



Town of Amherst, NH
BOARD OF SELECTMEN AGENDA
Barbara Landry Meeting Room
2 Main Street
MONDAY, AUGUST 23, 2021 6:30 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Citizens' Forum**
- 4. Scheduled Appointments**
 - 4.1. Bill Swift, Goldens on the Green, Sunday October 17, 2021
 - 4.2. Chuck McAuley, Speed limit change request for State Highway 122
 - 4.3. Senator Gary Daniels, Legislative Updates
- 5. Interviews: Open Space Advisory Committee Applicants**
 - 5.1. Applications and Letters of Interest
- 6. Administration**
 - 6.1. Administrative updates
- 7. Staff Reports**
 - 7.1. New Accountant Welcome
 - 7.2. FY21 Revenue & Expenditure Status Update
 - 7.3. Part-Time Dispatcher Hire
 - 7.4. CLG Grant Paperwork
 - 7.5. Garage Doors
 - 7.6. COVID-19 Task Force Update
- 8. Approvals**
 - 8.1. Baboosic Lake Community Septic Warrants

- 8.2. Assessing
- 8.3. AP, Payroll and Minutes

9. Action Items

10. Old/New Business

Adjournment

Next Meeting: September 13, 2021

This meeting is also accessible via ZOOM

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87497103282>

Or Telephone: (301) 715-8592

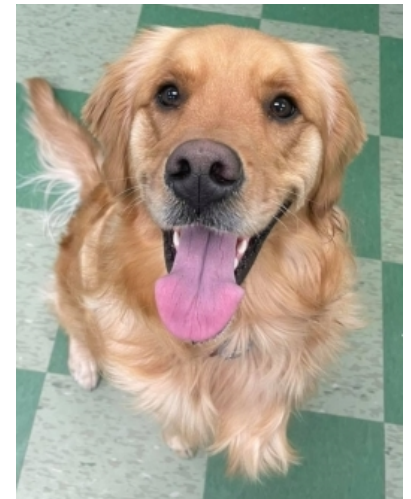
Webinar ID: 874 9710 3282

“GOLDENS ON THE GREEN”

Flash Mob and Social
Sunday, October 17th
1 PM to 3 PM



Bill Swift
10 Saddle Hill Road
Amherst, NH
603-759-9686 (m)



“GOLDENS ON THE GREEN”

Purpose: Social Gathering for Greater Amherst Golden Retriever owners and to raise money for the Humane Society for Greater Nashua (HSFN)

Date: Sunday, October 17th

Time: 1 PM to 3 PM, set-up begins at 9 AM

Cost: Requesting \$10 per Golden donation to the Humane Society for Greater Nashua

Participation: Estimate 30-40 Golden Retrievers, 60-80 family members/friends

Parking: Cars will be parked in the existing parking spaces around the Green

Publicity: Facebook , Flyers and word-of-mouth

Clean-Up: HSFN will provide dog waste bags and buckets (4) and remove them at end
We will “Leave it as we found it.”

“GOLDENS ON THE GREEN”

Safety Topics (COVID-19, etc)

1. Face Masks are optional
2. Social Distancing (at least 6') is suggested
3. Hand sanitizer will be available
4. Dogs must be on a leash – owners' responsibility
5. Dog bites or dog fights – owners' responsibility

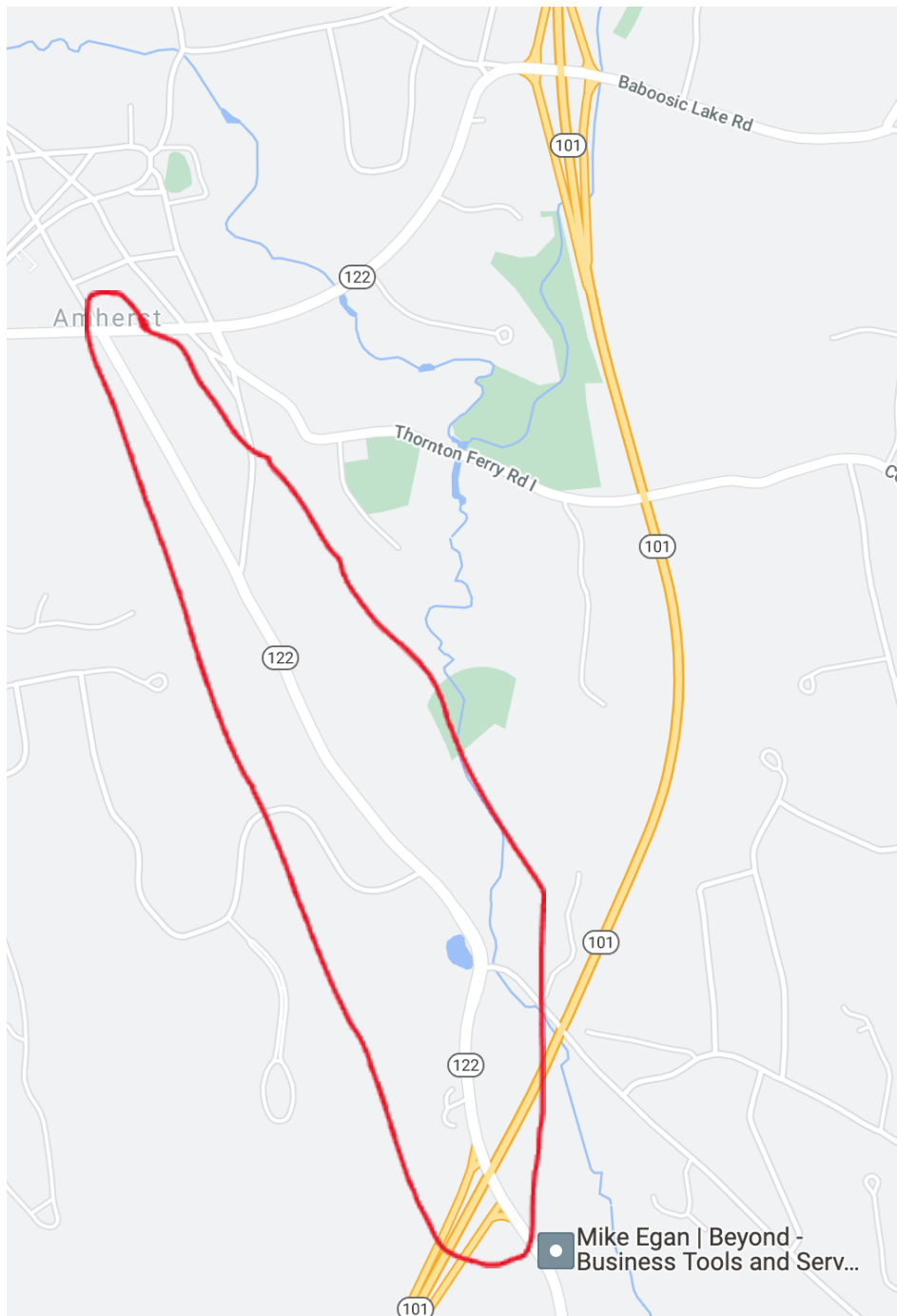
“GOLDENS ON THE GREEN”

Requesting Town Approval

to hold event on Amherst Town Green on October 17th



Proposed Speed Limit Reduction of NH-122 between the intersection of Amherst center and 101 (poneham rd).



Concerns

- Heavily used for bicyclists, pedestrians, and motorists
- No sidewalks, side paths, or other multimodal friendly transport
- Speed limit of 40 mph misdirects GPS and navigational aids to take 122 when 101 entrance at Milford is more appropriate
- Mismatched speed limits within Amherst and other communities
 - 35 MPH at golf course, yet 40 MPH near town center with more houses and families
 - Route 13 in Mont Vernon cuts down to 25 MPH, yet has same housing density as 122 near Amherst
 -
- At least 5 young families live on this stretch of road
 - Children cross the road the daily
- 10 unique bus stops in the morning, approximately 16-20 daily.
- Multiple houses are within less than 10 feet of the road

Dismissals

- NH State highway authorities are “automotive centric” in thinking
 - “Speed limits are set within 15% of what motorists will drive at”
 - Motorists push 50+ MPH readily all day
- NH State highway more concerned with commonality of accidents between automobiles when I have engaged them, not the safety of pedestrians, children, or bicyclists

Benefits of a lower speed limit (30 mph)

- Encourage more active use of 101 in favor of cutting through Amherst with 122.
 - GPS would calculate and direct road users passing from Milford and western Nashua to use 101 entrance by Shaw’s instead of 122.
- Police would have greater authority to issue tickets and encourage safer driving.
 - At road safety meetings, police have continuously highlighted that lower speed limits give them “teeth” in the eyes of magistrate. A “50 in a 40, the ticket gets thrown out.”
- Children and families in isolated neighborhoods nearby could utilize downtown without driving for fear of safety.
- Children can cross the road more safely

Additionally

- What purpose does 122 serve by the time it reaches 101 at Ponham? Is the town of Amherst capable of adopting or taking stewardship of the road?

Letter From NHDOT

Mr. McAuley,

As you can see, your message to Councilor Pignatelli was forwarded to my attention.

The commissioner of transportation's authority to determine state speed zones is delegated to the State Traffic Engineer.

Our records indicate that the existing speed limit of 40 mph dates back to 1971. At that time, it was likely lowered to 40 mph from the statutory 55 mph speed limit for roads not defined as either a business district, urban residence district (both 30 mph), or rural residence district (35 mph). The speed limit drops to 30 mph in the northbound direction just before the more congested area approaching the intersection with Amherst Street.

Changing the speed limit, essentially creating a new state speed zone, would need to be supported by an engineering and traffic investigation. Because that investigation can be fairly involved, we ask that the request be made through the local governing body as they have the ultimate responsibility to enforce it and can provide local perspective.

Based on your message, it seems that you believe the prevailing speed on this road is likely well above the current posted speed limit of 40 mph. If that is the case, an engineering and traffic investigation is not likely to support reducing the speed limit. In the same vein, reducing the speed limit would not likely affect the prevailing speed without targeted and sustained enforcement.

While an engineering and traffic investigation considers several factors, the most weight is given to the "analysis of the current speed distribution of free-flowing vehicles", or speed study. Recommended practice is to set the speed limit within 5 mph of the measured 85th percentile speed of traffic. Studies have shown that the 85th percentile speed coincides with the lowest crash rate for a particular highway segment. It also represents the value that defines "speeding" as the 15% of drivers on the high end of the speed distribution.

While I would not discourage you from reaching out to the Town of Amherst with your concern and would be happy to conduct an engineering and traffic investigation at their request, I wanted you to know that speed management is more than simply an issue with changing the value on the speed limit sign.

Best regards,

William R. Lambert, PE

Traffic Engineer/Administrator

NHDOT Bureau of Traffic

P.O. Box 483, 18 Smokey Bear Blvd.

Concord, NH 03302-0483

(603) 271-1679



Town of Amherst, NH

Volunteer Application

Board/Committee/Commission you wish to serve on: OPEN SPACE ADVISORY CMTTEE

Applicant Name: MICHAEL K. CAMPBELL

Residence Address: 20 PONEMAN HILL ROAD, AMHERST, NH 03031

Mailing Address: 20 PONEMAN HILL ROAD, AMHERST, NH 03031

Telephone: [REDACTED]

E-mail Address: [REDACTED]

Time Available - Hours per month (Circle One): 2 5 10 20 30

Other Boards/Committee/Commission Served On (may include other cities/towns): NONE

27-YEAR RESIDENT. I WAS A MEMBER OF THE TOWN HAZARD MITIGATION PLAN ^{PANEL} ADVISED ON SPRINKLER SYSTEM DESIGN FOR WILKINS SCHOOL. ACTIVE IN TOWN OPEN SPACE DISCUSSION. CERTIFIED SAFETY PROFESSIONAL (CSP). PROFESSIONAL MEMBER OF AMERICAN SOCIETY OF SAFETY PROFESSIONALS. 27-YEAR
Please submit a brief statement describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission. CAREER

Michael K. Campbell
 Signature

08/05/2021
 Date

IN SAFETY ENGINEERING
 PAST EMPLOYMENT IN
 ENVIRONMENTAL
 ANALYTICAL CHEMISTRY
 AND CIVIL ENGINEERING.

Please return this form and requested statements to:

Jennifer Stover
 Town of Amherst
 2 Main Street
 Amherst, NH 03031

or e-mail: jstover@amherstnh.gov

Michael K. Campbell, CSP

20 Ponemah Hill Road, Amherst, NH 03031-2808

August 18th, 2021

Mr. Rob Clemens

Chair, Amherst Conservation Commission

Town of Amherst

2 Main Street, Amherst, NH 03031

Dear Mr. Rob Clemens:

This letter will confirm my interest in a position on the Open Spaces Advisory Board, placements for which were announced earlier this month by the Town of Amherst.

I am a 27-year resident of the Town of Amherst. I was born in Kittery, Maine, lived many places across the country throughout the years, and I returned to New Hampshire in the 1980s where I have resided since.

My children, Matthew and Jane, were students at the various primary education institutions in our Town. I was the Cubmaster of Cub Scouts Pack 613 for three years; I was active in the organization and the Daniel Webster Council of the Boy Scouts of America for over five years. I was involved in the development of the Town Hazard Mitigation Plan, having identified and developed a blueprint for the public and private water sources available to our Town. I also consulted on the feasibility of an automatic sprinkler system design for the Wilkins School, which was later installed in the construction.

I have a Bachelor of General Studies from the University of Iowa, with focus on physical sciences. I have a 30-plus year career in professional services, including five years as a chemist with an environmental analytical services business, and 27 years in the business insurance industry. This latter includes twenty years as a risk control consultant for insurance companies who insure technology businesses, the last 14 years with Intact Specialty Solutions as their Director of Medical Technology Risk Control.

I have been an advocate for open spaces within our Town, and particularly within the Ponemah Village area in which I reside, for as long as I have lived here. I have written editorial articles for the Amherst Citizen on the matter, and I have communicated with members of the Conservation Commission on same. I believe in an equitable strategy to the purchase of potentially available open spaces, one which benefits all citizens in our Town, with particular focus on advocating for our citizens who live south and east of the State Route 101 corridor. I believe my advocacy and expertise would be of benefit to the new board.

Please consider this as my Letter of Interest for an open position on the Board. I plan to attend the Zoom videoconference interview being held by the Town Board of Selectmen this coming Monday, August 23rd, at 6:30PM.

Thank you for your consideration in this matter.

Sincerely,

Michael K. Campbell



Town of Amherst, NH
Volunteer Application

Board/Committee/Commission you wish to serve on: Amherst Open Space Advisory Cmte.

Applicant Name: Rob Cissel

Residence Address: 35 The Flume, Amherst

Mailing Address: Same

Telephone: [Redacted]
(Home) [Redacted]

E-mail Address: [Redacted]

Time Available - Hours per month (Circle One): 2 5 10 20 30

Other Boards/Committee/Commission Served On (may include other cities/towns):

- | | |
|--|--|
| 1. ACC Volunteer (Surveying) | 4. Girls on the Run NH (Volunteer) |
| 2. NEMBA Volunteer (Trail building) | 5. NH Environ., Energy & Climate Network |
| 3. Cong. Church of Amherst (Past Volunteer, Multiple Committees) | (Volunteer) |

Please submit a brief statement describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.

Robert Cissel
Signature

8/6/21
Date

Please return this form and requested statements to:

Nic Strong
Town of Amherst
2 Main Street
Amherst, NH 03031

or e-mail: nstrong@amherstnh.gov



Town of Amherst, NH

Volunteer Application

Board/Committee/Commission you wish to serve on: Amherst Open Space Advisory Committee

Applicant Name: Daryl D'Angelo

Residence Address: 9 Woodland Dr.

Mailing Address: same

Telephone: [REDACTED] (Cell) [REDACTED] (Home)

E-mail Address: [REDACTED]

Time Available - [REDACTED] 20 30

Other Boards/Committee/Commission Served On (may include other cities/towns):

Amherst Conservation Commission

Amherst Land Committee

Please submit a brief statement describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.

[Signature]
Signature

4 Aug 2021
Date

Please return this form and requested statements to:

Jennifer Stover
Town of Amherst
2 Main Street
Amherst, NH 03031

or e-mail: jstover@amherstnh.gov

4 August 2021

Dear Rob,

I'm writing to request appointment to the Open Space Advisory Committee (OSAC) that is being formed to evaluate and recommend properties for purchase with the approved bond money.

As a member of the Amherst Conservation Commission, I became intimately familiar with the conserved properties in town, as well as the conservation goals and local habitat rankings. I've spent hundreds of hours in and around the trails, forests, and wetlands, and understand well the impacts of developments on these features.

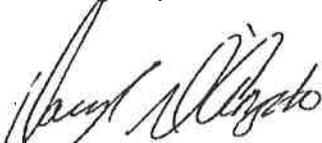
Amherst is a town that relies on its recharging ground water, and the pressures on our wetlands – even where they are protected directly – are of the utmost import to our longevity and success. Balance is needed, but I believe strategic protection can be achieved while still affording landowners and developers their rights.

As a member of the Land Committee, I evaluated various tax parcels for their conservation value, and made recommendations to the town about whether to retain them, specifically conserve them in the deed language, or simply put them back out into the open market for development. Every property has value to someone, but they are not always appropriate for purchase / management by a public entity.

Along with these efforts, I developed our Master List of properties under conservation management by the town, and understand well how we have acquired and managed properties over time.

I believe that these experiences make me uniquely qualified to help evaluate various parcels for conservation acquisition. I hope that you agree, and will recommend me to the Board of Selectmen for appointment to the OSAC.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Daryl D'Angelo', is written over a horizontal line.

Daryl D'Angelo

Amherst, New Hampshire



Town of Amherst, NH
Volunteer Application

Board/Committee/Commission you wish to serve on: Open Space Advisory Committee

Applicant Name: Jamin Warren

Residence Address: 69 Walnut Hill Road Amherst NH

Mailing Address: 69 Walnut Hill Road Amherst NH

Telephone: _____
(Home) (Work) (Cell)

E-mail Address: _____

Time Available - Hours per month (Circle One): 2 5 10 20 30

Other Boards/Committee/Commission Served On (may include other cities/towns):

Please submit a brief statement describing your interest in the position you are applying for and what qualities/experience you will bring to the board to help with its goals and mission.

Jamin K W
Signature

8/16/2021
Date

Please return this form and requested statements to:

**Nic Strong
Town of Amherst
2 Main Street
Amherst, NH 03031**

or e-mail: nstrong@amherstnh.gov

Jennifer Stover

From: [REDACTED]
Sent: 10/21/2021 10:08 AM
To: ROB CLEMENS
Subject: Open Space Advisory Committee
Attachments: volunteer_service_app signed.pdf

Dear Mr. Clemens,

I am writing to express interest in participating in the Open Space Advisory Committee to guide the acquisition of conservation land in Amherst.

I have been a resident of Amherst for over 40 years and am a member of a multi-generational family of residents of the town. As the owner of the Amherst Country Club and having experience with property development in New Hampshire, I can bring some valuable skills and experience to the Committee. For example, I expect that I may be able to provide perspective on the likelihood that target properties have a likelihood of being developed in the future and whether valuations are appropriate. My goal for participation in the Advisory Committee is to assist the town in maintaining its rural character and green space, qualities that are important to me personally and as a long-term business owner in Amherst.

Please find attached my volunteer application form.

Sincerely,
Jamin Warren



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Administrative updates

Department: Administration

Meeting Date: August 23, 2021

Staff Contact:

BACKGROUND INFORMATION:

Updates on a number of issues, including (but not limited to):

- ARPA funding

- Internet expansion, including Comcast and Consolidated

- NRPC projects

- Master Plan Update (Nic Strong)

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. mpsc_2021-08-18_ns



Amherst Master Plan Planning Board Update

August 18, 2021



Master Plan Steering Committee History

- Formed by the Amherst Planning Board in the Spring of 2020
- Comprised of members representing Town and School committees as well as at-large members from the community
- The MPSC meets once a month



Master Plan Steering Committee Members

- | | |
|-----------------|-------------------------|
| • Tracie Adams | Planning Board |
| • Chris Yates | Planning Board |
| • Dwight Brew | Board of Selectmen |
| • Jared Hardner | Conservation Commission |
| • Tom Gauthier | Schools |
| • Will Ludt | Heritage Commission |
| • Joe Ilsley | Community Member |
| • Tim Kachmar | Community Member |

Tom Quinn had to step down due to Planning Board quorum issues

Survey Response



The MPSC created a survey in December 2020 to gather inputs from Amherst residents and businesses to help guide the Amherst NH Master Plan update (Envision Amherst). It closed on January 18, 2021.

1,815 responses were received.

Thank you to everyone who took the time to participate.

In addition to mostly multiple-choice survey questions, there were also a number of open-response questions. We received 2,327 open-response inputs.



Envision Amherst Amherst Master Plan – 2021 Update Amherst NH Survey Business Survey

The Amherst Planning Board has established a Master Plan Steering Committee to facilitate the 2021 Amherst Master Plan Update. The Master Plan Steering Committee is soliciting your input to help guide this process. Your valuable participation will help develop a Master Plan for the next ten years that represents the voices of Town residents.

Instructions: All adults (18 or older) residing in Amherst or representing an Amherst business are encouraged to complete this questionnaire by December 20, 2020.

Whether you choose to provide your name and contact information for potential follow-up, or choose to omit this information, we look forward to reviewing your feedback.

Thank you for being a part of this integral planning process and helping shape the future of our town.

Respondent Information

1. Contact Info (Optional – if it's ok to leave this blank if you want to remain anonymous)

Name (if a resident): _____
Company (if a business): _____
Email Address: _____
Phone Number: _____

2. I am responding as a(n)... in Amherst, NH

- ☐ resident
☐ owner and/or manager of a business
☐ both a resident and an owner/manager of a business
☐ none of the above

Business in Amherst

38. Which option best describes your position?

- ☐ I own a business here
☐ I don't own a business here, but I manage one
☐ Other (please specify) _____

39. How many employees do you have working in Amherst?

- ☐ <10
☐ 10-20
☐ 21-30
☐ >30



Envision Amherst Amherst Master Plan – 2021 Update Amherst NH Survey Residential Survey

The Amherst Planning Board has established a Master Plan Steering Committee to facilitate the 2021 Amherst Master Plan Update. The Master Plan Steering Committee is soliciting your input to help guide this process.

Your valuable participation will help develop a Master Plan for the next ten years that represents the voices of Town residents.

Instructions: All adults (18 or older) residing in Amherst or representing an Amherst business are encouraged to complete this questionnaire by December 20, 2020.

Whether you choose to provide your name and contact information for potential follow-up, or choose to omit this information, we look forward to reviewing your feedback.

Thank you for being a part of this integral planning process and helping shape the future of our town.

Respondent Information

1. Contact Info (Optional – if it's ok to leave this blank if you want to remain anonymous)

Name (if a resident): _____
Company (if a business): _____
Email Address: _____
Phone Number: _____

2. I am responding as a(n)... in Amherst, NH

- ☐ resident
☐ owner and/or manager of a business
☐ both a resident and an owner/manager of a business
☐ none of the above

3. Which option best describes your residential status in Amherst?

- ☐ I own a residence here
☐ I rent a residence here
☐ Other (please specify) _____

Please indicate your age group:

18-24 years old	25-34 years old	35-44 years old	45-54 years old	55-64 years old	65-74 years old	75-84 years old	85 years or older

Please indicate how long you have resided in Amherst:

Less than 5 years	5-10 years	11-20 years	21-30 years	More than 30 years

Resilience Planning / NRPC



- A Request for Proposal for assistance with the Master Plan update was put out in February 2021.
- Resilience Planning was chosen to assist the MPSC in developing the Master Plan update.



- A Request for Proposal for a Build Out Analysis was put out in June 2021.
- The Nashua Regional Planning Commission (NRPC) was selected to perform different build-out scenarios.





Current Status

- Resilience Planning is collecting data for a series of Existing Conditions Profiles: Population and Housing; Transportation; Water Resources; Natural Resources; Recreation; Land Use and Zoning; Historic and Cultural; Public Facilities and Services; Economic Development
- The MPSC is reviewing each one and enlisting the help of boards and commissions and department heads in the review
- The Resources tab on the website provides links to the current Master Plan and the Existing Conditions Profiles once reviewed

Current Status



<https://resilience.mysocialpinpoint.com/amherst-master-plan>

The screenshot shows a web browser window. The address bar contains the URL 'https://resilience.mysocialpinpoint.com/amherst-master-plan'. The main content area features a large, bold, white text overlay 'ENVISION AMHERST!' on top of an aerial photograph of a town with a prominent white church. Below the image, there is a dark blue text box containing the following text:

Amherst is currently updating its 2010 Master Plan, a community driven, long-term planning document that guides growth, land use change, and resource protection. The Master Plan will also inform future land use regulations, infrastructure investments, capital improvement projects, and other municipal initiatives. It includes a vision for the future, identifies community opportunities and challenges, and outlines an actionable path forward. This work is being guided by the Town of Amherst's Master Plan Steering Committee.

Next Steps

- Work will be completed on the Existing Conditions Profiles
- A public forum is being coordinated for the fall
- NRPC is working on the base scenario information for the build out analysis

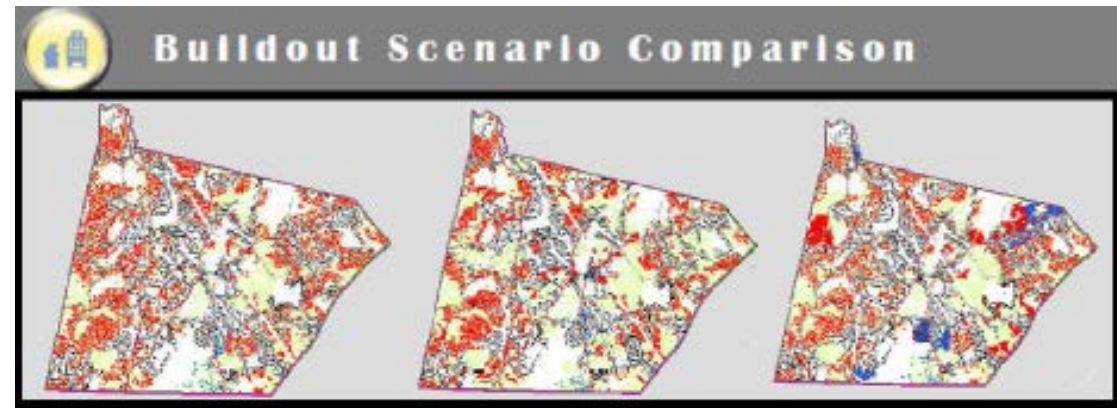


Figure 2: (Left to Right: Model Results for Base Scenario, Standard Alternative, and Community Alternative, Pelham, NH, 2011

Timeline



Amherst, NH: Master Plan Outreach and Engagement						
Outreach Techniques	Who?	Ongoing	Summer 2021	Fall 2021	Spring 2022	Summer 2022
Project Webpage	Liz					
Project Feedback Form	Liz					
Image Folder on Dropbox: https://www.dropbox.com/sh/6xssxa32x5kb6zx/AACjlZl5Vrqd5Bjvy4rbuqWNa?dl=0	All					
Analyze Survey Results	Liz					
Flyers – announcing initiative phases, image focused – directing to project webpage, for use in print (who/where/how many) and social media announcements	Liz					
Direct communications and mailing lists – to other boards, committees, and organizations	Staff & Committee					
Social media communications - Town FB pages, Instagram? Twitter?	Staff & Committee					
Amherst Community Access Television (ACTV) – announcements & Videos	Staff & Committee					
Vimeo Video Channel	Liz & Staff					
Print Media - Union Leader	Liz					
Topic related polling or surveys	Liz					
Thematic Focus Groups	All					
Outreach to underrepresented populations	All					
Outreach Events	Who?					
Interactive Community Forum #1: Overview of Project and Existing Conditions (Format to be determined)	All					
Interactive Community Forum #2: Visioning and Future Land Use	All					
Public hearings for Adoption	All					
Final Plan	Who?					
Outreach & Engagement Report	Liz					
Storymap	Zak					



QUESTIONS?



