



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landy Meeting Room, 2 Main Street
MONDAY, JUNE 23, 2025 6:30 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Board Recognition - Souhegan Girls Varsity Tennis & Boys Varsity Baseball Team State Champions**
- 5. Scheduled Appointments**
 - 5.1. Amherst Highway Safety Committee- Chestnut Hill Road Update
 - 5.2. Bike Pedestrian Advisory Committee - Request For Signage & Funding
- 6. Administration**
 - 6.1. Appointment of Emergency Management Leader
 - 6.2. Resignation- Building Inspector/ Code Enforcement Officer
- 7. Staff Reports**
 - 7.1. Encumbrances for FY25 to FY26
 - 7.2. Budget to Actual update as of 6/18/25
 - 7.3. Job Descriptions - Finance Director & Deputy Tax Collector
- 8. Consent Agenda**
 - 8.1. Assessing Land Use Change Tax
- 9. Other Approvals**
 - 9.1. Town Clerk-Annual Dog Warrant 2025
 - 9.2. Assessing Abatement and Charitable Exemption
 - 9.3. Minutes

10. New Action Items

11. Old/New Business

Adjournment

Next Meeting: July 14, 2025

You are invited to a Zoom webinar

When: Jun 23, 2025 06:30 PM Eastern Time (US and Canada)

Topic: BOS Meeting June 23, 2025

<https://us02web.zoom.us/j/88292860974>

Phone one-tap: +13017158592

Webinar ID: 882 9286 0974

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: Amherst Highway Safety Committee- **Department:** Police Department
Chestnut Hill Road Update

Meeting Date: June 23, 2025

Staff Contact: Anthony Ciampoli

BACKGROUND INFORMATION:

The Amherst Highway Traffic Safety Committee conducted a follow-up analysis regarding a petition that we investigated last year which led to a recommendation in the fall. The Committee once again analyzed truck traffic and speeding concerns after the reconstruction of the roadway. Please see the attached recommendation for complete details of the analysis and findings.

BUDGET IMPACT:

(Include general ledger account numbers)

None

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

Accept the formal recommendation and analysis from the Amherst Highway Safety Committee

SUGGESTED MOTION:

I move to accept the formal recommendation and analysis of the Chestnut Hill Road study from the Amherst Highway Safety Committee

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Chestnut Hill Recommendation



Memorandum

To: Amherst Board of Selectmen

Cc: Lincoln Daley, Town Administrator

From: Anthony E. Ciampoli, Chief of Police

Date: June 9, 2025

Re: *Highway Safety Committee Recommendations-Chestnut Hill Road*

On January 4th and 25th, 2024 the Amherst Traffic Safety Committee met to discuss several issues, but the most prevalent at hand was the “No Through Trucking” discussion regarding Boston Post Road. As a committee we were tasked to explore the feasibility and necessity of this ordinance as well as a “No Engine Braking” ordinance.

In September 2024, the Amherst Highway Traffic Safety Committee conducted a multifaceted review of traffic concerns raised by residents of Chestnut Hill Road following the submission of a formal petition. After completing our initial analysis—based on data collection, traffic observations, and a comprehensive review of roadway conditions—we submitted a set of recommendations to the Board of Selectmen. During the public hearing, concerns were raised about the validity of the initial study due to the location of the recording device and the time of year the data was collected.

While the placement of the recording device was determined by the Nashua Regional Planning Commission (NRPC), recognized subject matter experts in this area, the committee took the public’s concerns seriously. Specifically, we set out to determine whether seasonal variation or placement could have significantly skewed the results. It’s also worth noting that roadway reconstruction was completed after the original study, addressing several of the key safety concerns highlighted in our initial report (please see attached recommendation for full details).

In response to residents’ requests for data collected during the spring months, we reached out to NRPC for assistance with a new study in April 2025. Because both truck traffic and speed

remained primary concerns, we also inquired about enhanced data collection methods. NRPC informed us that they are now utilizing video-based recorders capable of more accurately classifying vehicles by type. This approach offers significant improvement over the previous axle-counting method, which likely misclassified pickups with trailers and other similar vehicles.

Once we were made aware of this improved technology, the Committee requested deployment of two recorders—one at the northern end and one at the southern end of Chestnut Hill Road. The goal was to obtain the most comprehensive and accurate data possible, including the identification of “through truck traffic.” With two units, we could better determine if trucks were traveling the full length of the road or had local destinations.

Although our request was a tall order given the popularity and limited availability of this technology, NRPC generously agreed to deploy two recorders from Monday, April 7 through Friday, April 11, 2025. The south unit was placed just below the Flume, based on resident feedback. The north unit was located near #59 Chestnut Hill Road on a level, straight section of roadway.

Data Collection Notes

- The **south unit** encountered a technical issue and recorded **only 3 of the 5 days**.
- The **north unit** recorded a full 5 days without interruption.
- It is worth emphasizing that many traffic studies rely on just 1–2 days of data, so the south unit’s recording still offers meaningful insight.

Key Findings

1. Truck Traffic

The Committee was surprised to see a significant drop in large truck traffic compared with classes 5-13. Where the 2024 study showed large trucks accounting for **14.1% of traffic**, the April 2025 study recorded only **4–5%** truck traffic, as shown below:

2024 Traffic Study

2024 Location	Class 1-4 %	Large Trucks % (Class 5-13)	Number of Large Trucks per day
Chestnut/Wolfe	85.9%	14.1%	115

2024 Location	Truck Avg Speed	Truck 85 th Percentile	All Vehicles Average Speed	All Vehicles 85 th Percentile
Chestnut/Wolfe	35.1	41.3	35.1	40.8

2025 Study – April Results

- North Recorder: 5% large truck traffic
- South Recorder: 4% large truck traffic
- **95–96% of all traffic** classified as **residential vehicles** (Classes 1–4)

Upon further breakdown of vehicle classifications:

- **Classes 5 and 6**, which are not typically restricted under “No Through Trucking” ordinances, accounted for a significant portion of the large truck category.
- Excluding Classes 5 and 6-, the remaining large truck percentage dropped to just **0.93%**, equating to **41 total trucks over five days**.

Additionally, cross-referencing data from the two recorders revealed that several of these large trucks were not through traffic. For example, on **April 9**, the south recorder captured **five Class 8 trucks**, but the north recorder only saw **one**. This suggests that two of the trucks traveled in and out from a location between the two units, leaving just one of the five recorded trucks as through traffic and inflating the overall 41 truck total.

2. Speed Analysis

Contrary to expectations that repaving the roadway would lead to much higher speeds, average vehicle speeds dropped in the 2025 study. The 85th percentile speed (the speed at or below which 85% of vehicles are traveling) rose slightly for much of the data and was slightly lower in some instances than the prior study.

2024 Speed Study – Chestnut/Wolfe

Metric	Trucks (mph)	All Vehicles (mph)
Average Speed	35.1	35.1
85th Percentile Speed	41.3	40.8

2025 Speed Study – April (Combined Averages)

- Truck speeds slightly higher on the north recorder, lower on the south recorder
- Residential vehicle speeds followed the opposite pattern
- Overall, no notable increase in average or 85th percentile speeds was observed

3. Speed Limit Evaluation

The Committee reaffirms that the current 30 mph speed limit is appropriate. The use of the 85th percentile standard, a common traffic engineering benchmark for setting reasonable speed limits, would suggest a higher speed limit than 30 mph. Additionally:

- In the absence of a local ordinance, this road would default to a **statutory 35 mph** zone under state law
- The observed average speeds hover around **35 mph**, aligning with this statutory designation
- Crash data remains low and does not support the need for a lower speed limit

Conclusion and Recommendations



































- The updated April 2025 study using enhanced video classification technology provides a more accurate picture of current traffic conditions
- Truck traffic is far less than initially estimated in 2024, with very low levels of through-trucking
- Vehicle speeds have not increased post-reconstruction and remain within reasonable limits
- The 30-mph speed limit should be maintained
- The Amherst Police Department will continue to support the area with targeted enforcement and rotating speed feedback devices to reinforce safe driving behaviors
- APD targeted enforcement in that area has resulted in **538 motor vehicle stops** in the last 12 months, illustrating that our continued presence is necessary

The Amherst Highway Traffic Safety Committee remains committed to reviewing and responding to resident concerns and ensuring our recommendations are supported by reliable data, best practices, and a clear understanding of roadway safety. The Committee voted unanimously on this recommendation (5-0).

Respectfully Submitted,

The Amherst Highway Traffic Safety Committee

FIGURE A-1 FHWA 13 VEHICLE CATEGORY CLASSIFICATION

Class 1 Motorcycles		Class 7 Four or more axle, single unit	
Class 2 Passenger Cars		Class 8 Four or less axle, single trailer	
			
			
			
Class 3 Four tire, single unit 2 Axle Long		Class 9 5-Axle tractor semi-trailer	
			
			
Class 4 Busses		Class 10 Six or more axle, single trailer	
		Class 11 Five or less axle, multi-trailer	
			
Class 5 Two axle, six tire, single unit			
		Class 12 Six axle, multi-trailer	
		Class 13 Seven or more axle, multi-trailer	
Class 6 Three axle, single unit			
			
			

Source: Federal Highway Administration



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Bike Pedestrian Advisory Committee **Department:** Administration
- Request For Signage & Funding

Meeting Date: June 23, 2025

Staff Contact:

BACKGROUND INFORMATION:

The Bike Pedestrian Advisory Committee is before the Board to request approval to purchase 30 trail signs, ideally using some of the unspent budget from this fiscal year. These signs follow a standard national design used for rail trails and hiking paths, and a quote has been obtained from one of the few companies that produce them. A sample image of the proposed sign is attached for reference—the final design is still under discussion but will closely reflect this concept.

Pending approval, the first sign would be installed along Boston Post Road at the start of the Shenk's easement, with additional signs planned for the Amherst Street sidepath and other locations as easements are finalized. The Committee believes these signs will help promote the Greenway and increase public awareness of local walking and biking trail opportunities.

We respectfully request the Board's approval to move forward with this initiative.

BUDGET IMPACT:

(Include general ledger account numbers)

\$743.40

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. QUOTE # 111873 - CHRISTOPHER BUCHANAN

Quote

Date	Quote #
6/13/2025	111873
Quote is valid for 30 days.	

Ship To
CHRISTOPHER BUCHANAN 22 DODGE ROAD AMHERST, NH 03031 603-249-6015

[illegible]



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Appointment of Emergency
Management Leader

Department: Administration

Meeting Date: June 23, 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: Resignation- Building Inspector/
Code Enforcement Officer

Department: Administration

Meeting Date: June 23, 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: Encumbrances for FY25 to FY26
Meeting Date: June 23, 2025

Department: Finance Department
Staff Contact: Debbie Bender

BACKGROUND INFORMATION:

There are four encumbrance requests as follows:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move that we approve the Encumbrance requests as follows: **AFR**, Vehicle Repairs \$45,855.87; **DPW**, Library Furnace \$16,965.40; **DPW**, Line Striping \$31,203; **DPW**, Purchase International Trucks \$46,750.84; **DPW**, Road Construction \$435,973.06; **RECREATION**, Carport Birch Park \$14,693.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. DPW - Enc FY25 to FY26 req Equip Cap - Trucks \$46,750.84
2. DPW - Enc FY25 to FY26 req Library Furnace - \$16,965.40
3. DPW - Enc FY25 to FY26 req line stripe - \$31,203.00
4. REC - Enc FY25 to FY26 req Carport \$14,693 & Proposal
5. DPW - Enc FY25 to FY26 req Rd Rebuild - \$435,973.06
6. AFR - Enc FY25 to FY26 req - Vehicle Repairs \$45,855.87
7. DPW - Enc FY25 to FY26 req Vegetation Mgmt \$8,000



OFFICE OF THE FINANCE DIRECTOR

2 Main Street, PO Box 960

Amherst, NH 03031

dbender@amherstnh.gov

www.amherstnh.gov

Tel. (603) 673-6041 ex. 213 Fax (603) 673-6794

Request to Encumber Funds

DATE OF REQUEST: _____

REQUESTING DEPARTMENT: _____

REASON FOR REQUEST: (describe in detail)

Account to Encumber:

<u>Account number(s)</u>	<u>Description</u>	<u>Amount</u>
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Town Administrator Recommendation:

Signature

Date

Date of Board of Selectmen Vote: _____

Please attach minutes of the BOS meeting along with this completed form to the Finance Director.

Finance Director

Date

Date Completed: _____

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Town Administrator Recommendation:

Signature

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REQUESTING DEPARTMENT: _____

REASON FOR REQUEST: (describe in detail)

Account to Encumber:

<u>Account number(s)</u>	<u>Description</u>	<u>Amount</u>
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Town Administrator Recommendation:

TOTAL = \$31,203.00

Signature

Date

Date of Board of Selectmen Vote: _____

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Finance Director

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Request to Encumber Funds

DATE OF REQUEST: 6/10/2025

REQUESTING DEPARTMENT: Recreation – Birch Park

REASON FOR REQUEST:

The Recreation Department is in the process of relocating staff (Parks) and storage (youth sports equipment) for better efficiency. In order for staff to perform maintenance and repairs of vehicles and equipment, the recreation bus often needs to be outside, rather than in the garage at Birch Park. The carport provides protection from the elements.

Accounts to Encumber:

<u>Account numbers</u>	<u>Description</u>	<u>Amount</u>
01-4520-60-2612	Equipment Purchases	\$12,350.01
01-4520-40-2411	Heat	<u>\$ 2,342.99</u>
	TOTAL	\$14,693.00

Town Administrator Recommendation:

Signature

Date

Date of Board of Selectmen Vote: June 23, 2025

Please attach minutes of the BOS meeting along with this completed form to the Finance Director.

Finance Director

Date

Date Completed: _____
Copy: Auditor File



PREPARED BY

Diego Almeida

Schwanz Construction

(603) 557-1071

diego@schwanzconstruction.net

10 Northern Blvd Unit 12, Amherst, NH 03031, USA

PREPARED FOR

Arene Berry

Arene Berry

(603) 673-6248

areneberry@amherstnh.gov

260 Route 101, Amherst NH

PROPOSAL DETAILS

Amherst

260 Route 101, Amherst NH

DESCRIPTION

TOTAL

Wood Framing

\$9,443.00

Based on:

- Floor Framing: Mark wall layout, install floor joists (16-inch spacing), and secure plywood/OSB on top.
- Wall Framing: Build wall frames, lift them into place, and brace temporarily.
- Roof Framing: Install rafters or trusses, then add plywood/OSB sheathing.
- Windows & Doors: Cut openings, install headers for support, and place windows/doors.
- Sheathing: Cover exterior walls with plywood/OSB.

Metal Roofing Installation

\$5,250.00

Based on:

- Prepare the Roof: Lay down a moisture barrier (roofing felt or synthetic underlayment). Add a drip edge at the eaves for water runoff.
- Install Metal Panels: Start at one end, keeping the panels square with the roof edge. Secure with self-tapping screws at recommended intervals. Trim panels as needed for edges or valleys.
- Install Flashing and Trim: Place flashing in valleys to direct water. Add ridge caps at the peak for a clean finish and ventilation. Install trim along edges and sidewalls.
- Seal and Inspect: Apply silicone caulk or sealant at seams and penetrations. Check all screws, overlaps, and edges for security.
- Cleanup: Remove any debris and extra materials.

