



**Town of Amherst, NH**  
**BOARD OF SELECTMEN AGENDA**  
Barbara Landry Meeting Room, 2 Main Street  
**MONDAY, MARCH 10, 2025 6:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Administration**
  - 4.1. John Harvey, ACC member recognition
  - 4.2. Administrative updates
  - 4.3. BOS Action Items
- 5. Staff Reports**
  - 5.1. DPW- Award of Fire Station Septic Relocation Work
  - 5.2. FR- Hiring of an EMT
  - 5.3. Finance- FY25 Budget Status Report
  - 5.4. Finance- HSA Funding
- 6. Consent Agenda**
  - 6.1. AP & PR Approvals
  - 6.2. Land Use Change Tax Signatures
- 7. Other Approvals**
  - 7.1. Re-appointment, Rob Clemens, Souhegan River Advisory Committee (SoRLAC)
  - 7.2. Minutes
- 8. New Action Items**
- 9. Old/New Business**

10. **Non-Public Session pursuant to NHRSA 91-A:3 (I) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.**

### **Adjournment**

**Next Meeting: March 24, 2025**

You are invited to a Zoom webinar:

When: Mar 10, 2025 06:30 PM Eastern Time (US and Canada)

Topic: BOS Meeting 3/10/2025

Join from PC, Mac, iPad, or Android: <https://us02web.zoom.us/j/81135815012>

Phone one-tap: +16465588656

Webinar ID: 811 3581 5012

Please be advised that technical difficulties may occur during this Zoom meeting due to factors beyond our control. If you experience issues with video or audio, please try refreshing your connection or checking your Internet connection. We appreciate your understanding.



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** John Harvey, ACC member  
recognition

**Department:** Administration

**Meeting Date:** March 10, 2025

**Staff Contact:**

---

**BACKGROUND INFORMATION:**

**BUDGET IMPACT:**

*(Include general ledger account numbers)*

**POLICY IMPLICATIONS:**

**DEPARTMENT HEAD RECOMMENDATION:**

**SUGGESTED MOTION:**

**TOWN ADMINISTRATOR RECOMMENDATION:**

**ATTACHMENTS:**

None



# **Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT**

**Title:** Administrative updates  
**Meeting Date:** March 10, 2025

**Department:** Administration  
**Staff Contact:**

---

## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

### **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

None



# **Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT**

**Title:** BOS Action Items  
**Meeting Date:** March 10, 2025

**Department:** Administration  
**Staff Contact:**

---

## **BACKGROUND INFORMATION:**

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

### **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

1. ActionItems2-24-25

## AMHERST BOS ACTION ITEMS

[illegible]



## Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** DPW- Award of Fire Station Septic Relocation Work

**Department:** Public Works

**Meeting Date:** March 10, 2025

**Staff Contact:** Eric Slosek

---

### **BACKGROUND INFORMATION:**

The Department of Public Works (DPW) has been assigned the task of relocating the internal plumbing at the Central Fire Station to direct outflow to a different side of the building. This project became necessary following the completion of plans to remediate PFAS contamination identified behind the station. Due to the anticipated start of the exterior septic relocation work after April 1, this project is time-sensitive.

The DPW solicited and received quotes from two companies: Cattle Dog, the contractor responsible for the exterior septic work, and A.J. LeBlanc Heating, Inc. LeBlanc has a strong history of providing plumbing and HVAC services for Town facilities, with consistently positive experiences. After a thorough review of both proposals, we recommend awarding the contract to A.J. LeBlanc Heating, Inc. for a total cost of \$26,846.86. Additionally, we request that the Board of Selectmen authorize the DPW to expend an additional \$10,000 as a contingency to address any unforeseen issues that may arise during the project.

As part of this work, the DPW also obtained quotes for re-carpeting areas affected by the construction. The department will contract with Cardoza Flooring to re-carpet the museum and the Fire Chief's office at a total cost of \$4,029.02.

The DPW Director and Town Administrator have agreed that the expenses for this project will be charged to the DPW Facility Maintenance & Repair budget line (01-4194-40-2431). As a result, several facility maintenance projects will need to be deferred until additional funding can be identified later in the fiscal year. The deferred projects include the replacement of furnaces at the South Fire Station and Library, as well as the painting and/or siding replacement at the Police Department.

We appreciate the Board's consideration of this request and are available to provide any additional information as needed.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

\$30,875.88 (includes carpet) from 01-4194-40-2431 (Facility Repair & Maintenance);  
Up to an additional \$10K in contingency from the same account.

### **POLICY IMPLICATIONS:**

A.J. LeBlanc Heating, Inc. award requires waiver of purchasing policy requirement to solicit competitive sealed bids.

**DEPARTMENT HEAD RECOMMENDATION:**

Recommend accepting A.J. LeBlanc Heating, Inc. proposal.

**SUGGESTED MOTION:**

I move to accept the proposal submitted by A.J. LeBlanc Heating, Inc. for the work at the central fire station to relocate the internal septic plumbing system, for an amount up to \$26,846.86. I further authorize the DPW Director to expend up to an additional \$10,000 as a contingency if unforeseen expenses arise from this project.

**TOWN ADMINISTRATOR RECOMMENDATION:**

I agree with Eric's choice of vendor and assessment of this project. With no unforeseen expenses, we might even have enough in the Town budget to complete some or all of the deferred Facility Maintenance & Repair projects.

**ATTACHMENTS:**

1. Central Fire Plumbing
2. Apparatus Bay Plumbing
3. Cattle Dog
4. Museum Carpet
5. Chief's Office Carpet





Bill to  
**Amherst Dept. Public Works**  
 22 Dodge Road  
 Amherst, NH 03031

Ship to  
**Amherst Fire Dept**  
 177 Amherst Street  
 (Central Fire)  
 Amherst, NH 03031

**Quote #: q12754**

Sales Rep: James H.

Quote Expiration Date: 3/31/2025

## OPTION 2



Install a new duplex Liberty sewage ejection pump with alarms. Non Grinder.

Item	Description	Quantity
Notes	All Drains will camera and trace the existing main drain line under the fire station to know where it is exiting the building.	1
Notes	Kidder Concrete Cutting will cut and remove the concrete for the sewage ejection pump and the location for the discharge the the far right office. They will also core the foundation for the discharge to exit the building.	1
Labor Plumbing	LeBlanc Plumbing will dig the hole for the sewage ejection pump and the hole for the discharge line. LeBlanc Plumbing will dig the hole on the exterior of the building for Kidder Concrete to core the foundation.	4
ALM-2 LIBERTY ALARM KIT	ALM-2 LIBERTY ALARM KIT FOR SUMP SEWAGE AND EFFLUENT PUMPS 115V/9V 86 DECIBEL HORN 20 FT FLOAT CORD.	1
Liberty Pumps Sewage System	Liberty Pumps 115V 1/2 HP Duplex Sewage System	1
2 PVC Pipe	Install new 2" PVC Pipe discharge pipe from the grinder pump to the exterior of the building.	80
2 PVC DWV Hub 90 Elbow	Install new 2 PVC DWV Hub 90 Elbow on the discharge line.	3
3 PVC End Clean Out	Install a new 3 PVC DWV End Cleanout for the discharge line.	1



Item	Description	Quantity
4 PVC Pipe	Install a new 4" PVC Pipe Schedule 40 sleeve through the foundation.	1
2 PVC Pipe Foam Core	Install new 2 PVC Foam Core Pipe from the sewage ejection pump to the exterior of the building for the venting.	30
Miscellaneous Materials	Miscellaneous PVC fitting for the drain and vent lines.	1
1/2 EMT Pipe	Install new 1/2 EMT Pipe from the sewage ejection pumps to the electric panel on the mezzanine.	120
Notes	Turncycle Solutions will install rebar in the holes and recement the floors. 1. Rebar will be drilled and epoxied into existing floor. 2. Rebar will match the pattern of existing rebar. 3. Backfill materials to be of type and installed per manufactures specifications. 4. Floor areas to be patched with a minimum of 3000 psi concrete. 5. Concrete to be mixed per manufactures specifications.	1
#12 THHN Red	Install new 12 AWG THHN Solid Copper Wire from the sewage ejection pumps to the electric panel through the EMT conduit.	480
4 SQ Outlet Box 2 1/8 DP	Install a new 4 SQ Outlet Box 2 1/8 DP.	1
20A TR Duplex Receptacle	Install two new 20A TR Commercial Grade Duplex Receptacle, 5-20R, White.	2
Miscellaneous Materials	Miscellaneous electrical fittings.	1
Breaker BR 20AMP 1P 120/240V	Install two 20 AMP 1 Pole 120/240V circuit breakers in the electric panel.	2
Labor Plumbing	Dispatch labor for plumbing.	36
Labor Electrical	Dispatch labor for electricians.	12
Permit Plumbing	A.J. LeBlanc will pull a plumbing permit with the authority having jurisdiction. This work will require an inspection after completion and may require the presence of both A.J. LeBlanc and the homeowner.	1
Permit Electrical	A.J. LeBlanc will pull an electrical permit with the authority having jurisdiction. This work will require an inspection after completion and may require the presence of both A.J. LeBlanc and the homeowner.	1
Terms	A 50% percent down payment is required before scheduling. The remaining 50% is due upon completion.	1

Total: \$20,257.56



Phone: (603) 623-0412  
Fax: (603) 624-1981  
info@leblanchvac.com  
LeBlancHVAC.com

A. J. LeBlanc Heating, Inc.  
45 South River Road  
Bedford, NH 03110



**Authorization**

I hereby authorize the proposed service, repair, or replacement and agree to pay the invoiced amount upon completion. I additionally certify that I am fully authorized to authorize this work and commit to payment.

All material is guaranteed to be as specified in this document. All work will be completed in a manner according to standard industry practices. Any alteration or deviation from specifications in this document involving extra costs will be executed only upon written orders, signed and dated by both parties, and will become an extra charge over and above the estimate. Fulfillment of agreements is subject to delays caused by strikes, accidents, or delays beyond our control. Fulfillment is also subject to discovery of circumstances and facts which were unknown at the time this document was prepared but which only become apparent as work begins; such circumstances and facts may impact upon timing, cost and the feasibility of the project, the risk of which shall be borne by the owner. Owner shall carry fire, tornado, and other necessary insurance. A. J. LeBlanc Heating, Inc. ("LeBlanc Heating") workers are fully covered by Worker's Compensation Insurance.

The owner, listed on the front of this document, agrees to provide a good and sufficient smoke flue with an unchecked draft in a condition satisfactory to LeBlanc Heating, industry standards and local regulation. Commencement of the work does not constitute a conclusion by LeBlanc Heating that the flue is adequate, and all risk is borne by the owner. Unless explicitly requested of LeBlanc Heating, LeBlanc Heating renders no opinion as to the adequacy of any existing flue, liner or draft. LeBlanc Heating reserves the right, in its sole discretion, to locate furnace or air conditioning supply and return registers.

Provided LeBlanc Heating has been paid in full under this agreement, LeBlanc Heating guarantees that the work will be performed in accordance with accepted practices in the trade and it will guarantee against defects in workmanship for a period of one (1) year from the date of its completion, subject to the condition that this guaranty does not cover damage or defects which are the results of characteristics common to the materials used or conditions resulting from condensation, expansion, or contractions of such materials or which result from the inadequacy of any existing flue, liner or draft and that the guaranty will become void upon the failure to adhere to the appropriate maintenance schedule. Failure to pay in full will nullify this guaranty.

LEBLANC HEATING DOES NOT MANUFACTURE THE PRODUCTS IT SELLS AND INSTALLS AND HEREBY DISCLAIMS ALL WARRANTIES REGARDING SUCH PRODUCTS, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. However, any manufacturer's warranties that may be assigned will be assigned to you.

The undersigned hereby acknowledges that all general contractors in new construction will comply with all applicable federal law, including but not limited to BOCA and ASHRAE standard 90-75 and all New Hampshire law. It is expressly agreed and understood that the general contractor, not LeBlanc Heating, is liable for any and all insulation work.

UPON ENTERING INTO A PURCHASING AGREEMENT OR CONTRACT FOR THE CONSTRUCTION OR IMPROVEMENT OF A RESIDENCE IN WHICH THE CONTRACT AMOUNT EXCEEDS \$5,000.00, NEW HAMPSHIRE LAW, RSA 359-G, CONTAINS IMPORTANT REQUIREMENTS YOU MUST FOLLOW BEFORE YOU MAY FILE A LAWSUIT OR OTHER ACTION FOR DEFECTIVE CONSTRUCTION AGAINST THE CONTRACTOR WHO CONSTRUCTED, REMODELED, OR REPAIRED YOUR HOME. SIXTY DAYS BEFORE YOU FILE YOUR LAWSUIT OR OTHER ACTION, YOU MUST SERVE ON THE CONTRACTOR A WRITTEN NOTICE OF ANY CONSTRUCTION CONDITIONS YOU ALLEGE ARE DEFECTIVE. UNDER THE LAW, A CONTRACTOR HAS THE OPPORTUNITY TO MAKE AN OFFER TO REPAIR AND/OR PAY FOR THE DEFECTS. THERE ARE STRICT DEADLINES AND PROCEDURES UNDER STATE LAW, AND FAILURE TO FOLLOW THEM MAY AFFECT YOUR ABILITY TO FILE A LAWSUIT OR OTHER ACTION.

If owner cancels this contract for any reason, owner will be responsible for all costs incurred including but not limited to permit and restocking fees.

Payment described on front shall be paid when due. However, **if payment is not made, INTEREST SHALL ACCRUE AT A RATE OF 2% PER MONTH (24% APR) on the unpaid balance and any accumulated amounts.** Failure to pay in full when due constitutes a breach of this contract and renders the customer liable to LeBlanc Heating for all costs of collection, including but not limited to reasonable attorney's fees and costs. All unpaid amounts may be secured by a lien upon the premises.



A. J. LeBlanc Heating, Inc.  
45 South River Road  
Bedford, NH 03110

Phone: (603) 623-0412  
Fax: (603) 624-1981  
info@leblanchvac.com  
LeBlancHVAC.com



Bill to  
**Amherst Dept. Public Works**  
22 Dodge Road  
Amherst, NH 03031

Ship to  
**Amherst Fire Dept**  
177 Amherst Street  
(Central Fire)  
Amherst, NH 03031

**Quote #: q12906**

Sales Rep: Daniel S.

Quote Expiration Date: 3/31/2025

Item	Description	Quantity
Objective	Install pump up system for two sinks in garage. Replace mob sink with stainless steel raised mop sink. Run discharge to tie in with other main discharge to new septic.	1
Liberty 405 Drain Pump	Drain Pump 1/2 HP 115V Commercial High Temp	1
New Sink Assembly	Includes all labor and material need to Install new pump up system and run new drains to two sinks.	2.5
Miscellaneous Materials	Commercial Stainless Steel Sink 1 Compartment NSF Prep & Utility Sink	1
Old Work Switch and Outlet Box.	P & S Slater Old Work Switch and Outlet Box With Quick/Click and Swing Bracket, Thermoplastic, 16 cu-in, 1 Gang, 1 Outlet for the laundry pump.	1
12/2 Romex.	Install new 12/2 NM-B Solid Copper Wire from the laundry pump to the electric panel in the mezzanine.	75
15 Amp GFCI Circuit Breaker	Install a new 15 Amp GFCI Circuit Breaker in the electric panel.	1
Labor Electrical	Dispatch labor for electricians.	4
Change order term	Anything not listed in this proposal will be an additional charge. Any unforeseen complications during the project will be discussed and additional charges will be incurred and due upon completion.	1
Terms	A 50% percent down payment is required before scheduling. The remaining 50% is due upon completion. A.J. LeBlanc offers 12 month 0% financing through Wells Fargo. Long term financing options with interest are available upon request. All financing is subject to credit approval.	1

Total: \$6,589.30

Payments: \$0.00



A. J. LeBlanc Heating, Inc.  
45 South River Road  
Bedford, NH 03110

Phone: (603) 623-0412  
Fax: (603) 624-1981  
info@leblanchvac.com  
LeBlancHVAC.com



## Authorization

I hereby authorize the proposed service, repair, or replacement and agree to pay the invoiced amount upon completion. I additionally certify that I am fully authorized to authorize this work and commit to payment.

---

All material is guaranteed to be as specified in this document. All work will be completed in a manner according to standard industry practices. Any alteration or deviation from specifications in this document involving extra costs will be executed only upon written orders, signed and dated by both parties, and will become an extra charge over and above the estimate. Fulfillment of agreements is subject to delays caused by strikes, accidents, or delays beyond our control. Fulfillment is also subject to discovery of circumstances and facts which were unknown at the time this document was prepared but which only become apparent as work begins; such circumstances and facts may impact upon timing, cost and the feasibility of the project, the risk of which shall be borne by the owner. Owner shall carry fire, tornado, and other necessary insurance. A. J. LeBlanc Heating, Inc. ("LeBlanc Heating") workers are fully covered by Worker's Compensation Insurance.

The owner, listed on the front of this document, agrees to provide a good and sufficient smoke flue with an unchecked draft in a condition satisfactory to LeBlanc Heating, industry standards and local regulation. Commencement of the work does not constitute a conclusion by LeBlanc Heating that the flue is adequate, and all risk is borne by the owner. Unless explicitly requested of LeBlanc Heating, LeBlanc Heating renders no opinion as to the adequacy of any existing flue, liner or draft. LeBlanc Heating reserves the right, in its sole discretion, to locate furnace or air conditioning supply and return registers.

Provided LeBlanc Heating has been paid in full under this agreement, LeBlanc Heating guarantees that the work will be performed in accordance with accepted practices in the trade and it will guarantee against defects in workmanship for a period of one (1) year from the date of its completion, subject to the condition that this guaranty does not cover damage or defects which are the results of characteristics common to the materials used or conditions resulting from condensation, expansion, or contractions of such materials or which result from the inadequacy of any existing flue, liner or draft and that the guaranty will become void upon the failure to adhere to the appropriate maintenance schedule. Failure to pay in full will nullify this guaranty.

