TOWN OF PLAISTOW

2017 BUDGET WORKBOOK

*2015 Actuals YTD have not been audited and are subject to change

HEALTH DEPARTMENT		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Oct Expenses	2017 DEPT REQUEST
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	$33,149	$42,28
4411-00-150	HL Part time position	Stipend for Deputy Health Officer	$0	$0	$500	$500	$250	$50
1-4411-00-341	HL Telephone	Annual cost of land Line and AT&T smart phone	$1,203	$1,125	$1,174	$1,416	$750	$1,41
1-4411-00-500	HL Training	Food Safety, Emergency Preparedness, Environmental Health	$185	$190	$315	$400	$195	$40
1-4411-00-560	HL Dues	NH Health Officers Assoc., MA Health Officers Assoc., National Environmental Heath Association	$205	$295	$155	$225	$70	$22
1-4411-00-610	HL General Supplies	Digital Thermometers and batteries, T-Stix (disposable thermometers), chemical test strips	$125	$10	$267	$250	$23	$20
1-4411-00-620	HL Office Supplies	Card stock for licenses, laminating materials	$35	$184	$15	$75	$129	$7
1-4411-00-625	HL Postage	Necessary mailings and priority mailings for water samples	$151	$121	$178	$150	$140	$25
1-4411-00-801	HL Mileage	Routine inspections & Attending Conference/Training/Meetings	$1,665	$1,648	$1,391	$1,665	$846	$1,66
1-4411-20-350	HL Medical Services	Employee flu shots (4th qtr expenditure)	$312	$450	$0	$500	$0	$50
1-4411-20-391	HL Water Testing	Compliance testing at Town wells & suspect wells	$1,282	$226	$506	$525	$162	$52
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	$40,00
HEALTH DEPARTMENT TOTAL			$75,007	$73,201	$73,887	$87,744	$68,714	$88,04

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.

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TOWN OF PLAISTOW

2017 BUDGET WORKBOOK

*2015 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 August Expenses	2017 DEPT REQUEST
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	$186,846	$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	$38,852	$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	$20,880	$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	$185	$2,150
1-4210-10-500	PD Training	Tuition type training courses.	$3,386	$1,433	$1,348	$2,500	$2,065	$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
1-4210-10-560	PD Dues & Subscriptions	Memberships in Associations. Increase from increased memberships in organizations in the department.	$562	$525	$907	$1,000	$800	$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	$2,066	$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	$12,769	$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	$3,275	$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
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	$3,706	$6,500
1-4210-10-625	PD Postage	Mail	$501	$354	$1,254	$925	$566	$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	$12,605	$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	$680	$1,500
POLICE & ACO DEPARTMENTS (P.2)		**DESCRIPTION**	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD August Expenses	
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	$105	$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	$7,435	$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	$815	$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	$790	$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	$542,695	$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	$3,071	$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	$72,260	$149,926
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.	$32,057	$29,678	$23,711	$27,750	$4,580	$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.	$17,845	$27,087	$21,300	$21,373	$14,459	$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	$14,536	$30,984

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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	$23,944	$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	$71,077	$76,392
POLICE & ACO DEPARTMENTS (P.3)		**DESCRIPTION**	**2013 YTD 12/31/2013**	**2014 YTD 12/31/14**	**2015 YTD DEC**	**2016 DEPT REQUEST**	**2016 JUNE YTD EXPENSES**	**2017 DEPT REQUEST**
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	$7,683	$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	$159,531	$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	$4,447	$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	$21,525	$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	$150	$4,450
1-4414-00-350	ACO Medical Service	Veterinarian Services	$0	$56	$128	$500	$0	$500
1-4414-00-391	AC Wildlife Control	Disposal of animals.	$0	$0	$0	$150	$40	$150
1-4414-00-430	AC Kennel Repair & Maintenance	Cost of maintaining new kennel.	$206	$248	$323	$500	$0	$300
POLICE & ACO COMBINED DEPARTMENT TOTAL			$1,915,123	$1,829,664	$1,811,400	$2,011,466	$1,234,438	$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.