TOTAL

\$14,693.00

PAYMENTS STARTING FROM \$242/month on Acorn [Learn More](#) →

Terms and Conditions:

Definitions:

- (a) "Contractor" refers to Schwanz Construction.
- (b) "Client" refers to the individual or entity engaging Contractor's services.
- (c) "Project" refers to the construction work to be performed by Contractor as agreed upon with the Client.

Scope of Work:

Contractor shall provide construction services as outlined in the project agreement between Contractor and Client. Any modifications to the scope of work must be agreed upon in writing by both parties.

Payment Terms:

- a) The Client agrees to make payments to the Contractor according to the schedule outlined below, unless otherwise specified in the project agreement or invoice.
- b) Payments must be made in full and on time. Late payments may be subject to fees or interest as specified in the agreement or invoice.
- c) The payment structure for this project is as follows:

1st Installment – 35%: Due upon signing of the contract, unless a different due date is specified on the invoice. This secures the project

start and covers initial costs.

2nd Installment – 40%: Due when the project reaches approximately 50% completion, as determined by the Contractor based on significant progress milestones.

The Contractor will provide a brief progress summary or walk-through, if requested, to justify the stage of completion. This payment ensures continued progress and covers labor and material costs already incurred up to this point.

3rd Installment – 25%: Due upon full completion of the project, once all agreed work is finalized and approved by the Client.

d) All payments must be made via the method(s) outlined in the project agreement (e.g., bank transfer, check, or online payment portal).

e) In the event of any delay in payment, the Contractor reserves the right to pause or delay further work until payment is received.

Change Orders:

Any changes to the scope of work must be documented in a change order signed by both parties. Additional costs resulting from change orders shall be agreed upon before implementation.

Timeframe:

Contractor shall complete the project within the timeframe specified in the project agreement, barring any unforeseen circumstances or delays beyond Contractor's control.

Materials and Equipment:

Contractor shall provide all necessary materials and equipment required for the completion of the project, unless otherwise agreed upon with the Client.

Permits and Regulations:

Contractor shall obtain all necessary permits and adhere to all local, state, and federal regulations throughout the duration of the project, unless otherwise agreed upon with the Client.

Warranty:

Contractor warrants that all work performed shall be of professional quality and free from defects for a period of 1 year from the date of project completion.

Indemnification:

Client agrees to indemnify and hold Contractor harmless from any claims, damages, or liabilities arising from the Client's actions or negligence.

Termination:

Either party may terminate the contract in writing if the other party materially breaches its obligations and fails to remedy the breach within 30 days of receiving written notice.

Penalty for Non-Commencement:

If, after signing the contract, the Contractor does not commence work as scheduled without a valid reason, the Contractor shall be subject to a penalty of 3% of the total contract value.

Dispute Resolution:

Any disputes arising under this contract shall be resolved through mediation or arbitration in accordance with New Hampshire law.

Entire Agreement:

This contract constitutes the entire agreement between the parties and supersedes any prior agreements or understandings, whether written or oral.

Amendment:

Any modifications to this contract must be made in writing and signed by both parties.

Governing Law:

This contract shall be governed by the laws of New Hampshire without regard to its conflict of laws principles.

Severability:

If any provision of this contract is deemed invalid or unenforceable, the remaining provisions shall remain in full force and effect.

Waiver:

The failure of either party to enforce any provision of this contract shall not constitute a waiver of that provision or any other provision.

Notices:

All notices required or permitted under this contract shall be in writing and delivered to the addresses specified by each party.

Assignment:

Neither party may assign its rights or obligations under this contract without the prior written consent of the other party.

By signing below, the parties agree to be bound by the terms and conditions set forth in this contract.

The above specifications, costs, and terms are hereby accepted.



ARENE BERRY

June 17, 2025 at 3:20 PM EDT

DATE



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dbender@amherstnh.gov

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Tel. (603) 673-6041 ex. 213 Fax (603) 673-6794

Request to Encumber Funds

DATE OF REQUEST: _____

REQUESTING DEPARTMENT: _____

REASON FOR REQUEST: (describe in detail)

Account to Encumber:

<u>Account number(s)</u>	<u>Description</u>	<u>Amount</u>
--------------------------	--------------------	---------------

Town Administrator Recommendation:

_____ Signature	_____ Date
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Date of Board of Selectmen Vote: _____

Please attach minutes of the BOS meeting along with this completed form to the Finance Director.

_____ Finance Director	_____ Date
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Date Completed: _____

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Request to Encumber Funds

DATE OF REQUEST: 6-17-25

REQUESTING DEPARTMENT: Fire Rescue

REASON FOR REQUEST: Engine 2 and Tanker 1 have major pump issues. These have been pushed off for several years because of needing to be budgeted but have not. The trucks have remained in service but could have catastrophic failure at any point the more time passes.

Account to Encumber:

<u>Account number(s)</u>	<u>Description</u>	<u>Amount</u>
		\$45,855.87

Town Administrator Recommendation:

Signature

Date

Date of Board of Selectmen Vote: _____

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Finance Director

Date

Date Completed: _____

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Town Administrator Recommendation:

_____ Signature	_____ Date
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Date of Board of Selectmen Vote: _____

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_____ Finance Director	_____ Date
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Date Completed: _____

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Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Budget to Actual update as of
6/18/25

Department: Finance Department

Meeting Date: June 23, 2025

Staff Contact: Debbie Bender

BACKGROUND INFORMATION:

Budget Status report as of 6/18/25. With all the encumbrances and the estimated payroll expenses for the rest of FY25, I'm estimating about \$800,000 left at the end of the fiscal 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 06-18-25

General Ledger

Budget Status

User: dbender
Printed: 6/18/2025 - 9:01 AM
Account: From 01-4130-00-0000 To 01-4721-99-9999
Period: 1 to 12, 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	209,271.01	209,271.01	-7,871.01	0.00	-7,871.01	0.00
01-4130-10-1115		Wages, Part Time Permanent	4,500.00	3,855.64	3,855.64	644.36	0.00	644.36	14.32
01-4130-10-1130		Elected Officials	23,400.00	22,500.00	22,500.00	900.00	0.00	900.00	3.85
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	6,323.99	6,323.99	-4,823.99	0.00	-4,823.99	0.00
01-4130-20-1210		Health Insurance	41,390.00	38,265.31	38,265.31	3,124.69	0.00	3,124.69	7.55
01-4130-20-1211		Dental Insurance	2,900.00	2,826.88	2,826.88	73.12	0.00	73.12	2.52
01-4130-20-1220		Social Security	17,000.00	16,441.51	16,441.51	558.49	0.00	558.49	3.29
01-4130-20-1225		Medicare	3,900.00	3,858.82	3,858.82	41.18	0.00	41.18	1.06
01-4130-20-1229		HSA - Town Contribution	0.00	1,000.00	1,000.00	-1,000.00	0.00	-1,000.00	0.00
01-4130-20-1230		Deferred Compensation	9,870.00	5,371.68	5,371.68	4,498.32	0.00	4,498.32	45.58
01-4130-20-1234		Group I - ER NHRS - Executive	8,180.00	15,836.40	15,836.40	-7,656.40	0.00	-7,656.40	0.00
01-4130-20-1266		Sick Leave Incentive	4,400.00	6,772.74	6,772.74	-2,372.74	0.00	-2,372.74	0.00
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	2,063.99	2,063.99	-63.99	0.00	-63.99	0.00
01-4130-30-2341		Telephone	8,250.00	8,682.23	8,682.23	-432.23	0.00	-432.23	0.00
01-4130-30-2342		Cable Access	21,750.00	12,487.13	12,487.13	9,262.87	0.00	9,262.87	42.59
01-4130-30-2343		Internet Service	3,100.00	2,499.90	2,499.90	600.10	0.00	600.10	19.36
01-4130-30-2374		Custodian	8,100.00	10,800.00	10,800.00	-2,700.00	0.00	-2,700.00	0.00
01-4130-30-2381		Outside Hire - Background	2,000.00	6,526.20	6,526.20	-4,526.20	0.00	-4,526.20	0.00
01-4130-30-2392		Outside Hire - Web Site	2,500.00	151.94	151.94	2,348.06	0.00	2,348.06	93.92
01-4130-30-2395		Outside Hire IT	115,000.00	120,725.81	120,725.81	-5,725.81	0.00	-5,725.81	0.00
01-4130-40-2410		Electricity	13,200.00	15,021.53	15,021.53	-1,821.53	0.00	-1,821.53	0.00
01-4130-40-2411		Heat	9,400.00	5,415.01	5,415.01	3,984.99	0.00	3,984.99	42.39
01-4130-40-2412		Water	4,700.00	1,679.56	1,679.56	3,020.44	0.00	3,020.44	64.26
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	4,008.79	4,008.79	391.21	0.00	391.21	8.89
01-4130-50-2551		Advertising	1,500.00	905.49	905.49	594.51	0.00	594.51	39.63
01-4130-50-2552		Town Report	2,300.00	3,731.00	3,731.00	-1,431.00	0.00	-1,431.00	0.00
01-4130-50-2553		Record Binding	200.00	1,050.00	1,050.00	-850.00	0.00	-850.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4130-50-2560	Dues & Subscriptions	13,900.00	14,514.73	14,514.73	-614.73	0.00	-614.73	0.00
01-4130-50-2565	Software Licenses	6,900.00	17,183.01	17,183.01	-10,283.01	0.00	-10,283.01	0.00
01-4130-50-2581	Travel (Convention Hotels)	500.00	516.48	516.48	-16.48	0.00	-16.48	0.00
01-4130-60-2620	Office Supplies	1,600.00	3,317.23	3,317.23	-1,717.23	0.00	-1,717.23	0.00
01-4130-60-2621	Computer Equipment	2,000.00	2,622.84	2,622.84	-622.84	0.00	-622.84	0.00
01-4130-60-2625	Postage	1,000.00	678.59	678.59	321.41	0.00	321.41	32.14
01-4130-80-2618	Special Events & Supplies	1,000.00	1,031.42	1,031.42	-31.42	0.00	-31.42	0.00
01-4130-80-2762	Equipment Lease Payment	3,500.00	5,283.88	5,283.88	-1,783.88	0.00	-1,783.88	0.00
01-4130-80-2820	Mileage	300.00	380.65	380.65	-80.65	0.00	-80.65	0.00
01-4130-80-2825	Meetings & Conferences	1,000.00	900.62	900.62	99.38	0.00	99.38	9.94
	E01 Sub Totals:	554,240.00	575,541.85	575,541.85	-21,301.85	0.00	-21,301.85	0.00
	Expense Sub Totals:	554,240.00	575,541.85	575,541.85	-21,301.85	0.00	-21,301.85	0.00
	Dept 4130 Sub Totals:	554,240.00	575,541.85	575,541.85	-21,301.85	0.00		
Dept 01-4140	Election, Reg & Vital Stats							
E01	General Government							
01-4140-10-1110	Town Clerk Wages	79,300.00	71,692.37	71,692.37	7,607.63	0.00	7,607.63	9.59
01-4140-10-1111	Full Time Wages	66,500.00	63,930.14	63,930.14	2,569.86	0.00	2,569.86	3.86
01-4140-10-1115	Part Time Wages-Town Clerk	27,000.00	25,285.56	25,285.56	1,714.44	0.00	1,714.44	6.35
01-4140-10-1130	Supervisor Of Check List, Wages	2,500.00	7,375.40	7,375.40	-4,875.40	0.00	-4,875.40	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	45,837.50	45,837.50	1,262.50	0.00	1,262.50	2.68
01-4140-20-1211	Dental Insurance	1,650.00	1,516.25	1,516.25	133.75	0.00	133.75	8.11
01-4140-20-1220	Social Security	10,900.00	10,712.22	10,712.22	187.78	0.00	187.78	1.72
01-4140-20-1225	Medicare	2,550.00	2,505.30	2,505.30	44.70	0.00	44.70	1.75
01-4140-20-1230	Deferred Compensation	7,150.00	8,116.82	8,116.82	-966.82	0.00	-966.82	0.00
01-4140-20-1234	Group I - ER NHRS - TwnClrk	5,920.00	3,113.46	3,113.46	2,806.54	0.00	2,806.54	47.41
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	8,877.70	8,877.70	-3,877.70	0.00	-3,877.70	0.00
01-4140-50-2565	Software Licenses	8,500.00	8,444.45	8,444.45	55.55	0.00	55.55	0.65
01-4140-60-2610	Supplies - General	3,000.00	4,658.38	4,658.38	-1,658.38	0.00	-1,658.38	0.00
01-4140-60-2620	Office Supplies	3,000.00	1,534.69	1,534.69	1,465.31	0.00	1,465.31	48.84
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	4,925.39	4,925.39	-425.39	0.00	-425.39	0.00
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	844.99	844.99	5.01	0.00	5.01	0.59
	E01 Sub Totals:	281,320.00	275,233.92	275,233.92	6,086.08	0.00	6,086.08	2.16