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: New Accountant Welcome
Meeting Date: August 23, 2021

Department: Finance Department
Staff Contact: Laurie May

BACKGROUND INFORMATION:

The Board had asked to meet the new Accountant, Pamela-Rae Lindof, when she arrived. Today was her first day. Please welcome Pam.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: FY21 Revenue & Expenditure Status **Department:** Finance Department
Update

Meeting Date: August 23, 2021

Staff Contact: Laurie May

BACKGROUND INFORMATION:

Informational Update on the revenues and expenditures for FY 21 as of August 18, 2021. We are making headway on processing missing journal entries as we find them. I'm trying to create check lists to keep track of what journal entries are necessary so they don't get missed. When our new accountant comes, I hope to be able to automate some of the processes to lessen the need for manual journal entries. Thank you for your patience as we work through this.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

None, just an update on where we stand on getting all FY21 items processed. We're still working on balancing and making sure all revenues and expenditures are in Springbrook. We're trying to keep FY22 up to date as well. I will have an FY22 quarterly report for you at the end of next month.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 043021 Budget v Actual - Revenue & Expenditures
2. 043021 Budget v Actual - Revenue
3. FY 21 Expenditure Budget Status
4. FY21 Revenue Budget Status

Town of Amherst
FY 21 Budget v Actual - Expense
As of 4/30/21

Department	Budget	Actual	\$ Remaining	% Remaining
Executive	468,818	334,461	134,357	28.7%
Election, Reg & Vital Stats	220,623	183,097	37,526	17.0%
Financial Administration	311,458	249,819	61,639	19.8%
Tax Collecting	138,342	105,183	33,159	24.0%
Assessing	181,166	138,683	42,483	23.4%
Legal	45,800	46,321	-521	-1.1%
Personnel Administration	226,656	188,008	38,648	17.1%
Planning	110,546	17,164	93,382	84.5%
Zoning	440,057	324,193	115,864	26.3%
Government Buildings	333,048	261,629	71,419	21.4%
Cemeteries	41,002	23,935	17,067	41.6%
Property/Liability Insurance	132,526	130,526	2,000	1.5%
Police	2,687,160	2,050,753	636,407	23.7%
Rescue	637,007	499,635	137,372	21.6%
Fire	685,840	417,451	268,389	39.1%
Emergency Management	8,501	8,500	1	0.0%
Communications	480,784	382,372	98,412	20.5%
Public Works Administration	421,944	304,820	117,124	27.8%
DPW Operations	4,192,495	2,297,649	1,894,846	45.2%

Department	Budget	Actual	\$ Remaining	% Remaining	
Street Lighting	27,350	18,739	8,611	31.5%	
Souhegan Regional Landfill	391,579	277,740	113,839	29.1%	
Landfill	298,832	251,127	47,705	16.0%	
Health Administration	2,159	1,801	358	16.6%	
Animal Control	401	729	-328	-81.8%	
Health & Human Services	50,000	50,000	0	0.0%	
Direct Assistance (Welfare)	14,326	379	13,947	97.4%	
Recreation	404,545	323,969	80,576	19.9%	
Parks	13,773	7,797	5,976	43.4%	
PMEC	1	0	1	100.0%	
Library	1,025,175	744,174	281,001	27.4%	
Patriotic Purposes	8,500	0	8,500	100.0%	
Heritage Commission	2,572	406	2,166	84.2%	
Conservation Commission	14,991	13,575	1,416	9.4%	
Principal - Long Term Bonds	1,156,000	956,000	200,000	17.3%	
Interest - Long Term Bonds	114,723	110,479	4,244	3.7%	
COVID-19 Expenses	0	50,230	-50,230	N/A	
Total General Fund Expenses	15,288,700	10,771,345	4,517,355	0	29.5%

Town of Amherst
FY 21 Budget v Actual - Revenue
As of 4/30/21

Department	Budget	Actual	\$ Collected / (Uncollected)	% Remaining
Taxes (Other than Property Tax)	31,000	15,000	(16,000)	-51.6%
Current Property Tax Interest	170,000	27,774	(142,226)	-83.7%
Business Licenses & Permits	212,000	160,973	(51,027)	-24.1%
Motor Vehicle Permit Fees	3,000,000	1,379,088	(1,620,912)	-54.0%
Building Permits	99,500	146,288	46,788	53.0%
Other Licenses, Permits & Fees	44,280	28,227	(16,053)	-36.3%
State Municipal Aid	0	76,613	76,613	N/A
Meals & Rooms Tax	582,000	586,941	4,941	99.2%
Highway Block Grant	330,000	195,035	(134,965)	-40.9%
State & Fed. Forest Land Reim.	11	0	(11)	-100.0%
Other State Revenue	400	268,430	268,030	-66907.6%
Other Intergovernmental Revenue	90,000	92,409	2,409	97.3%
Charges for Services	551,920	203,298	(348,622)	163.2%
Sale of Municipal Property	26,400	8,200	(18,200)	168.9%
Interest on Investments	340,200	101,531	(238,669)	-70.2%
Fines and Forfeits	2,500	25	(2,475)	-99.0%
Misc. Revenue	2,000	91,531	89,531	-4376.6%
Total General Fund Revenue	5,480,211	3,289,832	-2,190,379	-40.0%

General Ledger

Budget Status

User: LaurieMay
Printed: 8/18/2021 - 3:43 PM
Period: 1 to 12, 2021



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	Wages, Full Time Permanent	172,705.00	168,328.80	168,328.80	4,376.20	0.00	4,376.20	2.53
01-4130-10-1115	Wages, Part Time Permanent	4,402.00	3,132.63	3,132.63	1,269.37	0.00	1,269.37	28.84
01-4130-10-1130	Elected Officials	23,400.00	23,400.00	23,400.00	0.00	0.00	0.00	0.00
01-4130-10-1131	Moderator Wages	890.00	1,512.00	1,512.00	-622.00	0.00	-622.00	0.00
01-4130-10-1132	Merit Pay	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
01-4130-10-1140	Overtime	1.00	3,956.10	3,956.10	-3,955.10	0.00	-3,955.10	0.00
01-4130-20-1210	Health Insurance	36,389.00	18,432.48	18,432.48	17,956.52	0.00	17,956.52	49.35
01-4130-20-1211	Dental Insurance	1,577.00	2,119.66	2,119.66	-542.66	0.00	-542.66	0.00
01-4130-20-1220	Social Security	12,998.00	14,264.96	14,264.96	-1,266.96	0.00	-1,266.96	0.00
01-4130-20-1225	Medicare	3,040.00	3,336.39	3,336.39	-296.39	0.00	-296.39	0.00
01-4130-20-1230	Deferred Compensation	9,499.00	8,996.57	8,996.57	502.43	0.00	502.43	5.29
01-4130-20-1266	Sick Leave Incentive	3,239.00	4,881.17	4,881.17	-1,642.17	0.00	-1,642.17	0.00
01-4130-20-1290	Longevity	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4130-20-1294	Educator Training/Prof Dev.	5,000.00	95.00	95.00	4,905.00	0.00	4,905.00	98.10
01-4130-30-2335	Records Retention	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4130-30-2338	Records Retention	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4130-30-2341	Telephone	6,025.00	7,283.81	7,283.81	-1,258.81	0.00	-1,258.81	0.00
01-4130-30-2342	Cable Access	21,000.00	9,520.00	9,520.00	11,480.00	0.00	11,480.00	54.67
01-4130-30-2343	Internet Service	2,400.00	2,315.03	2,315.03	84.97	0.00	84.97	3.54
01-4130-30-2374	Custodian	6,700.00	6,640.08	6,640.08	59.92	0.00	59.92	0.89
01-4130-30-2381	Outside Hire	1.00	225.00	225.00	-224.00	0.00	-224.00	0.00
01-4130-30-2392	Outside Hire - Web Site	1,900.00	2,094.75	2,094.75	-194.75	0.00	-194.75	0.00
01-4130-30-2395	Outside Hire IT	100,000.00	94,571.25	94,571.25	5,428.75	0.00	5,428.75	5.43
01-4130-40-2411	Heat	6,000.00	4,473.24	4,473.24	1,526.76	0.00	1,526.76	25.45
01-4130-40-2430	Equipment Repair & Maintenance	100.00	2,328.69	2,328.69	-2,228.69	0.00	-2,228.69	0.00
01-4130-50-2550	Printing	3,500.00	2,820.36	2,820.36	679.64	0.00	679.64	19.42
01-4130-50-2551	Advertising	1,100.00	958.05	958.05	141.95	0.00	141.95	12.90
01-4130-50-2552	Town Report	2,250.00	1,899.00	1,899.00	351.00	0.00	351.00	15.60
01-4130-50-2553	Record Binding	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4130-50-2560	Dues & Subscriptions	12,000.00	13,445.89	13,445.89	-1,445.89	0.00	-1,445.89	0.00
01-4130-50-2565	Software Licenses	5,300.00	5,101.99	5,101.99	198.01	0.00	198.01	3.74
01-4130-50-2581	Travel (Convention Hotels)	400.00	0.00	0.00	400.00	0.00	400.00	100.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4130-60-2620	Office Supplies	2,000.00	1,579.35	1,579.35	420.65	0.00	420.65	21.03
01-4130-60-2621	Computer Equipment	1,200.00	2,299.00	2,299.00	-1,099.00	0.00	-1,099.00	0.00
01-4130-60-2625	Postage	5,500.00	3,033.12	3,033.12	2,466.88	0.00	2,466.88	44.85
01-4130-80-2618	Special Events & Supplies	3,000.00	275.90	275.90	2,724.10	0.00	2,724.10	90.80
01-4130-80-2762	Equipment Lease Payment	8,000.00	4,117.56	4,117.56	3,882.44	0.00	3,882.44	48.53
01-4130-80-2820	Mileage	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-4130-80-2825	Meetings & Conferences	2,000.00	628.72	628.72	1,371.28	0.00	1,371.28	68.56
	E01 Sub Totals:	468,818.00	418,066.55	418,066.55	50,751.45	0.00	50,751.45	10.83
	Expense Sub Totals:	468,818.00	418,066.55	418,066.55	50,751.45	0.00	50,751.45	10.83
	Dept 4130 Sub Totals:	468,818.00	418,066.55	418,066.55	50,751.45	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4140	Election, Reg & Vital Stats							
E01	General Government							
01-4140-10-1110	Town Clerk Wages	66,456.00	67,285.92	67,285.92	-829.92	0.00	-829.92	0.00
01-4140-10-1111	Full Time Wages	52,520.00	53,521.60	53,521.60	-1,001.60	0.00	-1,001.60	0.00
01-4140-10-1115	Part Time Wages-Town Clerk	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4140-10-1130	Supervisor Of Check List, Wages	4,200.00	7,785.71	7,785.71	-3,585.71	0.00	-3,585.71	0.00
01-4140-10-1140	Overtime Town Clerk	0.00	2,557.58	2,557.58	-2,557.58	0.00	-2,557.58	0.00
01-4140-20-1210	Health Insurance	50,732.00	46,281.47	46,281.47	4,450.53	0.00	4,450.53	8.77
01-4140-20-1211	Dental Insurance	1,902.00	1,820.83	1,820.83	81.17	0.00	81.17	4.27
01-4140-20-1220	Social Security	7,910.00	8,118.44	8,118.44	-208.44	0.00	-208.44	0.00
01-4140-20-1225	Medicare	1,850.00	1,898.71	1,898.71	-48.71	0.00	-48.71	0.00
01-4140-20-1230	Deferred Compensation	6,544.00	6,615.09	6,615.09	-71.09	0.00	-71.09	0.00
01-4140-20-1266	Sick Leave Incentive	2,409.00	1,200.05	1,200.05	1,208.95	0.00	1,208.95	50.18
01-4140-20-1290	Longevity	2,000.00	1,750.00	1,750.00	250.00	0.00	250.00	12.50
01-4140-50-2551	Advertising	170.00	0.00	0.00	170.00	0.00	170.00	100.00
01-4140-50-2562	Ballot Machine Programming	6,800.00	184.55	184.55	6,615.45	0.00	6,615.45	97.29
01-4140-50-2565	Software Licenses	7,078.00	7,830.73	7,830.73	-752.73	0.00	-752.73	0.00
01-4140-60-2610	Supplies - General	1,100.00	2,389.47	2,389.47	-1,289.47	0.00	-1,289.47	0.00
01-4140-60-2620	Office Supplies	2,000.00	7,645.13	7,645.13	-5,645.13	0.00	-5,645.13	0.00
01-4140-60-2621	Computer Equipment	1,400.00	2,545.00	2,545.00	-1,145.00	0.00	-1,145.00	0.00
01-4140-60-2625	Postage	4,000.00	4,599.70	4,599.70	-599.70	0.00	-599.70	0.00
01-4140-60-2625	Equipment Purchases	800.00	0.00	0.00	800.00	0.00	800.00	100.00
01-4140-80-2612	Mileage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4140-80-2820	Meetings & Conferences	750.00	440.00	440.00	310.00	0.00	310.00	41.33
E01 Sub Totals:		220,623.00	224,469.98	224,469.98	-3,846.98	0.00	-3,846.98	0.00
Expense Sub Totals:		220,623.00	224,469.98	224,469.98	-3,846.98	0.00	-3,846.98	0.00
Dept 4140 Sub Totals:		220,623.00	224,469.98	224,469.98	-3,846.98	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4150	Financial Administration							
E01	General Government	140,279.00	133,206.49	133,206.49	7,072.51	0.00	7,072.51	5.04
01-4150-10-1110	Accounting Wages	802.00	3,963.37	3,963.37	-3,161.37	0.00	-3,161.37	0.00
01-4150-10-1115	Part Time Accounting	13,500.00	13,249.60	13,249.60	250.40	0.00	250.40	1.85
01-4150-10-1130	Treasurer Wages	0.00	3,785.58	3,785.58	-3,785.58	0.00	-3,785.58	0.00
01-4150-10-1140	Overtime	38,063.00	30,671.81	30,671.81	7,391.19	0.00	7,391.19	19.42
01-4150-20-1210	Health Insurance	1,067.00	1,143.24	1,143.24	-76.24	0.00	-76.24	0.00
01-4150-20-1211	Dental Insurance	9,767.00	9,923.72	9,923.72	-156.72	0.00	-156.72	0.00
01-4150-20-1220	Social Security	2,284.00	2,320.88	2,320.88	-36.88	0.00	-36.88	0.00
01-4150-20-1225	Medicare	7,715.00	6,901.18	6,901.18	813.82	0.00	813.82	10.55
01-4150-20-1230	Deferred Compensation	2,945.00	1,735.30	1,735.30	1,209.70	0.00	1,209.70	41.08
01-4150-20-1266	Sick Leave Incentive	1,200.00	0.00	0.00	1,200.00	0.00	1,200.00	100.00
01-4150-20-1294	Educator Training/Prof Dev.	19,100.00	23,350.00	23,350.00	-4,250.00	0.00	-4,250.00	0.00
01-4150-30-2301	Auditing	35.00	402.00	402.00	-367.00	0.00	-367.00	0.00
01-4150-50-2560	Dues & Subscriptions	18,000.00	6,695.05	6,695.05	11,304.95	0.00	11,304.95	62.81
01-4150-50-2561	Bank Charges and Fees	53,100.00	42,385.57	42,385.57	10,714.43	0.00	10,714.43	20.18
01-4150-50-2565	Software Licenses	3,600.00	3,719.87	3,719.87	-119.87	0.00	-119.87	0.00
01-4150-60-2620	Office Supplies	0.00	12,993.27	12,993.27	-12,993.27	0.00	-12,993.27	0.00
01-4150-60-2621	Computer Equipment	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4150-80-2820	Mileage							
	E01 Sub Totals:	311,458.00	296,446.93	296,446.93	15,011.07	0.00	15,011.07	4.82
	Expense Sub Totals:	311,458.00	296,446.93	296,446.93	15,011.07	0.00	15,011.07	4.82
	Dept 4150 Sub Totals:	311,458.00	296,446.93	296,446.93	15,011.07	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4151	Tax Collecting							
E01	General Government							
01-4151-10-1110	Tax Collector Wages	66,456.00	67,275.86	67,275.86	-819.86	0.00	-819.86	0.00
01-4151-10-1140	Overtime Tax	4,266.00	2,278.60	2,278.60	1,987.40	0.00	1,987.40	46.59
01-4151-20-1210	Health Insurance	33,043.00	34,385.74	34,385.74	-1,342.74	0.00	-1,342.74	0.00
01-4151-20-1211	Dental Insurance	1,778.00	1,759.43	1,759.43	18.57	0.00	18.57	1.04
01-4151-20-1220	Social Security	4,524.00	4,286.74	4,286.74	237.26	0.00	237.26	5.24
01-4151-20-1225	Medicare	1,058.00	1,002.55	1,002.55	55.45	0.00	55.45	5.24
01-4151-20-1230	Deferred Compensation	3,655.00	3,700.12	3,700.12	-45.12	0.00	-45.12	0.00
01-4151-20-1266	Sick Leave Incentive	1,000.00	1,599.13	1,599.13	-599.13	0.00	-599.13	0.00
01-4151-20-1290	Longevity	1,250.00	1,250.00	1,250.00	0.00	0.00	0.00	0.00
01-4151-20-1294	Educator Training/Prof Dev.	700.00	0.00	0.00	700.00	0.00	700.00	100.00
01-4151-30-2340	Banking Services (Lockbox)	4,800.00	2,752.11	2,752.11	2,047.89	0.00	2,047.89	42.66
01-4151-30-2391	Registry Fees	700.00	438.06	438.06	261.94	0.00	261.94	37.42
01-4151-30-2393	Tax Lien & Deed Research	1,400.00	1,405.60	1,405.60	-5.60	0.00	-5.60	0.00
01-4151-50-2560	Dues & Subscriptions	60.00	20.00	20.00	40.00	0.00	40.00	66.67
01-4151-50-2565	Software Licenses	3,100.00	3,611.29	3,611.29	-511.29	0.00	-511.29	0.00
01-4151-60-2620	Office Supplies	1,700.00	1,737.55	1,737.55	-37.55	0.00	-37.55	0.00
01-4151-60-2621	Computer Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4151-60-2625	Postage	7,000.00	5,665.37	5,665.37	1,334.63	0.00	1,334.63	19.07
01-4151-60-2690	Misc. Supplies	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4151-70-2740	New Equipment Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4151-80-2621	Computer Equipment	300.00	0.00	0.00	300.00	0.00	300.00	100.00
01-4151-80-2743	Office Equipment	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4151-80-2820	Mileage	300.00	35.05	35.05	264.95	0.00	264.95	88.32
01-4151-90-9800	P/Y Encumbrance	1,250.00	890.00	890.00	360.00	0.00	360.00	28.80
E01 Sub Totals:		138,342.00	134,093.20	134,093.20	4,248.80	0.00	4,248.80	3.07
Expense Sub Totals:		138,342.00	134,093.20	134,093.20	4,248.80	0.00	4,248.80	3.07
Dept 4151 Sub Totals:		138,342.00	134,093.20	134,093.20	4,248.80	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4152	Property Assessment & Revals							
E01	General Government	60,341.00	61,049.07	61,049.07	-708.07	0.00	-708.07	0.00
01-4152-10-1110	Assessing Wages			87.06	117.94	0.00	117.94	57.53
01-4152-10-1140	Overtime Assessing	205.00	87.06	87.06	-117.94	0.00	117.94	57.53
01-4152-20-1210	Health Insurance	12,255.00	12,806.54	12,806.54	-551.54	0.00	-551.54	0.00
01-4152-20-1211	Dental Insurance	532.00	543.62	543.62	-11.62	0.00	-11.62	0.00
01-4152-20-1220	Social Security	3,893.00	4,039.71	4,039.71	-146.71	0.00	-146.71	0.00
01-4152-20-1225	Medicare	911.00	944.84	944.84	-33.84	0.00	-33.84	0.00
01-4152-20-1230	Deferred Compensation	3,319.00	3,357.75	3,357.75	-38.75	0.00	-38.75	0.00
01-4152-20-1266	Sick Leave Incentive	1,000.00	1,931.63	1,931.63	-931.63	0.00	-931.63	0.00
01-4152-20-1290	Longevity	1,250.00	1,250.00	1,250.00	0.00	0.00	0.00	0.00
01-4152-20-1294	Educate & Training/Prof Dev.	400.00	0.00	0.00	400.00	0.00	400.00	100.00
01-4152-30-2381	Outside Hire	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4152-30-2382	Outside Hire - Professional Svcs	84,000.00	78,011.50	78,011.50	5,988.50	0.00	5,988.50	7.13
01-4152-30-2391	Registry Fees	200.00	121.65	121.65	78.35	0.00	78.35	39.18
01-4152-30-2394	Tax Maps	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-4152-50-2560	Dues & Subscriptions	30.00	120.00	120.00	-90.00	0.00	-90.00	0.00
01-4152-50-2565	Software License	10,928.00	9,635.79	9,635.79	1,292.21	0.00	1,292.21	11.82
01-4152-60-2620	Office Supplies	350.00	446.03	446.03	-96.03	0.00	-96.03	0.00
01-4152-60-2625	Postage	600.00	140.22	140.22	459.78	0.00	459.78	76.63
01-4152-60-2670	Books & Periodicals	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4152-80-2743	Office Equipment	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-4152-80-2820	Mileage	250.00	0.00	0.00	250.00	0.00	250.00	100.00
E01 Sub Totals:		181,166.00	174,485.41	174,485.41	6,680.59	0.00	6,680.59	3.69
Expense Sub Totals:		181,166.00	174,485.41	174,485.41	6,680.59	0.00	6,680.59	3.69
Dept 4152 Sub Totals:		181,166.00	174,485.41	174,485.41	6,680.59	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4153	Legal Expense							
E01	General Government							
01-4153-30-2320	Town Counsel	40,000.00	60,788.04	60,788.04	-20,788.04	0.00	-20,788.04	0.00
01-4153-30-2321	Collective Bargaining	800.00	0.00	0.00	800.00	0.00	800.00	100.00
01-4153-30-2322	Misc. Legal (Code Enforcement)	5,000.00	0.00	0.00	5,000.00	0.00	5,000.00	100.00
	E01 Sub Totals:	45,800.00	60,788.04	60,788.04	-14,988.04	0.00	-14,988.04	0.00
	Expense Sub Totals:	45,800.00	60,788.04	60,788.04	-14,988.04	0.00	-14,988.04	0.00
	Dept 4153 Sub Totals:	45,800.00	60,788.04	60,788.04	-14,988.04	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4155	Personnel Administration							
E01	General Government							
01-4155-20-1214	Short Term Disability Insurance	22,701.00	22,593.84	22,593.84	107.16	0.00	107.16	0.47
01-4155-20-1215	Life and Disability Insurance	18,417.00	18,867.54	18,867.54	-450.54	0.00	-450.54	0.00
01-4155-20-1250	NH Unemployment	6,668.00	0.00	0.00	6,668.00	0.00	6,668.00	100.00
01-4155-20-1260	Workers Comp Insurance	169,870.00	144,426.62	144,426.62	25,443.38	0.00	25,443.38	14.98
01-4155-20-1280	Health Reimbursement Account	9,000.00	10,370.58	10,370.58	-1,370.58	0.00	-1,370.58	0.00
	E01 Sub Totals:	226,656.00	196,258.58	196,258.58	30,397.42	0.00	30,397.42	13.41
	Expense Sub Totals:	226,656.00	196,258.58	196,258.58	30,397.42	0.00	30,397.42	13.41
	Dept 4155 Sub Totals:	226,656.00	196,258.58	196,258.58	30,397.42	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4191	Planning Department							
E01	General Government							
01-4191-10-1115	Planning Board Part Time Wages	2,446.00	2,719.44	2,719.44	-273.44	0.00	-273.44	0.00
01-4191-20-1220	Social Security	151.00	168.61	168.61	-17.61	0.00	-17.61	0.00
01-4191-20-1225	Medicare	35.00	39.43	39.43	-4.43	0.00	-4.43	0.00
01-4191-30-2381	Outside Hire	7,500.00	0.00	0.00	7,500.00	0.00	7,500.00	100.00
01-4191-30-2382	Outside Hire-Professional Srvc	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4191-50-2396	Storm Water II Project	40,000.00	0.00	0.00	40,000.00	0.00	40,000.00	100.00
01-4191-50-2550	Printing	1,060.00	0.00	0.00	1,060.00	0.00	1,060.00	100.00
01-4191-50-2551	Advertising	951.00	653.40	653.40	297.60	0.00	297.60	31.29
01-4191-50-2555	Master Plan	42,800.00	13,408.81	13,408.81	29,391.19	0.00	29,391.19	68.67
01-4191-50-2560	Dues & Fees	10,062.00	10,062.00	10,062.00	0.00	0.00	0.00	0.00
01-4191-60-2620	Office Supplies	1,750.00	1,672.62	1,672.62	77.38	0.00	77.38	4.42
01-4191-60-2625	Postage	3,790.00	1,708.15	1,708.15	2,081.85	0.00	2,081.85	54.93
	E01 Sub Totals:	110,546.00	30,432.46	30,432.46	80,113.54	0.00	80,113.54	72.47
	Expense Sub Totals:	110,546.00	30,432.46	30,432.46	80,113.54	0.00	80,113.54	72.47
	Dept 4191 Sub Totals:	110,546.00	30,432.46	30,432.46	80,113.54	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4192	Zoning Department							
E01	General Government							
01-4192-10-1110	Zoning Full Time Wages	250,661.00	249,854.73	249,854.73	806.27	0.00	806.27	0.32
01-4192-10-1115	Part Time Wages	2,446.00	1,874.09	1,874.09	571.91	0.00	571.91	23.38
01-4192-10-1140	Overtime	2,705.00	148.68	148.68	2,556.32	0.00	2,556.32	94.50
01-4192-20-1210	Health Insurance	109,903.00	88,695.43	88,695.43	21,207.57	0.00	21,207.57	19.30
01-4192-20-1211	Dental Insurance	4,950.00	4,530.10	4,530.10	419.90	0.00	419.90	8.48
01-4192-20-1220	Social Security	16,514.00	16,249.92	16,249.92	264.08	0.00	264.08	1.60
01-4192-20-1225	Medicare	3,862.00	3,800.25	3,800.25	61.75	0.00	61.75	1.60
01-4192-20-1230	Deferred Compensation	13,201.00	13,170.35	13,170.35	30.65	0.00	30.65	0.23
01-4192-20-1266	Sick Leave Incentive	3,375.00	4,023.40	4,023.40	-648.40	0.00	-648.40	0.00
01-4192-20-1290	Longevity	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4192-20-1294	Educat & Training/Prof Dev.	4,205.00	1,024.89	1,024.89	3,180.11	0.00	3,180.11	75.63
01-4192-30-2341	Telephone	3,115.00	3,403.23	3,403.23	-288.23	0.00	-288.23	0.00
01-4192-30-2382	Outside Hire-Professional Srvc	5,850.00	0.00	0.00	5,850.00	0.00	5,850.00	100.00
01-4192-40-2425	Vehicle Repairs	1,000.00	432.00	432.00	568.00	0.00	568.00	56.80
01-4192-40-2430	Equipment Repair & Maintenance	700.00	670.00	670.00	30.00	0.00	30.00	4.29
01-4192-50-2550	Printing	3,060.00	0.00	0.00	3,060.00	0.00	3,060.00	100.00
01-4192-50-2551	Advertising	1,320.00	742.50	742.50	577.50	0.00	577.50	43.75
01-4192-50-2560	Dues & Subscriptions	1,200.00	980.00	980.00	220.00	0.00	220.00	18.33
01-4192-50-2565	Software License	10,130.00	11,978.47	11,978.47	-1,848.47	0.00	-1,848.47	0.00
01-4192-50-2615	Uniforms	200.00	89.98	89.98	110.02	0.00	110.02	55.01
01-4192-60-2620	Office Supplies	484.00	374.83	374.83	109.17	0.00	109.17	22.56
01-4192-60-2625	Postage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4192-60-2635	Gasoline	250.00	112.22	112.22	137.78	0.00	137.78	55.11
01-4192-80-2621	Computer Equipment	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4192-80-2743	Office Equipment	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4192-80-2820	Mileage	922.00	0.00	0.00	922.00	0.00	922.00	100.00
	E01 Sub Totals:	440,057.00	402,155.07	402,155.07	37,901.93	0.00	37,901.93	8.61
	Expense Sub Totals:	440,057.00	402,155.07	402,155.07	37,901.93	0.00	37,901.93	8.61
	Dept 4192 Sub Totals:	440,057.00	402,155.07	402,155.07	37,901.93	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4194	General Government Buildings							
E01	General Government							
01-4194-10-1110	Full Time Wages - Buildings	62,629.00	60,035.23	60,035.23	2,593.77	0.00	2,593.77	4.14
01-4194-10-1140	Overtime -Building	1,253.00	248.66	248.66	1,004.34	0.00	1,004.34	80.15
01-4194-20-1210	Health Insurance	23,060.00	25,581.70	25,581.70	-2,521.70	0.00	-2,521.70	0.00
01-4194-20-1211	Dental Insurance	932.00	997.25	997.25	-65.25	0.00	-65.25	0.00
01-4194-20-1220	Social Security	4,086.00	3,862.89	3,862.89	223.11	0.00	223.11	5.46
01-4194-20-1225	Medicare	956.00	903.42	903.42	52.58	0.00	52.58	5.50
01-4194-20-1230	Deferred Compensation	3,445.00	3,302.03	3,302.03	142.97	0.00	142.97	4.15
01-4194-20-1266	Sick Leave Incentive	1,020.00	1,288.55	1,288.55	-268.55	0.00	-268.55	0.00
01-4194-20-1290	Longevity	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00
01-4194-30-2374	Custodian	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4194-30-2397	Town Clocks	1,000.00	500.00	500.00	500.00	0.00	500.00	50.00
01-4194-40-2410	Town Electricity & Lighting	72,572.00	74,953.25	74,953.25	-2,381.25	0.00	-2,381.25	0.00
01-4194-40-2412	Water	13,350.00	13,187.47	13,187.47	162.53	0.00	162.53	1.22
01-4194-40-2430	Equipment Repair & Maintenance	120,000.00	87,674.27	87,674.27	32,325.73	0.00	32,325.73	26.94
01-4194-40-2433	Alarms	4,500.00	12,979.46	12,979.46	-8,479.46	0.00	-8,479.46	0.00
01-4194-40-2434	Common Lighting	600.00	468.73	468.73	131.27	0.00	131.27	21.88
01-4194-40-2451	Outside Hire	17,000.00	20,827.65	20,827.65	-3,827.65	0.00	-3,827.65	0.00
01-4194-50-2545	Trash Removal	1,644.00	1,373.00	1,373.00	271.00	0.00	271.00	16.48
01-4194-60-2630	Maintenance Supplies	4,000.00	4,576.23	4,576.23	-576.23	0.00	-576.23	0.00
	E01 Sub Totals:	333,048.00	313,759.79	313,759.79	19,288.21	0.00	19,288.21	5.79
	Expense Sub Totals:	333,048.00	313,759.79	313,759.79	19,288.21	0.00	19,288.21	5.79
	Dept 4194 Sub Totals:	333,048.00	313,759.79	313,759.79	19,288.21	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4195	Cemeteries							
E01	General Government							
01-4195-10-1110	Wages, Cemetery	3,060.00	4,436.82	4,436.82	-1,376.82	0.00	-1,376.82	0.00
01-4195-10-1115	Part Time Wages-Cemetery	22,950.00	10,948.73	10,948.73	12,001.27	0.00	12,001.27	52.29
01-4195-10-1140	Overtime - Cemetery	1,020.00	599.59	599.59	420.41	0.00	420.41	41.22
01-4195-20-1210	Health Insurance	700.00	91.79	91.79	608.21	0.00	608.21	86.89
01-4195-20-1211	Dental Insurance	70.00	4.69	4.69	65.31	0.00	65.31	93.30
01-4195-20-1220	Social Security	1,676.00	990.84	990.84	685.16	0.00	685.16	40.88
01-4195-20-1225	Medicare	392.00	231.76	231.76	160.24	0.00	160.24	40.88
01-4195-20-1230	Deferred Compensation	168.00	244.06	244.06	-76.06	0.00	-76.06	0.00
01-4195-40-2410	Electricity - Cemetery	790.00	667.91	667.91	122.09	0.00	122.09	15.45
01-4195-40-2412	Water	300.00	648.12	648.12	-348.12	0.00	-348.12	0.00
01-4195-40-2430	Equipment Repair & Maintenance	1,900.00	2,679.55	2,679.55	-779.55	0.00	-779.55	0.00
01-4195-40-2432	Headstone Repair	200.00	0.00	0.00	200.00	0.00	200.00	100.00
01-4195-40-2451	Outside Hire	2,700.00	12,967.15	12,967.15	-10,267.15	0.00	-10,267.15	0.00
01-4195-40-2470	Tree Care	900.00	0.00	0.00	900.00	0.00	900.00	100.00
01-4195-50-2560	Dues & Subscriptions	700.00	1,372.62	1,372.62	-672.62	0.00	-672.62	0.00
01-4195-60-2610	Supplies - General	3,275.00	5,109.90	5,109.90	-1,834.90	0.00	-1,834.90	0.00
01-4195-60-2667	Loam	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4195-80-2612	Equipment Purchase	200.00	0.00	0.00	200.00	0.00	200.00	100.00
	E01 Sub Totals:	41,002.00	40,993.53	40,993.53	8.47	0.00	8.47	0.02
	Expense Sub Totals:	41,002.00	40,993.53	40,993.53	8.47	0.00	8.47	0.02
	Dept 4195 Sub Totals:	41,002.00	40,993.53	40,993.53	8.47	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4196	Property/Liability Insurance							
E01	General Government							
01-4196-50-2525	Property/Liability Insurance	130,526.00	130,526.00	130,526.00	0.00	0.00	0.00	0.00
01-4196-50-2529	Insurance Deductible	2,000.00	0.00	0.00	2,000.00	0.00	2,000.00	100.00
	E01 Sub Totals:	132,526.00	130,526.00	130,526.00	2,000.00	0.00	2,000.00	1.51
	Expense Sub Totals:	132,526.00	130,526.00	130,526.00	2,000.00	0.00	2,000.00	1.51
	Dept 4196 Sub Totals:	132,526.00	130,526.00	130,526.00	2,000.00	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4199	Other General Government							
E01	General Government							
01-4199-80-2870	Contingency Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E01 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 4199 Sub Totals:	0.00	0.00	0.00	0.00	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4210	Police Department							
E02	Public Safety							
01-4210-10-1110	Wages Full Time Officers	1,106,595.00	1,171,253.89	1,171,253.89	-64,658.89	0.00	-64,658.89	0.00
01-4210-10-1111	Wages Full Time Clerical	60,341.00	64,597.25	64,597.25	-4,256.25	0.00	-4,256.25	0.00
01-4210-10-1112	Police Chief & Lieutenants	275,808.00	165,960.70	165,960.70	109,847.30	0.00	109,847.30	39.83
01-4210-10-1115	Wages Part Time Officers	250.00	0.00	0.00	250.00	0.00	250.00	100.00
01-4210-10-1116	Wages Part Time Clerical	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4210-10-1119	Traffic Aides-Wages	20,017.00	11,204.60	11,204.60	8,812.40	0.00	8,812.40	44.02
01-4210-10-1140	Overtime	94,000.00	95,685.41	95,685.41	-1,685.41	0.00	-1,685.41	0.00
01-4210-10-1141	Overtime-Clerical	6,789.00	3,719.59	3,719.59	3,069.41	0.00	3,069.41	45.21
01-4210-10-1210	Health Insurance	329,490.00	319,946.28	319,946.28	9,543.72	0.00	9,543.72	2.90
01-4210-20-1211	Dental Insurance	23,151.00	24,072.18	24,072.18	-921.18	0.00	-921.18	0.00
01-4210-20-1220	Social Security	5,419.00	4,926.23	4,926.23	492.77	0.00	492.77	9.09
01-4210-20-1225	Medicare	22,008.00	23,561.32	23,561.32	-1,553.32	0.00	-1,553.32	0.00
01-4210-20-1230	Deferred Compensation	3,696.00	3,370.21	3,370.21	325.79	0.00	325.79	8.81
01-4210-20-1235	Police Group II Retirement	411,102.00	432,181.76	432,181.76	-21,079.76	0.00	-21,079.76	0.00
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	22,000.00	22,862.05	22,862.05	-862.05	0.00	-862.05	0.00
01-4210-20-1269	Vacation Buyout-Union Contract	12,000.00	4,406.34	4,406.34	7,593.66	0.00	7,593.66	63.28
01-4210-20-1290	Longevity	19,000.00	17,147.66	17,147.66	1,852.34	0.00	1,852.34	9.75
01-4210-20-1294	Educational Training/Prof Dev.	7,500.00	7,512.08	7,512.08	-12.08	0.00	-12.08	0.00
01-4210-20-1295	Educational Incentive	21,250.00	21,226.54	21,226.54	23.46	0.00	23.46	0.11
01-4210-30-2336	Blood Analysis	250.00	0.00	0.00	250.00	0.00	250.00	100.00
01-4210-30-2337	Crime Lab	1,000.00	1,002.33	1,002.33	-2.33	0.00	-2.33	0.00
01-4210-30-2341	Telephone	12,500.00	13,814.52	13,814.52	-1,314.52	0.00	-1,314.52	0.00
01-4210-30-2343	Internet Service	2,500.00	2,422.22	2,422.22	77.78	0.00	77.78	3.11
01-4210-30-2350	Physicals, Alcohol And Drug Testing	1,500.00	247.50	247.50	1,252.50	0.00	1,252.50	83.50
01-4210-30-2374	Custodian	8,400.00	10,031.00	10,031.00	-1,631.00	0.00	-1,631.00	0.00
01-4210-30-2380	Uniform Cleaning	4,000.00	5,077.00	5,077.00	-1,077.00	0.00	-1,077.00	0.00
01-4210-40-2411	Heat	5,720.00	1,455.05	1,455.05	4,264.95	0.00	4,264.95	74.56
01-4210-40-2425	Vehicle Repairs	15,000.00	20,179.16	20,179.16	-5,179.16	0.00	-5,179.16	0.00
01-4210-40-2429	Radio Repair	6,000.00	4,211.86	4,211.86	1,788.14	0.00	1,788.14	29.80
01-4210-40-2440	Equipment Rental	1,860.00	2,328.92	2,328.92	-468.92	0.00	-468.92	0.00
01-4210-40-2442	Office Equip Maintenance	0.00	149.75	149.75	-149.75	0.00	-149.75	0.00
01-4210-50-2550	Printing	1,200.00	555.05	555.05	644.95	0.00	644.95	53.75
01-4210-50-2551	Advertising	500.00	230.70	230.70	269.30	0.00	269.30	53.86
01-4210-50-2560	Dues & Subscriptions	800.00	985.00	985.00	-185.00	0.00	-185.00	0.00
01-4210-50-2565	Software License	15,125.00	13,751.24	13,751.24	1,373.76	0.00	1,373.76	9.08
01-4210-50-2580	Public Relations	750.00	504.82	504.82	245.18	0.00	245.18	32.69
01-4210-60-2614	Ammunition & Supplies	3,000.00	3,972.18	3,972.18	-972.18	0.00	-972.18	0.00
01-4210-60-2615	Uniforms	9,740.00	10,153.51	10,153.51	-413.51	0.00	-413.51	0.00
01-4210-60-2620	Office Supplies	2,500.00	3,898.69	3,898.69	-1,398.69	0.00	-1,398.69	0.00
01-4210-60-2621	Computer Equipment	18,000.00	20,748.29	20,748.29	-2,748.29	0.00	-2,748.29	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4210-60-2625	Postage	1,800.00	418.83	418.83	1,381.17	0.00	1,381.17	76.73
01-4210-60-2635	Gasoline	43,000.00	17,048.89	17,048.89	25,951.11	0.00	25,951.11	60.35
01-4210-60-2643	Film	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4210-60-2653	Tools & Equipment	1,800.00	2,208.91	2,208.91	-408.91	0.00	-408.91	0.00
01-4210-60-2654	Tires	7,000.00	6,566.60	6,566.60	433.40	0.00	433.40	6.19
01-4210-60-2660	Vehicle Supplies	700.00	601.47	601.47	98.53	0.00	98.53	14.08
01-4210-60-2670	Books & Periodicals (Lawbooks)	1,000.00	715.20	715.20	284.80	0.00	284.80	28.48
01-4210-70-2740	New Equipment Capital	7,500.00	7,492.95	7,492.95	7.05	0.00	7.05	0.09
01-4210-70-2750	Furniture Fixtures Office Eq.	500.00	8,811.75	8,811.75	-8,311.75	0.00	-8,311.75	0.00
01-4210-70-2760	New Vehicle Cruisers	65,673.00	71,127.54	71,127.54	-5,454.54	0.00	-5,454.54	0.00
01-4210-70-2761	Motorcycle Lease	4,400.00	0.00	0.00	4,400.00	0.00	4,400.00	100.00
01-4210-80-2811	Prisoner Care	25.00	0.00	0.00	25.00	0.00	25.00	100.00
01-4210-80-2825	Meetings & Conferences	1,500.00	1,836.24	1,836.24	-336.24	0.00	-336.24	0.00
	E02 Sub Totals:	2,687,160.00	2,626,181.26	2,626,181.26	60,978.74	0.00	60,978.74	2.27
	Expense Sub Totals:	2,687,160.00	2,626,181.26	2,626,181.26	60,978.74	0.00	60,978.74	2.27
	Dept 4210 Sub Totals:	2,687,160.00	2,626,181.26	2,626,181.26	60,978.74	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4215	Rescue							
E02	Public Safety							
01-4215-10-1115	EMS Part Time Wages	515,484.00	514,920.34	514,920.34	563.66	0.00	563.66	0.11
01-4215-10-1140	Overtime	0.00	4,507.07	4,507.07	-4,507.07	0.00	-4,507.07	0.00
01-4215-20-1220	Social Security	31,960.00	32,204.54	32,204.54	-244.54	0.00	-244.54	0.00
01-4215-20-1225	Medicare	7,475.00	7,531.38	7,531.38	-56.38	0.00	-56.38	0.00
01-4215-20-1294	Educat & Training/Prof'Dev.	3,000.00	2,248.21	2,248.21	751.79	0.00	751.79	25.06
01-4215-20-1296	Supplemental Volunteer Insurance	3,000.00	3,523.50	3,523.50	-523.50	0.00	-523.50	0.00
01-4215-30-2305	Amb Billing Service Fee	31,163.00	23,830.47	23,830.47	7,332.53	0.00	7,332.53	23.53
01-4215-30-2341	Telephone	5,440.00	7,103.38	7,103.38	-1,663.38	0.00	-1,663.38	0.00
01-4215-40-2425	Vehicle Repairs	8,000.00	8,921.69	8,921.69	-921.69	0.00	-921.69	0.00
01-4215-40-2429	Radio Repair	2,500.00	0.00	0.00	2,500.00	0.00	2,500.00	100.00
01-4215-40-2430	Equipment Repair & Maintenance	4,000.00	2,386.80	2,386.80	1,613.20	0.00	1,613.20	40.33
01-4215-50-2560	Dues & Subscription	100.00	315.00	315.00	-215.00	0.00	-215.00	0.00
01-4215-60-2615	Uniforms	1,400.00	1,840.45	1,840.45	-440.45	0.00	-440.45	0.00
01-4215-60-2621	Computer Equipment	1,000.00	416.01	416.01	583.99	0.00	583.99	58.40
01-4215-60-2625	Postage	100.00	1.50	1.50	98.50	0.00	98.50	98.50
01-4215-60-2635	Gasoline	935.00	546.70	546.70	388.30	0.00	388.30	41.53
01-4215-60-2636	Diesel Fuel	7,150.00	3,304.36	3,304.36	3,845.64	0.00	3,845.64	53.79
01-4215-60-2680	ALS Supplies	6,000.00	5,274.80	5,274.80	725.20	0.00	725.20	12.09
01-4215-60-2685	Oxygen	1,700.00	1,217.99	1,217.99	482.01	0.00	482.01	28.35
01-4215-60-2686	BLS Supplies	5,100.00	4,231.63	4,231.63	868.37	0.00	868.37	17.03
01-4215-60-2690	Misc. Supplies	400.00	343.63	343.63	56.37	0.00	56.37	14.09
01-4215-70-2740	New Equipment Capital	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-4215-80-2820	Mileage	100.00	0.00	0.00	100.00	0.00	100.00	100.00
	E02 Sub Totals:	637,007.00	624,669.45	624,669.45	12,337.55	0.00	12,337.55	1.94
	Expense Sub Totals:	637,007.00	624,669.45	624,669.45	12,337.55	0.00	12,337.55	1.94
	Dept 4215 Sub Totals:	637,007.00	624,669.45	624,669.45	12,337.55	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4220	Fire							
E02	Public Safety							
01-4220-10-1110	Full Time Fire Chief Wages	98,301.00	100,038.72	100,038.72	-1,737.72	0.00	-1,737.72	0.00
01-4220-10-1111	FullTime Deputy/Inspector Wages	82,805.00	83,760.24	83,760.24	-955.24	0.00	-955.24	0.00
01-4220-10-1112	FullTime Captain Wages	78,458.00	78,780.24	78,780.24	-322.24	0.00	-322.24	0.00
01-4220-10-1114	Part Time Mechanic	10,978.00	10,425.00	10,425.00	553.00	0.00	553.00	5.04
01-4220-10-1115	Call Pay	107,100.00	74,119.80	74,119.80	32,980.20	0.00	32,980.20	30.79
01-4220-20-1210	Health Insurance	53,328.00	30,915.29	30,915.29	22,412.71	0.00	22,412.71	42.03
01-4220-20-1211	Dental Insurance	4,459.00	3,197.10	3,197.10	1,261.90	0.00	1,261.90	28.30
01-4220-20-1220	Social Security	7,321.00	5,085.04	5,085.04	2,235.96	0.00	2,235.96	30.54
01-4220-20-1225	Medicare	5,562.00	5,385.59	5,385.59	176.41	0.00	176.41	3.17
01-4220-20-1230	Deferred Compensation	0.00	5.50	5.50	-5.50	0.00	-5.50	0.00
01-4220-20-1235	Group II Retirement-Fire	78,102.00	79,497.72	79,497.72	-1,395.72	0.00	-1,395.72	0.00
01-4220-20-1266	Sick Leave Incentive	4,817.00	7,871.52	7,871.52	-3,054.52	0.00	-3,054.52	0.00
01-4220-20-1290	Longevity	750.00	750.00	750.00	0.00	0.00	0.00	0.00
01-4220-20-1294	Educate & Training/Prof/Dev.	10,000.00	3,072.81	3,072.81	6,927.19	0.00	6,927.19	69.27
01-4220-20-1296	Supplemental Fire Insurance	3,000.00	3,523.50	3,523.50	-523.50	0.00	-523.50	0.00
01-4220-30-2341	Telephone	4,700.00	7,553.60	7,553.60	-2,853.60	0.00	-2,853.60	0.00
01-4220-30-2343	Internet Service	3,050.00	3,040.40	3,040.40	9.60	0.00	9.60	0.31
01-4220-30-2350	Physicals, Alcohol And Drug Testing	2,500.00	800.50	800.50	1,699.50	0.00	1,699.50	67.98
01-4220-30-2351	Vaccinations	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4220-30-2374	Custodian	3,156.00	3,156.00	3,156.00	0.00	0.00	0.00	0.00
01-4220-40-2411	Heat	10,395.00	8,341.64	8,341.64	2,053.36	0.00	2,053.36	19.75
01-4220-40-2425	Vehicle Repairs	13,000.00	12,323.84	12,323.84	676.16	0.00	676.16	5.20
01-4220-40-2430	Equipment Repair & Maintenance	4,000.00	5,841.97	5,841.97	-1,841.97	0.00	-1,841.97	0.00
01-4220-50-2560	Dues & Subscriptions	5,500.00	5,929.35	5,929.35	-429.35	0.00	-429.35	0.00
01-4220-60-2610	Supplies - General	2,000.00	1,285.67	1,285.67	714.33	0.00	714.33	35.72
01-4220-60-2615	Uniforms	2,000.00	2,071.90	2,071.90	-71.90	0.00	-71.90	0.00
01-4220-60-2616	Protective Clothing	21,940.00	21,184.21	21,184.21	755.79	0.00	755.79	3.44
01-4220-60-2620	Office Supplies	2,000.00	500.36	500.36	1,499.64	0.00	1,499.64	74.98
01-4220-60-2621	Computer Equipment	3,466.00	4,867.33	4,867.33	-1,401.33	0.00	-1,401.33	0.00
01-4220-60-2624	Education and Prevention	1,500.00	1,498.00	1,498.00	2.00	0.00	2.00	0.13
01-4220-60-2625	Postage	300.00	256.50	256.50	43.50	0.00	43.50	14.50
01-4220-60-2635	Gasoline	3,952.00	2,256.09	2,256.09	1,695.91	0.00	1,695.91	42.91
01-4220-60-2636	Diesel Fuel	4,399.00	1,668.29	1,668.29	2,730.71	0.00	2,730.71	62.08
01-4220-60-2651	Breathing Apparatus	26,500.00	24,531.72	24,531.72	1,968.28	0.00	1,968.28	7.43
01-4220-60-2652	Radios And Pagers	8,000.00	7,556.11	7,556.11	443.89	0.00	443.89	5.55
01-4220-60-2653	Tools & Equipment	15,000.00	15,047.76	15,047.76	-47.76	0.00	-47.76	0.00
01-4220-60-2654	Tires	3,000.00	1,637.34	1,637.34	1,362.66	0.00	1,362.66	45.42
01-4220-80-2820	Mileage	500.00	42.00	42.00	458.00	0.00	458.00	91.60
E02 Sub Totals:		685,840.00	617,818.65	617,818.65	68,021.35	0.00	68,021.35	9.92