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RECREATION		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD August Expenses	2017 DEPT REQUEST
1-4520-10-110	RC Director Salary	Current Director Salary 2080 hours @ $18.02	$29,463	$35,931	$36,286	$37,340	$24,344	$37,523
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 $8.25 and $9.25 for 7 weeks at 40 hours per/wk. Additional hours for Community Events	$37,729	$39,434	$35,571	$46,250	$44,490	$46,250
1-4520-10-140	RC Overtime	Traditionally for busy seasonal coverage as needed and approved.	$1,467	$2,690	$3,767	$2,500	$1,038	$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	$2,287	$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	$1,355	$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	$2,978	$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.	$803	$612	$701	$700	$0	$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	$770	$3,000
1-4520-10-625	RC Postage	All outgoing mail as well as Elder Affairs newsletter	$214	$151	$411	$200	$379	$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	$6,955	$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	$448	$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	$0	$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	$25,872	$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
1-4520-20-840	RC Community Trips	Entry fees and ticket prices to venues that do not run through the revolving fund.	$540	$0	$1,675	$500	$0	$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	$0	$1,500
1-4520-20-854	RC Plaistow Pride	Reserving purpose for future planning at no known cost.	$0	$0	$0	$0	$0	$250

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RECREATION (Page 2)		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD August Expenses	2017 DEPT REQUEST
1-4520-20-856	RC Concerts	Summer Wednesday night concerts for 10 weeks, in addition, entertainment for holiday concerts.	$6,240	$5,788	$6,567	$8,480	$6,486	$8,48
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	$840	$3,00
1-4520-20-858	RC Senior Trips	Entry fees for senior trips, to include show, museums and fairs that do not run thru the revolving fund.	$5,671	$4,811	$5,539	$6,000	$3,162	$
1-4520-20-859	RC Senior Transportations	Buses to destination	$7,504	$8,565	$9,245	$6,000	$550	$6,00
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 expeditures	$7,358	$5,369	$6,347	$7,500	$2,146	$6,50
1-4520-20-861	RC Baseball / Softball Leagues	Equipment, uniforms, score books, background checks & coach training.	$14,193	$9,817	$29,460	$14,680	$11,044	$12,00
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	$2,730	$2,620	$363	$4,000	$373	$4,00
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	$644	$1,00
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	$399	$4,00
RECREATION TOTAL			$183,018	$182,028	$208,748	$207,975	$144,015	$193,648

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 out 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 monthy event touches on subjects to help in creating a healthy and happy lifestyle for woman. Each month participates choose a charity to donate to in lieu of 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.

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PLAISTOW PUBLIC LIBRARY

mid-Oct

Line	Description	2015 Budget	2015 Actuals	2016 Budget	2016 YTD	2016 Forecast	2017 Request	% Change	$ Change
	Flat Line Items								
6	Materials	$35,000	$32,515	$35,000	$24,997	$35,000	$35,000	0%	$0
19	Repairs/ Maintenance	$17,000	$18,133	$17,000	$12,340	$17,000	$17,000	0%	$0
8	Supplies	$10,500	$14,752	$11,500	$8,230	$10,900	$11,500	0%	$0
10	Public Activities/ Programs	$6,000	$10,533	$10,000	$10,005	$13,400	$10,000	0%	$0
7	Online Resources	$8,000	$9,142	$8,000	$5,035	$7,350	$8,000	0%	$0
22	Landscaping	$6,270	$6,968	$7,500	$6,303	$8,200	$7,500	0%	$0
16	Technical Services	$6,000	$5,301	$6,000	$3,766	$4,800	$6,000	0%	$0
23	Bookkeeping	$4,120	$4,428	$4,326	$3,750	$4,326	$4,326	0%	$0
9	Continuing Education	$2,500	$2,518	$2,500	$602	$2,400	$2,500	0%	$0
20	Property and Liability Insurance	$2,233	$2,233	$2,233	$2,233	$2,233	$2,233	0%	$0
26	General Liability	$2,000	$2,000	$2,000	$0	$2,000	$2,000	0%	$0
11	Telephone	$1,500	$1,802	$1,500	$1,759	$2,200	$1,500	0%	$0
3	Workers Comp/ UI	$1,000	$500	$1,000	$0	$0	$1,000	0%	$0
14	Professional Dues	$750	$520	$750	$335	$750	$750	0%	$0
24	Legal Fees	$15,500	$13,845	$500	$0	$0	$500	0%	$0
12	Postage	$400	$792	$400	($116)	$240	$400	0%	$0
	TBD Line Items								
4	Health/ Life/ Disability	$68,000	$65,652	$75,000	$65,894	$85,025	$80,527	7.4%	$5,527
18	Electricity	$40,500	$34,355	$34,000	$24,712	$32,190	$34,000	0%	$0
17	Gas	$13,125	$11,056	$13,500	$5,486	$9,500	$13,500	0%	$0
	Increased Line Items								
1	Salaries & Wages	$249,811	$242,111	$251,418	$198,631	$248,200	$259,256	3.1%	$7,838
21	Janitor	$21,426	$21,426	$21,919	$21,919	$21,919	$23,868	8.9%	$1,949
5	Retirement	$11,899	$12,054	$12,641	$9,899	$12,050	$13,239	4.7%	$598
2	Social Security/ Medicare	$19,111	$18,522	$19,253	$14,055	$18,987	$19,833	3.0%	$580
			$0						
	Net from Taxation	**$542,645**	**$531,156**	**$537,940**	**$419,835**	**$538,670**	**$554,432**	**3.1%**	**$16,492**