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	281,320.00	275,233.92	275,233.92	6,086.08	0.00	6,086.08	2.16
	Dept 4140 Sub Totals:	281,320.00	275,233.92	275,233.92	6,086.08	0.00		
Dept 01-4150	Financial Administration							
E01	General Government							
01-4150-10-1110	Accounting Wages	236,200.00	217,117.66	217,117.66	19,082.34	0.00	19,082.34	8.08
01-4150-10-1115	Part Time Accounting	0.00	1,140.90	1,140.90	-1,140.90	0.00	-1,140.90	0.00
01-4150-10-1130	Treasurer Wages	7,500.00	7,464.00	7,464.00	36.00	0.00	36.00	0.48
01-4150-20-1210	Health Insurance	105,150.00	78,603.68	78,603.68	26,546.32	0.00	26,546.32	25.25
01-4150-20-1211	Dental Insurance	3,350.00	3,789.09	3,789.09	-439.09	0.00	-439.09	0.00
01-4150-20-1220	Social Security	15,200.00	14,339.79	14,339.79	860.21	0.00	860.21	5.66
01-4150-20-1225	Medicare	3,540.00	3,353.62	3,353.62	186.38	0.00	186.38	5.26
01-4150-20-1230	Deferred Compensation	11,580.00	4,198.62	4,198.62	7,381.38	0.00	7,381.38	63.74
01-4150-20-1234	Group I - ER NHRS - Finance	9,590.00	21,904.43	21,904.43	-12,314.43	0.00	-12,314.43	0.00
01-4150-20-1266	Sick Leave Incentive	2,000.00	585.60	585.60	1,414.40	0.00	1,414.40	70.72
01-4150-20-1294	Educat & Training/Prof Dev.	2,500.00	100.00	100.00	2,400.00	0.00	2,400.00	96.00
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	11,794.18	11,794.18	3,205.82	0.00	3,205.82	21.37
01-4150-50-2565	Software Licenses	55,000.00	58,498.04	58,498.04	-3,498.04	0.00	-3,498.04	0.00
01-4150-60-2620	Office Supplies	3,500.00	3,502.48	3,502.48	-2.48	0.00	-2.48	0.00
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	1,658.63	1,658.63	-58.63	0.00	-58.63	0.00
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	455,805.72	455,805.72	42,704.28	0.00	42,704.28	8.57
	Expense Sub Totals:	498,510.00	455,805.72	455,805.72	42,704.28	0.00	42,704.28	8.57
	Dept 4150 Sub Totals:	498,510.00	455,805.72	455,805.72	42,704.28	0.00		
Dept 01-4151	Tax Collecting							
E01	General Government							
01-4151-10-1110	Tax Collector Wages	79,300.00	88,230.20	88,230.20	-8,930.20	0.00	-8,930.20	0.00
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	26,717.50	26,717.50	4,672.50	0.00	4,672.50	14.89
01-4151-20-1211	Dental Insurance	1,040.00	985.43	985.43	54.57	0.00	54.57	5.25
01-4151-20-1220	Social Security	5,170.00	6,012.35	6,012.35	-842.35	0.00	-842.35	0.00
01-4151-20-1225	Medicare	1,210.00	1,406.07	1,406.07	-196.07	0.00	-196.07	0.00
01-4151-20-1229	HSA - Town Contribution	0.00	1,716.00	1,716.00	-1,716.00	0.00	-1,716.00	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	5,359.77	5,359.77	-2,139.77	0.00	-2,139.77	0.00
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	718.38	718.38	-118.38	0.00	-118.38	0.00
01-4151-30-2340	Banking Services (Lockbox)	3,500.00	4,446.81	4,446.81	-946.81	0.00	-946.81	0.00
01-4151-30-2391	Registry Fees	550.00	223.50	223.50	326.50	0.00	326.50	59.36
01-4151-30-2393	Tax Lien & Deed Researach	1,700.00	1,691.32	1,691.32	8.68	0.00	8.68	0.51
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	3,680.00	3,680.00	20.00	0.00	20.00	0.54
01-4151-60-2620	Office Supplies	2,900.00	851.77	851.77	2,048.23	0.00	2,048.23	70.63
01-4151-60-2625	Postage	7,750.00	8,714.19	8,714.19	-964.19	0.00	-964.19	0.00
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	162,419.01	162,419.01	-7,989.01	0.00	-7,989.01	0.00
	Expense Sub Totals:	154,430.00	162,419.01	162,419.01	-7,989.01	0.00	-7,989.01	0.00
	Dept 4151 Sub Totals:	154,430.00	162,419.01	162,419.01	-7,989.01	0.00		
Dept 01-4152	Property Assessment & Revals							
E01	General Government							
01-4152-10-1110	Assessing Wages	72,000.00	54,901.76	54,901.76	17,098.24	0.00	17,098.24	23.75
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	15,862.51	15,862.51	-152.51	0.00	-152.51	0.00
01-4152-20-1211	Dental Insurance	570.00	535.23	535.23	34.77	0.00	34.77	6.10
01-4152-20-1220	Social Security	4,470.00	4,280.10	4,280.10	189.90	0.00	189.90	4.25
01-4152-20-1225	Medicare	1,050.00	1,000.96	1,000.96	49.04	0.00	49.04	4.67
01-4152-20-1230	Deferred Compensation	3,940.00	4,276.32	4,276.32	-336.32	0.00	-336.32	0.00
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	60,290.50	60,290.50	30,709.50	0.00	30,709.50	33.75
01-4152-30-2391	Registry Fees	250.00	166.00	166.00	84.00	0.00	84.00	33.60
01-4152-30-2394	Tax Maps	200.00	80.00	80.00	120.00	0.00	120.00	60.00
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	15,104.00	15,104.00	-1,604.00	0.00	-1,604.00	0.00
01-4152-60-2620	Office Supplies	450.00	336.58	336.58	113.42	0.00	113.42	25.20
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	284.04	284.04	215.96	0.00	215.96	43.19
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	165,170.72	165,170.72	54,169.28	0.00	54,169.28	24.70

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	165,170.72	165,170.72	54,169.28	0.00	54,169.28	24.70
	Dept 4152 Sub Totals:	219,340.00	165,170.72	165,170.72	54,169.28	0.00		
	Legal Expense							
	General Government							
	Town Counsel	70,000.00	115,043.46	115,043.46	-45,043.46	0.00	-45,043.46	0.00
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	115,043.46	115,043.46	-45,043.46	0.00	-45,043.46	0.00
	Expense Sub Totals:	70,000.00	115,043.46	115,043.46	-45,043.46	0.00	-45,043.46	0.00
	Dept 4153 Sub Totals:	70,000.00	115,043.46	115,043.46	-45,043.46	0.00		
	Personnel Administration							
	General Government							
	Short Term Disability Insurance	26,000.00	32,022.48	32,022.48	-6,022.48	0.00	-6,022.48	0.00
	Life and Disability Insurance	19,000.00	18,520.68	18,520.68	479.32	0.00	479.32	2.52
	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	8,441.03	8,441.03	2,558.97	0.00	2,558.97	23.26
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	257,066.19	257,066.19	-2,486.19	0.00	-2,486.19	0.00
	Expense Sub Totals:	254,580.00	257,066.19	257,066.19	-2,486.19	0.00	-2,486.19	0.00
	Dept 4155 Sub Totals:	254,580.00	257,066.19	257,066.19	-2,486.19	0.00		
	Planning Department							
	General Government							
	Planning Board Part Time Wages	4,000.00	3,112.21	3,112.21	887.79	0.00	887.79	22.19
	Social Security	250.00	194.65	194.65	55.35	0.00	55.35	22.14
	Medicare	60.00	45.52	45.52	14.48	0.00	14.48	24.13
	Outside Hire - Prof Serv	25,500.00	16,032.54	16,032.54	9,467.46	0.00	9,467.46	37.13
	Equipment Repair & Maintenance	800.00	750.00	750.00	50.00	0.00	50.00	6.25
	Printing	100.00	171.50	171.50	-71.50	0.00	-71.50	0.00
	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	1,965.55	1,965.55	-465.55	0.00	-465.55	0.00
	Postage	3,000.00	2,697.01	2,697.01	302.99	0.00	302.99	10.10
	E01 Sub Totals:	46,110.00	35,572.18	35,572.18	10,537.82	0.00	10,537.82	22.85

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	46,110.00	35,572.18	35,572.18	10,537.82	0.00	10,537.82	22.85
	Dept 4191 Sub Totals:	46,110.00	35,572.18	35,572.18	10,537.82	0.00		
Dept 01-4192	Zoning Department							
E01	General Government							
01-4192-10-1110	Zoning Full Time Wages	330,000.00	259,911.50	259,911.50	70,088.50	0.00	70,088.50	21.24
01-4192-10-1115	Part Time Wages	2,300.00	6,576.48	6,576.48	-4,276.48	0.00	-4,276.48	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	69,651.45	69,651.45	42,998.55	0.00	42,998.55	38.17
01-4192-20-1211	Dental Insurance	5,200.00	3,690.71	3,690.71	1,509.29	0.00	1,509.29	29.02
01-4192-20-1220	Social Security	19,770.00	16,829.91	16,829.91	2,940.09	0.00	2,940.09	14.87
01-4192-20-1225	Medicare	4,620.00	3,936.15	3,936.15	683.85	0.00	683.85	14.80
01-4192-20-1229	HSA - Town Contribution	0.00	3,413.25	3,413.25	-3,413.25	0.00	-3,413.25	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	15,474.57	15,474.57	-2,074.57	0.00	-2,074.57	0.00
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	Educat & Training/Prof Dev.	4,300.00	2,937.72	2,937.72	1,362.28	0.00	1,362.28	31.68
01-4192-30-2341	Telephone	3,600.00	3,476.14	3,476.14	123.86	0.00	123.86	3.44
01-4192-30-2382	Outside Hire-Professional Srvc	14,000.00	8,683.08	8,683.08	5,316.92	0.00	5,316.92	37.98
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	1,035.27	1,035.27	264.73	0.00	264.73	20.36
01-4192-50-2560	Dues & Subscriptions	1,100.00	765.12	765.12	334.88	0.00	334.88	30.44
01-4192-50-2565	Software License	15,000.00	14,264.43	14,264.43	735.57	0.00	735.57	4.90
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	1,042.55	1,042.55	-692.55	0.00	-692.55	0.00
01-4192-60-2635	Gasoline	400.00	560.25	560.25	-160.25	0.00	-160.25	0.00
01-4192-80-2621	Computer Equipment	1,000.00	454.25	454.25	545.75	0.00	545.75	54.58
01-4192-80-2820	Mileage	50.00	799.47	799.47	-749.47	0.00	-749.47	0.00
	E01 Sub Totals:	550,460.00	424,181.61	424,181.61	126,278.39	0.00	126,278.39	22.94
	Expense Sub Totals:	550,460.00	424,181.61	424,181.61	126,278.39	0.00	126,278.39	22.94
	Dept 4192 Sub Totals:	550,460.00	424,181.61	424,181.61	126,278.39	0.00		
Dept 01-4194	General Government Buildings							
E01	General Government							
01-4194-10-1110	Full Time Wages - Buildings	147,200.00	119,883.33	119,883.33	27,316.67	0.00	27,316.67	18.56
01-4194-10-1140	Overtime -Building	2,600.00	8,109.64	8,109.64	-5,509.64	0.00	-5,509.64	0.00
01-4194-20-1210	Health Insurance	62,780.00	38,164.05	38,164.05	24,615.95	0.00	24,615.95	39.21
01-4194-20-1211	Dental Insurance	2,000.00	1,538.40	1,538.40	461.60	0.00	461.60	23.08

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4194-20-1220	Social Security	9,290.00	8,717.92	8,717.92	572.08	0.00	572.08	6.16
01-4194-20-1225	Medicare	2,170.00	2,038.91	2,038.91	131.09	0.00	131.09	6.04
01-4194-20-1230	Deferred Compensation	7,220.00	8,083.79	8,083.79	-863.79	0.00	-863.79	0.00
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	0.00	10,950.27	10,950.27	-10,950.27	0.00	-10,950.27	0.00
01-4194-40-2431	Facility Maintenance/Repairs	120,000.00	122,749.73	122,749.73	-2,749.73	0.00	-2,749.73	0.00
01-4194-40-2433	Alarms	9,000.00	16,584.92	16,584.92	-7,584.92	0.00	-7,584.92	0.00
01-4194-40-2434	Common Lighting	900.00	548.27	548.27	351.73	0.00	351.73	39.08
01-4194-40-2451	Outside Hire	22,000.00	7,511.44	7,511.44	14,488.56	0.00	14,488.56	65.86
01-4194-50-2545	Trash Removal	2,000.00	1,485.00	1,485.00	515.00	0.00	515.00	25.75
01-4194-50-2565	DPW - Software Licenses	0.00	338.80	338.80	-338.80	0.00	-338.80	0.00
01-4194-60-2630	Maintenance Supplies	7,000.00	6,946.77	6,946.77	53.23	0.00	53.23	0.76
	E01 Sub Totals:	405,210.00	361,477.21	361,477.21	43,732.79	0.00	43,732.79	10.79
	Expense Sub Totals:	405,210.00	361,477.21	361,477.21	43,732.79	0.00	43,732.79	10.79
	Dept 4194 Sub Totals:	405,210.00	361,477.21	361,477.21	43,732.79	0.00		
Dept 01-4195	Cemeteries							
E01	General Government							
01-4195-10-1110	Wages, Cemetery	6,000.00	6,737.13	6,737.13	-737.13	0.00	-737.13	0.00
01-4195-10-1115	Part Time Wages-Cemetery	7,400.00	6,037.26	6,037.26	1,362.74	0.00	1,362.74	18.42
01-4195-10-1140	Overtime - Cemetery	750.00	499.62	499.62	250.38	0.00	250.38	33.38
01-4195-20-1210	Health Insurance	0.00	828.03	828.03	-828.03	0.00	-828.03	0.00
01-4195-20-1211	Dental Insurance	0.00	54.67	54.67	-54.67	0.00	-54.67	0.00
01-4195-20-1220	Social Security	900.00	851.97	851.97	48.03	0.00	48.03	5.34
01-4195-20-1225	Medicare	210.00	199.24	199.24	10.76	0.00	10.76	5.12
01-4195-20-1229	HSA - Town Contribution	0.00	6.69	6.69	-6.69	0.00	-6.69	0.00
01-4195-20-1230	Deferred Compensation	300.00	449.35	449.35	-149.35	0.00	-149.35	0.00
01-4195-20-1234	Group I - ER NHRS - Cemetery	250.00	35.07	35.07	214.93	0.00	214.93	85.97
01-4195-40-2410	Electricity - Cemetery	1,100.00	800.69	800.69	299.31	0.00	299.31	27.21
01-4195-40-2412	Water	800.00	619.43	619.43	180.57	0.00	180.57	22.57
01-4195-40-2430	Equipment Repair & Maintenance	2,500.00	1,004.83	1,004.83	1,495.17	0.00	1,495.17	59.81
01-4195-40-2432	Headstone Repair	200.00	15.98	15.98	184.02	0.00	184.02	92.01
01-4195-40-2451	Outside Hire	36,000.00	35,733.60	35,733.60	266.40	0.00	266.40	0.74
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	180.00	180.00	120.00	0.00	120.00	40.00
01-4195-50-2565	CEM - Software License	3,200.00	3,340.00	3,340.00	-140.00	0.00	-140.00	0.00
01-4195-60-2610	Supplies - General	4,500.00	1,501.02	1,501.02	2,998.98	0.00	2,998.98	66.64
01-4195-60-2613	Fertilizer & Lime	2,000.00	617.61	617.61	1,382.39	0.00	1,382.39	69.12