LEBLANC HEATING DOES NOT MANUFACTURE THE PRODUCTS IT SELLS AND INSTALLS AND HEREBY DISCLAIMS ALL WARRANTIES REGARDING SUCH PRODUCTS, EITHER EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. However, any manufacturer's warranties that may be assigned will be assigned to you.

The undersigned hereby acknowledges that all general contractors in new construction will comply with all applicable federal law, including but not limited to BOCA and ASHRAE standard 90-75 and all New Hampshire law. It is expressly agreed and understood that the general contractor, not LeBlanc Heating, is liable for any and all insulation work.

UPON ENTERING INTO A PURCHASING AGREEMENT OR CONTRACT FOR THE CONSTRUCTION OR IMPROVEMENT OF A RESIDENCE IN WHICH THE CONTRACT AMOUNT EXCEEDS \$5,000.00, NEW HAMPSHIRE LAW, RSA 359-G, CONTAINS IMPORTANT REQUIREMENTS YOU MUST FOLLOW BEFORE YOU MAY FILE A LAWSUIT OR OTHER ACTION FOR DEFECTIVE CONSTRUCTION AGAINST THE CONTRACTOR WHO CONSTRUCTED, REMODELED, OR REPAIRED YOUR HOME. SIXTY DAYS BEFORE YOU FILE YOUR LAWSUIT OR OTHER ACTION, YOU MUST SERVE ON THE CONTRACTOR A WRITTEN NOTICE OF ANY CONSTRUCTION CONDITIONS YOU ALLEGE ARE DEFECTIVE. UNDER THE LAW, A CONTRACTOR HAS THE OPPORTUNITY TO MAKE AN OFFER TO REPAIR AND/OR PAY FOR THE DEFECTS. THERE ARE STRICT DEADLINES AND PROCEDURES UNDER STATE LAW, AND FAILURE TO FOLLOW THEM MAY AFFECT YOUR ABILITY TO FILE A LAWSUIT OR OTHER ACTION.

If owner cancels this contract for any reason, owner will be responsible for all costs incurred including but not limited to permit and restocking fees.

Payment described on front shall be paid when due. However, **if payment is not made, INTEREST SHALL ACCRUE AT A RATE OF 2% PER MONTH (24% APR) on the unpaid balance and any accumulated amounts.** Failure to pay in full when due constitutes a breach of this contract and renders the customer liable to LeBlanc Heating for all costs of collection, including but not limited to reasonable attorney's fees and costs. All unpaid amounts may be secured by a lien upon the premises.

ESTIMATE

Cattle Dog Construction and  
Excavation LLC  
228 Osgood Rd.  
Milford, NH 03055

cattledogconstructionllc@gmail.com  
+1 (603) 438-9643

Rick Keyes

Bill to  
Town Of Amherst

Estimate details

Estimate no.: 1033  
Estimate date: 02/22/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Sales	Electrical work for interior pumps. \$14,400  Plumbing for interior pumps and connecting new septic. Raise slop sink to accommodate above ground pump, \$38,600  Locate existing septic line. Saw cutting concrete, excavate for main pump and sewer line to exit building only, patch concrete back after plumbing completion. This estimate doesn't include any removal of ledge of rocks bigger than the machine excavating can remove. \$16,500	1	\$69,500.00	\$69,500.00
Total					\$69,500.00

Accepted date

Accepted by





# Estimate

Date	Estimate #
2/3/2025	66558

**318 Nashua Street  
Milford, NH 03055  
603-673-2201**

## Name / Address

**Town of Amherst  
22 Dodge Road  
Amherst, NH 03031**

To place order and schedule your installation, an 80% down payment is required with a signed estimate; balance is due within 24 hours of work being completed.  
100% of total due prior to ordering for all cash and carry transactions or customer responsibility for upgrades.

ALL RETURNS ARE SUBJECT TO A 50% RESTOCKING FEE (Install projects)  
NO RETURNS ON CASH AND CARRY ORDERS  
Cardoza Flooring offers One Year Warranty on Materials and Labor on Installs

## Project

Amherst Fire Department

Description	Qty	Cost	Total
AMHERST FIRE DEPARTMENT- 177 AMHERST ST AMHERST NH			
NRF Autobiography 2 Carpet Color TBD to be installed in old firetruck room glue down (12x32)	384	3.99	1,532.16
Ripout and dispose of existing carpet	384	0.50	192.00
Patch, Prep, Skimcoat as needed	384	1.25	480.00
Johnsonite 4" Vinyl Cove base Black with toe	70	2.99	209.30
**Estimate does not include moving of anything in the room**			

**\*\*If paying by credit card, 3% will be added to total to cover processing fees\*\***

Cardoza Flooring is not responsible for customer's selection, expansion of plywood seams due to moisture, matching heights of new flooring to existing flooring, cutting/trimming of doors, touching up paint on walls or baseboards after an install or any plumbing issues/damage as a result of connecting/disconnecting appliances. Certain carpets, specifically those made with soft yarn, high-pile or heavy-handed fibers, may exhibit footprints and vacuum marks. Carpet seams are not invisible. Hardwood and Glue-down products cannot go over particle board-Underlayment must be installed, additional charges apply. If underlayment is needed to raise floor heights after ripout, additional charges will be added to Invoice.

Cardoza Flooring installers will not move furniture unless it is part of the scope of work listed on estimate. Crews cannot move personal or breakable items, electronics, pool tables or pianos.

Estimate will be honored for 30 days  
from date of estimate.

**Total: \$2,413.46**

Thank you for choosing Cardoza Flooring for your home improvement project!!

**Customer Signature** \_\_\_\_\_

Customer will be responsible for any cost of fees incurred in the collection of any past due invoices, including attorney fees and these past due invoices are subject to a 1.5% per month finance charge.



# Estimate

Date	Estimate #
2/3/2025	66559

**318 Nashua Street  
Milford, NH 03055  
603-673-2201**

## Name / Address

**Town of Amherst  
22 Dodge Road  
Amherst, NH 03031**

To place order and schedule your installation, an 80% down payment is required with a signed estimate; balance is due within 24 hours of work being completed.  
100% of total due prior to ordering for all cash and carry transactions or customer responsibility for upgrades.

ALL RETURNS ARE SUBJECT TO A 50% RESTOCKING FEE (Install projects)  
NO RETURNS ON CASH AND CARRY ORDERS  
Cardoza Flooring offers One Year Warranty on Materials and Labor on Installs

## Project

Amherst Fire Department

Description	Qty	Cost	Total
AMHERST FIRE DEPARTMENT- 177 AMHERST ST AMHERST NH			
Quasar 3 Carpet Color TBD to be installed in office glue down (12x22)	264	3.69	974.16
Ripout and dispose of existing carpet	264	0.50	132.00
Patch, Prep, Skimcoat as needed	264	1.25	330.00
Johnsonite 4" Vinyl Cove base Black with toe	60	2.99	179.40
**Estimate does not include moving of anything in the room**			

**\*\*If paying by credit card, 3% will be added to total to cover processing fees\*\***

Cardoza Flooring is not responsible for customer's selection, expansion of plywood seams due to moisture, matching heights of new flooring to existing flooring, cutting/trimming of doors, touching up paint on walls or baseboards after an install or any plumbing issues/damage as a result of connecting/disconnecting appliances. Certain carpets, specifically those made with soft yarn, high-pile or heavy-handed fibers, may exhibit footprints and vacuum marks. Carpet seams are not invisible. Hardwood and Glue-down products cannot go over particle board-Underlayment must be installed, additional charges apply. If underlayment is needed to raise floor heights after ripout, additional charges will be added to Invoice.

Cardoza Flooring installers will not move furniture unless it is part of the scope of work listed on estimate. Crews cannot move personal or breakable items, electronics, pool tables or pianos.

Estimate will be honored for 30 days  
from date of estimate.

**Total: \$1,615.56**

Thank you for choosing Cardoza Flooring for your home improvement project!!

**Customer Signature** \_\_\_\_\_

Customer will be responsible for any cost of fees incurred in the collection of any past due invoices, including attorney fees and these past due invoices are subject to a 1.5% per month finance charge.



## Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** FR- Hiring of an EMT  
**Meeting Date:** March 10, 2025

**Department:** Fire Rescue  
**Staff Contact:** Matt Conley

---

### **BACKGROUND INFORMATION:**

With our per diem system, we periodically need to add to our roster of EMS Providers.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

None

### **POLICY IMPLICATIONS:**

None

### **DEPARTMENT HEAD RECOMMENDATION:**

To continue with the consistency of our operation, I recommend adding this applicant to our roster.

### **SUGGESTED MOTION:**

### **TOWN ADMINISTRATOR RECOMMENDATION:**

I move for the BOS to approve the hiring of EMT Alexandra Villers to the current roster of EMS providers for Amherst Fire Rescue. She will start at Grade 2 Step 1 with an hourly rate of \$22.45.

### **ATTACHMENTS:**

1. Villers, Alexandra Hiring Forms for BOS 3.3.2025



# **Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT**

**Title:** Finance- FY25 Budget Status Report **Department:** Finance Department  
**Meeting Date:** March 10, 2025 **Staff Contact:** Debbie Bender

---

## **BACKGROUND INFORMATION:**

Attached is a Budget Status Report for FY25 through February 2025. We should have at least 33% of the budget left to cover us through the end of the fiscal year. As of the end of February there is 39% available. That is a reasonable number at this point in the year.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. FY25 Budget Status as of 02-28-2025

# General Ledger

## Budget Status



User: dbender  
Printed: 3/7/2025 - 9:03 AM  
Account: From 01-4130-00-0000 To 01-4721-99-9999  
Period: 1 to 8, 2025  
Include: Revenue and Expense

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 01	General Fund							
Dept 01-4130	Executive							
E01	General Government							
01-4130-10-1110	EXEC - Wages, Full Time	201,400.00	130,719.23	130,719.23	70,680.77	0.00	70,680.77	35.09
01-4130-10-1115	Wages, Part Time Permanent	4,500.00	3,004.56	3,004.56	1,495.44	0.00	1,495.44	33.23
01-4130-10-1130	Elected Officials	23,400.00	17,697.77	17,697.77	5,702.23	0.00	5,702.23	24.37
01-4130-10-1131	Moderator Wages	1,600.00	0.00	0.00	1,600.00	0.00	1,600.00	100.00
01-4130-10-1140	Overtime	1,500.00	4,644.04	4,644.04	-3,144.04	0.00	-3,144.04	0.00
01-4130-20-1210	Health Insurance	41,390.00	27,414.53	27,414.53	13,975.47	0.00	13,975.47	33.77
01-4130-20-1211	Dental Insurance	2,900.00	1,891.45	1,891.45	1,008.55	0.00	1,008.55	34.78
01-4130-20-1220	Social Security	17,000.00	10,521.56	10,521.56	6,478.44	0.00	6,478.44	38.11
01-4130-20-1225	Medicare	3,900.00	2,474.26	2,474.26	1,425.74	0.00	1,425.74	36.56
01-4130-20-1230	Deferred Compensation	9,870.00	3,728.88	3,728.88	6,141.12	0.00	6,141.12	62.22
01-4130-20-1234	Group I - ER NHRS - Executive	8,180.00	11,069.65	11,069.65	-2,889.65	0.00	-2,889.65	0.00
01-4130-20-1266	Sick Leave Incentive	4,400.00	2,340.22	2,340.22	2,059.78	0.00	2,059.78	46.81
01-4130-20-1290	Longevity	500.00	1,039.84	1,039.84	-539.84	0.00	-539.84	0.00
01-4130-20-1294	Educat & Training/Prof Dev.	3,500.00	0.00	0.00	3,500.00	0.00	3,500.00	100.00
01-4130-30-2335	Records Retention	2,000.00	1,439.99	1,439.99	560.01	0.00	560.01	28.00
01-4130-30-2341	Telephone	8,250.00	5,547.77	5,547.77	2,702.23	0.00	2,702.23	32.75
01-4130-30-2342	Cable Access	21,750.00	8,564.97	8,564.97	13,185.03	0.00	13,185.03	60.62
01-4130-30-2343	Internet Service	3,100.00	1,658.70	1,658.70	1,441.30	0.00	1,441.30	46.49
01-4130-30-2374	Custodian	8,100.00	7,332.00	7,332.00	768.00	0.00	768.00	9.48
01-4130-30-2381	Outside Hire	2,000.00	1,412.50	1,412.50	587.50	0.00	587.50	29.38
01-4130-30-2392	Outside Hire - Web Site	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
01-4130-30-2395	Outside Hire IT	115,000.00	79,809.57	79,809.57	35,190.43	0.00	35,190.43	30.60
01-4130-40-2410	Electricity	13,200.00	10,180.95	10,180.95	3,019.05	0.00	3,019.05	22.87
01-4130-40-2411	Heat	9,400.00	3,930.20	3,930.20	5,469.80	0.00	5,469.80	58.19
01-4130-40-2412	Water	4,700.00	1,242.95	1,242.95	3,457.05	0.00	3,457.05	73.55
01-4130-40-2430	Equipment Repair & Maintenance	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4130-50-2550	Printing	4,400.00	0.00	0.00	4,400.00	0.00	4,400.00	100.00
01-4130-50-2551	Advertising	1,500.00	505.49	505.49	994.51	0.00	994.51	66.30
01-4130-50-2552	Town Report	2,300.00	0.00	0.00	2,300.00	0.00	2,300.00	100.00
01-4130-50-2553	Record Binding	200.00	1,050.00	1,050.00	-850.00	0.00	-850.00	0.00
01-4130-50-2560	Dues & Subscriptions	13,900.00	13,825.73	13,825.73	74.27	0.00	74.27	0.53

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4130-50-2565	Software Licenses	6,900.00	10,869.12	10,869.12	-3,969.12	0.00	-3,969.12	0.00
01-4130-50-2581	Travel (Convention Hotels)	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-4130-60-2620	Office Supplies	1,600.00	1,203.28	1,203.28	396.72	0.00	396.72	24.80
01-4130-60-2621	Computer Equipment	2,000.00	2,451.34	2,451.34	-451.34	0.00	-451.34	0.00
01-4130-60-2625	Postage	1,000.00	453.62	453.62	546.38	0.00	546.38	54.64
01-4130-80-2618	Special Events & Supplies	1,000.00	753.02	753.02	246.98	0.00	246.98	24.70
01-4130-80-2762	Equipment Lease Payment	3,500.00	3,933.82	3,933.82	-433.82	0.00	-433.82	0.00
01-4130-80-2820	Mileage	300.00	144.05	144.05	155.95	0.00	155.95	51.98
01-4130-80-2825	Meetings & Conferences	1,000.00	850.62	850.62	149.38	0.00	149.38	14.94
	E01 Sub Totals:	554,240.00	373,705.68	373,705.68	180,534.32	0.00	180,534.32	32.57
	Expense Sub Totals:	554,240.00	373,705.68	373,705.68	180,534.32	0.00	180,534.32	32.57
	Dept 4130 Sub Totals:	554,240.00	373,705.68	373,705.68	180,534.32	0.00		
Dept 01-4140	Election, Reg & Vital Stats							
E01	General Government							
01-4140-10-1110	Town Clerk Wages	79,300.00	47,282.77	47,282.77	32,017.23	0.00	32,017.23	40.37
01-4140-10-1111	Full Time Wages	66,500.00	43,475.74	43,475.74	23,024.26	0.00	23,024.26	34.62
01-4140-10-1115	Part Time Wages-Town Clerk	27,000.00	16,787.98	16,787.98	10,212.02	0.00	10,212.02	37.82
01-4140-10-1130	Supervisor Of Check List, Wages	2,500.00	4,977.63	4,977.63	-2,477.63	0.00	-2,477.63	0.00
01-4140-10-1140	Overtime Town Clerk	500.00	1,402.25	1,402.25	-902.25	0.00	-902.25	0.00
01-4140-20-1210	Health Insurance	47,100.00	31,169.50	31,169.50	15,930.50	0.00	15,930.50	33.82
01-4140-20-1211	Dental Insurance	1,650.00	1,031.05	1,031.05	618.95	0.00	618.95	37.51
01-4140-20-1220	Social Security	10,900.00	7,529.53	7,529.53	3,370.47	0.00	3,370.47	30.92
01-4140-20-1225	Medicare	2,550.00	1,760.95	1,760.95	789.05	0.00	789.05	30.94
01-4140-20-1230	Deferred Compensation	7,150.00	6,408.18	6,408.18	741.82	0.00	741.82	10.38
01-4140-20-1234	Group I - ER NHRS - TwnClrk	5,920.00	345.94	345.94	5,574.06	0.00	5,574.06	94.16
01-4140-20-1266	Sick Leave Incentive	1,500.00	961.05	961.05	538.95	0.00	538.95	35.93
01-4140-20-1290	Longevity	2,000.00	3,500.00	3,500.00	-1,500.00	0.00	-1,500.00	0.00
01-4140-50-2551	Advertising	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-4140-50-2562	Ballot Machine Programing	5,000.00	3,650.00	3,650.00	1,350.00	0.00	1,350.00	27.00
01-4140-50-2565	Software Licenses	8,500.00	8,196.45	8,196.45	303.55	0.00	303.55	3.57
01-4140-60-2610	Supplies - General	3,000.00	2,528.47	2,528.47	471.53	0.00	471.53	15.72
01-4140-60-2620	Office Supplies	3,000.00	1,285.49	1,285.49	1,714.51	0.00	1,714.51	57.15
01-4140-60-2621	Computer Equipment	1,400.00	0.00	0.00	1,400.00	0.00	1,400.00	100.00
01-4140-60-2625	Postage	4,500.00	3,247.98	3,247.98	1,252.02	0.00	1,252.02	27.82
01-4140-80-2612	Equipment Purchases	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4140-80-2820	Mileage	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-4140-80-2825	Meetings & Conferences	850.00	694.99	694.99	155.01	0.00	155.01	18.24
	E01 Sub Totals:	281,320.00	186,235.95	186,235.95	95,084.05	0.00	95,084.05	33.80