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PLAISTOW PUBLIC LIBRARY

LINE	DESCRIPTION	COST	DETAIL
1	Salaries	$ 259,256	Salary, vacation coverage, merit increases, and longevity bonuses for 5.8 FTE's: Director (full-time, contractual), Head of Youth Services (full-time, regular/ permanent), 9 part-time staff (including 3 student aides), & the Board's minute-taker
2	Social Security/ Medicare	$ 19,833	Mandatory employer contributions
3	Workers Comp/ UI	$ 1,000	Mandatory coverage
4	Health/ Life/ Disability/ FSA	$ 80,527	Eligible staff include 2 full-time positions and 1 part-time position
5	Retirement	$ 13,239	Eligible staff include 2 full-time positions (Director & Head of Youth Services)
6	Materials	$ 35,000	Books, audiobooks, music CD's, DVD's, video games, magazines, & newspapers
7	Online Resources	$ 8,000	Downloadable ebooks & audiobooks (Overdrive, Tumblebooks), web-based reference databases, catalog enrichment, online museum pass & meeting room reservation services
8	Supplies	$ 11,500	Supplies necessary for the operation and maintenance of the library
9	Continuing Education	$ 2,500	Professional development meetings, seminars, workshops, & webinars for staff and Trustees
10	Public Activities/ Programs	$ 10,000	Fees for performers/ presenters, supplies for children's & adult programs, museum passes, marketing expenses (email newsletter service, printing, advertisements)
11	Telephone	$ 1,500	Four lines (three telephones and a shared line for fax use)
12	Postage	$ 400	Stamps, pre-stamped envelopes, & other mailings
14	Professional Dues	$ 750	Memberships in NH Library Trustee Association, Merri-Hill-Rock Coop (regional coooperative), & local, regional, and national library associations
16	Technical Services	$ 6,000	Comcast internet fees, library website content management system, IT infrastructure repairs & upgrades
17	Gas	$ 13,500	Electricity -- updated projections due in December
18	Electricity	$ 34,000	Natural gas -- updated projections due in December
19	Repairs/Maintenance	$ 17,000	Contractual preventive maintenance agreements for HVAC, fire suppression, irrigation, intrusion & fire alarm system monitoring. Also includes routine maintenance & repairs.
20	Property and Liability Insurance	$ 2,233	Property, casualty, & general liability insurance
21	Janitor	$ 23,868	Services provided through the Town's maintenance department
22	Landscaping	$ 7,500	Mowing, fertilizing, trimming, and spring/ fall clean-ups
23	Bookkeeping	$ 4,326	Contracted bookkeeping services and accounting software upgrades
24	Legal Fees	$ 500	Legal fees, notices, & advertisements
26	General Liability	$ 2,000	Earned Time liability and insurance deductibles

Net from Taxation	**$554,432**

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PLAISTOW PUBLIC LIBRARY

Line Item		Library Account	Amount	Notes
6	Materials	Fines Account	$1,500	Books
8	Supplies	Special Projects	$1,000	Placeholder
10	Public Activities	Special Projects	$7,000	Brings total PA to $17,000
16	Technical Services	Special Projects/ Technology	$7,000	Placeholder
19	Repairs/ Maintenance	Restoration/ Replacement	$30,000	Interior trim repairs (countertops, soffits) per 2017-22 CIP
n/a	Miscellaneous	Memorial Funds	$7,000	Cullen & Jeffrey