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	59,512.19	59,512.19	7,697.81	0.00	7,697.81	11.45
	Expense Sub Totals:	67,210.00	59,512.19	59,512.19	7,697.81	0.00	7,697.81	11.45
Dept 01-4196	Dept 4195 Sub Totals:	67,210.00	59,512.19	59,512.19	7,697.81	0.00		
E01	Property/Liability Insurance							
01-4196-50-2525	General Government							
01-4196-50-2529	Property/Liability Insurance	179,450.00	179,426.00	179,426.00	24.00	0.00	24.00	0.01
	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 01-4199	Dept 4196 Sub Totals:	181,450.00	179,426.00	179,426.00	2,024.00	0.00		
E01	Other General Government							
01-4199-80-2870	General Government							
	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 01-4210	Dept 4199 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
E02	Police Department							
	Public Safety							
01-4210-10-1110	Wages Full Time Officers	1,351,700.00	1,153,507.68	1,153,507.68	198,192.32	0.00	198,192.32	14.66
01-4210-10-1111	Wages Full Time Clerical	72,000.00	69,220.02	69,220.02	2,779.98	0.00	2,779.98	3.86
01-4210-10-1112	Police Chief & Captains	335,000.00	285,033.26	285,033.26	49,966.74	0.00	49,966.74	14.92
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	22,478.96	22,478.96	2,021.04	0.00	2,021.04	8.25
01-4210-10-1140	Overtime	120,000.00	145,087.81	145,087.81	-25,087.81	0.00	-25,087.81	0.00
01-4210-10-1141	Overtime-Clerical	7,000.00	6,732.74	6,732.74	267.26	0.00	267.26	3.82
01-4210-20-1210	Health Insurance	314,460.00	250,283.82	250,283.82	64,176.18	0.00	64,176.18	20.41
01-4210-20-1211	Dental Insurance	24,500.00	21,784.85	21,784.85	2,715.15	0.00	2,715.15	11.08
01-4210-20-1220	Social Security	6,300.00	6,474.81	6,474.81	-174.81	0.00	-174.81	0.00
01-4210-20-1225	Medicare	27,480.00	28,267.46	28,267.46	-787.46	0.00	-787.46	0.00
01-4210-20-1229	HSA - Town Contribution	0.00	961.75	961.75	-961.75	0.00	-961.75	0.00
01-4210-20-1230	Deferred Compensation	3,530.00	4,825.32	4,825.32	-1,295.32	0.00	-1,295.32	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	532,658.53	532,658.53	22,691.47	0.00	22,691.47	4.09
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	26,158.80	26,158.80	19,341.20	0.00	19,341.20	42.51
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	19,174.42	19,174.42	2,075.58	0.00	2,075.58	9.77
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	941.88	941.88	258.12	0.00	258.12	21.51
01-4210-30-2341	Telephone	15,000.00	15,141.06	15,141.06	-141.06	0.00	-141.06	0.00
01-4210-30-2343	Internet Service	3,000.00	2,159.24	2,159.24	840.76	0.00	840.76	28.03
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	15,600.00	15,600.00	400.00	0.00	400.00	2.50
01-4210-30-2380	Uniform Cleaning	4,800.00	2,576.25	2,576.25	2,223.75	0.00	2,223.75	46.33
01-4210-30-2382	Outside Hire - Prof Serv	73,000.00	56,153.17	56,153.17	16,846.83	0.00	16,846.83	23.08
01-4210-40-2410	Electricity	23,000.00	28,443.66	28,443.66	-5,443.66	0.00	-5,443.66	0.00
01-4210-40-2411	Heat	3,000.00	5,533.13	5,533.13	-2,533.13	0.00	-2,533.13	0.00
01-4210-40-2412	Water	2,000.00	1,893.65	1,893.65	106.35	0.00	106.35	5.32
01-4210-40-2425	Vehicle Repairs	22,000.00	10,995.01	10,995.01	11,004.99	0.00	11,004.99	50.02
01-4210-40-2429	Radio Repair	10,000.00	9,856.69	9,856.69	143.31	0.00	143.31	1.43
01-4210-40-2440	Equipment Rental	3,600.00	4,156.93	4,156.93	-556.93	0.00	-556.93	0.00
01-4210-40-2451	Police - Outside Hire	0.00	14,038.45	14,038.45	-14,038.45	0.00	-14,038.45	0.00
01-4210-50-2550	Printing	1,500.00	1,141.92	1,141.92	358.08	0.00	358.08	23.87
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	2,434.78	2,434.78	-1,134.78	0.00	-1,134.78	0.00
01-4210-50-2565	Software License	18,600.00	15,509.71	15,509.71	3,090.29	0.00	3,090.29	16.61
01-4210-50-2580	Public Relations	1,250.00	988.48	988.48	261.52	0.00	261.52	20.92
01-4210-60-2614	Ammunition & Supplies	7,000.00	5,531.35	5,531.35	1,468.65	0.00	1,468.65	20.98
01-4210-60-2615	Uniforms	15,000.00	15,111.89	15,111.89	-111.89	0.00	-111.89	0.00
01-4210-60-2620	Office Supplies	3,000.00	2,279.08	2,279.08	720.92	0.00	720.92	24.03
01-4210-60-2621	Computer Equipment	14,000.00	3,936.98	3,936.98	10,063.02	0.00	10,063.02	71.88
01-4210-60-2625	Postage	1,500.00	1,260.95	1,260.95	239.05	0.00	239.05	15.94
01-4210-60-2635	Gasoline	47,000.00	47,263.22	47,263.22	-263.22	0.00	-263.22	0.00
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	1,166.95	1,166.95	833.05	0.00	833.05	41.65
01-4210-60-2654	Tires	10,500.00	6,633.27	6,633.27	3,866.73	0.00	3,866.73	36.83
01-4210-60-2660	Vehicle Supplies	800.00	263.59	263.59	536.41	0.00	536.41	67.05
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	9,880.75	9,880.75	119.25	0.00	119.25	1.19
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	100,912.87	100,912.87	287.13	0.00	287.13	0.28
01-4210-70-2761	Motorcycle Lease	4,950.00	4,938.06	4,938.06	11.94	0.00	11.94	0.24

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	1,059.98	1,059.98	440.02	0.00	440.02	29.33
	E02 Sub Totals:	3,388,480.00	3,028,481.75	3,028,481.75	359,998.25	0.00	359,998.25	10.62
	Expense Sub Totals:	3,388,480.00	3,028,481.75	3,028,481.75	359,998.25	0.00	359,998.25	10.62
	Dept 4210 Sub Totals:	3,388,480.00	3,028,481.75	3,028,481.75	359,998.25	0.00		
Dept 01-4215	Rescue							
E02	Public Safety							
01-4215-10-1115	EMS Part Time Wages	648,300.00	632,635.43	632,635.43	15,664.57	0.00	15,664.57	2.42
01-4215-10-1140	Overtime	10,000.00	32,778.98	32,778.98	-22,778.98	0.00	-22,778.98	0.00
01-4215-20-1220	Social Security	41,500.00	42,066.27	42,066.27	-566.27	0.00	-566.27	0.00
01-4215-20-1225	Medicare	9,900.00	9,838.14	9,838.14	61.86	0.00	61.86	0.62
01-4215-20-1294	Educat & Training/Prof Dev.	3,500.00	2,751.56	2,751.56	748.44	0.00	748.44	21.38
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	30,876.92	30,876.92	-76.92	0.00	-76.92	0.00
01-4215-30-2341	Telephone	5,500.00	6,416.01	6,416.01	-916.01	0.00	-916.01	0.00
01-4215-40-2425	Vehicle Repairs	11,000.00	21,127.05	21,127.05	-10,127.05	0.00	-10,127.05	0.00
01-4215-40-2429	Radio Repair	4,000.00	1,385.00	1,385.00	2,615.00	0.00	2,615.00	65.38
01-4215-40-2430	Equipment Repair & Maintenance	4,500.00	1,544.44	1,544.44	2,955.56	0.00	2,955.56	65.68
01-4215-50-2560	Dues & Subscription	400.00	650.00	650.00	-250.00	0.00	-250.00	0.00
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	2,066.62	2,066.62	-1,066.62	0.00	-1,066.62	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	1,794.31	1,794.31	-594.31	0.00	-594.31	0.00
01-4215-60-2636	Diesel Fuel	8,000.00	2,901.39	2,901.39	5,098.61	0.00	5,098.61	63.73
01-4215-60-2680	ALS Supplies	7,200.00	9,046.09	9,046.09	-1,846.09	0.00	-1,846.09	0.00
01-4215-60-2685	Oxygen	1,400.00	1,974.96	1,974.96	-574.96	0.00	-574.96	0.00
01-4215-60-2686	BLS Supplies	7,000.00	7,908.43	7,908.43	-908.43	0.00	-908.43	0.00
01-4215-60-2690	Misc. Supplies	600.00	1,756.81	1,756.81	-1,156.81	0.00	-1,156.81	0.00
	E02 Sub Totals:	802,200.00	816,047.34	816,047.34	-13,847.34	0.00	-13,847.34	0.00
	Expense Sub Totals:	802,200.00	816,047.34	816,047.34	-13,847.34	0.00	-13,847.34	0.00
	Dept 4215 Sub Totals:	802,200.00	816,047.34	816,047.34	-13,847.34	0.00		
Dept 01-4220	Fire							
E02	Public Safety							
01-4220-10-1110	Full Time Fire Chief Wages	117,200.00	120,310.14	120,310.14	-3,110.14	0.00	-3,110.14	0.00
01-4220-10-1111	FullTime Deputy/Inspctor Wages	108,900.00	192,373.88	192,373.88	-83,473.88	0.00	-83,473.88	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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4220-10-1115	Call Pay	110,000.00	29,461.72	29,461.72	80,538.28	0.00	80,538.28	73.22
01-4220-20-1210	Health Insurance	54,600.00	47,873.22	47,873.22	6,726.78	0.00	6,726.78	12.32
01-4220-20-1211	Dental Insurance	2,600.00	2,274.52	2,274.52	325.48	0.00	325.48	12.52
01-4220-20-1220	Social Security	6,820.00	1,891.11	1,891.11	4,928.89	0.00	4,928.89	72.27
01-4220-20-1225	Medicare	6,450.00	5,697.03	5,697.03	752.97	0.00	752.97	11.67
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	90,147.39	90,147.39	10,252.61	0.00	10,252.61	10.21
01-4220-20-1266	Sick Leave Incentive	8,500.00	36,254.70	36,254.70	-27,754.70	0.00	-27,754.70	0.00
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	Educat & Training/Prof Dev.	5,000.00	2,831.06	2,831.06	2,168.94	0.00	2,168.94	43.38
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	7,331.84	7,331.84	-731.84	0.00	-731.84	0.00
01-4220-30-2343	Internet Service	3,900.00	3,373.44	3,373.44	526.56	0.00	526.56	13.50
01-4220-30-2350	Physicals, Alcohol And Drug Testing	3,500.00	688.00	688.00	2,812.00	0.00	2,812.00	80.34
01-4220-30-2374	Custodian	7,300.00	7,344.00	7,344.00	-44.00	0.00	-44.00	0.00
01-4220-40-2410	Electricity	10,000.00	12,519.31	12,519.31	-2,519.31	0.00	-2,519.31	0.00
01-4220-40-2411	Heat	12,000.00	10,659.84	10,659.84	1,340.16	0.00	1,340.16	11.17
01-4220-40-2412	Water	6,000.00	5,354.84	5,354.84	645.16	0.00	645.16	10.75
01-4220-40-2425	Vehicle Repairs	28,000.00	20,480.05	20,480.05	7,519.95	0.00	7,519.95	26.86
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	5,920.25	5,920.25	879.75	0.00	879.75	12.94
01-4220-50-2565	FIRE - Software Licenses	0.00	968.00	968.00	-968.00	0.00	-968.00	0.00
01-4220-60-2610	Supplies - General	3,000.00	1,237.01	1,237.01	1,762.99	0.00	1,762.99	58.77
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	377.90	377.90	19,622.10	0.00	19,622.10	98.11
01-4220-60-2620	Office Supplies	1,400.00	970.24	970.24	429.76	0.00	429.76	30.70
01-4220-60-2621	Computer Equipment	3,500.00	7,375.12	7,375.12	-3,875.12	0.00	-3,875.12	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	384.04	384.04	15.96	0.00	15.96	3.99
01-4220-60-2635	Gasoline	5,700.00	4,722.60	4,722.60	977.40	0.00	977.40	17.15
01-4220-60-2636	Diesel Fuel	7,000.00	10,683.24	10,683.24	-3,683.24	0.00	-3,683.24	0.00
01-4220-60-2651	Breathing Apparatus	21,000.00	4,168.97	4,168.97	16,831.03	0.00	16,831.03	80.15
01-4220-60-2652	Radios And Pagers	10,000.00	8,148.55	8,148.55	1,851.45	0.00	1,851.45	18.51
01-4220-60-2653	Tools & Equipment	16,000.00	9,509.73	9,509.73	6,490.27	0.00	6,490.27	40.56
01-4220-60-2654	Tires	0.00	634.40	634.40	-634.40	0.00	-634.40	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	667,203.08	667,203.08	148,516.92	0.00	148,516.92	18.21
	Expense Sub Totals:	815,720.00	667,203.08	667,203.08	148,516.92	0.00	148,516.92	18.21
	Dept 4220 Sub Totals:	815,720.00	667,203.08	667,203.08	148,516.92	0.00		

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4290		Emergency Management							
E02		Public Safety							
01-4290-50-2560		Dues & Subscriptions	11,000.00	4,548.50	4,548.50	6,451.50	0.00	6,451.50	58.65
		E02 Sub Totals:	11,000.00	4,548.50	4,548.50	6,451.50	0.00	6,451.50	58.65
		Expense Sub Totals:	11,000.00	4,548.50	4,548.50	6,451.50	0.00	6,451.50	58.65
		Dept 4290 Sub Totals:	11,000.00	4,548.50	4,548.50	6,451.50	0.00		
Dept 01-4299		Public Safety Communications							
E02		Public Safety							
01-4299-10-1110		Public Safety - Full Time Wages	303,000.00	270,063.49	270,063.49	32,936.51	0.00	32,936.51	10.87
01-4299-10-1115		Public Safety - Part Time Wages	20,000.00	24,732.46	24,732.46	-4,732.46	0.00	-4,732.46	0.00
01-4299-10-1140		Overtime Public Safety	22,700.00	28,808.00	28,808.00	-6,108.00	0.00	-6,108.00	0.00
01-4299-20-1210		Health Insurance	163,220.00	68,653.00	68,653.00	94,567.00	0.00	94,567.00	57.94
01-4299-20-1211		Dental Insurance	6,200.00	2,765.86	2,765.86	3,434.14	0.00	3,434.14	55.39
01-4299-20-1220		Social Security	21,400.00	22,292.38	22,292.38	-892.38	0.00	-892.38	0.00
01-4299-20-1225		Medicare	5,000.00	5,214.37	5,214.37	-214.37	0.00	-214.37	0.00
01-4299-20-1230		Deferred Compensation	14,850.00	12,240.16	12,240.16	2,609.84	0.00	2,609.84	17.57
01-4299-20-1234		Group I - ER NHRS - Dispatch	12,300.00	16,551.71	16,551.71	-4,251.71	0.00	-4,251.71	0.00
01-4299-20-1266		Sick Leave Incentive	6,000.00	13,915.15	13,915.15	-7,915.15	0.00	-7,915.15	0.00
01-4299-20-1290		Longevity	2,250.00	1,640.63	1,640.63	609.37	0.00	609.37	27.08
01-4299-20-1294		Educate & Training/Prof Dev.	1,500.00	1,197.00	1,197.00	303.00	0.00	303.00	20.20
01-4299-30-2341		Telephone	8,500.00	8,569.00	8,569.00	-69.00	0.00	-69.00	0.00
01-4299-30-2343		InternetService	2,700.00	2,146.56	2,146.56	553.44	0.00	553.44	20.50
01-4299-30-2350		Physicals, Alcohol And Drug Testing	750.00	200.00	200.00	550.00	0.00	550.00	73.33
01-4299-30-2430		Equipment Repair & Maintenance	1,500.00	1,410.00	1,410.00	90.00	0.00	90.00	6.00
01-4299-40-2440		Equipment Rental	1,800.00	0.00	0.00	1,800.00	0.00	1,800.00	100.00
01-4299-50-2560		Dues & Subscription	450.00	391.00	391.00	59.00	0.00	59.00	13.11
01-4299-50-2565		Software Licenses	7,000.00	9,191.04	9,191.04	-2,191.04	0.00	-2,191.04	0.00
01-4299-60-2615		Uniforms	2,500.00	2,478.85	2,478.85	21.15	0.00	21.15	0.85
01-4299-60-2620		Office Supplies	500.00	302.43	302.43	197.57	0.00	197.57	39.51
01-4299-60-2621		Computer Equipment	3,000.00	2,255.09	2,255.09	744.91	0.00	744.91	24.83
01-4299-60-2625		Postage	50.00	0.00	0.00	50.00	0.00	50.00	100.00
01-4299-80-2612		Equipment Purchases	2,000.00	1,918.00	1,918.00	82.00	0.00	82.00	4.10
		E02 Sub Totals:	609,170.00	496,936.18	496,936.18	112,233.82	0.00	112,233.82	18.42
		Expense Sub Totals:	609,170.00	496,936.18	496,936.18	112,233.82	0.00	112,233.82	18.42
		Dept 4299 Sub Totals:	609,170.00	496,936.18	496,936.18	112,233.82	0.00		
Dept 01-4311		Public Works Administration							
E03		Highways and Streets							

