



TOWN OF PLAISTOW

2016 BUDGET WORKBOOK

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

EXECUTIVE DEPARTMENT		DESCRIPTION	2012 ACTUALS	2013 ACTUALS	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
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.	\$89	\$20,872	\$0	\$0	\$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.	\$5,150	\$12,500	\$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 Supertund</i>); water/water resources; traffic/transportation management, municipal planning; matching funds for various smaller technical assistance grants.	\$43,855	\$13,582	\$6,820	\$20,000	\$7,843	\$10,000	\$10,000	\$10,000
1-4130-10-315	EX Professional Mapping Services	Geographic Information Systems Consulting. Currently contracted for comprehensive assessing/GIS update.	\$3,516	\$0	\$4,500	\$4,500	\$2,600	\$3,500	\$3,500	\$3,500
1-4130-10-341	EX Telephone Expense	3 telephones; fax line/BOS & Town Manager @\$250/month plus Phone System Upgrades	\$3,674	\$5,263	\$7,349	\$4,510	\$10,855	\$6,000	\$6,000	\$6,000
1-4130-10-342	EX Data Processing	Computer networking (\$1,950/mo) Anti-Virus License (50 licenses @ \$46); Web/Network & Computer Services; Other Licenses (<i>licenses 4th quarter expenditure</i>)	\$22,740	\$32,984	\$31,820	\$26,500	\$36,070	\$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>)	\$18,725	\$34,744	\$18,301	\$14,500	\$4,502	\$5,000	\$5,000	\$5,000
1-4130-10-500	EX Training/Conference	LGC Annual Conference; LGC Regional Meetings/Conferences; Other Training/Conferences	\$852	\$306	\$1,149	\$600	\$641	\$600	\$600	\$600
1-4130-10-560	EX Dues	PACE; GUCCI; NHMMA; Justice of the Peace/Notary Renewals; NHLOGIN.	\$727	\$688	\$964	\$1,000	\$880	\$1,000	\$1,000	\$1,000
1-4130-10-580	EX Rental & Leases	Copier/Printer for Town Hall (\$7K/YR); Postage Machine for Town Hall (\$700/YR)	\$4,411	\$4,088	\$5,383	\$7,500	\$7,298	\$6,500	\$6,500	\$6,500
1-4130-10-610	EX General Supplies	Water, coffee, hospitality supplies for committee meetings/State and Federal officials.	\$1,736	\$2,064	\$1,478	\$1,500	\$1,159	\$1,200	\$1,200	\$1,200
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.	\$5,885	\$5,700	\$5,973	\$5,000	\$3,881	\$5,000	\$5,000	\$5,000



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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. 2014 adjustments will need to be made to charge off to various Town Hall Departments.	\$1,469	\$3,344	\$5,323	\$4,000	\$649	\$4,000	\$4,000	\$4,000
1-4130-10-630	EX Office Equipment/Maintenance	Copier Maintenance; Network/Computer System Upgrades; Other Technical/Office Maintenance.	\$6,810	\$3,724	\$3,962	\$5,500	\$449	\$5,500	\$5,500	\$5,500
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.	\$578	\$1,314	\$167	\$1,000	\$623	\$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) (4th qtr expenditure)/ Computer/Server Supplies.	\$6,534	\$4,677	\$6,222	\$6,000	\$21,198	\$6,000	\$6,000	\$6,000
1-4130-10-690	EX Unanticipated	Expenses such as Cards, Flowers, Acknowledgements, Awards, Hosting Regional Meetings, Ceremonies and Events at Plaistow Town Hall	\$2,656	\$2,426	\$5,662	\$2,500	\$3,440	\$2,500	\$2,500	\$2,500
1-4130-10-840	EX Events & Activities	Community/Civic Recognition/Employee Appreciation/Recognition and community event programs	\$2,181	\$2,253	\$3,908	\$3,000	\$3,772	\$4,000	\$4,000	\$4,000
1-4130-20-110	EX Salary Town Manager	Town Manager salary @ \$108,000	\$86,474	\$93,272	\$90,105	\$89,760	\$100,406	\$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.	\$117	\$4,200	\$3,548	\$4,000	\$6,571	\$4,000	\$4,000	\$4,000
1-4130-20-801	TM Mileage & Expense Reimbursement	Stipend - Provision in Town Manager's Contract	\$1,195	\$1,380	\$1,252	\$2,400	\$1,790	\$4,800	\$4,800	\$4,800
1-4130-20-830	EX Employment Expenses	Physical Exams/background checks for prospective employment	\$0	\$52	\$562	\$400	\$402	\$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 @ \$20.80 per hour.	\$52,841	\$59,574	\$83,742	\$73,778	\$67,410	\$82,264	\$82,264	\$82,264
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			\$272,216	\$309,006	\$303,190	\$293,148	\$297,439	\$310,214	\$310,214	\$310,214

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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TOWN CLERK		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
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.	\$43,082	\$43,120	\$44,430	\$43,715	\$40,357	\$46,750	\$46,750	\$46,750
1-4140-10-130	TC Town Clerk Salary	Elected Town Clerk Annual Salary	\$39,648	\$40,223	\$40,069	\$40,916	\$40,261	\$41,939	\$41,939	\$41,939
1-4140-10-341	TC Telephone	Annual Telephone Charges on 3 phone lines (1 fax @ \$32/month), increased due to new phone system (\$100/month).	\$996	\$1,121	\$877	\$1,200	\$894	\$1,620	\$1,620	\$1,620
1-4140-10-342	TC Computer Hardware/Software	Support and Updates/Red Book (Vehicle List Price & Weight) 2014 increase includes Interware Software Support and credit card fees. Plus a boat \$60 yearly support fee.	\$3,805	\$4,368	\$4,063	\$4,200	\$4,200	\$4,285	\$4,285	\$4,285
1-4140-10-500	TC Training Expense	This training includes annual town clerk workshop and annual conference.	\$907	\$892	\$1,710	\$1,800	\$865	\$925	\$925	\$925
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	\$0	\$40	\$45	\$45	\$45	\$45	\$45	\$45
1-4140-10-610	TC Dog Tags & Forms	Printing Tags/Forms for Dog Licenses.	\$566	\$528	\$601	\$660	\$653	\$450	\$450	\$450
1-4140-10-620	TC Office Supplies	General Office Supplies. Increase due to addition of restoraton of additional Town's Meeting Minutes Record Books, year 1 of 5.	\$7,523	\$5,228	\$1,531	\$1,000	\$1,012	\$1,000	\$1,000	\$1,000
1-4140-10-625	TC Postage	Level Funded covers increase in postage	\$4,310	\$4,440	\$4,983	\$4,500	\$5,006	\$4,500	\$4,500	\$4,500
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	\$510	\$735	\$410	\$1,000	\$1,082	\$2,125	\$2,125	\$2,125
1-4140-10-801	TC Mileage Reimbursement	Mileage & Expenses for travel to the Bank, Workshops, Conventions and Training (\$0.575/mile).Decreased as staff has completed certification school.	\$604	\$287	\$561	\$700	\$539	\$400	\$400	\$400
TOWN CLERK TOTAL			\$102,835	\$101,866	\$100,165	\$100,621	\$95,799	\$104,924	\$104,924	\$104,924

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

TOWN OF PLAISTOW

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ELECTIONS & REGISTRATION		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4140-20-130	Supervisors of the Checklist	2016 has 4 election plus the deliberative session. 3 Supervisors updating checklist and voter registration @ election and deliberative session in 2016. 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/hr for around 85 hours	\$3,722	\$1,150	\$1,583	\$1,000	\$1,273	\$4,700	\$4,700	\$4,700
1-4140-30-110	EL Salary/Administration	2016 has 4 election. There are 8 workers @ \$10.50 x 16 hrs for the 1 elections, 6 workers @ \$10.50 x16 and 4 workers @ \$10.50 x 16 hrs for 2 elections.	\$4,069	\$596	\$2,502	\$630	\$776	\$3,696	\$3,696	\$3,696
1-4140-30-130	EL Election Moderator Salary	2016 has 4 elections and 1 deliberative session. \$200 per election x 2 persons for 4 elections and 1 deliberative session.	\$2,088	\$1,000	\$1,600	\$800	\$800	\$2,000	\$2,000	\$2,000
1-4140-30-150	EL Election Recount	Prepared as necessary in the event of a close election	\$0	\$0	\$0	\$500		\$500	\$500	\$500
1-4140-30-342	EL Software Support	LHS maintenance agreement.	\$0	\$1,900	\$600	\$2,000	\$600	\$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.	\$8,254	\$5,948	\$8,619	\$7,000	\$5,529	\$9,000	\$9,000	\$9,000
1-4140-30-610	EL Repairs & Supplies	Election supplies. Seals, pens, ink and ribbons. [Next budget year 4 voting machine cards will likely be needed at a cost of \$1200.00]	\$1,038	\$2	\$289	\$500	\$129	\$500	\$500	\$500
1-4140-30-625	EL Postage	2015 budgeted amount.	\$0	\$0	\$0	\$100	\$0	\$100	\$100	\$100
1-4140-30-630	EL Polling Booths Set Up	4 Elections	\$1,000	\$250	\$750	\$250	\$250	\$1,000	\$1,000	\$1,000
1-4140-30-680	EL Meals	Meal allowance 4 election. In addition, to the purchase coffee and water for the workers.	\$633	\$229	\$554	\$230	\$235	\$1,000	\$1,000	\$1,000
1-4140-30-681	EL Equipment/Voting Booths	Pens, paper, ink, batteries etc , line was decrease due to purchase of 15 new voting booths in 2015.	\$0	\$0	\$0	\$2,900	\$2,666	\$100	\$100	\$100
1-4140-40-500	EL Training/Moderator	Annual moderator workshop.	\$0	\$40	\$80	\$100	\$80	\$100	\$100	\$100
1-4140-40-801	EL Mileage Reimbursement	Travel to annual training.	\$40	\$0	\$0	\$50		\$50	\$50	\$50
ELECTION TOTAL			\$20,844	\$11,115	\$16,577	\$16,060	\$12,338	\$23,346	\$23,346	\$23,346

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 8 appointed election clerks. It also includes the maintenance, supplies and set up for elections as well as the Supervisors of the Checklist (3 supervisors plus extra workers for Presidential elections) hours to work the elections and maintain the voter checklist. The 2016 budget reflects an increase from one (1) election in 2015 to four (4) in 2016.