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	281,320.00	186,235.95	186,235.95	95,084.05	0.00	95,084.05	33.80
	Dept 4140 Sub Totals:	281,320.00	186,235.95	186,235.95	95,084.05	0.00		
Dept 01-4150	Financial Administration							
E01	General Government							
01-4150-10-1110	Accounting Wages	236,200.00	149,031.04	149,031.04	87,168.96	0.00	87,168.96	36.90
01-4150-10-1115	Part Time Accounting	0.00	880.32	880.32	-880.32	0.00	-880.32	0.00
01-4150-10-1130	Treasurer Wages	7,500.00	5,075.52	5,075.52	2,424.48	0.00	2,424.48	32.33
01-4150-20-1210	Health Insurance	105,150.00	53,605.60	53,605.60	51,544.40	0.00	51,544.40	49.02
01-4150-20-1211	Dental Insurance	3,350.00	2,587.40	2,587.40	762.60	0.00	762.60	22.76
01-4150-20-1220	Social Security	15,200.00	9,839.44	9,839.44	5,360.56	0.00	5,360.56	35.27
01-4150-20-1225	Medicare	3,540.00	2,301.10	2,301.10	1,238.90	0.00	1,238.90	35.00
01-4150-20-1230	Deferred Compensation	11,580.00	3,252.45	3,252.45	8,327.55	0.00	8,327.55	71.91
01-4150-20-1234	Group I - ER NHRS - Finance	9,590.00	14,536.92	14,536.92	-4,946.92	0.00	-4,946.92	0.00
01-4150-20-1266	Sick Leave Incentive	2,000.00	247.35	247.35	1,752.65	0.00	1,752.65	87.63
01-4150-20-1294	Educate & Training/Prof Dev.	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
01-4150-30-2301	Auditing	25,000.00	27,650.00	27,650.00	-2,650.00	0.00	-2,650.00	0.00
01-4150-50-2560	Dues & Subscriptions	200.00	105.00	105.00	95.00	0.00	95.00	47.50
01-4150-50-2561	Bank Fees & Misc	15,000.00	12,948.91	12,948.91	2,051.09	0.00	2,051.09	13.67
01-4150-50-2565	Software Licenses	55,000.00	15,221.13	15,221.13	39,778.87	0.00	39,778.87	72.33
01-4150-60-2620	Office Supplies	3,500.00	2,486.57	2,486.57	1,013.43	0.00	1,013.43	28.96
01-4150-60-2621	Computer Equipment	1,400.00	0.00	0.00	1,400.00	0.00	1,400.00	100.00
01-4150-60-2625	Finance - Postage	1,600.00	1,249.44	1,249.44	350.56	0.00	350.56	21.91
01-4150-80-2820	Mileage	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	E01 Sub Totals:	498,510.00	301,018.19	301,018.19	197,491.81	0.00	197,491.81	39.62
	Expense Sub Totals:	498,510.00	301,018.19	301,018.19	197,491.81	0.00	197,491.81	39.62
	Dept 4150 Sub Totals:	498,510.00	301,018.19	301,018.19	197,491.81	0.00		
Dept 01-4151	Tax Collecting							
E01	General Government							
01-4151-10-1110	Tax Collector Wages	79,300.00	63,852.60	63,852.60	15,447.40	0.00	15,447.40	19.48
01-4151-10-1140	Overtime Tax	4,000.00	1,095.01	1,095.01	2,904.99	0.00	2,904.99	72.62
01-4151-20-1210	Health Insurance	31,390.00	19,229.10	19,229.10	12,160.90	0.00	12,160.90	38.74
01-4151-20-1211	Dental Insurance	1,040.00	665.91	665.91	374.09	0.00	374.09	35.97
01-4151-20-1220	Social Security	5,170.00	4,624.43	4,624.43	545.57	0.00	545.57	10.55
01-4151-20-1225	Medicare	1,210.00	1,081.51	1,081.51	128.49	0.00	128.49	10.62
01-4151-20-1229	HSA - Town Contribution	0.00	307.72	307.72	-307.72	0.00	-307.72	0.00
01-4151-20-1230	Deferred Compensation	3,890.00	3,477.93	3,477.93	412.07	0.00	412.07	10.59
01-4151-20-1234	Group I - ER NHRS - Tax	3,220.00	2,061.45	2,061.45	1,158.55	0.00	1,158.55	35.98
01-4151-20-1266	Sick Leave Incentive	1,800.00	4,824.06	4,824.06	-3,024.06	0.00	-3,024.06	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4151-20-1290	Longevity	1,250.00	2,105.47	2,105.47	-855.47	0.00	-855.47	0.00
01-4151-20-1294	Educat & Training/Prof Dev.	600.00	713.00	713.00	-113.00	0.00	-113.00	0.00
01-4151-30-2340	Banking Services (Lockbox)	3,500.00	18.76	18.76	3,481.24	0.00	3,481.24	99.46
01-4151-30-2391	Registry Fees	550.00	84.11	84.11	465.89	0.00	465.89	84.71
01-4151-30-2393	Tax Lien & Deed Researach	1,700.00	0.00	0.00	1,700.00	0.00	1,700.00	100.00
01-4151-50-2560	Dues & Subscriptions	60.00	20.00	20.00	40.00	0.00	40.00	66.67
01-4151-50-2565	Software Licenses	3,700.00	3,600.00	3,600.00	100.00	0.00	100.00	2.70
01-4151-60-2620	Office Supplies	2,900.00	774.04	774.04	2,125.96	0.00	2,125.96	73.31
01-4151-60-2625	Postage	7,750.00	4,053.30	4,053.30	3,696.70	0.00	3,696.70	47.70
01-4151-80-2621	Computer Equipment	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
01-4151-80-2820	Mileage	200.00	143.25	143.25	56.75	0.00	56.75	28.38
	E01 Sub Totals:	154,430.00	112,731.65	112,731.65	41,698.35	0.00	41,698.35	27.00
	Expense Sub Totals:	154,430.00	112,731.65	112,731.65	41,698.35	0.00	41,698.35	27.00
	Dept 4151 Sub Totals:	154,430.00	112,731.65	112,731.65	41,698.35	0.00		
Dept 01-4152	Property Assessment & Revals							
E01	General Government							
01-4152-10-1110	Assessing Wages	72,000.00	41,507.12	41,507.12	30,492.88	0.00	30,492.88	42.35
01-4152-10-1111	Assessing Stipend	8,280.00	5,923.12	5,923.12	2,356.88	0.00	2,356.88	28.46
01-4152-10-1140	Overtime Assessing	100.00	51.92	51.92	48.08	0.00	48.08	48.08
01-4152-20-1210	Health Insurance	15,710.00	10,969.63	10,969.63	4,740.37	0.00	4,740.37	30.17
01-4152-20-1211	Dental Insurance	570.00	369.55	369.55	200.45	0.00	200.45	35.17
01-4152-20-1220	Social Security	4,470.00	3,121.09	3,121.09	1,348.91	0.00	1,348.91	30.18
01-4152-20-1225	Medicare	1,050.00	729.92	729.92	320.08	0.00	320.08	30.48
01-4152-20-1230	Deferred Compensation	3,940.00	3,345.99	3,345.99	594.01	0.00	594.01	15.08
01-4152-20-1234	Group I - ER NHRS - Assessing	3,260.00	0.00	0.00	3,260.00	0.00	3,260.00	100.00
01-4152-20-1266	Sick Leave Incentive	1,100.00	57.68	57.68	1,042.32	0.00	1,042.32	94.76
01-4152-20-1290	Longevity	1,250.00	2,000.00	2,000.00	-750.00	0.00	-750.00	0.00
01-4152-20-1294	Educat & Training/Prof Dev.	300.00	0.00	0.00	300.00	0.00	300.00	100.00
01-4152-30-2382	Outside Hire - Professional Srves	91,000.00	41,465.75	41,465.75	49,534.25	0.00	49,534.25	54.43
01-4152-30-2391	Registry Fees	250.00	34.00	34.00	216.00	0.00	216.00	86.40
01-4152-30-2394	Tax Maps	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-4152-50-2560	Dues & Subscriptions	60.00	20.00	20.00	40.00	0.00	40.00	66.67
01-4152-50-2565	Software License	13,500.00	15,024.00	15,024.00	-1,524.00	0.00	-1,524.00	0.00
01-4152-60-2620	Office Supplies	450.00	303.42	303.42	146.58	0.00	146.58	32.57
01-4152-60-2621	Computer Equipment	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
01-4152-60-2625	Postage	500.00	141.77	141.77	358.23	0.00	358.23	71.65
01-4152-80-2820	Mileage	150.00	0.00	0.00	150.00	0.00	150.00	100.00
	E01 Sub Totals:	219,340.00	125,064.96	125,064.96	94,275.04	0.00	94,275.04	42.98



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4153 E01 01-4153-30-2320	Expense Sub Totals:	219,340.00	125,064.96	125,064.96	94,275.04	0.00	94,275.04	42.98
	Dept 4152 Sub Totals:	219,340.00	125,064.96	125,064.96	94,275.04	0.00		
	Legal Expense							
	General Government							
	Town Counsel	70,000.00	68,928.18	68,928.18	1,071.82	0.00	1,071.82	1.53
Dept 01-4155 E01 01-4155-20-1214 01-4155-20-1215 01-4155-20-1250 01-4155-20-1260 01-4155-20-1280	E01 Sub Totals:	70,000.00	68,928.18	68,928.18	1,071.82	0.00	1,071.82	1.53
	Expense Sub Totals:	70,000.00	68,928.18	68,928.18	1,071.82	0.00	1,071.82	1.53
	Dept 4153 Sub Totals:	70,000.00	68,928.18	68,928.18	1,071.82	0.00		
	Personnel Administration							
	General Government							
	Short Term Disability Insurance	26,000.00	24,208.32	24,208.32	1,791.68	0.00	1,791.68	6.89
	Life and Disability Insurance	19,000.00	13,986.39	13,986.39	5,013.61	0.00	5,013.61	26.39
	NH Unemployment	4,970.00	4,481.00	4,481.00	489.00	0.00	489.00	9.84
	Workers Comp Insurance	193,610.00	193,601.00	193,601.00	9.00	0.00	9.00	0.00
	Health Reimbursement Account	11,000.00	0.00	0.00	11,000.00	0.00	11,000.00	100.00
Dept 01-4191 E01 01-4191-10-1115 01-4191-20-1220 01-4191-20-1225 01-4191-30-2381 01-4191-30-2430 01-4191-50-2550 01-4191-50-2551 01-4191-50-2555 01-4191-50-2560 01-4191-60-2620 01-4191-60-2625	E01 Sub Totals:	254,580.00	236,276.71	236,276.71	18,303.29	0.00	18,303.29	7.19
	Expense Sub Totals:	254,580.00	236,276.71	236,276.71	18,303.29	0.00	18,303.29	7.19
	Dept 4155 Sub Totals:	254,580.00	236,276.71	236,276.71	18,303.29	0.00		
	Planning Department							
	General Government							
	Planning Board Part Time Wages	4,000.00	2,099.94	2,099.94	1,900.06	0.00	1,900.06	47.50
	Social Security	250.00	131.90	131.90	118.10	0.00	118.10	47.24
	Medicare	60.00	30.84	30.84	29.16	0.00	29.16	48.60
	Outside Hire - Prof Serv	25,500.00	4,596.15	4,596.15	20,903.85	0.00	20,903.85	81.98
	Equipment Repair & Maintenance	800.00	750.00	750.00	50.00	0.00	50.00	6.25
	Printing	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	Advertising	500.00	214.20	214.20	285.80	0.00	285.80	57.16
	Master Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dues & Fees	10,400.00	10,389.00	10,389.00	11.00	0.00	11.00	0.11
	Office Supplies	1,500.00	1,825.60	1,825.60	-325.60	0.00	-325.60	0.00
	Postage	3,000.00	2,021.82	2,021.82	978.18	0.00	978.18	32.61
	E01 Sub Totals:	46,110.00	22,059.45	22,059.45	24,050.55	0.00	24,050.55	52.16

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	46,110.00	22,059.45	22,059.45	24,050.55	0.00	24,050.55	52.16
	Dept 4191 Sub Totals:	46,110.00	22,059.45	22,059.45	24,050.55	0.00		
Dept 01-4192	Zoning Department							
E01	General Government							
01-4192-10-1110	Zoning Full Time Wages	330,000.00	165,282.45	165,282.45	164,717.55	0.00	164,717.55	49.91
01-4192-10-1115	Part Time Wages	2,300.00	6,221.87	6,221.87	-3,921.87	0.00	-3,921.87	0.00
01-4192-10-1140	Overtime	700.00	0.00	0.00	700.00	0.00	700.00	100.00
01-4192-20-1210	Health Insurance	112,650.00	45,732.30	45,732.30	66,917.70	0.00	66,917.70	59.40
01-4192-20-1211	Dental Insurance	5,200.00	2,283.68	2,283.68	2,916.32	0.00	2,916.32	56.08
01-4192-20-1220	Social Security	19,770.00	11,221.48	11,221.48	8,548.52	0.00	8,548.52	43.24
01-4192-20-1225	Medicare	4,620.00	2,624.44	2,624.44	1,995.56	0.00	1,995.56	43.19
01-4192-20-1229	HSA - Town Contribution	0.00	1,507.81	1,507.81	-1,507.81	0.00	-1,507.81	0.00
01-4192-20-1230	Deferred Compensation	16,170.00	3,724.68	3,724.68	12,445.32	0.00	12,445.32	76.97
01-4192-20-1234	Group I - ER NHRS - Planning	13,400.00	6,180.57	6,180.57	7,219.43	0.00	7,219.43	53.88
01-4192-20-1266	Sick Leave Incentive	3,400.00	6,900.64	6,900.64	-3,500.64	0.00	-3,500.64	0.00
01-4192-20-1290	Longevity	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-4192-20-1294	Educate & Training/Prof Dev.	4,300.00	1,970.99	1,970.99	2,329.01	0.00	2,329.01	54.16
01-4192-30-2341	Telephone	3,600.00	2,320.75	2,320.75	1,279.25	0.00	1,279.25	35.53
01-4192-30-2382	Outside Hire-Professional Srvc	14,000.00	4,730.87	4,730.87	9,269.13	0.00	9,269.13	66.21
01-4192-40-2425	Vehicle Repairs	500.00	53.99	53.99	446.01	0.00	446.01	89.20
01-4192-50-2550	Printing	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4192-50-2551	Advertising	1,300.00	846.76	846.76	453.24	0.00	453.24	34.86
01-4192-50-2560	Dues & Subscriptions	1,100.00	737.17	737.17	362.83	0.00	362.83	32.98
01-4192-50-2565	Software License	15,000.00	9,372.43	9,372.43	5,627.57	0.00	5,627.57	37.52
01-4192-50-2615	Uniforms	150.00	0.00	0.00	150.00	0.00	150.00	100.00
01-4192-60-2620	Office Supplies	350.00	52.08	52.08	297.92	0.00	297.92	85.12
01-4192-60-2635	Gasoline	400.00	401.27	401.27	-1.27	0.00	-1.27	0.00
01-4192-80-2621	Computer Equipment	1,000.00	79.18	79.18	920.82	0.00	920.82	92.08
01-4192-80-2820	Mileage	50.00	217.00	217.00	-167.00	0.00	-167.00	0.00
	E01 Sub Totals:	550,460.00	272,462.41	272,462.41	277,997.59	0.00	277,997.59	50.50
	Expense Sub Totals:	550,460.00	272,462.41	272,462.41	277,997.59	0.00	277,997.59	50.50
	Dept 4192 Sub Totals:	550,460.00	272,462.41	272,462.41	277,997.59	0.00		
Dept 01-4194	General Government Buildings							
E01	General Government							
01-4194-10-1110	Full Time Wages - Buildings	147,200.00	81,067.48	81,067.48	66,132.52	0.00	66,132.52	44.93
01-4194-10-1140	Overtime -Building	2,600.00	3,527.28	3,527.28	-927.28	0.00	-927.28	0.00
01-4194-20-1210	Health Insurance	62,780.00	29,498.51	29,498.51	33,281.49	0.00	33,281.49	53.01
01-4194-20-1211	Dental Insurance	2,000.00	1,048.51	1,048.51	951.49	0.00	951.49	47.57

