

Department:	EXECUTIVE							
Department Responsibilities:	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.							
				2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4130-10-130	EX Town Off Sal-Selectmen	\$15,000.00	\$15,000.00	\$10,500.00	\$15,000.00	\$15,000.00	\$15,000.00	\$3,000 each for 5 members; paid quarterly
01-4130-10-310	EX Contracted Consulting Serv	\$6,000.00	\$3,000.00	\$2,732.75	\$3,000.00	\$3,000.00	\$3,000.00	Consultant fees for potential Town projects
01-4130-10-341	EX Telephone Expense	\$2,356.32	\$2,400.00	\$1,668.85	\$2,500.00	\$2,500.00	\$2,500.00	BOS and TM Cell and tablets
01-4130-10-560	EX Dues	\$278.00	\$250.00	\$886.00	\$350.00	\$350.00	\$350.00	ICMA, NHMMA Notary licensing
01-4130-10-580	EX Rental & Leases	\$8,857.52	\$8,200.00	\$9,544.26	\$12,151.00	\$12,151.00	\$12,151.00	Copier Lease - 626@12, Postage Machine 168@4; Adobe 20/12 and website 3,727
01-4130-10-610	EX General Supplies	\$990.69	\$2,000.00	\$1,081.00	\$2,250.00	\$2,250.00	\$2,250.00	Water, coffee and other hospitality for committee meetings, BOS, State and Federal Officials
01-4130-10-620	EX Office Supplies	\$4,616.77	\$5,500.00	\$2,400.96	\$5,500.00	\$5,500.00	\$5,500.00	General office supplies for Town Hall
01-4130-10-625	EX Postage	\$5,188.01	\$3,000.00	\$3,258.87	\$3,000.00	\$3,000.00	\$3,000.00	Mailing of payable and payroll, notifications and all Town correspondence. All Town Hall postage charged here, and then allocated to each specific department
01-4130-10-630	EX Office Equipment/Maint.	\$3,397.19	\$3,000.00	\$1,621.57	\$3,000.00	\$3,000.00	\$3,000.00	Copier maintenance, computer accessories
01-4130-10-670	EX RSA Supplies	\$0.00	\$1,000.00	\$285.00	\$1,000.00	\$1,000.00	\$1,000.00	Town Code updates, newspaper and periodical subscriptions; Other publications.
01-4130-10-680	EX Technical Supplies/Equip	\$0.00	\$0.00	\$0.00			\$0.00	Move to OGG
01-4130-10-690	EX Unanticipated	\$1,264.06	\$3,000.00	\$2,199.80	\$3,000.00	\$3,000.00	\$3,000.00	
01-4130-10-840	EX Events & Activities	\$1,689.66	\$2,250.00	\$1,443.15	\$2,250.00	\$2,250.00	\$2,250.00	Community/civic recognition/employee appreciation and recognition and community event programs
01-4130-20-110	EX Salary Town Manager	\$193,217.98	\$100,877.00	\$97,338.64	\$105,921.00	\$105,921.00	\$105,921.00	
01-4130-20-140	EX Overtime	\$3,840.91	\$4,000.00	\$3,620.84	\$4,000.00	\$4,000.00	\$4,000.00	Additional hours necessary to complete special projects, night and weekend meetings and other assignments throughout the year
01-4130-20-801	EX Mileage & Exp Reimb	\$5,291.87	\$5,000.00	\$3,750.00	\$5,000.00	\$5,000.00	\$5,000.00	Town Manager contract provision

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				2023		2024	2024			
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved		<u>Description:</u>	
01-4130-20-830	EX Employment Expenses	\$1,450.00	\$2,000.00	\$9,178.39	\$2,500.00	\$2,500.00	\$2,500.00			
01-4130-30-110	EX Admin Positions-BOS/TM	\$88,507.66	\$102,560.00	\$121,461.84	\$103,406.00	\$103,406.00	\$103,406.00			
	Department Totals	\$341,946.64	\$263,037.00	\$272,971.92	\$273,828.00	\$273,828.00	\$273,828.00	-		

Department:		TOWN CLERK							
Department Responsibilities:		The Town Clerks office is responsible for registrations related to cars, trucks boats and other vehicles as well as dogs and marriage licenses. The Town Clerk is also responsible for Town records and keeper of the Town archives, vital statistics and all public records belonging to the Town. 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 RSA.							
				2023		2024	2024		
Account	Account	2022	2023	Actual YTD	2024	BOS	BUDCOM		
Number	Name	Actual	Budget	Nov-2023	Requested	Approved	Approved	Description:	
01-4140-10-110	TC Salary-Deputy & Assistant	\$19,256.17	\$57,453.00	\$31,442.09	\$57,453.00	\$57,453.00	\$57,453.00	Assistant Clerk, 35 hours; Assistant Clerk 25 hours	
01-4140-10-115	TC Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
01-4140-10-130	TC Town Clerk Salary	\$56,397.51	\$59,484.00	\$52,949.52	\$62,939.00	\$62,939.00	\$62,939.00	Elected Town Clerk Annual Salary	
01-4140-10-342	TC Computer Software/Lic Fee	\$5,870.00	\$6,050.00	\$5,936.00	\$6,150.00	\$6,150.00	\$6,150.00	Support and software licenses for 3 work stations, including ACO's Dog look up software support	
01-4140-10-560	TC Dues	\$230.00	\$235.00	\$225.00	\$235.00	\$235.00	\$235.00	NH Town Clerk, NE and International Clerk Associations	
01-4140-10-610	TC Dog Tags & Forms	\$555.80	\$585.00	\$572.73	\$600.00	\$600.00	\$600.00	Printing Tags and postcard reminders for Dog Licenses.	
01-4140-10-620	TC Supplies/Books/Toner	\$1,789.52	\$2,100.00	\$1,973.09	\$2,100.00	\$2,100.00	\$2,100.00	Printer toner, binders, labels Price Digest subscription & other supplies	
01-4140-10-625	TC Postage	\$5,795.75	\$6,500.00	\$5,075.16	\$7,000.00	\$7,000.00	\$7,000.00	Departmental postage increased due to increase postal rates	
01-4140-10-630	TC Office Equipment & Maint.	\$205.00	\$1,450.00	\$244.99	\$1,450.00	\$1,450.00	\$1,450.00	Equipment repairs and document shredding fees	
01-4140-10-801	TC Mileage Reimbursement	\$91.55	\$265.00	\$140.17	\$270.00	\$270.00	\$270.00	Mileage for daily bank deposits.	
	Department Totals	\$90,191.30	\$134,122.00	\$98,558.75	\$138,197.00	\$138,197.00	\$138,197.00		

Department:		ELECTIONS							
Department Responsibilities:		The Election budget includes funding for the Town of Plaistow's Municipal election. The Election & Registration budget is supported by an elected Town Moderator who oversees the annual Deliberative Session and Municipal Elections; along with an Assistant Town Moderator who helps coordinate the duties of 4 appointed election clerks. It also includes the maintenance, supplies and set up for elections as well as the Supervisors of the Checklist (3 supervisors) hours to work the elections and maintain the voter checklist.							
				2023		2024	2024		
Account	Account	2022	2023	Actual YTD	2024	BOS	BUDCOM		
Number	Name	Actual	Budget	Nov-2023	Requested	Approved	Approved	Description:	
01-4140-20-130	EL Supervisors of the Checklist	\$3,511.88	\$2,340.00	\$2,395.26	\$5,325.00	\$5,325.00	\$5,325.00	There is 4 elections in 2024 that the Supervisors of the checklist must prepare the checklist for. This includes at least 10 work session for changes to the checklist. \$15/hr.	
01-4140-30-110	EL Salary/Administration	\$3,128.88	\$950.00	\$837.25	\$5,040.00	\$5,040.00	\$5,040.00	4 Elections in 2024 Ballot Clerks at \$14/hr.	
01-4140-30-130	EL Election Sal/Moderator	\$2,825.14	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00	\$2,500.00	Presidential Primary, Deliberative session, town meeting, State Primary and State/Presidential General Election	
01-4140-30-150	EL Election Recount	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00	If necessary	
01-4140-30-342	EL Software Support	\$1,900.00	\$1,000.00	\$1,050.00	\$1,100.00	\$1,100.00	\$1,100.00	Ballot machine support	
01-4140-30-550	EL Ballot Printing & Checklist	\$7,988.00	\$4,800.00	\$6,720.00	\$9,000.00	\$9,000.00	\$9,000.00	Printing costs for 4 elections	
01-4140-30-610	EL Repairs & Supplies	\$87.82	\$250.00	\$185.43	\$250.00	\$250.00	\$250.00	Ballot machine supplies and repairs as needed	
01-4140-30-625	EL Postage	\$0.00	\$345.00	\$367.95	\$385.00	\$385.00	\$385.00	Voter notices	
01-4140-30-630	EL Polling Booths Set Up	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$0.00	Set up and breakdown of voting booths is now being handled by Building Maintenance Dept.	
01-4140-30-680	EL Meals	\$286.28	\$350.00	\$0.00	\$400.00	\$400.00	\$400.00	Snacks and water for 4 elections	
01-4140-30-681	EL Equip/Voting Booths	\$0.00	\$200.00	\$0.00	\$12,000.00	\$12,000.00	\$12,000.00	New ballot counting devices	
01-4140-90-999	EL Preparations	\$550.00	\$2,500.00	\$0.00	\$500.00	\$500.00	\$500.00		
	Department Totals	\$20,278.00	\$14,635.00	\$12,555.89	\$37,000.00	\$37,000.00	\$37,000.00		

Department:		FINANCE							
Department Responsibilities:		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 and financial reporting. The Finance Director manages and maintains financial records in conformity with generally accepted accounting principles and in compliance with NH RSA. The Finance Director provides the Town Manager, Board of Selectmen, and Budget Committee with financial information on a timely basis.							
				2023		2024	2024		
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:	
01-4150-10-110	FA Salaries/Accounting	\$74,801.76	\$103,445.00	\$64,257.18	\$108,610.00	\$108,610.00	\$108,610.00	Finance Director, Assistant Finance Director, Clerk, and Trustees of Trust Funds	
01-4150-10-342	FA Data Processing	\$16,854.94	\$16,500.00	\$6,313.25	\$8,250.00	\$8,250.00	\$8,250.00	BMSI Software and payroll support/processing	
01-4150-10-500	FA Dues	\$210.00	\$300.00	\$220.00	\$500.00	\$500.00	\$500.00	NHGFOA, NESGFOA	
01-4150-10-620	FA Office Supplies	\$276.34	\$1,250.00	\$0.00	\$1,250.00	\$1,250.00	\$1,250.00	Toner, general office supplies; Federal Forms for filing, such as w-2 and 1099	
01-4150-20-301	FA Professional Audit	\$17,825.00	\$19,000.00	\$19,550.00	\$21,000.00	\$21,000.00	\$21,000.00	Annual independent audit, along with necessary studies - GASB 75	
01-4150-50-110	Treasurer's Salary	\$7,144.24	\$8,000.00	\$6,433.27	\$8,000.00	\$8,000.00	\$8,000.00	Salaries of treasurer and deputy treasurer	
01-4150-90-120	Budget Committee Secretary	\$1,165.00	\$1,500.00	\$610.00	\$1,500.00	\$1,500.00	\$1,500.00	Admin work for Budcom	
01-4150-90-880	Budget Comm Expenses	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00	Binders, nameplates and other supplies as needed	
	Department Totals	\$118,277.28	\$150,495.00	\$97,383.70	\$149,610.00	\$149,610.00	\$149,610.00		

Department:		ASSESSING							
Department Responsibilities:		<p>The Assessing Clerk is a shared position with Human Resources and Human Services. Approximately 8 hours per week has been designated to the Assessing Department to assist when contracted clerk is not in the building. 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, NH statutory requirements and NH Assessing Board Standards. The Plaistow Assessors' Office must appraise and assess approximately 3,400 parcels of property in Town.</p>							
				2023		2024	2024		
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:	
01-4150-30-120	AS Assessing Office Clerk	\$12,847.88	\$15,000.00	\$12,351.85	\$15,000.00	\$15,000.00	\$15,000.00	Administrative assistant for data entry, customer service.	
01-4150-30-312	AS Assessor's Contract	\$83,758.56	\$78,900.00	\$74,500.47	\$86,800.00	\$86,800.00	\$86,800.00	Contractual Assessing Services for year one of a three year contract thru 2026	
01-4150-30-315	AS Mapping	\$6,300.00	\$6,000.00	\$4,500.00	\$6,500.00	\$6,500.00	\$6,500.00	Tax map updates are ongoing as changes are identified and sent to mapper; mapping maintenance and GIS support at \$3,000 up \$600.	
01-4150-30-342	AS Data Processing	\$7,549.00	\$7,750.00	\$7,712.55	\$8,000.00	\$8,000.00	\$8,000.00	Annual maintenance and support agreement for CAMA system	
01-4150-30-560	AS Dues	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	Professional organization membership for assessing	
01-4150-30-620	AS Supplies	\$359.97	\$750.00	\$465.41	\$500.00	\$500.00	\$500.00	General operational supplies including ink for 2 printers/copier, and other supplies as needed	
01-4150-30-625	AS Postage	\$1,528.92	\$1,000.00	\$838.99	\$1,000.00	\$1,000.00	\$1,000.00	Any correspondence notices to be sent, in addition, welcome letters, trash collection information and town reports are mailed to new residents when deed transfer updates are done in office	
01-4150-30-670	AS Books & Periodical	\$664.20	\$700.00	\$674.20	\$700.00	\$700.00	\$700.00	Marshall & Swift Valuation book with updates	
	Department Totals	\$113,028.53	\$110,120.00	\$101,063.47	\$118,520.00	\$118,520.00	\$118,520.00		