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FINANCE ADMINISTRATION		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4150-10-110	FA Salaries/Accounting	Finance Director Annual Salary \$67,500, Trustees of Trust Funds \$400 and 2 Auditors @ \$200 each. Additional P/T coverage of 10-15 hours per week as needed to support the functions of A/P, A/R and to assist with the continuity of operations.	\$73,323	\$40,592	\$107,116	\$84,821	\$120,790	\$86,260	\$86,260	\$86,260
1-4150-10-342	FA Data Processing	Accounting Software Support. (Fall Invoice) Prepare for upgrades as available or necessary for 2015.	\$3,956	\$4,385	\$210	\$4,500	\$4,024	\$4,500	\$4,500	\$4,500
1-4150-10-500	BK Training	Government Accounting Training/LGC Seminars.	\$1,174	\$498	\$0	\$1,000	\$0	\$1,000	\$1,000	\$1,000
1-4150-10-620	FA Office Supplies	Anticipate 2016 will require additional supplies as policies and procedures are updated and continued reorganization of files continues.	\$1,433	\$1,969	\$1,618	\$1,000	\$1,960	\$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. (\$0.575/per Mi.)	\$28	\$185	\$0	\$350	\$0	\$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 (5000).	\$12,968	\$75,240	\$12,480	\$20,000	\$13,006	\$18,500	\$18,500	\$18,500
FINANCIAL ADMINISTRATION TOTAL			\$92,882	\$122,869	\$121,424	\$111,671	\$139,780	\$111,610	\$111,610	\$111,610

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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ASSESSING/HUMAN RESOURCES		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4150-30-120	Human Resources/Services Coordinator/Assessing Clerk	Coordinator of Human Resources /Services/Assessing Clerk Salary (\$50,012) and \$500 longevity.	\$48,627	\$47,595	\$50,405	\$50,012	\$51,448	\$51,252	\$51,252	\$51,252
1-4150-30-240	Training	Professional job related training for Continuing Education	\$162	\$95	\$0	\$400	\$15	\$400	\$400	\$400
1-4150-30-312	Assessor's Contract	The Town of Plaistow is scheduled for a 5 year Values Anew revaluation in 2016 in conjunction with the Department of Revenue's Certification process.	\$108,766	\$77,959	\$74,102	\$80,000	\$83,536	\$114,990	\$114,990	\$114,990
1-4150-30-315	Mapping	Annual updates to the property tax maps, lot line changes and subdivisions are based upon approved changes. Current mapping services are provided by CAI Technologies.	\$14,929	\$0	\$7,169	\$6,000	\$5,882	\$6,000	\$6,000	\$6,000
1-4150-30-342	Data Processing	Arc Vue Software, Tyler Technologies supports the software for Unifers System. (annual contract is \$5.8K)	\$5,500	\$6,450	\$7,116	\$6,000	\$6,080	\$6,200	\$6,200	\$6,200
1-4150-30-560	Dues	Professional dues for NHA AO/ANHPEHRA	\$35	\$35	\$35	\$35	\$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.	\$281	\$1,440	\$994	\$750	\$637	\$825	\$825	\$825
1-4150-30-625	Postage	Revaluation/Update Notices/Value Change Letters sent to 25% of properties. In addition welcome letters, trash collection information and town reports are mailed to new residents when deed transfer updates are done in office.	\$648	\$121	\$1,279	\$1,950	\$1,960	\$2,200	\$2,200	\$2,200
1-4150-30-670	Books & Periodical	Marshall & Swift Valuation Book	\$503	\$544	\$569	\$600	\$614	\$625	\$625	\$625
1-4150-30-801	Mileage Reimbursement	Travel to Training @ \$0.575/per mile	\$0	\$0	\$55	\$300	\$28	\$300	\$300	\$300
ASSESSING TOTAL			\$179,451	\$134,239	\$141,724	\$146,047	\$150,235	\$182,867	\$182,867	\$182,867

NOTES: The Assessing Clerk is a shared position with Human Resources and Human Services. Approximately 24 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 Assessing Office must appraise and assess approximately 4,000 parcels of property in Town.

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TAX COLLECTOR'S OFFICE		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4150-40-120	TX Part-Time Position	NEW Deputy \$16/hour 450 hours annually	\$7,770	\$7,257	\$7,535	\$7,150	\$8,440	\$7,200	\$7,200	\$7,200
1-4150-40-130	TX Tax Collector Salary	Elected Tax Collector Monday/Tuesday/Wednesday 8:30-4:30	\$27,343	\$27,740	\$27,633	\$28,216	\$27,210	\$28,216	\$28,216	\$28,216
1-4150-40-320	TX Mortgage Research	Mortgage Research for Tax Lien/Deeds	\$2,325	\$2,350	\$2,090	\$2,500	\$1,665	\$2,500	\$2,500	\$2,500
1-4150-40-341	TX Telephone	Annual Telephone Charges NEW LINES \$45/mo	\$422	\$479	\$412	\$500	\$292	\$540	\$540	\$540
1-4150-40-342	TX Data Processing	Software Support with BMSI (Billed in Fall)	\$2,077	\$1,971	-\$157	\$2,200	\$2,052	\$2,200	\$2,200	\$2,200
1-4150-40-390	TX Mailing Service	Tax Bills/ 2x\$2400 & town copy 2x50 shipping	\$2,395	\$2,459	\$1,237	\$4,850	\$4,821	\$4,900	\$4,900	\$4,900
1-4150-40-500	TX Training	NHTCA 2-spring reg fees @\$50 ea./Tax Collector fall convention \$386 plus \$50 reg fee	\$965	\$849	\$1,993	\$540	\$424	\$540	\$540	\$540
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	\$233	\$172	\$191	\$400	\$550	\$400	\$400	\$400
1-4150-40-625	TX Postage	Certified postage for lien & deed notices also prepaid envelopes \$700-750	\$3,413	\$3,532	\$3,004	\$1,500	\$1,463	\$1,500	\$1,500	\$1,500
1-4150-40-631	TX Equipment Repairs	Copier annual warranty of \$350 shared with Town Clerk	\$125	\$270	\$125	\$400	\$200	\$400	\$400	\$400
1-4150-40-801	TX Mileage Reimbursement	Travel to Bank & Meetings (@ \$0.575 per mile)	\$227	\$163	\$254	\$300	\$99	\$300	\$300	\$300
1-4150-40-870	TX Record Registry Of Deeds	Redemption Recordings fees	\$390	\$633	\$389	\$600	\$336	\$500	\$500	\$500
1-4150-40-880	TX-Research Unknown TC Deeds	Legal Research to identify owners of property not on the tax warrant	\$0	\$9	\$0	\$1	\$0	\$0	\$0	\$0
TAX COLLECTOR TOTAL			\$47,724	\$47,923	\$44,746	\$49,197	\$47,592	\$49,236	\$49,236	\$49,236

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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FINANCIAL ACCOUNTING		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
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.	\$6,844	\$7,244	\$6,844	\$7,244	\$7,112	\$7,244	\$7,244	\$7,244
1-4150-90-120	Budget Committee Secretary	Calculated on the number of meetings annually	\$1,350	\$1,566	\$1,830	\$1,500	\$1,560	\$1,500	\$1,500	\$1,500
1-4150-90-801	Mileage	Travel to Training estimated at @\$0.575 per mile. Anticipate utilization in 2016	\$0	\$0	\$0	\$500	\$0	\$500	\$500	\$500
1-4150-90-880	FA Budget Committee Expenses	Annual LGC Budget Workshop	\$79	\$503	\$504	\$500	\$224	\$500	\$500	\$500
FINANCIAL ACCOUNTING TOTAL			\$8,273	\$9,313	\$9,178	\$9,744	\$8,896	\$9,744	\$9,744	\$9,744

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	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4153-00-320	Legal Expenses	\$39,656	\$46,907	\$33,743	\$40,000	\$27,942	\$25,000	\$25,000	\$25,000
1-4153-10-320	Legal-Cable Consultant Attorney	\$0	\$0	\$450	\$10,000	\$4,780	\$0	\$0	\$0
LEGAL TOTAL		\$39,656	\$46,907	\$34,193	\$50,000	\$32,722	\$25,000	\$25,000	\$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.



TOWN OF PLAISTOW

2016 BUDGET WORKBOOK

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

PERSONNEL ADMINISTRATION		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4155-10-110	Performance Management	Funds Personnel Merit and Performance Adjustments for Municipal Employees (4th quarter expenditure)	\$1,722	\$27,550	\$30,762	\$30,000	\$30,715	\$30,000	\$30,000	\$30,000
1-4155-10-120	Employee Tuition Reimbursement	Funds Educational Assistance & Tuition	\$3,908	\$810	\$0	\$10,000	\$0	\$10,000	\$10,000	\$10,000
1-4155-20-210	Work/Health Insurance	Based on current 2015 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 2015 rates. These will renew July 2016. The non-union will incur a 2.9% increase in health insurance, no increase in dental premiums, and XX % change in disability premiums. The 2016 requested has been adjusted on the current employee census data.	\$840,690	\$883,454	\$903,191	\$996,159	\$814,760	\$981,431	\$981,431	\$981,431
1-4155-30-220	FICA	Federal Insurance Contributions Act (12.4% of earnings (6.2% employer and employee).The 2016 requested funding will be based on the current employee census data and will be updated in November 2015.	\$74,767	\$112,123	\$119,504	\$106,410	\$105,112	\$108,777	\$108,777	\$108,777
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.	\$40,584	\$42,500	\$42,994	\$43,455	\$41,855	\$46,026	\$46,026	\$46,026
1-4155-40-230	New Hampshire Retirement	NHRS rates for 2016 as follows: PD 26.38%, FD 29.16% , Employ 11.70% These rates are effective until June 2017	\$372,761	\$463,943	\$465,822	\$491,214	\$489,434	\$528,245	\$528,245	\$528,245
1-4155-40-250	Unemployment Compensation	Based on employee class, payroll dollars in each class and loss ratio through June 2015. Increase in rate from .49% to .72% . The 2015 Funds have been adjusted according to year end expenses.	\$1,729	\$3,419	\$3,429	\$5,059	\$5,059	\$7,171	\$7,171	\$7,171
1-4155-40-260	NH Municipal Worker's Compensation	Based on position and earnings and loss ratio factor. Our Loss Ratio decreased from .87 to .78 which is a -10.3% change. These two items result in a 8.40% decrease or \$6985.	\$45,585	\$62,556	\$43,059	\$82,674	\$82,674	\$82,674	\$82,674	\$82,674
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.	\$378	\$486	\$627	\$500	\$428	\$600	\$600	\$600
1-4155-40-350	Medical Services	Hepatitis B Shots, CPR Certification, first aid supplies.	\$1,908	\$990	\$480	\$1,000	\$591	\$1,000	\$1,000	\$1,000
1-4155-40-390	Pre-Employment Screening	Physical Exams/background checks for prospective employment.	\$484	\$871	\$581	\$1,500	\$986	\$1,500	\$1,500	\$1,500
1-4155-40-400	Town Manager Search		\$0	\$0	\$0	\$0	\$8,750	\$0	\$0	\$0
1-4155-40-550	Notices & Publications	Legally required public notices	\$316	\$0	\$0	\$1,000	\$0	\$1,000	\$1,000	\$1,000
1-4155-40-695	Employee Relations	Expenses associated with turnover and employment search	\$535	\$66	\$1,634	\$500	\$1,968	\$500	\$500	\$500
1-4155-50-190	Sick Leave Buy Back	Annual buy back as per current personnel plan (December expenditure)	\$23,583	\$19,584	\$23,270	\$20,000	\$31,356	\$20,000	\$20,000	\$20,000
PERSONNEL ADMINISTRATION TOTAL			\$1,408,950	\$1,618,351	\$1,635,352	\$1,789,471	\$1,613,688	\$1,818,924	\$1,818,924	\$1,818,924

NOTES: The Town employs 21 full time, 9 part-time, 18 police officers (4 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.