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4194-20-1220	Social Security	9,290.00	5,987.53	5,987.53	3,302.47	0.00	3,302.47	35.55
01-4194-20-1225	Medicare	2,170.00	1,400.31	1,400.31	769.69	0.00	769.69	35.47
01-4194-20-1230	Deferred Compensation	7,220.00	5,366.72	5,366.72	1,853.28	0.00	1,853.28	25.67
01-4194-20-1234	Group I - ER NHRS - Building	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
01-4194-20-1266	Sick Leave Incentive	1,800.00	3,811.91	3,811.91	-2,011.91	0.00	-2,011.91	0.00
01-4194-20-1290	Longevity	2,250.00	3,639.06	3,639.06	-1,389.06	0.00	-1,389.06	0.00
01-4194-30-2397	Town Clocks	1,000.00	375.00	375.00	625.00	0.00	625.00	62.50
01-4194-40-2430	Equipment Repair & Maintenance	120,000.00	8,465.26	8,465.26	111,534.74	0.00	111,534.74	92.95
01-4194-40-2431	Facility Maintenance/Repairs	0.00	55,279.68	55,279.68	-55,279.68	0.00	-55,279.68	0.00
01-4194-40-2433	Alarms	9,000.00	12,764.92	12,764.92	-3,764.92	0.00	-3,764.92	0.00
01-4194-40-2434	Common Lighting	900.00	379.70	379.70	520.30	0.00	520.30	57.81
01-4194-40-2451	Outside Hire	22,000.00	6,546.44	6,546.44	15,453.56	0.00	15,453.56	70.24
01-4194-50-2545	Trash Removal	2,000.00	945.00	945.00	1,055.00	0.00	1,055.00	52.75
01-4194-60-2630	Maintenance Supplies	7,000.00	5,293.55	5,293.55	1,706.45	0.00	1,706.45	24.38
	E01 Sub Totals:	405,210.00	225,396.86	225,396.86	179,813.14	0.00	179,813.14	44.38
E03	Highways and Streets							
01-4194-50-2565	DPW - Software Licenses	0.00	226.80	226.80	-226.80	0.00	-226.80	0.00
	E03 Sub Totals:	0.00	226.80	226.80	-226.80	0.00	-226.80	0.00
	Expense Sub Totals:	405,210.00	225,623.66	225,623.66	179,586.34	0.00	179,586.34	44.32
	Dept 4194 Sub Totals:	405,210.00	225,623.66	225,623.66	179,586.34	0.00		
Dept 01-4195	Cemeteries							
E01	General Government							
01-4195-10-1110	Wages, Cemetery	6,000.00	5,034.97	5,034.97	965.03	0.00	965.03	16.08
01-4195-10-1115	Part Time Wages-Cemetery	7,400.00	3,412.54	3,412.54	3,987.46	0.00	3,987.46	53.88
01-4195-10-1140	Overtime - Cemetery	750.00	140.10	140.10	609.90	0.00	609.90	81.32
01-4195-20-1210	Health Insurance	0.00	445.75	445.75	-445.75	0.00	-445.75	0.00
01-4195-20-1211	Dental Insurance	0.00	32.19	32.19	-32.19	0.00	-32.19	0.00
01-4195-20-1220	Social Security	900.00	560.73	560.73	339.27	0.00	339.27	37.70
01-4195-20-1225	Medicare	210.00	131.12	131.12	78.88	0.00	78.88	37.56
01-4195-20-1229	HSA - Town Contribution	0.00	3.81	3.81	-3.81	0.00	-3.81	0.00
01-4195-20-1230	Deferred Compensation	300.00	344.77	344.77	-44.77	0.00	-44.77	0.00
01-4195-20-1234	Group I - ER NHRS - Cemetery	250.00	24.80	24.80	225.20	0.00	225.20	90.08
01-4195-40-2410	Electricity - Cemetery	1,100.00	583.48	583.48	516.52	0.00	516.52	46.96
01-4195-40-2412	Water	800.00	336.69	336.69	463.31	0.00	463.31	57.91
01-4195-40-2430	Equipment Repair & Maintenance	2,500.00	608.10	608.10	1,891.90	0.00	1,891.90	75.68
01-4195-40-2432	Headstone Repair	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-4195-40-2451	Outside Hire	36,000.00	23,430.00	23,430.00	12,570.00	0.00	12,570.00	34.92
01-4195-40-2470	Tree Care	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-4195-50-2560	Dues & Subscriptions	300.00	90.00	90.00	210.00	0.00	210.00	70.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4195-50-2565	CEM - Software License	3,200.00	0.00	0.00	3,200.00	0.00	3,200.00	100.00
01-4195-60-2610	Supplies - General	4,500.00	159.16	159.16	4,340.84	0.00	4,340.84	96.46
01-4195-60-2613	Fertilizer & Lime	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
01-4195-80-2612	Equipment Purchase	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	E01 Sub Totals:	67,210.00	35,338.21	35,338.21	31,871.79	0.00	31,871.79	47.42
	Expense Sub Totals:	67,210.00	35,338.21	35,338.21	31,871.79	0.00	31,871.79	47.42
	Dept 4195 Sub Totals:	67,210.00	35,338.21	35,338.21	31,871.79	0.00		
Dept 01-4196 E01	Property/Liability Insurance General Government							
01-4196-50-2525	Property/Liability Insurance	179,450.00	179,426.00	179,426.00	24.00	0.00	24.00	0.01
01-4196-50-2529	Insurance Deductible	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	E01 Sub Totals:	181,450.00	179,426.00	179,426.00	2,024.00	0.00	2,024.00	1.12
	Expense Sub Totals:	181,450.00	179,426.00	179,426.00	2,024.00	0.00	2,024.00	1.12
	Dept 4196 Sub Totals:	181,450.00	179,426.00	179,426.00	2,024.00	0.00		
Dept 01-4199 E01	Other General Government General Government							
01-4199-80-2870	Contingency Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4199 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Dept 01-4210 E02	Police Department Public Safety							
01-4210-10-1110	Wages Full Time Officers	1,351,700.00	748,917.34	748,917.34	602,782.66	0.00	602,782.66	44.59
01-4210-10-1111	Wages Full Time Clerical	72,000.00	47,069.62	47,069.62	24,930.38	0.00	24,930.38	34.63
01-4210-10-1112	Police Chief & Captains	335,000.00	195,394.93	195,394.93	139,605.07	0.00	139,605.07	41.67
01-4210-10-1115	Wages Part Time Officers	300.00	0.00	0.00	300.00	0.00	300.00	100.00
01-4210-10-1116	Wages Part Time Clerical	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4210-10-1119	Traffic Aides-Wages	24,500.00	13,970.24	13,970.24	10,529.76	0.00	10,529.76	42.98
01-4210-10-1140	Overtime	120,000.00	113,261.11	113,261.11	6,738.89	0.00	6,738.89	5.62
01-4210-10-1141	Overtime-Clerical	7,000.00	6,260.90	6,260.90	739.10	0.00	739.10	10.56
01-4210-20-1210	Health Insurance	314,460.00	169,130.04	169,130.04	145,329.96	0.00	145,329.96	46.22
01-4210-20-1211	Dental Insurance	24,500.00	14,787.19	14,787.19	9,712.81	0.00	9,712.81	39.64
01-4210-20-1220	Social Security	6,300.00	4,500.64	4,500.64	1,799.36	0.00	1,799.36	28.56

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4210-20-1225	Medicare	27,480.00	19,475.10	19,475.10	8,004.90	0.00	8,004.90	29.13
01-4210-20-1229	HSA - Town Contribution	0.00	653.99	653.99	-653.99	0.00	-653.99	0.00
01-4210-20-1230	Deferred Compensation	3,530.00	3,274.76	3,274.76	255.24	0.00	255.24	7.23
01-4210-20-1234	Group I - ER NHRS - Police EE	2,930.00	0.00	0.00	2,930.00	0.00	2,930.00	100.00
01-4210-20-1235	Police Group II Retirement	555,350.00	365,058.90	365,058.90	190,291.10	0.00	190,291.10	34.27
01-4210-20-1240	Education Reimbursement	1,400.00	0.00	0.00	1,400.00	0.00	1,400.00	100.00
01-4210-20-1266	Sick Leave Incentive	45,500.00	17,249.59	17,249.59	28,250.41	0.00	28,250.41	62.09
01-4210-20-1269	Vacation Buyout-Union Contract	10,000.00	18,383.43	18,383.43	-8,383.43	0.00	-8,383.43	0.00
01-4210-20-1290	Longevity	15,100.00	17,834.38	17,834.38	-2,734.38	0.00	-2,734.38	0.00
01-4210-20-1294	Educat & Training/Prof Dev.	11,000.00	8,175.21	8,175.21	2,824.79	0.00	2,824.79	25.68
01-4210-20-1295	Educational Incentive	21,250.00	12,943.22	12,943.22	8,306.78	0.00	8,306.78	39.09
01-4210-30-2336	Blood Analysis	250.00	150.00	150.00	100.00	0.00	100.00	40.00
01-4210-30-2337	Crime Lab	1,200.00	340.31	340.31	859.69	0.00	859.69	71.64
01-4210-30-2341	Telephone	15,000.00	10,406.17	10,406.17	4,593.83	0.00	4,593.83	30.63
01-4210-30-2343	Internet Service	3,000.00	1,903.63	1,903.63	1,096.37	0.00	1,096.37	36.55
01-4210-30-2350	Physicals, Alcohol And Drug Testing	2,700.00	200.00	200.00	2,500.00	0.00	2,500.00	92.59
01-4210-30-2374	Custodian	16,000.00	10,500.00	10,500.00	5,500.00	0.00	5,500.00	34.38
01-4210-30-2380	Uniform Cleaning	4,800.00	1,634.25	1,634.25	3,165.75	0.00	3,165.75	65.95
01-4210-30-2382	Outside Hire - Prof Serv	73,000.00	42,114.72	42,114.72	30,885.28	0.00	30,885.28	42.31
01-4210-40-2410	Electricity	23,000.00	17,900.96	17,900.96	5,099.04	0.00	5,099.04	22.17
01-4210-40-2411	Heat	3,000.00	2,202.44	2,202.44	797.56	0.00	797.56	26.59
01-4210-40-2412	Water	2,000.00	1,210.79	1,210.79	789.21	0.00	789.21	39.46
01-4210-40-2425	Vehicle Repairs	22,000.00	7,040.80	7,040.80	14,959.20	0.00	14,959.20	68.00
01-4210-40-2429	Radio Repair	10,000.00	4,168.69	4,168.69	5,831.31	0.00	5,831.31	58.31
01-4210-40-2440	Equipment Rental	3,600.00	2,307.23	2,307.23	1,292.77	0.00	1,292.77	35.91
01-4210-40-2451	Police - Outside Hire	0.00	5,615.38	5,615.38	-5,615.38	0.00	-5,615.38	0.00
01-4210-50-2550	Printing	1,500.00	564.74	564.74	935.26	0.00	935.26	62.35
01-4210-50-2551	Advertising	500.00	56.99	56.99	443.01	0.00	443.01	88.60
01-4210-50-2560	Dues & Subscriptions	1,300.00	1,739.78	1,739.78	-439.78	0.00	-439.78	0.00
01-4210-50-2565	Software License	18,600.00	8,661.56	8,661.56	9,938.44	0.00	9,938.44	53.43
01-4210-50-2580	Public Relations	1,250.00	673.53	673.53	576.47	0.00	576.47	46.12
01-4210-60-2614	Ammunition & Supplies	7,000.00	4,923.55	4,923.55	2,076.45	0.00	2,076.45	29.66
01-4210-60-2615	Uniforms	15,000.00	12,716.89	12,716.89	2,283.11	0.00	2,283.11	15.22
01-4210-60-2620	Office Supplies	3,000.00	979.79	979.79	2,020.21	0.00	2,020.21	67.34
01-4210-60-2621	Computer Equipment	14,000.00	3,785.18	3,785.18	10,214.82	0.00	10,214.82	72.96
01-4210-60-2625	Postage	1,500.00	901.88	901.88	598.12	0.00	598.12	39.87
01-4210-60-2635	Gasoline	47,000.00	28,531.06	28,531.06	18,468.94	0.00	18,468.94	39.30
01-4210-60-2643	Body Worn Cameras	16,000.00	22,826.96	22,826.96	-6,826.96	0.00	-6,826.96	0.00
01-4210-60-2653	Tools & Equipment	2,000.00	795.01	795.01	1,204.99	0.00	1,204.99	60.25
01-4210-60-2654	Tires	10,500.00	2,273.68	2,273.68	8,226.32	0.00	8,226.32	78.35
01-4210-60-2660	Vehicle Supplies	800.00	0.00	0.00	800.00	0.00	800.00	100.00
01-4210-60-2670	Books & Periodicals (Lawbooks)	1,000.00	364.93	364.93	635.07	0.00	635.07	63.51
01-4210-70-2740	New Equipment Capital	10,000.00	728.75	728.75	9,271.25	0.00	9,271.25	92.71

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4210-70-2750	Furniture Fixtures Office Eq.	1,000.00	36.67	36.67	963.33	0.00	963.33	96.33
01-4210-70-2760	New Vehicle Cruisers	101,200.00	0.00	0.00	101,200.00	0.00	101,200.00	100.00
01-4210-70-2761	Motorcycle Lease	4,950.00	4,938.06	4,938.06	11.94	0.00	11.94	0.24
01-4210-80-2811	Prisoner Care	30.00	0.00	0.00	30.00	0.00	30.00	100.00
01-4210-80-2825	Meetings & Conferences	1,500.00	890.34	890.34	609.66	0.00	609.66	40.64
	E02 Sub Totals:	3,388,480.00	1,980,425.31	1,980,425.31	1,408,054.69	0.00	1,408,054.69	41.55
	Expense Sub Totals:	3,388,480.00	1,980,425.31	1,980,425.31	1,408,054.69	0.00	1,408,054.69	41.55
	Dept 4210 Sub Totals:	3,388,480.00	1,980,425.31	1,980,425.31	1,408,054.69	0.00		
Dept 01-4215	Rescue							
E02	Public Safety							
01-4215-10-1115	EMS Part Time Wages	648,300.00	418,160.26	418,160.26	230,139.74	0.00	230,139.74	35.50
01-4215-10-1140	Overtime	10,000.00	25,555.11	25,555.11	-15,555.11	0.00	-15,555.11	0.00
01-4215-20-1220	Social Security	41,500.00	28,320.93	28,320.93	13,179.07	0.00	13,179.07	31.76
01-4215-20-1225	Medicare	9,900.00	6,623.46	6,623.46	3,276.54	0.00	3,276.54	33.10
01-4215-20-1294	Educat & Training/Prof Dev.	3,500.00	2,520.05	2,520.05	979.95	0.00	979.95	28.00
01-4215-20-1296	Supplemental Volunteer Insurance	4,000.00	3,536.00	3,536.00	464.00	0.00	464.00	11.60
01-4215-30-2305	Amb Billing Service Fee	30,800.00	20,263.69	20,263.69	10,536.31	0.00	10,536.31	34.21
01-4215-30-2341	Telephone	5,500.00	4,207.75	4,207.75	1,292.25	0.00	1,292.25	23.50
01-4215-40-2425	Vehicle Repairs	11,000.00	10,484.14	10,484.14	515.86	0.00	515.86	4.69
01-4215-40-2429	Radio Repair	4,000.00	1,160.00	1,160.00	2,840.00	0.00	2,840.00	71.00
01-4215-40-2430	Equipment Repair & Maintenance	4,500.00	1,002.00	1,002.00	3,498.00	0.00	3,498.00	77.73
01-4215-50-2560	Dues & Subscription	400.00	0.00	0.00	400.00	0.00	400.00	100.00
01-4215-60-2615	Uniforms	2,300.00	2,991.55	2,991.55	-691.55	0.00	-691.55	0.00
01-4215-60-2621	Computer Equipment	1,000.00	1,927.62	1,927.62	-927.62	0.00	-927.62	0.00
01-4215-60-2625	Postage	100.00	1.38	1.38	98.62	0.00	98.62	98.62
01-4215-60-2635	Gasoline	1,200.00	978.80	978.80	221.20	0.00	221.20	18.43
01-4215-60-2636	Diesel Fuel	8,000.00	1,822.79	1,822.79	6,177.21	0.00	6,177.21	77.22
01-4215-60-2680	ALS Supplies	7,200.00	6,523.61	6,523.61	676.39	0.00	676.39	9.39
01-4215-60-2685	Oxygen	1,400.00	1,557.52	1,557.52	-157.52	0.00	-157.52	0.00
01-4215-60-2686	BLS Supplies	7,000.00	5,104.68	5,104.68	1,895.32	0.00	1,895.32	27.08
01-4215-60-2690	Misc. Supplies	600.00	1,536.51	1,536.51	-936.51	0.00	-936.51	0.00
	E02 Sub Totals:	802,200.00	544,277.85	544,277.85	257,922.15	0.00	257,922.15	32.15
	Expense Sub Totals:	802,200.00	544,277.85	544,277.85	257,922.15	0.00	257,922.15	32.15
	Dept 4215 Sub Totals:	802,200.00	544,277.85	544,277.85	257,922.15	0.00		
Dept 01-4220	Fire							
E02	Public Safety							
01-4220-10-1110	Full Time Fire Chief Wages	117,200.00	71,840.54	71,840.54	45,359.46	0.00	45,359.46	38.70