Department:		TAX COLLECTOR							
Department Responsibilities:		The Tax Collector's office is responsible for collection of all tax revenue for the Town, as determined by the tax rate setting and committed to her by the Board of Selectmen. Although tax revenue is in excess of \$5,000,000, the office also collects the money on behalf of the School District and County, making total collections in excess of \$20,000,000. This office is also responsible for collection of the waterline fees.							
				2023		2024	2024		
Account	Account	2022	2023	Actual YTD	2024	BOS	BUDCOM		
Number	Name	Actual	Budget	Nov-2023	Requested	Approved	Approved	Description:	
01-4150-40-120	TX Part-Time Position	\$6,922.35	\$6,000.00	\$7,004.59	\$6,000.00	\$6,000.00	\$6,000.00	DEPUTY	
01-4150-40-130	TX Tax Collector Salary	\$32,668.16	\$34,750.00	\$31,270.98	\$35,000.00	\$35,000.00	\$35,000.00	ELECTED SALARY + COLA IN APRIL	
01-4150-40-320	TX Mortgage Research	\$1,137.00	\$1,500.00	\$625.00	\$1,000.00	\$1,000.00	\$1,000.00	MORTGAGE RESEARCH LIEN/DEED. Pending # of searches	
01-4150-40-342	TX Data Processing	\$2,588.75	\$2,650.00	\$2,824.35	\$3,106.00	\$3,106.00	\$3,106.00	BMSI TAX SOFTWARE TAX PORTION. 5% increase.	
01-4150-40-390	TX Mailing Service	\$5,364.59	\$5,400.00	\$4,290.65	\$5,700.00	\$5,700.00	\$5,700.00	PRINTING&MAILING OF TAX BILLS. Postage increase.	
01-4150-40-560	TX Dues	\$20.00	\$40.00	\$20.00	\$20.00	\$20.00	\$20.00	NHTCA DUES. 2 @\$20.	
01-4150-40-620	TX Office Supplies	\$173.74	\$200.00	\$71.15	\$200.00	\$200.00	\$200.00	2X-INK\$70 PRINTER,COPIERMACHINE-TONER, BINDERS & GENERAL SUPPLIES	
01-4150-40-625	TX Postage	\$1,600.72	\$2,200.00	\$1,376.85	\$1,500.00	\$1,500.00	\$1,500.00	2-3 BOXES POSTAGE PD ENVELOPES@\$300EA, CERT POSTAGE FOR LIEN/DEEDING NOTICES @\$7EA (VARIES YEARLY \$1200-1300)	
01-4150-40-631	TX Equipment Repairs and Maintenance	\$150.00	\$200.00	\$0.00	\$150.00	\$150.00	\$150.00	FILM STORAGE \$150 & COPY FEES	
01-4150-40-801	TX Mileage Reimbursement	\$77.57	\$100.00	\$0.00	\$75.00	\$75.00	\$75.00	BANK RUNS@1.7MI ROUND TRIP	
01-4150-40-870	TX Record Registry Of Deeds	\$318.92	\$500.00	\$181.39	\$250.00	\$250.00	\$250.00	RECORDING OF LIEN REDEMPTIONS \$2EA PG AND EXECUTION IN APRIL \$200-\$220	
	Department Totals	\$51,021.80	\$53,540.00	\$47,664.96	\$53,001.00	\$53,001.00	\$53,001.00		

Department:	INSURANCE							
Department Responsibilities:	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.							
				2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD <i>Nov-2023</i>	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4196-00-480	Property and Liability Insurance	\$164,238.00	\$182,782.00	\$182,782.00	\$195,577.00	\$195,577.00	\$195,577.00	Primex contract amount - 7% CAP Increase less library contribution
	Department Totals	\$164,238.00	\$182,782.00	\$182,782.00	\$195,577.00	\$195,577.00	\$195,577.00	

Department:	LEGAL								
Department Responsibilities:	The Legal budget funds legal services to assist the Town Manager, Board of Selectmen and Town Departments and Boards regarding their official capacities within Town government.								
				2023		2024	2024		
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:	
01-4153-00-320	Legal Expenses	\$111,915.74	\$87,500.00	\$107,372.39	\$75,000.00	\$75,000.00	\$75,000.00	Day to day legal advice, contract reviews and other matters as needed, along with abatement appeals before Superior Court and BTLA; labor related matters	
01-4153-00-321	Legal - RTK	\$7,492.50	\$10,000.00	\$4,821.75	\$5,000.00	\$5,000.00	\$5,000.00	Increased volume and time associated with RTK responses	
	Department Totals	\$119,408.24	\$97,500.00	\$112,194.14	\$80,000.00	\$80,000.00	\$80,000.00		

Department:	HUMAN RESOURCES/PERSONNEL												
Department Responsibilities:	The Human Resource Department is responsible for assisting with recruitment, screening, and interviewing job applicants and assisting with placement of new hires. H/R handles compensation and benefits, training, and employee relations, and administration of labor contracts.												
					2023			2024		2024			
Account	Account	2022	2023		Actual YTD		2024		BOS	BUDCOM			
Number	Name	Actual	Budget		Nov-2023		Requested		Approved	Approved		Description:	
01-4155-00-110	HR Salary	\$27,480.71	\$38,073.00		\$26,468.32		\$38,834.00		\$38,834.00	\$38,834.00		Remaining portion of Salary 50%; shared Human Services 25% and Finance 25%. Includes longevity.	
01-4155-00-500	HR Training	\$2,709.95	\$10,000.00		\$6,057.62		\$12,000.00		\$12,000.00	\$12,000.00		Town wide training consolidation, except police and fire department	
01-4155-00-560	HR Dues	\$229.00	\$250.00		\$244.00		\$250.00		\$250.00	\$250.00		Dues for HR organization	
01-4155-00-801	HR Mileage/Expenses	\$422.54	\$500.00		\$500.49		\$500.00		\$500.00	\$500.00		Mileage and other reimbursements related to training	
01-4155-10-110	Performance Management	\$15,505.36	\$25,000.00		\$1,000.00		\$25,000.00		\$25,000.00	\$25,000.00		Funds Personnel Merit and Performance Adjustments for Municipal Employees (4th quarter expenditure)	
01-4155-10-120	Employee Tuition Reimbursement	\$0.00	\$2,500.00		\$0.00		\$2,500.00		\$2,500.00	\$2,500.00		Funds Educational Assistance & Tuition with staff enrolled in continuing education for 2022.	
01-4155-20-210	Health Insurance	\$888,205.68	\$986,737.00		\$812,237.90		\$1,061,159.00		\$1,061,159.00	\$1,061,159.00		Based on current 2023 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 2023 rates. These will renew Jan 1, 2024. The 2024 request will be adjusted on the current employee census data. It also includes new Ambulance staff positions	
01-4155-30-220	FICA	\$135,279.35	\$137,450.00		\$123,088.70		\$167,462.00		\$167,462.00	\$167,462.00		6.2% of earnings, based on current budget for payroll	
01-4155-30-225	Medicare	\$56,055.72	\$56,426.00		\$53,523.26		\$66,211.00		\$66,211.00	\$66,211.00		1.45% of earnings, based on current budget for payroll	
01-4155-40-230	New Hampshire Retirement	\$719,154.55	\$807,308.00		\$646,554.63		\$926,096.00		\$926,096.00	\$926,096.00		NHRS rates for 2023 as follows: PD 32.58%, FD 31.67%, Employee 13.8%, based on current budget for full time employees;	
01-4155-40-250	Unemployment Compensation	\$2,843.00	\$3,128.00		\$2,893.00		\$3,128.00		\$3,128.00	\$3,128.00		Primex rates based on current claims experience and a maximum increase per agreement.	

Department:	HUMAN RESOURCES/PERSONNEL							
Department Responsibilities:	The Human Resource Department is responsible for assisting with recruitment, screening, and interviewing job applicants and assisting with placement of new hires. H/R handles compensation and benefits, training, and employee relations, and administration of labor contracts.							
				2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4155-40-260	Workers Comp	\$78,412.00	\$86,254.00	\$85,739.00	\$86,254.00	\$86,254.00	\$86,254.00	
01-4155-40-290	125 Caf. Plan Pre-Tax	\$159.50	\$625.00	\$181.25	\$625.00	\$625.00	\$625.00	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.
01-4155-40-350	Medical Services	\$549.13	\$1,200.00	\$678.75	\$1,200.00	\$1,200.00	\$1,200.00	Hepatitis B Shots, CPR Certification, first aid supplies.
01-4155-40-390	Pre-Employment Screening	\$769.76	\$2,000.00	\$974.50	\$2,000.00	\$2,000.00	\$2,000.00	Physical Exams/background checks for prospective employment.
01-4155-40-400	Management Searches	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00	Employment search for prospective employment.
01-4155-40-550	Notices & Publications	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00	
01-4155-40-695	Employee Relations	\$754.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00	
01-4155-50-190	Sick Leave Buy Back	\$22,361.18	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	Annual buy back as per current personnel plan; December expenditure
	Department Totals	\$1,950,891.43	\$2,183,951.00	\$1,760,141.42	\$2,419,719.00	\$2,419,719.00	\$2,419,719.00	

Department:		PLANNING								
Department Responsibilities:		The Planning Department is responsible for working with local officials in updating the Town's Master Plan, Capital Improvement Program and environmental protection policies and ordinances. The Planning Board consists of 5 elected members who coordinate land use policies and ordinances to advance the broader interest of the Town. The Department also collects general revenue for site plan or subdivision applications that help offset the cost of administration								
				2023		2024	2024			
Account	Account	2022	2023	Actual YTD	2024	BOS	BUDCOM			
Number	Name	Actual	Budget	Nov-2023	Requested	Approved	Approved		Description:	
01-4191-10-110	PB Permanent Positions	\$63,863.09	\$56,120.00	\$53,659.45	\$59,427.00	\$59,427.00	\$59,427.00		Administrative Asst/Special Projects Coordinator \$28.09/hr (FT) X 52Wk + \$1,000 Longevity = \$59,427.20	
01-4191-10-120	PB Part-time Positions	\$2,393.75	\$2,400.00	\$2,688.30	\$2,400.00	\$2,400.00	\$2,400.00		Minute Taker - \$20/hr X 5 Hours Avg meeting & Transcribe X 24 Meetings	
01-4191-10-140	PB Overtime	\$3,627.13	\$2,500.00	\$1,700.15	\$2,500.00	\$2,500.00	\$2,500.00		Administrative Support for Energy Committee (which is now 2 meetings a month) , Off Regular Business Hours Meeting & Training and Special Projects as Directed by Town Manager	
01-4191-10-310	PB Engineering/Consult Fees/Grants	\$11,305.30	\$16,000.00	\$22,359.82	\$2,000.00	\$2,000.00	\$2,000.00		Consultant Services related to grants, etc., or not related to a specific application where there would be an escrow account to debit	
01-4191-10-XXX	PB RPC Circuit Rider				\$21,900.00	\$21,900.00	\$21,900.00		RPC Circuit Rider (NEW LINE) formerly included with Consultants and Engineers	
01-4191-10-315	PB Mapping	\$4,500.00	\$5,000.00	\$4,350.00	\$5,000.00	\$5,000.00	\$5,000.00		Geographic Information Systems Mapping technical assistance	
01-4191-10-550	PB Notices & Publications	\$3,153.81	\$2,700.00	\$2,076.46	\$2,700.00	\$2,700.00	\$2,700.00		Legal Notices and other notifications of public hearings published in the Eagle Tribune as required by State Law (based on 3 year averages) Revenue is collected to offset costs	
01-4191-10-560	PB Dues	\$0.00	\$1.00	\$0.00	\$1.00	\$1.00	\$1.00		NH Planner's Association - Not planning to use in 2023	
01-4191-10-620	PB Office Supplies	\$614.09	\$800.00	\$177.73	\$800.00	\$800.00	\$800.00		Supplies specific to Planning Department and not available in General Supply - Includes \$600 for ink cartridges for Plotter - last purchased in 2021	
01-4191-10-625	PB Postage	\$1,213.26	\$1,500.00	\$2,469.56	\$2,000.00	\$2,000.00	\$2,000.00		Certified Mailings for Legal Notices to abutters, general Planning Department correspondence - Revenues are collected to offset costs	
01-4191-10-670	PB Books & Periodicals	\$0.00	\$25.00	\$0.00	\$0.00	\$0.00	\$0.00		OPD (formerly OSI) is no longer offering printed copies of the Planning Board Member handbook. They will need to be printed off the website in house for the Board.	