TOTAL	**$53,500**

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TOWN OF PLAISTOW

2017 BUDGET WORKBOOK

*2015 Actuals YTD have not been audited and are subject to change

EXECUTIVE DEPARTMENT		DESCRIPTION	2013 ACTUALS	2014 ACTUALS	2015 ACTUALS	2016 APPROVED	2016 YTD Sept Expenses	2017 DEPT REQUEST
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	$11,250	$15,00(
1-4130-10-310	EX Contracted Consulting Service	Technical Assistance/Consulting Services for various municipal projects such as: professional engineering; environmental services (*BEEDE Superfund*); 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	$5,00(
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	$5,00(
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	$8,072	$8,50(
1-4130-10-342	EX Data Processing	Computer networking ($2225/mo) Anti-Virus License (50 licenses @ $46); Web/Network & Computer Services; Other Licenses *(licenses 4th quarter expenditure)*	$32,984	$31,820	$36,383	$34,000	$24,250	$34,00(
1-4130-10-392	EX Labor Rel. Consultant	Union Negotiation Assistance; Labor Relations Assistance *(Grievances and employment law)*	$34,744	$18,301	$4,551	$5,000	$7,855	$5,00(
1-4130-10-500	EX Training/Conference	LGC Annual Conference; LGC Regional Meetings/Conferences; Other Training/Conferences	$306	$1,149	$641	$600	$208	$60(
1-4130-10-560	EX Dues	PACE; GUCCI; NHMMA; Justice of the Peace/Notary Renewals; NHLOGIN.	$688	$964	$880	$1,000	$110	$80(
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	$5,040	$7,50(
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	$745	$1,00(
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	$3,533	$5,000

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TOWN OF PLAISTOW

2017 BUDGET WORKBOOK

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EXECUTIVE DEPARTMENT		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD Sept Expenses	2017 DEPT REQUEST
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	$1,235	$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	$0	$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
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	$2,000	$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	$1,373	$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	$2,961	$4,000
1-4130-20-110	EX Salary Town Manager	Town Manager salary @ $108,000	$93,272	$90,105	$100,406	$108,000	$81,000	$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
1-4130-20-801	TM Mileage & Expense Reimbursement	Stipend - Provision in Town Manager's Contract	$1,380	$1,252	$1,790	$4,800	$1,882	$4,800
1-4130-20-830	EX Employment Expenses	Physical Exams/background checks for prospective employment	$52	$562	$402	$400	$50	$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	$56,875	$88,400
1-4130-30-630	EX-Recycling Committee	Committee to examine money saving ideas by recycling	$0	$0	$0	$200	$0	$200
EXECUTIVE TOTAL			$309,006	$303,190	$298,654	$310,214	$216,903	$312,050

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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OWN OF PLAISTOW

2017 BUDGET WORKBOOK

*2015 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 August Expenses	2017 DEPT REQUEST
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	$0	$30,000
1-4155-10-120	Employee Tuition Reimbursement	Funds Educational Assistance & Tuition	$810	$0	$0	$10,000	$0	$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	$640,014	$1,017,613
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	$64,976	$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	$25,338	$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	$285,147	$655,715
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
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
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	$171	$600
1-4155-40-350	Medical Services	Hepatitis B Shots, CPR Certification, first aid supplies.	$990	$480	$591	$1,000	$536	$1,000
1-4155-40-390	Pre-Employment Screening	Physical Exams/background checks for prospective employment.	$871	$581	$986	$1,500	$293	$1,500
1-4155-40-400	Town Manager Search		$0	$0	$8,750	$0	$0	$0
1-4155-40-550	Notices & Publications	Legally required public notices	$0	$0	$0	$1,000	$0	$1,000
1-4155-40-695	Employee Relations	Expenses associated with turnover and employment search	$66	$1,634	$1,968	$500	$618	$500

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TOWN OF PLAISTOW

2017 BUDGET WORKBOOK

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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	$0	$26,300
PERSONNEL ADMINISTRATION TOTAL			$1,618,351	$1,635,352	$1,613,813	$1,818,924	$1,097,929	$1,981,230

NOTES: The Town employs 21 full time, 9 part-time, 18 police officers (2 Sgt, 5 MPO, 6 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.

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TOWN OF PLAISTOW

2017 BUDGET WORKBOOK

*2015 Actuals YTD have not been audited and are subject to change

ADVERTISING/ASSOCIATIONS		DESCRIPTION	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 YTD DEC	2016 DEPT REQUEST	2016 YTD August Expenses	2017 DEPT REQUEST
1-4197-10-550	EX Notices & Publications	Town Meeting and Public Hearing Notices in Eagle Tribune.	$492	$497	$215	$500	$876	$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
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	$14,124	$14,500
ADVERTISING/ASSOCIATION TOTAL			$23,817	$26,013	$25,553	$26,500	$25,613	$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.