\$150
1-4290-10-670	EM Subscriptions	Emergency Management Subscriptions		\$0						
1-4290-10-690	EM Emergency Supplies	Unforeseen needs in an emergency food, water, communications.	\$0	\$306	\$0	\$500	\$212	\$500	\$500	\$500
1-4290-10-740	EM Equipment Purchase	Equipment Purchases for Emergency Management. Increase to support Homeland Security grant programs. Grants require a match. CERT uniforms (i.e. Polo Shirts, Jackets and GO-backpacks with requires supplies) FEMA Supply list	\$4,575	\$10,000	\$7,619	\$10,000	\$2,987	\$5,000	\$5,000	\$5,000
1-4290-10-801	EM Mileage/Travel	Reimbursement for travel to emergency management trainings programs. Although this line item is historically under expended, we are requesting level funding to support the development of the CERT program. Any travel to training by CERT members would be in their personal vehicles and would require mileage reimbursement at 0.54 per mile.		\$0	\$0	\$50	\$5	\$50	\$50	\$50
EMERGENCY MANAGEMENT TOTAL			\$15,569	\$21,786	\$21,004	\$26,150	\$15,900	\$20,250	\$20,250	\$20,250

NOTES: The Plaistow Emergency Management Department has successfully completed our enhancement of our communication project one and two. The communication project phase three is on track and will continue to move forward in the application process for a Homeland Security grant with no matching funds required. The Agency continues to supplement funding with EMPG grant funds available through NHHSM. The mobile EOC, this was held off another year to ensure the communications project could be completed. The Agency will once again brainstorm ways to promote the CERT team and to obtain enough people to volunteer. To have solid foundation cert team, we need at least 14-25 volunteers. IWe will be moving forward in continuing to develop this organization of the CERT (Citizen Emergency Response Team) which will include uniforms, CERT go-backpacks with supplies recommended by FEMA, CERT academy, continued practical training, and dedicated positions in the EOC (Emergency Operation Center). The forward thinking and progress could not happen without the help of the Town Employees, Town Manager, Town Selectmen and Budget Committee. A New line item should be implemented for grants, which will assist with matching beside the soft funding which continues to assist with grant approvals.

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

HIGHWAY ADMINISTRATION			2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/03/2016	2017 BUDCOM Consideration
1-4311-00-110	HW Highway Salaries	Supervisor 40 hours @ \$28.80, Foreman 40 hours @ \$21.09 & Two Laborers 40 hours a week at \$16.72 and \$15.13. Longevity for four will be \$3,000.	\$159,966	\$164,624	\$168,500	\$171,979	\$178,886	\$171,979	\$171,979	\$171,979
1-4311-00-111	HW Highway Salaries- Sexton	Cemetery Sexton Duties - Stipend	\$1,425	\$5,000	\$5,000	\$5,000	\$6,600	\$11,600	\$11,600	\$11,600
1-4311-00-120	HW Highway Temporary Labor	Seasonal staff to maintain grounds at Town facilities 40 hours @ 14.05 for 34 weeks per year.	\$15,618	\$16,886	\$19,100	\$19,500	\$19,804	\$19,500	\$19,500	\$19,500
1-4311-00-140	HW Highway Overtime	3 year average with winter storms (3 Year average is \$46,054) (.2014, 2015, & 2016 budgeted)	\$34,793	\$45,332	\$47,831	\$45,000	\$48,833	\$45,000	\$45,000	\$45,000
1-4311-00-291	HW Uniforms	Allowance for 4 permanent and 1 summer staff	\$4,034	\$3,947	\$4,005	\$4,000	\$3,915	\$2,600	\$2,600	\$2,600
1-4311-00-310	HW Engineering	Drainage improvements, weather warning program I want to continue to look into wetland permits for two culvert replacements (Pollard Road & Smith Corner Road )	\$4,890	\$9,020	\$2,790	\$12,000	\$10,625	\$6,000	\$6,000	\$6,000
1-4311-00-341	HW Telephone	Office and 4 Cell Phones	\$3,783	\$3,552	\$4,077	\$3,600	\$3,333	\$3,600	\$3,600	\$3,600
1-4311-00342	HW Data Processing	Computer and internet service for Department	\$1,079	\$980	\$1,138	\$1,100	\$1,106	\$1,100	\$1,100	\$1,100
1-4311-00-410	HW Electric	Average Annual Cost along with anticipated increased based on rate increase.	\$4,909	\$3,672	\$5,693	\$6,500	\$4,938	\$6,000	\$6,000	\$6,000
1-4311-00-411	HW Heating	Average Annual Cost. Average \$212 per month for 8 months. Some budget generator	\$1,478	\$4,094	\$2,467	\$2,000	\$2,181	\$2,500	\$2,500	\$2,500
1-4311-00-431	HW Building Repairs	Service on garage doors check rollers, springs, and lubricate.	\$1,641	\$1,393	\$1,387	\$1,500	\$1,270	\$1,500	\$1,500	\$1,500
1-4311-00-500	HW Training/Conferences	Public Work Class @ UNH.	\$0	\$0	\$600	\$600	\$787	\$600	\$600	\$600
1-4311-00-560	HW Dues	Landfill Recertification. 2 staff @ \$50 per person	\$100	\$150	\$125	\$100	\$100	\$100	\$100	\$100
1-4311-00-610	HW General Supplies	Bathroom and cleaning supplies, batteries, water	\$3,853	\$3,728	\$4,226	\$3,700	\$4,314	\$2,000	\$2,000	\$2,000
1-4311-00-620	HW Office Supplies	Paper, Ink, Office Supplies, Radios & new batteries for portables	\$455	\$224	\$268	\$250	\$455	\$250	\$250	\$250
1-4311-00-630	HW Equipment Maintenance	Any repair / maintenance for generator	\$105	\$437	\$388	\$500	\$0	\$500	\$500	\$500
1-4311-00-635	HW Gas & Oil	Diesel & gasoline for small engines & pickup truck. 9 year average 6118 gallons ( diesel). 2 year average for gas is 2183.05. Total average combined 8301 gallons @ \$2.50 per gallon. We also have a diesel fired heater for garage.	\$29,384	\$28,157	\$25,104	\$24,000	\$16,220	\$17,000	\$17,000	\$17,000
HIGHWAY ADMINISTRATION TOTAL			\$267,514	\$291,196	\$292,699	\$301,329	\$303,368	\$291,829	\$291,829	\$291,829

NOTES: The Plaistow Highway Department provides maintenance and improvement to approximately 35 miles of Town roads. Some responsibilities of the Highway Department include maintenance of Town equipment, roads, traffic lines, installation of traffic and street signs, brush control along roadways, street cleaning, catch basins and storm water drains, snow and ice control, resurfacing, and sealing of streets. It is our mission to efficiently manage and maintain the Town's roadway system to provide for the safe, convenient and efficient movement of traffic and pedestrians at the lowest cost and best value.



# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

HIGHWAYS & STREETS		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/03/2016	2017 BUDCOM Consideration
1-4312-00-610	HW General Supplies	Marking paint for locating catch basins and manholes.	\$1,019	\$200	\$28	\$200	\$1,593	\$100	\$100	\$100
1-4312-00-660	HW Vehicle Maintenance -Supplies	In house services to maintain equipment including mower blades, filters and general maintenance.	\$8,596	\$12,044	\$14,733	\$9,000	\$13,808	\$8,000	\$8,000	\$8,000
1-4312-00-661	HW Vehicle Repairs	CAT service contract, any work need from outside vendors, annual inspection stickers for truck.	\$7,489	\$20,498	\$8,538	\$7,000	\$4,443	\$7,000	\$7,000	\$7,000
1-4312-00-740	HW Equipment Purchase	Purchase a new compactor, shovels, rakes, brooms, and hedge trimmer	\$4,411	\$12,059	\$1,671	\$4,500	\$2,191	\$4,000	\$4,000	\$4,000
1-4312-10-610	HW Traffic Supplies	Safety lines ( yellow & some white ), street signs. Still working on new bigger sign requirement. Need to replace some more of our barricades.	\$25,026	\$16,584	\$25,133	\$20,000	\$26,353	\$25,000	\$25,000	\$25,000
1-4312-10-651	HW Crushed Stone	Shoulder work & wash outs (4th quarter expenditure)	\$1,283	\$573	\$4,519	\$4,000	\$903	\$4,000	\$4,000	\$4,000
1-4312-10-730	HW Drainage Improvements	Drainage work, dredge some outfalls. Hopefully replace culvert on Pollard Road	\$0	\$0	\$0	\$50,000	\$0	\$10,000	\$10,000	\$10,000
1-4312-10-731	HW Pavement Management	Annual Road Surface Management System (RSMS) Road Work	\$2,418	\$19,790	\$4,430	\$185,000	\$210,059	\$80,000	\$80,000	\$80,000
1-4312-20-580	HW Rentals & Leases	Kubota lease, rental equipment, brush chipper (lease purchase), small excavator, aerator, small tractor for baseball field, and other rentals as needed.	\$7,882	\$17,181	\$15,993	\$19,500	\$17,919	\$16,500	\$16,500	\$16,500
1-4312-20-653	HW Street Sweeping	Sweep all roads in spring & before paving	\$5,106	\$7,819	\$7,943	\$8,000	\$5,361	\$6,000	\$6,000	\$6,000
1-4312-30-654	HW Culverts & Catch Basins	Clean 500+ basins, funding for frames and covers. (4th quarter expenditure)	\$7,410	\$6,875	\$8,833	\$9,000	\$7,225	\$9,000	\$9,000	\$9,000
1-4312-50-610	HW Salt & Sand	Sand plus salt 1,500 tons per year	\$80,671	\$76,215	\$74,167	\$70,000	\$69,885	\$70,000	\$70,000	\$70,000
1-4312-50-650	HW Snow Plowing	24 hired trucks / more during larger storms	\$175,587	\$158,267	\$237,923	\$150,000	\$102,421	\$150,000	\$150,000	\$150,000
1-4312-80-390	Tree Removal	Emergency tree removal, still have several trees that need to be addressed from July's Microburst	\$0	\$7,025	\$5,975	\$6,000	\$11,356	\$6,000	\$6,000	\$6,000
1-4312-80-391	Grounds Maintenance/Fertilizer/Sprinkler	Grounds fertilization and maintenance including sprinklers, infield mix and bark mulch, flowers for misc. holidays / events.	\$17,583	\$19,257	\$18,053	\$17,000	\$13,617	\$17,000	\$17,000	\$17,000
HIGHWAYS & STREETS TOTAL			\$344,480	\$374,387	\$427,939	\$559,200	\$487,132	\$412,600	\$412,600	\$412,600

**NOTES:**The Highway Department consists of (4) full-time employees and 1 seasonal summertime employees. The Department has at its disposal major pieces of equipment with attachments (etc.) with a value in excess of \$500,000 to accomplish its work. The amount of equipment used by the Highway Department is a result of the variety of types of work undertaken. The Highway Department makes every effort to maximize the efficient, effective use of our resources in the support, maintenance and upkeep of the Town's infrastructure. We are committed to public safety and providing the highest level of service to the community.

STREET LIGHTS		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/03/2016	2017 BUDCOM Consideration
1-4316-30-410	Street Lights	Funds 437+ Municipal Street Lights throughout Plaistow.	\$101,514	\$87,873	\$101,693	\$97,000	\$91,230	\$97,000	\$97,000	\$97,000
STREET LIGHTS TOTAL			\$101,514	\$87,873	\$101,693	\$97,000	\$91,230	\$97,000	\$97,000	\$97,000

**NOTES:** To report a street light that is out or not properly working call the Highway Department during regular business hours at 603-382-6771, or the the Town Manager's Office at 603-382-5200. Please provide the address where the street light is not properly working, and, if possible the pole number. The Highway Department staff will contact the utility company and have the street light repaired.