Department:	PLANNING								
Department Responsibilities:	The Planning Department is responsible for working with local officials in updating the Town's Master Plan, Capital Improvement Program and environmental protection policies and ordinances. The Planning Board consists of 5 elected members who coordinate land use policies and ordinances to advance the broader interest of the Town. The Department also collects general revenue for site plan or subdivision applications that help offset the cost of administration								
				2023		2024	2024		
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved		Description:
01-4191-10-680	PB Equipment Purchase	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
01-4191-10-801	PB Mileage	\$149.17	\$150.00	\$128.77	\$200.00	\$200.00	\$200.00		Non-Training related travel (i.e. Project-related Meetings at NHDES or NHDOT) and to RCRD for recording of approved plans
01-4191-10-870	PB Recording Fees	\$826.58	\$500.00	\$256.29	\$500.00	\$500.00	\$500.00		Recording of approved Site and Subdivision @RCRD. With the addition of potable water available to the Commercial district it is anticipated that there may be site plan updates, which would need to be recorded. Revenues are collected to offset costs
01-4191-10-875	PB Master Plan Update	\$2,500.00	\$5,000.00	\$2,500.00	\$10,000.00	\$10,000.00	\$10,000.00		There is an economic development survey being done in 2022, which will result in updates to the Master Plan in 2023
01-4191-10-876	PB Impact Fee Update	\$0.00	\$10,000.00	\$0.00	\$1.00	\$1.00	\$1.00		Recreational Facilities Impact Fee updated in 2018, School and Public Safety Impact Fees updated in 2019. Avg update s/b every 5 years. New Road Impact Fee may need to be updated in 2023.
	Department Totals	\$94,146.18	\$102,696.00	\$92,366.53	\$109,429.00	\$109,429.00	\$109,429.00		

Department:	ZONING							
Department Responsibilities:	The ZBA is a quasi-judicial board that reviews and decides, using the guidelines set out in the NHRsAs, when relief from the Town's Zoning Ordinances, or decisions made by other departments and boards, is needed. Each application is unique and is always carefully considered on a case-by-case basis.							
				2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD <i>Nov-2023</i>	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4191-20-120	ZB Part-Time Positions	\$1,750.49	\$1,500.00	\$1,765.56	\$1,500.00	\$1,500.00	\$1,500.00	Administrative Assistant/Minute Taker Compensation includes meeting preparation, corresponsse, minute taking and transcription for up to 12 monthly meetings.
01-4191-20-550	ZB Notices & Publications	\$1,820.00	\$1,800.00	\$2,167.09	\$2,000.00	\$2,000.00	\$2,000.00	Legal Notices for Public Hearing in the Eagle Tribune. Revenues are Collected to Offset
01-4191-20-620	ZB Supplies	\$7.50	\$50.00	\$0.00	\$50.00	\$50.00	\$50.00	General Supplies
01-4191-20-625	ZB Postage	\$1,392.76	\$1,800.00	\$1,087.99	\$1,800.00	\$1,800.00	\$1,800.00	Certified Mailing for Abutter Notifiication of Public Hearings and regulat correspondence. Revenues are Collected to Offset.
	Department Totals	\$4,970.75	\$5,150.00	\$5,020.64	\$5,350.00	\$5,350.00	\$5,350.00	

Department:		GENERAL GOVERNMENT BUILDINGS							
Department Responsibilities:		<p>Building Maintenance is staffed with one supervisor, two full-time (32) and a part-time staff members. One employee is dedicated to the library for 30 hours per week while the others are responsible for the safety complex, town hall, public works garage, annex and other Town locations. All are 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 6 Town buildings, two recreation buildings and related facilities as well as the 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 the facilities integrity.</p>							
				2023		2024	2024		
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:	
01-4194-00-110	BD BD Permanent Positions	\$113,607.98	\$129,870.00	\$103,867.20	\$142,725.00	\$142,725.00	\$142,725.00	3 Full-time positions	
01-4194-00-120	BD Part-Time Positions	\$20,887.37	\$5,000.00	\$16,819.75	\$5,000.00	\$5,000.00	\$5,000.00	Part-time position; also accounts for additional staff for which Library reimburses a portion of costs.	
01-4194-00-140	BD Custodian OT	\$10,107.44	\$12,000.00	\$12,441.62	\$15,000.00	\$15,000.00	\$15,000.00	Vacation and coverage @ stright time for part-time help. Additional projects include snow removal, stripping floors painting, PARC summer rec, other town events	
01-4194-00-291	BD Uniforms	\$962.87	\$1,500.00	\$1,010.05	\$1,500.00	\$1,500.00	\$1,500.00	Uniforms for entire staff as needed; this includes outside winter clothing	
01-4194-00-341	BD Tele/Communication	\$1,001.82	\$1,250.00	\$711.42	\$1,500.00	\$1,500.00	\$1,500.00	3 cellular phones; monthly cost	
01-4194-00-610	BD General Supplies	\$7,356.99	\$7,000.00	\$9,471.56	\$7,000.00	\$7,000.00	\$7,000.00	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 buntings	
01-4194-00-635	BD Gasoline/Diesel	\$240.61	\$1,000.00	\$878.79	\$1,000.00	\$1,000.00	\$1,000.00	2 Snow blowers, 1 tractor, Town Hall generator, and Safety Complex generators (2)	
01-4194-00-660	BD Vehicle Maintenance	\$1,350.61	\$3,000.00	\$2,839.76	\$3,000.00	\$3,000.00	\$3,000.00	Tune ups and repairs on 2 snow blowers, tractor. Truck will need additional work to maintain at current condition.	
01-4194-00-740	BD Maintenance Equip.	\$1,786.84	\$2,500.00	\$2,158.31	\$2,500.00	\$2,500.00	\$2,500.00	Hand tools, pressure washer, leaf blower, salt spreaders, vacuum cleaners, snow shovels, etc.	
01-4194-00-801	BD Mileage	\$208.44	\$500.00	\$221.31	\$500.00	\$500.00	\$500.00	Mileage reimbursement as needed	

Department:		GENERAL GOVERNMENT BUILDINGS							
Department Responsibilities:		<p>Building Maintenance is staffed with one supervisor, two full-time (32) and a part-time staff members. One employee is dedicated to the library for 30 hours per week while the others are responsible for the safety complex, town hall, public works garage, annex and other Town locations. All are 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 6 Town buildings, two recreation buildings and related facilities as well as the 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 the facilities integrity.</p>							
				2023		2024	2024		
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:	
01-4194-10-390	TH Tech Svc Contracts	\$23,840.95	\$23,000.00	\$37,766.48	\$25,000.00	\$25,000.00	\$25,000.00	Service Contracts - Sewer service - twice a year at the Library and safety complex, once a year at Town Hall, court house, Museum. HVAC spring and fall preventative maintenance for the Court House, Safety Complex, Museum and Town Hall. Elevator service, also additional amount for state inspection and smoke and fire detector inspection. Annual PM for all overhead doors at the Safety Complex. Generator PM bi-annual Highway Garage, Town Hall, and Safety Complex (2) and Range. Alarm monitoring security systems and fire alarms at the Town Hall - Panic Alarm. Fire Alarm Monitoring and Annual fire alarm inspection, PARC recreation concession - Fire Alarm monitoring, Security monitoring and annual fire alarm inspection, also annual fire alarm inspection at police and fire station. Annual fire extinguisher inspection District Court, Town Hall, Safety Complex and Historical Society; Fire suppression system Town Hall (sprinkler system). Boiler and Pressure Vessel bi-annual inspection and Water Heater Maintenance; Radon and bubble-up system maintenance; Fire and Police holding tanks; PARC and Smith water turn on/off and fall winterize	
01-4194-10-410	TH Town Hall Electric	\$13,256.48	\$16,000.00	\$10,083.02	\$15,000.00	\$15,000.00	\$15,000.00		
01-4194-10-411	TH Town Hall Heat	\$5,189.29	\$8,000.00	\$4,330.94	\$8,000.00	\$8,000.00	\$8,000.00	Unchanged based on current costs	
01-4194-10-412	TH Town Hall Water	\$0.00	\$2,000.00	\$560.47	\$2,000.00	\$2,000.00	\$2,000.00		

Department:		GENERAL GOVERNMENT BUILDINGS							
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				2023		2024	2024		
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:	
01-4194-10-430	TH Maintainance/Cleaning	\$4,987.69	\$8,000.00	\$4,842.46	\$8,000.00	\$8,000.00	\$8,000.00	Routine maintenance, lights, UPS batteries, emergency lights etc. Also, cleaning of rugs in Great Hall, Town Clerks and TM offices.	
01-4194-10-431	TH Repairs	\$22,869.56	\$13,000.00	\$43,984.98	\$15,000.00	\$15,000.00	\$15,000.00	Town Hall and PARC service calls - Alarm system, HVAC plumbing, heating, electric, roofing, phone systems, keys, lock repairs etc.	
01-4194-20-410	CX Safety Complex Electric	\$48,128.56	\$60,000.00	\$42,539.51	\$55,000.00	\$55,000.00	\$55,000.00		
01-4194-20-411	CX Safety Complex Heat	\$18,665.90	\$27,000.00	\$14,396.76	\$25,000.00	\$25,000.00	\$25,000.00		
01-4194-20-412	CX Safety Complex Water	\$0.00	\$2,500.00	\$4,155.18	\$5,000.00	\$5,000.00	\$5,000.00		
01-4194-20-430	CX Safety Complex Maint.	\$5,192.19	\$8,500.00	\$10,126.81	\$10,000.00	\$10,000.00	\$10,000.00	Building maintenance items	
01-4194-20-431	CX Safety Complex Repairs	\$4,567.33	\$5,000.00	\$9,547.14	\$7,500.00	\$7,500.00	\$7,500.00		
01-4194-30-410	MU Museum Electric	\$2,276.19	\$3,000.00	\$1,820.85	\$3,000.00	\$3,000.00	\$3,000.00		
01-4194-30-411	MU Museum Heat	\$2,390.84	\$3,500.00	\$2,026.18	\$3,500.00	\$3,500.00	\$3,500.00		
01-4194-30-412	MU Museum Water	\$0.00	\$750.00	\$0.00	\$500.00	\$500.00	\$500.00		
01-4194-30-430	MU Museum Maintenence	\$124.55	\$250.00	\$0.00	\$250.00	\$250.00	\$250.00		

Department:		GENERAL GOVERNMENT BUILDINGS							
Department Responsibilities:		<p>Building Maintenance is staffed with one supervisor, two full-time (32) and a part-time staff members. One employee is dedicated to the library for 30 hours per week while the others are responsible for the safety complex, town hall, public works garage, annex and other Town locations. All are 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 6 Town buildings, two recreation buildings and related facilities as well as the 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 the facilities integrity.</p>							
					2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:	
01-4194-30-431	MU Museum Repairs	\$452.00	\$3,000.00	\$1,407.47	\$2,500.00	\$2,500.00	\$2,500.00		
01-4194-40-410	Annex Electric	\$4,631.88	\$5,500.00	\$4,096.69	\$6,000.00	\$6,000.00	\$6,000.00		
01-4194-40-411	Annex Heat	\$3,247.11	\$4,000.00	\$2,225.76	\$5,000.00	\$5,000.00	\$5,000.00		
01-4194-40-412	Annex Water	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00		
01-4194-40-430	Annex Maintenance	\$1,402.58	\$1,000.00	\$1,740.94	\$1,000.00	\$1,000.00	\$1,000.00		
01-4194-40-431	Annex Repairs	\$1,767.85	\$2,000.00	\$4,395.68	\$3,000.00	\$3,000.00	\$3,000.00	Smaller projects and supplies	
01-4194-50-410	PWG Garage Electric	\$3,735.55	\$7,500.00	\$2,196.34	\$5,500.00	\$5,500.00	\$5,500.00	Savings due to Solar Panels	
01-4194-50-411	PWG Garage Propane	\$6,960.83	\$9,500.00	\$4,093.07	\$9,500.00	\$9,500.00	\$9,500.00		
01-4194-50-412	PWG Water	\$0.00	\$2,250.00	\$786.63	\$2,250.00	\$2,250.00	\$2,250.00		
01-4194-50-430	PWG Garage Maintenance	\$310.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00		
01-4194-50-431	PWG Garage Repairs	\$2,091.13	\$2,000.00	\$901.00	\$2,500.00	\$2,500.00	\$2,500.00		