TOWN OF PLAISTOW

2016 BUDGET WORKBOOK

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

PLANNING		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4191-10-110	PB Permanent Positions	Full Time Town Planner Annual Salary \$51,000.	\$49,771	\$50,157	\$54,018	\$50,046	\$32,096	\$51,000	\$51,000	\$51,000
1-4191-10-120	PB Minute Taker	Minute Taker stipend of \$150 per meeting x 24 meetings annually.	\$1,500	\$750	\$2,850	\$3,600	\$3,600	\$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.	\$2,504	\$4,152	\$1,221	\$1,000	\$1,041	\$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.	\$0	\$2,880	\$2,210	\$3,000	\$2,157	\$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.	\$1,025	\$2,750	\$2,989	\$3,000	\$3,750	\$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.	\$4,102	\$7,647	\$13,287	\$7,000	\$367	\$3,500	\$3,500	\$3,500
1-4191-10-341	PB Telephone	Charges for phone service based upon average annual cost.	\$852	\$1,002	\$814	\$900	\$322	\$900	\$900	\$900
1-4191-10-342	PB Data Processing	BMSI Support/Upgrades moved to Inspection Budget (No utility from Planning Office)	\$0	\$0	\$0	\$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.	\$275	\$294	\$230	\$300	\$265	\$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.	\$1,530	\$2,218	\$1,542	\$1,500	\$1,698	\$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).	\$40	\$10	\$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.	\$122	\$498	\$416	\$200	\$532	\$500	\$500	\$500
1-4191-10-625	PB Postage	Abutter Notices (State law requires abutter notification for subdivision and site plan public hearings.)	\$987	\$1,386	\$1,360	\$1,500	\$1,065	\$1,500	\$1,500	\$1,500
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.	\$0	\$373	\$152	\$300	\$220	\$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.	\$45	\$53	\$121	\$100	\$38	\$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	\$0	\$1,314	\$1,000	\$1,275	\$1,000	\$1,000	\$1,000
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.	\$695	\$262	\$400	\$300	\$436	\$300	\$300	\$300

TOWN OF PLAISTOW

2016 BUDGET WORKBOOK

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

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.	\$461	\$1,124	\$792	\$1,000	\$915	\$1,000	\$1,000	\$1,000
1-4191-10-875	PB Master Plan Update	In 2015, updates to the Master Plan through consulting services were budgeted and completed. Any remaining funds will be encumbered for 2016 for further updates	\$0	\$489	\$2,125	\$5,000	\$6,888	\$5,000	\$5,000	\$5,000
1-4191-10-876	PB Impact Fee Update	In 2015, an update to the Recreation Impact Fee continues but not completed. Funds will be encumbered for 2016 for completion of the update to the Recreation Impact Fee through ongoing consulting services.	\$0	\$658	\$1,199	\$5,000	\$0	\$10,000	\$10,000	\$10,000
PLANNING TOTAL			\$63,909	\$76,703	\$87,040	\$84,846	\$56,665	\$87,800	\$87,800	\$87,800

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		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4191-20-120	ZB Minute Taker	Minute taker stipend of \$150 per monthly event X 12 months.	\$1,074	\$1,398	\$1,375	\$1,800	\$1,579	\$1,800	\$1,800	\$1,800
1-4191-20-320	ZB Legal	Attorney Fees for Consultation and Representation.	\$11	\$0	\$0	\$2,000	\$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	\$94	\$0	\$0	\$300	\$0	\$300	\$300	\$300
1-4191-20-550	ZB Notices & Publications	Monthly Publishing of Legal Notice in Eagle Tribune for advertising hearings.	\$1,193	\$1,663	\$1,618	\$1,746	\$745	\$1,500	\$1,500	\$1,500
1-4191-20-620	ZB Supplies	Name Plates and Other Unforeseen Office Supplies	\$10	\$46	\$41	\$100	\$46	\$100	\$100	\$100
1-4191-20-625	ZB Postage	Certified Mailings of Abutter Notices (wash item) and Other Correspondences	\$426	\$958	\$1,212	\$1,000	\$622	\$1,000	\$1,000	\$1,000
1-4191-20-630	ZB Equipment	No needs at this time.	\$0	\$0	\$0	\$1	\$0	\$0	\$0	\$0
1-4191-20-670	ZB Books & Periodicals	Town & City Magazine (6 @ \$25 each); NH RSA Book (2 @ \$6.50 each)	\$147	\$165	\$15	\$163	\$79	\$16	\$16	\$16
1-4191-20-801	ZB Expense Reimbursement	Reimbursements for expenses for Zoning Board	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ZONING TOTAL			\$2,955	\$4,230	\$4,261	\$7,110	\$3,071	\$5,716	\$5,716	\$5,716

NOTES: The ZBA is a quasi-judicial board that reviews and decides, using the guidelines set out in the NHRSA's, 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

2016 BUDGET WORKBOOK

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

GOVERNMENT BUILDINGS		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4194-00-110	BD Permanent Positions	40 hours per week, 52 weeks @ 22.00(.25) and 22.44(.75).	\$37,073	\$36,975	\$36,872	\$36,734	\$42,141	\$46,446	\$46,446	\$46,446
1-4194-00-120	Part-Time Positions	Library Reimburses 1 @\$13.52(.25) and \$13.79(.75) per hour for 1456 hours annually. Other part time staff works 1300 hours @ \$13.52(.25) and \$13.79(.75) for Safety Complex	\$12,439	\$10,198	\$14,152	\$14,300	\$19,326	\$17,839	\$17,839	\$17,839
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.	\$4,478	\$6,315	\$5,577	\$6,000	\$6,856	\$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.	\$1,018	\$1,488	\$1,723	\$1,820	\$2,132	\$1,750	\$1,750	\$1,750
1-4194-00-341	Telephone/Communication	3 Cellular Telephones	\$787	\$835	\$984	\$1,350	\$1,361	\$1,000	\$1,000	\$1,000
1-4194-00-500	BD Custodian Training	Allowance for in house training such as chemical use, PPE, blood borne pathogens, etc.	\$0	\$0	\$0	\$200	\$35	\$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.	\$3,781	\$3,614	\$4,957	\$4,400	\$4,618	\$4,400	\$4,400	\$4,400
1-4194-00-635	Gasoline	2 Snow blowers, 1 tractor and Town Hall generator.	\$415	\$101	\$404	\$450	\$162	\$400	\$400	\$400
1-4194-00-660	BD Vehicle Maintenance	Tune ups and repairs on 2 snow blowers and tractor	\$279	\$162	\$520	\$500	\$459	\$500	\$500	\$500
1-4194-00-740	BD Maintenance Equipment	Hand tools, pressure washer, leaf blower, salt spreaders, vacuum cleaners etc.	\$373	\$103	\$274	\$500	\$1,041	\$500	\$500	\$500
1-4194-00-801	BD Mileage Reimbursement	Mileage at \$0.575 per mile for reimbursement for travel to all facilities for 3 employees as required.	\$253	\$558	\$320	\$550	\$871	\$1,200	\$1,200	\$1,200
1-4194-10-390	BD Tech Svc Contract	Service Contracts - Petes sewer service - twice a year at the Library - \$900, once a year at Town Hall - \$150, court house - \$150, Safety Complex - \$300, Total \$2,400. HVAC spring and fall preventative maintenance for the Court House, Safety Complex, Museum and Town Hall - \$3,975. Pine State 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, Safety Complex and Firing Range - \$3,000. Pulsar 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. Add \$3000 for pest control maintenance.	\$10,082	\$11,351	\$10,862	\$15,120	\$11,251	\$18,120	\$18,120	\$18,120



TOWN OF PLAISTOW

2016 BUDGET WORKBOOK

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

GOVERNMENT BUILDINGS (PAGE 2)		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 10/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4194-10-410	TH Town Hall Electric	Unchanged based on current figures.	\$14,159	\$12,363	\$11,815	\$13,000	\$14,049	\$15,000	\$15,000	\$15,000
1-4194-10-411	TH Town Hall Heat	Unchanged based on current figures.	\$6,676	\$5,811	\$7,626	\$7,000	\$7,684	\$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.	\$3,504	\$2,446	\$3,353	\$5,200	\$7,780	\$5,200	\$5,200	\$5,200
1-4194-10-431	TH Repairs	Service calls - Alarm system, HVAC plumbing, heating, electric, roofing, phone systems etc.	\$35,387	\$4,062	\$6,537	\$5,000	\$8,444	\$5,000	\$5,000	\$5,000
1-4194-20-410	CX Safety Complex Electric	Unchanged based on current figures.	\$26,471	\$30,221	\$33,527	\$29,000	\$43,885	\$34,000	\$34,000	\$34,000
1-4194-20-411	CX Safety Complex Heat	Unchanged based on current figures.	\$15,068	\$13,243	\$18,283	\$18,650	\$17,676	\$18,650	\$18,650	\$18,650
1-4194-20-430	CX Safety Complex Maintenance	Paint, lights ballasts, ceiling tiles etc.	\$4,754	\$2,895	\$5,889	\$5,370	\$3,504	\$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.	\$4,489	\$6,853	\$18,958	\$4,000	\$17,315	\$4,000	\$4,000	\$4,000
1-4194-30-341	MU Museum - Telephone	Unchanged from previous year.	\$339	\$373	\$317	\$336	\$1,154	\$336	\$336	\$336
1-4194-30-410	MU Museum Electric	Unchanged from previous year.	\$959	\$1,373	\$1,427	\$1,500	\$1,664	\$2,500	\$2,500	\$2,500
1-4194-30-411	MU Museum Heat	Unchanged from previous year.	\$2,664	\$2,648	\$3,514	\$4,530	\$3,195	\$4,530	\$4,530	\$4,530
1-4194-30-430	MU Museum Maintenance	Paint, lights ballasts, ceiling tiles etc.	\$125	\$219	\$189	\$250	\$0	\$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.	\$553	\$1,805	\$64	\$500	\$2,822	\$500	\$500	\$500
1-4194-40-430	Courthouse Maintenance	Paint, lights ballasts, ceiling tiles etc.	\$2,782	\$1,570	\$475	\$500	\$480	\$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.	\$29,175	\$636	\$948	\$500	\$10,255	\$500	\$500	\$500
GOVERNMENT BUILDINGS TOTAL			\$218,083	\$158,218	\$189,567	\$177,260	\$230,160	\$204,191	\$204,191	\$204,191

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.

TOWN OF PLAISTOW

2016 BUDGET WORKBOOK

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

INSURANCE		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4196-00-480	Property and Liability Insurance	Premium calculated on property value of \$14.7M.	\$79,844	\$71,568	\$60,869	\$60,000	\$75,644	\$77,873	\$77,873	\$77,873
1-4196-00-490	Deductible Prop-Liability	500/1000 deductible per loss depending upon type of loss.	\$0	\$802	\$0	\$3,000		\$3,000	\$3,000	\$3,000
INSURANCE TOTAL			\$79,844	\$72,370	\$60,869	\$63,000	\$75,644	\$80,873	\$80,873	\$80,873

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 anticipated increase for 2014 is less than 1%.