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

SOLID WASTE COLLECTION			2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/03/2016	2017 BUDCOM Consideration
1-4323-10-570	Sanitation/Solid Waste Collection	This line funds the solid waste and recycling contract for the town. The contract was successfully renegotiated for a term of five (5) years expiring in 2021. This lines includes the contract cost and the tonnage cost calculated at \$68/ton by the 3 year average of tonnage of 4160.	\$515,214	\$527,508	\$563,453	\$500,000	\$571,853	\$600,000	\$600,000	\$600,000
1-4323-10-580	Hazardous Household Waste	2 collections scheduled annually. Revenue received from participating towns \$14801.	\$26,668	\$5,650	\$13,560	\$15,000	\$30,442	\$15,000	\$15,000	\$15,000
SOLID WASTE COLLECTION TOTAL			\$541,882	\$533,158	\$577,013	\$515,000	\$602,294	\$615,000	\$615,000	\$615,000

**NOTES:** In November of 2011, the Board of Selectmen voted to implement a waste reduction initiative aimed at increasing the Town of Plaistow's recycling rates. As a community, in 2011, the Town of Plaistow has had one of the lowest recycling rates—averaging roughly 13%. This low rate, when compared to the average rate of 20% for NH municipalities, cost the Town an additional \$30-50K per year. By implementing the waste reduction plan, the Town's average recycling rate has risen significantly while saving the Town thousands of dollars. In 2016, the Town went back out to bid for solid waste and recycling services. Under the Town's contract with our solid waste provider, the Town pays per ton for solid waste (disposal), but the Town does not pay any fees for the tons of recycled material. The efforts of Pollard School children, The Conservation Committee, and the Recycling Committee efforts to educate the public on ways to conserve, recycle and compost in Plaistow are continuing and greatly appreciated. Please refer to the attached charts for a comparison.

SOLID WASTE CLEAN UP			2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/03/2016	2017 BUDCOM Consideration
1-4324-10-140	Landfill Overtime	Landfill Attendants (2 Certified Highway Employees Alternate Coverage on the Hours that they are Open)	\$10,290	\$8,180	\$9,288	\$8,000	\$13,400	\$8,000	\$8,000	\$8,000
1-4324-10-310	LF Engineering	Landfill Water Monitoring (NHDES Mandated)	\$76,160	\$72,184	\$29,340	\$29,000	\$49,812	\$29,000	\$29,000	\$29,000
1-4324-10-650	LF Grounds keeping	Landfill CAP Maintenance - There is mandatory regulatory (EPA/NHDES) work that is required to be done on the Landfill CAP. This work needs to be engineered and coordinated with the agreement of NHDES. These funds may be utilized to cover the engineering costs and to support the Town's ongoing responsibilities for CAP maintenance.	\$437	\$2,605	\$1,139	\$10,000	\$6,360	\$10,000	\$10,000	\$10,000
SOLID WASTE DISPOSAL TOTAL			\$86,887	\$82,969	\$39,767	\$47,000	\$69,572	\$47,000	\$47,000	\$47,000

**NOTES:** The Solid Waste Disposal budget funds the maintenance and environmental requirements of maintaining the Town owned landfill. Landfill budget funds the operation of the Town landfill and the environmental responsibilities of maintaining the landfill cap.

WATER DISTRIBUTION			2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/17/2016	2017 BUDCOM Consideration
1-4332-10-120	WD Payroll Temporary	As needed staff for pump testing, hydrant maintenance, and construction monitoring activities (when scheduled). Adjusted hours for laborer due to continuing maintenance on the waterline, this includes both NHDOT and private development activities. Includes \$5,000 stipend for water superintendent. No NHDOT projects in 2015. (Estimated NHDOT widening will commence in 2016)	\$10,324	\$9,264	\$11,890	\$13,070	\$3,574	\$13,000	\$13,000	\$13,000
1-4332-10-291	WD Uniforms	Rain gear, boots, safety shirts, vests, etc.	\$0	\$100	\$296	\$925	\$0	\$0	\$0	\$0
1-4332-10-310	WD Engineering	Engineering consultant fees including periodic construction supervision. Increase to accommodate NHDOT construction project for 2016. Design preparation and review, as well as coordination with NHDOT design contractor.	\$0	\$4,733	\$0	\$6,000	\$20,467	\$6,000	\$6,000	\$6,000
1-4332-10-341	WD Telephone	Alarm monitoring and one land line at the Maple Avenue Pump House	\$638	\$583	\$748	\$660	\$691	\$660	\$660	\$660
1-4332-10-410	WD Electric	Heating at Maple Avenue and electric fire/jockey pump operation.	\$9,315	\$0	\$43	\$9,500	\$700	\$4,000	\$4,000	\$4,000
1-4332-10-411	WD Heating	Gas Heat discontinued in 2012.	\$0	\$0			\$2,761			

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

WATER DISTRIBUTION (Page 2)		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/17/2016	2017 BUDCOM Consideration
1-4332-10-610	WD General Supplies	Keys, tools, locks, general supplies.	\$26	\$127	\$285	\$200	\$154	\$200	\$200	\$200
1-4332-10-801	WD Mileage	New line item. Vehicle purchased in 2014 should minimize use of personal vehicles for WD activities.	\$32	\$46	\$0	\$250	\$83	\$100	\$100	\$100
1-4332-20-430	WD Waterline Repairs	Unanticipated water line breaks/leak detection, major unanticipated equipment repairs.	\$0	\$4,676	\$1,010	\$4,500	\$68	\$4,500	\$4,500	\$4,500
1-4332-20-630	WD Equipment Repairs	Hydrant or pump repair or any equipment used to perform maintenance.	\$25	\$1,875	\$1,788	\$500	\$375	\$500	\$500	\$500
1-4332-20-631	WD Equipment Maintenance	Contracted services for diesel engine and fire pump tests and additional machine rentals (brush clearing, bollard replacement, valve box maintenance).	\$1,217	\$2,775	\$805	\$4,200	\$12,128	\$4,200	\$4,200	\$4,200
1-4332-20-635	WD Fuel	Diesel fuel for pump and SC Generator replenished after fire pump testing at year end and fuel for the dept. vehicle.	\$80	\$1,464	\$1,096	\$1,500	\$478	\$400	\$400	\$400
1-4332-20-661	WD Vehicle Maintenance	Routine vehicle maintenance and repairs (non-warranty items).	\$20	\$333	\$65	\$200	\$35	\$200	\$200	\$200
1-4332-20-740	WD Equipment Purchase	Engine batteries, hand tools etc. Increase due to ongoing replacement of protective bollards around certain fire hydrants.	\$38	\$7,920	\$2,026	\$1,100	\$0	\$1,100	\$1,100	\$1,100
WATER DEPARTMENT TOTAL			\$21,716	\$33,896	\$20,052	\$42,605	\$41,513	\$34,860	\$34,860	\$34,860
NOTES: The Water Department maintains the underground fire suppression system which supplies fire hydrants and sprinkler systems which exist in various parts of the community. This activity generally consists of monthly pump tests, hydrant and valve maintenance, winterizing the system, painting hydrants and clearing brush/overgrowth from system components, including the area surrounding the main water reservoir. In addition, the Department monitors any construction projects that impact the system whether for NHDOT or private development. We will be continuing to plan for the replacement of the pump house and systems at Maple Avenue which were constructed in the mid-late 1980's and are exhibiting signs of wear. Costs associated with managing and maintaining the Town's water utility are offset by the Water Assessment Fees for commercial properties in Town which are connected to the fire suppression system.										