Department:	GENERAL GOVERNMENT BUILDINGS							
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				2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	Actual YTD <i>Nov-2023</i>	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4194-??-???	PWG Garage Repairs	\$0.00			\$0.00	\$0.00	\$0.00	
	Department Totals	\$333,599.43	\$381,870.00	\$358,444.13	\$401,225.00	\$401,225.00	\$401,225.00	

Department:	CEMETERIES								
Department Responsibilities:	The Town of Plaistow's Cemeteries budget covers the salary for the Sexton along with money for identified maintenance, not covered by the special revenue and capital reserve funds.								
				2023		2024	2024		
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:	
01-4195-00-110	CEM Sexton Salary	\$7,499.96	\$7,500.00	\$6,778.81	\$7,500.00	\$7,500.00	\$7,500.00	Salary for Sexton paid weekly	
01-4195-00-500	CEM Maintenance	\$4,300.65	\$3,000.00	\$1,541.10	\$3,000.00	\$3,000.00	\$3,000.00	Cemetery repairs	
	Department Totals	\$11,800.61	\$10,500.00	\$8,319.91	\$10,500.00	\$10,500.00	\$10,500.00		

Department:		ADVERTISING/REGIONAL ASSOCIATIONS							
Department Responsibilities:		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 Municipal Association (NHMA) 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.							
				2023		2024	2024		
Account	Account	2022	2023	Actual YTD	2024	BOS	BUDCOM		
Number	Name	Actual	Budget	Nov-2023	Requested	Approved	Approved	Description:	
01-4197-10-550	EX Notices and Publications	\$406.79	\$1,000.00	\$233.82	\$1,000.00	\$1,000.00	\$1,000.00	Town Meeting and Public Hearing Notices	
01-4197-10-552	Town Report Expense	\$7,781.57	\$9,000.00	\$7,577.41	\$8,500.00	\$8,500.00	\$8,500.00	Production (Technical Assistance, Cover Production, Indexing) Printing of books	
01-4197-10-560	Dues	\$15,582.00	\$16,000.00	\$15,578.00	\$16,000.00	\$16,000.00	\$16,000.00	NHMA - 7,900(est) , Rockingham Planning Commission - 8,100(est).	
	Department Totals	\$23,770.36	\$26,000.00	\$23,389.23	\$25,500.00	\$25,500.00	\$25,500.00		

Department:	CABLE							
Department Responsibilities:	Plaistow Access Cable operates P.E.G. Access (Public, Education, and Government) Community Television channels on Comcast Cable channels 16 (Government) and 22 (Public Access). PAC is overseen by the Cable Committee, whose members are appointed by the Board of Selectmen. The staff includes a part-time Cable Coordinator.							
				2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4198-10-110	CS Permanent Position	\$24,000.00	\$25,000.00	\$18,750.00	\$25,000.00	\$25,000.00	\$25,000.00	Annual stipend
01-4198-10-120	CS Operators	\$3,678.40	\$5,500.00	\$3,405.85	\$5,500.00	\$5,500.00	\$5,500.00	Cable operators for board meetings and other town sanctioned events.
01-4198-10-310	CS Consultants	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	As needed for projects
01-4198-10-430	CS Equipment Repairs	\$596.99	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00	As needed
01-4198-10-560	CS Dues/Subscriptions	\$1,407.87	\$2,700.00	\$900.00	\$1,900.00	\$1,900.00	\$1,900.00	All annual subscriptions - Adobe Software, NHCCM Membership, Vimeo/Livestream, etc. Note that most items are paid at the end of the year. 2024 reduction reflects anticipated cancellation of Zoom subscription
01-4198-10-610	CS General Supplies	\$119.98	\$200.00	\$0.00	\$200.00	\$200.00	\$200.00	Misc. small purchases not covered by other funds. Office supplies.
01-4198-10-740	CS New Equip	\$431.99	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00	Misc. small purchases not covered by other funds. Smaller equipment items.
	Department Totals	\$30,235.23	\$36,900.00	\$23,055.85	\$36,100.00	\$36,100.00	\$36,100.00	

Department:	CONFLICT OF INTEREST							
Department Responsibilities:	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.							
				2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD <i>Nov-2023</i>	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4199-10-620	COI Office Supplies	\$30.17	\$100.00	\$12.28	\$100.00	\$100.00	\$100.00	
01-4199-10-625	COI Postage	\$166.00	\$150.00	\$176.00	\$150.00	\$150.00	\$150.00	PO Box Rent; other mailings if necessary
	Department Totals	\$196.17	\$250.00	\$188.28	\$250.00	\$250.00	\$250.00	

Department:		OTHER GENERAL GOVERNMENT								
Department Responsibilities:		Contains Town wide telephone, internet, servers and computer related items. Also, includes MS4 stormwater testing which affects several departments, Highway, Inspections, Planning, Health Department, Executive and Conservation								
				2023		2024	2024			
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved		Description:	
01-4199-20-341	OGG Telephone	\$33,794.45	\$35,000.00	\$28,913.74	\$35,000.00	\$35,000.00	\$35,000.00		Comcast phones; Verizon	
01-4199-20-342	OGG Computer/Internet	\$173,534.23	\$195,000.00	\$171,932.42	\$225,000.00	\$225,000.00	\$225,000.00		Town Hall Internet, Backup related charges for all licenses, backup and server related expenses; monitoring of activity; protection of Town Assets	
01-4199-20-310	OGG MS4 Stormwater/SSI PFAS/PFOA	\$12,754.50	\$95,000.00	\$76,046.58	\$30,000.00	\$30,000.00	\$30,000.00		PFAS/PFOA not included. Waiting for next steps	
	Department Totals	\$220,083.18	\$325,000.00	\$276,892.74	\$290,000.00	\$290,000.00	\$290,000.00	-		

Department:	POLICE								
Department Responsibilities:	This budget funds 18 Full-Time Officers, 1 Part-Time Animal Control Officer, 6 Full-Time Dispatchers, 1, 1 Full-Time Secretary, 1 Full-Time Records Clerk, 1 Full-Time Prosecuting Attorney (Contract), 1 Spanish Interpreter and overtime as it relates to those full-time positions. The personnel and overtime lines amount to \$2,201,992 of the entire budget or approximately 84.59% of the Police Operating Budget.								
				2023		2024	2024		
Account Number	Account Name	2022 Actual	2023 Budget	Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:	
01-4210-10-110	PD Administrative Salaries	\$268,939.25	\$315,197.00	\$209,404.26	\$405,242.00	\$405,242.00	\$405,242.00	Chief, Captain, Executive Assistant, Secretary/Records Clerk	
01-4210-10-120	PD Prosecutor	\$66,500.00	\$69,000.00	\$69,000.00	\$71,250.00	\$71,250.00	\$71,250.00	Prosecution of criminal cases.	
01-4210-10-140	PD Admin Overtime	\$1,028.32	\$1,000.00	\$803.87	\$1,000.00	\$1,000.00	\$1,000.00	As needed	
01-4210-10-342	PD Data Processing	\$14,187.10	\$13,725.00	\$13,495.04	\$18,000.00	\$18,000.00	\$18,000.00		
01-4210-10-351	PD Pre-Employment Screening	\$5,875.99	\$5,430.00	\$2,835.75	\$9,715.00	\$9,715.00	\$9,715.00	Physicals, polygraphs, drug screens, and psychological exams. Budget for 4 openings.	
01-4210-10-500	PD Training	\$9,051.05	\$10,000.00	\$3,170.00	\$8,000.00	\$8,000.00	\$8,000.00		
01-4210-10-510	PD CBA Education	\$0.00	\$5,000.00	\$3,840.00	\$10,000.00	\$10,000.00	\$10,000.00	College reimbursement for CBA members per the CBA. The CBA provides for up to \$10,000 annually for this benefit.	
01-4210-10-560	PD Dues	\$6,134.98	\$7,380.00	\$5,640.00	\$6,665.00	\$6,665.00	\$6,665.00	Membership fees for associations.	
01-4210-10-580	PD Rentals & Leases	\$7,034.12	\$7,721.00	\$5,894.64	\$6,200.00	\$6,200.00	\$6,200.00	Includer 3 copier leases with maintenance agreement & water coolers.	
01-4210-10-581	PD Communications Tower	\$17,927.16	\$21,697.00	\$12,190.02	\$10,000.00	\$10,000.00	\$10,000.00		
01-4210-10-610	PD General Supplies	\$9,278.61	\$13,000.00	\$7,993.01	\$9,000.00	\$9,000.00	\$9,000.00	Firearm targets and cleaning supplies, narcan, investigative/evidence supplies, PPE, extinguishers etc. Increase to account for inflation.	
01-4210-10-615	PD K9 Supplies	\$2,563.99	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00		
01-4210-10-620	PD Office Supplies	\$6,102.25	\$7,000.00	\$3,814.64	\$6,500.00	\$6,500.00	\$6,500.00	General office supplies and forms.	
01-4210-10-625	PD Postage	\$949.05	\$1,000.00	\$533.65	\$1,200.00	\$1,200.00	\$1,200.00	Mail	
01-4210-10-630	PD Equipment Maintenance	\$28,026.00	\$33,595.00	\$42,596.23	\$51,000.00	\$51,000.00	\$51,000.00		
01-4210-10-655	PD Jail Maintenance	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00	Meals for road clean-up crews and items such as prisoner blankets.	

Department:	POLICE							
Department Responsibilities:	This budget funds 18 Full-Time Officers, 1 Part-Time Animal Control Officer, 6 Full-Time Dispatchers, 1, 1 Full-Time Secretary, 1 Full-Time Records Clerk, 1 Full-Time Prosecuting Attorney (Contract), 1 Spanish Interpreter and overtime as it relates to those full-time positions. The personnel and overtime lines amount to \$2,201,992 of the entire budget or approximately 84.59% of the Police Operating Budget.							
				2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4210-10-670	PD Books & Periodicals	\$242.70	\$500.00	\$35.00	\$500.00	\$500.00	\$500.00	
01-4210-10-680	PD Equipment Purchase	\$42,680.50	\$17,238.00	\$18,629.69	\$25,000.00	\$25,000.00	\$25,000.00	
01-4210-10-690	PD Miscellaneous	\$1,200.00	\$1,500.00	\$2,714.31	\$6,500.00	\$6,500.00	\$6,500.00	Unanticipated expenses.
01-4210-10-801	PD Expense Reimbursement	\$788.04	\$2,150.00	\$1,560.86	\$6,500.00	\$6,500.00	\$6,500.00	Mileage to/from court. Training expense reimbursement.
01-4210-20-110	PD Officer Salaries	\$957,630.90	\$1,141,105.00	\$931,521.04	\$1,160,000.00	\$1,160,000.00	\$1,160,000.00	Contractual Officer base salaries, shift differentials, FTO stipends, ETO buybacks, and holiday pay.
01-4210-20-120	PD Part-Time Officers	\$10,134.08	\$1,500.00	\$2,083.15	\$1,500.00	\$1,500.00	\$1,500.00	Wages to cover mandatory firearm training for 3 part-time/seasonal duty officers. ACO wages moved to new account 01-4414-20-120.
01-4210-20-140	PD Officer Overtime	\$175,416.01	\$150,000.00	\$133,455.89	\$150,000.00	\$150,000.00	\$150,000.00	Overtime including mandatory firearm training, court, back-fill for ETO, etc.
01-4210-20-150	PD Officer Longevity Stipend	\$0.00	\$4,250.00	\$571.60	\$1,250.00	\$1,250.00	\$1,250.00	CBA
01-4210-20-160	PD Officer Education Stipend	\$0.00	\$8,750.00	\$6,500.00	\$9,250.00	\$9,250.00	\$9,250.00	CBA
01-4210-20-170	PD Officer Uniform Cleaning Stipend	\$0.00	\$6,550.00	\$0.00	\$6,400.00	\$6,400.00	\$6,400.00	CBA
01-4210-20-180	PD Officer Certification Stipend	\$0.00	\$3,750.00	\$0.00	\$4,000.00	\$4,000.00	\$4,000.00	
01-4210-20-291	PD Officer Uniforms	\$20,904.24	\$30,000.00	\$14,636.84	\$56,000.00	\$56,000.00	\$56,000.00	
01-4210-20-341	PD Telephone	\$8,286.84	\$6,000.00	\$8,622.81	\$15,000.00	\$15,000.00	\$15,000.00	Cell and data plans for cell phones, data cards, and modems. VOIP licenses and network cards and internet/cable.
01-4210-20-635	PD Gasoline	\$44,387.67	\$50,000.00	\$26,227.56	\$45,000.00	\$45,000.00	\$45,000.00	
01-4210-20-660	PD Vehicle Maint/repair	\$23,147.50	\$20,000.00	\$24,400.70	\$37,000.00	\$37,000.00	\$37,000.00	Maintenance and repairs for cruisers, includes tires, brakes, tune-ups, transmissions, inspections and lube oil and filters.
01-4210-20-740	PD Capital Equipment	\$0.00	\$9,762.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00	
	Forfeiture Assets					\$0.00	\$0.00	
	Medical Supplies				\$2,500.00	\$2,500.00	\$2,500.00	
	Firearms/Ammunition				\$10,500.00	\$10,500.00	\$10,500.00	