ADVERTISING/ASSOCIATIONS		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4197-10-550	EX Notices & Publications	Town Meeting and Public Hearing Notices in Eagle Tribune.	\$0	\$492	\$497	\$500	\$215	\$500	\$500	\$500
1-4197-10-552	Town Report Expense	Production (Technical Assistance, Cover Production, Indexing) Printed 1000 Books (270 pages) in 2014.	\$11,090	\$10,274	\$11,665	\$12,000	\$11,419	\$12,000	\$12,000	\$12,000
1-4197-10-560	Dues	New Hampshire Municipal Association \$6659; Rockingham Planning Commission \$7335. (These numbers will be updated in November for 2015.)	\$13,019	\$13,051	\$13,851	\$13,271	\$13,919	\$14,000	\$14,000	\$14,000
ADVERTISING/ASSOCIATION TOTAL			\$24,109	\$23,817	\$26,013	\$25,771	\$25,553	\$26,500	\$26,500	\$26,500

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

2016 BUDGET WORKBOOK

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CABLE STUDIO		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4198-10-110	CS Permanent Position	Part-Time staff for 1060 hours annually @ \$16.98 per hour.	\$27,000	\$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 estimating 346 hours annually.	\$2,755	\$2,194	\$2,775	\$3,633	\$2,771	\$3,633	\$3,633	\$3,633
1-4198-10-310	CS Consultants / Contracted services	Continue local origination projects at Town Hall and enhancements at Library facility for broadcasting. Various upgrades and projects in the Town Hall Basement Studio are	\$0	\$0	\$200	\$4,500	\$200	\$4,500	\$4,500	\$4,500
1-4198-10-341	CS Telephone	Annual cost	\$0	\$0	\$0	\$0	\$146	\$0	\$0	\$0
1-4198-10-430	CS Equipment Repairs	Studio equipment and camera repair. Line item adjusted based on actual expenditures.	\$288	\$480	\$26	\$500	\$99	\$500	\$500	\$500
1-4198-10-500	CS Training	Restoring Training Line item to include funds to attend conferences - NHCCM, ACM, etc.	\$0	\$99	\$405	\$400	\$478	\$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, as well as cancellation of Phanfare service.	\$429	\$880	\$656	\$700	\$317	\$1,180	\$1,180	\$1,180
1-4198-10-610	CS General Supplies	Operational supplies	\$341	\$740	\$330	\$500	\$60	\$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. Increase reflects estimated cost of PTZ High-Definition Camera for Basement Chroma Key / Green Screen Studio.	\$3,789	\$5,909	\$13,770	\$4,500	\$379	\$6,000	\$6,000	\$6,000
1-4198-10-801	CS Mileage	Travel Expense Reimbursement @ 0.575 per mile	\$97	\$149	\$248	\$500	\$363	\$500	\$500	\$500
CABLE STUDIO TOTAL			\$34,699	\$28,451	\$36,410	\$33,233	\$22,813	\$35,213	\$35,213	\$35,213

NOTES: 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		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
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.	\$15	\$106	\$0	\$140	\$0	\$140	\$140	\$140
1-4199-10-625	COI Postage	PO Box and Routine Postage	\$105	\$85	\$31	\$110	\$97	\$110	\$110	\$110
CONFLICT OF INTEREST TOTAL			\$120	\$191	\$31	\$600	\$97	\$600	\$600	\$600

NOTES: 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

2016 BUDGET WORKBOOK

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

POLICE & ACO DEPARTMENTS		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4210-10-110	PD Administrative Salaries	Contains salary for Chief (\$85,363 & 1K Longevity), Patrol Captain (\$75,000 & \$750 Longevity), Admin Captain (\$75,000) Operations Lt. (\$58,948 & \$500 Longevity) Administrative Assistant (\$40,248 & \$500 Longevity), Secretary (\$38,501 & \$500 Longevity), Victim Witness Advocate (\$38,952 & \$520 educational stipend), and Part-Time Records Clerk (\$23,572). Also includes ETO buyback for the two full-time Union employees (\$500). Increase due to colas & steps in the CBA.	\$348,036	\$343,895	\$331,500	\$354,606	\$282,220	\$439,862	\$439,862	\$439,862
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 4% med insurance increase, COLA and admin fee.)	\$34,020	\$34,020	\$34,706	\$50,000	\$50,000	\$51,802	\$51,802	\$51,802
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.	\$20,815	\$28,148	\$35,579	\$32,738	\$30,330	\$34,385	\$34,385	\$34,385
1-4210-10-351	PD Pre-Employment Screening	For candidate testing, physicals, psychological exams, polygraphs, immunizations, and medical exam.	\$4,279	\$5,835	\$4,082	\$2,150	\$2,982	\$2,150	\$2,150	\$2,150
1-4210-10-500	PD Training	Tuition type training courses.	\$2,637	\$3,386	\$1,433	\$2,500	\$1,348	\$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.	\$0	\$1,974	\$1,831	\$2,500	\$0	\$1,500	\$1,500	\$1,500
1-4210-10-560	PD Dues & Subscriptions	Memberships in Associations. Increase from increased memberships in organizations in the department.	\$572	\$562	\$525	\$500	\$907	\$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.	\$1,714	\$1,644	\$2,315	\$2,856	\$2,853	\$3,936	\$3,936	\$3,936
1-4210-10-581	PD Communications Tower	Rte 108 Tower Lease \$7,416/yr (\$3,000 reimbursed by Condo Association. Lease incurs annual 3% increase; Plaistow West (Atk) \$13,041 with \$5,216.40 reimbursed annually by Atk PD & FD and Plaistow EM & FD each budgeting \$2,608.20/yr for their portions (each dept billed \$217.35/each month). Lease incurs annual 3.5% increase.				\$16,200	\$14,178	\$15,240	\$15,240	\$15,240
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.	\$13,303	\$15,377	\$10,415	\$10,000	\$12,649	\$12,000	\$12,000	\$12,000
1-4210-10-615	K9-Supplies	Food, annual health insurance, veterinarian bills, supplies, and training.	\$2,539	\$1,301	\$1,512	\$2,000	\$1,134	\$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.	\$9,110	\$9,372	\$9,452	\$8,000	\$6,301	\$8,000	\$8,000	\$8,000
1-4210-10-625	PD Postage	Mail Increase for higher volume of mailings.	\$1,378	\$501	\$354	\$800	\$1,254	\$925	\$925	\$925
1-4210-10-630	PD Equipment Maintenance/Repair	Covers cost for maintenance contracts such as copier, radio console, and defibrillators. 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.	\$21,717	\$28,218	\$27,746	\$23,019	\$18,201	\$25,743	\$25,743	\$25,743
1-4210-10-655	PD Jail Maintenance	Expense for prisoner meals, cleaning blankets, and rubber gloves. (Use of County Trustees for Community Service projects.)	\$1,351	\$1,303	\$2,742	\$1,500	\$1,111	\$1,500	\$1,500	\$1,500



TOWN OF PLAISTOW

2016 BUDGET WORKBOOK

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

POLICE & ACO DEPARTMENTS (P.2)		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
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.	\$1,675	\$765	\$621	\$750	\$721	\$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 yearly firewall renewal, which increases in 2016.	\$22,608	\$12,329	\$28,957	\$18,900	\$6,770	\$19,400	\$19,400	\$19,400
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.	\$1,985	\$693	\$1,376	\$750	\$837	\$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.	\$1,107	\$564	\$1,399	\$1,500	\$13	\$1,100	\$1,100	\$1,100
1-4210-20-110	PD Officer Salaries	Salary for 14 Officers, covers base salaries (\$712,673), longevity (\$4,250), shift differentials (\$14,328), educational stipends (\$5,512), OIC (\$2,600), and ETO buybacks(\$18,000).	\$747,772	\$792,415	\$697,011	\$798,062	\$767,446	\$757,363	\$757,363	\$757,363
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.	\$3,772	\$19,623	\$21,517	\$16,700	\$11,136	\$16,934	\$16,934	\$16,934
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 4/1/2016.	\$177,920	\$123,921	\$154,918	\$144,104	\$142,033	\$146,986	\$146,986	\$146,986
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 stipend for 1 potential Sgt. promotion in 2015. Decrease from reduction in amount of body armor to be purchased in 2016.	\$22,088	\$32,057	\$29,678	\$29,650	\$23,159	\$27,750	\$27,750	\$27,750
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. Increase from costs for new land line services installed in 2015.	\$19,303	\$17,845	\$27,087	\$16,599	\$21,300	\$21,373	\$21,373	\$21,373
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.	\$48,437	\$58,297	\$50,647	\$42,000	\$27,858	\$35,000	\$35,000	\$35,000
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.	\$21,154	\$27,810	\$10,845	\$19,000	\$16,958	\$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 (\$26,372). Includes year 2 lease payment of a 3 year lease for 2 replacement vehicles leased (\$25,616) and year 2 lease payment of a 3 year lease for 1 replacement vehicles leased (\$13,786). Includes yearly motorcycle lease (\$4,400). Also includes purchase of 2 mobile radio units (\$6,000) which is listed in the CIP for 2016. Minor decrease due to low interest rates available on all 3 leases.	\$76,522	\$48,386	\$66,473	\$76,372	\$70,792	\$76,174	\$76,174	\$76,174

TOWN OF PLAISTOW

2016 BUDGET WORKBOOK

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

POLICE & ACO DEPARTMENTS (P.3)		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
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 \$11,190 by the SAU. Increase due to COLAs per CBA.	\$16,014	\$16,561	\$19,340	\$16,262	\$15,536	\$16,786	\$16,786	\$16,786
1-4210-50-110	PD Dispatch Salaries	Salary for 5 Full Time dispatchers with base salary (\$213,919) longevity (\$2,250), shift differentials (\$5,928), educational stipend (\$1,144), and ETO buybacks (\$6,500). Increases due to step rates and colas per the CBA.	\$239,672	\$257,537	\$173,735	\$222,954	\$228,213	\$236,741	\$236,741	\$236,741
1-4210-50-120	PD Part-Time Dispatch	Salary for 1 Part-Time Dispatcher, meetings, holdovers, shorthand shifts. Increase from last year since to provide 12 hrs week for pt dispatcher from 8 in 2015.	\$4,529	\$3,152	\$32,095	\$8,432	\$6,154	\$11,760	\$11,760	\$11,760
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 4/1/2016.	\$10,516	\$25,287	\$55,506	\$15,300	\$43,974	\$15,606	\$15,606	\$15,606
1-4210-50-291	PD Dispatch Uniforms	Covers uniforms for Dispatchers, Promotional Stipends, and Cleaning Reimbursements.	\$526	\$2,137	\$2,094	\$3,200	\$761	\$4,550	\$4,550	\$4,550
1-4414-00-350	ACO Medical Service	Veterinarian Services	\$1,095	\$0	\$56	\$500	\$128	\$500	\$500	\$500
1-4414-00-391	AC Wildlife Control	Disposal of animals.	\$0	\$0	\$0	\$150	\$0	\$150	\$150	\$150
1-4414-00-430	AC Kennel Repair & Maintenance	Cost of maintaining new kennel and NH State license fee.	\$200	\$206	\$248	\$500	\$323	\$500	\$500	\$500
1-4414-00-120	ACO Part-Time Positions	On-Call Hourly @ 11.82 per hour for an estimate of 832 hours annually.	\$11,318	These lines were merged into the PD budget lines in 2013						
1-4414-00-291	AC Uniforms	Uniforms, Safety and Protective Gear	\$1,772							
1-4414-00-440	AC Rentals & Leases	NH State license fee.	\$0							
1-4414-00-500	ACO Training	Tuition training courses.	\$365							
1-4414-00-610	AC General Supplies	Have-a-heart trap, Cell Phone Service; Other supplies as needed. \$200 increase from changes in cell phone services.	\$982							
1-4414-00-660	AC Vehicle Maintenance	Merged with Vehicle Repairs. Repairs and Maintenance on Animal Control Officer Truck (2002 Dodge Dakota; 84,400 miles) including oil changes, inspection, and supplies.	\$1,768	These lines were merged into the PD budget lines in 2013						
1-4414-00-801	AC Mileage & Expense Reimbursement	Mileage reimbursement for travel to training and seminars.	\$0							
POLICE & ACO COMBINED DEPARTMENT TOTAL			\$1,896,222	\$1,915,123	\$1,837,795	\$1,941,054	\$1,809,580	\$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 \$1,693,820 of the entire budget of \$2,011,466 approximately 84% of the Police Operating Budget. The overall budget has an increase of \$70,412. This increase is largely the result of steps and cola costs per the CBA.