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

HEALTH DEPARTMENT			2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/24/2016	2017 BUDCOM Consideration
1-4411-10-110	HL Permanent Position	40 Hours x 52 Weeks @ \$19.97 with \$750 longevity.	\$35,345	\$35,952	\$36,086	\$42,038	\$41,951	\$42,288	\$42,288	\$42,288
4411-00-150	HL Part time position	Stipend for Deputy Health Officer	\$0	\$0	\$500	\$500	\$500	\$500	\$500	\$500
1-4411-00-341	HL Telephone	Annual cost of land Line and AT&T smart phone	\$1,203	\$1,125	\$1,174	\$1,416	\$1,033	\$1,416	\$1,416	\$1,416
1-4411-00-500	HL Training	Food Safety, Emergency Preparedness, Environmental Health	\$185	\$190	\$315	\$400	\$195	\$400	\$400	\$400
1-4411-00-560	HL Dues	NH Health Officers Assoc., MA Health Officers Assoc., National Environmental Health Association	\$205	\$295	\$155	\$225	\$165	\$225	\$225	\$225
1-4411-00-610	HL General Supplies	Digital Thermometers and batteries, T-Stix (disposable thermometers), chemical test strips	\$125	\$10	\$267	\$250	\$387	\$200	\$200	\$200
1-4411-00-620	HL Office Supplies	Card stock for licenses, laminating materials	\$35	\$184	\$15	\$75	\$133	\$75	\$75	\$75
1-4411-00-625	HL Postage	Necessary mailings and priority mailings for water samples	\$151	\$121	\$178	\$150	\$212	\$250	\$250	\$250
1-4411-00-801	HL Mileage	Routine inspections & Attending Conference/Training/Meetings	\$1,665	\$1,648	\$1,391	\$1,665	\$1,232	\$1,665	\$1,665	\$1,665
1-4411-20-350	HL Medical Services	Employee flu shots (4th qtr expenditure)	\$312	\$450	\$0	\$500	\$486	\$500	\$500	\$500
1-4411-20-391	HL Water Testing	Compliance testing at Town wells & suspect wells	\$1,282	\$226	\$506	\$525	\$2,696	\$525	\$525	\$525
1-4411-30-501	HL Mosquito Control	Mosquito Control Program- Larvaciding, monitoring, surveillance and emergency adulticiding as needed	\$34,500	\$33,000	\$33,300	\$40,000	\$33,000	\$40,000	\$40,000	\$40,000
HEALTH DEPARTMENT TOTAL			\$75,007	\$73,201	\$73,887	\$87,744	\$81,989	\$88,044	\$88,044	\$88,044

**NOTES:** As of 9/30/16, there are 50 licensed food establishments and 15 licensed temporary food establishments. We have 6 licensed child care establishments, which require inspections every 3 years and as needed. The three public schools are also inspected as part of the Dept. of Education school approval process every 5 years. Health Officer works with the SAU and the district school nurses in our regional public health preparedness efforts, on the Community/School District Safety Committee, the Town's mosquito control program, The Public Health Network, the NH Health Officers Assoc.Executive Board, the TRSD Wellness Committee and other public health concerns as they arise. Health Officer serves on the NH Arboviral Illness Task Force, (EEE and WNV) which is charged with reviewing current knowledge and future needs of the diseases, prevention and control. Resource inquiries: 39; Nuisance complaints/ public health issues: 40. The Health Department collects revenue of approximately \$6800 annually.

HUMAN SERVICES			2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/17/2016	2017 BUDCOM Consideration
1-4419-10-390	OH Family Mediation	Provides quality resources to youth and families at low or no cost for mediation, anger management, drug and alcohol course. Plaistow residents served year to date in 2016 is 275 with 170 anticipated for 2017.	\$10,408	\$10,408	\$10,408	\$10,408	\$10,408	\$10,408	\$10,408	\$10,408
1-4419-21-390	OH Rockingham Community Action Program	Community Action Program (CAP) helps alleviate and prevent poverty and promotes self reliance. Fuel and crisis assistance has been provided to 367 Plaistow households in 2016 for a total value of service of \$149,335.	\$10,612	\$10,612	\$10,612	\$10,612	\$10,612	\$10,612	\$10,612	\$10,612
1-4419-22-390	OH Sexual Assault Support	Agency combined services with A Safe Place	\$1,000	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0
1-4419-23-390	OH Crisis Pregnancy Center	An organization dedicated to supporting individuals facing crisis pregnancy. Provides parenting support and assistance to low-to-moderate income families. The cost per unit of service is \$40. Estimated value of material items for a new mom/baby is \$411 per month for 21 months.	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