Department:	POLICE							
Department Responsibilities:	This budget funds 18 Full-Time Officers, 1 Part-Time Animal Control Officer, 6 Full-Time Dispatchers, 1, 1 Full-Time Secretary, 1 Full-Time Records Clerk, 1 Full-Time Prosecuting Attorney (Contract), 1 Spanish Interpreter and overtime as it relates to those full-time positions. The personnel and overtime lines amount to \$2,201,992 of the entire budget or approximately 84.59% of the Police Operating Budget.							
				2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4210-30-120	PD School Crossing Guard	\$0.00	\$0.00	\$0.00	X		\$0.00	
01-4210-50-110	PD Dispatch Salaries	\$280,301.97	\$329,903.00	\$254,403.54	\$360,000.00	\$360,000.00	\$360,000.00	Contractual Dispatcher base salaries, shift differentials, ETO buybacks and holiday pay.
01-4210-50-120	PD Part-Time Dispatch	\$3,115.70	\$8,000.00	\$1,816.08	\$17,000.00	\$17,000.00	\$17,000.00	1 part-time dispatcher average 16 hours week and filling vacant or shorthanded shifts
01-4210-50-140	PD Dispatch Overtime	\$52,450.50	\$45,000.00	\$55,216.41	\$25,000.00	\$25,000.00	\$25,000.00	Overtime including training, meetings, and back-fill for ETO, etc.
01-4210-50-150	PD Dispatch Longevity Stipend	\$0.00	\$750.00	\$0.00	\$750.00	\$750.00	\$750.00	CBA
01-4210-50-160	PD Dispatch Education Stipend	\$0.00	\$2,750.00	\$2,000.00	\$2,750.00	\$2,750.00	\$2,750.00	CBA
01-4210-50-170	PD Dispatch Uniform Cleaning Stipend	\$0.00	\$2,100.00	\$0.00	\$2,100.00	\$2,100.00	\$2,100.00	CBA
01-4210-50-291	PD Dispatch Uniforms	\$3,897.92	\$4,450.00	\$5,154.44	\$2,650.00	\$2,650.00	\$2,650.00	Uniform costs for 6 dispatchers, and initial set up for new hire.
01-4210-50-500	PD Dispatch Training	\$0.00	\$6,000.00	\$4,406.59	\$6,335.00	\$6,335.00	\$6,335.00	New training budget to invest in the continuing education and professionalism of dispatch staff.
01-4414-00-120	AC Part-Time Salaries	\$0.00	\$10,000.00	\$6,465.58	\$11,000.00	\$11,000.00	\$11,000.00	Part-time Animal Control Officer - 10-12 hrs/wk @ \$18.50 per hr
01-4414-00-350	AC Medical Service	\$624.01	\$500.00	\$768.41	\$2,000.00	\$2,000.00	\$2,000.00	Veterinary services
01-4414-00-391	AC Wildlife Control	\$113.82	\$150.00	\$0.00	X		\$0.00	
01-4414-00-430	AC Kennel Maint/Repair	\$172.09	\$300.00	\$99.99	\$300.00	\$300.00	\$300.00	Supplies for upkeep and maintenance of Town kennel.
	Department Totals	\$2,069,092.36	\$2,376,203.00	\$1,882,501.60	\$2,603,057.00	\$2,603,057.00	\$2,603,057.00	

Department:	FIRE							
Department Responsibilities:	The Fire Department consists of 5 full time staff, including the Fire Chief, assisted by the on-call staff, which consists of up to 25 members. Our budget supports per diem positions that staff the station 24 hours a day / 365 days a year. Based on the type of alarm or emergency, the FT staff will also respond after their normal work period. We anticipate answering between 1,100 and 1,200 9-1-1 calls this year (currently at 1020, average approx 96/month). In addition, we provide fire inspections/code interpretation, fire prevention education, Community CPR classes and cover for various recreational activities that require EMS coverage. (e.g. junior football league, Old Home Day, Timberlane PAC events, based on the activity).							
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4220-10-110	FD Permanent Positions	\$330,373.82	\$327,741.00	\$311,569.82	\$670,000.00	\$670,000.00	\$670,000.00	Full time positions (fire chief, 2 captains, 2 driver/operators). 3 Paramedics for Ambulance Service. Increase includes COLA from 2023.
01-4220-10-291	FD Uniforms	\$33,733.01	\$31,950.00	\$35,673.97	\$36,000.00	\$36,000.00	\$36,000.00	All duty uniforms, firefighting personal protective gear, technical rescue gear, winter jackets, boots, gloves, reflective vests, etc.
01-4220-10-341	FD Telephones	\$5,450.44	\$4,484.00	\$2,240.22	\$5,000.00	\$5,000.00	\$5,000.00	Mi-Fi service for MDT's and cell phone service
01-4220-10-342	FD Data Processing	\$11,673.04	\$12,250.00	\$11,180.15	\$12,250.00	\$12,250.00	\$12,250.00	SBA Towers 11 LLC - Town Rental and Records Management System
01-4220-10-350	FD Medical Services	\$6,248.00	\$18,000.00	\$4,289.00	\$18,000.00	\$18,000.00	\$18,000.00	New hire (on-call or per diem) medical physicals and required annual medical physicals.
01-4220-10-560	FD Dues	\$22,626.63	\$17,530.00	\$14,035.62	\$18,730.00	\$18,730.00	\$18,730.00	Memberships to Seacoast Fire Chief's Association, Breathing Air Support Trailers, NH Firemen's Association, Hazardous Materials District, and Inspections
01-4220-10-620	FD Supplies	\$2,132.90	\$2,100.00	\$1,169.77	\$2,100.00	\$2,100.00	\$2,100.00	General Office Supplies
01-4220-10-670	FD Books & Periodicals	\$3,388.61	\$2,600.00	\$2,949.09	\$3,000.00	\$3,000.00	\$3,000.00	Fire Prevention Material and NFPA Codes Books
01-4220-10-690	FD Miscellaneous	\$1,554.33	\$1,475.00	\$1,401.62	\$1,475.00	\$1,475.00	\$1,475.00	Miscellaneous purchases, CDL reimbursement
01-4220-10-801	FD Mileage & Expense	\$0.00	\$200.00	\$144.00	\$200.00	\$200.00	\$200.00	Reimbursement for use of personal vehicle while on department business
01-4220-10-840	FD Events & Activities	\$1,103.68	\$1,400.00	\$281.19	\$1,400.00	\$1,400.00	\$1,400.00	Seacoast Chief Fire Officers - Annual Dinner, Awards Ceremony
01-4220-20-110	FD Permanent Position-FF	\$750.00	\$0.00	\$1,471.84	\$0.00	\$0.00	\$0.00	
01-4220-20-120	FD P-T Call Firefighters	\$358,469.51	\$370,000.00	\$328,409.29	\$510,948.00	\$510,948.00	\$510,948.00	Calls for Service / Events / Per Diem Coverage, officer stipend, training payroll. Includes pay increases and call volume projection. Includes increase for per diem / part-time staff for Ambulance Service

Department:		FIRE							
Department Responsibilities:		The Fire Department consists of 5 full time staff, including the Fire Chief, assisted by the on-call staff, which consists of up to 25 members. Our budget supports per diem positions that staff the station 24 hours a day / 365 days a year. Based on the type of alarm or emergency, the FT staff will also respond after their normal work period. We anticipate answering between 1,100 and 1,200 9-1-1 calls this year (currently at 1020, average approx 96/month). In addition, we provide fire inspections/code interpretation, fire prevention education, Community CPR classes and cover for various recreational activities that require EMS coverage. (e.g. junior football league, Old Home Day, Timberlane PAC events, based on the activity).							
				2023		2024	2024		
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:	
01-4220-20-140	FD Overtime-Firefighters	\$82,951.74	\$76,000.00	\$83,331.40	\$118,000.00	\$118,000.00	\$118,000.00	Overtime - Earned Time Off Liability, call backs, training, shift coverage. Includes overtime for COLA and Ambulance Service	
01-4220-20-150	FD Payroll	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
01-4220-20-430	FD Building Maintenance	\$162.66	\$1,500.00	\$934.42	\$1,500.00	\$1,500.00	\$1,500.00	General Items for Building Maintenance	
01-4220-20-500	FD Training	\$16,863.50	\$17,000.00	\$17,841.90	\$21,000.00	\$21,000.00	\$21,000.00		
01-4220-20-560	FD Dues-Hazmat	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
01-4220-20-630	FD Equipment Maintenance	\$7,491.27	\$16,400.00	\$13,171.74	\$18,200.00	\$18,200.00	\$18,200.00	Required annual testing and maintenance of equipment (hose, pumps, ground ladders, aerial ladder, radios, breathing air compressor)	
01-4220-20-635	FD Gasoline	\$19,400.15	\$12,000.00	\$12,133.48	\$16,600.00	\$16,600.00	\$16,600.00	Gasoline, Diesel, Tru-Fuel. Includes increased cost for Ambulance Service	
01-4220-20-660	FD Vehicle Maint./Supplies	\$33,508.98	\$20,100.00	\$31,378.97	\$25,100.00	\$25,100.00	\$25,100.00	Oil, Oil Filters, Air Filters, Lubricating Grease, DEF, Tires, Inspections, and Unforseen Repairs	
01-4220-20-661	FD Vehicle Repairs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
01-4220-20-740	FD Equipment	\$68,215.57	\$24,400.00	\$15,155.37	\$28,000.00	\$28,000.00	\$28,000.00	All loose equipment used for fire / rescue services. Hose, nozzles, pike poles, vehicle stabilization, flashlights, rope, technical rescue, fans, axes, shovels, patient rescue.	
01-4220-20-741	FD Equipment-Bunker Gear	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
01-4220-30-670	FD Books & Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
01-4220-70-610	FD General Supplies	\$12,298.16	\$12,000.00	\$15,742.36	\$27,000.00	\$27,000.00	\$27,000.00	Medical supplies. Includes increase for Ambulance Service.	
01-4220-90-120	FD Part-Time Forest Fire	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
	Department Totals	\$1,018,396.00	\$969,130.00	\$904,505.22	\$1,534,503.00	\$1,534,503.00	\$1,534,503.00		

Department:	INSPECTIONS							
Department Responsibilities:	The Building Inspections Office provides permitting, plan review, inspections and related services in order to ensure compliance with the New Hampshire State Building Code and Town of Plaistow's Zoning Ordinance. Responsibilities include reviewing plans and issuing permits to homeowners, licensed contractors or architects, conducting field inspections on building permits, certificates of occupancy, and certificates of inspection. The Department also is responsible for enforcement of the Town's Zoning Ordinances and working to resolve non-compliance matters. The inspection department provides staffing and/or support for Plaistow First Committee, Conservation Commission, Emergency Management Department, Safety Complex Building Committee(s), and MS-4 compliance. The Department also works closely with the Planning Office and the Health Department.							
				2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4240-10-110	IN Permanent Positions	\$91,735.77	\$110,294.00	\$100,289.79	\$135,900.00	\$135,900.00	\$135,900.00	Full-time inspecor and admin staff
01-4240-10-140	IN Back up Inspector	\$0.00	\$1,000.00	\$1,100.00	\$4,000.00	\$4,000.00	\$4,000.00	CE/BI/septic backup
01-4240-10-341	IN Telephone	\$772.40	\$675.00	\$676.37	\$850.00	\$850.00	\$850.00	Cell phone for inspector
01-4240-10-342	IN Data Processing	\$1,214.10	\$1,200.00	\$1,417.40	\$1,560.00	\$1,560.00	\$1,560.00	BMSI Support - 2 licenses
	IN Training & Conference	\$0.00	\$75.00	\$0.00	\$900.00	\$900.00	\$900.00	Seminars
01-4240-10-560	IN Dues & Subscriptions	\$200.00	\$400.00	\$228.50	\$400.00	\$400.00	\$400.00	Memberships - NHBOA, ICC
01-4240-10-620	IN Supplies	\$1,483.00	\$1,500.00	\$1,636.47	\$2,700.00	\$2,700.00	\$2,700.00	Office supplies. Purchased code books 2018 1285
01-4240-10-625	IN Postage	\$203.37	\$360.00	\$255.00	\$450.00	\$450.00	\$450.00	Permit mailings, increased due to COVID
01-4240-10-635	IN Gasoline	\$526.34	\$1,750.00	\$0.00	\$1,800.00	\$1,800.00	\$1,800.00	Vehicle fuel 105*52 - 12.5 mpg @\$4.00 gal
01-4240-10-660	IN Vehicle Maint./Repair	\$1,956.74	\$1,710.00	\$3,048.47	\$500.00	\$500.00	\$500.00	Tires, oil, battery, general maintenance
01-4240-10-661	IN Vehicle Lease	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$6,000.00	
01-4240-10-670	IN Books & Periodicals	\$1,567.55	\$300.00	\$103.25	\$300.00	\$300.00	\$300.00	
01-4240-10-740	Equipment purchase	\$392.27	\$400.00	\$248.73	\$750.00	\$750.00	\$750.00	
01-4240-40-308	IN Consultant Plumbing	\$9,760.00	\$10,000.00	\$15,680.00	\$14,040.00	\$14,040.00	\$14,040.00	Mechanical and gas
01-4240-40-309	IN Consultant-Electrical	\$6,600.00	\$10,000.00	\$11,600.00	\$15,700.00	\$15,700.00	\$15,700.00	
	Department Totals	\$116,411.54	\$139,664.00	\$136,283.98	\$185,850.00	\$185,850.00	\$185,850.00	