TOWN OF PLAISTOW

2016 BUDGET WORKBOOK

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FIRE DEPARTMENT		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4220-10-110	FD Permanent Positions- Chief	Chief's Annual Salary is \$75099 and \$500 longevity.	\$75,897	\$72,544	\$73,802	\$73,413	\$74,829	\$75,599	\$75,599	\$75,599
1-4220-10-291	FD Uniforms	Uniform Allowance for permanent and call firefighters and badges. Call members are allowed \$150/year and \$400/year fulltime staff was implemented in 2013. Added funding for purchase of one Class A uniform/year.	\$6,207	\$4,491	\$8,321	\$7,500	\$3,461	\$7,450	\$7,450	\$7,450
1-4220-10-341	FD Telephones/Communications	Cell phones for 1 rescue vehicle (R-2 and Chief as well as updated VOIP telephone system using estimate from Town Hall. Added Hogg Hill Tower lease payment in 2015.	\$3,102	\$5,585	\$3,110	\$4,044	\$6,211	\$6,951	\$6,951	\$6,951
1-4220-10-342	FD Data Processing	Fire Department Software Maintenance/License, Software Tech Support. 2015 Increase in annual license due to adding web based inspections module to the FireHouse software suite in 2014.	\$4,197	\$4,078	\$6,722	\$6,615	\$6,800	\$7,345	\$7,345	\$7,345
1-4220-10-350	FD Medical Services	Department flu/TB/Hep B vaccinations, physicals for new members. Added physicals for CDL medical cards in 2013. We have changed our vendor for pre-employment physicals to an occupational health specialist which includes a physical agility component for all pre-employment physicals.	\$3,264	\$1,790	\$2,242	\$3,580	\$3,127	\$3,900	\$3,900	\$3,900
1-4220-10-560	FD Dues	Professional Memberships (IEU, NHAFC, NFPA, NHSFA, IAFC, SCFCA).	\$1,374	\$1,639	\$1,609	\$1,700	\$1,479	\$1,755	\$1,755	\$1,755
1-4220-10-620	FD Supplies	General Office Supplies	\$854	\$1,115	\$662	\$700	\$622	\$700	\$700	\$700
1-4220-10-670	FD Books & Periodicals	Magazine Subscriptions (Fire House, Fire Engineering & 1st Responder News)	\$110	\$120	\$208	\$200	\$50	\$200	\$200	\$200
1-4220-10-690	FD Irregular and varied	Background checks, storm/training food, CDL license renewals. Added funds grant writer fees for SCBA AFG grant.	\$633	\$953	\$499	\$1,440	\$1,062	\$3,040	\$3,040	\$3,040
1-4220-10-801	FD Mileage & Expense	Mileage Reimbursement for travel to department approved courses. Reduction based on cost-saving efforts utilizing existing department resources vs. POV.	\$2,833	\$3,009	\$675	\$500	\$100	\$500	\$500	\$500
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). Deleted contingency funds for the 100th anniversary of the FD.	\$1,218	\$1,274	\$940	\$2,650	\$1,673	\$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 slight hourly rate increases approved in 2014 for FT staff and a slight change in the average hourly rate for on call members is used to estimate the cost for shift fill coverage. This does not reflect any proposed increase in FT staff pay rates.	\$98,217	\$121,840	\$124,120	\$138,754	\$132,296	\$142,524	\$142,524	\$142,524

TOWN OF PLAISTOW

2016 BUDGET WORKBOOK

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FIRE DEPARTMENT (PAGE 2)		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
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 (\$15/shift). Estimate based on call data through 9/28/15. Expecting call volume to exceed 1,000 in 2015 and 2016. Included designation for 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 (4 staff) in addition to the rescue company (3 staff) to ensure public safety over long holiday weekends. In the last 9 months, we have been in the process of indoctrinating 8 new members to the department, which has an impact on this budget. Trial PT admin assistance (with demonstrated working experience with the Firehouse software currently in use by the department).	\$137,413	\$139,359	\$137,231	\$163,222	\$147,507	\$173,598	\$173,598	\$173,598
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. Slight increase due to adjustment in hourly wage for FT employees and increase in number of callback hours.	\$20,569	\$29,276	\$31,450	\$33,815	\$30,888	\$36,618	\$36,618	\$36,618
1-4220-20-430	FD Building Maintenance	Minor Repairs and Maintenance to Fire Department Facility.	\$612	\$120	\$786	\$200	\$2,136	\$200	\$200	\$200
1-4220-20-500	FD Training	Mandatory department training, FFI & FFII, EMS training, Amount will vary based on the average hourly rate for the on call members. Increased the number of compensated training sessions to include approximately 30 regular fire training and 10 Rescue Squad sessions (associated with ongoing EMT recertification). EMT recertification process was changed in 2013 and we continue to utilize an outside vendor to contract our EMS training requirements to ensure we meet the new criteria established by the National Registry of EMTs. Bulk of expenditures will be realized in the 4th quarter.	\$23,279	\$30,403	\$31,582	\$40,673	\$31,612	\$37,472	\$37,472	\$37,472
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.	\$6,220	\$6,207	\$6,457	\$6,800	\$6,578	\$6,800	\$6,800	\$6,800
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 regulators were not done in 2015, but are due 2016). Adding extended maintenance contract for the cardiac monitor as its original warranty will expire.	\$12,177	\$11,030	\$9,319	\$7,690	\$7,451	\$15,411	\$15,411	\$15,411
1-4220-20-635	FD Gasoline	Diesel & Gasoline estimated at \$2.60/gal for gasoline and \$2.80/gal for diesel (avg \$/gal to date). Values are based on actual fuel usage through 8/31/15. Gasoline and propane is based on actual billing of fuel, diesel is based on gallons consumed and the average price paid/gallon over the year.	\$8,489	\$13,676	\$14,949	\$12,000	\$10,797	\$11,653	\$11,653	\$11,653



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FIRE DEPARTMENT (PAGE 3)		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
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. Tires (4 rear) for Rescue-2, , Tanker (4 rear), T5 radiator.	\$11,159	\$16,180	\$19,234	\$15,420	\$15,867	\$26,570	\$26,570	\$26,570
1-4220-20-661	FD Vehicle Repairs	Unforeseen and/or planned major repairs. Anticipation of new equipment minimizing repair work.	\$4,171	\$1,054	\$5,039	\$5,000	\$24,660	\$5,000	\$5,000	\$5,000
1-4220-20-740	FD Equipment	Disposable batteries, portable radio supplies. 5" supply hose that failed hydro test, we are planning to replace 5 lengths/year over next few years, replacing passive CO monitors (10) that have 2 year life (purch in 2013).	\$31,090	\$23,756	\$15,863	\$16,935	\$8,431	\$8,525	\$8,525	\$8,525
1-4220-20-741	FD Equipment-Bunker Gear	New bunker gear (2 sets), existing gear repairs, NFPA compliant boots, helmets, gloves, etc.	\$12,375	\$10,966	\$7,232	\$8,740	\$8,038	\$6,975	\$6,975	\$6,975
1-4220-30-670	FD Books & Periodicals	NFPA Fire Codes, Fire Prevention Materials, increase in fire prevention week materials distributed throughout the community. Added a component to purchase additional fire prevention/safety items specifically for alternative 'at-risk' populations (2015).	\$2,246	\$2,817	\$1,929	\$4,065	\$3,682	\$3,815	\$3,815	\$3,815
1-4220-70-610	FD General Supplies	Encompasses all medical supplies necessary to Emergency Medical Services. Replacement CPR/AED pads for new AEDs and cardiac monitor (initial restock).	\$7,034	\$6,126	\$5,664	\$6,750	\$7,500	\$6,750	\$6,750	\$6,750
1-4220-90-120	FD Part-Time Forest Fire	Reimbursement to Deputy Fire Wardens for issuing fire permits, increased to \$1/permit in 2013). (4th Qtr. Expenditure)	\$28	\$372	\$9	\$200	\$9	\$150	\$150	\$150
FIRE DEPARTMENT TOTAL			\$474,770	\$509,780	\$509,654	\$562,606	\$536,866	\$591,151	\$591,151	\$591,151

NOTES: The Fire Department consists of 4 full time staff assisted by the on call staff, which consists of up to 40 members. Our budget supports a per diem position (currently limited to PFD members) M-F which allows 2 responders in the station from 6 am - 4pm. We currently have a total of 30 members (combined), with 3 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 900 and 1,000 9-1-1 calls this year (currently at 885, average 88/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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*2015 Actuals YTD have not been audited and are subject to change