1-4419-24-390	OH HAVEN	A 24 hour emergency shelter and support to victims of domestic and sexual violence. Application requests \$4,500 community support. 35 residents were served and 98 units at \$30 per unit for a total of \$2,940 is service provided ytd in 2016.	\$4,000	\$4,000	\$4,000	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
1-4419-30-390	OH Child Advocacy Center	Advocates for helping children of Rockingham County by providing a safe environment and coordinating services to assure the well being of every child that may be a victim of abuse. Nine (9) clients in Plaistow have been served year to date in 2016 at a cost of \$1,500 per unit of service.	\$1,200	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
1-4419-40-390	OH Center for Life Management	The Center's mission is to promote and advance the mental health and emotional well being of individuals, families and organizations within our community. 211 clients have been served in 2016 CLM. A total of all services provided were 4065 hours of service. The cost per unit of service is \$40.50.	\$7,000	\$7,000	\$7,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
1-4419-50-390	OH Sad Cafe	For 15 years The Sad Café's mission was to maintain a safe, clean, substance free venue with innovative programming for students and families.	\$5,000	\$0						
1-4419-91-390	OH Retired Senior Volunteer Programs (Friends Program)	Retired Senior Volunteer Program (RSVP) provides volunteer services for Seniors by giving rides to appointments, clerical assistance, wellness benefits and reducing isolation by companionship. 138 different services provided and some through Vic Geary Drop-In Center. RSVP's 547 Volunteers provided 71,200 hours of service in Rockingham County for the fiscal year.	\$850	\$850	\$850	\$850	\$850	\$850	\$850	\$850
1-4419-92-390	OH Greater Salem Caregivers	Volunteers have provided rides, shop and errands, and visits. Currently in 2015 serving clients until September when services stopped due to lack of volunteers to meet Plaistow's demand.	\$5,400	\$5,400	\$6,000	\$0	\$0	\$0	\$0	\$0

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

HUMAN SERVICES (PAGE 2)		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/17/2016	2017 BUDCOM Consideration
1-4419-93-390	OH Vic Geary Center	The Senior Center provides diverse activities and services in a safe gathering place Monday through Friday. Funding supports the daily operations of the facility, maintenance and senior programs. The Vic Geary supports seven communities and is receiving funds from all.	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500
1-4419-94-390	OH Lamprey Health	Provider of quality medical and health services to individuals regardless of their ability to pay. Also provide transportation to access esesntial services and one recreational outing per month for Plaistow residents. 42 were served with transportation and 274 had office visits at medical centers.	\$3,000	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090
1-4419-95-390	OH SeaCare Health	SeaCare Health Services is closing its doors on December 31, 2013. There is no funding request submitted for 2014.	\$2,000	\$0						
1-4419-97-390	OH Rockingham Nutrition & Meals on Wheels	RNMOW provides meals served at Vic Geary and the Meals on Wheels program delivers to the homebound elderly and disabled residents. 104 Plaistow residents were fed at a cost of \$6.75 per meal on site and \$8.00 homebound. A federal law donation system suggests \$2.00 for meals.	\$3,552	\$3,627	\$3,721	\$3,672	\$3,721	\$3,672	\$3,672	\$3,672
1-4419-98-390	OH Community Health Services	CHS facilitates access to comprehensive primary health care, specialty care, hospital based services and prescription medication for uninsured, low income children and adults. CHS has facilitated access to NH Health Proection Progarm or Health Insurance Marketplace for Plaistow residents providing service to a total of 185 in all areas. Total value to the Town is \$38,725 year to date in 2016.	\$2,500	\$2,500	\$2,500	\$2,000	\$2,500	\$2,000	\$2,000	\$2,000
1-4419-99-390	OH Child and Family Services	CFS preserves and strengthens families. This agency provides services to families at risk. They tackle problems before they become a crisis. From July 2015-June 2016, 6 residents were provided direct unduplicated service at a value to the Town of \$100 per hour couseling service.	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
HUMAN SERVICES (OTHER HEALTH ORGANIZATIONS) TOTAL			\$66,222	\$59,437	\$60,131	\$54,082	\$54,631	\$54,082	\$54,082	\$54,082
NOTES: The Town has provided funding to these various organizations for the continued health and welfare of the Town and its residents. These are all valuable resources for assistance to many individuals and families struggling with lack of income, loss of jobs or insurance. The agencies must reapply annually providing statistical data specific to Plaistow to justify continued funding. The many non-profit agencies we support rely on community grants and would not be viable resources for the many residents that seek assistance outside of our guidelines.										

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

WELFARE ADMINISTRATION		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/17/2016	2017 BUDCOM Consideration
1-4441-10-500	WF Training	Monthly Professional association meetings	\$0	\$110	\$0	\$240	\$45	\$240	\$240	\$240
1-4441-10-560	WF Dues	Association dues paid annually	\$63	\$30	\$30	\$50	\$30	\$50	\$50	\$50
1-4441-10-620	WF Office Supplies	File folders, general office supplies, ink cartridge.	\$28	\$0	\$0	\$250	\$426	\$250	\$250	\$250
1-4441-10-801	WF Mileage/Travel	Travel to meetings and trainings (Reduction based on increased in-house training opportunities.)	\$96	\$59	\$0	\$200	\$57	\$200	\$200	\$200
WELFARE ADMINISTRATION TOTAL			\$187	\$199	\$30	\$740	\$558	\$740	\$740	\$740
NOTES: The Plaistow Welfare Office provides emergency financial assistance to individuals and families who lack adequate financial resources. Town Staff assists with directing less fortunate citizens to relief agencies, i.e., federal, state, non-profit, etc. therefore reducing the burden on the Town budget and taxpayers. The Town strives to promote self-reliance and independence in all we serve so they may become productive citizens. In 2016, Plaistow has assisted with 92 inquiries year to date, assisted 66 and referred several to other agencies for assistance we could not provide. The Governing Body is required by RSA 165 to provide general assistance in accordance with written and adopted guidelines. The statutory requirement obligates us to pay regardless of the budgeted appropriation.										