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4220-10-1111	FullTime Deputy/Inspector Wages	108,900.00	131,502.68	131,502.68	-22,602.68	0.00	-22,602.68	0.00
01-4220-10-1112	FullTime Captain Wages	104,700.00	0.00	0.00	104,700.00	0.00	104,700.00	100.00
01-4220-10-1114	Part Time Mechanic	3,000.00	1,040.00	1,040.00	1,960.00	0.00	1,960.00	65.33
01-4220-10-1115	Call Pay	110,000.00	20,811.72	20,811.72	89,188.28	0.00	89,188.28	81.08
01-4220-20-1210	Health Insurance	54,600.00	36,073.49	36,073.49	18,526.51	0.00	18,526.51	33.93
01-4220-20-1211	Dental Insurance	2,600.00	1,667.70	1,667.70	932.30	0.00	932.30	35.86
01-4220-20-1220	Social Security	6,820.00	1,354.81	1,354.81	5,465.19	0.00	5,465.19	80.13
01-4220-20-1225	Medicare	6,450.00	3,535.97	3,535.97	2,914.03	0.00	2,914.03	45.18
01-4220-20-1230	Deferred Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4220-20-1235	Group II Retirement-Fire	100,400.00	65,835.10	65,835.10	34,564.90	0.00	34,564.90	34.43
01-4220-20-1266	Sick Leave Incentive	8,500.00	5,585.17	5,585.17	2,914.83	0.00	2,914.83	34.29
01-4220-20-1290	Longevity	1,250.00	3,250.00	3,250.00	-2,000.00	0.00	-2,000.00	0.00
01-4220-20-1294	Educate & Training/Prof Dev.	5,000.00	1,111.06	1,111.06	3,888.94	0.00	3,888.94	77.78
01-4220-20-1296	Supplemental Fire Insurance	4,000.00	3,536.00	3,536.00	464.00	0.00	464.00	11.60
01-4220-30-2341	Telephone	6,600.00	4,649.84	4,649.84	1,950.16	0.00	1,950.16	29.55
01-4220-30-2343	Internet Service	3,900.00	2,439.52	2,439.52	1,460.48	0.00	1,460.48	37.45
01-4220-30-2350	Physicals, Alcohol And Drug Testing	3,500.00	611.00	611.00	2,889.00	0.00	2,889.00	82.54
01-4220-30-2374	Custodian	7,300.00	5,355.00	5,355.00	1,945.00	0.00	1,945.00	26.64
01-4220-40-2410	Electricity	10,000.00	8,130.01	8,130.01	1,869.99	0.00	1,869.99	18.70
01-4220-40-2411	Heat	12,000.00	2,591.33	2,591.33	9,408.67	0.00	9,408.67	78.41
01-4220-40-2412	Water	6,000.00	3,347.32	3,347.32	2,652.68	0.00	2,652.68	44.21
01-4220-40-2425	Vehicle Repairs	28,000.00	16,174.81	16,174.81	11,825.19	0.00	11,825.19	42.23
01-4220-40-2430	Equipment Repair & Maintenance	6,300.00	5,126.00	5,126.00	1,174.00	0.00	1,174.00	18.63
01-4220-50-2560	Dues & Subscriptions	6,800.00	5,199.25	5,199.25	1,600.75	0.00	1,600.75	23.54
01-4220-50-2565	FIRE - Software Licenses	0.00	648.00	648.00	-648.00	0.00	-648.00	0.00
01-4220-60-2610	Supplies - General	3,000.00	903.05	903.05	2,096.95	0.00	2,096.95	69.90
01-4220-60-2615	Uniforms	2,500.00	1,094.98	1,094.98	1,405.02	0.00	1,405.02	56.20
01-4220-60-2616	Protective Clothing	20,000.00	262.90	262.90	19,737.10	0.00	19,737.10	98.69
01-4220-60-2620	Office Supplies	1,400.00	602.17	602.17	797.83	0.00	797.83	56.99
01-4220-60-2621	Computer Equipment	3,500.00	6,785.15	6,785.15	-3,285.15	0.00	-3,285.15	0.00
01-4220-60-2624	Education and Prevention	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-4220-60-2625	Postage	400.00	185.45	185.45	214.55	0.00	214.55	53.64
01-4220-60-2635	Gasoline	5,700.00	3,068.36	3,068.36	2,631.64	0.00	2,631.64	46.17
01-4220-60-2636	Diesel Fuel	7,000.00	6,827.98	6,827.98	172.02	0.00	172.02	2.46
01-4220-60-2651	Breathing Apparatus	21,000.00	3,905.22	3,905.22	17,094.78	0.00	17,094.78	81.40
01-4220-60-2652	Radios And Pagers	10,000.00	150.00	150.00	9,850.00	0.00	9,850.00	98.50
01-4220-60-2653	Tools & Equipment	16,000.00	6,220.89	6,220.89	9,779.11	0.00	9,779.11	61.12
01-4220-60-2654	Tires	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4220-80-2762	Equipment Lease Payment	300.00	0.00	0.00	300.00	0.00	300.00	100.00
01-4220-80-2820	Mileage	100.00	1,189.96	1,189.96	-1,089.96	0.00	-1,089.96	0.00
	E02 Sub Totals:	815,720.00	432,612.43	432,612.43	383,107.57	0.00	383,107.57	46.97

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4290 E02 01-4290-50-2560	Expense Sub Totals:	815,720.00	432,612.43	432,612.43	383,107.57	0.00	383,107.57	46.97
	Dept 4220 Sub Totals:	815,720.00	432,612.43	432,612.43	383,107.57	0.00		
	Emergency Management							
	Public Safety							
	Dues & Subscriptions	11,000.00	0.00	0.00	11,000.00	0.00	11,000.00	100.00
Dept 01-4299 E02 01-4299-10-1110 01-4299-10-1115 01-4299-10-1140 01-4299-20-1210 01-4299-20-1211 01-4299-20-1220 01-4299-20-1225 01-4299-20-1230 01-4299-20-1234 01-4299-20-1266 01-4299-20-1290 01-4299-20-1294 01-4299-30-2341 01-4299-30-2343 01-4299-30-2350 01-4299-30-2430 01-4299-40-2440 01-4299-50-2560 01-4299-50-2565 01-4299-60-2615 01-4299-60-2620 01-4299-60-2621 01-4299-60-2625 01-4299-80-2612	E02 Sub Totals:	11,000.00	0.00	0.00	11,000.00	0.00	11,000.00	100.00
	Expense Sub Totals:	11,000.00	0.00	0.00	11,000.00	0.00	11,000.00	100.00
	Dept 4290 Sub Totals:	11,000.00	0.00	0.00	11,000.00	0.00		
	Public Safety Communications							
	Public Safety							
	Public Safety - Full Time Wages	303,000.00	178,723.56	178,723.56	124,276.44	0.00	124,276.44	41.02
	Public Safety - Part Time Wages	20,000.00	15,157.20	15,157.20	4,842.80	0.00	4,842.80	24.21
	Overtime Public Safety	22,700.00	22,411.50	22,411.50	288.50	0.00	288.50	1.27
	Health Insurance	163,220.00	46,659.50	46,659.50	116,560.50	0.00	116,560.50	71.41
	Dental Insurance	6,200.00	1,874.96	1,874.96	4,325.04	0.00	4,325.04	69.76
01-4299-20-1220 01-4299-20-1225 01-4299-20-1230 01-4299-20-1234 01-4299-20-1266 01-4299-20-1290 01-4299-20-1294 01-4299-30-2341 01-4299-30-2343 01-4299-30-2350 01-4299-30-2430 01-4299-40-2440 01-4299-50-2560 01-4299-50-2565 01-4299-60-2615 01-4299-60-2620 01-4299-60-2621 01-4299-60-2625 01-4299-80-2612	Social Security	21,400.00	15,502.87	15,502.87	5,897.13	0.00	5,897.13	27.56
	Medicare	5,000.00	3,626.47	3,626.47	1,373.53	0.00	1,373.53	27.47
	Deferred Compensation	14,850.00	8,304.48	8,304.48	6,545.52	0.00	6,545.52	44.08
	Group I - ER NHRS - Dispatch	12,300.00	11,199.75	11,199.75	1,100.25	0.00	1,100.25	8.95
	Sick Leave Incentive	6,000.00	13,179.85	13,179.85	-7,179.85	0.00	-7,179.85	0.00
	Longevity	2,250.00	1,640.63	1,640.63	609.37	0.00	609.37	27.08
	Educat & Training/Prof Dev.	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
	Telephone	8,500.00	5,401.31	5,401.31	3,098.69	0.00	3,098.69	36.46
	InternetService	2,700.00	1,903.56	1,903.56	796.44	0.00	796.44	29.50
	Physicals, Alcohol And Drug Testing	750.00	200.00	200.00	550.00	0.00	550.00	73.33
01-4299-30-2430 01-4299-40-2440 01-4299-50-2560 01-4299-50-2565 01-4299-60-2615 01-4299-60-2620 01-4299-60-2621 01-4299-60-2625 01-4299-80-2612	Equipment Repair & Maintenance	1,500.00	1,410.00	1,410.00	90.00	0.00	90.00	6.00
	Equipment Rental	1,800.00	0.00	0.00	1,800.00	0.00	1,800.00	100.00
	Dues & Subscription	450.00	391.00	391.00	59.00	0.00	59.00	13.11
	Software Licenses	7,000.00	6,301.11	6,301.11	698.89	0.00	698.89	9.98
	Uniforms	2,500.00	962.95	962.95	1,537.05	0.00	1,537.05	61.48
	Office Supplies	500.00	176.42	176.42	323.58	0.00	323.58	64.72
	Computer Equipment	3,000.00	2,255.09	2,255.09	744.91	0.00	744.91	24.83
	Postage	50.00	0.00	0.00	50.00	0.00	50.00	100.00
	Equipment Purchases	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	E02 Sub Totals:	609,170.00	337,282.21	337,282.21	271,887.79	0.00	271,887.79	44.63



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	609,170.00	337,282.21	337,282.21	271,887.79	0.00	271,887.79	44.63
	Dept 4299 Sub Totals:	609,170.00	337,282.21	337,282.21	271,887.79	0.00		
Dept 01-4311 E03	Public Works Administration Highways and Streets							
01-4311-10-1110	Full Time Wages-DPW	270,000.00	159,510.33	159,510.33	110,489.67	0.00	110,489.67	40.92
01-4311-10-1115	PT Wages - DPW	39,500.00	22,481.80	22,481.80	17,018.20	0.00	17,018.20	43.08
01-4311-10-1140	Overtime Public Works Admin	750.00	467.28	467.28	282.72	0.00	282.72	37.70
01-4311-20-1210	Health Insurance	34,000.00	20,974.49	20,974.49	13,025.51	0.00	13,025.51	38.31
01-4311-20-1211	Dental Insurance	3,600.00	1,812.62	1,812.62	1,787.38	0.00	1,787.38	49.65
01-4311-20-1220	Social Security	19,500.00	13,016.56	13,016.56	6,483.44	0.00	6,483.44	33.25
01-4311-20-1225	Medicare	4,760.00	3,044.09	3,044.09	1,715.91	0.00	1,715.91	36.05
01-4311-20-1230	Deferred Compensation	11,000.00	7,309.75	7,309.75	3,690.25	0.00	3,690.25	33.55
01-4311-20-1234	Group I - ER NHRS - DPWAdmin	13,230.00	8,188.95	8,188.95	5,041.05	0.00	5,041.05	38.10
01-4311-20-1266	Sick Leave Incentive	5,000.00	1,608.94	1,608.94	3,391.06	0.00	3,391.06	67.82
01-4311-20-1290	Longevity	1,000.00	2,500.00	2,500.00	-1,500.00	0.00	-1,500.00	0.00
01-4311-20-1294	Educate & Training/Prof Dev.	6,000.00	2,054.08	2,054.08	3,945.92	0.00	3,945.92	65.77
01-4311-30-2310	Engineering	20,000.00	29,043.88	29,043.88	-9,043.88	0.00	-9,043.88	0.00
01-4311-30-2341	Telephone	7,500.00	1,968.34	1,968.34	5,531.66	0.00	5,531.66	73.76
01-4311-30-2343	Internet Service	4,200.00	2,894.38	2,894.38	1,305.62	0.00	1,305.62	31.09
01-4311-30-2374	Custodian	4,000.00	2,380.00	2,380.00	1,620.00	0.00	1,620.00	40.50
01-4311-30-2396	MS4 - Stormwater	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4311-40-2410	Electricity	17,300.00	7,257.88	7,257.88	10,042.12	0.00	10,042.12	58.05
01-4311-40-2411	Heat	8,500.00	3,657.48	3,657.48	4,842.52	0.00	4,842.52	56.97
01-4311-40-2412	Water	1,700.00	864.16	864.16	835.84	0.00	835.84	49.17
01-4311-40-2430	Equipment Repair & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4311-50-2551	Advertising	1,500.00	4,245.72	4,245.72	-2,745.72	0.00	-2,745.72	0.00
01-4311-50-2560	Dues & Subscriptions	3,500.00	3,218.24	3,218.24	281.76	0.00	281.76	8.05
01-4311-50-2565	DPW - Software Licenses	0.00	16,661.62	16,661.62	-16,661.62	0.00	-16,661.62	0.00
01-4311-60-2620	Office Supplies	4,000.00	4,744.82	4,744.82	-744.82	0.00	-744.82	0.00
01-4311-60-2621	Computer Equipment	8,000.00	5,967.63	5,967.63	2,032.37	0.00	2,032.37	25.40
01-4311-60-2625	Postage	500.00	295.59	295.59	204.41	0.00	204.41	40.88
01-4311-70-2750	Furniture Fixtures Office Eq.	2,000.00	-299.06	-299.06	2,299.06	0.00	2,299.06	114.95
01-4311-80-2820	Mileage	150.00	209.40	209.40	-59.40	0.00	-59.40	0.00
	E03 Sub Totals:	491,190.00	326,078.97	326,078.97	165,111.03	0.00	165,111.03	33.61
	Expense Sub Totals:	491,190.00	326,078.97	326,078.97	165,111.03	0.00	165,111.03	33.61
Dept 01-4312 E03	Dept 4311 Sub Totals: Department of Public Works Highways and Streets	491,190.00	326,078.97	326,078.97	165,111.03	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4312-10-1110	DPW HWY - Crew Wages	570,000.00	322,952.84	322,952.84	247,047.16	0.00	247,047.16	43.34
01-4312-10-1115	DPW HWY - Part Time Wages	60,100.00	34,056.47	34,056.47	26,043.53	0.00	26,043.53	43.33
01-4312-10-1116	DPW HWY - Wages Stormwater MS	0.00	99.00	99.00	-99.00	0.00	-99.00	0.00
01-4312-10-1140	DPW HWY - Overtime Crew	100,000.00	73,515.10	73,515.10	26,484.90	0.00	26,484.90	26.48
01-4312-20-1210	Health Insurance	208,940.00	143,538.86	143,538.86	65,401.14	0.00	65,401.14	31.30
01-4312-20-1211	Dental Insurance	11,500.00	6,732.74	6,732.74	4,767.26	0.00	4,767.26	41.45
01-4312-20-1220	Social Security	45,200.00	28,228.10	28,228.10	16,971.90	0.00	16,971.90	37.55
01-4312-20-1225	Medicare	10,500.00	6,601.81	6,601.81	3,898.19	0.00	3,898.19	37.13
01-4312-20-1229	HSA - Town Contribution	0.00	826.14	826.14	-826.14	0.00	-826.14	0.00
01-4312-20-1230	Deferred Compensation	27,930.00	15,645.74	15,645.74	12,284.26	0.00	12,284.26	43.98
01-4312-20-1234	Group I - ER NHRS - DPW	23,200.00	16,007.42	16,007.42	7,192.58	0.00	7,192.58	31.00
01-4312-20-1266	Sick Leave Incentive	3,000.00	3,434.05	3,434.05	-434.05	0.00	-434.05	0.00
01-4312-20-1290	Longevity	2,500.00	3,967.97	3,967.97	-1,467.97	0.00	-1,467.97	0.00
01-4312-30-2350	Physicals, Alcohol And Drug Testing	3,300.00	1,465.00	1,465.00	1,835.00	0.00	1,835.00	55.61
01-4312-36-2464	DPW - Stormwater - MS4	118,500.00	8,936.45	8,936.45	109,563.55	0.00	109,563.55	92.46
01-4312-40-2425	Vehicle Repairs & Maintenance	65,000.00	23,854.98	23,854.98	41,145.02	0.00	41,145.02	63.30
01-4312-40-2429	Radio Repairs	1,200.00	197.50	197.50	1,002.50	0.00	1,002.50	83.54
01-4312-40-2430	Equipment Repair & Maintenance	65,000.00	23,212.00	23,212.00	41,788.00	0.00	41,788.00	64.29
01-4312-40-2431	Facility Maintenance/Repairs	10,000.00	18,813.99	18,813.99	-8,813.99	0.00	-8,813.99	0.00
01-4312-40-2435	Fuel Tank Apron	2,500.00	4,460.04	4,460.04	-1,960.04	0.00	-1,960.04	0.00
01-4312-40-2443	Pennichuck Water Main Assessment	330,000.00	182,275.46	182,275.46	147,724.54	0.00	147,724.54	44.77
01-4312-40-2450	Line Stripe Roads	36,000.00	10,514.93	10,514.93	25,485.07	0.00	25,485.07	70.79
01-4312-40-2451	Outside Hire	115,000.00	96,281.28	96,281.28	18,718.72	0.00	18,718.72	16.28
01-4312-40-2452	Lease/Rental Payments	7,500.00	5,000.00	5,000.00	2,500.00	0.00	2,500.00	33.33
01-4312-40-2453	Fuel Tank Testing	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
01-4312-40-2461	Street Sweeping	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4312-40-2463	Catch Basin	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4312-40-2470	Tree Care	40,000.00	18,130.00	18,130.00	21,870.00	0.00	21,870.00	54.68
01-4312-50-2565	DPW - Software licenses	0.00	745.20	745.20	-745.20	0.00	-745.20	0.00
01-4312-60-2610	Supplies - General	33,000.00	16,163.80	16,163.80	16,836.20	0.00	16,836.20	51.02
01-4312-60-2615	Uniforms	12,000.00	5,080.98	5,080.98	6,919.02	0.00	6,919.02	57.66
01-4312-60-2616	Safety Equip/Protective Clothg	10,000.00	5,331.93	5,331.93	4,668.07	0.00	4,668.07	46.68
01-4312-60-2626	Oil & Grease	8,000.00	2,221.69	2,221.69	5,778.31	0.00	5,778.31	72.23
01-4312-60-2635	Gasoline	20,000.00	11,024.57	11,024.57	8,975.43	0.00	8,975.43	44.88
01-4312-60-2636	Diesel Fuel	55,000.00	19,770.22	19,770.22	35,229.78	0.00	35,229.78	64.05
01-4312-60-2653	Tools & Equipment	9,000.00	17,659.56	17,659.56	-8,659.56	0.00	-8,659.56	0.00
01-4312-60-2654	Tires	6,000.00	0.00	0.00	6,000.00	0.00	6,000.00	100.00
01-4312-60-2662	Salt	160,000.00	107,715.07	107,715.07	52,284.93	0.00	52,284.93	32.68
01-4312-60-2663	Sand	10,000.00	0.00	0.00	10,000.00	0.00	10,000.00	100.00
01-4312-60-2665	Gravel	30,000.00	23,753.25	23,753.25	6,246.75	0.00	6,246.75	20.82
01-4312-60-2666	Calcium Chloride	30,000.00	12,705.02	12,705.02	17,294.98	0.00	17,294.98	57.65
01-4312-60-2668	Cold Patch	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
01-4312-60-2684	Guardrails	7,600.00	4,562.50	4,562.50	3,037.50	0.00	3,037.50	39.97