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4311-10-1110	Full Time Wages-DPW	270,000.00	228,614.17	228,614.17	41,385.83	0.00	41,385.83	15.33
01-4311-10-1115	PT Wages - DPW	39,500.00	33,144.30	33,144.30	6,355.70	0.00	6,355.70	16.09
01-4311-10-1140	Overtime Public Works Admin	750.00	817.74	817.74	-67.74	0.00	-67.74	0.00
01-4311-20-1210	Health Insurance	34,000.00	32,688.53	32,688.53	1,311.47	0.00	1,311.47	3.86
01-4311-20-1211	Dental Insurance	3,600.00	2,705.34	2,705.34	894.66	0.00	894.66	24.85
01-4311-20-1220	Social Security	19,500.00	18,150.48	18,150.48	1,349.52	0.00	1,349.52	6.92
01-4311-20-1225	Medicare	4,760.00	4,244.76	4,244.76	515.24	0.00	515.24	10.82
01-4311-20-1229	HSA - Town Contribution	0.00	300.00	300.00	-300.00	0.00	-300.00	0.00
01-4311-20-1230	Deferred Compensation	11,000.00	8,821.53	8,821.53	2,178.47	0.00	2,178.47	19.80
01-4311-20-1234	Group I - ER NHRS - DPWAdmin	13,230.00	14,616.71	14,616.71	-1,386.71	0.00	-1,386.71	0.00
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	Educat & Training/Prof Dev.	6,000.00	4,179.95	4,179.95	1,820.05	0.00	1,820.05	30.33
01-4311-30-2310	Engineering	20,000.00	30,935.76	30,935.76	-10,935.76	0.00	-10,935.76	0.00
01-4311-30-2341	Telephone	7,500.00	2,240.26	2,240.26	5,259.74	0.00	5,259.74	70.13
01-4311-30-2343	Internet Service	4,200.00	4,188.54	4,188.54	11.46	0.00	11.46	0.27
01-4311-30-2374	Custodian	4,000.00	3,604.00	3,604.00	396.00	0.00	396.00	9.90
01-4311-30-2396	MS4 - Stormwater	0.00	355.00	355.00	-355.00	0.00	-355.00	0.00
01-4311-40-2410	Electricity	17,300.00	11,351.30	11,351.30	5,948.70	0.00	5,948.70	34.39
01-4311-40-2411	Heat	8,500.00	7,028.25	7,028.25	1,471.75	0.00	1,471.75	17.31
01-4311-40-2412	Water	1,700.00	1,171.38	1,171.38	528.62	0.00	528.62	31.10
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	4,833.24	4,833.24	-1,333.24	0.00	-1,333.24	0.00
01-4311-50-2565	DPW - Software Licenses	0.00	17,085.62	17,085.62	-17,085.62	0.00	-17,085.62	0.00
01-4311-60-2620	Office Supplies	4,000.00	5,651.46	5,651.46	-1,651.46	0.00	-1,651.46	0.00
01-4311-60-2621	Computer Equipment	8,000.00	8,869.16	8,869.16	-869.16	0.00	-869.16	0.00
01-4311-60-2625	Postage	500.00	441.59	441.59	58.41	0.00	58.41	11.68
01-4311-70-2750	Furniture Fixtures Office Eq.	2,000.00	847.38	847.38	1,152.62	0.00	1,152.62	57.63
01-4311-80-2820	Mileage	150.00	665.20	665.20	-515.20	0.00	-515.20	0.00
	E03 Sub Totals:	491,190.00	455,906.31	455,906.31	35,283.69	0.00	35,283.69	7.18
	Expense Sub Totals:	491,190.00	455,906.31	455,906.31	35,283.69	0.00	35,283.69	7.18
	Dept 4311 Sub Totals:	491,190.00	455,906.31	455,906.31	35,283.69	0.00		
Dept 01-4312	Department of Public Works							
E03	Highways and Streets							
01-4312-10-1110	DPW HWY - Crew Wages	570,000.00	464,419.57	464,419.57	105,580.43	0.00	105,580.43	18.52
01-4312-10-1115	DPW HWY - Part Time Wages	60,100.00	58,209.85	58,209.85	1,890.15	0.00	1,890.15	3.15
01-4312-10-1116	DPW HWY - Wages Stormwater MS	0.00	1,982.14	1,982.14	-1,982.14	0.00	-1,982.14	0.00
01-4312-10-1140	DPW HWY - Overtime Crew	100,000.00	107,151.95	107,151.95	-7,151.95	0.00	-7,151.95	0.00
01-4312-20-1210	Health Insurance	208,940.00	203,159.18	203,159.18	5,780.82	0.00	5,780.82	2.77

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4312-20-1211	Dental Insurance	11,500.00	9,584.24	9,584.24	1,915.76	0.00	1,915.76	16.66
01-4312-20-1220	Social Security	45,200.00	40,884.66	40,884.66	4,315.34	0.00	4,315.34	9.55
01-4312-20-1225	Medicare	10,500.00	9,561.74	9,561.74	938.26	0.00	938.26	8.94
01-4312-20-1229	HSA - Town Contribution	0.00	1,400.23	1,400.23	-1,400.23	0.00	-1,400.23	0.00
01-4312-20-1230	Deferred Compensation	27,930.00	22,254.08	22,254.08	5,675.92	0.00	5,675.92	20.32
01-4312-20-1234	Group I - ER NHRS - DPW	23,200.00	22,654.98	22,654.98	545.02	0.00	545.02	2.35
01-4312-20-1266	Sick Leave Incentive	3,000.00	4,084.05	4,084.05	-1,084.05	0.00	-1,084.05	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	2,150.00	2,150.00	1,150.00	0.00	1,150.00	34.85
01-4312-36-2464	DPW - Stormwater - MS4	118,500.00	48,037.45	48,037.45	70,462.55	0.00	70,462.55	59.46
01-4312-40-2425	Vehicle Repairs & Maintenance	65,000.00	31,791.64	31,791.64	33,208.36	0.00	33,208.36	51.09
01-4312-40-2429	Radio Repairs	1,200.00	494.40	494.40	705.60	0.00	705.60	58.80
01-4312-40-2430	Equipment Repair & Maintenance	65,000.00	43,058.21	43,058.21	21,941.79	0.00	21,941.79	33.76
01-4312-40-2431	Facility Maintenance/Repairs	10,000.00	29,801.45	29,801.45	-19,801.45	0.00	-19,801.45	0.00
01-4312-40-2435	Fuel Tank Apron	2,500.00	7,376.97	7,376.97	-4,876.97	0.00	-4,876.97	0.00
01-4312-40-2443	Pennichuck Water Main Assessment	330,000.00	325,619.82	325,619.82	4,380.18	0.00	4,380.18	1.33
01-4312-40-2450	Line Stripe Roads	36,000.00	18,816.53	18,816.53	17,183.47	0.00	17,183.47	47.73
01-4312-40-2451	Outside Hire	115,000.00	128,209.62	128,209.62	-13,209.62	0.00	-13,209.62	0.00
01-4312-40-2452	Lease/Rental Payments	7,500.00	10,000.00	10,000.00	-2,500.00	0.00	-2,500.00	0.00
01-4312-40-2453	Fuel Tank Testing	2,500.00	3,076.45	3,076.45	-576.45	0.00	-576.45	0.00
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	30,430.00	30,430.00	9,570.00	0.00	9,570.00	23.93
01-4312-50-2565	DPW - Software licenses	0.00	3,096.20	3,096.20	-3,096.20	0.00	-3,096.20	0.00
01-4312-60-2610	Supplies - General	33,000.00	18,552.51	18,552.51	14,447.49	0.00	14,447.49	43.78
01-4312-60-2615	Uniforms	12,000.00	7,080.76	7,080.76	4,919.24	0.00	4,919.24	40.99
01-4312-60-2616	Safety Equip/Protective Clothg	10,000.00	8,464.53	8,464.53	1,535.47	0.00	1,535.47	15.35
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	15,957.48	15,957.48	4,042.52	0.00	4,042.52	20.21
01-4312-60-2636	Diesel Fuel	55,000.00	36,991.11	36,991.11	18,008.89	0.00	18,008.89	32.74
01-4312-60-2653	Tools & Equipment	9,000.00	18,547.29	18,547.29	-9,547.29	0.00	-9,547.29	0.00
01-4312-60-2654	Tires	6,000.00	6,077.00	6,077.00	-77.00	0.00	-77.00	0.00
01-4312-60-2662	Salt	160,000.00	137,019.33	137,019.33	22,980.67	0.00	22,980.67	14.36
01-4312-60-2663	Sand	10,000.00	3,000.00	3,000.00	7,000.00	0.00	7,000.00	70.00
01-4312-60-2665	Gravel	30,000.00	25,544.55	25,544.55	4,455.45	0.00	4,455.45	14.85
01-4312-60-2666	Calcium Chloride	30,000.00	22,877.28	22,877.28	7,122.72	0.00	7,122.72	23.74
01-4312-60-2668	Cold Patch	1,200.00	1,759.59	1,759.59	-559.59	0.00	-559.59	0.00
01-4312-60-2684	Guardrails	7,600.00	8,825.00	8,825.00	-1,225.00	0.00	-1,225.00	0.00
01-4312-60-2687	Signs & Misc. Supplies	12,500.00	7,333.57	7,333.57	5,166.43	0.00	5,166.43	41.33
01-4312-70-2730	Road Maintenance (Hot Top)	75,000.00	67,019.77	67,019.77	7,980.23	0.00	7,980.23	10.64
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	133,249.16	133,249.16	46,750.84	0.00	46,750.84	25.97
01-4312-70-2762	Equipment Lease Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4316 E03 01-4316-40-2414 01-4316-40-2415 01-4316-40-2416	E03 Sub Totals:	4,018,670.00	3,215,820.94	3,215,820.94	802,849.06	0.00	802,849.06	19.98
	Expense Sub Totals:	4,018,670.00	3,215,820.94	3,215,820.94	802,849.06	0.00	802,849.06	19.98
	Dept 4312 Sub Totals:	4,018,670.00	3,215,820.94	3,215,820.94	802,849.06	0.00		
	Street Lighting							
	Highways and Streets							
	General Street Lighting	8,500.00	8,100.32	8,100.32	399.68	0.00	399.68	4.70
	Warning Lights	2,500.00	2,543.12	2,543.12	-43.12	0.00	-43.12	0.00
	Traffic Signals	1,500.00	1,221.40	1,221.40	278.60	0.00	278.60	18.57
	E03 Sub Totals:	12,500.00	11,864.84	11,864.84	635.16	0.00	635.16	5.08
	Expense Sub Totals:	12,500.00	11,864.84	11,864.84	635.16	0.00	635.16	5.08
Dept 01-4323 E04 01-4323-30-2307	Dept 4316 Sub Totals:	12,500.00	11,864.84	11,864.84	635.16	0.00		
	Souhegan Regional Landfill							
	Sanitation							
	Souhegan Regional Landfill	542,000.00	510,156.72	510,156.72	31,843.28	0.00	31,843.28	5.88
	E04 Sub Totals:	542,000.00	510,156.72	510,156.72	31,843.28	0.00	31,843.28	5.88
Dept 01-4324 E04 01-4324-10-1110 01-4324-10-1115 01-4324-10-1140 01-4324-20-1210 01-4324-20-1211 01-4324-20-1220 01-4324-20-1225 01-4324-20-1229 01-4324-20-1230 01-4324-20-1234 01-4324-20-1266 01-4324-20-1294 01-4324-30-2341 01-4324-30-2343	Expense Sub Totals:	542,000.00	510,156.72	510,156.72	31,843.28	0.00	31,843.28	5.88
	Dept 4323 Sub Totals:	542,000.00	510,156.72	510,156.72	31,843.28	0.00		
	Landfill Department							
	Sanitation							
	FT Wages-Landfill	59,400.00	54,541.52	54,541.52	4,858.48	0.00	4,858.48	8.18
	Part Time Wages Landfill	130,000.00	100,391.38	100,391.38	29,608.62	0.00	29,608.62	22.78
	Overtime Landfill	5,500.00	11,258.99	11,258.99	-5,758.99	0.00	-5,758.99	0.00
	Health Insurance	42,360.00	41,648.38	41,648.38	711.62	0.00	711.62	1.68
	Dental Insurance	1,800.00	1,801.70	1,801.70	-1.70	0.00	-1.70	0.00
	Social Security	12,820.00	9,950.39	9,950.39	2,869.61	0.00	2,869.61	22.38
	Medicare	3,000.00	2,327.03	2,327.03	672.97	0.00	672.97	22.43
	HSA - Town Contribution	0.00	16.33	16.33	-16.33	0.00	-16.33	0.00
	Deferred Compensation	2,920.00	309.83	309.83	2,610.17	0.00	2,610.17	89.39
	Group I - ER NHRS - TransSta	2,420.00	8,212.73	8,212.73	-5,792.73	0.00	-5,792.73	0.00
	Sick Leave Incentive	500.00	717.57	717.57	-217.57	0.00	-217.57	0.00
	Educat & Training/Prof Dev.	700.00	378.00	378.00	322.00	0.00	322.00	46.00
	Telephone	2,000.00	956.35	956.35	1,043.65	0.00	1,043.65	52.18
	Internet Service	3,000.00	3,310.47	3,310.47	-310.47	0.00	-310.47	0.00

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4324-40-2410		Electricity - Landfill	10,000.00	11,677.96	11,677.96	-1,677.96	0.00	-1,677.96	0.00
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	98,055.77	98,055.77	11,944.23	0.00	11,944.23	10.86
01-4324-40-2431		Facility Maintenance/Repairs	8,000.00	13,594.38	13,594.38	-5,594.38	0.00	-5,594.38	0.00
01-4324-40-2451		Outside Hire	9,000.00	9,735.00	9,735.00	-735.00	0.00	-735.00	0.00
01-4324-40-2452		Equipment Lease/Rental Payment	100.00	2,024.08	2,024.08	-1,924.08	0.00	-1,924.08	0.00
01-4324-50-2560		Dues & Subscriptions	10,000.00	15,849.35	15,849.35	-5,849.35	0.00	-5,849.35	0.00
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	145.60	145.60	-145.60	0.00	-145.60	0.00
01-4324-60-2616		Safety Equip/Protective Clothg	0.00	2,900.64	2,900.64	-2,900.64	0.00	-2,900.64	0.00
01-4324-60-2664		Landfill Waste Oil	2,500.00	4,054.20	4,054.20	-1,554.20	0.00	-1,554.20	0.00
01-4324-60-2687		Signs & Misc. Supplies	2,000.00	2,248.44	2,248.44	-248.44	0.00	-248.44	0.00
01-4324-60-2688		Tire Removal	1,600.00	1,449.00	1,449.00	151.00	0.00	151.00	9.44
01-4324-80-2612		Equipment Purchase	1,000.00	254.60	254.60	745.40	0.00	745.40	74.54
		E04 Sub Totals:	425,820.00	399,939.10	399,939.10	25,880.90	0.00	25,880.90	6.08
		Expense Sub Totals:	425,820.00	399,939.10	399,939.10	25,880.90	0.00	25,880.90	6.08
		Dept 4324 Sub Totals:	425,820.00	399,939.10	399,939.10	25,880.90	0.00		
Dept 01-4411		Health Administration							
E05		Health							
01-4411-10-1115		Health Officer	2,300.00	2,167.56	2,167.56	132.44	0.00	132.44	5.76
01-4411-20-1220		Social Security	150.00	137.25	137.25	12.75	0.00	12.75	8.50
01-4411-20-1225		Medicare	30.00	32.00	32.00	-2.00	0.00	-2.00	0.00
		E05 Sub Totals:	2,480.00	2,336.81	2,336.81	143.19	0.00	143.19	5.77
		Expense Sub Totals:	2,480.00	2,336.81	2,336.81	143.19	0.00	143.19	5.77
		Dept 4411 Sub Totals:	2,480.00	2,336.81	2,336.81	143.19	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	400.00	400.00	-200.00	0.00	-200.00	0.00
		E05 Sub Totals:	400.00	400.00	400.00	0.00	0.00	0.00	0.00
		Expense Sub Totals:	400.00	400.00	400.00	0.00	0.00	0.00	0.00
		Dept 4414 Sub Totals:	400.00	400.00	400.00	0.00	0.00		