WELFARE - DIRECT ASSISTANCE		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/17/2016	2017 BUDCOM Consideration
1-4442-10-840	WF Shelter/Rent	Assistance provided on an as needed basis determined by a budget worksheet and eligibility formula. NH Housing Authority which clients are often referred to, indicates there is a six year wait for housing subsidy or voucher.	\$20,165	\$19,023	\$9,776	\$15,000	\$17,756	\$15,000	\$15,000	\$15,000
1-4442-10-843	WF Food/Markets	Maintain current level as the resources for food are struggling and we may have a need to supplement both the organizations and/or individual.	\$200	\$139	\$187	\$250	\$0	\$250	\$250	\$250
1-4442-10-845	WF Telephone Service	Assistance provided on an as needed basis as determined by application process.	\$0	\$0	\$0	\$100	\$0	\$100	\$100	\$100
1-4442-10-846	WF Unutil Electric	Aid provided on an as needed emergency basis to maintain, restore or prevent power interruption maintaining the safety of the household.	\$2,328	\$4,549	\$2,146	\$4,000	\$2,091	\$2,000	\$2,000	\$2,000
1-4442-10-847	WF Heat	Assistance provided on an as needed emergency basis to maintain the health and welfare of the household	\$3,274	\$2,762	\$1,010	\$3,000	\$479	\$2,000	\$2,000	\$2,000
1-4442-10-848	WF Medical	Assistance provided on an as needed basis when there is a gap or loss of insurance benefit.	\$1,113	\$0	\$0	\$1,000	\$0	\$500	\$500	\$500
1-4442-10-849	WF Unforeseen Assistance	Unforeseen assistance for residents who are in need. Determined by event and circumstances. (Transportation aid; soap; household items; emergency aid).	\$887	\$0	\$80	\$500	\$292	\$500	\$500	\$500
1-4442-10-850	Funeral Assistance	Funded for burial assistance for low income as per RSA 165:3	\$0	\$1,500	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
WELFARE DIRECT ASSISTANCE TOTAL			\$27,967	\$27,973	\$13,199	\$24,850	\$21,619	\$21,350	\$21,350	\$21,350
NOTES: The Plaistow Welfare Office provides basic relief on an emergency financial basis to individuals and families who lack adequate financial resources. TheTown Staff assists with directing less fortunate citizens to relief agencies, i.e., federal, state, non-profit, etc. therefore reducing the burden on the Town budget and taxpayers. The Town strives to promote self-reliance and independence in all we serve. In 2016, Plaistow has assisted with 92 inquiries year to date, assisted _66_ and referred several to other agencies for assistance we could not provide. The Governing Body is required by RSA 165 to provide general assistance in accordance with written and adopted guidelines. The statutory requirement obligates us to pay regardless of the budgeted appropriation. RSA 165:28 allows the municipality to place a lien against any real property of the applicant to recover any assistance granted. All applicants may be required to repay assistance once they are able without financial hardship.										



# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

RECREATION		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/24/2016	2017 BUDCOM Consideration
1-4520-10-110	RC Director Salary	Current Director Salary 2080 hours @ \$18.04, as well as a yearly longevity check of \$250.00	\$29,463	\$35,931	\$36,286	\$37,340	\$37,583	\$37,773	\$37,773	\$37,773
1-4520-10-120	RC Part-Time	Summer Recreation Director (\$16.25/hr at 9 weeks \$5,220 @ Assistant Directors (\$10.50/hr 8 weeks at 40 hours \$3150) 15 Staff members hourly wages between \$8.50 and \$9.50 for 7 weeks at 40 hours per/wk. Additional hours for Community Events	\$37,729	\$39,434	\$35,571	\$46,250	\$44,490	\$47,642	\$47,642	\$47,642
1-4520-10-140	RC Overtime	Traditionally for busy seasonal coverage as needed and approved.	\$1,467	\$2,690	\$3,767	\$2,500	\$2,215	\$2,500	\$2,500	\$2,500
1-4520-10-291	RC Uniforms	Spirit wear for staff, CIT's and campers alike	\$3,185	\$2,701	\$3,170	\$3,200	\$3,187	\$2,500	\$2,500	\$2,500
1-4520-10-341	RC Telephone	Average annual cost of one cell phone, two land lines at PARC, one at the Town Hall. Online alarm security.	\$4,041	\$2,812	\$2,340	\$3,960	\$2,177	\$2,800	\$2,800	\$2,800
1-4520-10-410	RC Electric @ Fields	Based on current use at both fields including the concession stand and new light poles	\$4,360	\$3,373	\$5,857	\$6,290	\$5,886	\$5,900	\$5,900	\$5,900
1-4520-10-500	RC Director Training	NH Parks & Rec Conference, Northern New England Rec Conference, 2 local trainings along with LGC budget neutral classes that are offered. Recently, registered for the NNERPC and the certification of Youth Sports Administrator.	\$803	\$612	\$701	\$700	\$1,103	\$700	\$700	\$700
1-4520-10-610	RC Supplies and Equipment	Office supplies and other supplies & equipment needed for programming	\$3,586	\$3,586	\$2,315	\$3,900	\$2,694	\$3,000	\$3,000	\$3,000
1-4520-10-625	RC Postage	All outgoing mail as well as Elder Affairs newsletter	\$214	\$151	\$411	\$200	\$380	\$450	\$450	\$450
1-4520-10-630	RC Equipment Maintenance	Funds used to maintain the integrity of existing equipment and environment. (i.e. playground, facilities, etc.)	\$3,406	\$2,108	\$13,784	\$2,100	\$7,735	\$2,100	\$2,100	\$2,100
1-4520-10-650	RC Grounds keeping	Pest control, annual plantings, and rental of portable toilets at PARC/Ingalls for 7 months. In addition, field ready maintenance not covered by highway field maint	\$4,525	\$4,644	\$5,962	\$5,280	\$3,153	\$5,000	\$5,000	\$5,000
1-4520-10-801	RC Mileage& Expense Reimbursement	Commuting to training, off site field trips & pick up & delivery of supplies.	\$743	\$564	\$372	\$1,000	\$955	\$1,000	\$1,000	\$1,000
1-4520-10-810	RC Summer Recreation Program	Equipment, supplies, programs, special events, entry fees, cookouts & rainy days all specific to the operation a 7 week summer program. Also includes \$1,500 for rental of tents for summer program.	\$28,474	\$32,187	\$26,994	\$31,595	\$33,948	\$31,595	\$31,595	\$31,595
1-4520-20-801	RC Summer Transportation	Buses for all off site activities including Travel Tuesdays, Field Trips and Inclement Weather Activities	\$5,351	\$4,625	\$4,449	\$5,500	\$7,455	\$5,500	\$5,500	\$5,500
1-4520-20-840	RC Community Trips	Monies used for deposit/returned thru revolving	\$540	\$0	\$1,675	\$500	\$0	\$100	\$100	\$100
1-4520-20-841	RC Community Transportation	Buses for trips that do not run thru revolving, vacation camps and any other trips that provide transportation.	\$4,341	\$1,135	\$1,747	\$2,000	\$975	\$1,000	\$1,000	\$1,000
1-4520-20-854	RC Plaistow Pride	Plaistow Pride Day a day of volunteerism to keep Plaistow clean. In conjunction with Earth Day, Plaistow Pride 2017 is scheduled for Saturday, April 22. Monies will be used for the purchase of gloves, bags and refreshments.	\$0	\$0	\$0	\$0	\$0	\$250	\$250	\$250



