TOWN OF PLAISTOW

2017 BUDGET WORKBOOK

*2016 Actuals YTD have not been audited and are subject to change

TOWN CLERK		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD August Expenses	2017 DEPT REQUEST
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	$24,111	$48,032
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	$29,910	$51,767
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	$724	$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
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
1-4140-10-520	TC Computer License Fee (Bond)	3 computer licenses ($295 each)are $885 annually.	$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
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	$132	$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	$1,876	$2,000
1-4140-10-625	TC Postage	Decreased due to no elections in 2017.	$4,440	$4,983	$5,006	$4,500	$2,178	$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	$458	$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	$115	$600
TOWN CLERK TOTAL			$101,866	$100,165	$95,799	$104,924	$65,489	$115,644

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 resonsible for Elections and also assists residents with car, boat and dog. In 2016 the office registered motor vehicles (), boats (), dogs (), marriage licenses (), and certified vital records ().

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ELECTIONS & REGISTRATION		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD August Expenses	2017 DEPT REQUEST
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	$1,914	$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	$2,595	$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	$1,200	$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
1-4140-30-342	EL Software Support	LHS maintenance agreement.	$1,900	$600	$600	$600	$0	$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	$5,749	$4,500
1-4140-30-610	EL Repairs & Supplies	Election supplies. Seals, pens, ink and ribbons.	$2	$289	$129	$500	$308	$200
1-4140-30-625	EL Postage	2017 budgeted amount.	$0	$0	$0	$100	$0	$100
1-4140-30-630	EL Polling Booths Set Up	1 Election	$250	$750	$250	$1,000	$500	$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	$555	$250
1-4140-30-681	EL Equipment/Voting Booths	Batteries and/or booths, table separators etc.	$0	$0	$2,666	$100	$0	$0
1-4140-40-500	EL Training/Moderator	Annual moderator workshop.	$40	$80	$80	$100	$45	$100
1-4140-40-801	EL Mileage Reimbursement	Travel to annual training.	$0	$0		$50	$102	$100
ELECTION TOTAL			$11,115	$16,577	$12,338	$23,346	$12,968	$9,725

NOTES: 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 includeds 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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TAX COLLECTOR'S OFFICE		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD August Expenses	2017 DEPT REQUEST
1-4150-40-120	TX Part-Time Position	Deputy $16/hour 450 hours annually 2% INCREASE YEARLY	$7,257	$7,535	$8,440	$7,200	$4,916	$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	$18,332	$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
1-4150-40-341	TX Telephone	Annual Telephone Charges NEW LINES $45/mo	$479	$412	$292	$540	$333	$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
1-4150-40-390	TX Mailing Service	Tax Bills/ 2x$2400 & town copy 2x50 shipping	$2,459	$1,237	$4,821	$4,900	$2,398	$5,000
1-4150-40-500	TX Training	**NHTCA** Tax Collector CERT CLASSES	$849	$1,993	$424	$540	$424	$375
1-4150-40-560	TX Dues	Professional Association Dues	$40	$40	$40	$40	$40	$40
1-4150-40-620	TX Office Supplies	MISC supplies, ink cartridges 3@60/yr	$172	$191	$550	$400	$136	$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	$1,557	$1,500
1-4150-40-631	TX Equipment Repairs	Copier annual warranty of $350 shared with Town Clerk	$270	$125	$200	$400	$193	$400
1-4150-40-801	TX Mileage Reimbursement	Travel to Bank & Meetings (@ $0.54 per mile)	$163	$254	$99	$300	$53	$300
1-4150-40-870	TX Record Registry Of Deeds	Redemption Recordings fees LIENS / CURRENT USE	$633	$389	$336	$500	$170	$500
TAX COLLECTOR TOTAL			$47,923	$44,746	$47,592	$49,236	$31,328	$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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*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 August Expenses	2017 DEPT REQUEST
1-4150-10-110	FA Salaries/Accounting	Finance Director Annual Salary $85,000, 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	$35,737	$110,760
1-4150-10-342	FA Data Processing	Accounting Software Support. (Fall Invoice) Prepare for upgrades as available or necessary for 2017.	$4,385	$210	$4,024	$4,500	$4,118	$4,500
1-4150-10-500	BK Training	Government Accounting Training/LGC Seminars.	$498	$0	$0	$1,000	$350	$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	$1,960	$1,000	$1,323	$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	$109	$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 (5000).	$75,240	$12,480	$13,006	$18,500	$10,029	$13,700
FINANCIAL ADMINISTRATION TOTAL			$122,869	$121,424	$139,780	$111,610	$51,666	$131,310