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4415		Health & Human SRVC Agencies							
E05		Health							
01-4415-30-2399		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		
Dept 01-4442		Direct Assistance (Welfare)							
E06		Welfare							
01-4442-40-2441		Rent, WGA	7,000.00	1,709.00	1,709.00	5,291.00	0.00	5,291.00	75.59
01-4442-60-2627		Utilities, WGA	1,500.00	1,000.00	1,000.00	500.00	0.00	500.00	33.33
01-4442-60-2699		Other Charges WGA	1,750.00	40.00	40.00	1,710.00	0.00	1,710.00	97.71
		E06 Sub Totals:	10,250.00	2,749.00	2,749.00	7,501.00	0.00	7,501.00	73.18
		Expense Sub Totals:	10,250.00	2,749.00	2,749.00	7,501.00	0.00	7,501.00	73.18
		Dept 4442 Sub Totals:	10,250.00	2,749.00	2,749.00	7,501.00	0.00		
Dept 01-4520		Recreation Department							
E07		Culture and Recreation							
01-4520-10-1110		Recreation Wages	171,000.00	137,110.38	137,110.38	33,889.62	0.00	33,889.62	19.82
01-4520-10-1112		Maintenance Employees Wage	130,000.00	123,709.52	123,709.52	6,290.48	0.00	6,290.48	4.84
01-4520-10-1115		Secretary-PT	25,000.00	34,719.83	34,719.83	-9,719.83	0.00	-9,719.83	0.00
01-4520-10-1140		Overtime Maintenance Employee	500.00	304.22	304.22	195.78	0.00	195.78	39.16
01-4520-20-1210		Health Insurance	45,710.00	38,916.96	38,916.96	6,793.04	0.00	6,793.04	14.86
01-4520-20-1211		Dental Insurance	5,000.00	2,968.29	2,968.29	2,031.71	0.00	2,031.71	40.63
01-4520-20-1220		Social Security	20,250.00	22,357.90	22,357.90	-2,107.90	0.00	-2,107.90	0.00
01-4520-20-1225		Medicare	4,750.00	5,228.58	5,228.58	-478.58	0.00	-478.58	0.00
01-4520-20-1229		HSA - Town Contribution	0.00	961.75	961.75	-961.75	0.00	-961.75	0.00
01-4520-20-1230		Deferred Compensation	14,750.00	8,413.84	8,413.84	6,336.16	0.00	6,336.16	42.96
01-4520-20-1234		Group I - ER NHRS - Recreaiton	12,220.00	16,508.68	16,508.68	-4,288.68	0.00	-4,288.68	0.00
01-4520-20-1266		Sick Leave Incentive	3,800.00	18,600.59	18,600.59	-14,800.59	0.00	-14,800.59	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	6,997.10	6,997.10	202.90	0.00	202.90	2.82
01-4520-30-2343		Internet Service	3,630.00	5,875.74	5,875.74	-2,245.74	0.00	-2,245.74	0.00
01-4520-30-2374		Custodian	1,770.00	952.00	952.00	818.00	0.00	818.00	46.21
01-4520-40-2410		Electricity	7,590.00	13,045.17	13,045.17	-5,455.17	0.00	-5,455.17	0.00
01-4520-40-2411		Heat	6,740.00	3,379.16	3,379.16	3,360.84	0.00	3,360.84	49.86
01-4520-40-2412		Water	830.00	192.50	192.50	637.50	0.00	637.50	76.81
01-4520-40-2425		Vehicle Repairs	6,000.00	4,442.21	4,442.21	1,557.79	0.00	1,557.79	25.96
01-4520-40-2431		Facility Maintenance/Repairs	8,000.00	10,063.64	10,063.64	-2,063.64	0.00	-2,063.64	0.00

Account Number		Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4520-50-2545		Trash Removal	1,500.00	1,069.29	1,069.29	430.71	0.00	430.71	28.71
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	1,250.40	1,250.40	-200.40	0.00	-200.40	0.00
01-4520-50-2615		Uniforms	1,000.00	1,161.97	1,161.97	-161.97	0.00	-161.97	0.00
01-4520-60-2610		Supplies - General	2,000.00	1,050.98	1,050.98	949.02	0.00	949.02	47.45
01-4520-60-2612		Equipment Purchases	13,000.00	649.99	649.99	12,350.01	0.00	12,350.01	95.00
01-4520-60-2620		Office Supplies	800.00	2,467.53	2,467.53	-1,667.53	0.00	-1,667.53	0.00
01-4520-60-2621		Computer Equipment	2,000.00	2,983.97	2,983.97	-983.97	0.00	-983.97	0.00
01-4520-60-2625		Postage	100.00	38.64	38.64	61.36	0.00	61.36	61.36
01-4520-60-2635		Gasoline	7,500.00	10,565.79	10,565.79	-3,065.79	0.00	-3,065.79	0.00
01-4520-60-2636		Diesel Fuel	2,500.00	2,036.70	2,036.70	463.30	0.00	463.30	18.53
01-4520-70-2762		Equipment Lease Payment	1,350.00	1,298.47	1,298.47	51.53	0.00	51.53	3.82
01-4520-80-2653		Tools & Equipment	2,000.00	575.90	575.90	1,424.10	0.00	1,424.10	71.21
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	2,908.69	2,908.69	-408.69	0.00	-408.69	0.00
		E07 Sub Totals:	513,790.00	484,806.38	484,806.38	28,983.62	0.00	28,983.62	5.64
		Expense Sub Totals:	513,790.00	484,806.38	484,806.38	28,983.62	0.00	28,983.62	5.64
		Dept 4520 Sub Totals:	513,790.00	484,806.38	484,806.38	28,983.62	0.00		
Dept	01-4522	Parks & Recreation							
E07		Culture and Recreation							
01-4522-10-1115		Part Time Summer Mowing	18,000.00	12,771.75	12,771.75	5,228.25	0.00	5,228.25	29.05
01-4522-20-1220		Social Security	1,120.00	824.54	824.54	295.46	0.00	295.46	26.38
01-4522-20-1225		Medicare	270.00	192.85	192.85	77.15	0.00	77.15	28.57
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	966.17	966.17	-166.17	0.00	-166.17	0.00
01-4522-60-2613		Fertilizer & Lime	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00
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	16,130.51	16,130.51	6,709.49	0.00	6,709.49	29.38
		Expense Sub Totals:	22,840.00	16,130.51	16,130.51	6,709.49	0.00	6,709.49	29.38
		Dept 4522 Sub Totals:	22,840.00	16,130.51	16,130.51	6,709.49	0.00		
Dept	01-4550	Library							
E07		Culture and Recreation							
01-4550-10-1110		Wages FT Library	520,000.00	506,290.11	506,290.11	13,709.89	0.00	13,709.89	2.64
01-4550-10-1115		Wages Part Time	176,000.00	147,613.61	147,613.61	28,386.39	0.00	28,386.39	16.13
01-4550-20-1210		Health Insurance	107,790.00	120,891.56	120,891.56	-13,101.56	0.00	-13,101.56	0.00
01-4550-20-1211		Dental Insurance	7,000.00	6,495.50	6,495.50	504.50	0.00	504.50	7.21

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4550-20-1220	Social Security	43,200.00	43,635.84	43,635.84	-435.84	0.00	-435.84	0.00
01-4550-20-1225	Medicare	10,100.00	10,205.31	10,205.31	-105.31	0.00	-105.31	0.00
01-4550-20-1229	HSA - Town Contribution	0.00	2,761.75	2,761.75	-2,761.75	0.00	-2,761.75	0.00
01-4550-20-1230	Deferred Compensation	25,480.00	15,567.09	15,567.09	9,912.91	0.00	9,912.91	38.90
01-4550-20-1234	Group I - ER NHRS - Library	21,200.00	37,591.79	37,591.79	-16,391.79	0.00	-16,391.79	0.00
01-4550-20-1266	Sick Leave Incentive	7,500.00	6,211.24	6,211.24	1,288.76	0.00	1,288.76	17.18
01-4550-20-1290	Longevity	2,250.00	5,750.00	5,750.00	-3,500.00	0.00	-3,500.00	0.00
01-4550-20-1294	Educat & Training/Prof Dev.	600.00	570.00	570.00	30.00	0.00	30.00	5.00
01-4550-30-2341	Telephone	3,200.00	3,683.24	3,683.24	-483.24	0.00	-483.24	0.00
01-4550-30-2343	Internet Service	6,500.00	6,008.61	6,008.61	491.39	0.00	491.39	7.56
01-4550-30-2374	Custodian	27,000.00	33,215.00	33,215.00	-6,215.00	0.00	-6,215.00	0.00
01-4550-30-2395	Outside Hire IT	5,000.00	2,520.00	2,520.00	2,480.00	0.00	2,480.00	49.60
01-4550-40-2410	Electricity	12,100.00	11,249.12	11,249.12	850.88	0.00	850.88	7.03
01-4550-40-2411	Heat	12,000.00	8,344.42	8,344.42	3,655.58	0.00	3,655.58	30.46
01-4550-40-2412	Water	3,200.00	2,661.95	2,661.95	538.05	0.00	538.05	16.81
01-4550-40-2430	Repairs Bldg & Grounds	100.00	2,220.00	2,220.00	-2,120.00	0.00	-2,120.00	0.00
01-4550-50-2560	Dues & Subscription	1,400.00	961.00	961.00	439.00	0.00	439.00	31.36
01-4550-50-2565	Software Licenses	44,500.00	42,484.77	42,484.77	2,015.23	0.00	2,015.23	4.53
01-4550-50-2581	Travel	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4550-60-2620	Office Supplies	7,500.00	7,596.04	7,596.04	-96.04	0.00	-96.04	0.00
01-4550-60-2625	Postage	500.00	450.58	450.58	49.42	0.00	49.42	9.88
01-4550-60-2670	Books & Periodicals	105,000.00	92,674.52	92,674.52	12,325.48	0.00	12,325.48	11.74
01-4550-80-2612	Equipment Purchase	500.00	469.84	469.84	30.16	0.00	30.16	6.03
01-4550-80-2618	Special Events & Supplies	16,900.00	18,578.78	18,578.78	-1,678.78	0.00	-1,678.78	0.00
01-4550-80-2621	Computer Equipment	9,000.00	2,399.18	2,399.18	6,600.82	0.00	6,600.82	73.34
01-4550-80-2762	Equipment Lease Payment	5,000.00	5,877.34	5,877.34	-877.34	0.00	-877.34	0.00
01-4550-80-2820	Mileage	500.00	1,242.72	1,242.72	-742.72	0.00	-742.72	0.00
01-4550-80-2825	Meetings & Conferences	1,000.00	215.00	215.00	785.00	0.00	785.00	78.50
	E07 Sub Totals:	1,182,120.00	1,146,435.91	1,146,435.91	35,684.09	0.00	35,684.09	3.02
	Expense Sub Totals:	1,182,120.00	1,146,435.91	1,146,435.91	35,684.09	0.00	35,684.09	3.02
	Dept 4550 Sub Totals:	1,182,120.00	1,146,435.91	1,146,435.91	35,684.09	0.00		
Dept 01-4583	Patriotic Purposes							
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	900.49	900.49	-300.49	0.00	-300.49	0.00
	E07 Sub Totals:	8,600.00	8,900.49	8,900.49	-300.49	0.00	-300.49	0.00
	Expense Sub Totals:	8,600.00	8,900.49	8,900.49	-300.49	0.00	-300.49	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Dept 01-4589							
E07	Heritage Commission							
	Culture and Recreation							
01-4589-10-1115	HERT COMM Wages Part Time	580.00	277.25	277.25	302.75	0.00	302.75	52.20
01-4589-20-1220	HERT COMM Social Security	40.00	17.20	17.20	22.80	0.00	22.80	57.00
01-4589-20-1225	HERT COMM Medicare	10.00	4.01	4.01	5.99	0.00	5.99	59.90
01-4589-30-2382	HERT COMM Outside Hire ProSrv	1,050.00	1,345.41	1,345.41	-295.41	0.00	-295.41	0.00
01-4589-50-2550	HERT COMM Printing	400.00	0.00	0.00	400.00	0.00	400.00	100.00
01-4589-60-2610	HERT COMM Supplies - General	80.00	0.00	0.00	80.00	0.00	80.00	100.00
01-4589-60-2621	HERT COMM Computer Equipmen	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4589-80-2618	HERT COMM Special Events	300.00	0.00	0.00	300.00	0.00	300.00	100.00
01-4589-80-2825	HERT COMM Meetings-Conference	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	E07 Sub Totals:	2,860.00	1,643.87	1,643.87	1,216.13	0.00	1,216.13	42.52
	Expense Sub Totals:	2,860.00	1,643.87	1,643.87	1,216.13	0.00	1,216.13	42.52
	Dept 4589 Sub Totals:	2,860.00	1,643.87	1,643.87	1,216.13	0.00		
Dept 01-4611	Conservation Commission							
E08	Conservation and Development							
01-4611-10-1115	PT Wages	2,000.00	1,652.65	1,652.65	347.35	0.00	347.35	17.37
01-4611-20-1220	Social Security	120.00	106.31	106.31	13.69	0.00	13.69	11.41
01-4611-20-1225	Medicare	30.00	24.87	24.87	5.13	0.00	5.13	17.10
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	3,775.00	3,775.00	-3,775.00	0.00	-3,775.00	0.00
01-4611-40-2486	Water Crossing Repair & Maint	2,500.00	2,482.28	2,482.28	17.72	0.00	17.72	0.71
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	2,012.92	2,012.92	-12.92	0.00	-12.92	0.00
01-4611-50-2560	Dues & Subscriptions	1,000.00	1,062.70	1,062.70	-62.70	0.00	-62.70	0.00
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	11,247.76	11,247.76	2,402.24	0.00	2,402.24	17.60
	Expense Sub Totals:	13,650.00	11,247.76	11,247.76	2,402.24	0.00	2,402.24	17.60
	Dept 4611 Sub Totals:	13,650.00	11,247.76	11,247.76	2,402.24	0.00		
Dept 01-4711	Principal - L-T Bonds & Notes							
E09	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