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Expense Sub Totals:	685,840.00	617,818.65	617,818.65	68,021.35	0.00	68,021.35	9.92
	Dept 4220 Sub Totals:	685,840.00	617,818.65	617,818.65	68,021.35	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	8,500.00	8,500.00	8,500.00	0.00	0.00	0.00	0.00
01-4290-80-2612	Equipment Purchase	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	E02 Sub Totals:	8,501.00	8,500.00	8,500.00	1.00	0.00	1.00	0.01
	Expense Sub Totals:	8,501.00	8,500.00	8,500.00	1.00	0.00	1.00	0.01
	Dept 4290 Sub Totals:	8,501.00	8,500.00	8,500.00	1.00	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4299	Public Safety Communications							
E02	Public Safety							
01-4299-10-1110	Public Safety - Full Time Wages	255,897.00	238,936.41	238,936.41	16,960.59	0.00	16,960.59	6.63
01-4299-10-1115	Public Safety - Part Time Wages	19,063.00	20,627.31	20,627.31	-1,564.31	0.00	-1,564.31	0.00
01-4299-10-1140	Overtime Public Safety	17,000.00	15,693.36	15,693.36	1,306.64	0.00	1,306.64	7.69
01-4299-20-1210	Health Insurance	116,190.00	140,252.09	140,252.09	-24,062.09	0.00	-24,062.09	0.00
01-4299-20-1211	Dental Insurance	6,137.00	5,840.84	5,840.84	296.16	0.00	296.16	4.83
01-4299-20-1220	Social Security	18,389.00	16,626.65	16,626.65	1,762.35	0.00	1,762.35	9.58
01-4299-20-1225	Medicare	4,301.00	3,888.47	3,888.47	412.53	0.00	412.53	9.59
01-4299-20-1230	Deferred Compensation	14,074.00	8,237.37	8,237.37	5,836.63	0.00	5,836.63	41.47
01-4299-20-1266	Sick Leave Incentive	3,332.00	5,785.78	5,785.78	-2,453.78	0.00	-2,453.78	0.00
01-4299-20-1290	Longevity	1,300.00	500.00	500.00	800.00	0.00	800.00	61.54
01-4299-20-1294	Educate & Training/Prof Dev.	1,500.00	495.00	495.00	1,005.00	0.00	1,005.00	67.00
01-4299-30-2341	Telephone	5,500.00	7,114.10	7,114.10	-1,614.10	0.00	-1,614.10	0.00
01-4299-30-2343	Internet Service	2,500.00	2,216.18	2,216.18	283.82	0.00	283.82	11.35
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/Maint	1,250.00	1,055.00	1,055.00	195.00	0.00	195.00	15.60
01-4299-40-2425	Vehicle Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4299-50-2560	Dues & Subscription	350.00	345.00	345.00	5.00	0.00	5.00	1.43
01-4299-50-2565	Software Licenses	7,500.00	6,001.37	6,001.37	1,498.63	0.00	1,498.63	19.98
01-4299-60-2615	Uniforms	1,700.00	1,256.00	1,256.00	444.00	0.00	444.00	26.12
01-4299-60-2620	Office Supplies	500.00	479.75	479.75	20.25	0.00	20.25	4.05
01-4299-60-2621	Computer Equipment	2,500.00	2,821.68	2,821.68	-321.68	0.00	-321.68	0.00
01-4299-60-2625	Postage	50.00	0.00	0.00	50.00	0.00	50.00	100.00
01-4299-60-2690	Misc. Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4299-70-2740	New Equipment Capital	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4299-70-2742	Capital Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4299-80-2612	Equipment Purchases	1,000.00	447.00	447.00	553.00	0.00	553.00	55.30
01-4299-80-2820	Mileage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	E02 Sub Totals:	480,784.00	478,819.36	478,819.36	1,964.64	0.00	1,964.64	0.41
	Expense Sub Totals:	480,784.00	478,819.36	478,819.36	1,964.64	0.00	1,964.64	0.41
	Dept 4299 Sub Totals:	480,784.00	478,819.36	478,819.36	1,964.64	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4311	Public Works Administration							
E03	Highways and Streets							
01-4311-10-1110	Full Time Wages-DPW	245,556.00	233,164.87	233,164.87	12,391.13	0.00	12,391.13	5.05
01-4311-10-1115	PT Wages - DPW	19,933.00	22,858.28	22,858.28	-2,925.28	0.00	-2,925.28	0.00
01-4311-10-1116	Wages-Other-Stormwater DPW	14,790.00	0.00	0.00	14,790.00	0.00	14,790.00	100.00
01-4311-10-1140	Overtime Public Works Admin	1,020.00	1,567.83	1,567.83	-547.83	0.00	-547.83	0.00
01-4311-20-1210	Health Insurance	53,813.00	32,266.97	32,266.97	21,546.03	0.00	21,546.03	40.04
01-4311-20-1211	Dental Insurance	1,235.00	4,070.35	4,070.35	-2,835.35	0.00	-2,835.35	0.00
01-4311-20-1220	Social Security	17,441.00	18,215.88	18,215.88	-774.88	0.00	-774.88	0.00
01-4311-20-1225	Medicare	4,079.00	4,260.01	4,260.01	-181.01	0.00	-181.01	0.00
01-4311-20-1230	Deferred Compensation	13,506.00	12,865.36	12,865.36	640.64	0.00	640.64	4.74
01-4311-20-1266	Sick Leave Incentive	4,320.00	5,279.40	5,279.40	-959.40	0.00	-959.40	0.00
01-4311-20-1290	Longevity	750.00	750.00	750.00	0.00	0.00	0.00	0.00
01-4311-20-1294	Educate & Training/Prof/Dev.	3,000.00	932.99	932.99	2,067.01	0.00	2,067.01	68.90
01-4311-30-2310	Engineering	5,000.00	11,264.79	11,264.79	-6,264.79	0.00	-6,264.79	0.00
01-4311-30-2341	Telephone	4,000.00	6,327.66	6,327.66	-2,327.66	0.00	-2,327.66	0.00
01-4311-30-2343	Internet Service	3,800.00	2,529.94	2,529.94	1,270.06	0.00	1,270.06	33.42
01-4311-30-2374	Custodian	2,400.00	2,210.00	2,210.00	190.00	0.00	190.00	7.92
01-4311-30-2396	Storm Water II Projects	2,500.00	1,651.38	1,651.38	848.62	0.00	848.62	33.94
01-4311-40-2411	Heat	7,500.00	4,549.78	4,549.78	2,950.22	0.00	2,950.22	39.34
01-4311-40-2430	Equipment Repair & Maint	7,500.00	2,940.49	2,940.49	4,559.51	0.00	4,559.51	60.79
01-4311-50-2551	Advertising	2,000.00	221.58	221.58	1,778.42	0.00	1,778.42	88.92
01-4311-50-2560	Dues & Subscriptions	2,100.00	5,144.69	5,144.69	-3,044.69	0.00	-3,044.69	0.00
01-4311-60-2620	Office Supplies	3,000.00	3,603.57	3,603.57	-603.57	0.00	-603.57	0.00
01-4311-60-2621	Computer Equipment	1,500.00	5,867.31	5,867.31	-4,367.31	0.00	-4,367.31	0.00
01-4311-60-2625	Postage	200.00	292.35	292.35	-92.35	0.00	-92.35	0.00
01-4311-70-2750	Furniture Fixtures Office Eq.	1,000.00	974.16	974.16	25.84	0.00	25.84	2.58
01-4311-80-2820	Mileage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	E03 Sub Totals:	421,944.00	383,809.64	383,809.64	38,134.36	0.00	38,134.36	9.04
	Expense Sub Totals:	421,944.00	383,809.64	383,809.64	38,134.36	0.00	38,134.36	9.04
	Dept 4311 Sub Totals:	421,944.00	383,809.64	383,809.64	38,134.36	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4312	Department of Public Works							
E03	Highways and Streets							
01-4312-10-1110	Crew Wages	562,140.00	526,099.78	526,099.78	36,040.22	0.00	36,040.22	6.41
01-4312-10-1115	Part Time Wages-DPW	52,826.00	29,963.70	29,963.70	22,862.30	0.00	22,862.30	43.28
01-4312-10-1140	Overtime Crew	91,135.00	54,298.26	54,298.26	36,836.74	0.00	36,836.74	40.42
01-4312-20-1210	Health Insurance	176,422.00	204,430.99	204,430.99	-28,008.99	0.00	-28,008.99	0.00
01-4312-20-1211	Dental Insurance	10,405.00	10,458.83	10,458.83	-53.83	0.00	-53.83	0.00
01-4312-20-1220	Social Security	44,266.00	38,309.60	38,309.60	5,956.40	0.00	5,956.40	13.46
01-4312-20-1225	Medicare	10,354.00	8,959.58	8,959.58	1,394.42	0.00	1,394.42	13.47
01-4312-20-1230	Deferred Compensation	30,918.00	23,466.53	23,466.53	7,451.47	0.00	7,451.47	24.10
01-4312-20-1266	Sick Leave Incentive	2,860.00	2,480.50	2,480.50	379.50	0.00	379.50	13.27
01-4312-20-1290	Longevity	5,000.00	4,500.00	4,500.00	500.00	0.00	500.00	10.00
01-4312-30-2350	Physicals, Alcohol And Drug Testing	1,400.00	2,866.06	2,866.06	-1,466.06	0.00	-1,466.06	0.00
01-4312-40-2425	Vehicle Repairs & Maintenance	81,000.00	59,796.89	59,796.89	21,203.11	0.00	21,203.11	26.18
01-4312-40-2429	Radio Repairs	1,200.00	888.00	888.00	312.00	0.00	312.00	26.00
01-4312-40-2430	Equipment Repair & Maintenance	55,000.00	75,711.49	75,711.49	-20,711.49	0.00	-20,711.49	0.00
01-4312-40-2431	Facility Maintenance & Repair	2,800.00	3,163.41	3,163.41	-363.41	0.00	-363.41	0.00
01-4312-40-2435	Fuel Tank Apron	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4312-40-2443	Pennichuck Water Main Assessment	284,938.00	225,382.34	225,382.34	59,555.66	0.00	59,555.66	20.90
01-4312-40-2450	Line Stripe Roads	18,000.00	680.00	680.00	17,320.00	0.00	17,320.00	96.22
01-4312-40-2451	Outside Hire	76,000.00	92,394.50	92,394.50	-16,394.50	0.00	-16,394.50	0.00
01-4312-40-2452	Lease/Rental Payments	6,000.00	2,259.97	2,259.97	3,740.03	0.00	3,740.03	62.33
01-4312-40-2453	Fuel Tank Testing	350.00	2,847.04	2,847.04	-2,497.04	0.00	-2,497.04	0.00
01-4312-40-2461	Street Sweeping	12,000.00	10,560.00	10,560.00	1,440.00	0.00	1,440.00	12.00
01-4312-40-2463	Catch Basin	25,000.00	23,950.00	23,950.00	1,050.00	0.00	1,050.00	4.20
01-4312-40-2470	Tree Care	15,000.00	17,687.50	17,687.50	-2,687.50	0.00	-2,687.50	0.00
01-4312-60-2610	Supplies - General	31,000.00	39,594.51	39,594.51	-8,594.51	0.00	-8,594.51	0.00
01-4312-60-2615	Uniforms	18,500.00	18,551.85	18,551.85	-51.85	0.00	-51.85	0.00
01-4312-60-2616	Protective Clothing	9,000.00	12,838.59	12,838.59	-3,838.59	0.00	-3,838.59	0.00
01-4312-60-2620	Safety Equipment	0.00	137.49	137.49	-137.49	0.00	-137.49	0.00
01-4312-60-2626	Oil & Grease	5,500.00	7,143.18	7,143.18	-1,643.18	0.00	-1,643.18	0.00
01-4312-60-2635	Gasoline	14,999.00	9,178.11	9,178.11	5,820.89	0.00	5,820.89	38.81
01-4312-60-2636	Diesel Fuel	55,418.00	35,020.58	35,020.58	20,397.42	0.00	20,397.42	36.81
01-4312-60-2653	Tools & Equipment	5,000.00	19,981.78	19,981.78	-14,981.78	0.00	-14,981.78	0.00
01-4312-60-2654	Tires	6,000.00	5,872.48	5,872.48	127.52	0.00	127.52	2.13
01-4312-60-2662	Salt	110,000.00	104,109.50	104,109.50	5,890.50	0.00	5,890.50	5.36
01-4312-60-2663	Sand	25,000.00	0.00	0.00	25,000.00	0.00	25,000.00	100.00
01-4312-60-2665	Gravel	20,000.00	26,209.36	26,209.36	-6,209.36	0.00	-6,209.36	0.00
01-4312-60-2666	Calcium Chloride	27,000.00	25,536.15	25,536.15	1,463.85	0.00	1,463.85	5.42
01-4312-60-2668	Cold Patch	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-4312-60-2684	Guardrails	7,000.00	11,131.00	11,131.00	-4,131.00	0.00	-4,131.00	0.00
01-4312-60-2687	Signs & Misc. Supplies	10,000.00	15,004.46	15,004.46	-5,004.46	0.00	-5,004.46	0.00
01-4312-70-2730	Road Maintenance (Hot Top)	100,000.00	40,271.08	40,271.08	59,728.92	0.00	59,728.92	59.73