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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

RECREATION (Page 2)		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/24/2016	2017 BUDCOM Consideration
1-4520-20-856	RC Concerts	Summer Wednesday night concerts for 10 weeks, in addition, entertainment for holiday concerts. This line item is also includes the concert licensure at approx \$340/yearly	\$6,240	\$5,788	\$6,567	\$8,480	\$6,586	\$8,480	\$8,480	\$8,480
1-4520-20-857	RC Senior Programs	Arts & crafts, Elder Affairs programming, Monthly Senior Teas and Holiday Events as well as Senior Buddy programming with TRMS. 2016 Events have been sponsored by tri-town in addition 2 Senior Buddy events were cancelled due to scheduling conflicts	\$4,422	\$3,526	\$2,670	\$4,000	\$2,856	\$3,000	\$3,000	\$3,000
1-4520-20-858	RC Senior Trips	Entry fees for senior trips now run through the revolving fund.	\$5,671	\$4,811	\$5,539	\$6,000	\$5,694	\$0	\$0	\$0
1-4520-20-859	RC Senior Transportations	Buses to destination	\$7,504	\$8,565	\$9,245	\$6,000	\$3,709	\$3,000	\$3,000	\$3,000
1-4520-20-860	RC Community Events	All events held within the Community to include but not limited to Holiday, Special and Family Events. There will be a large amount of 4th quarter expenditures	\$7,358	\$5,369	\$6,347	\$7,500	\$5,973	\$6,500	\$6,500	\$6,500
1-4520-20-861	RC Baseball / Softball Leagues	Equipment, uniforms, score books, background checks & coach training.	\$14,193	\$9,817	\$29,460	\$14,680	\$12,447	\$12,000	\$12,000	\$12,000
1-4520-20-863	RC Little League Baseball	Equipment, uniforms, score books, background checks & coach training	\$0	\$0						
1-4520-20-864	RC Youth Basketball	Elementary Basketball for Grades 2 - 8 for Plaistow Residents only. Rental fees for practice space as well as games. Trophies and Ice cream social. Program has increase 22% over 2012. Using YMCA for practice and games approx additional \$650	\$2,730	\$2,620	\$363	\$4,000	\$2,898	\$0	\$0	\$0
1-4520-20-870	RC Youth Disbursements	Single annual donations to support non town sports funded programming through formal applications from the individual leagues that includes Plaistow resident participation meeting the public purpose requirement.	\$500	\$1,250	\$500	\$1,000	\$2,075	\$1,000	\$1,000	\$1,000
1-4520-20-871	RC Non Holiday Town Events	Non holiday events like vacation activities, sign up breakfast, teas and other recreational opportunities that may arise.	\$0	\$0						
1-4520-20-872	RC Ump Baseball/Softball/Bball	Payment for certified umpires and referees @ all Town sponsored games.	\$2,165	\$3,629	\$2,656	\$4,000	\$2,911	\$4,000	\$4,000	\$4,000
1-4520-20-876	RC Holiday Events	Easter, Halloween, and Christmas Recreational sponsored activities.	\$10	\$100	\$0	\$0	\$0	\$0	\$0	\$0
RECREATION TOTAL			\$183,018	\$182,028	\$208,748	\$207,975	\$199,086	\$187,790	\$187,790	\$187,790
NOTES: In 2016, the Recreation Department replaced the 20 year old play scape at Ingalls Terrace through our Strategic Plan, and hopes to add three more pieces of equipment in Spring 2017. The Department also added 2 family swings in collaboration with Friends of Plaistow Recreation. Also, at our PARC facility we installed horseshoe pit courtesy of an Eagle Scout project. The Summer Recreation program ran for 8 weeks for the first time, 2016 was an extremely long summer of 11 weeks, the every day Recreational activities of this program kept many residents busy for a large portion of the summer. The program at the 8 weeks grossed over 65K. (45K average in years past). Ladies Night Out is still going strong, a partnership with the Library this monthly event touches on subjects to help in creating a healthy and happy lifestyle for woman. Each month participants choose a charity to donate to in lieu of entry fee. Charities include, the Food Pantry, Pollard Power Packs, Kulea, Lazarus House, and TRMS. This year, Plaistow has partnered with Atkinson and Sandown in the way of Senior Socials, allowing seniors a way to meet other from surrounding areas while enjoying treats and entertainment. This year, we have had a Luau, a St Patty's Day social with an Irish songwriter, an Ice Cream Social with Elvis Impersonator and an Apple Pie Social with The Works.										

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

<b>LIBRARY TOTAL</b>			<b>\$494,021</b>	<b>\$497,077</b>	<b>\$529,148</b>	<b>\$537,940</b>	<b>\$537,940</b>	<b>\$554,432</b>	<b>\$554,432</b>	<b>\$554,432</b>
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<b>PATRIOTIC</b>		<b>DESCRIPTION</b>	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/03/2016	2017 BUDCOM Consideration
1-4583-10-854	Annual Commemorations	Memorial Day Celebration, Veterans day and September 11	<b>\$940</b>	<b>\$90</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>
1-4583-10-855	Patriotic Purposes	Donation to American Legion	<b>\$0</b>	<b>\$27</b>	<b>\$0</b>	<b>\$200</b>	<b>\$0</b>	<b>\$200</b>	<b>\$200</b>	<b>\$200</b>
<b>PATRIOTIC TOTAL</b>			<b>\$940</b>	<b>\$117</b>	<b>\$800</b>	<b>\$1,000</b>	<b>\$800</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>

**NOTES:** The Patriotic Budget funds the Town of Plaistow's patriotic programs and memorial celebrations. The Town reimburses the American Legion for flowers and decorations for Memorial Day and Veterans Day Commemorations.