NOTES: 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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FINANCIAL ACCOUNTING		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD August Expenses	2017 DEPT REQUEST
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	$4,475	$7,112
1-4150-90-120	Budget Committee Secretary	Calculated on the number of meetings annually	$1,566	$1,830	$1,560	$1,500	$750	$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	
1-4150-90-880	FA Budget Committee Expenses	Annual LGC Budget Workshop	$503	$504	$224	$500	$8	$500
FINANCIAL ACCOUNTING TOTAL			$9,313	$9,178	$8,896	$9,744	$5,233	$9,112

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.**

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DEBT SERVICE		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD August Expenses	2017 DEPT REQUEST
	Principal	Payment on Bond due August 2017				$0		$426,177
1-4723-00-981	Interest on Bond	Payable on Bond due August 2017	$0	$0	$0	$1		$146,577
DEBT SERVICE TOTAL			$0	$0	$0	$1		$572,754

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PLANNING		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD August Expenses	2017 DEPT REQUEST
1-4191-10-110	PB Permanent Positions	Full Time Town Planner Annual Salary $51,000.	$50,157	$54,018	$32,096	$51,000	$33,346	$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	$2,101	$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	$0	$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
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	$4,750	$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
1-4191-10-341	PB Telephone	Charges for phone service based upon average annual cost.	$1,002	$814	$322	$900	$270	$300
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
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	$632	$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
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
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	$692	$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
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
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
1-4191-10-801	PB Mileage & Expense Reimbursement	For travel to Registry of Deeds, site visits, off site meetings and training estimated @ $0.575 per mile. Based upon prior year expenditures this line is reduced to $300.	$262	$400	$436	$300	$321	$500

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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	$915	$1,000	$338	$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
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
PLANNING TOTAL			$76,703	$87,040	$56,665	$87,800	$47,253	$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.

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CULTURAL		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD August Expenses	2017 DEPT REQUEST
1-4589-10-120	Part-Time Positions	Old Home Day Staff	$237	$358	$0	$300	$0	$300
1-4589-10-855	CL Events & Activities	Old Home Day Event including $5,000 for fireworks.	$25,511	$30,620	$28,323	$27,800	$25,582	$27,800
CULTURAL TOTAL			$25,748	$30,978	$28,323	$28,100	$25,582	$28,100

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".

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CONSERVATION COMMISSION		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD August Expenses	2017 DEPT REQUEST
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	$400	$360	$640	$400	$0	$400
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.	$803	$850	$0	$6,730	$2,700	$6,000
1-4611-20-500	CC Training	Association of Conservation Commissions Annual Meeting, Various workshops and trainings	$0	$210	$349	$500	$140	$300
1-4611-20-560	CC Dues	NHACC Dues	$0	$317	$349	$375	$384	$400
1-4611-20-610	CC Supplies	Supplies, water shed signs, arbor day posters, poem contest and arbor extras and miscellaneous activities throughout the year.	$543	$718	$1,525	$1,500	$1,292	$2,000
	CC Forest Maintenance	Town Forest- Maintenance 3 bridges.			$0	$2,700	$670	$1,500
1-4611-20-801	CC Mileage/Travel	Travel to NHACC meetings, training, water sampling	$0	$39	$42	$225	$35	$225
CONSERVATION COMMISSION TOTAL			$1,746	$2,494	$2,905	$12,430	$5,221	$10,825

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.

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LEGAL		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD August Expenses	2017 DEPT REQUEST
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	$27,942	$25,000	$35,593	$25,000
1-4153-10-320	Legal-Cable Consultant Attorney	Comcast Negotiations	$0	$450	$4,780	$0	$1,150	$0
LEGAL TOTAL			$46,907	$34,193	$32,722	$25,000	$36,743	$25,000

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.

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INSURANCE		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD August Expenses	2017 DEPT REQUEST
1-4196-00-480	Property and Liability Insurance	Premium calculated on property value of $14.7M.	$71,568	$60,869	$75,644	$77,873	$61,254	$122,260
1-4196-00-490	Deductible Prop-Liability	500/1000 deductible per loss depending upon type of loss.	$802	$0		$3,000	$0	$3,000
INSURANCE TOTAL			$72,370	$60,869	$75,644	$80,873	$61,254	$125,260

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.