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-4312-70-2735	Road rebuild	1,200,000.00	1,192,099.29	1,192,099.29	7,900.71	0.00	7,900.71	0.66
01-4312-70-2740	New Equipment Capital	10,000.00	147,170.00	147,170.00	-137,170.00	0.00	-137,170.00	0.00
01-4312-70-2762	Eq. Lease Payments	250,000.00	136,043.82	136,043.82	113,956.18	0.00	113,956.18	45.58
01-4312-90-9800	PY Encumbrance	722,063.00	95,527.49	95,527.49	626,535.51	0.00	626,535.51	86.77
	E03 Sub Totals:	4,192,495.00	3,362,575.69	3,362,575.69	829,919.31	0.00	829,919.31	19.80
	Expense Sub Totals:	4,192,495.00	3,362,575.69	3,362,575.69	829,919.31	0.00	829,919.31	19.80
	Dept 4312 Sub Totals:	4,192,495.00	3,362,575.69	3,362,575.69	829,919.31	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4316	Street Lighting							
E03	Highways and Streets							
01-4316-40-2414	General Street Lighting	23,607.00	18,951.95	18,951.95	4,655.05	0.00	4,655.05	19.72
01-4316-40-2415	Warning Lights	2,300.00	2,275.93	2,275.93	24.07	0.00	24.07	1.05
01-4316-40-2416	Traffic Signals	1,443.00	2,551.94	2,551.94	-1,108.94	0.00	-1,108.94	0.00
	E03 Sub Totals:	27,350.00	23,779.82	23,779.82	3,570.18	0.00	3,570.18	13.05
	Expense Sub Totals:	27,350.00	23,779.82	23,779.82	3,570.18	0.00	3,570.18	13.05
	Dept 4316 Sub Totals:	27,350.00	23,779.82	23,779.82	3,570.18	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4323	Souhegan Regional Landfill							
E04	Sanitation							
01-4323-30-2307	Souhegan Regional Landfill	391,579.00	277,740.18	277,740.18	113,838.82	0.00	113,838.82	29.07
	E04 Sub Totals:	391,579.00	277,740.18	277,740.18	113,838.82	0.00	113,838.82	29.07
	Expense Sub Totals:	391,579.00	277,740.18	277,740.18	113,838.82	0.00	113,838.82	29.07
	Dept 4323 Sub Totals:	391,579.00	277,740.18	277,740.18	113,838.82	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4324	Landfill Department							
E04	Sanitation							
01-4324-10-1110	FT Wages-Landfill	44,554.00	44,878.15	44,878.15	-324.15	0.00	-324.15	0.00
01-4324-10-1115	Part Time Wages Landfill	81,364.00	72,282.18	72,282.18	9,081.82	0.00	9,081.82	11.16
01-4324-10-1140	Overtime Landfill	3,010.00	7,533.55	7,533.55	-4,523.55	0.00	-4,523.55	0.00
01-4324-20-1210	Health Insurance	22,259.00	34,825.75	34,825.75	-12,566.75	0.00	-12,566.75	0.00
01-4324-20-1211	Dental Insurance	876.00	1,782.07	1,782.07	-906.07	0.00	-906.07	0.00
01-4324-20-1220	Social Security	8,086.00	7,442.52	7,442.52	643.48	0.00	643.48	7.96
01-4324-20-1225	Medicare	1,891.00	1,740.57	1,740.57	150.43	0.00	150.43	7.96
01-4324-20-1230	Deferred Compensation	2,451.00	0.00	0.00	2,451.00	0.00	2,451.00	100.00
01-4324-20-1266	Sick Leave Incentive	727.00	574.28	574.28	152.72	0.00	152.72	21.01
01-4324-20-1290	Longevity	750.00	0.00	0.00	750.00	0.00	750.00	100.00
01-4324-20-1294	Educate & Training/Prof Dev.	500.00	600.00	600.00	-100.00	0.00	-100.00	0.00
01-4324-30-2341	Telephone	1,250.00	1,264.91	1,264.91	-14.91	0.00	-14.91	0.00
01-4324-30-2343	Internet Service	2,400.00	3,278.00	3,278.00	-878.00	0.00	-878.00	0.00
01-4324-40-2410	Electricity - Landfill	7,381.00	7,183.84	7,183.84	197.16	0.00	197.16	2.67
01-4324-40-2412	Water	750.00	758.74	758.74	-8.74	0.00	-8.74	0.00
01-4324-40-2420	Waste Disposal	91,500.00	96,535.96	96,535.96	-5,035.96	0.00	-5,035.96	0.00
01-4324-40-2431	Facility Maintenance & Repairs	3,850.00	5,577.11	5,577.11	-1,727.11	0.00	-1,727.11	0.00
01-4324-40-2451	Outside Hire	11,000.00	16,190.66	16,190.66	-5,190.66	0.00	-5,190.66	0.00
01-4324-40-2452	Equipment Lease/Rental Payment	0.00	180.00	180.00	-180.00	0.00	-180.00	0.00
01-4324-50-2551	Advertising	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4324-50-2560	Dues & Subscriptions	7,700.00	9,006.45	9,006.45	-1,306.45	0.00	-1,306.45	0.00
01-4324-50-2561	Credit Card Fees And Expenses	1,700.00	750.53	750.53	949.47	0.00	949.47	55.85
01-4324-50-2563	Weighmaster Licenses	600.00	384.00	384.00	216.00	0.00	216.00	36.00
01-4324-60-2636	Diesel Fuel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4324-60-2664	Landfill Waste Oil	1,882.00	4,314.05	4,314.05	-2,432.05	0.00	-2,432.05	0.00
01-4324-60-2665	Gravel	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4324-60-2687	Signs & Misc. Supplies	850.00	1,671.45	1,671.45	-821.45	0.00	-821.45	0.00
01-4324-60-2688	Tire Removal	1,500.00	1,378.00	1,378.00	122.00	0.00	122.00	8.13
01-4324-60-2690	Miscellaneous Supplies	0.00	841.94	841.94	-841.94	0.00	-841.94	0.00
	E04 Sub Totals:	298,832.00	320,974.71	320,974.71	-22,142.71	0.00	-22,142.71	0.00
	Expense Sub Totals:	298,832.00	320,974.71	320,974.71	-22,142.71	0.00	-22,142.71	0.00
	Dept 4324 Sub Totals:	298,832.00	320,974.71	320,974.71	-22,142.71	0.00	-22,142.71	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4411	Health Administration							
E01	General Government							
01-4411-20-1210	Health Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4411-20-1211	Dental Insurance	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
E03	Highways and Streets							
01-4411-20-1230	Deferred Compensation	0.00	89.97	89.97	-89.97	0.00	-89.97	0.00
	E03 Sub Totals:	0.00	89.97	89.97	-89.97	0.00	-89.97	0.00
E05	Health							
01-4411-10-1115	Health Officer	2,000.00	2,000.18	2,000.18	-0.18	0.00	-0.18	0.00
01-4411-20-1220	Social Security	127.00	113.53	113.53	13.47	0.00	13.47	10.61
01-4411-20-1225	Medicare	29.00	26.55	26.55	2.45	0.00	2.45	8.45
01-4411-20-1294	Educate & Training/Prof Dev.	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4411-60-2610	Supplies - General	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4411-80-2820	Mileage	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	E05 Sub Totals:	2,159.00	2,140.26	2,140.26	18.74	0.00	18.74	0.87
	Expense Sub Totals:	2,159.00	2,230.23	2,230.23	-71.23	0.00	-71.23	0.00
	Dept 4411 Sub Totals:	2,159.00	2,230.23	2,230.23	-71.23	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4414	Animal Control							
E05	Health							
01-4414-40-2430	Equipment Repairs & Maint	1.00	0.00	0.00	1.00		1.00	100.00
01-4414-60-2619	Dog Emergency Care	400.00	729.14	729.14	-329.14		-329.14	0.00
01-4414-80-2811	Kennel Fees	0.00	0.00	0.00	0.00		0.00	0.00
	E05 Sub Totals:	401.00	729.14	729.14	-328.14		-328.14	0.00
	Expense Sub Totals:	401.00	729.14	729.14	-328.14		-328.14	0.00
	Dept 4414 Sub Totals:	401.00	729.14	729.14	-328.14			

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	50,000.00	50,000.00	50,000.00	0.00	0.00	0.00	0.00
	E05 Sub Totals:	50,000.00	50,000.00	50,000.00	0.00	0.00	0.00	0.00
	Expense Sub Totals:	50,000.00	50,000.00	50,000.00	0.00	0.00	0.00	0.00
	Dept 4415 Sub Totals:	50,000.00	50,000.00	50,000.00	0.00	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4442	Direct Assistance (Welfare)							
E06	Welfare							
01-4442-10-1115	PT Welfare Officer	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-20-1220	Social Security	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-20-1225	Medicare	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-40-2441	Rent, WGA	12,070.00	330.00	330.00	11,740.00	0.00	11,740.00	97.27
01-4442-60-2627	Utilities, WGA	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
01-4442-60-2629	Medical - WGA	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-60-2631	Food Supplies WGA	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4442-60-2699	Other Charges WGA	750.00	89.05	89.05	660.95	0.00	660.95	88.13
01-4442-80-2890	General Assistance	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	E06 Sub Totals:	14,326.00	419.05	419.05	13,906.95	0.00	13,906.95	97.07
	Expense Sub Totals:	14,326.00	419.05	419.05	13,906.95	0.00	13,906.95	97.07
	Dept 4442 Sub Totals:	14,326.00	419.05	419.05	13,906.95	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4520	Recreation Department							
E07	Culture and Recreation							
01-4520-10-1110	Recreation Wages	135,866.00	137,835.52	137,835.52	-1,969.52	0.00	-1,969.52	0.00
01-4520-10-1112	Maintenance Employees Wage	111,072.00	112,511.69	112,511.69	-1,439.69	0.00	-1,439.69	0.00
01-4520-10-1113	Part Time Seasonal Labor	5,000.00	5,479.44	5,479.44	-479.44	0.00	-479.44	0.00
01-4520-10-1115	Secretary-PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4520-10-1125	Lifeguard Wages	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4520-10-1140	Overtime Maintenance Employee	700.00	0.00	0.00	700.00	0.00	700.00	100.00
01-4520-20-1210	Health Insurance	56,264.00	45,147.04	45,147.04	11,116.96	0.00	11,116.96	19.76
01-4520-20-1211	Dental Insurance	4,418.00	3,714.90	3,714.90	703.10	0.00	703.10	15.91
01-4520-20-1220	Social Security	15,664.00	17,891.82	17,891.82	-2,227.82	0.00	-2,227.82	0.00
01-4520-20-1225	Medicare	3,663.00	4,250.83	4,250.83	-587.83	0.00	-587.83	0.00
01-4520-20-1230	Deferred Compensation	13,582.00	13,512.88	13,512.88	69.12	0.00	69.12	0.51
01-4520-20-1266	Sick Leave Incentive	2,500.00	3,690.63	3,690.63	-1,190.63	0.00	-1,190.63	0.00
01-4520-20-1290	Longevity	500.00	500.00	500.00	0.00	0.00	0.00	0.00
01-4520-30-2341	Telephone	7,356.00	6,977.65	6,977.65	378.35	0.00	378.35	5.14
01-4520-30-2343	Internet Service	2,640.00	2,441.85	2,441.85	198.15	0.00	198.15	7.51
01-4520-30-2374	Custodian	1,300.00	1,250.00	1,250.00	50.00	0.00	50.00	3.85
01-4520-40-2411	Heat	3,000.00	5,211.03	5,211.03	-2,211.03	0.00	-2,211.03	0.00
01-4520-40-2425	Vehicle Repairs	4,000.00	3,950.37	3,950.37	49.63	0.00	49.63	1.24
01-4520-40-2431	Facility Maintenance/Repairs	8,000.00	7,997.00	7,997.00	3.00	0.00	3.00	0.04
01-4520-40-2436	Bean Property Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4520-50-2545	Trash Removal	1,400.00	975.00	975.00	425.00	0.00	425.00	30.36
01-4520-50-2551	Advertising	400.00	52.50	52.50	347.50	0.00	347.50	86.88
01-4520-50-2565	Software Licenses	690.00	738.95	738.95	-48.95	0.00	-48.95	0.00
01-4520-50-2615	Uniforms	1,400.00	922.92	922.92	477.08	0.00	477.08	34.08
01-4520-60-2610	Supplies - General	750.00	0.00	0.00	750.00	0.00	750.00	100.00
01-4520-60-2612	Equipment Purchases	0.00	1,295.21	1,295.21	-1,295.21	0.00	-1,295.21	0.00
01-4520-60-2620	Office Supplies	800.00	703.63	703.63	96.37	0.00	96.37	12.05
01-4520-60-2625	Postage	100.00	26.50	26.50	73.50	0.00	73.50	73.50
01-4520-60-2635	Gasoline	7,500.00	3,382.15	3,382.15	4,117.85	0.00	4,117.85	54.90
01-4520-60-2636	Diesel Fuel	2,500.00	923.47	923.47	1,576.53	0.00	1,576.53	63.06
01-4520-70-2732	Baboosic Lake Dock	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4520-70-2760	New Vehicle	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4520-70-2762	Equipment Lease Payment	10,880.00	10,880.00	10,880.00	0.00	0.00	0.00	0.00
01-4520-80-2653	Tools & Equipment	1,000.00	2,352.69	2,352.69	-1,352.69	0.00	-1,352.69	0.00
01-4520-80-2820	Mileage	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-4520-80-2825	Meetings & Conferences	1,500.00	1,466.69	1,466.69	33.31	0.00	33.31	2.22
01-4520-80-2840	Vandalism	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E07 Sub Totals:	404,545.00	396,082.36	396,082.36	8,462.64	0.00	8,462.64	2.09
	Expense Sub Totals:	404,545.00	396,082.36	396,082.36	8,462.64	0.00	8,462.64	2.09

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
----------------	-------------	---------------	---------------	------------	---------	-------------------	-----------	-------------

Dept 4520 Sub Totals:

		404,545.00	396,082.36	396,082.36	8,462.64		0.00	
--	--	------------	------------	------------	----------	--	------	--

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4522	Parks & Recreation							
E07	Culture and Recreation							
01-4522-10-1115	Part Time Summer Mowing	9,588.00	10,332.68	10,332.68	-744.68	0.00	-744.68	0.00
01-4522-10-1140	Overtime Parks	1.00	165.05	165.05	-164.05	0.00	-164.05	0.00
01-4522-20-1211	Dental Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4522-20-1220	Social Security	595.00	650.88	650.88	-55.88	0.00	-55.88	0.00
01-4522-20-1225	Medicare	139.00	152.21	152.21	-13.21	0.00	-13.21	0.00
01-4522-20-1230	Deferred Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4522-40-2430	Equipment Repair & Maintenance	500.00	224.45	224.45	275.55	0.00	275.55	55.11
01-4522-40-2451	Outside Hire	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
01-4522-60-2610	Supplies - General	300.00	935.49	935.49	-635.49	0.00	-635.49	0.00
01-4522-60-2613	Fertilizer & Lime	1,000.00	990.87	990.87	9.13	0.00	9.13	0.91
01-4522-80-2612	Equipment Purchase	650.00	162.77	162.77	487.23	0.00	487.23	74.96
	E07 Sub Totals:	13,773.00	13,614.40	13,614.40	158.60	0.00	158.60	1.15
	Expense Sub Totals:							
	Dept 4522 Sub Totals:	13,773.00	13,614.40	13,614.40	158.60	0.00	158.60	1.15

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4525	Peabody Mill Environmental CTR							
E07	Culture and Recreation							
01-4525-80-2830	PMEC Subsidy	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	E07 Sub Totals:	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	Expense Sub Totals:	1.00	0.00	0.00	1.00	0.00	1.00	100.00
	Dept 4525 Sub Totals:	1.00	0.00	0.00	1.00	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4550	Library							
E07	Culture and Recreation							
01-4550-10-1110	Wages FT Library	440,827.00	442,124.60	442,124.60	-1,297.60	0.00	-1,297.60	0.00
01-4550-10-1115	Wages Part Time	155,654.00	94,888.90	94,888.90	60,765.10	0.00	60,765.10	39.04
01-4550-20-1210	Health Insurance	123,237.00	127,951.45	127,951.45	-4,714.45	0.00	-4,714.45	0.00
01-4550-20-1211	Dental Insurance	6,448.00	6,980.86	6,980.86	-532.86	0.00	-532.86	0.00
01-4550-20-1220	Social Security	37,488.00	34,349.60	34,349.60	3,138.40	0.00	3,138.40	8.37
01-4550-20-1225	Medicare	8,767.00	8,033.61	8,033.61	733.39	0.00	733.39	8.37
01-4550-20-1230	Deferred Compensation	24,245.00	22,451.67	22,451.67	1,793.33	0.00	1,793.33	7.40
01-4550-20-1266	Sick Leave Incentive	5,658.00	7,899.93	7,899.93	-2,241.93	0.00	-2,241.93	0.00
01-4550-20-1290	Longevity	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00	0.00
01-4550-20-1294	Educat & Training/Prof/Dev.	300.00	204.00	204.00	96.00	0.00	96.00	32.00
01-4550-30-2339	Technical Consulting	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4550-30-2341	Telephone	3,960.00	2,854.66	2,854.66	1,105.34	0.00	1,105.34	27.91
01-4550-30-2343	Internet Service	4,092.00	5,832.90	5,832.90	-1,740.90	0.00	-1,740.90	0.00
01-4550-30-2374	Custodian	15,000.00	11,400.00	11,400.00	3,600.00	0.00	3,600.00	24.00
01-4550-30-2395	Outside Hire IT	5,000.00	5,203.00	5,203.00	-203.00	0.00	-203.00	0.00
01-4550-40-2411	Heat	10,846.00	8,063.75	8,063.75	2,782.25	0.00	2,782.25	25.65
01-4550-40-2430	Repairs Bldg & Grounds	250.00	0.00	0.00	250.00	0.00	250.00	100.00
01-4550-50-2560	Dues & Subscription	1,200.00	1,055.00	1,055.00	145.00	0.00	145.00	12.08
01-4550-50-2565	Software Licenses	40,500.00	42,029.11	42,029.11	-1,529.11	0.00	-1,529.11	0.00
01-4550-50-2581	Travel	1.00	0.00	0.00	1.00	0.00	1.00	100.00
01-4550-60-2620	Office Supplies	8,000.00	7,059.59	7,059.59	940.41	0.00	940.41	11.76
01-4550-60-2621	Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4550-60-2625	Postage	1,500.00	446.25	446.25	1,053.75	0.00	1,053.75	70.25
01-4550-60-2670	Books & Periodicals	100,000.00	96,713.64	96,713.64	3,286.36	0.00	3,286.36	3.29
01-4550-70-2720	Library Renovation Expenses	0.00	1,904.70	1,904.70	-1,904.70	0.00	-1,904.70	0.00
01-4550-70-2740	New Equipment Capital	1.00	2,635.53	2,635.53	-2,634.53	0.00	-2,634.53	0.00
01-4550-80-2612	Equipment Purchase	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-4550-80-2618	Special Events & Supplies	16,000.00	10,673.60	10,673.60	5,326.40	0.00	5,326.40	33.29
01-4550-80-2621	Computer Equipment	10,000.00	14,850.56	14,850.56	-4,850.56	0.00	-4,850.56	0.00
01-4550-80-2820	Mileage	1,500.00	0.00	0.00	1,500.00	0.00	1,500.00	100.00
01-4550-80-2825	Meetings & Conferences	1,700.00	0.00	0.00	1,700.00	0.00	1,700.00	100.00
E07 Sub Totals:		1,025,175.00	958,106.91	958,106.91	67,068.09	0.00	67,068.09	6.54
Expense Sub Totals:		1,025,175.00	958,106.91	958,106.91	67,068.09	0.00	67,068.09	6.54
Dept 4550 Sub Totals:		1,025,175.00	958,106.91	958,106.91	67,068.09	0.00	67,068.09	6.54

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
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	500.00	0.00	0.00	500.00	0.00	500.00	100.00
	E07 Sub Totals:	8,500.00	8,000.00	8,000.00	500.00	0.00	500.00	5.88
	Expense Sub Totals:	8,500.00	8,000.00	8,000.00	500.00	0.00	500.00	5.88
	Dept 4583 Sub Totals:	8,500.00	8,000.00	8,000.00	500.00	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4589	Heritage Commission							
E07	Culture and Recreation							
01-4589-10-1115	Wages Part Time	1,264.00	509.26	509.26	754.74	0.00	754.74	59.71
01-4589-20-1220	Social Security	78.00	31.56	31.56	46.44	0.00	46.44	59.54
01-4589-20-1225	Medicare	18.00	7.39	7.39	10.61	0.00	10.61	58.94
01-4589-30-2382	Outside Hire-Professional Srvc	50.00	0.00	0.00	50.00	0.00	50.00	100.00
01-4589-60-2610	Supplies - General	82.00	0.00	0.00	82.00	0.00	82.00	100.00
01-4589-60-2621	Computer Equipment	80.00	0.00	0.00	80.00	0.00	80.00	100.00
01-4589-80-2825	Meetings & Conferences	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	E07 Sub Totals:	1,872.00	548.21	548.21	1,323.79	0.00	1,323.79	70.72
E08	Conservation and Development							
01-4589-50-2550	Printing	400.00	0.00	0.00	400.00	0.00	400.00	100.00
01-4589-80-2618	Special Events & Supplies	300.00	0.00	0.00	300.00	0.00	300.00	100.00
	E08 Sub Totals:	700.00	0.00	0.00	700.00	0.00	700.00	100.00
	Expense Sub Totals:	2,572.00	548.21	548.21	2,023.79	0.00	2,023.79	78.69
	Dept 4589 Sub Totals:	2,572.00	548.21	548.21	2,023.79	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4611	Conservation Commission							
E08	Conservation and Development							
01-4611-10-1115	PT Wages	3,057.00	1,909.72	1,909.72	1,147.28	0.00	1,147.28	37.53
01-4611-20-1220	Social Security	190.00	118.41	118.41	71.59	0.00	71.59	37.68
01-4611-20-1225	Medicare	44.00	27.69	27.69	16.31	0.00	16.31	37.07
01-4611-20-1294	Educat & Training/Prof Dev	750.00	50.00	50.00	700.00	0.00	700.00	93.33
01-4611-40-2482	Surveying	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4611-40-2483	Land Management	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4611-40-2484	Town Meadow Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4611-40-2486	Water Crossing Repair & Maint	3,000.00	1,588.36	1,588.36	1,411.64	0.00	1,411.64	47.05
01-4611-40-2487	Invasives Mitigation	3,000.00	8,799.00	8,799.00	-5,799.00	0.00	-5,799.00	0.00
01-4611-40-2488	Signage	1,500.00	2,906.43	2,906.43	-1,406.43	0.00	-1,406.43	0.00
01-4611-40-2489	Kiosk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4611-50-2560	Dues & Subscriptions	1,200.00	700.00	700.00	500.00	0.00	500.00	41.67
01-4611-50-2561	Educational Outreach	2,250.00	120.00	120.00	2,130.00	0.00	2,130.00	94.67
01-4611-50-2564	Educational Outreach	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4611-60-2625	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	E08 Sub Totals:	14,991.00	16,219.61	16,219.61	-1,228.61	0.00	-1,228.61	0.00
	Expense Sub Totals:	14,991.00	16,219.61	16,219.61	-1,228.61	0.00	-1,228.61	0.00
	Dept 4611 Sub Totals:	14,991.00	16,219.61	16,219.61	-1,228.61	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4711	Principal - L-T Bonds & Notes							
E09	Debt Service							
01-4711-90-2210	Principal Rd Const Phase1 & 2	306,000.00	305,999.90	305,999.90	0.10	0.00	0.10	0.00
01-4711-90-2211	Road Construction Bond Spring Rd	50,000.00	50,000.00	50,000.00	0.00	0.00	0.00	0.00
01-4711-90-2214	Principal - Road Construction FY 14	200,000.00	200,000.00	200,000.00	0.00	0.00	0.00	0.00
01-4711-90-2215	Principal - Road Construction FY 15	200,000.00	200,000.00	200,000.00	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:	1,156,000.00	1,155,999.90	1,155,999.90	0.10	0.00	0.10	0.00
	Expense Sub Totals:	1,156,000.00	1,155,999.90	1,155,999.90	0.10	0.00	0.10	0.00
	Dept 4711 Sub Totals:	1,156,000.00	1,155,999.90	1,155,999.90	0.10	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4721	Interest L-T Bonds & Notes							
E09	Debt Service							
01-4721-90-2209	Interest - Bridge Loan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-4721-90-2210	Interest- Rd Constr Phase1 & 2	36,567.00	36,546.95	36,546.95	20.05	0.00	20.05	0.05
01-4721-90-2211	Interest -Road Const Spring Rd	1,511.00	1,503.19	1,503.19	7.81	0.00	7.81	0.52
01-4721-90-2214	Interest - Road Construction FY 14	13,479.00	13,540.45	13,540.45	-61.45	0.00	-61.45	0.00
01-4721-90-2215	Interest - Road Construction FY 15	17,220.00	17,163.93	17,163.93	56.07	0.00	56.07	0.33
01-4721-90-2216	Interest - Rd Constr FY16-FY17	45,946.00	55,264.45	55,264.45	-9,318.45	0.00	-9,318.45	0.00
	E09 Sub Totals:	114,723.00	124,018.97	124,018.97	-9,295.97	0.00	-9,295.97	0.00
	Expense Sub Totals:	114,723.00	124,018.97	124,018.97	-9,295.97	0.00	-9,295.97	0.00
	Dept 4721 Sub Totals:	114,723.00	124,018.97	124,018.97	-9,295.97	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-4901								
E10								
01-4901-00-1320	Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Land Purchase							
	E10 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 4901 Sub Totals:	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 01-4909	Improvements Other than Bldgs.							
E10	Capital Outlay							
01-4909-90-2216	Mechanics Garage WA	0.00	2,869.21	2,869.21	-2,869.21	0.00	-2,869.21	0.00
01-4909-90-2217	Capital Outlay Bridges	0.00	26,975.43	26,975.43	-26,975.43	0.00	-26,975.43	0.00
	E10 Sub Totals:	0.00	29,844.64	29,844.64	-29,844.64	0.00	-29,844.64	0.00
	Expense Sub Totals:	0.00	29,844.64	29,844.64	-29,844.64	0.00	-29,844.64	0.00
	Dept 4909 Sub Totals:	0.00	29,844.64	29,844.64	-29,844.64	0.00		

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Fund Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Fund Expense Sub Totals:	15,288,700.00	13,903,157.72	13,903,157.72	1,385,542.28	0.00	1,385,542.28	9.06
	Fund 01 Sub Totals:	15,288,700.00	13,903,157.72	13,903,157.72	1,385,542.28	0.00		
	Revenue Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Expense Totals:	15,288,700.00	13,903,157.72	13,903,157.72	1,385,542.28	0.00	1,385,542.28	9.06
	Report Totals:	15,288,700.00	13,903,157.72	13,903,157.72	1,385,542.28	0.00		

General Ledger

Budget Status

User: LaurieMay
Printed: 8/18/2021 - 3:44 PM
Period: 1 to 12, 2021



Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Fund 01	General Fund							
Dept 01-3110	Property Taxes							
R01	Taxes							
01-3110-31-3000	Property Tax Revenue Current	0.00	30,709,203.00	30,709,203.00	-30,709,203.00	0.00	-30,709,203.00	0.00
01-3110-31-3001	Abatements & Refunds	0.00	-339,903.90	-339,903.90	339,903.90	0.00	339,903.90	0.00
	R01 Sub Totals:	0.00	30,369,299.10	30,369,299.10	-30,369,299.10	0.00	-30,369,299.10	0.00
	Revenue Sub Totals:							
	Dept 3110 Sub Totals:							
Dept 01-3120	Land Use Change Taxes-Gen.Fund							
R01	Taxes							
01-3120-31-3100	Land Use Change Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R01 Sub Totals:							
	Revenue Sub Totals:							
	Dept 3120 Sub Totals:							
Dept 01-3185	Yield Taxes							
R01	Taxes							
01-3185-31-3110	Yield Tax Revenue - Current	1,500.00	754.46	754.46	745.54	0.00	745.54	49.70
	R01 Sub Totals:							
	Revenue Sub Totals:							
	Dept 3185 Sub Totals:							
Dept 01-3186	Payment in Lieu of Taxes							
R01	Taxes							
01-3186-31-3120	Payments in Lieu of Taxes	31,000.00	15,000.00	15,000.00	16,000.00	0.00	16,000.00	51.61
	R01 Sub Totals:							
		31,000.00	15,000.00	15,000.00	16,000.00	0.00	16,000.00	51.61

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-3187 R01 01-3187-31-3130	Revenue Sub Totals:	31,000.00	15,000.00	15,000.00	16,000.00		16,000.00	51.61
	Dept 3186 Sub Totals:							
	Excavation Tax	-31,000.00	-15,000.00	-15,000.00	-16,000.00	0.00		
	Taxes							
	Gravel/Excavation Tax Revenue	50.00	0.00	0.00	50.00	0.00	50.00	100.00
	R01 Sub Totals:	50.00	0.00	0.00	50.00	0.00	50.00	100.00
	Revenue Sub Totals:	50.00	0.00	0.00	50.00	0.00	50.00	100.00
	Dept 3187 Sub Totals:							
	Other Taxes	-50.00	0.00	0.00	-50.00	0.00		
	Taxes							
Dept 01-3189 R01 01-3189-31-3141 01-3189-31-3142	Elderly Liens Redeemed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Welfare Liens Redeemed	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R01 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 3189 Sub Totals:							
	Int. & Penalties-Delinqt Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Taxes							
	Current Property Tax Interest	170,000.00	103,546.85	103,546.85	-103,546.85	0.00	-103,546.85	0.00
	Interest On Elderly & Welfare Liens		0.00	0.00	170,000.00	0.00	170,000.00	100.00
	R01 Sub Totals:	170,000.00	103,546.85	103,546.85	66,453.15	0.00	66,453.15	39.09
Dept 01-3210 R02 01-3210-32-3055 01-3210-33-3056	Revenue Sub Totals:	170,000.00	103,546.85	103,546.85	66,453.15	0.00	66,453.15	39.09
	Dept 3190 Sub Totals:							
	Business Licenses & Permits	-170,000.00	-103,546.85	-103,546.85	-66,453.15	0.00		
	Licenses, Permits, and Fees							
	Uniform Commercial Code Filings (2,000.00	3,690.00	3,690.00	-1,690.00	0.00	-1,690.00	0.00
	Cable Franchise Fee	210,000.00	158,198.17	158,198.17	51,801.83	0.00	51,801.83	24.67
	R02 Sub Totals:	212,000.00	161,888.17	161,888.17	50,111.83	0.00	50,111.83	23.64
	Revenue Sub Totals:	212,000.00	161,888.17	161,888.17	50,111.83	0.00	50,111.83	23.64