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4711-90-2210	Principal - Rd ConsRefin 11&12	306,000.00	305,999.90	305,999.90	0.10	0.00	0.10	0.00
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	755,999.90	755,999.90	202,560.10	0.00	202,560.10	21.13
	Expense Sub Totals:	958,560.00	755,999.90	755,999.90	202,560.10	0.00	202,560.10	21.13
	Dept 4711 Sub Totals:	958,560.00	755,999.90	755,999.90	202,560.10	0.00		
Dept 01-4721	Interest L-T Bonds & Notes							
E09	Debt Service							
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
01-4721-41-7104	ACC Land Bond - NHMBB Interest	0.00	140,769.15	140,769.15	-140,769.15	0.00	-140,769.15	0.00
01-4721-90-2210	Interest- Rd Constr Refin11&12	7,350.00	7,233.25	7,233.25	116.75	0.00	116.75	1.59
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	214,907.45	214,907.45	53,612.55	0.00	53,612.55	19.97
	Expense Sub Totals:	268,520.00	214,907.45	214,907.45	53,612.55	0.00	53,612.55	19.97
	Dept 4721 Sub Totals:	268,520.00	214,907.45	214,907.45	53,612.55	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	15,373,912.90	15,373,912.90	2,064,767.10	0.00	2,064,767.10	11.84
	Fund 01 Sub Totals:	17,438,680.00	15,373,912.90	15,373,912.90	2,064,767.10	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	17,438,680.00	15,373,912.90	15,373,912.90	2,064,767.10	0.00	2,064,767.10	11.84
	Report Totals:	17,438,680.00	15,373,912.90	15,373,912.90	2,064,767.10	0.00		



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Job Descriptions - Finance Director & **Department:** Finance Department
Deputy Tax Collector

Meeting Date: June 23, 2025

Staff Contact: Debbie Bender

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

I move that we approve the attached job descriptions for the Finance Director and the Deputy Tax Collector.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Deputy Town Treasurer DRAFT 6.18.2025
2. Finance Director DRAFT 6.18.2025

<p style="text-align: center;">Town of Amherst, New Hampshire Job Description</p>

Job Title: Deputy Town Treasurer – Appointed, Stipend, Exempt

Department: Finance

Reports To: Town Treasurer

Date: Revised July 2025

APPOINTMENT:

Appointed by the Town Treasurer and approved by the Board of Selectmen, the Deputy Treasurer shall fulfill **all duties in the absence of the Treasurer or assist as needed**. The Treasurer shall have the powers and duties prescribed by RSA 41:29 (Addendum A) and state law, provided however that in making investments of Town funds, they shall follow the written Investment Policy as adopted or modified by the Board of Selectmen. (Addendum B) and the Amherst Deposit Policy (Addendum C). The Treasurer shall have custody of all monies belonging to the Town and shall pay out the same only upon orders from the body designated by the Town to expend such funds. The Treasurer shall: keep suitable records, reconcile all Funds monthly and perform all other related functions per state statute. Duties may be delegated in writing in accordance with RSA 41:29 VI.

SUPERVISION RECEIVED: Works under the direction of the Town Treasurer.

SUPERVISION EXERCISED: None

DUTIES AND RESPONSIBILITIES: The duties of the Town Treasurer are listed in RSA 41:29.

1. Monitor cash balances and investment funds.
2. Review both payroll and accounts payable checks for the Town.
3. Make cash/check deposits as required by law.
4. Transfer monies between Town accounts, as necessary.
5. Reconcile Town bank accounts.
6. Prepare monthly Deposit report for each department.
7. Keep Treasurer's records updated.
8. Assist in Town's Audit when asked.
9. Prepare Treasurer Report for the Annual Town Report and DRA.
10. Report to the Board of Selectmen whenever so requested.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of modern banking procedures.
- Knowledge of basic investing principles is required.
- Ability to work with other departments in a timely manner.
- Proficiency in Microsoft Office Suite, financial software, and adaptability in learning and implementing new technologies.
- Skill in attention to detail.

REQUIRED EDUCATION & EXPERIENCE:

- Bachelor's degree from an accredited four-year college or university in accounting-centric program preferred.
- **OR** equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Municipal experience preferred

PHYSICAL DEMANDS:

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy (25-50lbs) items such as sprots equipment, books, and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	F
Lift 1-25 lb.	F
Lift 25-50 lb.	F
Lift over 50 lb.	O

Carry up to 10 lb.	F
Carry 1-25 lb.	F
Carry 25-50 lb.	F
Carry over 50 lb.	O

Twist	F
Bend	F
Squat	F
Crawl	O
Kneel	O
Crouch	O
Climb	R
Balance	F

Reach:	
below shoulder ht.	F
at shoulder ht.	F
above shoulder ht.	F
Push/Pull	F

Of 8-hour day:	
Sit	1
Stand	7
Walk	7

Hand Manipulation:	
Grasping	F
Handling	F
Torquing	F
Fine Finger Mvmt.	F

KEY:	
Not required	N
Rarely	R
Occasionally	O
Frequently	F
Constantly	C

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others, Hearing: Necessary for taking instruction and information; Sight: Necessary for doing job effectively; Tasting & Smelling: Not required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Employee Name, printed

Employee Signature

Date

**Town of Amherst, New Hampshire
Job Description**

Job Title: Finance Director - Full-Time, Exempt

Department: Finance

Reports To: Town Administrator

Date: Revised July 2025

GENERAL SUMMARY:

Manages the Town's Finance Department including financial planning and operations, i.e., accounting, financial reporting, payroll, **accounts payable** and **tax collection**. This position performs complex, professional accounting work including grant, debt and improvement programs, budgeting, financial reporting, and general ledger maintenance.

SUPERVISION RECEIVED:

Works under the direction of the Town Administrator.

SUPERVISION EXERCISED:

Assigns and oversees work of Finance Department staff, including performance evaluations.

ESSENTIAL FUNCTIONS:

- Prepare and analyze town and department financial statements; reconcile general ledger accounts and prepare corrective journal entries where required; prepare monthly financial reports, trial balances in various funds, and end of year reports; maintain fixed asset accounting system; oversee internal and external Town audits.
- Work with the Town Administrator in the preparation and administration of the annual budget. Attend budget meetings; review budget requests for accuracy and completeness; consult with department heads regarding their operating budgets.
- **Coordination of all Town Treasurer functions including maintaining all Town checking and investment accounts, preparing cash-flow analysis, bidding and managing bank investments and policies.**
- Responsible for timely debt payments; complete or manage required state and federal reports.
- Reconcile Town bank statements and make appropriate general ledger journal entries.
- Maintain accounting records in accordance with applicable laws, regulations, and generally accepted principles.
- Maintain account receivables on billings not handled by the Town Clerk/Tax Collector, including solid waste, ambulance services to Mt Vernon and police commercial duty.
- Track and reconcile Performance Bonds and Impact Fees.
- Primary contact for DRA portal and reporting.
- Keep informed of new trends, developments, laws, and regulations impacting the activities of the Finance Department.
- Staff support for the Treasurer, the Ways and Means Committee and the Trustees of the Trust Fund.
- Maintain confidentiality regarding records of Town and personnel matters.
- Perform other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of municipal accounting and auditing including fund accounting and enterprise funds
- Knowledge of principles and practices of municipal finance administration including budget preparation.
- Knowledge of financial system design and analysis.
- Ability to apply sound administrative and fiscal practices.
- Ability to communicate clearly
- Ability to prepare accounting/financial data projections.
- Ability to develop manual and computerized financial systems.
- Ability to establish and maintain effective working relationships with staff, other Town employees/ departments, Town officials, and the public.
- Proficiency in Microsoft Office Suite, financial software, and adaptability in learning and implementing new technologies.

REQUIRED EDUCATION & EXPERIENCE:

- Bachelor's degree from an accredited four-year college or university with degree in accounting, business administration or related field.
- Three to five years of progressively responsible experience in management.
- **OR** equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.
- Municipal experience preferred

PHYSICAL DEMANDS:

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy (25-50lbs) items such as sprots equipment, books, and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	F
Lift 1-25 lb.	F
Lift 25-50 lb.	F
Lift over 50 lb.	O

Carry up to 10 lb.	F
Carry 1-25 lb.	F
Carry 25-50 lb.	F
Carry over 50 lb.	O

Reach:	
below shoulder ht.	F
at shoulder ht.	F
above shoulder ht.	F
Push/Pull	F

Twist	F
Bend	F
Squat	F
Crawl	O
Kneel	O
Crouch	O
Climb	R
Balance	F

Of 8-hour day:	
Sit	1
Stand	7
Walk	7

KEY:

Hand Manipulation:		Not required	N
Grasping	F	Rarely	R
Handling	F	Occasionally	O
Torquing	F	Frequently	F
Fine Finger Mvmt.	F	Constantly	C

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others, Hearing: Necessary for taking instruction and information; Sight: Necessary for doing job effectively; Tasting & Smelling: Not required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

Employee Name, printed

Employee Signature

Date



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing Land Use Change Tax

Department: Assessing

Meeting Date: June 23, 2025

Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Land Use Change Tax

Item C. This is a Land Use Change Tax release for Map 004 Lot 145-004, which no longer qualifies for Current Use due to a subdivision and transfer of property, causing this lot to become undersized and no longer qualifies for Current Use Taxation. I completed a review of current vacant land sales and determined a fair market value for this parcel of \$330,000. Therefore, this would calculate to a Land Use Change Tax of \$33,000.00.

Item C-1. This is a Land Use Change Tax release for Map 004 Lot 145-001, which no longer qualifies for Current Use due to a subdivision and transfer of property, causing this lot to become undersized and no longer qualifies for Current Use Taxation. I completed a review of current vacant land sales and determined a fair market value for this parcel of \$310,000. Therefore, this would calculate a Land Use Change Tax of \$31,000.00.

Item C-2. This is a Land Use Change Tax release for Map 007 Lot 040-000, which no longer qualifies for Current Use due to the sale of the abutting lot and the owner is no longer haying this property, causing this lot to no longer qualify for Current Use Taxation. A completed review of current vacant land sales and determined a fair market value for this parcel of \$330,000. Therefore, this would calculate a Land Use Change Tax of \$33,000.00.

Item C-3. This is a Land Use Change Tax release for Map 007 Lot 040-001, which no longer qualifies for Current Use due to the sale of this lot causing it to no longer be qualified for Current Use Taxation due to size. I completed a review of current vacant

land sales and determined a fair market value for this parcel of \$330,000. Therefore, this would calculate a Land Use Change Tax of \$33,000.00.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Item C Confidential
2. Item C-1 Confidential
3. Item C-2 Confidential
4. Item C-3 Confidential



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Town Clerk-Annual Dog Warrant
2025

Department: Administration

Meeting Date: June 23, 2025

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2025 dog warrant

TOWN OF AMHERST
DOG WARRANT

JUNE 23, 2025

To: Amherst Police Department

From: Board of Selectmen

466:14 Warrants; Proceedings. – The town or city clerk shall annually, between June 1 and June 20, present to the local governing body a list of those owners of dogs that have failed to license or not renewed their dog licenses pursuant to RSA 466:1. The local governing body shall, within 20 days from June 20, issue a warrant to a local official authorized to issue a civil forfeiture for each unlicensed dog. The warrant may also authorize a local law enforcement officer to seize any unlicensed dog. The civil forfeiture may be sent by certified mail, or delivered in hand, or left at the abode of the dog owner. The cost of service shall not exceed \$5 and may be recovered by the city or town in addition to the amount of the civil forfeiture. If the unlicensed dog is seized, it shall be held in a town or city holding facility for a period of 7 days, after which time full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed. The owner shall pay the facility a necessary and reasonable sum per day, as agreed upon by the governing body of the town or city and the facility, for each day the dog has been kept and maintained by the facility, plus any necessary veterinary fees incurred by the facility for the benefit of the dog. Before a local law enforcement officer seizes any unlicensed dog, a written warning shall be given to the dog owner.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing Abatement and Charitable Exemption **Department:** Assessing

Meeting Date: June 23, 2025

Staff Contact: Michele Boudreau

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Charitable Exemption Application A-9, A-12

Item A. The attached application is a recommended DENIAL of an (new) Institutional Exemption.

Community Options Inc purchased this property on Feb. 13, 2025. They applied for the Institutional Exemption under the charitable section RSA 7:23 V. However, they are not occupying the property yet. They still need to complete the process with the Community Development Department to operate their business there. Specifically, they are an organization that provides 24/7 housing for individuals with intellectual, developmental and other disabilities and provides them with housing, employment support, advocacy, rehabilitation technology, family support and job training.

Attached is a letter from Kristy Jobin, Amherst Community Development Director, verifying the vacant occupancy in addition to emails from the Fire Chief regarding the operational and compliance regulations.

RSA 72:23 c-V. The buildings, land and personal property of charitable organizations and societies organized, incorporated, or legally doing business in this state are owned, used and occupied by them directly for the purposes for which they are established, if none of the income or profits thereof are used for any other purpose than the purpose for which they are established.

Suggested Motion: Based on the information provided by the assessor, therefore, I move to DENY the application for a Charitable Exemption under RSA 72:23 V. due to the fact they are not occupying or complying with Life Safety Codes and permits

required for Map 003, Lot 056-001, 46 Merrimack Road.

Abatement Recommendation

Item B. The attached abatement is a recommended GRANT.

The property owner filed for an abatement stating that the old home must be torn down once the new house was built. Therefore, it did not have the value that we had on it (129,800). They also argued that the newly built home does not have the value that we had for it (573,900). I did a full inspection of the new home and remeasure. The old home was already demolished, but did the best to determine the status of it with the building department and the owners.

Adjustment of both buildings downward, more on the newer home, as we had it at a very high-quality level, and it was not worth that much, although it's still good quality. The old value was 843,600, the new value 595,400, resulting in a reduction of 248,200.

Suggested Motion: Therefore, based on the information provided by the assessor, I move to GRANT an abatement for the referenced property, Map 003, Lot 096-000, in the amount of \$5,691.22.

Item B-1. The attached abatement is a recommended GRANT.

The property owner filed for an abatement stating that the town's sketch or drawing of the home had an error. I visited the property and re-measured and spoke with the owner.

I did make some corrections to the record, both pluses and minuses. The old value was 550,400, the new value 542,300, resulting in a reduction of 8,100.

Suggested Motion: Therefore, based on the information provided by the assessor, I move to GRANT an abatement for the referenced property, Map 004, Lot 059-006, in the amount of \$186.00.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Item A Confidential
2. Item B Confidential
3. Item B-1 Confidential



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Minutes

Meeting Date: June 23, 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 minutes of June 4, 2025.

I move to approve the minutes of June 9, 2025.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2025.06.04.2025_NON-PUBLIC-DRAFT
2. 2025.06.09.2025_DRAFT



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room

2 Main Street

Wednesday, June 4, 2025, 3:00PM

Attendees: Chairman Danielle Pray, Selectman John D'Angelo, Selectman Pam Coughlin,
Selectman Tom Grella, Selectman Cynthia Dokmo, Town Administrator Lincoln Daley

1. Call to Order

Chair Danielle Pray called the public meeting to order at 3:00 p.m.

2. Non-Public Session

2.1 Pursuant to 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Dokmo to enter into Non-Public Session: Pursuant to NH RSA 91-A:3, II (c) at 3:01pm.

Roll Call Vote: Grella – aye; Coughlin – aye; Pray – aye; Dokmo – aye; D'Angelo – aye; 5-0-0; motion carried unanimously.