<b>CULTURAL</b>		<b>DESCRIPTION</b>	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 9/19/2016	2017 BUDCOM Consideration
1-4589-10-120	Part-Time Positions	Old Home Day Staff	<b>\$237</b>	<b>\$358</b>	<b>\$0</b>	<b>\$300</b>	<b>\$0</b>	<b>\$300</b>	<b>\$300</b>	<b>\$300</b>
1-4589-10-855	CL Events & Activities	Old Home Day Event including \$5,000 for fireworks.	<b>\$25,511</b>	<b>\$30,620</b>	<b>\$28,323</b>	<b>\$27,800</b>	<b>\$25,657</b>	<b>\$27,800</b>	<b>\$27,800</b>	<b>\$27,800</b>
<b>CULTURAL TOTAL</b>			<b>\$25,748</b>	<b>\$30,978</b>	<b>\$28,323</b>	<b>\$28,100</b>	<b>\$25,657</b>	<b>\$28,100</b>	<b>\$28,100</b>	<b>\$28,100</b>

**NOTES:** Plaistow is a wonderful community featuring top quality, safe neighborhoods that exist in concert with the community programs and events serving a diverse population and ages, that is committed to community involvement and volunteerism; and a superb civic life. This high quality of life is supported by the Cultural Budget funding primarily activities for Plaistow's Historic "Old Home Day".

<b>CONSERVATION COMMISSION</b>		<b>DESCRIPTION</b>	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 9/19/2016	2017 BUDCOM Consideration
1-4611-10-120	CC Part-Time Position	Respond to mail, Type reports for On-Site Inspections and Wetlands Board Correspondence, post meeting notices, prepare agendas and minutes	<b>\$400</b>	<b>\$360</b>	<b>\$640</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>
1-4611-20-391	CC Water Testing	Towns annual testing of water 19 Tests for bacteria and E-Coli @ \$170/ Test; EPA/MS4 Water Quality Testing and Monitoring. This Year's testing and or retesting will be anywhere between 25-35 inflows/outflows for Wet/Dry Weather @ \$100/test, as required by 2010 EPA Administrative Order. This testing is done in the 4th qtr and therefore there are no expenditures registered for 2014.	<b>\$803</b>	<b>\$850</b>	<b>\$0</b>	<b>\$6,730</b>	<b>\$9,765</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>
1-4611-20-500	CC Training	Association of Conservation Commissions Annual Meeting, Various workshops and trainings	<b>\$0</b>	<b>\$210</b>	<b>\$349</b>	<b>\$500</b>	<b>\$320</b>	<b>\$300</b>	<b>\$300</b>	<b>\$300</b>
1-4611-20-560	CC Dues	NHACC Dues	<b>\$0</b>	<b>\$317</b>	<b>\$349</b>	<b>\$375</b>	<b>\$384</b>	<b>\$400</b>	<b>\$400</b>	<b>\$400</b>
1-4611-20-610	CC Supplies	Supplies, water shed signs, arbor day posters, poem contest and arbor extras and miscellaneous activities throughout the year.	<b>\$543</b>	<b>\$718</b>	<b>\$1,525</b>	<b>\$1,500</b>	<b>\$1,292</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>
	CC Forest Maintenance	Town Forest- Maintenance 3 bridges.			<b>\$0</b>	<b>\$2,700</b>	<b>\$1,680</b>	<b>\$1,500</b>	<b>\$1,500</b>	<b>\$1,500</b>
1-4611-20-801	CC Mileage/Travel	Travel to NHACC meetings, training, water sampling	<b>\$0</b>	<b>\$39</b>	<b>\$42</b>	<b>\$225</b>	<b>\$35</b>	<b>\$225</b>	<b>\$225</b>	<b>\$225</b>
<b>CONSERVATION COMMISSION TOTAL</b>			<b>\$1,746</b>	<b>\$2,494</b>	<b>\$2,905</b>	<b>\$12,430</b>	<b>\$13,876</b>	<b>\$10,825</b>	<b>\$10,825</b>	<b>\$10,825</b>

**NOTES:** The Conservation Commission currently has 5 members that meet twice a month. In 2015 the Commission acquired another parcel in the northwest section of town which connects to Hampstead Town Forest trail system that connects to our forest. Arbor Day saw successful planting of 4 trees at the Library and distributed 100 seedlings to the Pollard School 5th grade students as well as the public. Work was completed for the NH Trails grant providing a maintenance only entrance and access for emergency vehicles. Two new bridges were completed with the help from Southeast Land Trust and local volunteers. The Town received recognition from Southeast Land Trust for preserving over 400 acres of our forest In compliance with the MS-4 Task list watershed signs have been erected along watersheds to help protect our watersheds and aquifers.

# TOWN OF PLAISTOW

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2017 DRAFT BUDGET WORKBOOK \*NOTE: 2016 Actuals YTD have not been audited and are subject to change

DEBT SERVICE		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/03/2016	2017 BUDCOM Consideration
01-4711-00-980	Principal	Payment on Bond due August 2017				\$0	\$0	\$279,600	\$279,600	\$279,600
1-4711-00-981	Interest on Bond	Interest Payments due on Bond - \$171,821 due Feb 2017 and \$146,577 due August 2017 for a total of \$318,398	\$0	\$0	\$0	\$1	\$0	\$318,398	\$318,398	\$318,398
DEBT SERVICE TOTAL			\$0	\$0	\$0	\$1	\$0	\$597,998	\$597,998	\$597,998
NOTES: Debt Service Budget funds both the long term bonds and interest payments for capital projects and short term interest for Tax Anticipation Notes (TANS).										

GRAND TOTAL		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Dec Expenses	2017 DEPT REQUEST	2017 BOS Approved 10/24/2016	2017 BUDCOM Consideration
Total Operating Budget		Grand Total of Annual Operating Budgets	\$7,556,321	\$7,566,611	\$7,697,051	\$8,352,755	\$8,026,563	\$9,029,751	\$9,029,751	\$9,029,751