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
Dept 01-3220 R02	Dept 3210 Sub Totals: Motor Vehicle Permit Fees	-212,000.00	-161,888.17	-161,888.17	-50,111.83	0.00		
	Licenses, Permits, and Fees							
01-3220-32-3050	Motor Vehicle Registrations	2,950,000.00	3,019,724.58	3,019,724.58	-69,724.58	0.00	-69,724.58	0.00
01-3220-32-3051	Motor Vehicle Permit Fees	5,000.00	5,816.00	5,816.00	-816.00	0.00	-816.00	0.00
01-3220-32-3052	State MV Fees	45,000.00	47,673.00	47,673.00	-2,673.00	0.00	-2,673.00	0.00
	R02 Sub Totals:	3,000,000.00	3,073,213.58	3,073,213.58	-73,213.58	0.00	-73,213.58	0.00
	Revenue Sub Totals:	3,000,000.00	3,073,213.58	3,073,213.58	-73,213.58	0.00	-73,213.58	0.00
Dept 01-3230 R02	Dept 3220 Sub Totals: Building Permits	-3,000,000.00	-3,073,213.58	-3,073,213.58	73,213.58	0.00		
	Licenses, Permits, and Fees							
01-3230-34-3070	Building Permits	95,000.00	196,780.31	196,780.31	-101,780.31	0.00	-101,780.31	0.00
01-3230-34-3072	Septic Permits	4,500.00	8,090.00	8,090.00	-3,590.00	0.00	-3,590.00	0.00
	R02 Sub Totals:	99,500.00	204,870.31	204,870.31	-105,370.31	0.00	-105,370.31	0.00
	Revenue Sub Totals:	99,500.00	204,870.31	204,870.31	-105,370.31	0.00	-105,370.31	0.00
Dept 01-3290 R02	Dept 3230 Sub Totals: Other Licenses, Permits & Fees	-99,500.00	-204,870.31	-204,870.31	105,370.31	0.00		
	Licenses, Permits, and Fees							
01-3290-32-3048	Boat Registration Fee	4,000.00	4,373.96	4,373.96	-373.96	0.00	-373.96	0.00
01-3290-32-3049	State Boat Agent Fee	1,550.00	1,315.00	1,315.00	235.00	0.00	235.00	15.16
01-3290-32-3053	Dog Licenses	14,000.00	10,913.50	10,913.50	3,086.50	0.00	3,086.50	22.05
01-3290-32-3054	Certificates - Birth & Death	3,000.00	2,940.00	2,940.00	60.00	0.00	60.00	2.00
01-3290-32-3057	Misc. Town Clerk Revenue	500.00	1,767.75	1,767.75	-1,267.75	0.00	-1,267.75	0.00
01-3290-34-3073	Historic Distr Comm Fee	2,000.00	4,570.00	4,570.00	-2,570.00	0.00	-2,570.00	0.00
01-3290-34-3240	Professional Or Legal Review Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3290-34-3286	Planning Board Fees	8,000.00	11,757.55	11,757.55	-3,757.55	0.00	-3,757.55	0.00
01-3290-34-3794	Board of Adjustment Fees	0.00	199.00	199.00	-199.00	0.00	-199.00	0.00
01-3290-36-3074	Driveway Permits	3,500.00	5,200.00	5,200.00	-1,700.00	0.00	-1,700.00	0.00
01-3290-36-3287	Road Opening Permits	2,000.00	10,256.00	10,256.00	-8,256.00	0.00	-8,256.00	0.00
01-3290-37-3058	Town Clerk Parking Fines (Police)	400.00	30.00	30.00	370.00	0.00	370.00	92.50
01-3290-37-3204	Police Alarm Permits	4,200.00	2,065.00	2,065.00	2,135.00	0.00	2,135.00	50.83
01-3290-37-3206	Police Pistol Permits	700.00	1,150.00	1,150.00	-450.00	0.00	-450.00	0.00
01-3290-37-3791	Police - False Alarm Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3290-37-3792	Police Witness Fees	250.00	0.00	0.00	250.00	0.00	250.00	100.00
01-3290-37-3793	Police Fingerprint Fees	180.00	220.00	220.00	-40.00	0.00	-40.00	0.00
01-3290-38-3209	Fire Dept. Heater Permits	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
01-3290-38-3210	Fire Dept. Propane Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3290-38-3211	Fire Dept. Oil Burner Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3290-38-3212	Fire Dept. Tank Removal Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R02 Sub Totals:	44,280.00	56,757.76	56,757.76	-12,477.76	0.00	-12,477.76	0.00
	Revenue Sub Totals:	44,280.00	56,757.76	56,757.76	-12,477.76	0.00	-12,477.76	0.00
	Dept 3290 Sub Totals:	-44,280.00	-56,757.76	-56,757.76	12,477.76	0.00		
Dept 01-3319	From Federal Government							
R03	From Federal Government							
01-3319-33-3400	Federal Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R03 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Dept 3319 Sub Totals:	0.00	0.00	0.00	0.00	0.00		
Dept 01-3351	From State/Other							
R04	State Municipal Aid	0.00	76,613.05	76,613.05	-76,613.05	0.00	-76,613.05	0.00
01-3351-90-0110		0.00	76,613.05	76,613.05	-76,613.05	0.00	-76,613.05	0.00
	R04 Sub Totals:	0.00	76,613.05	76,613.05	-76,613.05	0.00	-76,613.05	0.00
	Revenue Sub Totals:	0.00	76,613.05	76,613.05	-76,613.05	0.00	-76,613.05	0.00
	Dept 3351 Sub Totals:	0.00	-76,613.05	-76,613.05	76,613.05	0.00		
Dept 01-3352	Meals & Rooms Tax Distribution							
R04	From State/Other							
01-3352-31-3411	Meals and Rooms Tax	582,000.00	586,940.80	586,940.80	-4,940.80	0.00	-4,940.80	0.00
	R04 Sub Totals:	582,000.00	586,940.80	586,940.80	-4,940.80	0.00	-4,940.80	0.00
	Revenue Sub Totals:	582,000.00	586,940.80	586,940.80	-4,940.80	0.00	-4,940.80	0.00
	Dept 3352 Sub Totals:	-582,000.00	-586,940.80	-586,940.80	4,940.80	0.00		
Dept 01-3353	Highway Block Grant							
R04	From State/Other							
01-3353-36-3412	Highway Block Grant	330,000.00	324,893.02	324,893.02	5,106.98	0.00	5,106.98	1.55
	R04 Sub Totals:	330,000.00	324,893.02	324,893.02	5,106.98	0.00	5,106.98	1.55

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Sub Totals:	330,000.00	324,893.02	324,893.02	5,106.98	0.00	5,106.98	1.55
Dept 01-3354 R04	Dept 3353 Sub Totals: Water Pollution Grant From State/Other	-330,000.00	-324,893.02	-324,893.02	-5,106.98	0.00		
01-3354-36-3413	NH State Aid Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R04 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 01-3356 R04	Dept 3354 Sub Totals: State & Fed. Forest Land Reim. From State/Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3356-33-3414	State & Fed Forest Land Reimb.	11.00	12.24	12.24	-1.24	0.00	-1.24	0.00
	R04 Sub Totals:	11.00	12.24	12.24	-1.24	0.00	-1.24	0.00
	Revenue Sub Totals:	11.00	12.24	12.24	-1.24	0.00	-1.24	0.00
	Dept 3356 Sub Totals: Other (Including RR Tax)	-11.00	-12.24	-12.24	1.24	0.00		
Dept 01-3359 R04	From State/Other							
01-3359-31-3460	R.R. Tax Reimbursements	400.00	543.49	543.49	-143.49	0.00	-143.49	0.00
01-3359-36-3451	Unanticipated - FEMA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3359-36-3452	Unanticipated DPW Reimbursement	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3359-36-3470	NH State Bridge Aids	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3359-90-0110	State Opioioid Grant	0.00	598.17	598.17	-598.17	0.00	-598.17	0.00
01-3359-90-0111	State COVID 19 Grants	0.00	259,786.41	259,786.41	-259,786.41	0.00	-259,786.41	0.00
01-3359-90-0112	ICAC Grant	0.00	7,140.75	7,140.75	-7,140.75	0.00	-7,140.75	0.00
01-3359-90-0113	State Drive Sober Grant	0.00	811.09	811.09	-811.09	0.00	-811.09	0.00
01-3359-90-0114	State Highway Safety Grant	0.00	766.30	766.30	-766.30	0.00	-766.30	0.00
	R04 Sub Totals:	400.00	269,646.21	269,646.21	-269,246.21	0.00	-269,246.21	0.00
	Revenue Sub Totals:	400.00	269,646.21	269,646.21	-269,246.21	0.00	-269,246.21	0.00
Dept 01-3379 R04	Dept 3359 Sub Totals: From Other Governments	-400.00	-269,646.21	-269,646.21	269,246.21	0.00		
01-3379-33-3421	From State/Other							
	SAU-SRO Reimbursement	90,000.00	92,409.05	92,409.05	-2,409.05	0.00	-2,409.05	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
01-3379-33-3499	Other Intergovernmental Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R04 Sub Totals:	90,000.00	92,409.05	92,409.05	-2,409.05	0.00	-2,409.05	0.00
	Revenue Sub Totals:	90,000.00	92,409.05	92,409.05	-2,409.05	0.00	-2,409.05	0.00
		-90,000.00	-92,409.05	-92,409.05	2,409.05	0.00		
Dept 01-3401	Dept 3379 Sub Totals:							
R05	Income from Departments							
01-3401-31-3772	Charges for Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3401-31-3773	Tax Office Income	100.00	0.00	0.00	100.00	0.00	100.00	100.00
01-3401-33-3517	Assessing Income	1,100.00	70.00	70.00	1,030.00	0.00	1,030.00	93.64
01-3401-34-3501	Town Office Income	170.00	0.00	0.00	170.00	0.00	170.00	100.00
01-3401-34-3773	Planning & Zoning Copies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3401-34-3774	Zoning Books & Income	5,000.00	2,762.40	2,762.40	2,237.60	0.00	2,237.60	44.75
01-3401-35-3773	Misc Zoning Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3401-36-3771	Library Misc Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3401-36-3773	DPW Billable Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3401-36-3773	DPW Copies and Misc Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3401-36-3796	DPW Burials	10,000.00	10,740.00	10,740.00	-740.00	0.00	-740.00	0.00
01-3401-36-3797	Cemetery Reimbursements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3401-36-3798	DPW Road Fines	500.00	0.00	0.00	500.00	0.00	500.00	100.00
01-3401-37-3503	Police Accident Reports	2,500.00	2,620.00	2,620.00	-120.00	0.00	-120.00	0.00
01-3401-37-3504	Police Bike Registration	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3401-37-3508	Police Misc.	50.00	1,119.42	1,119.42	-1,069.42	0.00	-1,069.42	0.00
01-3401-37-3517	Police Photo Revenue	0.00	200.00	200.00	-200.00	0.00	-200.00	0.00
01-3401-38-3510	Fire Reports	15,000.00	15,392.00	15,392.00	-392.00	0.00	-392.00	0.00
01-3401-38-3512	Fire Department Misc.	500.00	500.00	500.00	0.00	0.00	0.00	0.00
01-3401-38-3781	EMS Billing Income	500,000.00	270,525.34	270,525.34	229,474.66	0.00	229,474.66	45.89
01-3401-38-3782	EMS - Educational Institute Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3401-38-3783	Mont Vernon Ambulance Income	17,000.00	17,000.00	17,000.00	0.00	0.00	0.00	0.00
01-3401-80-9999	Deposit Variances	0.00	11,837.46	11,837.46	-11,837.46	0.00	-11,837.46	0.00
	R05 Sub Totals:	551,920.00	332,766.62	332,766.62	219,153.38	0.00	219,153.38	39.71
	Revenue Sub Totals:	551,920.00	332,766.62	332,766.62	219,153.38	0.00	219,153.38	39.71
		-551,920.00	-332,766.62	-332,766.62	-219,153.38	0.00		
Dept 01-3403	Dept 3401 Sub Totals:							
R05	Septic User Charges							
01-3403-36-2001	Charges for Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Septic User Charges							
	R05 Sub Totals:	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
	Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 01-3404 R05	Dept 3403 Sub Totals: Landfill Income Charges for Services	0.00	0.00	0.00	0.00	0.00		
01-3404-36-3520	Landfill Income - Propane Tanks	850.00	717.00	717.00	133.00	0.00	133.00	15.65
01-3404-36-3521	Landfill Income Tires	1,300.00	1,262.50	1,262.50	37.50	0.00	37.50	2.88
01-3404-36-3522	Landfill Income - Scrap Metals	13,000.00	6,240.25	6,240.25	6,759.75	0.00	6,759.75	52.00
01-3404-36-3523	Landfill Income - Freon & Misc.	5,000.00	4,360.00	4,360.00	640.00	0.00	640.00	12.80
01-3404-36-3524	Landfill Income Demolition	75,000.00	64,454.80	64,454.80	10,545.20	0.00	10,545.20	14.06
01-3404-36-3525	Landfill Income - TV/CRT	3,500.00	3,490.00	3,490.00	10.00	0.00	10.00	0.29
01-3404-36-3526	Landfill Income Compost	1,500.00	2,646.10	2,646.10	-1,146.10	0.00	-1,146.10	0.00
01-3404-36-3527	Landfill Branches >6'	0.00	874.00	874.00	-874.00	0.00	-874.00	0.00
01-3404-36-3528	Landfill Income Batteries	1,600.00	1,444.56	1,444.56	155.44	0.00	155.44	9.72
	R05 Sub Totals:	101,750.00	85,489.21	85,489.21	16,260.79	0.00	16,260.79	15.98
	Revenue Sub Totals:	101,750.00	85,489.21	85,489.21	16,260.79	0.00	16,260.79	15.98
Dept 01-3501 R06	Dept 3404 Sub Totals: Sale of Municipal Property Miscellaneous	-101,750.00	-85,489.21	-85,489.21	-16,260.79	0.00		
01-3501-31-3247	Sale of Deeded Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3501-33-0250	Sale -AFR Vehicles& Equip	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3501-33-3248	Sale of Municipal Property	15,000.00	0.00	0.00	15,000.00	0.00	15,000.00	100.00
01-3501-36-3244	Tomb Fees	400.00	300.00	300.00	100.00	0.00	100.00	25.00
01-3501-36-3246	Right To Inter	11,000.00	19,400.00	19,400.00	-8,400.00	0.00	-8,400.00	0.00
01-3501-37-3249	Sale of Police Cruisers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3501-38-3250	Sale of AFR Surplus Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	26,400.00	19,700.00	19,700.00	6,700.00	0.00	6,700.00	25.38
	Revenue Sub Totals:	26,400.00	19,700.00	19,700.00	6,700.00	0.00	6,700.00	25.38
Dept 01-3502 R06	Dept 3501 Sub Totals: Interest on Investments Miscellaneous	-26,400.00	-19,700.00	-19,700.00	-6,700.00	0.00		
01-3502-33-3250	Interest Checking Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3502-33-3251	Interest On Investments	340,200.00	101,530.58	101,530.58	238,669.42	0.00	238,669.42	70.16
	R06 Sub Totals:	340,200.00	101,530.58	101,530.58	238,669.42	0.00	238,669.42	70.16

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Sub Totals:	340,200.00	101,530.58	101,530.58	238,669.42	0.00	238,669.42	70.16
Dept 01-3504	Dept 3502 Sub Totals:	-340,200.00	-101,530.58	-101,530.58	-238,669.42	0.00		
R06	Fines and forfeits							
01-3504-31-3261	Miscellaneous							
01-3504-37-3058	Penalties & Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3504-37-3261	Police Parking Ticket Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3504-37-3262	Police Court Fines	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
	Police Dog Fines	1,500.00	375.00	375.00	1,125.00	0.00	1,125.00	75.00
	R06 Sub Totals:	2,500.00	375.00	375.00	2,125.00	0.00	2,125.00	85.00
	Revenue Sub Totals:	2,500.00	375.00	375.00	2,125.00	0.00	2,125.00	85.00
Dept 01-3508	Dept 3504 Sub Totals:	-2,500.00	-375.00	-375.00	-2,125.00	0.00		
R06	Contributions and Donations							
01-3508-33-3270	Miscellaneous							
01-3508-33-3450	Library Donations (Gifts)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3508-37-3270	Charitable Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3508-38-3270	Police Donations (Gifts)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01-3508-39-3270	Fire Rescue Donations (Gifts)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Recreation Donations (Gifts)							
	R06 Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Revenue Sub Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 01-3509	Dept 3508 Sub Totals:							
R06	Other Miscellaneous Sources							
01-3509-33-3288	Miscellaneous							
01-3509-33-3453	Refunds To Town	0.00	-180.80	-180.80	180.80	0.00	180.80	0.00
01-3509-33-3454	Unanticipated-General Gov't	2,000.00	241.22	241.22	1,758.78	0.00	1,758.78	87.94
01-3509-33-3456	Unanticipated Ins Primex	0.00	3,055.39	3,055.39	-3,055.39	0.00	-3,055.39	0.00
01-3509-33-3457	Insurance Reimbursement Other	0.00	29,366.10	29,366.10	-29,366.10	0.00	-29,366.10	0.00
	Ins Reimbursement Property	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	R06 Sub Totals:	2,000.00	32,481.91	32,481.91	-30,481.91	0.00	-30,481.91	0.00
R08	Other Financing							
01-3509-90-2280	Discounts Taken	0.00	601.75	601.75	-601.75	0.00	-601.75	0.00
	R08 Sub Totals:	0.00	601.75	601.75	-601.75	0.00	-601.75	0.00

Account Number	Description	Budget Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amount	Available	% Available
	Revenue Sub Totals:	2,000.00	33,083.66	33,083.66	-31,083.66		-31,083.66	0.00
	Dept 3509 Sub Totals:	-2,000.00	-33,083.66	-33,083.66	31,083.66			
	Fund Revenue Sub Totals:	5,585,511.00	35,908,789.67	35,908,789.67	-30,323,278.67		-30,323,278.67	0.00
	Fund Expense Sub Totals:	0.00	0.00	0.00	0.00		0.00	0.00
	Fund 01 Sub Totals:	-5,585,511.00	-35,908,789.67	-35,908,789.67	30,323,278.67			
	Revenue Totals:	5,585,511.00	35,908,789.67	35,908,789.67	-30,323,278.67		-30,323,278.67	0.00
	Expense Totals:	0.00	0.00	0.00	0.00		0.00	
	Report Totals:	-5,585,511.00	-35,908,789.67	-35,908,789.67	30,323,278.67			



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Part-Time Dispatcher Hire
Meeting Date: August 23, 2021

Department: Police Department
Staff Contact: Mark Reams

BACKGROUND INFORMATION:

Part-time Dispatcher appointment to augment agency's part-time employee roster for necessary shift coverage.

BUDGET IMPACT:

(Include general ledger account numbers)

N/A

POLICY IMPLICATIONS:

N/A

DEPARTMENT HEAD RECOMMENDATION:

Approve

SUGGESTED MOTION:

Move to appoint Ms. Jordynne Walker to the position of Part-Time Dispatcher with the Amherst Public Safety Communications Center.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. PT Dispatcher, Memo and PAR



Memorandum

To: Board of Selectmen
Cc: Dean Shankle, PhD, Town Administrator
From: Mark O. Reams, Chief of Police
Date: August 10, 2021
Re: *Part Time Dispatcher Appointment*

On behalf of Amherst Public Safety Communications Center (APSCC), I am requesting that the Board of Selectmen approve the appointment of **Ms. Jordynne Walker** to the position of **Part Time Dispatcher**. Ms. Walker is a resident of Milford and recent college intern with the APSCC, and has undergone the agency's extensive pre-employment background investigation. Ms. Walker's appointment will augment shift coverage as needed within the Communications Center.

Thank you for your consideration.

P
A
RTOWN OF AMHERST
PERSONNEL ACTION REQUESTP
A
RName of Employee: **Jordynne Walker** Employee #:

XXXX	NEW HIRE	_____	Probation Completion	_____	Leave without pay
_____	Bonus Pay	_____	Promotion	_____	FMLA Leave
_____	Re-Hire	_____	Transfer	_____	Suspension without pay
_____	Pay Increase	_____	Termination /Resignation	_____	Other (Please describe in text box)

Current Position: (fill in all blanks) Change to: (fill in only changed data)

Department: Communications Center	Department:
Division:	Division:
Position: Dispatch Trainee	Position:
Category: Part Time	Category:
Grade/Step: 3-1	Grade/Step:
Account: 01-4299-10-1115	Account:
Account:	Account:
Account:	Account:
Account:	Account:
Exempt Non Exempt	
Wages:	Wages
Hourly (per hour): \$17.72	Hourly (per hour):
Salary (per pay period):	Salary (per pay period):

Effective date or period of action: August 23, 2021

Reason for Action New Part Time Hire

Requesting Supervisor:

Printed Name
Mark O. Reams

Signature

Date
7/27/2021

Approval of Department Head:

Signature

Date

Approved

Disapproved

Amended as shown

Comments:

Town Administrator Signature:

Date

I certify that I have received a copy of this PAR.

Employee Signature:

Jordynne Walker

Date

07/28/21

Original-PERSONNEL FILE copy to PAYROLL	DEPT HEAD	EMPLOYEE	
Date	Date	Date	Date



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: CLG Grant Paperwork

Department: Community Development
Office

Meeting Date: August 23, 2021

Staff Contact: Nic Strong

BACKGROUND INFORMATION:

In February of 2021, Will Ludt, on behalf of the Heritage Commission, submitted a Certified Local Government Grant Application to the NH Division of Historical Resources (DHR), to map historic resources outside of the Historic District and create a new StoryMap of some of the Town's most interesting historic landmarks. Signs will be placed at selected locations that will include a QR code that can be scanned to smart devices so that information can be accessed on the spot. The project is to be accomplished with NRPC and Katy Holmes, Architectural Historian, along with the Heritage Commission, Amherst Historians, citizens and students. See grant application attached.

On May 5, 2021, we were informed that the Town of Amherst's grant application had been funded in the amount of \$5,200, although the DHR was still awaiting the money from the National Park Service.

On August 2, 2021, we received confirmation that the money was available and the last few paperwork items were required. To that end, we are requesting that the Board of Selectmen designate a Town Official on the attached Certificate of Municipality to enter into and to sign the grant agreement. There is a motion included in the Certificate of Municipality for this purpose.

Once the Board of Selectmen has made this resolution, the remaining paperwork (Certificate of Municipality and Form SF-424B) will be completed and submitted to the DHR so that the project can take place.

BUDGET IMPACT:

(Include general ledger account numbers)

No budget impact - in-kind amount of \$4,012.00 for volunteer time was indicated on the application.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

That the Board of Selectmen move to authorize a Town Official to enter into this agreement with the Department of Natural and Cultural Resources for the CLG Grant as described above.

SUGGESTED MOTION:

I move that _____ (*name and title of Town Official signing the agreement*) is duly authorized to enter into contracts or agreements on behalf of the Town of Amherst with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents on behalf of this municipality which may be in his/her judgment desirable or necessary to effect the purpose of this resolution.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2021 CLG Grant Application
2. 2021 Complete Grant Package-Amherst
3. Municipal Certification of Authority
4. SF 424 Forms



Certified Local Government Grant Application
for Federal Fiscal Year 2021
period of performance October 1, 2020-September 30, 2022

Application Deadline: On or before Noon, Thursday, February 18, 2021.

Application Format: ***NEW* Both email + hard-copy submissions are required for 2021**

1) Submitted in PDF format to Tiffany.L.Provost@dn-cr.nh.gov by the above-stated deadline

2) A hard-copy of all materials must be received at the DHR by Friday, 26 February, 2021

(Reference: Loughlin, Brandee email, Tues, Jan 5, 2021 4:39PM; Deadline Extension for FY2021 CLG Grant Application and Manual)

For questions, please contact Brandee Loughlin at Brandee.R.Loughlin@dn-cr.nh.gov

What to Submit: All application materials must be submitted prior to the application deadline.
A complete application consists of the following items:

- ☐ A fully completed Application Form signed by CLG Coordinator and the Chief Elected Local Official (or designee).
- ☐ A fully completed Proposed Budget Form signed by the Chief Elected Local Official (or designee).
- ☐ ****NEW**** One or more quotes from a qualified consultant who may carry out the work proposed in the application. The quote submitted does not bind the community to working with a particular consultant.
- ☐ A copy of the Executive Summary from the most recent municipal financial report/single audit. The DHR may ask for a full copy of the entire report, if necessary.
- ☐ Any supporting materials, such as photographs, reports, assessments, etc. that support and inform the proposed project.

Name of CLG Community: Amherst

Name of Primary Contact: William Ludt

Telephone: 603-801-0507

Email: wludt52@aol.com

Mailing Address: 3 School Street; Amherst, NH 03031

Project Name: "From Bookshelves to the Public- Amherst CLG"

Amount of Grant Request: \$5,200.00

Matching Share (if applicable):

Cash: _____

In-Kind: \$4,012.00

Total Project Cost (Grant Request + Matching Share): \$5,200.00 + \$4,012.00= \$9,212.00

Project Category: Please check the appropriate category and describe the details of the proposed project in the Project Summary Section.

Priority I Projects

Top priority in the selection of projects and award of grant funds is given to Priority I projects.

- ☐ **Survey & Inventory Project** (leading to National Register determination of eligibility or nomination)
- ☐ **National Register Project** (listing a property or district to the National Register of Historic Places).
- ☐ **Preservation Planning Project** (Municipal Master Plan chapter update, Design Guidelines, etc.)
- ☒ **Information and Education Project**

Priority II Projects

Awarded only if grant funds remain after all Priority I projects have been selected.

- ☐ **Pre-Development Project** (Historic Structures Reports, Building Assessments, Architect or engineering studies, etc.) purpose of the project;

Priority III Projects

Awarded only if grant funds remain after all Priority I and Priority II projects have been selected.

- ☐ **Development Project** (Rehabilitation of municipally-owned, National Register-listed property, resulting in preservation covenant or term easement based on funding amount)

Project Summary (in the space below please describe the proposed project and what will be accomplished with the grant):

How was this project identified? Briefly describe the property/area to be surveyed (attach a map and photos to illustrate). Estimate the number of properties and total acreage that will be surveyed. Describe the scope of work and products to be produced.

*For **Priority II and III** projects, describe the property to be rehabilitated and provide proof of National Register-listing as an attachment. Describe the scope of work and how the project will meet the Secretary of the Interior's Standards for Rehabilitation. For **Priority III** projects, provide a copy of the building's Historic Structures Report or plans that demonstrate that the work proposed meets the Secretary of the Interior's Standards for Rehabilitation.*

The Amherst Heritage Commission seeks to encourage the appreciation and preservation of Amherst's rich historic heritage through public online maps. Specifically, the Heritage Commission would like to centralize the Commission's existing GIS data and guide residents and members of the public through key highlighted information. This grant project was identified after it was seen what the power of the GIS mapping tools can do in representing historic resources from the NH Stonewall Mapping tool. The plan is to cover historic resources outside of the Amherst Historic District since they are already well identified and mapped in the National Register. The entire footprint of Amherst will be considered, less the Historic District.

The Amherst Heritage Commission is planning on using the talents and professional attributes of two consultants in support of the grant. The Nashua Regional Planning Commission will be the predominant consultant in executing Task 1 thru Task 3. With NRPC's vast knowledge in GIS mapping and story board generation, they are more than well suited to execute the assigned tasks. At NHDHR's request for reviewing and vetting of all historical data in ensuring proper form and functional data is keeping with historical data standards, the Amherst Heritage Commission is planning on using the services of a consultant currently on NHDHR's List of Architectural Historians, Ms Katy Hax Holmes. The Heritage Commission has previously used Ms Holmes's services in a successful grant in researching and documenting four key Amherst farms. The Heritage Commission is pleased to be working with Ms Holmes again. Ms Holmes will be assigned Task 4. Task 5 will be completed by the Amherst Heritage Commission in accomplishing the Community Awareness and Public Education portion.

Task 1: Data Preparation

1a. Heritage Sites

NRPC will adapt the town's existing point inventory containing historical resources for improved public presentation. We will introduce a system of site identifiers, adjust the data model to contain and display critical attributes, refine point locations of sites, and review all data for uniformity and logical consistency. The data scheme will support both applications described in Task 2. Importantly, we will reconcile the inventory against the geocoded Locke file shapefile prepared by a volunteer in 2011 for the Historical Society of Amherst. The final deliverable is expected to contain approximately 400-500 point features.

1b. Historic Map Images

NRPC will prepare the following images layers for the Town's online use:

- 1858 Map of Hillsborough County
- 1892 Hurd Atlas Map of Amherst
- 1949 Howard Locke Town and Village Maps
- Pine Rust Blister maps and index polygon layer.

High-quality scans of these maps will be georeferenced to real-world coordinate space. NRPC will host the map images and adapted point data online as thematic layers.

Task 2: Application Development

2a. Map Layer Viewer

NRPC will create an up-to-date public map layer viewer for the Heritage Commission. The intended audience of the viewer will be primarily Heritage Commission members, researchers, and others motivated to explore the Commission's available data, including the map images, historic resource points prepared in Task 1 of this scope of work, and the following layers:

- 1906 and 1953 USGS quads
- LiDAR terrain
- Digitized stone walls
- Historic district boundary
- Trails
- Scenic Roads and Setbacks
- Conserved Land

The viewer will feature typical web mapping tools such as pan/zoom, layer toggle on/off, search by site name, address, ID, lat/long, and configured informational popups. NRPC recommends a desktop browser for viewing the map layer viewer.

2b. StoryMap Shortlist

NRPC will create a new StoryMap Shortlist for the Heritage Commission. The intended audience of the viewer will be the general public who are seeking a fun, and easy-to-use introduction to some of the Town's most interesting historic landmarks. We will use the Shortlist StoryMap template by ESRI for this task. This template provides a "pins on the map" interface with accompanying site information and pictures. In contrast to the map layer viewer, the Storymap Shortlist can be used effectively on both desktops and mobile devices. The StoryMap Shortlist will include up to 25 sites, which may include the following:

- | | |
|--|--|
| • Town Hall and Old Burial Ground | • Amherst Country Club Walkway Bridge (former Rt 122 Bridge) |
| • Corn Crib (with Cooperage) | • Foundations (Milk Road, B&M Trail, Plumb Trail Foundation) |
| • Town Beach | • Quarries (Patch Hill) |
| • Baboosic Lake B&M Rail Stop Foundation | • School Houses |
| • Sawyer Cottage (PMEC) | • Horace Greely Homestead |
| • 4 Farms (Previous CLG Grant) | • Luther Melendy Farmstead Foundation |
| • Robert Frost House | • Camp Young Judea |

Both the new viewer and shortlist applications will be designed with historic styling and cartography; respecting the Heritage Commission's branding (logos, colors, etc).

Task 3: Sign Template Design

NRPC will design a sign template that can accommodate site name, a short narrative description, and QR codes(s) to online resources of the Heritage Commission's choosing (GIS web layer viewer, site web page hosted by the Heritage Commission, etc.). The template and fonts will be provided in Microsoft Publisher. NRPC will populate the template for 10 sites of the Heritage Commission's choosing and will also provide the template and fonts (Microsoft Publisher format) and instructions so that additional signs can be created by the Heritage Commission in the future. No federal funds will be used for the procurement of the actual signs

Task 4: Historical Technical Review and Vetting (Ms Katy Holmes)

As part of our grant, the Amherst Heritage Commission will utilize the architectural historian services of Katy Holmes, who is currently on the NHDHR recommended list of consultants. During the process of the grant acceptance process interview in the fall of 2020, NHDHR suggested that the Heritage Commission take on an architectural historian to assist in making our GIS mapping project more effective. Ms Holmes's responsibility will be to vet and review the historical materials implemented within our project in ensuring that the presented data is properly acceptable, accurate and in keeping with norms of historical data.

Task 5: Community Awareness, Education and Public Access

The final task under this grant is to make the products and mapping tools accessible to the general public. This task of making the product available to the public for Community Awareness and Public Education will fall to the Heritage Commission. The Heritage Commission has a long and successful history of providing information to the public. The intent is to use all of the methods and sources as stated in Question 1 below of this application. We are committed to making our history and heritage resources available to the public of all age brackets.

Please Answer the Following Questions:

1. How will the public be informed about the purpose of this project and the value of historic preservation? (note: public information and education is a required component of *all* CLG grant projects). Who will benefit and how will they benefit from this project?

The Town of Amherst has a very active and very interested public when it comes to Amherst's heritage or history. One of our most important goals in the Town's Master Plan is to "Maintain Amherst's rural character and heritage". This CLG grant will further that goal in informing our citizens of our rich heritage. The public will be informed, via a myriad of options.