Others Present:

Lincoln Daley - Town Administrator

Dave Houghton

David Bengtson

The Board discussed personnel issues. No action was taken, and no votes were taken.

Selectman D'Angelo exited the meeting at 4:16PM.

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to exit Non-Public Session at 4:18pm.

Roll Call Vote: Grella – aye; Coughlin – aye; Pray – aye; Dokmo – aye; 4-0-0; motion carried unanimously.

3. Adjournment

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella adjourn the meeting at 4:19pm.

Vote: 4-0-0; motion carried unanimously.

NEXT MEETING: June 9, 2025

41
42
43

Selectman Pam Coughlin

Date

DRAFT



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, June 9, 2025, 6:30PM

Attendees: Chairman Danielle Pray, Selectman John D'Angelo, Selectman Pam Coughlin,
Selectman Tom Grella, Selectman Cynthia Dokmo
Staff present: Town Administrator Lincoln Daley; Finance Director Debbie Bender; EA/HRC
Jennifer Stover; DPW Director Eric Slosek

1. Call to Order

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

2. Pledge of Allegiance – led by Recreation Director Arene Berry.

3. Citizens Forum

None at this time.

4. Scheduled Appointments

4.1. German Christmas Market, Lindsay Buchanan

Lindsay Buchanan, Chair of the Amherst German Christmas Market, requested permission to use the Amherst Town Common to host the Amherst German Christmas Market on Saturday, December 13, 2025, from 10:00 AM to 6:00 PM. This festive, family-friendly event celebrates the holiday season with local vendors, traditional food, music, and community activities. She explained that the group has met with department heads to discuss how to ease congestion, assure parking occurs in certain areas, and obtain more control over the traffic situation. Safety is a top priority. There will be ongoing conversations as to how to make the event smoother for those who live in the Village.

Chairman Pray asked if the proposal includes no parking areas on the Green. Ms. Buchanan stated that Amherst Street, Boston Post Road, and certain other roads are proposed for road closures. The shuttle service drop off is proposed to be moved from Moulton's to Middle/Cross, with the origin pickup location no longer to be located at the High School. The exact origin location is not yet confirmed. There will be additional shuttles and buses this year. There will also be additional porta potties this year, approximately 34. Chairman Pray stated that the Board would like to know the exact number and location of the porta potties.

In terms of how the event size will be moderated, the proposal is to make the event a ticketed event. There will be staggered entrance times. Those Amherst residents who would like to access the Green cannot be stopped from doing so but will be asked to make a donation.

Selectman Grella asked how many people attended the last event. Ms. Buchanan stated that this was approximately 20,000. The event will be limited to 1,000 tickets per hour, for the seven hour event. The assumption is that no one will spend 4-5 hours at the event, but it will not be possible

to police making people leave after a certain time. This would still cap the event at approximately 8,000 people. People, on average, stayed at previous events for 2-3 hours.

Selectman D'Angelo asked how ticket sales will be handled. It was noted that this would be done online ahead of the event. There will need to be an allotment considered for Amherst residents who may come to the Green.

Town Administrator Daley asked if tickets could be sold based on time slots. Ms. Buchanan stated that this could be considered. Town Administrator Daley expressed concern with policing and crowd management, along with access and safety for Village residents. Ms. Buchanan explained that actions will not be taken this time to advertise the market widespread. The number of vendors has been cut by approximately half of the last event. Many of the vendors will be on the pavement. Things will be put in place in case of poor weather.

Ms. Buchanan asked about approving a date in order to move forward with planning purposes. Town Administrator Daley stated that one cost estimate has been received from the Police Department, and one is awaited from the DPW. Chairman Pray suggested preliminary approval, pending additional information on outstanding items.

Selectman Grella suggested a restriction on dogs at the event.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Coughlin to grant conditional approval for the German Christmas Market on December 13, 2025, with setup and breakdown days on the days before and after, based on the attendance figures projected and subject to satisfactory information submitted.

Vote: 4-1-0; motion carried with Selectman Dokmo against.

4.2. Net Metering, Malcolm Bliss, Kearsarge Energy LP

Malcolm Bliss, Kearsarge Energy LP, presented on Group Net Metering. The purpose of this presentation is to provide the Town of Amherst with an overview of net metering opportunities that could offer long-term financial and environmental benefits. He presented options for the Town to participate in solar energy initiatives through net metering agreements, which allow municipalities to offset their electricity costs by receiving credits from renewable energy sources. The presentation outlined potential project structures, cost savings, sustainability impacts, and implementation timelines, with the goal of informing the Town's consideration of clean energy solutions that align with fiscal responsibility and environmental stewardship.

Mr. Bliss explained that the Group Net Metering program is a State program for public entities to save money tied to energy use. There is no investment or outlay from the Town and no use of Town land, property, or services. There would be no change to the Town's electricity service, electricity supplier, or Community Power participation. Credits are assigned to the Town's utility accounts, up to the Town's kWh usage. The Town receives the payment from Kearsarge monthly tied to the solar project's generation. Kearsarge and the Town commit to the program with savings guaranteed for 20 years.

The Board agreed to continue the discussion on this item at its first July meeting.

4.3. Health and Human Services Grants, Rick Katzenberg and Anna Hebert

Rick Katzenberg presented a recommendation for distribution of the \$55,000 Health and Human Services budget.

Selectman D'Angelo asked why there is not an increase being requested, as the amount has stayed mostly static for the last 6-7 years, while there has been a fair amount of inflation. Mr. Katzenberg stated that he previously suggested that the High School allow space in the cafeteria for these services to seek donations. Selectman D'Angelo stated that he believes the Board should consider increasing the amount at some point in the future.

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to approve the grants for Health and Human Services as recommended.

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

5. Administration

5.1. Appointment of Emergency Management Leader

This item was tabled.

5.2. Review and Amendment of Continuous BOS Calendar

Town Administrator Daley stated that the purpose of this item is to facilitate a review and potential amendment of the continuous Board of Selectmen Calendar. This calendar serves as a planning and organizational tool to guide the Board's work throughout the year, including key policy discussions, budget milestones, strategic initiatives, and statutory obligations. Periodic review ensures that the calendar remains relevant, reflects current Board priorities, and accounts for evolving community needs, regulatory requirements, and operational considerations. Administration is seeking input and direction from the Board to update the calendar accordingly, with the goal of enhancing transparency, predictability, and overall effectiveness in the Board's governance and decision-making processes. There is a suggestion for staff to present updates to the Board in April and then again during the Strategic Plan process in the fall.

Selectman D'Angelo suggested that the Board create some of its own goals to work towards. Chairman Pray suggested a goal setting session in the summer months.

The Board agreed to review an amended draft of the calendar at a future meeting.

6. Staff Reports

6.1. REC - New Hire - Regular Part-time Groundskeeper

Recreation Director Arene Berry stated that Kevin Peters is recommended for the position of Regular Part-time Groundskeeper for the Parks and Recreation Department.

A MOTION was made by Selectman Grella and SECONDED by Selectman D'Angelo to approve Kevin Peters for the position of Regular Part-time Groundskeeper, Grade 4/Step 2 at a rate of \$23.38 per hour to start on June 16, 2025.

Vote: 5-0-0; motion carried unanimously

6.2. FY25 Budget to Actual update for May 2025

Finance Director Debbie Bender presented a budget status report as of 5/31/25. By the end of May there should be 8% left. The budget is still in reasonable shape regarding expenses. The most common overages across departments are HSA contributions, sick leave incentives, and Oovertime. The auditors will be coming in for preliminary work on the FY25 audit on 6/25/25. Revenues received are tracking over budgeted amounts and that is expected to continue.

6.3. DPW - Line Striping Bid Award

DPW Director Slosek stated that the DPW received bid proposals for line striping roads. Of the proposals received, the DPW recommends awarding the work to the low bidder, Industrial Traffic Lines, Inc., for the amount of \$31,169.32.

A MOTION was made by Selectman Grella and SECONDED by Selectman Dokmo to award DPW03-25 to Industrial Traffic Lines, Inc., for the amount of \$31,169.32. Further move to authorize the DPW Director to sign the related agreement.

Vote: 5-0-0; motion carried unanimously

6.4. DPW - Crack Sealing Bid Award

DPW Director Slosek stated that the DPW recently received bid proposals for crack sealing various roads in Town. The recommendation is to award the bid to Nicom Coatings, LLC., for the amount of \$40,310.00.

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin to award bid number DPW05-25 (Crack Sealing) to Nicom Coatings, LLC, for the amount of \$40,310.00. Further move to authorize the Director of Public Works to sign the related agreement.

Vote: 5-0-0; motion carried unanimously

6.5. DPW- Surplus Vehicles

DPW Director Slosek explained that the Department of Public Works periodically disposes of vehicles and equipment that are no longer useful, serviceable, or cost-effective to maintain. In alignment with this practice, the DPW has identified six vehicles currently in various states of disrepair, and an unused piece of equipment that are recommended for surplus designation and subsequent disposal through public auction.

A MOTION was made by Selectman Grella and SECONDED by Selectman Coughlin that the Board of Selectmen declare the following vehicles and equipment as surplus property:

1. 2013 Ford Taurus – VIN #1FAHP2MK8DG222102 – 147,378 miles

2. 2019 Ford Taurus – VIN #1FAHP2MK2JG127272 – 155,353 miles
3. 2015 Ford F250 – VIN #1FTBG2B63FEC98737 – Unknown mileage; non-operational
4. 2011 Ford Crown Victoria – VIN #2FABP78V9BX135090 – Unknown mileage
5. 2010 Ford Crown Victoria – VIN #2FABP78V4X137487 – 139,352 miles
6. 2017 Ford Taurus – VIN #FAHP2MK0HG122825 – 102,656 miles
7. Portacool - Model # PAC2K363S - Serial # 32754713

and authorize the Department of Public Works to dispose of said vehicles and equipment via public auction on Municibid. Proceeds from the sale shall be deposited into the Town's General Fund.

Vote: 5-0-0; motion carried unanimously

7. Consent Agenda

A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to approve the consent agenda as presented.

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

7.1. AP and Payroll Approvals

To approve one (1) Accounts Payable Manifest in the amount of \$307,893.25 dated May 22, 2025, subject to review and audit. (Vendors)

To approve one (1) Accounts Payable Manifest in the amount of \$3,249,537.00 dated June 2, 2025, subject to review and audit. (Vendors)

To approve one (1) Accounts Payable Manifest in the amount of \$387,258.93 dated June 5, 2025, subject to review and audit. (Vendors)

To approve one (1) Accounts Payable Manifest in the amount of \$48,874.87 dated May 28, 2025, subject to review and audit. (NH DMV)

To approve one (1) Accounts Payable Manifest in the amount of \$34,444.17 dated June 3, 2025, subject to review and audit. (NH DMV)

To approve one (1) Accounts Payable Manifest in the amount of \$12,487.68 dated May 6, 2025, subject to review and audit. (Citizens Credit Card)

To approve one (1) Payroll Manifest in the amount of \$3,687.60 dated May 19, 2025, subject to review and audit.

To approve one (1) Payroll Manifest in the amount of \$941.28 dated May 27, 2025, subject to review and audit.

To approve one (1) Payroll Manifest in the amount of \$298,951.90 dated May 29, 2025, subject to review and audit.

224
225 **8. Other Approvals**

226 **8.1 Fourth of July- Addition to Request for Use of Town Common - July 3rd**
227

228 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to approve*
229 *the additional request for use of the Town Common on July 3rd beginning at 4pm for the*
230 *placement of tables for the events happening on the Green on July 4th.*

231 *Vote: 5-0-0; motion carried unanimously.*
232

233 **8.2. Minutes**
234

235 *A MOTION was made by Selectman Coughlin and SECONDED by Selectman D'Angelo to*
236 *approve the meeting minutes of May 22, 2025, as amended.*

237 *Vote: 5-0-0; motion carried unanimously.*
238

239 *A MOTION was made by Selectman Coughlin and SECONDED by Selectman D'Angelo to*
240 *approve the meeting minutes of May 27, 2025, as amended.*

241 *Vote: 5-0-0; motion carried unanimously.*
242

243 **8.3. Assessing Approvals - Elderly 2025 Listing - Abatement**
244

245 **Elderly/Disabled Exemption 2025 List (Item A in Cover Memo)**

246 **Item A.**

247 The annual list of Elderly and Disabled exemption properties is attached for the Board's review.
248 All property owners receiving an exemption must provide the Assessor with financial
249 information to verify income and asset limits each tax year. The list shows a breakdown of all
250 properties. If there are any questions, the Assessing Department can provide further information.
251

252 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to approve*
253 *the 2025 list of Elderly and Disabled property exemptions as submitted by the Assessor.*

254 *Vote: 5-0-0; motion carried unanimously.*
255

256 **Abatement**

257 **Item B.**

258 The attached abatement is a recommended DENIAL. This property owner filed for an abatement
259 stating that the cost to clear the land offsets the value of the land, thereby making the properties
260 worthless. He submitted an estimate from CCSI Construction for roughly \$800k to clear the land,
261 install loam and to install a driveway to service both lots. The property owner/applicant did not
262 sign the abatement form. For this reason, we should deny the abatement. This has been supported
263 by the Board of Tax and Land Appeals as a required part of the application.
264

265 *A MOTION was made by Selectman Dokmo and SECONDED by Selectman Grella to DENY an*
266 *abatement for the referenced properties, Map 008, Lots 083-014 and 008-083-015, due to the*
267 *lack of a signature on the application.*

268 *Vote: 5-0-0; motion carried unanimously.*
269

270 **9. New Action Items**

271
272 The Board reviewed its new action items.
273

274 **10. Old/New Business**
275

276 Selectman Dokmo stated that she asked the Recreation Commission to determine if it still wants
277 the Milford Rotary's funding for a sign. She believes the Commission will not move forward
278 with this due to the associated costs. This funding may be available for a separate Town project.
279

280 Selectman Grella stated that there was a structure fire on Old Coach Road last week. The Fire
281 Department did a wonderful job in response to the emergency. Also, there was a Highway Safety
282 Committee meeting and they discussed speeding on Chestnut Hill Road.
283

284 Selectman D'Angelo stated that the Bicycle & Pedestrian Advisory Committee will meet
285 tomorrow at 7pm. Also, DPW Director recently proposed to the Board \$5,000 worth of
286 engineering work to determine if a ped/bike bridge could be placed across Beaver Brook.
287 Selectman D'Angelo stated that he proposed a motion to support this work but did not receive a
288 second. As it appears there may be some additional funding in the budget at the end of this year,
289 he suggested that some could be used for this preliminary engineering. He asked that this be
290 placed on a future agenda.
291

292 Selectman Coughlin stated that the Planning Board will be hearing from the Christian Hill Road
293 project at its next meeting. The Vonderosa project was continued to July 2, 2025.
294

295 Chairman Pray stated that she is headed to Washington DC tomorrow as Don Potter, Amherst
296 resident, is being interred at Arlington.
297

298 Town Administrator Daley stated that the Town's new fire truck will be arriving in ten days.
299

300 **11. Adjournment**
301

302 *A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Dokmo adjourn*
303 *the meeting at 8:42pm.*

304 *Vote: 5-0-0; motion carried unanimously.*
305

306 **NEXT MEETING: June 23, 2025**
307

308 _____
309 *Selectman Pam Coughlin*

Date