Department:		EMERGENCY MANAGEMENT							
Department Responsibilities:		Plaistow's Emergency Management Department provides leadership and assistance in an attempt to save lives, protect public health, safety, and property in Plaistow from any natural, man-made and technological hazards through an effective emergency management program based on four phases of Emergency Management; Mitigation, Preparedness, Response, and Recovery.							
				2023		2024	2024		
Account	Account	2022	2023	Actual YTD	2024	2024	2024		
Number	Name	Actual	Budget	Nov-2023	Requested	Approved	Approved	Description:	
01-4290-10-120	EM Part-Time Positions	\$8,726.65	\$15,000.00	\$7,568.07	\$15,000.00	\$15,000.00	\$15,000.00	Director / Deputy Director Stipend, 375 working hours at \$20/hr to work on required projects. (Table Top Exercises, updating local emergency operation plans)	
01-4290-10-341	EM Telephone	\$3,023.64	\$3,000.00	\$3,069.22	\$3,000.00	\$3,000.00	\$3,000.00	Annual SBA Tower Rental Fee	
01-4290-10-560	EM Dues/Membership	\$5,990.38	\$6,000.00	\$6,481.58	\$6,000.00	\$6,000.00	\$6,000.00	CODE Red Emergency Notification Platform - Annual Membership	
01-4290-10-620	EM Office Supplies	\$236.01	\$200.00	\$414.22	\$300.00	\$300.00	\$300.00	Printer ink, paper, etc.	
01-4290-10-625	EM Postage	\$0.00	\$100.00	\$0.00	\$25.00	\$25.00	\$25.00	Postage	
01-4290-10-630	EM Equipment Maintenance	\$0.00	\$250.00	\$0.00	\$300.00	\$300.00	\$300.00	As needed for repairs	
01-4290-10-635	EM Gasoline	\$45.59	\$0.00	\$70.43	\$100.00	\$100.00	\$100.00		
01-4290-10-690	EM Miscellaneous	\$529.10	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	Other items as needed	
01-4290-10-740	EM Equipment Purchase	\$7,681.18	\$6,000.00	\$8,591.68	\$10,000.00	\$10,000.00	\$10,000.00	Emergency Management Equipment / PPE / Barricades / Emergency Road Signs	
01-4290-10-800	EM CERT Team	\$1,645.00	\$1,000.00	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00	Items / Gear / Training for CERT Team / Rehab Supplies	
	Department Totals	\$27,877.55	\$32,550.00	\$26,195.20	\$37,225.00	\$37,225.00	\$37,225.00		

Department:	HIGHWAY							
Department Responsibilities:	<p>NOTES:The Highway Department consists of (4) full-time 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.</p>							
				2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4311-00-110	HW Highway Salaries	\$215,735.15	\$232,407.00	\$183,657.88	\$263,363.00	\$263,363.00	\$263,363.00	Supervisor 40 hours, Foreman 40 hours & Two Laborers 40 hours a week and longevity
01-4311-00-120	HW Highway Temp Labor	\$0.00	\$1.00	\$0.00	\$1.00	\$1.00	\$1.00	
01-4311-00-140	HW Highway Overtime	\$56,857.76	\$42,500.00	\$59,239.23	\$45,000.00	\$45,000.00	\$45,000.00	Over time to cover primarily winter storms. 3 year average is \$44,464.00 based on YTD for 2023
01-4311-00-291	HW Uniforms	\$2,833.17	\$3,500.00	\$1,764.65	\$3,500.00	\$3,500.00	\$3,500.00	Allowance for 4 permanent
01-4311-00-310	HW Engineering	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01-4311-00-341	HW Phone Allowance	\$1,260.00	\$1,500.00	\$360.00	\$1,300.00	\$1,300.00	\$1,300.00	Cell phone allowance per CBA
01-4311-00-342	HW Internet	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Computer and internet service for Department
01-4311-00-410	HW Electric	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Services as old building (dog kennel)
01-4311-00-411	HW Propane	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Services at old building, (emergency generator)
01-4311-00-560	HW Dues	\$150.00	\$400.00	\$200.00	\$400.00	\$400.00	\$400.00	Landfill recertification, mutual aid dues
01-4311-00-610	HW General Supplies	\$4,499.03	\$10,000.00	\$3,303.46	\$7,000.00	\$7,000.00	\$7,000.00	Batteries, water; other supplies for general use of department
01-4311-00-620	HW Office Supplies	\$25.97	\$300.00	\$187.98	\$300.00	\$300.00	\$300.00	
01-4311-00-635	HW Gas & Oil	\$15,661.18	\$15,000.00	\$10,569.85	\$15,000.00	\$15,000.00	\$15,000.00	Diesel & gasoline for small engines & pickup truck. \$1,274 / month based on YTD
01-4312-00-660	HW Vehicle Maintenance Supp.	\$18,230.50	\$16,000.00	\$16,222.10	\$19,000.00	\$19,000.00	\$19,000.00	In house services to maintain equipment including filters and general maintenance. Average \$1,610.00 / month.

Department:	HIGHWAY								
Department Responsibilities:	<p>NOTES:The Highway Department consists of (4) full-time 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.</p>								
				2023		2024	2024		
Account	Account	2022	2023	Actual YTD	2024	BOS	BUDCOM		
Number	Name	Actual	Budget	Nov-2023	Requested	Approved	Approved	Description:	
01-4312-00-661	HW Vehicle Repairs	\$22,946.29	\$20,000.00	\$21,365.23	\$20,000.00	\$20,000.00	\$20,000.00	CAT service contract, any work need from outside vendors, annual inspection stickers for truck.	
01-4312-00-740	HW Equipment Purchase	\$7,815.04	\$2,500.00	\$1,800.00	\$2,000.00	\$2,000.00	\$2,000.00	Purchase shovels, rakes, brooms, and other miscellaneous hand tools and equipment.	
01-4312-10-610	HW General Supplies-Traffic	\$21,291.26	\$55,000.00	\$41,863.56	\$55,000.00	\$55,000.00	\$55,000.00		
01-4312-10-651	HW Crushed Stone	\$1,467.23	\$2,000.00	\$2,294.40	\$2,000.00	\$2,000.00	\$2,000.00		
01-4312-10-730	HW Drainage Improvements	\$611.22	\$20,000.00	\$12,880.00	\$20,000.00	\$20,000.00	\$20,000.00	Drainage work and dredging of outfalls as needed and pending emergencies	
01-4312-10-731	HW Pavement Management	\$154,949.19	\$200,000.00	\$187,263.03	\$200,000.00	\$200,000.00	\$200,000.00	Annual Road Surface Management System (RSMS) Road Work	
01-4312-20-580	HW Rentals & Leases	\$2,773.00	\$5,000.00	\$3,142.00	\$5,000.00	\$5,000.00	\$5,000.00	Rental equipment, small excavator, aerator, and other rentals as needed.	
01-4312-20-653	HW Street Sweeping	\$6,998.60	\$7,000.00	\$7,526.40	\$8,500.00	\$8,500.00	\$8,500.00	Sweep all roads in spring & before paving	
01-4312-30-654	HW Culvert Maintenance	\$10,944.25	\$11,000.00	\$11,958.98	\$11,000.00	\$11,000.00	\$11,000.00	Clean 550+ basins, funding for frames and covers.	
01-4312-50-610	HW Salt & Sand	\$85,425.70	\$65,000.00	\$66,220.51	\$65,000.00	\$65,000.00	\$65,000.00	Salt & ice melt for town facilities. 10 year average is 1,314 tons per year. Approximately 600 in salt building.	
01-4312-50-650	HW Snow Plowing	\$123,515.50	\$185,000.00	\$209,818.50	\$200,000.00	\$200,000.00	\$200,000.00	21 hired trucks / more during larger storms. Increase in rate to accommodate operating costs.	
01-4312-80-390	HW Tree Removal	\$5,300.00	\$5,000.00	\$9,900.00	\$7,000.00	\$7,000.00	\$7,000.00	Emergency tree removal.	
01-4312-80-391	HW Grounds Maintenance	\$77,871.51	\$90,000.00	\$81,124.95	\$90,000.00	\$90,000.00	\$90,000.00		
	Department Totals	\$837,161.55	\$989,108.00	\$932,662.71	\$1,040,364.00	\$1,040,364.00	\$1,040,364.00		

Department:	STREET LIGHTING								
Department Responsibilities:	Accounts for electricity needed to power the Town's street lights								
				2023		2024	2024		
Account Number	Account Name	2022 Actual	2023 Budget	Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved		Description:
01-4316-30-410	Street Lights	\$92,602.28	\$112,500.00	\$69,826.27	\$95,000.00	\$95,000.00	\$95,000.00		Community wide street lights; will see decrease in future years due to LED Project
	Department Totals	\$92,602.28	\$112,500.00	\$69,826.27	\$95,000.00	\$95,000.00	\$95,000.00		

Department:	SOLID WASTE COLLECTION												
Department Responsibilities:	Under the Town's contract with our solid waste provider, the Town pays a base fee, then for each ton collected.												
					2023		2024	2024					
Account	Account	2022	2023	2023	2024	2024	2024	2024					
Number	Name	Actual	Budget	Actual YTD Nov-2023	Requested	BOS Approved	BUDCOM Approved						Description:
01-4323-10-570	Sanitation/Solid Waste Collection	\$808,458.18	\$890,000.00	\$695,020.23	\$902,980.00	\$902,980.00	\$902,980.00						Estimate based on historical usage and costs per contract
01-4323-10-575	Cart Lease/Costs	\$82,869.64	\$84,228.00	\$84,227.04	\$84,228.00	\$84,228.00	\$84,228.00						Lease agreement payments on carts
01-4323-10-580	Hazardous Household Waste	\$23,320.50	\$35,000.00	\$20,681.65	\$27,500.00	\$27,500.00	\$27,500.00						2 Collections Annually, costs shared by participating communities
01-4323-10-600	TRAC Committee Exp/Education	\$117.00	\$250.00	\$0.00	\$250.00	\$250.00	\$250.00						TRAC Committee Expenses/Education/Mailings
	Department Totals	\$914,765.32	\$1,009,478.00	\$799,928.92	\$1,014,958.00	\$1,014,958.00	\$1,014,958.00						

Department:		SOLID WASTE DISPOSAL/LANDFILL							
Department Responsibilities:		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.							
				2023		2024	2024		
Account	Account	2022	2023	Actual YTD	2024	2024	2024		
Number	Name	Actual	Budget	Nov-2023	Requested	Approved	Approved	Description:	
01-4324-10-140	LF Overtime	\$9,315.23	\$7,500.00	\$11,910.78	\$8,500.00	\$8,500.00	\$8,500.00	Landfill attendents for Wednesday and Saturdays of scheduled openings	
01-4324-10-310	LF Engineering	\$40,678.09	\$25,000.00	\$22,802.12	\$27,500.00	\$27,500.00	\$27,500.00	Landfill Water Monitoring (NHDES Mandated)	
01-4324-10-650	LF Groundskeeping	\$0.00	\$5,000.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	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.	
Department Totals		\$49,993.32	\$37,500.00	\$34,712.90	\$38,500.00	\$38,500.00	\$38,500.00		