The following is a list of how the Heritage Commission plans to inform the public:

- 1) maintain and implement the new products from this grant- GIS mapping, story boards and interesting stories that will make history come alive
- 2) plan for two public meetings, via Zoom or face to face if COVID permits, giving a solid presentation on new capabilities
- 3) advertise on our Town website
- 4) contact the Amherst Town Library and provide instructions to the Reference Librarian on use of the new systems
- 5) the Heritage Commission has a past history of giving presentations to the Souhegan High School history classes- we will schedule time with the high school student classes
- 6) contact the local historical society with the details of our system
- 7) demonstrate to the Freedom's Way National Heritage Area Board of Directors the results of the grant with documentation and garner interest among the New Hampshire towns.

The Heritage Commission is committed to using the results of the system to further educate and inform our public of our rich historic legacy.

2. Describe the timeline for how this project will be accomplished. Use the table provided below to assist with drafting the project schedule assuming a starting date of **March-April 2021** and completion date of **July 31, 2022**. List dates such as subcontracting with consultants, on-site meetings, delivery of draft products, and public meetings, as applicable.

Date	Task/Product Completed	Completion Dates
March-April 2021	NHDHR Awards Grant to Amherst CLG	
April 2021	Subcontracting with Consultants- NRPC and Ms Holmes	15 Days after Grant Award
15 April 2021	Implementation of <u>Task 1a</u> : Data Preparation- Historic Inventory	15 July 2021
July 2021- February 2022	Implementation of <u>Task 4</u> : Historical Technical Review and Vetting	15 February 2022
June 2021	Mini-Review with Consultants	1 July 2021
1 May 2021	Implementation of <u>Task 1b</u> : Data Preparation- Historic Map Images	15 July 2021
15 October 2021	Project Update #1 Report Due to NHDHR	10 October 2021

1 August 2021	Implementation of <u>Task 2a</u> : Application Development: Map Layer Viewer	30 November 2021
1 November 2021	Mini-Review with Consultants	15 November 2021
15 September 2021	Implementation of <u>Task 2b</u> : Application Development-StoryMap Shortlist	23 December 2021
15 January 2022	Project Update #2 Report Due to NHDHR	10 January 2021
15 December 2021	Implementation of <u>Task 3</u> : Sign Template Designs for 10 locations	30 January 2022
15 January 2022	Final Mini Review with Consultants	10 January 2022
February-May 2022	Implementation of <u>Task 5</u> : Community Awareness and Public Education and Access-Include Public Meetings at Heritage Commission Meeting, Town Library, Souhegan High School Demonstrations, etc	15 May 2022
15 April 2022	Project Update #3 Report Due to NHDHR	10 April 2022
31 July 2022	Project Completion Deadline-Final Product Due	May-June 2022
30 September 2022	Deadline to Submit Final Project Report and Request Reimbursement to NHDHR	1 September 2022

(Reference: Deadlines and Report Deadline to NHDHR highlighted in Yellow)

- Describe how your project meets at least one goal, objective, or strategy from the [New Hampshire 5-Year Preservation Plan \(https://www.nh.gov/nhdhr/programs/plan.htm\)](https://www.nh.gov/nhdhr/programs/plan.htm).

The Amherst Heritage Commission plans to meet Goal 2 of the 5-Year Preservation plan with our proposed CLG application. Goal 2, with its Objective and Strategies referenced below is a hand in glove fit for what we plan to accomplish in our grant. Our Letter of Intent to NHDHR stated "The primary goal of the project is to get our historical heritage data out of the closet or bookshelf into the hands of the public who can enhance their knowledge of Amherst's deep/plentiful/abundant heritage, bringing access truly into the 21st century." Our plan is to have an aggressive posture to providing the public better access to the historic data by using 21st century GIS-based mapping and StoryMap platforms to accomplish the assembled heritage information. By using our GIS mapping tools, the public will have an enhanced knowledge of our historic resources. A great example of this would be in having online data of our historic mid-19th century Corn Crib on display off of a Conservation hiking trail. Visitors can enhance their hiking experience, not only by hiking one of our trails, but being able to access historic data from our GIS platform that describes the important data associated with our Corn Crib.

Our grant will also meet Objective 2 by allowing the public in multiple forums, whether at the Amherst Town Library, within our schools' history curriculum, our local historical society,

social media and the Freedom's Way National Heritage Area footprint, to appreciate the "sense and purpose of place". The data will be online and readily available.

For completeness, Goal 2, Objectives 1 and 2 with Strategies is repeated below from the NH 5-Year Preservation Plan:

"Goal 2: Expand accessibility to existing information and guidance.

Objective 1: Assemble existing preservation information and guidance.

Strategies:

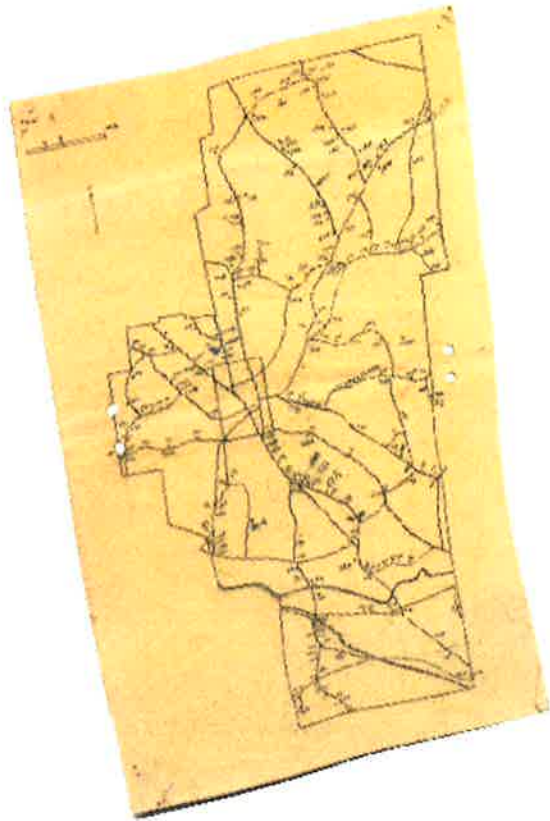
- Create a dynamic collection of preservation best practices, tools, and funding resources.
- Create a comprehensive GIS-based historic and archaeological property research platform that will continually be updated.
- Develop region-wide research themes and contexts that will help guide survey efforts.
- Increase collaboration across information-sharing platforms to ensure that historical resources information is accessible in statewide systems.

Objective 2: Enhance dissemination of information and guidance.

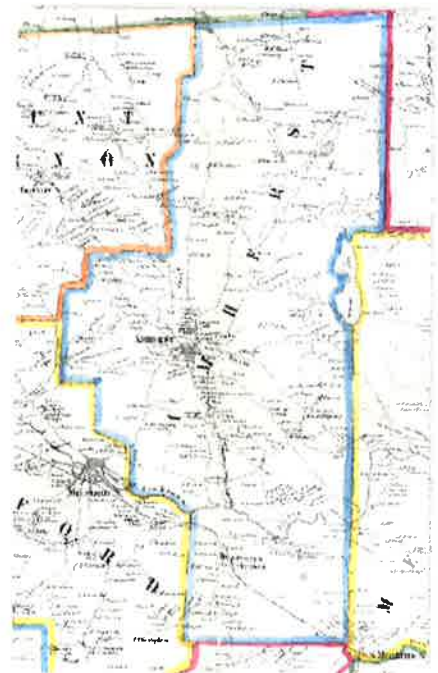
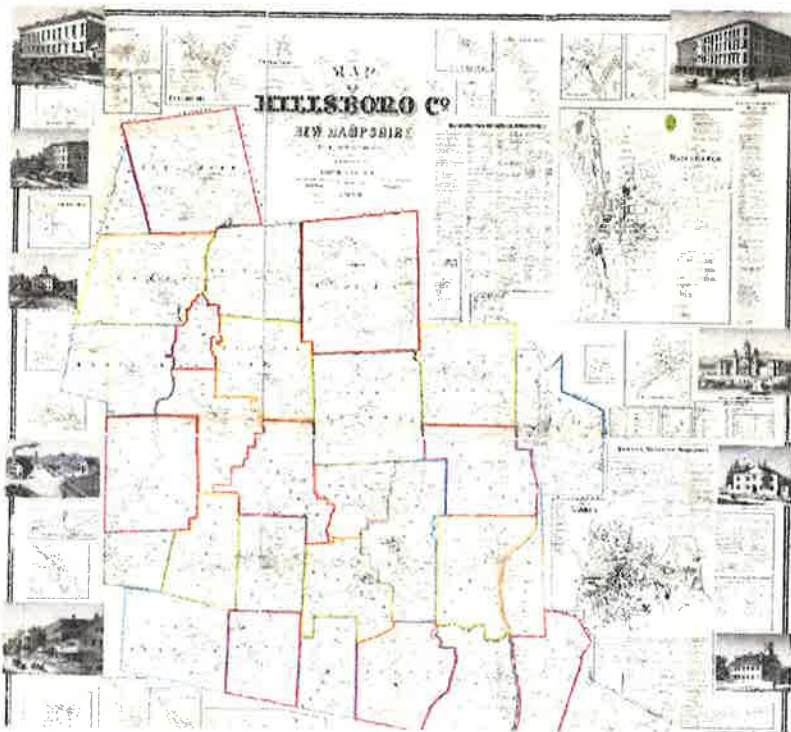
Strategies:

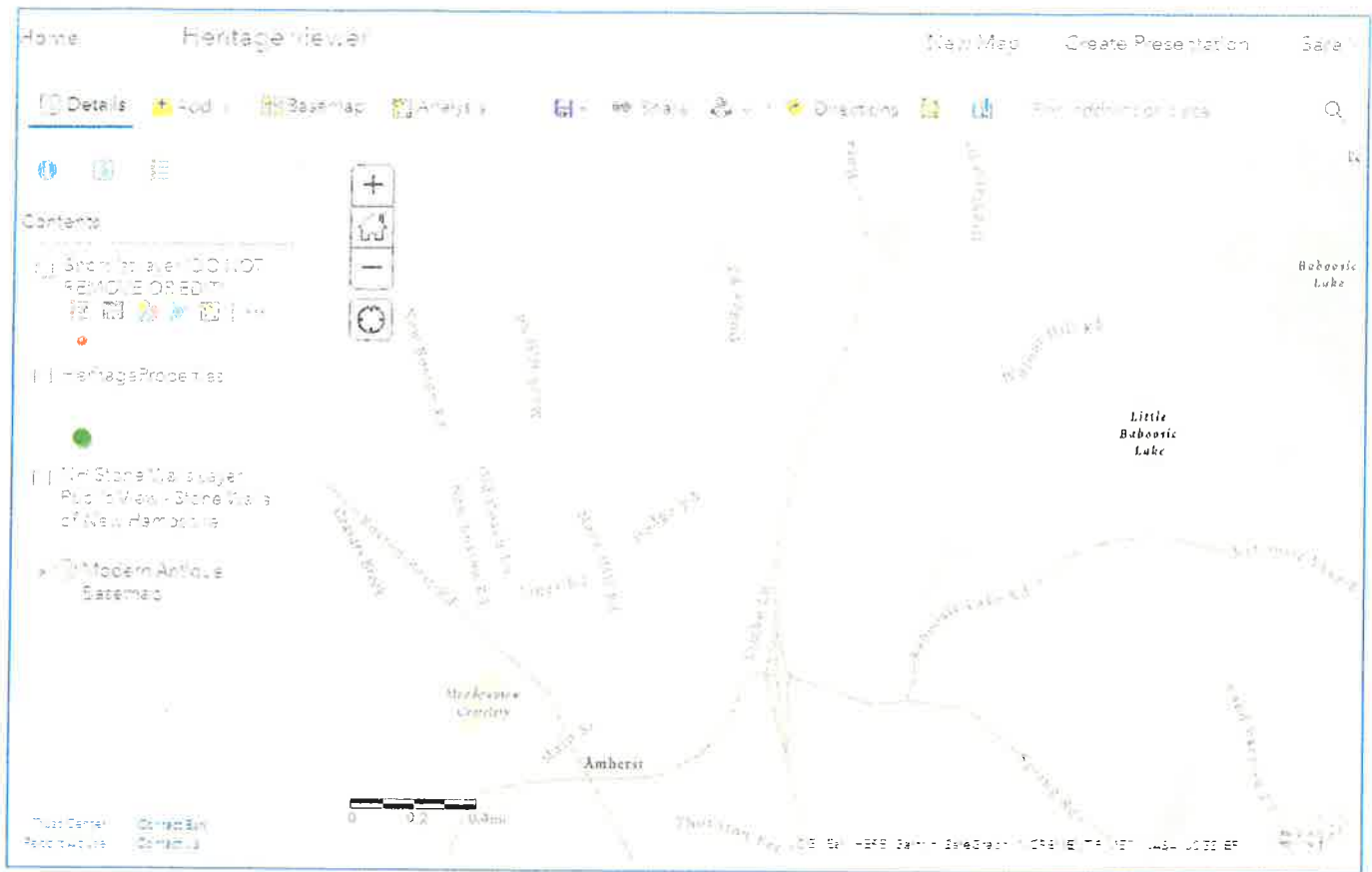
- Create regional coordinated networks among communities.
- Increase the presence of historic preservation organizations and commissions at established community gathering places and events, such as local farmers' markets and Old Home Day celebrations.
- Develop new and different ways to reach out and promote preservation to the public, such as social media campaigns and table top displays at local businesses.
- Use public event calendars, such as nh365.org, to promote history-related events.
- Publicize online resources for information and guidance.
- Share community historic resource survey findings with elected officials and local residents.
- Share community visioning session results."

(Reference: New Hampshire 5- Year Preservation Plan, page 48)

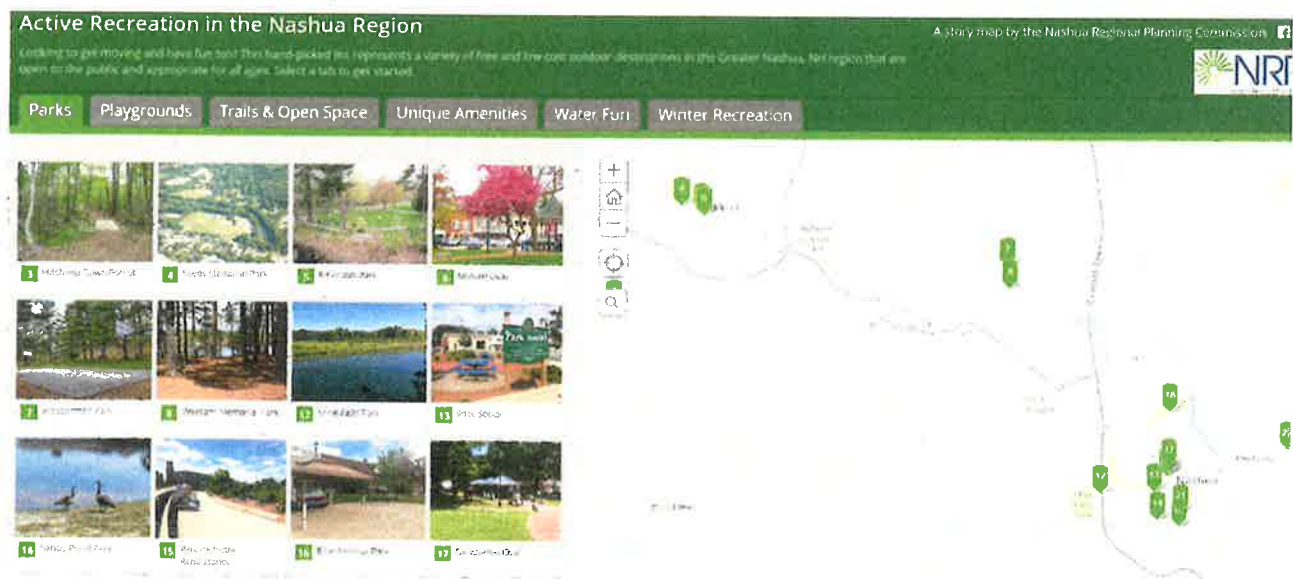


NRPC will georeference historic maps for incorporation into the viewer. Left: non-georeferenced Hurd map, 1892. Right: Georeferenced Locke Town-wide map, 1949. Below: Chase Map of Hillsborough Co, 1852.





"Skeleton" Map Layer Viewer with several map layers and modern antique basemap styling. This viewer will be populated with many more layers prepared in Task 1 and will feature Heritage properties.



Example NRPC StoryMap Shortlist. A similar mobile-friendly application will be created for the Amherst CLG Grant.

Signatures: After completing the application, print it out and have each of the two signatories sign and date this page. Then scan the complete application and supporting materials as PDFs and submit it by email to Tiffany.L.Provost@dn-cr.nh.gov BY 8 AM on TUESDAY, FEBRUARY 18, 2021. One hard-copy of all materials must be received at the DHR by Tuesday, , 2021.

Please be aware that you are not permitted to begin work on your project under any circumstances until your contract with the New Hampshire Division of Historical Resources (NHDHR) is fully executed. The NHDHR's contract schedule is dependent on Congress and the National Park Service. The date that HPF funding is available to SHPOs for disbursement to CLGs changes annually.

- ☐ I understand that I may not begin work on my project until my contract with the NHDHR is fully executed at a time subject to the schedule of the National Park Service.

All work must meet the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation. Survey projects must also meet the standards established by the NHDHR and detailed in the manuals for Architectural Survey in New Hampshire. Work not meeting the Secretary of the Interior's Standards in the judgment of the NHDHR shall not be reimbursed.

- ☐ I understand that all work must meet the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation and when applicable, survey standards established by the NHDHR.

Projects must be fully completed by July 31, 2022. Your timeline should reflect this deadline. Please check the box below to agree to this deadline. Failure to agree with this deadline will compromise your CLG's eligibility to receive grant funding.

- ☐ I understand that my project must be completed by July 31, 2022, to comply with National Park Service requirements. I understand that failure to comply with this deadline could result in the NHDHR declaring all/part of the work ineligible for reimbursement.

Certification: This application is submitted to the NHDHR for funding consideration under the Certified Local Government provisions of the National Historic Preservation Act of 1966 as amended. I certify that _____ has an approved certification Agreement and is eligible for participation in this program. I understand and agree to sign a "Certification Regarding Debarment, Suspension and Other Responsibility Matter, Drug-Free Workplace Requirements and Lobbying" if awarded funds.

Signature of Chief Elected Official (or designee) _____

Title Town Administrator Date 02/10/2021


Signature of CLG Coordinator _____

Title CHAIR, AMHERST HERITAGE COMMISSION Date 2/10/2021

Name of CLG Community: Amherst			
Name of CLG Project: "From Bookshelves to the Public- Amherst CLG"			
CLG Community's DUNS # (if grant request is \$25,000 or higher):			
Grant Request (Federal Amount) : \$5,200.00			
Matching Share (Nonfederal Amount): Cash \$ In-Kind \$4,012.00 of In Kind Volunteer			
Total Project Cost (Grant Request + Matching Share): \$5,200.00 + \$4,012.00= \$9,212.00			
Paid Consultants (Vendor name and/or brief description of services):	Federal Amount	Nonfederal Amount (Matching Share)	Total
Nashua Regional Planning Commission (NRPC)-centralize GIS mapping data	\$4,200.00		\$4,200.00
Ms Katy Holmes- Architectural Historian	\$1,000.00		\$1,000.00
		Total	\$5,200.00
Paid Staff (Name, Title):	Federal Amount (Hourly Rate x # of Hours)	Nonfederal Amount (Hourly Rate x # of Hours)	Total
Volunteers (Name, Title):	Federal Amount (Hourly Rate x # of Hours)	Nonfederal Amount (Hourly Rate x # of Hours)	Total
Amherst Heritage Commission members, several Amherst Historians, citizens and students		\$26.23/hr x 132.00 hrs= \$3,462.00	\$3,462.00
Supplies (Brief Description):	Federal Amount	Nonfederal Amount	Total
Travel (Brief Description; \$0.58 per mile):	Federal Amount	Nonfederal Amount	Total
Local travel, site visits for fact finding, etc		120 miles x \$0.58/mile= \$70.00	\$70.00
Other Expenses (Brief Description):	Federal Amount	Nonfederal Amount	Total
Rental Space for Community Awareness and Education		\$480.00	\$480.00
Total:	\$5,200.00	\$4,012.00	\$9,212.00

** Please feel free to add lines as appropriate to the budget above.

Attachments:

- Amherst Audit Summary- 2019  Audit summary 2019.pdf
- NRPC Proposal  NRPC_AHC_Contract.pdf
- Katy Holmes Proposal  Katy Hax Holmes.docx



NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES

State of New Hampshire, Department of Natural and Cultural Resources
19 Pillsbury Street, Concord NH 03301-3570

603-271-3483
603-271-3485

FAX 603-271-3433 preservation@dncr.nh.gov Voice/TDD RELAY ACCESS 1-800-735-2964

Instructions to Grantees

The following contract materials are needed from grantees to process your grant payment (details outlined below). Use this checklist to ensure that all appropriate materials are provided to the DHR:

- ☐ Grant Agreement
- ☐ Certificate of Municipality
- ☐ Scope of Work
- ☐ Certificate of Insurance
- ☐ SF-424B or Sf-424D (as appropriate)

Item 1:

Municipalities should execute a Certificate of Municipality **before** the Grant Agreement is signed. This certificate designates who is authorized by the town or city to enter into agreements and contracts. **Dates are VERY IMPORTANT on this form! The date of the meeting of the town to accept the grant to appoint the legal signer must be either before or the same day that you sign all the other grant documents (not after). Sign and notarize the Certificate of Municipalities before or on the same day you sign and notarize the grant agreement.** Keep a copy for your files.

1. It is important that the person signing the Certificate of Municipalities be previously authorized to do so by the board.
2. Where the secretary or clerk is to sign, this must be the secretary or clerk of the town.

Item 2:

Grant Agreement

After completing Step 1, execute the enclosed Grant Agreement. Sign and date the agreement in front of a notary ***so the dates are the same***. Keep one copy for your files and return one to the DHR.

Item 4:

Scope of Work

Please submit a scope of work detailing the work to be accomplished under the grant as well as the name(s) of the contractor(s) doing the work.

Item 5:

Certificate of Insurance

This is the municipality's Certificate of Insurance, not the contractor for your proposed project. Comprehensive General Liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and fire and extended coverage insurance covering all property subject to in an amount not less than 80% of the whole replacement value of the property; and Workers' Compensation . *The policies shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire. The Contractor shall furnish to the Contracting Officer, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.*

Please have the Department of Natural and Cultural Resources, 172 Pembroke Road, Concord, NH 03301 listed as the additional certificate holder.

Item 6:

SF-424 Series

This is a series of forms from the Federal government that must be completed. The SF-424B is for non-construction projects and the SF-424D is for construction projects. They should be signed by the person authorized to enter into contracts with the State.

If you have any questions, please contact Brandee Loughlin at Brandee.R.Loughlin@dncr.nh.gov.

GRANT AGREEMENT Grant # CLG-P21AS00231-01

New Hampshire Division of Historical Resources

This agreement between the State of New Hampshire, Division of Historical Resources (hereinafter "DHR") and the Town of Amherst (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. GRANT PERIOD: Pending Contract Execution – September 30, 2022
2. OBLIGATION OF THE GRANTEE: The Grantee agrees to accept \$5,200 and apply it to the project(s) described in the grant application and approved budget referenced herein. In the performance of this grant agreement the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.

An acknowledgement of National Park Service support must be made in connection with the publication or dissemination of any printed, audio-visual, or electronic material based on, or developed under, any activity supported by Historic Preservation Fund grant funds, in the form of the following statement:

The activity that is the subject of this [type of publication] has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

The Grantee agrees to abide by the limitations, conditions and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated, all payments under this grant may cease.

3. PAYMENT will be made according to the schedule in section B of the attached appendices, following Governor and Executive Council Approval, if applicable.
4. FINAL REPORT: The Grantee agrees to submit a final financial and project report in a format provided by the DHR, no more than 30 days after the end of the grant period.
5. SOVERIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

DEPARTMENT OF NATURAL
AND CULTURAL RESOURCES

Sarah L. Stewart, Commissioner Date

DIVISION HISTORICAL RESOURCES

Benjamin H. Wilson, Date
State Historic Preservation Officer

GRANTEE

Name _____
Address _____

Authorized Signature

STATE OF NEW HAMPSHIRE, COUNTY OF

The foregoing statement was acknowledged before me
this _____ day of _____ 20____

Signature of Notary Public Commission Expires

Approved as to form, substance and execution:

Office of Attorney General Date

EXHIBIT A: SCOPE OF SERVICES

- A.1. The Grantee agrees to provide and maintain supervision of the project by a person or persons, whose professional qualifications meet the criteria of 36 CFR 61 and which have received prior approval of the Division of Historical Resources, and to ensure that the grant-assisted work conforms to the applicable Secretary of the Interior's Standards and Guidelines. The Grantee also agrees that work performed under this Agreement shall in all respects conform to high professional standards and shall be coordinated with the Division of Historical Resources.
- A.2. It is understood and agreed by the Grantee that costs and/or matching share associated with development of any final products which do not conform to the terms and conditions of this Agreement, or which do not meet the appropriate Secretary of the Interior's Standards for Planning, Identification, Evaluation and Registration, as determined by the State Historic Preservation Officer, shall not be reimbursed.
- A.3. Scope, Products, and Schedule:
(a) Scope and Products: These shall be as described in, and shall be performed and produced in accordance with, the Project Notification for this project (a copy of which is incorporated into this agreement as item A.4), as approved by the National Park Service, subject to any subsequent modifications or amendments which are approved in writing by the Division of Historical Resources and/or the National Park Service.

(b) Schedule: Begin date: Pending Contract Execution end date: September 30, 2022

(c) Standards: The applicable Secretary of the Interior's Standards and Guidelines for this contract are those for: Planning, Identification, Evaluation and Registration.
- A.4. The Project Notification for this project is incorporated into Exhibit A.
- A.5. The Grantee understands and agrees that the project scope of work products, budget, and performance/reporting milestones, as approved by the Division of Historical Resources and specified in this Agreement, shall not be changed without prior written approval of the Division of Historical Resources.

EXHIBIT B: GRANT PRICE AND METHOD OF PAYMENT

- B.1. Compensation to the Grantee for approved project work under this Agreement shall be on a reimbursable matching basis, not to exceed one hundred percent (100%) of the allowable costs and matching share incurred by the Grantee in carrying out the approved project work during the approved project period. Compensation to the Grantee for its own participation in the project shall not include profit, or other increment above cost in the nature of profit. Work is to be performed by the Grantee in conformance with the Scope of Services, as described in Exhibit A above, for federal reimbursement from the Historic Preservation Fund by and through the New Hampshire Division of Historical Resources, for an amount not to exceed Five **Thousand-Two Hundred Dollars (\$5,200)** subject to:

(a) The Grantee's submission of itemized invoices, and progress reports, on a quarterly basis, in a format specified by the Division of Historical Resources;

(b) The Grantee's submission of a Final Project Report which contains a comparison of the projected Scope and Budget to the actual Scope and Budget; and

(c) The Grantee's completion of approved project work in a manner satisfactory to the Division of Historical Resources.
- B.2. The final payment shall not be less than twenty-five percent (25%) of the total compensation due the Grantee; it shall be retained by the Division of Historical Resources until all of the obligations of the Grantee pursuant to this Agreement have been completed, all necessary documentation of same has been submitted to and approved by the Division of Historical Resources, and all work and products accomplished under this Agreement have been accepted by the Division of Historical Resources.

B.3. It is expressly understood and agreed that the Grantee shall compile cost documentation in a form and manner specified by the Division of Historical Resources, and that it shall be forwarded to the Division of Historical Resources and retained by the Division for state and federal audits.

B.4. **Invoices and progress reports shall be submitted to the Division of Historical Resources on a quarterly basis as follows:**

October 31, 2021

January 31, 2022

April 30, 2022

June 30, 2022 Project Completion Deadline

September 30, 2022 Final Project Report Due

EXHIBIT C: SPECIAL PROVISIONS

C.1. The work performed pursuant to this Agreement is to be treated as non-federal matching share for a Historic Preservation Fund matching grant-in-aid from the National Park Service of the U.S. Department of the Interior, to the State of New Hampshire, by and through the Division of Historical Resources. Under the terms of the grant, the State of New Hampshire and the Division of Historical Resources are administratively responsible for obtaining the Grantee's compliance with all terms of the assistance, with the Historic Preservation Fund program policies and procedures.

C.2. The Grantee agrees to comply with all applicable federal, state, and local laws, statutes, codes, ordinances, and regulations including Title VI, section 504, and with the Americans with Disabilities Act. In addition to the terms detailed in this Agreement, all federal requirements governing grants and/or contracts are applicable, including Office of Management and Budget Circulars, Revised, A-87 or A-122, A-102 or A-110, and A-128(the Single Audit Act of 1984). The Grantee will submit a copy of the Single Audit for the time period of the Grant as soon as the Audit has been completed. Failure to comply with this condition may affect the Contractor's eligibility to receive future grants.

C.3. The Grantee agrees to be solely responsible for all bills or claims for payment rendered by any sub consultants, associates, or others, and for all services and materials employed in its work, and to indemnify and save harmless the Division of Historical Resources and all of its officers, agents, employees, and servants, against all suits, claims, or liability of every name and nature arising out of or in consequence of the acts or failures to act of the Grantee and its associates, employees, or sub consultants, in the performance of the work covered by this Agreement. No portion of this Agreement shall be understood to waive the sovereign immunity of the State of New Hampshire.

C.4. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create the public or any member thereof a third party beneficiary hereunder, or to authorize any one not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The duties, obligations, and responsibilities of the parties to this Agreement with respect to third parties shall remain as imposed by law.

C.5. The attached document, "Conditions and Assurances for Historic Preservation Fund Projects," as executed by the Grantee, is incorporated into Exhibit C.

Municipality Certification of Authority

I, _____ (Name), hereby certify/attest that I am duly elected Clerk/Secretary of _____ (Name of Municipality), New Hampshire. I hereby certify the following is a true copy of the resolution adopted during a meeting of the Municipality Officers, duly called and held on _____, 20 __, at which a quorum of the Municipality Officers were present and voting.

RESOLVED: That _____ (Name and Title of Official Signing the Agreement) is duly authorized to enter into contracts or agreements on behalf of _____ (Name of Municipality) with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents on behalf of this Municipality which may be in his/her judgement desirable or necessary to effect the purpose of this resolution.

I hereby certify that the foregoing resolution has not been amended or repealed and remains in full force and effect as of _____, 20 __. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the Municipality. This authority **remains valid for thirty (30) days** from the date of this certificate.