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4312-60-2687	Signs & Misc. Supplies	12,500.00	2,791.04	2,791.04	9,708.96	0.00	9,708.96	77.67
01-4312-70-2730	Road Maintenance (Hot Top)	75,000.00	53,249.39	53,249.39	21,750.61	0.00	21,750.61	29.00
01-4312-70-2735	Road rebuild	1,500,000.00	1,064,026.94	1,064,026.94	435,973.06	0.00	435,973.06	29.06
01-4312-70-2740	New Equipment Capital	180,000.00	25,749.16	25,749.16	154,250.84	0.00	154,250.84	85.69
01-4312-70-2762	Equipment Lease Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E03 Sub Totals:	4,018,670.00	2,421,298.19	2,421,298.19	1,597,371.81	0.00	1,597,371.81	39.75
	Expense Sub Totals:	4,018,670.00	2,421,298.19	2,421,298.19	1,597,371.81	0.00	1,597,371.81	39.75
	Dept 4312 Sub Totals:	4,018,670.00	2,421,298.19	2,421,298.19	1,597,371.81	0.00		
Dept 01-4316	Street Lighting							
E03	Highways and Streets							
01-4316-40-2414	General Street Lighting	8,500.00	5,152.22	5,152.22	3,347.78	0.00	3,347.78	39.39
01-4316-40-2415	Warning Lights	2,500.00	1,618.49	1,618.49	881.51	0.00	881.51	35.26
01-4316-40-2416	Traffic Signals	1,500.00	776.51	776.51	723.49	0.00	723.49	48.23
	E03 Sub Totals:	12,500.00	7,547.22	7,547.22	4,952.78	0.00	4,952.78	39.62
	Expense Sub Totals:	12,500.00	7,547.22	7,547.22	4,952.78	0.00	4,952.78	39.62
	Dept 4316 Sub Totals:	12,500.00	7,547.22	7,547.22	4,952.78	0.00		
Dept 01-4323	Souhegan Regional Landfill							
E04	Sanitation							
01-4323-30-2307	Souhegan Regional Landfill	542,000.00	381,513.21	381,513.21	160,486.79	0.00	160,486.79	29.61
	E04 Sub Totals:	542,000.00	381,513.21	381,513.21	160,486.79	0.00	160,486.79	29.61
	Expense Sub Totals:	542,000.00	381,513.21	381,513.21	160,486.79	0.00	160,486.79	29.61
	Dept 4323 Sub Totals:	542,000.00	381,513.21	381,513.21	160,486.79	0.00		
Dept 01-4324	Landfill Department							
E04	Sanitation							
01-4324-10-1110	FT Wages-Landfill	59,400.00	35,264.72	35,264.72	24,135.28	0.00	24,135.28	40.63
01-4324-10-1115	Part Time Wages Landfill	130,000.00	63,213.70	63,213.70	66,786.30	0.00	66,786.30	51.37
01-4324-10-1140	Overtime Landfill	5,500.00	8,431.87	8,431.87	-2,931.87	0.00	-2,931.87	0.00
01-4324-20-1210	Health Insurance	42,360.00	28,363.38	28,363.38	13,996.62	0.00	13,996.62	33.04
01-4324-20-1211	Dental Insurance	1,800.00	1,231.28	1,231.28	568.72	0.00	568.72	31.60
01-4324-20-1220	Social Security	12,820.00	6,452.56	6,452.56	6,367.44	0.00	6,367.44	49.67
01-4324-20-1225	Medicare	3,000.00	1,508.99	1,508.99	1,491.01	0.00	1,491.01	49.70
01-4324-20-1229	HSA - Town Contribution	0.00	16.33	16.33	-16.33	0.00	-16.33	0.00
01-4324-20-1230	Deferred Compensation	2,920.00	309.83	309.83	2,610.17	0.00	2,610.17	89.39

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4324-20-1234	Group I - ER NHRS - TransSta	2,420.00	5,271.43	5,271.43	-2,851.43	0.00	-2,851.43	0.00
01-4324-20-1266	Sick Leave Incentive	500.00	44.64	44.64	455.36	0.00	455.36	91.07
01-4324-20-1294	Educat & Training/Prof Dev.	700.00	378.00	378.00	322.00	0.00	322.00	46.00
01-4324-30-2341	Telephone	2,000.00	565.23	565.23	1,434.77	0.00	1,434.77	71.74
01-4324-30-2343	Internet Service	3,000.00	2,623.30	2,623.30	376.70	0.00	376.70	12.56
01-4324-40-2410	Electricity - Landfill	10,000.00	6,959.75	6,959.75	3,040.25	0.00	3,040.25	30.40
01-4324-40-2412	Water	1,100.00	194.85	194.85	905.15	0.00	905.15	82.29
01-4324-40-2420	Waste Disposal	110,000.00	70,352.54	70,352.54	39,647.46	0.00	39,647.46	36.04
01-4324-40-2431	Facility Maintenance/Repairs	8,000.00	9,240.26	9,240.26	-1,240.26	0.00	-1,240.26	0.00
01-4324-40-2451	Outside Hire	9,000.00	6,470.00	6,470.00	2,530.00	0.00	2,530.00	28.11
01-4324-40-2452	Equipment Lease/Rental Payment	100.00	1,577.08	1,577.08	-1,477.08	0.00	-1,477.08	0.00
01-4324-50-2560	Dues & Subscriptions	10,000.00	9,509.35	9,509.35	490.65	0.00	490.65	4.91
01-4324-50-2561	Credit Card Fees And Expenses	3,600.00	1,934.56	1,934.56	1,665.44	0.00	1,665.44	46.26
01-4324-50-2563	Weighmaster Licenses	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-4324-50-2565	TFR STA - Software Licenses	0.00	129.60	129.60	-129.60	0.00	-129.60	0.00
01-4324-60-2616	Safety Equip/Protective Clothg	0.00	1,852.26	1,852.26	-1,852.26	0.00	-1,852.26	0.00
01-4324-60-2664	Landfill Waste Oil	2,500.00	1,108.50	1,108.50	1,391.50	0.00	1,391.50	55.66
01-4324-60-2687	Signs & Misc. Supplies	2,000.00	1,204.12	1,204.12	795.88	0.00	795.88	39.79
01-4324-60-2688	Tire Removal	1,600.00	858.00	858.00	742.00	0.00	742.00	46.38
01-4324-80-2612	Equipment Purchase	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	E04 Sub Totals:	425,820.00	265,066.13	265,066.13	160,753.87	0.00	160,753.87	37.75
	Expense Sub Totals:	425,820.00	265,066.13	265,066.13	160,753.87	0.00	160,753.87	37.75
	Dept 4324 Sub Totals:	425,820.00	265,066.13	265,066.13	160,753.87	0.00		
Dept 01-4411	Health Administration							
E05	Health							
01-4411-10-1115	Health Officer	2,300.00	1,458.68	1,458.68	841.32	0.00	841.32	36.58
01-4411-20-1220	Social Security	150.00	93.33	93.33	56.67	0.00	56.67	37.78
01-4411-20-1225	Medicare	30.00	21.76	21.76	8.24	0.00	8.24	27.47
	E05 Sub Totals:	2,480.00	1,573.77	1,573.77	906.23	0.00	906.23	36.54
	Expense Sub Totals:	2,480.00	1,573.77	1,573.77	906.23	0.00	906.23	36.54
	Dept 4411 Sub Totals:	2,480.00	1,573.77	1,573.77	906.23	0.00		
Dept 01-4414	Animal Control							
E05	Health							
01-4414-60-2619	Dog Emergency Care	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-4414-80-2811	Kennel Fees	200.00	0.00	0.00	200.00	0.00	200.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4415 E05 01-4415-30-2399	E05 Sub Totals:	400.00	0.00	0.00	400.00	0.00	400.00	100.00
	Expense Sub Totals:	400.00	0.00	0.00	400.00	0.00	400.00	100.00
	Dept 4414 Sub Totals:	400.00	0.00	0.00	400.00	0.00		
	Health & Human SRVC Agencies							
	Health							
	Health Agencies and Hospitals	55,000.00	55,000.00	55,000.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	55,000.00	55,000.00	55,000.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	55,000.00	55,000.00	55,000.00	0.00	0.00	0.00	0.00
	Dept 4415 Sub Totals:	55,000.00	55,000.00	55,000.00	0.00	0.00		
	Direct Assistance (Welfare)							
Dept 01-4442 E06 01-4442-40-2441	Welfare							
01-4442-60-2627	Rent, WGA	7,000.00	1,110.00	1,110.00	5,890.00	0.00	5,890.00	84.14
01-4442-60-2627	Utilities, WGA	1,500.00	900.00	900.00	600.00	0.00	600.00	40.00
01-4442-60-2699	Other Charges WGA	1,750.00	0.00	0.00	1,750.00	0.00	1,750.00	100.00
	E06 Sub Totals:	10,250.00	2,010.00	2,010.00	8,240.00	0.00	8,240.00	80.39
	Expense Sub Totals:	10,250.00	2,010.00	2,010.00	8,240.00	0.00	8,240.00	80.39
Dept 01-4520 E07	Dept 4442 Sub Totals:	10,250.00	2,010.00	2,010.00	8,240.00	0.00		
	Recreation Department							
	Culture and Recreation							
01-4520-10-1110	Recreation Wages	171,000.00	89,997.63	89,997.63	81,002.37	0.00	81,002.37	47.37
01-4520-10-1112	Maintenance Employees Wage	130,000.00	84,029.52	84,029.52	45,970.48	0.00	45,970.48	35.36
01-4520-10-1115	Secretary-PT	25,000.00	25,877.40	25,877.40	-877.40	0.00	-877.40	0.00
01-4520-10-1140	Overtime Maintenance Employee	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-4520-20-1210	Health Insurance	45,710.00	25,937.76	25,937.76	19,772.24	0.00	19,772.24	43.26
01-4520-20-1211	Dental Insurance	5,000.00	2,007.01	2,007.01	2,992.99	0.00	2,992.99	59.86
01-4520-20-1220	Social Security	20,250.00	15,720.67	15,720.67	4,529.33	0.00	4,529.33	22.37
01-4520-20-1225	Medicare	4,750.00	3,676.37	3,676.37	1,073.63	0.00	1,073.63	22.60
01-4520-20-1229	HSA - Town Contribution	0.00	653.99	653.99	-653.99	0.00	-653.99	0.00
01-4520-20-1230	Deferred Compensation	14,750.00	6,705.20	6,705.20	8,044.80	0.00	8,044.80	54.54
01-4520-20-1234	Group I - ER NHRS - Recreaiton	12,220.00	7,788.20	7,788.20	4,431.80	0.00	4,431.80	36.27
01-4520-20-1266	Sick Leave Incentive	3,800.00	18,536.71	18,536.71	-14,736.71	0.00	-14,736.71	0.00
01-4520-20-1290	Longevity	1,250.00	2,000.00	2,000.00	-750.00	0.00	-750.00	0.00
01-4520-30-2341	Telephone	7,200.00	4,425.19	4,425.19	2,774.81	0.00	2,774.81	38.54

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4520-30-2343	Internet Service	3,630.00	3,744.09	3,744.09	-114.09	0.00	-114.09	0.00
01-4520-30-2374	Custodian	1,770.00	646.00	646.00	1,124.00	0.00	1,124.00	63.50
01-4520-40-2410	Electricity	7,590.00	8,441.86	8,441.86	-851.86	0.00	-851.86	0.00
01-4520-40-2411	Heat	6,740.00	1,164.71	1,164.71	5,575.29	0.00	5,575.29	82.72
01-4520-40-2412	Water	830.00	158.98	158.98	671.02	0.00	671.02	80.85
01-4520-40-2425	Vehicle Repairs	6,000.00	2,818.93	2,818.93	3,181.07	0.00	3,181.07	53.02
01-4520-40-2431	Facility Maintenance/Repairs	8,000.00	3,661.36	3,661.36	4,338.64	0.00	4,338.64	54.23
01-4520-50-2545	Trash Removal	1,500.00	645.75	645.75	854.25	0.00	854.25	56.95
01-4520-50-2551	Advertising	400.00	0.00	0.00	400.00	0.00	400.00	100.00
01-4520-50-2565	Software Licenses	1,050.00	858.40	858.40	191.60	0.00	191.60	18.25
01-4520-50-2615	Uniforms	1,000.00	932.82	932.82	67.18	0.00	67.18	6.72
01-4520-60-2610	Supplies - General	2,000.00	606.43	606.43	1,393.57	0.00	1,393.57	69.68
01-4520-60-2612	Equipment Purchases	13,000.00	0.00	0.00	13,000.00	0.00	13,000.00	100.00
01-4520-60-2620	Office Supplies	800.00	756.82	756.82	43.18	0.00	43.18	5.40
01-4520-60-2621	Computer Equipment	2,000.00	1,176.98	1,176.98	823.02	0.00	823.02	41.15
01-4520-60-2625	Postage	100.00	37.26	37.26	62.74	0.00	62.74	62.74
01-4520-60-2635	Gasoline	7,500.00	6,651.50	6,651.50	848.50	0.00	848.50	11.31
01-4520-60-2636	Diesel Fuel	2,500.00	1,153.52	1,153.52	1,346.48	0.00	1,346.48	53.86
01-4520-70-2762	Equipment Lease Payment	1,350.00	722.56	722.56	627.44	0.00	627.44	46.48
01-4520-80-2653	Tools & Equipment	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
01-4520-80-2820	Mileage	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4520-80-2825	Meetings & Conferences	2,500.00	2,478.69	2,478.69	21.31	0.00	21.31	0.85
	E07 Sub Totals:	513,790.00	324,012.31	324,012.31	189,777.69	0.00	189,777.69	36.94
	Expense Sub Totals:	513,790.00	324,012.31	324,012.31	189,777.69	0.00	189,777.69	36.94
	Dept 4520 Sub Totals:	513,790.00	324,012.31	324,012.31	189,777.69	0.00		
Dept 01-4522	Parks & Recreation							
E07	Culture and Recreation							
01-4522-10-1115	Part Time Summer Mowing	18,000.00	8,491.53	8,491.53	9,508.47	0.00	9,508.47	52.82
01-4522-20-1220	Social Security	1,120.00	559.17	559.17	560.83	0.00	560.83	50.07
01-4522-20-1225	Medicare	270.00	130.78	130.78	139.22	0.00	139.22	51.56
01-4522-40-2430	Equipment Repair & Maintenance	650.00	375.20	375.20	274.80	0.00	274.80	42.28
01-4522-40-2451	Outside Hire	700.00	0.00	0.00	700.00	0.00	700.00	100.00
01-4522-60-2610	Supplies - General	800.00	749.29	749.29	50.71	0.00	50.71	6.34
01-4522-60-2613	Fertilizer & Lime	1,000.00	122.41	122.41	877.59	0.00	877.59	87.76
01-4522-80-2612	Equipment Purchase	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	E07 Sub Totals:	22,840.00	10,428.38	10,428.38	12,411.62	0.00	12,411.62	54.34
	Expense Sub Totals:	22,840.00	10,428.38	10,428.38	12,411.62	0.00	12,411.62	54.34



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
E07	Culture and Recreation							
01-4583-80-2860	4th of July Subsidy	8,000.00	8,000.00	8,000.00	0.00	0.00	0.00	0.00
01-4583-80-2861	Memorial Day Subsidy	600.00	0.00	0.00	600.00	0.00	600.00	100.00
	E07 Sub Totals:	8,600.00	8,000.00	8,000.00	600.00	0.00	600.00	6.98
	Expense Sub Totals:	8,600.00	8,000.00	8,000.00	600.00	0.00	600.00	6.98
	Dept 4583 Sub Totals:	8,600.00	8,000.00	8,000.00	600.00	0.00		
Dept 01-4589	Heritage Commission							
E07	Culture and Recreation							
01-4589-10-1115	Wages Part Time	580.00	199.88	199.88	380.12	0.00	380.12	65.54
01-4589-20-1220	Social Security	40.00	12.40	12.40	27.60	0.00	27.60	69.00
01-4589-20-1225	Medicare	10.00	2.89	2.89	7.11	0.00	7.11	71.10
01-4589-30-2382	Outside Hire-Professional Srvc	1,050.00	1,345.41	1,345.41	-295.41	0.00	-295.41	0.00
01-4589-50-2550	Printing	400.00	0.00	0.00	400.00	0.00	400.00	100.00
01-4589-60-2610	Supplies - General	80.00	0.00	0.00	80.00	0.00	80.00	100.00
01-4589-60-2621	Computer Equipment	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4589-80-2618	Special Events & Supplies	300.00	0.00	0.00	300.00	0.00	300.00	100.00
01-4589-80-2825	Meetings & Conferences	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	E07 Sub Totals:	2,860.00	1,560.58	1,560.58	1,299.42	0.00	1,299.42	45.43
	Expense Sub Totals:	2,860.00	1,560.58	1,560.58	1,299.42	0.00	1,299.42	45.43
	Dept 4589 Sub Totals:	2,860.00	1,560.58	1,560.58	1,299.42	0.00		
Dept 01-4611	Conservation Commission							
E08	Conservation and Development							
01-4611-10-1115	PT Wages	2,000.00	943.41	943.41	1,056.59	0.00	1,056.59	52.83
01-4611-20-1220	Social Security	120.00	62.34	62.34	57.66	0.00	57.66	48.05
01-4611-20-1225	Medicare	30.00	14.59	14.59	15.41	0.00	15.41	51.37
01-4611-20-1294	Educat & Training/Prof Dev	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-4611-40-2483	Land Management	0.00	3,195.00	3,195.00	-3,195.00	0.00	-3,195.00	0.00
01-4611-40-2486	Water Crossing Repair & Maint	2,500.00	296.43	296.43	2,203.57	0.00	2,203.57	88.14
01-4611-40-2487	Invasives Mitigation	4,000.00	390.00	390.00	3,610.00	0.00	3,610.00	90.25
01-4611-40-2488	Signage	2,000.00	1,622.32	1,622.32	377.68	0.00	377.68	18.88
01-4611-50-2560	Dues & Subscriptions	1,000.00	994.80	994.80	5.20	0.00	5.20	0.52
01-4611-50-2564	Educational Outreach	1,500.00	-258.97	-258.97	1,758.97	0.00	1,758.97	117.26
	E08 Sub Totals:	13,650.00	7,259.92	7,259.92	6,390.08	0.00	6,390.08	46.81
	Expense Sub Totals:	13,650.00	7,259.92	7,259.92	6,390.08	0.00	6,390.08	46.81