BUILDING INSPECTION		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
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.	\$88,971	\$89,216	\$89,894	\$89,517	\$95,484	\$100,301	\$100,301	\$100,301
1-4240-10-140	IN Back up Inspector	Back up Bldg Inspector 10 inspections @ \$30 during vacation	\$0	\$210	\$540	\$300	\$0	\$300	\$300	\$300
1-4240-10-341	IN Telephone	VOIP Landline phones (3 lines) \$914 Annual. 3 cell phones \$1584 Annual	\$1,966	\$2,313	\$2,157	\$2,040	\$2,026	\$2,498	\$2,498	\$2,498
1-4240-10-342	IN Data Processing	BMSI Annual Software Support for permitting software with estimated 5% increase - 4th Quarter Expense	\$975	\$925	-\$52	\$975	\$964	\$1,025	\$1,025	\$1,025
1-4240-10-500	IN Training & Conference	NEMBO,ESBOF,LGC,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.	\$1,519	\$1,410	\$1,214	\$2,500	\$1,472	\$2,500	\$2,500	\$2,500
1-4240-10-560	IN Dues & Subscriptions	ICC, ESBOF,NHBOA, NHBOSS Membership Dues - Decreased because Inspector's Certifications will not be due again until 2018	\$200	\$200	\$277	\$370	\$347	\$250	\$250	\$250
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. The small increase is for repairs, though infrequent, which can be costly	\$611	\$718	\$701	\$700	\$872	\$900	\$900	\$900
1-4240-10-625	IN Postage	Routine certified and metered mail - decreased based on actual average usage	\$151	\$224	\$189	\$500	\$188	\$300	\$300	\$300
1-4240-10-635	IN Gasoline	The usage is approximately 700 gallons/annually @\$2.60/gallon	\$1,987	\$2,108	\$1,859	\$2,000	\$1,418	\$1,500	\$1,500	\$1,500
1-4240-10-660	IN Vehicle Maintenance Supplies	Routine oil changes, tire rotation, vehicle inspection. Increased this year as the truck is due for bi-annual transmission flush	\$246	\$441	\$229	\$250	\$15	\$465	\$465	\$465
1-4240-10-661	IN Vehicle	Lease of vehicle	\$735	\$123	\$1,348	\$1,000	\$1,535	\$6,000	\$6,000	\$6,000
1-4240-10-670	IN Books & Periodicals	NH RSA, Municipal Directory, Town & City Magazine, The new State Codes will be adopted in 2016 and new code books will need to be purchased	\$45	\$25	\$32	\$45	\$25	\$645	\$645	\$645
1-4240-10-740	IN Equipment Purchase	Minimal amount for unforeseeable equipment needs.	\$150	\$0	\$828	\$150	\$176	\$150	\$150	\$150
1-4240-40-308	Consultant-Plumbing	Mechanical & Plumbing on-call inspections @ \$30 each. Offset 100% by fees collected at permitting.	\$6,270	\$6,960	\$9,690	\$7,000	\$9,330	\$7,000	\$7,000	\$7,000
1-4240-40-309	Consultant-Electrical	Electrical on-call inspections @ \$30 each. Offset 100% by fees collected at permitting.	\$6,270	\$6,750	\$8,910	\$7,000	\$9,150	\$7,000	\$7,000	\$7,000
BUILDING INSPECTION TOTAL			\$110,096	\$111,624	\$117,816	\$114,347	\$123,002	\$130,834	\$130,834	\$130,834

NOTES: 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's 2015 Revenues as of September 15 are over \$110,000.00, which anticipates complete funding of our 2015 budget of \$114,347. There were 26 new single-family home starts in 2015 (approximately 50% of which were for a 55+ development. It is anticipated that these projects will continue to provide substantial revenue in 2015. The inspection department provides staffing support for Plaistow First Committee, Local Energy Committee and Emergency Management Committee and MS-4 compliance. The Department has bridged the gap in the absence of Planning Staff for much of the year. The Department has been heavily involved in implementing a Source Water Protection Program Grant.



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EMERGENCY MANAGEMENT		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
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.	\$10,000	\$10,438	\$10,019	\$10,000	\$9,942	\$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.	\$340	\$555	\$998	\$3,300	\$3,338	\$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	\$0	\$40	\$1,000	\$5	\$1,000	\$1,000	\$1,000
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	\$0	\$119	\$400	\$0	\$400	\$400	\$400
1-4290-10-625	EM Postage	Mailing letters to other communities, utilities, EMD's. Increase due to anticipated 2015 Emergency Management activities.	\$0	\$0	\$304	\$300	\$100	\$300	\$300	\$300
1-4290-10-630	EM Equipment Maintenance	Line supports equipment maintenance.	\$0	\$0	\$0	\$150	\$0	\$150	\$150	\$150
1-4290-10-690	EM Emergency Supplies	Unforeseen needs in an emergency food, water, communications.	\$190	\$0	\$306	\$500	\$0	\$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	\$500	\$4,575	\$10,000	\$10,000	\$7,619	\$10,000	\$10,000	\$10,000
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 0.575 per mile.	\$0	\$0	\$0	\$400	\$0	\$50	\$50	\$50
EMERGENCY MANAGEMENT TOTAL			\$11,030	\$15,569	\$21,786	\$26,050	\$21,004	\$26,150	\$26,150	\$26,150

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. We 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.

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HIGHWAY ADMINISTRATION		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4311-00-110	HW Highway Salaries	Supervisor 40 hours @ \$28.80, Foreman 40 hours @\$21.09 & Two Laborers 40 hours a week at \$16.72and \$15.13. Longevity for three will be \$2,500.	\$170,280	\$159,966	\$164,624	\$166,036	\$168,500	\$171,979	\$171,979	\$171,979
1-4311-00-111	HW Highway Salaries- Sexton	Cemetery Sexton Duties - Stipend	\$1,425	\$1,425	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
1-4311-00-120	HW Highway Temporary Labor	Seasonal staff to maintain grounds at Town facilities 40 hours @14.00 for 35 weeks per year.	\$18,097	\$15,618	\$16,886	\$19,500	\$19,100	\$19,500	\$19,500	\$19,500
1-4311-00-140	HW Highway Overtime	3 year average with winter storms (3 Year average is \$41,000) (2013,2014 2015YTD)	\$26,677	\$34,793	\$45,332	\$36,000	\$47,831	\$45,000	\$45,000	\$45,000
1-4311-00-291	HW Uniforms	Allowance for 4 permanent and 1 summer staff	\$2,660	\$4,034	\$3,947	\$4,000	\$4,005	\$4,000	\$4,000	\$4,000
1-4311-00-310	HW Engineering	Drainage improvements, weather warning program Want to look into wetland permits for two culvert replacements (Pollard Road & Smith Corner Road) RSMS Update	\$15,725	\$4,890	\$9,020	\$12,000	\$2,790	\$12,000	\$12,000	\$12,000
1-4311-00-341	HW Telephone	Office and 4 Cell Phones	\$3,694	\$3,783	\$3,552	\$3,600	\$4,077	\$3,600	\$3,600	\$3,600
1-4311-00342	HW Data Processing	Computer and internet service for Department	\$1,119	\$1,079	\$980	\$1,100	\$1,138	\$1,100	\$1,100	\$1,100
1-4311-00-410	HW Electric	Average Annual Cost along with anticipated increased based on rate increase.	\$4,275	\$4,909	\$3,672	\$5,000	\$5,693	\$6,500	\$6,500	\$6,500
1-4311-00-411	HW Heating	Average Annual Cost. Average \$375 per month for 8 months	\$1,667	\$1,478	\$4,094	\$3,000	\$2,467	\$2,000	\$2,000	\$2,000
1-4311-00-431	HW Building Repairs	Service on garage doors check rollers, springs, and lubricate.	\$837	\$1,641	\$1,393	\$1,500	\$1,387	\$1,500	\$1,500	\$1,500
1-4311-00-500	HW Training/Conferences	Public Work Class @ UNH.	\$200	\$0	\$0	\$600	\$600	\$600	\$600	\$600
1-4311-00-560	HW Dues	Landfill Recertification. 2 staff @ \$50 per person	\$100	\$100	\$150	\$100	\$125	\$100	\$100	\$100
1-4311-00-610	HW General Supplies	Bathroom and cleaning supplies, batteries, water	\$3,233	\$3,853	\$3,728	\$3,300	\$4,104	\$3,700	\$3,700	\$3,700
1-4311-00-620	HW Office Supplies	Paper, Ink, Office Supplies, Radios & new batteries for portables	\$99	\$455	\$224	\$250	\$268	\$250	\$250	\$250
1-4311-00-630	HW Equipment Maintenance	Any repair / maintenance for generator	\$475	\$105	\$437	\$500	\$388	\$500	\$500	\$500
1-4311-00-635	HW Gas & Oil	Diesel & gasoline for small engines & pickup truck. 9 year average 5964 gallons. Estimated using \$2.80 per gallon for diesel, \$2.60 for unleaded.	\$27,801	\$29,384	\$28,157	\$25,000	\$24,274	\$24,000	\$24,000	\$24,000
HIGHWAY ADMINISTRATION TOTAL			\$278,365	\$267,514	\$291,196	\$286,486	\$291,747	\$301,329	\$301,329	\$301,329

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.



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HIGHWAYS & STREETS		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4312-00-610	HW General Supplies	Marking paint for locating catch basins and manholes.	\$514	\$1,019	\$200	\$200	\$28	\$200	\$200	\$200
1-4312-00-660	HW Vehicle Maintenance Supp.	In house services to maintain equipment including mower blades, filters and general maintenance. There has been increased maintenance costs over the last couple of years as a result of the mowers and additional equipment usage.	\$6,593	\$8,596	\$12,044	\$8,500	\$14,733	\$9,000	\$9,000	\$9,000
1-4312-00-661	HW Vehicle Repairs	CAT service contract, any work need from outside vendors, annual inspection stickers for trucks. Still need to look into fixing loader bucket on Cat Loader. (ride control function)	\$10,856	\$7,489	\$20,498	\$6,900	\$8,538	\$7,000	\$7,000	\$7,000
1-4312-00-740	HW Equipment Purchase	Purchase an attachment for Infield grooming, compactor, shovels, rakes, brooms	\$3,064	\$4,411	\$12,059	\$4,500	\$1,671	\$4,500	\$4,500	\$4,500
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 for Safe Routes to School.	\$25,691	\$25,026	\$16,584	\$24,000	\$25,133	\$20,000	\$20,000	\$20,000
1-4312-10-651	HW Crushed Stone	Shoulder work & wash outs (4th quarter expenditure)	\$1,004	\$1,283	\$573	\$4,000	\$4,519	\$4,000	\$4,000	\$4,000
1-4312-10-730	HW Drainage Improvements	Drainage work, dredge some outfalls. Hopefully replace culvert on Pollard Road	\$22,128	\$0	\$0	\$50,000	\$0	\$50,000	\$50,000	\$50,000
1-4312-10-731	HW Pavement Management	Annual Road Surface Management System (RSMS) Road Work	\$204,416	\$2,418	\$16,901	\$185,000	\$4,430	\$185,000	\$185,000	\$185,000
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.	\$11,066	\$7,882	\$17,181	\$19,500	\$15,993	\$19,500	\$19,500	\$19,500
1-4312-20-653	HW Street Sweeping	Sweep all roads in spring & fall before paving	\$3,948	\$5,106	\$7,819	\$7,000	\$7,943	\$8,000	\$8,000	\$8,000
1-4312-30-654	HW Culverts & Catch Basins	Clean 500+ basins, funding for frames and covers. (4th quarter expenditure)	\$6,522	\$7,410	\$6,875	\$8,000	\$8,833	\$9,000	\$9,000	\$9,000
1-4312-50-610	HW Salt & Sand	Sand plus salt 1,500 tons per year	\$61,115	\$80,671	\$76,215	\$70,000	\$74,167	\$70,000	\$70,000	\$70,000
1-4312-50-650	HW Snow Plowing	24 hired trucks or around \$1,690.00/hr.	\$72,796	\$175,587	\$158,267	\$150,000	\$237,923	\$150,000	\$150,000	\$150,000
1-4312-80-390	Tree Removal	Emergency tree removal (4th quarter expenditure)	\$790	\$0	\$7,025	\$6,000	\$5,975	\$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.	\$13,176	\$17,583	\$19,257	\$15,000	\$18,053	\$17,000	\$17,000	\$17,000
HIGHWAYS & STREETS TOTAL			\$443,679	\$344,480	\$371,498	\$558,600	\$427,939	\$559,200	\$559,200	\$559,200

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.