DATED: _____

ATTEST: _____
(Secretary/Clerk Signature Completing this Certificate)

STATE OF _____

COUNTY OF _____

On this the ____ day of _____, 20 __, before me _____, the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained. In witness whereof, I hereunto set me hand and official seal:

Justice of the Peace / Notary Public

My Commission Expires:

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED	

NH DIVISION OF HISTORICAL RESOURCES
19 Pillsbury Street, Second Floor
CONCORD NH 03302-2043
603-271-3483
FAX 603-271-3433

PROJECT NOTIFICATION

PROJECT TITLE: From Bookshelves to the Public

GRANT NUMBER: CLG-P21AS00231-01

AREA AFFECTED BY PROJECT: Amherst

FEDERAL SHARE: 5,200

NONFEDERAL SHARE: 4,012

CONGRESSIONAL DISTRICT: 02

TOTAL PROJECT COST: 9,212

1. SUBGRANTEE:

Name: Town of Amherst

Address: 3 School Street, Amherst, NH 03031

Contact Person: Will Ludt, Amherst Heritage Commission

2. PURPOSE: Encourage the appreciation and preservation of Amherst's rich heritage through public online maps.

Products: Publically accessible online maps and ESRI StoryMap of heritage sites, and public outreach

3. BEGINNING/ENDING DATES:

From: Pending contract execution

To: September 30, 2022

4. No program income will be generated.

5. As the fully authorized representative, I certify that this subgrant will be administered, and work will be performed, in accordance with the Historic Preservation Fund grants Manual, and the Secretary of the Interior's "Standards and Guidelines for Planning, Identification, Evaluation, & Registration." All documentation required by the Historic Preservation Fund Grants Manual will be maintained on file for audit and State Program Review purposes. All proposed costs for personal compensation charged to the Federal or nonfederal share of this subgrant are within the maximum limit proposed by Chapter 13, Section B.34.e of the Historic Preservation Fund Grants Manual. These costs have been assessed by knowledgeable SHPO staff **and** found to be within the normal and customary range of charges for similar work in the local labor market, and appear to be appropriate charges for the product achieved with grant assistance.

SHPO or Authorized Designee Signature

Date

Municipality Certification of Authority

I, _____ (Name), hereby certify/attest that I am duly elected Clerk/Secretary of _____ (Name of Municipality), New Hampshire. I hereby certify the following is a true copy of the resolution adopted during a meeting of the Municipality Officers, duly called and held on _____, 20 __, at which a quorum of the Municipality Officers were present and voting.

RESOLVED: That _____ (Name and Title of Official Signing the Agreement) is duly authorized to enter into contracts or agreements on behalf of _____ (Name of Municipality) with the State of New Hampshire, acting by and through the Department of Natural and Cultural Resources, and is further authorized to execute any documents on behalf of this Municipality which may be in his/her judgement desirable or necessary to effect the purpose of this resolution.

I hereby certify that the foregoing resolution has not been amended or repealed and remains in full force and effect as of _____, 20 __. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the Municipality. This authority **remains valid for thirty (30) days** from the date of this certificate.

DATED: _____ **ATTEST:** _____
(Secretary/Clerk Signature Completing this Certificate)

STATE OF _____
COUNTY OF _____

On this the ____ day of _____, 20 __, before me _____, the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained. In witness whereof, I hereunto set me hand and official seal:

Justice of the Peace / Notary Public

My Commission Expires:

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED	



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Garage Doors

Department: Public Works

Meeting Date: August 23, 2021

Staff Contact: Eric Hahn

BACKGROUND INFORMATION:

This bid is for new garage doors for the mechanic's garage. DPW received two bids, one of which was rejected as improperly submitted. It was sent via email. It was the higher of the two bids. DPW posted the bid on ConstructionSummary.com, town website and mailed to 8 companies. DPW followed up for the low response rate as noted on the award sheet. The funds are within our budget and within the estimated cost of the doors and are insulated.

BUDGET IMPACT:

(Include general ledger account numbers)

\$25,600 within Buildings and Grounds existing budget.

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

Award the bid to Overhead Doors of Manchester NH.

SUGGESTED MOTION:

I move to award the fabrication and installation of the new mechanics' garage doors, to Overhead Doors of Manchester for the amount of \$25,600 and to authorize the town administrator to sign all relevant documentation.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 01-22 Garage Door award Forms
2. 01-22 steel building ov door bid 7-2-21
3. Overhead Door Company of Manchester (2)

TOWN OF AMHERST

Town Department: DPW

Date: July 30, 2021

Line Item: 01-4194-40-2430

Budget Amount: \$125,000

Bid #: 01-22

Item: Overhead Doors

Date Bid To Be Awarded: August 23, 2021

<u>VENDOR Name and Address</u>	<u>PRICE/UNIT</u> <u>Interest Rate</u>	<u>TOTAL</u>	<u>OTHER CONSIDERATIONS</u>
1. C. Nutter Garage Doors Manchester NH		No Bid	Labor Shortage prevented bid submission
2. Door UP Manchester NH		NO BID	
3. Overhead Door Company of Manchester Manchester NH		\$25,600.00	Fabricates own doors.
4. Fimbel Paunet Door Manchester NH		NO BID	Bid rejected, improper submittal, \$28,147.58
5. Raynor Door Authority Manchester NH		NO BID	Not Intentional, misplaced
6 JA Overhead Doors Derry NH		NO BID	Away on Vacation
7. Lizzys Garage Doors Nashua NH		NO BID	Wasn't Interested
8. Seacoast Overhead Door Farmington NH		NO BID	

Recommend bid be awarded to:

Overhead Door Company of Manchester, NH.

 Signature of Town Administrator / Date

Posted on Construction Summary, ([Construction Summary - construction reports, building reports, new hampshire construction, maine construction, vermont construction](#)), Town Website and mailed to 8 local companies.

Please attach to this request a copy of the specifications and proposal from the lowest qualified bidder.

Please forward, for review purposes, a copy of bids in excess of \$10,000.00 to the Board of Selectmen at least one week prior to a vote of the Board of Selectmen.



DEPARTMENT OF PUBLIC WORKS

22 Dodge Road
Amherst, NH 03031
Tel. (603) 673-2317 Fax (603) 249-8857

ehahn@amherstnh.gov

BID NUMBER #01-22

Steel Building Overhead Doors

INVITATION TO BID

The Town of Amherst, NH is inviting proposals for contract at the Public Works Office, 22 Dodge Road, Amherst, New Hampshire, for **furnishing & installing four (4) NEW overhead garage doors** in our new steel building. The bid shall provide a lump sum price for furnishing/installing the NEW overhead garage doors. The bid shall also list all applicable warranties.

Bidding Documents may be obtained, at no charge, at the Public Works Office at 22 Dodge Road in Amherst, NH. Review of the steel building overhead door locations can be arranged by appointment with the Director of Public Works or his designee by calling our office at 603-673-2317.

Bids will be received at the Amherst Town Hall, 2 Main Street, Amherst, NH, until 12 PM on Friday, July 30, 2021. Shortly thereafter, bids will be publicly opened and read aloud at any available office or conference room, Public Works, 22 Dodge Rd. Award will be by the Board of Selectmen at a regular board meeting.

Each bid must be accompanied by BID SECURITY, payable to the Town of Amherst, in the amount of FIVE HUNDRED DOLLARS (\$500.00)

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

July 2, 2021

BID NUMBER #01-22

CONTRACTOR'S PROPOSAL

To: Town of Amherst, NH:

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as **"Town of Amherst Bid # 01-22 Steel Building Overhead Garage Doors"** with the General Provisions, Specifications and other bid documents and binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for furnishing and installing four garage doors, in Amherst, NH for the following Lump Sum Price with applicable warranties:

Furnishment & Installation of four (4) NEW garage doors:

Lump Sum (\$): _____ **(\$)** _____
(Written) (Figure)

Warranty:

Type(s) & Duration(s):

Print Bidder/Contractor's Name

Print Representative's Name and Title

Representative's Signature

Street

City, State and Zip Code

Telephone and FAX Number

Date

Person signing proposal must be a person in your company authorized to sign a Contract with the Town of Amherst, NH.

July 2, 2021

AGREEMENT

This AGREEMENT is made August_____, 2021, BETWEEN the Owner: Town of Amherst
and the Contractor: _____ for the
following Project: **"Town of Amherst Bid # 01-22 Steel Building Overhead Doors."**

The Owner and Contractor agree as follows:

**ARTICLE I
THE CONTRACT DOCUMENTS**

The contractor shall complete the Work described in the Contract Documents for the project. The Contract documents consist of:

- 1) Invitation to Bid, dated July 2, 2021.
- 2) Contractor's Proposal, dated July 2, 2021.
- 3) Contract Agreement, dated July 2, 2021.
- 4) General Provisions, dated July 2, 2021.
- 5) Payment Security, (if necessary).
- 6) Specifications, dated July 2, 2021.
- 7) Any issued addenda.
- 8) This agreement signed by the Owner and the Contractor.
- 9) Written change orders or orders for minor changes in the Work issued after execution of this Agreement.

**ARTICLE II
DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE**

The date of commencement shall be the date of this Agreement. The Contractor shall substantially complete the Work not later than September 17, 2021, subject to adjustment by Change Order.

**ARTICLE III
CONTRACT SUM**

Subject to additions and deductions by Change Order, the Contract Sum per unit is:

Furnishment & Installation of four (4) new overhead doors:

\$ _____
(figure)

Furnishment & Installation of four (4) new overhead doors:

\$ _____
(written words)

ARTICLE IV PAYMENT

Based on the Contractor's Application for Payment for complete work, certified by the Owner or the Owner's Agent, the Owner shall pay the Contractor as follows:

1. Submittals shall be for completed work only.
2. Submittals shall be for no more than two times in any calendar month.
3. Work shall be certified, and payment made, on or within 15 days of the approved amount of the invoice.
4. Payment Security may be required for bids in excess of \$25,000.

ARTICLE V INSURANCE

The Contractor shall provide satisfactory evidence of both Contractor's Liability and Workers Compensation Insurance.

ARTICLE VI OTHER TERMS AND CONDITIONS

There shall be a project meeting between the Owner and the Contractor prior to start date.
This twelve-page Agreement entered into as of the day and year first written above (page 3).

OWNER, by its Selectmen

Peter Lyon, Chair

Dwight Brew, Vice Chair

Reed Panasiti, clerk

Thomas Grella, Member

John D'Angelo, Member

CONTRACTOR

(Signature of Company Executive)

Printed name, title, and address

Telephone Number

Fax line number

GENERAL PROVISIONS

1. Each bid shall be submitted in a sealed envelope clearly identified with the Bidder's name and marked **"Town of Amherst Bid # 01-22 Steel Building Overhead Doors"** and will be received at the Amherst Town Hall, 2 Main Street, Amherst, NH until 12 PM, Friday, July 30, 2021.
2. Shortly thereafter, bids will be publicly opened and read aloud from any available office or conference room, Public Works, 22 Dodge Road, Amherst, NH. Bids when opened shall be irrevocable for a period of thirty (30) calendar days following bid-opening date. Following a review of the bids by staff, the Board of Selectmen will award the bid at a regular public meeting.
3. The Town expressly reserves the right to reject any or all bids as the Board of Selectmen may determine and to waive defects in form of minor irregularities where the best interest of the Town would be served.
4. The bid price shall not include Federal or State taxes. If such are applicable, the successful Bidder shall furnish the Town with the necessary tax-exempt forms in triplicate upon submission of the invoice.
5. The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.
6. The successful Bidder shall not use the name of the Town in any advertising without first obtaining written permission from the Board of Selectmen.
7. Any change to the provisions or specifications of this Bid shall be made by written addendum issued no later than four (4) working days prior to the bid opening date. Prospective Bidders shall have complete responsibility for being aware of any and all addenda.
8. The bidder shall observe and comply with all applicable Federal and State Laws and Regulations, Town Ordinances and the Rules and Regulations of all authorities having jurisdiction over the project, and these shall apply to the contract the same as though written out herein in full, and the Contractor shall indemnify the Town and its representatives against any claim or liability arising from or based on any such law, ordinance, rules and regulation by themselves or by their employees. The successful Bidder shall notify the Town immediately if these bid documents are at variance with any laws or regulations.
9. The Town may make such investigations as it may deem necessary to determine the ability of the bidder to perform the services, and the bidder shall furnish the Town all such information for this purpose that the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
10. The Contractor shall secure and pay for all permits and licenses for this work in accordance with the bid documents, contract and specifications required for a complete and finished job.
11. The Contractor shall be responsible for all damage to property, or injury to persons, arising out of their actions or failure to act. They shall indemnify and hold harmless the Town of Amherst from any and all

demands, suits or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.

12. The bidder shall, in the employment of labor, comply with the laws of the State of New Hampshire, including but not limited to Chapter 275, RSA, as amended, "Hours of Labor", Chapter 279, RSA, as amended, "Minimum Wage Law".
13. The bidder shall take out and maintain at their own expense insurance against damages arising from injury to their employees in accordance with Chapter 281, RSA, as amended, "Worker's Compensation Acts" and from claims for damages because of bodily injury including death and for all property damages, including without limitations, damage to buildings, which might arise from and during operations under this contract, whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. The Contractor shall insure the activities of their subcontractors in their own policy, for subcontractors Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the types and amounts as herein specified. Approval of insurance by the Town shall not relieve the Liability of the Contractor there under. Certificates from the insurance companies as to the amount and type of coverage, terms of the policy, etc. shall be filed with the Selectmen's Office in single copy.
 - A. COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE. The Contractor shall take out and maintain during the life of this Contract the statutory Worker's Compensation and Employer's Liability Insurance for all of their employees to be engaged in work on the project under this Contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all work of the latter's employees to be engaged in such work.
 - B. BODILY INJURY LIABILITY AND PROPERTY DAMAGE LIABILITY. The Contractor shall take out and maintain during the life of this Contract such Bodily Injury Liability and Property Damage Liability Insurance and Automobile Bodily Injury Liability and Property Damage Liability Insurance as shall protect them and any subcontractors performing work covered by the Contract from claims for damages for personal injury, including accidental death, as well as claims for Property Damage which may arise from operations under this Contract, whether such operations be by themselves or by the subcontractor or by anyone directly and/or indirectly employed by either of them, and the amount of insurance shall not be less than:
 - (1) Bodily Injury Liability Insurance, in an amount not less than Five Hundred Thousand Dollars (\$500,000) for injuries, including wrongful death to any one person and subject to the same limits for each person in an amount not less than Five Hundred Thousand Dollars (\$500,000) on account of one accident.
 - (2) Property Damage Insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000) for damages on account of one accident or all accidents.
 - C. TOWN OF AMHERST'S PROTECTIVE LIABILITY INSURANCE. The Contractor shall name the Town of Amherst as one of the insured on all policies required, except Worker's Compensation.
 - D. All policies and certificates of insurance shall carry a ten (10) day notice of cancellation or change in expiration and notice of such cancellation or change in expiration shall be sent to the Board of Selectmen.
14. The bidder is to submit Proposal on the attached Bid Form of Unit Prices.
15. The successful bidder shall execute and deliver the contract within ten (10) calendar days to the Town.

16. Work on this project shall commence after signing of the contract and shall be completed in its entirety on or before September 17, 2021.
17. The successful bidder, upon their failure or refusal to execute and deliver the Contract and security, if required, within ten (10) calendar days after they have received notice of the acceptance of their bid, shall forfeit to the Town, as liquidated damages for such failure or refusal, the \$500.00 security deposited with their bid.
18. The bidder will guarantee the work and materials and the work and the materials of all subcontractors for a period of one (1) year from the date of acceptance of the work by the Town and agree to leave the work in perfect order at completion. Neither the final certificate of payment nor any provision in the Contract documents shall relieve them of responsibility for negligence, or faulty materials, or workmanship within the extent and period provided by law, and upon written notice they shall remedy any defaults due thereto and pay all expenses for any damage to work resulting therefrom. It is hereby specifically agreed and understood that this guarantee shall not include any cause or causes other than defective work or materials. It is further understood that the Board of Selectmen shall be the final judge as to whether or not any defect is a defect in workmanship and/or materials, which is the bidder's responsibility.
19. The Contract Documents shall include the "Invitation to Bid", "Contractor's Proposal", "General Provisions", "Payment Bond" (if necessary), "Specifications", any issued addenda, any "Change Orders", and the final executed "Contract Agreement".

The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the work and the terms and conditions of payment thereof.

The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.
20. A complete understanding of the conditions as they exist is required by a careful personal examination of the work at the site. The Contractor shall also carefully examine the specifications and the Contract forms of the work contemplated. The Contractor shall not, at any time after the execution of the Contract, set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions, nor shall it claim any misunderstanding in regard to the nature, conditions, or character of the work to be performed under this contract, and it shall assume all risks resulting from any change in the conditions which may occur during the progress of the work.
21. The Town shall make payment on account of the Contract as follows: The Contractor shall invoice the Town for the work completed. After receipt of the Contractor's invoice by the Town, the Town's agent shall inspect the premises and if the work has been completed in accordance with the Contract Documents, the Town will make payment on or within fifteen (15) days of the approved amount of the invoice. Before final payment is made to the Contractor, it shall submit evidence satisfactory to the Board of Selectmen that all payrolls, material bills, and other indebtedness connected with the work have been paid.
22. After execution of the Contract, there shall be no changes in the Bid Documents except by a written amendment executed in the same manner as the Contract or by Change Order as described below:

CHANGE ORDERS:

- A. The Town, without invalidating the Contract, may order changes in the work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract sum and the Contract time being adjusted accordingly. All such changes in the work shall be executed under the applicable conditions of the Contract Documents.

- B. A change order is a written order to the Contractor signed by the Board of Selectmen and the Contractor, after execution of the Contract, authorizing a change in the work and/or an adjustment in the Contract sum and/or in the Contract time.
- C. The terms of any change order shall be mutually agreed to by the Contractor and the Board of Selectmen.

23. The entire work contemplated by the Contract shall be under the supervision of the Board of Selectmen, or their agents so designated, and all questions concerning the prosecution of the work shall be referred to and decided by them.

24. DETERMINATION AND EXTENSION OF CONTRACT TIME. It is an essential part of the Contract that the Contractor shall perform fully, entirely and in an acceptable manner, the work under Contract within the time stated in the Contract. If the Contractor finds it impossible for reasons beyond its control to complete the work within the Contract time, it shall make a written request to the Public Works Director for an extension of time setting forth the reasons which it believes will justify the granting of its request. The Contractor's plea that insufficient time was specified is not a valid reason for extension of time. If the Board of Selectmen finds that the work was delayed because of conditions beyond the control and without the fault of the Contractor, including but not limited to acts of God, utility relocations, strikes, delays in the delivery of critical materials, and work requiring specialists for whose starting time a reasonable latitude must be allowed, the Board of Selectmen may extend the time for completion in such amount as conditions justify. When extension of the Contract time is required due to delays in the delivery of critical materials, sufficient evidence must be furnished to the Town at the time the delay occurs showing that such delay results from the materials being unavailable by reason of unusual market conditions such as an industry-wide strike, natural disaster or an area-wide shortage which arises after bids are taken and which prevents the procurement of materials within the allowable time of limitations. Delays due to slow delivery from a source of supply when the required material is available elsewhere will not be considered as justification for an extension of time.

FAILURE TO COMPLETE ON TIME. For each day that any work shall remain uncompleted after the Contract time specified for completion of the work, including extensions, the fixed daily charge specified below will be deducted from any money due the Contractor, not as a penalty, but as liquidated damages. Permitting the Contractor to continue and finish the work or any part of it after the time fixed for its completion, or after the date to which the time for completion may have been extended, will in no way operate as a waiver on the part of the Town of any of its rights under the Contract. The Board of Selectmen may waive such portions of the liquidated damages as may occur after the work is in condition for safe and convenient use. The fixed, agreed liquidated damages shall be \$500.00 per day.

The Town may withhold any amount of money otherwise due the Contractor to offset such liquidated damage and the Contractor and its SURETY shall be liable to the Town for all additional liquidated damages as provided herein.

25. ASSIGNMENT. The contractor shall not assign, sublet, or transfer its interests in this agreement without written consent of the Town of Amherst.

26. In determining the successful bidder, in addition to price, the following shall be considered:

- a. The ability and skill of the bidder to perform the contract;
 - b. Whether the bidder can perform the contract promptly without delay or interference;
 - c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
 - d. The quality of performance of previous contracts for services.
-

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

July 2, 2021

Payment Bond

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____, hereinafter called Principal
(Corporation, Partnership, or Individual)

and _____
(Name of Surety)

(Address of Surety)

Hereinafter called Surety, are held, and firmly bound unto:

**Town of Amherst
2 Main Street
Amherst, NH 03031**

Hereinafter called the Owner and unto all persons, firms, and corporations, who or which may furnish labor or materials to perform Work as described under the contract and to their successors, heirs and assigns, in the total aggregate penal sum of _____ dollars (\$ _____), in lawful money of the United States, for the payment of which sum and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain Agreement with the **OWNER**, dated the _____ day of ____ August ____ 2021, a copy of which is hereto attached and made a part hereof for:

Town of Amherst Bid # 01-22 Steel Building Overhead Doors

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms, and corporations furnishing materials for or performing labor in the prosecution of the **WORK** provided for in such Agreement, and any authorized extension or modifications thereof, including all amounts due for materials, lubricants, oil, gasoline, repairs on machinery, equipment and tools, consumed or used in connection with the execution of such **WORK**, and

for all labor cost incurred in such Work including subcontractors, and to any mechanic or material man lien holder whether it acquires its lien by operation of State or Federal Law; then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, that beneficiaries or claimants hereunder shall be limited to the subcontractors, and persons, firms, and corporations having a direct contract with the PRINCIPAL or its SUBCONTRACTORS.

PROVIDED FURTHER, that the said Surety for value received hereby stipulates and agrees that no charge, extension of time, alteration or addition to the terms of the contract or to the **WORK** to be performed there under or the **SPECIFICATIONS** accompanying the same shall in any way affect its obligation on this **BOND** and it does hereby waive notice of any such change, extension of time, alterations or additions to the term of the contract or to the **WORK** or to the **SPECIFICATIONS**.

PROVIDED, FURTHER that no suit or action shall be commenced hereunder by any claimant: (a) Unless claimant, other than one having a direct contact with the Principal shall have given written notice to any two of the following: The PRINCIPAL, the OWNER, or the SURETY above named within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, starting with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the PRINCIPAL, OWNER, or SURETY, at any place where an office is regularly maintained for the transaction business, or served in any manner in which legal process may be served in the state in which the aforesaid project is located, save that such service need not be made by a public officer. (b) After the expiration of one (1) year following the date on which PRINCIPAL ceased work on said CONTRACT, it being understood, however that if any limitation embodied in the BOND is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

PROVIDED, FURTHER that it is expressly agreed that this BOND shall be deemed amended automatically and immediately, without formal and separate amendments hereto, upon amendment to the Contract not increasing the contract price more than 20 percent, so as to bind the PRINCIPAL and the SURETY to the full and faithful performance of the Contract as so amended. The term "Amendment", wherever used in this BOND and whether referring to this BOND, or the Contract Documents shall include any alteration, addition, extension, or modifications of any character whatsoever.

PROVIDED, FURTHER that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three counterparts, each one of which shall be deemed an original, this _____ day of _____ August _____ 2021.

ATTEST:

(Principal)

By: _____
(Principal) Secretary

(SEAL)

BY: _____

(Address)

By: _____

Witness as to Principal

(Address)

(Surety)

ATTEST:

BY: _____

Attorney-in-Fact

By _____

Witness to Surety

(Address)

(Address)

NOTE: Date of **BOND** must not be prior to date of Contract.

If **CONTRACTOR** is partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing **BONDS** must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of New Hampshire.

SPECIFICATIONS

Steel Building Overhead Doors

Specifications:

- 1) All four rough door openings measure sixteen (16') feet wide and fourteen (14') feet tall.
- 2) The individual garage door panels shall be made of a hot-dipped galvanized outer skin with a foam insulation inner core. The insulation shall be sufficient to achieve a minimum insulation value of $R = 10$.
- 3) All four doors shall be outfitted and opened with 1/2HP electric door openers and auxillary chain-hoists.
- 4) All four doors shall be capable of being opened by remote control. Two (2) four-channel remote controls shall be included.
- 5) All four doors shall be guided by a track that follows the angled interior roofline of the building for added headspace above the floor.
- 6) All four overhead doors shall be outfitted with appropriate weather-stripping as to ensure a weather-tight seal when in the fully closed position.
- 7) All four doors shall have a row of sight-windows located in the third door panel as measured from the floor.

1.



DEPARTMENT OF PUBLIC WORKS

22 Dodge Road
Amherst, NH 03031
Tel. (603) 673-2317 Fax (603) 249-8857

ehahn@amherstnh.gov

BID NUMBER #01-22

Steel Building Overhead Doors

INVITATION TO BID

The Town of Amherst, NH is inviting proposals for contract at the Public Works Office, 22 Dodge Road, Amherst, New Hampshire, for **furnishing & installing four (4) NEW overhead garage doors** in our new steel building. The bid shall provide a lump sum price for furnishing/installing the NEW overhead garage doors. The bid shall also list all applicable warranties.

Bidding Documents may be obtained, at no charge, at the Public Works Office at 22 Dodge Road in Amherst, NH. Review of the steel building overhead door locations can be arranged by appointment with the Director of Public Works or his designee by calling our office at 603-673-2317.

Bids will be received at the Amherst Town Hall, 2 Main Street, Amherst, NH, until 12 PM on Friday, July 30, 2021. Shortly thereafter, bids will be publicly opened and read aloud at any available office or conference room, Public Works, 22 Dodge Rd. Award will be by the Board of Selectmen at a regular board meeting.

Each bid must be accompanied by BID SECURITY, payable to the Town of Amherst, in the amount of FIVE HUNDRED DOLLARS (\$500.00)

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

July 2, 2021

BID NUMBER #01-22

CONTRACTOR'S PROPOSAL

To: Town of Amherst, NH:

The undersigned, as a lawfully authorized agent for the below named Bidder/Contractor, has carefully examined the Proposal form of this Bid, to be known as "**Town of Amherst Bid # 01-22 Steel Building Overhead Garage Doors**" with the General Provisions, Specifications and other bid documents and binds himself/herself and his/her company on award to them by the Board of Selectmen to execute a contract agreement under this Proposal in accordance with such award, on such form and in such manner as is prescribed by the Town and to provide all necessary equipment, labor, materials and other items or services needed to perform all the requirements for furnishing and installing four garage doors, in Amherst, NH for the following Lump Sum Price with applicable warranties:

Furnishment & Installation of four (4) NEW garage doors:

Lump Sum (\$): Twenty Five Thousand & Six Hundred Dollars (\$ 25,600.00)
(Written) (Figure)

Warranty:

Type(s) & Duration(s):

DOORS - See Included Commerce Thermacore Warranty

OPERATORS - See Attached Overhead Door Corp RSX Warranty

Overhead Door Company of Manchester

Print Bidder/Contractor's Name

KEVIN RAMSDELL - Commercial Sales

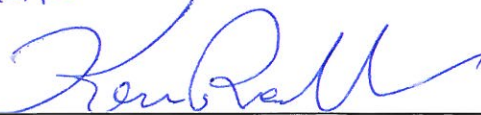
Print Representative's Name and Title

900 CANDIA ROAD

Street

603 434 2911 & 603 434-4302

Telephone and FAX Number



Representative's Signature

Manchester, NH 03109

City, State and Zip Code

7/29/2021

Date

Person signing proposal must be a person in your company authorized to sign a Contract with the

Town of Amherst, NH.

July 2, 2021

AGREEMENT

This AGREEMENT is made August 23, 2021, BETWEEN the Owner: Town of Amherst
and the Contractor: Overhead Door of Manchester, NH for the
following Project: **"Town of Amherst Bid # 01-22 Steel Building Overhead Doors."**

The Owner and Contractor agree as follows:

**ARTICLE I
THE CONTRACT DOCUMENTS**

The contractor shall complete the Work described in the Contract Documents for the project. The Contract documents consist of:

- 1) Invitation to Bid, dated July 2, 2021.
- 2) Contractor's Proposal, dated July 2, 2021.
- 3) Contract Agreement, dated July 2, 2021.
- 4) General Provisions, dated July 2, 2021.
- 5) Payment Security, (if necessary).
- 6) Specifications, dated July 2, 2021.
- 7) Any issued addenda.
- 8) This agreement signed by the Owner and the Contractor.
- 9) Written change orders or orders for minor changes in the Work issued after execution of this Agreement.

**ARTICLE II
DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION DATE**

The date of commencement shall be the date of this Agreement. The Contractor shall substantially complete the Work not later than September 17, 2021, subject to adjustment by Change Order.

**ARTICLE III
CONTRACT SUM**

Subject to additions and deductions by Change Order, the Contract Sum per unit is:

Furnishment & Installation of four (4) new overhead doors:

\$ 25,600.⁰⁰
(figure)

Furnishment & Installation of four (4) new overhead doors:

\$ Twenty Five Thousand Six Hundred Dollars
(written words)

ARTICLE IV PAYMENT

Based on the Contractor's Application for Payment for complete work, certified by the Owner or the Owner's Agent, the Owner shall pay the Contractor as follows:

1. Submittals shall be for completed work only.
2. Submittals shall be for no more than two times in any calendar month.
3. Work shall be certified, and payment made, on or within 15 days of the approved amount of the invoice.
4. Payment Security may be required for bids in excess of \$25,000.

ARTICLE V INSURANCE

The Contractor shall provide satisfactory evidence of both Contractor's Liability and Workers Compensation Insurance.

ARTICLE VI OTHER TERMS AND CONDITIONS

There shall be a project meeting between the Owner and the Contractor prior to start date.
This twelve-page Agreement entered into as of the day and year first written above (page 3).