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4711 E09	Dept 4611 Sub Totals:	13,650.00	7,259.92	7,259.92	6,390.08	0.00		
	Principal - L-T Bonds & Notes							
	Debt Service							
	01-4711-41-7101 Land Bond 1 Curran - Principal	102,560.00	0.00	0.00	102,560.00	0.00	102,560.00	100.00
	01-4711-41-7102 Land Bond 2 Curran - Principal	100,000.00	0.00	0.00	100,000.00	0.00	100,000.00	100.00
	01-4711-41-7103 Land Bonds Curran - Principal	50,000.00	50,000.00	50,000.00	0.00	0.00	0.00	0.00
	01-4711-41-7104 ACC Land Bond - NHMBB Principl	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	01-4711-90-2210 Principal - Rd ConsRefin 11&12	306,000.00	0.00	0.00	306,000.00	0.00	306,000.00	100.00
	01-4711-90-2214 Principal - Road Construction FY 14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	01-4711-90-2215 Principal - Road Construction FY 15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	01-4711-90-2216 Principal - RdConstr FY16-FY17	400,000.00	400,000.00	400,000.00	0.00	0.00	0.00	0.00
	E09 Sub Totals:	958,560.00	450,000.00	450,000.00	508,560.00	0.00	508,560.00	53.05
	Expense Sub Totals:	958,560.00	450,000.00	450,000.00	508,560.00	0.00	508,560.00	53.05
	Dept 4711 Sub Totals:	958,560.00	450,000.00	450,000.00	508,560.00	0.00		
	Interest L-T Bonds & Notes							
	Debt Service							
Dept 01-4721 E09	01-4721-41-7101 Land Bond 1 Curran - Interest	96,160.00	0.00	0.00	96,160.00	0.00	96,160.00	100.00
	01-4721-41-7102 Land Bond 2 Curran - Interest	96,510.00	0.00	0.00	96,510.00	0.00	96,510.00	100.00
	01-4721-41-7103 Land Bonds Curran - Interest	50,000.00	48,609.59	48,609.59	1,390.41	0.00	1,390.41	2.78
	01-4721-90-2210 Interest- Rd Constr Refin11&12	7,350.00	0.00	0.00	7,350.00	0.00	7,350.00	100.00
	01-4721-90-2214 Interest - Road Construction FY 14	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	01-4721-90-2215 Interest - Road Construction FY 15	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	01-4721-90-2216 Interest - Rd Constr FY16-FY17	18,500.00	18,295.46	18,295.46	204.54	0.00	204.54	1.11
	E09 Sub Totals:	268,520.00	66,905.05	66,905.05	201,614.95	0.00	201,614.95	75.08
	Expense Sub Totals:	268,520.00	66,905.05	66,905.05	201,614.95	0.00	201,614.95	75.08
	Dept 4721 Sub Totals:	268,520.00	66,905.05	66,905.05	201,614.95	0.00		
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	17,438,680.00	10,549,180.57	10,549,180.57	6,889,499.43	0.00	6,889,499.43	39.51
	Fund 01 Sub Totals:	17,438,680.00	10,549,180.57	10,549,180.57	6,889,499.43	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	17,438,680.00	10,549,180.57	10,549,180.57	6,889,499.43	0.00	6,889,499.43	39.51
	Report Totals:	17,438,680.00	10,549,180.57	10,549,180.57	6,889,499.43	0.00		



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Finance- HSA Funding  
**Meeting Date:** March 10, 2025

**Department:** Administration  
**Staff Contact:**

---

## **BACKGROUND INFORMATION:**

Currently, the Town contribution to an employee's HSA account is disbursed per pay period. There is some question as to whether the town's contribution should be paid in a lump sum initially and what should happen in subsequent years. The benefit to the employee is that they have funds right away to cover the higher deductible and out of pocket expenses that come with an HSA insurance plan. This is on the agenda so that the Board can discuss options and decide if it wants to make changes to the current practice.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

I think that the employee portion should be front loaded at least in the first year of taking the HSA Health insurance plan.

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

None



# Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** AP & PR Approvals  
**Meeting Date:** March 10, 2025

**Department:** Finance Department  
**Staff Contact:**

---

## **BACKGROUND INFORMATION:**

AP1 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$10,607.32 dated February 5, 2025, subject to review and audit. (Citizens Credit Card)  
AP2 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$478,690.59 dated February 13, 2025, subject to review and audit. (Vendors)  
AP3 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$34,852.57 dated February 20, 2025, subject to review and audit. (Vendors)  
AP4 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$3,465,969.36 dated February 27, 2025, subject to review and audit. (Vendors)  
AP5 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$37,009.18 dated February 25, 2025, subject to review and audit. (NH DMV)  
AP6 ~ I move to approve one (1) Accounts Payable Manifest in the amount of \$34,205.48 dated March 4, 2025, subject to review and audit. (NH DMV)  
PR1 ~ I move to approve one (1) Payroll Manifest in the amount of \$257.86 dated February 11, 2025, subject to review and audit.  
PR2 ~ I move to approve one (1) Payroll Manifest in the amount of \$274,918.83 dated February 20, 2025, subject to review and audit.  
PR3 ~ I move to approve one (1) Payroll Manifest in the amount of \$280,874.54 dated March 6, 2025, subject to review and audit.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

None



# **Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT**

**Title:** Land Use Change Tax Signatures

**Department:** Tax Collector

**Meeting Date:** March 10, 2025

**Staff Contact:** Robert Paquin Varnum

---

## **BACKGROUND INFORMATION:**

This is a Land Use Change Tax release for Map 005 Lot 159-002 which no longer qualifies for Current Use due to a subdivision and transfer of other property, causing this lot to become undersized and no longer qualifies for Current Use Taxation.

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

The assessor has recommended releasing 4.05 acres of land, which is the entire lot at Map 005 Lot 159-002 from Current Use, issuing a Land Use Change Tax in the amount of \$31,000.00.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. Clearview LUCT



## Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

**Title:** Re-appointment, Rob Clemens,  
Souhegan River Advisory Committee  
(SoRLAC)

**Department:** Administration

**Meeting Date:** March 10, 2025

**Staff Contact:**

---

### **BACKGROUND INFORMATION:**

Rob Clemens is seeking re-appointment to the Souhegan River Advisory Committee for a three year term.

### **BUDGET IMPACT:**

*(Include general ledger account numbers)*

### **POLICY IMPLICATIONS:**

### **DEPARTMENT HEAD RECOMMENDATION:**

### **SUGGESTED MOTION:**

I move to approve the re-appointment of Rob Clemens as an Amherst Representative on the Souhegan River Advisory Committee, with a term ending in 2028.

### **TOWN ADMINISTRATOR RECOMMENDATION:**

### **ATTACHMENTS:**

1. Clemens SORLAC application



# **LOCAL RIVER MANAGEMENT ADVISORY COMMITTEE NOMINEE FORM**



## **New Hampshire Rivers Management and Protection Program**

RSA 483:8-a

Please complete both sides of this form and email to [riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov). Please type "NOMINEE FORM" and nominee's name in the subject line. Forms can also be sent by mail to: Rivers Coordinator, NHDES, 29 Hazen Drive, P.O. Box 95, Concord, NH 03302-0095. For questions please contact the Rivers Coordinator at 271-2959.

### **Nominee Information**

Rob Clemens		2/22/25
13 Tarleton Lane		
Amherst		03031
603-673-2305	603-305-1612	Phone (work):
RHClemens@gmail.com		

### **Nomination Information**

Type of Appointment -	<input type="checkbox"/> New Appointment	<input checked="" type="checkbox"/> Reappointment
Souhegan River		
Type of Representation -	Municipality: <input checked="" type="checkbox"/>	Other: _____
Please state your interest(s) in serving on the Local River Management Advisory Committee:		
<input checked="" type="checkbox"/> Local Government	<input checked="" type="checkbox"/> Conservation	<input type="checkbox"/> Agriculture
<input type="checkbox"/> Business	<input type="checkbox"/> Recreation	<input type="checkbox"/> Riparian Landowners
<input type="checkbox"/> Other, please specify: _____		

### **Board of Selectmen or Authorized Signature(s) – REQUIRED (e-signature acceptable)**

Name:	Title:
Name:	Title:
Name:	Title:
<p><i>Note: By statute, the New Hampshire Rivers Management Advisory Committee appoints the Local River Management Advisory Committee (LAC) members for each Designated River from nominees submitted by the local governing bodies through which the Designated River flows (RSA 483:8-a).</i></p>	

(603) 271-2959 [riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov)

PO Box 95, Concord, NH 03302-0095

[www.des.nh.gov](http://www.des.nh.gov)

**Additional Information**

Please include a short description of your relevant background knowledge of local river-related issues or general river management and protection:

I have been an active representative from Amherst on SORLAC for the past 6 years and wish to continue. I am particularly interested in integrating Town and regional interests in the protection of the Souhegan River watershed.

Most Local Advisory Committees engage in a variety of activities. Reviewing those activities listed below, please check those that are of most interest to you:

☐ Grant Writing      ☐ Public Education      ☐ Committee Administration  
☒ Event Organization      ☐ Public Relations      ☒ Management Plan Preparation/Implementation  
☐ Other, please specify: \_\_\_\_\_

Most Local Advisory Committees meet monthly. In some cases they may meet more frequently to complete specific tasks, while in other cases your attendance may not be required at all meetings. Please check one of the boxes below to indicate your availability to attend regularly scheduled meetings:

☐ I can attend monthly meetings on most weeknights  
☒ I can attend monthly meetings only if scheduled on a specific weeknight  
☐ I can only attend a limited number of monthly meetings  
☐ I cannot attend monthly meetings, but am willing to complete tasks on behalf of the Committee

**For NHDES Office Use Only**

LAC Member List and Contacts Database updated (date):

LAC Chair and Nominee have been contacted regarding nomination on (date):

RMPP Staff recommends appointment to the Rivers Management Advisory Committee -

☒ Approve      RMPP staff: \_\_\_\_\_      Date: \_\_\_\_\_

Appointment confirmation sent to municipality and LAC Chair on (date):

Appointment letter and information packet sent on (date):

(603) 271-2959 [riversprogram@des.nh.gov](mailto:riversprogram@des.nh.gov)

PO Box 95, Concord, NH 03302-0095

[www.des.nh.gov](http://www.des.nh.gov)





# **Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT**

**Title:** Minutes

**Meeting Date:** March 10, 2025

**Department:** Administration

**Staff Contact:**

---

## **BACKGROUND INFORMATION:**

## **BUDGET IMPACT:**

*(Include general ledger account numbers)*

## **POLICY IMPLICATIONS:**

## **DEPARTMENT HEAD RECOMMENDATION:**

## **SUGGESTED MOTION:**

I move to approve the meeting minutes of the 9am BOS meeting on February 24, 2025.  
I move to approve the meeting minutes of the 6:30pm BOS meeting on February 24, 2025.

## **TOWN ADMINISTRATOR RECOMMENDATION:**

## **ATTACHMENTS:**

1. 2025.02.24 BOS\_9am DRAFT-NONPUBLIC\_PL Tracked Changes
2. 2025.02.24 BOS 630pm\_DRAFT\_PL Tracked Changes



# Town of Amherst, NH

## BOARD OF SELECTMEN MEETING MINUTES

### Amherst Police Station

### Monday, February 24, 2025, 8:55AM

Attendees: Chairman Danielle Pray, Selectman Bill Stoughton, Selectman Peter Lyon,  
Selectman Dokmo, and Selectman Tom Grella

#### 1. Call to Order

Chair Danielle Pray called the public meeting to order at 8:55 a.m.

#### 2. Non-Public Session:

##### 2.1. Non-public session pursuant to RSA 91-A:3, II. (b) The hiring of any person as a public employee.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Lyon to enter into Non-Public Session: Pursuant to NH RSA 91-A:3 (b) at 8:55am.*

*Roll Call Vote: Grella – aye; Stoughton – aye; Pray – aye; Dokmo – aye; Lyon – aye; 5-0-0; motion carried unanimously.*

#### Other persons present during Non-Public Session:

Deborah Bender

Alan Gould of Municipal Resources Inc

Four candidates for position of Town Administrator

The Board interviewed four people for the position of Town Administrator and discussed those interviews. The Board authorized Alan Gould of MRI to make a conditional offer of employment to one of the candidates.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Lyon to exit Non-Public Session at 1:00pm.*

*Roll Call Vote: Grella – aye; Stoughton – aye; Pray – aye; Dokmo – aye; Lyon – aye; 5-0-0; motion carried unanimously.*

#### 3. Adjournment

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Lyon adjourn the meeting at 1:01pm.*

*Roll Call Vote: Grella – aye; Stoughton – aye; Pray – aye; Dokmo – aye; Lyon – aye; 5-0-0; motion carried unanimously.*

\_\_\_\_\_  
Selectman Peter Lyon

\_\_\_\_\_  
Date



# **Town of Amherst, NH**

## **BOARD OF SELECTMEN MEETING MINUTES**

**Barbara Landry Meeting Room**  
**2 Main Street**  
**Monday, February 24, 2025, 6:30PM**

Attendees: Chairman Danielle Pray, Selectman Bill Stoughton, Selectman Peter Lyon,  
Selectman Tom Grella, Selectman Cynthia Dokmo

### **1. Call to Order**

Chair Danielle Pray called the public meeting to order at 6:30 p.m.

**2. Pledge of Allegiance** – led by Jennifer Stover, Executive Assistant.

### **3. Citizens Forum**

None at this time.

### **4. Public Meeting - Community Energy**

#### **4.1. Public Meeting Notice**

Chairman Pray explained that the process for community power began with the formation of an Energy Committee in August 2023. This Committee met over several months until December 2023, at which time the Committee presented a plan to the Board of Selectmen which the Board approved to go on the ballot. This item was on the ballot in March 2024 and 81% of voters approved it. The Town did not sign a contract for community power until recently, as the prices were not previously below Eversource's rate.

Emily Manns, Standard Power, explained that this public hearing is part of the process for bringing community power to the Town. The purpose of community power is to bring the power of competitive markets to small customers. Residential customers now have the opportunity to participate in competitive markets. This program is designed to bundle customers together to get better, more stable rate options and consumer protections that are not afforded to individual customers. She explained that electricity costs are split into supply and demand sections on an electricity bill. This program affects the supply portion of electricity. Eversource still delivers power, provides the bills, and responds to emergencies. The Town chose Standard Power, in part, due to the stable rates of its programs. The utility default rate changes every six months on a rigid schedule, while Standard Power's program tries to level costs. The program will provide a rate which will be applied to the kilowatt hours of use, leading to the supply charge. The program is an opt-out program, so customers that are currently on Eversource utility supply will be automatically enrolled in the program unless they opt out. The program also offers some additional choices for customers, including a 50% and 100% renewable energy product as well as a basic product, which is the base price. The program starts with small savings in the default product, at a default rate of 8.88 cents per kWh which will be good through October 2025. Next spring, Standard Power will go back out

in a competitive process and secure the program price for longer. There are three optional products that Amherst can offer: Amherst Basic, Amherst 50%, and Amherst 100%. The Amherst Basic is the best rate Standard Power can get meeting the State requirements. Then Amherst 50% and Amherst 100% are market rate products. Renewable energy is traded on markets just like electricity. Eligible customers that want to participate in the program do not need to do anything to participate. Customers who are already on competitive supply are welcome to join the program but should call their current supplier and explain their intention. Customers can join the program, change products, or leave the program at any time, effective on the next meter read which is usually done monthly. Electric assistance participants will keep their benefits as they are calculated separately from the program. Budget billing only applies to the delivery portion of the bill and these customers should double check with Eversource. Net metering customers should opt out of the program, as Standard Power cannot provide the supply credit on the bill which could lead to a significant loss for those customers. The Standard Power program was approved at the State level by the Public Utility Commission and then went through a blind bid process over several months and secured a contract in January. This is the beginning of the public outreach period for the program. The program is launching April 1<sup>st</sup> in Town.

A resident noted that the current sitting Board was not the Board that was responsible for this opt-out program, as it is State mandated. He encouraged the Board to have a meeting with the legislation to make it so that people are not forced into a program they may not want. The New Hampshire way is not to be forced into something people may not want to do. Some residents did not receive the flyer on this program and will be stuck with it. Chairman Pray noted that she has contacted Senator McGough regarding this issue.

Martin Goulet, Veterans Road, asked if someone with solar on net metering with kWh credits is able to opt in. Ms. Manns stated that this is correct.