Department:		HEALTH						
Department Responsibilities:		As of 9/1/2023, there are 60 licensed food establishments and 12 licensed temporary food establishments, all of which are inspected annually by the Health Department. We have 5 licensed child care establishments, which require inspections every 3 years and as needed. The 3 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; South Central Public Health Emergency Preparedness Task Force; and other public health issues as they arise. The 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. The Health Officer investigates public health complaints and enforces local and state public health regulations. Additionally, the Health Officer conducts plan review for licensed establishments, conducts foster care inspections, conducts construction inspections, assists with Certificate of Occupancy Inspections, and manages water testing at town facilities.						
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4411-00-341	HL Telephone	\$493.25	\$500.00	\$464.65	\$500.00	\$500.00	\$500.00	Cell phone - No change
01-4411-00-560	HL Dues	\$210.00	\$300.00	\$129.99	\$300.00	\$300.00	\$300.00	NH Health Officers Assoc., MA Health Officers Assoc., National Environmental Health Assoc. No Change.
01-4411-00-610	HL General Supplies	\$200.00	\$200.00	\$0.00	\$500.00	\$500.00	\$500.00	Digital thermometers, thermometer batteries, chemical test strips, inspection supplies, apparel. Increase due to increase in overall supply costs.
01-4411-00-620	HL Office Supplies	\$1,028.55	\$75.00	\$117.91	\$350.00	\$350.00	\$350.00	Card stock for licenses, laminating supplies. Increase due to increase in overall supply costs and historical overspending in this line. New request is based on an average of past years spending, with a small buffer added for overages.
01-4411-00-625	HL Postage	\$275.92	\$300.00	\$346.54	\$300.00	\$300.00	\$300.00	Priority mailings for water samples; routine mailings; Certified Mailings for compliance letters. No changes.
01-4411-00-801	HL Mileage	\$190.72	\$1,015.00	\$439.94	\$650.00	\$650.00	\$650.00	Mileage for inspections, meetings, trainings, committees. Decreased due to not needing the amount indicated historically.
01-4411-10-110	HL Permanent Position	\$47,887.65	\$53,560.00	\$47,548.80	\$55,328.00	\$55,328.00	\$55,328.00	Salary: 52 weeks with contractual wage adjustment on April 1, 2024.
01-4411-10-XXX	HL Overtime/Hourly			\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	Including a new line for Health Department overtime costs and hourly costs for part time position, where duties exceed 3 hours in any given week.
01-4411-10-150	HL Part Time Position	\$261.25	\$500.00	\$0.00	\$3,900.00	\$3,900.00	\$3,900.00	Deputy Health Officer stipend. Increase to allow for enough funding to get someone in the position. 3,900 over 52 weeks = \$75/week stipend.
01-4411-20-350	HL Medcial Services	\$24.99	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	Flu shots (4th quarter expenditure). No changes.
01-4411-20-391	HL Water Testing	\$430.83	\$500.00	\$382.78	\$350.00	\$350.00	\$350.00	Compliance testing at Town wells at PARC, Library, Smith Field, Town Hall Annex, PWG and suspect well sites. Decrease due to les testing as sites transition to town water.

Department:	HEALTH							
Department Responsibilities:	<p>As of 9/1/2023, there are 60 licensed food establishments and 12 licensed temporary food establishments, all of which are inspected annually by the Health Department. We have 5 licensed child care establishments, which require inspections every 3 years and as needed. The 3 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; South Central Public Health Emergency Preparedness Task Force; and other public health issues as they arise. The 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. The Health Officer investigates public health complaints and enforces local and state public health regulations. Additionally, the Health Officer conducts plan review for licensed establishments, conducts foster care inspections, conducts construction inspections, assists with Certificate of Occupancy Inspections, and manages water testing at town facilities.</p>							
				2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4411-30-501	HL Mosquito Control	\$33,000.00	\$33,000.00	\$33,000.00	\$35,000.00	\$35,000.00	\$35,000.00	
	Department Totals	\$84,003.16	\$90,450.00	\$82,430.61	\$99,178.00	\$99,178.00	\$99,178.00	

Department:	HUMAN SERVICES																	
Department Responsibilities:	<p>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, transportation referrals for service and 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.</p>																	
					2023			2024		2024								
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	<u>Description:</u>										
01-4419-21-390	OH Rockingham CAP	\$10,612.00	\$10,612.00	\$10,612.00	\$10,612.00	\$10,612.00	\$10,612.00	Community Action Program (CAP) helps alleviate and prevent poverty and promotes self reliance. Fuel and crisis assistance has been provided to 309 Plaistow households in 2023.										
01-4419-24-390	OH HAVEN	\$5,000.00	\$5,000.00	\$5,000.00	\$4,875.00	\$4,875.00	\$4,875.00	A 24 hour emergency shelter and support to victims of domestic and sexual violence. YTD in 2023, 25 residents were provided with 224 units of service .										
01-4419-30-390	OH Child Advocacy Center	\$1,250.00	\$1,250.00	\$0.00	\$1,250.00	\$1,250.00	\$1,250.00	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. Year-to-date 13 clients have been served from Plaistow.										
01-4419-40-390	OH Center for Life Mgt.	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	The Center's mission is to promote and advance the mental health and emotional well being of individuals, families and organizations within our community. 229 clients have been served in 2023 with with cost associated with service of over \$100,000										
01-4419-91-390	OH Friends RSVP	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	\$850.00	Retired Senior Volunteer Program (RSVP) provides volunteer services for Seniors by giving rides to appointments, clerical assistance, wellness benefits and reducing isolation by companionship. Average value of a volunteer hour is \$32.54 with 1338 Plaistow clients served.										
01-4419-93-390	OH Vic Geary Center	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00	The Senior Center provides diverse activities, socialization 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.										

Department:		HUMAN SERVICES											
Department Responsibilities:		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, transportation referrals for service and 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.											
					2023		2024	2024					
Account	Account	2022	2023	Actual YTD	2024	2024	2024						
Number	Name	Actual	Budget	Nov-2023	Requested	Approved	Approved	<u>Description:</u>					
01-4419-94-390	OH Lamprey Health	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Transportation combined with Rockingham/MOW Request. Lamprey has eliminated their funding request.					
01-4419-97-390	OH Rockingham MOW/Triplink	\$7,671.00	\$7,671.00	\$7,671.00	\$7,800.00	\$7,800.00	\$7,800.00	Meals were provided to 74 Plaistow Residents for a total of 9,527 meals. Meals on Wheels program delivered to the homebound elderly and disabled residents and did wellness checks. In addition, transportation was provided as RCMOW is providing rides as Lamprey Health Care did previously. Plaistow residents were fed meals at a cost of \$10.55, and provided rides at a cost of \$38.99.					
01-4419-98-390	OH Waypoint (Community Health Services)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No request for 2024 as BOD changed service area and is now excluding Plaistow.					
01-4419-99-390	OH Waypoint	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	No request for 2024 as Waypoint (formerly Child & Family Services of NH) changed service area and is now excluding Plaistow.					
01-4419-99-400	SoRock	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	SoRock was adopted by a 2022 community vote. SoRock is a community coalition designed to promote wellness and nurture resiliency for the children, youth, and families of southern Rockingham County with goals of preventing substance misuse and reducing the stigma related to mental health issues support. Approx 630 clients served in Plaistow this year.					
Department Totals		\$46,883.00	\$46,884.00	\$45,633.00	\$46,887.00	\$46,887.00	\$46,887.00						

Department:	WELFARE ADMINISTRATION & ASSISTANCE							
Department Responsibilities:	<p>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. YTD in 2020, Plaistow has assisted with 65 inquiries 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.</p>							
				2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4441-10-110	WF Welfare Director's Salary	\$18,498.17	\$19,036.00	\$17,645.45	\$19,500.00	\$19,500.00	\$19,500.00	Partial salary (25%) for staff shared with HR and Finance
01-4441-10-560	WF Dues	\$30.00	\$30.00	\$30.00	\$60.00	\$60.00	\$60.00	Association dues paid annually
01-4441-10-620	WF Office Supplies	\$40.00	\$100.00	\$0.00	\$100.00	\$100.00	\$100.00	File folders, general office supplies, ink cartridges
01-4442-10-840	WF Shelter/Rent	\$7,330.43	\$14,000.00	\$9,280.03	\$12,000.00	\$12,000.00	\$12,000.00	Assistance provided on an as needed basis determined by a budget worksheet and eligibility formula. Other State, County and Federal funds that remained available reducing the Town's burden hve expired.
01-4442-10-843	WF Food/Markets	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Unforeseen assistance for residents in need, determined by event.
01-4442-10-845	WF Telephone Svc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Assistance provided on an as needed basis as determined by application process
01-4442-10-846	WF Electric Assistance	\$1,158.06	\$4,000.00	\$842.88	\$4,000.00	\$4,000.00	\$4,000.00	Aid provided on an as needed emergency basis to maintain, restore or prevent power interruption maintaining the safety of the household. With COVID, utility companies were required to prevent interruption of service. This is no longer and many have large invoices and payment plans as they are still owed.
01-4442-10-847	WF Heat	\$1,978.90	\$1,500.00	\$1,209.80	\$1,500.00	\$1,500.00	\$1,500.00	Assistance provided on an as needed emergency basis to maintain the health and welfare of the household
01-4442-10-848	WF Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Assistance provided on an as needed basis when there is a gap or loss of insurance benefit.
01-4442-10-849	WF Miscellaneous Assistance	\$0.00	\$0.00	\$515.31	\$250.00	\$250.00	\$250.00	Unforeseen assistance for residents in need, determined by event.
01-4442-10-850	WF Funeral Assistance	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	Burial assistance for low income as per RSA
01-4442-10-860	WF Transportation	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00	
	Department Totals	\$29,035.56	\$39,666.00	\$29,523.47	\$38,910.00	\$38,910.00	\$38,910.00	

Department:		RECREATION							
Department Responsibilities:		The Recreation Department is responsible for providing both passive and active programs to meet the needs of our citizens through comprehensive activities to include but not limited to community events, trips, cultural programs and sporting leagues. The department also maintains two properties PARC and Smith Filed located on Ingalls Terrace. Properties which include 3 pavillions, 3 baseball fields, 2 softball fields, 2 sheds, 2 basketball courts, 2 playgrounds, 1 set of batting cages, 1 large multi purpose field, and 1 wallball court. In addition, the department acts as a liaisons to all community based organizations within the Town of Plaistow.							
				2023		2024	2024		
Account	Account	2022	2023	Actual YTD	2024	BOS	BUDCOM		
Number	Name	Actual	Budget	Nov-2023	Requested	Approved	Approved	Description:	
01-4520-10-110	RC Director Salary	\$38,322.10	\$42,635.00	\$37,325.34	\$41,915.00	\$41,915.00	\$41,915.00	Director Salary 35-40 hrs per week based upon events. Amount includes the cost of Living Increase 3% issued in 2022.	
01-4520-10-120	RC Part-Time	\$46,995.13	\$57,000.00	\$56,689.63	\$78,000.00	\$78,000.00	\$78,000.00	Summer Rec Director for 7 weeks along with 16 staff members for 7 weeks (40hrs per week + 16 hrs of training) of the summer recreation program. Increase in staff pay to keep up with average regional seasonal pay. Tuition cost will also increase to generate revenue that is projected to cover the cost of Part-Time seasonal pay and Summer Rec Program Expenses.	
01-4520-10-140	RC Overtime	\$2,980.70	\$1,800.00	\$2,062.08	\$1,800.00	\$1,800.00	\$1,800.00		
01-4520-10-291	RC Uniforms	\$2,119.00	\$2,200.00	\$2,568.50	\$2,200.00	\$2,200.00	\$2,200.00	t-shirts for staff and campers. Necessary when traveling with large groups of children.	
01-4520-10-341	RC Telephone	\$1,115.83	\$1,000.00	\$328.36	\$1,000.00	\$1,000.00	\$1,000.00	Cellphone for Director, Landlines @ PARC and security.	
01-4520-10-410	RC Electric @ Fields	\$7,963.18	\$8,200.00	\$5,919.91	\$8,200.00	\$8,200.00	\$8,200.00	Concession stand and parking lot lights. Pump house heater, and well pumps for 2 homes situated around PARC due to water issues.	
01-4520-10-610	RC Supplies	\$962.93	\$1,000.00	\$1,655.63	\$1,000.00	\$1,000.00	\$1,000.00	General Office Supplies	
01-4520-10-625	RC Postage	\$106.17	\$100.00	\$16.50	\$100.00	\$100.00	\$100.00	All outgoing mail	
01-4520-10-630	RC Equipment Maintenance	\$2,638.60	\$1,500.00	\$6,309.44	\$1,500.00	\$1,500.00	\$1,500.00	Ongoing upkeep and maintenance to maintain integrity of existing equipment at playgrounds and facilities to meet the recommendations set forth by Primex during annual inspection.	