OWNER, by its Selectmen

Peter Lyon, Chair

Dwight Brew, Vice Chair

Reed Panasiti, clerk

Thomas Grella, Member

John D'Angelo, Member

CONTRACTOR

(Signature of Company Executive)

Printed name, title, and address

Telephone Number

Fax line number

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

July 2, 2021

GENERAL PROVISIONS

1. Each bid shall be submitted in a sealed envelope clearly identified with the Bidder's name and marked "***Town of Amherst Bid # 01-22 Steel Building Overhead Doors***" and will be received at the Amherst Town Hall, 2 Main Street, Amherst, NH until 12 PM, Friday, July 30, 2021.
2. Shortly thereafter, bids will be publicly opened and read aloud from any available office or conference room, Public Works, 22 Dodge Road, Amherst, NH. Bids when opened shall be irrevocable for a period of thirty (30) calendar days following bid-opening date. Following a review of the bids by staff, the Board of Selectmen will award the bid at a regular public meeting.
3. The Town expressly reserves the right to reject any or all bids as the Board of Selectmen may determine and to waive defects in form of minor irregularities where the best interest of the Town would be served.
4. The bid price shall not include Federal or State taxes. If such are applicable, the successful Bidder shall furnish the Town with the necessary tax-exempt forms in triplicate upon submission of the invoice.
5. The Bidder shall not, either directly or indirectly, enter into any agreement, participate in any collusion, or otherwise take any action in restraint of free competitive bidding in connection with this bid.
6. The successful Bidder shall not use the name of the Town in any advertising without first obtaining written permission from the Board of Selectmen.
7. Any change to the provisions or specifications of this Bid shall be made by written addendum issued no later than four (4) working days prior to the bid opening date. Prospective Bidders shall have complete responsibility for being aware of any and all addenda.
8. The bidder shall observe and comply with all applicable Federal and State Laws and Regulations, Town Ordinances and the Rules and Regulations of all authorities having jurisdiction over the project, and these shall apply to the contract the same as though written out herein in full, and the Contractor shall indemnify the Town and its representatives against any claim or liability arising from or based on any such law, ordinance, rules and regulation by themselves or by their employees. The successful Bidder shall notify the Town immediately if these bid documents are at variance with any laws or regulations.
9. The Town may make such investigations as it may deem necessary to determine the ability of the bidder to perform the services, and the bidder shall furnish the Town all such information for this purpose that the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
10. The Contractor shall secure and pay for all permits and licenses for this work in accordance with the bid documents, contract and specifications required for a complete and finished job.
11. The Contractor shall be responsible for all damage to property, or injury to persons, arising out of their actions or failure to act. They shall indemnify and hold harmless the Town of Amherst from any and all

demands, suits or judgments arising in conjunction with or as a result of the Contractor's performance of this contract.

12. The bidder shall, in the employment of labor, comply with the laws of the State of New Hampshire, including but not limited to Chapter 275, RSA, as amended, "Hours of Labor", Chapter 279, RSA, as amended, "Minimum Wage Law".
13. The bidder shall take out and maintain at their own expense insurance against damages arising from injury to their employees in accordance with Chapter 281, RSA, as amended, "Worker's Compensation Acts" and from claims for damages because of bodily injury including death and for all property damages, including without limitations, damage to buildings, which might arise from and during operations under this contract, whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. The Contractor shall insure the activities of their subcontractors in their own policy, for subcontractors Public Liability and Property Damage Insurance and Vehicle Liability Insurance of the types and amounts as herein specified. Approval of insurance by the Town shall not relieve the Liability of the Contractor there under. Certificates from the insurance companies as to the amount and type of coverage, terms of the policy, etc. shall be filed with the Selectmen's Office in single copy.
 - A. COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE. The Contractor shall take out and maintain during the life of this Contract the statutory Worker's Compensation and Employer's Liability Insurance for all of their employees to be engaged in work on the project under this Contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all work of the latter's employees to be engaged in such work.
 - B. BODILY INJURY LIABILITY AND PROPERTY DAMAGE LIABILITY. The Contractor shall take out and maintain during the life of this Contract such Bodily Injury Liability and Property Damage Liability Insurance and Automobile Bodily Injury Liability and Property Damage Liability Insurance as shall protect them and any subcontractors performing work covered by the Contract from claims for damages for personal injury, including accidental death, as well as claims for Property Damage which may arise from operations under this Contract, whether such operations be by themselves or by the subcontractor or by anyone directly and/or indirectly employed by either of them, and the amount of insurance shall not be less than:
 - (1) Bodily Injury Liability Insurance, in an amount not less than Five Hundred Thousand Dollars (\$500,000) for injuries, including wrongful death to any one person and subject to the same limits for each person in an amount not less than Five Hundred Thousand Dollars (\$500,000) on account of one accident.
 - (2) Property Damage Insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000) for damages on account of one accident or all accidents.
 - C. TOWN OF AMHERST'S PROTECTIVE LIABILITY INSURANCE. The Contractor shall name the Town of Amherst as one of the insured on all policies required, except Worker's Compensation.
 - D. All policies and certificates of insurance shall carry a ten (10) day notice of cancellation or change in expiration and notice of such cancellation or change in expiration shall be sent to the Board of Selectmen.
14. The bidder is to submit Proposal on the attached Bid Form of Unit Prices.
15. The successful bidder shall execute and deliver the contract within ten (10) calendar days to the Town.

16. Work on this project shall commence after signing of the contract and shall be completed in its entirety on or before September 17, 2021.
17. The successful bidder, upon their failure or refusal to execute and deliver the Contract and security, if required, within ten (10) calendar days after they have received notice of the acceptance of their bid, shall forfeit to the Town, as liquidated damages for such failure or refusal, the \$500.00 security deposited with their bid.
18. The bidder will guarantee the work and materials and the work and the materials of all subcontractors for a period of one (1) year from the date of acceptance of the work by the Town and agree to leave the work in perfect order at completion. Neither the final certificate of payment nor any provision in the Contract documents shall relieve them of responsibility for negligence, or faulty materials, or workmanship within the extent and period provided by law, and upon written notice they shall remedy any defaults due thereto and pay all expenses for any damage to work resulting therefrom. It is hereby specifically agreed and understood that this guarantee shall not include any cause or causes other than defective work or materials. It is further understood that the Board of Selectmen shall be the final judge as to whether or not any defect is a defect in workmanship and/or materials, which is the bidder's responsibility.
19. The Contract Documents shall include the "Invitation to Bid", "Contractor's Proposal", "General Provisions", "Payment Bond" (if necessary), "Specifications", any issued addenda, any "Change Orders", and the final executed "Contract Agreement".

The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the work and the terms and conditions of payment thereof.

The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

20. A complete understanding of the conditions as they exist is required by a careful personal examination of the work at the site. The Contractor shall also carefully examine the specifications and the Contract forms of the work contemplated. The Contractor shall not, at any time after the execution of the Contract, set up any claims whatsoever based upon insufficient data or incorrectly assumed conditions, nor shall it claim any misunderstanding in regard to the nature, conditions, or character of the work to be performed under this contract, and it shall assume all risks resulting from any change in the conditions which may occur during the progress of the work.
21. The Town shall make payment on account of the Contract as follows: The Contractor shall invoice the Town for the work completed. After receipt of the Contractor's invoice by the Town, the Town's agent shall inspect the premises and if the work has been completed in accordance with the Contract Documents, the Town will make payment on or within fifteen (15) days of the approved amount of the invoice. Before final payment is made to the Contractor, it shall submit evidence satisfactory to the Board of Selectmen that all payrolls, material bills, and other indebtedness connected with the work have been paid.
22. After execution of the Contract, there shall be no changes in the Bid Documents except by a written amendment executed in the same manner as the Contract or by Change Order as described below:

CHANGE ORDERS:

- A. The Town, without invalidating the Contract, may order changes in the work within the general scope of the Contract consisting of additions, deletions or other revisions, the Contract sum and the Contract time being adjusted accordingly. All such changes in the work shall be executed under the applicable conditions of the Contract Documents.

- B. A change order is a written order to the Contractor signed by the Board of Selectmen and the Contractor, after execution of the Contract, authorizing a change in the work and/or an adjustment in the Contract sum and/or in the Contract time.
 - C. The terms of any change order shall be mutually agreed to by the Contractor and the Board of Selectmen.
23. The entire work contemplated by the Contract shall be under the supervision of the Board of Selectmen, or their agents so designated, and all questions concerning the prosecution of the work shall be referred to and decided by them.
24. DETERMINATION AND EXTENSION OF CONTRACT TIME. It is an essential part of the Contract that the Contractor shall perform fully, entirely and in an acceptable manner, the work under Contract within the time stated in the Contract. If the Contractor finds it impossible for reasons beyond its control to complete the work within the Contract time, it shall make a written request to the Public Works Director for an extension of time setting forth the reasons which it believes will justify the granting of its request. The Contractor's plea that insufficient time was specified is not a valid reason for extension of time. If the Board of Selectmen finds that the work was delayed because of conditions beyond the control and without the fault of the Contractor, including but not limited to acts of God, utility relocations, strikes, delays in the delivery of critical materials, and work requiring specialists for whose starting time a reasonable latitude must be allowed, the Board of Selectmen may extend the time for completion in such amount as conditions justify. When extension of the Contract time is required due to delays in the delivery of critical materials, sufficient evidence must be furnished to the Town at the time the delay occurs showing that such delay results from the materials being unavailable by reason of unusual market conditions such as an industry-wide strike, natural disaster or an area-wide shortage which arises after bids are taken and which prevents the procurement of materials within the allowable time of limitations. Delays due to slow delivery from a source of supply when the required material is available elsewhere will not be considered as justification for an extension of time.

FAILURE TO COMPLETE ON TIME. For each day that any work shall remain uncompleted after the Contract time specified for completion of the work, including extensions, the fixed daily charge specified below will be deducted from any money due the Contractor, not as a penalty, but as liquidated damages. Permitting the Contractor to continue and finish the work or any part of it after the time fixed for its completion, or after the date to which the time for completion may have been extended, will in no way operate as a waiver on the part of the Town of any of its rights under the Contract. The Board of Selectmen may waive such portions of the liquidated damages as may occur after the work is in condition for safe and convenient use. The fixed, agreed liquidated damages shall be \$500.00 per day.

The Town may withhold any amount of money otherwise due the Contractor to offset such liquidated damage and the Contractor and its SURETY shall be liable to the Town for all additional liquidated damages as provided herein.

25. ASSIGNMENT. The contractor shall not assign, sublet, or transfer its interests in this agreement without written consent of the Town of Amherst.
26. In determining the successful bidder, in addition to price, the following shall be considered:
- a. The ability and skill of the bidder to perform the contract;
 - b. Whether the bidder can perform the contract promptly without delay or interference;
 - c. The character, integrity, reputation, judgment, experience, and efficiency of the bidder; and
 - d. The quality of performance of previous contracts for services.
-

Town of Amherst NH
Department of Public Works
22 Dodge Road
Amherst, NH 03031

July 2, 2021

Payment Bond

KNOW ALL MEN BY THESE PRESENTS: that

(Name of Contractor)

(Address of Contractor)

a _____, hereinafter called Principal
(Corporation, Partnership, or Individual)

and _____
(Name of Surety)

(Address of Surety)

Hereinafter called Surety, are held, and firmly bound unto:

**Town of Amherst
2 Main Street
Amherst, NH 03031**

Hereinafter called the Owner and unto all persons, firms, and corporations, who or which may furnish labor or materials to perform Work as described under the contract and to their successors, heirs and assigns, in the total aggregate penal sum of _____ dollars (\$_____), in lawful money of the United States, for the payment of which sum and truly to be made, we bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION is such that whereas, the Principal entered into a certain Agreement with the **OWNER**, dated the _____ day of ____August____ 2021, a copy of which is hereto attached and made a part hereof for:

Town of Amherst Bid # 01-22 Steel Building Overhead Doors

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms, and corporations furnishing materials for or performing labor in the prosecution of the **WORK** provided for in such Agreement, and any authorized extension or modifications thereof, including all amounts due for materials, lubricants, oil, gasoline, repairs on machinery, equipment and tools, consumed or used in connection with the execution of such **WORK**, and

for all labor cost incurred in such Work including subcontractors, and to any mechanic or material man lien holder whether it acquires its lien by operation of State or Federal Law; then this obligation shall be void; otherwise to remain in full force and effect.

PROVIDED, that beneficiaries or claimants hereunder shall be limited to the subcontractors, and persons, firms, and corporations having a direct contract with the PRINCIPAL or its SUBCONTRACTORS.

PROVIDED FURTHER, that the said Surety for value received hereby stipulates and agrees that no charge, extension of time, alteration or addition to the terms of the contract or to the **WORK** to be performed there under or the **SPECIFICATIONS** accompanying the same shall in any way affect its obligation on this **BOND** and it does hereby waive notice of any such change, extension of time, alterations or additions to the term of the contract or to the **WORK** or to the **SPECIFICATIONS**.

PROVIDED, FURTHER that no suit or action shall be commenced hereunder by any claimant: (a) Unless claimant, other than one having a direct contact with the Principal shall have given written notice to any two of the following: The PRINCIPAL, the OWNER, or the SURETY above named within ninety (90) days after such claimant did or performed the last of the work or labor, or furnished the last of the materials for which said claim is made, starting with substantial accuracy the amount claimed and the name of the party to whom the materials were furnished, or for whom the work or labor was done or performed. Such notice shall be served by mailing the same by registered mail or certified mail, postage prepaid, in an envelope addressed to the PRINCIPAL, OWNER, or SURETY, at any place where an office is regularly maintained for the transaction business, or served in any manner in which legal process may be served in the state in which the aforesaid project is located, save that such service need not be made by a public officer. (b) After the expiration of one (1) year following the date on which PRINCIPAL ceased work on said CONTRACT, it being understood, however that if any limitation embodied in the BOND is prohibited by any law controlling the construction hereof, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

PROVIDED, FURTHER that it is expressly agreed that this BOND shall be deemed amended automatically and immediately, without formal and separate amendments hereto, upon amendment to the Contract not increasing the contract price more than 20 percent, so as to bind the PRINCIPAL and the SURETY to the full and faithful performance of the Contract as so amended. The term "Amendment", wherever used in this BOND and whether referring to this BOND, or the Contract Documents shall include any alteration, addition, extension, or modifications of any character whatsoever.

PROVIDED, FURTHER that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three counterparts, each one of which shall be deemed an original, this _____ day of _____ August _____ 2021.

ATTEST:

(Principal)

By: _____
(Principal) Secretary

(SEAL)

BY: _____

(Address)

By: _____
Witness as to Principal

(Address)

(Surety)

ATTEST:

BY: _____
Attorney-in-Fact

By _____
Witness to Surety

(Address)

(Address)

NOTE: Date of **BOND** must not be prior to date of Contract.
If **CONTRACTOR** is partnership, all partners should execute **BOND**.

IMPORTANT: Surety companies executing **BONDS** must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of New Hampshire.

SPECIFICATIONS

Steel Building Overhead Doors

Specifications:

- 1) All four rough door openings measure sixteen (16') feet wide and fourteen (14') feet tall.
- 2) The individual garage door panels shall be made of a hot-dipped galvanized outer skin with a foam insulation inner core. The insulation shall be sufficient to achieve a minimum insulation value of $R = 10$.
- 3) All four doors shall be outfitted and opened with 1/2HP electric door openers and auxillary chain-hoists.
- 4) All four doors shall be capable of being opened by remote control. Two (2) four-channel remote controls shall be included.
- 5) All four doors shall be guided by a track that follows the angled interior roofline of the building for added headspace above the floor.
- 6) All four overhead doors shall be outfitted with appropriate weather-stripping as to ensure a weather-tight seal when in the fully closed position.
- 7) All four doors shall have a row of sight-windows located in the third door panel as measured from the floor.

1.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: COVID-19 Task Force Update
Meeting Date: August 23, 2021

Department: Fire Rescue
Staff Contact: Matt Conley

BACKGROUND INFORMATION:

On July 27th, the CDC updated its recommendations for those fully vaccinated in response to the increase in positive COVID 19 cases in those fully vaccinated.

A site tracking community transmission was shared, <https://covid.cdc.gov/covid-data-tracker/#county-view>, which tracks the rate of positive cases by county for each US State. Four levels are represented: Low, Moderate, Substantial and High. The CDC is recommending the wearing of indoor masks in counties that have a transmission rate that is within either Substantial or High categories.

While Hillsborough County was at a Moderate level on August 2, we currently fall within the level of Substantial, with the entire state at either the Substantial or High levels.

The COVID 19 Taskforce met via Zoom on Monday August 9 and are recommending to the Board of Selectmen that we set a policy of requesting masks for anyone not able to maintain 6 feet of social distance from others when inside a Town building, as long as our transmission rate falls within either Substantial or High categories. We will continue to request those who are not vaccinated to wear a mask when inside a Town building.

We recommend that the necessary steps be taken to improve the air exchange rate in the Barbara Landry Meeting Room to the minimum standard that is safe for both employees, board members and residents.

We also reiterate to all employees and to those entering town buildings the importance of participating in the Health Screening before entering the workplace each day and remaining at home if they are experiencing any new or unusual symptoms that are on the list of those of COVID 19.

BUDGET IMPACT:

(Include general ledger account numbers)

None

POLICY IMPLICATIONS:

None

DEPARTMENT HEAD RECOMMENDATION:

The recommendation is for the Board of Selectmen to accept the proposed update from the COVID-19 Task Force.

SUGGESTED MOTION:

I move to have the Board of Selectmen accept the recommendation from the COVID-19 Task Force as it pertains to protecting the employees and the public that enter Town Buildings from COVID-19.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

None



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Baboosic Lake Community Septic Warrants

Department: Tax Collector

Meeting Date: August 23, 2021

Staff Contact: Gail Stout

BACKGROUND INFORMATION:

The Baboosic Lake Community Septic Warrants are enclosed for the Board's approval and signature.

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

To approve and sign.

SUGGESTED MOTION:

I move to approve and sign the Baboosic Lake Community Septic Warrant due for October 1, 2021 as follows:

Phase I	\$ 2,030.52
Phase II	\$ 5,455.24
Phase III	\$ 6,686.35
Phase IV	\$ 4,766.38

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Baboosic Lake Community Septic Warrants October 2021 public
2. Baboosic Lake Community Septic Warrants Confidential



TOWN OF AMHERST

2 Main Street
Amherst, NH 03031
www.amherstnh.gov
Tel. (603) 673-6041 ext. 201 Fax (603) 673-4138

TAX COLLECTOR'S WARRANT

STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase I quarterly invoice for the properties included in the attached list, amounting in all to the sum of Two Thousand, Thirty Dollars and Fifty-two Cents (\$2,030.52).

With interest at eight (8) percent per annum from the 1st day of October, 2021 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 23rd day of August, 2021.

Peter Lyon

Dwight Brew

Thomas Grella

John D'Angelo

Danielle Pray

Board of Selectmen, Amherst, New Hampshire



TOWN OF AMHERST

2 Main Street
Amherst, NH 03031
www.amherstnh.gov

Tel. (603) 673-6041 ex. 201 Fax (603) 673-4138

TAX COLLECTOR'S WARRANT

STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase II Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Five Thousand, Four Hundred Fifty-five Dollars and Twenty-four Cents (\$ 5,455.24).

With interest at eight (8) percent per annum from the 1st day of October, 2021 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 23rd day of August, 2021.

Peter Lyon

Dwight Brew

Thomas Grella

John D'Angelo

Danielle Pray

Board of Selectmen, Amherst, New Hampshire



TOWN OF AMHERST

2 Main Street
Amherst, NH 03031
www.amherstnh.gov

Tel. (603) 673-6041 ex. 201 Fax (603) 673-4138

TAX COLLECTOR'S WARRANT

STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase III Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Six Thousand, Six Hundred Eighty-six Dollars and Thirty-five Cents (\$ 6,686.35).

With interest at eight (8) percent per annum from the 1st day of October, 2021 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 23rd day of August, 2021.

Peter Lyon

Dwight Brew

Thomas Grella

John D'Angelo

Danielle Pray

Board of Selectmen, Amherst, New Hampshire



TOWN OF AMHERST

2 Main Street
Amherst, NH 03031
www.amherstnh.gov

Tel. (603) 673-6041 ex. 201 Fax (603) 673-4138

TAX COLLECTOR'S WARRANT

STATE OF NEW HAMPSHIRE

Hillsborough S.S.

TO: Gail P. Stout, Collector of Taxes
For the Town of Amherst in said County.

In the name of said State, you are directed to collect the Baboosic Lake Community Septic Phase IV Quarterly Invoice for the properties included in the attached list, amounting in all to the sum of Four Thousand, Seven Hundred, Sixty-six Dollars and Thirty-eight Cents (\$ 4,766.38).

With interest at eight (8) percent per annum from the 1st day of October, 2021 on all sums not paid on or before that date.

And we further direct you to pay all moneys collected to the Treasurer or the Treasurer's designee of said Town at least on a weekly basis when receipts exceed \$1,500.00 or more often as directed by the Commissioner of the Department of Revenue Administration.

Given under our hands and seal at Amherst, New Hampshire this 23rd day of August, 2021.

Peter Lyon

Dwight Brew

Thomas Grella

John D'Angelo

Danielle Pray

Board of Selectmen, Amherst, New Hampshire



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: Assessing

Department: Assessing

Meeting Date: August 23, 2021

Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

A. PA-16 Reimbursement to Towns and Cities

The subject property is a vacant 18-acre parcel off of Merrimack Road. The property is under State ownership and is exempt. In order for the town to be reimbursed for a portion of the lost tax revenue, the attached PA-16 form will need to be signed.

Suggested Motion:

Our Assessor has completed the PA-16 Reimbursement form and therefore, I move to approve and sign the PA-16 for Map 004 and Lot 068-000.

B. Veteran Tax Credit

I have reviewed the attached Veteran Tax Credit Application provided and the applicant qualifies for the Tax Credit under RSA 72:28 for the 2022 tax year.

Suggested Motion:

The application has been reviewed by our assessor and our assessor recommends granting this credit. Therefore, I move to approve the Veteran Tax Credit for tax year 2022 in the amount of \$500 for Map 004, Lot 146-001.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. Item A PA-16 Reimbursement
2. Item B Veteran Tax Credit

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
**APPLICATION FOR REIMBURSEMENT TO TOWNS AND CITIES
 IN WHICH FEDERAL AND STATE FOREST LAND IS SITUATED
 2021**



**TOWN OF AMHERST
 OFFICE OF SELECTMEN
 2 MAIN STREET
 AMHERST NH 03031**

The Town/City of **AMHERST** hereby makes application for reimbursement pursuant to RSA 227-H based on the facts as set forth herein.

List the name of the state or federal forest, eligible* number of acres of state or federal forestland in town/city and per acre assessed value if land were taxable. (Insert assessed value and not current use values.)

Name of State or Federal Forest	Number of Acres (per DRED)	Value Per Acre	Total Assessed Valuation	FOR DEPT OF REVENUE USE ONLY
Hodgman State Forest	18.00			
Map 4, lot 18	2.00	135,500	135,500	
	16.00	111,400	111,400	

If your municipality is having a revaluation or statistical update for April 1, 2021, please indicate this so that we will use the proper ratio when we compute the forestland reimbursement. *Eligible State and Federal forestlands are those owned by NH DRED at the acreage noted above and the White Mountain National Forest.

☐ Full Reval
 ☐ Cyclical Reval (values updated)
 ☐ Cyclical in progress
 ☐ Partial
 ☒ Update/Statistical
 ☐ Other: Please Explain

(Please check appropriate box, if applicable)

Signature of Selectmen/Assessors (Sign in Ink)

Date Signed: _____

THE APPLICATION FOR REIMBURSEMENT MUST BE RETURNED TO EQUALIZATION BUREAU, MUNICIPAL & PROPERTY DIVISION, DEPARTMENT OF REVENUE ADMINISTRATION, PO BOX 487, CONCORD NH 03302-0487 OR E-MAIL TO EQUALIZATION@DRA.NH.GOV BY SEPTEMBER 17, 2021 OR REIMBURSEMENT CANNOT BE MADE.



Town of Amherst, NH BOARD OF SELECTMEN STAFF REPORT

Title: AP, Payroll and Minutes
Meeting Date: August 23, 2021

Department: Finance Department
Staff Contact:

BACKGROUND INFORMATION:

BUDGET IMPACT:

(Include general ledger account numbers)

POLICY IMPLICATIONS:

DEPARTMENT HEAD RECOMMENDATION:

SUGGESTED MOTION:

Payroll

AP1~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$4,870.77 dated June 3, 2021, subject to review and audit.

AP2~ I move to approve one (1) FY21 Payroll Manifest in the amount of 52,889.39 dated August 10, 2021, subject to review and audit.

AP3~ I move to approve one (1) FY21 Payroll Manifest in the amount of \$262,862.81 dated August 12, 2021, subject to review and audit.

Accounts Payable

AP4 ~ I move to approve one (1) FY21 Accounts Payable Manifest in the amount of \$275,998.15 dated August 17, 2021, subject to review and audit.

Minutes

~ I move to approve the Board of Selectmen meeting minutes of August 9, 2021.

TOWN ADMINISTRATOR RECOMMENDATION:

ATTACHMENTS:

1. 2021.08.09 BOS MINUTES, DRAFT



Town of Amherst, NH

BOARD OF SELECTMEN MEETING MINUTES

Barbara Landry Meeting Room
2 Main Street
Monday, August 9, 2021, 6:30PM

1 **1. Call to Order**

2 Chairman Peter Lyon called the meeting to order at 6:30 p.m.

3
4 Attendees: Chairman Peter Lyon, Selectman Dwight Brew, Selectman John D'Angelo,
5 Selectman Danielle Pray, and Selectman Tom Grella.

6 Also present: Town Administrator Dean Shankle, and Recording Secretary Kristan Patenaude
7 (remote)

8
9 **2. Pledge of Allegiance – Assistant Department of Public Works Director Eric**
10 **Slosek**

11
12 **3. Citizen's Forum – none.**

13
14 **4. Scheduled Appointments**

15 **4.1. Senator Gary Daniels, legislative updates**

16 Chairman Lyon explained that Senator Daniels could not attend this evening and will present
17 at a later date.

18
19 **5. Administration**

20 **5.1 Administrative Updates**

21 Town Administrator Shankle stated that he and Tax Collector, Gail Stout, made a video to
22 explain the revaluation process to the public. This was placed on the Town website and
23 Selectman Pray also posted it on Facebook.

24
25 Town Administrator Shankle stated that last year 149 recipients in Amherst received
26 \$7,489,171.16 through the GOFERR program.

27
28 He noted that tomorrow morning NRPC will hold a meeting regarding possible areas of
29 development in Town for mapping purposes. He also noted that the Town has opted into the
30 electricity aggregation of towns through NRPC again this year.

31
32 Town Administrator stated that he will be helping with the Zoom meetings for the Bicycle &
33 Pedestrian Advisory Committee and Heritage Commission this week.

34
35 He stated that the Board is supposed to review the Town's Impact Fee Ordinance annually. He
36 felt that this review should be conducted in conjunction with the Capital Improvements
37 Program update, as the Board should take into consideration any updates to the Capital
38 Improvements Plan when setting the impact fee rates.

In response to a question from Selectman Grella, Town Administrator Shankle stated that some upgrades have been done to the technology used at Town Hall, but more are needed. It is possible to use some of the money from the Town's franchise fees to do these upgrades. The Town may also want to consider a traveling system in case more Planning Board meetings need to be moved to the Souhegan High School due to potential number of attendees.

6. Staff Reports

6.1 Cruiser Computer Purchase

Police Chief Mark Reams stated that this is the third year of a three-year plan to upgrade the cruiser computer equipment. The price has increased approximately 7% from last year.

A MOTION was made by Selectman Pray and SECONDED by Selectman Brew to award the bid in the amount of \$13,099.25 to Patrol PC for the purchase of replacement police cruiser computer equipment.

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

6.2 Forestry Vehicle Acquisition

Fire Rescue Chief Matt Conley explained that this acquisition is for a 2002 military specific vehicle with 11,000 miles. This will aid in replacing an existing vehicle with one 20 years newer. It will also give the Department a vehicle that is less prone to getting stuck, and it will replace the last standard vehicle on the force. Per an agreement with the State Division of Forests and Lands, the Department must paint the vehicle within six months. The Department is going to try to do as much of the necessary work on the vehicle itself. The water tank and pumper will need to be moved onto this vehicle.

In response to a question from Selectman D'Angelo, Chief Conley stated that he is quite confident that this vehicle will work well, even though it is 19 years old.

In response to a question from Selectman Pray, Chief Conley stated that he is unsure yet of the market value of the vehicle that this will replace. He is anticipating that the Town will have this vehicle for the life of the vehicle.

Selectman Brew noted that this vehicle is 20 years newer than the one it will replace and only has 11,000 miles on it.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to approve the acquisition of this 2002 Military Specific Truck for Amherst Fire Rescue at the recommendation of Chief Matthew Conley.

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

6.3 DPW Electrical Upgrade and Electric to new mechanic's garage

DPW Director Eric Hahn stated that the new mechanic's garage needs it's electrical service installed. In order to consolidate costs, this was put out to bid jointly with upgrade work to be done in the existing garage. It will also put both on the emergency generator.

In response to a question from Selectman D'Angelo, Eric Hahn stated that there will be approximately 50-60 extra amps of capacity. These projects will take approximately 2-3 weeks to complete.

In response to a question from Selectman Pray, Eric Hahn stated that these items were already included in the budget.

In response to a question from Selectman Grella, Eric Hahn explained that he is recommending Boisvert Electric for this work, as the company is very familiar with the current system.

A MOTION was made by Selectman Grella and SECONDED by Selectman Brew to award LBA Inc. bid 02-22 for \$40,950 to install the electrical wiring and service upgrade for the DPW equipment bays and mechanic's garage.

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

6.4 New Hire, Accountant

Laurie May, Finance Director, explained that the Accountant position was advertised through the NHMA system and on Indeed.com. Eight applicants were offered interviews: only four responded. Based on her background and interview, Pamela-Rae Lindof was selected as the top candidate. She has all requirements listed in the job description.

In response to a question from Selectman Brew, Laurie May stated that she and Jennifer Stover initially interviewed Pamela-Rae Lindof, and Town Administrator Shankle secondarily interviewed her.

A MOTION was made by Selectman Brew and SECONDED by Selectman D'Angelo to approve the hiring of Pamela-Rae Lindof as Accountant in the Finance Department.

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

7. Approvals

7.1 AP, Payroll and Minutes Approves

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Payroll Manifest in the amount of \$243,512.92 dated July 29, 2021, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21 Accounts Payable Manifest in the amount of \$852,239.07 dated August 3, 2021, subject to review and audit.

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

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Pray to approve one (1) FY21Accounts Payable Manifest in the amount of \$21,113.74 dated August 3, 2021, subject to review and audit.

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

A MOTION was made by Selectman Pray and SECONDED by Selectman D'Angelo to approve the Board of Selectmen meeting minutes of July 26, 2021, as presented. Voting: 5-0-0; motion carried unanimously.

8. Action Items

The Board reviewed its action items.

9. Old/New Business

Selectman Brew explained that the Planning Board meeting last week was held at the Souhegan High School. Thanks to a lot of work from Town staff and staff from the High School, the meeting was able to be held remotely via Zoom as well.

Chairman Lyon stated that he hopes the Board will be able to appoint people to the Open Space Advisory Committee at its next meeting. There may also be action items from the COVID-19 Task Force to review.

Selectman D'Angelo stated that the CIP Committee will meet on Thursday at 4pm. The Joint Facilities Advisory Committee will also meet on Thursday at 6pm. He noted that there is paperwork that needs to be completed by the Cemetery Trustees in order to be reimbursed approximately \$41,000. DPW Director Eric Hahn will be helping to get this paperwork completed.

Selectman Pray stated that the Recreation Commission did not have a quorum available for its last meeting.

A MOTION was made by Selectman D'Angelo and SECONDED by Selectman Grella to adjourn the meeting at 7:06pm. Voting: 5-0-0; motion carried unanimously.

NEXT MEETING: Monday, August 23, 2021

Selectman Danielle Pray

Date