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STREET LIGHTS		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4316-30-410	Street Lights	Funds 437+ Municipal Street Lights throughout Plaistow.	\$85,789	\$101,514	\$87,873	\$97,000	\$101,693	\$97,000	\$97,000	\$97,000
STREET LIGHTS TOTAL			\$85,789	\$101,514	\$87,873	\$97,000	\$101,693	\$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.

SOLID WASTE COLLECTION		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
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 2018. We will be going out of RFP in the Fall of 2015.	\$493,992	\$515,214	\$527,508	\$500,000	\$539,116	\$500,000	\$500,000	\$500,000
1-4323-10-580	Hazardous Household Waste	2 collections scheduled annually	\$8,445	\$26,668	\$5,650	\$15,000	\$13,560	\$15,000	\$15,000	\$15,000
SOLID WASTE COLLECTION TOTAL			\$502,437	\$541,882	\$533,158	\$515,000	\$552,676	\$515,000	\$515,000	\$515,000

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, 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.

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		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4324-10-140	Landfill Overtime	Landfill Attendants (2 Certified Highway Employees Alternate Coverage on the Hours that they are Open)	\$6,991	\$10,290	\$8,180	\$8,000	\$9,288	\$8,000	\$8,000	\$8,000
1-4324-10-310	LF Engineering	Landfill Water Monitoring (NHDES Mandated)	\$27,875	\$76,160	\$68,549	\$29,000	\$22,385	\$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.	\$2,140	\$437	\$2,605	\$10,000	\$1,139	\$10,000	\$10,000	\$10,000
SOLID WASTE DISPOSAL TOTAL			\$37,006	\$86,887	\$79,334	\$47,000	\$32,812	\$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.



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WATER DISTRIBUTION		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
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)	\$7,890	\$10,324	\$9,264	\$13,070	\$11,890	\$13,070	\$13,070	\$13,070
1-4332-10-291	WD Uniforms	Rain gear, boots, safety shirts, vests, etc.	\$801	\$0	\$100	\$925	\$296	\$925	\$925	\$925
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.	\$3,320	\$0	\$4,733	\$6,000	\$0	\$6,000	\$6,000	\$6,000
1-4332-10-341	WD Telephone	Alarm monitoring and one land line at the Maple Avenue Pump House	\$593	\$638	\$583	\$660	\$748	\$660	\$660	\$660
1-4332-10-410	WD Electric	Heating at Maple Avenue and electric fire/jockey pump operation.	\$8,335	\$9,315	\$0	\$9,500	\$43	\$9,500	\$9,500	\$9,500
1-4332-10-610	WD General Supplies	Keys, tools, locks, general supplies.	\$79	\$26	\$127	\$200	\$285	\$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.	\$0	\$32	\$46	\$250	\$0	\$250	\$250	\$250
1-4332-20-430	WD Waterline Repairs	Unanticipated water line breaks/leak detection, major unanticipated equipment repairs.	\$1,000	\$0	\$4,676	\$4,500	\$1,010	\$4,500	\$4,500	\$4,500
1-4332-20-630	WD Equipment Repairs	Hydrant or pump repair or any equipment used to perform maintenance.	\$413	\$25	\$1,875	\$500	\$1,788	\$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).	\$3,119	\$1,217	\$2,775	\$4,200	\$805	\$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.	\$1,713	\$80	\$1,464	\$2,000	\$1,096	\$1,500	\$1,500	\$1,500
1-4332-20-661	WD Vehicle Maintenance	Routine vehicle maintenance and repairs (non-warranty items).	\$478	\$20	\$333	\$200	\$65	\$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	\$38	\$7,920	\$1,100	\$2,026	\$1,100	\$1,100	\$1,100
WATER DEPARTMENT TOTAL			\$28,916	\$21,716	\$33,896	\$43,105	\$20,052	\$42,605	\$42,605	\$42,605

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

HEALTH DEPARTMENT		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4411-10-110	HL Permanent Position	40 Hours x 52 Weeks @ \$19.97 with \$500 longevity. (2% per union contract)	\$36,553	\$35,345	\$35,952	\$34,752	\$36,086	\$42,038	\$42,038	\$42,038
4411-00-150	HL Part time position	Stipend for Deputy Health Officer	\$0	\$0	\$0	\$500	\$500	\$500	\$500	\$500
1-4411-00-341	HL Telephone	Annual cost of land Line and AT&T smart phone	\$1,267	\$1,203	\$1,125	\$1,250	\$1,174	\$1,416	\$1,416	\$1,416
1-4411-00-500	HL Training	Food Safety, Emergency Preparedness, Environmental Health	\$363	\$185	\$190	\$400	\$315	\$400	\$400	\$400
1-4411-00-560	HL Dues	NH Health Officers Assoc., MA Health Officers Assoc., National Environmental Health Association	\$240	\$205	\$295	\$225	\$155	\$225	\$225	\$225
1-4411-00-610	HL General Supplies	Digital Thermometers, T-Stix (disposable thermometers), Thermometer Batteries, printing of new Health Dept. Compliance/Assessment forms	\$141	\$125	\$10	\$250	\$267	\$250	\$250	\$250
1-4411-00-620	HL Office Supplies	Card stock, laminating materials,	\$3	\$35	\$184	\$75	\$15	\$75	\$75	\$75
1-4411-00-625	HL Postage	Necessary mailings	\$140	\$151	\$121	\$150	\$178	\$150	\$150	\$150
1-4411-00-801	HL Mileage	Routine inspections & Attending Conference/Training/Meetings	\$1,372	\$1,665	\$1,648	\$1,665	\$1,391	\$1,665	\$1,665	\$1,665
1-4411-20-350	HL Medical Services	Employee flu shots (4th qtr expenditure)	\$457	\$312	\$450	\$500		\$500	\$500	\$500
1-4411-20-391	HL Water Testing	Compliance testing at Town wells & suspect wells	\$218	\$1,282	\$226	\$400	\$506	\$525	\$525	\$525
1-4411-30-501	HL Mosquito Control	Larvaciding/adulticiding (as needed) monitoring & surveillance	\$33,000	\$34,500	\$33,000	\$40,000	\$33,300	\$40,000	\$40,000	\$40,000
HEALTH DEPARTMENT TOTAL			\$73,755	\$75,007	\$73,201	\$80,167	\$73,887	\$87,744	\$87,744	\$87,744

NOTES: NOTES: As of 8/25/15, there are 54 licensed food establishments. There have also been 27 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: 17; Nuisance complaints/ public health issues: 35. The Health Department collects revenue of approximately \$8300 annually.

TOWN OF PLAISTOW

2016 BUDGET WORKBOOK

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

HUMAN SERVICES		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
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 2015 is 256 with 200 anticipated for 2016.	\$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 526 Plaistow households in 2015 for a total value of service of \$238,551	\$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	\$1,000	\$1,000	\$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. 3 Plaistow clients served through August 2015. The cost per unit of service is \$40. Estimated value of material items for a new baby is \$137 per month.	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200	\$2,200
1-4419-24-390	OH A Safe Place	An emergency shelter and support to victims of domestic and sexual violence. Application requests \$4,500 community support. 14 residents were served and 98 units at \$30 per unit for a total of \$2,940 is service provided ytd in 2015. SASS assisted 6 residents with 34 units of service at \$100 for a total of \$3,400. These two agencies have merged and are available 24/7 to any Plaistow Resident.	\$3,500	\$4,000	\$4,000	\$4,000	\$4,000	\$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. 2 clients in Plaistow have been served year to date in 2015 at a cost of \$1,500 per unit of service.	\$1,500	\$1,200	\$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. Plaistow has referred 4 individuals year to date. In 2015 CLM has had 225 intakes including those that self referred from Plaistow. A total of all services provided were 4065 hours of service. The cost per unit of service is \$38.00.	\$6,500	\$7,000	\$7,000	\$7,000	\$7,000	\$8,000	\$8,000	\$8,000
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. 107 different services provided and some through Vic Geary Drop-In Center. RSVP's 601 Volunteers provided 75,039 hours of service in Rockingham Country 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.	\$6,000	\$5,400	\$5,400	\$6,000	\$6,000	\$0	\$0	\$0



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HUMAN SERVICES (PAGE 2)		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
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 essential services and one recreational outing per month for Plaistow residents. 66 were served in transportation and 270 had office visits and 109 rides.	\$3,000	\$3,000	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090	\$3,090
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	\$3,552	\$3,627	\$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 Protection Program or Health Insurance Marketplace for Plaistow residents providing service to a total of 121 in all areas. Total value to the Town is \$8230.00 year to date in 2015.	\$2,500	\$2,500	\$2,500	\$2,500	\$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 2014-June 2015, 24 residents were provided direct unduplicated service at a value to the Town of \$5,000.	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
HUMAN SERVICES (OTHER HEALTH ORGANIZATIONS) TOTAL			\$66,122	\$66,222	\$59,437	\$60,082	\$60,131	\$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

2016 BUDGET WORKBOOK

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WELFARE ADMINISTRATION		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4441-10-500	WF Training	Monthly Professional association meetings	\$200	\$0	\$110	\$240	\$0	\$240	\$240	\$240
1-4441-10-560	WF Dues	Association dues paid annually	\$30	\$63	\$30	\$50	\$30	\$50	\$50	\$50
1-4441-10-620	WF Office Supplies	File folders, general office	\$126	\$28	\$0	\$250	\$0	\$250	\$250	\$250
1-4441-10-801	WF Mileage/Travel	Travel to meetings and trainings (Reduction based on increased in-house training opportunities.)	\$164	\$96	\$59	\$200	\$0	\$200	\$200	\$200
WELFARE ADMINISTRATION TOTAL			\$520	\$187	\$199	\$740	\$30	\$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 2013, Plaistow has assisted with 146 inquiries year to date, assisted 99 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. We currently have liens totaling \$34,850.70 . We have recovered \$2051.00 in liens Hardship liens are usually repaid when there is a refinance of the existing mortgage or a transfer of deed.