Department:	RECREATION							
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				2023		2024	2024	
Account	Account	2022	2023	Actual YTD	2024	BOS	BUDCOM	
Number	Name	Actual	Budget	Nov-2023	Requested	Approved	Approved	Description:
01-4520-10-650	RC Groundskeeping/Maintenance	\$11,562.40	\$20,000.00	\$23,828.42	\$22,000.00	\$22,000.00	\$22,000.00	Pest control, annual planting, rentals of portable toilets at PARC / Ingalls and town green for 7months. In addition to field maintenance for spring and fall baseball/softball leagues, including mowing of 4 fields, along with ditch and swales maintenance.
01-4520-10-801	RC Mileage/Exp.	\$772.74	\$500.00	\$428.29	\$500.00	\$500.00	\$500.00	Off site fieldtrips for Summer Rec and pick up of out of town supplies and equipment as needed.
01-4520-10-810	RC Summer Rec Program	\$30,629.76	\$30,000.00	\$32,318.03	\$30,000.00	\$30,000.00	\$30,000.00	
01-4520-20-801	RC Summer Transportation	\$4,670.52	\$6,500.00	\$4,779.00	\$6,500.00	\$6,500.00	\$6,500.00	Busses for all Field Trips. Less off site activities, enrichment will come to the park.
01-4520-20-854	RC Plaistow Pride	\$20.57	\$75.00	\$49.59	\$75.00	\$75.00	\$75.00	Gloves bags and refreshments
01-4520-20-856	RC Concerts	\$6,500.00	\$8,000.00	\$5,201.64	\$7,500.00	\$7,500.00	\$7,500.00	Summer concert series, If concerts are moved back to the Town Green we will need to increase our budget to include portable toilets for 8 weeks, approximately 1500.00 (2 toilets* 8wks.) Concert licensure at approximately 350 per year.
01-4520-20-857	RC Senior Programs	\$767.10	\$2,400.00	\$761.99	\$2,400.00	\$2,400.00	\$2,400.00	All senior specific programing
01-4520-20-859	RC Senior Transportations	\$0.00	\$1.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	
01-4520-40-500	RC Elder Affairs	\$1,082.29	\$1,600.00	\$3,674.69	\$2,500.00	\$2,500.00	\$2,500.00	
01-4520-20-860	RC Community Events	\$4,405.78	\$6,000.00	\$1,564.47	\$6,000.00	\$6,000.00	\$6,000.00	All events held within the community to include but not limited to Holiday, Family events. There will be a large amount of 4th Quarter events.
01-4520-20-861	RC Baseball/Softball Leagues	\$1,053.60	\$1,500.00	\$2,100.00	\$1,500.00	\$1,500.00	\$1,500.00	Baseball registrations, and equipment is now run through the revolving fund. We will continue to off set the safety aspect. Insurance, background checks, CPR training for coaches. 24 Coaches @ \$42 per person
01-4520-20-870	RC Youth Disbursements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Department:	RECREATION							
Department Responsibilities:	The Recreation Department is responsible for providing both passive and active programs to meet the needs of our citizens through comprehensive activities to include but not limited to community events, trips, cultural programs and sporting leagues. The department also maintains two properties PARC and Smith Filed located on Ingalls Terrace. Properties which include 3 pavillions, 3 baseball fields, 2 softball fields, 2 sheds, 2 basketball courts, 2 playgrounds, 1 set of batting cages, 1 large multi purpose field, and 1 wallball court. In addition, the department acts as a liaisons to all community based organizations within the Town of Plaistow.							
				2023		2024	2024	
Account	Account	2022	2023	Actual YTD	2024	BOS	BUDCOM	
Number	Name	Actual	Budget	Nov-2023	Requested	Approved	Approved	Description:
01-4520-20-872	RC Umpires BB/SB	\$2,100.00	\$2,100.00	\$1,406.07	\$500.00	\$500.00	\$500.00	Baseball registrations, and equipment is now run through the revolving fund. We will continue to off set the safety aspect by providing the umpires.
	Department Totals	\$166,768.40	\$194,111.00	\$188,987.58	\$216,190.00	\$216,190.00	\$216,190.00	

Department:	PATRIOTIC/CULTURAL								
Department Responsibilities:	This budget funds the Town's patriotic programs and memorial celebrations.								
					2023		2024	2024	
Account	Account	2022	2023	Actual YTD	2024	BOS	BUDCOM		
Number	Name	Actual	Budget	Nov-2023	Requested	Approved	Approved	Description:	
01-4583-10-855	Patriotic Purposes	\$587.79	\$600.00	\$500.00	\$600.00	\$600.00	\$600.00	Funding for Town celebrations and remembrances such as Memorial Day, Veterans Day and 9/11 remembrance	
01-4589-10-855	CL Events & Activities	\$30,324.82	\$20,000.00	\$22,854.38	\$25,000.00	\$40,000.00	\$40,000.00	Old Home Day	
01-4589-20-000	Historical Society			\$0.00	\$8,036.00	\$0.00		Removed to a Warrant Article	
	Department Totals	\$30,912.61	\$20,600.00	\$23,354.38	\$33,636.00	\$40,600.00	\$40,600.00		

Department:		CONSERVATION							
Department Responsibilities:		The Conservation oversees the Town's conservation efforts and upkeep of the Plaistow Town Forest.							
				2023		2024	2024		
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:	
01-4611-10-120	CC Part-Time Position	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	Minute taker - Based on 10 monthly meetings at 4 hours per meeting (2 hours of meeting time, 2 hours of transcription time) at \$25.00/hour hoping to hire in 2024	
01-4611-20-391	CC Water Testing	\$0.00	\$3,500.00	\$4,600.00	\$4,600.00	\$4,600.00	\$4,600.00	Level fund, based on \$4,260 for annual stream sampling and \$1,740 for MS4 testing. Adding potassium and phosphorus test to each of the 21 sample sites done for the annual stream sampling. 2024 increase to cover increases in water testing.	
01-4611-20-560	CC Dues	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00	\$475.00	Annual dues for the NHACC - New Hampshire Association of Conservation Commissions. The Association sponsors an annual meeting and several workshops through the year. Always an excellent source for information on conservation related matters. Level fund, dues are calculated on a per capita basis.	
01-4611-20-610	CC General Supplies	\$254.75	\$750.00	\$352.67	\$850.00	\$850.00	\$850.00	Expenses for Arbor Day and Other items as needed	
01-4611-20-630	CC Forest Maintenance	\$145.00	\$1,500.00	\$1,254.83	\$1,500.00	\$1,500.00	\$1,500.00	Increase in forest fund repair work to bridges and trails after forest maintenance cut. As needed. Trail signs and new maps are taken from this line item.	
	Department Totals	\$1,874.75	\$7,225.00	\$6,682.50	\$8,425.00	\$8,425.00	\$8,425.00		

Department:	DEBT SERVICE							
Department Responsibilities:	This budget funds the Towns long-term debt repayment, and interest on short-term borrowing, as needed.							
				2023		2024	2024	
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approved	Description:
01-4711-00-980	Principal Due	\$280,000.00	\$306,960.00	\$306,960.00	\$312,500.00	\$312,500.00	\$312,500.00	Principal due on PSB Bond and Fire Truck Bond
01-4711-00-981	Int Exp-Long Term Bonds	\$222,894.00	\$261,237.00	\$261,237.36	\$244,329.00	\$244,329.00	\$244,329.00	Interest due on PSB Bond and Fire Truck Bond
01-4723-00-981	Interest/TAN	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	Interest on short term borrowing if needed
	Department Totals	\$502,894.00	\$568,198.00	\$568,197.36	\$556,829.00	\$556,829.00	\$556,829.00	

Department:		WATER DEPARTMENT							
Department Responsibilities:		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, 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. Costs associated with managing and maintaining the Town's water utility are offset by Water Fees for commercial properties in Town which are connected to the fire suppression system.							
				2023		2024	2024		
Account	Account	2022	2023	Actual YTD	2024	BOS	BUDCOM		
Number	Name	Actual	Budget	Nov-2023	Requested	Approved	Approval	Description:	
12-4332-10-120	WD Payroll	\$18,756.04	\$85,000.00	\$7,727.69	\$85,000.00	\$85,000.00	\$85,000.00	As needed staff, administration, project coordinator	
12-4332-10-220	WD FICA/Med	\$0.00	\$6,500.00	\$0.00	\$6,502.00	\$6,502.00	\$6,502.00	FICA and medicare on above	
12-4332-10-291	WD Uniforms	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	\$1,000.00	Rain gear, boots, safety shirts, vests, etc.	
12-4332-10-310	WD Engineering/Prof Services	\$42,186.74	\$30,000.00	\$27,941.07	\$32,500.00	\$32,500.00	\$32,500.00	Engineering consultant fees including periodic construction supervision, drawing updates and planning consultation.	
12-4332-10-320	WD Legal	\$1,780.90	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00	Legal/Assistance with polices and such	
12-4332-10-341	WD Telephone	\$700.11	\$500.00	\$360.09	\$480.00	\$480.00	\$480.00	Maple Ave system alarm monitoring and cell phone for Water Supt (split with Fire Dept)	
12-4332-10-410	WD Electric	\$3,716.59	\$7,500.00	\$5,381.82	\$6,000.00	\$6,000.00	\$6,000.00	Heating at Maple Avenue as well as electric fire and jockey pump operations; share of PWG	
12-4332-10-411	WD Heating	\$0.00	\$7,500.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	Share of PWG	
12-4332-10-610	WD General Supplies	\$1,244.05	\$3,000.00	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	Keys, tools, locks, general supplies.	
12-4332-10-611	WD Office Supplies/Admin	\$0.00	\$0.00	\$119.63				Envelopes, postage and other office/admin costs	
12-4332-10-615	WD Chemicals	\$0.00	\$10,000.00	\$1,634.29	\$10,000.00	\$10,000.00	\$10,000.00	Chemicals to treat system/water	
12-4332-10-801	WD Mileage & Expense	\$0.00	\$500.00	\$0.00	\$500.00	\$500.00	\$500.00		
12-4332-20-430	WD Waterline Repairs	\$0.00	\$25,000.00	\$8,196.13	\$25,000.00	\$25,000.00	\$25,000.00	Unanticipated water line breaks/leak detection, major unanticipated equipment repairs.	
12-4332-20-630	WD Equipment Repairs	\$2,654.44	\$7,500.00	\$0.00	\$7,500.00	\$7,500.00	\$7,500.00	Hydrant or pump repair or any equipment used to perform maintenance.	
12-4332-20-631	WD Equipment Maintenance	\$0.00	\$5,000.00	\$393.66	\$5,000.00	\$5,000.00	\$5,000.00	Contracted Services for diesel engine and fire pump tests and additional machine rentals (brush clearing, bollard replacement, valve box maintenance).	
12-4332-20-635	WD Gasoline/Fuel	\$2,229.87	\$5,000.00	\$684.58	\$2,500.00	\$2,500.00	\$2,500.00	Diesel fuel for pump and SC Generator replenished after fire pump testing at year end and fuel for the dept. vehicle.	

Department:		WATER DEPARTMENT							
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				2023		2024	2024		
Account Number	Account Name	2022 Actual	2023 Budget	2023 Actual YTD Nov-2023	2024 Requested	2024 BOS Approved	2024 BUDCOM Approval	Description:	
12-4332-20-661	WD Vehicle Maintenance	\$97.83	\$2,500.00	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	Routine vehicle maintenance and repairs (non-warranty items).	
12-4332-20-740	WD Equipment Purchase	\$27,849.16	\$25,000.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	Meters, backflow preventors, hydrants, horns and other miscellaneous equipment purchases	
12-4332-30-300	WD Water Operator	\$32,950.72	\$80,000.00	\$73,923.01	\$80,000.00	\$80,000.00	\$80,000.00	Water operator to oversee system. HAWSCO... \$60k base.	
12-4332-30-310	WD Purchase of Water	\$424,768.92	\$125,000.00	\$287,381.56	\$145,000.00	\$145,000.00	\$145,000.00	Purchase of water	
12-4332-30-315	WD WQ S&A	\$0.00	\$5,000.00	\$13,345.10	\$15,000.00	\$15,000.00	\$15,000.00	Water sampling quality and analysis	
12-4332-40-900	WD Admin Overhead	\$0.00	\$10,000.00	\$3,400.00	\$10,000.00	\$10,000.00	\$10,000.00	Share of combined expenses such as insurances etc.	
12-4711-00-980	WD Principal on Debt	\$0.00	\$30,025.00	\$30,025.00	\$33,300.00	\$33,300.00	\$33,300.00	Debt Principal	
12-4711-00-981	WD Interest on Debt	\$0.00	\$22,065.00	\$22,064.78	\$18,732.00	\$18,732.00	\$18,732.00	Debt Interest	
	Department Totals	\$558,935.37	\$494,090.00	\$482,578.41	\$520,014.00	\$520,014.00	\$520,014.00		