A resident asked if the rate could go down with the next contracting timeframe. Ms. Manns stated that it could go down or up. Standard Power will work to get the best rate and will inform residents when the contract is renewed, with a minimum requirement of 30 days notice. The rate is set for the community, and the supplier takes all of the risk on themselves.

Rob Clemens, Tarleton Lane, asked why the basic rate was not chosen as the default rate. Ms. Manns stated that a survey of the Town showed an interest in affordable energy, as long as the cost was not higher than it currently is. Thus, the Board chose a small green option to respect that survey response, while also providing the basic as an option. There will be more opt-in information provided.

Kirk Rogers asked if Standard Power is subject to the same regulatory environment that Eversource is with regard to supply. Ms. Manns stated that the Town signed a contract with Direct Energy, not with Standard Power. Standard Power is a services provider on the contract, like a broker. The rates are all regulated. Residents may choose the basic rate when opting-in.

85 Jim O'Reilly, Holly Hill, asked if the Town will receive any revenue from this program.  
86 Selectman Stoughton stated that the Town receives no revenue. This is cost neutral to the  
87 Town. This is an option for consumers.

89 Russ Hodgkins, Thornton Ferry Road I, asked about the delivery portion of the electricity bill.  
90 This is approximately 56% of the bill and has continued to increase annually. He asked if  
91 there is any control over this portion, or if it will continue to rise yearly. Ms. Manns stated that  
92 customers will continue to pay the same delivery amount that everyone else in the State pays.

94 Paul Mancini, 6 Potter Way, asked if the peaks and valleys in the rates be smoothed through  
95 the program. The rate difference is almost inconsequential from Eversource's current rate. Ms.  
96 Manns stated that the goal of the program is savings, and longer contracts can be sought  
97 depending on the market. The initial six month contract is just to get started. Generally, two  
98 years is a typical contract length.

100 Bill Larson, 37 Broadway, stated that there is a disclosure statement required by regulation.  
101 Ms. Manns stated that this is an annual requirement for the supplier to provide an  
102 environmental statement. Mr. Larson stated that he is concerned that some people may not  
103 receive word of the opt-out requirement and there may be some associated liability.

105 Tom Christensen, Josiah Bartlett, asked if this service is offered in other NH communities.  
106 Ms. Manns stated that Standard Power works with 28 local communities and 11 have already  
107 launched. There are two other similar companies in NH. Mr. Christensen stated that the letter  
108 he received from the Town shows the symbol of Amherst, though he believes it came from  
109 Standard Power. He asked the Board if this was the intention. Selectman Stoughton stated that  
110 the Board knew that the plan approved by the voters required this letter to be sent. This is a  
111 Town-sponsored plan. The Board wanted to make sure the letter was sent out and contained  
112 accurate information.

114 Bruce Kinney, 3 Atherton Lane, stated that Direct Energy does not have great reviews from a  
115 customer service standpoint. Ms. Manns stated that the competitive suppliers who provide  
116 community power services also provide individual customer services, and they all get terrible  
117 reviews. Direct Energy has been wonderful to work with for municipal aggregations and have  
118 been quite responsive. If someone has a complaint about them, they can let Standard Power  
119 know.

121 Chris [no last name] asked how people who did not receive the informative letter will be  
122 educated on this. This is a big change that the Town is forcing its residents into. Ms. Manns  
123 stated that everyone in Town should receive a letter, whether eligible for automatic enrollment  
124 or not. While the mail has been difficult to work with, this is not the responsibility of Standard  
125 Power, as everyone was notified. A letter was sent on the 14<sup>th</sup> and another after the holiday.  
126 There are no fees to join or leave the program. There will be a mailing sent to everyone if  
127 there is a rate change.

129 Matt Klimczak, Indian Pond Lane, asked what the benefit of the program is. Ms. Manns stated  
130 that the effort comes before the market. Standard Power has to put in the effort to generate  
131 stable competitive rates and then work for savings. The benefit is that customers that

participate do not have a rate change every six months. Commercial and industrial customers use competitive supply contracts to save money over time and that is the purpose of the law and the way it is being applied in Amherst. Standard Power is working to give the Town stable competitive rates. The savings may be small but will continue over several months. Mr. Klimczak again asked about the benefit. He asked how the program has worked in Milford and what savings have been seen. He stated that he does not care if the electricity comes from a wind farm or a nuclear plant but would like to know the benefits of making a change. Selectman Grella stated that his most recent electricity bill was for 507 kilowatt hours and each option showed a difference of \$0.42.

Rob Clemens stated that he has had Direct Energy for a number of years and has seen a lower rate over Eversource each year. The rate negotiated by Amherst is better than the rate he currently has.

A resident asked who from the Town is responsible for interfacing with Standard Power.

A resident noted that, unless everyone in Town received a letter, the Town is breaking the law, per the Commissioner. The Town may want to understand that Standard Power is an agent who is looking to make a profit, whereas there is no middle person with Eversource.

Will Ludt, 3 School Street, stated that he did not receive a letter but has Direct Energy as a supplier. Ms. Manns stated that he is already on competitive supply and so is not eligible for automatic enrollment. A phone call will need to be made to Direct Energy if the resident wants to move to the Town's program.

Courtney Dubiel, Foundry Street, asked about the number of vendor rates compared for the calculation. Ms. Manns stated that Standard Power sent an RFP to all qualified participants. Currently, there are three providers serving NH. The information being requested is kept confidential in order to allow for a blind bid.

There was a question regarding switching back and forth between the Eversource rate and Standard Power rate. Ms. Manns stated that this occurs quite frequently and there is no penalty to do so.

John Guzowski, Lyndeborough Road, stated that he currently has Direct Energy, and his rate is 14 cents per kWh. He asked how to switch to the Town rate. Ms. Manns stated that a call can be made directly or using a form on the website.

Kelly Mullin, Christian Hill Road, stated that she is currently with Direct Energy, and she asked them about the Amherst program. Direct Energy never disclosed that they were the provider for the program and instead encouraged her to stay with them, as they have a fixed rate whereas the Town program will have a variable rate. Ms. Manns stated that she will call the supplier to discuss this further.

Rob Myers, Woodland Drive, stated that he has been searching for a better rate for years and it seems that this proposal will take all Eversource Amherst customers and make one larger Direct Energy customer, in order to negotiate a better rate. As long as the rate stays low, it

179 makes sense to stay with the Town program and people can otherwise opt-out. There is a level  
180 of engagement and education around the program.

181  
182 A resident asked how they could access the letter if they did not receive one to their home.  
183 Ms. Manns stated that the letter is posted on the Town's website and the contact information  
184 on it could be made more prominent.

## 185 186 **5. Administration**

### 187 **5.1. Administrative Updates**

188  
189 Acting Town Administrator Debbie Bender stated that she has been working on the  
190 Community Power program and the Board's action items list.

### 191 192 **5.2. New Hire – Comm Dev Director**

193  
194 The Board welcomed Kristy Jobin as the new Community Development Director.

195  
196 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
197 *approve the hiring of Kristy Jobin as the Community Development Director at Grade 19 Step*  
198 *1, at \$49.05/hour.*

199 *Vote: 5-0-0; motion carried unanimously.*  
200

### 201 **5.3. BOS Action Item List**

202  
203 The Board reviewed its action item list.  
204

## 205 **6. Board Discussion**

### 206 **6.1 HSA Funding**

207  
208 Selectman Stoughton explained that one of the two health insurance plans that the Town  
209 offers its employees is a high deductible plan which has coupled with it a health savings  
210 account (HSA). The Town currently contributes toward that HSA on a pay period by pay  
211 period basis in a match setup. A suggestion has been made to change the funding to a type of  
212 upfront funding. The Town could front load its portion of the contribution. If the Board would  
213 like to further consider this, he would suggest asking Acting Town Administrator Bender to  
214 determine how the Town would handle probationary employees and also what would happen  
215 with employees who leave or retire in the middle of a year.

216  
217 The Board was in favor of allowing Acting Town Administrator Bender to look into this  
218 further and come back to the Board with more information.  
219

## 220 **7. Staff Reports**

### 221 **7.1. REC - Program Coordinator Hire**

222  
223 *A MOTION was made by Selectman Lyon and SECONDED by Selectman Dokmo to approve*  
224 *the hire of Celina Dutremble as Program Coordinator effective February 10, 2025, at a rate*  
225 *of \$28.71/hr., grade 8, step 3.*



Vote: 5-0-0; motion carried unanimously.

## **7.2. REC - PMEC Coordinator Hire**

*A MOTION was made by Selectman Dokmo and SECONDED by Selectman Stoughton to approve the hire of Michele Koltookian as PMEC Coordinator effective March 3, 2025, at a rate of \$24.80/hr., grade S11, step 1.*

*Vote: 5-0-0; motion carried unanimously.*

## **7.3. DPW New Hire - Assistant Director**

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the hire of Craig Durrett for the position of Assistant Director - Environmental. The starting salary will be paid at grade 18, step 4, or \$100,713.60 annually. The anticipated start date of employment will be April 14, 2025.*

*Vote: 5-0-0; motion carried unanimously.*

DPW Director Slosek addressed a proposal to implement a cashless payment system in order to enhance the efficiency, security, and convenience of the Transfer Station. This transition will also help to modernize payment options, improve transaction speed, and reduce risks associated with handling cash. Phase 1 of the proposal is public notification. Staff is recommending a three month education/public outreach period. The suggestion includes still taking checks for a period of time. Staff plans to continue monitoring feedback to address concerns and the outcomes of the proposal. After the outreach phase, Staff would like to begin implementing the new system on April 1<sup>st</sup>.

The Board discussed how to handle the credit card fees associated with the change to the payment system. It was agreed that this proposal could move forward with Phase 1, with the fees to be included in the upfront costs, with the costs adjusted accordingly.

DPW Director Slosek addressed the proposed structured sticker verification policy, to ensure the efficient operation of the Amherst Transfer Station and maintain fair usage for Amherst residents. Implementing this process includes a process to educate the public, while allowing for streamlined traffic flow and preventing unauthorized use of the facility. Phase 1 would be the public education and awareness phase to inform residents about the sticker requirement before enforcement begins. The success of the public education period will be monitored. The policy will help protect the investment of Amherst taxpayers, prevent staff from stopping frequent users for verification, and restrict access to Amherst residents only. There have been some concerns expressed regarding people who do not like to display the sticker on their windshield or people who recently purchased a new car. Staff is considering ways to be flexible, possibly by allowing a placard or something similar. Phase 2 would include initial sticker spot checks by staff, with follow-up from the foreman to conduct the sticker check and explanation to the resident. Staff will have the ability to issue a sticker onsite to minimize any delay. If needed, Phase 3 would consider a separate lane at the Transfer Station once a month or so to monitor vehicles. Vehicles without stickers would be directed to a place for enforcement. It is hoped that the implementation of Phase 1 and Phase 2 will be effective



272 enough not to need Phase 3. Regarding future sticker improvements, Staff is considering  
273 different types of placards that could be used and potentially tracking stickers.

274  
275 Selectman Dokmo suggested placing the associated license plate number on the sticker, in  
276 order to not allow people to share the pass.

277  
278 The Board agreed that this item should move forward.

279  
280 **7.5. DPW- Certificate of Authorization – CWSRF – *This item was addressed at***  
281 ***this time.***  
282

283 DPW Director Slosek explained that the Town was awarded a \$100,000 CWSRF loan with  
284 100% principal forgiveness. The warrant article for this question passed the Town vote last  
285 March, authorizing the Board to enter into the loan agreement. Staff is now in the process of  
286 completing the loan application. One of the required documents for the application is a  
287 notarized "Certificate of Authorization" that authorizes a Town agent to sign the loan  
288 application. He recommended the Board authorize the Town Administrator to sign the loan  
289 Application and also that the Board sign the Certificate of Authorization Form  
290 provided.

291  
292 *A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to*  
293 *authorize the Town Administrator to sign the loan application for the recently awarded*  
294 *CWSRF loan in the amount of \$100K, with 100% principal forgiveness.*  
295 *Vote: 5-0-0; motion carried unanimously.*  
296

297 **7.4. DPW- Clean Water Asset Management Program Grant**  
298

299 DPW Director Eric Slosek stated that on September 27, 2024, he received notification that the  
300 Clean Water Asset Management Program Grant (CWAMPG) pre-application was selected for  
301 funding. The next steps to receive the award funds include submitting a grant application  
302 before April 30, 2025, and executing an agreement with NH DES. The steps required are as  
303 follows:  
304

305 1. Following a funding offer from NHDES, obtain the authority to accept grant funds  
306 and assign an Authorized Representative (AR) from the grantees' governing body.  
307 This will likely require a vote at a meeting of the governing body. A vote may take  
308 place any time prior to execution of the Grant Agreement.  
309

310 2. Once the Grant Agreement has been received from NHDES, someone other than the  
311 AR (who can certify actions taken at the referenced meeting) completes and signs the  
312 Certificate of Vote Authorization (COV). The AR cannot sign the COV. The COV  
313 must be signed and notarized on the same date as, or within 30 days of, when the AR  
314 signs the Grant Agreement. The 30-day window applies to either side of the execution  
315 date.  
316

317 He recommended that the Board vote to accept the grant funds, and to authorize the Town  
318 Administrator to sign the related agreement. The Certificate of Vote Authority will need to be

signed by a member of the Board within 30 days of the grant agreement execution. The DPW Director will deliver the COV to the Board for signature at that time.

*A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to accept the Clean Water Asset Management Program Grant funds awarded to the Town of Amherst, in the amount of \$30,000. Further, move to authorize the Town Administrator to sign the related agreement.*

*Vote: 5-0-0; motion carried unanimously.*

## **7.6. DPW - Catch Basin Cleaning Bid**

DPW Director Slosek explained that the DPW received two bids for catch basin cleaning services. The bids were evaluated. Eastern Pipe Service had the lowest unit price for vacuum cleaning services, as well as inspection services. Bellemore had the lowest price for clam shell cleaning services. After careful consideration, we recommend awarding the contract to Eastern Pipe Service, LLC (Wind River), in the amount of \$64,500.00. It is believed that the vacuum services will result in a better end product, and the low inspection pricing will help to keep costs lower. In future years, the Town will not be cleaning all 1,000 basins in Town, but only a percentage per year, to be determined upon review of the completed inspection reports from FY25. Therefore, this award would be for option B, vacuum cleaning services. This work is part of the Town's MS4 Stormwater requirements. There will be an option to extend the contract for up to two additional years by mutual agreement. The unit price for vacuum catch basin cleaning for subsequent contract years would go up by \$1 per basin each year, for a maximum of two years.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to award the DPW02-25 contract for catch basin cleaning and inspection to Eastern Pipe Services, LLC, for the amount of \$64,500 for the first year. Further, authorize the DPW Director to sign the related agreement.*

*Vote: 5-0-0; motion carried unanimously.*

State Senator Tim McGough addressed the Board and gave an update on the Senate budget and potential upcoming legislation.

## **8. Other Approvals**

### **8.1. Minutes**

*A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve the meeting minutes of January 13, 2025.*

*Vote: 5-0-0; motion carried unanimously.*

*A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve the meeting minutes of January 27, 2025.*

*Vote: 5-0-0; motion carried unanimously.*

*A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve the meeting minutes of February 5, 2025.*

Vote: 4-0-1; motion carried with C. Dokmo abstaining.

A MOTION was made by Selectman Lyon and SECONDED by Selectman Grella to approve the meeting minutes of February 10, 2025.

Vote: 4-0-1; motion carried with C. Dokmo abstaining.

## **8.2. Fireworks permit Applications for Wholesale/ Retail Sales-Atlas Fireworks**

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Stoughton to approve the application and permit for Wholesale / Retail Sales of Permissible Fireworks for Atlas Fireworks.

Vote: 5-0-0; motion carried unanimously.

## **8.3. Fireworks permit Applications for Wholesale/ Retail Sales- Apex Fireworks, LLC (DBA Elite Fireworks)**

A MOTION was made by Selectman Lyon and SECONDED by Selectman Stoughton to approve the application and permit for Wholesale / Retail Sales of Permissible Fireworks for Apex Fireworks, DBA Elite Fireworks.

Vote: 5-0-0; motion carried unanimously.

## **9. New Action Items**

The Board reviewed its new action items, including reviewing the proposed HSA funding.

## **10. Old/New Business**

Selectman Grella discussed the last major snowstorm and the DPW's appropriate response to cleaning the roads.

## **11. Non-Public Session: 91-A:3, II. (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.**

A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to enter into Non-Public Session: Pursuant to NH RSA 91-A:3 (a) at 9:12pm.

Roll Call Vote: Grella – aye; Stoughton – aye; Pray – aye; Grella – aye; Lyon – aye; 5-0-0; motion carried unanimously.

## **Other persons present during Non-Public Session:**

Eric Slosek

The Board discussed the promotion of a DPW employee. No action was taken, and no votes were taken.

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Lyon to exit Non-Public Session at 9:56pm.  
Roll Call Vote: Grella – aye; Stoughton – aye; Pray – aye; Grella – aye; Lyon – aye; 5-0-0; motion carried unanimously.*

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Grella to approve the interim promotion of Dean Callahan to the position of Facility Maintenance Technician, retroactive to December 9, 2024, paid at the rate commensurate with Grade 11, Step 3, or \$29.57/hour. This interim change will remain in effect until the position is filled permanently.  
Vote: 5-0-0; motion carried unanimously.*

## **12. Adjournment**

*A MOTION was made by Selectman Stoughton and SECONDED by Selectman Lyon adjourn the meeting at 10:00pm.  
Vote: 5-0-0; motion carried unanimously.*

**NEXT MEETING: March 10, 2025**

\_\_\_\_\_  
*Selectman Peter Lyon*

\_\_\_\_\_  
*Date*