WELFARE - DIRECT ASSISTANCE		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4442-10-840	WF Shelter/Rent	Assistance provided on an as needed basis determined by a budget worksheet and eligibility formula. There continues to be a large number of requests. NH Housing Authority which clients are often referred to, indicates there is a nine year wait for housing subsidy or voucher.	\$19,926	\$20,165	\$19,023	\$20,000	\$9,776	\$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.	\$0	\$200	\$139	\$250	\$187	\$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	Assistance provided on an as needed emergency basis to maintain, restore or prevent power interruption and maintain the safety of the household.	\$2,987	\$2,328	\$4,549	\$4,500	\$2,146	\$4,000	\$4,000	\$4,000
1-4442-10-847	WF Heat	Assistance provided on an as needed emergency basis to maintain the health and welfare of the household	\$8,003	\$3,274	\$2,762	\$5,000	\$1,010	\$3,000	\$3,000	\$3,000
1-4442-10-848	WF Medical	Assistance provided on an as needed basis when there is a gap or loss of insurance benefit. There has been a gap in prescription coverage that has impacted the Town in 2015.	\$100	\$1,113	\$0	\$1,000	\$0	\$1,000	\$1,000	\$1,000
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).	\$322	\$887	\$0	\$500	\$80	\$500	\$500	\$500
1-4442-10-850	Funeral Assistance	Funded for burial assistance for low income.	\$0	\$0	\$1,500	\$1,000	\$0	\$1,000	\$1,000	\$1,000
WELFARE DIRECT ASSISTANCE TOTAL			\$31,338	\$27,967	\$27,973	\$32,350	\$13,199	\$24,850	\$24,850	\$24,850

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 2015, Plaistow has assisted with 99 inquiries year to date, assisted 60 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

2016 BUDGET WORKBOOK

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RECREATION		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4520-10-110	RC Director Salary	Current Director Salary 2080 hours @ \$18.02	\$46,197	\$29,463	\$35,931	\$35,360	\$36,286	\$37,340	\$37,340	\$37,340
1-4520-10-120	RC Part-Time	Summer Recreation Director (\$14.75/hr at 9 weeks \$5,220 @ Assistant Directors (\$10.50/hr 8 weeks at 40 hours \$3150) 15 Staff members hourly wages between \$7.25 and \$9.25 for 8 weeks at 40 hours per/wk. In addition 80 hours at an average of \$8.25/hr for Community Events. Intern for Spring 2016, working 10 hours per week for 10 weeks with a stipend of \$100/weekly	\$37,442	\$37,729	\$39,434	\$45,208	\$35,571	\$46,250	\$46,250	\$46,250
1-4520-10-140	RC Overtime	Traditionally for busy seasonal coverage as needed and approved.	\$1,387	\$1,467	\$2,690	\$2,500	\$3,767	\$2,500	\$2,500	\$2,500
1-4520-10-291	RC Uniforms	Camper, Staff and CIT T-shirts and end of year gifts: sweatshirts.	\$0	\$3,185	\$2,701	\$3,200	\$3,170	\$3,200	\$3,200	\$3,200
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. Also will be switching to Comcast this year due to the need for wireless access for our security camera system	\$3,309	\$4,041	\$2,812	\$3,960	\$2,340	\$3,960	\$3,960	\$3,960
1-4520-10-410	RC Electric @ Fields	Based on current use at both fields including the concession stand and new light poles	\$2,973	\$4,360	\$3,373	\$4,935	\$5,857	\$6,290	\$6,290	\$6,290
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.	\$325	\$803	\$612	\$700	\$637	\$700	\$700	\$700
1-4520-10-610	RC Supplies and Equipment	Office supplies, purchase of additional playscape items at PARC	\$1,019	\$3,586	\$3,586	\$3,900	\$2,315	\$3,900	\$3,900	\$3,900
1-4520-10-625	RC Postage	Level funded with additional BB/SB/Summer mailings	\$113	\$214	\$151	\$200	\$411	\$200	\$200	\$200
1-4520-10-630	RC Equipment Maintenance	Funds used to maintain the integrity of existing equipment and environment. (i.e. playground, facilities, etc.) Add barrier / fencing around PARC	\$400	\$3,406	\$2,108	\$14,050	\$13,784	\$2,100	\$2,100	\$2,100
1-4520-10-650	RC Grounds keeping	Exterior painting of doors at PARC. Paint the existing building at Ingalls. Sand box, pest control, annual plantings, and rental of portable toilets at PARC/Ingalls for 7 months.	\$2,469	\$4,525	\$4,644	\$5,280	\$5,962	\$5,280	\$5,280	\$5,280
1-4520-10-801	RC Mileage& Expense Reimbursement	Commuting to training, off site field trips & pick up & delivery of supplies.	\$448	\$743	\$564	\$1,000	\$372	\$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 8 week summer program. Also includes \$1,500 for rental of tents for summer program. (A NUMBER OF CRAFT OPTIONS AS WELL AS SPORTING EQUIPMENT WILL GO ON SALE 4TH QTR)	\$36,681	\$28,474	\$32,187	\$31,595	\$26,994	\$31,595	\$31,595	\$31,595
1-4520-20-801	RC Summer Transportation	Buses for all off site activities include Canobie, bowling and movies	\$3,951	\$5,351	\$4,625	\$5,500	\$4,449	\$5,500	\$5,500	\$5,500
1-4520-20-840	RC Community Trips	Entry fees and ticket prices to venues that do not run through the revolving fund.	\$218	\$540	\$0	\$500	\$1,675	\$500	\$500	\$500
1-4520-20-841	RC Community Transportation	Buses for Red Sox, Theatre, vacation camps and all trips that provide transportation.	\$5,013	\$4,341	\$1,135	\$2,000	\$1,747	\$2,000	\$2,000	\$2,000
1-4520-20-854	RC Plaistow Pride	Reserving purpose for future planning at no known cost.	\$0	\$0	\$0	\$1	\$0	\$0	\$0	\$0



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RECREATION (Page 2)		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4520-20-856	RC Concerts	Summer Wednesday night concerts for 8 weeks, in addition, entertainment for holiday concerts.	\$3,550	\$6,240	\$5,788	\$8,480	\$6,567	\$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	\$5,024	\$4,422	\$3,526	\$4,000	\$2,582	\$4,000	\$4,000	\$4,000
1-4520-20-858	RC Senior Trips	Entry fees for senior trips, to include show, museums and fairs.	\$6,345	\$5,671	\$4,811	\$6,000	\$5,539	\$6,000	\$6,000	\$6,000
1-4520-20-859	RC Senior Transportations	Buses to destination	\$8,388	\$7,504	\$8,565	\$6,000	\$9,245	\$6,000	\$6,000	\$6,000
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 as Pumpkin Lighting, Coloring Contests, Tree Lighting, Wreathing and Ornament Making as well as Vacation Activities fall into this category.	\$1,444	\$7,358	\$5,369	\$7,500	\$6,347	\$7,500	\$7,500	\$7,500
1-4520-20-861	RC Baseball / Softball Leagues	Equipment, uniforms, score books, background checks & coach training.	\$5,802	\$14,193	\$9,817	\$14,680	\$14,634	\$14,680	\$14,680	\$14,680
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	\$2,127	\$2,730	\$2,620	\$3,650	\$363	\$4,000	\$4,000	\$4,000
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. Applications include a financial statement from the league. We do not pay specific invoices as we do not control or approve their allocations.	\$919	\$500	\$1,250	\$1,000	\$500	\$1,000	\$1,000	\$1,000
1-4520-20-872	RC Ump Baseball/Softball/Bball	Payment for certified umpires and referees @ all Town sponsored games.	\$1,938	\$2,165	\$3,629	\$4,000	\$2,656	\$4,000	\$4,000	\$4,000
1-4520-20-876	RC Holiday Events	Easter, Halloween, and Christmas Recreational sponsored activities.	\$3,166	\$10	\$100	\$0	\$0	\$0	\$0	\$0
RECREATION TOTAL			\$193,686	\$183,018	\$182,028	\$215,199	\$193,770	\$207,975	\$207,975	\$207,975

NOTES: The Recreation mission is to provide recreational programming for all ages and all abilities to Plaistow residents. We pride ourselves on the variety of events and activities offered. We continue to strive for expansion and improvement of existing programming. Since 2004 we have grown over 500% in participation. Since 2001 we have increased our Senior programming to include health and safety awareness programming, crafts, trips(including an overnight) and events that improve our seniors' quality of life. In 2015 we introduced out Ladies Night Out program, a monthly program in which we collaborate with the Library to discuss and partake in various social themes as well as craft activities. In addition, this group supports a community charity during each meeting. In 2016 we hope not only to expand our Summer Recreation program for the betterment of the community but also increase our Summer Concert Series by 2 weeks.

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		\$458,662	\$494,021	\$497,077	\$542,643	\$529,173	\$537,940	\$537,940	\$537,940
LIBRARY TOTAL									

PATRIOTIC	DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4583-10-854	Annual Commemorations	\$800	\$940	\$90	\$800	\$800	\$800	\$800	\$800
1-4583-10-855	Patriotic Purposes	\$0	\$0	\$27	\$200	\$0	\$200	\$200	\$200
PATRIOTIC TOTAL		\$800	\$940	\$117	\$1,000	\$800	\$1,000	\$1,000	\$1,000

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.

CULTURAL	DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4589-10-120	Part-Time Positions	\$451	\$237	\$358	\$304	\$0	\$300	\$300	\$300
1-4589-10-855	CL Events & Activities	\$26,385	\$25,511	\$30,620	\$26,315	\$28,323	\$27,800	\$27,800	\$27,800
CULTURAL TOTAL		\$26,836	\$25,748	\$30,978	\$26,619	\$28,323	\$28,100	\$28,100	\$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".

CONSERVATION COMMISSION	DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4611-10-120	CC Part-Time Position	\$800	\$400	\$360	\$400	\$640	\$400	\$400	\$400
1-4611-20-391	CC Water Testing	\$2,890	\$803	\$850	\$6,730	\$0	\$6,730	\$6,730	\$6,730
1-4611-20-500	CC Training	\$70	\$0	\$210	\$500	\$349	\$500	\$500	\$500
1-4611-20-560	CC Dues	\$307	\$0	\$317	\$325	\$349	\$375	\$375	\$375
1-4611-20-610	CC Supplies	\$148	\$543	\$718	\$1,500	\$1,525	\$1,500	\$1,500	\$1,500
	CC Forest Maintenance					\$0	\$2,700	\$2,700	\$2,700
1-4611-20-801	CC Mileage/Travel	\$54	\$0	\$39	\$225	\$42	\$225	\$225	\$225
CONSERVATION COMMISSION TOTAL		\$4,269	\$1,746	\$2,494	\$9,680	\$2,905	\$12,430	\$12,430	\$12,430

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

2016 BUDGET WORKBOOK

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

DEBT SERVICE		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS APPROVED 01-11-16	2016 BudCom 01-12-16
1-4723-00-981	Interest/Tax Anticipation Note	Payable on Tax Anticipation Note	\$0	\$0	\$0	\$1	\$0	\$1	\$1	\$1
DEBT SERVICE TOTAL			\$0	\$0	\$0	\$1	\$0	\$1	\$1	\$1
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).										
WARRANT ARTICLES TOTAL			\$0			\$0	\$0	\$0		
GRAND TOTAL		DESCRIPTION	2012 ACTUALS	2013 YTD 12/31/2013	2014 YTD 12/31/14	2015 APPROVED	2015 YTD DEC	2016 DEPT REQUEST	2016 BOS Approved 01-11-16	2016 BudCom 01-12-16
Total Operating Budget		Grand Total of Annual Operating Budgets	\$7,330,031	\$7,556,513	\$7,568,249	\$8,117,508	\$7,632,081	\$8,353,355	\$8,353,355	\$8,353,355